



# COUNCIL REGULAR SESSION

Wednesday, July 20, 2022 at 7:00 PM

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## COUNCIL MEMBERS:

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

## LOCATION & CONTACT:

HYBRID: Council Chambers & Zoom (details below)  
Website | [www.sthelensoregon.gov](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 five (5) minutes per speaker*

### DELIBERATIONS

1. Planned Development (Zoning Overlay) located SE of the Intersection of Pittsburg Road and Meadowview Drive (Comstock)

### RESOLUTIONS

- 2. Resolution No. 1962:** A Resolution of the Common Council of the City of St. Helens, Oregon, in Support of Assisted Housing Programs
- 3. PUBLIC COMMENT -** Increase in Garbage & Recycling Rates  
**Resolution No. 1963:** A Resolution Establishing Garbage and Recycling Rates and Superseding Resolution No. 1926

### AWARD BID/CONTRACT

- 4.** Award Bid for 'Salmon' Timber Sale to Interfor U.S. Timber Inc. in the amount of \$664.57 per 1,000 Board Feet

### APPROVE AND/OR AUTHORIZE FOR SIGNATURE

- 5.** Extension of Agreement with Structural Nexus LLC for Structural Plan Review Services
- 6.** Agreement with Richard Oberdorfer for Pro Tem Judicial Services
- 7.** Final Plat for Columbia Commons Subdivision
- 8.** Exclusive Negotiation Agreement with US Ecology Holdings, Inc.

### APPOINTMENTS TO CITY BOARDS OR COMMISSIONS

- 9.** Appoint Aaron Martin and Lynne Pettit to the Library Board

### CONSENT AGENDA FOR ACCEPTANCE

- 10.** Library Board Minutes dated April 11 and June 13, 2022
- 11.** Planning Commission Minutes dated May 10, 2022

[12.](#) Budget Committee Minutes dated April 13 and 27, 2021 and May 12, 2022

**CONSENT AGENDA FOR APPROVAL**

[13.](#) Council Work Session and Regular Session Minutes dated June 1, 2022

[14.](#) OLCC Licenses

[15.](#) Accounts Payable Bill Lists

**WORK SESSION ACTION ITEMS**

**COUNCIL MEMBER REPORTS**

**MAYOR SCHOLL REPORTS**

**OTHER BUSINESS**

**ADJOURN**

**VIRTUAL MEETING DETAILS**

Join: [https://us02web.zoom.us/j/84370168066?pwd=Xy\\_24qN3MXLJrxVMzCrpBxjLqxi4rP.1](https://us02web.zoom.us/j/84370168066?pwd=Xy_24qN3MXLJrxVMzCrpBxjLqxi4rP.1)

Meeting ID: 843 7016 8066

Passcode: 682736

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  
**RESOLUTION NO. 1962**

A RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF ST. HELENS,  
 OREGON, IN SUPPORT OF ASSISTED HOUSING PROGRAMS

**WHEREAS**, the City of St. Helens has received an Oregon Community Development Block Grant; and

**WHEREAS**, the City of St. Helens has certified in its grant contract with the state that it will comply with the requirements of Title VIII of the Civil Rights Act of 1968, as amended, popularly known as the Fair Housing Act, and will take action to affirmatively further fair housing.

**Now, therefore, the City of St. Helens resolves as follows:**

**Section 1.** It is the policy of the City of St. Helens to encourage government-assisted housing as a source of affordable, safe, and sanitary housing opportunities for persons of lower, middle, and fixed incomes.

**Approved and adopted** by the City Council on July 20, 2022, by the following vote:

Ayes:

Nays:

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

ATTEST:

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

City of St. Helens  
**RESOLUTION NO. 1963**

**A RESOLUTION ESTABLISHING GARBAGE & RECYCLING  
 RATES AND SUPERSEDING RESOLUTION NO. 1926**

**WHEREAS**, Hudson Garbage continues to be a community resource, faithfully serving homes and businesses to keep St. Helens clean with little fanfare; and

**WHEREAS**, Hudson Garbage has experienced dramatic upward cost pressures over the last year. They have had to adjust wages to ensure that they retain and attract the right people to provide garbage and recycling services safely and efficiently to the community of St. Helens. This year, they are faced with rising diesel fuel prices which are up 65% year over year and the County tip fee is scheduled to increase 8.5% on July 1; and

**WHEREAS**, given these pressures, Hudson Garbage is requesting an increase of 8.5% on all rates, retroactive to July 1, 2022.

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

**Section 1.** Effective July 1, 2022, garbage and recycling rates for the City of St. Helens are hereby adopted as set forth in **Exhibit A**, attached hereto and made a part hereof by this reference.

**Section 2.** This Resolution supersedes Resolution No. 1926.

**Approved and adopted** by the City Council on July 20, 2022, by the following vote:

Ayes:

Nays:

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

ATTEST:

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

**ST. HELENS CITY**

**RESIDENTIAL SERVICES**

	<b>RATE FREQUENCY</b>	<b>CURRENT RATE</b>	<b>NEW RATE</b>
<b>WEEKLY</b>			
(1) 35 Gallon Cart Weekly	PER MONTH	\$ 28.67	\$ 31.11
Each Additional 35 Gallon Cart Weekly	PER MONTH	\$ 16.94	\$ 18.38
(1) 65 Gallon Cart Weekly	PER MONTH	\$ 44.11	\$ 47.86
Each Additional 65 Gallon Cart Weekly	PER MONTH	\$ 38.82	\$ 42.12
(1) 95 Gallon Cart Weekly	PER MONTH	\$ 59.52	\$ 64.58
Each Additional 95 Gallon Cart Weekly	PER MONTH	\$ 52.38	\$ 56.83
<b>EOW</b>			
(1) 35 Gallon Cart Every Other Week	PER MONTH	\$ 20.70	\$ 22.46
Each Additional 35 Gallon Cart Every Other Week	PER MONTH	\$ 12.61	\$ 13.68
(1) 65 Gallon Cart Every Other Week	PER MONTH	\$ 31.81	\$ 34.51
Each Additional 65 Gallon Cart Every Other Week	PER MONTH	\$ 27.99	\$ 30.37
(1) 95 Gallon Cart Every Other Week	PER MONTH	\$ 42.66	\$ 46.29
Each Additional 95 Gallon Cart Every Other Week	PER MONTH	\$ 37.54	\$ 40.73
<b>MONTHLY</b>			
(1) 35 Gallon Cart OAM	PER MONTH	\$ 6.27	\$ 6.80
(1) 35 Gallon Cart OAM - With Recycle	PER MONTH	\$ 11.45	\$ 12.42
<b>ON-CALL</b>			
(1) 35 Gallon Cart On Call	PER PICKUP	\$ 5.74	\$ 6.23
Each Additional 35 Gallon On Call After First	PER PICKUP	\$ 5.05	\$ 5.48
<b>RECYCLE - GREENWASTE</b>			
(1) 65 Gallon Recycle Weekly - Only Recycle or On Call Garbage	PER MONTH	\$ 9.20	\$ 9.98
(1) 65 Gallon Recycle Weekly - Additional or OAM Garbage	PER MONTH	\$ 8.10	\$ 8.78
(1) 95 Gallon Greenwaste EOW	PER MONTH	\$ 9.20	\$ 9.98
(1) 95 Gallon Greenwaste EOW - With Garbage Service	PER MONTH	\$ 4.26	\$ 4.62
RECYCLE W/ GW RES 1	PER MONTH	\$ 13.47	\$ 14.61

**ST. HELENS CITY**

	<b>RATE FREQUENCY</b>	<b>CURRENT RATE</b>	<b>NEW RATE</b>
<b>OTHER RESIDENTIAL</b>			
Res Extra Can/Cart, Bag or Box (32-35 Gallons)	PER PICKUP	\$ 4.41	\$ 4.78
Res Every Other Week Off Week	PER PICKUP	\$ 5.69	\$ 6.17
Res Extra Bag (12 Gallon Kitchen Bag)	PER PICKUP	\$ 3.15	\$ 3.42
Res Overfill/Overweight Cart or Can	PER PICKUP	\$ 2.58	\$ 2.80
Res Oversize Can	PER PICKUP	\$ 2.58	\$ 2.80
Res Special Trip Off Day	PER PICKUP	\$ 20.00	\$ 21.70
Res Walk In Fee	PER MONTH	\$ 4.50	\$ 4.50
Res Drive In Fee	PER MONTH	\$ 4.50	\$ 4.50
Drive-In Additional 100Ft Increments	PER MONTH	\$ 2.31	\$ 2.51
Res Restart Fee - Includes Cart Re-delivery	ONE TIME	\$ 25.00	\$ 25.00
Returned Check Fee	ONE TIME	\$ 20.00	\$ 20.00
Res Time Fee (Labor for Clean Up - Per Min)	PER MIN	\$ 1.15	\$ 1.25

**COMMERCIAL**

Temp 2 Yard Container (First 7 Days)	PER PICKUP	\$ 71.59	\$ 77.68
Comm Daily Rental Fee (After 7 Days)	PER DAY	\$ 2.31	\$ 2.51
Comm Container Overfill/Overweight	PER YARD	\$ 17.24	\$ 18.71
Comm Container Extra Yardage Fee	PER YARD	\$ 17.24	\$ 18.71
Comm Time Fee (Labor for Clean Up - Per Min)	PER MIN	\$ 1.15	\$ 1.25
Return Trip Charge - Business	PER PICKUP	\$ 20.00	\$ 21.70
Walk-In - Business	PER PICKUP	\$ 4.50	\$ 4.88

**BULKY**

TIRE under 16" no/rim	PER PICKUP	\$ 5.95	\$ 6.46
TIRE under 16" w/rim	PER PICKUP	\$ 13.89	\$ 15.07
HOT WATER HEATER	PER PICKUP	\$ 31.16	\$ 33.81
SM MATTRESS	PER PICKUP	\$ 10.31	\$ 11.19
M/LG MATTRESS	PER PICKUP	\$ 15.38	\$ 16.69
SM FURNITURE	PER PICKUP	\$ 14.73	\$ 15.98
M/LG FURNITURE	PER PICKUP	\$ 30.74	\$ 33.35
SM APPLIANCE*	PER PICKUP	\$ 15.17	\$ 16.46
M/LG APPLIANCE*	PER PICKUP	\$ 31.16	\$ 33.81

\*(No refrigerators, freezers, Freon or compressors)

**WEEKLY**

(1) 35 Gallon Cart Weekly Business	PER MONTH	\$ 19.63	\$ 21.30
Each Additional 35 Gallon Cart Weekly Business	PER MONTH	\$ 19.00	\$ 20.62
(1) 65 Gallon Cart Weekly	PER MONTH	\$ 44.11	\$ 47.86
Each Additional 65 Gallon Cart Weekly	PER MONTH	\$ 38.82	\$ 42.12
(1) 95 Gallon Cart Weekly	PER MONTH	\$ 59.52	\$ 64.58
Each Additional 95 Gallon Cart Weekly	PER MONTH	\$ 52.38	\$ 56.83

**HUDSON GARBAGE SERVICE**  
**RATES EFFECTIVE July 1, 2022**  
**CITY OF ST. HELENS**

Item #3.

**ST. HELENS CITY**

	<b>RATE FREQUENCY</b>	<b>CURRENT RATE</b>	<b>NEW RATE</b>
<b>EOW</b>			
(1) 35 Gallon Cart Every Other Week Business	PER MONTH	\$ 11.75	\$ 12.75
Each Additional 35 Gallon Cart Every Other Week Business	PER MONTH	\$ 11.63	\$ 12.62
(1) 65 Gallon Cart Every Other Week	PER MONTH	\$ 21.88	\$ 23.74
Each Additional 65 Gallon Cart Every Other Week	PER MONTH	\$ 19.25	\$ 20.89
(1) 95 Gallon Cart Every Other Week	PER MONTH	\$ 42.66	\$ 46.29
Each Additional 95 Gallon Cart Every Other Week	PER MONTH	\$ 37.54	\$ 40.73
<b>OTHER COMMERCIAL</b>			
(1) 35 Gallon On Call Business	PER MONTH	\$ 5.74	\$ 6.23
(1) 35 Gallon 1x Monthly Business	PER PICKUP	\$ 6.27	\$ 6.80
Comm Overfill/Overweight Can/Cart Business	PER PICKUP	\$ 2.58	\$ 2.80
(1) 65 Gallon Recycle Weekly - Only Recycle or On Call Garbage	PER MONTH	\$ 9.20	\$ 9.98
(1) 65 Gallon Recycle Weekly - Additional or OAM Garbage	PER MONTH	\$ 5.19	\$ 5.63
(1) 95 Gallon Recycle Weekly - Only Recycle or On Call Garbage	PER MONTH	\$ 9.20	\$ 9.98
(1) 95 Gallon Recycle Weekly - Additional or OAM Garbage	PER MONTH	\$ 5.19	\$ 5.63
<b>CONTAINER SERVICE</b>			
1 Yard Container On Call - Additional Pick Up	PER PICKUP	\$ 29.74	\$ 32.27
1 Yard Every Other Week Service	PER MONTH	\$ 61.35	\$ 66.56
1 Yard Container Weekly Service	PER MONTH	\$ 99.10	\$ 107.52
*Each additional	PER MONTH	\$ 91.47	\$ 99.24
1 Yard Container 2 x Weekly Service	PER MONTH	\$ 184.28	\$ 199.94
*Each additional	PER MONTH	\$ 169.69	\$ 184.11
1 Yard Container 3 x Weekly Service	PER MONTH	\$ 273.18	\$ 296.40
*Each additional	PER MONTH	\$ 239.19	\$ 259.52
1 Yard Container 4 x Weekly Service	PER MONTH	\$ 351.95	\$ 381.87
*Each additional	PER MONTH	\$ 302.21	\$ 327.90
1 Yard Container 5 x Weekly Service	PER MONTH	\$ 441.70	\$ 479.24
*Each additional	PER MONTH	\$ 381.78	\$ 414.23
1.5 Yard Container On Call - Additional Pick Up	PER PICKUP	\$ 39.08	\$ 42.40
1.5 Yard Every Other Week Service	PER MONTH	\$ 87.65	\$ 95.10
1.5 Yard Container Weekly Service	PER MONTH	\$ 139.96	\$ 151.86
*Each additional	PER MONTH	\$ 129.86	\$ 140.90
1.5 Yard Container 2 x Weekly Service	PER MONTH	\$ 266.42	\$ 289.07
*Each additional	PER MONTH	\$ 248.45	\$ 269.57
1.5 Yard Container 3 x Weekly Service	PER MONTH	\$ 392.87	\$ 426.26
*Each additional	PER MONTH	\$ 363.22	\$ 394.09
1.5 Yard Container 4 x Weekly Service	PER MONTH	\$ 499.63	\$ 542.10
*Each additional	PER MONTH	\$ 461.41	\$ 500.63
1.5 Yard Container 5 x Weekly Service	PER MONTH	\$ 632.30	\$ 686.05
*Each additional	PER MONTH	\$ 572.76	\$ 621.44

**HUDSON GARBAGE SERVICE**  
**RATES EFFECTIVE July 1, 2022**  
**CITY OF ST. HELENS**

Item #3.

**ST. HELENS CITY**

	<b>RATE FREQUENCY</b>	<b>CURRENT RATE</b>	<b>NEW RATE</b>
2 Yard Container On Call - Additional Pick Up	PER PICKUP	\$ 46.93	\$ 50.92
2 Yard Every Other Week Service	PER MONTH	\$ 96.46	\$ 104.66
2 Yard Container Weekly Service	PER MONTH	\$ 185.49	\$ 201.26
*Each additional	PER MONTH	\$ 171.98	\$ 186.60
2 Yard Container 2x Weekly Service	PER MONTH	\$ 350.71	\$ 380.52
*Each additional	PER MONTH	\$ 324.58	\$ 352.17
2 Yard Container 3x Weekly Service	PER MONTH	\$ 526.12	\$ 570.84
*Each additional	PER MONTH	\$ 459.49	\$ 498.55
2 Yard Container 4x Weekly Service	PER MONTH	\$ 667.48	\$ 724.22
*Each additional	PER MONTH	\$ 581.70	\$ 631.14
2 Yard Container 5x Weekly Service	PER MONTH	\$ 833.03	\$ 903.84
*Each additional	PER MONTH	\$ 715.61	\$ 776.44
3 Yard Container On Call - Additional Pick Up	PER PICKUP	\$ 60.03	\$ 65.13
3 Yard Container 1x Weekly Service	PER MONTH	\$ 242.98	\$ 263.63
3 Yard Container 2x Weekly Service	PER MONTH	\$ 453.91	\$ 492.49
3 Yard Container 3x Weekly Service	PER MONTH	\$ 664.87	\$ 721.38
3 Yard Container 4x Weekly Service	PER MONTH	\$ 875.81	\$ 950.25
3 Yard Container 5x Weekly Service	PER MONTH	\$ 1,086.65	\$ 1,179.02
4 Yard Every Other Week Service	PER MONTH	\$ 183.84	\$ 199.47
4 Yard Container 1x Weekly Service	PER MONTH	\$ 297.42	\$ 322.70
4 Yard Container 2x Weekly Service	PER MONTH	\$ 578.69	\$ 627.88
4 Yard Container 3x Weekly Service	PER MONTH	\$ 859.91	\$ 933.00
4 Yard Container 4x Weekly Service	PER MONTH	\$ 1,141.18	\$ 1,238.18
4 Yard Container 5x Weekly Service	PER MONTH	\$ 1,422.44	\$ 1,543.35
5 Yard Container 1x Weekly Service	PER MONTH	\$ 410.29	\$ 445.16
5 Yard Container 2x Weekly Service	PER MONTH	\$ 803.19	\$ 871.46
5 Yard Container 3x Weekly Service	PER MONTH	\$ 1,196.18	\$ 1,297.86



# Mason, Bruce & Girard, Inc.

707 S.W. Washington Street, Suite 1300  
Portland, OR 97205-3530  
(503) 224-3445

## MEMORANDUM

**DATE:** July 13, 2022

**TO:** City Council – City of St Helens

**FROM:** Brent Keller

**SUBJECT:** 2022 Timber Sale Bids

Bids were opened for the 2022 City of St Helens ‘Salmon’ Timber Sale at 11:00 am on Wednesday, June 29, 2022. The bid results are as follows:

<u>Bidder</u>	<u>Smith</u>
Interfor US Timber Inc	<b>\$664.57</b>
High Cascade Inc	\$652.52
RSG Forest Products	\$648.00
Hampton Tree Farms, LLC	\$584.40

*Prices per MBF (thousand board feet) for Douglas-fir*

*Total estimated sale value: \$1,072,738.00*

**My recommendation is to accept the high bid and award the ‘Salmon’ timber sale to Interfor US Timber Inc.**

### St Helens Stumpage Sale Bid History

	Sale	Buyer	Douglas-fir
2012	Milton Creek	Columbia Vista	\$ 454.30
2014	Canaan Road	Simpson	\$ 563.99
2014	Section-21	Olympic Forest Products (RSG)	\$ 577.75
2018	Section-28	High Cascade	\$ 681.01
2020	Salmonberry	Olympic Forest Products (RSG)	\$ 624.00
2021	Smith	Interfor	\$ 652.36
2022	Salmon	Interfor	\$ 664.57

## EXTENSION OF PERSONAL SERVICES AGREEMENT

This Extension is made on July 20, 2022, between City of St. Helens, an Oregon municipal corporation ("St. Helens"), and **Structural Nexus LLC** ("Contractor").

### RECITALS

**A. WHEREAS**, on or about July 21, 2021, St. Helens and Contractor entered into an agreement ("Agreement") in which Contractor agreed to provide services ("Services") related to structural plan review services; and

**B. WHEREAS**, Paragraph 3 of the Agreement provides that the Agreement terminates on July 31, 2022, and that the City reserves the right to extend the Agreement for a period of two (2) years in one (1) year increments; and

**C. WHEREAS**, St. Helens and Contractor mutually desire to extend the term of the Agreement for an additional year.

### AGREEMENT

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

**1.** The termination date of the Agreement signed on or about July 21, 2021, shall be amended to reflect a **termination date of July 31, 2023**, unless earlier terminated according to the terms of the Agreement.

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

#### ST. HELENS:

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

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

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

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

#### CONTRACTOR:

**STRUCTURAL NEXUS LLC**

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

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

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

## PERSONAL SERVICES AGREEMENT

This PERSONAL SERVICES AGREEMENT (this “Agreement”) is made and entered into by and between the **City of St. Helens** (the “City”), an Oregon municipal corporation, and **Richard Oberdorfer** (“Contractor”).

### RECITALS

**A.** The City is in need of personal services **for pro tem judicial services**, and Contractor represents that it is qualified and prepared to provide such services.

**B.** The purpose of this Agreement is to establish the services to be provided by Contractor and the compensation and terms for such services.

### AGREEMENT

**1. Engagement.** The City hereby engages Contractor to provide services (“Services”) related to pro tem judicial services, and Contractor accepts such engagement. The principal contact for Contractor shall be Richard Oberdorfer, phone: 503-997-1895.

**2. Scope of Work.** The duties and responsibilities of Contractor, including a schedule of performance, shall be as described in Attachment A attached hereto and incorporated herein by reference.

**3. Term.** Subject to the termination provisions of Section 10 of this Agreement, this Agreement shall commence once executed by both parties and shall terminate on June 30, 2023. The City reserves the exclusive right to extend the contract for a period of two (2) years in one (1) year increments. Such extensions shall be in writing with terms acceptable to both parties. Any increase in compensation for the extended term shall be as agreed to by the parties but shall not exceed five percent (5%) of the then-current fees.

**4. Compensation.** The terms of compensation for the initial term shall be as provided in Attachment C.

**5. Payment.**

**5.1** The City agrees to pay Contractor for and in consideration of the faithful performance of the Services, and Contractor agrees to accept from the City as and for compensation for the faithful performance of the Services, the fees outlined in Attachment C, except that the hourly fee shall include all local travel, local telephone expense, computer expense, and routine document copying. Reimbursable expenses shall be billed at cost without markup and shall include travel and related expenses in compliance with the City’s travel and expense policy, reproduction of documents or reports with prior written approval, and long-distance telephone expenses. Contractor’s cost for approved sub-consultants may be

marked up a maximum of five percent (5%) by Contractor for management and handling expenses.

**5.2** Contractor shall make and keep reasonable records of work performed pursuant to this Agreement and shall provide detailed monthly billings to the City. Following approval by the City Administrator, billings shall be paid in full within thirty (30) days of receipt thereof. The City shall notify Contractor of any disputed amount within fifteen (15) days from receipt of the invoice, give reasons for the objection, and promptly pay the undisputed amount. Disputed amounts may be withheld without penalty or interest pending resolution of the dispute.

**5.3** The City may suspend or withhold payments if Contractor fails to comply with any requirement of this Agreement.

**5.4** Contractor is engaged by the City as an independent contractor in accordance with the standards prescribed in ORS 670.600. Contractor shall not be entitled to any benefits that are provided by the City to City employees.

**5.5** Any provision of this Agreement that is held by a court to create an obligation that violates the debt limitation provision of Article XI, Section 9 of the Oregon Constitution shall be void. The City's obligation to make payments under this Agreement is conditioned upon appropriation of funds pursuant to ORS 294.305 through 294.565.

**6. Document Ownership.** Contractor shall retain all common law, statutory and other reserved rights, including copyrights, in all work products, including, but not limited to, documents, drawings, papers, computer programs and photographs, performed or produced by Contractor for the benefit of the City under this Agreement, except that all copies of such plans, designs, calculations and other documents and renditions provided to City shall become the property of City who may use them without Contractor's further permission for any lawful purpose related to the project. Upon execution of this agreement, Contractor grants to City an irrevocable, nonexclusive license to use Contractor's work products created through its services for the project. The license granted under this section permits City to authorize its contractors, subcontractors of any tier, consultants, subconsultants of any tier, and material or equipment suppliers, to reproduce applicable portions of the work products in performing services for the project. Any unauthorized use of Contractor's work product for purposes unrelated to the project shall be at City's sole risk and without liability to Contractor.

**7. Notices.** All notices, bills and payments shall be made in writing and may be given by personal delivery or by mail. Notices, bills and payments sent by mail should be addressed as follows:

**CITY:** City of St. Helens  
Attn: City Administrator  
265 Strand Street  
St. Helens OR 97051

**CONTRACTOR:**     **Richard Oberdorfer**  
Oberdorfer Law Firm LLC  
4080 N Williams Ave, Ste 200  
Portland, OR 97227

When so addressed, such notices, bills and payments shall be deemed given upon deposit in the United States mail, postage-prepaid.

**8.     Standard of Care.** Contractor shall comply with the applicable professional standard of care in the performance of the Services. Contractor shall prepare materials and deliverables in accordance with generally accepted standards of professional practice for the intended use of the project.

**9.     Insurance.**

**9.1**     At all times during the term of this Agreement, Contractor shall carry, maintain and keep in full force and effect a policy or policies of insurance as specified in Attachment B attached hereto and incorporated herein by reference.

**9.2**     All insurance policies shall provide that the insurance coverage shall not be canceled or reduced by the insurance carrier without thirty (30) days' prior written notice to the City. Contractor agrees that it will not cancel or reduce said insurance coverage without the written permission of City.

**9.3**     Contractor agrees that if it does not keep the aforesaid insurance in full force and effect, the City may either immediately terminate this Agreement or, if insurance is available at a reasonable cost, the City may take out the necessary insurance and pay, at Contractor's expense, the premium thereon. If the City procures such insurance, the City may charge the cost against any moneys due Contractor hereunder or for any other contract.

**9.4**     At all times during the term of this Agreement, Contractor shall maintain on file with the City a Certificate of Insurance or a copy of actual policies acceptable to the City showing that the aforesaid policies are in effect in the required coverages. The policies shall contain an endorsement naming the City, its council members, officers, employees and agents, as additional insureds (except for the professional liability and workers' compensation insurance).

**9.5**     The insurance provided by Contractor shall be primary to any coverage available to the City. The insurance policies (other than workers' compensation) shall include provisions for waiver of subrogation. Contractor shall be responsible for any deductible amounts outlined in such policies.

**10.    Termination.**

**10.1**    Termination for Cause. City may terminate this Agreement effective upon delivery of written notice to Contractor under any of the following conditions:

**10.1.1** If City funding from federal, state, local, or other sources is not obtained and continued at levels sufficient to allow for the purchase of the indicated quantity of service. This Agreement may be modified to accommodate a reduction in funding.

**10.1.2** If Federal or State regulations or guidelines are modified, changed, or interpreted in such a way that the services are no longer allowable or appropriate for purchase under this Agreement.

**10.1.3** If any license or certificate required by law or regulation to be held by Contractor, its subcontractors, agents, and employees to provide the services required by this Agreement is for any reason denied, suspended, revoked, or not renewed.

**10.1.4** If Contractor becomes insolvent, if a voluntary or an involuntary petition in bankruptcy is filed by or against Contractor, if a receiver or trustee is appointed for Contractor, or if there is an assignment for the benefit of creditors of Contractor.

**10.1.5** If Contractor is in breach of this Agreement, and such breach is not remedied as contemplated by Section 10.2 of the Agreement.

## **10.2** Breach of Agreement

**10.2.1** Contractor shall remedy any breach of this Agreement within the shortest reasonable time after Contractor first has actual notice of the breach or City notifies Contractor of the breach, whichever is earlier. If Contractor fails to remedy a breach within three (3) working days of its actual notice or receipt of written notice from the City, City may terminate that part of the Agreement affected by the breach upon written notice to Contractor, may obtain substitute services in a reasonable manner, and may recover from Contractor the amount by which the price for those substitute services exceeds the price for the same services under this Agreement.

**10.2.2** If the breach is material and Contractor fails to remedy the breach within three (3) working days of receipt of written notice from the City, City may declare Contractor in default, terminate this Agreement and pursue any remedy available for a default.

**10.2.3** Pending a decision to terminate all or part of this Agreement, City unilaterally may order Contractor to suspend all or part of the services under this Agreement. If City terminates all or part of the Agreement pursuant to this Section 10.2, Contractor shall be entitled to compensation only for services rendered prior to the date of termination, but not for any services rendered after City ordered suspension of those services. If City suspends certain services under this Agreement and later orders Contractor to resume those services after determining Contractor was not at fault, Contractor shall be entitled to reasonable damages actually incurred, if any, as a result of the suspension.

**10.2.4** In the event of termination of this Agreement due to the fault of the Contractor, City may immediately cease payment to Contractor, and when the breach is remedied, City may recover from Contractor the amount by which the price for those substitute services exceeds the

price for the same services under this Agreement, along with any additional amounts for loss and damage caused to the City by the breach, and withhold such amounts from amounts owed by City to Contractor. If the amount due Contractor is insufficient to cover City's damages due to the breach, Contractor shall tender the balance to City upon demand.

**10.3 Termination for Convenience.** City may terminate all or part of this Agreement at any time for its own convenience by providing three (3) days written notice to Contractor. Upon termination under this paragraph, Contractor shall be entitled to compensation for all services properly rendered prior to the termination, including Contractor's and sub consultants reasonable costs actually incurred in closing out the Agreement. In no instance shall Contractor be entitled to overhead or profit on work not performed.

**11. No Third-Party Rights.** This Agreement shall not create any rights in or inure to the benefit of any parties other than the City and Contractor.

**12. Modification.** Any modification of the provisions of this Agreement shall be set forth in writing and signed by the parties.

**13. Waiver.** A waiver by a party of any breach by the other shall not be deemed to be a waiver of any subsequent breach. All waivers shall be done in writing.

**14. Governing Laws.** This Agreement shall be governed by the laws of the State of Oregon.

**15. Compliance with Law.**

**15.1** Contractor shall comply with all applicable federal, state and local statutes, ordinances, administrative rules, regulations and other legal requirements in performance of this Agreement.

**15.2** Contractor shall pay promptly, as due, all persons supplying labor or materials for the prosecution of the services provided for in the Agreement and shall be responsible for such payment of all persons supplying such labor or material to any subcontractor.

**15.3** Contractor shall promptly pay all contributions or amounts due the Industrial Accident Fund from such Contractor or subcontractor incurred in the performance of the Agreement.

**15.4** Contractor shall not permit any lien or claim to be filed or prosecuted against the City or its property on account of any labor or material furnished and agrees to assume responsibility for satisfaction of any such lien or claim so filed or prosecuted.

**15.5** Contractor and any subcontractor shall pay to the Department of Revenue all sums withheld from employees pursuant to ORS 316.617.

**15.6** If Contractor fails, neglects or refuses to make prompt payment of any claim for labor or materials furnished to the Contractor or a subcontractor by any person in connection with the Agreement as such claim becomes due, the City may pay such claim to the persons furnishing the labor or material and charge the amount of payment against funds due or to become due Contractor by reason of the Agreement. The payment of a claim in the manner authorized hereby shall not relieve the Contractor from his/her or its obligation with respect to any unpaid claim. If the City is unable to determine the validity of any claim for labor or material furnished, the City may withhold from any current payment due Contractor an amount equal to said claim until its validity is determined and the claim, if valid, is paid.

**15.7** If the Contractor fails, neglects or refuses to pay a person that provides labor or materials in connection with the Agreement within 30 days after receiving payment from the City, the Contractor owes the person the amount due plus interest charges that begin at the end of the 10-day period within which payment is due under ORS 279C.580 (4) and that end upon final payment, unless payment is subject to a good faith dispute as defined in ORS 279C.580. The rate of interest on the amount due is nine percent per annum. The amount of interest may not be waived.

**15.8** Contractor shall promptly, as due, make payment to any person, copartnership, association, or corporation, furnishing medical, surgical and hospital care or other needed care and attention, incident to sickness or injury, to employees of such Contractor, of all sums which the Contractor agrees to pay for such services and all monies and sums which the Contractor collected or deducted from the wages of employees pursuant to any law, contract or agreement for the purpose of providing or paying for such service.

**15.9** No person may not be employed for more than 10 hours in any one day, or 40 hours in any one week, except in cases of necessity, emergency or when the public policy absolutely requires it, and in such cases the employee shall be paid at least time and a half pay:

**15.9.1** Either:

**15.9.1.1** For all overtime in excess of eight hours in any one day or 40 hours in any one week when the work week is five consecutive days, Monday through Friday; or

**15.9.1.2** For all overtime in excess of 10 hours in any one day or 40 hours in any one week when the work week is four consecutive days, Monday through Friday; and

**15.9.2** For all work performed on Saturday and on any legal holiday specified in ORS 279C.540;

**15.9.3** Contractor shall pay employees for overtime work performed under the Agreement in accordance with ORS 653.010 to 653.261 and the Fair Labor Standards Act of 1938 (29 USC 201, et seq.).

**15.10** The Contractor must give notice to employees who work on this Agreement in writing, either at the time of hire or before commencement of work on the Agreement, or by



posting a notice in a location frequented by employees, of the number of hours per day and the days per week that the employees may be required to work.

**15.11** All subject employers working under the Contractor are either employers that will comply with ORS 656.017, or employers that are exempt under ORS 656.126.

**15.12** All sums due the State Unemployment Compensation Fund from the Contractor or any subcontractor in connection with the performance of the Agreement shall be promptly so paid.

**15.13** Contractor certifies compliance with all applicable Oregon tax laws, in accordance with ORS 305.385.

**15.14** Contractor certifies that it has not and will not discriminate against a subcontractor in awarding a subcontract because the subcontractor is a disadvantaged business enterprise, a minority-owned business, a woman-owned business, a business that a service-disabled veteran owns or an emerging small business that is certified under ORS 200.055. Without limiting the foregoing, Contractor expressly agrees to comply with: (i) Title VI of the Civil Rights Act of 1964; (ii) Section V of the Rehabilitation Act of 1973; (iii) the Americans with Disabilities Act of 1990, (iv) ORS 659.425, (v) all regulations and administrative rules established pursuant to those laws; and (vi) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations.

**15.15** The Contractor represents and warrants that Contractor (i) is not currently an employee of the federal government or the State of Oregon, and (ii) meets the specific independent contractor standards of ORS 670.600.

**15.16** If Contractor is a foreign contractor as defined in ORS 279A.120, Contractor shall comply with that section and the City must satisfy itself that the requirements of ORS 279A.120 have been complied with by Contractor before City issues final payment under this agreement.

**15.17** If this Contract exceeds \$50,000, is not otherwise exempt, and includes work subject to prevailing wage, Contractor shall comply with ORS 279C.838, ORS 279C.840, and federal law.

**15.18** Contractor shall not provide or offer to provide any appreciable pecuniary or material benefit to any officer or employee of City in connection with this Agreement in violation of ORS chapter 244.

**15.19** Contractor shall ensure that any lawn and landscape maintenance, if applicable, shall contain a condition requiring the contractor to salvage, recycle, compost or mulch yard waste material at an approved site, if feasible and cost-effective.

**15.20** Contractor is a “subject employer,” as defined in ORS 656.005, and shall comply with ORS 656.017.

**15.21** Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender, age, national origin, physical or mental disability, or disabled veteran or veteran status in violation of state or federal laws.

**15.22** Contractor certifies that it currently has a City business license or will obtain one prior to delivering services under this Agreement.

**15.23** Any other condition or clause required by law to be in this Agreement shall be considered included by this reference.

**16. Confidentiality.** Contractor shall maintain the confidentiality, both external and internal, of that confidential information to which it is exposed by reason of this Agreement. Contractor warrants that its employees assigned to this Agreement shall maintain necessary confidentiality.

**17. Publicity.** Contractor shall not use any data, pictures, or other representations of the City in its external advertising, marketing programs, or other promotional efforts except with prior specific written authorization from the City.

**18. Succession.** This Agreement shall inure to the benefit of and shall be binding upon each of the parties hereto and such parties' partners, successors, executors, administrators and assigns.

**19. Assignment.** This Agreement shall not be assigned by Contractor without the express written consent of the City. Contractor shall not assign Contractor's interest in this Agreement or enter into subcontracts for any part of the Services without the prior written consent of the City.

## **20. Mediation/Dispute Resolution**

**20.1** Should any dispute arise between the parties to this Agreement it is agreed that such dispute will be submitted to a mediator prior to any arbitration or litigation, and the parties hereby expressly agree that no claim or dispute arising under the terms of this Agreement shall be resolved other than first through mediation and, only in the event said mediation efforts fail, through litigation or binding arbitration. The parties shall exercise good faith efforts to select a mediator who shall be compensated equally by both parties. Mediation will be conducted in the City of St. Helens, unless both parties agree in writing otherwise. If arbitration is selected by the parties, the parties shall exercise good faith efforts to select an arbitrator who shall be compensated equally by both parties. Venue for any arbitration shall be the City of St. Helens. Venue for any litigation shall be the Circuit Court for Columbia County.

**21. Attorney Fees.** If legal action is commenced in connection with this Agreement, the prevailing party in such action shall be entitled to recover its reasonable attorney fees, expert fees and costs incurred therein at arbitration, trial and on appeal.

## **22. Records, Inspection and Audit by the City.**

**22.1** Contractor shall retain all books, documents, papers, and records that are directly pertinent to this Agreement for at least three years after City makes final payment on this Agreement and all other pending matters are closed.

**22.2** Services provided by Contractor and Contractor's performance data, financial records, and other similar documents and records of Contractor that pertain, or may pertain, to the Services under this Agreement shall be open for inspection by the City or its agents at any reasonable time during business hours. Upon request, copies of records or documents shall be provided to the City free of charge.

**22.3** The City shall have the right to inspect and audit Contractor's financial records pertaining to the Services under this Agreement at any time during the term of this Agreement or within three (3) years after City makes final payment on this Agreement and all other pending matters are closed.

**22.4** This Section 23 is not intended to limit the right of the City to make inspections or audits as provided by law or administrative rule.

**23. Force Majeure.** Neither City nor Contractor shall be considered in default because of any delays in completion and responsibilities hereunder due to causes beyond the control and without fault or negligence on the part of the parties so disenabled, including but not restricted to, an act of God or of a public enemy, civil unrest, volcano, earthquake, fire, flood, epidemic, quarantine restriction, area-wide strike, freight embargo, unusually severe weather or delay of subcontractor or supplies due to such cause; provided that the parties so disenabled shall within ten days from the beginning of such delay, notify the other party in writing of the cause of delay and its probable extent. Such notification shall not be the basis for a claim for additional compensation. Each party shall, however, make all reasonable efforts to remove or eliminate such a cause of delay or default and shall, upon cessation of the cause, diligently pursue performance of its obligation under the Agreement.

**24. Entire Agreement.** This Agreement contains the entire agreement between the parties and supersedes all prior written or oral discussions or agreements regarding the Services described herein.

**25. Severance.** If any provision of this Agreement is held to be invalid, it will not affect the validity of any other provision. This Agreement will be construed as if the invalid provision had never been included.

**IN WITNESS WHEREOF**, the City has caused this Agreement to be executed by its duly authorized undersigned agent, and Contractor has executed this Agreement on the date written below.

**CITY:****CITY OF ST. HELENS**

Council Meeting Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Print: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**CONTRACTOR:**

Richard Oberdorfer

Signature: Richard E. OberdorferPrint: Richard E. Oberdorfer

Title: \_\_\_\_\_

Date: July 13, 2022**APPROVED AS TO FORM:**

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

City Attorney

## **ATTACHMENT A**

### **Scope of Work**

For the term of this contract and any subsequent extensions, judge will provide judicial services to the City of St. Helens on mutually agreed upon scheduled dates and/or assigned cases consisting of the following:

- Work with court on coordinating mutually acceptable scheduling for providing Pro-tem Judicial services
- Preside in court on mutually agreed upon schedule for that particular court day;
- On assigned cases and/or dates, be available by telephone to “C-Com” within 10 minutes of their placing the call to answer questions relating to release status and orders pertaining to release for individuals who are subject to arrest either because an arrest warrant is outstanding or under circumstances leading a reasonable person to believe that a contempt of court charge or a probation violation charge may be initiated by the court;
- Be generally available, subject to reasonable notice, for meetings with the City Administrator pertaining to the conduct of the Court’s business, as required by the City Administrator.
- Submit all requested reports pertaining to the functioning of the Courts as required by the City Administrator or the City Council, as requested; and
- Such other judicial functions as may be necessary or advisable under the circumstances.

#### **EXPECTATIONS:**

It is expected that the judge will provide judicial services to the City of St. Helens on specific assigned dates and/or specific cases, generally from the hours of 8:30 a.m. to 5:00 p.m. or some portion thereof.

## ATTACHMENT B INSURANCE REQUIREMENTS

Contractor and its subcontractors shall maintain insurance through the Oregon Professional Liability Fund (PLF) throughout the term of this Contract. It is agreed that any insurance maintained by the City shall apply in excess of, and not contribute toward, insurance provided by Contractor. The policy or policies of insurance maintained by Contractor and its subcontractors shall provide at least the following limits and coverage:

TYPE OF INSURANCE	LIMITS OF LIABILITY		REQUIRED FOR THIS CONTRACT
<b>General Liability</b>	Each occurrence General Aggregate Products/Comp Ops Aggregate Personal and Advertising Injury	\$1,000,000 \$2,000,000 \$2,000,000 \$1,000,000 w/umbrella or \$1,500,000 w/o umbrella	NO
Please indicate if Claims Made or Occurrence			
<b>Automobile Liability</b>	Combined Single – covering any vehicle used on City business	\$2,000,000	NO
<b>Workers' Compensation</b>	Per Oregon State Statutes If workers compensation is not applicable please initial here _____. State the reason it is not applicable: _____		NO
<b>Professional Liability</b>	Annual Aggregate	\$300,000 aggregate of all claims plus \$75,000 claims expense allowance as provided in the PLF Primary Coverage Plan	YES

Contractor's general liability and automobile liability insurance must be evidenced by certificates from the insurers. The policies shall name the City, its officers, agents and employees, as additional insureds and shall provide the City with a thirty (30)-day notice of cancellation.

Workers' compensation insurance must be evidenced by a certificate from the insurer. The certificate need not name the City as an additional insured, but must list the City as a certificate holder and provide a thirty (30)-day notice of cancellation to the City.

Professional liability insurance must be evidenced by a certificate from the insurer. The certificate need not name the City as an additional insured.

Certificates of Insurance shall be forwarded to:

City Administrator  
City of St. Helens  
265 Strand Street  
St. Helens, OR 97051

Contractor agrees to deposit with the City, at the time the executed Contract is returned, Certificates of Insurance and Binders of Insurance if the policy is new or has expired, sufficient to satisfy the City that the insurance provisions of this Agreement have been complied with and to keep such insurance in effect and the certificates and/or binders thereof on deposit with the

City during the entire term of this Agreement. Such certificates and/or binders must be delivered prior to commencement of the Services.

The procuring of such required insurance shall not be construed to limit Contractor's liability hereunder. Notwithstanding said insurance, Contractor shall be obligated for the total amount of any damage, injury or loss caused by negligence or neglect connected with this Agreement.

**ATTACHMENT C**  
**Terms of Compensation**

\$100 per hour





## CITY OF ST. HELENS PLANNING DEPARTMENT

# MEMORANDUM

**TO:** City Council  
**FROM:** Jacob A. Graichen, AICP, City Planner  
**RE:** Authorize Mayor to sign final plat for the Columbia Commons Subdivision  
**DATE:** July 13, 2022 (for the July 20, 2022 meeting)

The final plat is the formal document that is ultimately recorded with the County, making the subdivision official. In addition to meeting many substantive and technical requirements, the final plat also requires several signatures. The City's approval of the final plat is signified by two signatures: the Mayor's and Planning Commission Chair's. Generally, by signing the final plat the City is saying that all requirements have been met, that all applicable improvements are in place (e.g. utilities, streets, etc.) or assured by a financial instrument, and that all improvements, rights-of-way and common areas proposed to be dedicated to the City are accepted by the City.

Staff has determined that all necessary requirements will be met or almost met by your July 20, 2022 meeting.

I would like to get the authorization of the Mayor's signature so when it is ready, I can get the signature easily, which I do not anticipate being long after the meeting on the 20<sup>th</sup>.

Please authorize the Mayor to sign the final plat for the Columbia Commons Subdivision at the regular session.

Attached: draft final plat sheet 1

# COLUMBIA COMMONS

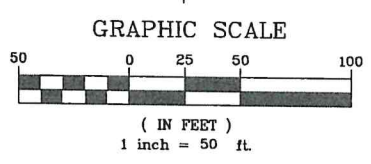
A REPLAT OF A PORTION OF BLOCK 4, BLOCK 5, GEORGETOWN  
& A PORTION OF PARCEL 2, PARTITION PLAT NO. 2003-09  
IN THE NW 1/4 OF SECTION 4, T4N, R1W, W.M.  
CITY OF ST HELENS, COLUMBIA COUNTY, OREGON  
APRIL 18, 2022

PLAT BOOK \_\_\_\_\_, PAGE \_\_\_\_\_  
INSTRUMENT NO. \_\_\_\_\_

CITY OF ST. HELENS  
REDLINES  
FOR DRAFT #2  
JULY 1, 2022

EDIT AS NEEDED  
TO MATCH AS-BUILT PLANS

REFERENCE  
NOTE ON  
SHEET 2



## NARRATIVE:

---THIS SURVEY WAS PERFORMED AT THE REQUEST OF BOB McDONALD TO SUBDIVIDE THOSE TRACTS OF LAND CONVEYED TO ST HELENS, LLC, A WASHINGTON LIMITED LIABILITY COMPANY BY DEED RECORDED JULY 12, 2004 AS INSTRUMENT NO. 2004-014021, COLUMBIA COUNTY DEED RECORDS.

---THE BASIS OF BEARINGS IS OREGON COORDINATE REFERENCE SYSTEM, COLUMBIA RIVER WEST ZONE (6014), NAD83 (2011) EPOCH 2010.00. DISTANCES SHOWN ARE GROUND DISTANCES.

---FOR CONTROL I HELD THE MONUMENTS AS NOTED IN THE MONUMENT NOTES.

US HIGHWAY 30:  
---I HELD MONUMENT NUMBERS 1426, 1427 & 1428 FOR THE CENTERLINE PER CS NO. 4736 AND A 47.00' WESTERLY RIGHT OF WAY WIDTH.

HOWARD STREET  
---I HELD MONUMENT NUMBERS 1353, 1394 & 9523 FOR THE SOUTHERLY RIGHT OF WAY LINE OF HOWARD STREET AND I HELD MONUMENT NUMBERS 1395 & 1396 FOR THE NORTHERLY RIGHT OF WAY OF HOWARD STREET. I HELD THE NORTHERLY RIGHT OF WAY LINE PARALLEL TO THE SOUTHERLY RIGHT OF WAY LINE AND PROJECTED SAID LINE SOUTHEASTERLY TO INTERSECT THE WESTERLY RIGHT OF WAY LINE OF US HIGHWAY 30 AS PREVIOUSLY DESCRIBED.

SUBJECT TRACT:  
---I HELD THE MONUMENTATION PER PARTITION PLAT NO. 2003-28, I CALCULATED THE SOUTHEAST PROPERTY CORNERS BY STATION AND OFFSET PER CS NO. 4736 & INSTRUMENT NO. 02-05957, COLUMBIA COUNTY DEED RECORDS.

## LEGEND:

- = FOUND MONUMENT AS NOTED.
- = SET 5/8" X 30" IRON ROD WITH A Y.P.C. MARKED "K.L.S. SURVEYING INC"
- ( ) = RECORD SURVEY DATA
- CS NO. = SURVEY NUMBER, COLUMBIA COUNTY SURVEY RECORDS
- Y.P.C. = YELLOW PLASTIC CAP
- P.U.E. = PUBLIC UTILITY EASEMENT

## LINE TABLE

LINE	BEARING	LENGTH
L1	S 81°24'25" W	30.61'
L2	NOT USED	
L3	NOT USED	
L4	NOT USED	
L5	N 58°28'12" W	27.18'
L6	N 16°14'39" E	7.62'
L7	S 79°33'23" E	38.07'
L8	N 29°38'13" E	15.24'
L9	S 72°42'56" E	39.85'
L10	N 17°17'04" E	10.00'
L11	S 72°42'56" E	28.82'
L12	N 17°51'26" E	100.70'
L13	N 72°08'34" W	30.00'
L14	N 17°51'26" E	117.73'
L15	S 79°33'23" E	22.24'

## CURVE TABLE

CURVE	DELTA	LENGTH	RADIUS	BEARING	CHORD
C1	0°01'27"	2.43'	5779.68'	N 16°15'23" E	2.43'

## REFERENCES:

- SURVEYS:  
1 = GRAYSTONE ESTATES  
2 = PLAT OF GEORGETOWN  
3 = CS NO. 750  
4 = CS NO. 4736  
5 = CS NO. 5434  
6 = CS NO. L-1649  
7 = PARTITION PLAT NO. 1995-14  
8 = PARTITION PLAT NO. 2003-9  
9 = PARTITION PLAT NO. 2003-28
- DEEDS:  
1 = INSTRUMENT NO. 2004-014021  
2 = INSTRUMENT NO. 02-05957  
3 = INSTRUMENT NO. 03-18707  
4 = INSTRUMENT NO. 03-18708



## SHEET 1 OF 2

JOB No. 21-187  
PROJECT No. 21-187  
DRAWN BY: SWM  
FIELD: SWM/R/CAM  
EQUIPMENT: FOCUS 35  
REVISED: 6/17/2022

REGISTERED  
PROFESSIONAL  
LAND SURVEYOR  
  
PRELIMINARY  
  
OREGON  
JANUARY 19, 1993  
DONALD D WALLACE JR  
2601  
RENEWES 6/30/24

K.L.S. SURVEYING INC.  
1224 ALDER STREET  
VERNONIA, OREGON 97064  
(503) 429-6115

## EXCLUSIVE NEGOTIATION AGREEMENT

This Exclusive Negotiation Agreement ("Agreement") is made as of \_\_\_\_ day of \_\_\_\_\_, 2022, ("Effective Date") by and between US Ecology Holdings, Inc. ("USE") and the City of St. Helens ("City"). USE and City may be referred to in this Agreement as the "Parties" or individually as a "Party".

1. **Purpose.** The purpose of this Agreement is to negotiate and define the conditions under which the Parties will enter into a potential business transaction between City and USE, or one of USE's affiliates, in connection with the analysis, planning, scoping, permitting, construction, leasing, operating, and remediation, and all other activities, related to the transition of one or more of the City's wastewater lagoons, or other property, to an operating treatment, storage, and/or disposal facility, and the associated long term management and closure of the facility and property ("Purpose"). The Purpose includes negotiating terms for an agreement that will provide value to both Parties including, but not limited to, liability reduction, improved infrastructure, waterfront development, and revenue potential for the City, as well as economic value for USE.

2. **Exclusivity.** In consideration of the expenditures of time, effort, and expense each Party will undertake in furtherance of the Purpose, each Party agrees it will not, and will ensure its representatives will not, solicit or consider any offers, negotiate or enter into any agreement, or in any way communicate, with any third party, for any work or business relationships related to the Purpose, or related to the property contemplated by the Purpose, for a period of one year after the Effective Date.

2. **Confidential Information.** During the term of this Agreement, and in pursuit of the Purpose, the parties will need to exchange Confidential Information. "Confidential Information" means any (a) information, except for the names of each Party, disclosed, in writing or orally, by or on behalf of a Party ("Disclosing Party") to the other Party ("Receiving Party") concerning the Disclosing Party's current or future business or operations, or related to the Purpose, and includes, for example, any materials, trade secrets, formulas, processes, algorithms, ideas, inventions, data, designs, drawings, proprietary information, business and marketing plans, financial and operational information, and other non-public information.

3. **Non-Confidential Information.** Confidential Information will *not* include the names of either Party, or any information that is:

(a) already in the public domain at the time of disclosure or later becomes available to the public through no breach of this Agreement by the Receiving Party or its employees;

(b) lawfully in Receiving Party's possession, without an obligation of confidentiality, prior to receipt under this Agreement, or received independently by Receiving Party from a third party who was free to lawfully disclose such information to the Receiving Party;

(c) independently developed by Receiving Party without the use of Confidential Information as evidenced by the Receiving Party's business records; or

(d) specifically approved for release by written authorization of the Disclosing Party.

4. **Ownership and use of Confidential Information.** Confidential Information provided to, or acquired by, Receiving Party remains Disclosing Party's sole property. Receiving Party agrees (a) to use the Confidential Information only for the Purpose, and (b) not distribute or disclose Confidential Information, or any analyses, studies, summaries, or other documentation prepared by the Receiving Party or a third party based on the Confidential Information, except as set forth in this Agreement. Except as permitted by this Agreement neither Party nor its representatives will, without written consent of the other Party, disclose to any person the terms, conditions, or other facts regarding the Purpose or the business relationship contemplated by this Agreement.



**5. Protection and Liability.** The Receiving Party will use the same degree of care and protection to protect the Confidential Information as it uses to protect its own information of a like nature, and in no event will such degree of care and protection be less than a reasonable degree of care. Receiving Party will be responsible for any breach of this Agreement by its representatives.

**6. Required Disclosure.**

(a) Notice. If the Receiving Party is requested or required by subpoena or other court order or public disclosure request to disclose Confidential Information, the Receiving Party will provide immediate notice of such request to the Disclosing Party. The Disclosing Party will then be responsible for either determining whether the material may be disclosed or providing reasons and defending the confidentiality of such disclosure to the individual or entity requesting the information. In all cases of required disclosures subject to this section, the Receiving Party will cooperate and work with the Disclosing Party and provide the Disclosing Party a full opportunity to participate in any and all proceedings to protect the Confidential Information.

**7. Permitted Disclosure.** Receiving Party may provide Confidential Information to the Receiving Party's, and its corporate affiliates', employees and third party professional legal, financial, and technical advisors who: (a) need to know such Confidential Information in connection with the Purpose; and (b) have agreed in writing to be bound by this Agreement and protect such Confidential Information from unauthorized disclosure.

**8. Non-Solicitation and Non-Competition.** For a period of one year following the Effective Date, neither Party, nor any of its affiliates or subsidiaries, will knowingly solicit, or cause to be solicited for employment, any employee currently employed by the other Party, or any of its affiliates or subsidiaries, without the prior written consent of such Party, provided, however, that this Section does not prohibit solicitation in a general publication.

**9. Representations and Warranties.**

(a) Authority and Compliance. Each Party represents and warrants to the other that: (a) it has the authority to enter into this Agreement and to disclose all Confidential Information that it discloses to the other Party pursuant to this Agreement; and (b) that disclosure of Confidential Information will not violate any proprietary rights of third parties, including, for example, confidential relationships, patent and copyright rights, or other trade secrets, or any contractual obligations which the Parties may have to any third party.

(b) No Reliance or Warranty. Except as otherwise provided herein, neither Party makes any representation or warranty, express or implied, with respect to any Confidential Information. Confidential Information is provided "as is" with all faults and Disclosing Party will not be liable for the accuracy or completeness of the Confidential Information

**10. Return of Property.** Upon Disclosing Party's written request, all or any requested portion of Confidential Information will be returned to Disclosing Party or destroyed within five business days of such written request, and Receiving Party will, if requested, provide Disclosing Party with written certification stating that such Confidential Information has been returned or destroyed.

**12. Term.** Confidential Information will be kept confidential for a period of two (2) years from its date of disclosure.

**13. Remedies.** The Parties acknowledge and agree that money damages would not be a sufficient remedy for any breach of this Agreement and that the Disclosing Party will be entitled to seek injunctive or other equitable relief to remedy any such breach or threatened breach by the Receiving Party.

**14. Limitation of Liability.** In no event will Disclosing Party be liable for any monetary damages (including, for example, for loss of business profits or business interruption) arising out of the Receiving Party's use or inability to use the Confidential Information.

## 15. General Provisions.

(a) Entire Agreement. This Agreement expresses the entire understanding of the Parties and supersedes all prior oral or written agreements and understandings with respect to the subject matter. This Agreement will not be modified except in a writing signed by both Parties.

(b) No Assignment. Neither Party may delegate its obligations or assign its rights as a Receiving Party without the prior written consent of the other Party. Any unauthorized assignment or delegation will be void and will be deemed a breach of this Agreement.

(c) Waiver. Any waiver by either Party of any provision of this Agreement shall not be construed or deemed to be a waiver of any other provision of this Agreement, nor a waiver of a subsequent breach of the same provision.

(d) Fees and Expenses. Each Party will be responsible for its own costs and expenses (including any broker's or finder's fees and the expenses of its representatives) incurred at any time in connection with this Agreement or pursuing or consummating any related transaction.

(e) Governing Law. This Agreement will be governed, construed, and enforced in accordance with the laws of the State of Oregon, without regard to principles of conflicts of law.

(f) Attorney Fees. If any legal action arises related to this Agreement, the prevailing Party will be entitled to recover its court costs and reasonable attorney's fees.

(g) Headings and Severability. The headings to the terms contained herein are for identification purposes only and are not to be construed as part of this Agreement. If any provision of this Agreement is determined by any court of competent jurisdiction to be unenforceable, such provision will be interpreted to the maximum extent to which it is valid and enforceable, all as determined by such court in such action, and the remaining provisions of this Agreement will, nevertheless, continue in full force and effect.

(h) Notices. All notices, demands, other communications given under this Agreement will be in writing and be given by personal delivery, certified mail, return receipt requested, or nationally recognized overnight courier service to the address set forth below or as may subsequently in writing be requested.

If to **US Ecology Holdings, Inc.:**

**US Ecology Holdings, Inc.**  
Attention: Chad Hyslop  
101 South Capitol Boulevard, Suite 1000  
Boise, Idaho 83702

If to **City of St. Helens:**

City of St Helens, Oregon  
Attention: John Walsh, City Administrator  
265 Strand Steet  
St Helens, Oregon, 97051

(i) Counterparts. This Agreement may be executed simultaneously in any number of counterparts, each of which will be deemed an original, but all of which together will constitute one instrument, provided that identical counterparts of same are executed by both Parties. These counterparts may include those forwarded electronically by e-mail, and the electronic signature of any Party to this Agreement will be effective to bind such Party to this Agreement.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the Parties have each executed and delivered this Agreement as of the Effective Date.

**US Ecology Holdings, Inc.**

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

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

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**City of St. Helens**

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

Print Name: Rick Scholl

Title: Mayor

Date: July 20, 2022

# **APPOINTMENTS TO ST. HELENS CITY BOARDS AND COMMISSIONS**

Item #9.

City Council Meeting ~ July 20, 2022

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**Pending applications received:**

<u>Name</u>	<u>Interest</u>	<u>Date Application Received</u>	<u>Referred by Email To Committee(s)</u>
• Lynne Pettit	Library Board	6/1/22	6/1/22
• Aaron Martin	Budget, Library, Planning	6/30/22	6/30/22

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**Arts & Cultural Commission (3-year terms)**

- Maggie Clayton resigned. Her term expires 9/30/2021.
- Patrick Nicholson resigned. His term expires 9/30/2022.
- Kimberly O'Hanlon resigned. Her term expires 9/30/2021.
- Leticia Juarez-Sisson resigned. Her term expired 9/30/2020.
- Jenna Reineking's term expired 9/30/2020.

**Status:** Currently, the Commission is on hiatus.

**Next Meeting:** TBD

**Recommendation:** None at this time.

**Library Board (4-year terms)**

- Marjorie Stanko resigned. Her term expires 6/30/2023.
- Amanda Heyneman and Becky Bean's terms expire 6/30/2022. Neither wish to be reappointed.

**Status:** Currently, there is one current vacancy and two future vacancies come July 1. A press release was sent out on May 17, 2022.

**Next Meeting:** August 8, 2022

**Recommendation:** The Board met on July 11, 2022 and moved to recommend that the City Council appoint Lynne Pettit and Aaron Martin to the Library Board. The Council will need to determine if it is in the public interest to waive the limitation of a citizen being on two City boards/committees, as Lynne Pettit is also on the Parks and Recreation Commission.

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

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

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

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

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

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

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



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

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

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

Ayes: Locke, Carlson, Conn, Morten, Peterson

Nays: None

/s/ Randy Peterson

Randy Peterson, Mayor

ATTEST:

/s/ Kathy Payne

Kathy Payne, City Recorder

City of St. Helens  
***Library Board***  
**Minutes from Monday, April 11, 2022**  
 St. Helens Public Library via ZOOM

**Members Present**

Dan Davis, Chair  
 Rob Dunn, Vice Chair  
 Amanda Heynemann  
 Jana Mann  
 Jessica Sturdivant

**Members Absent**

Becky Bean  
 Melisa Gaelrun-Maggi, Past Chair  
 Diana Wiener

**Guests**

Colleen Ohler

**Councilors in Attendance**

Stephen Topaz

**Staff Present**

Brenda Herren-Kenaga, Reference Librarian  
 / Interim Library Director  
 Dan Dieter, Library Board Secretary  
 Allen Hansen, Library Technician I –  
 Makerspace Specialist



**CALL MEETING TO ORDER:** The meeting was called to order at 7:20 pm by Chair Davis.

**INVITATION TO CITIZENS FOR PUBLIC COMMENT:** Guest Colleen Ohler was introduced to the group.

**PREVIOUS MEETING MINUTES:** Minutes were reviewed and approved.

**INTRODUCING MAKERSPACE TECHNICIAN:** Makerspace Specialist Allen Hansen was introduced to the Board by Interim Library Director Herren-Kenaga. Specialist Hansen reviewed some of the recent activities in the Makerspace. Specialist Hansen described some of the programming and how users, some of whom are not even familiar with computers, have been able to design and make things. Some of the classes have reached capacity, and others have not. We are still finding out what programs will likely draw users into the Makerspace.

Chair Davis asked about how users are charged for materials, and Specialist Hansen stated that there is a schedule for charges based on the type of material used. For

example, some of the filament for the 3D printers is charged at \$.10 per gram, which works out to be about \$.50 to \$3.00 per job. The sheet of hardboard that is used in the laser cutter is charged at \$.10 per square inch, that way you are just charged for what you use and not the whole sheet. Chair Davis asked if we were asking users how they heard about our programs. Specialist Hansen stated that some comments reflect that they saw a post on social media. The group also discussed next week's planned visit to the Makerspace by Congresswoman Suzanne Bonamici. The Congresswoman plans to briefly meet with people who have been using the space to get a sense of their experience. She will then meet with member of the Columbia County Economic Team.

**INTERIM LIBRARY DIRECTOR'S REPORT:** NEW LIBRARY DIRECTOR REVIEW: Interim Director Herren-Kenaga stated that the City Council will be interviewing two candidates on Monday April 18. Youth Librarian Kolderup has taken a position at at Makerspace in Southeast Portland, and her last day was March 8. Hiring a new Youth Librarian will be left to the new Director once one is hired. STRATEGIC PLANNING REVIEW: The group discussed the process as it is on hold until a new Director is hired. Interim Director Herren-Kenaga shared some of the current statistics for library use, and how they compare with similarly sized libraries, in particular libraries with a similar service population and staff size. ANNUAL LIBRARY BOARD REPORT TO CITY COUNCIL: The annual report is generally presented at the first Council meeting after the Board meeting in May. This year it will be held on May 18. BOARD MEMBER TERM EXPIRATION: Board members whose terms are expiring at the end of June this year are Member Heynemann and Member Bean. Member Heynemann stated that she will not renew, and it was suggested to contact Member Bean to determine if she was interested in renewing for another term.

**CITY COUNCILOR'S REPORT:** Councilor Topaz stated that the selection process for a new Director is ongoing. Some of the candidates have done a review of the area and appear to know what's going on. They had researched the Library's background. Some of the candidates stated that they thought the Library was a good library and liked what we were doing. Chair Davis asked how long the process would likely go on. Councilor Topaz stated that there would be the interviews on Monday and then if an offer was accepted, there would be background checks and then potentially there would be time to give notice and move, etc.. Many people have made comments about how good former Director Jeffries was.

### **BOARD MEMBER CONCERNS / COMMENTS / QUESTIONS:**

**SUMMARIZE ACTION ITEMS:** Chair Davis identified the following items: We need to contact City Recorder Kathy Payne about term limits and how to advertise for Board Member positions. Chair Davis also wanted to get information to assist with the assembly of the Library Board Annual Report to City Council.

**NEXT MEETING:** The next regularly scheduled meeting will be Monday, May 9, 2022 at 7:15 p.m. via Zoom.

**ADJOURNMENT:** Chair Davis adjourned the meeting at 8:00 pm.

✍

Respectfully submitted by:

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Library Board Secretary, Dan Dieter

# 2021-2022 Library Board Attendance Record

Item #10.

P=Present E=Excused Absence U=Unexcused Absence

Date	Bean	Davis	Dunn	Gaelrun-Maggi	Heynemann	Mann	Sturdivant	Wiener	VACANT
07-12-2021	P	E	P	P	P	P	P	E	
08-9-2021	P	P	P	P	P	P	P	E	
09-13-2021	E	P	P	P	E	P	P	P	
10-11-2021	P	E	P	P	P	P	E	E	
11-8-2021	E	P	P	E	E	P	P	P	
12-13-2021	E	P	P	E	P	P	P	P	
01-18-2022	P	P	P	P	P	P	P	E	
02-15-2022	CANCELLED								
03-14-2022	CANCELLED								
04-11-2022	E	P	P	E	P	P	P	E	
05-9-2022									
06-13-2022									

City of St. Helens  
***Library Board***  
**Minutes from Monday, June 13, 2022**  
 St. Helens Public Library via ZOOM

**Members Present**

Rob Dunn, Vice Chair  
 Melisa Gaelrun-Maggi, Past Chair  
 Amanda Heynemann  
 Jana Mann  
 Jessica Sturdivant  
 Diana Wiener

**Members Absent**

Becky Bean  
 Dan Davis, Chair

**Staff Absent**

Suzanne Bishop, Library Director

**Councilors in Attendance**

Stephen Topaz

**Guests**

Lynn Pettit

**Staff Present**

Brenda Herren-Kenaga, Reference Librarian  
 / Interim Library Director  
 Dan Dieter, Library Board Secretary



**CALL MEETING TO ORDER:** The meeting was called to order at 7:30 pm by Vice Chair Dunn.

**INVITATION TO CITIZENS FOR PUBLIC COMMENT:** Guest Lynn Pettit was introduced to the group.

**PREVIOUS MEETING MINUTES:** Minutes were reviewed and approved.

**INTERIM LIBRARY DIRECTOR'S REPORT:** LIBRARY BOARD PRESENTATION: The group discussed the presentation that was given to City Council on June 1, 2022. Interim Director Herren-Kenaga shared the slides that were presented. The group discussed the process for hiring a new Youth Librarian. The job description is waiting for final approval by the City before it can be posted as an available position. **DEPARTING BOARD MEMBER ACKNOWLEDGEMENT:** The group discussed the process for acknowledging departing board members. It was confirmed that two current board members, Member Heynemann and Member Bean, will end their board service on June 30, 2022. The current process involves not only receiving an annual award from the City as a volunteer, but also an award based on years of service. The City acknowledges departing board members at a

City Council meeting after their term ends. **BOARD MEMBER INTERVIEW COMMITTEE ASSIGNMENT:** The group discussed the process of setting up a committee of the Board that would be assigned this role. Vice Chair Dunn volunteered to be on the committee as well as Member Wiener. The group discussed the interview process and Member Gaelrun-Maggi stated that the interview questions were the same as before, and they have been sent out to board members. There is currently one Library Board applicant in the queue. **BOARD MEMBER RECRUITMENT:** The group discussed contacting the City to determine if there are any outstanding applications that might lead to potential candidates.

**CITY COUNCILOR'S REPORT:** Councilor Topaz stated that everyone was impressed with the outpouring of citizens to ask to keep the Youth Librarian position. There was also a discussion about having the updated job description for the Youth Librarian approved by City Council before the position can be posted.

**BOARD MEMBER CONCERNS / COMMENTS / QUESTIONS:** None.

**SUMMARIZE ACTION ITEMS:** Vice Chair Dunn noted that he and Member Weiner will meet and set a schedule for interviews.

**NEXT MEETING:** The next regularly scheduled meeting will be Monday, July 11, 2022 at 7:15 p.m. via Zoom.

**ADJOURNMENT:** Vice Chair Dunn adjourned the meeting at 7:50 pm.

✍

Respectfully submitted by:

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Library Board Secretary, Dan Dieter

## 2021-2022 Library Board Attendance Record

P=Present E=Excused Absence U=Unexcused Absence

Date	Bean	Davis	Dunn	Gaelrun-Maggi	Heynemann	Mann	Sturdivant	Wiener	VACANT
07-12-2021	P	E	P	P	P	P	P	E	
08-9-2021	P	P	P	P	P	P	P	E	
09-13-2021	E	P	P	P	E	P	P	P	
10-11-2021	P	E	P	P	P	P	E	E	
11-8-2021	E	P	P	E	E	P	P	P	
12-13-2021	E	P	P	E	P	P	P	P	
01-18-2022	P	P	P	P	P	P	P	E	
02-15-2022	CANCELLED								
03-14-2022	CANCELLED								
04-11-2022	E	P	P	E	P	P	P	E	
05-9-2022	CANCELLED								
06-13-2022	E	E	P	P	P	P	P	P	





## PLANNING COMMISSION

Tuesday, May 10, 2022, at 7:00 PM

### APPROVED MINUTES

**Members Present:** Chair Dan Cary  
 Vice Chair Russ Hubbard  
 Commissioner Audrey Webster  
 Commissioner Sheila Semling  
 Commissioner Steve Toschi  
 Commissioner Jennifer Pugsley

**Members Absent:** None

**Staff Present:** City Planner Jacob Graichen  
 Associate Planner Jennifer Dimsho  
 Community Development Admin Assistant Christina Sullivan  
 Councilor Patrick Birkle

**Others:** None

#### CALL TO ORDER & FLAG SALUTE

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

There were no topics from the floor.

#### CONSENT AGENDA

##### A. Joint CC/PC Meeting Minutes Dated March 16, 2022

**Motion:** Upon Commissioner Webster's motion and Commissioner Toschi's second, the Planning Commission unanimously approved the Joint CC/PC Meeting Minutes Dated March 16, 2022. [AYES: Vice Chair Hubbard, Commissioner Webster, Commissioner Semling, Commissioner Pugsley, Commissioner Toschi; NAYS: None]

##### B. Planning Commission Minutes Dated April 12, 2022

**Motion:** Upon Commissioner Webster's motion and Vice Chair Hubbard's second, the Planning Commission unanimously approved the Draft Minutes as amended dated April 12, 2022. Commissioner Pugsley did not vote due to her absence at that meeting. [AYES: Vice Chair Hubbard, Commissioner Webster, Commissioner Semling, Commissioner Toschi; NAYS: None]

#### DISCUSSION ITEMS

##### C. Planning Commission Annual Report to Council

City Planner Graichen presented the Draft Memo dated May 10, 2022. He showed the summary of the past year's activity. He also mentioned the report was to give City Council ideas on how they can offer support to the Planning Commission.

He mentioned the Commission had requested support on a few items. They wished to add an Assistant Planner for the upcoming fiscal year, a budget specific for their use of \$25,000 at their discretion and to have more involvement on city-led projects.

Graichen noted that the Budget Committee meeting was already scheduled and asking for money without a target was not likely going to be a successful request. He said they should connect the amount requested to the latest 2-year strategic plan for the City. Commissioner Toschi asked if they should ask for more funds based on the needs of the department and the growth of the City. He mentioned there were very large projects, including infrastructure projects and to be proactive, they could use the funds to provide the proper resources to do the job set before them. Graichen mentioned that they could request more funds, but it would be more likely to be a successful request if it is directly linked to something on the strategic plan.

There was a small discussion about a few items that could need funding on the strategic plan.

There was a small discussion on the amount of money to be requested. Commissioner Toschi said he saw on the agenda for the Budget Committee there was a mention of hiring an Assistant Planner and that it would not happen this year. Graichen said that even having it mentioned on the document was a success, but due to the request for many other positions it would not likely be a position considered for this fiscal year.

*Note: The Commission revised their recommendation for an additional Planning Department staff person from Assistant Planner to Associate Planner as discussed below.*

Commissioner Toschi said he thought the Planning Director Decisions was being handled well and that the function was working. Commissioner Pugsley asked if they were on track to have more decisions this year than last. Graichen mentioned that the current count, although it might seem like a “smaller” number, did not define the magnitude of work that went into those decisions.

#### **D. Semi-Annual Planning Department Report to Council.**

Associate Planner Dimsho and City Planner Graichen presented the report that was presented to City Council on April 20, 2022.

Dimsho mentioned they give these reports to Council every six months to update them on all the things the Planning Department has been working on. She mentioned that her report tends to focus on project management and Graichen’s portion focuses on what is happening in Planning in general and development.

She discussed the progress on the Bennett Building, the Columbia Pacific Food Bank and other project management support updates. She discussed the Riverfront Development request for qualifications interviews. She mentioned there was an interview committee that included three Planning Commissioners. She gave an update on the Urban Renewal Agency and the recent accomplishments they have achieved.

Graichen discussed a new ordinance that was passed for beekeeping. He also discussed the gathering celebration for the opening of the Broadleaf Arbor, the new Gable Road apartments. He also discussed how the Planning Commission has become more proactive and there has been above average recruitment for Planning Commission vacancies.

He also discussed the Planning Commission budget requests and specifically the support the Planning Commission had provided for a new Associate Planner. He said it would not likely make the budget this time around, but felt it was great to have it mentioned on the balanced budget assumptions.

There was a discussion of the difference between an Associate versus Assistant Planner. The Planning Commission agreed that they should request an Associate Planner, not an Assistant Planner as previously mentioned in their budget requests.

There was a small discussion about the funding for the Public Safety Facility.

Graichen gave an update on the GeoTerra aerial imaging and GIS data update.

He also discussed the upcoming System Development Charges and the changes that will be implemented. He explained what the SDC's fund and gave an example of one project that those funds could be used for.

He also talked about some recent code enforcement items. He described an effort they were able to resolve one code enforcement issue (at 254 N. Columbia River Hwy) by cleaning up another enforcement project (at 1771 Columbia Boulevard).

He also discussed some upcoming projects and subdivision development for residential and commercial properties. He also brought up the development of the Public Safety Facility.

There was a discussion about the different uses planned for the new Public Safety Facility, the costs involved and possibly downsizing and other concerns about the location being in a floodplain.

#### **E. Right-Of-Way Dedication related to Public Safety Facility**

Graichen presented the staff report for the City Council public hearing for the street vacation for the Public Safety Facility access. He said they concluded that there were some power lines that need to be moved and due to the type of power lines they are, the Columbia River PUD wanted a 50-foot easement reserved on the center. He said this right-of-way was being vacated because a portion of the structure would be within the existing right-of-way. He mentioned this would be a condition presented to them in a future land use application the Planning Commission would review.

There was a small discussion on which street vacations were brought before the Planning Commission for recommendation and why.

#### **F. Proactive Planning Commission Discussion**

Graichen shared the draft version of the Proactive Procedures edited by staff. He said this was a continuation of the discussion to implement the procedures of the Proactive Planning Commission. He said it had evolved from just having a placeholder on the agenda or have its own heading. These procedures were to provide an organized pathway for a commissioner who may have an idea to present to the Commission.

There was a discussion of each bullet point of the suggested procedures.

Commissioner Toschi mentioned a few changes. He discussed the staff recommended timeframe of 30-days for a document or agenda item to be brought to staff for approval. The original suggestion by the committee was 10 days, which staff said was not enough time. There was a small discussion on timeframe and the Planning Commission agreed upon 20 days in advance for an item to be presented, reviewed, and completed for approval of placement on the agenda. Commissioner Toschi also mentioned they would change the phrase "Staff to review and comment" to "Staff will review and comment if desired".

There was a discussion about the red lines on the submitted document and the Planning Commission agreed that these were good edits. They made a minor change to the code quoted for the Historic Landmarks Commission aspect to just refer to the entire chapter.

Commissioner Toschi commented on paragraphs B and C on the proposed document. He felt these line items were important to include so that there was a procedure for how a commissioner would present

a line item. It provides an outline on how a commissioner can articulate the process for why they chose the item to be presented. He also felt it provides a process for when to include the public in their discussions.

There was also a discussion about all the items that should be included when presenting an agenda item to the Commission.

The Commission discussed that once a subject has been presented, if the item meets all the qualifying factors, it would be placed on the agenda for discussion at the next meeting. They discussed what the qualifying factors were for being placed on the agenda.

There was a small discussion on the idea of working on items that are in conflict with the Strategic Plan. The Commission was not in agreement on whether to include this in the procedures and if planning staff needed to be involved.

There was a discussion on staff availability and how to proceed with agenda items that may increase the workload for staff.

The Commission agreed to apply the words "The Commission shall discuss" so that they have it in their procedures to discuss jurisdiction, staff involvement and availability, budget, and conflict of interest.

Commissioner Toschi was not in favor of leaving the conflict of interest or bias in the procedures. He considered it a personal attack against a commissioner and might discourage those who might want to present an item. He voiced concern that it was already expressed in other ethics filings that the Commission is already subject to.

**Motion:** Upon Commissioner Toschi's motion and Commissioner Webster's second, the Planning Commission approved that the suggested item E in the Procedures for a Proactive Planning Commission should be removed. [AYES: Vice Chair Hubbard, Commissioner Webster, Commissioner Toschi; Commissioner Pugsley; NAYS: Chair Cary, Commissioner Semling]

The Commission agreed that the Proactive Planning Commission item always be included as an agenda item. They also discussed a time limit for this item. They agreed that there should not be a time limit included.

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

- F. Home Occupation at 59670 Emerald Loop - Lince
- G. Lot Line Adjustment at BPA power line intersect with the Valley View Drive in the Elk Ridge Estates Subdivision – 3J Consulting, Inc.
- H. Partition at 1160 Deer Island Road - Melton
- I. Site Design Review (Minor) at 1400 Kaster Road - ACSP
- J. Sensitive Lands Permit at 1300 Kaster Road - Cascade

There were no comments on the Planning Director Decisions.

#### **PLANNING DEPARTMENT ACTIVITY REPORT**

- N. Planning Department Activity Report – April

#### **PLANNING COMMISSION INTERVIEW COMMITTEE RECOMMENDATION**

Vice Chair Hubbard mentioned they had four great candidates. He said the committee ultimately decided on and recommended Russ Low to fill the vacancy. He said the knowledge he would bring from owning a large construction company and developing large projects could be beneficial to Planning Commission decisions.

**Motion:** Upon Commissioner Webster's motion and Vice Chair Hubbard's second, the Planning Commission unanimously approved to recommend Russ Low as the new Planning Commission member. [AYES: Vice Chair Hubbard, Commissioner Webster, Commissioner Semling, Commissioner Toschi, Commissioner Pugsley; NAYS: None]

### **FOR YOUR INFORMATION ITEMS**

There were no For Your Information items.

### **ADJOURNMENT**

*There being no further business before the Planning Commission, the meeting was adjourned 10:10p.m.*

*Respectfully submitted,*

*Christina Sullivan  
Community Development Administrative Assistant*



## PLANNING COMMISSION

Tuesday, June 14, 2022, at 7:00 PM

### APPROVED MINUTES

- Members Present:** Vice Chair Russ Hubbard  
 Commissioner Audrey Webster  
 Commissioner Sheila Semling  
 Commissioner Steve Toschi  
 Commissioner Jennifer Pugsley  
 Commissioner Russ Low
- Members Absent:** Chair Dan Cary  
 Councilor Patrick Birkle
- Staff Present:** City Planner Jacob Graichen  
 Associate Planner Jennifer Dimsho  
 Community Development Admin Assistant Christina Sullivan
- Others:** Keith Locke  
 Tracy Brown  
 Carmin Dunn  
 Brenda Herren-Kenega  
 John Waikart  
 Jerry Belcher  
 Howard Blumenthal  
 Brady Preheim  
 Scott Jacobsen  
 Les Watters  
 Rita Larsen

#### CALL TO ORDER & FLAG SALUTE

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

There were no topics from the floor.

#### CONSENT AGENDA

##### A. Planning Commission Minutes Dated May 10, 2022

**Motion:** Upon Commissioner Semling's motion and Webster's second, the Planning Commission unanimously approved the Draft Minutes dated May 10, 2022. [AYES: Commissioner Webster, Commissioner Semling, Commissioner Toschi, Commissioner Low, Commissioner Pugsley; NAYS: None]

#### DISCUSSION ITEMS

##### B. Architectural Guidelines Recommendation for New Pump Station Building at 1<sup>st</sup> Street & Plymouth Street – City of St. Helens

Associate Planner Jennifer Dimsho presented the report for the recommendation on the new pump station building. She advised the Commission this was their first decision this year acting as the Historic Landmarks Commission.

She said the City and OTAK were joint applicants for a new pump station on the riverfront redevelopment site. She mentioned it was a necessary piece to serve the site with sanitary sewer. It is being installed as part of a larger infrastructure extension project for future development on that property. She said the area was zoned Riverfront District, Mill Sub District. This zone requires architectural character review on any new construction or permanent exterior alterations to buildings.

Dimsho said staff compared a pump station with exterior elements and cyclone fence screening versus a larger building with enclosed elements and no screening. Ultimately, staff elected to a larger building with enclosed elements to avoid the need for unsightly fence screening.

She showed the area where the building would be placed near the Nob Hill Nature Park staircase and the S. 1<sup>st</sup> Street extension. She said this location was tucked into the bluff closer to the basalt wall and would work as more of a screen on two sides. The Geotech report said it would have to be pulled slightly away from the wall given the shallow bedrock.

She said there was a storm water retention facility located near the proposed station and the pedestrian connection along the bluff trail would act as the sidewalk along that side of the pump station. She said many of the architectural guidelines concerned consistency with surrounding buildings, but since there will be no buildings on either side of the building, many guidelines are not applicable. She went through the guidelines that were.

She discussed the exterior lighting proposed. The Commission liked the lighting as presented by the applicant..

She also discussed the plants and landscaping plan. She said it was a very generous landscaping plan that will screen the facility from the bluff trail, pedestrian path, and the roadway.

She said on the guidelines discuss building materials and color. She said staff decided to use a cost-effective CMU block. She said they chose this because it would make it easier to remove any graffiti and because they were so cost effective. She also said there were several public infrastructure buildings that were similar in style around the City.

Commissioner Toschi asked about the noise and how often it would run, would there be a way to mitigate the noise it makes. Keith Buisman, engineer with OTAK, mentioned the sound that would be heard is the generator inside the building that is running the pump itself. He said the Public Works department would work on a way to have the station run the least amount of time to mitigate the impact to the community.

Commissioner Pugsley said she thought the CMU block was doable on the small utility building and there should be a finding in the report that CMU block is only appropriate for this type of small, utility building.

There was a small discussion on the color pallet and the Commission agreed they liked the colors that were presented.

The Commission also had a discussion on the use of CMU blocks and agreed that this was acceptable per the architectural standards because of its less overall visible location, limited use and size. If this was a larger building with more intense use, CMU would not necessarily be acceptable.

**Recommendation for Street Vacation at N. 1<sup>st</sup> Street, N. & S. River Street, and Columbia Blvd – Locke, Dillard, Williamson Trust, and Jones**

City Planner Jacob Graichen presented the report to the Commission and explained this was not a formal public hearing, but that the Planning Commission would be giving a recommendation to the City Council, so they were going to proceed with some formal items.

He asked if any member of the Commission wished to declare an ex-parte contact, conflict of interest or bias in the hearing of this Street Vacation. Both Commissioner Toschi and Commissioner Low recused themselves from the discussion. They became citizens for this matter to give testimony.

Commissioner Toschi recused himself because he felt the proposal could have a negative financial impact on the property that he owns that was identified in the report.

Commissioner Low recused himself as he had property that could have a negative financial impact from the proposal as his property abuts the proposal.

No objections were made for the Commissioners that remained.

Graichen explained that not all Street Vacations come before the Planning Commission, but several have. The ones that do come before the Planning Commission tend to be more complicated and Graichen said it can be more valuable to the City Council to have the additional thought process especially from the Planning Commission who specialize in these types of things. The Planning Commission has also taken a more proactive stance, and these are the types of things they look at in our code. This Street Vacation involves a little bit more details than normal, so it seemed fitting to be presented to the Commission.

Graichen shared the affected area and mentioned that there was two-thirds of the affected area and one hundred percent of the abutting properties that agree with the proposal to move forward. He explained to the commission what the Planning Department describes as abutting property and then showed the areas that agreed.

He explained that over the years what they have considered abutting has been those properties that abut along the side. He said the basis they use is with a street vacation, typically you draw a line down the middle the right of way goes to each property, so there is the potential of right-of-way acquisition. If someone is not a petitioner, they want to be sure that they agreed to having the right-of-way running directly next to their property. He mentioned there was some question on whether property is considered abutting since it touches by a point and whether a point begets adjacency. If it was a potential challenge, the applicant could take the risk or amend the area to be vacated to have a separation and if adjacency is touching that separation can be minute. So, this is an easily resolved issue.

Graichen explained the overall staff recommendation only considers the public interest. He said they must look at if the proposal is prejudicial or contrary to the public interest or not. He said after considering all these aspects, the staff recommendation was for a small area on South River Street.

Associate Planner Dimsho explained why the different segments were impacted by utilities, transportation plans and existing facilities and that there was only a small section, that they recommended, that did not have utility or transportation-related conflicts.

She explained that North River Street and South River Street are both considered normal local streets and have a normal minimum right-of-way of 50-feet. She said the existing right-of-way was 80-feet. She said the roadway was very skewed towards the east side of the right-of-way along River Street which means the properties across from the proposal are not likely eligible for a similar vacation request, because the roadway itself would within the request to be vacated. She also mentioned that the River Street roadway was not consistent in width. It varies from 24-feet to 34-feet. There are no sidewalk facilities along the west side due to the steep bluff. She mentioned this petitioner was requesting 25-feet which would leave 55-feet of right-of-way. This was enough for a sidewalk to be



developed along the west side if the City decided. She mentioned it was not likely, as the bluff was so steep and would require retaining walls which could become very costly.

She also mentioned there was a gravel trail that connects the dead-end gravel area of Columbia Boulevard down to South River Street. She mentioned that without knowing the exact location of the trail, staff feels uncomfortable vacating any area that the trail might be located on. She also mentioned that the Parks and Trails Master Plan (2015) identifies this as a trail project to improve. She said there was a public sanitary sewer line that gets close to the North River Street right-of-way. If they were to consider this area, the City Engineering Department would request a 40-foot easement area to be able to get in and maintain this line. The request would be larger than usual because of the slope. Along South River, there was enough room for 15-foot easement without impacting the suggested area to be vacated.

Dimsho also discussed First Street. She said North First Street is classified as a local street north of Columbia Boulevard and South of Columbia Boulevard, it is considered a collector street. She said it has a minimum of 50-foot right-of-way and currently it has 80-feet. She said the petitioner was requesting 30-feet on each side which would leave 20-feet of right-of-way left. She mentioned the 80-foot by 80-foot square intersection area on Columbia Blvd and First Street that the City did not want to vacate at all, because there are proposed sidewalk treatments and roadway improvements in the Corridor Master Plan that would utilize that area. She showed a gravel driveway that serves as the sole access point for 114 First Street and beyond this there is a very steep slope as well.

She mentioned the petitioner wrote on the application that the purpose for vacating the streets was to develop or redevelop the subject properties. Dimsho said the current zoning for those districts allows for multi-family development outright. She said staff thought it was important to think about the access that would be needed for multi-family units and making sure there's an access that meets the minimum standard.

She discussed the topography and usability, and she said the Corridor Master Plan recommends a pedestrian bike trail through this area. She said there was already a feasible nonmotorized access area just below the cliff and the North First Street area proposed connects easily to that area, making it problematic to vacate.

She mentioned along the west side of North First Street, there is a Columbia River Public Utility District (CRPUD) pole that spans and connects to a different pole that goes across the whole proposed area. She also said Comcast has connections on those same poles. She said the CRPUD asked that, at the owner's expense, there be a requirement to relocate the facilities, including utility poles, lines, and any other equipment. They said that easements can cause a layer of difficulty, especially for expansion, maintenance and access during an outage or an emergency type situation. Comcast added they would want a public utility easement to be added and the poles to be moved if the vacation was granted.

She also mentioned Northwest Natural said they have a gas line that runs approximately 100 feet north of Columbia Boulevard. They did not note a relocation option or their line, so they would require a public utility easement.

She also said there was a city pump station that had an access area that was included in the proposed area. She said the City would need to continue to have access to this area to maintain serve the pump station.. This would be an additional area that would have to be excluded from the proposal.

She ended with Columbia Boulevard. She said along the southern part of Columbia Boulevard, there are CRPUD utilities that conflict. She said a public utility easement would be needed or relocation of those poles.

She also mentioned the Corridor Master Plan. She said in 2015, the consultants at the time identified this area as an opportunity area with scenic views. She said where the road terminates, there is a very scenic view and they recommended to improve the area as a public overlook. She listed a few of the improvements given, including a stairway to River Street, curbs extensions and possible bicycle connections. She showed a 30-percent level design to the Commission and did not feel comfortable vacating any property that may end up needing to be used in future development of this project identified in the Corridor Master Plan.

Graichen shared some information about the Scenic areas, and he said he wanted to be sure not to affect scenic views, so he amended what they recommended to vacate. He said wanted to make sure there would not be a visual wall to the panoramic view. It could be plants or a building and if you have it as right-of-way, you can maintain control of that. He said the Comprehensive Plan identified this view as a public value. He recommended an amendment to the staff recommendation of S. River Street to make sure they were not compromising the maximum public view from this area.

**Locke, Keith. Applicant.** Locke was called to speak. He shared that there used to be a one-way road that was considered the exit from the marina. He said because of that one road access, a committee was formed to discuss how to make the area more accessible. From that committee, there was a recommendation that came about for a viewpoint. He described his property and the apartments on the site. He said he wanted to develop his property for more individuals to enjoy the view. He said if he was going to develop on just his property, then it would be a small footprint. So, he looked for different ideas to move forward with a better development plan. He said if they develop more houses or multifamily units there would be more taxes to collect towards with the Urban Renewal Agency. He said there could be a condition put in that the developer put in the stairway access to connect Columbia Boulevard and River Street and to put in the viewpoint. So, he felt this would be a benefit to the City, as they would be developing it. He mentioned the applicants were willing to work with any conditions placed on the application. He said they would like to continue the meeting so they had time to comb over the conditions and address how they could meet all of those.

**Brown, Tracy. Representative of the applicant.** Brown spoke on behalf of the applicant. He said he was the City Planner of Sandy for many years. He said the current trail that was referred to would go away and improved as part of the viewpoint. He talked about the City sewer line and the request for a 40-foot easement. He felt it was excessive for the purpose to maintain a line. He said they did not include the setback when making that recommendation. He said some of the proposed vacation would not be built on, as it would be included in the setback. He acknowledged there is a lot of utilities and they felt there were reasonable ways to relocate them as requested. He said he felt there would be plenty of reasons for them to move forward with the street vacation with appropriate conditions. Without any vacation, nothing will get developed. He said with the development the property and area would meet the City goal of an overlook and more scenic views enjoyed by many.

### **In Favor**

No one spoke in Favor.

### **In Neutral**

No one spoke in Neutral

### **In Opposition**

**Herren-Kenaga, Brenda.** Herren-Kenaga said she was in opposition of the proposal as it would affect the health of our community. She said there may be need for increased public land and hoped they would look at the location being considered during all seasons. She was thankful they included those with mobile disabilities when making their decisions on what was appropriate to vacate or not.

She mentioned a study that discussed the health benefits of being located near a body of water. She said it was benefit in decreasing the mortality rate of those near it. She said not vacating this property will help keep our community healthier.

**Waikart, John.** Wakert lives at 137 N River Street. He said he was approached and asked to sign in approval for this street vacation. He wished to rescind his signature after learning more about it. He said he was not in favor of the City giving away such prime property without some kind of compensation. He said he was worried about the development causing a negative financial impact to his property because of concrete retaining walls and no direct access to the views. He said he did not feel this development was in the best interest of the public.

**Belcher, Jerry.** Belcher lives at 105 Belton Road. He showed the Commission an Urban Trail proposal. He said he and many others were advocating for an Urban Trail.. He said he felt this Street Vacation will affect the public access. He said the number one physical activity for older adults, shown by surveys, was walking. He said currently there is a trail that passes through and by the property that he wanted to advocate for, because he felt it would be a good connector trail for the proposed Urban Trail.. He was against any property being vacated on Columbia Boulevard as he felt the Urban Trail connection trails would eventually lead up to the future viewpoint. He would hate to see that go.

**Blumenthal, Howard.** Blumenthal did not agree with giving up the property at the end of Columbia Boulevard. He was also concerned about the basalt cliffs and what would become of them. He thought there should be a public viewing space maintained as well at a higher viewpoint.

**Toschi, Steve.** Toschi lives at 135 N 1<sup>st</sup> Street. He was in opposition of the proposal. He felt the property held a very high value. He said the City should maintain all the public spaces for the health of the community. He said it could be used in the future as our community continues to grow.. Toschi said he considered himself to be an abutting property owner because one point of his property touched the proposed vacation area, and he did not sign in approval so the whole proposal should be null and void. He asked why the property was not already being used for public access. He did not feel like the proposal was given to those involved with all the details and it is not in the best interests of the public at all.

**Preheim, Brady.** Preheim mentioned that they had only heard oppositional testimony which he said clearly demonstrates this development was not in the public interest. He had concerns about the standards that would be used for the development of this property and how it would negatively impact the neighboring properties. He said they hoped the house could be saved or remodeled as it was an older important home in St. Helens.

**Jacobson, Scott.** Jacobson said it did not meet the needs of the public interest. He felt that public land should remain public.

**Watters, Les.** Watters said he owned the properties at 130 and 170 Columbia Boulevard. He said at one point, the location at 130 Columbia Boulevard was separated. He said he did not consent to the vacation. He said he participated in the review of the Corridor Master Plan. He said he did so to help maintain the unrestricted public access to public property. He was concerned about the new proposed construction and the amount of traffic it would cause. He also said he felt that any properties affected should be given access to the full staff report.

**Dunn, Carmin.** Dunn is a resident on Madrona Court and a member of the Parks and Recreation Commission. She said she opposed the vacation as she felt the redevelopment of the property was just a financial interest of those property owners and not the City and public. She said the proposal also goes against the 2015 Parks and Master Trails Plan. She also mentioned the staff recommendation of allowing the vacation for part of South River Street. She was against that because it could be needed

for future trail improvements.. She felt they should deny the whole proposal because connectivity and public access was important.

**Low, Russ.** Low was called to speak. Low said he has an abutting property to the proposed vacation. He said he did not have complete information at the time when he signed in agreement to the vacation. After learning more about it, he did not feel it was in the best interests of the public at this time. He also asked to rescind his signature of consent.

At Commissioner Pugsley's request, Graichen read the written testimony provided before the meeting into the record.

### Rebuttal

**Brown, Tracy. Representing the applicant.** Brown did not agree with Toschi's definition of abutting property and that he felt the Planning Department was correct in what properties were considered abutting. He said they could amend the proposal to pull one inch away from Toschi's property to just have no question about it. He said the development they were planning would improve the viewpoint at the end of Columbia Boulevard. He said there would be over a million dollars coming into the Urban Renewal Agency. He said it would see an incredible increase in value and then they could use those funds for more improvements to the community. He said the roads had not been used for over 130 years. Locke mentioned he had killed the proposal from Wayne Weigandt bicycle proposal when he was on the City Council, as it was a liability for the City. He said the hill there was too steep and too narrow. He said there was a safer walking trail about 200-feet away from the property. He also said the City was not going to take on the development of that area, as there were too many other things going on. He did not feel a bicycle trail was necessary for that area.

### Deliberations

Commissioner Pugsley said with no public notice, there was this amount of opposition. Two of the people who signed the petition in agreement have rescinded their signature and she felt this spoke volumes as to how they should move forward with their recommendation to City Council.

There was a small discussion about the staff recommendation of approval for a small amount of property to be vacated. The Commission unanimously agreed they should deny the proposed Street Vacation in its entirety.

**Motion:** Upon Commissioner Pugsley's motion and Webster's second, the Planning Commission unanimously recommended a denial in its entirety of the proposed Street Vacation. Commissioner Toschi and Commissioner Low did not vote as they recused themselves. [AYES: Commissioner Pugsley, Commissioner Webster, Commissioner Semling; NAYS: None]

### C. Proactive Planning Commission Framework Discussion

Commissioner Toschi said he reviewed the improvements to his submission of a draft proactive procedures document. He said he thought it was good and was ready to adopt the procedures.

**Motion:** Upon Commissioner Toschi's motion and Webster's second, the Planning Commission unanimously approved to adopt the new Proactive Procedures as edited by Graichen.[AYES: Commissioner Toschi, Commissioner Pugsley, Commissioner Webster, Commissioner Semling, Commissioner Low; NAYS: None]

### D. Emails and Quorums

Graichen explained that emails sent to all Commission members is fine to do if they are only reading it, but they are not allowed to reply all to each other as this could constitute a quorum.

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

- E. Sign Permit at 1935 Columbia Blvd – Crooked Creek
- F. Temporary Use Permit at 735 S Columbia River Hwy – Bethel Fellowship
- G. Temporary Use Permit at 2100 Block of Columbia Blvd – Kiwanis Club/Locke

There were no comments on the Planning Director Decisions.

**PLANNING DEPARTMENT ACTIVITY REPORT**

- H. Planning Department Activity Report – May

Graichen mentioned the ACSP development. He brought up the listing for their property they had for sale. He said in the report there was a letter to OLCC for a denial of a permit. They provide Land Use Compatibility Statements (LUCS) to the OLCC for these grow facilities for production. He recently found out that you can rescind those letters. So, he mentioned he had been in communication with the OLCC about some issues that were happening with this company, so the OLCC reached out to ACSP and told them they need to cooperate with the city. Graichen mentioned that the owner of ACSP reached out to John Walsh, who is Graichen's direct supervisor, and asked him to send an email saying that the OLCC should disregard the letter that Graichen had sent.

Graichen showed the sales listing on Loopnet.com to the Commission and some of the misleading false statements that were on the listing, including that it was 100 percent buildable, there were active processing licenses for the processing buildings, and land use approval.

Commissioner Toschi said he felt they need to know what the legal status is of this property. He had done a public records request to get more details on this property and its status. He felt the Planning Commission should consider investigating what is going on with this property and the business.

There was a small discussion about the permits and trenching that was going on at the property.

Commissioner Toschi wanted the Commission to resolve to have the owners of ACSP come before the Commission to answer some questions the Commission had on the paperwork, permits and any other issues they were having to get into compliance with the City. Graichen mentioned he thought it was too early to have these requests for ACSP, as there is still communication going on between them and staff. He also felt there should be some feedback from Councilor Birkle, who was not present at the meeting.

There was a discussion about having ACSP come before the Planning Commission to answer some questions. The Planning Commission agreed they would like to talk with ACSP and directed staff to invite them to the next meeting.

**PROACTIVE ITEMS**

There were no Proactive Items discussed.

**FOR YOUR INFORMATION ITEMS**

Commissioner Webster asked about purchasing the land that is granted with street vacations. Graichen mentioned there was no policy for that now, but the City Council has brought it up in the past and there has been discussion about implementing guidelines and when to start charging them.

Vice Chair Hubbard asked questions about the City Council approval in 2018 of the new 7<sup>th</sup> Street container homes. He wanted to know how they could have condominium ownership over leased property. He said \$110,000 per unit was mentioned at the time. He said they are currently listed at \$280,000 with additional Homeowner's Association fees of \$300 a month. He said they listed property taxes, but it is on leased property so he wanted to know how that would work. He wanted to know

what the City was going to be making out of this deal. He wanted to know if the City would be charging a lease fee to the developer or the new homeowners?

There was a discussion about how the project was being handled and how this benefitted the public interest.

Vice Chair Hubbard welcomed the new Planning Commissioner Russ Low. Commissioner Low was excited to be on board.

### **ADJOURNMENT**

*There being no further business before the Planning Commission, the meeting was adjourned 10:54 p.m.*

*Respectfully submitted,*

*Christina Sullivan  
Community Development Administrative Assistant*

# City of St. Helens Budget Committee

Meeting Minutes

April 13, 2021

**Members Present:** Rick Scholl, Mayor  
Doug Morten, Council President  
Patrick Birkle, Councilor  
Stephen R. Topaz, Councilor  
Jessica Chilton, Councilor  
Bill Eagle, Committee Member  
Claire Catt, Committee Member  
Garrett Lines, Committee Chair  
Michelle Damis, Committee Member  
Mark Gundersen, Committee Member

**Members Absent:** None

**Staff Present:** Matt Brown, Assistant City Administrator- Budget Officer  
John Walsh, City Administrator  
Margaret Jeffries, Library Director  
Mouhamad Zaher, Public Works Director

**7:00 P.M. - Call Meeting to Order**

**FY 2021- 2022 Budget Committee**

## **Purpose / Role of Budget Committee**

Brown discussed the role of the Budget Committee. The Budget Committee is a standing committee that reviews the proposed budget that is created by the Budget Officer (Matt Brown).

## **Process of Budget Committee**

Brown discussed the process of the Budget Committee. It starts with staff creating a budget based on goals and objectives for the coming year. Meetings are scheduled and notices are published to the newspaper. The Budget Committee meets and goes through the budget, fund by fund. The Budget Committee meets again and approves the proposed budget and tax levy. The budget then goes to the City Council where a public hearing is held. The Council will then adopt the proposed budget.

## **New Chair / Vice Chair**

Scholl nominated Catt; for Chair, Catt declined.

Scholl nominated Eagle for chair.

**Motion:** Upon Scholl's motion and Birkle's second, the Committee unanimously approved Eagle for Chair. [Ayes: Scholl, Morten, Eagle, Chilton, Catt, Damis, Lines, Birkle, Topaz; Nays: None]  
Birkle seconded the nomination. All in favor; none opposed; motion carries.

Birkle nominated Catt for Vice Chair.

**Motion:** Upon Birkle's motion and Scholl's second, the Committee unanimously approved Catt for Vice Chair. [Ayes: Scholl, Morten, Eagle, Chilton, Catt, Damis, Lines, Birkle, Topaz; Nays: None]  
Birkle seconded the nomination. All in favor; none opposed; motion carries.

### Approval of Meeting Minutes

**Motion:** Upon Scholl's motion and Line's second, the Committee unanimously approved the minutes for 2020. [Ayes: Scholl, Morten, Eagle, Chilton, Catt, Damis, Lines, Birkle, Topaz; Nays: None]  
Birkle seconded the nomination. All in favor; none opposed; motion carries.

### Public Comment

None.

### SDC Funds

Brown presented the SDC Funds. Master plans are in the process of being updated for water, storm and sewer. These are done by professional consultants. The last water master plan was done around 1987. Standard practice would be to update the master plans every 5-7 years. These plans go into the Capital Improvement Plan that is included in the budget. This year's CIP is lean until the master plans are completed. Next year's CIP will be full of a lot more projects. All funds are appropriated. That does not mean all the funds will be spent. Brown would like the funds available for matching grants and improvements throughout the year. Unappropriated funds can't be moved without a declaration of emergency.

Birkle asked why some funds are going up from last year and some going down. Brown said only one is forecasted to go down and that is Parks SDC. Last year's budget was adopted with \$50,000.00. The city received \$150,000.00 because of new developments like the apartment complex that was built. The city does not expect that much to come in again this year.

Catt asked if Parks SDC funds can only be used at McCormick Park. Brown said in 2015 the Parks Master Plan was revised by Jenny Dimsho. She categorized each park based on how the parks are classified. Only two parks are available to use SDC funds, Sand Island and McCormick Park.

### Special Revenue Funds



#### Special Revenue Funds

Community Development Fund			
Taxes	80,000	Materials	1,949,000
Misc. Rev	1,645,000	Debt Service	230,000
Balance Available	944,000	Contingency	490,000
<b>Total Resources</b>	<b>2,669,000</b>	<b>Total Expenses</b>	<b>2,669,000</b>

Community Enhancement Fund			
Charge Services	500	Materials	103,200
Intergovernmental	41,000		
Miscellaneous	35,500		
Balance Available	26,200		
<b>Total Resources</b>	<b>103,200</b>	<b>Total Expenses</b>	<b>103,200</b>

Street Fund			
Intergovernmental	1,375,000	Personnel	476,000
Charge Services	20,000	Materials	656,000
Miscellaneous	14,000	Capital	450,000
Balance Available	761,000	Transfers	60,000
		Contingency	528,000
<b>Total Resources</b>	<b>2,170,000</b>	<b>Total Expenses</b>	<b>2,170,000</b>

### Community Development Fund

- Brown is anticipating less motel hotel tax possibly due to Covid.



- A timber cut is planned and showing in the revenue.

Chilton asked about Tourism. Proposed in FY 21-22 recourses have tripled from the previous year. Brown is anticipating E2C to run Spirit of Halloweentown as a ticketed event. Last year that resulted in a large revenue increase. Chilton asked if revenues minus expenditures puts the city in the red. Brown expects to be in the black at a breakeven point. Brown does not expect E2C to spend everything appropriated for expenditures.

### Community Enhancement Fund

This fund is used to track grant money. Chilton asked about the transitional housing. Transitional housing is for grant funds received for Community Action Team. The funds come in and go back out.

### Street Fund

#### Revenue Sources

- Motor Vehicle Taxes
- Grant reimbursements from the State for improvements

Personal services down from previous year due to efficiencies made from the new Public Works Director. Topaz talked about additional funds coming in from the government. Will the city be able to add it to the streets budget? Walsh said there is an exception for budgeted revenue. If the city received a large grant, they will be able to expense that money. A reappropriated budget is done at the end of the fiscal year to include those funds.

### Internal Service Funds



## Internal Service Funds

#### **Equipment Fund**

Balance Available	412,000	Transfer	412,000
<i>Total Resources</i>	<i>412,000</i>	<i>Total Expenses</i>	<i>412,000</i>

#### **IT Services Fund**

Charge Services	518,000	Personnel	149,000
Balance Available	57,000	Materials	340,000
		Contingency	86,000
<i>Total Resources</i>	<i>575,000</i>	<i>Total Expenses</i>	<i>575,000</i>

#### **Public Works Operations Fund**

Grants	15,000	Personnel	2,811,000
Charge Services	2,891,000	Materials	584,000
Fees	50,000		
Balance Available	439,000		
<i>Total Resources</i>	<i>3,395,000</i>	<i>Total Expenses</i>	<i>3,395,000</i>

### Equipment Fund

Equipment fund is used as a place holder for large equipment purchases. This is being moved to the Public Works Operations Fund. The \$412,000 is being moved to a major maintenance fund. These funds will be used for future equipment purchases for Public Works. This will help simplify the funds.

### IT Services Funds

This is the same as the previous year. This is charged out to all the departments based on the number of computers and phones that they have. One IT person that is part of the personnel services. The entire IT infrastructure has been rebuilt over the course of the last year and a half.

### Public Works Operation Fund

Public Works and Engineering share this fund.

- Grant from Oregon Marine board received yearly.

Zaher said he has been able to exam and find ways to be more efficient. He's been working on restructuring these funds to be more transparent. He would like to focus on what the city really needs. Catt mentioned there is no overtime budgeted. Zaher said Public Works is working hard on how to be efficient. Moving forward it will continue to improve.



## Internal Service Funds

#### **Major Maintenance Fund**

Charge Services	100,000	Capital	1,053,000
Transfer	1,012,000	Contingency	332,000
Balance Available	273,000		
<i>Total Resources</i>	<i>1,385,000</i>	<i>Total Expenses</i>	<i>1,385,000</i>

#### **Debt Service Fund**

Transfer	1,160,000	Debt Service	1,160,000
<i>Total Resources</i>	<i>1,160,000</i>	<i>Total Expenses</i>	<i>1,160,000</i>

#### **Public Safety Fund**

Charge Services	50,000	Materials	50,000
<i>Total Resources</i>	<i>50,000</i>	<i>Total Expenses</i>	<i>50,000</i>

### Major Maintenance Fund

Transfers incoming from Water, Sewer, and the Equipment Fund. Some funds used for final payment of 2625 Gable Road property.

- \$180,000 for matching grant Campbell Park
- \$163,000 for the library building improvements

Debt Service Fund

It's a best practice to have this fund set up to have all the debt services transferred into it as well as make all the payments out of this fund.

- A refunding bond was moved into this account this year from water, sewer, and streets

### Public Safety Bond

This is a new account for this year just in case City Council decides to go out for a bond. for public safety. This is for an anticipated ordinance that will go to the City Council before the end of the year. This fund was created strictly for the public safety building.

### Enterprise Funds

Enterprise funds consist of water, sewer, and storm.

### Water

<b>Water Fund</b>			
Resources		Expenses	
Charges Services	3,747,000	Personnel	918,000
Miscellaneous	15,000	Materials	2,030,000
Balance Available	4,451,000	Capital Outlay	250,000
		Transfer	800,000
		Contingency	3,465,000
		Unappropriated	750,000
<i>Total Resources</i>	<i>8,213,000</i>	<i>Total Expenses</i>	<i>8,213,000</i>

- Personnel services has gone down from \$986,000 to \$918,000.
- Capital outlay of \$250,000 ties back to the CIP plan. The CIP plan includes water meter replacements and water main replacements.
- There was an \$800,000 transfer for the debt services fund.
- There is a 90-day reserve policy. That is 90 days of expenses held for this fund.
- Contingency funds are there for possible grant matching opportunities as well as expenses.

### Questions on the water fund:

Topaz asked, what category does the reservoir fall under? Zaher answered, the city is currently under litigation against who worked on the reservoir project. Zaher could not comment or go into detail with an executive session coming up. He's looking forward to a very positive outcome.

Chilton asked why the water bills are so high because this is a question she is asked multiple times by citizens. Brown answered, 20 years ago St. Helens had many large industrial customers such as Boise, and Armstrong. Rates are often subsidized by larger industrial customers because of the larger customers impact on the infrastructure. Both Boise and Armstrong have left the city. Armstrong leaving caused impacts of \$1,000,000. Boise also caused a large impact when they left. When big companies leave the water infrastructure and maintenance still must be paid for. The wastewater treatment plant is 10 times larger than what the city needs. The loss in rates must be passed on to the remaining customers.

Unfortunately, the city has not done slow, steady increases over time such as one or two percent every year. Brown shared a utility rate comparison chart. St. Helens falls in the middle of the chart in price comparisons with neighboring cities. Walsh said a lot of times cities will not move forward with capital improvement projects to keep rates down. The city has moved forward with some improvement projects. The city has a state-of-the-art water treatment facility that's nearly paid off. There is a debt service related to that improvement and it shows in the rates.

Chilton asked if Brown anticipates the rates to continue to go up. He does not anticipate any rate increases this calendar year. He would like to wait until the master plans are complete. Zaher said the master plan for water should be completed by March of 2022. He recommends the public tour the Wastewater Treatment Plant and look at the facilities. Anyone interested can be sent his way to be educated on the infrastructure.

### Sewer

<b>Sewer Fund</b>			
<u>Resources</u>		<u>Expenses</u>	
Charges Services	3,976,000	Personnel	914,000
Miscellaneous	15,000	Materials	2,074,000
Balance Available	3,904,000	Capital Outlay	200,000
		Transfer	900,000
		Contingency	3,057,000
		Unappropriated	750,000
<i>Total Resources</i>	<i>7,895,000</i>	<i>Total Expenses</i>	<i>7,895,000</i>

Personnel services is lower at \$914,000.00 due to efficiency improvements. The \$750,000.00 in unappropriated is for the 90- day reserve policy.

### Storm

<b>Storm Fund</b>			
<u>Resources</u>		<u>Expenses</u>	
Charges Services	1,075,000	Personnel	505,000
Miscellaneous	5,000	Materials	881,000
Balance Available	1,976,000	Capital Outlay	150,000
		Contingency	1,170,000
		Unappropriated	350,000
<i>Total Resources</i>	<i>3,056,000</i>	<i>Total Expenses</i>	<i>3,056,000</i>

The storm fund is not as healthy. This fund in the past was included in the sewer fund. Brown worked to get this fund separated. Adjustments have been made over a couple of years. Once the master plan comes through rates may be adjusted. Eagle asked how storm fees are determined. It's based on estimated dwelling units. If it's a business, it's based on impervious surface. Morten would like the storm rates and codes to be relooked at with the City Council.

**Adjournment** – 7:36 p.m.

Respectfully submitted by Jennifer Johnson, Budget Committee Secretary

# City of St. Helens Budget Committee

Meeting Minutes

April 27, 2021

**Members Present:**

Rick Scholl, Mayor  
Doug Morten, Council President  
Patrick Birkle, Councilor  
Stephen R. Topaz, Councilor  
Jessica Chilton, Councilor  
Bill Eagle, Committee Chair  
Claire Catt, Committee Member  
Garrett Lines, Committee Member  
Michelle Damis, Committee Member  
Mark Gunderson, Committee Member

**Members Absent:**

None

**Staff Present:**

Matt Brown, Assistant City Administrator- Budget Officer  
John Walsh, City Administrator  
Margaret Jeffries, Library Director  
Mouhamad Zaher, Public Works Director  
Shanna Dugan, Parks and Recreation Manager

**7:00 P.M. - Call Meeting to Order****Public Comment**

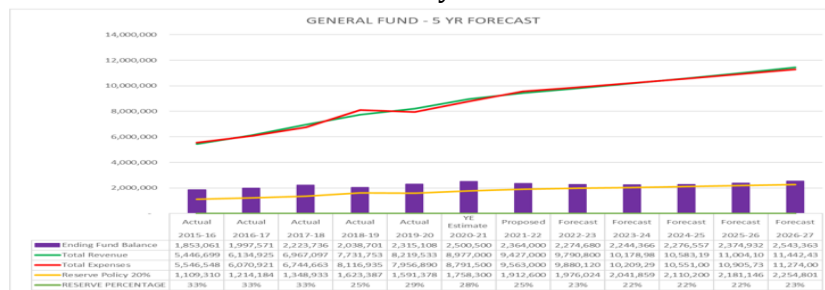
Howard Blumenthal: Would love for the Budget Committee to budget some of the city's tourism dollars to parks for brochures and promotion. Lots of people from out of town are coming to enjoy our parks.

Brown said the parks does have a parks and trails brochure. Oregon State University did the parks maps. You can find them on the website and City Hall.

No other public comment.

**General Fund**

Brown shared the General Fund 5-year forecast.



The following graph shows revenues brought in by department, as well as expenses for each department.

<b>DEPARTMENTAL REVENUE</b>	
General Use	10,557,000
Finance	110,000
Police/Court	402,000
Recreation/Parks	125,000
Building/Planning	732,000
Library	1,000
	<b>11,927,000</b>

<b>DEPARTMENTAL EXPENSES</b>	
Administration	661,000
City Recorder	359,000
City Council	155,000
General Services	247,000
Court & Police	4,713,000
Library	890,000
Finance	885,000
Parks & Recreation	689,000
Building & Planning	964,000
Contingency	1,364,000
Unappropriated	1,000,000
	<b>11,927,000</b>

#### GENERAL FUND RESOURCES SUMMARY

Resource Allocation Summary	2018-19	2019-20	2020-21	2021-22
	Actual	Actual	Adopted	Proposed
Local Taxes	1,846,810	1,883,996	2,000,000	2,200,000
Intergovernmental	609,984	502,379	640,000	685,000
Grants	19,558	15,400	-	-
Charges for Services	3,543,438	4,253,398	4,715,000	5,137,000
Licenses, Permits, Fees	843,131	741,204	542,000	845,000
Fines	415,328	217,844	217,000	210,000
Miscellaneous Revenue	453,504	605,312	367,000	350,000
Transfers	242,341	-	-	-
Fund Balance Available	2,181,542	2,052,466	2,200,000	2,500,000
<b>TOTAL RESOURCES</b>	<b>10,155,636</b>	<b>10,271,998</b>	<b>10,681,000</b>	<b>11,927,000</b>

Divisions that usually cannot support themselves are found in the General Fund such as the Municipal Court and Police Department. They are put in the General Fund to share the general use money among the departments.

- \$145,000.00 was received from the School District for the SRO Officer. Those funds go directly to the Police Department.
- License permits and fees go to Building and Planning Divisions
- Park rental fees go to Parks.
- Fines go to Police / Court. Miscellaneous is generally interest earned.
- Building permits are up 500%. Library fines are anticipated to go away so there is no revenue in that line item.
- Dock services has moved to Public Works instead of Parks as Public Works Operations maintain those services.
- Sand Island revenue is put into Miscellaneous General Revenue. There is not much revenue coming in yet. Walsh said the city receives 10% of the gross camping receipts as well as hotel tax revenue. That's roughly 20%. It's an average of \$10,000 per year. It's a net positive at this point and we are not maintaining the grass or the restrooms currently. Morten also noted the savings from not using our Public Works crew to maintain the area. All the maintenance has been taken over within the lease agreement. That is a tremendous savings on its own. Sand Island is currently leased to Brad Hendrickson, the owner of St. Helens Marina.

## General Fund Expenses

<b>Administration</b>	
Personnel	594,000
Materials	67,000
<b>Total Expenses</b>	<b>661,000</b>

<b>Police</b>	
Personnel	3,752,000
Materials	550,000
<b>Total Expenses</b>	<b>4,302,000</b>

<b>Recreation</b>	
Personnel	160,000
Materials	70,000
<b>Total Expenses</b>	<b>230,000</b>

<b>City Recorder</b>	
Personnel	290,000
Materials	69,000
<b>Total Expenses</b>	<b>359,000</b>

<b>Library</b>	
Personnel	606,000
Materials	284,000
<b>Total Expenses</b>	<b>890,000</b>

<b>Planning</b>	
Personnel	348,000
Materials	102,000
<b>Total Expenses</b>	<b>450,000</b>

<b>City Council</b>	
Personnel	60,000
Materials	95,000
<b>Total Expenses</b>	<b>155,000</b>

<b>Finance</b>	
Personnel	637,000
Materials	248,000
<b>Total Expenses</b>	<b>885,000</b>

<b>Building</b>	
Personnel	444,000
Materials	70,000
<b>Total Expenses</b>	<b>514,000</b>

<b>Municipal Court</b>	
Personnel	206,000
Materials	205,000
<b>Total Expenses</b>	<b>411,000</b>

<b>Parks</b>	
Personnel	366,000
Materials	93,000
<b>Total Expenses</b>	<b>459,000</b>

<b>General Services</b>	
Materials	247,000
Contingency	1,364,000
Unappropriated	1,000,000
<b>Total Expenses</b>	<b>2,611,000</b>

### Administration

Personnel services has increased due to PERS increases. PERS increase every two years. Gunderson asked, what the PERS increase is every two years? Brown said it's based on the PERS Board's decision. Lines asked about the FTE wage increases. Brown said Administration is going from 3 FTE to 4 FTE. A part time Communications Officer is one of the .5 FTE additions. Another addition is a .5 FTE for a Main Street Coordinator. Chilton asked about the overtime charges. Brown said it is due to lots of hours and odd hours for events worked by the Communications Officer. Catt discussed how performance measures connect to the strategic plans when decisions are being made that it's done in a cohesive way, an example would be the average length of City Council work sessions.

### City Recorder

No comments or questions.

### City Council

Lines asked about the increase of \$50,000 in professional services. Brown said that is for continuing to have an attorney provide services at City Council meetings.

### Municipal Court

No comments or questions.

### Police

Catt asked about the \$20,000 for tactical. Greenway said a few line items have been combined. Firearms was separate in the past, now it's one line item. Firearms and ammunitions were combined and changed to tactical. Birkle noticed a dip in certification and instinctive. Brown said it is being combined into regular wages. Lines asked about body cameras. Greenway said they are currently using body cameras. Chilton asked about the competitive wages in our area. Greenway said the department struggles to fill the ranks fully. In the last 20 years, the Police Department has only been

fully staffed for six months. Potential officers are often lost to the metro area due to higher wages paid there. Morten asked if it would be possible to have less officers paid at a higher wage. Greenway said this is not possible. The department is understaffed now. There needs to be coverage for vacation days, court appearances and other variables. Greenway would like to see an independent study to see how many officers are needed to meet the city's needs. Scholl asked about the cost of a study. Greenway will research it and get back with City Council. Topaz asked how much the quality of the Police Station connects to the staffing problem. Greenway said they are working on a solution for that with the new public safety building project.

### **Library**

No comments or questions.

### **Finance Department**

No comments or questions.

### **Planning Department**

No comments or questions.

### **Building Department**

Lines asked about bank service fees for the Building Department. Brown said that is new for this year. The Building Department has recently switched to an online state permitting software. Within that software, credit cards are charged and there are fees for that service.

### **Parks and Recreation**

Catt asked about the personnel services. Brown said parks staff in previous years was 4 FTE. In the past Parks staff was partly paid for out of Water, Sewer, and Storm. Brown said that was not showing the true cost of the Parks Division. Over the last couple of years, the salary model has changed. This year Parks will have 3 FTE and Recreation will have 1.5 FTE.

Chilton asked about facility maintenance. She is concerned that it is low. Brown said it is only budgeted for the small shop at the park. Scholl asked about the \$500,000 that was transferred to Parks for projects two years ago. Brown said staffing at that time did not meet the expectations of completing those projects listed for that money. Some of the large projects are still outstanding. Those projects came from the master plan. Chilton requested a copy of the list. Those funds are listed in the CIP. Morten commented with the short staffing in Parks, it's difficult to complete large projects. He suggested holding off on expectations of CIP projects. Duggan is excited to get started with better communication on some of those projects. Brown shared the master plan with the committee. Zaher is working to bridge the gap. He is looking at a strategic approach to get projects done.

### **Public Hearing- State Shared Revenue**

Purpose of public hearing is for the Budget Committee to hear from the public on the use of State Shared Revenue received by the City of St. Helens.

- Open Public Hearing to accept State Shared Revenue for FY 2021/2022 at 7:25 p.m.  
No Public Comment specifically for State Shared Revenue.



**Motion:** Upon Scholl's motion and Gunderson's second, the Committee approved Receiving State Shared Revenue for General Fund use in FY 2021/2022 [Ayes: Scholl, Morten, Eagle, Chilton, Catt, Damis, Gunderson, Lines, Birkle, Topaz; Nays: None] All in favor; none opposed; motion carries.

- Closed Public Hearing at 7:29 p.m.

### **Property Tax Rate Approval**

Purpose is to approve the 2021/2022 Property Tax Rate for the City of St. Helens Oregon

**Motion:** Upon Scholl's motion and Line's second, the Committee approved for FY 2021/2022, a property tax rate of \$1.9078 per \$1,000 of assessed value for General Fund property taxes for taxes levied by the City of St. Helens permanent rate. [Ayes: Scholl, Morten, Eagle, Chilton, Catt, Damis, Gunderson, Lines, Birkle, Topaz; Nays: None] All in favor; none opposed; motion carries.

### **2021/2022 Budget Approval**

Motion: Upon Scholl's motion and Topaz's second, the Committee approved expenditures for FY 2021/2022 in the amount of \$48,010,200 and to establish the maximum expenditures for each fund as shown on FY 2021/2022 Proposed Budget Expenditures Summary by Fund. [Ayes: Scholl, Morten, Eagle, Chilton, Catt, Damis, Gunderson, Lines, Birkle, Topaz; Nays: None] All in favor; none opposed; motion carries.

**Adjournment** – 7:35 p.m.

Respectfully submitted by Jennifer Johnson, Budget Committee Secretary



# BUDGET COMMITTEE

Thursday, May 12, 2022 at 5:00 PM

## DRAFT-MINUTES

### Members Present:

Rick Scholl, Mayor  
 Doug Morten, Councilor President  
 Patrick Birkle, Councilor (5:50 p.m.)  
 Stephen R. Topaz, Councilor  
 Jessica Chilton, Councilor  
 Claire Catt, Committee Chair  
 Lew Mason, Committee Vice Chair  
 Garrett Lines, Committee Member  
 Michelle Damis, Committee Member  
 Mark Gundersen, Committee Member

### Members Absent:

Michelle Damis, Committee Member (5:45 p.m.)

### Staff Present:

Matt Brown, Finance Director- Budget Officer  
 John Walsh, City Administrator  
 Brian Greenway, Police Chief  
 Jacob Graichen, City Planner  
 Brenda Herren-Kenaga, Interim Library Director  
 Mouhamad Zaher, Public Works Director  
 Shanna Duggan, Parks and Recreation Manager  
 Jennifer Johnson, Accountant- Budget Committee Secretary

### 5:00 P.M. - Call Meeting to Order

### Introductions & Budget Committee Role

### New Chair and Vice-Chair Nomination

Motion made by Mayor Scholl, seconded by Councilor President Morten, to appoint Catt as Chair.  
 Voting Yea: Mayor Scholl, and Councilor President Morten, Councilor Topaz, Councilor Chilton, Committee Member Catt, Committee Member Lines, Committee Member Damis, Committee Member Gundersen, Committee Member Mason

Motion made by Councilor Chilton and Seconded by Mayor Scholl to appoint Mason as Vice Chair.  
 Voting Yea: Mayor Scholl, Councilor President Morten, Councilor Topaz, Councilor Chilton, Committee Member Catt, Committee Member Lines, Committee Member Damis, Committee Member Gundersen, Committee Member Mason.

**Approval of Previous Year Meeting Minutes**

2. April 13, 2021 Minutes
3. April 27, 2021 Minutes

Morten requested paper copies of minutes for review. Minutes will be approved at the next meeting.

**Open & Close Public Hearing for State Shared Revenue**

Public Hearing was opened at 5:22 p.m.

Comments:

- ❖ Brady Preheim. Commented on the Planning Commission meeting. Concerns about \$800,000 used for the new Police Station.

No other comments.

Catt closed the public hearing at 5:25 p.m.

**Open Public Comment**

- ❖ Brenda Herren-Kenaga Is appalled that the city would consider not serving one in five residents. The under 18 community needs a dedicated person for that population. Seems like a no brainer. She says lets not betray our past when we worked together to build the Library. Please find a way to fund the youth librarian position. Then the Library can fully serve the 20% of our population.
- ❖ Rebecca Jessie A resident of St. Helens as well as a stay-at-home mom of four children. Uses the Library on a regular basis. Uses the children's programs every summer. She homeschools and uses the library for that as well. Is confused by the 21% decrease to the library budget. She does not understand why the children's librarian is taken out. The library is a safe place for kids. Please reconsider.
- ❖ Jan Zuccarini. There Library hosted several events put on by Oregon Humanities. She has participated in many of those events. Received lots of education from the library. City Councilor bios state they have an interest in enhancing the community with youth programs. Developing youth programs is a goal of Councilor members. She would like to see that happen in the budget. The community would be appreciative.
- ❖ Carrie Bissel. Mother of six, grandmother of ten. The thought of losing the library is surprising. Has brought her kids in for many library events. Girl Scout Troops have participated in events. Concerned with consequences of this. Please reconsider and keep the Children's Librarian. Catt added a point for clarification. The budget was put together by staff administration. At this point in the process Councilor and Budget Committee members have not had direct input on the budget. That is the job of the meeting tonight.

Scholl wanted to let the public know that he has read every comment submitted.

- ❖ Steven Toschi. Business owner in the city. Managing expenses can be challenging. Would like to draw the line on how much wages and expenses for employees. Make sure people are being paid appropriately. On the revenue side he sees opportunities. Gas tax is an option. Scappoose has a 3% tax. More then 20 cities in Oregon have this tax. He Feels it is important to have a Youth Librarian. Study the option of a gas tax. It is very important to have a Youth Librarian.
- ❖ Charlotte Hart. Has been a library volunteer since 1989. Urges Committee to remember that Diane Kim donated \$1 million dollars for the library and the community raised an additional \$1 million dollars for the library. Many fundraisers were done. The library was built without city funds. The Community wants the library to succeed. We need to keep a commitment to fund the Children's Librarian.

- ❖ Brady Preheim. The kids are the ones who need to library the most. Concerned with staff increases does not support the police station. Feels they should have done a bond. Would like to know were the loan money is coming from. Would like the funds accounted for and tracked. He is concerned about the \$800,000 used to purchase a second Recreation Center. Emergency funds used is unacceptable.
- ❖ Nicole Woodruff. Hours would be cut without a Youth Librarian. There would not be enough staff to run the library. She feels this would hurt the community. People who come into research healthcare would be affected.
- ❖ Shauna Stroup. Library and Police Budget concerns. Influx of building. Concerned with money allocations. Concerned with funds spent on Recreation Center and not the library. The library is a huge, needed resource. Police are needed with additional apartments built. The amount of theft and crime happening is concerning.
- ❖ Jessica Barnes. Emailed her comments in.
- ❖ Jenny Fields. Mother and daycare owner. The library is essential for the youth. Programs will be affected. Its really important to find a way to keep the Youth Librarian.
- ❖ Luanne Kreutzer. Former bookstore owner. Kreutzer knows the importance of books. The library Is a gem for the community. The services cannot be degraded. She would like to see the services continue. She understands how hard it is to balance the budget. Please reconsider.
- ❖ Jan Zuccarini. The Chronicle has a pole online 82% agreed Library should be funded.
- ❖ Steve Topaz. Was not consulted. Staff was reduced prior and not replaced. Staff was lost due to other offers.
- ❖ Emily Martin. Works for Scappoose Bay Watershed Councilor. Would like to include in the parks budget maintenance for Godfrey and McCormick parks noxious or invasive weeds. These weeds affect the health of the water shed. Will become more expensive long term. Would like this to be taken into consideration
- ❖ Steven Krager. Concerned about cutting funding at the library. Uses the maker space often. Expand and keep the funding. No ev that more police officers reduces crime.
- ❖ Sarah Kotkins. Mother of homeschooler. Library is dependent on a person to draw people in instead of internet use. Hopes committee is reconsidered.

Scholl is committed to the challenge to come up with providing a Youth Librarian.

### **Budget Assumptions & CIP**

#### **What IS included in the 22/23 Proposed Budget**

- Two new Patrol Officer positions
- Utility rate increase assumptions
- New debt service for Enterprise Funds
- 5% COLA increase assumptions for 22/23

Walsh it's a financial exercise to attempt to balance the budget. With Police needs increasing all vacant positions were looked at. He said it's not about the Youth Librarian position specifically.

#### **What Assumptions are used in the 22/23 Proposed Budget**

##### **General Fund**

- Forecasted years assume 3% Personnel increases (Wages, Insurance, PERS)
- Forecasted years assume 1% Materials/Services increases Enterprise Funds
- Forecasted years assume 3% Personnel increases (Wages, Insurance, PERS)
- Forecasted years assume 5% Materials/Services increases
- Utility rate increases for water/sewer/storm over the next 5 years
- Additional debt service required for capital projects

**What is NOT included in the 22/23 Proposed Budget & Forecasts**

- Administration Executive Assistant (\$140,000)
- Administration Communications Assistant increase to 1.0 FTE (\$35,000)
- Administration City Attorney (\$225,000)
- Administration Human Resources Manager (\$125,000)
- Finance Accountant 3 (\$140,000)
- Library Youth Librarian (\$115,000) - Removed in 22/23 Budget
- Library Technician Makerspace (\$90,000) - Temporary position, ends Dec 2023
- Library Part-Time Shelver (\$5,000) – 2 positions removed in 22/23 Budget
- Parks Utility Worker (\$85,000) - Removed in 22/23 Budget
- Recreation PT Sports League Coordinator (\$65,000)
- Recreation Admin Assistant P&R (\$95,000) - Temporary position, ends Dec 2024
- Planning Associate Planner (\$125,000)
- Police Patrol (\$160,000) - Multiple Positions Requested
- Police Detective (\$195,000) - Multiple Positions Requested
- Public Works PT Admin Assistant (\$65,000)
- Public Works Engineer 1 (\$125,000)
- Public Works Engineer Intern (\$20,000)
- Public Works Building Maintenance Utility Worker (\$95,000).

**Questions**

Lines asked about the Library Tech position. Will this be going away at the end of 2023? Brown said there are two temporary positions listed that are expiring. The Maker Space position will also expire. These positions are funded by ARPA federal funds. The Library Tech funds expire in December of 2023. When those expire the position will go away. Recreation also has an Administrative Assistant that will expire December 2024.

Chilton asked if the two shelving positions are going away. Brown said those two positions were added in last year's budget that are usually filled by high school students with very limited hours. Catt asked what's the impact of the utility worker. Duggan said there are three parks' employees currently. There should not be a large impact removing that position as of now but possible relook at it in the future when there are more park spaces. The Sports Coordinator position would allow for more sports leagues and more revenue generated. Revenue is an average of \$85,000. The department has been asked to help manage other programs.

**SDC Funds**

SDC funds are all appropriate in case of grants, etc. Parks SDC funds Columbia View Park improvements.

Only Columbia View Park and McCormick Park are eligible for SDC funds identified in the Master Plan.

**Internal Service Funds****Public Works Operations Fund**

- Charge Services 3,587,000
- Personnel 3,334,000
- Fees 75,000
- M&S 546,000
- Balance Available 538,000
- Cont. 320,000

- Total Rev 4,200,000
- Total Exp 4,200,000

#### Fund Notes

- New Facilities Maintenance Department

#### Public Safety Fund

- Charge Services 215,000
- M&S 1,500,000 Miscellaneous
- 3,000,000 Capital
- 15,255,000
- Balance Available 14,240,000
- Debt 700,000
- Total Rev 17,455,000
- Total Exp 17,455,000

#### Fund Notes

- Misc. revenue is assumed 2nd revenue bond for facility
- Construction estimated to begin April 2023
- \$3 PSF estimated as \$215,000 "Charges for Services"

Technology fund goes away. Moves to General Fund

Equipment Fund goes Away. Moves to PW Operations

Fund Major Maintenance fund goes away. Moves to PW Operations Fund

#### Special Revenue Funds

Tourism will be its own fund.

#### Tourism Fund

- Hotel Taxes 120,000
- M&S 210,000 Miscellaneous 265,000
- Cont. 175,000

Total Rev 385,000 Total Exp 385,000

#### Fund Notes

- Contingency Safety net built in.
- Assumption of new business model

#### Community Development Fund

- Miscellaneous 7,590,000
- M&S 9,900,000
- Grants 2,251,000
- Debt Serv. 165,000
- Balance Available 1,610,000
- Cont. 1,386,000
- Total Rev 11,451,000

- Total Exp 11,451,000

#### Fund Notes

- Riverfront Loan (\$7M) & 2 Riverfront Grants (\$880k)
- 2 Central Waterfront Grants for studies (\$1.3M)

#### Community Enhancement Fund

- Intergov. 20,000
- M&S 267,000
- Fees 20,000
- Transfer 130,000
- Balance Available 97,000
- Total Rev 267,000
- Total Exp 267,000

#### Fund Notes

- No specific projects noted

#### Street Fund

- Intergov. 1,580,000
- Personnel 570,000
- Charges 30,000
- M&S 579,000
- Miscellaneous 5,000
- Capital 500,000
- Balance Available 1,000,000
- Debt Serv. 60,000
- Cont. 906,000
- Total Rev 2,615,000
- Total Exp 2,615,000

#### Fund Notes

- No specific projects noted

Scholl said E2C has done an amazing job after covid.

Walsh commented that the lagoon is oversized and needing cleaned up.

Street fund, no specific project identified yet.

#### Enterprise Funds

Water Master Plan was just updated since 2013. Projects were identified that could be deferred. This graph is showing if all the projects were completed. Morten said the time was adjusted for the reservoir. Scholl said the last Sewer Master Plan was done in 1989. Walsh said the impact of industry leaving such as Boise and Armstrong has been huge. The burden has been put back on the community.

Zaher would like to be proactive. He has dug deep into the Master Plan. Sewer infrastructure is not in good shape and extremely expensive to fix.

Lines feels strongly about infrastructure falling apart. Would like to be more proactive.

Scholl asked if the Budget Committee would be in support of the rate increases to fix this. Walsh would like to attract business back.

#### **Water Fund – Master Plan Assumptions**

- 2% Annual Growth
- 3% rate increases each year for five years
- 3% Increase in Personnel Services
- 5% Increase in Materials
- Deferred projects and timelines out; projects as proposed in Capital Improvement Plan for next five years
- Annual Maintenance reduced to \$200,000 per year

#### **Sewer Fund – Master Plan Assumptions**

- 2% Annual Growth
- No rate increases
- 3% Increase in Personnel Services
- 5% Increase in Materials
- Capital Projects as recommended in 2022 Master Plan (last full master plan done in 1989)
- \$790k in Annual Maintenance recommended in 2022 Master Plan
- Sewer Fund – Master Plan Assumptions
- 2% Annual Growth
- 8% rate increases each year for 5 years
- 3% Increase in Personnel Services
- 5% Increase in Materials
- \$10.4M Debt Service required in 22/23 and \$4.9M Debt Service required in 24/25 to fund capital projects
- Deferred projects and timelines out; projects as proposed in Capital Improvement Plan for next 5 years
- Annual Maintenance reduced to \$160,000 per year
- Storm Fund – Master Plan Assumptions
- 2% Annual Growth
- No rate increases
- 3% Increase in Personnel Services
- 5% Increase in Materials
- Capital Projects as recommended in 2022 Master Plan (last full master plan done in 1999)
- \$900k in Annual Maintenance recommended in 2022 Master Plan
- Storm Fund – Master Plan Assumptions
- 2% Annual Growth
- 22.9% rate increase in 2022, 16.6% rate increase in 2023, 17.2% rate increase in 2024, CPI rate increases in 2025-2027
- 3% Increase in Personnel Services
- 5% Increase in Materials
- Capital Projects as recommended in 2022 Master Plan
- Deferred projects and timelines out; projects as proposed in Capital Improvement Plan
- Annual Maintenance reduced to \$100,000 per year

**BREAK TIME (7:00 p.m.)**



## General Fund

### Revenue Notes

- Property Taxes avg 6.6% since 15/16, assuming 6% in forecast model
- ARPA (Grants) of \$832k in 22/23, \$575k in 23/24 and \$0 in 24/25
- In 23/24, Public Safety Facility dedications begin (\$600k in resources)
- Cigarette Tax \$10,000
- Alcohol Tax \$240,000
- Cannabis Tax \$225,000
- SDC Admin Fee \$125,000
- Transfer revenue comes from IT Fund

23/24 dedicated revenue sharing for public safety. Over \$1 million from ARPA going away makes a big impact. It moves into the General Fund.

### Library

The Youth Librarian cost is \$115,000. Catt asked how departments make requests about these items. Walsh said it's a process. Department heads have meetings. A form for change request is sent out for large changes. If you're requesting something new or large items those would be on the request and it would be reviewed.

Scholl said downsizing the size of the new police station could add funds back into the general fund to support the Youth Librarian position.

### General Fund Staffing Needs

- Administration Executive Assistant (\$140,000)
- Administration Communications Assistant increase to 1.0 FTE (\$35,000)
- Administration City Attorney (\$225,000)
- Administration Human Resources Manager (\$125,000)
- Finance Accountant 3 (\$140,000)
- Library Youth Librarian (\$115,000) - Removed in 22/23 Budget
- Library Technician Makerspace (\$90,000) – Temporary position, ends Dec 2023
- Library Part-Time Shelver (\$5,000) – 2 positions removed in 22/23 Budget
- Parks Utility Worker (\$85,000) - Removed in 22/23 Budget
- Recreation PT Sports League Coordinator (\$65,000)
- Recreation Admin Assistant P&R (\$95,000) – Temporary position, ends Dec 2024
- Planning Associate Planner (\$125,000)
- Police Patrol (\$160,000) (Multiple Positions Requested)
- Police Detective (\$195,000) (Multiple Positions Requested) Enterprise Funds
- Public Works PT Admin Assistant (\$65,000)
- Public Works Engineer 1 (\$125,000)
- Public Works Engineer Intern (\$20,000)
- Public Works Building Maintenance Utility Worker (\$95,000)

**Opportunities**

1. Revisit funding strategy for Public Safety Facility
  - Re-allocate revenue sharing back to General Fund
  - Increase \$3 public safety utility fee
  - Go out for a GO Bond (property tax increase)
2. Increase the public safety fee to increase support for the Police Department (\$2.50 per officer)
3. Investigate a 5-year option levy (property tax increase) to support specific departments:
  - Police Department
  - Library Department
  - Parks & Recreation Division
4. Investigate a continuation of the Parks & Recreation utility fee
5. Complete an internal service level review for all departments & city buildings

Catt asked cost on option five. Brown said \$70-100k would be the cost. Chilton asked how much time it would take to get that done. Brown said there is time to figure this out. Scholl is not in favor of option five. Morten agrees time is needed. There is no reason to cut staff. He recommends cutting materials and services 10% in each department. This would give the staff and Councilor time.

Lines would like to see examples of different scenarios.

Brown mentioned a Gas Tax would not help the General Fund. It can only be spent on certain things like road improvements.

Gunderson is in favor of a monthly utility fee to fund the extra police and library costs. Catt feels the Youth Librarian position is very important to the Committee.

Birkle would like to have another meeting. Scholl would also like to have another meeting.

**Live Model Situations (General Fund & Public Safety Fund)**

Discussions about redesigning the Public Safety Facility to a smaller model to save cost. Brown said costs for the facility do not take effect this fiscal year. The concern is year six and on. Scholl is concerned about the size of the new facility. There are still a lot of questions to be answered. Chilton asked if the Police Station is downsized would that create more funds for the library? Downsizing the Police Station would put more funds back into the General Fund.

**Approval of the Proposed Budget**

Scholl said it is important that the community spoke up. He is looking forward to having the new Library Director. Birkle wished he had attended for the public comment. As a teacher it is obvious the hurt in disruption in education. The Youth Librarian is essential.

Motion made by Mayor Scholl, Seconded by Councilor President Morten. To approve expenditures for FY 2022/2023 in the amount of \$87,716,000 and to establish the maximum expenditures for each fund as shown add back the Youth Librarian on FY 2022/2023 Proposed Budget Expenditures Summary by Fund.

Voting Yea: Mayor Scholl, Councilor President Morten, Councilor Birkle, Councilor Topaz, Councilor Chilton, Committee Member Catt, Committee Member Lines, Committee Member Gunderson, Committee Member Mason.

**Adjournment** – 9:05 p.m.

# City of St. Helens

## *Consent Agenda for Approval*

### CITY COUNCIL MINUTES

Presented for approval on this 20<sup>th</sup> day of July, 2022 are the following Council minutes:

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2022

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- Work Session and Regular Session Minutes dated June 1, 2022

#### **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, June 01, 2022

### DRAFT MINUTES

#### MEMBERS PRESENT

Mayor Rick Scholl  
 Council President Doug Morten  
 Councilor Patrick Birkle – 1:06 p.m.  
 Councilor Stephen R. Topaz  
 Councilor Jessica Chilton

#### STAFF PRESENT

John Walsh, City Administrator  
 Kathy Payne, City Recorder  
 Lisa Scholl, Deputy City Recorder  
 Jacob Graichen, City Planner  
 Matt Brown, Finance Director  
 Rachael Barry, Government Affairs Specialist

Suzanne Bishop, Incoming Library Director  
 Brenda Herren-Kenaga, Interim Library Director  
 Crystal King, Communications Officer  
 Bill Monahan, City Attorney  
 Tina Curry, Event Coordinator

#### OTHERS

Lynne Pettit                      Miriam  
 Dan Davis                        Jeremy  
 Richard Mason

#### CALL WORK SESSION TO ORDER – 1 p.m.

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

- ◆ Rich Mason, member of Responsible Boating Committee. The Code amendments will be reviewed later during the meeting. All the work done, will be for nothing if the Codes are not enforced. The existing ordinances were fine, but there was no enforcement by police due to lack of resources.

Mayor Scholl talked about having a Harbor Master to write tickets. Only some enforcement will need to be conducted by the police. The City's prosecutor helped write the Code amendments.

Rich thought there was discussion with the County about contract services with the Sheriff's Office. Councilor Chilton pointed out that it is on the agenda for discussion.

#### DISCUSSION TOPICS

##### 1. Annual Report from Library Board - *Dan Davis, Chair*

Library Board Chair Dan Davis reviewed the Library Board report. A copy is included in the archive packet for this meeting. New Library Director Suzanne Bishop joined via Zoom.

Suzanne thanked Dan for the presentation. She is looking forward to starting on June 15. She thanked the Council and Budget Committee for supporting the Youth Librarian position. She looks forward to getting to know the community and staff.

Mayor Scholl invited Suzanne to attend the July 20 Council meeting for introductions.

Mayor Scholl thanked Dan for his service.

**2. Annual Report from Planning Commission - Jacob**

City Planner Jacob Graichen reviewed the Planning Commission report. A copy is included in the archive packet for this meeting.

Councilor Chilton talked about the denial letter for structures on Industrial Way. Graichen said that is informational for the Council. It was a compliance issue and does not require action from Council. The denial is an important tool. Any further development can be tied with the denial and make sure any issues are resolved. It is not major, unless DEQ has a problem building on the landfill.

**3. Discussion regarding Central Waterfront Resiliency - Rachael**

Government Affairs Manager Rachael Barry reported that they have been funded by FEMA under the Hazard Mitigation Grant Program to continue investigating the Central Waterfront site. There will be investigation of the containment berm, hazard analysis of the Wastewater Treatment Plant, and sampling lagoon contents. It will be about an 18-month process. They have been working with Maul Foster and experts to determine the scope. There will also be conversations with DEQ and the Regional Solutions Team.

Councilor Topaz asked if any other agencies, other than Maul Foster, will look at it. They have been so involved in it that they may miss things. Barry said DEQ will review and provide reports. She can include Council in correspondence. City Administrator Walsh added that the work order is on tonight's agenda.

**4. Discussion regarding Sand Island Policing/Security - John**

City Administrator John Walsh talked about the need for enforcement. It is a challenge for officers to get to the island. The enforcement approach proposed has a civil and criminal tract. The civil will be the camp host on site. The Harbor Master will be able to issue tickets and citations. They have had discussions with the Sheriff's Office Marine Patrol and our Police Department about providing necessary training and equipment. Corporal King will work with the Marine Patrol to create a training program.

Councilor Topaz said someone mentioned the City allowing the police to use the tourism boat. Walsh will leave that up to them. They do have an IGA with the County now to use their boat for arrests. Council President Morten talked about adding a cage to the boat to prevent people from attempting to go overboard. Mayor Scholl suggested putting a life jacket on them. Council President Morten agreed that life jackets make more sense. If people fall over or jump, they will float in a life jacket.

Councilor Chilton asked when trainings are expected to begin. Walsh said they are working on that right now. Sand Island is popular and needs to remain safe.

Councilor Topaz talked about legally arresting people. What happens to their boat left behind? Walsh responded that is part of the Code amendments being discussed next.

**5. Review Changes to the St. Helens Municipal Code regarding City Dock Use Regulations - John**

Mayor Scholl reported that the proposed amendments have been vetted by the Responsible Boating Committee, Prosecutor Erskine, and Corporal King.

City Administrator Walsh reviewed the proposed amendments. A copy is included in the archive packet for this meeting.

Councilor Topaz asked what happens to abandoned vessels after someone is arrested. Mayor Scholl explained the process. Once a permit is invalid or it is abandoned boat, they would mark it, and then could move it after nine days. Councilor Chilton asked where the seized vessels will be placed. Walsh said they will go to a marine salvage location in Scappoose.

Mayor Scholl talked about the boat on Milton Way needing to be removed. Council concurred. Walsh said it is \$500 to be removed. He and Chief Greenway talked about creating a fund to cover future boat

towing. Councilor Topaz asked if the City is liable if anything is missing on the boat after they tow it. Mayor Scholl said no since it is in the right-of-way.

Discussion about fishing in designated areas on the docks. Mayor Scholl has fished on those docks since he was six. Now it is only allowed in designated areas per the State Marine Board.

Mayor Scholl talked about the Code amendments allowing the enforcement of disruptive or offensive behavior on the docks.

Councilor Chilton discussed enforcement. Officers will be trained to respond to Sand Island. Will that include the docks? Are they going to wait until they have a Harbor Master plan in place? What is the status of the kiosk? Walsh responded that the kiosk is fully functional. The signs need to be put up. The Harbor Master is planned to be a personal services agreement. Mayor Scholl suggested the Harbor Master wear official-looking clothing to show authority. Walsh anticipates that beginning within a month. Mayor Scholl...tie down

Councilor Topaz asked if fish stunners are used on the river. Mayor Scholl said they use bats. Councilor Topaz asked if that is considered a weapon. Scholl said no.

#### **6. Review Amended Finance Director Job Description - John**

City Administrator Walsh reviewed the proposed amendments. A copy is included in the archive packet for this meeting.

Councilor Birkle asked how long the amendments have been under consideration. Walsh explained that the Assistant City Administrator position job description was updated, but not the Finance Director position. Councilor Birkle would like more time to review these things in advance. Packets are distributed late on Friday, which does not give a lot of time for review. He suggested making items available before they are added to the packet. Council President Morten said they could request additional time to review these things when it is time to vote on it at the regular session. It is important to be thorough. Mayor Scholl concurred with requesting more time to review items. Councilor Topaz agreed with the need for more time to review the packets in case you need to check with other agencies or businesses. Councilor Chilton talked about everything being very condensed on one day. Some of the things they are expected to read are very long.

Mayor Scholl requested packets be sent out by 5:00 p.m. on Thursdays. That would give them an extra business day to review and research the materials.

Councilor Chilton agreed with Councilor Birkle and wondered why they are changing the job description now. Walsh said it is normally reviewed for updates when people leave. City Recorder Payne added that the Finance Director job description updates did not come to Council when Brown transitioned from Assistant City Administrator to Finance Director.

#### **7. Discussion regarding Utility Rates - Matt**

Finance Director Matt Brown reported that this is on tonight's agenda for a decision. A copy is included in the archive packet for this meeting. The utility rate increase is effective July 16. The average user increase is about seven dollars.

Councilor Birkle asked if that rate reflects the proposed percent increase. Brown confirmed that it does. He asked if there would be an impact to the effective date if they postpone a decision until June 15. Brown said no, the rate is effective July 16 per the resolution. Councilor Birkle is in favor of making the adjustments. However, he knows there will be pushback from community members. He just wants to make sure it has been clearly communicated with the public.

Mayor Scholl acknowledged the recent updates to master plans. It has brought needed improvements to their attention. The rate increase is vital to upgrade and maintain infrastructure.

Brown talked about the Budget Committee meeting on July 13, where they can dive deeper into budget and rate discussions. The public will be welcome to attend that meeting. Councilor Birkle is in favor of that.

Councilor Topaz pointed out that they could have been charging more in the past. Residents were given a favor by not increasing them sooner.

Councilor Chilton asked what they are voting on tonight. Brown explained that there are resolutions for amending utility rates, charges, and administrative rules, as well as amendments to SDCs. Councilor Chilton did not think they had come to a conclusion on the SDCs. Council President Morten suggested they deliberate on that tonight. Mayor Scholl talked about Steve Donovan's SDC presentation. Brown explained that the rates are based on improvement projects listed in the master plans. Councilor Chilton said they also talked about increasing rates for the Engineering Division. Payne clarified that their rates are not for infrastructure, but for administrative services.

Council President Morten was opposed to SDCs when he first began, but now sees the relevancy. It is an impact fee for new development and would not be fair to put the full burden on current users. Councilor Chilton agreed. She is just concerned about all the increases at once. Mayor Scholl said they must provide water and reliable sewer. Councilor Chilton expressed her concerns that the Police Station could be cut with all the increases happening at once. Brown said the \$3 fee is already added on there. Discussion ensued about fees.

Mayor Scholl is not opposed to postponing a decision but would prefer to move forward. Councilor Birkle is ready to make a decision tonight. However, waiting two weeks to provide an opportunity for residents to express concerns is his preference. Mayor Scholl is concerned about slowing down the process.

Walsh talked about the last time they significantly increased rates after Boise left. The room was full of public attendees, but they knew it had to be done to maintain sustainability.

Councilor Chilton is not opposed to this but wants to make sure they do not regret decisions being made. Council President Morten referred to the Mission Statement and providing a safe environment. Mayor Scholl apologized to former administrations for placing the blame on what might have not been the best decision in the past. They did the best they could at the time. Moving forward, it is the right thing to do.

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

- Rates are difficult to talk about. They are important to the health of utilities and long-term sustainability. They measure themselves against their peers, but it is really not about that. It needs to be what is best for their City.
- Update on the recruitment for the Waterfront Master Developer. Roy Kim has withdrawn. Walsh suggested that developing the entire site may be too much. They could consider taking a step back and work on the hotel first to get the anchor tenant. Ownership was never addressed with the framework plan. Council President Morten agreed. It is going to take quite a while to develop the entire area. Dividing it into smaller lots makes it more appealing. Councilor Birkle agreed with scaling the project back to a phased approach. A nice hotel, and associated businesses would be a good anchor. Mayor Scholl acknowledged that there are enough funds to put in the infrastructure, based on the designs already done. He suggested they work with a developer with a history of housing developments. Councilor Chilton asked why they want to change what they are looking for now? Walsh explained that this is their second attempt to get a master developer. He suggests attracting an anchor tenant. A master developer could still come and take over after that point. Mayor Scholl asked if they are going to move forward with the infrastructure. Walsh confirmed that it will be ready for bid next month. Discussion of the Riverfront Developer RFQ Committee. Council President Morten asked if that Committee is really needed. Roy Kim saw the Committee's response on video and withdrew. He suggested reducing the size of the Committee.

Mayor Scholl did not agree with Roy Kim taking the whole piece of property. There needs to be a mix. Councilor Chilton talked about the significance of the project. She appreciates that everyone came together to work, but the size of the group made it unproductive. Mayor Scholl agreed. He suggested they re-group, advertise for one parcel to be developed, and put the infrastructure in at the same time. Councilor Topaz said they need a big master plan before they can do anything. Mayor Scholl said they have it and pointed out the drawings. Councilor Topaz argued that it is not enough, it is only a piece. The City does not have the brain power to do that big of a project. Mayor Scholl expressed his disappointment with how Councilor Topaz talked about staff and Council. He does not appreciate him saying they do not have the brain power. He went on to talk about all the work that has been done by staff and consultants.

- 13 Nights on the River begins tomorrow. They have a record number of vendors this year.
- St. Helens and three other communities are working with Growing Rural Oregon. It provides resources to the community by working with local entrepreneurs.
- They seem to be headed into a recessionary phase. In the past, they used a lot of contingencies and reserves to keep the City going. They have already lowered contingencies from 30% to 20%. One way to work around that is connecting fees to a price index, based on inflation. Everything is going up. Hudson Garbage is going to come back with a rate increase. They are almost doubling their dump fees.

Mayor Scholl stated that he respects staff, Council, and anyone who helped draft the Waterfront Development drawings. He apologized for his behavior but got passionate when he heard that they are not smart enough to do this. They could do it but are required by State law to put it out to a contractor. He apologized for Councilor Topaz's comments. That is not the comments of the entire Council. He thanked staff and engineers for the wonderful plan.

**ADJOURN – 3:11 p.m.**

**EXECUTIVE SESSION - CANCELLED**

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

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Kathy Payne, City Recorder

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Rick Scholl, Mayor





# COUNCIL REGULAR SESSION

Wednesday, June 01, 2022

## DRAFT MINUTES

### MEMBERS PRESENT

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

### STAFF PRESENT

John Walsh, City Administrator  
 Kathy Payne, City Recorder  
 Lisa Scholl, Deputy City Recorder  
 Crystal King, Communications Officer  
 Tina Curry, Event Coordinator

### OTHERS

Brady Preheim  
 Jim Coleman

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

### PLEDGE OF ALLEGIANCE

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

#### ◆ Tina Curry.

- 13 Nights on the River begins tomorrow
  - Curtis Delgado performs tomorrow at 6:00 p.m.
  - There are a lot of vendors
  - St. Helens High School Jazz Band performs next week, the same night as Gabriel Cox
- The vending machine by the Dark Market is installed and operational
- Boat update
  - Made seat selections
  - Will add the City logo
  - Lake Oswego has purchased three boats from them
  - Confident that he is on track and will be on time with the modifications

- ◆ Jim Coleman. He is here to comment on the boat purchase. He has been in the commercial fishing business his whole life and has spent a lot of time testifying in front of Oregon Fish & Wildlife and Washington Fish & Wildlife. On May 18, he attended a meeting to provide public input on the boat purchase. A friend of his encouraged him to testify about the need for a survey. He believes every Councilor agreed that a survey would be done before purchase. He did not know there was going to be another meeting about the boat purchase. That evening, Council opened boat

purchase discussions again. At that time, Tina explained how the boat purchase would go. The survey has to be done before the purchase. He understands repairs need to be done. He went back and watched the meeting on YouTube. Council President Morten made a motion for the boat purchase but there was no mention of the survey. There was a lot of discussion about the survey and COI. Tina kept referring to the COI, saying they were good. He read a paragraph from the seller's paperwork..."this is consideration of a firm outline of known work and cost, which I will supply for \$235,000 US fee, and is to include a full inspection for practical reinstatement of the COI, as performed by US Coast Guard Sector Jacksonville. To achieve the restoration of existing restrictions found in the previous COI. Understanding that a final inspection for actual reinstatement must be done locally in Oregon by owner after receiving the vessel. Total lead time for work to be performed is estimated at 10-12 weeks..." The COI that was performed on that boat by Sector Jacksonville failed. It will not pass to haul passengers until you pay the \$250,000 and the US Coast Guard Portland does the inspection. Coast Guard might say it is great, but they might say you have troubles. Congratulations on buying a boat unseen.

Council President Morten asked if the survey is done in Oregon. Jim said no, the inspection will be done in Portland. Council President Morten said they still have time for the survey here for insurance purposes.

Councilor Birkle reviewed the draft minutes. His understanding is that a survey would be done before it is purchased and before it arrives.

Jim asked City Administrator Walsh if he had a survey done before buying his personal boat. Walsh said yes, it was part of the insurance and financing. Jim said the tourism director was in a rush to get this done. Council President Morten asked if he had any surveyors in mind. Jim said he could find one by noon tomorrow.

Mayor Scholl asked if it is typical to get a boat reinspected when it comes from a different state. Jim responded that the boat does not have a past inspection on it. It has a failed inspection on it right now. It gave a list of things that were wrong, and the seller says he is going to fix them. The boat qualifies as a 30-passenger boat to be inspected annually. Jacksonville cannot say it is good in Oregon. He would hire a surveyor today if it were him.

Mayor Scholl explained the public hearing process.

- ◆ Brady Preheim. Jim has a lot to learn about public process and how Council operates. They did everything proper, and he is glad to see the boat is coming. He is more concerned about the Waterfront discussion today. Hopefully, the Waterfront and Public Safety Facility funds are accruing interest. The City budget is not in good shape. They need to pay the money back and delay the Public Safety Facility. They could get by with a lot less for the police station. It does not make sense to accrue more debt. In addition, they no longer have a developer for the Waterfront property. He is not in agreement with spending over \$14 million on road improvements for a road that will go nowhere. He is in favor of the Waterfront, but they need to have a developer. He does not blame them for the one that did not work out. They have an \$800,000 hole in the budget from cannabis money that is being used for the Public Safety Facility. Usually when people accuse someone of taking money, they may have done something shady themselves. He would like to have an outside audit to verify that money is there.

Mayor Scholl said the Waterfront is .6%. Walsh added that the Waterfront funds are at the State. They are not in the City's accounts. It is .6% interest on funds used. Mayor Scholl said the Public Safety Facility is invested in secure investments. The recession is at the forefront of their mind. They are doing an RFP for a new auditor. Councilor Birkle added that an audit is done annually.

Council President Morten clarified the public hearing process.

**ORDINANCES – Final Reading**

- 1. Ordinance No. 3283:** An Ordinance Vacating a Portion of the 7th Street and South 16th Street Rights of Way

Mayor Scholl read Ordinance No. 3283 by title. **Motion:** Motion made by Council President Morten and seconded by Councilor Chilton to adopt Ordinance No. 3283. **Vote:** Yea: Council President Morten, Councilor Birkle, Councilor Topaz, Councilor Chilton; Abstaining: Mayor Scholl

- 2. Ordinance No. 3284:** An Ordinance Amending St. Helens Municipal Code Title 13 Relating to Definitions of Equivalent Dwelling Units for Wastewater and Water Utilities Services

Mayor Scholl read Ordinance No. 3284 by title. **Motion:** Motion made by Council President Morten and seconded by Councilor Chilton to adopt Ordinance No. 3284. **Vote:** Yea: Mayor Scholl, Council President Morten, Councilor Birkle, Councilor Topaz, Councilor Chilton

**ORDINANCES - First Reading**

- 3. Ordinance No. 3285:** An Ordinance Amending St. Helens Municipal Code Section 8.28 regarding Use of the City Docks

Mayor Scholl read Ordinance No. 3285 by title. The final reading will be at the next meeting.

**RESOLUTIONS**

- 4. Resolution No. 1956:** A Resolution Amending the City of St. Helens' System Development Charges for Water, Wastewater, Stormwater, and Transportation

Mayor Scholl read Resolution No. 1956 by title. **Motion:** Motion made by Council President Morten and seconded by Councilor Chilton to adopt Resolution No. 1956.

Discussion.

Councilor Birkle will vote for it. He would have preferred that they had a public comment opportunity.

Mayor Scholl apologized for his response earlier. He agreed with Councilor Birkle.

Councilor Chilton wants to be sure they are thinking it through clearly. However, it does need to happen.

**Vote:** Yea: Mayor Scholl, Council President Morten, Councilor Birkle, Councilor Topaz, Councilor Chilton

- 5. Resolution No. 1957:** A Resolution to Establish Water, Sewer, and Storm Drainage Utility Rates, Charges, and Administrative Rules

Mayor Scholl read Resolution No. 1957 by title. **Motion:** Motion made by Council President Morten and seconded by Councilor Birkle to adopt Resolution No. 1957.

Discussion.

Councilor Birkle echoed his comment from the prior resolution.

**Vote:** Yea: Mayor Scholl, Council President Morten, Councilor Birkle, Councilor Topaz, Councilor Chilton

**APPROVE AND/OR AUTHORIZE FOR SIGNATURE**

6. Extension of Contract with CBM Systems, LLC for Janitorial Services
7. Amendment to Agreement with More Power Technology Group for IT Services
8. Maul Foster & Alongi Inc. Work Order Authorization for Central Waterfront Scope 1B
9. Agreement with Keller Associates, Inc. for Engineering Consulting Services as it pertains to Sanitary Sewer, Water, and Stormwater Systems

**Motion:** Motion made by Council President Morten and seconded by Councilor Chilton to approve '6' through '9' above.

Discussion.

Councilor Topaz referred to the Maul Foster contract. They have a number of tests included but have forgotten to include tests they have done before. They forgot the really nasty compounds that will probably be in there. The Fire Department had foam chemicals that could have been dumped in the sewer system and may be there. Field tests were done on the last group, which included temperature, PH, gas concentration, turbidity, conductivity of the fluid, and bacterial screening. They did not record what time the tests were done or what the river levels were. Half of the levy was covered with a membrane when they built the lagoon. The membrane had to be breached, so there is gas being generated underneath. Since they are cutting a hole in the bottom, they should be able to get a sample of the plastic membrane. That should be analyzed to provide history of the ground and how the material has changed. They need to check on methane, sulfur dioxide, and radon, which all has to be done in the field. That is not included in the contract.

Council President Morten asked what he is suggesting. Councilor Topaz suggests those tests be done. It could have some very upsetting gasses, one of which could be cyanide.

Mayor Scholl is familiar with the old pulping process. He has not heard about the liner floating in years. Councilor Topaz should check his information and where it is coming from. The pulping process and breaking down of wood products lifts off gas. Councilor Topaz said it did float once. Mayor Scholl pointed out that Maul Foster is an expert. They are a reputable company. Councilor Topaz argued that he has written papers about this and knows it well.

Council President Morten pointed out that that this has to be done. This will give Councilor Topaz enough time to request additional information. Councilor Topaz wants to hold it up because the test must be done at the same time. They have evidence that there is gas in there and it is coming out. If cyanide and sulfur dioxide come into buildings after it has been filled in, they have buildings that are no longer any good. Maul Foster suddenly deleted tests that he requested. The temperature is important. They need to find out if it matches the last test.

Council Chilton suggested someone from staff who is working with Maul Foster communicate with Councilor Topaz.

Walsh explained that the Scope of Work, which is one part of transitioning the lagoon into a facility that can receive material, must be approved by DEQ. DEQ has been part of the discussion and tasks needing to be done to get to this point. Councilor Topaz repeated the need to do tests at the same time to get the same data. He has not seen the final DEQ report. He has been doing some of this since 1960 and knows what he is talking about.

Councilor Birkle believes that the authorization was developed by staff. Walsh added that this work plan has been in place for many years. DEQ and consultants have been involved in it and understand it well. They have helped develop a roadmap. Councilor Birkle said staff is aware of this and if they had any concerns, they would have brought it to their attention. Councilor Topaz asked if staff has done research on this or written papers on it. Councilor Birkle does not know. Councilor Chilton pointed out that DEQ has. Councilor Topaz has, which is why he questions it. Councilor Birkle appreciates his expertise, but it is not a sufficient reason to not move forward.

**Vote:** Yea: Mayor Scholl, Council President Morten, Councilor Birkle, Councilor Topaz, Councilor Chilton

## **CONSENT AGENDA FOR APPROVAL**

### 10. City Council Minutes

- Work Session, Executive Session, Public Hearing, Public Forum, and Regular Session Minutes dated May 4, 2022
- Special Session Minutes dated May 11, 2022
- Work Session, Public Hearing, Special Session, and Regular Session Minutes dated May 18, 2022

11. Amended Finance Director Job Description
12. Accounts Payable Bill Lists

**Motion:** Motion made by Council President Morten and seconded by Councilor Topaz to approve '10' through '12' above. **Vote:** Yea: Mayor Scholl, Council President Morten, Councilor Birkle, Councilor Topaz, Councilor Chilton

### WORK SESSION ACTION ITEMS

None

### COUNCIL MEMBER REPORTS

Council President Morten reported...

- Parks & Recreation Commission will have a work party at the Botanical Gardens on Saturday. He and Jerry Belcher will provide pizza.
- In response to Jim Coleman's testimony, when the boat gets here, there are very confident surveyors in the area that will give them a value on the boat and list any needed repair items. That is necessary for insurance purposes. He hopes Tina takes care of that with Tourism funds.

Councilor Topaz reported...

- They had a funny hiccup in the Waterfront Development. He agreed with a comment made that they do not have their act together. They need to look hard at the master plan. There are a number of things that need to be done together and not piece meal. Council President Morten often talks about needing to get rid of the switching yard. It is definitely in the wrong place but is vital to have in the area. How do they plan to move it? Materials come here by truck, train, boat, and car. The boat shipping business says they need a Waterfront area to use, which is contaminated underwater right now. How do they make sure it gets to be useful? DEQ has called that project cleaning up/double-checking. The ground for the mill also must be cleaned up. Transportation and the Connector Plan, from Gable Road to the Waterfront, should be re-examined. They had several different suggestions than what was in the framework plan. It was more in line with what the architects said eight years ago. It is time for an overall Master Plan – what are they going to do with the lagoon, what has to be done to make the lagoon something, what are they going to do with the Waterfront, what are they doing to with the switchyard, what are they going to do with the Connector Plan? All of those things make St. Helens. They know the sewer plant will not meet specifications and cannot be re-permitted under the new rules. It is time for a concerted effort into looking at all the problems at once. Doing a piece here in there will end in disaster. Council President Morten said that the switching yard came up several years ago. Senator Betsy Johnson was an advocate for moving it closer to Scappoose. She oversaw State spending as Chair of the Ways and Means Committee. He does not know the status at this point. It is not going to happen overnight.

Councilor Chilton reported...

- Applauded the hard work and attention given to efforts to get law enforcement to Sand Island and keep the docks safe and clean. St. Helens Police Department will be trained in partnership with the Sheriff's Office. They have made a lot of headway towards getting a Harbor Master at the docks.
- Memorial Day was a good opportunity to reflect on all of those who have served and sacrificed their lives for this country.
- 13 Nights on the River begins tomorrow.
- She is excited to see the Kiwanis Parade is coming back.

Councilor Birkle reported...

- April was Asian Pacific Islander Heritage Month. He is glad that the community is accepting and welcoming of all individuals.

- June 1 begins Pride Month. They recognize the contributions and struggles of LGBTQ individuals. They are very important members of the community, and he is glad they have made the statement as a City affirming the rights and welcomeness of all. They do not always live up to their beliefs, but as a Council and professional staff, they always try to honor and respect all people.
- Since being hired at Columbia City School, he has been bound and determined to take his students on a walking field trip to Dalton Lake Nature Preserve. It looks like it will happen the last week of school. They are trying to make an effort for students to learn more about environmental protection. He invites Council to join them on the field trip after completing a background check release form.

Council President Morten reported...

- A survey is important to put a value on the boat. It is also a stamp that the repair work was done in Florida. A survey here is important. Councilor Topaz asked what happens if the survey fails. Council President Morten said there is no such thing as failing a survey. It will list what needs to be done to fix any problems.

### **MAYOR SCHOLL REPORTS**

- It was a good Main Street meeting last night. They are in the process of hiring an administrator. The theater did a great job with the improvements. They expressed their thankfulness for Building Official Mike De Roia.
- He thanked the Council for approving resolutions 1956 and 1957. There is a lot of work that needs to be done.
- 13 Nights on the River begins tomorrow.
- The Kiwanis Community Parade is on June 18. He will check with Public Works about driving the old truck.
- Citizens Day in the Park is June 25. Let him or Deputy City Recorder Scholl know if they are having any problems getting donations. All the donors from past years are participating again. Public Works will be helping with road closures. There are about 50 vendors.

### **OTHER BUSINESS**

### **ADJOURN – 8:06 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

**City of St. Helens**  
*Consent Agenda for Approval*

**OLCC LICENSES**

The following businesses submitted a processing fee to the City for a Liquor License:

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**2022 RENEWALS**

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<u><b>Licensee</b></u>	<u><b>Tradename</b></u>	<u><b>Location</b></u>	<u><b>Purpose</b></u>
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**2022 NEW OWNERS**

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*A copy of the OLCC application documents submitted for the businesses listed below were emailed to the Police Department for review. No adverse response was received.*

<u><b>Licensee</b></u>	<u><b>Tradename</b></u>	<u><b>Location</b></u>	<u><b>Purpose</b></u>
Aman & Kulwinder LLC	Skinny's Texaco	745 S Columbia River Hwy	Change Owner



St. Helens, OR

# Expense Approval Register

Packet: APPKT00560 - AP 6.10.2022

Item #15.

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 100 - GENERAL FUND</b>					
TYLER TECHNOLOGIES INC	025-381373	06/10/2022	INCODE LIC AND MAIN FEES	100-707-52019	2,063.00
AMY LINDGREN LAW LLC	540	06/10/2022	JUDICIAL SERVICES	100-704-52019	5,000.00
ACE HARDWARE - ST. HELENS	60176 5.31.22	06/10/2022	MATERIALS ACE ACCT 60176 - ...	100-708-52001	220.20
COLUMBIA COUNTY TRANSFER..	7849	06/10/2022	DUMP FEES ACCT 0017	100-709-52001	49.32
METRO PRESORT	IN644430	06/10/2022	MONTHLY E SERVICE CHARGES	100-707-52008	50.00
TYLER TECHNOLOGIES INC	025-381618	06/07/2022	TIME CLOCK INTERFACE	100-707-52019	292.50
WILCOX	0710418-IN	06/07/2022	FUEL PARKS DEPT	100-708-52022	392.53
HUDSON GARBAGE SERVICE	121287105046	06/07/2022	2046-31291	100-708-52023	145.42
STAPLES BUSINESS CREDIT	1642261977	06/07/2022	OFFICE SUPPLES	100-707-52001	203.17
STAPLES BUSINESS CREDIT	1642261977	06/07/2022	OFFICE SUPPLES	100-715-52001	453.90
STAPLES BUSINESS CREDIT	1642261977	06/07/2022	OFFICE SUPPLES	100-715-52001	6.84
ORKIN	227630988	06/07/2022	1810 OLD PORTLAND RD PEST ...	100-709-52023	165.00
METRO PRESORT	IN644306	06/07/2022	UB BILL PRINTING	100-707-52008	4,161.29
DEPARTMENT OF TRANSPORT...	L0034794028	06/07/2022	DMV SERVICES ACCT 67431	100-705-52019	4.00
VERIZON	9906994850	06/08/2022	CRYSTAL KING	100-701-52010	40.05
VERIZON	9906994850	06/08/2022	CRYSTAL KING	100-701-52010	46.15
VERIZON	9906994850	06/08/2022	MAYOR SCHOLL IPAD	100-703-52001	40.01
VERIZON	9906994850	06/08/2022	PD JETPACK2	100-705-52010	40.01
VERIZON	9906994850	06/08/2022	PD JETPACK1	100-705-52010	40.01
VERIZON	9906994850	06/08/2022	TORY SHELBY	100-708-52010	36.15
VERIZON	9906994850	06/08/2022	CAMERON PAGE	100-708-52010	36.15
VERIZON	9906994850	06/08/2022	REC PHONE	100-709-52010	36.98
VERIZON	9906994850	06/08/2022	RECREATION CENTER	100-709-52010	49.91
VERIZON	9906994850	06/08/2022	RECREATION CENTER	100-709-52010	40.01
VERIZON	9906994850	06/08/2022	BUILDING DEPT IPAD	100-711-52010	40.01
VERIZON	9906994850	06/08/2022	DARIN COX - BUILDING DEPT I...	100-711-52010	59.91
VERIZON	9906994850	06/08/2022	CONSTRUCTION INSPECTOR	100-711-52010	40.01
VERIZON	9906994850	06/08/2022	JOHN HICKS	100-711-52010	49.91
VERIZON	9906994850	06/08/2022	MIKE DEROIA	100-711-52010	73.31
WIRE WORKS	14152	06/09/2022	2019 DURANGO UNTI S9	100-705-52001	220.00
QUILL	25320625	06/09/2022	QB EXPAN FILE JACKETS LEGAL	100-715-52001	119.98
DAHLGREN'S DO IT BEST BUIL...	5.25.2022	06/09/2022	BUIDING MATERIALS ACCT 10...	100-708-52001	26.99
DAHLGREN'S DO IT BEST BUIL...	5.25.2022	06/09/2022	BUIDING MATERIALS ACCT 10...	100-708-52001	12.87
DAHLGREN'S DO IT BEST BUIL...	5.25.2022	06/09/2022	BUIDING MATERIALS ACCT 10...	100-708-52001	42.60
DAHLGREN'S DO IT BEST BUIL...	5.25.2022	06/09/2022	BUIDING MATERIALS ACCT 10...	100-708-52001	20.59
DAHLGREN'S DO IT BEST BUIL...	5.25.2022	06/09/2022	BUIDING MATERIALS ACCT 10...	100-708-52001	35.87
SUNSET AUTO PARTS INC - NA...	5.31.2022	06/09/2022	AUTO PARTS ACCT 6355	100-705-52001	16.13
INGRAM LIBRARY SERVICES	58429476	06/09/2022	BOOKS 20C7921	100-706-52033	752.86
INGRAM LIBRARY SERVICES	59759195	06/09/2022	BOOKS 20C7921	100-706-52033	93.22
INGRAM LIBRARY SERVICES	59759197	06/09/2022	BOOKS 20C7921	100-706-52033	404.29
INGRAM LIBRARY SERVICES	59802155	06/09/2022	BOOKS 20C7921	100-706-52033	25.68
INGRAM LIBRARY SERVICES	59802157	06/09/2022	BOOKS 20C7921	100-706-52033	24.88
INGRAM LIBRARY SERVICES	59802158	06/09/2022	BOOKS 20C7921	100-706-52033	6.14
INGRAM LIBRARY SERVICES	59802159	06/09/2022	BOOKS 20C7921	100-706-52033	50.25
OREGON DEPARTMENT OF RE...	6.8.2022	06/09/2022	STATE COURT FACILITY	100-000-20800	5.00
OREGON DEPARTMENT OF RE...	6.8.2022	06/09/2022	STATE MISD	100-000-20800	290.00
OREGON DEPARTMENT OF RE...	6.8.2022	06/09/2022	UNITARY	100-000-20800	126.50
OREGON DEPARTMENT OF RE...	6.8.2022	06/09/2022	STATE VIOLATION	100-000-20800	1,366.00
OREGON DEPARTMENT OF RE...	6.8.2022	06/09/2022	STATE DUII DIVERSION	100-000-20800	1,518.53
OREGON DEPARTMENT OF RE...	6.8.2022	06/09/2022	LEMLA	100-000-20800	2.00
OREGON DEPARTMENT OF RE...	6.8.2022	06/09/2022	STATE DUII CONVICTION FEE	100-000-20800	405.00
OREGON DEPARTMENT OF RE...	6.8.2022	06/09/2022	STATE	100-000-20800	184.47
COLUMBIA COUNTY TREASUR...	6.8.2022	06/09/2022	COUNTY ASSESSMENT	100-000-20900	506.24



## Expense Approval Register

Packet: APPKT005

Item #15.

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
COLUMBIA COUNTY TREASUR...	6.8.2022	06/09/2022	JAIL ASSESSMENT	100-000-20900	19.47
COLUMBIA COUNTY TREASUR...	6.8.2022	06/09/2022	CITY COURT COSTS DEDUCTED	100-000-36002	-52.57
Fund 100 - GENERAL FUND Total:					20,098.74
Fund: 201 - VISITOR TOURISM					
E2C	4468	06/09/2022	E2C SERVICES ENTERTAINMEN...	201-000-52028	25,182.15
Fund 201 - VISITOR TOURISM Total:					25,182.15
Fund: 202 - COMMUNITY DEVELOPMENT					
OTAK INC	000052200471	06/10/2022	1ST AND STRAND ST P 019823...	202-723-52019	84,395.48
JORDAN RAMIS PC ATTORNEYS..	192599	06/10/2022	GENERAL ENVIRONMENTAL	202-721-52019	2,062.50
MASON BRUCE & GIRARD INC	30776	06/08/2022	FOREST MANAGEMENT 01031...	202-724-52019	28,900.50
Fund 202 - COMMUNITY DEVELOPMENT Total:					115,358.48
Fund: 203 - COMMUNITY ENHANCEMENT					
CARLOS M SPISAK	016	06/09/2022	YOUTH NIGHT 6/3/2022	203-709-52028	227.50
INGRAM LIBRARY SERVICES	59759196	06/09/2022	BOOKS 20C7921	203-706-52101	10.36
INGRAM LIBRARY SERVICES	59759198	06/09/2022	BOOKS 20C7921	203-706-52101	6.00
Fund 203 - COMMUNITY ENHANCEMENT Total:					243.86
Fund: 205 - STREETS					
COLUMBIA COUNTY TRANSFER..	7849	06/10/2022	DUMP FEES ACCT 0017	205-000-52019	41.88
DAHLGREN'S DO IT BEST BUIL...	5.25.2022	06/09/2022	BUIDING MATERIALS ACCT 10...	205-000-52001	37.99
DAHLGREN'S DO IT BEST BUIL...	5.25.2022	06/09/2022	BUIDING MATERIALS ACCT 10...	205-000-52001	306.06
SUNSET EQUIPMENT	90158	06/09/2022	LOW SMOKE / KILLZALL / DE L...	205-000-52001	121.65
Fund 205 - STREETS Total:					507.58
Fund: 601 - WATER					
ACE HARDWARE - ST. HELENS	5.31.2022 60180	06/10/2022	MATERIALS ACE ACCT 60180	601-732-52001	16.99
HACH	13079263	06/07/2022	REAGENT SET CHLORINE FREE ...	601-731-52001	83.79
HACH	13079263	06/07/2022	REAGENT SET CHLORINE FREE ...	601-732-52001	155.61
ONE CALL CONCEPTS INC	2050492	06/07/2022	REGULAR / MODEM DELIVERY ...	601-731-52019	7.03
VERIZON	9906994850	06/08/2022	JOHN SAVAGE	601-732-52010	46.52
ACE HARDWARE - ST. HELENS	5.31.2022 60181	06/09/2022	ACE MATERIALS ACCT 60181	601-731-52001	39.98
ACE HARDWARE - ST. HELENS	5.31.2022 60181	06/09/2022	ACE MATERIALS ACCT 60181	601-731-52001	31.07
ACE HARDWARE - ST. HELENS	5.31.2022 60181	06/09/2022	ACE MATERIALS ACCT 60181	601-731-52001	60.98
ACE HARDWARE - ST. HELENS	5.31.2022 60181	06/09/2022	ACE MATERIALS ACCT 60181	601-731-52001	15.99
ACE HARDWARE - ST. HELENS	5.31.2022 60181	06/09/2022	ACE MATERIALS ACCT 60181	601-731-52001	7.98
ACE HARDWARE - ST. HELENS	5.31.2022 60181	06/09/2022	ACE MATERIALS ACCT 60181	601-731-52001	20.57
ACE HARDWARE - ST. HELENS	5.31.2022 60181	06/09/2022	ACE MATERIALS ACCT 60181	601-732-52001	6.96
CORE & MAIN	Q936652	06/09/2022	C 38 23 2.5 NL MTR CPLG	601-731-52001	214.32
Fund 601 - WATER Total:					707.79
Fund: 603 - SEWER					
ACE HARDWARE - ST. HELENS	5.31.2022 60180	06/10/2022	MATERIALS ACE ACCT 60180	603-736-52001	25.14
ACE HARDWARE - ST. HELENS	5.31.2022 60180	06/10/2022	MATERIALS ACE ACCT 60180	603-737-52001	25.14
ACE HARDWARE - ST. HELENS	5.31.2022 60180	06/10/2022	MATERIALS ACE ACCT 60180	603-737-52001	251.75
ACE HARDWARE - ST. HELENS	5.31.2022 60180	06/10/2022	MATERIALS ACE ACCT 60180	603-737-52001	14.98
ONE CALL CONCEPTS INC	2050492	06/07/2022	REGULAR / MODEM DELIVERY ...	603-735-52019	7.03
VERIZON	9906994850	06/08/2022	STEWART HARTLEY	603-736-52010	12.04
VERIZON	9906994850	06/08/2022	SAM ORTIZ	603-736-52010	16.62
VERIZON	9906994850	06/08/2022	AARON KUNDERS	603-736-52010	12.05
VERIZON	9906994850	06/08/2022	SAM ORTIZ	603-737-52010	16.66
VERIZON	9906994850	06/08/2022	STEWART HARTLEY	603-737-52010	12.05
VERIZON	9906994850	06/08/2022	AARON KUNDERS	603-737-52010	12.04
VERIZON	9906994850	06/08/2022	SAM ORTIZ	603-738-52010	16.63
VERIZON	9906994850	06/08/2022	AARON KUNDERS	603-738-52010	12.06
VERIZON	9906994850	06/08/2022	STEWART HARTLEY	603-738-52010	12.06
OREGON DEQ BUSINESS OFFIC...	3.1.2022	06/09/2022	R6801	603-000-55001	50,000.00
SUNSET AUTO PARTS INC - NA...	5.31.2022	06/09/2022	AUTO PARTS ACCT 6355	603-735-52001	25.35
IXOM WATERCARE INC	6536239	06/09/2022	BATTERY LG	603-737-52001	2,495.00
Fund 603 - SEWER Total:					52,966.60
Fund: 702 - INFORMATION SYSTEMS					
MORE POWER TECHNOLOGY ...	13515	06/10/2022	PREMIUM AGREEMENT MON...	702-000-52019	10,171.15

## Expense Approval Register

Packet: APPKT005

Item #15.

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
CENTURY LINK	5.25.2022	06/07/2022	966B	702-000-52010	338.14
VERIZON	9906994850	06/08/2022	MATT FUNK	702-000-52010	63.01
Fund 702 - INFORMATION SYSTEMS Total:					10,572.30

## Fund: 703 - PW OPERATIONS

WEST COAST WIRE ROPE & RI...	5565398	06/07/2022	gator edge sling	703-734-52099	68.75
VERIZON	9906994850	06/08/2022	SHARON DARROUX	703-733-52010	51.44
VERIZON	9906994850	06/08/2022	TIM UNDERWOOD	703-733-52010	49.91
VERIZON	9906994850	06/08/2022	SCOTT HARRINGTON	703-734-52010	17.93
VERIZON	9906994850	06/08/2022	PW SPARE 3	703-734-52010	40.01
VERIZON	9906994850	06/08/2022	SCOTT WILLIAMS	703-734-52010	49.91
VERIZON	9906994850	06/08/2022	PW SPARE 4	703-734-52010	40.01
VERIZON	9906994850	06/08/2022	PW SPARE	703-734-52010	40.01
VERIZON	9906994850	06/08/2022	CURT LEMONT	703-734-52010	17.93
VERIZON	9906994850	06/08/2022	ROGER STAUFFER	703-734-52010	49.91
VERIZON	9906994850	06/08/2022	RYAN POWERS	703-734-52010	49.91
VERIZON	9906994850	06/08/2022	PW SPARE2	703-734-52010	40.01
VERIZON	9906994850	06/08/2022	DAVE ELDER	703-734-52010	49.91
VERIZON	9906994850	06/08/2022	MOUHAMAD ZAHER	703-734-52010	49.91
VERIZON	9906994850	06/08/2022	ALEX BIRD	703-734-52010	49.91
VERIZON	9906994850	06/08/2022	JULIAN ZIRKLE	703-734-52010	86.71
VERIZON	9906994850	06/08/2022	BUCK TUPPER	703-734-52010	73.01
VERIZON	9906994850	06/08/2022	BRETT LONG	703-734-52010	49.91
VERIZON	9906994850	06/08/2022	ETHAN STERLING	703-734-52010	49.91
DAHLGREN'S DO IT BEST BUIL...	5.25.2022	06/09/2022	BUIDING MATERIALS ACCT 10...	703-734-52001	22.91
DAHLGREN'S DO IT BEST BUIL...	5.25.2022	06/09/2022	BUIDING MATERIALS ACCT 10...	703-734-52023	4.79
DAHLGREN'S DO IT BEST BUIL...	5.25.2022	06/09/2022	BUIDING MATERIALS ACCT 10...	703-734-52023	12.18
DAHLGREN'S DO IT BEST BUIL...	5.25.2022	06/09/2022	BUIDING MATERIALS ACCT 10...	703-734-52046	684.71
ACE HARDWARE - ST. HELENS	5.31.2022 60181	06/09/2022	ACE MATERIALS ACCT 60181	703-734-52001	19.99
SUNSET AUTO PARTS INC - NA...	5.31.2022	06/09/2022	AUTO PARTS ACCT 6355	703-734-52001	5.99
SUNSET AUTO PARTS INC - NA...	5.31.2022	06/09/2022	AUTO PARTS ACCT 6355	703-734-52099	43.98
SUNSET AUTO PARTS INC - NA...	5.31.2022	06/09/2022	AUTO PARTS ACCT 6355	703-734-52099	22.59
SUNSET AUTO PARTS INC - NA...	5.31.2022	06/09/2022	AUTO PARTS ACCT 6355	703-734-52099	5.88
SUNSET AUTO PARTS INC - NA...	5.31.2022	06/09/2022	AUTO PARTS ACCT 6355	703-734-52099	105.84
Fund 703 - PW OPERATIONS Total:					1,853.86

## Fund: 704 - FACILITY MAJOR MAINTNANCE

ACE HARDWARE - ST. HELENS	5.31.22 60174	06/10/2022	ACE MATERIALS ACCT 60174	704-000-53018	211.12
ACE HARDWARE - ST. HELENS	5.31.22 60174	06/10/2022	ACE MATERIALS ACCT 60174	704-000-53025	13.98
ACE HARDWARE - ST. HELENS	5.31.22 60174	06/10/2022	ACE MATERIALS ACCT 60174	704-000-53025	27.74
DAHLGREN'S DO IT BEST BUIL...	5.25.2022	06/09/2022	BUIDING MATERIALS ACCT 10...	704-000-53018	1,089.75
DAHLGREN'S DO IT BEST BUIL...	5.25.2022	06/09/2022	BUIDING MATERIALS ACCT 10...	704-000-53018	21.20
DAHLGREN'S DO IT BEST BUIL...	5.25.2022	06/09/2022	BUIDING MATERIALS ACCT 10...	704-000-53018	12.16
ACE HARDWARE - ST. HELENS	5.31.2022 60181	06/09/2022	ACE MATERIALS ACCT 60181	704-000-53017	52.31
ACE HARDWARE - ST. HELENS	5.31.2022 60181	06/09/2022	ACE MATERIALS ACCT 60181	704-000-53017	7.99

Fund 704 - FACILITY MAJOR MAINTNANCE Total: 1,436.25

## Fund: 706 - PUBLIC SAFETY

WETLAND SOLUTIONS NORT...	21102-4	06/07/2022	PUBLIC SAFETY BUILD WELAND..	706-000-52019	250.00
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Fund 706 - PUBLIC SAFETY Total: 250.00

Grand Total: 229,177.61

**Fund Summary**

<b>Fund</b>	<b>Expense Amount</b>
100 - GENERAL FUND	20,098.74
201 - VISITOR TOURISM	25,182.15
202 - COMMUNITY DEVELOPMENT	115,358.48
203 - COMMUNITY ENHANCEMENT	243.86
205 - STREETS	507.58
601 - WATER	707.79
603 - SEWER	52,966.60
702 - INFORMATION SYSTEMS	10,572.30
703 - PW OPERATIONS	1,853.86
704 - FACILITY MAJOR MAINTNANCE	1,436.25
706 - PUBLIC SAFETY	250.00
<b>Grand Total:</b>	<b>229,177.61</b>

**Account Summary**

<b>Account Number</b>	<b>Account Name</b>	<b>Expense Amount</b>
100-000-20800	Court - State Assessment	3,897.50
100-000-20900	Court - County Assessment	525.71
100-000-36002	Fines - Court	-52.57
100-701-52010	Telephone	86.20
100-703-52001	Operating Supplies	40.01
100-704-52019	Professional Services	5,000.00
100-705-52001	Operating Supplies	236.13
100-705-52010	Telephone	80.02
100-705-52019	Professional Services	4.00
100-706-52033	Printed Materials	1,357.32
100-707-52001	Operating Supplies	203.17
100-707-52008	Printing	4,211.29
100-707-52019	Professional Services	2,355.50
100-708-52001	Operating Supplies	359.12
100-708-52010	Telephone	72.30
100-708-52022	Fuel	392.53
100-708-52023	Facility Maintenance	145.42
100-709-52001	Operating Supplies	49.32
100-709-52010	Telephone	126.90
100-709-52023	Facility Maintenance	165.00
100-711-52010	Telephone	263.15
100-715-52001	Operating Supplies	580.72
201-000-52028	Projects & Programs	25,182.15
202-721-52019	Professional Services	2,062.50
202-723-52019	Professional Services	84,395.48
202-724-52019	Professional Services	28,900.50
203-706-52101	ARPA Expenses	16.36
203-709-52028	Projects & Programs	227.50
205-000-52001	Operating Supplies	465.70
205-000-52019	Professional Services	41.88
601-731-52001	Operating Supplies	474.68
601-731-52019	Professional Services	7.03
601-732-52001	Operating Supplies	179.56
601-732-52010	Telephone	46.52
603-000-55001	Principle	50,000.00
603-735-52001	Operating Supplies	25.35
603-735-52019	Professional Services	7.03
603-736-52001	Operating Supplies	25.14
603-736-52010	Telephone	40.71
603-737-52001	Operating Supplies	2,786.87
603-737-52010	Telephone	40.75
603-738-52010	Telephone	40.75
702-000-52010	Telephone	401.15
702-000-52019	Professional Services	10,171.15

**Account Summary**

Account Number	Account Name	Expense Amount
703-733-52010	Telephone	101.35
703-734-52001	Operating Supplies	48.89
703-734-52010	Telephone	754.90
703-734-52023	Facility Maintenance	16.97
703-734-52046	Dock Services	684.71
703-734-52099	Equipment Operations	247.04
704-000-53017	Capital Outlay - Rec Center	60.30
704-000-53018	Capital Outlay - City Hall	1,334.23
704-000-53025	Capital Outlay - Sr Center	41.72
706-000-52019	Professional Services	250.00
	<b>Grand Total:</b>	<b>229,177.61</b>

**Project Account Summary**

Project Account Key	Expense Amount
**None**	229,177.61
<b>Grand Total:</b>	<b>229,177.61</b>



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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 100 - GENERAL FUND</b>					
PITNEY BOWES INC	1020878458	06/13/2022	POSTAGE METER	100-715-52001	156.00
DASHER PRINTING SERVICES I...	1441	06/13/2022	PATRON CARD WITH KEY TAG	100-706-52006	1,677.50
ORKIN	228873136	06/13/2022	265 STRAND PEST SERVICE CIT...	100-715-52023	97.00
ORKIN	228873302	06/13/2022	265 STRAND PEST SERVICE CIT...	100-715-52023	165.00
ROSS DENISON LAW	6.10.22	06/13/2022	PROFESSIONAL SERVICES COU...	100-704-52019	975.00
CINTAS	8405735101	06/13/2022	PARKS FIRST AID CABINET SER...	100-708-52001	78.29
COLUMBIA COUNTY SHERIFFS...	may 22-shpd	06/13/2022	FIRING RANGE USE	100-705-52001	100.00
RUBENS LAWN SERVICE	0004921	06/14/2022	MONTHLY LAWN SERVICE	100-705-52023	80.00
METRO PLANNING INC	5479	06/14/2022	WEB GIS	100-710-52001	62.50
EASYPERMIT POSTAGE	6.12.2022	06/14/2022	POSTAGE	100-707-52009	1,000.00
RUBENS LAWN SERVICE	0004831	06/16/2022	MONTHLY LAWN SERVICE	100-705-52023	80.00
RICOH USA INC	106166941	06/16/2022	POLICE EQUIPMENT LEASE 14...	100-705-52001	250.79
EMMERT CHEVERLET BUICK INC	138579	06/16/2022	BLADE	100-705-52001	27.09
ADVANCED LOCKING SOLUTIO...	24568	06/16/2022	BEST KNOW SET ENTRANCE C...	100-709-52023	961.64
PEAK ELECTRIC GROUP LLC	24693	06/16/2022	OUT LET INSERT MC PARK	100-708-52019	13.14
ST. HELENS AUTO CENTER	43466	06/16/2022	MAINT OIL CHANGE	100-705-52021	838.57
MAILBOXES NORTHWEST	5.2.2022	06/16/2022	POSTAGE 2801 ACCT 1 PD	100-705-52001	14.90
BULLARD LAW	51168	06/16/2022	GENERAL LABOR	100-701-52019	292.50
COUNTRY MEDIA INC	577164	06/16/2022	LEGALS	100-705-52019	75.95
COUNTRY MEDIA INC	578143	06/16/2022	MEMORIAL DAY 2022	100-701-52040	179.00
NW NATURAL GAS	6.14.2022	06/16/2022	5638	100-705-52003	132.13
NW NATURAL GAS	6.14.2022	06/16/2022	7673	100-706-52003	676.07
NW NATURAL GAS	6.14.2022	06/16/2022	8563	100-708-52003	24.82
NW NATURAL GAS	6.14.2022	06/16/2022	3047	100-708-52003	28.39
NW NATURAL GAS	6.14.2022	06/16/2022	0109	100-709-52003	67.44
NW NATURAL GAS	6.14.2022	06/16/2022	5285	100-715-52003	60.52
NW NATURAL GAS	6.14.2022	06/16/2022	2848	100-715-52003	33.94
DAWN RICHARDSON - AP	6.15.2022	06/16/2022	MILEAGE REIMBURSEMENT F...	100-707-52001	32.18
AUDREY WEBSTER	6.15.22	06/16/2022	PLANNING COMMISSION STIP...	100-710-52087	90.00
RUSS LOW	INV0002672	06/16/2022	PLANNING COMMISSION STIP...	100-710-52087	30.00
SHEILA SEMLING	INV0002673	06/16/2022	PLANNING COMMISSION STIP...	100-710-52087	90.00
SHEILA SEMLING	INV0002674	06/16/2022	PLANNING COMMISSION STIP...	100-710-52087	90.00
JENNIFER PUGSLEY	INV0002675	06/16/2022	PLANNING COMMISSION STIP...	100-710-52087	60.00
STEVE TOSCHI	INV0002676	06/16/2022	PLANNING COMMISSION STIP...	100-710-52087	90.00
DAN CARY	INV0002677	06/16/2022	PLANNING COMMISSION STIP...	100-710-52087	60.00
RUSSELL HUBBARD	INV0002678	06/16/2022	PLANNING COMMISSION STIP...	100-710-52087	90.00
TYLER TECHNOLOGIES INC	025-382892	06/17/2022	TIME CLOCK INTERFACE	100-707-52019	195.00
JORDAN RAMIS PC ATTORNEYS..	193428	06/17/2022	GENERAL LEGAL	100-701-52019	105.00
JORDAN RAMIS PC ATTORNEYS..	193428	06/17/2022	GENERAL LEGAL	100-703-52019	2,450.00
JORDAN RAMIS PC ATTORNEYS..	193428	06/17/2022	GENERAL LEGAL	100-704-52019	350.00
JORDAN RAMIS PC ATTORNEYS..	193428	06/17/2022	GENERAL LEGAL	100-705-52019	1,725.00
JORDAN RAMIS PC ATTORNEYS..	193428	06/17/2022	GENERAL LEGAL	100-711-52019	250.00
JORDAN RAMIS PC ATTORNEYS..	193429	06/17/2022	EMPLOYMENT MATTERS	100-701-52019	140.00
JORDAN RAMIS PC ATTORNEYS..	193430	06/17/2022	PLANNING	100-710-52019	39.00
<b>Fund 100 - GENERAL FUND Total:</b>					<b>14,034.36</b>
<b>Fund: 201 - VISITOR TOURISM</b>					
NW NATURAL GAS	6.14.2022	06/16/2022	7764	201-000-52003	44.82
NW NATURAL GAS	6.14.2022	06/16/2022	9614	201-000-52003	43.70
JORDAN RAMIS PC ATTORNEYS..	193428	06/17/2022	GENERAL LEGAL	201-000-52019	1,085.00
<b>Fund 201 - VISITOR TOURISM Total:</b>					<b>1,173.52</b>
<b>Fund: 202 - COMMUNITY DEVELOPMENT</b>					
MAYER REED INC	13535	06/13/2022	ST HELENS RIVERWALK	202-723-52055	45,005.10
PRAIRIE ELECTRIC	372314	06/13/2022	POLICE REMOVAL IND. BUS PA...	202-722-52019	12,500.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
MAUL FOSTER ALONGI INC	47871	06/13/2022	BWP ON CALL SERVICES	202-722-52019	798.64
MAUL FOSTER ALONGI INC	47872	06/13/2022	WWTP LAGOON ON CALL SERV..	202-726-52019	7,115.00
PORTLAND GENERAL ELECTRIC	INV0002669	06/14/2022	1650931000	202-722-52003	20.80
PORTLAND GENERAL ELECTRIC	INV0002670	06/14/2022	7357701000	202-722-52003	42.13
JORDAN RAMIS PC ATTORNEYS..	193433	06/17/2022	COMFORT CONSTRUCTION	202-721-52019	150.00
<b>Fund 202 - COMMUNITY DEVELOPMENT Total:</b>					<b>65,631.67</b>
<b>Fund: 203 - COMMUNITY ENHANCEMENT</b>					
TRUE POINT SOLUTIONS	22-0585	06/14/2022	TRUEPOINT SERVICES APRIL-...	203-711-35020	1,200.00
CARLOS M SPISAK	017	06/16/2022	TEEN NIGHT	203-709-52028	100.10
ELIZABETH A FOURNIER	6.16.2022	06/16/2022	DANCE CLASS	203-709-52028	2,560.00
<b>Fund 203 - COMMUNITY ENHANCEMENT Total:</b>					<b>3,860.10</b>
<b>Fund: 205 - STREETS</b>					
KITTELSON & ASSOCIATES	0126162	06/13/2022	PROJECT 235440 1ST & ST ST. ...	205-000-53001	5,948.27
EXELTECH CONSULTING INC	2212-01	06/13/2022	2212 OLD PORTLAND RD MILT...	205-000-52019	3,000.00
PORTLAND GENERAL ELECTRIC	INV0002666	06/13/2022	4854421000	205-000-52003	52.84
PORTLAND GENERAL ELECTRIC	INV0002667	06/13/2022	4854421000	205-000-52003	154.61
DAVID EVANS AND ASSOCIATE...	511883	06/16/2022	COLUMBIA BLVD. SIDEWALK	205-000-53001	2,121.89
<b>Fund 205 - STREETS Total:</b>					<b>11,277.61</b>
<b>Fund: 301 - STREETS SDC</b>					
DAVID EVANS AND ASSOCIATE...	511883	06/16/2022	COLUMBIA BLVD. SIDEWALK ...	301-000-53001	8,487.54
<b>Fund 301 - STREETS SDC Total:</b>					<b>8,487.54</b>
<b>Fund: 302 - WATER SDC</b>					
KELLER ASSOCIATES, INC	0221163	06/13/2022	WATER MASTER PLAN W-474 ...	302-000-52019	12,303.60
<b>Fund 302 - WATER SDC Total:</b>					<b>12,303.60</b>
<b>Fund: 304 - STORM SDC</b>					
KELLER ASSOCIATES, INC	0221162	06/13/2022	STORMWATER MASTER PLAN ...	304-000-52019	1,067.00
<b>Fund 304 - STORM SDC Total:</b>					<b>1,067.00</b>
<b>Fund: 305 - PARKS SDC</b>					
MAYER REED INC	13535	06/13/2022	ST HELENS RIVERWALK	305-000-52019	2,983.30
<b>Fund 305 - PARKS SDC Total:</b>					<b>2,983.30</b>
<b>Fund: 601 - WATER</b>					
WALKER CONSULTANTS	390013380004	06/13/2022	2MRESEVOIR W-449C	601-000-53001	4,281.99
PORTLAND GENERAL ELECTRIC	11111	06/14/2022	ENGINEERING Z085 200000 G...	601-731-52019	1,164.00
NORTHSTAR CHEMICAL	225669	06/16/2022	SODIUM HYPOCHLORITE 12.5%	601-732-52083	871.40
JORDAN RAMIS PC ATTORNEYS..	193432	06/17/2022	WPI LITIGATION	601-731-52019	681.50
<b>Fund 601 - WATER Total:</b>					<b>6,998.89</b>
<b>Fund: 603 - SEWER</b>					
KELLER ASSOCIATES, INC	0221504	06/13/2022	SEWER GENERAL ENGINEERING	603-000-53001	1,740.00
CENTURY LINK	6.2.2022	06/13/2022	688	603-736-52010	22.51
CENTURY LINK	6.2.2022	06/13/2022	654	603-736-52010	22.51
CENTURY LINK	6.2.2022	06/13/2022	600	603-736-52010	22.51
CENTURY LINK	6.2.2022	06/13/2022	293	603-736-52010	22.51
CENTURY LINK	6.2.2022	06/13/2022	600	603-737-52010	22.51
CENTURY LINK	6.2.2022	06/13/2022	688	603-737-52010	22.51
CENTURY LINK	6.2.2022	06/13/2022	654	603-737-52010	22.51
CENTURY LINK	6.2.2022	06/13/2022	293	603-737-52010	22.51
EUROFINS TEST AMERICA ASL	7800001807	06/17/2022	TESTING ALGAE CERIDAPHINIA	603-737-52064	4,407.50
<b>Fund 603 - SEWER Total:</b>					<b>6,327.58</b>
<b>Fund: 702 - INFORMATION SYSTEMS</b>					
CENTURY LINK	6.2.2022	06/13/2022	967	702-000-52010	127.02
CENTURY LINK	6.2.2022	06/13/2022	162	702-000-52010	83.94
CENTURY LINK	6.2.2022	06/13/2022	699	702-000-52010	123.77
CENTURY LINK	6.2.2022	06/13/2022	818	702-000-52010	375.08
CENTURY LINK	6.2.2022	06/13/2022	909	702-000-52010	97.55
CENTURY LINK	6.2.2022	06/13/2022	228	702-000-52010	86.29
CENTURY LINK	6.2.2022	06/13/2022	579	702-000-52010	45.02
CENTURY LINK	6.2.2022	06/13/2022	130	702-000-52010	137.13

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
CENTURY LINK	6.2.2022	06/13/2022	796	702-000-52010	41.26
COMCAST BUSINESS	148206437	06/14/2022	FIBER INTERNET ACCT 934571...	702-000-52003	4,510.61
CENTURY LINK	6.5.2022	06/14/2022	632B	702-000-52010	40.14
VERIZON	9907723269	06/15/2022	CELL SERVICE ACCT 242060134..	702-000-52010	177.62
<b>Fund 702 - INFORMATION SYSTEMS Total:</b>					<b>5,845.43</b>
<b>Fund: 703 - PW OPERATIONS</b>					
CINTAS	8405735100	06/13/2022	FIRST AID CABINET SERVICE	703-734-52019	91.07
COLUMBIA RIVER FIRE AND RE...	MAY 2022	06/13/2022	SHARED COST JOINT MAINT	703-734-52099	1,730.66
METRO PLANNING INC	5479	06/14/2022	WEB GIS	703-733-52006	87.50
NW NATURAL GAS	6.14.2022	06/16/2022	7720	703-734-52003	16.06
NW NATURAL GAS	6.14.2022	06/16/2022	8675	703-734-52003	25.03
PAULSON PRINTING CO.	715	06/16/2022	BUS CARDS ALEX BIRD	703-733-52019	55.00
JORDAN RAMIS PC ATTORNEYS..	193431	06/17/2022	PUBLIC WORKS ENGINEERING	703-733-52019	105.00
<b>Fund 703 - PW OPERATIONS Total:</b>					<b>2,110.32</b>
<b>Fund: 706 - PUBLIC SAFETY</b>					
MACKENZIE	1078274	06/17/2022	BUSINESS PARK INFRASTRUCT...	706-000-52019	56,858.28
MACKENZIE	1078277	06/17/2022	BUSINESS PARK INFRASTRUCT...	706-000-52019	2,996.25
MACKENZIE	1078303	06/17/2022	BUSINESS PARK INFRASTRUCT...	706-000-52019	5,406.25
<b>Fund 706 - PUBLIC SAFETY Total:</b>					<b>65,260.78</b>
<b>Grand Total:</b>					<b>207,361.70</b>

**Fund Summary**

<b>Fund</b>	<b>Expense Amount</b>
100 - GENERAL FUND	14,034.36
201 - VISITOR TOURISM	1,173.52
202 - COMMUNITY DEVELOPMENT	65,631.67
203 - COMMUNITY ENHANCEMENT	3,860.10
205 - STREETS	11,277.61
301 - STREETS SDC	8,487.54
302 - WATER SDC	12,303.60
304 - STORM SDC	1,067.00
305 - PARKS SDC	2,983.30
601 - WATER	6,998.89
603 - SEWER	6,327.58
702 - INFORMATION SYSTEMS	5,845.43
703 - PW OPERATIONS	2,110.32
706 - PUBLIC SAFETY	65,260.78
<b>Grand Total:</b>	<b>207,361.70</b>

**Account Summary**

<b>Account Number</b>	<b>Account Name</b>	<b>Expense Amount</b>
100-701-52019	Professional Services	537.50
100-701-52040	Communications	179.00
100-703-52019	Professional Services	2,450.00
100-704-52019	Professional Services	1,325.00
100-705-52001	Operating Supplies	392.78
100-705-52003	Utilities	132.13
100-705-52019	Professional Services	1,800.95
100-705-52021	Equipment Maintenance	838.57
100-705-52023	Facility Maintenance	160.00
100-706-52003	Utilities	676.07
100-706-52006	Computer Maintenance	1,677.50
100-707-52001	Operating Supplies	32.18
100-707-52009	Postage	1,000.00
100-707-52019	Professional Services	195.00
100-708-52001	Operating Supplies	78.29
100-708-52003	Utilities	53.21
100-708-52019	Professional Services	13.14
100-709-52003	Utilities	67.44
100-709-52023	Facility Maintenance	961.64
100-710-52001	Operating Supplies	62.50
100-710-52019	Professional Services	39.00
100-710-52087	Commission Stipends	600.00
100-711-52019	Professional Services	250.00
100-715-52001	Operating Supplies	156.00
100-715-52003	Utilities	94.46
100-715-52023	Facility Maintenance	262.00
201-000-52003	Utilities	88.52
201-000-52019	Professional Services	1,085.00
202-721-52019	Professional Services	150.00
202-722-52003	Utilities	62.93
202-722-52019	Professional Services	13,298.64
202-723-52055	Riverwalk Project	45,005.10
202-726-52019	Professional Services	7,115.00
203-709-52028	Projects & Programs	2,660.10
203-711-35020	Building Technology Fee	1,200.00
205-000-52003	Utilities	207.45
205-000-52019	Professional Services	3,000.00
205-000-53001	Capital Outlay	8,070.16
301-000-53001	Capital Outlay	8,487.54
302-000-52019	Professional Services	12,303.60
304-000-52019	Professional Services	1,067.00



**Account Summary**

Account Number	Account Name	Expense Amount
305-000-52019	Professional Services	2,983.30
601-000-53001	Capital Outlay	4,281.99
601-731-52019	Professional Services	1,845.50
601-732-52083	Chemicals	871.40
603-000-53001	Capital Outlay	1,740.00
603-736-52010	Telephone	90.04
603-737-52010	Telephone	90.04
603-737-52064	Lab Testing	4,407.50
702-000-52003	Utilities	4,510.61
702-000-52010	Telephone	1,334.82
703-733-52006	Computer Maintenance	87.50
703-733-52019	Professional Services	160.00
703-734-52003	Utilities	41.09
703-734-52019	Professional Services	91.07
703-734-52099	Equipment Operations	1,730.66
706-000-52019	Professional Services	65,260.78
	<b>Grand Total:</b>	<b>207,361.70</b>

**Project Account Summary**

Project Account Key	Expense Amount
**None**	207,361.70
<b>Grand Total:</b>	<b>207,361.70</b>



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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 100 - GENERAL FUND</b>					
STEVEN R SCHARFSTEIN	00160	06/20/2022	COURT ATTORNEY FEES	100-704-52019	200.00
LEAGUE OF OREGON CITIES	10736	06/20/2022	JOB POSTING	100-705-52014	20.00
KNIFE RIVER CORP NW	2799447	06/20/2022	ROCK MCCORMICK	100-708-52001	153.12
GO LAW ENFORCEMENT LLC	4B0A6588-0002	06/20/2022	JOB POSTING CODE ENFORCE...	100-705-52014	80.00
COLUMBIA COUNTY ANIMAL ...	6.17.2022	06/20/2022	RESTITUTION 18CR000289 M ...	100-000-21000	50.00
RACHAEL BARRY -	6.20.2022	06/20/2022	BUTTON REORDER	100-701-52001	261.00
MATT BROWN-	6.20.2022	06/20/2022	REIMB HR CERT M. BROWN	100-707-52018	1,089.79
TROTTER & MORTON FACILITY ..	79593	06/20/2022	C10630 MAINTENANCE AGRE...	100-715-52023	1,716.75
CINTAS	8405741770	06/20/2022	CITY HALL FIRST AID CABINET ...	100-715-52001	111.89
SUNSET EQUIPMENT	90862	06/20/2022	MANDREL DECK ASSEMBLY / B...	100-708-52001	139.22
LEGISLATIVE COUNSEL	INV0002683	06/20/2022	CRIMINAL CODE OF OREGON	100-704-52001	290.00
LISA STOCKWELL	INV0002684	06/20/2022	RESTITUTION 21CR214 K FRAI...	100-000-21000	50.00
WILCOX	0713654-IN	06/22/2022	FUEL PARKS DEPT	100-708-52022	944.20
BEMIS	10116	06/24/2022	TRODAT 4914	100-711-52001	27.90
BEMIS	10126	06/24/2022	PERMITS ISSUED FORM	100-711-52001	58.00
A + ENGRAVING LLC	1334	06/24/2022	PLAQUE A HEYNEMANN	100-703-52001	48.00
JORDAN RAMIS PC ATTORNEYS..	189798	06/24/2022	GENERAL	100-703-52019	7,152.50
<b>Fund 100 - GENERAL FUND Total:</b>					<b>12,392.37</b>
<b>Fund: 201 - VISITOR TOURISM</b>					
COLUMBIA RIVER PUD	5.19.2022 BAL	06/20/2022	94111	201-000-52003	39.30
WESTERN DISPLAY FIREWORK...	6.20.2022	06/21/2022	FIREWORKS SHOW	201-000-52028	10,000.00
JORDAN RAMIS PC ATTORNEYS..	189798	06/24/2022	GENERAL	201-000-52019	190.00
E2C	4469	06/24/2022	MONTHLY MARKETING TINA ...	201-000-52019	10,000.00
E2C	4470	06/24/2022	ENTERTAINMENT	201-000-52019	14,744.51
E2C	4470	06/24/2022	STAFF ST. HELENS	201-000-52019	150.00
E2C	4470	06/24/2022	PRODUCT	201-000-52019	70.66
E2C	4470	06/24/2022	EQUIPMENT ST. HELENS	201-000-52028	1,451.19
E2C	4470	06/24/2022	PROPS	201-000-52028	5,846.35
E2C	4470	06/24/2022	ADVERTISING	201-000-52028	1,612.01
<b>Fund 201 - VISITOR TOURISM Total:</b>					<b>44,104.02</b>
<b>Fund: 202 - COMMUNITY DEVELOPMENT</b>					
JORDAN RAMIS PC ATTORNEYS..	189798	06/24/2022	GENERAL	202-721-52051	2,194.00
OREGON DEQ BUSINESS OFFICE	HSRAF22-2006	06/24/2022	BOISE WHITE PAPER SOUTH 80..	202-721-52019	79.08
<b>Fund 202 - COMMUNITY DEVELOPMENT Total:</b>					<b>2,273.08</b>
<b>Fund: 203 - COMMUNITY ENHANCEMENT</b>					
TRUE POINT SOLUTIONS	21-1194	06/24/2022	TRUE POINT SERVICES NOV DEC	203-711-35020	3,600.00
CHARLES ESSER	INV0002735	06/24/2022	ADULT SOFTBALL	203-709-52028	315.00
RON BAXTER	INV0002736	06/24/2022	GAMES	203-709-52028	280.00
<b>Fund 203 - COMMUNITY ENHANCEMENT Total:</b>					<b>4,195.00</b>
<b>Fund: 601 - WATER</b>					
KNIFE RIVER CORP NW	2799446	06/20/2022	ROCK KRO COL WATTERS AGGR	601-731-52001	463.56
H.D FOWLER COMPANY	I6125290	06/20/2022	MASTER METERS	601-731-52001	1,706.85
<b>Fund 601 - WATER Total:</b>					<b>2,170.41</b>
<b>Fund: 603 - SEWER</b>					
TROTTER & MORTON FACILITY ..	79598	06/20/2022	C10855 MAINTENANCE AGRE...	603-736-52023	300.00
TROTTER & MORTON FACILITY ..	79598	06/20/2022	C10855 MAINTENANCE AGRE...	603-737-52023	300.00
<b>Fund 603 - SEWER Total:</b>					<b>600.00</b>
<b>Fund: 702 - INFORMATION SYSTEMS</b>					
MORE POWER TECHNOLOGY ...	13566	06/24/2022	MICROSOFT 365 BUS STANDA...	702-000-52006	1,988.00
<b>Fund 702 - INFORMATION SYSTEMS Total:</b>					<b>1,988.00</b>
<b>Grand Total:</b>					<b>67,722.88</b>

**Fund Summary**

<b>Fund</b>	<b>Expense Amount</b>
100 - GENERAL FUND	12,392.37
201 - VISITOR TOURISM	44,104.02
202 - COMMUNITY DEVELOPMENT	2,273.08
203 - COMMUNITY ENHANCEMENT	4,195.00
601 - WATER	2,170.41
603 - SEWER	600.00
702 - INFORMATION SYSTEMS	1,988.00
<b>Grand Total:</b>	<b>67,722.88</b>

**Account Summary**

Account Number	Account Name	Expense Amount
100-000-21000	Court - Restitution	100.00
100-701-52001	Operating Supplies	261.00
100-703-52001	Operating Supplies	48.00
100-703-52019	Professional Services	7,152.50
100-704-52001	Operating Supplies	290.00
100-704-52019	Professional Services	200.00
100-705-52014	Recruiting Expenses	100.00
100-707-52018	Professional Development	1,089.79
100-708-52001	Operating Supplies	292.34
100-708-52022	Fuel	944.20
100-711-52001	Operating Supplies	85.90
100-715-52001	Operating Supplies	111.89
100-715-52023	Facility Maintenance	1,716.75
201-000-52003	Utilities	39.30
201-000-52019	Professional Services	25,155.17
201-000-52028	Projects & Programs	18,909.55
202-721-52019	Professional Services	79.08
202-721-52051	Urban Renewal	2,194.00
203-709-52028	Projects & Programs	595.00
203-711-35020	Building Technology Fee	3,600.00
601-731-52001	Operating Supplies	2,170.41
603-736-52023	Facility Maintenance	300.00
603-737-52023	Facility Maintenance	300.00
702-000-52006	Computer Maintenance	1,988.00
Grand Total:		67,722.88

**Project Account Summary**

<b>Project Account Key</b>	<b>Expense Amount</b>
**None**	67,722.88
<b>Grand Total:</b>	<b>67,722.88</b>



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# Expense Approval Register

Packet: APPKT00576 - AP 6.28.2022

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 201 - VISITOR TOURISM					
AVID TECHNOLOGIES LLC	CS10049	06/28/2022	CAMERA VIDEO STREAM DOCK	201-000-52028	2,949.00
Fund 201 - VISITOR TOURISM Total:					2,949.00
Grand Total:					2,949.00

**Fund Summary**

Fund	Expense Amount
201 - VISITOR TOURISM	2,949.00
<b>Grand Total:</b>	<b>2,949.00</b>

**Account Summary**

Account Number	Account Name	Expense Amount
201-000-52028	Projects & Programs	2,949.00
<b>Grand Total:</b>		<b>2,949.00</b>

**Project Account Summary**

Project Account Key	Expense Amount
**None**	2,949.00
<b>Grand Total:</b>	<b>2,949.00</b>



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# Expense Approval Register

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Packet: APPKT00575 - AP for PR 6 30 2022

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 100 - GENERAL FUND</b>					
CIS Trust	CM0000031	05/31/2022	DENTAL INSURANCE	100-000-23001	-82.58
CIS Trust	CM0000032	05/31/2022	MEDICAL INSURANCE	100-000-23001	-737.08
CIS Trust	CM0000033	05/31/2022	LIFE NSURANCE	100-000-23001	-2.56
CIS Trust	CM0000034	05/31/2022	LTD INSURANCE	100-000-23001	-6.00
CIS Trust	CM0000035	05/31/2022	LIFE INSURANCE	100-000-23001	-2.70
COLONIAL LIFE & ACCIDENT IN...	46816560701770	06/30/2022	COLONIAL LIFE - BCN E4681656	100-000-23001	19.75
ASIFLEX	6/1/22-6/30/22	06/30/2022	FSA ADMIN FEES 6/1/2022-6/...	100-707-52019	33.75
AMERICAN FAMILY LIFE ASSU...	744445 / 0X5A3	06/30/2022	POLICY ACCOUNT # 0X5A3	100-000-23001	35.20
AMERICAN FAMILY LIFE ASSU...	744445	06/30/2022	POLICY ACCOUNT # 0X5A3	100-000-23001	379.26
OREGON AFSCME COUNCIL 75	INV0002689	06/30/2022	AFSCME DUES - LOCAL #1789	100-000-23001	747.09
OREGON AFSCME COUNCIL 75	INV0002690	06/30/2022	AFSCME DUES - LOCAL #1789	100-000-23001	48.61
ST. HELENS POLICE ASSOCIATI...	INV0002692	06/30/2022	SHPA MEMBER DUES June 2022	100-000-23001	1,200.00
CIS Trust	INV0002695	06/30/2022	DENTAL INSURANCE	100-000-23001	1,591.26
CIS Trust	INV0002696	06/30/2022	DENTAL INSURANCE	100-000-23001	1,903.21
CIS Trust	INV0002697	06/30/2022	DENTAL INSURANCE	100-000-23001	1,206.49
CIS Trust	INV0002698	06/30/2022	DENTAL INSURANCE	100-000-23001	822.13
CIS Trust	INV0002699	06/30/2022	DENTAL INSURANCE	100-000-23001	1,148.29
CIS Trust	INV0002700	06/30/2022	DENTAL INSURANCE	100-000-23001	1,485.06
CIS Trust	INV0002701	06/30/2022	DENTAL INSURANCE	100-000-23001	151.93
CIS Trust	INV0002702	06/30/2022	DENTAL INSURANCE	100-000-23001	351.25
CIS Trust	INV0002703	06/30/2022	DENTAL INSURANCE	100-000-23001	225.41
CIS Trust	INV0002704	06/30/2022	MEDICAL INSURANCE	100-000-23001	16,231.58
CIS Trust	INV0002705	06/30/2022	MEDICAL INSURANCE	100-000-23001	19,240.23
CIS Trust	INV0002706	06/30/2022	MEDICAL INSURANCE	100-000-23001	11,848.34
CIS Trust	INV0002707	06/30/2022	MEDICAL INSURANCE	100-000-23001	8,689.29
CIS Trust	INV0002708	06/30/2022	MEDICAL INSURANCE	100-000-23001	11,556.45
CIS Trust	INV0002709	06/30/2022	MEDICAL INSURANCE	100-000-23001	16,469.98
CIS Trust	INV0002710	06/30/2022	LIFE NSURANCE	100-000-23001	125.44
CIS Trust	INV0002711	06/30/2022	LTD INSURANCE	100-000-23001	294.00
CIS Trust	INV0002712	06/30/2022	STATUTORY LIFE	100-000-23001	10.80
CIS Trust	INV0002713	06/30/2022	ACCIDENT INSURANCE	100-000-23001	120.60
CIS Trust	INV0002714	06/30/2022	CRITICAL ILLNESS INSURANCE	100-000-23001	140.50
CIS Trust	INV0002715	06/30/2022	HOSPITAL INDEMNITY	100-000-23001	160.50
CIS Trust	INV0002716	06/30/2022	IDENTITY PROTECTION	100-000-23001	127.60
CIS Trust	INV0002717	06/30/2022	TRAUMA INSURANCE	100-000-23001	90.00
CIS Trust	INV0002718	06/30/2022	LIFE INSURANCE	100-000-23001	810.36
NATIONWIDE RETIREMENT S...	INV0002719	06/30/2022	ENTITY # 0035845-001	100-000-23001	300.00
VOYA - OREGON SAVINGS GR...	INV0002720	06/30/2022	DEFFERED COMP - PERS EMP....	100-000-23001	4,221.00
VOYA - OREGON SAVINGS GR...	INV0002721	06/30/2022	LOAN PROGRAM- PERS EMPL ...	100-000-23001	118.55
VOYA - OREGON SAVINGS GR...	INV0002722	06/30/2022	DEFERRED COMP - PERS EMPL...	100-000-23001	1,010.00
HRA VEBa TRUST	INV0002725	06/30/2022	YA220 - HRA VEBa	100-000-23001	2,820.44
HRA VEBa TRUST	INV0002726	06/30/2022	YA220 - HRA VEBa	100-000-23001	1,110.00
HRA VEBa TRUST	INV0002727	06/30/2022	YA220 - HRA VEBa	100-000-23001	2,090.82
OREGON DEPT. OF JUSTICE	INV0002729	06/30/2022	J.H.CASTILLEJA - ID 009AAAB1...	100-000-23001	352.00
OREGON DEPT. OF JUSTICE	INV0002730	06/30/2022	J.W.HOGUE ID 410000000040...	100-000-23001	691.00
OREGON DEPT. OF JUSTICE	INV0002731	06/30/2022	A.J.BOSWELL - ID 4100000000...	100-000-23001	961.00
<b>Fund 100 - GENERAL FUND Total:</b>					<b>110,108.25</b>
<b>Fund: 702 - INFORMATION SYSTEMS</b>					
CIS Trust	INV0002700	06/30/2022	DENTAL INSURANCE	702-000-23001	209.94
CIS Trust	INV0002703	06/30/2022	DENTAL INSURANCE	702-000-23001	170.10
CIS Trust	INV0002706	06/30/2022	MEDICAL INSURANCE	702-000-23001	4,203.90
CIS Trust	INV0002710	06/30/2022	LIFE NSURANCE	702-000-23001	5.12
CIS Trust	INV0002711	06/30/2022	LTD INSURANCE	702-000-23001	12.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
CIS Trust	INV0002718	06/30/2022	LIFE INSURANCE	702-000-23001	7.52
NATIONWIDE RETIREMENT S...	INV0002719	06/30/2022	ENTITY # 0035845-001	702-000-23001	900.00
VOYA - OREGON SAVINGS GR...	INV0002720	06/30/2022	DEFFERED COMP - PERS EMP....	702-000-23001	750.00
HRA VEBA TRUST	INV0002725	06/30/2022	YA220 - HRA VEBA	702-000-23001	258.26
<b>Fund 702 - INFORMATION SYSTEMS Total:</b>					<b>6,516.84</b>

## Fund: 703 - PW OPERATIONS

CIS Trust	CM0000027	05/31/2022	DENTAL INSURANCE	703-000-23001	-209.94
CIS Trust	CM0000028	05/31/2022	MEDICAL INSURANCE	703-000-23001	-2,012.65
CIS Trust	CM0000029	05/31/2022	LIFE NSURANCE	703-000-23001	-2.56
CIS Trust	CM0000030	05/31/2022	LTD INSURANCE	703-000-23001	-6.00
AMERICAN FAMILY LIFE ASSU...	744445	06/30/2022	POLICY ACCOUNT # 0X5A3	703-000-23001	175.21
OREGON AFSCME COUNCIL 75	INV0002689	06/30/2022	AFSCME DUES - LOCAL #1789	703-000-23001	1,041.16
OREGON AFSCME COUNCIL 75	INV0002691	06/30/2022	AFSCME LOCAL #1789 VOLUN...	703-000-23001	20.00
CIS Trust	INV0002695	06/30/2022	DENTAL INSURANCE	703-000-23001	1,482.14
CIS Trust	INV0002697	06/30/2022	DENTAL INSURANCE	703-000-23001	145.48
CIS Trust	INV0002698	06/30/2022	DENTAL INSURANCE	703-000-23001	1,242.06
CIS Trust	INV0002700	06/30/2022	DENTAL INSURANCE	703-000-23001	841.12
CIS Trust	INV0002703	06/30/2022	DENTAL INSURANCE	703-000-23001	96.62
CIS Trust	INV0002704	06/30/2022	MEDICAL INSURANCE	703-000-23001	14,892.99
CIS Trust	INV0002706	06/30/2022	MEDICAL INSURANCE	703-000-23001	1,544.21
CIS Trust	INV0002707	06/30/2022	MEDICAL INSURANCE	703-000-23001	11,655.32
CIS Trust	INV0002709	06/30/2022	MEDICAL INSURANCE	703-000-23001	10,330.82
CIS Trust	INV0002710	06/30/2022	LIFE NSURANCE	703-000-23001	58.88
CIS Trust	INV0002711	06/30/2022	LTD INSURANCE	703-000-23001	138.00
CIS Trust	INV0002713	06/30/2022	ACCIDENT INSURANCE	703-000-23001	29.21
CIS Trust	INV0002714	06/30/2022	CRITICAL ILLNESS INSURANCE	703-000-23001	14.30
CIS Trust	INV0002715	06/30/2022	HOSPITAL INDEMNITY	703-000-23001	64.00
CIS Trust	INV0002716	06/30/2022	IDENTITY PROTECTION	703-000-23001	17.95
CIS Trust	INV0002717	06/30/2022	TRAUMA INSURANCE	703-000-23001	35.00
CIS Trust	INV0002718	06/30/2022	LIFE INSURANCE	703-000-23001	202.15
VOYA - OREGON SAVINGS GR...	INV0002720	06/30/2022	DEFFERED COMP - PERS EMP....	703-000-23001	3,930.00
VOYA - OREGON SAVINGS GR...	INV0002722	06/30/2022	DEFERRED COMP - PERS EMPL...	703-000-23001	125.00
UNITED WAY OF COLUMBIA C...	INV0002723	06/30/2022	UNITED WAY DONATION	703-000-23001	20.00
HRA VEBA TRUST	INV0002725	06/30/2022	YA220 - HRA VEBA	703-000-23001	1,085.28
HRA VEBA TRUST	INV0002726	06/30/2022	YA220 - HRA VEBA	703-000-23001	1,230.00
<b>Fund 703 - PW OPERATIONS Total:</b>					<b>48,185.75</b>

Grand Total: 164,810.84

**Fund Summary**

<b>Fund</b>	<b>Expense Amount</b>
100 - GENERAL FUND	110,108.25
702 - INFORMATION SYSTEMS	6,516.84
703 - PW OPERATIONS	48,185.75
<b>Grand Total:</b>	<b>164,810.84</b>

**Account Summary**

<b>Account Number</b>	<b>Account Name</b>	<b>Expense Amount</b>
100-000-23001	Payroll - Liability	110,074.50
100-707-52019	Professional Services	33.75
702-000-23001	Payroll - Liability	6,516.84
703-000-23001	Payroll - Liability	48,185.75
<b>Grand Total:</b>		<b>164,810.84</b>

**Project Account Summary**

<b>Project Account Key</b>	<b>Expense Amount</b>
**None**	164,810.84
<b>Grand Total:</b>	<b>164,810.84</b>





St. Helens, OR

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# Expense Approval Register

APPKT00579 - AP FY 21-22 BACK DATED 6.30.2022

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 100 - GENERAL FUND</b>					
BEMIS	10133	06/30/2022	COIL BIND W CLEAR BAKER	100-707-52001	243.00
HUDSON GARBAGE SERVICE	12222829S046	06/30/2022	1554- TRASH PUBLIC LIBRARY	100-706-52003	80.93
HUDSON GARBAGE SERVICE	12223041S046	06/30/2022	7539- TRASH CITY HALL 265 ST...	100-715-52023	118.68
HUDSON GARBAGE SERVICE	12223042S046	06/30/2022	2046-1287547 - POLICE GARB...	100-705-52023	108.30
HUDSON GARBAGE SERVICE	12223044S046	06/30/2022	7598- TRASH MCCORMICK ARK	100-708-52023	949.43
HUDSON GARBAGE SERVICE	12223045S046	06/30/2022	7636- TRASH COL VIEW PARK ...	100-708-52023	185.46
HUDSON GARBAGE SERVICE	12223399S046	06/30/2022	7056- TRASH REC CENTER OLD...	100-709-52023	29.74
HUDSON GARBAGE SERVICE	1223502S046	06/30/2022	5273- TRASH REC CENTER CH...	100-709-52023	70.55
ORKIN	228873356	06/30/2022	1810 OLD PORTLAND RD PEST ...	100-709-52023	89.00
ORKIN	230197928	06/30/2022	265 STRAND PEST SERVICE CIT...	100-715-52023	97.00
AT&T MOBILITY	287302289330x06232022	06/30/2022	287302289330 POLICE PHONES	100-705-52010	1,662.49
SHRED-IT C/O STERICYCLE INC	8001909919	06/30/2022	POLICE DEPT SHRED SERVICE	100-705-52019	309.46
METRO PRESORT	IN645093	06/30/2022	UB BILL PRINTING	100-707-52008	4,219.46
SUZANNE BISHOP	INV0002749	06/30/2022	REIMB TRAVEL EXP LIB DIR POS..	100-706-52014	2,213.67
DEPARTMENT OF TRANSPORT...	L0035674209	06/30/2022	DMV SERVICES ACCT 67431	100-705-52019	31.00
<b>Fund 100 - GENERAL FUND Total:</b>					<b>10,408.17</b>
<b>Fund: 201 - VISITOR TOURISM</b>					
HUDSON GARBAGE SERVICE	12223252S046	06/30/2022	8526 13 NIGHTS ON THE RIVER	201-000-52028	612.88
<b>Fund 201 - VISITOR TOURISM Total:</b>					<b>612.88</b>
<b>Fund: 202 - COMMUNITY DEVELOPMENT</b>					
COLUMBIA PACIFIC EDD	13	06/30/2022	GRANT ADMIN APRIL 2022- J...	202-721-52096	4,686.27
MASON BRUCE & GIRARD INC	30914	06/30/2022	FOREST MANAGEMENT 01031...	202-724-52019	2,867.72
<b>Fund 202 - COMMUNITY DEVELOPMENT Total:</b>					<b>7,553.99</b>
<b>Fund: 203 - COMMUNITY ENHANCEMENT</b>					
BOBBIE JO KING	2	06/30/2022	PARENT CAFE JUNE 6/8 6/29	203-709-52028	275.00
<b>Fund 203 - COMMUNITY ENHANCEMENT Total:</b>					<b>275.00</b>
<b>Fund: 601 - WATER</b>					
PORTLAND ENGINEERING INC	11111	06/30/2022	Z085 200000 GALLON TANK L...	601-731-52019	1,164.00
CITY OF COLUMBIA CITY	6.26.2022	06/30/2022	001754-001	601-732-52003	84.93
<b>Fund 601 - WATER Total:</b>					<b>1,248.93</b>
<b>Fund: 603 - SEWER</b>					
HUDSON GARBAGE SERVICE	12222920S046	06/30/2022	8333- TRASH WWTP 451 PLY...	603-736-52023	161.25
HUDSON GARBAGE SERVICE	12222920S046	06/30/2022	8333- TRASH WWTP 451 PLY...	603-737-52023	161.24
<b>Fund 603 - SEWER Total:</b>					<b>322.49</b>
<b>Fund: 702 - INFORMATION SYSTEMS</b>					
CENTURY LINK	6.25.2022	06/30/2022	966B	702-000-52010	338.14
<b>Fund 702 - INFORMATION SYSTEMS Total:</b>					<b>338.14</b>
<b>Fund: 703 - PW OPERATIONS</b>					
HUDSON GARBAGE SERVICE	12223582S046	06/30/2022	CASCADES TISSUE SITE	703-734-52023	135.96
<b>Fund 703 - PW OPERATIONS Total:</b>					<b>135.96</b>
<b>Grand Total:</b>					<b>20,895.56</b>

**Fund Summary**

<b>Fund</b>	<b>Expense Amount</b>
100 - GENERAL FUND	10,408.17
201 - VISITOR TOURISM	612.88
202 - COMMUNITY DEVELOPMENT	7,553.99
203 - COMMUNITY ENHANCEMENT	275.00
601 - WATER	1,248.93
603 - SEWER	322.49
702 - INFORMATION SYSTEMS	338.14
703 - PW OPERATIONS	135.96
<b>Grand Total:</b>	<b>20,895.56</b>

**Account Summary**

Account Number	Account Name	Expense Amount
100-705-52010	Telephone	1,662.49
100-705-52019	Professional Services	340.46
100-705-52023	Facility Maintenance	108.30
100-706-52003	Utilities	80.93
100-706-52014	Recruiting Expenses	2,213.67
100-707-52001	Operating Supplies	243.00
100-707-52008	Printing	4,219.46
100-708-52023	Facility Maintenance	1,134.89
100-709-52023	Facility Maintenance	189.29
100-715-52023	Facility Maintenance	215.68
201-000-52028	Projects & Programs	612.88
202-721-52096	CDBG Grant Expenses	4,686.27
202-724-52019	Professional Services	2,867.72
203-709-52028	Projects & Programs	275.00
601-731-52019	Professional Services	1,164.00
601-732-52003	Utilities	84.93
603-736-52023	Facility Maintenance	161.25
603-737-52023	Facility Maintenance	161.24
702-000-52010	Telephone	338.14
703-734-52023	Facility Maintenance	135.96
Grand Total:		20,895.56

**Project Account Summary**

<b>Project Account Key</b>	<b>Expense Amount</b>
**None**	20,895.56
<b>Grand Total:</b>	<b>20,895.56</b>



St. Helens, OR

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# Expense Approval Register

Packet: APPKT00578 - AP FY 22-23 7.8.2022

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 203 - COMMUNITY ENHANCEMENT</b>					
CARLOS M SPISAK	018	07/07/2022	YOUTH NIGHT 7/1/22	203-709-52028	325.00
RON BAXTER	7.7.2022	07/07/2022	6.28 AND 7/5	203-709-52028	210.00
CHARLES ESSER	7.7.2022	07/07/2022	JUNE 28/JULY 5	203-709-52028	210.00
<b>Fund 203 - COMMUNITY ENHANCEMENT Total:</b>					<b>745.00</b>
<b>Grand Total:</b>					<b>745.00</b>

**Fund Summary**

Fund	Expense Amount
203 - COMMUNITY ENHANCEMENT	745.00
<b>Grand Total:</b>	<b>745.00</b>

**Account Summary**

Account Number	Account Name	Expense Amount
203-709-52028	Projects & Programs	745.00
<b>Grand Total:</b>		<b>745.00</b>

**Project Account Summary**

Project Account Key	Expense Amount
**None**	745.00
<b>Grand Total:</b>	<b>745.00</b>