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## City of St. Helens COUNCIL AGENDA

**Wednesday, November 15, 2017**

City Council Chambers, 265 Strand Street, St. Helens

### City Council Members

Mayor Rick Scholl  
Council President Doug Morten  
Councilor Keith Locke  
Councilor Susan Conn  
Councilor Ginny Carlson

### Welcome!

All persons planning to address the Council, please sign-in at the back of the room. When invited to provide comment regarding items not on tonight's agenda, please raise your hand to be recognized, walk to the podium in the front of the room to the right, and state your name only. You are not required to give your address when speaking to the City Council. If you wish to address a specific item on the agenda, you should make your request known to the Mayor as soon as possible before the item comes up. The Council has the authority to grant or deny your request. Agenda times and order of items are estimated and are subject to change without notice.

1. **6:50PM – PUBLIC HEARING: Easement Extinguishment at 34704 Snow Street (Tolles)**
2. **7:00PM - CALL REGULAR SESSION TO ORDER**
3. **PLEDGE OF ALLEGIANCE**
4. **PRESENTATION OF SPIRIT OF HALLOWEENTOWN SCARECROW CONTEST WINNERS**
5. **INVITATION TO CITIZENS FOR PUBLIC COMMENT – *Limited to five (5) minutes per speaker.***
6. **DELIBERATIONS: Easement Extinguishment at 34704 Snow Street (Tolles)**
7. **ORDINANCES – Final Reading**
  - A. **Ordinance No. 3221:** An Ordinance Vacating a Portion of N. 10<sup>th</sup> Street Right of Way
8. **APPROVE AND/OR AUTHORIZE FOR SIGNATURE**
  - A. Extension of Agreement with ECONorthwest for Site Development Consulting Services
  - B. Contract Payments
9. **CONSENT AGENDA FOR APPROVAL**
  - A. Council Work Session, Public Forum, Public Hearing and Regular Session Minutes dated October 4 and 18, 2017
  - B. Front Office Specialist Job Description
  - C. Accounts Payable Bill List
10. **MAYOR SCHOLL REPORTS**
11. **COUNCIL MEMBER REPORTS**
12. **DEPARTMENT REPORTS**
13. **ADJOURN**



The St. Helens City Council Chambers are handicapped accessible. If you wish to participate or attend the meeting and need special accommodation, please contact City Hall at 503-397-6272 in advance of the meeting.

Be a part of the vision...get involved with your City...volunteer for a City of St. Helens Board or Commission!  
For more information or for an application, stop by City Hall or call 503-366-8217.

**CITY OF ST. HELENS PLANNING DEPARTMENT  
STAFF REPORT  
Easement Extinguishment**

**DATE:** November 3, 2017  
**TO:** City Council  
**FROM:** Jacob A. Graichen, AICP, City Planner

**APPLICANT (OWNER)/LOCATION:**  
Todd and Megan Tolles / 34704 Snow Street (4N1W 6DD 7900)

**PROPOSAL:** Removal of a *portion* of a public utility easement on property identified above.

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**APPLICABLE LAW & PROCESS**

**221.725 Sale of city real property; publication of notice; public hearing.**

(1) Except as provided in ORS 221.727, when a city council considers it necessary or convenient to sell real property or any interest therein, the city council shall publish a notice of the proposed sale in a newspaper of general circulation in the city, and shall hold a public hearing concerning the sale prior to the sale.

(2) The notice required by subsection (1) of this section shall be published at least once during the week prior to the public hearing required under this section. The notice shall state the time and place of the public hearing, a description of the property or interest to be sold, the proposed uses for the property and the reasons why the city council considers it necessary or convenient to sell the property. Proof of publication of the notice may be made as provided by ORS 193.070.

(3) Not earlier than five days after publication of the notice, the public hearing concerning the sale shall be held at the time and place stated in the notice. Nothing in this section prevents a city council from holding the hearing at any regular or special meeting of the city council as part of its regular agenda.

(4) The nature of the proposed sale and the general terms thereof, including an appraisal or other evidence of the market value of the property, shall be fully disclosed by the city council at the public hearing. Any resident of the city shall be given an opportunity to present written or oral testimony at the hearing.

(5) As used in this section and ORS 221.727, "sale" includes a lease-option agreement under which the lessee has the right to buy the leased real property in accordance with the terms specified in the agreement.

To remove a public easement, the City has typically used a Quit Claim Deed and Release (extinguishment) from each party who benefits from an easement (e.g., utility companies, the City) that is recorded in public records. This requires a public hearing with notice as described per the ORS above.

**PUBLIC HEARING & NOTICE**

Hearing date before the City Council: November 15, 2017.

Publish date for the notice of this hearing is via the The Chronicle on November 8, 2017.

**BACKGROUND**

The subject property is within Ridgcrest Planned Community Development No. 2 Subdivision from 2001. All lots within this subdivision have an 8' wide public utility easement (PUE) paralleling the property line.

A building permit (# 07913A) was approved for this property, Lot 136 of that subdivision, in 2004 to building a detached single-family dwelling. Due to the age of the permit, records are few, but the City does have a copy of the application. Despite the 8' PUE on this corner lot, the City Planner at the time notes a 5' and 6' side setback. Unfortunately, the site plan provided with the building permit application is no longer available; it's possible the plan was drawn such to be misleading. In my 16+ years as a professional planner I see that every once and awhile. But it really should indicate *at least* an 8' side yard to stay out of the PUE.

In any case, the home ended up being built atop a portion of the PUE. This is causing refinance issues with the home owners and could complicate any future sale of the property. The property owners request this issue to be remedied.

There are some utilities in the PUE next to the home, so extinguishment in its entirety is not a viable option. However, a *portion* of the PUE could be removed to remedy the encroachment.

**Affected parties:** Potentially all utility providers are affected. There are no known City utilities in the PUE portion of question. The City reached out to Comcast, NW Natural, CRPUD and CenturyLink, to see if there would be an issue. All utility providers responded positively to the proposal.

In addition, this home has a daylight basement and the lowest floor of the basement is below the typical depth of utilities, increasing staff's comfort that extinguishing the portion of PUE will not cause further problems.

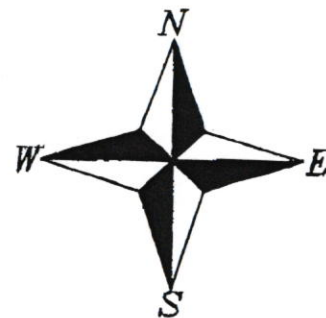
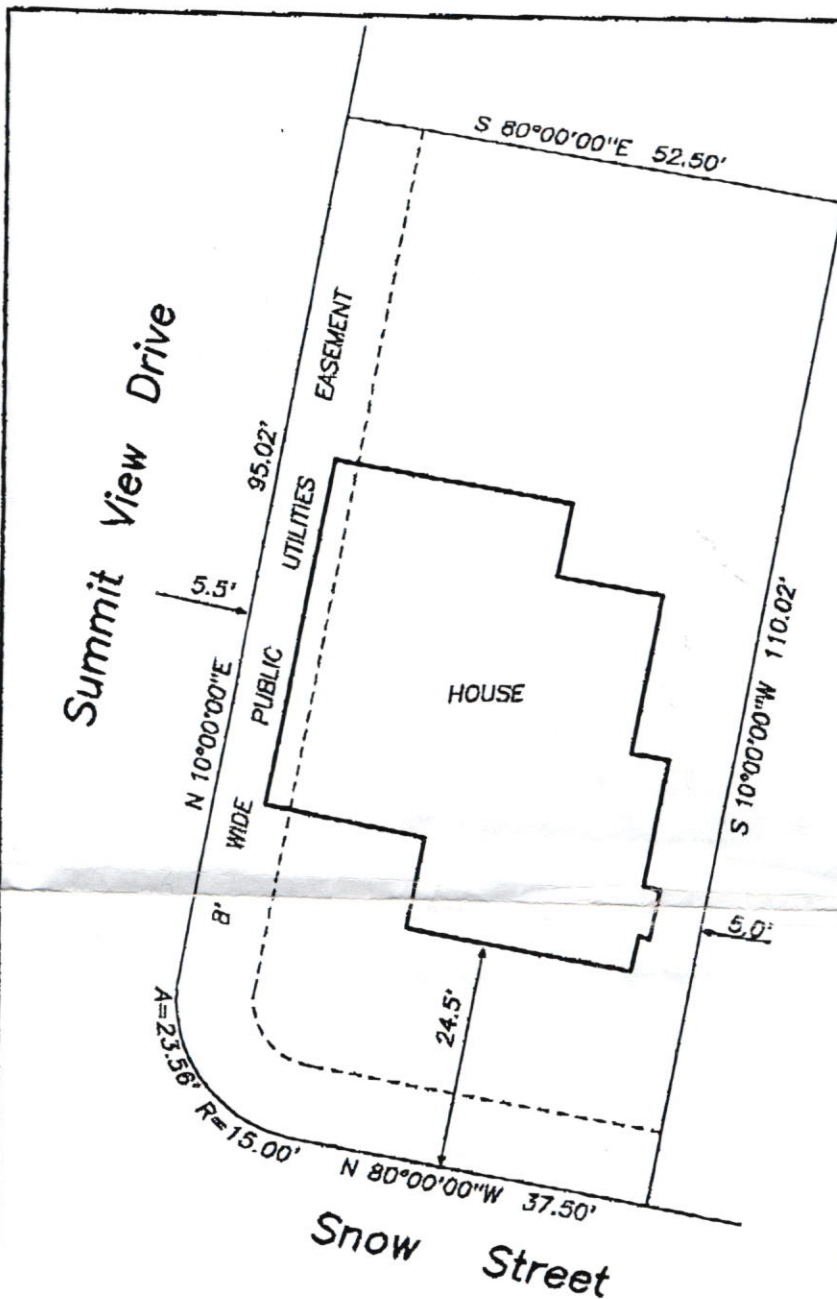
### CONCLUSION

The portion of PUE encroached upon by the dwelling may be extinguished. The owner will need to provide a legal description of the area for the City to complete a quitclaim deed to extinguish this portion of PUE.

**Attachment(s):** Foundation Survey (dated Aug. 27, 2007)

Inside and outside photos of daylight basement window along the side of the home encroaching into the PUE

Building Permit No. 07913A



Scale: 1"=20'

CF:07083T  
SF:07083T  
FB:93

REGISTERED  
PROFESSIONAL  
LAND SURVEYOR

*David E. Reynolds*

OREGON  
JULY 26, 1985  
DAVID E. REYNOLDS  
2157

RENEWAL DATE: 12-31-2008

Reynolds  
Land Surveying, Inc.  
32990 Stone Road  
Warren, Oregon 97053  
(503) 397-5516

Approved- Subject to Encroachment  
of house onto public utility Easement.

*David Wood*, 8/27/07

I hereby certify that this foundation survey, made under my supervision, correctly shows the relationship of the buildings to the property lines of and indicated hereon, and that there is no encroachment or overlap onto adjoining property of buildings located on said land, nor encroachment of adjoining buildings onto said land EXCEPT AS SHOWN.

This certificate is made only for the immediate and exclusive use of the party requesting it and no responsibility is assumed or implied for any other uses or parties.

Signed: *David E. Reynolds*

Foundation Survey For  
Ticor Title  
Sited In Lot 136  
Ridgecrest P.C.D. No.2  
City of St. Helens  
Section 6, T.4N.,R.1W.,W.M.  
Columbia County, Oregon  
August 27, 2007



HBP 2004-

PLANNING DIVISION 24 HRS. ADVANCE NOTICE  
397-6272 REQUIRED FOR INSPECTION

CITY OF ST. HELENS

Permit No. 07913A

PERMIT / APPLICATION

Ref. No. 2251

This is your Permit when properly filled out, signed and validated.

Date Submitted: 6-29-01

P/	Lot	Blk	Subdivision / Mobile Park Name	Space
4106.044.07900	136		Ridgecrest II	

Job Address: 34704 Snow Street City: St. Helens State: OR Zip: 97051 Phone: ( ) -

Owner: American Equities, Inc Address: PO Box 61427 City: Vancouver State: WA Zip: 98660 Phone: (360) 695 - 6786

Bldg. Contractor: D. Danielson C.B. No. 92110 Address: PO Box 90756 City: Portland State: OR Zip: 97290 Phone: (503) 774 - 7161

Bldg. Con.	Manufactured Dwelling	M.D.I. Lic. #	Bus. Lic.	C.B. No.
Bus. Lic.				
Plumbing	Pibg. Lic.	Bus. Lic.	C.B. No.	Sheet Rock
<u>NW Plumbing</u>	<u>26-512</u>		<u>94322</u>	<u>Polzer Contracting</u>
Mech.	Bus. Lic.	C.B. No.		Excavation
				<u>Gen Contr</u>
Elect.	Bus. Lic.	C.B. No.		Painting
<u>Singer Electric</u>		<u>44070</u>		<u>Gen Contr</u>
Framing	Bus. Lic.	C.B. No.		Flooring Covering
<u>Gen Contr</u>		<u>same</u>		<u>Gen Contr</u>
Roofing	Bus. Lic.	C.B. No.		Cabinets
<u>Swan Constr</u>				<u>Gen Contr</u>
Garage Door	Bus. Lic.	C.B. No.		Concrete
<u>Gen Contr</u>		<u>92110</u>		<u>Gen Contr</u>
Describe Work:				

SFD - CHANGE / RESUBMIT PLANS - PLAN #7203

Res  OFFICE WORK  
Non Res  Manu.  Slide Hazard  Yes  No Flood  Yes  No

Min. Bldg. Setbacks From Property Lines and Rds. / Streets	Front	Side	Side	Rear	Lot Size
Min. Required	<u>15</u>	<u>5</u>	<u>5</u>	<u>10</u>	<u>PCD</u>
Plot Plan	<u>25</u>	<u>6</u>	<u>5</u>	<u>34</u>	<u>5828</u>

Occupancy Group	Division
<u>sfd v-n</u>	<u>R - 3</u>
Size of Bldg. (Total Sq. Ft.)	Max. Occ. Load
	<u>2</u>
Fire Zone	Fire Sprinklers Required <input type="checkbox"/> Yes <input type="checkbox"/> No
<u>One</u>	<u>PCD</u>
No. of Dwelling	Bedrooms
<u>One</u>	<u>2</u>

NOTICE

This permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work has commenced

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

I here by certify that I have read and examined this application, including Builder's Board numbers for all subcontractors, and I know that it is true and correct. Further, I certify that I am currently licensed by the City of St. Helens and registered with the Builder's Board under the Homebuilder's Law by # \_\_\_\_\_ which is in full force and effect, or I am exempt from the Homebuilder's Law because \_\_\_\_\_

or that I am the legal owner of the above property.

Signature of Contractor or Authorized Agent (Date)

Signature of Owner (If Owner Builder) (Date)

Approved By:

Date

SPECIAL APPROVALS	SIGNATURE	DATE
Planning / Zoning	<i>[Signature]</i>	<u>3/10/04</u>
Public Works	<i>[Signature]</i>	<u>3-12-04</u>
Fire District		
Other (Specify)	<u>Engineering - Nelson-Mullett</u>	<u>3-15-04</u>
Special Condition		
Valuation of Work	<u>312,725<sup>SE</sup></u>	
Plan Check Fee (Non-Refundable)		<u>619<sup>38</sup></u>
Building		<u>952<sup>90</sup></u>
Plumbing		<u>309<sup>20</sup></u>
Mechanical		<u>83<sup>85</sup></u>
Electrical		<u>Columbia Cnty</u>
Mobile Home Make	Size	
Excavation, Grading Land Fill Yds.		<u>\$25.00</u>
Sewer Connection & System Dev. Charge	Installation Charge _____ + SDC <u>\$903.00</u>	<u>\$903.00</u>
Storm Sewer System Dev. Charge		<u>215<sup>25</sup></u>
Water Meter & System Dev. Charge	Installation Charge <u>\$100.00</u> + SDC <u>\$1131.00</u>	<u>\$1231.00</u>
Street System Dev. Charge		<u>\$607.10</u>
Parks System Dev. Charge		<u>\$564.00</u>
State Surcharge		<u>94<sup>20</sup></u>
TOTAL REQUIRED		<u>5605<sup>18</sup></u>

Receipt #: 9543997108  
Date: 3/10/4  
Amount Paid: \$4,223.60 1381<sup>58</sup>

WHEN PROPERLY VALIDATED THIS IS YOUR PERMIT

**City of St. Helens**  
**ORDINANCE NO. 3221**

**AN ORDINANCE VACATING A PORTION OF  
N. 10<sup>TH</sup> STREET RIGHT OF WAY**

**WHEREAS**, a petition to vacate a portion of the N. 10<sup>th</sup> Street right of way was filed with the City Recorder on or about August 30, 2017; and

**WHEREAS**, a Notice of Street Vacation was published October 4, 2017 and October 11, 2017 in *The Chronicle* describing the property to be vacated, the date the petition was filed, the date and location for objections, and the date of the hearing; and

**WHEREAS**, copies of the Notice of Street Vacation were posted near the property proposed to be vacated on September 26, 2017; and

**WHEREAS**, a public hearing was held on October 18, 2017 and testimony was received for the record.

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

**Section 1.** The City Council hereby adopts the following findings based on the record:

- a. The Council received notice of the petition and set the public hearing date.
- b. The Notice of Street Vacation was duly published and posted in the manner required by law.
- c. The City Recorder has searched the City records and certified that there are no outstanding liens against the property to be vacated. They also certified that the real estate taxes on this property are also current.
- d. The majority of affected property owners support the street vacation request.

**Section 2.** The portion of the N. 10<sup>th</sup> Street right of way requested to be vacated, hereby vacated from and after the effective date of this ordinance, is unimproved right of way that is described as follows:

**The west 25 feet of the North 10<sup>th</sup> Street right-of-way between the Willamette Street and Columbia Boulevard rights-of-way of the St. Helens Subdivision, St. Helens, Columbia County, Oregon.**

**Section 3.** The City reserves to itself a public utility easement for sanitary sewer over the northerly 100 feet of the vacated street right-of-way for access, maintenance and repair of any existing or future public facility or public utility.

**Section 4.** The City reserves to itself a public access easement over the entire vacated street right-of-way for access to any existing or future public facility or public utility.

**Section 5.** Any future development that utilizes N. 10<sup>th</sup> Street (between the Willamette Street and Columbia Boulevard rights-of-way) for access will require removal and replacement of the existing driveway serving the single-family dwelling located at 1020 Columbia Boulevard. The replacement is to be built within the remaining N. 10<sup>th</sup> Street right-of-way. The access improvement standards of the replacement will be based on the development proposal and City regulations at that time.

**Section 6.** The City Recorder shall file a certified copy of this Ordinance with the County Clerk, the County Assessor, and the County Surveyor of Columbia County, Oregon.

Read the first time: November 1, 2017  
Read the second time: November 15, 2017

**APPROVED AND ADOPTED** this 15th day of November, 2017 by the following vote:

Ayes:

Nays:

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

ATTEST:

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



## EXTENSION OF PERSONAL SERVICES AGREEMENT

This Extension is made on \_\_\_\_\_, 2017, between City of St. Helens, an Oregon municipal corporation (the "City"), and ECONorthwest ("Contractor").

### RECITALS

A. WHEREAS, on or about February 1, 2017, City and Contractor entered into an agreement ("Agreement") in which Contractor agreed to provide consulting services ("Services") related to site development; and

B. WHEREAS, Paragraph 3 of the Agreement provides that the agreement terminates on June 30, 2017, and that the City reserves the right to extend the contract for a period of two (2) months in one (1) month increments; and

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

### AGREEMENT

NOW, THEREFORE, the parties mutually agree as follows:

1. Paragraph 3 of the Agreement is amended to allow an extension of the contract for a period of two (2) years in one (1) year increments.

2. The termination date of the agreement signed on or about February 1, 2017, shall be amended to reflect a **termination date of June 30, 2018**, unless earlier terminated according to the terms of the Agreement.

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

ST. HELENS:

CONTRACTOR:

CITY OF ST. HELENS, an Oregon municipal corporation

ECONorthwest

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

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

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

Name: ANDREW DIKE

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

Its: PARTNER

**CONTRACT PAYMENTS**

City Council Meeting  
November 15, 2017

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**MurraySmith**

Project: Sanitary Sewer Rehab Program (Inv#09-1078-88)      \$            **226.50**

**TFT Construction, Inc.**

Project: R-658 2017 HMAC Overlay & Paving (Inv#2255403)      \$            **41,952.63**

KP



Ms. Sue Nelson  
City Engineering Supervisor  
City of St. Helens  
PO Box 278  
St. Helens, OR 97051

October 20, 2017  
Invoice No: 09-1078 - 88

**Invoice Total \$226.50**

Project 09-1078 Sanitary Sewer Rehabilitation Program  
For professional engineering services performed through September 30, 2017

Task 205 Phase 2A - Construction Contract Administration  
Labor

	Hours	Rate	Amount
Professional Engineer VI	1.50	151.00	226.50
Total	1.50		226.50
<b>Labor Subtotal</b>			<b>226.50</b>

**Task Total \$226.50**

**Invoice Total \$226.50**

605-000-052019

APPROVED FOR PAYMENT

INIT	DATE
<i>MP</i>	11-6-17
<i>sn</i>	11-6-17

ACCOUNTS PAYABLE  
FINANCE  
SUPERVISOR

KP

TFTConstruction, Inc  
53990 West Lane Road  
Scappoose, Oregon 97056  
Office (503)543-7979  
Fax (503)543-7299  
CCB#104648

CUSTOMER #: CSH  
INVOICE #: 2255403  
INVOICE DATE: 10/16/17  
DUE DATE: 11/15/17

**BILL TO:**  
City of St. Helens  
P.O. Box 278  
St. Helens, OR 97051

**JOB:** 17099  
2017 HMAC Overlay & Paving  
Project No. R-658  
St. Helens, OR

DESCRIPTION	QUANTITY	PRICE	AMOUNT
See Attached Quantities (Revised Invoice)			44,160.66
		<b>SUBTOTAL:</b>	44,160.66
		<b>LESS RETENTION:</b>	-2,208.03
		<b>NET DUE:</b>	41,952.63

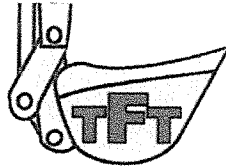
**Thank you for your business!**

205-000-053002

**APPROVED FOR PAYMENT**

INIT	DATE
<u>MVP</u>	<u>11-6-17</u>
<u>GR</u>	<u>11-6-17</u>

ACCOUNTS PAYABLE  
FINANCE  
SUPERVISOR



53990 West Lane Road  
Scappoose, OR 97056

**TFT Construction, Inc.**

Office: (503) 543-7979  
Fax: (503) 543-7299

## 2017 HMAC Overlay Project

Quantities 9/16/2017 - Completion

Item #	Item Description	Actual	Unit	Unit Price	Total Price
1	Mobilization		LS	\$ 12,000.00	
2	Traffic Control		LS	\$ 17,000.00	
3	N/A				
4	Class "C" HMAC Paving 2"		ton	\$ 79.00	\$ -
5	2" Cold Planing		SY	\$ 2.00	\$ -
6	Pre-level Lemont St.		ton	\$ 79.00	\$ -
7	Class "C" HMAC Paving 1 1/2" Compacted		ton	\$ 79.00	\$ -
8	Solid Rock Removal for Grading		cy	\$ 150.00	\$ -
9	3/4"0 Base Rock		cy	\$ 1.00	\$ -
10	Site Preparation and Grading	269	sy	\$ 5.00	\$ 1,345.00
11	3.5" HMAC Compacted Thickness	419	ton	\$ 79.00	\$ 33,101.00
12	Remove Existing AC 6"		sf	\$ 0.50	\$ -
13	N/A				\$ -
14	N/A				\$ -
15	6" HMAC Compacted Thickness in 2 lifts		ton	\$ 79.00	\$ -
16	Shoulder Rock Rock 3/4	48	cy	\$ 25.00	\$ 1,200.00
17	Longitudinal Pavement Marking 4"	9,676	LF	\$ 0.21	\$ 2,031.96
18	Longitudinal Pavement Marking 8"	509	LF	\$ 0.30	\$ 152.70
19	Pavement Legend Type B: Arrows		ea	\$ 330.00	\$ -
20	Pavement Legend Type B: Stop Bars		ea	\$ 250.00	\$ -
21	Pavement Legend Type B: Cross Walk	1	ea	\$ 1,700.00	\$ 1,700.00
22	Pavement Legend Painted Cross Walk	4	ea	\$ 525.00	\$ 2,100.00
23	Pavement Legend Type B: Rail Road Crossing	2	ea	\$ 1,265.00	\$ 2,530.00
24	Pavement Legend Type B: Bike Lane		ea	\$ 1,035.00	\$ -

**Total: \$ 44,160.66**

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

**CITY COUNCIL MINUTES**

Presented for approval on this 15<sup>th</sup> day of November, 2017 are the following Council minutes:

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2017

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- Public Forum and Regular Session Minutes dated October 4, 2017
- Work Session, Public Hearing, and Regular Session Minutes dated October 18, 2017

**After Approval of Council Minutes:**

- Scan as PDF Searchable
- Make one double-sided, hole-punched copy and send to Library Reference
- Minutes related to hearings and deliberations get copied to working file
- Save PDF in Minutes folder
- Update file name of Word document
- Copy Word document into Council minutes folder on Administration drive
- Post PDFs to website
- Email minutes to distribution list
- Add minutes to HP Trim
- File Original in Vault

# City of St. Helens CITY COUNCIL

Public Forum Minutes

October 4, 2017

**Members Present:** Doug Morten, Council President  
Keith Locke, Councilor  
Ginny Carlson, Councilor

**Members Absent:** Rick Scholl, Mayor  
Susan Conn, Councilor

**Staff Present:** John Walsh, City Administrator  
Matt Brown, Finance Director  
Kathy Payne, City Recorder  
Margaret Jeffries, Library Director  
Terry Moss, Police Chief  
Neal Sheppard, Public Works Operations Director  
Sue Nelson, Public Works Engineering Director

**Others:**

Doug Knight	Sharon Coggswell	David Kirby
Kellie Smith	Kathleen Grant	Cole Snider
Jenn Massey	Daniel Morris	Mike Roso
Mike Norris, Jr.	Steve Palmer	Michael Palmer
Claire Catt	Darrold Sandberg	Barbara Lines
Garrett Lines	Tammy Maygra	Laura Byrd
Dean Lemire	Loryn Thurman	Kendra Vandercook
Leslie Contreras	Chris Ostling	Jenny Rudolph
Serena McCurdy	Desiree	Leah Tillotson
L. Goodwin	Brian Vaerewyck	Shannon Vaerewyck
Patrick Birkle	Greg Jensen	Tiffany Smith
Ryan Laird	Heather Oliver	Gretchen Williams
Kim Clendenin	Sherrie Ford	Annie Slighter
Heather Moar	Jaelyn Wallace	Michelle Caso
Shannon Lazorick	Chip Hermelin	Stephanie Daur
Carston Williams	Kim Puyear Cabrera	Jeff Fulk
Craig Reesor	Terry Stewart	Jubilee Beatley
Jamie Bush	Matthew Pyon	Thomas Young
Mario Lerma	Stephanie Zielaskowski	Kristine Lambert
Larry O'Connor	Geri Noble	Debbie Loomis
Robert Cole	Mitzi Ponce	Brady Preheim
Dennis Sullivan	Susie Wilson	Doug Stokes
David Thorp	Shawna Harrison	



## **Public Forum** **Potential Sugary Sweetened Beverage Tax**

**6:00PM** –Council President Morten opened the Public Forum and introduced staff. He explained how the City got to this point.

Finance Director Brown presented a PowerPoint presentation to give a background as to why the City is looking for a funding source for the Parks Department. A copy of the PowerPoint presentation is available in the archive packet for this meeting.

### **Proponent Presentation**

Heather Oliver and Claire Catt, Prevention Coordinators for the Public Health Foundation, presented a PowerPoint presentation, a copy of which is included in the archive packet for this meeting. They talked about the chronic health diseases caused by sugary drinks and the empty calories they provide.

### **Opponent Presentation**

David Thorp and Leah Tillotson (she and her husband own the Columbia Theater) presented a PowerPoint presentation, a copy of which is included in the archive packet for this meeting. David talked about all the beverage options available with low or no calories. He disagreed that sugary beverages are causing obesity and diabetes. Leah talked about how the tax would impact their business. The cost would have to be passed on to her customers or absorbed by her already struggling business.

### **Public Comment in Favor**

◆ Dr. Daniel Morris. The taxes will generate revenue and have beneficial health impacts by reducing consumption. He thinks David's information was misleading. He would be happy to provide correct information.

◆ Jenny Rudolph. She lives in Portland but commutes into St. Helens for work. She frequents the coffee shops and eateries in the area. People shop where they live and where they work. She's not going to drive to Scappoose during her lunch break. The tax will capture revenue from those traveling through St. Helens. There is a great need for park improvements.

◆ Sherrie Ford. She has lived in St. Helens most of her life. She thanked the Council for considering an option outside of property taxes. She likes the idea of those traveling through contributing financially to our infrastructure. She uses our parks and streets, and also sees the need for safe environments.

### **Public Comment in Neutral**

◆ Garrett Lines. The Oregon Health Authority lists Columbia County as having the fifth highest obesity with 40% overweight and 25% obese. Going out for a sugar tax will take a long time. Research has shown that artificially sweetened beverages cause as much obesity, diabetes, and heart disease as sweetened beverages. He would hate to see a sugar tax and not include things that would be just as bad.

◆ Patrick Birkle. He lives in St. Helens and has been a member of the St. Helens Budget Committee for the last 5-6 years. The Committee charged City staff with looking for additional revenue sources. The City is finally in stable position to fill vacant positions, after years of vacancies due to budget cuts. It can't be done without an additional revenue source. He encouraged everyone to attend Budget Committee meetings and be involved in the process.



## Public Comment in Opposition

◆ David Kirby. Owner of Market Fresh. Beverages comprise over 6% of sales. The tax would place an undue burden on a retail outlet. He has watched industrial businesses close and we have turned into a commuter town. Commuters will stop in Scappoose for their soda on their way home. Grocery industry is a 1% net profit business. Market Fresh donates to local nonprofits and community events. He would have to reduce staff to cover the increase in cost.

◆ Susie Wilson. Local real estate broker. After 15 years, they have finally sold Violette's Villa property. It will be apartments in back and commercial in front. Businesses interested in the property will be selling these beverages. She has been contacted by commercial brokers who have said they won't come if the tax is passed.

◆ Doug Stokes. Liquor agent for St. Helens Liquor Store. The beverage tax represents 75% of his non-liquor revenue. That's a huge blow. This will make it difficult to survive. People will shop at the Scappoose Liquor Store. He also supports a lot of car shows.

◆ Laura Byrd. Resident of St. Helens. She talked about the history of sugar taxes, dating back to 1733. She feels the sugar tax has more to do with the revenue than the City's concern for citizen's health. She envisions citizens shopping out of town and hurting local businesses and the economy. She challenges the City to budget the money they already have and become more frugal with citizen tax dollars. If the Councilors truly represent the citizens, they will vote no.

◆ Loryn Thurman. She grew up in St. Helens and has owned Dari Delish for almost 26 years. She opposes the beverage tax. They do not need government meddling in what they should or shouldn't eat or drink. The tax is discriminating. It's an open door to tax other items deemed bad for us. What's next and where does it stop? A sedentary lifestyle contributes to obesity and health problems. Will you tax video games, TV's, phones, and computers? The answer is in education. She asks Council to exam the negative impact this tax will have.

◆ Tammy Maygra. Deer Island resident. The Council's loyalty belongs to the small businesses. This will penalize them. If the Council was so concerned about health of kids in the community, they wouldn't be preparing to be bring toxic sludge from the Portland Superfund site through the community to harm kids. It's hypocritical. She didn't see the City in outrage when St. Helens High School made a deal with Coca Cola to pay for the football stadium.

◆ Shannon Vaerwyck. Co-owner of Bertucci's Chocolates. She has lived here all of her life. She is also President of Shoe String Community Players, a community theater group for over 35 years. Her small business supports them and other nonprofits. She's concerned that the tax will really hurt businesses and nonprofits.

◆ Chris Ostling. He grew up here. The City is trying to extract money from the community. He suggests bringing money into the community. One idea is to charge for cruising in St. Helens. Classic and muscle cars come from all over.

◆ Tiffany Smith. Owner of Dockside Steak and Pasta. She sees the need to improve City parks. But there needs to be a better way to do it. She agreed with everyone who spoke. She's a small business and gives back as much as she can. It's getting harder to run a small business in this community. She has a friend who lives in one of the County's that adopted the tax. Her soda sales have gone down 50%. She asked the Council to consider the impact on small businesses.

◆ Brady Preheim. He chose to stop drinking soda and didn't need the City to tell him to do that.

If you have a heart attack or two, you change your behavior. The implementation of it is ridiculous. People will purchase a diet soda and then go fill it up themselves with a sugary soda. He appreciates the public forum but expressed that it should have been held in a different location.

◆ Jubilee Beatley. Born and raised here. She agrees with the need for a tax but not like this. The parks are horrendous. She plans on getting involved.

◆ Kimberly Cabrera. She works for Coca-Cola. They sell a bag-in-the-box to markets that have fountain machines. It goes into the machine at a 5:1 ration. Five times that is water and one times that is the soda and sugar. The businesses are already having to pay for the water. We have some of the highest water rates. Her water bill is \$500/cycle.

◆ Shawna Harrison. She is a local realtor. She supports parks. What makes the City think this will be a positive change? We're so close to metro. They've already approved two major housing developments and have leased prime industrial land to a pot grow farm from California. Why is it the citizen's burden to improve parks? As citizens, who already pay high water bills, it's another cost to encumber. She went on to talk about the burden of additional taxes and the need for pedestrian safety improvements.

Council President Morten encouraged everyone to attend Council meetings and be involved in the process.

Deliberations will be held during the regular session.

◆

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

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

\_\_\_\_\_  
Doug Morten, Council President

# City of St. Helens CITY COUNCIL

Regular Session Minutes

October 4, 2017

**Members Present:** Rick Scholl, Mayor  
Doug Morten, Council President  
Keith Locke, Councilor  
Ginny Carlson, Councilor

**Members Absent:** Susan Conn, Councilor

**Staff Present:** John Walsh, City Administrator  
Matt Brown, Finance Director  
Kathy Payne, City Recorder  
Margaret Jeffries, Library Director  
Terry Moss, Police Chief  
Neal Sheppard, Public Works Operations Director  
Sue Nelson, Public Works Engineering Director

**Others:**

Doug Knight	Sharon Coggsell	David Kirby
Kellie Smith	Kathleen Grant	Cole Snider
Jenn Massey	Daniel Morris	Mike Roso
Mike Norris, Jr.	Steve Palmer	Michael Palmer
Claire Catt	Darold Sandberg	Barbara Lines
Garrett Lines	Tammy Maygra	Laura Byrd
Dean Lemire	Loryn Thurman	Kendra Vandercook
Leslie Contreras	Chris Ostling	Jenny Rudolph
Serena McCurdy	Desiree	Leah Tillotson
L. Goodwin	Brian Vaerewyck	Shannon Vaerewyck
Patrick Birkle	Greg Jensen	Tiffany Smith
Ryan Laird	Heather Oliver	Gretchen Williams
Kim Clendenin	Sherrie Ford	Annie Slighter
Heather Moar	Jaelyn Wallace	Michelle Caso
Shannon Lazorick	Chip Hermelin	Stephanie Daur
Carston Williams	Kim Puyear Cabrera	Jeff Fulk
Craig Reesor	Terry Stewart	Jubilee Beatley
Jamie Bush	Matthew Pyon	Thomas Young
Mario Lerma	Stephanie Zielaskowski	Kristine Lambert
Larry O'Connor	Geri Noble	Debbie Loomis
Robert Cole	Mitzi Ponce	Brady Preheim
Dennis Sullivan	Susie Wilson	Doug Stokes
David Thorp	Shawna Harrison	



**7:00PM – Call Regular Session to Order** – Mayor Scholl

A moment of silence was held in honor of the victims in the Las Vegas shooting.

**Pledge of Allegiance** – Mayor Scholl

**Motion:** Upon Morten's motion and Locke's second, the Council unanimously agreed to have deliberations on the Sugary Sweetened Beverage Tax during the regular session.

### **Visitor Comments**

♦Tammy Maygra. Commented on how poorly the City prepared for the sugar tax public forum. They should have anticipated a big crowd and moved the venue to an accommodating space. People had to stand outside and couldn't hear. The room was way over the fire marshal capacity limit. It's a safety issue and no one seemed concerned. The City should set a better example.

♦Shawna Harrison. She implored the Council to view the Chronicle's voting poll for the tax. An overwhelming number of citizens are opposed to it.

### **Deliberations**

#### Sugary Sweetened Beverage Tax

Councilor Locke pointed out that this is part of the process. Too many nights they sit here with no one in attendance. People can come and talk to the Council at any of their meetings or call them. He encouraged people to get involved. He suggested delaying the tax and investigate the health concern as a state-wide issue. At this time, he can't vote for it.

Councilor Carlson has two children. She was diagnosed with cancer and was informed by her oncologist that sugar is the leading cause of the type of cancer she has. However, she's a fifth generation Oregonian and agreed that the only way Oregon accepts a tax is by the vote of people. It's not up to five people to decide what 14,000 will pay.

In the absence of Councilor Conn, Council President Morten declared that she is a "no" vote.

Council President Morten thought tonight was excellent. Addressing Tammy's concerns about the capacity, they will try to anticipate that in the future. The process to be heard is important. He visited most businesses and not one of them were in favor of the tax. Based on that, he cannot vote in favor of it.

Mayor Scholl made it clear that it was his choice to not attend the public forum. He pointed out that the "Greater St. Helens Parks & Recreation District" line item on taxes has nothing to do with the City of St. Helens. It funds Eisenschmidt Pool. However, the parks need more funding and this tax was one idea. He is opposed to the tax.

**Motion:** Upon Locke's motion and Carlson's second, the Council unanimously turned down the proposed soda tax and not continue research.

Mayor Scholl thanked everyone for coming. The town is growing and he encouraged them to get involved.

### **Ordinances – Final Readings**

A. **Ordinance No. 3218:** An Ordinance Amending St. Helens Municipal Code Chapters 15.04 and 15.20 Relating to Oregon State Building Codes and the Code for Abatement of Dangerous Buildings

Mayor Scholl read Ordinance No. 3218 by title for the final time. **Motion:** Upon Locke's motion and Carlson's second, the Council unanimously adopted Ordinance No. 3218. [Ayes: Locke, Carlson, Morten, Scholl; Nays: None]

- B. **Ordinance No. 3219:** An Ordinance Relating to the Universal Fee Schedule and Parking Fines, Amending St. Helens Municipal Code Sections 2.32.030, 3.16.020, 5.08.140, 10.04.240, 12.32.030, 15.08.100, and 10.04.380

Mayor Scholl read Ordinance No. 3219 by title for the final time. **Motion:** Upon Carlson's motion and Morten's second, the Council unanimously adopted Ordinance No. 3219. [Ayes: Locke, Carlson, Morten, Scholl; Nays: None]

### **Ordinances – First Readings**

- A. **Ordinance No. 3220:** An Ordinance to Amend the City of St. Helens Comprehensive Plan Map for Certain Property from the Light Industrial (LI) Designation to the General Residential (GR) Designation and the Zoning District Map from the Light Industrial (LI) Zone to the Apartment Residential (AR) Zone

Mayor Scholl read Ordinance No. 3220 by title for the first time. The final reading will be held at the next regular session.

### **Award Contract for Old Portland Road Bridge Barrier Repair Project to Semling Construction, Inc. for \$6,250**

**Motion:** Upon Locke's motion and Morten's second, the Council unanimously awarded the contract for the Old Portland Road Bridge Barrier Repair Project to Semling Construction, Inc. in the amount of \$6,250.

### **Approve and/or Authorize for Signature**

- A. Contract with Semling Construction for Old Portland Road Bridge Barrier Repair Project  
B. Contract Payments

**Motion:** Upon Morten's motion and Locke's second, the Council unanimously approved 'A' through 'B' above.

### **Consent Agenda for Acceptance**

- A. Library Board Minutes dated August 22, 2017

**Motion:** Upon Locke's motion and Carlson's second, the Council unanimously accepted 'A' above.

### **Consent Agenda for Approval**

- A. Street Closure Request  
B. Accounts Payable Bill List

**Motion:** Upon Carlson's motion and Locke's second, the Council unanimously approved 'A' through 'B' above.

### **Council Reports**

**Mayor Scholl** reported...

- It was good to see a lot of people here tonight. The City has a lot going on right now. He, Morten, and Walsh met with State Treasurer Tobias Reed today. They talked about the waterfront redevelopment.
- Looking forward to Spirit of Halloweentown. He encourages everyone to come out and enjoy the activities.

**Council President Morten** reported...

- He attended the League of Oregon Cities Conference. He went to a session that dealt with the homelessness. He gained ideas and resources. He also attended a session lead by the Health Authority about sugary drink taxes.

**Councilor Carlson** reported...

- She is excited about Spirit of Halloweentown and participating every weekend. The Youth Council is busy planning the Halloween Dance, October 21. It's for 7-12 grade students.
- She struggles with the public forums because she takes everyone's feelings personally. It's important to remember that it's part of the process.

**Councilor Locke** reported...

- He walks through town every day. He has noticed that the splash pad in Columbia View Park is still going. He recommends setting a start date of June 1<sup>st</sup> and a stop date of September 30<sup>th</sup>. After discussion with staff, council concurred with those set dates but agreed to leave it to the discretion of the Public Works Operations Director in the case of a heat wave.

**Department Reports**

**City Administrator Walsh** reported...

- Complimented the Council on the Public Forum. It was well ran.
- Halloween is well upon us. It's bigger and better than ever. Great photo ops are being added on the Waterfront property. He thanked staff for all of their work. The event schedule can be viewed at [www.discovercolumbiacounty.com](http://www.discovercolumbiacounty.com).

**City Recorder Payne** reported...

- Nothing to report.

**Finance Director Brown** reported...

- After briefly reviewing the votes from the public forum, closing parks stands out the most. That will be a difficult discussion. He will come back to the Council in November with vote totals and begin discussing how the Council would like to proceed.

**Library Director Jeffries** reported...

- The Library is hosting a yearlong series on Civics for Adults. The first one was held on September 21. Forty people attended. The next one is February 15.
- The St. Helens Public Library Book Club is being kicked off. It is led by two Library Board members. The quarterly Book Club will be based on a theme, rather than a particular book.

**Public Works Operations Director Sheppard** reported...

- Kudos to Associate Planner Dimsho for obtaining the grant for the restroom at Grey Cliffs Park.

Brown pointed out the new carpet installed. He gave a huge thank you to Public Works staff for all of their help during the process. It was not great timing with Spirit of Halloweentown. Mayor Scholl recognized how much better it looks in the Council Chambers.

**Public Works Engineering Director Nelson** reported...

- Acknowledged Brown and all his time that he put into the Sweetened Beverage Tax. It wasn't his idea but he spent a lot of time gathering information for the Council and public.
- Spirit of Halloweentown is looking great. Thank you to Public Works staff for all the time they put into making it a nice event for the community.
- She and Sheppard will be at a Public Works Conference during the next Council meeting.

**Police Chief Moss** reported...

- Nothing to report.

**Adjourn** - There being no further business, the meeting adjourned at 8:05 p.m.



Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

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Kathy Payne, City Recorder

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Rick Scholl, Mayor

**DRAFT**

# City of St. Helens CITY COUNCIL

Work Session Minutes

October 18, 2017

**Members Present:** Rick Scholl, Mayor  
Doug Morten, Council President  
Keith Locke, Councilor  
Susan Conn, Councilor

**Members Absent:** Ginny Carlson, Councilor

**Staff Present:** John Walsh, City Administrator  
Matt Brown, Finance Director  
Kathy Payne, City Recorder  
Margaret Jeffries, Library Director  
Terry Moss, Police Chief  
Crystal Farnsworth, Communications Officer  
Bob Johnston, Building Official  
Jenny Dimsho, Associate Planner  
Tina Curry, Event Coordinator

**Others:** Bert Mueller Sue Mueller Nicole Thill  
Julie Thompson

Mayor Rick Scholl called the meeting to order at 1 p.m.

## **Visitor Comments**

♦ Jenny Dimsho, Associate Planner. Tonight's agenda includes a resolution to adopt the Branding and Wayfinding Master Plan. She is here to address any questions the Council has.

♦ Bert Mueller. He is a member of the St. Helens Lions Club. One of their members heard that the City plans to put welcome signs at the entrance into St. Helens. It's customary with many cities to include logos of the major service organizations on the welcome signs. The three biggest service organizations are the Lions Club, Kiwanis, and Rotary Club. He suggests including those logos. A majority of the work done by those service organization benefits the public.

Council President Morten pointed out the sign in the railroad right-of-way between Columbia Blvd. and St. Helens Street. He suggested recognizing the service clubs in that area. Councilor Locke responded that the sign was placed there because the Kiwanis adopt that road area every spring. He agreed that it's a good spot for all the logos.

Dimsho asked ODOT if the existing non-conforming signs can be replaced with new signs. ODOT said no. Modifying existing signs is probably out of the question. New signs can be permitted by following the permitting process.

## **Spirit of Halloweentown Report**

Event Manager Tina Curry reviewed Spirit of Halloweentown activities.

- Record crowds attended last weekend.



- Vendors had record sales.
- Businesses had record sales.
- This weekend:
  - Haunted Hot Rods
  - Musical entertainment.
  - Community activities.
- Receiving positive feedback online.
- Contacted by Fuji television from New York yesterday.
- On BuzzFeed again this morning.
- Posted a map in The Plaza for people to post pins where they're visiting from. Almost every country is represented.
- The family who won the Ultimate Fan Competition is comprised of five generations. They were very excited to be here.
- 99% of the people who came had a great time.
- Diane Franklin will be here at the end of the month. She will be joined by Harriet from Halloweentown.

### **First Quarter Communications Report**

Communications Officer Farnsworth presented her first quarter report to the Council, a copy of which is included in the archive packet for this meeting.

- Compared to last year, more time has been dedicated to communications.
- Reviewed social media stats and highlights.
- Reviewed activity highlights.
  - One of her favorite events was the Library stuffed animal sleepover. It received great reviews.
- At the last meeting, Council mentioned the need for a community survey about the Gazette. She asked what the Council had in mind. It was the consensus of the Council for the survey to broadly cover what people are looking for in the Gazette and how they receive it. She is working with City Recorder Payne to make the newsletter page more visible on the website.
- Working with Youth Librarian Gretchen Kolderup to release information about the proposed fee amendments, which Council will be making a decision on tonight.
- Working with the Police Department for an upcoming campaign to promote Donut Day.
- Will be at the Police Department Trunk-or-Treat taking photos.
- Heavy rains and winds are predicted for this Saturday.

Council took a brief recess to resolve some AV system issues.

### **First Quarter Financial Report**

Finance Director Brown presented his first quarter report to the Council, a copy of which is included in the archive packet for this meeting.

- Received higher than projected general fund revenues.
- Most department expenditures are on point.
- Reviewed individual funds. Details are included in the report.

### **Discuss Continuity of Operations Plan**

This item was taken off the agenda by staff.

### **Discuss Splash Pad Open Dates**

It was the consensus of the Council to post a sign with open dates of the Splash Pad of June 1 – September 30. Public Works Operation Director Sheppard can adjust the dates if needed, based on weather.

### **Update on Front Office Wiring and Configuration**

Finance Director Brown reported that staff ran into some wiring problems when the carpet was ripped out. He is still waiting for a quote from Azimuth to redo the wiring.

### **Discuss Hiring of Office Assistant for Front Office**

Finance Director Brown is looking for Council feedback on staffing needs in the front office. He proposes hiring someone to take over some of the front office duties currently being done by Heidi. Depending on how the position is set up, will be how it's paid for. A full-time position would cost about \$67,000. \$11,000 of that would come from the General Fund. The remaining amount would be split between Enterprise Funds.

Councilor Conn sees the need. The front office would be able to function more effectively with another person. They are the first interface with the public.

Council President Morten gave kudos to Heidi. Over the last year, she has been overwhelmed with stacks of paper. Even with how busy she is, she continues to give excellent customer service.

Mayor Scholl agreed with how well Heidi serves the public. He suggested hiring a part-time position that could possibly work into full-time.

Councilor Locke prefers the position be full-time.

Brown talked about ideas to reconfigure the front space for efficiency. He will come back in November with recommendations.

### **Department Reports**

**Police Chief Moss** reported...

- The search for police officers continue. The application process closed on Friday. He is waiting for test results and then will schedule interviews. Mayor Scholl asked if he could sit in on the interview process. Moss responded that they have a panel of supervisors, one member of the Council, and a community member. Councilor Locke told Mayor Scholl that it would be okay for him to observe.
- Mayor Scholl gave kudos to the officers for how they responded to Saturday's events.

**Library Director Jeffries** reported...

- The brand new book club kicks off this month. It was initiated by the Library Board and will be led by two of those members. Participants will be reading books with a Halloween twist.
- Halloween story time on October 25.
- Pumpkin painting on October 27.
- An author event was led by a staff member at the Library on Saturday.
- November is National Novel Writing Month. Author Tina Connelly will be presenting. She used to work at the St. Helens Book Store and is a Portland based science fiction author.
- The Friends of the Library are holding their fall book sale on Friday and Saturday. St. Helens Garden Club will join them for a plant sale on Saturday.

**Finance Director Brown** reported...

- There about 300 utility accounts that are not being charged storm fees. He is working with Public Works Engineering Director Nelson to determine what they should be charged.
- He is proposing to purchase a copier for the utility billing office. It would replace a desktop printer. Council concurred.
- An employee in utility billing is pregnant and due in December. Monthly billing was planned to go live during that time. He has spoken with other cities who have undergone the change

and he hears it is a difficult process. He suggested waiting until April to do it, to be fully staffed again and to get through a billing cycle. Council advised Brown to work with staff on what is most efficient and customer service friendly.

- Springbrook, which was based out of Portland for years, was bought out by Accela. Now Accela has been bought out. He and some of the staff are concerned about upcoming issues and support services. He would like to have a couple software companies come in to give demonstrations. It will give staff an idea of what is available. He can bring back information after the demonstrations and talk to Council about the next steps. No objection from Council to seek demonstrations.
- The Court report will be given on November 1. Court has seen a vast turnaround in regards to culture. Revenues are up and people are happy.

**City Recorder Payne** reported...

- Council is having a retreat on November 8 from 4-8 p.m. Since it's dinner time, she asked them to let her know what they would like to order.

**City Administrator Walsh** reported...

- Requested agendas items for the retreat.
- Spirit of Halloweentown does not happen by itself. It wouldn't happen without the support of staff, volunteers, public safety, and public works. It has really grown since pre-Marnie.
- He was invited to sit on the CCET panel next week. He will talk about what's been done to improve livability and economic development.
- People from EPA will be here next week to kick off a couple grants.
- The Oregon Leadership Summit is December 4. It will be held at the MODA Center.
- Portland has a Transient Boater Task Force. He will be attending their meeting tomorrow.
- Communications is a very important investment for the City.

### **Council Reports**

**Councilor Locke** reported...

- Lots going on at the Boise property. The offices have been remodeled and the building cleaned out. Council President Morten asked if there is a timeline when the grow operation will begin. Locke responded that it's dependent on their OLCC license. It can take two – six months. Mayor Scholl added that they will be reaching out to the City for support of an over tier license.

**Councilor Conn** reported...

- She has made a difficult decision to step down as the City Council liaison to SHEDCO. Her goal was to be a communication link and promote collaboration. Since it's not a City committee, a liaison is not mandated. It's time to look at another strategy. She will remain active in many other committees. Mayor Scholl would like to review that relationship further at the retreat.
- The Library is making changes to provide better data of patron counts and improve safety. More volunteers are needed for special projects.
- The Library Board and Arts & Cultural Commission are participating in the Police Department's Trunk-or-Treat on Halloween.
- They just completed the fifth Crisis Intervention Training. It's a 40-hour training. She appreciates Chief Moss's leadership. It was a very interactive class.

**Council President Morten** reported...

- Looking forward to the Council retreat. Decisions will not be made there. It's a time to get to know each other and discussion the direction the City is moving.
- Kudos to staff and the community for their work on Spirit of Halloweentown events.
- He went over to check the condition of Sand Island after the yacht clubs had their cruise.

There was no trash anywhere. He requested staff fix the signs. The community and guests are taking pride in their environment and not leaving their garbage behind. He would like to see staff come up with a slogan to encourage that pride. He suggested something like, "A Community of Pride," and putting it on shirts with the City logo.

- Thanked Chief Moss for helping with the homeless situation. Having an ordinance of no camping in public right-of-ways and public lands has really helped staff reach those people and direct them to the proper resources for help. There's still a lot of work to do with our homeless.

**Mayor Scholl** reported...

- Staff recommended identifying the wetlands on the Boise White Paper property. He would like to add this to a future work session for further discussion and move forward on this soon.
- He spoke with Emily Chapman yesterday. She played Sophie in Halloweentown. She is interested in opening a café and gift shop in St. Helens. Her lease is up where she's at and she would like to move to our area. He asked the Council for location ideas.
- It was a good turnout at Spirit of Halloweentown this weekend. Kudos to the St. Helens Police Department and surrounding law enforcement agencies. The community was well taken care of. Walsh's leadership has proven to be successful.

### **Executive Session**

#### **ORS 192.660(2)(e) Real Property Transactions**

**Motion:** At 3:08 p.m., upon Conn's motion and Morten's second, the Council unanimously voted to move into executive session under ORS 192.660(2)(e) Real Property Transactions.

**Motion:** At 3:28 p.m., upon completion of the executive session, Morten moved to go back into work session, seconded by Conn, and unanimously approved.

### **Other Business**

City Recorder Payne reported that tonight's agenda includes a declaration of surplus property for electronic equipment. Max has more that needs to be added, so she will update the request.

Council President Morten reminded Locke about needing a Youth Council member to fill the vacant seat next to Conn. Councilor Locke will bring it up at to the next Youth Council meeting.



There being no further business, the meeting was adjourned at 3:32 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

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Kathy Payne, City Recorder

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Rick Scholl, Mayor

# City of St. Helens CITY COUNCIL

Public Hearing Minutes

October 18, 2017

**Members Present:** Rick Scholl, Mayor  
Doug Morten, Council President  
Keith Locke, Councilor  
Susan Conn, Councilor  
Ginny Carlson, Councilor

**Staff Present:** John Walsh, City Administrator  
Matt Brown, Finance Director  
Kathy Payne, City Recorder  
Margaret Jeffries, Library Director  
Jenny Dimsho, Associate Planner  
Jacob Graichen, City Planner

**Others:** Harvey Bilton Steve Topaz

## **Public Hearing**

**Petitioner:** Harvey Bilton

**Proposal:** Vacation of Public Right-of-Way

**Location:** The west 25 feet of the N. 10<sup>th</sup> Street right-of-way between the Willamette Street and Columbia Blvd. rights-of-way of the St. Helens Subdivision, St. Helens, Oregon

At 6:30 p.m., Mayor Scholl opened the public hearing.

## **Staff Report**

Associate Planner Dimsho presented the staff report dated October 10, 2017.

Based upon the facts and findings, staff recommends the City Council grant the street vacation petition with the provisions that:

1. A public easement be retained over the northerly 100 feet of the right-of-way to be vacated.
2. A public access easement be retained over the entire right-of-way to be vacated to ensure access to the public sanitary sewer line.
3. When any future development occurs that uses N. 10<sup>th</sup> Street for access, the existing driveway serving 1020 Columbia Blvd. must be removed and replaced with a shared driveway built within the remaining 10<sup>th</sup> Street right-of-way. Driveway must include standard curb and sidewalk. Alternatively, the existing driveway must be removed and replaced with a standard street. The 10<sup>th</sup> Street improvement standards will be based on the development proposal at that time.

Councilor Locke asked if street vacations are generally for both sides. Dimsho responded that it was just for their portion this time.

Councilor Carlson asked if a response was received from the school. Dimsho confirmed that the

school signed off as one of the affected property owners. Carlson asked if this will affect the school crossings. Dimsho said it does not.

**Testimony in Favor**

◆Harvey Bilton. He agreed with Dimsho. The proposed area to be vacated is primarily used as a driveway.

**Testimony in Neutral**

None spoke in neutral.

**Testimony in Opposition**

◆Steve Topaz. He is opposed for historic reasons. He has seen streets narrowed down in other areas of the country that are now causing problems. He recommends not going below the standard 80 feet.

**Rebuttal**

◆Harvey Bilton. He understands what Steve is talking about. There is a canyon just past the area being vacated. He doesn't anticipate it ever being developed because of wetlands.

**Close Public Hearing and Record – 6:45 p.m.**

Deliberations will be held during the regular session following this hearing.

◆  
Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

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

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

# City of St. Helens CITY COUNCIL

Regular Session Minutes

October 18, 2017

**Members Present:** Rick Scholl, Mayor  
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Jenny Dimsho, Associate Planner  
Jacob Graichen, City Planner

**Others:** Steve Topaz Harvey Bilton Jason Resch



**7:00PM – Call Regular Session to Order – Mayor Scholl**

**Pledge of Allegiance – Mayor Scholl**

**Invitation to Citizens for Public Comment**

◆Steve Topaz. He has three questions. These are based on the Scappoose Industrial Park and development of their education program.

1. Have we set up a liaison committee between the St. Helens City Council and Scappoose? Councilor Conn responded that they are working on a joint meeting.
2. Steve accused Councilor Conn of not wanting educational buildings on the waterfront. Conn argued that is not correct. Steve asked if the Council is opposed to an educational facility on the waterfront? Mayor Scholl talked about the "Boeing Effect." When Boeing signs on at OMIC, there will be more schools to follow. They have talked about marine-use education on the waterfront that would tie in with OMIC and Boeing.
3. Part of the Spirit of Halloweentown event has been parking. Has the City considered putting in pads for food carts, which would include water, sewer, and power? He talked about turning part of Nob Hill into an entertainment venue and rent it for revenue. Council President Morten responded that Nob Hill is a nature park. Mayor Scholl said he brought Lowell MacGregor to the waterfront property. He used to organize the concerts on the old fairgrounds property. Lowell said that outside venues are very difficult. It's a risk and you would have to convince the community that the three-day concert is worth it. Steve noticed that local citizens were not involved in helping the Spirit of Halloweentown events. The biggest problem for the City is engaging the citizens.

◆Jason Resch. He and his wife just bought a home in Warren and loves the area. He has lived in Portland since 1999. They do commute into Portland for work. Is he part of St. Helens or Scappoose for these meeting? Mayor Scholl responded that he is part of Columbia County. They meet on Wednesdays at 10 a.m. He can also serve on City Boards and Commissions, and is welcome to attend any City Council meetings.

## **Deliberations**

**Petitioner:** Harvey Bilton

**Proposal:** Vacation of Public Right-of-Way

**Location:** The west 25 feet of the N. 10<sup>th</sup> Street right-of-way between the Willamette Street and Columbia Blvd. rights-of-way of the St. Helens Subdivision, St. Helens, Oregon

Councilor Carlson asked what the street width standard is for skinny streets. Associate Planner Dimsho responded that it is five foot sidewalks, two foot buffer, and 26 foot travel lanes. There is no on-street parking if the street is only 20 feet wide and only on one side of the street 26 feet wide. Carlson brings this up because of the recent proposed development off of N. Vernonia Road. Shortage of parking creates problems. Dimsho explained that it does meet standards if the property is developed.

Council President Morten addressed the opposition. He appreciates looking into the future, but no one knows what the City will look like 100 years down the road . At this point, he agrees that nothing is going to be developed behind that property. He is in favor of the street vacation.

Councilor Conn thinks that we do need to think long term. This is an area they want to see further developed. She is in favor of the street vacation.

Councilor Locke agrees all around.

Mayor Scholl pointed out that it is an area the City has been paying to maintain. It has never been utilized. The road will never go through with a cliff on the opposite side. It still leaves 65 feet.

**Motion:** Upon Morten's motion and Locke's second, the Council unanimously approved the street vacation with the following provisions:

1. A public easement be retained over the northerly 100 feet of the right-of-way to be vacated.
2. A public access easement be retained over the entire right-of-way to be vacated to ensure access to the public sanitary sewer line.
3. When any future development occurs that uses N. 10<sup>th</sup> Street for access, the existing driveway serving 1020 Columbia Blvd. must be removed and replaced with a shared driveway built within the remaining 10<sup>th</sup> Street right-of-way. Driveway must include standard curb and sidewalk. Alternatively, the existing driveway must be removed and replaced with a standard street. The 10<sup>th</sup> Street improvement standards will be based on the development proposal at that time.

## **Ordinances – Final Readings**

A. **Ordinance No. 3220:** An Ordinance to Amend the City of St. Helens Comprehensive Plan Map for Certain Property from the Light Industrial (LI) Designation to the General Residential (GR) Designation and the Zoning District Map from the Light Industrial (LI) Zone to the Apartment Residential (AR) Zone

Mayor Scholl read Ordinance No. 3220 by title for the final time. **Motion:** Upon Morten's motion and Locke's second, the Council unanimously adopted Ordinance No. 3220. [Ayes: Locke, Carlson, Conn, Morten, Scholl; Nays: None]



## **Resolutions**

A. **Resolution No. 1800:** A Resolution Adopting the St. Helens Branding and Wayfinding Master Plan

Mayor Scholl read Resolution No. 1800 by title. **Motion:** Upon Locke's motion and Carlson's second, the Council unanimously adopted Resolution No. 1800. [Ayes: Locke, Carlson, Conn, Morten, Scholl; Nays: None]

B. **Resolution No. 1801:** A Resolution Assessing Cost of Abatement as a Lien Against 215 N. 5<sup>th</sup> Street, St. Helens, Oregon

Mayor Scholl read Resolution No. 1801 by title. **Motion:** Upon Conn's motion and Carlson's second, the Council unanimously adopted Resolution No. 1801. [Ayes: Locke, Carlson, Conn, Morten, Scholl; Nays: None]

C. **Resolution No. 1802:** A Resolution Assessing Cost of Abatement as a Lien Against 375 S. 13<sup>th</sup> Street, St. Helens, Oregon

Mayor Scholl read Resolution No. 1802 by title. **Motion:** Upon Locke's motion and Carlson's second, the Council unanimously adopted Resolution No. 1802. [Ayes: Locke, Carlson, Conn, Morten, Scholl; Nays: None]

D. **Resolution No. 1803:** A Resolution Assessing Cost of Abatement as a Lien Against 920 Plymouth Street

Mayor Scholl read Resolution No. 1803 by title. **Motion:** Upon Conn's motion and Locke's second, the Council unanimously adopted Resolution No. 1803. [Ayes: Locke, Carlson, Conn, Morten, Scholl; Nays: None]

E. **Resolution No. 1804:** A Resolution Adopting a Universal Fee Schedule and Superseding Resolution No. 1789

Mayor Scholl read Resolution No. 1804 by title. **Motion:** Upon Conn's motion and Locke's second, the Council unanimously adopted Resolution No. 1804. [Ayes: Locke, Carlson, Conn, Morten, Scholl; Nays: None]

## **Consent Agenda for Acceptance**

A. Parks Commission Minutes dated August 14, 2017

B. Planning Commission Minutes dated September 12, 2017

**Motion:** Upon Carlson's motion and Conn's second, the Council unanimously accepted 'A' through 'B' above.

## **Consent Agenda for Approval**

A. Declare Surplus Property – Electronic Equipment

B. Declare Surplus Property – Police Van

C. Street Closure Requests

D. OLCC Licenses

E. Accounts Payable Bill List

**Motion:** Upon Conn's motion and Locke's second, the Council unanimously approved 'A' through 'E' above.

## **Council Reports**

**Mayor Scholl** reported...

- He would like to direct staff to conduct a survey and identify the wetlands on the Boise White Paper site.

Councilor Conn agreed. She would like to see the industrial park become a reality.

Council President Morten asked for it to be added to an agenda for discussion. Mayor Scholl disagreed. A survey needs to be done for our tenants. Council President Morten wants to be transparent to the public and make sure they have an opportunity to comment. Mayor Scholl felt that the public has already had plenty of opportunity to voice their concerns. It's ridiculous to keep pushing it out. Councilor Locke has been working down there over the last year. He understands the need to move forward but thinks they should wait and talk about it during the next session.

City Administrator Walsh explained that the City purchased an industrial site with a single user on it. They've been going through the economic development effort to transition the industrial site into an industrial park. It would include defined roads, public utilities, easements, and access lots. The conceptual work has been to attract a 10,000-30,000 sq. ft. market. There is still environmental work to be done. They could move forward on portions of it but don't want to create islands. Wetland consultants will need to be brought in.

Discussion ensued. Walsh suggested having the City Forester assess the property.

**Councilor Locke** reported...

- Nothing to report.

**Councilor Carlson** reported...

- Her daughter participated in a cross country meet with 150 students at McCormick Park. She was proud to hear people from other schools talk about how nice our park is.
- Thanked the non-profit groups and kids who participated in fundraising projects at Spirit of Halloweentown. It was so cold but they stayed all day.
- The Youth Council dance is this Saturday.
- The Police Department is hosting a safe Halloween event for kids.

Mayor Scholl added that Spirit of Halloweentown was highly successful. It was good to see so many community members.

**Councilor Conn** reported...

- Spirit of Halloweentown gets better every year.

**Council President Morten** reported...

- He heard really positive comments on the shuttle between the Riverfront District and Houlton District. It would be great to have a long-term shuttle or trolley to travel back and forth.
- He reported earlier today about a slogan focused on civic pride in our city. He directed staff to brainstorm ideas and also suggested involving the Youth Council in the brainstorming.

### **Department Reports**

**City Planner Graichen** reported...

- The middle school project is moving forward.
- They will probably see a building permit for the CCEC building soon.
- Violette's Villa sold. They received a zone change and subdivision application for that property.

**Associate Planner Dimsho** reported...

- In the next few months they will have their second Urban Renewal meeting to define bylaws and a charter.

**Library Director Jeffries** reported...

- Saturday, October 28 is the Kiwanis Children's Fair. The Youth Librarian will be present with

activities and making contact with parents about children's programs.

- Welcomed Jason Resch to the community. The Library offers non-resident cards. Stop by the Library and they can review what is offered.

**Finance Director Brown** reported...

- Councilor Locke had requested information about the City's investments, outside of the pool account, which is about \$3 million. He distributed a handout and reviewed that information. A copy is included in the archive meeting packet. They usually receive about \$45,000 – 50,000 in interest from the bonds.
- He and staff members reviewed the survey results after the public forum. He will bring a report to a November Council meeting.

**City Recorder Payne** reported...

- Nothing to report.

**City Administrator Walsh** reported...

- He added a retreat agenda item to discuss the St. Helens Community Foundation dissolution. Their intention is to pass their assets on to the City.
- The Sunday Oregonian has a very stoic picture of Mayor Scholl on the cover. It's a very positive article about Spirit of Halloweentown.

**Adjourn** - There being no further business, the meeting adjourned at 8:07 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

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Kathy Payne, City Recorder

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Rick Scholl, Mayor

## City of St. Helens

**Job Title:** Front Office Specialist  
**Department:** Administration  
**FLSA Status:** Non-Exempt  
**Union:** Yes - AFSCME  
**Created:** November 15, 2017

### **GENERAL PURPOSE**

Performs routine clerical, administrative, and data processing tasks.

### **SUPERVISION RECEIVED**

Works under the general supervision of the City Administrator.

### **SUPERVISION EXERCISED**

None.

### **JOB DUTIES AND RESPONSIBILITIES**

- Greet customers in a friendly manner and assist in directing their needs to the correct department and/or individual.
- Receive and direct incoming phone calls from the general public to the correct department and/or individual.
- Process park reservation forms including accepting payment and ensuring form completeness.
- Complete weekly supply ordering for City departments and ensure correct payment codes and processing, including checking supply levels for office supplies and purchasing when there are needs.
- Provide event assistance during City Hall hours which may include answering general inquires and directing the general public where needed for more information when approached at City Hall.
- Perform general cash and credit receipting through the City's financial system including processing payments and drawer balancing daily.
- Perform daily errands and mail processing for the City including picking up and dropping off mail at the post office and additional City locations like the Library as well as opening and distributing general city mail.
- Process Animal Facility Licensing.
- Respond to general City docks service inquires which include explaining limitations stipulated by municipal code.
- Process a variety of permits including drop box permits, watershed access permits, special use permits, and OLCC permits and renewals.
- Process public records requests including performing intake of forms over the counter/email/mail, collecting any payment (if necessary), and working collaboratively with other departments and staff to gather the requested information.
- Process business licenses including maintaining records, sending yearly renewals, processing payments, creating reports and updating forms.
- Process and distribute comment card notifications to Council and departments.
- Perform other related duties as assigned.

### **MINIMUM QUALIFICATIONS**

- Graduation from a high school or GED equivalent.
- 2+ years of experience in general office practices such as typing, data processing, and customer service.

### **DESIRED QUALIFICATIONS**

- Working knowledge of computers and electronic data processing; working with modern office practices and programs such as Microsoft Word and Excel.
- Experience in operating computers, 10-key calculator, phone, fax, and copy machine.
- Ability to perform arithmetic computations accurately and quickly.
- Ability to communicate effectively verbally and in writing.
- Ability to establish successful working relationships.
- Ability to work under pressure and/or frequent interruptions.
- Ability to work with angry and/or difficult customers.

### **SPECIAL REQUIREMENTS**

- None.

### **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 sit and talk or hear. The employee is occasionally required to walk, use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

### **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.

Usual office working conditions. The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises but may be a little loud depending on the day.

## EMPLOYEE ACKNOWLEDGEMENT

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.

### ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the **Front Office Specialist** job description. I understand that it is my responsibility to adhere to the guidelines of the expectations, hours of work and essential duties outlined within this job description.

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

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

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

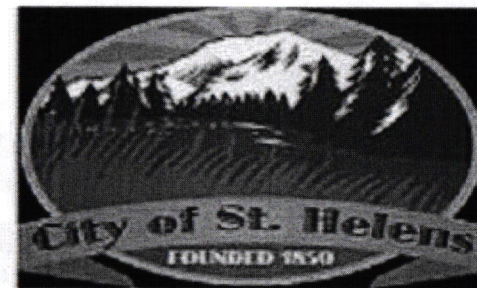
Manager Signature: \_\_\_\_\_

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

# Accounts Payable

## To Be Paid Proof List

User: jenniferj  
 Printed: 11/02/2017 - 1:53PM  
 Batch: 00015.10.2017 - 11-3-17 AP FY 17-18



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
AMERICAN CARPORTS INC									
00124									
10232017	10/23/2017	90.00	0.00	11/03/2017				False	0
100-000-035002 Business Licenses				REFUND OVERPAYMENT OF 2017 BUS LIC					
	10232017 Total:	90.00							
	AMERICAN CARPORTS	90.00							
ANDERSON, TARA LYNN									
ANDER.TA									
0002624	10/13/2017	35.00	0.00	11/03/2017				False	0
100-000-021000 Court Restitution Payments				REPLACEMENT CHECK FOR 113949 REST E SNIDER					
	0002624 Total:	35.00							
0002637	10/13/2017	50.00	0.00	11/03/2017				False	0
100-000-021000 Court Restitution Payments				REPLACEMENT CHECK FOR 113949 REST E SNIDER					
	0002637 Total:	50.00							
	ANDERSON, TARA LYNN	85.00							
CENTURY LINK									
034002									
10172017	10/17/2017	20.35	0.00	11/03/2017				False	0
603-737-052010 Telephone				025B WWTP					
10172017	10/17/2017	20.36	0.00	11/03/2017				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
603-736-052010 Telephone 10172017	10/17/2017	40.71	0.00	11/03/2017	025B WWTP 369B PW			False	0
702-000-052010 Telephone									
	10172017 Total:	81.42							
10252017	10/25/2017	346.12	0.00	11/03/2017	966B CITY HALL			False	0
702-000-052010 Telephone									
	10252017 Total:	346.12							
	CENTURY LINK Total:	427.54							
CENTURY LINK- ACCESS BILLING									
034004									
3263X201S17287	10/14/2017	82.22	0.00	11/03/2017	01S3 WFF			False	0
702-000-052010 Telephone									
	3263X201S17287 Total:	82.22							
3263X204S17284	10/11/2017	82.22	0.00	11/03/2017	04S3 POLICE			False	0
702-000-052010 Telephone									
	3263X204S17284 Total:	82.22							
	CENTURY LINK- ACCES	164.44							
CENTURYLINK, BUSINESS SERVICES									
45215									
1422491990	10/11/2017	1,474.71	0.00	11/03/2017	88035002 LONG DISTANCE SERVICES FOR ALL LINE:			False	0
702-000-052010 Telephone									
	1422491990 Total:	1,474.71							
	CENTURYLINK, BUSINE	1,474.71							

CINTAS CORPORATION



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
037620									
5009151829	10/19/2017	20.33	0.00	11/03/2017				False	0
603-736-052001	Operating Supplies				RE FILL CABINET WWTP				
5009151829	10/19/2017	20.33	0.00	11/03/2017				False	0
603-737-052001	Operating Supplies				RE FILL CABINET WWTP				
	5009151829 Total:	40.66							
	CINTAS CORPORATION	40.66							
COLUMBIA COMMUNITY MENTAL HEALTH, ATTN STACY WILS									
45312									
10262017	10/26/2017	52,099.36	0.00	11/03/2017				False	0
203-705-052081	CCT - Contract Personnel				GRANT EXPENSE THROUGH 6/30/17				
	10262017 Total:	52,099.36							
	COLUMBIA COMMUNIT	52,099.36							
COLUMBIA COUNTY TAX COLLECTOR									
007625									
10312017	10/31/2017	8,114.98	0.00	11/03/2017				False	0
202-722-052053	Property Taxes				2017-2018 TAX				
	10312017 Total:	8,114.98							
435614	10/31/2017	40,625.60	0.00	11/03/2017				False	0
202-722-052053	Property Taxes				2017-2018 TAX				
	435614 Total:	40,625.60							
437158	10/31/2017	73,792.45	0.00	11/03/2017				False	0
202-722-052053	Property Taxes				2017-2018 TAX				
	437158 Total:	73,792.45							
437159	10/31/2017	2,200.18	0.00	11/03/2017				False	0
202-722-052053	Property Taxes				2017-2018 TAX				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	437159 Total:	<u>2,200.18</u> ✓							
	COLUMBIA COUNTY TA	<u>124,733.21</u>							
COLUMBIA SWCD 42186 462	10/26/2017	399.00	0.00	11/03/2017				False	0
	201-000-052058 Events - Holloween				SPONSORSHIOP FOR CSWCD 2018				
	462 Total:	<u>399.00</u>							
	COLUMBIA SWCD Total:	<u>399.00</u> ✓							
COMCAST COMCAST 10212017	10/21/2017	1,041.58	0.00	11/03/2017				False	0
	702-000-052003 Utilities				4669 CITY HALL / LIB/ POLICE				
	10212017 Total:	<u>1,041.58</u> ✓							
10252017	10/25/2017	102.85	0.00	11/03/2017				False	0
	702-000-052003 Utilities				3930 MARINE DOCKS				
	10252017 Total:	<u>102.85</u> ✓							
	COMCAST Total:	<u>1,144.43</u>							
CONSOLIDATED SUPPLY 009000 S8439275.001	10/4/2017	148.50	0.00	11/03/2017				False	0
	100-705-052001 Operating Supplies				MATERIALS LUCERNE WALL HUNG LAV				
	S8439275.001 Total:	<u>148.50</u> ✓							
	CONSOLIDATED SUPPL	<u>148.50</u>							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
COX, NICOLE									
0052									
10302017	10/30/2017	350.00	0.00	11/03/2017				False	0
201-000-052058	Events - Halloween				2017 H TOWN COSTUME CONTEST WINNER FAIMLY				
	10302017 Total:	350.00							
	COX, NICOLE Total:	350.00							
CUNNINGHAM, GEORGE									
CUN									
10302017	10/30/2017	350.00	0.00	11/03/2017				False	0
201-000-052058	Events - Halloween				2017 H TOWN COSTUME CONTEST WINNER KIDS CA				
	10302017 Total:	350.00							
	CUNNINGHAM, GEORG	350.00							
E2C CORPORATION									
E2C									
4131	10/16/2017	430.00	0.00	11/03/2017				False	0
201-000-052058	Events - Halloween				ST. HELENS TOURISM EVENTS				
	4131 Total:	430.00							
4132	10/16/2017	600.00	0.00	11/03/2017				False	0
201-000-052058	Events - Halloween				ST. HELENS TOURISM EVENTS				
	4132 Total:	600.00							
4140	10/20/2017	625.00	0.00	11/03/2017				False	0
201-000-052058	Events - Halloween				JIM FISHER KAYLA UVILA WINNER ELIA PINTO REF				
	4140 Total:	625.00							
4148	10/30/2017	10,000.00	0.00	11/03/2017				False	0
201-000-052019	Professional Services				TINA MONTHLY MARKETING NOVEMBER				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
		4148 Total:							
		10,000.00							
4149	10/30/2017	2,161.00	0.00	11/03/2017				False	0
201-000-052058	Events - Halloween				CONTEST WINNER 200 A SAUL TANNER G DAGUE S				
		4149 Total:							
		2,161.00							
		E2C CORPORATION Tota							
		13,816.00							
ETTER, TERRI R.									
ETTER.T									
10302017	10/30/2017	1,375.00	0.00	11/03/2017				False	0
100-705-052019	Professional Services				OCTOBER 2017 55 HOURSE ASSIST THE PD				
		10302017 Total:							
		1,375.00							
		ETTER, TERRI R. Total:							
		1,375.00							
EVERBANK COMMERCIAL FINANCE INC									
03522									
4789503	10/21/2017	150.00	0.00	11/03/2017				False	0
100-715-052021	Equipment Maintenance				CONTRACT 41452028				
		4789503 Total:							
		150.00							
		EVERBANK COMMERC							
		150.00							
HEROLD, RONDA & ALEC									
HERO									
10302017	10/30/2017	150.00	0.00	11/03/2017				False	0
201-000-052058	Events - Halloween				2017 H. TOWN COSTUME CONTEST RUNNER UP ADI				
		10302017 Total:							
		150.00							
		HEROLD, RONDA & ALE							
		150.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
HOLLINGER, KAILYNN									
015									
10302017	10/30/2017	350.00	0.00	11/03/2017				False	0
201-000-052058	Events - Halloween				2017 H TOWN COSTUME CONTEST WINNER ADULT				
	10302017 Total:	350.00							
	HOLLINGER, KAILYNN	350.00							
INGRAM LIBRARY SERVICES, INC.									
016240									
31010195	10/20/2017	87.80	0.00	11/03/2017				False	0
100-706-052033	Printed Materials				BOOKS				
	31010195 Total:	87.80							
31010196	10/20/2017	11.41	0.00	11/03/2017				False	0
100-706-052033	Printed Materials				BOOKS				
	31010196 Total:	11.41							
31010197	10/20/2017	49.98	0.00	11/03/2017				False	0
100-706-052033	Printed Materials				BOOKS				
	31010197 Total:	49.98							
31010198	10/20/2017	498.56	0.00	11/03/2017				False	0
100-706-052033	Printed Materials				BOOKS				
	31010198 Total:	498.56							
	INGRAM LIBRARY SERV	647.75							
JOHNSTUN, DIANE									
030555									
10262017	10/26/2017	20.00	0.00	11/03/2017				False	0
100-000-037004	Miscellaneous - General				REIMB FOR CANCELLED PUBLIC RECORDS REQUE				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
	10262017 Total:	20.00							
	JOHNSTUN, DIANE Tota	20.00							
LANCE, CLAYTON J.									
007544									
11022017	11/2/2017	2,125.00	0.00	11/03/2017				False	0
100-704-052019	Professional Services			10/26/17-11/2/17	CITY PROSECUTOR				
	11022017 Total:	2,125.00							
	LANCE, CLAYTON J. Tot	2,125.00							
LAWSON PRODUCTS, INC.									
018040									
9305325764	10/20/2017	421.47	0.00	11/03/2017				False	0
701-000-052001	Operating Supplies				MINI CUT OFF WHEEL BUNDLE / HOSE CLAMP				
	9305325764 Total:	421.47							
	LAWSON PRODUCTS, IN	421.47							
MIDWEST TAPE									
020427									
95499216	10/19/2017	139.95	0.00	11/03/2017				False	0
100-706-052034	Visual Materials				DVD				
	95499216 Total:	139.95							
95518689	10/26/2017	22.99	0.00	11/03/2017				False	0
100-706-052034	Visual Materials				DVD				
	95518689 Total:	22.99							
	MIDWEST TAPE Total:	162.94							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
NAS ASSOCIATES, INC.									
028148									
19777	10/24/2017	4,300.00	0.00	11/03/2017				False	0
603-737-052064	Lab Testing				TESTING CHRONIC TOXICITY TEST				
	19777 Total:	4,300.00							
	NAS ASSOCIATES, INC.	4,300.00							
NELSON, SUSAN									
020935									
10202017	10/20/2017	346.90	0.00	11/03/2017				False	0
703-733-052018	Professional Development				OREGON APWA FALL CONFERENCE S. NELSON				
10202017	10/20/2017	346.90	0.00	11/03/2017				False	0
703-734-052018	Professional Development				OREGON APWA FALL CONFERENCE S. NELSON				
	10202017 Total:	693.80							
	NELSON, SUSAN Total:	693.80							
OREGON BUILDING OFFICIALS ASSO									
022021									
456	10/18/2017	350.00	0.00	11/03/2017				False	0
100-711-052018	Professional Development				BOB JOHNSTON MEMBERSHIP REMEWAL CLASS A I				
	456 Total:	350.00							
	OREGON BUILDING OF	350.00							
PEO SISTERHOOD CHAPTER BO									
031443									
10272017	10/27/2017	100.00	0.00	11/03/2017				False	0
100-715-052004	Office Supplies				POINSETTIAS FOR CITY HALL OFFICES				
	10272017 Total:	100.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
	PEO SISTERHOOD CHA	100.00							
PETTY CASH- JAMIE EDWARDS 018757									
10262017	10/26/2017	13.25	0.00	11/03/2017				False	0
	603-736-052064 Lab Testing				PETTY CASH REIMB - WWTP LUNCH WHILE DELIVE				
10262017	10/26/2017	35.00	0.00	11/03/2017				False	0
	703-734-052001 Operating Supplies				PETTY CASH REIMB - SHPW STENCIL				
10262017	10/26/2017	14.85	0.00	11/03/2017				False	0
	603-736-052064 Lab Testing				PETTY CASH REIMB - LUNCH WHILE DELIVERING S				
10262017	10/26/2017	7.29	0.00	11/03/2017				False	0
	603-736-052018 Professional Development				PETTY CASH REIMB - LUNCH WHILE AT ACWA MEE				
10262017	10/26/2017	7.29	0.00	11/03/2017				False	0
	603-737-052001 Operating Supplies				PETTY CASH REIMB - LUNCH WHILE AT ACWA MEE				
10262017	10/26/2017	12.00	0.00	11/03/2017				False	0
	703-734-052018 Professional Development				PETTY CASH REIMB - SAFETY TR DONUTS				
	10262017 Total:	89.68							
	PETTY CASH- JAMIE ED	89.68							
PETTY CASH LIBRARY- JAMIE EDWARDS 018754									
10312017	10/31/2017	10.00	0.00	11/03/2017				False	0
	100-000-021300 Library Replacement Fines				PETTY CASH RE FILL - LOST ITEM				
10312017	10/31/2017	3.00	0.00	11/03/2017				False	0
	100-000-036001 Fines - Library				PETTY CASH RE FILL - REIMB				
10312017	10/31/2017	19.95	0.00	11/03/2017				False	0
	100-000-021300 Library Replacement Fines				PETTY CASH RE FILL - LOST ITEM FOUND				
10312017	10/31/2017	13.17	0.00	11/03/2017				False	0
	100-706-052024 Miscellaneous				PETTY CASH RE FILL - REIMB SAFEWAY FOOD G.K				
10312017	10/31/2017	30.00	0.00	11/03/2017				False	0
	100-000-021300 Library Replacement Fines				PETTY CASH RE FILL - REIMB FOR LOST BOOK FOU				
10312017	10/31/2017	26.65	0.00	11/03/2017				False	0
	100-706-052028 Projects & Programs				PETTY CASH RE FILL - REIMB FOR PROGRAM EXPE				
10312017	10/31/2017	30.00	0.00	11/03/2017				False	0
	100-000-021300 Library Replacement Fines				PETTY CASH RE FILL - REIMB FOR LOST BOOK FOU				



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
	10312017 Total:	132.77							
	PETTY CASH LIBRARY-	132.77							
SAFEWAY, INC. #424, ATTN DIVISION 19									
029600									
0002615	10/31/2017	140.07	0.00	11/03/2017				False	0
	100-000-021000 Court Restitution Payments				REPLACEMENT CHECK 113997 RESTITUTION JIMMI				
	0002615 Total:	140.07							
0002616	10/31/2017	150.00	0.00	11/03/2017				False	0
	100-000-021000 Court Restitution Payments				REPLACEMENT CHECK 113997 RESTITUTION JIMMI				
	0002616 Total:	150.00							
0002619	10/31/2017	12.50	0.00	11/03/2017				False	0
	100-000-021000 Court Restitution Payments				REPLACEMENT CHECK 113997 RESTITUTION ROBY.				
	0002619 Total:	12.50							
0002630	10/31/2017	19.27	0.00	11/03/2017				False	0
	100-000-021000 Court Restitution Payments				REPLACEMENT CHECK 113997 RESTITUTION JACOE				
	0002630 Total:	19.27							
	SAFEWAY, INC. #424, AT	321.84							
SCHMERBER, GREG									
SCH									
10302017	10/30/2017	150.00	0.00	11/03/2017				False	0
	201-000-052058 Events - Holloween				2017 H. TOWN COSTUME CONTEST RUNNER UP FAI				
	10302017 Total:	150.00							
	SCHMERBER, GREG Tot	150.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
SHILAO, TOM									
shilao									
10302017	10/30/2017	20.00	0.00	11/03/2017				False	0
100-000-034001 Dockside Services				REFUND PED ELECTRICITY AT DOCKS OUT OF ORD					
10302017 Total:		20.00							
SHILAO, TOM Total:		20.00							
ST. HELENS CERT									
014301									
11012017	11/1/2017	7,000.00	0.00	11/03/2017				False	0
201-000-052058 Events - Holloween				FEE FOR PARKING MANAGEMENT OF HTOWN					
11012017 Total:		7,000.00							
ST. HELENS CERT Total:		7,000.00							
SUPERIOR TIRE SERVICES									
032774									
6456642	10/18/2017	1,322.56	0.00	11/03/2017				False	0
701-000-052001 Operating Supplies				TIRES					
6456642 Total:		1,322.56							
6456643	10/20/2017	243.76	0.00	11/03/2017				False	0
701-000-052001 Operating Supplies				TIRES					
6456643 Total:		243.76							
SUPERIOR TIRE SERVIC		1,566.32							
THE CHILDS WORLD									
006780									
NA138138	10/19/2017	179.50	0.00	11/03/2017				False	0
100-706-052033 Printed Materials				BOOKS					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
	NA138138 Total:	179.50							
	THE CHILDS WORLD To	179.50							
U.S. BANK EQUIPMENT FINANCE									
033955									
342219086	10/20/2017	99.00	0.00	11/03/2017				False	0
100-715-052021 Equipment Maintenance				KYOCERA EQUIPMENT ID M12495					
	342219086 Total:	99.00							
	U.S. BANK EQUIPMENT	99.00							
VANDERVOORT, CHRIS									
0348									
10302017	10/30/2017	150.00	0.00	11/03/2017				False	0
201-000-052058 Events - Holloween				2017 H. TOWN COSTUME CONTEST RUNNER UP KID					
	10302017 Total:	150.00							
	VANDERVOORT, CHRIS	150.00							
WALTER E. NELSON CO.									
020940									
1245949	10/19/2017	228.80	0.00	11/03/2017				False	0
100-708-052001 Operating Supplies				SOAP DISPENSER STAINLESS STL					
	1245949 Total:	228.80							
	WALTER E. NELSON CO	228.80							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			

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Report Total:

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216,106.72  
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