



# COUNCIL REGULAR SESSION

Wednesday, February 05, 2025 at 7:00 PM

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## COUNCIL MEMBERS:

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

## LOCATION & CONTACT:

HYBRID: Council Chambers & Zoom (details below)  
Website | [www.sthelensoregon.gov](http://www.sthelensoregon.gov)  
Email | [kpayne@sthelensoregon.gov](mailto:kpayne@sthelensoregon.gov)  
Phone | 503-397-6272  
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## AGENDA

### CALL REGULAR SESSION TO ORDER

### PLEDGE OF ALLEGIANCE

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

### ORDINANCES – *First Reading*

- 1. Ordinance No. 3307:** An Ordinance Amending the St. Helens Municipal Code Chapters 17.16, 17.32, 17.80, and 17.96 Pertaining to Oregon House Bill 3395 (2023) Regarding Single Room Occupancies, and Other Housekeeping Amendments

### AWARD BID/CONTRACT

- 2.** Accept Bid and Award Contract to Mason, Bruce & Girard for Forestry Management Services

### CONSENT AGENDA FOR ACCEPTANCE

- 3.** Parks & Trails Commission Minutes dated December 9, 2024
- 4.** Library Board Minutes dated December 9, 2024

### CONSENT AGENDA FOR APPROVAL

- 5.** OLCC Licenses
- 6.** Accounts Payable Bill Lists

### WORK SESSION ACTION ITEMS

### COUNCIL MEMBER REPORTS

### MAYOR MASSEY REPORTS

### OTHER BUSINESS

### ADJOURN

### VIRTUAL MEETING DETAILS

Join: <https://us02web.zoom.us/j/82469064773?pwd=e2bUbbRCdnR22uCfFOUXa239ubrqrX.1>

Passcode: 376617

Phone one-tap: +12532158782

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 PLANNING DEPARTMENT  
**M E M O R A N D U M**

**TO:** City Council  
**FROM:** Jacob A. Graichen, AICP, City Planner  
**RE:** Ordinance No. 3307  
**DATE:** January 17, 2025

At the January 15, 2025 regular session the City Council rejected the second reading of Ordinance No. 3306 pertaining to proposed Development Code amendments. The Council instructed staff to remove amendments pertaining to manufactured and prefabricated homes, and those that allow detached multifamily development.

Ordinance No. 3307 is the replacement for No. 3306 and includes no amendments pertaining to manufactured housing, prefabricated housing or the allowance of detached multifamily (i.e., three or more units per lot) development. Those amendments have been carved out of Ordinance No. 3306 to create No. 3307.

Provisions pertaining to single room occupancy, and other miscellaneous amendments, including defining the dwelling unit cap in the Highway Commercial zone, remain.

The findings and conclusions document (Attachment B) has also been updated accordingly. Revised key findings are in [blue](#) text.

City of St. Helens  
**ORDINANCE NO. 3307**

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

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

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

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

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

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

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

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

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

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

**Section 5.** Provisions of this Ordinance shall be incorporated in the St. Helens Municipal Code and the word "ordinance" may be changed to "code," "article," "section," or another word, and the sections of this Ordinance may be renumbered, or re-lettered, provided however that Whereas clauses and boilerplate

provisions need not be codified.

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

Read the first time: February 5, 2025  
Read the second time: February 19, 2025

**APPROVED AND ADOPTED** this 19<sup>th</sup> day of February, 2025 by the following vote:

Ayes:

Nays:

\_\_\_\_\_  
Jennifer Massey, Mayor

ATTEST:

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

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

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

## CHAPTER 17.16 GENERAL AND LAND USE DEFINITIONS

[...]

### 17.16.010 General and land use definitions.

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

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

[...]

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

[...]

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

[...]

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

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

[...]

**CHAPTER 17.32  
ZONES AND USES**

[...]

**17.32.050 Suburban residential zone – R-10.**

[...]

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

[...]

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

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

[...]

**17.32.060 Moderate residential zone – R7.**

[...]

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

[...]

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

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

[...]

**17.32.070 General residential zone – R-5.**

[...]

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

[...]

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

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

(3) Conditional Uses (See Chapter 17.100 SHMC). In an R-5 zone, the following conditional

uses may be permitted upon application:

[...]

(l) Residential facility.

(k) Single room occupancy with more than six units.

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

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

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

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

[...]

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

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

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

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

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

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

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

(5) All chapters of the Development Code apply.

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

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



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

[...]

**17.32.080 Apartment residential zone – AR.**

[...]

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

[...]

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

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

(l) Single room occupancy with more than six units.

[...]

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

(a) For dwellings the minimum lot size shall be 4,000 square feet for single-dwelling, detached units and duplexes ~~uses~~; 1,600 square feet minimum lot size for single-dwelling, attached units each (maximum of five units together); and 1,500 square feet minimum lot size for each multidwelling unit over the base of 4,000 square feet for the first two units (with no maximum). For single room occupancy, the minimum lot size for up to six units is 4,000 square feet and based on the same minimum lot size for multidwelling units, as determined by the number of units, for more than six single room occupancy units

(b) The minimum front yard shall be 20 feet.

(c) For single-dwelling, detached units, ~~and~~ duplexes, and single room occupancy the minimum lot width at the street and building line shall be 40 feet and no minimum for multidwelling unit lots; for flag lots and single attached dwelling units the minimum lot width at the street is 20 feet.

(d) The minimum lot depth shall be 85 feet, except single-dwelling units, attached shall be 80 feet.

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

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

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

[...]

(k) No lot, parcel, or otherwise lawfully established unit of land per ORS

Chapter 92 shall have more than one principal building constructed thereon, except for multidwelling ~~structures~~ units, single room occupancy with more than six units, and as otherwise allowed in this section.

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

(5) All chapters of the Development Code apply.

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

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

[...]

**17.32.090 Mobile home residential zone – MHR.**

[...]

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

[...]

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

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

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

[...]

(h) Public or private school or college.

(i) Recreational vehicle park.

~~(j)~~ (j) Religious assembly.

~~(k)~~ (k) Residential facility.

~~(l)~~ (l) Sanitarium, rest home, senior or convalescent care facilities.

(m) Single room occupancy with more than six units.

~~(n) Travel trailer parks.~~

[...]

**17.32.095 Mixed use zone – MU.**

[...]

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

subject to the provisions of this code and especially the chapter on site development review (Chapter 17.96 SHMC):

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

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

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

[...]

- (x) Recreation facilities (public or private).
- (y) Recreational vehicle park.
- ~~(y)~~ (z) Religious assembly, including cemeteries.
- ~~(z)~~ (aa) Residential facility.
- ~~(aa)~~ (bb) Shopping centers.
- (cc) Single room occupancy with more than six units. May be stand alone or units above permitted uses but shall not be on same level as nonresidential use.
- ~~(bb)~~ Travel trailer parks.
- ~~(ee)~~ (dd) Vehicle repair, service, and sales.

[...]

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

[...]

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

[...]

**17.32.100 Highway Commercial – HC.**

[...]

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

[...]

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

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

~~(j)~~ (i) Recreation facilities.

(k) Recreational vehicle park.

[...]

~~(n) Travel trailer parks.~~

[...]

### 17.32.110 General Commercial – GC.

[...]

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

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

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

[...]

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

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

~~(p)~~ (o) Multidwelling units including dwelling units above permitted uses. Dwelling

units may be on same level as nonresidential use.

[...]

(w) Recreation facilities.

(x) Recreational vehicle park.

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

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

~~(aa)~~ (aa) Shopping centers and plazas.

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

~~(aa) Travel trailer parks.~~

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

[...]

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

[...]

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

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

[...]

### **17.32.130 Light Industrial – LI.**

[...]

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

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

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

(m) Recreational vehicle park.

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

~~(o) Travel trailer parks.~~

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

[...]

### 17.32.140 Heavy Industrial – HI.

[...]

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

[...]

- (j) Public safety and support facilities.
- (k) Recreational vehicle park.
- ~~(l)~~ (l) Recycling collection center.
- ~~(m)~~ (m) Solid waste disposal site or transfer station.
- ~~(n)~~ (n) Special hazardous uses such as:
  - (i) Two thousand gallons or more of flammable (Class I or II) materials.
  - (ii) Fifty gallons or more of unstable liquids, fireworks, blasting agents or explosives.
  - (iii) Magazines, Class II (Class I magazines are not permitted).
  - (iv) Five hundred pounds or more or 200 gallons or more of hazardous chemicals, including corrosive liquids, flammable solids, highly toxic materials, oxidizing materials, poisonous gases and any amount of radioactive materials.
  - (v) Unstable (reactive) chemicals, including organic peroxides and nitromethane.
  - (vi) Fifty pounds or more of ammonium nitrate.
  - (vii) Two thousand or more gallons of liquefied petroleum gases.
- ~~(o)~~ (o) Storage facilities such as personal lockers/garages and for recreational-type vehicles.
- ~~(p)~~ (p) Temporary asphalt batching (six months maximum).
- ~~(r)~~ ~~Travel trailer parks.~~
- (q) Wrecking and junkyards.

[...]

### 17.32.150 Public lands – PL.

[...]

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

- (a) Public facilities, major.
- (b) Public support and safety facilities.
- (c) ~~Travel trailer~~ Recreational vehicle park in public parks of over four acres in size to include a buffer of 20 feet where abutting a residential zone.
- (d) Hospitals.

[...]

### 17.32.171 Riverfront district – RD, marina.

[...]

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

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

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

[...]

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

(a) Commercial amusement and recreational facilities.

(b) Multidwelling units ~~(must comply with AR standards and other applicable sections of this code)~~ including dwelling units above permitted uses. No dwelling unit shall be on same level as nonresidential use.

(c) Private parks.

(d) Public facilities, major.

(e) ~~Travel trailer~~ Recreational vehicle parks.

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

[...]

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

(a) The maximum building height shall be determined on a case-by-case basis (also see SHMC 17.68.040), except when the AR zone standards apply that includes building height standards.

(b) Outdoor storage abutting or facing a lot in a residential zone shall comply with Chapter 17.72 SHMC.

(d) The minimum landscaping shall be 10 percent of gross land area associated with the use.

(e) Multidwelling units, dwelling units and single room occupancy units above permitted

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

[...]

### 17.32.172 Riverfront district – RD, plaza.

[...]

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

[...]

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

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

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

~~(ii) Dwelling, duplex.~~

~~(iii) Dwelling, townhouse.~~

~~(iv) Dwelling, multifamily.~~

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

[...]

(ii) Retail sales establishments.

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

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

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

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

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

~~(nn) Transient housing.~~

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



[...]

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

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

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

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

~~(g)~~ (g) Hospitals, clinics, nursing homes, and convalescent homes.

~~(h)~~ (h) Laundromats and dry cleaners.

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

[...]

(5) Special Conditions Permitted and Conditional Uses.

(a) Residential Uses.

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

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

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

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

[...]

### **17.32.173 Riverfront district – RD, mill.**

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

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

- (a) Residential.
- (i) Single dwelling units, attached.
  - (ii) Multidwelling units.
  - (iii) Single room occupancy (four or more units). Shall not be on same level as nonresidential use and the same standards that apply to multidwelling unit development per SHMC 17.96.180 shall apply.
  - ~~(iii)~~ (iv) Family child care home in lawfully existing dwelling.
- (b) Residential above Nonresidential Permitted Uses, provided no dwelling unit is on same level as nonresidential use.
- (i) Dwelling, single-family, duplex or multidwelling units.
  - (ii) Congregate ~~care facility~~ housing.
  - (iii) ~~Single dwelling units, attached~~ Single room occupancy (four or more units). Shall not be on same level as nonresidential use and the same standards that apply to multidwelling unit development per SHMC 17.96.180 shall apply.
  - (iv) ~~Multidwelling units~~ Other residential uses as per ORS Chapter 443.

[...]

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

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

- ~~(k)~~ (k) Boat building.
- (l) Dwellings on same level as nonresidential use.

[...]

### **17.32.180 Houlton business district – HBD.**

[...]

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

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

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

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

[...]

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

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

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

~~(q)~~ (q) Parking lots/facilities, private.

~~(r)~~ (r) Nurseries and greenhouses.

~~(s)~~ (s) Vehicle repair, service, and sales.

[...]

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

[...]

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

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

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

(5) Special Conditions Permitted and Conditional Uses.

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

~~(b)~~ (a) Outdoor storage of goods and materials must be screened.

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

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

agreement with the city.

(6) Additional Requirements.

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

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

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

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

[...]

**CHAPTER 17.80  
OFF-STREET PARKING AND LOADING REQUIREMENTS**

[...]

**17.80.020 General provisions.**

[...]

(7) Visitor Parking in Multidwelling Unit Residential Districts.

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

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

[...]

(15) Bicycle Parking.

(a) One lockable bicycle parking space shall be provided within a rack for the following:

(i) Four or more dwelling units or single room occupancy units in one building: one space per dwelling unit or single room occupancy unit;

[...]

**17.80.030 Minimum off-street parking requirements.**

Note: some use classifications listed below indicate additional bicycle parking requirements

beyond the requirements of SHMC 17.80.020(15).

(1) Residential.

[...]

(j) Single room occupancy – One off-street space for each unit.

[...]

**CHAPTER 17.96  
SITE DEVELOPMENT REVIEW**

[...]

**17.96.020 Applicability of provisions.**

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

(1) Single-dwelling units, on an individual building lot, parcel or, or otherwise lawfully established unit of land per ORS Chapter 92;

[...]

**17.96.070 Major modifications to approved plans or existing development.**

[...]

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

(a) An increase in dwelling unit or single room occupancy unit density, or lot coverage for residential development;

(b) A change in the ratio or number of different types of dwelling units or single room occupancy units;

[...]

**17.96.180 Approval standards.**

[...]

(7) Shared Outdoor Recreation Areas – Residential Use.

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

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

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

**APPLICANT:** City of St. Helens

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

**BACKGROUND**

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

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

**PUBLIC HEARING & NOTICE**

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

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

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

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

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

**APPLICABLE CRITERIA, ANALYSIS & FINDINGS**

**SHMC 17.20.120(1) – Standards for Legislative Decision**

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

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

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

***Statewide Planning Goal 1: Citizen Involvement.***

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

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

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

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

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

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

***Statewide Planning Goal 10: Housing.***

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

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

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

### **Inventorying**

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

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

Zone: General Commercial.

Total acres used: 7.72 out of 7.72 ac.

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

Zone: General Commercial, GC.

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

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

**This is one of the City Council's reasons for rejecting amendments pertaining to the 2019 Housing Needs Analysis (the detached multifamily development proposal) and House**



**Bill 4064 (2022)** (manufactured and prefabricated homes). The City Council finds its needs are met for housing and these provisions are unnecessary.

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

This proposal supports this aspect of Goal 10 by increasing development options by adding single room occupancy type development to all residential zonings and the MU, RD, HBD and GC zoning districts.

The City Council rejects allowing detached multi-family development and amending its code to align with state law pertaining to manufactured housing, prefabricated housing, and any other amendments pertaining to manufactured/mobile home parks because the city's housing needs are met based on the city's adopted Housing Needs Analysis.

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

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

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

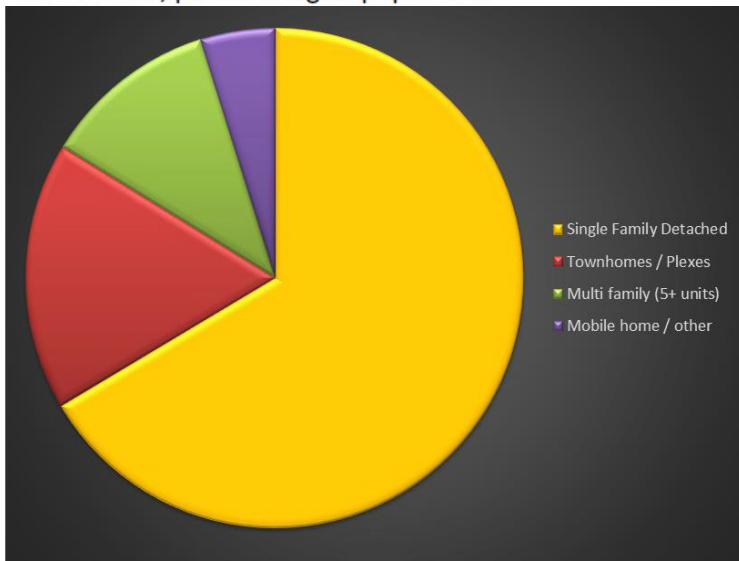
\* \* \*

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

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

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

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



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

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

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

- **House Bill 4064 (2022)** changes how cities can regulate manufactured homes and prefabricates structures.

The City Council rejects amendments pertaining to this because the city's housing needs are met based on the city's adopted Housing Needs Analysis.

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

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

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

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

**Comprehensive Plan Addendums:**

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

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

The city was already thinking about this when it adopted Ordinance No. 3264 in 2021. That ordinance addressed duplexes in the context of the HNA recommendation of allowing duplexes in R7 zoned lands and Oregon House Bill 2001 (2019), which created an entitlement for duplexes on property that allows a detached single-family dwelling. The city amended its ordinance to allow two detached units as an outright permitted use in addition to duplexes. The city also adopted an interior yard standard to establish a minimum distance

between buildings, reviewing the model code for large cities (OAR 660-046 Exhibit B – Large Cities Middle Housing Model Code) as a guide.

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

The City Council rejects amendments pertaining to this because the city’s housing needs are met based on the city’s adopted Housing Needs Analysis. In 2019, the Housing Needs Analysis identified a shortage of higher density residential, but development since then has made up for that as detailed above. No other shortage was identified. As such, the City Council finds these amendments are no longer necessary.

### **Comprehensive Plan Policies**

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

The City Council considered these amendments and expressed concern about how neighborhoods can affect economic development. There is concern that certain housing types in neighborhoods can negatively affect economic development in the city, as well as the wellbeing of residents of existing and future neighborhoods. There is a correlation between the detriment of neighborhoods and economic detriment.

SHMC 19.08.020 Economic goals and policies, subsection (3)(ii) identifies a policy to improve the local economy including using things such as land use controls and ordinances. The Council finds that adding provisions in the St. Helens Development Code to advance state law per House Bill 4064 (2022) pertaining to manufactured homes and prefabricated structures, and to allow detached multifamily development, is contrary to this policy due to neighborhood detriment and shall be rejected (i.e., omitted in a final adoption ordinance).

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

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

### **CONCLUSION & DECISION**

**Based upon the facts and findings herein, the City Council approves some of these Development Code text amendments. Due to concerns about neighborhood compatibility, property value, and economic vitality, the City Council rejects the amendments related to:**

**2019 Housing Needs Analysis pertaining to the effort to define attached and detached housing types, allowing detached multifamily development; and**

**House Bill 4064 (2022) pertaining to updates to manufactured and prefabricated structures.**

**As such the revised proposal compared to the top of page 1 is:** Amend the following Chapters of the St. Helens Municipal Code: **17.16** general and land use definitions, **17.32** zones and uses, ~~**17.60** manufactured/mobile home regulations,~~ **17.80** off-street parking and loading requirements, and **17.96** site development review.

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Jennifer Massey, Mayor

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Date

# ATTACHMENT A -

## PROPOSER INFORMATION AND CERTIFICATION SHEET

**Legal Name of Proposer:** Mason, Bruce & Girard, Inc.

**Address:** 707 SW Washington Street, Suite 1300 **City, State, Zip:** Portland, OR 97205

**State of Incorporation:** Oregon **Entity Type:** Corporation

**Contact Name:** Brent Keller **Telephone:** 503-515-3851 **Email:** bkeller@masonbruce.com

**Oregon Business Registry Number (if required):** 141767-13

**Any individual signing below hereby certifies they are an authorized representative of Proposer and that:**

1. Proposer understands and accepts the requirements of this RFP. By submitting a Proposal, Proposer agrees to be bound by the Contract terms and conditions in Attachment D and as modified by any Addenda, except for those terms and conditions that Agency has reserved for negotiation, as identified in the RFP.
2. Proposer acknowledges receipt of any and all Addenda to this RFP.
3. Proposal is a Firm Offer for 90 days following the Closing Date and Time.
4. If awarded a Contract, Proposer agrees to perform the scope of work and meet the performance standards set forth in the final negotiated scope of work of the Contract.
5. I have knowledge regarding Proposer's payment of taxes and by signing below I hereby certify that, to the best of my knowledge, Proposer is not in violation of any tax laws of the state or a political subdivision of the state, including, without limitation, ORS 305.620 and ORS chapters 316, 317 and 318.
6. Proposer does not discriminate in its employment practices with regard to race, sex, creed, age, religious affiliation, gender, disability, veteran status, sexual orientation, or national origin. When awarding subcontracts, Proposer does not discriminate against any business certified under ORS 200.055 as 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. If applicable, Proposer has, or will have prior to contract execution, a written policy and practice, that meets the requirements described in ORS 279A.112 (formerly HB 3060), of preventing sexual harassment, sexual assault and discrimination against employees who are members of a protected class. The City may not enter into a contract with an anticipated contract price of \$150,000 or more with a Proposer that does not certify it has such a policy and practice. See <https://www.oregon.gov/DAS/Procurement/Pages/hb3060.aspx> for additional information and sample policy template.

7. Proposer complies with ORS 652.220 and does not unlawfully discriminate against any of Proposer's employees in the payment of wages or other compensation for work of comparable character on the basis of an employee's membership in a protected class. "Protected class" means a group of persons distinguished by race, color, religion, sex, sexual orientation, national origin, marital status, veteran status, disability, or age.

Contractor's continuing compliance constitutes a material element of this Contract and a failure to comply constitutes a breach that entitles Agency to terminate this Contract for cause.

Contractor may not prohibit any of Contractor's employees from discussing the employee's rate of wage, salary, benefits, or other compensation with another employee or another person. Contractor may not retaliate against an employee who discusses the employee's rate of wage, salary, benefits, or other compensation with another employee or another person.

8. Proposer and Proposer's employees, agents, and subcontractors are not included on:
- A. the "Specially Designated Nationals and Blocked Persons" list maintained by the Office of Foreign Assets Control of the United States Department of the Treasury found at: <https://www.treasury.gov/ofac/downloads/sdnlist.pdf>, or
  - B. the government wide exclusions lists in the System for Award Management found at: <https://www.sam.gov/portal/>
9. Proposer certifies that, to the best of its knowledge, there exists no actual or potential conflict between the business or economic interests of Proposer, its employees, or its agents, on the one hand, and the business or economic interests of the City, on the other hand, arising out of, or relating in any way to, the subject matter of the RFP. If any changes occur with respect to Proposer's status regarding conflict of interest, Proposer shall promptly notify the City in writing.
10. Proposer certifies that all contents of the Proposal (including any other forms or documentation, if required under this RFP) and this Proposal Certification Sheet are truthful and accurate and have been prepared independently from all other Proposers, and without collusion, fraud, or other dishonesty.
11. Proposer understands that any statement or representation it makes, in response to this RFP, if determined to be false or fraudulent, a misrepresentation, or inaccurate because of the omission of material information could result in a "claim" {as defined by the Oregon False Claims Act, ORS 180.750(1)}, made under Contract being a "false claim" {ORS 180.750(2)} subject to the Oregon False Claims Act, ORS 180.750 to 180.785, and to any liabilities or penalties associated with the making of a false claim under that Act.

12. Proposer acknowledges these certifications are in addition to any certifications required in the Contract and Statement of Work at the time of Contract execution.

RT-F  
Authorized Signature

1/23/2025  
Date

Reginald T. Fay, Corporate Secretary  
(Printed Name and Title)



## ATTACHMENT B

### RESPONSIBILITY INQUIRY

The City will determine responsibility of a Proposer prior to award and execution of a Contract. In addition to this form, Agency may notify Proposer of other documentation required, which may include but is not limited to recent profit-and-loss history, current balance statements and cash flow information, assets-to-liabilities ratio, including number and amount of secured versus unsecured creditor claims, availability of short and long-term financing, bonding capacity, insurability, credit information, materials and equipment, facility capabilities, personnel information, record of performance under previous contracts, etc. Failure to promptly provide requested information or clearly demonstrate responsibility may result in an Agency finding of non-responsibility and rejection.

1. Does Proposer have available the appropriate financial, material, equipment, facility and personnel resources and expertise, or ability to obtain the resources and expertise, necessary to demonstrate the capability of Proposer to meet all contractual responsibilities? **YES**  / **NO** .
  
2. Within the last five years, how many contracts of a similar nature has Proposer completed that, to the extent that the costs associated with and time available to perform the contract remained within Proposer's control, Proposer stayed within the time and budget allotted, and there were no contract claims by any party? Number: 3

How many contracts did not meet those standards? Number: 0 If any, please explain.

Response:

3. Within the last three years has Proposer (incl. a partner or shareholder owning 10% or more of Proposer's firm) or a major subcontractor (receiving 10% or more of a total contract amount) been criminally or civilly charged, indicted or convicted in connection with:
  - obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract,
  - violation of federal or state antitrust statutes relating to the submission of bids or Proposals, or
  - embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property? **YES**  / **NO** .

If "YES," indicate the jurisdiction, date of indictment, charge or judgment, and names and summary of charges in the response field below.

Response:

4. Within the last three years, has Proposer had:

- any contracts terminated for default by any government agency, or
- any lawsuits filed against it by creditors or involving contract disputes? **YES**  / **NO** .

If "YES," please explain. (With regard to judgments, include jurisdiction and date of final judgment or dismissal.)

Response:

5. Does Proposer have any outstanding or pending judgments against it? **YES**  / **NO** .

Is Proposer experiencing financial distress or having difficulty securing financing? **YES**  / **NO** .

Does Proposer have sufficient cash flow to fund day-to-day operations throughout the proposed contract period? **YES**  / **NO**

If "YES" on the first question or second question, or "NO" on the third question, please provide additional details.

Response:

6. Within the last three years, has Proposer filed a bankruptcy action, filed for reorganization, made a general assignment of assets for the benefit of creditors, or had an action for insolvency instituted against it? **YES**  / **NO** .

If "YES," indicate the filing dates, jurisdictions, type of action, ultimate resolution, and dates of judgment or dismissal, if applicable.

Response:

7. Does Proposer have all required licenses, insurance and/or registrations, if any, and is Proposer legally authorized to do business in the State of Oregon and/or the City of St. Helens? **YES**  / **NO** .

If "NO," please explain.

Response:

8. Pay Equity Certificate. This certificate is required if Proposer employs 50 or more full-time workers and the prospective contract price is estimated to exceed \$500,000. [This requirement does not apply to architectural, engineering, photogrammetric mapping, transportation planning or land surveying and related services contracts.] Does a current authorized representative of Proposer possess an unexpired Pay Equity Certificate issued by the Department of Administrative Services? **YES**  / **NO**  / **N/A** . [If the certificate was provided with the Bid or Proposal submitted for a solicitation related to the prospective

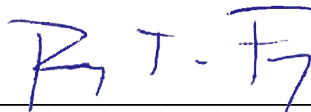
contract, then it is not necessary to resubmit it. Just indicate "see Bid" or "see Proposal" in the response field. **Otherwise, if applicable, submit a copy of the certificate with this form.**]

Response:

**AUTHORIZED SIGNATURE**

By signature below, the undersigned Authorized Representative on behalf of Proposer certifies to the best of his or her knowledge and belief that the responses provided on this form are complete, accurate, and not misleading.

Proposer Name: Mason, Bruce & Girard, Inc.	RFP Name: Forestry Management Services
--	--

	1/21/2025
_____ Authorized Signature	_____ Date
Reginald T. Fay	Corporate Secretary
_____ Print Name	_____ Title

# Request for Proposals for Forestry Management Services

Item #2.

Prepared for  
City of St. Helens



Mason, Bruce & Girard, Inc. (MB&G)  
707 SW Washington Street, Suite 1300  
Portland, OR 97205  
503-224-3445 | [www.masonbruce.com](http://www.masonbruce.com)  
January 24, 2025

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## Cover Letter

City of St. Helens  
265 Strand Street  
St. Helens, OR 97051  
jwalsh@sthelensoregon.gov

To John Walsh and the City of St. Helens:

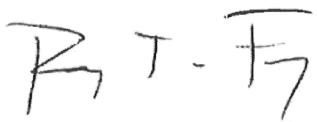
Mason, Bruce & Girard, Inc. (MB&G) is pleased to submit the following proposal in response to the City of St. Helens (City's) request for proposals (RFP) from qualified consultants to continue Forestry Management Services. MB&G understands that the proposal is predicated upon the terms and conditions of this RFP.

MB&G was established in 1921 as a forestry consulting firm and has a long history of forest management services in the Pacific Northwest. We will provide the City of St. Helens with our best forestry team. Key attributes of our team, which shows our qualifications, how we understand the work, and will perform, include:

- Dedicated key staff including a seasoned project manager and lead forester that have decades of experience in Pacific Northwest forest management,
- A deep bench of technical support staff who understand the technical and regulatory elements of forestry management,
- Experience developing and implementing land management plans specifically for municipal ownerships,
- In-house technical experts who can offer support with ecological impact assessment and environmental regulatory compliance issues, Geographic Information Systems (GIS), and other technical specialties.
- 19 years as the City of St. Helens forest management firm.

We look forward to applying our team's collective experience and strengths to your need for forestry management services. Thank you for the opportunity to provide a proposal in response to your RFP. I am an authorized representative of MB&G.

Sincerely,



Reggie Fay  
Corporate Secretary  
rfay@masonbruce.com  
503-287-5769

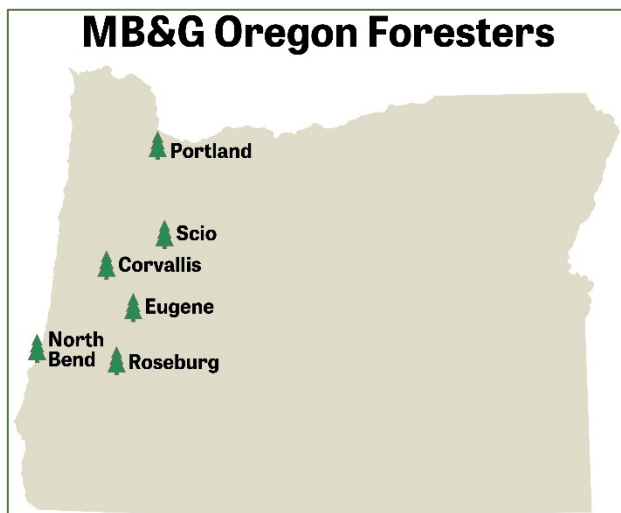
Contact Person:

Brent Keller | [bkeller@masonbruce.com](mailto:bkeller@masonbruce.com) | 503-515-3851

## Proposer Qualifications and Experience

### Firm Background

Mason, Bruce & Girard, Inc. (MB&G) was founded in 1921 by David Mason, an early and vocal advocate for sustained yield forestry. Today, MB&G concentrates on three primary disciplines: forestry, environmental, and geospatial services. Headquartered in Portland, Oregon since inception, MB&G has expanded to include satellite offices in southern Oregon, northern California, and Virginia with additional individual staff working remotely from locations throughout the Pacific Northwest. We have three owners and 60 full-time employees. Work will be performed from employees out of our Portland office.



Since 2006 MB&G has managed the City of St. Helens forestland in the Milton Creek Watershed. During this time, we have put the timber inventory on a sustainable track through consistent and thorough management of pre-merchantable timber and plantations. This has been accomplished without the use of herbicides, except in the case of controlling invasive species such as Scotch Broom or Himalayan Blackberry. At the direction of the City, we have administered the sale of 13 separate timber sales, which generated \$14-million of income to the City from a harvest of 24-million board feet. In the course of harvest operations, we have maintained and improved the City’s forest road system, including the relocation of one main road away from the vicinity of Milton Creek at the request of the Oregon Department of Forestry (ODF). MB&G has also provided support to the City on other projects such as hazard tree marking on Sand Island, LNG Pipeline impact assessment, appraisal of timberland for potential acquisition, and a large-wood enhancement project in Milton Creek. At the time of this proposal, MB&G is finalizing work on a Management Plan to document the City’s forestland goals and policies, and to guide management decisions.

### Litigation

Mason, Bruce & Girard, Inc. has no pending or previous litigation over the past five years related to our work.

### Key Personnel

The key personnel assigned to this project are summarized in Table 1.

**Table 1. MB&G’s key personnel.**

Position	Staff	Location	Roles & Responsibilities
Principal	Reggie Fay	Boise, ID	Project oversight
Project Manager/Senior Forester/Region Manager	Brent Keller	Portland, OR	Project Manager
Forester	Joe Nelson	Portland, OR	Forester

Full resumes for our staff are at the end of this document showing relevant experience and qualifications.

## Similar Experience

### Forestland Management

MB&G's forest management principles are based on the experience of our foresters, analysts, and planners. We offer turnkey forest management services that meet our clients' individual objectives and meet or exceed regulations. Our forest management is tailored to each property and integrates a deep understanding of forestry, wildlife, soil, water quality, aesthetics, social issues, and economics. In addition to managing forestland as a financial investment, our team also helps landowners achieve recreation and conservation goals as well.

We currently manage over 175,000 acres in Oregon, and Washington.

The forestland we manage is owned by a diverse set of clients, including family trusts, municipalities, and timberland investment organizations (TIMOs) who each have unique management goals.

MB&G provides on-the-ground management including all aspects of timber sale layout and administration, site preparation, reforestation, silviculture, GIS analysis, road construction and maintenance, certification, and property protection and oversight. Our team leads the industry in technical innovation and field-tested personnel who are ready to provide forest management services to the City of St Helens.

MB&G has a long history of management in Northwest Oregon and Southwest Washington. We are deeply rooted in the region and have working relationships with the local contractors, landowners, residents, timber buyers, and the state and federal regulatory agencies. We are well respected in the region, which will benefit the City of St Helens.

### Timber Management

MB&G provides turnkey forest management services in Oregon, Washington, and California, including all aspects of timber sale preparation and administration, site preparation, reforestation, road construction and maintenance, and property protection and oversight. Our team of foresters are experienced in timber sale layout and have the background to layout complex units in a variety of terrain. In a typical year, we layout and oversee the harvest of 60+ million board feet.

**The following are previous similar projects performed by MB&G:**



#### Forest Management – Milton Creek Watershed, City of St Helens, Oregon.

MB&G has provided overall forestland management of 2,500 acres since 2006. MB&G works to develop and manage budgets, prepare harvest plans, layout timber sales, market timber, and develop contracts. MB&G administers harvest operations and audits timber receipts. We also manage road and silviculture projects, monitor environmental protection projects, and manage both a spatial and tabular forest inventory. An annual report is presented to City Council.

**Forest Management, Haskins Creek Watershed, McMinnville Water & Light Department, Oregon.** MB&G has provided overall forestland management of the City of McMinnville's 6,400-acre municipal watershed since 1965. MB&G worked with the City of McMinnville to develop the Management Plan and we continue to provide landscape and budget management. Management activities regularly include preparation of harvest plans, timber sale layout, timber marketing, and contract development. MB&G administers harvest operations and audits timber receipts. We also manage road and silviculture projects, monitor environmental protection projects, and manage both a spatial and tabular forest inventory. Monthly reports are presented to the Water & Light Commission.



**Reference:** John Dietz, General Manager, McMinnville Water & Light, [jcd@mc-power.com](mailto:jcd@mc-power.com), (503) 472-6158

**Forest Management, Bob's Creek Watershed, Nehalem, Oregon.** MB&G provides overall forestland management of a 1,000-acre municipal watershed. We worked with Nehalem to develop an initial Management Plan. We prepare and manage budgets, prepare harvest plans, lay out timber sales, market timber, and develop contracts. MB&G provides on the ground support by supervising harvest operations, managing all road maintenance and silviculture projects, and monitoring environmental protection projects. In the office, we audit monetary receipts, and manage both spatial and tabular forest inventories. MB&G prepares and presents periodic reports to the City Council.

**Reference:** Lori Longfellow, City Manager, City of Nehalem, [llongfellow@nehalem.gov](mailto:llongfellow@nehalem.gov), (503) 368-5627



**Forest Management, Necanicum River Watershed, Seaside, Oregon.** MB&G worked with the City of Seaside to develop a Management Plan for their 1,000-acre municipal watershed and continues to provide forest management on an as-needed basis. We recently permitted the replacement of two bridges and a large fish pipe. We prepare and present progress reports to the City Council on a periodic basis.

**Reference:** Ed Arden, Public Works Director, City of Seaside, [earden@cityofseaside.us](mailto:earden@cityofseaside.us), (503) 738-5112



## Forestry Management Proposal

### 2.3.1 Assessment of City's tree farm

MB&G will assess the City's Milton Creek Watershed in terms of plantation health and viability, merchantable timber availability, road conditions (surface, ditches), road infrastructure (culverts, bridges), road access (drivability), and overall forest health. Recommendations will be made to the City for needs such as competition control in plantations, pre-commercial thinning, timber harvest, road grading and rocking, culvert replacement, road brushing, salvage logging, and treatment of invasive species.

### 2.3.2 Preparation of bid specifications and logging contracts

MB&G will prepare a Prospectus for each timber sales that will include a Bid Invitation and Draft Contract. Bid Invitations will include detailed maps of the harvest areas, a timber volume summary, minimum bid prices for major species, fixed prices for minor species, scaling specifications, payment requirements, and other provisions such as logging requirements and associated harvest-related projects. The contract schedule and bidding requirements will also be provided in the Bid Invitation. The Draft Contract will include terms of the timber sale.

MB&G has determined through extensive experience that the best approach to selling larger volumes of timber (1-million board feet and greater), is on a stumpage basis, where log buyers bid on the standing volume and pay the City a price that is net of the logging cost, versus a log basis where the City hires the logger and then markets the logs to various buyers based on log sort. Stumpage sales result in higher bid prices as buyers will pay a premium to control the timing and flow of the logs.

### 2.3.3 Marketing of harvested tracts

MB&G maintains a comprehensive list of log buyers in the Pacific Northwest region. Prospectuses will be distributed to roughly 50 potential buyers. An advertisement will be prepared for the City to post on their website. Key buyers are followed-up with by phone to ensure that all questions are answered and they are fully informed of the sale.

### 2.3.4 Administration of contracts for tree planting, thinning, and herbicide application

As tree planting, thinning, or herbicide applications are necessary, MB&G will facilitate these tasks by filing necessary permits and engaging our extensive contractor resources. Contractors will be monitored for overall safety and for quality as follows:

- Tree Planting – Monitor spacing (target is 10-feet by 10-feet), depth and integrity of seedling once planted, proper handling of seedlings, and proper seedling storage during planting season.
- Thinning – Monitor spacing (target is 15-feet by 15-feet), proper species selection, and proper cutting method. MB&G will file necessary permits with the Oregon Department of Forestry (ODF).
- Herbicide Application – Ensure weather conditions are appropriate, confirm appropriate chemicals are being used for the treatment, monitor application rates, and ensure correct species are targeted. MB&G has licensed chemical applicators on staff and will file necessary permits with ODF. It is important to note that herbicides are only used in the City's Milton Creek Watershed forestland to control invasive species.

### 2.3.5 Administration of contracts for logging, including

#### 2.3.5.1 Boundary location;

- Timber sale boundaries will be located and established by MB&G based on stream protection, size limitations, soil impacts, operability, access, efficiency, and optimization of timber value. These boundaries will be delineated in the field and on maps using GIS, GPS, and aerial photography.

- Property boundaries will be located using GPS and information from Columbia County. For property lines where no monumentation exists and the property boundary also acts as a timber sale boundary, a professional land surveyor will be engaged to survey the line, clearly monument the line, and record the survey with the County.

#### ***2.3.5.2 Falling and bucking the contract timber;***

Timber cutters and log processors will be monitored throughout the course of a timber sale to ensure falling and bucking is done in a safe, effective, and quality manner that results in optimum utilization and maximizes value for the City. This includes ensuring that falling results in minimal breakage and that bucking does not result in wasted volume.

#### ***2.3.5.3 Log sorting before delivery;***

##### Stumpage Sales

- The City currently sells timber on a stumpage basis to maximize value. With this approach it is not as critical for the timber sale administrator to monitor sorts other than to ensure that the overall volume is being fully utilized. The volume is paid for on a “camprun” basis, where one price is paid regardless of sort, therefore the destination of the logs is immaterial, as long as the volume is properly utilized.

##### Log Sales

- If we determine that a log sale was necessary or the best approach, MB&G would obtain multiple bids by log sort and seek to maximize value for the City. In this situation it is critical that log sorting is intensely managed and monitored before delivery. A “cutting card” will be developed for the cutters and processors so that they have clear instruction on how to merchandize trees into logs that can be shipped to various destinations as necessary to maximize value. The card will specify cutting rules based on species, diameter, length, and quality. Consistent monitoring would occur on the landing as logs are sorted to ensure that the sorts meet the specifications of the “cutting card”.

#### ***2.3.5.4 Monitoring mill receipts of logs;***

MB&G uses the Log Inventory & Management System (LIMS), which is a Trimble® software product that provides a robust set of log accounting tools. As logs are scaled at various destinations by third party log scalers, this scale information is uploaded into LIMS, where it can be reconciled with the mill receipts and payment settlement information.

#### ***2.3.5.5 Monitoring load tickets;***

Load tickets or Daily Load Reports are provided to MB&G by the logger in the field on a daily or weekly basis. Each load for the sale is sequentially numbered so that loads are strictly accounted for and cannot be shipped to destinations not tied to the sale. This information is then cross-checked with the scale and payment information to confirm that all loads that left the landing are accounted for at their destination.

#### ***2.3.5.6 Preparing payment requests;***

Utilizing the LIMS software, MB&G prepares monthly invoices for log buyers that show detailed species, volume, and price information by load. This ensures that the scale information reconciles with the payment information and the City receives accurate payment. In a log sale scenario where prices may change during the sale, MB&G will make price adjustments as necessary.

**2.3.5.7 Assuring appropriate silvicultural procedures are followed;**

Silviculture includes burning, slashing, tree planting, thinning, and herbicide application.

- Burning – Work with operators to ensure burn piles are constructed correctly, as a key to burning success is proper piling. Coordinate with ODF for permitting and smoke management to ensure environmental integrity and safety. Inspect burn crew operations and confirm all required burn equipment is on site and in working order.
- Slashing – A method to control hardwood competition in plantations as an alternative to chemicals. MB&G will monitor hand cutting of hardwoods to ensure correct species are targeted and planted trees are effectively “released”. MB&G will file necessary permits with ODF.
- Tree Planting – Monitor spacing (target is 10-feet by 10-feet), depth and integrity of seedling once planted, proper handling of seedlings, and proper seedling storage during planting season.
- Thinning – Monitor spacing (target is 15-feet by 15-feet), proper species selection, and proper cutting method. MB&G will file necessary permits with ODF.
- Herbicide Application – Ensure weather conditions are appropriate, confirm appropriate chemicals are being used for the treatment, monitor application rates, and ensure correct species are targeted. MB&G has licensed chemical applicators on staff and will file necessary permits with ODF. It is important to note that herbicides are only used in the City’s Milton Creek Watershed forestland to control invasive species.

**2.3.5.8 Complying with all applicable rules and regulations, including but not limited to any and all state and / or federal environmental regulations as now in effect or may be in effect during life of logging contract;**

- MB&G will file all necessary Notifications of Operations (i.e. permits) with ODF. Notifications are required for harvest, burning, herbicide applications, thinning, and major road projects. MB&G has licensed chemical applicators on staff for monitoring of our licensed chemical applicator contractors.
- If any threatened or endangered species are detected by MB&G or determined as present by ODF, Oregon Department of Fish & Wildlife (ODFW), US Fish and Wildlife (USFW), or other agencies, MB&G will take necessary measures to ensure protection, which may include excluding certain areas from harvest or other activity, or only operating during certain times of the year.
- All harvest unit layout will be compliant with the Oregon Forest Practices Act, including new regulations enacted through the Private Forest Accord. Stream buffer rules will be strictly adhered to, and logging methods will be used that minimize environmental impact.

**2.3.6 Preparing forest products harvest tax forms**

- MB&G will prepare the Forest Products Harvest Tax Form 201 as necessary, referring to harvest summary reports generated from the LIMS software. Note that when timber is sold on a Stumpage Sale basis (the approach currently used by the City), the timber buyer pays the harvest tax and it is not the responsibility of the City.

**2.3.7 Attending at least one (1) City Council meeting annually, or upon request by Council**

- MB&G will prepare an annual report and present it to City Council at one of their monthly meetings. This report will include a rundown of annual activities, recommended future actions, a log market report, and inventory update.
- In addition to the annual meeting, MB&G will meet with City Council at their request.

## Disclosure Exemption Affidavit

MB&G has not submitted Attachment C – Disclosure Exemption Affidavit as MB&G does not have any information in the proposal that is exempt from disclosure under Oregon Public Records Law (ORS 192.311 through 192.478).



## Brent Keller

### Senior Forester/ Region Manager/ MB&G Associate

Brent has over 30 years of experience at MB&G in forest management. His land management, project management, and forest inventory experience is extensive and includes projects across the Western United States, Alaska, and Canada. Brent manages forestland for a variety of clients, including non-industrial forestland owners, local municipalities, and institutional timberland investors. He works directly with all aspects of forestland management and has hands-on experience with harvest planning, timber sale layout, log marketing, contracts, timber sale administration, road maintenance, silviculture, inventory, and budgeting. He currently serves on several advisory committees, providing forestry expertise to local schools and Counties including the Clackamas County Forest Program.

#### Education

B.S., Forest Management,  
Oregon State University  
A.A.S., Forestry, Mt. Hood  
Community College

#### Years of Experience

33 years

#### Certificates and Memberships

Clackamas County Forest  
Advisory Board  
(Chair)

Clackamas County  
Timber Sale Advisory  
Committee (Chair)

Sabin Schellenberg (HS  
Vocational) Center  
Forestry Advisory  
Committee

Mt. Hood Community  
College Forest  
Resources Technology  
Advisory Committee  
(Chair)

Clatsop Working  
Watersheds  
Cooperative

Clatsop Forestry & Wood  
Products Economic  
Development  
Committee

Certified Timber Cruiser  
– Region-10

#### Proficiencies

- Forestland Management
- Project Management
- Forest Inventory & Biometrics
- Data Analysis
- Expert Witness
- Timber Valuation
- Silviculture
- Management Plans

#### MB&G Project Experience Highlights 2011-Present

**Forest Management – Haskins Creek Watershed, McMinnville Water & Light Department, Oregon.** Overall forestland management of 6,400-acre municipal watershed. Develop and manage budgets. Prepare harvest plans, layout timber sales, market timber, and develop contracts. Supervise harvest operations and audit monetary receipts. Manage road and silviculture projects. Monitor environmental protection projects. Manage both spatial and tabular forest inventory. Monthly reports to Water & Light Commission.

**Forest Management – Milton Creek Watershed, City of St Helens, Oregon.** Overall forestland management of 2,500 acres. Develop and manage budgets. Prepare harvest plans, layout timber sales, market timber, and develop contracts. Supervise harvest operations and audit monetary receipts. Manage road and silviculture projects. Monitor environmental protection projects. Manage both spatial and tabular forest inventory. Periodic reports to City Council.

**Forest Management – Bob's Creek Watershed, Nehalem, Oregon.** Overall forestland management of 1,000-acre municipal watershed. Develop and manage budgets. Prepare harvest plans, layout timber sales, market timber, and develop contracts. Supervise harvest operations and audit monetary receipts. Manage road and silviculture projects. Monitor environmental protection projects. Manage both spatial and tabular forest inventory. Periodic reports to City Council.

**Forest Management – Necanicum River Watershed, Seaside, Oregon.** Overall forestland management of 1,000-acre municipal watershed. Manage a variety of forestry related projects as needed. Periodic reports to City Council.

**Forest Management – TIMO Timberlands, Washington and Oregon.** Overall timberland management of 20,000 acres of investment property. Develop and manage both annual and long-term budgets and cash flow reports. Prepare harvest plans, layout timber sales, market

timber, and develop contracts. Supervise harvest operations and audit monetary receipts. Manage road and silviculture projects. Manage Road Management and Abandonment Plan (RMAP) in concert with local agencies. Monitor environmental protection projects. Manage alternative forest products sales.

**Stand Examination and Treatment Plan, USFS Cooper Ride Fuel Break, Okanogan-Wenatchee NF, WA.** fuel break project across 2,600 acres to protect nearby communities, diminish fire behavior, and improve firefighter safety. The MB&G team created a stand examination plan with 100 plots, collection forest type, primary fire carrier for vegetation, aspect, slope, tree data, and photos for fuel model analysis. Brent created a treatment prescription that would mitigate fire intensity for 1,600 forested acres. The plan was determined to be consistent with the requirements of a NEPA categorical exclusion.

**Forest Management – Non-Industrial Landowners,** Washington and Oregon. Full-scale forestry services for numerous small non-industrial forestland owners. Timber sales, silviculture, road maintenance, valuations, management plans, inventory.

### Experience Prior to Current Employment with MB&G

#### 2006-2011, Hancock Forest Management-Northwest, Vancouver, Washington.

**Inventory Forester.** Inventory management of 775,000 acres of timberland in Canada, Washington, Oregon, and California.

**Inventory Program Management.** Responsibilities included large-scale database management, reporting for appraisals and operations, and ongoing inventory maintenance and updates.

**Inventory Program Development.** Responsibilities included inventory procedures and user guides, work plan, software development, and tracking system.

**Project Management.** Responsibilities included annual inventory, acquisition, and disposition cruising contract administration; project bidding and budget management; quality control (check cruising).

**Biometrics.** Responsibilities included cruise design, cruise planning, cruise data compilation and reporting, statistics, acquisition and disposition analyses and field inspections, cost analysis, timberland valuation, cutout and depletion reporting, silviculture decision making tools, biodiversity index reporting, and FSC & SFI reporting.

#### 1993-2006, Mason, Bruce & Girard, Inc., Portland, Oregon.

**Project Management.** Responsibilities included project administration, contract coordination, project bidding and budget management, quality control, management and supervision of field personnel, and recruitment and hiring of field personnel.

**Property Management.** Responsibilities included timber sale layout and permitting, prospectus development, bidding oversight, contract administration, silviculture, road maintenance, forest practices compliance, land records, and property tours.

**Biometrics.** Responsibilities included multi-resource forest inventory and timber cruising, cruise design, and cruise data compilation and reporting.

**Data Analysis.** Responsibilities included database construction and management, and timberland valuation.

**Environmental Services.** Responsibilities included wetland delineation and owl surveys.



## Education

B.S. Forestry: Forest Management Option, Oregon State University 2017

## Years of Experience

10 years

## Certificates and Memberships

ISA Certified Arborist # PN-9116A

ISA TRAQ Certified

Remote Pilots License for Drone Work

Society of American Foresters 2017-Present

Active Participant with Oregon Forest & Industries Council Events 2017-Present



## Joe Nelson

### Forester, TRAQ Certified Arborist

Joe is a forester with a Bachelor of Science in Forestry, with a Forest Management Option from Oregon State University. Joe's experience at MB&G has built upon the foundation he began when working in inventory management for Cascade Timber Consulting, where he was responsible for hiring cruisers, overseeing budgets, compiling audits, and modernizing cruise programs and data collection methods. He also has experience as a Wildland Fire Suppression Specialist preventing spread of wildfire and operating a variety of tools and equipment. Joe has extensive experience in timber sale layout and administration, silviculture planning and implementation, and forest inventory cruise data collection and auditing.

### Proficiencies

- Timber Sale Layout and administration
- ArcMap, Arc GISPro, ArcPad, SuperACE, DataPlus, Microsoft Office.
- Inventory cruising and check cruising

### MB&G Project Experience

**Forester, TIMO Timberlands, Western OR and Western WA.** Conduct check cruising on merchantable aged forest inventory cruise plots, assist with timber sale layout and pre-commercial thin unit layout.

**Forester, Various Municipal Watersheds, Northwestern, OR.** Assisted with timber sale layout, pre-commercial thin unit layout, and conduct regeneration surveys.

**Forester, Hill Timberlands Limited Partnership, Sweet Home, OR.** Conducted check cruising on merchantable aged forest inventory cruise plots.

**Check Cruiser, Field Project Manager, The Agnew Company, Chehalis, WA.** Served as field project manager and coordinated effort between client and cruisers. Conducted check cruising on forest inventory plots within merchantable aged and pre-merchantable aged commercial forest stands.

**Check Cruiser, Rayonier Inc, Washington and Oregon.** Conduct check cruising on forest inventory cruise plots completed by other third-party contractors and internal Rayonier cruisers. Collect field data measurements at the tree level for check cruise scoring. Provide detailed comments on differences observed for future recommendations on cruiser improvement.

**Field Project Manager, ODOT Hazard Tree Removal and Fire Salvage Log Sales, OR.** Lead a team of foresters/arborists in tree assessment across the state. Work with cutters/operations and environmental/cultural teams to remove hazard trees and debris. Coordinated between multiple state and federal agencies and various contractors.

### Experience Prior to Employment with MB&G

**Forester/Inventory Manager, Cascade Timber Consulting, Sweet Home, OR.** Responsible for the Inventory Program. Create inventory maps, manage/hire cruisers, oversee equipment/budgets, compile/audit cruise data, check cruising, and oversee stand/plot selection and creation, recently updated/modernized cruise program and data collection method. Inventory cruising merchantable, pre-merchantable, and regen timber using relaskops, lasers, Trimble nomad, Android tablets, Arc map, data collection software

(DataPlus, MBGTools, SuperACE, MobileMap). Measured and established permanent growth plots. Laid out and cruised timber sales (boundaries, RMA, LTA, log grading, sale cruising, etc.) Established a long-term project measuring wood strength, stiffness on standing live trees and down logs using the Fiber-gen HITMAN ST300/HITMAN HM200. Conducted client cruises, valuations, date of death valuations, assembled logging contracts/oversee logging operations for clients, timber sale unit layout, timber sale cruising, road layout, etc. Assisted in managing fertilizer project (maps, load audits, etc.)

**Forestry Intern, Cascade Timber Consulting, Sweet Home, OR.** Inventory Cruising Merchantable and pre-merchantable timber using relaskops, lasers, Trimble nomad, Android tablets, Arc map, data collection software (DataPlus, MBGTools, SuperACE). Measured and established permanent growth plots. Laid out and cruised timber sales (boundaries, RMA, LTA, Log Grading, Sale Cruising, etc.) Assisted survey crew in running/locating property line. Assisted road engineer by mapping road systems with a GPS.

**Wildland Fire Suppression Specialist, Oregon Dept. Forestry, Toledo & Philomath, OR.** Worked on an engine crew, assisted hotshot crews, and inmate crews. Prevented the spread of wildfire with engines ranging from 300 gallons-1500 gallons, a variety of hand tools & chain saw use, hose lays, Heli tack, heavy equipment, and use of back burning. Worked with forest officers and stewardship foresters to prevent illegal burning and helped conduct logging inspections. Worked with silviculturist on invasive species removal and reports. Operated infrared cameras on many fires and trained other employees to operate the IR camera.





## Reggie Fay

### Senior Forest Analyst / Principal

Reggie brings more than 20 years of experience in forestry analysis and management to his work as a principal at MB&G. He is the principal-in-charge of MB&G's Forest Management Groups and Technical Services Group, which includes GIS data management, long-term forest planning, and forest policy analysis. Reggie's skills include forest inventory data management for both industrial and non-industrial landowners and investment companies, as well as forest inventory analysis in support of forest land appraisals and due diligence. Additionally, he develops forest inventory sampling methodology for yearly inventory maintenance and inventory verification projects, and he assists clients in preparation of third-party forest certification audits under the FSC, SFI and PEFC standards. Reggie received his Bachelor of Science in Forest Resources Management and his Master of Science in Quantitative Forest Management and Silviculture from the University of Georgia.

#### Education

M.S., Quantitative Forest Management and Silviculture, University of Georgia, 2001

B.S., Forest Resources Management, University of Georgia, 1999

#### Years of Experience

23 years

#### Proficiencies

Forest Inventory Design  
 Forest Growth and Yield Modeling  
 Forest Data Management  
 Forest Management and Geographic Information System (GIS)  
 Forest Planning and Harvest Scheduling  
 Forest Certification  
 Applied Statistics  
 Project Management

#### MB&G Project Experience

**Principal, Trapper Layout, United States Forest Service, Pike, CA.** Designated, flagged and painted boundaries for 3 timber sale units, totaling approximately 80 acres. Provided detailed maps and logging plan to client.

**Project Manager, Confidential Client.** MB&G is currently conducting a large-scale forest inventory for a client on 600,000 acres of timberland in Idaho. The project includes a stand based inventory of over 20,000 plots on more than 1,000 stands. We are implementing a combination of fixed area and variable radius plots. MB&G is responsible for the design and implementation of the project and this is the third year we have conducted this work for the client.

**Project Manager, Confidential Client.** MB&G conducted large-scale forest inventory for a client on 400,000 acres of timberland in Arkansas. The project included a stand based inventory of over 30,000 plots on more than 1,200 stands. MB&G is responsible for the design and implementation of a combination of fixed area and variable radius plots.

**Project Manager, Potlatch Corporation.** Since 2009, MB&G has acted as Potlatch's Corporate Forest Biometrician and Inventory Analyst. During this time we have been involved in inventory review and assessment projects, merchandizing and growth system comparison studies, yield table development, Woodstock Harvest Scheduling, inventory data collection manual creation, conduct year-end inventory updates, design and analyze inventory verification projects on over 100,000 acres, provide support during day to day operations related to inventory and data management.

**Project Manager, Confidential Client.** MB&G has been the Pacific Northwest data manager for a well-known Timberland Investment Organization (TIMO) since 2005. We perform

quarterly GIS and inventory data updates one 12 tree farms in Oregon and Washington. Our duties include working with multiple land managers, incorporating stand boundary edits, harvest activity, planting activity and cruising into the inventory. We interface with our client's third party data management software to ensure timely and accurate reporting of quarterly data. MB&G has also worked on multiple due diligence projects which have included inventory verification projects and Woodstock Harvest Schedule models.

**Project Manager, Confidential Client.** Managed the yield table development and creation of a Woodstock Harvest Schedule model for 300,000 acres in Western Washington for a Real Estate Investment Trust (REIT).

**Project Manager, Confidential Client.** Inventory, GIS, growth model and harvest planning review and assessment for a Real Estate Investment Trust with 300,000 acres of timberland in Western Washington.

**Project Manager, Hampton Affiliates.** Since 2003, MB&G has acted as Hampton's lead Forest Biometrician and Inventory Analyst. MB&G is involved in all aspects of Hampton's inventory planning and data management. We coordinate annual GIS updates and complete their annual forest inventory update. We have worked on Woodstock Harvest Schedule models, Pre-Commercial thinning analysis studies, inventory design, large scale GIS stand delineation projects, and LIDAR feasibility studies.

**Project Manager, Confidential Client.** Design inventory verification for 12,000 acre property in Eastern Washington. Coordinated and managed the field data collection effort. Analyzed results and prepared final report for client.

**Project Manager, Confidential Client.** Design inventory verification for 20,000 acre property in Western Oregon. Coordinated and managed the field data collection effort. Analyzed results and prepared final report for client.

**Inventory Analyst, Confidential Client.** Analyzed existing inventory that was provided for a land acquisition. Created yield tables necessary to feed a harvest schedule model.

**Project Manager, Swanson Group SFI Certification.** Created reports, policy's and gathered documentation necessary for SFI Procurement System and Label Use audit. Coached client about audit process and coordinated the 3<sup>rd</sup> party SFI audit.

**Project Manager, Starfire Lumber SFI Certification.** Created reports, policy's and gathered documentation necessary for SFI Procurement System and Label Use audit. Coached client about audit process and coordinated the 3<sup>rd</sup> party SFI audit.

**Project Analyst, Effectiveness of the All Available Shade Rule.** Washington Department of Natural Resources (WDNR), Cooperative Monitoring, Evaluation & Research (CMER), Lacey, Washington. Analyzing solar radiation differences between forest practices designed to protect bull trout and standard forest practices on 20 streams in eastern Washington. Data collected within harvested and non-harvested areas of study streams.

**Project Lead, Diameter Growth Models.** US Forest Service (USFS), Pacific Research Station. Researching and developing diameter growth models by region and species in Alaska using Forest Inventory & Analysis (FIA) re-measurement data.

## Price Proposal

The initial term of the public contract is anticipated to commence on March 1, 2025, and continue through December 31, 2030.

MB&G's labor hour and cost estimates are based on our extensive experience working with the City of St. Helens over the past 10+ years (Table 1, Page 2). Our annual fee estimate assumes the planning and administration of one harvest unit and the reforestation of one unit each year. These estimates were developed using historical data, project timelines, and our knowledge of local conditions to provide a realistic and reliable projection of the work required.

Please note that costs can vary depending on the specific number of acres and the volume of material being harvested and planted each year. Factors such as terrain, forest density, and environmental conditions can impact the amount of labor required for both harvest and reforestation activities. If additional units are laid out and administered, or if fewer units are needed, the annual fee will be adjusted accordingly to reflect the changes in scope.

The total cost of the project is not fixed and will be influenced by the actual workload each year. For example, if larger harvest units are required or more acres need to be planted, the labor hours will increase, and this will be reflected in the adjusted fee. Conversely, if fewer acres or units are required, the fee will decrease.

When comparing MB&G's annual fee estimate with other bidders, please consider the specific assumptions used in our calculations—particularly our projected annual harvest volumes and reforestation needs. While other bids may present different pricing, they may also be based on different assumptions or volumes of work, which could lead to variations in cost and scope.

To develop our Total Cost Estimate by task, MB&G carefully estimated the number of labor hours required to complete each phase of the project. These hours were then multiplied by the weighted rate in Table 2, which reflects the experience and expertise of our team, to calculate the overall cost for each task. This approach ensures that our bid is not only competitive but also reflective of the true work and expertise needed to complete the project successfully.

This methodology provides transparency and a clear understanding of the costs involved, allowing the City to make an informed decision.

**Table 1. MB&G's Annual Fee Estimate by Task.**

Task	Task Description	Estimated Labor Hours	Total Labor Cost Estimate	Estimated Expenses (mileage, etc.)	Total Cost Estimate
2.3.1	Assessment of City's tree farm	8	\$914.00	\$100.00	\$1,014.00
2.3.2	Preparation of bid specifications and logging contracts	16	\$1,828.00	\$200.00	\$2,028.00
2.3.3	Marketing of harvested tracts	16	\$1,828.00	\$200.00	\$2,028.00
2.3.4	Administration of contracts for tree planting, thinning, and herbicide application	80	\$9,140.00	\$1,000.00	\$10,140.00
2.3.5	Administration of contracts for logging	220	\$25,135.00	\$2,500.00	\$27,635.00
2.3.6	Preparing forest products harvest tax forms	16	\$1,828.00	\$200.00	\$2,028.00
2.3.7	Attending at least one (1) City Council meeting annually, or upon request by Council	10	\$1,142.50	\$100.00	\$1,242.50
<b>Total</b>		<b>366</b>	<b>\$41,815.50</b>	<b>\$4,300</b>	<b>\$46,115.50</b>

**Table 2. MB&G's Labor Rate Schedule for 2025.**

Position	Hourly Rate <sup>1</sup>	% Time on Project
Senior Forester	\$165.00	10%
Forester 3	\$125.00	5%
Forester 2	\$115.00	20%
Forester	\$110.00	35%
Forest Technician	\$100.00	25%
Admin	\$100.00	5%
Total		100%
<b>Weighted Rate</b>	<b>\$114.25</b>	

<sup>1</sup>Rates will increase 3.5% per year during the length of the contract

**Table 3. MB&G's Expense Rate Schedule for 2025.**

Expense Category	Unit	Rate	Comment
Mileage	Mile	\$0.835	Current Federal rate + \$0.135 per mile
Other	Receipts	Receipts	Flagging, Meals, Other expenses to be billed based on receipts – will get approval before expensing
Log Accounting	Per load	\$3.25	-



# PARKS AND TRAILS COMMISSION

Monday, December 09, 2024 at 4:00 PM

## APPROVED MINUTES

### MEMBERS PRESENT

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

### MEMBERS ABSENT

Commissioner Paul Barlow  
 Commissioner Jacob Woodruff

### STAFF PRESENT

Brandon Sundeen, City Councilor  
 Buck Tupper, Facilities Maintenance Supervisor  
 Sheri Ingram, Public Works Office Assistant  
 Lisa Scholl, Deputy City Recorder  
 John Walsh, City Administrator  
 Jenny Dimsho, Associate Planner

### OTHERS

Lucas Green

### CALL TO ORDER - 4:01 p.m.

### APPROVAL OF MINUTES

#### 1. Approve Minutes of November 18, 2024

**Motion** made by Commissioner Blumenthal, Seconded by Commissioner Hellmich to approve the minutes of November 18, 2024.

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

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

### NEW BUSINESS

#### 2. Waterfront Update - John Walsh

Dimsho showed the newest drone image timelapse of the Waterfront Project from the beginning of April to the final flight a couple weeks ago and she pointed out the newest changes along the waterfront. They have spent about 63% of the budget. It may not look like that but most of it was utilities that aren't seen. AES's contract runs through April so she is hoping the park will open in the spring.

Belcher asked when Plymouth Street will open and Blumenthal wondered the same about the Nob Hill stairs. Walsh said he would have to check with the contractor. They won't be open until construction is complete for safety. Jacobson asked if Public Works can repair the stairs and Tupper said not until construction is done. Blumenthal said the handrail needs to be moved to one side or the other. The stairs are only four feet wide so having two feet wide on each side of the rail can make it difficult.

Lathrope asked if there was a plan for gazebo and Dimsho said the full stage was removed because it was deemed a safety hazard. They have had conversations with Peak about fixing the power and planning for a new stage in the future but the City has no funding. We have a blank slate for a temporary stage.

Walsh said it was intentional between the Riverwalk and street project to tie in old and new with basalt features. They are imbedded in the bank and on columns and the seat walls in the intersections. Dimsho said they can walk down to the boat ramp and see it. Lathrope asked if the bricks in the cement are going to be basalt and Dimsho doesn't know if they are actual basalt but they chose the dark color to mimic basalt.

### **3. Public Communication for Milton Creek Reserve - Crystal King**

Jacobson said they are looking for guidance on community outreach for this project. Crystal is not briefed on the project so needs more guidance on the project and needs to know specifically what they are looking for.

Some options for outreach were discussed and it was decided to wait until after the Council decided whether or not to set aside the property for this project. Then they could have some kind of open house with some clearly defined questions. They will get better feedback from the public if they have a narrower scope of what they want.

### **4. Pedestrian Safety and Grant Opportunities - Howard Blumenthal**

Blumenthal said a few years ago, City got a grant for pedestrian safety regarding crosswalks. He was wondering if there is availability for more of those grants for education. He has had several instances where he has almost gotten run over while in a crosswalk and its scary to have people disregard them. John doesn't know that they need a grant for some of that as far as a safety campaign or promotion.

## **OLD BUSINESS**

### **5. Roles & Responsibilities - Update Bylaws - Dana Lathrope**

Lathrope wanted to go over the Bylaws, specifically roles and responsibilities. There are a few things they've been doing that aren't clearly defined, especially with regards to being stewards of individual parks. Each of them agreed to take a certain amount of ownership over different parks and provide presentations on them which they haven't been doing lately. She feels it's an appropriate time to clarify that and revisit a few things in the Bylaws. The Bylaws were updated March 2023 with regards to changing the name.

Blumenthal said when they came up with Friends groups, they defined and outlined what those were a few years ago pertaining to park stewards with detail so they might want to look at that.

Lathrope read Purpose & Powers and asked if anyone felt they needed to further clarify that section. She feels park assignments and what their responsibilities would be should be added for clarification.

Pettit said the last sentence in Purpose & Powers says they shall have responsibilities, duties & powers as stated in Chapter 2.74 of the Municipal Code. She thinks having assigned parks gives people an interest in making that park better. She feels there should be a point of contact for these parks but anybody can do anything for any park. We need to help because we don't have parks staff and they have to be careful of their asks because of funding. She thinks they should add a statement saying Commissioners accept assignment of certain parks but no language about presentations.

Belcher said his understanding when this was originally started, the only expectation you had was to give a report on each park. That was it, nothing else. He'd like to keep it informal and they can still give reports and anyone can do anything in any park provided Tupper is ok with it. He thinks it's better to keep it informal and give a report at the meetings. He is happy with it that way.

Jacobson thought it was redundant because they give an annual report to the Council and he thinks they should just do it all in one go for the whole thing so they aren't doing it multiple times. Blumenthal said the report to Council is basically a recap and reports for Commission can be a little more detailed and they can have discussions on it.

Lathrope says she's not unhappy with the way things are. She just thinks it would be helpful to have guidance and language in the by-laws as a point of clarity. She thinks they could just add one line to say something like the Commissioner would be the contact person for that park and they would individually be responsible for updating the Commission on that park. She wouldn't change anything they are doing but it would be clear to anyone reading the by-laws. Jacobson asked if she would write it up and send it to everyone and they could discuss it at the next meeting. Pettit thinks they should tell applicants during the interview process that they may be assigned a park.

## 6. Milton Creek Reserve - Standing Item

Scott sent an updated presentation and they discussed finalizing it for the upcoming Council meeting and who was going to be able to attend and present. He asked Lucas Green to attend and give a short synopsis of his presentation.

Blecher gave a report on the Columbia Botanical Gardens. There are two parts: wetlands on the bottom part and an old rock quarry up above. Numerous trails run through the park. It is not visited very much but he does see people walking in there. There is not much for amenities. He thinks there should be a kiosk with poison oak info and a map of trails. He goes through infrequently and he picks things up and last fall he sprayed poison oak, holly and blackberries.

Motion made to accept the updated presentation by Commissioner Blumenthal, Seconded by Commissioner Belcher.

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

## STAFF REPORT

Tupper said thank you to Lions Club for the work they have done on the fitness stations and cleaning up garbage around the park and library – especially the Syrstad family. They have done it a long time and are worried no one else will step in.

Cross-country event at McCormick park went well.

Field 1 at McCormick got leveled and it was a collaboration between Little League and Adult Softball. They are spending good money on them and the fields look good.

They are still trimming trees at Campbell

He talked to Chris Iverson about cliff on urban trail. If we advertise it and don't charge a fee, we land under the Recreational Immunity Doctrine and we also have \$10 million in liability limits so we are covered either way. He does recommend that if we put up a kiosk, we put on kiosk that it is an unimproved trail.

Someone on the County work crew died of an overdose at Campbell Park. The guy that runs the crew didn't have Narcan.

St Helens Youth Football and Little League donate to rebuild snack shack and storage building at 6<sup>th</sup> Street Park.

## COUNCILOR'S REPORT

### DISCUSSION ITEMS

Lathrope wanted to clarify the interview process after the training we had last month. Jacobson said they will interview with the whole commission the way they did it before.

Blumenthal thanked Tupper for picking up trash and old tires they collected in Nob Hill recently.

Jacobson thanked Hellmich for his service on the commission.

## ADJOURNMENT - 5:58 p.m.

Respectfully submitted by Sheri Ingram, Public Works Office Assistant



# ST. HELENS PUBLIC LIBRARY BOARD MEETING

Monday, December 9, 2024 at 7:15 PM  
Virtually over Zoom

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## APPROVED MINUTES

### Members Present

Chair Aaron Martin  
Vice-Chair Fatima Salas  
Member Robert Dunn  
Member Jay Echternach  
Member Ellen Jacobson  
Member Jana Mann  
Member Lynne Pettit

### Members Absent

Member Colleen Ohler  
Member Diana Wiener

### Councilors in Attendance

Councilor Russell Hubbard

### Visitors

None

### Staff Present

Library Director Suzanne Bishop  
Library Board Secretary Dan Dieter

## CALL TO ORDER

Meeting was called to order at 7:17 pm by Chair Martin.

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

No visitor comments.

## APPROVAL OF MINUTES

1. Minutes from regular board meeting, November 18, 2024, were reviewed.  
Motion: Upon Member Dunn's motion and Member Jacobson's second, the Library Board unanimously approved the minutes dated November 18, 2024. [Yeas: Chair Martin, Vice-Chair Salas, Member Dunn, Member Echternach, Member Jacobson, Member Mann, Member Pettit; Nays: none]

## OLD BUSINESS

2. BYLAWS UPDATE: Director Bishop introduced the changes to the draft bylaws document that were suggested by Member Pettit. The group discussed the changes. Motion: upon Member Dunn's motion and Member Mann's second, the Library Board unanimously approved the bylaws with the changes as presented. [Yeas: Chair Martin, Vice-Chair Salas, Member Dunn, Member Echternach, Member Jacobson, Member Mann, Member Pettit; Nays: none]

## NEW BUSINESS

3. MAKERSPACE EXPANSION: Director Bishop described the current effort to expand to the space next to the current Makerspace. The Columbia County Economic Team (CCET) and the Small Business Development Center (SBDC) have vacated their two office spaces, leaving a large room and a small office available for this expansion. The group discussed possible expansion costs, most of which would be the rent charged by the Columbia Learning Center (CLC), the group that funded the building of the library and is the current owner until 2035. The cost of rent could be problematic for the City's budget, but the group discussed other methods of raising the necessary funds. The current space is very popular, with 111 participants in programs from October 24 through December 6. The CLC will draft a letter of support and Director Bishop suggested that the library board draft one as well. There were several suggestions about how to raise funds for the space. Vice-Chair Salas asked how consumable materials are charged for. Director Bishop stated that the cost of materials used in the Makerspace is passed on to the user.

## LIBRARY DIRECTOR'S REPORT

Director Bishop stated that going forward, Youth and Makerspace Librarian Wiersma has been devoting quite a bit of extra time to getting the Makerspace up and running and will be now pulling back from the Makerspace to devote more time to youth services programs. Staff are searching for community members to co-present and lead classes. They are talking about developing a teen advisory board which would be a group of teens that meet once a month to work on a project, etc. Over the holidays they are going to host a scavenger hunt in the children's room and offer "take-and-makes." In January, they are going to move the toddler story time to the auditorium, as it is getting too crowded in the children's room. Holiday closures include December 24 and 25, 2024 and January 1, 2025. The library will close at 5:00 pm on New Year's Eve. Director Bishop will be gone from December 31 through January 11. Reference Librarian Herren-Kenaga will be in charge during their absence. Our facilities updates include the replacement of some faulty recessed lights and passing our fire sprinkler alarm system inspection. There are three-year and five-year tests that we are planning as well. They are expensive so we will plan accordingly. Comcast is planning to move their lines from above-ground to below-ground next Monday, December 16, at around 5:30 pm. Because of this move, the library will be without internet access, which includes phone service, for about two hours. They have fully implemented doubling up staffing in the Makerspace, so they will have at least two people in the space for programs. Volunteers are also available to be one of the two as long as they have taken the child abuse training that is mandatory for library staff. Lastly, Director Bishop wanted to ask about having a board retreat. Member Jacobson stated that after completing the strategic plan last year, it would be good to check in and see how well the library is doing. This would potentially be a half-day activity, maybe on a weekend. They need to verify the proper process through public meeting laws. They will start this process by reviewing the strategic plan at the next board meeting.

## COUNCILOR'S REPORT

Councilor Hubbard stated that with the new mayor coming on board in January, there's going to be some changes and directions will be different. The library will remain an important component of city services. He is excited to be representing the library, and he will definitely work on your new space. He thinks the retreat is a great idea. The board can all get together and work on things and get a good outline for its direction. It's all positive right now.

**OTHER BUSINESS**

Member Echternach volunteered to draft a support letter on behalf of the board for highlighting the benefits of the Makerspace to the community.

**SUMMARIZE ACTION ITEMS**

Chair Martin described the action items: Director Bishop will forward the bylaws to City Council for approval, Member Echternach will draft a support letter on behalf of the board and submit that to Director Bishop for distribution and approval by board members, and the strategic planning document will be added to the January board agenda to initiate the process of a strategic planning retreat.

**ADJOURNMENT**

Chair Martin adjourned the meeting at 8:00 p.m.

Respectfully submitted by,  
Dan Dieter  
Library Board Secretary

**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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**2025 RENEWALS**

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<b><u>Licensee</u></b>	<b><u>Tradename</u></b>	<b><u>Location</u></b>	<b><u>Purpose</u></b>
Thai Jasmine LLC	Oriental Café	555 S. Columbia River HWY	Renewal

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**2025 NEW & CHANGE IN PRIVILEGE OR OWNERSHIP**

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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.*

<b><u>Licensee</u></b>	<b><u>Tradename</u></b>	<b><u>Location</u></b>	<b><u>Purpose</u></b>
Beyond the Forest Events	Beyond the Forest	230 S 1 <sup>st</sup> St	New License



St. Helens, OR

# Expense Approval Register

Item #6.

Packet: APPKT01168 - WAUNA AP 1.10.25

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 201 - VISITOR TOURISM</b>					
COLUMBIA RIVER PUD	12.19.24 94111	01/06/2025	94111	201-000-52131	207.36
CITY OF ST. HELENS	12.23.24 01-00178-001	01/06/2025	01-00178-001 MASONIC BUI...	201-000-52131	107.50
			<b>Fund 201 - VISITOR TOURISM Total:</b>		<b>314.86</b>
			<b>Grand Total:</b>		<b>314.86</b>

**Fund Summary**

<b>Fund</b>	<b>Expense Amount</b>
201 - VISITOR TOURISM	314.86
<b>Grand Total:</b>	<b>314.86</b>

**Account Summary**

<b>Account Number</b>	<b>Account Name</b>	<b>Expense Amount</b>
201-000-52131	Contracted Building Leas...	314.86
<b>Grand Total:</b>		<b>314.86</b>

**Project Account Summary**

<b>Project Account Key</b>	<b>Expense Amount</b>
**None**	314.86
<b>Grand Total:</b>	<b>314.86</b>



St. Helens, OR

# Expense Approval Register

Item #6.

Packet: APPKT01167 - AP 1.10.25

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 100 - GENERAL FUND</b>					
MAILBOXES NORTHWEST	12.31.24	01/10/2025	POSTAGE 2801 ACCT 1 PD	100-705-52001	33.72
MILLER CONSULTING ENGIN...	55086	01/10/2025	STRUCTURAL PLAN REVIEW-...	100-711-52019	3,716.00
SECURE PACIFIC CORPORATI...	01.01.25	01/06/2025	150 S 13TH ST INV 430097	100-705-52023	109.20
SECURE PACIFIC CORPORATI...	01.01.25	01/06/2025	375 S 18TH ST INV 430095	100-706-52023	145.68
SECURE PACIFIC CORPORATI...	01.01.25	01/06/2025	475 S 18TH INV 430096	100-708-52023	147.36
OMA	01.06.25	01/06/2025	2025 MEMBERSHIP FOR MA...	100-703-52018	210.00
WEX BANK	101738897	01/06/2025	POLICE FUEL PURCHASES	100-705-52022	4,949.53
WEX BANK	101738897	01/06/2025	BUILDING FUEL PURCHASES ...	100-711-52022	107.81
WEX BANK	101738897	01/06/2025	CITY HALL FUEL 0256	100-715-52022	39.68
DAHLGREN'S DO IT BEST BUI...	12.25.24 10026	01/06/2025	BUILDING SUPPLIES ACCT 10...	100-706-52023	113.57
DAHLGREN'S DO IT BEST BUI...	12.25.24 10026	01/06/2025	BUILDING SUPPLIES ACCT 10...	100-709-52023	10.36
LAWRENCE COMPANY	16692	01/06/2025	UNEMPLOYMENT SERVICES	100-707-52019	100.00
QWEST DBA CENTURYLINK A...	3263X201-S-24349	01/06/2025	5163X20453	100-712-52010	80.33
QWEST DBA CENTURYLINK A...	3263X204-S-24346	01/06/2025	5163X20453	100-712-52010	80.33
CENTURY LINK BUSINESS SER...	716504136	01/06/2025	ACCT 88035002	100-712-52010	160.80
INGRAM LIBRARY SERVICES	84093017	01/06/2025	BOOKS 20C7921	100-706-52033	896.39
INGRAM LIBRARY SERVICES	84093018	01/06/2025	BOOKS 20C7921	100-706-52033	13.07
INGRAM LIBRARY SERVICES	84093019	01/06/2025	BOOKS 20C7921	100-706-52033	28.22
INGRAM LIBRARY SERVICES	84093020	01/06/2025	BOOKS 20C7921	100-706-52033	13.48
INGRAM LIBRARY SERVICES	84093021	01/06/2025	BOOKS 20C7921	100-706-52033	53.79
INGRAM LIBRARY SERVICES	84093022	01/06/2025	BOOKS 20C7921	100-706-52033	5.49
INGRAM LIBRARY SERVICES	84093023	01/06/2025	BOOKS 20C7921	100-706-52033	13.88
INGRAM LIBRARY SERVICES	84323310	01/06/2025	BOOKS 20C7921	100-706-52033	125.72
INGRAM LIBRARY SERVICES	84323311	01/06/2025	BOOKS 20C7921	100-706-52033	42.00
INGRAM LIBRARY SERVICES	84323312	01/06/2025	BOOKS 20C7921	100-706-52033	106.98
INGRAM LIBRARY SERVICES	85045229	01/06/2025	BOOKS 20C7921	100-706-52033	13.98
INGRAM LIBRARY SERVICES	85045230	01/06/2025	BOOKS 20C7921	100-706-52033	12.42
INGRAM LIBRARY SERVICES	85045231	01/06/2025	BOOKS 20C7921	100-706-52033	131.03
INGRAM LIBRARY SERVICES	85045232	01/06/2025	BOOKS 20C7921	100-706-52033	842.02
INGRAM LIBRARY SERVICES	85535030	01/06/2025	BOOKS 20C7921	100-706-52033	14.22
INGRAM LIBRARY SERVICES	85535031	01/06/2025	BOOKS 20C7921	100-706-52033	131.27
INGRAM LIBRARY SERVICES	85535032	01/06/2025	BOOKS 20C7921	100-706-52033	56.11
L.N CURTIS AND SONS	INV878588	01/06/2025	POLICE UNIFORMS	100-705-52002	152.89
L.N CURTIS AND SONS	INV878593	01/06/2025	POLICE UNIFORMS	100-705-52002	152.89
L.N CURTIS AND SONS	INV891391	01/06/2025	POLICE UNIFORMS	100-705-52002	90.00
L.N CURTIS AND SONS	INV897619	01/06/2025	POLICE UNIFORMS	100-705-52102	1,751.00
L.N CURTIS AND SONS	INV898234	01/06/2025	POLICE UNIFORMS	100-705-52002	104.00
CELLEBRITE INC	INVUS278877	01/06/2025	PHYSICAL EXTRACTION & AN...	100-705-52001	7,000.00
STEVEN LESKIN	00393	01/07/2025	COURT ATTORNEY FEES	100-704-52019	3,000.00
CITY OF ST. HELENS	01.02.25	01/07/2025	TOY AND JOY AUCTION COU...	100-703-52041	100.00
DARRELL L COCHRAN	01.03.25	01/07/2025	REFUND PRR- PENDING RESO...	100-000-36002	20.00
JENNIFER NISSLEY	01.06.25	01/07/2025	REFUND PUBLIC RECORDS R...	100-000-37004	20.00
COLUMBIA COUNTY TREASU...	01.07.25	01/07/2025	COUNTY ASSESSMENT	100-000-20900	231.47
COLUMBIA COUNTY TREASU...	01.07.25	01/07/2025	CITY COURT COSTS DEDUCT...	100-000-36002	-23.15
OREGON DEPARTMENT OF R...	07.07.25	01/07/2025	STATE VIOLATION	100-000-20800	340.00
OREGON DEPARTMENT OF R...	07.07.25	01/07/2025	STATE DUII CONVICTION FEE	100-000-20800	834.00
OREGON DEPARTMENT OF R...	07.07.25	01/07/2025	STATE DUII DIVERSION	100-000-20800	1,015.00
OREGON DEPARTMENT OF R...	07.07.25	01/07/2025	STATE MISD	100-000-20800	150.00
ERSKINE LAW PRACTICE LLC	1.3.25	01/07/2025	CITY PROSECUTOR DECEMBE...	100-704-52019	7,825.18
OREGON PATROL SERVICE	10773	01/07/2025	COURT SERVICES DEC 2024	100-704-52019	984.00
PITNEY BOWES BANK INC PU...	12.11.24	01/07/2025	POSTAGE METER	100-715-52001	1,000.00
COMCAST	12.21.24	01/07/2025	COMCAST CABLE 877810899...	100-712-52003	1,988.99
CENTURY LINK	12.26.24 2307	01/07/2025	966B	100-712-52010	338.14

Expense Approval Register

Packet: APPKT01

Item #6.

5

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
PATH POINT MERCHANT SER...	12.31.24 4520	01/07/2025	UTILITY BILLING MERCHANT ...	100-707-52020	2,794.49
PATH POINT MERCHANT SER...	12.31.24 5304	01/07/2025	GENERAL SERVICE MERCHAN...	100-707-52020	391.11
JAMES H BAND	2024-3	01/07/2025	INVESTIGATION SERVICES -ST...	100-705-52019	3,644.41
CULLIGAN	2042127304075742	01/07/2025	BOTTLED WATER POLICE	100-705-52019	260.50
ALLSTREAM	21141921	01/07/2025	ALLSTREAM PHONE ACCT 75...	100-712-52010	175.45
CHAVES CONSULTING INC	214610	01/07/2025	MONTHLY USER FEE PER USE...	100-702-52019	185.10
COMCAST BUSINESS	230243932	01/07/2025	FIBER INTERNET ACCT 93457...	100-712-52003	4,882.88
PEAK ELECTRIC GROUP LLC	29618	01/07/2025	ELECTRICAL WORK CITY HALL	100-715-52023	1,070.00
PEAK ELECTRIC GROUP LLC	29626	01/07/2025	ELECTRICAL WORK-LIBRARY	100-706-52023	1,702.97
PEAK ELECTRIC GROUP LLC	30026	01/07/2025	ELECTRICAL WORK-CITY HALL	100-715-52023	392.20
VERIZON	6101664526	01/07/2025	JOHN WALSH 9898	100-701-52010	40.81
VERIZON	6101664526	01/07/2025	HOT SPOT -8190	100-701-52010	47.10
VERIZON	6101664526	01/07/2025	CRYSTAL KING 0103	100-701-52010	46.43
VERIZON	6101664526	01/07/2025	MAYOR SCHOLL IPAD 9627	100-703-52001	40.81
VERIZON	6101664526	01/07/2025	Jennifer Massey	100-704-52001	122.89
VERIZON	6101664526	01/07/2025	PD JETPACK2 - 8538	100-705-52010	40.81
VERIZON	6101664526	01/07/2025	PD JETPACK1 - 8886	100-705-52010	40.81
VERIZON	6101664526	01/07/2025	SUZANNE BISHOP 1313	100-706-52003	41.33
VERIZON	6101664526	01/07/2025	GLORIA BUTSCH HOT SPOT	100-707-52001	40.81
VERIZON	6101664526	01/07/2025	GLORIA BUTSCH 1986	100-707-52001	41.33
VERIZON	6101664526	01/07/2025	TORY SHELBY 6366	100-708-52010	41.33
VERIZON	6101664526	01/07/2025	CAMERON PAGE 5027	100-708-52010	41.33
VERIZON	6101664526	01/07/2025	RECREATION IPHONE 1068	100-709-52010	41.33
VERIZON	6101664526	01/07/2025	REC PHONE 5093	100-709-52010	42.20
VERIZON	6101664526	01/07/2025	RECREATION CENTER 6984 C...	100-709-52010	41.33
VERIZON	6101664526	01/07/2025	SHANNA DUGGAN 1108	100-709-52010	41.33
VERIZON	6101664526	01/07/2025	MIKE DEROIA 2686	100-711-52010	46.43
VERIZON	6101664526	01/07/2025	BUILDING DEPT IPAD 4081	100-711-52010	40.81
VERIZON	6101664526	01/07/2025	DARIN COX 1016	100-712-52010	46.43
VERIZON	6101664526	01/07/2025	Arlo 1 971-668-9721	100-712-52010	40.81
VERIZON	6101664526	01/07/2025	Arlo 2 971-668-9722	100-712-52010	40.81
METRO PLANNING INC	6460	01/07/2025	WEB GIS	100-710-52001	62.50
COLUMBIA COUNTY TRANSF...	8760	01/07/2025	DUMP FEES	100-708-52001	7.70
COLUMBIA COUNTY TRANSF...	8760	01/07/2025	DUMP FEES	100-708-52023	77.29
NET ASSETS CORPORATION	95-20412	01/07/2025	ESCROW TITLE SERVICES	100-707-52019	318.00
BRITE	INV36760	01/07/2025	GETAC RUGGED KEYBOARDS	100-705-52102	956.00
BRITE	INV36792	01/07/2025	IN CAR COMPUTERS	100-705-52001	11,865.00
XPRESS SOLUTIONS INC	INV-XPR020112	01/07/2025	CARD TRANSACTION FEES M...	100-707-52020	3,564.27
COLUMBIA COUNTY	NOV 2024	01/07/2025	INSPECTIONS FOR ST. HELENS..	100-711-52015	260.00
BRITE	SO25836	01/07/2025	IN CAR COMPUTERS & CHAR...	100-705-52102	12,240.00
ABC TRANSCRIPTION SERVI...	STH1224034	01/07/2025	TRANSCRIPTION ST CITY CO...	100-702-52019	453.60
CARDINAL SERVICES INC	017031	01/08/2025	TEMPORARY EMPLOYMENT	100-705-52023	267.66
CARDINAL SERVICES INC	017031	01/08/2025	TEMPORARY EMPLOYMENT	100-706-52023	349.13
CARDINAL SERVICES INC	017031	01/08/2025	TEMPORARY EMPLOYMENT	100-708-52023	46.55
CARDINAL SERVICES INC	017031	01/08/2025	TEMPORARY EMPLOYMENT	100-709-52023	69.83
CARDINAL SERVICES INC	017031	01/08/2025	TEMPORARY EMPLOYMENT	100-715-52023	476.00
ACE HARDWARE - ST. HELENS	12.31.24 60174	01/08/2025	ACE MATERIALS ACCT 60174	100-715-52023	37.54
ACE HARDWARE - ST. HELENS	12.31.24 60176	01/08/2025	MATERIALS ACE ACCT 60176 ...	100-708-52001	86.77
CARDINAL SERVICES INC	016581	01/09/2025	TEMPORARY EMPLOYMENT	100-705-52023	325.85
CARDINAL SERVICES INC	016581	01/09/2025	TEMPORARY EMPLOYMENT	100-706-52023	442.23
CARDINAL SERVICES INC	016581	01/09/2025	TEMPORARY EMPLOYMENT	100-708-52023	46.55
CARDINAL SERVICES INC	016581	01/09/2025	TEMPORARY EMPLOYMENT	100-709-52023	81.46
CARDINAL SERVICES INC	016581	01/09/2025	TEMPORARY EMPLOYMENT	100-715-52023	476.00
SUNSET AUTO PARTS INC - N...	12.31.24	01/09/2025	AUTO PARTS ACCT 6355	100-705-52001	129.13
SUNSET AUTO PARTS INC - N...	12.31.24	01/09/2025	AUTO PARTS ACCT 6355	100-708-52001	83.53
JORDAN RAMIS PC ATTORNE...	229416	01/09/2025	ST HELENS ASSETS LLC LITIG...	100-715-52019	21,786.50
COMMUNICATIONS NORTH...	81663	01/09/2025	BENCH REPAIR	100-705-52086	104.91
OGFOA	E1652	01/09/2025	2025 SPRING CONFERENCE - J...	100-707-52018	430.00
<b>Fund 100 - GENERAL FUND Total:</b>					<b>111,089.23</b>



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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 202 - COMMUNITY DEVELOPMENT</b>					
KITTELSON & ASSOCIATES INC	0151920	01/10/2025	PROJECT 235440 1ST & ST ST...	202-723-53102	213.95
MAUL FOSTER ALONGI INC	64952	01/10/2025	BWP ON CALL SERVICES	202-722-52019	308.75
MAUL FOSTER ALONGI INC	64953	01/10/2025	WWTP LAGOON ON CALL SE...	202-726-52019	260.00
MAUL FOSTER ALONGI INC	64954	01/10/2025	WATERFRONT REDEVELOPM...	202-726-52019	8,430.00
MOORE EXCAVATION INC	M-532 PAYMENT #7	01/10/2025	UNDERGROUNDING ELECTRI...	202-723-53102	10,549.28
MOORE EXCAVATION INC	R-685 PAYMENT #9	01/10/2025	S 1ST AND ST HELENS INTERS...	202-723-53102	41,144.84
DAHLGREN'S DO IT BEST BUI...	12.25.24 10026	01/06/2025	BUILDING SUPPLIES ACCT 10...	202-723-53102	109.99
OREGON PATROL SERVICE	10773	01/07/2025	OFFICER ON PREMISES-ST H...	202-722-52019	4,795.20
PROPANE NORTHWEST	1515521376	01/07/2025	PROPANE	202-722-52019	890.64
MAYER REED INC	15473	01/07/2025	ST HELENS RIVERWALK	202-723-53103	11,855.80
MAYER REED INC	15499	01/07/2025	ST HELENS RIVERWALK	202-723-53103	4,872.00
MOORE SITE SERVICES LLC	24155	01/07/2025	MECHANICAL SUPPORT MILL...	202-722-52019	5,242.70
MASON BRUCE & GIRARD INC	35785	01/07/2025	PROJECT 0106173-ST HELENS...	202-724-52019	8,099.12
CMG OREGON LLC	643272	01/07/2025	AD FOR RFP-FORESTRY MAN...	202-724-52001	74.59
BRIDGE TOWER OPCO LLC	745750185	01/07/2025	PUBLICATION FOR FORESTY ...	202-724-52001	145.20
<b>Fund 202 - COMMUNITY DEVELOPMENT Total:</b>					<b>96,992.06</b>

<b>Fund: 203 - COMMUNITY ENHANCEMENT</b>					
CARDINAL SERVICES INC	016805	01/08/2025	TEMPORARY EMPLOYMENT	203-709-52028	210.62
CARDINAL SERVICES INC	017031	01/08/2025	TEMPORARY EMPLOYMENT	203-709-52028	685.19
CARDINAL SERVICES INC	017129	01/08/2025	TEMPORARY EMPLOYMENT	203-709-52028	251.72
CARDINAL SERVICES INC	016581	01/09/2025	TEMPORARY EMPLOYMENT	203-709-52028	3,254.19
<b>Fund 203 - COMMUNITY ENHANCEMENT Total:</b>					<b>4,401.72</b>

<b>Fund: 601 - WATER</b>					
ALEXIN ANALYTICAL LABORA...	46904	01/10/2025	TESTING	601-731-52064	1,359.00
CORE & MAIN	W109013	01/10/2025	MATERIALS	601-731-52001	868.20
SECURE PACIFIC CORPORATI...	01.01.25	01/06/2025	1215 4TH PL	601-732-52023	181.98
CITY OF COLUMBIA CITY	12.26.24 001754-001	01/07/2025	001754-001	601-732-52003	90.98
VERIZON	6101664526	01/07/2025	JOHN DEWEY 1914	601-732-52010	41.33
LAWRENCE OIL COMPANY	CFSI-24851	01/07/2025	247752 WATER	601-732-52022	100.67
EAGLE STAR ROCK PRODUCTS..	403544	01/09/2025	ROCK N 4TH ST WATER	601-731-53302	241.61
EAGLE STAR ROCK PRODUCTS..	403558	01/09/2025	ROCK-S 13TH WATER	601-731-53302	248.46
<b>Fund 601 - WATER Total:</b>					<b>3,132.23</b>

<b>Fund: 603 - SEWER</b>					
CONSOR NORTH AMERICA I...	W233257OR.00-9	01/10/2025	WASTEWATER COLLECTION ...	603-000-53033	160,522.47
SECURE PACIFIC CORPORATI...	01.01.25	01/06/2025	451 PLYMOUTH ST INV 4300...	603-736-52023	54.53
SECURE PACIFIC CORPORATI...	01.01.25	01/06/2025	451 PLYMOUTH ST INV 4300...	603-737-52023	54.52
DAHLGREN'S DO IT BEST BUI...	12.25.24 10026	01/06/2025	BUILDING SUPPLIES ACCT 10...	603-735-52001	23.75
COLUMBIA RIVER PUD	01.02.25 38633	01/07/2025	38633 594 S 9 ST POWER	603-737-52003	10,475.07
TYLER HILLS	12.30.24	01/07/2025	REIMBURSEMENT- PESTICIDE...	603-736-52018	27.50
TYLER HILLS	12.30.24	01/07/2025	REIMBURSEMENT- PESTICIDE...	603-737-52018	27.50
ALLSTREAM	21141921	01/07/2025	ALLSTREAM PHONE ACCT 75...	603-736-52010	87.73
ALLSTREAM	21141921	01/07/2025	ALLSTREAM PHONE ACCT 75...	603-737-52010	87.73
VERIZON	6101664526	01/07/2025	SAM ORTIZ 1801	603-736-52010	13.76
VERIZON	6101664526	01/07/2025	TYLER HILLS 6492	603-736-52010	13.76
VERIZON	6101664526	01/07/2025	AARON KUNDERS 6376	603-736-52010	13.77
VERIZON	6101664526	01/07/2025	SAM ORTIZ 1801	603-737-52010	13.80
VERIZON	6101664526	01/07/2025	TYLER HILLS 6492	603-737-52010	13.77
VERIZON	6101664526	01/07/2025	AARON KUNDERS 6376	603-737-52010	13.76
VERIZON	6101664526	01/07/2025	AARON KUNDERS 6376	603-738-52010	13.80
VERIZON	6101664526	01/07/2025	SAM ORTIZ 1801	603-738-52010	13.77
VERIZON	6101664526	01/07/2025	TYLER HILLS 6492	603-738-52010	13.80
PETERSON CAT	SW290099307	01/07/2025	SERVICE PORTABLE STATION...	603-738-52019	1,425.00
PETERSON CAT	SW290099309	01/07/2025	SERVICE PORTABLE STATION...	603-738-52019	1,425.00
OREGON DEQ	WQ25-DOM-0492-2ND ATT...	01/07/2025	PERMIT-	603-737-52066	16,640.00
CARDINAL SERVICES INC	017031	01/08/2025	TEMPORARY EMPLOYMENT	603-736-52023	29.09
CARDINAL SERVICES INC	017031	01/08/2025	TEMPORARY EMPLOYMENT	603-737-52023	29.09
ACE HARDWARE - ST. HELENS	12.31.24 60180	01/08/2025	MATERIALS ACE ACCT 60180	603-736-52001	65.62
ACE HARDWARE - ST. HELENS	12.31.24 60180	01/08/2025	MATERIALS ACE ACCT 60180	603-737-52001	65.62

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Packet: APPKT01

Item #6

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
CARDINAL SERVICES INC	016581	01/09/2025	TEMPORARY EMPLOYMENT	603-736-52023	23.28
CARDINAL SERVICES INC	016581	01/09/2025	TEMPORARY EMPLOYMENT	603-737-52023	23.28
<b>Fund 603 - SEWER Total:</b>					<b>191,210.77</b>
<b>Fund: 605 - STORM</b>					
DAHLGREN'S DO IT BEST BUI...	12.25.24 10026	01/06/2025	BUILDING SUPPLIES ACCT 10...	605-000-52001	279.44
GENERAL EQUIPMENT COM...	91295	01/07/2025	PARTS	605-000-52001	1,670.76
ACE HARDWARE - ST. HELENS	12.31.24 60180	01/08/2025	MATERIALS ACE ACCT 60180	605-000-52001	16.74
<b>Fund 605 - STORM Total:</b>					<b>1,966.94</b>
<b>Fund: 703 - PW OPERATIONS</b>					
SECURE PACIFIC CORPORATI...	01.01.25	01/06/2025	984 OR ST INV 430094	703-734-52023	108.99
WEX BANK	101738897	01/06/2025	PW CHEROKEE 5478	703-734-52022	693.52
DAHLGREN'S DO IT BEST BUI...	12.25.24 10026	01/06/2025	BUILDING SUPPLIES ACCT 10...	703-734-52001	32.00
DAHLGREN'S DO IT BEST BUI...	12.25.24 10026	01/06/2025	BUILDING SUPPLIES ACCT 10...	703-739-52023	344.04
OREGON OCCUPATIONAL M...	124582	01/06/2025	CDL PHYSICAL	703-734-52018	109.00
CITY OF ST. HELENS	21716	01/06/2025	PERMIT-255 N 6TH ST- 749-2...	703-739-52120	311.83
BASHER AI-DAOMI	12.30.24	01/07/2025	REIMBURSEMENT- PROFESSI...	703-733-52018	400.00
VERIZON	6101664526	01/07/2025	SHARON DARROUX 0813	703-733-52010	74.59
VERIZON	6101664526	01/07/2025	BASHAR 1971	703-733-52010	41.33
VERIZON	6101664526	01/07/2025	TIM UNDERWOOD 8524	703-733-52010	41.33
VERIZON	6101664526	01/07/2025	PW CONSTRUCTION INSPEC...	703-733-52010	40.81
VERIZON	6101664526	01/07/2025	PW ENGINEERING 0940	703-734-52010	40.81
VERIZON	6101664526	01/07/2025	PW FACILITY MAINTENANCE-...	703-734-52010	40.81
VERIZON	6101664526	01/07/2025	DAVE ELDER 8523	703-734-52010	41.33
VERIZON	6101664526	01/07/2025	CURT LEMONT-2217	703-734-52010	41.33
VERIZON	6101664526	01/07/2025	PW UTILITY 3 - 9924	703-734-52010	40.81
VERIZON	6101664526	01/07/2025	PW SPARE 4 - 8741	703-734-52010	40.81
VERIZON	6101664526	01/07/2025	SCOTT HARRINGTON 8048	703-734-52010	23.85
VERIZON	6101664526	01/07/2025	ALEX BIRD - 9081	703-734-52010	40.81
VERIZON	6101664526	01/07/2025	JULIAN ZIRKLE 6229	703-734-52010	41.33
VERIZON	6101664526	01/07/2025	PW UTILITY 2 - 9923	703-734-52010	40.81
VERIZON	6101664526	01/07/2025	PW UTILITY 1 - 9922	703-734-52010	40.81
VERIZON	6101664526	01/07/2025	ALEX BIRD 2000	703-734-52010	41.33
VERIZON	6101664526	01/07/2025	PW OPERATIONS 3856	703-734-52010	40.81
VERIZON	6101664526	01/07/2025	SCOTT WILLIAMS 0621	703-734-52010	41.33
VERIZON	6101664526	01/07/2025	RYAN POWERS 7116	703-734-52010	41.33
VERIZON	6101664526	01/07/2025	ROGER STAUFFER 9662	703-734-52010	41.33
VERIZON	6101664526	01/07/2025	ETHAN STERLING 6282	703-734-52010	41.33
VERIZON	6101664526	01/07/2025	BRETT LONG 3607	703-734-52010	41.33
VERIZON	6101664526	01/07/2025	MOUHAMAD ZAHER 3068	703-734-52010	61.15
VERIZON	6101664526	01/07/2025	BUCK TUPPER 3371	703-734-52010	46.43
METRO PLANNING INC	6460	01/07/2025	WEB GIS	703-733-52019	87.50
LAWRENCE OIL COMPANY	CFSI-24851	01/07/2025	247750 PUBLIC WORKS	703-734-52022	38.84
LAWRENCE OIL COMPANY	CFSI-24851	01/07/2025	247748 PUBLIC WORKS	703-734-52022	875.33
ACE HARDWARE - ST. HELENS	12.31.24 60174	01/08/2025	ACE MATERIALS ACCT 60174	703-734-52023	45.98
ACE HARDWARE - ST. HELENS	12.31.24 60174	01/08/2025	ACE MATERIALS ACCT 60174	703-739-52023	7.58
ACE HARDWARE - ST. HELENS	12.31.24 60176	01/08/2025	MATERIALS ACE ACCT 60176 ...	703-739-52001	43.96
ACE HARDWARE - ST. HELENS	12.31.24 60176	01/08/2025	MATERIALS ACE ACCT 60176 ...	703-739-52023	27.99
ACE HARDWARE - ST. HELENS	12.31.24 60181	01/08/2025	ACE MATERIALS ACCT 60181	703-734-52023	7.18
LOWER COLUMBIA ENGINEE...	01.07.25	01/09/2025	REIMBURSEMENT PERMIT 1...	703-000-35017	1,504.00
SUNSET AUTO PARTS INC - N...	12.31.24	01/09/2025	AUTO PARTS ACCT 6355	703-734-52001	94.88
SUNSET AUTO PARTS INC - N...	12.31.24	01/09/2025	AUTO PARTS ACCT 6355	703-734-52022	28.47
SUNSET AUTO PARTS INC - N...	12.31.24	01/09/2025	AUTO PARTS ACCT 6355	703-739-52099	101.85
<b>Fund 703 - PW OPERATIONS Total:</b>					<b>5,890.88</b>
<b>Fund: 706 - PUBLIC SAFETY</b>					
OTAK INC	000012500054	01/08/2025	PUBLIC SAFETY BUILDING	706-000-52019	21,617.04
<b>Fund 706 - PUBLIC SAFETY Total:</b>					<b>21,617.04</b>
<b>Grand Total:</b>					<b>436,300.87</b>

**Fund Summary**

<b>Fund</b>	<b>Expense Amount</b>
100 - GENERAL FUND	111,089.23
202 - COMMUNITY DEVELOPMENT	96,992.06
203 - COMMUNITY ENHANCEMENT	4,401.72
601 - WATER	3,132.23
603 - SEWER	191,210.77
605 - STORM	1,966.94
703 - PW OPERATIONS	5,890.88
706 - PUBLIC SAFETY	21,617.04
<b>Grand Total:</b>	<b>436,300.87</b>

**Account Summary**

<b>Account Number</b>	<b>Account Name</b>	<b>Expense Amount</b>
100-000-20800	Court - State Assessment	2,339.00
100-000-20900	Court - County Assessm...	231.47
100-000-36002	Fines - Court	-3.15
100-000-37004	Miscellaneous	20.00
100-701-52010	Telephone	134.34
100-702-52019	Professional Services	638.70
100-703-52001	Operating Supplies	40.81
100-703-52018	Professional Developme...	210.00
100-703-52041	Community Support	100.00
100-704-52001	Operating Supplies	122.89
100-704-52019	Professional Services	11,809.18
100-705-52001	Operating Supplies	19,027.85
100-705-52002	Personnel Uniforms Equ...	499.78
100-705-52010	Telephone	81.62
100-705-52019	Professional Services	3,904.91
100-705-52022	Fuel	4,949.53
100-705-52023	Facility Maintenance	702.71
100-705-52086	Tactical	104.91
100-705-52102	New Hire Equipment	14,947.00
100-706-52003	Utilities	41.33
100-706-52023	Facility Maintenance	2,753.58
100-706-52033	Printed Materials	2,500.07
100-707-52001	Operating Supplies	82.14
100-707-52018	Professional Developme...	430.00
100-707-52019	Professional Services	418.00
100-707-52020	Bank Service Fees	6,749.87
100-708-52001	Operating Supplies	178.00
100-708-52010	Telephone	82.66
100-708-52023	Facility Maintenance	317.75
100-709-52010	Telephone	166.19
100-709-52023	Facility Maintenance	161.65
100-710-52001	Operating Supplies	62.50
100-711-52010	Telephone	87.24
100-711-52015	Intergovernmental Servi...	260.00
100-711-52019	Professional Services	3,716.00
100-711-52022	Fuel	107.81
100-712-52003	Utilities	6,871.87
100-712-52010	Telephone	963.10
100-715-52001	Operating Supplies	1,000.00
100-715-52019	Professional Services	21,786.50
100-715-52022	Fuel	39.68
100-715-52023	Facility Maintenance	2,451.74
202-722-52019	Professional Services	11,237.29
202-723-53102	Downtown Infrastructure	52,018.06
202-723-53103	Riverwalk Construction	16,727.80
202-724-52001	Operating Supplies	219.79
202-724-52019	Professional Services	8,099.12

**Account Summary**

Account Number	Account Name	Expense Amount
202-726-52019	Professional Services	8,690.00
203-709-52028	Projects & Programs	4,401.72
601-731-52001	Operating Supplies	868.20
601-731-52064	Lab Testing	1,359.00
601-731-53302	ANNUAL MAINT -OPS	490.07
601-732-52003	Utilities	90.98
601-732-52010	Telephone	41.33
601-732-52022	Fuel	100.67
601-732-52023	Facility Maintenance	181.98
603-000-53033	Sewer Capacity - Profess...	160,522.47
603-735-52001	Operating Supplies	23.75
603-736-52001	Operating Supplies	65.62
603-736-52010	Telephone	129.02
603-736-52018	Professional Developme...	27.50
603-736-52023	Facility Maintenance	106.90
603-737-52001	Operating Supplies	65.62
603-737-52003	Utilities	10,475.07
603-737-52010	Telephone	129.06
603-737-52018	Professional Developme...	27.50
603-737-52023	Facility Maintenance	106.89
603-737-52066	Permit Fees	16,640.00
603-738-52010	Telephone	41.37
603-738-52019	Professional Services	2,850.00
605-000-52001	Operating Supplies	1,966.94
703-000-35017	Engineering Fees	1,504.00
703-733-52010	Telephone	198.06
703-733-52018	Professional Developme...	400.00
703-733-52019	Professional Services	87.50
703-734-52001	Operating Supplies	126.88
703-734-52010	Telephone	829.88
703-734-52018	Professional Developme...	109.00
703-734-52022	Fuel	1,636.16
703-734-52023	Facility Maintenance	162.15
703-739-52001	Operating Supplies	43.96
703-739-52023	Facility Maintenance	379.61
703-739-52099	Equipment Operations	101.85
703-739-52120	Facility Maintenance Ot...	311.83
706-000-52019	Professional Services	21,617.04
	<b>Grand Total:</b>	<b>436,300.87</b>

**Project Account Summary**

Project Account Key	Expense Amount
**None**	436,300.87
<b>Grand Total:</b>	<b>436,300.87</b>



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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 100 - GENERAL FUND</b>					
RUBENS LAWN SERVICE	007319	01/15/2025	MONTHLY LAWN SERVICE	100-705-52023	80.00
CENTURY LINK	01.03.25 7305	01/15/2025	503-397-3363	100-712-52010	33.77
CENTURY LINK	01.03.25 7305	01/15/2025	503-366-1101	100-712-52010	37.42
CENTURY LINK	01.03.25 7305	01/15/2025	503-366-1103	100-712-52010	33.77
CENTURY LINK	01.03.25 7305	01/15/2025	503-366-1257	100-712-52010	37.42
CENTURY LINK	01.03.25 7305	01/15/2025	503-366-2856	100-712-52010	78.56
CENTURY LINK	01.03.25 7305	01/15/2025	TAXES FEES AND SURCHARG...	100-712-52010	366.99
CENTURY LINK	01.03.25 7305	01/15/2025	503-397-4016	100-712-52010	58.96
CENTURY LINK	01.03.25 7305	01/15/2025	503-366-7932	100-712-52010	33.77
CENTURY LINK	01.03.25 7305	01/15/2025	503-397-3195	100-712-52010	33.77
CENTURY LINK	01.03.25 7305	01/15/2025	503-366-3448	100-712-52010	54.97
CENTURY LINK	01.03.25 7305	01/15/2025	503-366-8200	100-712-52010	78.35
CENTURY LINK	01.03.25 7305	01/15/2025	503-397-0422	100-712-52010	37.42
CENTURY LINK	01.03.25 7305	01/15/2025	503-397-1426	100-712-52010	37.42
CENTURY LINK	01.03.25 7305	01/15/2025	503-366-3029	100-712-52010	33.77
CENTURY LINK	01.03.25 7305	01/15/2025	503-397-0619	100-712-52010	33.77
DCBS FISCAL SERVICES	01.10.25	01/15/2025	OCT-DEC 2024 STATE SURCH...	100-000-20700	1,437.71
NW NATURAL GAS	01.14.25	01/15/2025	5638	100-705-52003	197.60
NW NATURAL GAS	01.14.25	01/15/2025	7673	100-706-52003	1,388.60
NW NATURAL GAS	01.14.25	01/15/2025	3047	100-708-52003	126.22
NW NATURAL GAS	01.14.25	01/15/2025	8563	100-708-52003	20.79
NW NATURAL GAS	01.14.25	01/15/2025	6430	100-709-52003	442.41
NW NATURAL GAS	01.14.25	01/15/2025	0109	100-709-52003	299.98
NW NATURAL GAS	01.14.25	01/15/2025	2848	100-715-52003	227.53
NW NATURAL GAS	01.14.25	01/15/2025	5285	100-715-52003	270.63
TYLER TECHNOLOGIES INC	025-491245	01/15/2025	UB NOTIFICATION CALLS	100-707-52019	111.50
WILCOX	0921733-IN	01/15/2025	FUEL PARKS DEPT	100-708-52022	316.03
JORDAN RAMIS PC ATTORNE...	229621	01/15/2025	GENERAL	100-715-52019	4,246.50
JORDAN RAMIS PC ATTORNE...	229622	01/15/2025	AUDIT	100-707-52019	470.50
JORDAN RAMIS PC ATTORNE...	229623	01/15/2025	EMPLOYMENT MATTERS	100-715-52019	385.00
JORDAN RAMIS PC ATTORNE...	229624	01/15/2025	PUBLIC WORKS ENGINEERING	100-715-52019	70.00
JORDAN RAMIS PC ATTORNE...	229625	01/15/2025	PUBIC RECORDS REQUEST	100-715-52019	2,865.00
CDR LABOR LAW LLC	3000	01/15/2025	GENERAL LABOR	100-705-52019	1,997.50
CDR LABOR LAW LLC	3074	01/15/2025	GENERAL LABOR	100-705-52019	1,827.50
GOVERNMENT FINANCE OFF...	3167982	01/15/2025	GFOA ANNUAL CONFERENCE...	100-707-52019	525.00
MIDWEST TAPE	506470120	01/15/2025	DVD / ABD 2000010011	100-706-52034	133.45
VERIZON	6102451296	01/15/2025	CELL SERVICE ACCT 2420601...	100-712-52010	170.79
MAUL FOSTER ALONGI INC	64991	01/15/2025	JORDAN RAMIS PC: CITY OF S...	100-715-52019	18,970.00
STAPLES BUSINESS CREDIT	7003476269	01/15/2025	OFFICE SUPPLES	100-702-52001	12.47
STAPLES BUSINESS CREDIT	7003476269	01/15/2025	OFFICE SUPPLES	100-704-52001	21.18
STAPLES BUSINESS CREDIT	7003476269	01/15/2025	OFFICE SUPPLES	100-715-52001	458.00
COLUMBIA COUNTY SHERIFF...	DECEMBER 2024-SHPD	01/15/2025	FIRING RANGE USAGE DECE...	100-705-52018	100.00
SAIF CORPORATION	01.02.25	01/16/2025	NONDISABLING CLAIMS REI...	100-705-51015	395.52
COLUMBIA RIVER PUD	01.15.25	01/16/2025	150 S 13 ST POLICE STATION ...	100-705-52003	439.45
COLUMBIA RIVER PUD	01.15.25	01/16/2025	150 S 13TH ST- POLICE	100-705-52003	201.02
GTO MANAGEMENT INC	01.15.25	01/16/2025	BACKGROUND INVESTIGATI...	100-705-52014	775.79
COLUMBIA RIVER PUD	01.15.25	01/16/2025	375 S 18TH ST COLUMBIA CE...	100-706-52003	697.19
COLUMBIA RIVER PUD	01.15.25	01/16/2025	475 S 18 ST METER 10220167	100-708-52003	140.74
COLUMBIA RIVER PUD	01.15.25	01/16/2025	475 S 18TH ST	100-708-52003	174.47
COLUMBIA RIVER PUD	01.15.25	01/16/2025	475 S 18TH ST - MCCORMICK...	100-708-52003	115.69
COLUMBIA RIVER PUD	01.15.25	01/16/2025	50 PLAZA SQ- PLAZA OUTLETS	100-708-52003	94.05
COLUMBIA RIVER PUD	01.15.25	01/16/2025	475 S 18TH ST- MCCORMICK ...	100-708-52003	41.51
COLUMBIA RIVER PUD	01.15.25	01/16/2025	475 S 18TH ST	100-708-52003	163.61

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
COLUMBIA RIVER PUD	01.15.25	01/16/2025	200 N 7TH ST - PARK	100-708-52003	36.75
COLUMBIA RIVER PUD	01.15.25	01/16/2025	162 MCMICHAEL ST - CAMPB...	100-708-52003	169.47
COLUMBIA RIVER PUD	01.15.25	01/16/2025	299 N 6TH ST - PARKS	100-708-52003	36.36
COLUMBIA RIVER PUD	01.15.25	01/16/2025	264 STRAND ST- COL VIEW P...	100-708-52003	91.34
COLUMBIA RIVER PUD	01.15.25	01/16/2025	200 N RIVER ST - GREY CLIFFS...	100-708-52003	105.77
COLUMBIA RIVER PUD	01.15.25	01/16/2025	265 STRAND ST. - DOCKS	100-708-52046	365.61
COLUMBIA RIVER PUD	01.15.25	01/16/2025	264 STRAND ST- PARKS/ GAZ...	100-708-52046	56.66
COLUMBIA RIVER PUD	01.15.25	01/16/2025	264 STRAND ST- COL VIEW P...	100-708-52046	91.41
COLUMBIA RIVER PUD	01.15.25	01/16/2025	2625 GABLE RD REC CENTER	100-709-52003	199.58
COLUMBIA RIVER PUD	01.15.25	01/16/2025	277 STRAND ST -	100-715-52003	36.67
COLUMBIA RIVER PUD	01.15.25	01/16/2025	277 STRAND ST- CITY HALL U...	100-715-52003	68.76
COLUMBIA RIVER PUD	01.15.25	01/16/2025	275 STRAND ST- CITY HALL U...	100-715-52003	107.88
COLUMBIA RIVER PUD	01.15.25	01/16/2025	265 STRAND ST- CITY HALL ...	100-715-52003	707.79
COLUMBIA RIVER PUD	01.15.25	01/16/2025	265 STRAND ST- CITY HALL ...	100-715-52003	183.38
CARDINAL SERVICES INC	015895	01/16/2025	TEMPORARY EMPLOYMENT	100-705-52023	279.30
CARDINAL SERVICES INC	015895	01/16/2025	TEMPORARY EMPLOYMENT	100-706-52023	349.13
CARDINAL SERVICES INC	015895	01/16/2025	TEMPORARY EMPLOYMENT	100-709-52023	81.46
CARDINAL SERVICES INC	015895	01/16/2025	TEMPORARY EMPLOYMENT	100-715-52023	476.00
PITNEY BOWES INC	1026710128	01/16/2025	METER-POSTAGE MACHINE	100-715-52001	114.75
PORTLAND GENERAL ELECTR...	12.09.24 - 01.08.25	01/16/2025	0153585940 1820 OLD PORT...	100-709-52003	452.88
ORKIN	272402219	01/16/2025	265 STRAND PEST SERVICE Cl...	100-715-52023	130.00
ORKIN	272403321	01/16/2025	1810 OLD PORTLAND RD PES...	100-705-52023	209.00
ORKIN	272404063	01/16/2025	375 S 18TH ST LIBRARY	100-706-52023	169.00
ECONORTHWEST	30631	01/16/2025	ST HELENS ECONOMIC OPPO...	100-710-52028	2,554.47
SHRED-IT C/O STERICYCLE INC	8009444929	01/16/2025	CITY HALL SHRED SERVICE	100-715-52001	174.15
SHRED-IT C/O STERICYCLE INC	8009496120	01/16/2025	POLICE DEPT SHRED SERVICE	100-705-52019	179.52
METRO PRESORT	ING674390	01/16/2025	MONTHLY E SERVICE CHARG...	100-707-52019	75.00
METRO PRESORT	ING674219	01/16/2025	UB BILL PRINTING	100-707-52008	1,212.44
METRO PRESORT	ING674219	01/16/2025	UB BILL PRINTING -POSTAGE	100-707-52009	2,977.89
ABC TRANSCRIPTION SERVI...	STH0125035	01/16/2025	TRANSCRIPTION SERVICE-ST ...	100-702-52019	918.00
<b>Fund 100 - GENERAL FUND Total:</b>					<b>54,011.48</b>
<b>Fund: 201 - VISITOR TOURISM</b>					
JORDAN RAMIS PC ATTORNE...	229626	01/15/2025	E2C DISPUTE DEC 2024	201-000-52019	3,070.50
<b>Fund 201 - VISITOR TOURISM Total:</b>					<b>3,070.50</b>
<b>Fund: 202 - COMMUNITY DEVELOPMENT</b>					
JORDAN RAMIS PC ATTORNE...	229919	01/15/2025	PROJECT ARCADIA SALE	202-722-52019	345.00
ADVANCED EXCAVATING SPE...	P-525A PAYMENT #8	01/15/2025	P-525A ST HELENS RIVERWA...	202-723-53103	219,690.98
NW NATURAL GAS	01.03.25 316-9	01/16/2025	NATURAL GAS 1300 KASTER ...	202-722-52003	73.11
PORTLAND GENERAL ELECTR...	12.09.24 - 01.08.25	01/16/2025	8863163302 1300 KASTER RD	202-722-52003	23.29
PORTLAND GENERAL ELECTR...	12.09.24 - 01.08.25	01/16/2025	1650931000 1300 KASTER RD	202-722-52003	23.33
PORTLAND GENERAL ELECTR...	12.09.24 - 01.08.25	01/16/2025	7357701000 1300 KASTER RD	202-722-52003	23.82
PORTLAND GENERAL ELECTR...	12.09.24 - 01.08.25	01/16/2025	2236086248 MILL 1300 KAST...	202-722-52003	30,306.10
LOWER COLUMBIA ENGINEE...	12249	01/16/2025	PROJECT 3568 RIVERWALK I...	202-723-53103	412.50
<b>Fund 202 - COMMUNITY DEVELOPMENT Total:</b>					<b>250,898.13</b>
<b>Fund: 203 - COMMUNITY ENHANCEMENT</b>					
CARDINAL SERVICES INC	015895	01/16/2025	TEMPORARY EMPLOYMENT	203-709-52028	3,465.20
<b>Fund 203 - COMMUNITY ENHANCEMENT Total:</b>					<b>3,465.20</b>
<b>Fund: 205 - STREETS</b>					
COLUMBIA RIVER PUD	01.15.25	01/16/2025	1800 COLUMBIA BLVD - SIG...	205-000-52003	116.61
COLUMBIA RIVER PUD	01.15.25	01/16/2025	1370 COLUMBIA BLVD.- FOU...	205-000-52003	50.26
COLUMBIA RIVER PUD	01.15.25	01/16/2025	265 STRAND ST	205-000-52003	3,711.09
COLUMBIA RIVER PUD	01.15.25	01/16/2025	191 N MILTON WAY- LANDS...	205-000-52003	36.67
COLUMBIA RIVER PUD	01.15.25	01/16/2025	58651 COL HWY GATEWAY A...	205-000-52003	37.31
COLUMBIA RIVER PUD	01.15.25	01/16/2025	35320 SYKES RD	205-000-52003	44.17
COLUMBIA RIVER PUD	01.15.25	01/16/2025	495 S 18TH ST - LIGHT SIGNAL	205-000-52003	59.47
COLUMBIA RIVER PUD	01.15.25	01/16/2025	2198 COLUMBIA BLVD - SIG...	205-000-52003	51.43
COLUMBIA RIVER PUD	01.15.25	01/16/2025	191 N MILTON WAY - SIGNAL	205-000-52003	45.88
COLUMBIA RIVER PUD	01.15.25	01/16/2025	715 S COLUMBIA RIVER HWY ..	205-000-52003	47.13

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
PORTLAND GENERAL ELECTR...	12.09.24 - 01.08.25	01/16/2025	4854421000 STREET LIGHTI...	205-000-52003	60.58
				<b>Fund 205 - STREETS Total:</b>	<b>4,260.60</b>
<b>Fund: 601 - WATER</b>					
NW NATURAL GAS	01.14.25	01/15/2025	2942	601-732-52003	430.78
EJ USA INC	110250002286	01/15/2025	MATERIALS	601-731-52001	3,277.44
PORTLAND ENGINEERING INC	12785	01/15/2025	AB071 ST HELENS RTU BATT...	601-731-52019	1,875.50
CORE & MAIN	V871651	01/15/2025	MATERIALS	601-731-52001	187.91
CORE & MAIN	W201188	01/15/2025	MATERIALS	601-731-52001	1,106.80
COLUMBIA RIVER PUD	01.15.25	01/16/2025	END OF KESTREL VIEW DRIVE	601-731-52003	186.20
COLUMBIA RIVER PUD	01.15.25	01/16/2025	35261 PITTSBURG RD- PW W...	601-731-52003	38.86
COLUMBIA RIVER PUD	01.15.25	01/16/2025	1680 1 ST -	601-731-52003	2,080.32
COLUMBIA RIVER PUD	01.15.25	01/16/2025	57500 OLD PORTLAND RD - ...	601-731-52003	124.28
COLUMBIA RIVER PUD	01.15.25	01/16/2025	62420 COLUMBIA RIVER HWY..	601-731-52003	342.57
COLUMBIA RIVER PUD	01.15.25	01/16/2025	2300 STRAND ST - WELL 2	601-731-52003	705.52
COLUMBIA RIVER PUD	01.15.25	01/16/2025	1215 FOURTH ST - WFF	601-732-52003	4,881.79
EAGLE STAR ROCK PRODUCTS..	403577	01/16/2025	ROCK 1ST STREET WATER	601-731-52001	252.36
				<b>Fund 601 - WATER Total:</b>	<b>15,490.33</b>
<b>Fund: 603 - SEWER</b>					
CENTURY LINK	01.03.25 7305	01/15/2025	503-397-1272	603-736-52010	16.88
CENTURY LINK	01.03.25 7305	01/15/2025	503-397-3357	603-736-52010	16.88
CENTURY LINK	01.03.25 7305	01/15/2025	503-397-6997	603-736-52010	16.88
CENTURY LINK	01.03.25 7305	01/15/2025	503-397-3232	603-736-52010	16.88
CENTURY LINK	01.03.25 7305	01/15/2025	503-397-3351	603-736-52010	16.88
CENTURY LINK	01.03.25 7305	01/15/2025	503-397-7757	603-736-52010	16.88
CENTURY LINK	01.03.25 7305	01/15/2025	503-397-3644	603-736-52010	16.88
CENTURY LINK	01.03.25 7305	01/15/2025	503-397-3997	603-736-52010	16.88
CENTURY LINK	01.03.25 7305	01/15/2025	503-366-3021	603-736-52010	18.71
CENTURY LINK	01.03.25 7305	01/15/2025	503-366-3024	603-736-52010	18.71
CENTURY LINK	01.03.25 7305	01/15/2025	503-366-3027	603-736-52010	18.71
CENTURY LINK	01.03.25 7305	01/15/2025	503-366-1102	603-736-52010	18.71
CENTURY LINK	01.03.25 7305	01/15/2025	503-397-7757	603-737-52010	16.89
CENTURY LINK	01.03.25 7305	01/15/2025	503-397-3644	603-737-52010	16.89
CENTURY LINK	01.03.25 7305	01/15/2025	503-366-1102	603-737-52010	18.71
CENTURY LINK	01.03.25 7305	01/15/2025	503-397-3357	603-737-52010	16.89
CENTURY LINK	01.03.25 7305	01/15/2025	503-366-3027	603-737-52010	18.71
CENTURY LINK	01.03.25 7305	01/15/2025	503-366-3024	603-737-52010	18.71
CENTURY LINK	01.03.25 7305	01/15/2025	503-397-3997	603-737-52010	16.89
CENTURY LINK	01.03.25 7305	01/15/2025	503-397-1272	603-737-52010	16.89
CENTURY LINK	01.03.25 7305	01/15/2025	503-397-6997	603-737-52010	16.89
CENTURY LINK	01.03.25 7305	01/15/2025	503-397-3232	603-737-52010	16.89
CENTURY LINK	01.03.25 7305	01/15/2025	503-397-3351	603-737-52010	16.89
CENTURY LINK	01.03.25 7305	01/15/2025	503-366-3021	603-737-52010	18.71
NW NATURAL GAS	01.14.25	01/15/2025	5750	603-736-52003	138.17
NW NATURAL GAS	01.14.25	01/15/2025	5750	603-737-52003	138.16
HASA	1013056	01/15/2025	MULTI CHLOR	603-736-52083	11,357.52
PEAK ELECTRIC GROUP LLC	30094	01/15/2025	ELECTRICAL WORK WASTE ...	603-738-52019	1,583.75
BUELL CLABRATION & CONT...	3663	01/15/2025	SERVICE CALL-CONTACT CH...	603-737-52019	540.00
COLUMBIA RIVER PUD	01.15.25	01/16/2025	240 CLARK ST PUMP STATION	603-735-52003	37.07
COLUMBIA RIVER PUD	01.15.25	01/16/2025	451 PLYMOTH ST - WWTP L...	603-736-52003	1,725.82
COLUMBIA RIVER PUD	01.15.25	01/16/2025	451 PLYMOTH ST - WWTP L...	603-737-52003	1,725.83
COLUMBIA RIVER PUD	01.15.25	01/16/2025	58360 OLD PORTLAND RD - P...	603-738-52003	395.68
COLUMBIA RIVER PUD	01.15.25	01/16/2025	35120 MAPLE ST. - PS 11	603-738-52003	153.03
COLUMBIA RIVER PUD	01.15.25	01/16/2025	240 MADRONA CT	603-738-52003	247.62
COLUMBIA RIVER PUD	01.15.25	01/16/2025	318 S 1ST ST- PS #1 8805564	603-738-52003	56.35
COLUMBIA RIVER PUD	01.15.25	01/16/2025	58791 58725 COL RIV HWY P...	603-738-52003	56.18
COLUMBIA RIVER PUD	01.15.25	01/16/2025	110 S 4TH ST - PS 3	603-738-52003	61.50
COLUMBIA RIVER PUD	01.15.25	01/16/2025	169 S 4TH ST WATER FLOW ...	603-738-52003	43.23
COLUMBIA RIVER PUD	01.15.25	01/16/2025	134 N 1ST- PS 2 8873519	603-738-52003	310.39
COLUMBIA RIVER PUD	01.15.25	01/16/2025	505 S 1ST ST PUMP STATION	603-738-52003	202.97
CARDINAL SERVICES INC	015895	01/16/2025	TEMPORARY EMPLOYMENT	603-736-52023	29.09

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CARDINAL SERVICES INC	015895	01/16/2025	TEMPORARY EMPLOYMENT	603-737-52023	29.10
				<b>Fund 603 - SEWER Total:</b>	<b>19,251.30</b>
<b>Fund: 703 - PW OPERATIONS</b>					
COLUMBIA RIVER FIRE AND ...	01.05.25	01/15/2025	SHARED COST JOINT MAINT ...	703-739-52099	920.76
NW NATURAL GAS	01.14.25	01/15/2025	8675	703-734-52003	138.76
NW NATURAL GAS	01.14.25	01/15/2025	7720	703-734-52003	20.79
SAIF CORPORATION	01.02.25	01/16/2025	NONDISABLING CLAIMS REL...	703-734-51015	311.99
COLUMBIA RIVER PUD	01.15.25	01/16/2025	1230 DEER ISLAND RD - PW	703-734-52003	210.16
COLUMBIA RIVER PUD	01.15.25	01/16/2025	984 OREGON ST	703-734-52003	451.40
COLUMBIA RIVER PUD	01.15.25	01/16/2025	650 OREGON ST - LEMONT P...	703-734-52003	404.16
COLUMBIA RIVER PUD	01.15.25	01/16/2025	984 OREGON ST - PW SHOP	703-734-52003	194.14
LES SCHWAB TIRE CENTER	22900637608	01/16/2025	FLAT TIRE REPAIR	703-739-52099	27.89
				<b>Fund 703 - PW OPERATIONS Total:</b>	<b>2,680.05</b>
				<b>Grand Total:</b>	<b>353,127.59</b>



**Fund Summary**

<b>Fund</b>	<b>Expense Amount</b>
100 - GENERAL FUND	54,011.48
201 - VISITOR TOURISM	3,070.50
202 - COMMUNITY DEVELOPMENT	250,898.13
203 - COMMUNITY ENHANCEMENT	3,465.20
205 - STREETS	4,260.60
601 - WATER	15,490.33
603 - SEWER	19,251.30
703 - PW OPERATIONS	2,680.05
<b>Grand Total:</b>	<b>353,127.59</b>

**Account Summary**

<b>Account Number</b>	<b>Account Name</b>	<b>Expense Amount</b>
100-000-20700	Building - State Surcharge	1,437.71
100-702-52001	Operating Supplies	12.47
100-702-52019	Professional Services	918.00
100-704-52001	Operating Supplies	21.18
100-705-51015	Other Benefits	395.52
100-705-52003	Utilities	838.07
100-705-52014	Recruiting Expenses	775.79
100-705-52018	Professional Developme...	100.00
100-705-52019	Professional Services	4,004.52
100-705-52023	Facility Maintenance	568.30
100-706-52003	Utilities	2,085.79
100-706-52023	Facility Maintenance	518.13
100-706-52034	Visual Materials	133.45
100-707-52008	Printing	1,212.44
100-707-52009	Postage	2,977.89
100-707-52019	Professional Services	1,182.00
100-708-52003	Utilities	1,316.77
100-708-52022	Fuel	316.03
100-708-52046	Dock Services	513.68
100-709-52003	Utilities	1,394.85
100-709-52023	Facility Maintenance	81.46
100-710-52028	Projects & Programs	2,554.47
100-712-52010	Telephone	1,160.92
100-715-52001	Operating Supplies	746.90
100-715-52003	Utilities	1,602.64
100-715-52019	Professional Services	26,536.50
100-715-52023	Facility Maintenance	606.00
201-000-52019	Professional Services	3,070.50
202-722-52003	Utilities	30,449.65
202-722-52019	Professional Services	345.00
202-723-53103	Riverwalk Construction	220,103.48
203-709-52028	Projects & Programs	3,465.20
205-000-52003	Utilities	4,260.60
601-731-52001	Operating Supplies	4,824.51
601-731-52003	Utilities	3,477.75
601-731-52019	Professional Services	1,875.50
601-732-52003	Utilities	5,312.57
603-735-52003	Utilities	37.07
603-736-52003	Utilities	1,863.99
603-736-52010	Telephone	209.88
603-736-52023	Facility Maintenance	29.09
603-736-52083	Chemicals	11,357.52
603-737-52003	Utilities	1,863.99
603-737-52010	Telephone	209.96
603-737-52019	Professional Services	540.00
603-737-52023	Facility Maintenance	29.10
603-738-52003	Utilities	1,526.95

**Account Summary**

<b>Account Number</b>	<b>Account Name</b>	<b>Expense Amount</b>
603-738-52019	Professional Services	1,583.75
703-734-51015	Other Benefits	311.99
703-734-52003	Utilities	1,419.41
703-739-52099	Equipment Operations	948.65
	<b>Grand Total:</b>	<b>353,127.59</b>

**Project Account Summary**

<b>Project Account Key</b>	<b>Expense Amount</b>
**None**	353,127.59
	<b>Grand Total:</b> <b>353,127.59</b>



St. Helens, OR

Item #6.

# Expense Approval Register

Packet: APPKT01179 - 1/21/25 Court AP

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 100 - GENERAL FUND</b>					
Ehrenfeld, Bryan Allen	INV0007611	01/10/2025	Court Refund Ehrenfeld, Bry...	100-000-20200	106.25
Real, Rogelio Edwin Q	INV0007612	01/10/2025	Real, Rogelio Edwin Q	100-000-20200	5.00
Kowalski, Joshua David	INV0007596	12/30/2024	Bail Refund - Kowalski, Joshu...	100-000-20200	50.00
Vieira, Donte James	INV0007597	12/30/2024	Bail Refund - Vieira, Donte J...	100-000-20200	1,381.25
Campbell, Jonathan Lawrence	INV0007598	12/30/2024	Bail refund - Campbell, Jonat...	100-000-20200	275.00
<b>Fund 100 - GENERAL FUND Total:</b>					<b>1,817.50</b>
<b>Grand Total:</b>					<b>1,817.50</b>

**Fund Summary**

<b>Fund</b>	<b>Expense Amount</b>
100 - GENERAL FUND	1,817.50
<b>Grand Total:</b>	<b>1,817.50</b>

**Account Summary**

<b>Account Number</b>	<b>Account Name</b>	<b>Expense Amount</b>
100-000-20200	Court - Bail	1,817.50
<b>Grand Total:</b>		<b>1,817.50</b>

**Project Account Summary**

<b>Project Account Key</b>	<b>Expense Amount</b>
**None**	1,817.50
<b>Grand Total:</b>	<b>1,817.50</b>



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# Expense Approval Register

Item #6.

Packet: APPKT01178 - AP 1.24.25

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 100 - GENERAL FUND</b>					
HUDSON GARBAGE SERVICE	14768729S046	01/21/2025	2046-1001554	100-706-52003	97.60
HUDSON GARBAGE SERVICE	14768924S046	01/21/2025	2046-1287539	100-715-52023	252.10
HUDSON GARBAGE SERVICE	14768925S046	01/21/2025	2046-1287547	100-705-52023	130.50
HUDSON GARBAGE SERVICE	14768927S046	01/21/2025	2046-1287598	100-708-52023	638.20
HUDSON GARBAGE SERVICE	14768928S046	01/21/2025	2046-1287601	100-715-52023	138.20
HUDSON GARBAGE SERVICE	14768929S046	01/21/2025	2046-1287636	100-708-52023	223.60
HUDSON GARBAGE SERVICE	14769415S046	01/21/2025	2046-71905273	100-709-52023	85.00
PITNEY BOWES BANK INC PU...	01.12.25	01/22/2025	POSTAGE METER	100-715-52009	1,074.72
CARDINAL SERVICES INC	017330	01/22/2025	TEMPORARY EMPLOYMENT	100-705-52023	310.95
CARDINAL SERVICES INC	017330	01/22/2025	TEMPORARY EMPLOYMENT	100-706-52023	502.74
CARDINAL SERVICES INC	017330	01/22/2025	TEMPORARY EMPLOYMENT	100-708-52023	44.22
CARDINAL SERVICES INC	017330	01/22/2025	TEMPORARY EMPLOYMENT	100-709-52023	87.98
CARDINAL SERVICES INC	017330	01/22/2025	TEMPORARY EMPLOYMENT	100-715-52023	476.00
CARDINAL SERVICES INC	017725	01/22/2025	TEMPORARY EMPLOYMENT	100-705-52023	384.04
CARDINAL SERVICES INC	017725	01/22/2025	TEMPORARY EMPLOYMENT	100-706-52023	581.88
CARDINAL SERVICES INC	017725	01/22/2025	TEMPORARY EMPLOYMENT	100-708-52023	46.55
CARDINAL SERVICES INC	017725	01/22/2025	TEMPORARY EMPLOYMENT	100-709-52023	104.74
CARDINAL SERVICES INC	017725	01/22/2025	TEMPORARY EMPLOYMENT	100-715-52023	476.00
GOVERNMENT FINANCE OFF...	3172327	01/22/2025	BUDGET BEST PRACTICES-FO...	100-707-52018	95.00
GOVERNMENT FINANCE OFF...	3172337	01/22/2025	BUDGET BEST PRACTICE: DE...	100-707-52018	95.00
QWEST DBA CENTURYLINK A...	3263X201-S-25014	01/22/2025	5163X201S3	100-712-52010	80.33
QWEST DBA CENTURYLINK A...	3263X204-S-25011	01/22/2025	5163X204S3	100-712-52010	160.66
TROTTER & MORTON FACILI...	82927	01/22/2025	G10115 LIBRARY HVAC	100-706-52023	2,444.85
CINTAS	8407230155	01/22/2025	CITY HALL FIRST AID CABINET...	100-715-52001	51.16
CINTAS	840730154	01/22/2025	PARKS FIRST AID CABINET SE...	100-708-52001	93.31
INGRAM LIBRARY SERVICES	86005577	01/22/2025	BOOKS 20C7921	100-706-52033	607.64
ENTERPRISE FM TRUST	FBN5223925	01/22/2025	LEASE	100-705-52097	5,646.41
ENTERPRISE FM TRUST	FBN5223925	01/22/2025	MAINTENANCE	100-705-52098	2,097.34
ENTERPRISE FM TRUST	FBN5237442	01/22/2025	CITY HALL FLEET	100-715-52097	7.00
ENTERPRISE FM TRUST	FBN5237444	01/22/2025	PLANNING FLEET	100-710-52097	451.21
ENTERPRISE FM TRUST	FBN5237480	01/22/2025	596107 BUILDING	100-711-52097	463.83
ENTERPRISE FM TRUST	FBN5237490	01/22/2025	PARKS & REC FLEET	100-709-52097	427.68
HR DIRECT	IN17070454	01/22/2025	PAYROLL STATUS CHANGE N...	100-702-52001	167.99
SOLUTIONS YES	INV427263	01/22/2025	LIBRARY COPIER CONTRACT ...	100-706-52019	121.25
<b>Fund 100 - GENERAL FUND Total:</b>					<b>18,665.68</b>
<b>Fund: 202 - COMMUNITY DEVELOPMENT</b>					
COLUMBIA RIVER PUD	01.21.25	01/22/2025	CONVERSION OF OVERHEAD ...	202-723-53102	251,494.00
<b>Fund 202 - COMMUNITY DEVELOPMENT Total:</b>					<b>251,494.00</b>
<b>Fund: 203 - COMMUNITY ENHANCEMENT</b>					
CLAIRE GRACE YOUNGBERG	01.22.25	01/22/2025	COLUMBIA CITY TEACHER LIA...	203-709-52140	2,579.00
CARDINAL SERVICES INC	017330	01/22/2025	TEMPORARY EMPLOYMENT	203-709-52028	3,124.67
CARDINAL SERVICES INC	017725	01/22/2025	TEMPORARY EMPLOYMENT	203-709-52028	4,127.43
TROTTER & MORTON FACILI...	82927	01/22/2025	G10115 LIBRARY HVAC	203-706-53013	1,629.90
<b>Fund 203 - COMMUNITY ENHANCEMENT Total:</b>					<b>11,461.00</b>
<b>Fund: 205 - STREETS</b>					
COLUMBIA RIVER PUD	3001447	01/22/2025	STREET LIGHT MAINTENANCE..	205-000-52003	711.24
COLUMBIA RIVER PUD	3001448	01/22/2025	STREET LIGHT MAINTENANCE..	205-000-52003	110.09
COLUMBIA RIVER PUD	3001449	01/22/2025	STREET LIGHT MAINTENANCE..	205-000-52003	110.09
<b>Fund 205 - STREETS Total:</b>					<b>931.42</b>
<b>Fund: 601 - WATER</b>					
ROGERS MACHINERY COMP...	1451949	01/22/2025	SERVICE	601-732-52019	558.25
EAGLE STAR ROCK PRODUCTS..	403582	01/22/2025	ROCK 13TH ST	601-731-52001	276.76

Expense Approval Register

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
LAWRENCE OIL COMPANY	CFSI-25153	01/22/2025	247752 WATER	601-732-52022	50.38
<b>Fund 601 - WATER Total:</b>					<b>885.39</b>
<b>Fund: 603 - SEWER</b>					
HUDSON GARBAGE SERVICE	14768815S046	01/21/2025	2046-1008333	603-736-52023	315.75
HUDSON GARBAGE SERVICE	14768815S046	01/21/2025	2046-1008333	603-737-52023	315.75
CARDINAL SERVICES INC	017330	01/22/2025	TEMPORARY EMPLOYMENT	603-736-52023	39.10
CARDINAL SERVICES INC	017330	01/22/2025	TEMPORARY EMPLOYMENT	603-737-52023	39.11
CARDINAL SERVICES INC	017725	01/22/2025	TEMPORARY EMPLOYMENT	603-736-52023	29.09
CARDINAL SERVICES INC	017725	01/22/2025	TEMPORARY EMPLOYMENT	603-737-52023	29.09
<b>Fund 603 - SEWER Total:</b>					<b>767.89</b>
<b>Fund: 703 - PW OPERATIONS</b>					
HUDSON GARBAGE SERVICE	14768926S046	01/21/2025	2046-1287555	703-734-52023	126.50
TROTTER & MORTON FACILI...	82883	01/22/2025	C10245	703-734-52023	296.75
CINTAS	8407230153	01/22/2025	FIRST AID CABINET SERVICE	703-734-52019	110.44
LAWRENCE OIL COMPANY	CFSI-25153	01/22/2025	247748 PUBLIC WORKS	703-734-52022	1,138.77
ENTERPRISE FM TRUST	FBN5237420	01/22/2025	ENTERPRISE FLEET LEASE & ...	703-734-52097	789.13
ENTERPRISE FM TRUST	FBN5237431	01/22/2025	ENGINEERING FLEET 619034	703-733-52097	591.08
<b>Fund 703 - PW OPERATIONS Total:</b>					<b>3,052.67</b>
<b>Grand Total:</b>					<b>287,258.05</b>

**Fund Summary**

Fund	Expense Amount
100 - GENERAL FUND	18,665.68
202 - COMMUNITY DEVELOPMENT	251,494.00
203 - COMMUNITY ENHANCEMENT	11,461.00
205 - STREETS	931.42
601 - WATER	885.39
603 - SEWER	767.89
703 - PW OPERATIONS	3,052.67
<b>Grand Total:</b>	<b>287,258.05</b>

**Account Summary**

Account Number	Account Name	Expense Amount
100-702-52001	Operating Supplies	167.99
100-705-52023	Facility Maintenance	825.49
100-705-52097	Enterprise Fleet	5,646.41
100-705-52098	Enterprise Fleet Mainte...	2,097.34
100-706-52003	Utilities	97.60
100-706-52019	Professional Services	121.25
100-706-52023	Facility Maintenance	3,529.47
100-706-52033	Printed Materials	607.64
100-707-52018	Professional Developme...	190.00
100-708-52001	Operating Supplies	93.31
100-708-52023	Facility Maintenance	952.57
100-709-52023	Facility Maintenance	277.72
100-709-52097	Enterprise Fleet	427.68
100-710-52097	Enterprise Fleet	451.21
100-711-52097	Enterprise Fleet	463.83
100-712-52010	Telephone	240.99
100-715-52001	Operating Supplies	51.16
100-715-52009	Postage	1,074.72
100-715-52023	Facility Maintenance	1,342.30
100-715-52097	Enterprise Fleet	7.00
202-723-53102	Downtown Infrastructure	251,494.00
203-706-53013	Library Facility Improve...	1,629.90
203-709-52028	Projects & Programs	7,252.10
203-709-52140	Contract Programs	2,579.00
205-000-52003	Utilities	931.42
601-731-52001	Operating Supplies	276.76
601-732-52019	Professional Services	558.25
601-732-52022	Fuel	50.38
603-736-52023	Facility Maintenance	383.94
603-737-52023	Facility Maintenance	383.95
703-733-52097	Enterprise Fleet	591.08
703-734-52019	Professional Services	110.44
703-734-52022	Fuel	1,138.77
703-734-52023	Facility Maintenance	423.25
703-734-52097	Enterprise Fleet	789.13
<b>Grand Total:</b>		<b>287,258.05</b>

**Project Account Summary**

Project Account Key	Expense Amount
**None**	287,258.05
<b>Grand Total:</b>	<b>287,258.05</b>



St. Helens, OR

# Expense Approval Register

Item #6.

Packet: APPKT01177 - Wauna AP 1.24.25

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 201 - VISITOR TOURISM</b>					
NW NATURAL GAS	01.14.25 961-4	01/17/2025	NATURAL GAS -MASONIC BU...	201-000-52131	836.42
NW NATURAL GAS	01.14.25 961-4	01/17/2025	NATURAL GAS -MASONIC BU...	201-000-52131	175.75
MASONIC BUILDING LLC	01.17.25	01/22/2025	LEASE PAYMENT 1ST QRT 20...	201-000-52131	18,000.00
CITY OF ST. HELENS	01.22.25	01/22/2025	01-00178-001 MASONIC BUI...	201-000-52131	73.30
TREADWAY EVENTS & ENTER...	1841	01/22/2025	ST HELENS TOURISM EVENT ...	201-000-52039	15,966.67
TREADWAY EVENTS & ENTER...	1856	01/22/2025	SPIRIT OF HALLOWEENTOWN..	201-000-52039	1,128.00
TREADWAY EVENTS & ENTER...	1857	01/22/2025	HOLIDAY IN THE PLAZA-EVE...	201-000-52039	240.00
TREADWAY EVENTS & ENTER...	1858	01/22/2025	HOLIDAY IN THE PLAZA-VIDE...	201-000-52039	1,200.00
TREADWAY EVENTS & ENTER...	1859	01/22/2025	HOLIDAY IN T HE PLAZA -REN...	201-000-52039	900.00
<b>Fund 201 - VISITOR TOURISM Total:</b>					<b>38,520.14</b>
<b>Grand Total:</b>					<b>38,520.14</b>



**Fund Summary**

Fund	Expense Amount
201 - VISITOR TOURISM	38,520.14
<b>Grand Total:</b>	<b>38,520.14</b>

**Account Summary**

Account Number	Account Name	Expense Amount
201-000-52039	Contracted Events-Profe...	19,434.67
201-000-52131	Contracted Building Leas...	19,085.47
<b>Grand Total:</b>		<b>38,520.14</b>

**Project Account Summary**

Project Account Key	Expense Amount
**None**	38,520.14
<b>Grand Total:</b>	<b>38,520.14</b>