



COUNCIL REGULAR SESSION

Wednesday, December 04, 2024 at 7:00 PM

COUNCIL MEMBERS:

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

LOCATION & CONTACT:

HYBRID: Council Chambers & Zoom (details below)
Website | www.sthelensoregon.gov
Email | kpayne@sthelensoregon.gov
Phone | 503-397-6272
Fax | 503-397-4016

AGENDA

CALL REGULAR SESSION TO ORDER

PLEDGE OF ALLEGIANCE

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

DELIBERATIONS

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

ORDINANCES – *Final Reading*

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

RESOLUTIONS

3. **Resolution No. 2031:** A Resolution Determining that a Nuisance Exists Upon Property Located at 203 S. Columbia River Hwy. within the City of St. Helens and Ordering the Nuisance Removed
4. **Resolution No. 2032:** A Resolution Determining that a Nuisance Exists Upon Property Located at 325 The Strand within the City of St. Helens and Directing that Notice to Abate the Nuisance be Posted on Said Premises
5. **Resolution No. 2034:** A Resolution to Set 2025 City Public Meetings and Holiday Closures Schedule for City of St. Helens Council, Boards, and Commissions

APPROVE AND/OR AUTHORIZE FOR SIGNATURE

- [6.](#) Agreement with Port of Columbia County for Access to Industrial Properties
- [7.](#) Agreement with RA Barry Consulting for Strategic Planning Consulting Services

CONSENT AGENDA FOR ACCEPTANCE

- [8.](#) Library Board Minutes dated October 14, 2024
- [9.](#) Parks & Trails Commission Minutes dated August 27 and September 9, 2024

CONSENT AGENDA FOR APPROVAL

- [10.](#) Proposed Amendments to Records & Evidence Specialist Job Description
- [11.](#) Accounts Payable Bill Lists

WORK SESSION ACTION ITEMS

COUNCIL MEMBER REPORTS

MAYOR SCHOLL REPORTS

OTHER BUSINESS

ADJOURN

VIRTUAL MEETING DETAILS

Join: <https://us02web.zoom.us/j/89373806465?pwd=l71b8dwe4i3Zhef4ZX5Hjaaq0hfDRa.1>

Passcode: 547236

One tap mobile: +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 or call 503-366-8217.

City of St. Helens
ORDINANCE NO. 3305

AN ORDINANCE AMENDING THE ST. HELENS MUNICIPAL CODE
CHAPTERS **17.16, 17.24, 17.32, 17.36, 17.40, 17.44, 17.80,**
17.88, 17.96, 17.100, 17.108, 17.120, 17.124, 17.132, 17.136,
17.140, 17.148 and **19.20**, PERTAINING TO OREGON MEASURE 109
(2020) REGARDING PSILOCYBIN LAND USES, OREGON HOUSE BILL
3109 (2021) REGARDING CHILD CARE LAND USES AND OTHER
HOUSEKEEPING AMENDMENTS, VALIDITY PERIODS FOR LAND USE
DECISIONS IN PARTICULAR

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 the St. Helens Comprehensive Plan (St. Helens Municipal Code Title 19); 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 June 13, 2024, potentially affected property owners listed in the Columbia County Tax Assessor records and agencies on July 22, 2024, and the local newspaper of record on July 24, 2024 and October 18, 2024; and

WHEREAS, the St. Helens Planning Commission did hold a duly noticed public hearing on August 13, 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 November 6, 2024 and having the responsibility to approve, approve with modifications, or deny an application for a legislative change, has deliberated and found that based on the information in the record and the applicable criteria in the SHMC that the code amendments be approved.

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

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

Section 2. The City of St. Helens Municipal Code (Development Code and Comprehensive Plan) 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: November 20, 2024
Read the second time: December 4, 2024

APPROVED AND ADOPTED this 4th day of December, 2024 by the following vote:

Ayes:

Nays:

Rick Scholl, 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:

[...]

“Boathouse” means any structure supported wholly or partially by flotation, used wholly or partially to ~~houseboat(s)~~ house or shelter a boat or boats, or other waterborne vessel(s). See floating structures ordinance Chapter 15.16 SHMC.

[...]

“Child care center” means a child care facility, other than a family child care home, that is certified under ORS 329A.280.

“Child care facility” means ~~a commercial establishment enrolling children under the age of 13 years and where tuition, fees, or other forms of compensation for the care of the children is charged, and which is licensed or approved to operate as a child care center (also “day care,” “children’s center,” “day nursery”)~~ any facility that provides child care to children, including day nursery, nursery school, child care center, certified or registered family child care home or similar unit operating under any name, and as further defined by ORS 329A.440.

[...]

~~“Family Day Care Facility. See “home child care.”~~ “home” means a child care facility in a dwelling that is caring for not more than sixteen children and is certified under ORS 329A.280 or is registered under ORS 329A.330.

[...]

~~“Home child care” means any care provider who provides care to children under the age of 13 years in the home of the provider to fewer than 13 children, including children of the provider, regardless of full-time or part-time status (also “family day care”).~~

[...]

“Psilocybin service center” has the meaning described in ORS 475A.220.

[...]

**CHAPTER 17.24
PROCEDURES FOR DECISION-MAKING – QUASI-JUDICIAL**

[...]

17.24.120 Notice of decision by the director.

(1) Notice of the director’s decision on an application pursuant to SHMC 17.24.090 shall be given by the director in the following manner:

[...]

(4) For decisions of time extensions, notice requirements are the same as the corresponding application type.

~~(4)~~ (5) If not listed in subsection (1) or (4) of this section, no notice of a director’s decision is required (e.g., final plat partitions, building permits).

[...]

17.24.130 Notice of planning commission, historic landmark commission and city council proceedings.

[...]

(3) Time extensions of decisions by the planning commission, historic landmark commission, and/or city council, shall be administered by the director per SHMC 17.24.120. Those entitled to notice shall still be per this Section.

~~(3)~~ (4) Where applicable, other notices required by law shall be accomplished.

[...]

**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:
 - (a) Duplex.
 - (b) ~~Home child care~~ Family child care home in lawfully existing dwelling.

[...]

- (3) Conditional Uses (See Chapter 17.100 SHMC). In an R-10 zone, the following conditional uses may be permitted upon application:
 - (a) ~~Children's day care or day nursery~~ Child care center.

[...]

17.32.060 Moderate residential zone – R7.

[...]

- (2) Uses Permitted Outright. In an R-7 zone, the following uses are permitted outright:
 - (a) Duplex.
 - (b) ~~Home child care~~ Family child care home in lawfully existing dwelling.

[...]

- (3) Conditional Uses (See Chapter 17.100 SHMC). In an R-7 zone, the following conditional uses may be permitted upon application:
 - (a) Bed and breakfast, homestay, boarding house.
 - (b) ~~Children's day care/day nursery~~ Child care center.

[...]

17.32.070 General residential zone – R-5.

[...]

- (2) Uses Permitted Outright. In an R-5 zone, the following uses are permitted outright:
 - (a) Duplex.
 - (b) ~~Home child care~~ Family child care home in lawfully existing dwelling.

[...]

- (3) Conditional Uses (See Chapter 17.100 SHMC). In an R-5 zone, the following conditional uses may be permitted upon application:
 - (a) Bed and breakfast, homestay, and boarding house.
 - (b) ~~Children's day care/day nursery~~ Child care center.

[...]

17.32.080 Apartment residential zone – AR.

[...]

- (2) Uses Permitted Outright. In an AR zone, the following uses are permitted outright:
- (a) Duplex.
 - (b) ~~Home child care~~ Family child care home in lawfully existing dwelling.

[...]

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

- (a) Bed and breakfast, homestay, and boarding house.
- (b) ~~Children's day care/day nursery~~ Child care center.

[...]

17.32.090 Mobile home residential zone – MHR.

[...]

- (2) Uses Permitted Outright. In the MHR zone, the following uses are permitted outright:
- (a) Duplex.
 - (b) ~~Home child care~~ Family child care home in lawfully existing dwelling.

[...]

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

- (a) Bed and breakfast, homestay, and boarding house.
- (b) ~~Children's day care or day nursery~~ Child care center.

[...]

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):

- (a) Animal sales and services: grooming, kennels, retail and veterinary (small animals).
- (b) Car washes.
- (c) Child care center.

~~(e)~~ (d) Congregate housing.
~~(d)~~ (e) Continuing care retirement community.
~~(e)~~ (f) Cultural and library services.
~~(f)~~ (g) Dwellings: single detached or attached, duplexes, and dwellings above permitted uses.

~~(g)~~ (h) Eating and drinking establishments.
~~(h)~~ (i) Equipment (small) sales, rental and repairs.
(j) Family child care home in lawfully existing dwelling.
~~(i)~~ (k) Financial institutions.
~~(j)~~ (l) Hardware store, without outdoor storage.
~~(k)~~ ~~Home child care.~~

[editor's note – re-lettering to continue through list of permitted uses]

[...]

(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:

[...]

(f) Businesses with outdoor storage (those businesses permitted in subsection (2) of this section).

~~(g)~~ ~~Child care facility/day nursery.~~
~~(h)~~ (g) Drive-up businesses and services.
~~(i)~~ (h) Dwellings on same level as nonresidential use.
~~(j)~~ (i) Funeral homes.
~~(k)~~ (j) Hospitals and senior or convalescent care facilities.
~~(l)~~ (k) Laundromats and dry cleaners.
~~(m)~~ (l) Lodge, fraternal and civic assembly.
~~(n)~~ (m) Lodging facilities or rooming house.
~~(o)~~ (n) Marijuana retailer and/or medical marijuana dispensary.
~~(p)~~ (o) Multidwelling units.
~~(q)~~ (p) Nurseries and greenhouses.
~~(r)~~ (q) Parking lots.
~~(s)~~ (r) Parks, public and private.
~~(t)~~ (s) Pawn shops.
(t) Psilocybin service center.

[...]

17.32.100 Highway Commercial – HC.

(1) Purpose. The HC zone is intended to ~~recognize the existing~~ focus on commercial development along ~~Highway 30~~ Columbia River Highway (US30) ~~and to limit future~~

~~commercial activity to retail concerns, activities that cater to motorists, and firms that deal in large goods and require unusual amounts of space.~~

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

[...]

(e) Car washes.

(f) Child care center.

~~(g)~~ (g) Drive-up facilities (see specific requirements in Chapter 17.100 SHMC).

~~(h)~~ (h) Eating and drinking establishments, including drive-up and carry-out.

(i) Family child care home in lawfully existing dwelling.

~~(j)~~ (j) Financial institutions, including drive-through (see specific requirements in Chapter 17.100 SHMC).

~~(k)~~ (k) Gasoline stations.

~~(l)~~ (l) Home occupation (per Chapter 17.120 SHMC).

~~(m)~~ (m) Motels and hotels.

~~(n)~~ (n) Motor vehicle sales, service and repair.

~~(o)~~ (o) Nurseries and greenhouses.

~~(p)~~ (p) Offices ~~catering to motorists (e.g., insurance claims)~~ all.

~~(q)~~ (q) Personal and business services such as barber shops, beauty shops, tailors, laundries, printing, and locksmiths.

~~(r)~~ (r) Parking lot.

~~(s)~~ (s) Plumbing, HVAC, electrical and paint sales and service.

~~(t)~~ (t) Produce stands.

~~(u)~~ (u) Public facility, minor.

~~(v)~~ (v) Retail sales establishments, ~~specifically catering to motorists, including drive-in~~.

~~(w)~~ (w) Retail sales of large equipment items and repair and maintenance concerns that conduct business completely within an enclosed building except for outdoor storage.

~~(x)~~ (x) Shopping plaza (permitted businesses only).

~~(y)~~ (y) Small equipment rentals, sales and repair.

~~(z)~~ (z) Theaters, except drive-ins.

~~(aa)~~ (aa) Tire shops within an enclosed building.

(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:

[...]

(g) Parks.

(h) Psilocybin service center.

~~(i)~~ (i) Public facilities, major.

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

~~(k)~~ (k) Religious assembly.

~~(k) Retail establishments not directly catering to motorists.~~

[...]

17.32.110 General Commercial – GC.

(1) Purpose. The GC zone is intended to provide for a broad range of commercial operations and services required for the proper and convenient functioning of commercial activities serving the general public locally and regionally ~~but not specifically the traveling motorists.~~

(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):

[...]

(a) Animal sales and services: grooming, kennels, retail, veterinary (small animals), and veterinary (large animals).

(b) Car washes.

(c) Child care center.

~~(d)~~ (d) Cultural and library services.

~~(e)~~ (e) Dwellings above permitted uses (use AR standards).

~~(f)~~ (f) Eating and drinking establishments.

~~(g)~~ (g) Equipment (small) sales, rental and repairs.

(h) Family child care home in lawfully existing dwelling.

~~(i)~~ (i) Financial institutions.

~~(j)~~ (j) Hardware store, without outdoor storage.

~~(k)~~ (k) Historic structures (as listed in the comprehensive plan).

~~(l)~~ (l) Home occupation (per Chapter 17.120 SHMC).

~~(m)~~ (m) Hotels and motels.

~~(n)~~ (n) Offices – all.

~~(o)~~ (o) Personal and business services such as barber shops, beauty shops, tailors, laundries, printing, and locksmiths.

~~(p)~~ (p) Plumbing, HVAC, electrical and paint sales and service, without outdoor storage.

~~(q)~~ (q) Produce stands.

~~(r)~~ (r) Public facility, minor.

~~(s)~~ (s) Repair and maintenance of permitted retail products.

~~(t)~~ (t) Retail sales establishments, ~~not specifically catering to motorists.~~

~~(u)~~ (u) Studios.

~~(v)~~ (v) Theaters, except drive-ins.

(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:

[...]

(f) Businesses with outdoor storage (those businesses permitted in subsection (2) of this section).

~~(g) Child care facility/day nursery.~~

~~(h) (g) Congregate housing.~~

~~(i) (h) Drive-up businesses and services (including those associated with food/restaurants).~~

~~(j) (i) Funeral homes.~~

~~(k) (j) Hospitals and senior or convalescent care facilities.~~

~~(l) (k) Laundromats and dry cleaners.~~

~~(m) (l) Lodge, fraternal and civic assembly.~~

~~(n) (m) Lodging facilities or rooming house.~~

~~(o) (n) Marijuana retailer and/or medical marijuana dispensary.~~

~~(p) (o) Multidwelling units.~~

~~(q) (p) Nurseries and greenhouses.~~

~~(r) (q) Parking lots.~~

~~(s) (r) Parks, public and private.~~

~~(t) (s) Pawn shops.~~

(t) Psilocybin service center.

[...]

17.32.130 Light Industrial – LI.

[...]

(2) Uses Permitted Outright. In the LI zone the following buildings and uses are permitted after compliance with the provisions of this section and others of this code:

(a) Agricultural supplies/sales, machinery sales and repairs but not slaughterhouses or tanneries.

(b) Animal sales and services: kennels, veterinary (small animals), and veterinary (large animals).

(c) Auction sales, services and repairs.

(d) Boat repairs.

(e) Building maintenance services.

(f) Building material sales including outdoor storage.

(g) Child care center.

~~(g) (h) Commercial gasoline stations.~~

[editor's note – re-lettering to continue through list of permitted uses]

[...]

(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:

(a) Bar.

~~(b) Child care facilities.~~

~~(e)~~ (b) Concrete mixing (concrete batching plant).

[editor's note – re-lettering to continue through list of conditional uses]

[...]

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):

- (a) Boathouses.
- (b) Boat launching or moorage facilities and marine boat charter services
- (c) Boat or marine equipment sales, service, storage, rental, or repair (including gas for marine vehicle use).
- (d) Child care center.
- ~~(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).
- ~~(e)~~ (f) Eating and drinking establishments including carry-out.
- (g) Family child care home in lawfully existing dwelling
- ~~(f)~~ (h) Home occupation (per Chapter 17.120 SHMC).
- ~~(g)~~ (i) Hotels and motels.

[editor's note – re-lettering to continue through list of permitted uses]

[...]

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:

[...]

- (oo) Watercraft sales, rental, charters, without outdoor storage.
- (pp) Child care center.
- (qq) Family child care home in lawfully existing dwelling.

[...]

(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:

[...]

- (e) Business with outdoor storage (those businesses permitted in permitted uses).
- ~~(f) Child care facility/day nursery.~~
- ~~(g)~~ (f) Hospitals, clinics, nursing homes, and convalescent homes.

[editor's note – re-lettering to continue through list of conditional uses]

[...]

17.32.173 Riverfront district – RD, mill.

[...]

(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) Family child care home in lawfully existing dwelling.
- (b) Residential above Nonresidential Permitted Uses.
 - (i) Dwelling, single-family.
 - (ii) Congregate ~~care facility~~ housing.
 - (iii) Single dwelling units, attached.
 - (iv) Multidwelling units.
 - (v) ~~Residential care facility~~ Family child care home in lawfully existing dwelling.

[...]

- (e) Commercial.

[...]

- (xxii) Home occupation (per Chapter 17.120 SHMC).
- (xxiii) Child care center.

[...]

(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:

[...]

- (e) Businesses with outdoor storage (for businesses that are permitted uses only).
- ~~(f) Child care facility/day nursery.~~
- ~~(g)~~ (f) Hospitals, nursing homes, and convalescent homes.
- ~~(h)~~ (g) Postal services.
- ~~(i)~~ (h) Communication services.
- ~~(j)~~ (i) Laundromats and dry cleaners.
- ~~(k)~~ (j) Religious assembly.
- ~~(l)~~ (k) Boat building.

[...]

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.

[...]

- (rr) Residential home
- (ss) Child care center.
- (tt) Family child care home in lawfully existing dwelling.

(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:

[...]

- (e) Business with outdoor storage (those businesses permitted in permitted uses).
- ~~(f) Child care facility/day nursery.~~
- ~~(g)~~ (f) Drive-up businesses and services (including those associated with food sales, pharmacies and such).
- ~~(h)~~ (g) Dwellings on same level as nonresidential use.
- ~~(i)~~ (h) Funeral homes.
- ~~(j)~~ (i) Hospitals, clinics, nursing homes, and convalescent homes.
- ~~(k)~~ (j) Laundromats and dry cleaners.
- ~~(l)~~ (k) Marijuana retailer and/or medical marijuana dispensary.
- ~~(m)~~ (l) Multidwelling units.
- (m) Psilocybin service center.

[...]

**CHAPTER 17.36
HISTORIC SITES AND OVERLAY DISTRICT**

[...]

17.36.040 Criteria for alteration.

[...]

(4) Prior to alteration, current photographs and/or drawings of all elevations shall be provided to the city for its public records. Photographs and drawings shall be archival quality and may be digital; proof of such shall be provided with the photographs and/or drawings.

[...]

**CHAPTER 17.40
ZONES PROTECTIVE MEASURES FOR SIGNIFICANT WETLANDS, RIPARIAN
CORRIDORS, AND PROTECTION ZONES**

[...]

17.40.015 Establishment of significant wetlands, riparian corridors and protection zones.

(1) Wetlands. Ordinance 2807 adopted in November 1999 established and listed significant wetland areas within the city of St. Helens. Such areas were added to the comprehensive plan.

(a) The following significant wetlands are hereby established as Type I:

D-6	J-3	MC-1
D-10	M l -7	MC-9
D-11	M l -8	MC-25
D-16	M l -10	UA-2
D-17	M l -11	UB-5A
D-18	M l -12	UB-5B

(b) The following significant wetlands are hereby established as Type II:

D-1	D-21	MC-2	MC-20
D-2	D-22	MC-3	MC-21
D-4	F-2	MC-5	MC-22

D-7	J-6	MC-8	MC-26
D-8	M I -3	MC-10	UB-6
D-19	M I -5	MC-16	
D-20	M I -15	MC-17	

[...]

**CHAPTER 17.44
SENSITIVE LANDS**

[...]

17.44.030 Expiration of approval – Standards for extension of time.

(1) Approval of a sensitive lands permit shall be void if:

- (a) Substantial construction of the approved plan has not begun within a one-~~and one-~~half-year period; or
- (b) ~~Construction~~ Development on the site is a departure from the approved plan.

[...]

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

[...]

17.80.030 Minimum off-street parking requirements.

[...]

(2) Civic.

[...]

(c) Child~~ren's day~~ care center – five spaces plus one space per classroom.

[...]

(h) Public safety services – one space for every employee of the largest shift plus one space per 350 square feet of gross floor area accessible to the public or other nonemployee use.

[...]

**CHAPTER 17.88
SIGNS**

[...]

17.88.130 Sign permit application.

[...]

(6) An approved sign shall be constructed and installed within ~~six months~~ one year of the final approval of the permit, including resolution of any appeal. The sign permit shall be void if installation is not completed within this period or if the sign does not conform to the approved permit. Sign permits mistakenly issued in violation of this chapter or other provisions of this code are void. ~~The planning director may grant a reasonable extension of time for the installation deadline upon a showing of reasonable grounds for delay.~~

[...]

**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:

- (6) ~~Home child care~~ Family child care home in lawfully existing dwelling;

[...]

17.96.040 Expiration of approval – Standards for extension of time.

[...]

(3) The director shall, upon written request by the applicant and payment of the required fee, grant an extension of the approval period not to exceed ~~six months~~ one year; provided, that:

[...]

**CHAPTER 17.100
CONDITIONAL USE**

[...]

17.100.030 Expiration of approval – Standards for extension of time.

(1) Approval of a conditional use by the planning commission shall be void if:

(a) Substantial construction of the approved plan has not begun within a one-~~and one-~~
~~half~~-year period; or

[...]

17.100.150 Additional requirements for conditional use types.

[...]

(3) The additional dimensional requirements and approval standards for conditional use are as follows:

[...]

(o) Psilocybin service center.

(i) “Manufacture” as defined under ORS 475A.220 in conjunction with or on the same property as a psilocybin service center shall be prohibited; and

(ii) Shall comply with state and local laws. Additionally, more restrictive time, place and manner conditions may be imposed pursuant to ORS 475A.530, except any provision preempted by ORS 475A.524.

[...]

**CHAPTER 17.108
VARIANCES**

[...]

17.108.050 Criteria for granting a variance.

[...]

(4) The yard requirements in the applicable zone may be reduced up to 20 percent (a reduction of 20 percent of the required setback) and/or the lot coverage standards increased up to five percent (maximum specified lot coverage plus five percent) without a variance, provided the following standards are satisfied:

(a) The reduction of the yard or increase in lot coverage established by the applicable zoning district shall be necessary to allow for the enlargement or remodeling of an existing principal building, accessory structure, or auxiliary dwelling unit as defined per SHMC 17.16.010, provided the existing building or structure has been lawfully established in a completed state at its current location for at least 5 years;

(b) The increase in lot coverage established by the applicable zoning district may also allow for new accessory structures or auxiliary dwelling units, provided the existing principal building that the accessory structure or auxiliary dwelling unit are accessory to has been lawfully established in a completed state at its current location for at least 5 years;

[...]

**CHAPTER 17.120
HOME OCCUPATIONS**

[...]

17.120.020 Applicability and exemptions.

(1) No person shall carry on a home occupation, or permit such use to occur, on property which that person owns or is in lawful control of, contrary to the provisions of this chapter.

(2) Exemptions from the provisions of this chapter are:

(a) Garage sales;

[...]

(e) Proven nonconforming home occupations as per SHMC 17.104.040(4)(e).

(f) Family child care home in lawfully existing dwelling.

[...]

17.120.040 Approval criteria and standards.

All home occupations except those that have proven nonconforming status shall comply with the following:

[...]

(4) The home occupation shall be operated entirely within the dwelling unit and any ~~nonconforming~~ lawfully existing accessory structure. The total area which may be used in the accessory building for either material product storage and/or the business activity shall not exceed 600 square feet. Otherwise, the home occupation and associated storage of materials and products shall not occupy more than 25 percent of the combined residence and accessory structure gross floor area. The indoor storage of materials or products shall not exceed the limitations imposed by the provisions of the building, fire, health, and housing codes;

(5) A home occupation shall not make necessary a change in the applicable building code (as administered by the building official) use classification of a dwelling unit. Any accessory building that is used must meet the applicable building code requirements and be ~~in conformance with Chapter 17.124 SHMC~~ a lawfully existing structure;

[...]

**CHAPTER 17.124
ACCESSORY STRUCTURES**

[...]

17.124.050 Expiration of approval – Standards for extension of time.

(1) Accessory structure approval by the director shall be effective for a one-~~and one-half~~ year period from the date of approval.

(2) The accessory structure approval by the director shall lapse if:

(a) Substantial construction or installation of the approved accessory structure plan has not begun within a one-~~and one-half~~-year period; or

(b) Construction on the site is a departure from the approved plan.

[...]

**CHAPTER 17.132
TREE REMOVAL**

[...]

17.132.050 Expiration of approval – Extension of time.

(1) A tree removal permit shall be effective for one ~~and one-half~~ years from the date of approval.

[...]

**CHAPTER 17.136
LAND DIVISION - SUBDIVISION**

[...]

17.136.040 Expiration of approval – Standards for extension of time.

(1) The preliminary plat approval by the planning commission or final approving authority shall lapse if:

(a) A final plat (first phase in an approved phased development) has not been submitted within a ~~one~~ two-year period; or

(b) The final plat does not conform to the preliminary plat as approved or approved with conditions.

[...]

**CHAPTER 17.140
LAND DIVISION – LAND PARTITIONING – LOT LINE ADJUSTMENT**

[...]

17.140.035 Expiration of approval – Standards for extension of time.

[...]

(3) The director shall, upon written request by the applicant and payment of the required fee, grant an extension of the approval period not to exceed ~~six months~~ one year; provided, that:

(a) No changes are made on the original plan as approved by the director;

(b) The applicant can show intent of recording the approved partition or lot line adjustment within the extension period; and

(c) There have been no changes in the applicable comprehensive plan policies and ordinance provisions on which the approval was based.

[...]

**CHAPTER 17.148
PLANNED DEVELOPMENT**

[...]

17.148.030 Expiration of approval – Standards for extension of time.

(1) The approval of the planned development overlay zone shall not expire provided a related planned development plan is lawfully completed per city approved plans within the timeframe per this subsection. Any planned development overlay zone, or portion thereof, existing before January 1, 2025, without a lawfully completed development plan as approved by the city, shall expire 10 years after January 1, 2025. Any new existing planned development overlay, or portion thereof, shall expire after 10 years from the date it becomes effective if there is no related development plan lawfully completed per city approved plans. An overlay zone that becomes void due to expiration shall be removed from the zoning district map.

(2) The preliminary development plan approval by the commission shall lapse if a detailed development plan proposal has not been submitted for approval within ~~the one and one-half~~ a two-year period or unless an extension of time is granted.

(3) The director shall, upon written request by the applicant and payment of the required fee, grant ~~an two~~ extensions of the approval period not to exceed one year each provided, that:

(a) No changes have been made on the original preliminary development plan as approved by the commission;

(b) The applicant can show intent of applying for detailed development plan review within the one-year extension period; and

(c) There have been no changes to the applicable comprehensive plan policies and ordinance provisions on which the approval was based.

[...]

**CHAPTER 19.20
MAPS**

[...]

19.20.060 Map and list of significant wetlands.

[...]

(2) List of Significant Wetlands.

[...]

Milton Creek

M₁₃

M₁₅

M₁₇

M₁₈

M₁₁₀

M₁₁₁

M₁₁₂

M₁₁₅

**CITY OF ST. HELENS PLANNING DEPARTMENT
FINDINGS OF FACT AND CONCLUSIONS OF LAW
Development (Zoning) and Comprehensive Plan Code Amendments CPZA.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, **17.24** procedures for decision-making – quasi-judicial, **17.32** zones and uses, **17.36** historic sites and overlay district, **17.40** protective measures for significant wetlands, riparian corridors, and protection zones, **17.44** sensitive lands, **17.80** off-street parking and loading requirements, **17.88** signs, **17.96** site development review, **17.100** conditional use, **17.108** variances, **17.120** home occupations, **17.124** accessory structures, **17.132** tree removal, **17.136** land division – subdivision, **17.140** land division – land partitioning – lot line adjustment, **17.148** planned development, and **19.20** maps.

BACKGROUND

The primary catalyst of these amendments is state legislation. This includes **Measure 109 (2020)**, legalizing psilocybin for mental health purposes in the State of Oregon and **House Bill 3109 (2021)** updating childcare facility law.

Staff have included other amendments for general housekeeping updates, taking advantage of the effort for efficiency. This includes validity periods for land use decisions, in particular.

PUBLIC HEARING & NOTICE

Public hearing before the Planning Commission for *recommendation to the City Council*: August 13, 2024. Public hearing before the City Council was scheduled for September 18, 2024, but that meeting was cancelled due to lack of quorum. The public hearing before the City Council was rescheduled for November 6, 2024.

Notice of this proposal was sent to the Oregon Department of Land Conservation and Development on June 13, 2024 through their PAPA Online Submittal website.

Notice of this proposal was sent to property owners of land where Planned Development overlay zones have been adopted, but development utilizing the overlay zone has not occurred for the entire overlay zone area or a portion thereof. This notice was sent on July 22, 2024 given ORS 227.186, because the city proposes to change the overlay zone from never expiring to expiring after a 10-year period, if unused.

Notice was sent to agencies by mail or e-mail on July 22, 2024.

Notice was published on July 24, 2024 in The Chronicle newspaper. Since the original hearing before the City Council was cancelled, a new notice was published in the Columbia County Spotlight on October 18, 2024. The reason for the change of newspapers is The Chronicle ceased operations in September.

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.

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 regards 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 Amedments. 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.

Note that there are amendments discussed at these meetings not included in this report/effort that will be addressed separately. These other amendments focus more on residential uses.

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 an associated component of this proposal. This effort does not address residential uses directly, but aligns the city code with the state's in regards to child care in homes and elsewhere, which is intended to lessen the burden of child care in communities.

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 was completed earlier this year. The site has wetlands that are preserved so only a portion of the property is developed.

Zone: General Commercial, GC.
 Total acres used: approx. 13.7 ac. out of 16.7 ac.

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

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

This proposal supports this aspect of Goal 10 by increasing childcare options; childcare of a service that supports housing options. The more widespread childcare is, the broader housing options are for those who need childcare within a reasonable distance from their home.

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

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

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.

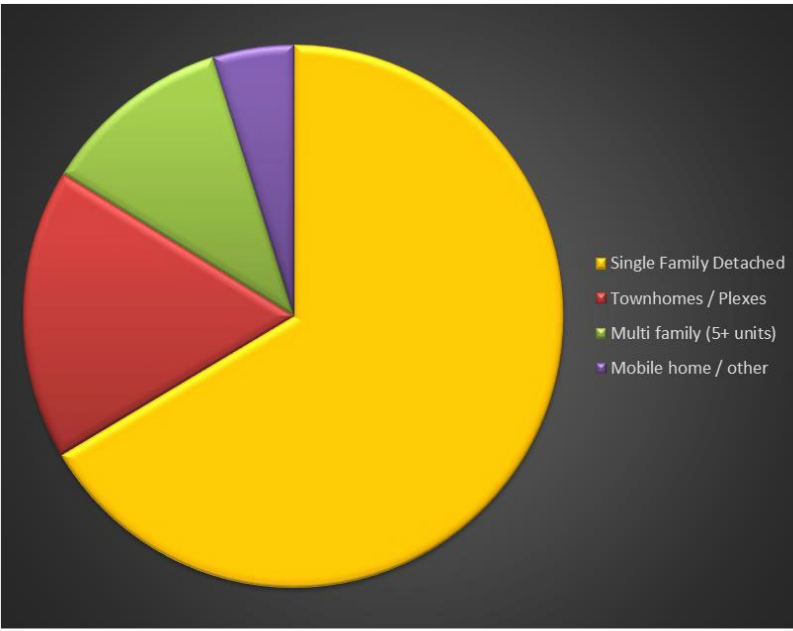
This proposal complies with the **inventorying** component of Goal 10.

* * *

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 supports housing options by increasing childcare potential in multiple locations making childcare more accessible to more households.

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



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:

- **Measure 109 (2020)**, legalizing psilocybin for mental health purposes in the State of Oregon. As allowed by the measure, the city imposed a two-year moratorium, which is implemented by SHMC 5.08.010:

The establishment of psilocybin product manufacturers licensed under ORS 475A.290 and psilocybin service centers licensed under ORS 475A.305 is prohibited in the city of St. Helens.

This ordinance is repealed on December 31, 2024 and at the December 13, 2023 joint City Council / Planning Commission meeting, there was enough concern from those in attendance for staff to establish at least making psilocybin service centers—the place where people can obtain and consume psilocybin products—a conditional use in most commercial or mixed use zones, except for the Riverfront District.

This adds a definition to Chapter 17.16 and amends mixed use and commercial zones. Note that a psilocybin service center would not be allowed in the Riverfront District. This also adds the use to Chapter 17.100 regarding Conditional Uses and prohibits psilocybin manufacturing in conjunction with a service center.

- **House Bill 3109 (2021)** updates the state’s childcare facility law. For many years, there has been restrictions on local governments on how certain childcare is allowed in homes in residential areas and this bill creates additional restrictions outside of residential areas, impacting other zonings.

Oregon law requires child-caring agencies to be licensed. Children’s Care Licensing sets the licensing requirements for agencies that operate in Oregon and makes sure that agencies meet the requirements before receiving a license. There are two types: family child care home, which must be allowed and treated similarly to any single dwelling, and child care center which must be allowed in commercial and light industrial areas, generally.

This adds/amends definitions to Chapter 17.16 SHMC, and amends most zoning districts. Permit exemption clarified in SHMC 17.96.020 (Site Development Review) and added to SHMC 17.120.020 (Home Occupations).

(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).

No direct applicability.

Comprehensive Plan Policies

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

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

It is worth discussing the Planned Development overlay zone changes. The city has a planned development overlay zone as an option to allow certain code flexibility for development. This includes adopting an overlay zone and approving development using that overlay zone. Though a development proposal, such as a subdivision, can expire, the overlay zone currently does not. The city proposes to change SHMC 17.148.030 such that a new overlay zone expires after 10 years from the date it becomes effective if not used. For existing overlay zones that have not been used, they are proposed to expire 10 years after January 1, 2025. There are five existing overlay zones that would be affected:

- Columbia Heights, adopted by Ordinance 2950 in 2005. This property was never developed, and contiguous ownership currently includes area outside of the original planned development boundary. The ownership and planned development boundaries do not align.
- Dalton Lake, adopted by Ordinance 2995 in 2006. Some of this property was developed, but a portion of Lot 6 of Dalton View Estates has not.
- Seal Meadows, adopted by Ordinance 3042 in 2007. This property was never developed as a planned development.
- Boulder Ridge, adopted by Ordinance 3282 in 2022. A more recent approved development, actual development has not taken place to date.
- Comstock, adopted by Ordinance 3286 in 2022. A more recent approved development, actual development has not taken place to date.

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

CONCLUSION & DECISION

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

Rick Scholl, Mayor

Date

City of St. Helens
RESOLUTION NO. 2031

A RESOLUTION DETERMINING THAT A NUISANCE EXISTS UPON PROPERTY
 LOCATED AT 203 S. COLUMBIA RIVER HWY. WITHIN THE CITY OF ST. HELENS
 AND ORDERING THE NUISANCE REMOVED

WHEREAS, St. Helens Municipal Code (SHMC) Section 8.14.040(2) provides that “an unsafe structure is one that is found to be dangerous to the life, health, property, or safety of the public or the occupants of the structure by not providing minimum safeguards to protect or warn occupants in the event of fire, or because such structure contains unsafe equipment, or is so damaged, decayed, dilapidated, structurally unsafe, or of such faulty construction or unstable foundation that partial or complete collapse is possible. Any structure or premises that has one or more of the conditions or defects described below shall be considered dangerous:

(f) The building or structure is neglected, damaged, dilapidated, unsecured, or abandoned so as to become an attractive nuisance to children who might play in the building or structure to their danger, becomes a harbor for vagrants, criminals, or trespassers, or enables persons to resort to the building or structure for committing a nuisance or an unlawful act;

(g) Any building or structure has been constructed, exists or is maintained in violation of any specific requirement or prohibition applicable to such building or structure provided by the approved building or fire code of the jurisdiction, or of any law or ordinance to such an extent as to present either a substantial risk of fire, building collapse or any other threat to life and safety;

(h) A building or structure, used or intended to be used for dwelling purposes, because of inadequate maintenance, dilapidation, decay, damage, faulty construction or arrangement, inadequate light, ventilation, mechanical or plumbing system, or otherwise is determined by the building official to be unsanitary, unfit for human habitation, or in such a condition that is likely to cause sickness or disease;

(i) Any building or structure, because of a lack of sufficient or proper fire-resistance-rated construction, fire protection systems, electrical system, fuel connections, mechanical system, plumbing system or other cause, is determined by the building official to be a threat to life or health; or;” and

WHEREAS, the structure located at 203 S. Columbia River Hwy., St. Helens, Oregon has been determined by the Building Official to be in violation of one or more provisions of Chapter 8.14 of the St. Helens Municipal Code and therefore a nuisance pursuant to the ordinance.

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

Section 1. Council hereby determines a nuisance exists at 203 S. Columbia River Hwy. and directs the owner to mitigate the nuisance by securing the exterior from entry within 30 days from the adoption date of this resolution. If such nuisance exists after 30 days from the adoption date of this resolution, the City will remove the nuisance and the cost of removal shall be a lien against the property.

Section 2. Council hereby directs a notice to be posted at 203 S. Columbia River Hwy., St. Helens, Oregon which contains: a description of the real property, by street address or otherwise; a direction to remove the nuisance within 30 days of the date of the notice; a description of the nuisance; a statement that unless such nuisance is removed, the City will remove the nuisance and the costs of removal shall be a lien against the property; and a statement that the person in charge of the property may protest the action by giving notice to the City Recorder within ten (10) days from the date of the notice.

Section 4. Council further directs the City Recorder to cause a copy of said notice to be forwarded by registered or certified mail, postage prepaid, to the person in charge of the property at the last known address of such person. That notice shall contain all the elements listed in paragraph 2., supra, that is, the posting. If the person responsible for the nuisance is not the owner, an additional notice shall be sent to the owner, stating that the cost of abatement not paid by the person responsible may be assessed to and become a lien on the property.

Approved and adopted by the City Council on December 4, 2024, by the following vote:

Ayes:

Nays:

Rick Scholl, Mayor

ATTEST:

Kathy Payne, City Recorder







City of St. Helens
RESOLUTION NO. 2032

**A RESOLUTION DETERMINING THAT A NUISANCE EXISTS UPON PROPERTY
LOCATED AT 325 THE STRAND WITHIN THE CITY OF ST. HELENS AND
DIRECTING THAT NOTICE TO ABATE THE NUISANCE BE POSTED ON SAID
PREMISES**

WHEREAS, St. Helens Municipal Code (SHMC) Section 8.14.040(2) provides that “an unsafe structure is one that is found to be dangerous to the life, health, property, or safety of the public or the occupants of the structure by not providing minimum safeguards to protect or warn occupants in the event of fire, or because such structure contains unsafe equipment or is so damaged, decayed, dilapidated, structurally unsafe, or of such faulty construction or unstable foundation that partial or complete collapse is possible. Any structure or premises that has one or more of the conditions or defects described below shall be considered dangerous:

(a) Any door, aisle, passageway, stairway, exit, or other means of egress that does not conform to the approved building code or fire code as related to the requirements for existing buildings;

(b) The walking surface of any aisle, passageway, stairway, exit, or other means of egress is so warped, worn loose, torn, or otherwise unsafe as to not provide safe and adequate means of egress;

(c) Any portion of a building, structure, or appurtenance that has been damaged by fire, earthquake, wind, flood, deterioration, neglect, abandonment, vandalism, or by any other cause to such an extent that it is likely to partially or completely collapse, or to become detached or dislodged;

(d) Any portion of a building, or any member, appurtenance or ornamentation on the exterior thereof, that is not of sufficient strength or stability, or is not so anchored, attached, or fastened in place, so as to be capable of resisting natural or artificial loads of one and one-half the original designed value;

(e) The building or structure, or part of the building or structure, because of dilapidation, deterioration, decay, faulty construction, the removal or movement of some portion of the ground necessary for the support, or for any other reason is likely to partially or completely collapse, or some portion of the foundation or underpinning of the building or structure is likely to fail or give way;

(g) Any building or structure has been constructed, exists, or is maintained in violation of any specific requirement or prohibition applicable to such building or structure provided by the approved building or fire code of the jurisdiction, or of any law or ordinance to such an extent as to present either a substantial risk of fire, building collapse, or any other threat to life and safety;

(i) Any building or structure, because of a lack of sufficient or proper fire-resistance-rated construction, fire protection systems, electrical system, fuel connections, mechanical system, plumbing system, or other cause, is determined by the building official to be a threat to life or health;

WHEREAS, the structure located at 325 The Strand, St. Helens, Oregon were determined by the Building Official to be in violation of one or more provisions of Chapter 8.14 of the St. Helens Municipal Code and therefore a nuisance pursuant to the ordinance.

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

Section 1. Council hereby determines a nuisance exists at 325 The Strand and directs the owner to mitigate the nuisance by legally reinforcing or demolishing all failing portions of the building within 30 days from the adoption date of this Resolution. If such nuisance exists after 30 days from the adoption date of this Resolution, the City will remove the nuisance, and the cost of removal shall be a lien against the property.

Section 2. Council hereby directs a notice to be posted at 325 The Strand, St. Helens, Oregon which contains: a description of the real property, by street address or otherwise; a direction to remove the nuisance within 30 days of the date of the notice; a description of the nuisance; a statement that unless such nuisance is removed, the City will remove the nuisance and the costs of removal shall be a lien against the property; and a statement that the person in charge of the property may protest the action by giving notice to the City Recorder within ten (10) days from the date of the notice.

Section 4. Council further directs the City Recorder to cause a copy of said notice to be forwarded by registered or certified mail, postage prepaid, to the person in charge of the property at the last known address of such person. That notice shall contain all the elements listed in paragraph 2., supra, that is, the posting. If the person responsible for the nuisance is not the owner, an additional notice shall be sent to the owner, stating that the cost of abatement not paid by the person responsible may be assessed to and become a lien on the property.

Approved and adopted by the City Council on December 4, 2024, by the following vote:

Ayes:

Nays:

Rick Scholl, Mayor

ATTEST:

Kathy Payne, City Recorder









City of St. Helens
RESOLUTION NO. 2034

**A RESOLUTION TO SET 2025 CITY PUBLIC MEETINGS AND HOLIDAY
CLOSURES SCHEDULE FOR CITY OF ST. HELENS COUNCIL,
BOARDS, AND COMMISSIONS**

WHEREAS, the City Council holds meetings generally on the first and third Wednesdays of each month, with the work session beginning at 2:00 p.m. and the regular session beginning at 7:00 p.m. in the City Council Chambers and virtually via Zoom. Council public forums or public hearings, if any, are usually scheduled between 5-7:00 p.m. on those Wednesdays; and

WHEREAS, the Arts & Cultural Commission is currently on hiatus and if/when meetings resume, notice will be sent out; and

WHEREAS, the Budget Committee meets when convened in the City Council Chambers and virtually via Zoom; and

WHEREAS, the Library Board meets generally on the second Monday of each month at 7:15 p.m. virtually via Zoom; and

WHEREAS, the Parks & Trails Commission meets generally on the second Monday of every month at 4:00 p.m. in the City Council Chambers and virtually via Zoom; and

WHEREAS, the Planning Commission meets generally on the second Tuesday of each month at 6:30 p.m. in the City Council Chambers and virtually via Zoom; and

WHEREAS, the City Council and Planning Commission will meet quarterly on the second Wednesday of March, June, September, and December at 4:00 p.m. in the City Council Chambers and virtually via Zoom; and

WHEREAS, from time to time the Council appoints special committees to work on special projects for the City. Due notice will be given to the public and media of such meetings; and

WHEREAS, if a regularly scheduled meeting falls on or near a holiday, the respective meeting may have been moved to an alternate date; and

WHEREAS, if the Governor issues a state of emergency and prevents the meeting of groups in the respective locations as stated above, the meeting will only be held virtually via Zoom. Due notice will be given as to the details to attend the meetings; and

WHEREAS, all public meetings and closures are listed on the City's website at www.sthelensoregon.gov. Please check there for agendas, packets, and updates.

NOW, THEREFORE, THE CITY OF ST. HELENS RESOLVES as follows and adopts the 2025 City Public Meetings and Holiday Closures Schedule, for January through December, attached and listed as Exhibit A to this Resolution.

Approved and adopted by the City Council on December 4, 2024, by the following vote:

Ayes:

Nays:

Rick Scholl, Mayor

ATTEST:

Kathy Payne, City Recorder

January 1, 2025

Wednesday

- All Day **New Years Day -- CLOSED**
- 2:00 PM - 6:00 PM **CANCELLED Council Work Session -- Council Chambers and Zoom**
- 7:00 PM - 8:00 PM **CANCELLED Council Regular Session -- Council Chambers and Zoom**

January 13, 2025

Monday

- 4:00 PM - 6:00 PM **Parks & Trails Commission Meeting -- Council Chambers and Zoom**
- 7:15 PM - 9:00 PM **Library Board Meeting -- Zoom**

January 14, 2025

Tuesday

- 6:30 PM - 10:00 PM **Planning Commission Meeting -- Council Chambers & Zoom**

January 15, 2025

Wednesday

- 2:00 PM - 6:00 PM **Council Work Session -- Council Chambers and Zoom**
- 7:00 PM - 8:00 PM **Council Regular Session -- Council Chambers and Zoom**

January 20, 2025

Monday

- All Day **Martin Luther King Jr. Day -- CLOSED**

February 5, 2025

Wednesday

- 2:00 PM - 6:00 PM **Council Work Session -- Council Chambers and Zoom**
- 7:00 PM - 8:00 PM **Council Regular Session -- Council Chambers and Zoom**

February 10, 2025

Monday

- 4:00 PM - 6:00 PM **Parks & Trails Commission Meeting -- Council Chambers and Zoom**
- 7:15 PM - 9:00 PM **Library Board Meeting -- Zoom**

February 11, 2025

Tuesday

6:30 PM - 10:00 PM

Planning Commission Meeting -- Council Chambers & Zoom

February 17, 2025

Monday

All Day

Presidents' Day -- CLOSED

February 19, 2025

Wednesday

2:00 PM - 6:00 PM

Council Work Session -- Council Chambers and Zoom

7:00 PM - 8:00 PM

Council Regular Session -- Council Chambers and Zoom

March 5, 2025

Wednesday

2:00 PM - 6:00 PM

Council Work Session -- Council Chambers and Zoom

7:00 PM - 8:00 PM

Council Regular Session -- Council Chambers and Zoom

March 10, 2025

Monday

4:00 PM - 6:00 PM

Parks & Trails Commission Meeting -- Council Chambers and Zoom

7:15 PM - 9:00 PM

Library Board Meeting -- Zoom

March 11, 2025

Tuesday

6:30 PM - 10:00 PM

Planning Commission Meeting -- Council Chambers & Zoom

March 12, 2025

Wednesday

4:00 PM - 6:00 PM

Joint City Council & Planning Commission Meeting -- Council Chambers & Zoom

March 19, 2025

Wednesday

2:00 PM - 6:00 PM

Council Work Session -- Council Chambers and Zoom

March 19, 2025 Continued

Wednesday

7:00 PM - 8:00 PM Council Regular Session -- Council Chambers and Zoom

April 2, 2025

Wednesday

2:00 PM - 6:00 PM Council Work Session -- Council Chambers and Zoom

7:00 PM - 8:00 PM Council Regular Session -- Council Chambers and Zoom

April 8, 2025

Tuesday

6:30 PM - 10:00 PM Planning Commission Meeting -- Council Chambers & Zoom

April 14, 2025

Monday

4:00 PM - 6:00 PM Parks & Trails Commission Meeting -- Council Chambers and Zoom

7:15 PM - 9:00 PM Library Board Meeting -- Zoom

April 16, 2025

Wednesday

2:00 PM - 6:00 PM Council Work Session -- Council Chambers and Zoom

7:00 PM - 8:00 PM Council Regular Session -- Council Chambers and Zoom

May 7, 2025

Wednesday

2:00 PM - 6:00 PM Council Work Session -- Council Chambers and Zoom

7:00 PM - 8:00 PM Council Regular Session -- Council Chambers and Zoom

May 12, 2025

Monday

4:00 PM - 6:00 PM Parks & Trails Commission Meeting -- Council Chambers and Zoom

7:15 PM - 9:00 PM Library Board Meeting -- Zoom

May 13, 2025

Tuesday

6:30 PM - 10:00 PM

Planning Commission Meeting -- Council Chambers & Zoom

May 21, 2025

Wednesday

2:00 PM - 6:00 PM

Council Work Session -- Council Chambers and Zoom

7:00 PM - 8:00 PM

Council Regular Session -- Council Chambers and Zoom

May 26, 2025

Monday

All Day

Memorial Day -- CLOSED

June 4, 2025

Wednesday

2:00 PM - 6:00 PM

Council Work Session -- Council Chambers and Zoom

7:00 PM - 8:00 PM

Council Regular Session -- Council Chambers and Zoom

June 9, 2025

Monday

4:00 PM - 6:00 PM

Parks & Trails Commission Meeting -- Council Chambers and Zoom

7:15 PM - 9:00 PM

Library Board Meeting -- Zoom

June 10, 2025

Tuesday

6:30 PM - 10:00 PM

Planning Commission Meeting -- Council Chambers & Zoom

June 11, 2025

Wednesday

4:00 PM - 6:00 PM

Joint City Council & Planning Commission Meeting -- Council Chambers & Zoom

June 18, 2025

Wednesday

2:00 PM - 6:00 PM

Council Work Session -- Council Chambers and Zoom

June 18, 2025 Continued

Wednesday

7:00 PM - 8:00 PM

Council Regular Session -- Council Chambers and Zoom

July 2, 2025

Wednesday

2:00 PM - 6:00 PM

Council Work Session -- Council Chambers and Zoom

7:00 PM - 8:00 PM

Council Regular Session -- Council Chambers and Zoom

July 4, 2025

Friday

All Day

Independence Day -- CLOSED

July 8, 2025

Tuesday

6:30 PM - 10:00 PM

Planning Commission Meeting -- Council Chambers & Zoom

July 14, 2025

Monday

4:00 PM - 6:00 PM

Parks & Trails Commission Meeting -- Council Chambers and Zoom

7:15 PM - 9:00 PM

Library Board Meeting -- Zoom

July 16, 2025

Wednesday

2:00 PM - 6:00 PM

Council Work Session -- Council Chambers and Zoom

7:00 PM - 8:00 PM

Council Regular Session -- Council Chambers and Zoom

August 6, 2025

Wednesday

2:00 PM - 6:00 PM

Council Work Session -- Council Chambers and Zoom

7:00 PM - 8:00 PM

Council Regular Session -- Council Chambers and Zoom

August 11, 2025

Monday

4:00 PM - 6:00 PM

Parks & Trails Commission Meeting -- Council Chambers and Zoom

August 11, 2025 Continued

Monday

7:15 PM - 9:00 PM

Library Board Meeting -- Zoom

August 12, 2025

Tuesday

6:30 PM - 10:00 PM

Planning Commission Meeting -- Council Chambers & Zoom

August 20, 2025

Wednesday

2:00 PM - 6:00 PM

Council Work Session -- Council Chambers and Zoom

7:00 PM - 8:00 PM

Council Regular Session -- Council Chambers and Zoom

September 1, 2025

Monday

All Day

Labor Day -- CLOSED

September 3, 2025

Wednesday

2:00 PM - 6:00 PM

Council Work Session -- Council Chambers and Zoom

7:00 PM - 8:00 PM

Council Regular Session -- Council Chambers and Zoom

September 8, 2025

Monday

4:00 PM - 6:00 PM

Parks & Trails Commission Meeting -- Council Chambers and Zoom

7:15 PM - 9:00 PM

Library Board Meeting -- Zoom

September 9, 2025

Tuesday

6:30 PM - 10:00 PM

Planning Commission Meeting -- Council Chambers & Zoom

September 10, 2025

Wednesday

4:00 PM - 6:00 PM

Joint City Council & Planning Commission Meeting -- Council Chambers & Zoom

September 17, 2025

Wednesday

2:00 PM - 6:00 PM Council Work Session -- Council Chambers and Zoom

7:00 PM - 8:00 PM Council Regular Session -- Council Chambers and Zoom

October 1, 2025

Wednesday

2:00 PM - 6:00 PM Council Work Session -- Council Chambers and Zoom

7:00 PM - 8:00 PM Council Regular Session -- Council Chambers and Zoom

October 13, 2025

Monday

4:00 PM - 6:00 PM Parks & Trails Commission Meeting -- Council Chambers and Zoom

7:15 PM - 9:00 PM Library Board Meeting -- Zoom

October 14, 2025

Tuesday

6:30 PM - 10:00 PM Planning Commission Meeting -- Council Chambers & Zoom

October 15, 2025

Wednesday

2:00 PM - 6:00 PM Council Work Session -- Council Chambers and Zoom

7:00 PM - 8:00 PM Council Regular Session -- Council Chambers and Zoom

November 5, 2025

Wednesday

2:00 PM - 6:00 PM Council Work Session -- Council Chambers and Zoom

7:00 PM - 8:00 PM Council Regular Session -- Council Chambers and Zoom

November 10, 2025

Monday

4:00 PM - 6:00 PM Parks & Trails Commission Meeting -- Council Chambers and Zoom

7:15 PM - 9:00 PM Library Board Meeting -- Zoom

November 11, 2025

Tuesday

All Day

Veterans' Day -- CLOSED

November 12, 2025

Wednesday

6:30 PM - 10:00 PM

Planning Commission Meeting -- Council Chambers & Zoom

November 19, 2025

Wednesday

2:00 PM - 6:00 PM

Council Work Session -- Council Chambers and Zoom

7:00 PM - 8:00 PM

Council Regular Session -- Council Chambers and Zoom

November 27, 2025

Thursday

All Day

Thanksgiving Day -- CLOSED

November 28, 2025

Friday

All Day

Day After Thanksgiving -- CLOSED

December 3, 2025

Wednesday

2:00 PM - 6:00 PM

Council Work Session -- Council Chambers and Zoom

7:00 PM - 8:00 PM

Council Regular Session -- Council Chambers and Zoom

December 8, 2025

Monday

4:00 PM - 6:00 PM

Parks & Trails Commission Meeting -- Council Chambers and Zoom

7:15 PM - 9:00 PM

Library Board Meeting -- Zoom

December 9, 2025

Tuesday

6:30 PM - 10:00 PM

Planning Commission Meeting -- Council Chambers & Zoom

December 10, 2025

Wednesday

4:00 PM - 6:00 PM

Joint City Council & Planning Commission Meeting -- Council Chambers & Zoom

December 17, 2025

Wednesday

2:00 PM - 6:00 PM

Council Work Session -- Council Chambers and Zoom

7:00 PM - 8:00 PM

Council Regular Session -- Council Chambers and Zoom

December 24, 2025

Wednesday

All Day

Christmas Eve -- CLOSED

December 25, 2025

Thursday

All Day

Christmas Day -- CLOSED

INTERGOVERNMENTAL AGREEMENT

Between PORT OF COLUMBIA COUNTY and CITY OF ST HELENS

This Intergovernmental Agreement (“IGA”) is entered into as of this ____ day of _____, 2024 (“Effective Date”), by and between the Port of Columbia County (“Port”) and the City of St Helens (“City”) for the purpose of allowing mutual admittance to the City owned St Helens Industrial Business Park and Port owned Railroad Corridor Industrial Park (collectively referred to as the ‘Industrial Properties’).

RECITALS:

- A. Port is an Oregon Port district authorized to conduct economic development activities pursuant to the terms of ORS Chapter 777.
- B. City is a local government governed by the St Helens City Charter and Municipal Code.
- C. Port requires a secondary entrance point for the Railroad Corridor Industrial Park.
- C. City owns an industrial site, known as the St Helens Industrial Business Park, which the Port needs passage through to access the Railroad Corridor Industrial Park via Kaster Road.
- D. Both parties wish to enter into an IGA to give mutual admittance to the Industrial Properties and are authorized to do so pursuant to ORS 190.003 to ORS 190.1110.

NOW THEREFORE, the parties agree as follows:

1. TERM

This IGA shall be effective upon the date last signed below. The IGA shall remain in effect for a period of five (5) years. Notwithstanding the foregoing, either Party may terminate this Agreement at any time by written notice delivered as outlined in Section 7, “Notices.” Such termination notice shall become effective immediately upon receipt.

2. PURPOSE

The purpose of this agreement is to set forth the duties and obligations of each party to allow access to the Railroad Corridor Industrial Park. Nothing contained in the foregoing is intended to affect the Port or the City's responsibility as respective owners of the Industrial Properties from complying with all state and federal laws, and all rules and regulations applicable to such ownership.

2.1 Port Obligations. The Port shall:

- a. Provide a representative that will be the point of contact for all interests and speak on behalf of the Port.
- b. Purchase and provide construction materials, namely rock, to the City for grading the access roadway.

- c. Allow the City access to Railroad Corridor Industrial Park.
- d. Be responsible for all Port hired contractors and Port tenants utilizing the Industrial Properties for access and shall require and maintain agreements with these parties, including policies of insurance.

2.2 City Obligations. The City shall:

- a. Provide a representative that will be a point of contact for all interests, speaking on behalf of the City and coordinating with the Port.

2.3 Manage construction activities, including but not limited to grading the access roadway.

- b. Allow the Port access to the St Helens Industrial Park via Kaster Road, including two locked gateways.

3. MUTUAL INDEMNIFICATION

Subject to the procedures and limitations of the Oregon Tort Claims Act, but without in any way limiting the applicability or availability of the insurance provided pursuant to this Agreement, Port agrees to protect, indemnify and hold harmless City, its City Council, directors, officers, employees, volunteers, agents, and representatives, against and from any and all loss, claims, actions, or suits, including costs and attorneys' fees, at trial and upon any appeal, for or on account of injury, bodily or otherwise, to, or death of, persons, or for damage to, or destruction of property belonging to Port, City, or others resulting from: (a) any negligence whatsoever on the part of Port or any of its Commission, directors, officers, agents, contractors, employees, volunteers, sublessees, licensees, or invitees in connection with this Agreement; or (b) any failure on the part of Port to perform or comply with any of the terms, provisions, or conditions in connection with this Agreement.

Subject to the procedures and limitations of the Oregon Tort Claims Act, but without in any way limiting the applicability or availability of the insurance provided pursuant to this Agreement, City agrees to protect, indemnify and hold harmless Port, its Commission, directors, officers, employees, volunteers, agents, and representatives, against and from any and all loss, claims, actions, or suits, including costs and attorneys' fees, at trial and upon any appeal, for or on account of injury, bodily or otherwise, to, or death of, persons, or for damage to, or destruction of property belonging to Port, City, or others, resulting from: (a) any negligence whatsoever on the part of City or any of its City Council, directors, officers, agents, contractors, employees, volunteers, sublessees, licensees, or invitees in connection with this Agreement; or (b) any failure on the part of City to perform or comply with any of the terms, provisions, or conditions in connection with this Agreement.

4. INSURANCE

Each party shall furnish evidence of the following liability insurance coverage within thirty (30) days of specific written request by the other party and shall keep such insurance in effect during the term of this Agreement. Such insurance shall provide that it is not cancelable without giving at least thirty (30) days prior written notice. Such insurance coverage shall be in a form and with an insurance carrier reasonably satisfactory to each party, as follows:

- Comprehensive or Commercial General Liability insurance or a similar self-insurance program shall cover bodily injury, personal injury and property damage. Coverage limits shall be \$2,000,000 combined single limit for each occurrence and \$4,000,000 annual aggregate or \$2,000,000 on a per occurrence basis.
- Automobile Liability insurance or similar self-insurance program with a coverage limit of \$2,000,000 combined single limit for each accident.

5. LIMITATION OF LIABILITY

NOT WITHSTANDING ANYTHING CONTAINED HEREIN TO THE CONTRARY, IN NO EVENT SHALL EITHER PARTY BE LIABLE TO THE OTHER PARTY FOR ANY LOST OR PROSPECTIVE PROFITS OR ANY OTHER PUNITIVE, EXEMPLARY, CONSEQUENTIAL, INCIDENTAL OR INDIRECT LOSSES OR DAMAGES (IN TORT, CONTRACT OR OTHERWISE) REGARDING ANY PERFORMANCE OR FAILURE OF PERFORMANCE, HOWSOEVER CAUSED, UNDER THIS AGREEMENT.

6. GENERAL PROVISIONS

This IGA shall be governed and construed according to the laws of the State of Oregon. Jurisdiction is in Columbia County Circuit Court, St. Helens Oregon. Port and City are the only parties to this IGA and as such are the only parties entitled to enforce its terms. Time is of the essence in the performance of and adherence to each and every covenant and condition of this IGA. Port and City each warrant and represent to one another that this IGA constitutes a legal, valid and binding obligation of that party and that the individuals executing this IGA have full and lawful authority to execute this IGA on behalf of the entity for whom they are acting.

7. NOTICES

All notices required or desired to be given under this IGA shall be in writing and may be delivered by personal delivery, electronic mail (with accompanying email reply confirming receipt), or by deposit in the United States mail, postage prepaid, as certified mail, return receipt requested, and addressed as follows:

Port of Columbia County
P.O. Box 190
Columbia City, Oregon 97018
Bynum@portofcolumbiacounty.org

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

or such other addresses as may be designated by either party by written notice to the other. Any notice delivered by personal delivery shall be deemed received by the addressee upon actual delivery; any notice delivered by mail as set forth in this IGA shall be deemed received by the addressee on the third business day after deposit. The addresses to which notices are to be delivered may be changed by giving notice of such change in accordance with this notice provision.

IN WITNESS WHEREOF, Port and City have executed this IGA effective as of the Effective Date listed above.

PORT OF COLUMBIA COUNTY

CITY OF ST. HELENS

By: _____
Sean P. Clark, Executive Director

By: _____
John Walsh, City Administrator

City of St. Helens

PERSONAL SERVICES AGREEMENT

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

RECITALS

- A.** The City is in need of personal services for Strategic Planning Consulting Services, and Contractor represents that it is qualified and prepared to provide such services.
- B.** The purpose of this Agreement is to establish the services to be provided by Contractor and the compensation and terms for such services.

AGREEMENT

- 1. Engagement.** The City hereby engages Contractor to provide services (“Services”) related to **Strategic Planning Consulting Services**, and Contractor accepts such engagement. The principal contact for Contractor shall be Rachael Barry, phone (503)351-3311.
- 2. Scope of Work.** The duties and responsibilities of Contractor, including a schedule of performance, shall be as described in Attachment A attached hereto and incorporated herein by reference.
- 3. Term.** Subject to the termination provisions of Section 10 of this Agreement, this Agreement shall commence once executed by both parties and shall terminate on December 31, 2025. The City reserves the exclusive right to extend the contract for a period of two (2) years in one (1) year increments. Such extensions shall be in writing with terms acceptable to both parties. Any increase in compensation for the extended term shall be as agreed to by the parties but shall not exceed five percent (5%) of the then-current fees.
- 4. Compensation.** The terms of compensation for the initial term shall be as provided in Attachment C.
- 5. Payment.**
- 5.1** The City agrees to pay Contractor for and in consideration of the faithful performance of the Services, and Contractor agrees to accept from the City as and for compensation for the faithful performance of the Services, the fees outlined in Attachment C, except that the hourly fee shall include all local travel, local telephone expense, computer expense, and routine document copying. Reimbursable expenses shall be billed at cost without markup and shall include travel and related expenses in compliance with the City’s travel and

expense policy, reproduction of documents or reports with prior written approval, and long-distance telephone expenses. Contractor's cost for approved sub-consultants may be marked up a maximum of five percent (5%) by Contractor for management and handling expenses.

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

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

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

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

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

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

CITY: City of St. Helens
Attn: City Administrator

265 Strand Street
St. Helens OR 97051

CONTRACTOR: RA Barry Consulting
Attn: Rachael Barry
hello@rannbarry.com
(503) 351- 3311

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

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

9. Insurance.

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

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

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

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

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

10. Termination.

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

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

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

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

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

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

10.2 Breach of Agreement

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

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

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

10.2.4 In the event of termination of this Agreement due to the fault of the Contractor, City may immediately cease payment to Contractor, and when the breach is remedied, City may recover from Contractor the amount by which the price for those substitute services exceeds the price for the same services under this Agreement, along with any additional amounts for loss and damage caused to the City by the breach, and withhold such amounts from amounts owed by City to Contractor. If the amount due Contractor is insufficient to cover City's damages due to the breach, Contractor shall tender the balance to City upon demand.

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

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

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

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

14. Indemnification.

14.1 Liability of Contractor for Claims Other Than Professional Liability. For claims for other than professional liability, Contractor shall defend, save and hold harmless City, its officers, agents and employees from all damages, demands, claims, suits, or actions of whatsoever nature, including intentional acts, resulting from or arising out of the activities or omissions of Contractor, its subcontractors, sub-consultants, agents or employees under this Agreement. A claim for other than professional responsibility is a claim made against the City in which the City's alleged liability results from an act or omission by Contractor unrelated to the quality of professional services provided by Contractor.

14.2 Liability of Contractor for Claims for Professional Liability. For claims for professional liability, Contractor shall save, and hold harmless City, its officers, agents and employees, from all claims, suits, or actions arising out of the professional negligent acts, errors or omissions of Contractor, its subcontractors, sub-consultants, agents or employees in the performance of professional services under this Agreement. A claim for professional responsibility is a claim made against the City in which the City's alleged liability results directly from the quality of the professional services provided by Contractor, regardless of the type of claim made against the City.

14.3 Contractor and the officers, employees, agents and subcontractors of Contractor are not agents of the City, as those terms are used in ORS 30.265.

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

16. Compliance with Law.

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

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

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

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

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

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

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

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

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

16.9.1 Either:

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

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

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

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

16.10 The Contractor must give notice to employees who work on this Agreement in writing, either at the time of hire or before commencement of work on the Agreement, or by posting a notice in a location frequented by employees, of the number of hours per day and the days per week that the employees may be required to work.

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

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

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

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

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

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

16.17 If this Contract exceeds \$50,000, is not otherwise exempt, and includes

work subject to prevailing wage, Contractor shall comply with ORS 279C.838, ORS 279C.840, and federal law.

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

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

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

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

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

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

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

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

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

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

21. Mediation/Dispute Resolution

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

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

23. Records, Inspection and Audit by the City.

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

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

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

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

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

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

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

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

CITY:

CONTRACTOR:

CITY OF ST. HELENS

RA BARRY CONSULTING

Council Meeting Date: 12/4/24

Signature: _____

Signature: _____

Print: _____

Print: _____

Title: _____

Title: _____

Date: _____

Date: _____

APPROVED AS TO FORM:

By: _____

City Attorney

ATTACHMENT A Scope of Work

Proposal for Strategic Planning Consulting Services

1. Summary & Purpose

The purpose of this proposal is to offer strategic planning consulting services to the City of St. Helens to help shape a sustainable, prosperous, and resilient future. The community survey and stakeholder engagement process will support the city's leadership by providing community sentiment information to help prioritize goals and provide the foundation for a useful and meaningful strategic planning process. Stakeholder engagement will be done collaboratively with city officials, staff, partners, and residents to guide strategic priority and goal development that aligns with the city's needs and aspirations.

2. Scope of Services

Consulting services for St. Helens will be divided into the following phases:

a. Community Survey and Stakeholder Engagement

- Refresh existing Community Survey and prepare for distribution.
- Develop and execute an outreach plan to promote participation.
- Conduct interviews, surveys and/or focus groups with the City Council, department heads, and key staff.
- Review current plans, policies, and data to understand existing initiatives.
- Analyze survey results and produce reports.

b. Team Agreements and Goal Setting

- Facilitate staff and City Council workshops to develop a shared understanding and goals for the city's future.
- Establish strategic priorities and key focus areas based on community feedback and data analysis.
- Define measurable objectives and desired impacts to develop strategy, track progress, and indicate success.

3. Project Timeline

Phase	Description	Estimated Timeline
Community Survey & Stakeholder Engagement	Month 1-2	8 weeks
Team Agreements & Goal Setting	Month 2	2 weeks

Total Project Duration: Approximately 2 months.

4. Deliverables

The following deliverables will be provided:

1. **Community Survey Report** – Summary of stakeholder insights and priorities.
2. **Workshop Summary Documents** – Defined by consensus and strategic workshops.
3. **Public Communication Materials** – Summaries and presentations for public outreach.

ATTACHMENT B INSURANCE REQUIREMENTS

Contractor and its subcontractors shall maintain insurance acceptable to the City in full force and effect throughout the term of this Contract. It is agreed that any insurance maintained by the City shall apply in excess of, and not contribute toward, insurance provided by Contractor. The policy or policies of insurance maintained by Contractor and its subcontractors shall provide at least the following limits and coverage:

TYPE OF INSURANCE	LIMITS OF LIABILITY		REQUIRED FOR THIS CONTRACT
General Liability	Each occurrence	\$1,000,000	YES
	General Aggregate	\$2,000,000	
	Products/Comp Ops Aggregate	\$2,000,000	
	Personal and Advertising Injury	\$1,000,000 w/umbrella or \$1,500,000 w/o umbrella	
Please indicate if Claims Made or Occurrence			
Automobile Liability	Combined Single – covering any vehicle used on City business	\$2,000,000	NO
Workers' Compensation	Per Oregon State Statutes If workers compensation is not applicable please initial here _____. State the reason it is not applicable: _____		NO
Professional Liability	Per occurrence	\$500,000 or per contract	NO
	Annual Aggregate	\$500,000 or per contract	

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

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

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

Certificates of Insurance shall be forwarded to:

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

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

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

**ATTACHMENT C
Terms of Compensation**

Budget and Payment Terms

Service Component	Description	Estimated Cost
Community Survey & Stakeholder Engagement	Includes plan refresh, stakeholder interviews, and project team meetings	\$2,940
Team Agreement & Goal Setting Workshops	Facilitation and analysis estimate for 2 workshops)	\$1,260

Total Estimated Cost: \$4,200

Payment Terms: Payments will be made in installments, with 50% due at contract signing and 50% upon completion of the team agreement phase.

ST. HELENS PUBLIC LIBRARY BOARD MEETING

Monday, October 14, 2024 at 7:15 PM
Virtually over Zoom

APPROVED MINUTES

Members Present

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

Members Absent

Member Ellen Jacobson
Member Diana Wiener

Councilors in Attendance

Councilor Russell Hubbard

Visitors

Savannah Augustus

Staff Present

Library Director Suzanne Bishop
Library Board Secretary Dan Dieter

CALL TO ORDER

Meeting was called to order at 7:16 pm by Chair Martin.

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

No visitor comments.

APPROVAL OF MINUTES

1. Minutes from regular board meeting, September 9, 2024, were reviewed.

Motion: Upon Member Dunn's motion and Member Ohler's second, the Library Board unanimously approved the minutes dated September 9, 2024. [Yeas: Chair Martin, Member Dunn, Member Echternach, Member Mann, Member Ohler, Member Pettit, Member Salas; Nays: none]

2. Minutes from special bylaws subcommittee meeting, September 9, 2024, were reviewed.

Motion: Upon Member Ohler's motion and Member Pettit's second, the Library Board unanimously approved the special minutes dated September 9, 2024. [Yeas: Chair Martin, Member Dunn, Member Echternach, Member Mann, Member Ohler, Member Pettit, Member Salas; Nays: none]

3. Minutes from special bylaws subcommittee meeting, September 23, 2024, were reviewed.

Motion: Upon Member Ohler's motion and Member Pettit's second, the Library Board unanimously approved the special minutes dated September 23, 2024. [Yeas: Chair Martin, Member Dunn, Member Echternach, Member Mann, Member Ohler, Member Pettit, Member Salas; Nays: none]

4. Minutes from special bylaws subcommittee meeting, October 8, 2024, were reviewed. Motion: Upon Member Pettit's motion and Member Ohler's second, the Library Board unanimously approved the special minutes dated October 8, 2024. [Yeas: Chair Martin, Member Dunn, Member Echternach, Member Mann, Member Ohler, Member Pettit, Member Salas; Nays: none]

OLD BUSINESS

5. BYLAWS SUBCOMMITTEE UPDATE: Chair Martin stated that the subcommittee met a few times and will submit updated bylaws at the next board meeting for approval.

NEW BUSINESS

6. New board member Jay Echternach was introduced to the rest of the board.

LIBRARY DIRECTOR'S REPORT

Director Bishop welcomed new board member Jay Echternach. The book club's choice this month is *Frankenstein*. The book club has been well received and Library Assistant Johnson has done an amazing job with the group. They even had a Zoom participant last month. The Friends of the St. Helens Library held their book sale last weekend. It appears all went well. The Friends also donated \$4,250 to the library for the purchase of a new Glowforge, as our old one failed and cannot be repaired. The Makerspace will have a new open house on October 24 from 4:00 pm to 6:30 pm. We've invited the business community and of course the library board are invited as well. One of the Makerspace volunteers, Allen McMillan, has been able to calibrate the 3D printers. Once reopened, Youth Librarian / Makerspace Technician Wiersma will start holding open hours which will allow participants to work on equipment that doesn't need training or demonstration, as well as 101 classes which will allow Technician Wiersma to demonstrate the use of some of the equipment and allow her to certify participants in using some of the more advanced equipment. As these programs unfold, she will start scheduling appointments for participants to complete training and certification, as well as work on individual projects that don't need supervision. We will also be recruiting volunteers that are willing to share their particular skills to co-lead a program with her or someone else on staff. As you may have heard, the Columbia Economic Team and the Small Business Development Center (SBDC) will be moving to the John Gumm building sometime this month. That will leave the rooms that they occupy available for other use. There have been conversations with the Columbia Learning Center Foundation Board about library use of the rooms and how much rent would be required. Current rent for the space depends on how much is rented and the range is from \$4,000 to \$9,000 per year. The library budget would not allow for such an expense, but the space would make an ideal addition to the Makerspace. Councilor Hubbard stated that it would be worth looking for some outside monies to cover such a cost for the library, but it might also be worth talking to the City to see if some funding might be available. The Foundation is also looking at other options like small non-profits or other similar groups looking for a space to rent. Member Ohler asked if she could contact the Columbia River People's Utility District about funding. She will get the forms to fill out for funding requests and apply. Attendance by the hour has increased slightly over last year. There are increases in story-time participation and public computer use. We only have six public computers and there are times when they are pretty busy. We are going to create a reserved space for teens in the Young Adult area of the library. We will put signs up to indicate that the space is reserved for teens only from 3:00 pm to 7:00 pm. Member Echternach stated that he would support and encourage this initiative. Youth Librarian Wiersma also has a plan to start a teen advisory board. Director Bishop stated that she will be out of town for a week starting tomorrow. Our new Library Assistant, Karina Vargas-DeLara started a week

ago. She is still in college and has started training with other staff. She has lots of energy and is very welcoming. We recently partnered with the Elks for their Warm Welcome to the Library Program. It's a national program that involves giving away hats, coats, and mittens to kiddos from Head start and their families. Youth Librarian Wiersma and I spoke at the Kiwanis' Daybreakers group last week. The October meeting of the Genial Genealogists saw twenty attendees, compared to the normal nine or ten, in part because the regional expert Tricia Oberndorf covered ship passenger lists. In general people have fun when they come into the library, and they often tell us how they feel welcomed when they come in.

COUNCILOR'S REPORT

Councilor Hubbard stated that the idea of renting the additional rooms from the Foundation can be addressed at a City Council meeting. He would also encourage reaching out to the PUD for funding. It's exciting to see the Makerspace back up and running. It is such a positive thing for the library. And also glad to see Jay is on and he's going to be a great asset to the library.

OTHER BUSINESS

Not at this time.

SUMMARIZE ACTION ITEMS

Chair Martin stated that the bylaws document can be summarized and prepared to go out in the packet for the next board meeting.

ADJOURNMENT

Chair Martin adjourned the meeting at 7:54 p.m.

Respectfully submitted by,
Dan Dieter
Library Board Secretary



PARKS AND TRAILS COMMISSION SPECIAL MEETING

Tuesday, August 27, 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 Lynne Pettit

MEMBERS ABSENT

Commissioner Paul Barlow
Commissioner Reid Herman
Commissioner Jacob Woodruff

STAFF PRESENT

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

CALL TO ORDER - 4:00 p.m.

NEW BUSINESS

1. Annual Report to Council

Briefly discussed and made a couple of changes to the Annual Report to Council and decided who would present different parts at the Council Meeting.

Motion made by Commissioner Blumenthal to present the Report with the changes they decided on, Seconded by Commissioner Hellmich.

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

2. Milton Creek Woodland Reserve Project

Jacobson went through the rough draft of the presentation he made to make the Milton Creek Preserve. He said there are phases that overlap. They need to get the word out to stakeholders and work on funding.

They need to come up with the best way to approach Council for approval and how to approach the Port about their property.

Hellmich asked if the property being sold would affect this and Jacobson and Tupper both said no. Belcher's map shows the old Boise Park in 100-year flood plain. Belcher said he'd like to see it made into a City park and the camas field saved. The map shows a trail and it is in the City Master Plan. They would need enough setback when lots are sold to build a new trail. Trails and historic quarries need to be saved. They have to talk to Walsh to see what the City wants to do and what the Port wants to do. The process will probably take several years. Jacobson says they should make a wish list and present it to Council. Belcher said there is a strip in the 100-year flood plain along the upper lots. Jacobson said they could talk to Walsh about putting that in when they go to sell the lots. Belcher would like to see a lot line adjustment done before because once they are sold, they can't do anything. Sundeen thinks lines are just drawn in but not officially platted yet. Tupper doesn't think anything has been surveyed.

Tupper said last he heard, it looks like the new substation will be mostly in the mill parking lot. Belcher said they would also have to get permission to use the bridge to walk across but Hellmich said the bridge is pretty sketchy. Pettitt said there was a little piece of land north of the Boise property owned by the fire department. She was wondering what was happening with that. Maybe it could be used to make a trail through there. Tupper said he could look into it.

Jacobson said they need to come up with the desired features they'd like to see in there. Hellmich said his number one would be to have the trail be ADA accessible and Jacobson said in his presentation, he had an ADA trail by the Rec Center that could be paved. Belcher asked what materials they can have other than asphalt or concrete and Hellmich said it can be gravel or compacted dirt like clay if ADA approved. There also might be grants through the State for ADA trails. He would like the loop trail to be inclusive if possible so all abilities could access it and enjoy it. Pettitt said she is considering maintenance because we don't have the staff or funds to have bathrooms and picnic tables and garbage so her suggestion would be to have donated benches along trail and just a matter of keeping the trail wide. Jacobson said they can start small and add things as it goes along.

Lathrope said she would like to see some form of restroom and garbage facility somewhere along the trail maybe halfway around. Jacobson said it would be hard to dig for a pit toilet since it is solid rock down there. Tupper said those types of restrooms are probably the worst to maintain and there is no way to get a truck out there to pump it out.

Tupper said keep costs in mind. When you start talking ADA, you are talking about a lot of money. Maintenance would be huge. The parks get trashed when they do have restrooms and garbage cans. People go through the garbage for cans and steal the liners for raincoats and vandalism will be bad since no one will be able to see if someone is doing stuff back there. Keep things simple for now and you can always build more later. Sundeen asked what will set it aside from McCormick. They would have two parks side by side that have trails and playground equip is expensive. They have other parks with no playgrounds and already have a nice new one at McCormick. Jacobson said this is just a wish list. Belcher said the big thing

is to get a commitment from the City and Port to get it going. Thinks it will take years but it is something to have for the future. If there is no commitment from the City to set it aside, this is all moot. He thinks with all the people who worked down there, he would think people would want the park saved.

Jacobson said there is interest from community members. He thinks they have identified most of what they want. Lathrope said they should focus on saving it for future uses and seeing where it is at in five years. Other parks need attention so thinks draining money for another park is doing a disservice but securing it for future use is good.

Belcher said they need to think about what St Helens will look like in 20 years. He thinks it will grow so they should get things like this for future growth. Lathrope said a nice walking area could be attractive to future developers in the industrial area for employees. Hellmich thinks it could be more focused on peace and nature since McCormick can be very busy and loud. Tupper wondered how loud it was when mill was operating.

Belcher said they need to decide how to approach the Port and the City. Jacobson said they need better maps with things partitioned. They need to gather information and put it together for a skeletal first draft. He will try to get done for September.

They need to look for grants/budget for creating a trail. He asked Sundeen if he could look at historic/prehistoric components and give them a basic rundown. Petitt said it would be interested in finding out if a Native American village would be a heritage site.

Hellmich said they need to identify stakeholders, media, how best to approach. Blecher said he is willing to have an informal talk with the Port to see what they think. He will tell them what they discussed here. Sundeen thinks the focus should be to still get the City side done no matter what the Port does. Jacobson suggested talking to a reporter to maybe get them to do a story and Sundeen suggested they talk to Communications Officer King first.

Petitt agrees they should get a yea or nay from the City before going any further.

Sundeen said a big thing Council will want is a map with info and acreage on it. Tupper said if they go through the City for maps, to go through him.

ADJOURNMENT - 5:12 p.m.

Respectfully submitted by Sheri Ingram, Public Works Office Assistant



PARKS AND TRAILS COMMISSION

Monday, September 09, 2024 at 4:00 PM

APPROVED MINUTES

COMMISSIONERS PRESENT

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

COMMISSIONERS ABSENT

Commissioner Paul Barlow

STAFF PRESENT

Buck Tupper, Facilities Maintenance Supervisor
 Brandon Sundeen
 Sheri Ingram
 Lisa Scholl
 Jacob Graichen

CALL TO ORDER - 4:00 p.m.

APPROVAL OF MINUTES

1. Approve Minutes of August 12, 2024

Motion made to recommend that Council approve the Minutes of August 12, 2024 by Commissioner Blumenthal, Seconded by Commissioner Hellmich.

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

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

NEW BUSINESS

OLD BUSINESS**2. Milton Creek Woodland Reserve**

Jacobson sent out a draft of everything done prior and went through it page by page and asked if people had anything to add to any of the pages. Graichen said one way to make this stick would be to look at zoning. They potentially have a zoning district called Open Space that is a designation in the Comprehensive Plan. If Dalton Lake gets annexed, it would be zoned as Open Space so that is embodied in the Comprehensive Plan. The Comprehensive Plan is the overall plan that helps guide what you do and the goals of that are to conserve open space and protect natural and scenic resources and to promote healthy and visually attractive environments in harmony with the natural landscape character. Based on what he has heard on the Woodland Reserve concept, it sounds like that is their general goal. Since the City owns the property and the Council agrees with it, he doesn't see a lot of push-back. The zone change process goes to the Planning Commission and City Council and takes a few months.

We are currently going through an economic opportunities analysis and when they inventory our employment land, they take out wetlands, flood plains, etc. He thinks the majority of this lands in those categories. Belcher said the park is in the floodplain and the camas field is 2-3 acres and a little higher and rocky. He thinks conservancies would like to see it saved. The other side is Port property. Graichen said that is in the City limits. Belcher asked if they can zone that as open space and Graichen said the Port would have to agree to it. Jacobson said it is industrial zoning right now so if they take it out, would that make us deficient with how much should be in inventory and Graichen said right now, we have a lot of industrial land so shouldn't be an issue. Jacobson asked if he had an idea of where the substation would be and Graichen pointed out on a map where the substation is proposed to go. It is pretty close to old Boise park and they would have to put in a street which will help with access to the park. Lathrope asked if they moved forward with possible re-zoning, would that secure it for their purpose and buy them time and can it be reversed later and Graichen said it could be. The Council of today can be on board but a different council later could have a different view of things.

Jacobson had a number of approximately 39 acres. Hellmich will figure out the approximate acres and also how many acres the Port has and he will identify landowners. He tried contacting Communications Officer King but she is gone until late September.

Lathrope asked if they are going to consider moving forward with re-zoning and Jacobsons said they are just concentrating on stakeholders right now. Hellmich asked Sundeen if he knew of any historical groups that would be interested and he said he would have to think about that.

Blumenthal thought they should put the seed out about the railroad tracks. Jacobson thought there was already a plan to use the tracks for part of the trail. Jacobson said they are studying a Scappoose-St. Helens trail right now and they should see if they could get funding through that to bring it all the way down to historic St. Helens using the railroad tracks. Tupper knows it is a private spur on the Boise property and doesn't know who owns the spur on Port property. Lathrope said the area could also be used for tourism parking, and they could consider the possibility for that area to be used in the future for tourism events like Halloweentown when they did the haunted walk-throughs at Nob Hill and McCormick.

Jacobson said they talked about Belcher, Walsh and him meeting with Shawn Clark with the Port to get some ideas of what they would like to see. Hopefully can get a presentation to the

Council by the end of the year. Hellmich said if we have a large surplus of industrial land, that could give us leverage.

Jacobson said they need photos for presentation.

Helmich said they have McCormick across the street so doesn't see the need for a playground. Lathrope would like to consider keeping it more on the natural place and she's not sure about signs because of vandalism and Belcher agrees. Jacobson said these are just things to think about and can come back at the next meeting and maybe come up with other rest and recreation areas to bring to the next meeting.

Belcher likes the quarries down there. Maybe they could have some kind of history on the cobblestones and how they took them out of there and where the people came from that worked there. He thinks it's a big part of St. Helens because there were a large amount of them around here. Sundeen said most of the cobblestones went to Portland. They called them Belgian blocks and most of the ones you see in Portland are from St. Helens.

3. Sign Grant Ideas

Belcher would still like a sign above the cliff where trail crosses River St. He found one that says "Caution - Unfenced Cliff". Thinks still a good idea to have a fence. Tupper said he still wants to talk to their lawyer and insurance guy about it. If there was a barrier, they wouldn't need a sign.

Lathrope said they need a sign at Civic Pride Park. Tupper asked if they want something like what is at the other parks and she said at least the bare minimum with a name because people don't know it's a park. Tupper said they did put up signs that say City Park but do they want signs with the name and where do they want it located. Lathrope would like to see one on the Red Apple side. Blumenthal would like a sign on both sides. Hellmich has a friend with a machine that can make a wood one and Tupper said they should look at the ones at the other parks so they match.

Tupper said they replaced the rules sign at Grey Cliff sign the day after Blumenthal told hm about it. The off-leash area can be marked better and they do have signs already so he is looking into that. Blumenthal would like restoration signs. He has a picture he can send to Tupper. Tupper said those can be made of corrugated plastic so they will be cheap.

4. Sand Island Contract

Belcher said he thinks the agreement is a great idea and they are an advisory committee and the Council has the final say. But there are some concerns that people have brought to him and they have talked about. The shuttle is not in the contract and the mayor thought it was a verbal agreement. It needs to be clarified.

As far as the camp host, he thinks the contract says a host is supposed to there the whole time but maybe they don't need to be during the week. Maybe there should be an amendment. There wasn't one there the Thursday before Labor Day when he went over there.

There are five cabins there now. If something major is being done over there, he thinks it should be brought to their attention because the contract says if there are improvements made, the City has to buy them back. Contract says the City gets 10% of gross revenue and can be given as tax credits. It would be nice to see some kind of statement. He thinks things could be more open and transparent. Sundeen said they could make a formal request to Gloria Busch to come and talk to them. Belcher said there were a lot of unknowns when

contract was written so it needs to be amended. Herman asked who determines the value of the cabins and Belcher said each party has an appraiser and if they don't agree, they can have a third appraiser. Blumenthal likes the job they are doing on the island - no homeless and garbage issues.

OTHER BUSINESS

Jacobson said they gave the annual report to Council and it went well. He thanked Pettit for doing the draft for it.

Parks assignments – Herman help with the BMX and McCormick if they want. Hellmich will take Campbell Park. Herman will take Civic Pride.

Pettit said her husband mows and they clean up around the tree and she cuts the rhodies at Walnut Tree Park.

STAFF REPORT

Tupper said they have done a lot of routine maintenance and mowing. He has summer helpers until the end of the month. They have been replacing the wood on picnic tables and benches. The gas and diesel storage area at McCormick got broken into and they attempted to syphon gas out through three long hoses and were unsuccessful. They left a bunch of trash.

Hellmich said at hole 14, a tree collapsed on top of a place where you put a disk golf basket. Can they remove it?

Pettit thanked Tupper for moving the little library at Walnut Tree Park and moving the bench on the overlook. They do have some garbage that has been dumped below the overlook and all the signs and benches have been graffitied and painted. Someone cut the grass and left it all over the road so she blew it off the road.

COUNCILOR'S REPORT

Sundeen said thanks for showing up in force to the Council Meeting and thanks for the presentation. He can see if they want to have a joint meeting with Council once a year. They are not out of line with Sand Island questions. He has heard the same complaints from people. A group wants to talk to them about starting an RC track in one of the parks. Hellmich said there is one right next to the BMX track.

DISCUSSION ITEMS

Tupper said to text him and let him know if walking the Boise property behind the gate, because the police will be on them if they don't. They have had problems down there so the police are patrolling the property.

Pettit said they are having a Dalton Lake cleanup on Sept. 28 from 9-12.

ADJOURNMENT - 5:37 p.m.

Respectfully submitted by Sheri Ingram, Public Works Office Assistant

Records and Evidence Specialist



DEPARTMENT: Police
DIVISION: N/A
SUPERVISOR: ~~Administrative~~ Sergeant
CLASSIFICATION: Non-Exempt (overtime eligible)
UNION: Yes
CONFIDENTIAL: No

POSITION SUMMARY

Receives, catalogs, stores, and disposes of evidence seized, and supports the functions of the St. Helens Police Department. Performs a variety of office support, receptionist, clerical, secretarial, and administrative work in support of law enforcement activities.

SUPERVISION RECEIVED

Works under the supervision of the ~~Administrative~~ Sergeant.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

Evidence Specialist

- Receives, organizes, preserves, secures, releases, and/or disposes of property and evidence.
- Maintains property and evidence records and files, including use of property/evidence management software and paper filing systems.
- Ensures compliance with state, federal, and local policies, procedures, and regulations for property handling/disposal.
- Coordinates the release of property upon receipt of and in compliance with property disposition letter from case prosecuting attorney or request from case officer has been received.
- Verifies the eligibility of persons requesting the return of firearms.
- Disposes of unclaimed property in accordance with state, federal, and local policies, procedures, and regulations.
- Maintains property room security and logbook entries, as required.
- Consolidates property disposition requests with E-Courts, case officer, the District Attorney's Office, and/or the City Prosecuting Attorney.
- Receives and accommodates requests from officers to view and transport property/evidence for case management and courtroom testimony.
- Transports evidence to the Oregon State Police Crime Laboratory, or other facilities, in person or via USPS, FED-EX, or UPS. Ensures proper completion of lab request form.
- Maintains inventories and requests orders of property storage, evidence processing supplies and materials as needed.

- Coordinates monthly, quarterly, and annual inspections and audits of the property room with the Property Room Manager.
- Testifies in court regarding the chain of evidence and other relevant information.
- Performs other related duties as assigned.

Support Specialist

- Greets customers and visitors at public service window. Provides excellent internal and external customer service. Creates a positive experience for customers through professional and courteous behavior and creative problem resolution.
- Makes data entries into the department computer system concerning all names, stolen property, and evidence contained in the officers' reports.
- Assists in the preparation of a variety of reports and records for other agencies such as LEADS, NCIC, Municipal Court, District Attorney's office, and makes distribution of police reports as the preparing Officer, or department policy directs.
- Makes data entry and files all citations issued by the Officers.
- Maintains the Law Enforcement Data System (LEADS), enters data into the computer, and generates a variety of law enforcement management system reports. Operates LEADS and NCIC criminal data information systems, performs criminal history inquiries, maintains confidential information associated with on-going law enforcement activities for the City.
- Dispatches information to officers in the field, as needed.
- Maintains the Uniform Crime Reports (UCR), archive and prepare data/statistics for the state and federal reports.
- [Archives Police Department police reports per Oregon Statutes.](#)
- Provides a variety of police related information to the public and governmental agencies.
- Receives incoming calls, determines nature and urgency of calls, and transfers calls to dispatch for service as needed.
- Receives requests from officers for special or specific information; follows-up with appropriate information and relays the same back to the officer.
- Provides a variety of administrative assistance as needed.
- Composes a variety of correspondence, reports and other materials requiring independent judgment as to content, accuracy, and completeness.
- Establishes and maintains records systems using moderately independent judgment.
- Maintains inventories and orders departmental supplies and materials.
- Maintains departmental records and files.
- Receives and handles cash payments from public as appropriate.
- Follow all safety rules and procedures for work area. Maintains work area in a clean and organized manner. Follow standards as outlined in the St. Helens Police Department Policy Manual.
- Performs other related duties as assigned.

PERIPHERAL DUTIES

- Receives the public and answer questions pertaining to property and evidence; responds to inquiries from employees, citizens, and others and refers, when necessary, to appropriate persons.

- Answers telephone system.
- Schedules appointments, meetings, makes reservations, and arranges a variety of conferences and meetings, as directed by supervisors.
- Receives the public and answers questions; responds to inquiries from employees and citizens and others and refers, when necessary, to appropriate persons.

MINIMUM QUALIFICATIONS

GENERAL

- Must be 18 years or older at the time of employment.
- Must possess, or be able to obtain by time of hire, a valid state driver's license without record of suspension or revocation in any state.
- No felony convictions or disqualifying criminal histories.
- Must be able to read and write the English language.
- Must be able to type a minimum of thirty-five words per minute, error free.

EDUCATION AND EXPERIENCE

- High school diploma or GED equivalent; and
- Two years of general office, communications, or records management experience; or
- An equivalent combination of education and experience.

KNOWLEDGE, SKILLS, AND ABILITIES

- Some knowledge of modern law enforcement principles, procedures, techniques, and equipment.
- Some skill in the operation of most of the tools and equipment listed below.
- Ability to learn the applicable laws, ordinances, and department rules and regulations; Ability to communicate effectively orally and in writing; Ability to establish and maintain effective working relationships with subordinates, peers and supervisors; Ability to follow verbal and written instructions; Ability to learn the City's geography.
- Working knowledge of computers and electronic data processing equipment; working knowledge of modern office practices and procedures.
- Knowledge of evidence handling practices and procedures, terminology, court proceedings, and related documents.
- Ability to maintain confidentiality.

SPECIAL REQUIREMENTS

None.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing and specialized software, police radio, phone, ~~typewriter~~, calculator, fax machine, and copy machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to talk and hear. The employee is required to operate office equipment, handle objects, tools, and controls.

The employee must regularly lift materials up to 30 pounds and occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee may be occasionally exposed to biohazards or physically offensive sights and or sounds. Appropriate Personal Protective Equipment (PPE) will be provided.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually quiet to moderately noisy. At times, the collection of evidence will require travel to and exposure from collection sites.

EMPLOYEE ACKNOWLEDGMENT

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I acknowledge that I have received a copy of the **Records and Evidence Specialist** job description. I understand that it is my responsibility to adhere to the Essential Duties and Responsibilities as outlined within this job description.

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, the minimum education and experience required of the position, and the physical demands of the position.

Signatures:

Records and Evidence Specialist

Date

Print Name: _____

~~Administrative~~ Sergeant

Date

Expense Approval Register

Packet: APPKT01125 - AP 11.22.24



St. Helens, OR

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL FUND					
WEX BANK	100392257	11/19/2024	POLICE FUEL PURCHASES	100-705-52022	4,499.41
WEX BANK	100392257	11/19/2024	PLANNING 7782 FUEL PURC...	100-710-52022	45.03
WEX BANK	100392257	11/19/2024	BUILDING FUEL PURCHASES ...	100-711-52022	59.26
WEX BANK	100392257	11/19/2024	CITY HALL FUEL 0256	100-715-52022	73.16
CARDINAL SERVICES INC	014808	11/21/2024	TEMPORARY EMPLOYMENT	100-705-52023	256.03
CARDINAL SERVICES INC	014808	11/21/2024	TEMPORARY EMPLOYMENT	100-706-52023	465.50
CARDINAL SERVICES INC	014808	11/21/2024	TEMPORARY EMPLOYMENT	100-708-52023	46.55
CARDINAL SERVICES INC	014808	11/21/2024	TEMPORARY EMPLOYMENT	100-709-52023	93.10
CARDINAL SERVICES INC	014808	11/21/2024	TEMPORARY EMPLOYMENT	100-715-52023	416.50
WILCOX	0910595-IN	11/21/2024	FUEL PARKS DEPT	100-708-52022	411.32
KOLTEN EDWARDS	10.0.24 CORRECTION	11/21/2024	TRAVEL REIMBURSEMENT	100-705-52040	13.00
MATTHEW SMITH AP	10.01.24 CORRECTION	11/21/2024	TRAVEL REIMBURSEMENT	100-705-52040	13.00
KOLTEN EDWARDS	10.14.24 CORRECTION	11/21/2024	TRAVEL REIMBURSEMENT	100-705-52018	75.00
RICK SCHOLL	10.21.24 CORRECTION	11/21/2024	TRAVEL REIMBURSEMENT	100-703-52018	45.00
JAMIE EDWARDS	10.31.24 CORRECTION	11/21/2024	TRAVEL REIMBURSEMENT	100-707-52018	42.00
RICOH USA INC	108751967	11/21/2024	POLICE EQUIPMENT LEASE 1...	100-705-52001	29.37
BRANDON T SUNDEEN	11.01.24 CORRECTION	11/21/2024	TRAVEL REIMBURSEMENT	100-703-52018	45.00
GLORIA BUTSCH	11.01.24 CORRECTION	11/21/2024	TRAVEL REIMBURSEMENT	100-705-52018	75.00
MAILBOXES NORTHWEST	11.01.24	11/21/2024	POSTAGE 2801 ACCT 1 PD	100-705-52001	52.49
JESSICA CHILTON	11.07.24 CORRECTION	11/21/2024	TRAVEL REIMBURSEMENT	100-703-52018	45.00
PITNEY BOWES BANK INC PU...	11.11.24	11/21/2024	POSTAGE METER	100-715-52001	1,000.00
COLUMBIA RIVER PUD	11.13.24 7493	11/21/2024	150 S 13 ST POLICE STATION ...	100-705-52003	396.67
COLUMBIA RIVER PUD	11.13.24 7493	11/21/2024	150 S 13TH ST- POLICE	100-705-52003	136.76
COLUMBIA RIVER PUD	11.13.24 7493	11/21/2024	375 S 18TH ST COLUMBIA CE...	100-706-52003	843.66
COLUMBIA RIVER PUD	11.13.24 7493	11/21/2024	50 PLAZA SQ- PLAZA OUTLETS	100-708-52003	63.38
COLUMBIA RIVER PUD	11.13.24 7493	11/21/2024	475 S 18TH ST	100-708-52003	118.10
COLUMBIA RIVER PUD	11.13.24 7493	11/21/2024	162 MCMICHAEL ST - CAMPB...	100-708-52003	120.48
COLUMBIA RIVER PUD	11.13.24 7493	11/21/2024	475 S 18 ST METER 10220167	100-708-52003	140.28
COLUMBIA RIVER PUD	11.13.24 7493	11/21/2024	475 S 18TH ST - MCCORMICK...	100-708-52003	723.18
COLUMBIA RIVER PUD	11.13.24 7493	11/21/2024	475 S 18TH ST	100-708-52003	84.23
COLUMBIA RIVER PUD	11.13.24 7493	11/21/2024	200 N RIVER ST - GREY CLIFFS...	100-708-52003	50.41
COLUMBIA RIVER PUD	11.13.24 7493	11/21/2024	200 N 7TH ST - PARK	100-708-52003	36.75
COLUMBIA RIVER PUD	11.13.24 7493	11/21/2024	299 N 6TH ST - PARKS	100-708-52003	36.36
COLUMBIA RIVER PUD	11.13.24 7493	11/21/2024	475 S 18TH ST- MCCORMICK ...	100-708-52003	42.45
COLUMBIA RIVER PUD	11.13.24 7493	11/21/2024	264 STRAND ST- COL VIEW P...	100-708-52003	57.19
COLUMBIA RIVER PUD	11.13.24 7493	11/21/2024	264 STRAND ST- PARKS/ GAZ...	100-708-52046	52.60
COLUMBIA RIVER PUD	11.13.24 7493	11/21/2024	265 STRAND ST. - DOCKS	100-708-52046	436.92
COLUMBIA RIVER PUD	11.13.24 7493	11/21/2024	264 STRAND ST- COL VIEW P...	100-708-52046	57.24
COLUMBIA RIVER PUD	11.13.24 7493	11/21/2024	2625 GABLE RD REC CENTER	100-709-52003	231.66
COLUMBIA RIVER PUD	11.13.24 7493	11/21/2024	277 STRAND ST -	100-715-52003	36.67
COLUMBIA RIVER PUD	11.13.24 7493	11/21/2024	277 STRAND ST- CITY HALL U...	100-715-52003	68.30
COLUMBIA RIVER PUD	11.13.24 7493	11/21/2024	265 STRAND ST- CITY HALL ...	100-715-52003	158.08
COLUMBIA RIVER PUD	11.13.24 7493	11/21/2024	265 STRAND ST- CITY HALL ...	100-715-52003	536.03
COLUMBIA RIVER PUD	11.13.24 7493	11/21/2024	275 STRAND ST- CITY HALL U...	100-715-52003	97.50
MARK GUNDERSEN	11.7.24 CORRECTION	11/21/2024	TRAVEL REIMBURSEMENT	100-703-52018	45.00
CC RIDER COLUMBIA COUNT...	16-4077	11/21/2024	SEPTEMBER 2024 VOUCHER ...	100-705-52019	3.00
SIERRA SPRINGS	21814586 110924	11/21/2024	WATER BOTTLED COURT / UB..	100-715-52001	43.49
ORKIN	269497099	11/21/2024	PEST CONTROL POLICE	100-705-52023	190.99
ORKIN	269498309	11/21/2024	1810 OLD PORTLAND RD PES...	100-705-52023	192.99
ORKIN	275518663	11/21/2024	PEST CONTROL POLICE	100-705-52023	25.00
QWEST DBA CENTURYLINK A...	3263X201-S-24319	11/21/2024	5163X204S3	100-712-52010	80.33
COMMUNICATIONS NORTH...	81725	11/21/2024	EUIPMENT-PO EVIN EUSTICE	100-705-52086	889.90
EATONS TIRE AND AUTO REP...	85824	11/21/2024	OIL CHANGE 2024 DODGE D...	100-705-52098	104.01

Expense Approval Register

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
EATONS TIRE AND AUTO REP...	86016	11/21/2024	REPLACE BRAKES- 2019 FORD	100-705-52098	1,475.34
DEPARTMENT OF ADMINIST...	ARQ27384	11/21/2024	THE OREGON COOPERATIVE..	100-715-52019	2,000.00
AXON ENTERPRISE INC	INUS293937	11/21/2024	FLEET BASIC + TAP	100-705-52102	2,659.51
L.N CURTIS AND SONS	INV876389	11/21/2024	POLICE UNIFORMS	100-705-52002	296.00
L.N CURTIS AND SONS	INV876552	11/21/2024	POLICE UNIFORMS	100-705-52002	88.00
L.N CURTIS AND SONS	INV876671	11/21/2024	POLICE UNIFORMS	100-705-52002	432.38
L.N CURTIS AND SONS	INV877321	11/21/2024	POLICE UNIFORMS	100-705-52002	84.85
L.N CURTIS AND SONS	INV878205	11/21/2024	POLICE UNIFORMS	100-705-52002	120.85
L.N CURTIS AND SONS	INV887336	11/21/2024	POLICE UNIFORMS	100-705-52002	1,856.60
L.N CURTIS AND SONS	INV888390	11/21/2024	POLICE UNIFORMS	100-705-52002	301.00
COLUMBIA COUNTY	OCT 2024	11/21/2024	INSPECTIONS FOR ST. HELENS..	100-711-52015	520.00
COLUMBIA COUNTY	SEPT 2024	11/21/2024	INSPECTIONS FOR ST. HELENS..	100-711-52015	1,100.00
RUBENS LAWN SERVICE	0007161	11/22/2024	MONTHLY LAWN SERVICE	100-705-52023	40.00
DAVID KRASKE	10.7.24	11/22/2024	JURY DUTY PAY	100-704-52019	10.00
NICHOLAS CAMMANN	10.7.24	11/22/2024	JURY DUTY PAY	100-704-52019	10.00
LUKE MARSHALL	11.17.24	11/22/2024	TRAVEL REIMBURSEMENT-FI...	100-705-52018	543.03
NASH TILLOTSON	11.22.24	11/22/2024	JURY DUTY PAY	100-704-52019	10.00
TOBINS DAVIS	11.22.24	11/22/2024	JURY DUTY PAY	100-704-52019	10.00
LESLIE PECK	11.22.24	11/22/2024	JURY DUTY PAY	100-704-52019	10.00
MICHELE PETERSON	11.22.24	11/22/2024	JURY DUTY PAY	100-704-52019	10.00
AMY SNOW	11.22.24	11/22/2024	JURY DUTY PAY	100-704-52019	10.00
REBECCA CLARK	11.22.24	11/22/2024	JURY DUTY PAY	100-704-52019	10.00
DELLA THORNTON	11.22.24	11/22/2024	JURY DUTY PAY	100-704-52019	10.00
MERCEDES MASSEY	11.22.24	11/22/2024	JURY DUTY PAY	100-704-52019	10.00
GRETCHEN ROBINSON	11.22.24	11/22/2024	JURY DUTY PAY	100-704-52019	10.00
JENNIFER MASSEY	11.22.24	11/22/2024	JURY DUTY PAY	100-704-52019	10.00
JUDITH KEARNS	11.22.24	11/22/2024	JURY DUTY PAY	100-704-52019	10.00
PATRICIA OLIVER	11.22.24	11/22/2024	JURY DUTY PAY	100-704-52019	10.00
LISA SCHOLL	11.22.24	11/22/2024	JURY DUTY PAY	100-704-52019	10.00
DALE MARLOW	11.22.24	11/22/2024	JURY DUTY PAY	100-704-52019	10.00
DARYN KELLIHER	11.22.24	11/22/2024	JURY DUTY PAY	100-704-52019	10.00
JEFF WELTER	11.22.24	11/22/2024	JURY DUTY PAY	100-704-52019	10.00
NICK HARTMAN	11.22.24	11/22/2024	JURY DUTY PAY	100-704-52019	10.00
CASANDRA ESPARZA	11.22.24	11/22/2024	JURY DUTY PAY	100-704-52019	10.00
MILES HAAS	11.22.24	11/22/2024	JURY DUTY PAY	100-704-52019	10.00
LISA FROMM	11.22.24	11/22/2024	JURY DUTY PAY	100-704-52019	10.00
EMILY TINNEY	11.22.24	11/22/2024	JURY DUTY PAY	100-704-52019	10.00
SHERI MOLLENHOUR	11.22.24	11/22/2024	JURY DUTY PAY	100-704-52019	10.00
KRISTEN GILCHRIST	11.22.24	11/22/2024	JURY DUTY PAY	100-704-52019	10.00
RYAN HINSHAW	11.22.24	11/22/2024	JURY DUTY PAY	100-704-52019	10.00
SHALEEN JACOBSON	11.22.24	11/22/2024	JURY DUTY PAY	100-704-52019	10.00
DAVID KRASKE	11.22.24	11/22/2024	JURY DUTY PAY	100-704-52019	10.00
NICHOLAS CAMMANN	11.22.24	11/22/2024	JURY DUTY PAY	100-704-52019	10.00
BRANDON PAHNISH	11.22.24	11/22/2024	JURY DUTY PAY	100-704-52019	10.00
CHRISTOPHER HALSETH	11.22.24	11/22/2024	JURY DUTY PAY	100-704-52019	10.00
BEMIS	11042	11/22/2024	FLYER AND NOTARY STAMP	100-715-52001	33.85
CENTURY LINK BUSINESS SER...	712511043	11/22/2024	ACCT 88035002	100-712-52010	160.01
SHRED-IT C/O STERICYCLE INC	8008856003	11/22/2024	CITY HALL SHRED SERVICE	100-715-52001	117.55
SHRED-IT C/O STERICYCLE INC	8008923102	11/22/2024	POLICE DEPT SHRED SERVICE	100-705-52019	89.76
ENTERPRISE FM TRUST	FBN5166530	11/22/2024	LEASE	100-705-52097	14,110.16
ENTERPRISE FM TRUST	FBN5166530	11/22/2024	MAINTENANCE	100-705-52098	364.66
ENTERPRISE FM TRUST	FBN5173847	11/22/2024	CITY HALL FLEET	100-715-52097	106.99
ENTERPRISE FM TRUST	FBN5179797	11/22/2024	POLICE LEASE 589848	100-705-52097	15,201.67
ENTERPRISE FM TRUST	FBN5181024	11/22/2024	PARKS & REC FLEET	100-709-52097	428.07
ENTERPRISE FM TRUST	FBN5187363	11/22/2024	596107 BUILDING	100-711-52097	522.55
ENTERPRISE FM TRUST	FBN5187413	11/22/2024	PLANNING FLEET	100-710-52097	451.21
EMPLOYMENT TAX -STATE OF..	L0006564093	11/22/2024	UNEMPLOYMENT SERVICES	100-712-51015	9,765.90
Fund 100 - GENERAL FUND Total:					67,080.27

Fund: 202 - COMMUNITY DEVELOPMENT

STRATEGIC NETWORKS GRO...	173	11/21/2024	BROADBAND ECONOMIC CA...	202-721-52019	3,464.33
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Expense Approval Register

Packet: APPKT01

Item #11.

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
MOORE EXCAVATION INC	P-525 PAYMENT #22	11/21/2024	S 1ST & STRAND ROAD & UTI...	202-723-53102	398,420.10
ADVANCED EXCAVATING SPE...	24033-06	11/22/2024	P-525A ST HELENS RIVERWA...	202-723-53103	303,612.76
Fund 202 - COMMUNITY DEVELOPMENT Total:					705,497.19

Fund: 203 - COMMUNITY ENHANCEMENT

CARDINAL SERVICES INC	014808	11/21/2024	TEMPORARY EMPLOYMENT	203-709-52028	2,878.15
Fund 203 - COMMUNITY ENHANCEMENT Total:					2,878.15

Fund: 205 - STREETS

COLUMBIA RIVER PUD	11.13.24 7493	11/21/2024	58651 COL HWY GATEWAY A...	205-000-52003	37.16
COLUMBIA RIVER PUD	11.13.24 7493	11/21/2024	35320 SYKES RD	205-000-52003	44.17
COLUMBIA RIVER PUD	11.13.24 7493	11/21/2024	191 N MILTON WAY- LANDS...	205-000-52003	36.67
COLUMBIA RIVER PUD	11.13.24 7493	11/21/2024	1800 COLUMBIA BLVD - SIG...	205-000-52003	116.61
COLUMBIA RIVER PUD	11.13.24 7493	11/21/2024	495 S 18TH ST - LIGHT SIGNAL	205-000-52003	59.63
COLUMBIA RIVER PUD	11.13.24 7493	11/21/2024	2198 COLUMBIA BLVD - SIG...	205-000-52003	51.43
COLUMBIA RIVER PUD	11.13.24 7493	11/21/2024	191 N MILTON WAY - SIGNAL	205-000-52003	45.73
COLUMBIA RIVER PUD	11.13.24 7493	11/21/2024	715 S COLUMBIA RIVER HWY ..	205-000-52003	47.52
COLUMBIA RIVER PUD	11.13.24 7493	11/21/2024	1370 COLUMBIA BLVD.- FOU...	205-000-52003	50.26
COLUMBIA RIVER PUD	11.13.24 7493	11/21/2024	265 STRAND ST	205-000-52003	3,708.27
Fund 205 - STREETS Total:					4,197.45

Fund: 302 - WATER SDC

BRENT PAINTNER	11.19.24	11/21/2024	REFUND WATER SDC-CHANG...	302-000-34008	5,164.00
Fund 302 - WATER SDC Total:					5,164.00

Fund: 601 - WATER

COLUMBIA RIVER PUD	11.13.24 7493	11/21/2024	62420 COLUMBIA RIVER HWY..	601-731-52003	232.03
COLUMBIA RIVER PUD	11.13.24 7493	11/21/2024	2300 STRAND ST - WELL 2	601-731-52003	574.16
COLUMBIA RIVER PUD	11.13.24 7493	11/21/2024	35261 PITTSBURG RD- PW W...	601-731-52003	38.86
COLUMBIA RIVER PUD	11.13.24 7493	11/21/2024	END OF KESTREL VIEW DRIVE	601-731-52003	105.53
COLUMBIA RIVER PUD	11.13.24 7493	11/21/2024	1680 1 ST -	601-731-52003	2,030.82
COLUMBIA RIVER PUD	11.13.24 7493	11/21/2024	57500 OLD PORTLAND RD - ...	601-731-52003	83.00
COLUMBIA RIVER PUD	11.13.24 7493	11/21/2024	1215 FOURTH ST - WFF	601-732-52003	5,264.49
LAWRENCE OIL COMPANY	CFSI-24172	11/21/2024	247752 WATER	601-732-52022	67.67
OREGON DEPARTMENT OF R...	L0514003040	11/21/2024	NOTICE OF HAZARDOUS SUB...	601-732-52019	297.00
Fund 601 - WATER Total:					8,693.56

Fund: 603 - SEWER

CARDINAL SERVICES INC	014808	11/21/2024	TEMPORARY EMPLOYMENT	603-736-52023	29.09
CARDINAL SERVICES INC	014808	11/21/2024	TEMPORARY EMPLOYMENT	603-737-52023	29.09
COLUMBIA RIVER PUD	11.13.24 7493	11/21/2024	240 CLARK ST PUMP STATION	603-735-52003	36.67
COLUMBIA RIVER PUD	11.13.24 7493	11/21/2024	451 PLYMOTH ST - WWTP L...	603-736-52003	2,095.19
COLUMBIA RIVER PUD	11.13.24 7493	11/21/2024	451 PLYMOTH ST - WWTP L...	603-737-52003	2,095.17
COLUMBIA RIVER PUD	11.13.24 7493	11/21/2024	110 S 4TH ST - PS 3	603-738-52003	47.52
COLUMBIA RIVER PUD	11.13.24 7493	11/21/2024	134 N 1ST- PS 2 8873519	603-738-52003	93.27
COLUMBIA RIVER PUD	11.13.24 7493	11/21/2024	169 S 4TH ST WATER FLOW ...	603-738-52003	43.23
COLUMBIA RIVER PUD	11.13.24 7493	11/21/2024	505 S 1ST ST PUMP STATION	603-738-52003	77.97
COLUMBIA RIVER PUD	11.13.24 7493	11/21/2024	240 MADRONA CT	603-738-52003	170.88
COLUMBIA RIVER PUD	11.13.24 7493	11/21/2024	318 S 1ST ST- PS #1 8805564	603-738-52003	117.87
COLUMBIA RIVER PUD	11.13.24 7493	11/21/2024	58360 OLD PORTLAND RD - P...	603-738-52003	223.38
COLUMBIA RIVER PUD	11.13.24 7493	11/21/2024	58791 58725 COL RIV HWY P...	603-738-52003	48.60
COLUMBIA RIVER PUD	11.13.24 7493	11/21/2024	35120 MAPLE ST. - PS 11	603-738-52003	105.18
ALISHA & SAM MCCORD	11.18.24	11/21/2024	REIMBURSEMENT COSTS-SE...	603-735-53402	225.00
DON'S RENTAL	599362	11/21/2024	PROPANE	603-736-52001	22.44
DON'S RENTAL	599362	11/21/2024	PROPANE	603-737-52001	22.44
OREGON DEPARTMENT OF R...	L0514003040	11/21/2024	NOTICE OF HAZARDOUS SUB...	603-736-52019	272.00
OREGON DEPARTMENT OF R...	L0514003040	11/21/2024	NOTICE OF HAZARDOUS SUB...	603-737-52019	272.00
THOMAS DAMON	SH2401	11/21/2024	ON SITE PROGRAMMING-D...	603-737-52019	1,665.31
HASA	1004735	11/22/2024	MULTI CHLOR	603-736-52083	11,255.40
Fund 603 - SEWER Total:					18,947.70

Fund: 703 - PW OPERATIONS

WEX BANK	100392257	11/19/2024	RED ESCAPE CITY HALL 7237	703-734-52022	58.68
WEX BANK	100392257	11/19/2024	PW CHEROKEE 5478	703-734-52022	694.43

Expense Approval Register

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
LAWRENCE OIL COMPANY	064783	11/21/2024	ECAVATOR ON 13TH & COL...	703-734-52022	156.00
ALEXANDER BIRD	10.21.24 CORRECTION	11/21/2024	TRAVEL REIMBURSEMENT	703-733-52018	16.00
COLUMBIA RIVER PUD	11.13.24 7493	11/21/2024	1230 DEER ISLAND RD - PW	703-734-52003	125.60
COLUMBIA RIVER PUD	11.13.24 7493	11/21/2024	984 OREGON ST	703-734-52003	246.38
COLUMBIA RIVER PUD	11.13.24 7493	11/21/2024	650 OREGON ST -LEMONT P...	703-734-52003	285.34
COLUMBIA RIVER PUD	11.13.24 7493	11/21/2024	984 OREGON ST - PW SHOP	703-734-52003	163.85
AMERICAN EXTERMINATION ...	184321	11/21/2024	SENIOR CENTER PEST CONT...	703-739-52120	141.00
LES SCHWAB TIRE CENTER	2290069768	11/21/2024	FLAT REPAIR 2020 CHEVY SIL...	703-739-52099	53.28
LAWRENCE OIL COMPANY	CFSI-24172	11/21/2024	247748 PUBLIC WORKS	703-734-52022	920.20
BEMIS	11042	11/22/2024	FLYER AND NOTARY STAMP	703-733-52028	193.00
LANDMARK INNOVATIONS	26190	11/22/2024	ANNUAL INSPECTION	703-734-52019	1,144.70
KINNEAR SPECIALTIES INC	5035730	11/22/2024	GP HOSE	703-739-52099	12.00
ENTERPRISE FM TRUST	FBN5187349	11/22/2024	ENTERPRISE FLEET LEASE & ...	703-734-52097	783.13
ENTERPRISE FM TRUST	FBN5187371	11/22/2024	ENGINEERING FLEET 619034	703-733-52097	591.08
EMPLOYMENT TAX -STATE OF..	L0006564093	11/22/2024	UNEMPLOYMENT SERVICES	703-733-51015	207.55
Fund 703 - PW OPERATIONS Total:					5,792.22
Grand Total:					818,250.54

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	67,080.27
202 - COMMUNITY DEVELOPMENT	705,497.19
203 - COMMUNITY ENHANCEMENT	2,878.15
205 - STREETS	4,197.45
302 - WATER SDC	5,164.00
601 - WATER	8,693.56
603 - SEWER	18,947.70
703 - PW OPERATIONS	5,792.22
Grand Total:	818,250.54

Account Summary

Account Number	Account Name	Expense Amount
100-703-52018	Professional Developme...	180.00
100-704-52019	Professional Services	310.00
100-705-52001	Operating Supplies	81.86
100-705-52002	Personnel Uniforms Equ...	3,179.68
100-705-52003	Utilities	533.43
100-705-52018	Professional Developme...	693.03
100-705-52019	Professional Services	92.76
100-705-52022	Fuel	4,499.41
100-705-52023	Facility Maintenance	705.01
100-705-52040	Special Investigations	26.00
100-705-52086	Tactical	889.90
100-705-52097	Enterprise Fleet	29,311.83
100-705-52098	Enterprise Fleet Mainte...	1,944.01
100-705-52102	New Hire Equipment	2,659.51
100-706-52003	Utilities	843.66
100-706-52023	Facility Maintenance	465.50
100-707-52018	Professional Developme...	42.00
100-708-52003	Utilities	1,472.81
100-708-52022	Fuel	411.32
100-708-52023	Facility Maintenance	46.55
100-708-52046	Dock Services	546.76
100-709-52003	Utilities	231.66
100-709-52023	Facility Maintenance	93.10
100-709-52097	Enterprise Fleet	428.07
100-710-52022	Fuel	45.03
100-710-52097	Enterprise Fleet	451.21
100-711-52015	Intergovernmental Servi...	1,620.00
100-711-52022	Fuel	59.26
100-711-52097	Enterprise Fleet	522.55
100-712-51015	Other Benefits	9,765.90
100-712-52010	Telephone	240.34
100-715-52001	Operating Supplies	1,194.89
100-715-52003	Utilities	896.58
100-715-52019	Professional Services	2,000.00
100-715-52022	Fuel	73.16
100-715-52023	Facility Maintenance	416.50
100-715-52097	Enterprise Fleet	106.99
202-721-52019	Professional Services	3,464.33
202-723-53102	Downtown Infrastructure	398,420.10
202-723-53103	Riverwalk Construction	303,612.76
203-709-52028	Projects & Programs	2,878.15
205-000-52003	Utilities	4,197.45
302-000-34008	SDC Charges	5,164.00
601-731-52003	Utilities	3,064.40
601-732-52003	Utilities	5,264.49
601-732-52019	Professional Services	297.00
601-732-52022	Fuel	67.67

Account Summary

Account Number	Account Name	Expense Amount
603-735-52003	Utilities	36.67
603-735-53402	ANNUAL MAINT OPS	225.00
603-736-52001	Operating Supplies	22.44
603-736-52003	Utilities	2,095.19
603-736-52019	Professional Services	272.00
603-736-52023	Facility Maintenance	29.09
603-736-52083	Chemicals	11,255.40
603-737-52001	Operating Supplies	22.44
603-737-52003	Utilities	2,095.17
603-737-52019	Professional Services	1,937.31
603-737-52023	Facility Maintenance	29.09
603-738-52003	Utilities	927.90
703-733-51015	Other Benefits	207.55
703-733-52018	Professional Developme...	16.00
703-733-52028	Projects & Programs	193.00
703-733-52097	Enterprise Fleet	591.08
703-734-52003	Utilities	821.17
703-734-52019	Professional Services	1,144.70
703-734-52022	Fuel	1,829.31
703-734-52097	Enterprise Fleet	783.13
703-739-52099	Equipment Operations	65.28
703-739-52120	Facility Maintenance Ot...	141.00
	Grand Total:	818,250.54

Project Account Summary

Project Account Key	Expense Amount
None	818,250.54
	Grand Total: 818,250.54

Expense Approval Register

Packet: APPKT01131 - 11.22.24 Court AP



St. Helens, OR

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL FUND					
Meade, Ashlie Irene	INV0007373	10/02/2024	Meade, Ashlie Irene	100-000-21400	125.00
Waddington, Mitchell Cruz	INV0007455	11/05/2024	Bail Refund Waddington, Mit...	100-000-20200	1,250.00
Fund 100 - GENERAL FUND Total:					1,375.00
Grand Total:					1,375.00

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	1,375.00
Grand Total:	1,375.00

Account Summary

Account Number	Account Name	Expense Amount
100-000-20200	Court - Bail	1,250.00
100-000-21400	Accounts Payable Pendi...	125.00
Grand Total:		1,375.00

Project Account Summary

Project Account Key	Expense Amount
None	1,375.00
Grand Total:	1,375.00

Expense Approval Register

Packet: APPKT01132 - Wauna AP 11.22.24



St. Helens, OR

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 201 - VISITOR TOURISM					
NW NATURAL GAS	11.08.24	11/22/2024	3946961-4	201-000-52131	19.21
NW NATURAL GAS	11.08.24	11/22/2024	3963776-4	201-000-52131	107.36
				Fund 201 - VISITOR TOURISM Total:	126.57
				Grand Total:	126.57

Fund Summary

Fund	Expense Amount
201 - VISITOR TOURISM	126.57
Grand Total:	126.57

Account Summary

Account Number	Account Name	Expense Amount
201-000-52131	Contracted Building Leas...	126.57
	Grand Total:	126.57

Project Account Summary

Project Account Key	Expense Amount
None	126.57
Grand Total:	126.57

Expense Approval Register

Packet: APPKT01134 - WAUNA AP 11.26.24



St. Helens, OR

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 201 - VISITOR TOURISM					
CITY OF ST. HELENS	11.22.24	11/22/2024	01-00178-001 MASONIC BUI...	201-000-52131	155.88
TREADWAY EVENTS & ENTER...	1637	11/25/2024	ST HELENS TOURISM EVENT ...	201-000-52039	38,320.00
TREADWAY EVENTS & ENTER...	1748	11/25/2024	SPIRIT OF HALLOWEENTOWN..	201-000-52039	31,953.87
TREADWAY EVENTS & ENTER...	1749	11/25/2024	SPIRIT OF HALLOWEENTOWN..	201-000-52039	2,000.00
TREADWAY EVENTS & ENTER...	1751	11/25/2024	RADIO RENTALS	201-000-52039	1,700.00
TREADWAY EVENTS & ENTER...	1752	11/25/2024	CELEBRITY PHOTO-OP PRINT...	201-000-52039	2,185.50
TREADWAY EVENTS & ENTER...	1766	11/25/2024	PHOTOBOOTH RENTAL-SPIRI...	201-000-52039	10,000.00
TREADWAY EVENTS & ENTER...	1767	11/25/2024	IPAD & SOFTWARE SYSTEM ...	201-000-52039	900.00
TREADWAY EVENTS & ENTER...	1769	11/25/2024	VIDEO EDITING -SPIRIT OF H...	201-000-52039	2,600.00
TREADWAY EVENTS & ENTER...	1771	11/25/2024	CONTRACTOR PAYMENTS SP...	201-000-52039	21,262.76
TREADWAY EVENTS & ENTER...	1775	11/25/2024	PHOTOGRAPHY-SPIRIT OF HA...	201-000-52039	1,500.00
Fund 201 - VISITOR TOURISM Total:					112,578.01
Grand Total:					112,578.01

Fund Summary

Fund	Expense Amount
201 - VISITOR TOURISM	112,578.01
Grand Total:	112,578.01

Account Summary

Account Number	Account Name	Expense Amount
201-000-52039	Contracted Events-Profe...	112,422.13
201-000-52131	Contracted Building Leas...	155.88
Grand Total:		112,578.01

Project Account Summary

Project Account Key	Expense Amount
None	112,578.01
Grand Total:	112,578.01

Expense Approval Register

Packet: APPKT01133 - AP 11.26.24



St. Helens, OR

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL FUND					
AARON OKUDA	11.22.24	11/22/2024	REFUND COURT OVERPAYM...	100-000-36002	265.00
ST. HELENS POLICE DEPART...	11.22.24	11/22/2024	RESTITUTION 24CR132-JASO...	100-000-36002	467.76
PEAK ELECTRIC GROUP LLC	29758	11/22/2024	INTAL NEW FLOATS & MOTO...	100-708-52019	915.75
WEX BANK	101064229	11/25/2024	POLICE FUEL PURCHASES	100-705-52022	5,745.32
WEX BANK	101064229	11/25/2024	BUILDING FUEL PURCHASES ...	100-711-52022	52.42
ST. HELENS MARINA LLC	2	11/25/2024	HARBORMASTER MAY 2023 -...	100-708-52019	27,000.00
AMY LINDGREN LAW LLC	656	11/25/2024	JUDICIAL SERVICES -NOV 2024	100-704-52019	5,750.00
CINTAS	8407132085	11/25/2024	PARKS FIRST AID CABINET SE...	100-708-52001	100.93
CINTAS	8407132086	11/25/2024	CITY HALL FIRST AID CABINET...	100-715-52001	114.73
CORE & MAIN	W031005	11/25/2024	PUMP-MCCORMICK PARK	100-708-52001	111.40
A + ENGRAVING LLC	1548	11/26/2024	NAME PLATE - J MASSEY	100-703-52001	25.00
STEVEN R SCHARFSTEIN	157	11/26/2024	COURT ATTORNEY FEES	100-704-52019	3,000.00
AT&T MOBILITY	287302289300	11/26/2024	287302289330 POLICE PHON...	100-705-52010	1,917.81
PEAK ELECTRIC GROUP LLC	29737	11/26/2024	REPLACED WORN 50 AMP-CI...	100-708-52046	1,497.48
Fund 100 - GENERAL FUND Total:					46,963.60
Fund: 202 - COMMUNITY DEVELOPMENT					
MOORE SITE SERVICES LLC	24140	11/22/2024	MECHANICAL SUPPORT MILL...	202-722-52019	6,150.80
MOORE EXCAVATION INC	M-532 PAYMENT #5	11/22/2024	UNDERGROUNDING ELECTRI...	202-723-53102	5,569.57
Fund 202 - COMMUNITY DEVELOPMENT Total:					11,720.37
Fund: 703 - PW OPERATIONS					
VIRTUAL PROJECT MANAGER	12-4251	11/22/2024	CAPITAL IMPROVEMENTS	703-733-52019	1,250.00
WEX BANK	101064229	11/25/2024	PW CHEROKEE 5478	703-734-52022	628.68
CINTAS	8407132084	11/25/2024	FIRST AID CABINET SERVICE	703-734-52019	99.33
A + ENGRAVING LLC	1547	11/26/2024	NAME PLATE - B AL-DAOMI	703-733-52001	44.00
Fund 703 - PW OPERATIONS Total:					2,022.01
Grand Total:					60,705.98

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	46,963.60
202 - COMMUNITY DEVELOPMENT	11,720.37
703 - PW OPERATIONS	2,022.01
Grand Total:	60,705.98

Account Summary

Account Number	Account Name	Expense Amount
100-000-36002	Fines - Court	732.76
100-703-52001	Operating Supplies	25.00
100-704-52019	Professional Services	8,750.00
100-705-52010	Telephone	1,917.81
100-705-52022	Fuel	5,745.32
100-708-52001	Operating Supplies	212.33
100-708-52019	Professional Services	27,915.75
100-708-52046	Dock Services	1,497.48
100-711-52022	Fuel	52.42
100-715-52001	Operating Supplies	114.73
202-722-52019	Professional Services	6,150.80
202-723-53102	Downtown Infrastructure	5,569.57
703-733-52001	Operating Supplies	44.00
703-733-52019	Professional Services	1,250.00
703-734-52019	Professional Services	99.33
703-734-52022	Fuel	628.68
Grand Total:		60,705.98

Project Account Summary

Project Account Key	Expense Amount
None	60,705.98
Grand Total:	60,705.98