COUNCIL WORK SESSION

Wednesday, November 18, 2026 at 3:00 PM

COUNCIL MEMBERS:

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

LOCATION & CONTACT:

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

UPDATED AGENDA

CALL WORK SESSION TO ORDER

DECLARATON OF CONFLICTS OF INTEREST

CLEARING CONFUSION AND SETTING THE FACTS STRAIGHT

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

COUNCIL REMARKS TO VISITOR COMMENTS

DISCUSSION TOPICS

1. 3:10PM - Quarterly Reports from City Departments/Divisions - Finance, Municipal Court, and Public Works - *Informational*
2. 3:15PM - Review of Proposed Ordinance No. 3327 for a Zone Change - *City Planner Jacob Graichen*
3. 3:20PM - Discuss Proposal to Convert 1.0 FTE Police Officer to 1.0 FTE Records & Evidence Specialist - *Police Chief Matthew Smith*
4. 3:25PM - Request for Donation to Merchants' Toy N Joy Auction - *Deputy City Recorder Lisa Scholl*
5. 3:30PM - Review Proposed Updates to IT Policy - *City Administrator Erik Finch*
6. 3:40PM - Review City Attorney Transition Recommendation - *City Administrator Erik Finch and City Attorney Ashley Wigod*
7. 3:55PM - Discuss Amendment No. 2 to Extend the Independent Contractor Agreement with Treadway Events & Entertainment LLC for Production and Management of Events (Attachment Added) - *City Administrator Erik Finch*
8. 4:05PM - Discuss Proposed Police Response Fee (Attachment Added)
9. 4:15PM - Discuss Appointment of Lt. Treat as Interim Police Chief during Chief Smith's Leave of Absence
10. 4:25PM - Report from City Administrator Erik Finch

ADJOURN

EXECUTIVE SESSION

Following the conclusion of the Council Work Session, an Executive Session will take place to discuss:

- ORS 192.660(2)(d) *To conduct deliberations with persons appointed to carry out labor negotiations
- ORS 192.660(2)(e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions
- ORS 192.660(2)(f) To consider information or records that are exempt by law from public inspection
- ORS 192.660(2)(h) To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed

Authorized representatives of the news media, staff, and other persons as approved, shall be allowed to attend the Executive Session, *except if labor negotiations are being discussed, then members of the news media will be excluded. All other members of the audience are asked to leave the Council Chambers and Zoom room.

FOR YOUR INFORMATION

Upcoming Dates to Remember:

- November 12, 5PM, Council Special Session, Zoom
- November 18, 3PM, Council Work Session, Council Chambers/Zoom
- November 18, 7PM, Council Regular Session, Council Chambers/Zoom
- November 26 & 27, THANKSGIVING HOLIDAY, City Offices Closed
- December 8, 6:30PM, Planning Commission, Council Chambers/Zoom
- December 16, 3PM, Council Work Session, Council Chambers/Zoom
- December 16, 7PM, Council Regular Session, Council Chambers/Zoom

Future Public Hearing(s)/Forum(s):

- None scheduled

VIRTUAL MEETING DETAILS

Join: https://us02web.zoom.us/j/86928889696?pwd=3dB9Jdbiu0vYaKwzMIyWg3D7dFsh5T.1

Passcode: 532964

Phone one-tap: +13462487799

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

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