COUNCIL REGULAR SESSION

Wednesday, November 18, 2026 at 7:00 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 REGULAR SESSION TO ORDER

PLEDGE OF ALLEGIANCE

DECLARATION OF CONFLICTS OF INTEREST

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

COUNCIL REMARKS TO VISITOR COMMENTS

ORDINANCES – *First Reading*

1. **Ordinance No. 3327:** An Ordinance to Amend the City of St. Helens Zoning District Map for Certain Property at 235 S. 15th Street from the General Residential, R5 Zone to the Apartment Residential, AR Zone

RESOLUTIONS

2. **Resolution No. 2104:** A Resolution of the Common Council of the City of St. Helens Authorizing a Transfer of Appropriations for Fiscal Year 2026-2027
3. **Resolution No. 2105:** A Resolution of the Common Council of the City of St. Helens, Oregon, Adopting and Appropriating Funds for a Supplemental Budget for Fiscal Year 2026-2027
4. **Resolution No. 2106:** A Resolution of the Common Council of the City of St. Helens Authorizing a Transfer of Appropriations Within the Public Safety Fund for Fiscal Year 2026-2027
5. **Resolution No. 2107:** A Resolution of the City of St. Helens, Oregon, Adopting an Updated Technology, Artificial Intelligence and Telework Policies and Procedures Handbook, and Superseding Resolution No. 1901 and Section 2 of Resolution No. 1922
6. **Resolution No. 2108:** A Resolution Authorizing Signators for Oregon Business Development Department Awards and Designating City Administrator Erik Finch, Public Works Director Mouhamad Zaher, Finance Director Gloria Butsch, and City Recorder Kathy Payne as Signators

AWARD BID/CONTRACT

7. Award Exclusive Towing Services Contract to Drake's Towing & Recovery, LLC

APPROVE AND/OR AUTHORIZE FOR SIGNATURE

8. Amendment No. 2 to Extend the Independent Contractor Agreement with Treadway Events & Entertainment LLC for Production and Management of Events (Attachment Added)

APPOINTMENTS TO CITY BOARDS & COMMISSIONS

9. Reappoint Paul Barlow, Lynne Pettit, Ashley Stanley, and Nathaniel Kingsbury to the Parks & Trails Commission
10. Reappoint Trina Kingsbury and appoint Liz Boyer to the Planning Commission

CONSENT AGENDA FOR ACCEPTANCE

11. Parks & Trails Commission Minutes dated August 10, 2026

CONSENT AGENDA FOR APPROVAL

12. City Council Minutes dated October 21 and 27, 2026
13. Declare Surplus Property - Police Unclaimed Property
14. OLCC Licenses
15. Accounts Payable Bill Lists

WORK SESSION ACTION ITEMS

COUNCIL MEMBER REPORTS

MAYOR MASSEY REPORTS

PROACTIVE ITEMS

OTHER BUSINESS

ADJOURN

VIRTUAL MEETING DETAILS

Join: https://us02web.zoom.us/j/89622120021?pwd=FnsNgcJ8ISUyO0Tj38fbZs7la4ya0r.1

Passcode: 594205

Phone one-tap: +16694449171

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

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

City of St. Helens
ORDINANCE NO. 3327

AN ORDINANCE TO AMEND THE CITY OF ST. HELENS ZONING DISTRICT MAP FOR CERTAIN PROPERTY AT 235 S. 15TH STREET FROM THE GENERAL RESIDENTIAL, R5 ZONE TO THE APARTMENT RESIDENTIAL, AR ZONE

WHEREAS, applicants have requested to amend the City of St. Helens Zoning District Map for property at 235 S. 15th Street described as Lots 15, 16 and 17, Block 130, City of St. Helens, Columbia County, Oregon from General Residential, R5 to Apartment Residential, AR; and

WHEREAS, pursuant to amendments to ORS Chapter 197A by Section 3 of Senate Bill 974 (2025), which became operative on July 1, 2026, public hearings are not required for the initial decision for this Zoning Amendment, thus that decision is that of the City Planning Administrator; and

WHEREAS, the City Planning Administrator approved this Zoning Amendment on October 8, 2026 and provided notice as required by law; and

WHEREAS, the initial administrative decision can be appealed with a public hearing held for an appeal, but no appeal was filed within the timeframe for such, by November 2, 2026; and

WHEREAS, the Council has considered the findings of compliance with criteria and law applicable to the proposal.

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

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

Section 2. The City of St. Helens Zoning District Map is amended to change the zoning district boundaries of the General Residential, R5 zone to the Apartment Residential, AR zone for the property described herein.

Section 3. In support of the aforementioned Zoning Amendment, the Council hereby adopts the administrative staff report, attached hereto as **Attachment "A"** and made part of this reference.

Section 4. The effective date of this Ordinance shall be 30 days after approval, in accordance with the City Charter and other applicable laws.

Read the first time: November 18, 2026
Read the second time: December 16, 2026

APPROVED AND ADOPTED this 16th day of December, 2026, by the following vote:

Ayes:
Nays:
Abstains:

_____
Jennifer Massey, Mayor

ATTEST:

_____
Kathy Payne, City Recorder

CITY OF ST. HELENS PLANNING DEPARTMENT
ADMINISTRATIVE STAFF REPORT

File(s): Zoning Amendment ZA.1.26

Proposal: St. Helens Zoning District Map amendment to change existing zoning of three contiguous lots from General Residential, R5 to Apartment Residential, AR.

Location: 235 S. 15th Street; Lots 15, 16 and 17, Block 130, City of St. Helens

Map/Taxlot(s): 4N1W-4BD-5700

Applicant(s): St. Helens Baptist Church

Owner(s): same as applicant

* * * * *

CONCLUSION & DECISION

Based upon the facts and findings herein, the City Planning Administrator **APPROVES** this **Zoning Amendment** subject to an approved Ordinance by the City Council.

Jacob A. Graichen, AICP, City Planner — Date: Oct 8, 2026

* * * * *

APPLICABLE CRITERIA, ANALYSIS & FINDINGS

Permitting History: The existing church pre-dates land use records, which date back to the 1970s. There is a Sign Permit on record from 2001 for a wall sign, but there is currently no permanent sign on the building, so this permit is moot.

* * *

Deviation from St. Helens law, etc.: Amendments to ORS Chapter 197A by Section 3 of Senate Bill 974 (2025) became operative on July 1, 2026. This applies to a land use decision for residential development based on an application for a few things, including a zone change to allow for a denser residential use designation, which applies in this case.

These provisions supersede St. Helens law. The changes as they pertain to this application generally include:

- The notice area for surrounding property owners is 100' instead of 300'. No public hearings are required for the initial decision if the city provides the notice of the initial decision of this proposal to DLCD. Normally, a public hearing before the Planning Commission and City Council would be required, but in this case the initial decision is reviewed and decided on administratively by the City Planner.
- The notice content requirements are identified by the state law, though they are similar to previous requirements.
- The initial administrative decision may be appealed, and a public hearing can be held for appeals.

* * *

SHMC 17.08.040—Quasi-judicial amendments and standards.

Quasi-Judicial Amendments and Standards for Making Decisions.

(a) A recommendation or a decision to approve, approve with conditions, or to deny an application for a quasi-judicial amendment shall be based on all of the following standards:

(i) The applicable comprehensive plan policies and map designation; and that the change will not adversely affect the health, safety, and welfare of the community;

(ii) The applicable Oregon Statewide Planning Goals adopted under ORS Chapter 197, until acknowledgment of the comprehensive plan and ordinances;

(iii) The standards applicable of any provision of this code or other applicable implementing ordinance; and

(iv) A proposed change to the St. Helens zoning district map that constitutes a spot zoning is prohibited. A proposed change to the St. Helens comprehensive plan map that facilitates a spot zoning is prohibited.

(b) Consideration may also be given to:

(i) Any applicable evidence of change in the neighborhood or community or a mistake or inconsistency in the comprehensive plan or zoning map as it relates to the property which is the subject of the development application.

(a)(i) Findings: The subject property has a Comprehensive Plan designation of General Residential, GR. Under this designation, both the R5 and AR zones are possible per SHMC 19.12.020(e). So, the map designation is consistent for the proposed AR zoning.

The applicant addresses applicable Comprehensive Plan policy under Sections 19.12.020(2)(b), which discusses infill of land with topographic limitations. This proposal does promote infill, though the lot's topography is mild. Thus, applicability of this provision is approximate.

The applicant also refers to SHMC 19.08.050 generally. SHMC 19.08.050(3)(b) is applicable:

> (b) Encourage the distribution of low income and/or multifamily housing throughout the city rather than limiting them to a few large concentrations.

Though multifamily is possible in the R5 zone (as a conditional use), it is a permitted use in the AR zone and a higher dwelling unit density is possible in the AR zone than the R5 zone.

The Comprehensive Plan also consists of adopted addendums, which includes the city's Housing Needs Analysis.

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

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

  Zone: General Commercial.
  Total acres used: 7.72 out of 7.72 ac.

- Broadleaf Arbor developed by the Northwest Oregon Housing Authority (NOHA) and Community Development Partners at 2250 Gable Road. Originally approved by Conditional

Use Permit CUP.3.19, this 239-unit multidwelling project was completed in 2024. The sit
wetlands that are preserved so only a portion of the property is developed.

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

Based on these two projects alone, the high-density deficiency is resolved. The city's adopted land-wise need for housing is met. However, as noted below, this proposal still advances an underrepresented housing type.

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

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

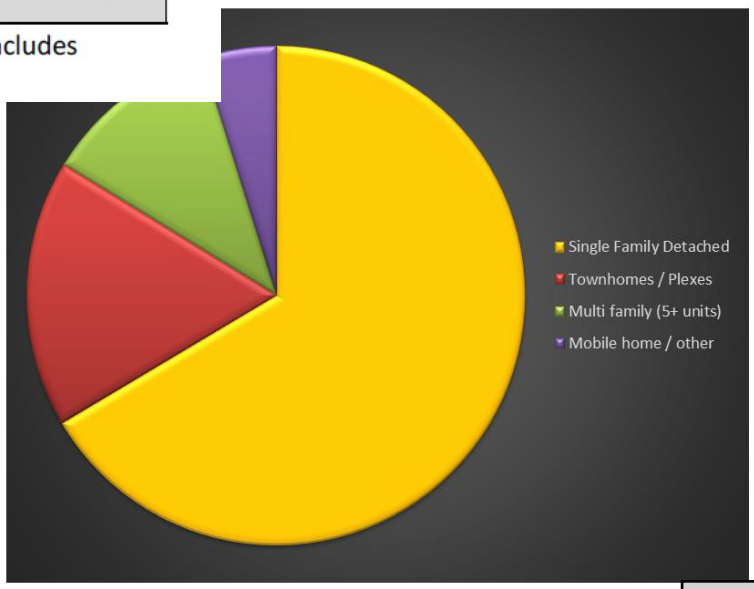
Upper Left: Table showing the city's 2019 HNA findings. St. Helens has adequate land across most categories. The high-density deficit of 8 acres can be addressed in the commercial/mixed use land surplus and there are development projects since the HNA adoption that have done so, exceeding 8 acres.

* * *

Below: This is Exhibit 5 from the city's HNA showing housing mix and tenancy for St. Helens between 2013 and 2017.

* * *

Though the high density need is met, it is still the least represented category (other than mobile homes / other) in both supply and existing housing mix. This proposal increased the high-density residential possibility and is supported by the 2019 HNA.



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

Lastly, there is no evidence this proposal will be contrary to public health, safety and welfare.

(a)(ii) Findings: The state has acknowledged the city's comprehensive plan.

(a)(iii) Findings: As it pertains to code provisions and the existing church, both the R5 and AR zones list religious assembly as a conditional use. The church is assumed to predate modern zoning (c. 1970s).

Otherwise, residential uses between the existing R5 zone and proposed AR zone are similar, but because the AR zone allows smaller lots and higher densities, future development or redevelopment of the site will have more options.

(a)(iv) Findings: This criterion prohibits spot zoning. "Spot zoning" is defined in Chapter 17.16 SHMC as "*…rezoning of a lot or parcel of land to benefit an owner for a use incompatible with surrounding uses and not for the purpose or effect of furthering the comprehensive plan.*"

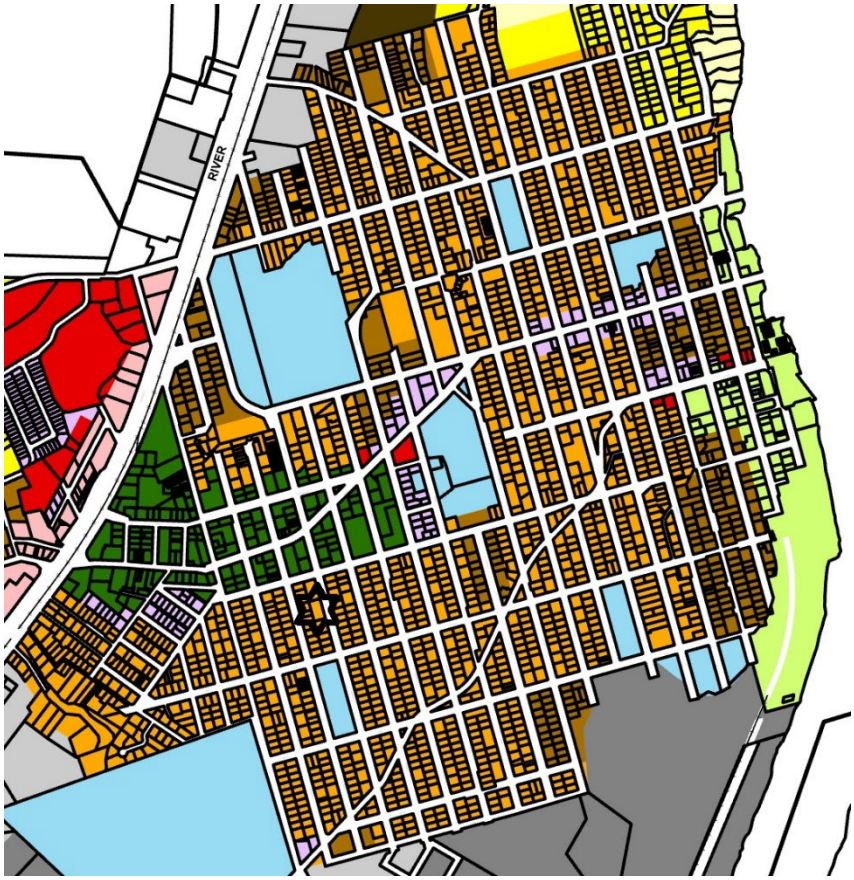
There are three reasons that together show this proposal is not a spot zoning:

1. The comprehensive plan is not proposed to be changed.
2. The majority of the city's R5 zoning inventory is on the east side of Columbia River Highway (US30). There are pockets of AR zoning throughout this area, including other areas that are at least three contiguous St. Helens plat city lots, though these smaller pockets are not prevalent. This proposal includes three contiguous St. Helens plat city lots.
3. These pockets of AR zoning advance the above referenced Comprehensive Plan policy SHMC 19.08.050(3)(b) by encouraging the distribution of multifamily housing throughout the city.

Right: An excerpt of the St. Helens Zoning District Map focusing on the east side of US30, where the majority of the city's R5 zoning (orange color) is located.

The AR zoning is represented by the brown color shows how AR zoning is scattered throughout this area.

This proposal will add a three-city-lot pocket of AR zoning at the subject property, which is within the star shape.



(b)(i) Findings: This criterion pertains to applicable evidence of change in the neighborhood or community or a mistake or inconsistency in the comprehensive plan or zoning map as it relates to the property which is the subject of the development application.

This is not applicable.

* * *

SHMC 17.08.050—Conditions of approval.

A quasi-judicial decision may be for denial, approval, or approval with conditions as provided by SHMC 17.24.250.

Findings: No conditions are warranted.

* * *

SHMC 17.08.060—Transportation planning rule compliance:

(1) Review of Applications for Effect on Transportation Facilities. A proposed comprehensive plan amendment, zone change or land use regulation change, whether initiated by the city or by a private interest, shall be reviewed to determine whether it significantly affects a transportation facility, in accordance with OAR 660-012-0060 (the Transportation Planning Rule ("TPR")). "Significant" means the proposal would:

(a) Change the functional classification of an existing or planned transportation facility (exclusive of correction of map errors in an adopted plan);

(b) Change standards implementing a functional classification system; or

(c) As measured at the end of the planning period identified in the adopted transportation system plan:

(i) Allow land uses or levels of development that would result in types or levels of travel or access that are inconsistent with the functional classification of an existing or planned transportation facility;

(ii) Reduce the performance of an existing or planned transportation facility below the minimum acceptable performance standard identified in the TSP; or

(iii) Worsen the performance of an existing or planned transportation facility that is otherwise projected to perform below the minimum acceptable performance standard identified in the TSP or comprehensive plan.

(2) Amendments That Affect Transportation Facilities. Comprehensive plan amendments, zone changes or land use regulations that significantly affect a transportation facility shall ensure that allowed land uses are consistent with the function, capacity, and level of service of the facility identified in the TSP. This shall be accomplished by one or a combination of the following:

(a) Adopting measures that demonstrate allowed land uses are consistent with the planned function, capacity, and performance standards of the transportation facility.

(b) Amending the TSP or comprehensive plan to provide transportation facilities, improvements or services adequate to support the proposed land uses consistent with the requirements of OAR 660-012-0060.

(c) Altering land use designations, densities, or design requirements to reduce demand for vehicle travel and meet travel needs through other modes of transportation.

(d) Amending the TSP to modify the planned function, capacity or performance standards of the transportation facility.

(3) Traffic Impact Analysis. A traffic impact analysis shall be submitted with a plan amendment or zone change application, as applicable, pursuant to Chapter 17.156 SHMC.

Findings: Traffic impact analyses may be required for zone changes, to evaluate the potential increase in vehicle trips. Using multifamily as the metric and assuming the entire property is used for such (i.e., worst case scenario from a traffic standpoint):

- R5 calculation → (17,400 sf subject property size – 5,000 sf for first two units) / 2,500 sf = 4.96 units
- AR calculation → (17,400 sf subject property size – 4,000 sf for first two units) / 1,500 sf = 8.93 units

The difference in potential multifamily density is 3.97 units. Based on the ITE Trip Generation Manual, 11th Edition using the Multifamily Housing (Low-Rise) Not Close to Rail Transit (220) category, the average daily trip rate per unit is 6.74. 3.97 units x 6.74 trips = 26.76 average daily trips. This is much less than the minimum 250 average daily trips which triggers a traffic impact analysis for development. The potential increase in vehicle trips by this proposal does not warrant an analysis.

* * * * *

ATTACHMENTS

As mailed:

- None (applicant's materials are available in the file at City Hall)

CITY COUNCIL MEMO

TOPIC: FY2026-2027 SUPPLEMENTAL BUDGET & APPROPRIATIONS TRANSFERS
DATE: 11/18/2026

BACKGROUND

There are three separate resolutions before Council related to adjustments to the FY 2026–2027 adopted budget:

1. **Supplemental Budget Resolution** – required when increasing appropriations; when the increase is less than 10% of the adopted budget, this action does not require a public hearing.
2. **Appropriation Transfer Resolution** – allows for adjustments between expenditure categories within a fund that do not exceed the 10% threshold and do not require a public hearing.
3. **Appropriation Transfer Resolution –** Allows for an appropriation transfer for the Public Safety Fund.

DISCUSSION

A supplemental budget resolution is required to increase a funds' expenditures that were unanticipated at the time the FY 2026-2027 budget was adopted.

The supplemental budget resolution includes the appropriation of additional expenditures in recognition of the interfund loan in the Visitor Tourism Fund approved on September 10, 2026, to support

The appropriation transfer resolutions authorize transfers between budgeted categories as shown on the exhibit. These transfers do not increase overall budget expenditure; it only changes how the funds are allocated.

The City has an arbitrage rebate obligation of $1,301,300.21. The adopted FY2026-2027 budget included $1,000,000 for this obligation. An appropriation transfer of $301,301 from contingency to Debt Service within the Public safety Fund is necessary to cover the additional expense.

RECOMMENDATION

Staff recommend that the City Council:

1. Approve the Supplemental Budget Resolution #2105
2. Approve the Appropriation Transfer Resolution #2104 to allow for internal budget adjustments.
3. Approve the Appropriation Transfer Resolution #2106 to allow for transfer of $301,301 from Contingency to Debt Service within the Public Safety Fund.

City of St. Helens
RESOLUTION NO. 2104

A RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF ST. HELENS AUTHORIZING A TRANSFER OF APPROPRIATIONS FOR FISCAL YEAR 2026-2027

WHEREAS, in accordance with ORS 294.463, the City of St. Helens, Oregon may transfer appropriations within or between funds or appropriations categories for Fiscal Year 2026-2027 that were authorized by the St. Helens City Council pursuant to Resolution No. 2077; and

WHEREAS, ORS 294.463 allows an appropriation transfer within a fund to be approved by resolution if the proposed changes do not change the total appropriations within a fund and if the transfer from contingency, if applicable, is less than 15% of the total appropriations in a fund. It also allows a transfer of appropriations between funds with no net change of total appropriations for all funds; and

WHEREAS, it is necessary to change appropriations within funds for purposes as noted in Exhibit A; and

WHEREAS, ORS 294.463 allows for transfer of appropriations via resolution.

NOW, THEREFORE, the Common Council of the City of St. Helens resolves that the appropriations transfers in the attachment Exhibit A, which by this reference is made part of this Resolution are authorized.

Approved and adopted by the City Council on November 18, 2026, by the following vote:

Ayes:

Nays:

Abstains:

_____
Jennifer Massey, Mayor

ATTEST:

_____
Erik Finch, City Administrator

EXHIBIT A

		Increase	Decrease	Purpose
Community Development Fund				
202-000-54002	Interfund Loan	100,000		Interfund loan to Visitor Tourism Fund
Unallocated				
202-000-58001	Contingency		100,000	
General Fund				
Recreation				
100-709-52023	Materials & Services-Facilities Maintenance	72,000		flood damage repairs
Administration				
100-701-50001	Personnel Services	101,000		final payout to John Walsh
Unallocated				
100-715-58001	Contingency		173,000	

CITY COUNCIL MEMO

TOPIC: FY2026-2027 SUPPLEMENTAL BUDGET & APPROPRIATIONS TRANSFERS
DATE: 11/18/2026

BACKGROUND

There are three separate resolutions before Council related to adjustments to the FY 2026–2027 adopted budget:

1. **Supplemental Budget Resolution** – required when increasing appropriations; when the increase is less than 10% of the adopted budget, this action does not require a public hearing.
2. **Appropriation Transfer Resolution** – allows for adjustments between expenditure categories within a fund that do not exceed the 10% threshold and do not require a public hearing.
3. **Appropriation Transfer Resolution –** Allows for an appropriation transfer for the Public Safety Fund.

DISCUSSION

A supplemental budget resolution is required to increase a funds' expenditures that were unanticipated at the time the FY 2026-2027 budget was adopted.

The supplemental budget resolution includes the appropriation of additional expenditures in recognition of the interfund loan in the Visitor Tourism Fund approved on September 10, 2026, to support

The appropriation transfer resolutions authorize transfers between budgeted categories as shown on the exhibit. These transfers do not increase overall budget expenditure; it only changes how the funds are allocated.

The City has an arbitrage rebate obligation of $1,301,300.21. The adopted FY2026-2027 budget included $1,000,000 for this obligation. An appropriation transfer of $301,301 from contingency to Debt Service within the Public safety Fund is necessary to cover the additional expense.

RECOMMENDATION

Staff recommend that the City Council:

1. Approve the Supplemental Budget Resolution #2105
2. Approve the Appropriation Transfer Resolution #2104 to allow for internal budget adjustments.
3. Approve the Appropriation Transfer Resolution #2106 to allow for transfer of $301,301 from Contingency to Debt Service within the Public Safety Fund.

City of St. Helens

RESOLUTION NO. 2105

A RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF ST. HELENS, OREGON, ADOPTING AND APPROPRIATING FUNDS FOR A SUPPLEMENTAL BUDGET FOR FISCAL YEAR 2026-2027

WHEREAS, a supplemental budget for the Visitor Tourism Fund, for the fiscal year 2026–2027 has been prepared, noticed, and submitted as provided by ORS 294.471(3); and,

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of St. Helens hereby adopts the supplemental budget for an increased expenditure of $100,000 in the Visitor Tourism Fund for the fiscal year 2026-2027; and,

BE IT FURTHER RESOLVED that the changes in appropriations for the fiscal year 2026-2027 is hereby appropriated and categorized as follows:

Visitor Tourism Fund	
Materials & Services	$ 100,000

Approved and adopted by the City Council on November 18, 2026, by the following vote:

Ayes:

Nays:

Abstains:

_____
Jennifer Massey, Mayor

ATTEST:

_____
Kathy Payne, City Recorder

CITY COUNCIL MEMO

TOPIC: FY2026-2027 SUPPLEMENTAL BUDGET & APPROPRIATIONS TRANSFERS
DATE: 11/18/2026

BACKGROUND

There are three separate resolutions before Council related to adjustments to the FY 2026–2027 adopted budget:

1. **Supplemental Budget Resolution** – required when increasing appropriations; when the increase is less than 10% of the adopted budget, this action does not require a public hearing.
2. **Appropriation Transfer Resolution** – allows for adjustments between expenditure categories within a fund that do not exceed the 10% threshold and do not require a public hearing.
3. **Appropriation Transfer Resolution –** Allows for an appropriation transfer for the Public Safety Fund.

DISCUSSION

A supplemental budget resolution is required to increase a funds' expenditures that were unanticipated at the time the FY 2026-2027 budget was adopted.

The supplemental budget resolution includes the appropriation of additional expenditures in recognition of the interfund loan in the Visitor Tourism Fund approved on September 10, 2026, to support

The appropriation transfer resolutions authorize transfers between budgeted categories as shown on the exhibit. These transfers do not increase overall budget expenditure; it only changes how the funds are allocated.

The City has an arbitrage rebate obligation of $1,301,300.21. The adopted FY2026-2027 budget included $1,000,000 for this obligation. An appropriation transfer of $301,301 from contingency to Debt Service within the Public safety Fund is necessary to cover the additional expense.

RECOMMENDATION

Staff recommend that the City Council:

1. Approve the Supplemental Budget Resolution #2105
2. Approve the Appropriation Transfer Resolution #2104 to allow for internal budget adjustments.
3. Approve the Appropriation Transfer Resolution #2106 to allow for transfer of $301,301 from Contingency to Debt Service within the Public Safety Fund.

City of St. Helens
RESOLUTION NO. 2106

A RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF ST. HELENS AUTHORIZING A TRANSFER OF APPROPRIATIONS WITHIN THE PUBLIC SAFETY FUND FOR FISCAL YEAR 2026-2027

WHEREAS, in accordance with ORS 294.463, the City of St. Helens, Oregon may transfer appropriations within or between funds or appropriations categories for Fiscal Year 2026-2027 that were authorized by the St. Helens City Council pursuant to Resolution No. 2077; and

WHEREAS, ORS 294.463 allows an appropriation transfer within a fund to be approved by resolution if the proposed changes do not change the total appropriations within a fund and if the transfer from contingency, if applicable, is less than 15% of the total appropriations in a fund. It also allows a transfer of appropriations between funds with no net change of total appropriations for all funds; and

WHEREAS, it is necessary to change appropriations within the Public Safety Fund for purposes as noted; the adopted budget included $1,000,000 for an anticipated arbitrage rebate obligation; and

WHEREAS, ORS 294.463 allows for transfer of appropriations via resolution. The City has received notification that the arbitrage rebate obligation totals $1,301,300.21 and is payable during FY2026-2027; and sufficient appropriations are available within the Public Safety Fund's Contingency to cover the additional obligation.

Public Safety Fund (706)

Appropriation Category	**Increase**	**Decrease**
Debt Service	$301,301	-
Contingency	-	$301,301
Total	**$301,301**	**$301,301**

BE IT FURTHER RESOLVED that this transfer increases the Debt Service appropriation to $2,054,501 and decreases the Contingency appropriation to $3,924,447. The total budgeted requirements of the Public Safety Fund remain unchanged at $16,358,948. This resolution shall take effect immediately upon adoption.

NOW, THEREFORE, the Common Council of the City of St. Helens resolves that the appropriations transfers above, made part of this Resolution are authorized.

Approved and adopted by the City Council on November 18, 2026, by the following vote:

Ayes:
Nays:
Abstains:

_____
Jennifer Massey, Mayor

ATTEST:

_____
Erik Finch, City Administrator

City of St. Helens

RESOLUTION NO. 2107

A RESOLUTION OF THE CITY OF ST. HELENS, OREGON, ADOPTING AN UPDATED TECHNOLOGY, ARTIFICIAL INTELLIGENCE AND TELEWORK POLICIES AND PROCEDURES HANDBOOK, AND SUPERSEDING RESOLUTION NO. 1901 AND SECTION 2 OF RESOLUTION NO. 1922

WHEREAS, artificial intelligence tools, including generative AI, are now widely available and can help City staff serve residents more efficiently; and

WHEREAS, those tools also carry risks, including inaccurate outputs, exposure of confidential information, bias and new public records obligations; and

WHEREAS, prompts and outputs used for City business are public records under the Oregon Public Records Law, ORS Chapter 192; and

WHEREAS, cities of similar size, including Lebanon, New Hampshire, and Ellensburg and Wenatchee, Washington, have adopted AI use policies built on human accountability, data protection, transparency and records compliance; and

WHEREAS, the City adopted its Technology & Telework Policies & Procedures Handbook by Resolution No. 1901 on October 21, 2020, and amended it by Section 2 of Resolution No. 1922 on June 2, 2021, and that handbook does not address artificial intelligence, multi-factor sign-in, unauthorized devices or network misuse in enough detail; and

WHEREAS, an updated handbook is attached as Exhibit A;

NOW, THEREFORE, the City of St. Helens resolves as follows:

Section 1. The City Council adopts the Technology, Artificial Intelligence and Telework Policies & Procedures Handbook attached as Exhibit A. It supersedes the handbook adopted by Resolution No. 1901 and the amendment to it made by Section 2 of Resolution No. 1922. Section 1 of Resolution No. 1922, amending the Personnel Policies and Procedures Handbook, remains in effect.

Section 2. The handbook applies to City employees, contractors, volunteers, the Mayor, City Councilors and members of City boards and commissions when they use City technology or do City business.

Section 3. The City Administrator may issue procedures under the handbook and update its approved AI tool list. The City Administrator will report to the Council at least once a year on City technology security, site inspections and AI use.

Section 4. This resolution takes effect upon adoption.

Approved and adopted by the City Council on November 18, 2026, by the following vote:

Ayes: Chilton, Sundeen, Gundersen, Hubbard, Massey

Nays: None

Abstains: None

_____
Jessica Chilton, Council President

ATTEST:

_____
Erik Finch, City Administrator

City of St. Helens

Technology, Artificial Intelligence & Telework Policies & Procedures Handbook

Adopted by Resolution No. 2107

[Date of adoption]

Supersedes the Technology & Telework Policies & Procedures Handbook adopted by Resolution No. 1901 on October 21, 2020, as amended by Resolution No. 1922 on June 2, 2021

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1.0 Purpose

The City of St. Helens recognizes the need for computers and other technology devices and the vital role they play in assisting City employees, officials, vendors/contractors, and volunteers in delivering exceptional public services. The City provides computers and other technology devices as tools and it is expected that these tools will be used in an appropriate manner at all times. The primary purpose of computers and other technology devices is to assist in the conduct of business with the City. All information and communication on such systems is the property of the City, and there is no expectation of privacy. This policy outlines the responsibilities of those who work for and on behalf of the City – including elected officials – in contributing to the maintenance and protection of its equipment, systems and information.

2.0 Definitions

Virus. Malicious computer code that reproduces itself on the same computer.

Worm. A malicious program designed to take advantage of vulnerability in an application or an operating system in order to enter a computer. A worm can use a network to send copies of itself to other devices also connected to the network.

Confidential or sensitive information. Information used by City officials or employees in representing the City in pending legal matters or negotiations of any type which would put the City at a disadvantage in the negotiation process should the information be disseminated. Additionally, this includes personnel information, health information, and financial information regarding any employee of the City.

Organizational account. The City-issued user account Microsoft 365 used to sign in to City email, files and systems.

Multi-factor authentication (MFA). A sign-in method that requires a second proof of identity, such as a code or app prompt, in addition to a password.

Definitions that apply to artificial intelligence are in Section 18.3.

3.0 Operational Standards

The use of computers and other technology devices is intended for official City business. Any usage on City devices and software is, by law, public information and may be monitored by the City. All users are reminded that electronic communications and internet access is subject to all applicable federal, state and local laws, regulations, ordinances, or policies. Employees are responsible for observing copyright and licensing agreements that may apply when downloading files, documents, and software.

4.0 Security Practices

End users have a responsibility for security. This includes maintaining the integrity of security profiles by not releasing passwords to other persons, visually displaying passwords, and not leaving their workstation unattended with “logged in” security access available to other persons. Users may need to periodically change their password to ensure security integrity. The City reserves the right to bypass individual passwords at any time and to monitor the use of the system by users. Users must not interfere with others’ work or with the performance of the computer, both hardware and software. These actions include but are not limited to attempting to elicit, access and/or use passwords, creation of additional unauthorized user passwords, entering closed areas of the network, or inappropriately accessing or altering City records.

The City of St. Helens reserves the right to limit or deny access to certain electronic communications services as a security precaution.

All employees, officials, vendors/contractors, and volunteers who are granted access to the City computer/communication systems will be required to sign a Device Use Agreement indicating that the employee, official, vendor/contractor, or volunteer has received a copy of this policy and that they agree to be bound by said policy.

Viruses and other malicious code can spread quickly if appropriate precautions are not taken:

1. Be suspicious of messages sent by people not known by you.
2. Do not open attachments that seem suspicious or out of the ordinary.
3. Disable features in emails that automatically preview messages before opening them.
4. Do not forward chain letters; simply delete them.

4.1 Accounts, Sign-In and Access to City Documents

- Each user is issued one City organizational account. City email, files and systems are used only through that account.
- **Access to City working documents, shared drives and systems requires the user to be signed in with their City organizational account.** City documents may not be opened, downloaded, stored or shared through personal accounts, personal email or personal cloud storage.
- Multi-factor authentication (MFA) is required for all City accounts and all remote access. Users must not approve a sign-in prompt they did not start, and must report one to IT.
- City documents are shared outside the City only through City-approved sharing links, limited to named recipients with an expiration date.
- Access is set by job need and reviewed at least once a year. Access ends within 24 hours of separation.
- Shared or generic accounts require IT approval and a named owner.
- Screens are locked when a user steps away and lock automatically after 15 minutes of inactivity.

5.0 Remote Access

Remote access to City systems is maintained for selected users. City remote access systems are restricted only to those users who show a demonstrated necessity to access data or applications while away from City offices and only for City business. Remote access is provided only through City VPN / approved remote access and requires MFA. Use of remote access for anything other than official business will result in immediate removal as a remote user, and if appropriate, disciplinary action.

Authorizing an employee to use remote access services and technologies is not an approval for overtime or work from home. All overtime and work from home must be approved in accordance with the applicable labor agreement and the policies of the City.

6.0 Rules for Technology Equipment Use

The following rules are designed for proper use of City-owned devices, electronic communications, and internet access systems. They apply to City-owned equipment and to any device used to access City systems or connect to the City network.

1. The electronic communications system hardware is City property. Additionally, all messages composed, sent, or received on the electronic mail system are and remain the property of the City. They are not private property of any employee or user. The confidentiality of any message should not be assumed.
2. City devices, electronic communications, and internet access systems shall not be used for transmitting or receiving messages that violate the City's policies prohibiting harassment or workplace violence. Attempting and/or sending any message anonymously where identification is required is a violation of this policy. Receipt of any messages violating these policies shall be reported immediately by the recipient to their supervisor.
3. Violating any federal, state, or local law (including copyright laws) is prohibited.
4. Vandalizing any hardware, software, computer, electronic communications, or internet access is prohibited.
5. Users should not tell anyone their password. Passwords should not be recorded where they may be found. Users should not use anyone else's password. Attempting to access and/or use another person's password is strictly prohibited. The creation of additional unauthorized passwords or user IDs is prohibited. The exception to this rule would be when a known Information Technology staff member is troubleshooting a problem with a user on their device.
6. The system is reserved solely for the conduct of the business of the City. It may not be used to solicit or proselytize for commercial activity, religious, or political causes and outside organizational interest. City systems may not be used for conducting private business activities except at public access network points. The system shall not be used for private fundraising activities.
7. Broadcast of network-wide non-business-related emails is prohibited.
8. **Authorized devices.** Only City-owned or IT-approved devices may connect to the City's internal network, including wired network ports and staff Wi-Fi.
    - Devices that need approval include personal laptops, tablets and phones, routers, Wi-Fi extenders, network switches, smart or internet-connected devices and USB storage. Standard keyboards, mice and headsets do not.
    - Personal phones and visitor devices may use COSH Public Wi-Fi only. Personal phones may reach City email only through the approved app with MFA.
9. Streaming can also adversely affect network speed and internet bandwidth which is considered a city resource and be a distraction and interfere with completing work for not only the employee streaming but also surrounding co-workers' consent. Downloading, viewing, or streaming video on City-owned equipment for personal use is prohibited without supervisor approval in writing along with verbal consent from your surrounding coworkers who may overhear you. This includes, without limitation, YouTube videos, movies, TV shows, Sports, and music streaming.

    Streaming services on City-owned equipment during breaks, lunches, or non-working time are not a permissible use of City-owned equipment and should be avoided. Employees are allowed to stream services during breaks/lunches/or non-working time on their personal devices that can be connected to public-provided WiFi.

    The City recognizes that it may hold public meetings during regular working hours (i.e., City Council Work Sessions, Boards and Commissions, Special Meetings, etc.) and that some employees may be required to watch streamed meetings. If an employee is not

asked by their supervisor to attend the meeting for discussion or listening purposes, then the employee should not be streaming the meeting during work hours.

If downloading, viewing, or streaming is required for your work; please notify your supervisor so they are aware and acknowledge that use of a streaming service will be allowed during work hours. Please also inform your surrounding co-workers so they are aware that you are streaming for work purposes.

10. **Site inspections.** The City will conduct periodic physical site inspections of City facilities to identify unauthorized devices. Inspections may be announced or unannounced. IT may also scan the network for devices it does not recognize.
    - Inspections cover City property: offices, workstations, network closets, meeting rooms and City-owned equipment. They do not cover personal belongings such as bags, vehicles or personal phones.
    - An unauthorized device that is found is disconnected and treated as a possible security incident. If City data may be on it, IT holds it for review and notifies the owner.
    - IT reports inspection results to the City Administrator. A summary is included in the annual technology report to Council.

7.0 Software Installation and Use

The City Administrator/Manager or appropriate IT person may grant specific exceptions to this section based upon organizational needs and resources. The installation of any software on any City computer and/or file servers shall be installed by the technology support staff. This is necessary to ensure appropriate configuration of the software; protection from computer viruses; and possession of appropriate software licenses. The technology support staff will install only licensed copies of application software within the network environment. Users shall not install software that is not authorized by IT. Reproduction of copyrighted software will not be done without appropriate source license documentation and permission.

8.0 Personal Use

Personal use of City equipment and/or communications technology is permitted by users who are authorized by their supervisor for use in any of the following situations:

- Performs City-related work from home.
- Performs City-related work while engaged in travel away from City facilities.

The use of City equipment in these circumstances must not be subjected to unusual wear or performance degrading conditions not normally part of the user's work involving equipment.

9.0 Monitoring and No Expectation of Privacy

All messages sent over City devices, electronic communications, and internet access systems are the property of the City. The City reserves the right to review, audit, intercept, access, and disclose all messages created, received or sent over the electronic mail system for any purpose. The contents of electronic mail properly obtained for legitimate business purposes may be disclosed within the City without permission of the user.

10.0 Technology Acquisition

All procurement requests shall be forwarded to the technology support staff for review and approval. This is required to ensure appropriate standardization of products and technology to facilitate support, operational performance, and training. With hardware and software components, these are issues of network integration, which have to be reviewed. In addition, acquisitions of technology resources should conform to existing purchasing policies and procedures including ORS chapters 279, 279A, 279B, 279C, and any related administrative or local rules. Acquisition of AI tools also follows Section 18.12.

11.0 Lost, Stolen, or Damaged Equipment

Users shall promptly report any loss, damage to, or unserviceable condition of any City-issued devices and equipment to their supervisor. When a City device is reported to be damaged or lost, an investigation will be conducted by the City regarding the loss or damage. The use of damaged or unserviceable City equipment shall be discontinued as soon as practicable and replaced with comparable, serviceable City technology equipment as soon as available.

12.0 Violations and Network Misuse

Improper use of the City network includes:

- Connecting an unauthorized device or giving network access to someone who is not authorized.
- Getting around security controls, for example by disabling antivirus, using unapproved VPNs or proxies, or changing device settings set by IT.
- Entering systems, folders or data without a work reason or authorization.
- Sharing passwords or MFA codes or using someone else's account.
- Moving City data to personal accounts, personal devices or unapproved tools, including unapproved AI tools.
- Running software or traffic that harms network performance or security, such as file-sharing programs, crypto-mining or unapproved remote-control software.
- Using the network for illegal activity, harassment, private business or political campaigning.

Any violation of this policy may lead to loss of computer services and other consequences. Consequences depend on the severity of the violation, how often it has happened, whether it was intentional and its effect on City systems.

Who	Consequences
Employees	Immediate suspension of access when needed to protect City systems. Progressive discipline up to and including termination, consistent with the Personnel Policies & Procedures Handbook and any applicable collective bargaining agreement.
Elected and appointed officials	Suspension of access when needed to protect City systems; referral to the City Council under Council rules / Code of Ethics.
Contractors and vendors	Loss of access; contract remedies, including termination and recovery of the City's costs.
Volunteers, interns and guests	Loss of access and end of the volunteer or guest arrangement.

Who	Consequences
Any user	Unauthorized access, damage or data theft may be referred to law enforcement under ORS 164.377. The City may seek recovery of damages.

Users report suspected violations to their supervisor or IT. The City will not retaliate against a good-faith report.

13.0 Email Use

1. Each staff member and official will be assigned a unique email address that is to be used while conducting City business via email. The unique email address assigned to an employee is the property of the City. An individual may only use their assigned email address while employed by the City, for City business.
2. The City retains the right to intercept, monitor, review, and disclose any and all messages composed, sent, or received.
3. All email systems are City property. All messages stored on City systems or composed, sent, or received by any staff or official are the property of the City. Furthermore, all messages composed, sent, or received by any person using City-provided equipment are property of the City. Emails are not the property of any employee or official.
4. Email systems are intended to be used for business purposes only. Personal use of City email systems is strictly prohibited.
5. Privately owned email accounts may not be used to conduct City business. If a work-related message is received in a private account, the user must promptly forward it to their City account and conduct any reply from the City account. Private accounts used this way may be subject to public disclosure and retention requirements.
6. All communications via email in connection with the transaction of public business constitute public records except under certain circumstances. Electronic communications, like other public records, must be available upon request to any individual, agency, or organization, unless the information is legally exempt from disclosure.
7. Except as specifically designated below, City staff and officials are prohibited from using City email accounts to send or receive:
    a. Information about actual or potential claims and litigation involving the City;
    b. The intellectual property of others, without written permission;
    c. Photographs of employees or members of the public, without written permission;
    d. Any personal, sensitive or confidential information;
    e. Computer viruses or other harmful programs;
    f. “Chain letters” or junk mail;
    g. Material or comments that are derogatory to any individual or group, or of a defamatory, threatening or harassing nature;
    h. Racist, sexist, and other disparaging language about a group of people;
    i. Obscene, pornographic, or offensive or illegal materials or links;
    j. Sexual comments about, or directed to, anyone; or

k. Any communication for any other purpose which is illegal, against City policy, or contrary to the City's interest.

This prohibition does not apply to attorney-client communications between City staff and officials and the City Attorney or other City staff and officials designated to assist with legal matters.

14.0 Email Records Retention

1. The City must maintain and preserve records in compliance with the Oregon Public Records Law. The Public Records Law applies regardless of whether the email communication is sent from a public or private email address.
2. The retention of records stored in electronic systems, including email, is governed by the City's retention schedule and OAR Chapter 166, Division 200. If you have a question regarding the retention of a record, please contact the City Recorder.

15.0 Social Media Use

1. Social media includes blogs, Facebook, Twitter, YouTube, and other similar accounts.
2. The City shall identify those employees authorized to use social media on behalf of the City. Only those employees who are authorized shall engage in social media activities on behalf of the City. The City Manager/Administrator or designee shall maintain a list of authorized social media users.
3. All social media accounts shall be created using a City-issued email address, whenever possible. Some social media sites prohibit creation of a government "page" without the use of a personal account. In those instances, the City should provide a process for transition of page management in the event that the person holding the primary personal account associated with the page leaves the City. This will ensure that:
   a. Personal and professional communications are separated;
   b. The City can back up public conversations because the City owns and controls the email address;
   c. The City can access the site when the employee is out on vacation or otherwise away from the office or leaves employment with the City; and
   d. The City can determine that the site is legitimately the City's and not a rogue site generated from a private email address.
4. The City shall notify users and visitors to the social media site that the purpose of the site is to facilitate communication between the City and the public. Each site shall contain the following message:

   This site is created by the City of St. Helens. This site is intended to serve as a mechanism for communication between the public and the City of St. Helens on all topics relevant to City business. The City of St. Helens reserves the right to remove comments or postings that violate any applicable laws. Postings to this site are public records of the City of St. Helens and may be subject to disclosure under the Oregon Public Records Law. The City of St. Helens does not endorse nor sponsor any advertising posted by the social media host, that the social media is a private site, or the privacy terms of the site apply. The City of St. Helens does not guarantee reliability and accuracy of any third-party links.

   If a social media platform cannot host the full disclosure, a link should be placed on the platform to a City webpage that will list the full disclosure language.

5. Where possible, all social media sites will display the City's logo for consistency and authenticity.
6. Social media posts made on official City pages are considered public records, including comments made on those posts.
7. The City, its staff, and officials shall not discriminate against public speech based on content or viewpoint. The City, its staff, and its officials may not engage in viewpoint discrimination on City-operated social media pages. Viewpoint discrimination is described as a speech act that is treated differently by a government entity based on the viewpoint it expresses. All persons who wish to "friend," "follow," "re-tweet," etc. must be allowed to do so on a social media platform operated by the City.
8. The following content posted by the public may be removed:
    a. Comments not topically related to the particular article being commented upon;
    b. Comments in support of or opposition to political campaigns or ballot measures;
    c. Profane language or content;
    d. Content that promotes, fosters, or perpetuates discrimination upon the basis of race, religion, gender identity, marital status, familial status, national origin, age, mental or physical disability, sexual orientation, source of income, or other protected status under applicable law;
    e. Inappropriate sexual content or links to inappropriate sexual content;
    f. Solicitations of commerce, e.g., ads;
    g. Conduct or encouragement of illegal activity;
    h. Private and confidential information;
    i. Information that may tend to compromise the safety or security of the public or public systems; or
    j. Content that violates a legal ownership interest of any other party.

    These guidelines shall be displayed to all users or made available by hyperlink. Any content removed must be retained, including the time, date, and identity of the poster when available.
9. To establish an official City social media account, it must be approved by the City Administrator/Manager or their designee.
10. Review is required by an identified authority (City Administrator or their designee) for all posts or comments on behalf of the government.

16.0 Social Media Records Retention

1. The City must maintain and preserve social media records in compliance with the Oregon Public Records Law. The Public Records Law applies regardless of whether the social media site is hosted by the City or a third party.
2. Those engaged in social media activities must be familiar with the City's records retention schedule. Any posted original content that is not a copy of a preexisting City record must be captured and maintained by saving a copy and providing it to the City's records custodian.
3. Social media content shall be retained by composing and retaining the message in local software and noting the time and date posted, or by capturing screenshots of the post

once it is on the page. The City may use third-party software that can coordinate multiple social media accounts and capture social media content automatically for the City.

4. **Non-Original Social Media Content Maintained Elsewhere.** Any posted content that is a copy of a City record that exists in another location does not need to be separately preserved, provided that the original content is being retained in compliance with the appropriate City retention schedule and media preservation requirements. Employees should use social media applications exclusively as a mechanism for providing the public with links or references to content that is maintained as an official City record elsewhere. Links or references posted to social media accounts are considered convenience copies which need to be retained only “as needed” or “until superseded.” All comments, likes, shares, etc. on City social media are stored and maintained based on Oregon public retention laws.
5. **Original Social Media Content.** Any posted original content that constitutes a City record and that is not preserved and retained elsewhere in compliance with the appropriate City retention schedule must be captured by the City and retained according to the appropriate schedule and preservation requirements. The person who posts the content is responsible for retaining and preserving the record.
    a. **Speeches/Statements/News Releases/Program Activity Records.** Content that contains written or photographed accounts of a City event, or summary of such events posted to social media, is considered statements and reports for retention purposes and should be retained generally for two years from the time it is “published.” If these posts contain policy or historically significant content, they must be retained permanently.
    b. **Correspondence.** Incoming messages from the public that arrive via a City social media account should be treated as correspondence. Messages completely unrelated to the City’s activities do not need to be retained. If the message relates to the City’s activities or functions, it must be captured and retained per the retention category that most closely corresponds to the content of the message. Staff are advised to respond to the correspondence via email or other “offline” messaging methods and, if possible, communicate directly with the individual and maintain that correspondence.
    c. **Content Associated with a Specific Function or Activity.** Information received from the public in response to social media posts used as a public entry point to solicit specific information – such as conducting a poll, launching a process or placing an order – should be retained along with the other records associated with that function or activity using the appropriate retention schedule.

17.0 Teleworking

Teleworking allows employees to work at home, on the road or in a satellite location for all or part of their workweek. The City of St. Helens considers telecommuting to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Telecommuting may be appropriate for some employees and jobs but not for others. Telecommuting is not an entitlement, it is not a City-wide benefit, and it in no way changes the terms and conditions of employment with the City of St. Helens.

Teleworking can be informal, such as working from home for a short-term project or on the road during business travel, or a formal, set schedule of working away from the office as described below. Either an employee or a supervisor can suggest telecommuting as a possible work arrangement.

Any telecommuting arrangement may be discontinued at will and at any time at the request of either the telecommuter or the City. During a City Emergency Declaration, the City shall provide at least a thirty (30) day notice of any change to a teleworking agreement to accommodate commuting, childcare, and other issues that may arise from the termination of a telecommuting arrangement. During normal times of operation, the City shall provide at least a fifteen (15) day notice of any change to a teleworking agreement to accommodate commuting, childcare, and other issues that may arise from the termination of a telecommuting arrangement. If a telecommuting arrangement is terminated, the supervisor shall provide the employee a written explanation including the reasons why the arrangement is being terminated. The revocation or termination of a telecommuting arrangement shall not be disciplinary in nature.

1. Eligibility

Individuals requesting formal telecommuting arrangements must be employed with the City of St. Helens a minimum of 12 months of continuous, regular employment and must have a satisfactory performance record.

An employee or the City may initiate a request to enter into a telework agreement.

Before entering into any telecommuting agreement, the employee and their supervisor, with the assistance of the City Administrator/Manager, will evaluate the suitability of such an arrangement, reviewing the following areas:

a. **Employee suitability.** The employee and manager will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful telecommuters.
b. **Job responsibilities.** The employee and manager will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement.
c. **Equipment needs, workspace design considerations and scheduling issues.** The employee and manager will review the physical workspace needs and the appropriate location for the telework.
d. **Tax and other legal implications.** The employee must determine any tax or legal implications under federal, state, and local government laws, and/or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee.

If the employee and manager agree, along with the City Administrator/Manager, a draft telecommuting agreement will be prepared and signed by all parties, and a teleworking period will commence.

If a telework agreement is denied, the supervisor shall provide the employee with a written denial including the reasons why teleworking is not a viable option. Decisions to allow for a teleworking agreement or not shall not be arbitrary or capricious and are subject to the grievance process in the Collective Bargaining Agreement or complaint process in the Personnel Rules, whichever applies.

Evaluation of telecommuter performance will be consistent with that received by employees working at the office in both content and frequency but will focus on work output and completion of objectives rather than on time-based performance.

An appropriate level of communication between the telecommuter and supervisor will be agreed to as part of the discussion process. The manager and telecommuter will communicate at a level consistent with employees working at the office or in a manner and frequency that is appropriate for the job and the individuals involved.

2. Equipment

On a case-by-case basis, the City of St. Helens will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, modems, phones and data lines, and other office equipment) for each telecommuting arrangement. IT Services will serve as resources in this matter. Equipment supplied by the City will be maintained by the City. Equipment supplied by the employee, if deemed appropriate by the City, will be maintained by the employee. The City accepts no responsibility for damage or repairs to employee-owned equipment. The City reserves the right to make determination as to appropriate equipment, subject to change at any time. Equipment supplied by the City is to be used for business purposes only. The telecommuter must sign an inventory of all City property received and agree to take appropriate action to protect the items from damage or theft. Upon termination of employment, all City property will be returned to the City, unless other arrangements have been made.

The City of St. Helens will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary. The City will reimburse the employee for business-related expenses, such as phone calls and shipping costs, that are reasonably incurred in carrying out the employee's job. If an employee has internet connectivity issues where they are teleworking, accommodations may be requested to their supervisor for the City to make hotspots available to the employee, paid for by the City.

The employee will establish an appropriate work environment within their home for work purposes. The City of St. Helens will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to home office space.

3. Security

Telecommuting employees are held to the same information security expectations as employees working at the office, and must also follow these requirements:

- Telework is done on City-issued devices. A personal device may be used only with IT approval, only through approved web access with MFA, and without downloading City files.
- Remote connections go through City VPN / approved remote access with MFA.
- Home Wi-Fi must be password-protected with WPA2 or stronger encryption, with the router's default password changed. Public Wi-Fi is used only through the City VPN.
- City documents stay in City systems. They are not saved to personal computers, USB drives or personal cloud storage, or forwarded to personal email.
- City documents are printed at home only when needed. Confidential printouts are kept in locked storage and are shredded or returned to the office.
- City devices are for the employee's use only, not other household members. Screens are locked when unattended.
- Lost or stolen devices and suspected security incidents are reported to IT the same day.
- City devices are returned or presented for inspection on request, and the equipment inventory is confirmed each year.
- Telework agreements reference this handbook, and teleworkers sign the Appendix D acknowledgement again when it changes.

4. Safety

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. The City of St. Helens will provide each telecommuter with a safety checklist that must be completed at least once per year. Injuries sustained by the employee in a home office location and in conjunction with their regular work duties are normally covered by the City's workers' compensation policy. Telecommuting employees are responsible for notifying the employer of such injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to their home worksite.

5. Time Worked

Employees who are not exempt from overtime requirements of the Fair Labor Standards Act are required to accurately record all hours worked. Employees must receive advance approval from their supervisor for any overtime work.

6. Ad-Hoc Arrangements

Temporary telecommuting arrangements may be approved for circumstances such as inclement weather, special projects, or business travel. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance. Other informal, short-term arrangements may be made for employees on family or medical leave to the extent practical for the employee and the City and with the consent of the employee's health care provider, if appropriate.

All informal telecommuting arrangements are made on a case-by-case basis, focusing first on the business needs of the City.

18.0 Use of Artificial Intelligence

18.1 Purpose

The City of St. Helens uses artificial intelligence (AI) to serve residents better and to give staff time back for higher-value work. This section sets the rules that keep that use secure, accurate, lawful and open to the public.

18.2 Scope

This section applies to:

- All City employees, volunteers, interns and contractors who do City work.
- The Mayor, City Councilors and members of City boards and commissions, as adopted by Council Resolution No. [____].
- Any AI tool used for City business, on City or personal devices and accounts.

This section does not cover AI built into ordinary software that only does spell-check, grammar suggestions, spam filtering or similar background functions.

18.3 Definitions

- **Artificial intelligence (AI):** software that produces content, predictions, recommendations or decisions from data it has been trained on.
- **Generative AI:** AI that creates text, images, audio, video or code from a prompt. Examples are Microsoft Copilot, ChatGPT, Claude and Gemini.
- **Approved tool:** an AI tool listed in Appendix E as approved by the City Administrator.

- **Confidential information:** any information exempt from disclosure under the Oregon Public Records Law (ORS 192.311 to 192.478), and any personal, personnel, medical, financial, legal-privileged, law-enforcement or security information.
- **Prompt:** the text, files or other input a user gives an AI tool.
- **Output:** what the AI tool produces in response.

18.4 Principles

City use of AI follows five principles.

1. **People are accountable.** AI assists staff. It does not make decisions, and the person who uses it owns the result.
2. **Accuracy first.** AI can be wrong while sounding certain. Outputs are checked before use.
3. **Protect residents' information.** Confidential information never goes into a tool that is not approved for it.
4. **Be open with the public.** The City says when AI did substantial work on public-facing content and keeps AI records as public records.
5. **Fairness.** Staff watch for biased or discriminatory outputs and do not use AI where bias could affect someone's rights or services.

18.5 Approved Tools

- Staff may use only approved tools for City business, through City organizational accounts.
- Personal or free consumer AI accounts may not be used for City business.
- The starting approved tool is Microsoft 365 Copilot Chat under the City's Microsoft license, signed in with City credentials. Other tools are added only through the review in Section 18.12.
- The City Administrator keeps the approved list in Appendix E and publishes it on the City website.

18.6 Permitted Uses

Staff are encouraged to use approved tools for work like:

- Drafting and editing letters, emails, staff reports, notices and web content.
- Summarizing long documents, meeting packets, public comment and research.
- Translating or simplifying text into plain language, with review by a person.
- Analyzing data that is not confidential and building spreadsheets, charts and formulas.
- Brainstorming, outlining and preparing presentations.
- Writing or checking code and scripts, tested before use.

18.7 Prohibited Uses

AI may not be used to:

1. Make or substantially decide hiring, discipline, performance evaluations, promotions or terminations.
2. Make final decisions on permits, benefits, code enforcement, utility billing disputes or any other matter affecting a person's rights, services or money.

3. Identify people through facial recognition, or monitor residents or employees, unless the Council has authorized that use separately.
4. Create images, audio or video of a real person without their consent, or create content meant to deceive.
5. Produce legal advice or legal interpretations without review by the City Attorney.
6. Do anything that violates law, City policy or a vendor's terms of use.

18.8 Data Protection

- Do not enter confidential information into any AI tool unless that tool is approved for that type of data in Appendix E.
- Assume anything entered into a tool that is not approved may be stored, seen by the vendor or used to train its model.
- Remove names, addresses, account numbers and other identifying details when a task does not need them.
- Report any accidental entry of confidential information to IT / the City Administrator the same day.

18.9 Human Review and Accountability

- A person must review and verify every AI output before it is used for City business. That includes checking facts, figures, citations, legal references and tone.
- The employee who uses an output is responsible for it, the same as if they wrote it.
- Supervisors stay responsible for the work their teams produce.

18.10 Disclosure

- When AI generated or substantially changed a public-facing document, image, video or audio, the City says so. A short note works: "Prepared with assistance from AI and reviewed by City staff."
- AI-generated images, video and audio are always labeled.
- No disclosure is needed for routine help like editing, summarizing for internal use or checking grammar.
- Any chatbot or automated system that talks with residents must tell them they are talking with AI and how to reach a person.

18.11 Public Records

- Prompts and outputs related to City business are public records under ORS 192.005 and may have to be disclosed.
- AI work that becomes part of a City record, like a staff report, notice or policy, is kept under the retention schedule for that record.
- Prompts and drafts used only for brainstorming are treated as transitory / per the City's retention schedule, as confirmed by the City Recorder.
- Approved tools must let the City find and export prompt and output history when a records request requires it.

18.12 Review of New Tools and Uses

- Any department that wants a new AI tool, or an AI feature in software the City already uses, asks IT / the City Administrator before buying or turning it on.

- The review covers security, how the vendor stores and uses City data, records export, accessibility, cost and fit with this section.
- Higher-risk uses, including anything that touches residents directly or uses confidential data, also need City Attorney review and City Administrator approval.
- New AI vendor contracts include terms that bar the vendor from training on City data and require breach notice.
- The City keeps a public list of approved AI tools and what each is used for (Appendix E).

18.13 Training

- Employees complete short AI training before using approved tools, and a refresher each year.
- Training covers this section, checking outputs, protecting data, spotting bias and records duties.

18.14 Elected and Appointed Officials

- The Mayor, Councilors and board and commission members follow Sections 18.5 through 18.11 when they use AI for City business.
- Officials use City organizational accounts for City business so records can be kept and produced.

18.15 Compliance and Review

- Violations are handled under Section 12.0, Violations and Network Misuse.
- The City Administrator reviews this section at least once a year and reports to Council on City AI use, tools and any incidents.
- The City Administrator may issue procedures and update Appendix E without amending this handbook.

Appendix A: Examples of Use

Examples of Permissible Device Use

The following are examples of allowable device use, so long as the permissible use requirements are met:

- Uses the Internet to view City job announcements.
- Uses the Internet to check weather or commute information.
- Uses City computer to take online job-related training courses preapproved by their supervisor.
- Uses City computer to read the newspaper during breaks.

Examples of Non-Allowable Device Use

The following are examples of device uses that are not allowed. This list is not intended to be all-inclusive. Additionally, any use that is not expressly allowed is considered to be non-allowable.

- Uses the internet to track personal investment portfolio.
- Uses City-provided cell phone to make non-City-related calls.
- Uses the internet to access nude or sexually explicit materials.

When using City-provided technology devices, it is a good idea to ask yourself this question: Can I directly support a work purpose for this use? If you have questions as to what constitutes City business, please ask your supervisor.

Appendix B: Social Media User Guidelines

The City of St. Helens encourages the public to share thoughts as they relate to the topics being discussed on the City's social media sites. The views expressed in visitor comments reflect those of the comment's author and do not necessarily reflect the official positions of the City of St. Helens. Public comments are considered public information and may be subject to monitoring, moderation and disclosure to third parties. Users shall refrain from posting and the City of St. Helens reserves the discretion to remove:

a. Comments not topically related to the particular article being commented upon;
b. Comments in support of or opposition to political campaigns or ballot measures;
c. Profane language or content;
d. Content that promotes, fosters, or perpetuates discrimination upon the basis of race, religion, gender identity, marital status, familial status, national origin, age, mental or physical disability, sexual orientation, source of income, or other protected status under applicable law;
e. Inappropriate sexual content or links to inappropriate sexual content;
f. Solicitations of commerce, e.g., ads;
g. Conduct or encouragement of illegal activity;
h. Private and confidential information;
i. Information that may tend to compromise the safety or security of the public or public systems; or
j. Content that violates a legal ownership interest of any other party.

These user guidelines may be subject to modification at any time.

Appendix C: Teleworking Safety Checklist

#	Item	Yes	No	N/A
1	Workspace is away from noise, distractions and is devoted to work needs?			
2	Workspace accommodates workstation, equipment, and related material?			
3	Floors are clear and free from hazards?			
4	File drawers are not top-heavy and do not open into walkways?			
5	Phone lines and electrical cords are secured under desk, along wall, away from heat?			
6	Temperature, ventilation, and lighting are adequate?			
7	All stairs with four and more steps are equipped with handrails?			
8	Carpets are well-secured to the floor and free of frayed or worn seams?			
9	There is a working smoke detector in the workspace area?			
10	A home multi-use fire extinguisher is available, and you know how to use it?			
11	Walkways, aisles, and doorways are unobstructed?			
12	Workspace is kept free of trash, clutter, and flammable liquids?			
13	All radiators and portable heaters are located away from flammable items?			
14	You have an evacuation plan, so you know what to do in the event of a fire?			
15	Sufficient electrical outlets are accessible?			
16	Computer equipment is connected to a surge protector?			
17	Electrical system is adequate for office equipment?			
18	All electrical plugs, cords, outlets, and panels are in good condition?			
19	Equipment is placed close to electrical outlets?			
20	Extension cords and power strips are not daisy chained?			
21	Equipment is turned off when not in use?			
22	Your working chair is adequate and safe?			
23	There is sufficient lighting?			
24	You have an inventory of all City property that is confirmed by supervisor?			
25	Home Wi-Fi is password-protected and the router’s default password has been changed?			

#	Item	Yes	No	N/A
26	You connect to City systems only through the City VPN or approved remote access, with MFA?			
27	You are taking adequate steps to ensure data is secure when working and away?			

Appendix D: Policy Acknowledgement

Technology, Artificial Intelligence & Telework Policies & Procedures Handbook Acknowledgement

My signature below indicates that I have received a copy of the City of St. Helens Technology, Artificial Intelligence & Telework Policies & Procedures Handbook and have read and understand my responsibilities as a user of the City's technology equipment, systems and resources, including approved AI tools. I understand that this policy is subject to change without notice and agree to abide by it and all subsequent changes. I also understand that if I am a City employee, violation of the policy may result in disciplinary action up to and including termination.

Printed Name: _____

Signature: _____

Date: _____

Department: _____

Appendix E: Approved AI Tools

Maintained by the City Administrator under Section 18.5 and published on the City website.

Tool	Approved uses	Data allowed	Owner	Date approved
Microsoft 365 Copilot Chat	Drafting, summarizing, analysis of non-confidential data	Non-confidential City data only	IT	[Date]
[ ]	[ ]	[ ]	[ ]	[ ]

City of St. Helens

RESOLUTION NO. 2108

A RESOLUTION AUTHORIZING SIGNATORS FOR OREGON BUSINESS DEVELOPMENT DEPARTMENT AWARDS AND DESIGNATING CITY ADMINISTRATOR ERIK FINCH, PUBLIC WORKS DIRECTOR MOUHAMAD ZAHER, FINANCE DIRECTOR GLORIA BUTSCH, AND CITY RECORDER KATHY PAYNE AS SIGNATORS, AND SUPERSEDING RESOLUTION NO. 2096

WHEREAS, the City of St Helens has a grant award from the Oregon Business Development Department (OBDD); and

WHEREAS, the OBDD requires two signatures for reimbursement request which was last updated in 2022.

NOW, THEREFORE, BE IT RESOLVED, that City Administrator Erik Finch, Public Works Director Mouhamad Zaher, Finance Director Gloria Butsch, and City Recorder Kathy Payne of the City of St. Helens, as attached in **Exhibit A**, are designated as signatories for City of St. Helens for payment requests on Oregon Business Development Department (OBDD) awards.

IT IS FURTHER RESOLVED that the authority replaces any other authorizations in effect and shall remain in force until Oregon Business Development Department receives written notice of its revocation.

APPROVED AND ADOPTED by the City Council on November 18, 2026, by the following vote.

Ayes:	Chilton, Sundeen, Gundersen, Hubbard, Massey
Nays:	None
Abstains:	None

_____
Jessica Chilton, Council President

ATTEST:

_____
Erik Finch, City Administrator

Authorized Signature Card for Cash Payments on Oregon Business Development Department Award	
Recipient **City of Saint Helens**	**Project Number** **C2022387**

Signatures of Delegated Authorized Individuals to Request Payments
(Two signatures are required to request disbursement of funds)

Erik Finch, City Administrator Typed Name and Title (1) a _____ Signature (Highest Elected Official must **not** sign here)	**Mouhamad Zaher, Public Works Director** Typed Name and Title (1) b _____ Signature (Highest Elected Official must **not** sign here)
Additional Signatures (if desired)	
Gloria Butsch, Finance Director Typed Name and Title (1) c _____ Signature (Highest Elected Official must **not** sign here)	**Kathy Payne, City Recorder** Typed Name and Title (1) d _____ Signature (Highest Elected Official must **not** sign here)
I certify that the signatures above are of the individuals authorized to draw funds for the cited project. **Jessica Chilton, Council President** Typed Name, Title and Date (2) _____ Signature of Highest Elected Official or duly authorized official for the Recipient (Must **not** be listed in item (1) a through (1) d above)	**Agency Use Only: Date Received:**

Oregon Business Development Department/Authorized Signature Card

Preparation of the Authorized Signature Card Form: If a mistake is made, or a change is necessary during the preparation of the signature card form, please prepare a new form, since erasures or corrections of any kind will not be acceptable. If you want to change individuals authorized to draw funds from the project, then please submit a new signature card. Any updated signature card will replace the previous one, so please be sure to include the names of all authorized individuals.

Item #	Explanation
(1) a-d	Type the names and titles, and provide the signatures of the officials of your organization who are authorized to make draws on project funds. (Note: **Two** signatures are required. We recommend showing three or four signatures to allow adequate signature coverage.)
(2)	Enter the typed name, title, date and signature of the Highest Elected Official, or other official duly authorized by the governing body of the Recipient, certifying the authenticity of the signatures of individuals listed in Item (1) a through (1) d. The person signing here **must not be listed in Item (1) a through d.**
(3)	Leave blank—Oregon Business Development Department will sign here.

Complete one form and return it to: Oregon Business Development Department
775 SUMMER ST NE STE 200
SALEM OR 97301-1280

City of St. Helens

PERSONAL SERVICES AGREEMENT

This PERSONAL SERVICES AGREEMENT (this "Agreement") is made and entered into by and between the **City of St. Helens** (the "City"), an Oregon municipal corporation, and **Drake's Towing & Recovery, LLC**, an Oregon limited liability company ("Contractor").

RECITALS

A. The City is in need of personal services for Exclusive Towing Services and Contractor represents that it is qualified and prepared to provide such services.

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

AGREEMENT

1. Engagement. The City hereby engages Contractor to provide services ("Services") related to Exclusive Towing Services, and Contractor accepts such engagement. The principal contact for Contractor shall be Ryan Drake, phone (503) 438-6099.

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

3. Term. Subject to the termination provisions of Section 10 of this Agreement, this Agreement shall commence once executed by both parties and shall terminate on December 31, 2029. The City reserves the exclusive right to extend the contract for a period of two (2) years in one (1) year increments. Such extensions shall be in writing with terms acceptable to both parties. Any increase in compensation for the extended term shall be as agreed to by the parties but shall not exceed five percent (5%) of the then-current fees.

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

5. Payment.

5.1 The City agrees to pay Contractor for and in consideration of the faithful performance of the Services, and Contractor agrees to accept from the City as and for compensation for the faithful performance of the Services, the fees outlined in Attachment C, except that the hourly fee shall include all local travel, local telephone expense, computer expense, and routine document copying. Reimbursable expenses shall be billed at cost without markup and shall include travel and related expenses in compliance with the City's travel and

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

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

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

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

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

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

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

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

CONTRACTOR: **Drake's Towing & Recovery, LLC**
Attn: Ryan Drake
1965 Old Portland Road
St. Helens, OR 97051
Phone: 503-438-6099
Email: drakestow@gmail.com

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

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

9. Insurance.

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

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

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

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

9.5 The insurance provided by Contractor shall be primary to any coverage available to the City. The insurance policies (other than workers' compensation) shall include

provisions for waiver of subrogation. Contractor shall be responsible for any deductible amounts outlined in such policies.

10. Termination.

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

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

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

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

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

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

10.2 Breach of Agreement

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

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

10.2.3 Pending a decision to terminate all or part of this Agreement, City unilaterally may order Contractor to suspend all or part of the services under this Agreement. If City terminates all or part of the Agreement pursuant to this Section 10.2, Contractor shall be

entitled to compensation only for services rendered prior to the date of termination, but not for any services rendered after City ordered suspension of those services. If City suspends certain services under this Agreement and later orders Contractor to resume those services after determining Contractor was not at fault, Contractor shall be entitled to reasonable damages actually incurred, if any, as a result of the suspension.

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

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

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

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

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

14. Indemnification.

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

14.2 Liability of Contractor for Claims for Professional Liability. For claims for professional liability, Contractor shall save, and hold harmless City, its officers, agents and employees, from all claims, suits, or actions arising out of the professional negligent acts, errors or omissions of Contractor, its subcontractors, sub-consultants, agents or employees in the performance of professional services under this Agreement. A claim for professional

responsibility is a claim made against the City in which the City's alleged liability results directly from the quality of the professional services provided by Contractor, regardless of the type of claim made against the City.

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

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

16. Compliance with Law.

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

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

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

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

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

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

16.7 Contractor shall promptly, as due, make payment to any person, copartnership, association, or corporation, furnishing medical, surgical and hospital care or other needed care and attention, incident to sickness or injury, to employees of such Contractor, of all sums which the Contractor agrees to pay for such services and all monies and sums which

the Contractor collected or deducted from the wages of employees pursuant to any law, contract or agreement for the purpose of providing or paying for such service.

16.8 No person may be employed for more than 10 hours in any one day, or 40 hours in any one week, except in cases of necessity, emergency or when the public policy absolutely requires it, and in such cases the employee shall be paid at least time and a half pay:

16.8.1 Either:

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

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

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

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

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

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

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

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

16.13 Contractor certifies that it has not and will not discriminate against a subcontractor in awarding a subcontract because the subcontractor is a disadvantaged business enterprise, a minority-owned business, a woman-owned business, a business that a service-disabled veteran owns or an emerging small business that is certified under ORS 200.055. Without limiting the foregoing, Contractor expressly agrees to comply with: (i) Title VI of the Civil Rights Act of 1964; (ii) Section V of the Rehabilitation Act of 1973; (iii) the Americans

with Disabilities Act of 1990, (iv) ORS 659.425, (v) all regulations and administrative rules established pursuant to those laws; and (vi) all other applicable requirements of federal and state civil rights and rehabilitation statues, rules and regulations.

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

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

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

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

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

16.19 Contractor is a "subject employer," as defined in ORS 656.005, and shall comply with ORS 656.017.

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

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

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

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

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

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

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

21. Mediation/Dispute Resolution

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

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

23. Records, Inspection and Audit by the City.

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

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

23.3 The City shall have the right to inspect and audit Contractor's financial records pertaining to the Services under this Agreement at any time during the term of this

Agreement or within three (3) years after City makes final payment on this Agreement and all other pending matters are closed.

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

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

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

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

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

CITY:

CITY OF ST. HELENS
Council Meeting Date:_____

Signature:_____
Print: _____
Title:_____

Date:_____

CONTRACTOR:

DRAKE'S TOWING & RECOVERY, LLC

Signature:_____
Print: _____
Title: _____
_____

Date:_____

APPROVED AS TO FORM:

By:_____
City Attorney

ATTACHMENT A
Scope of Work

The terms and conditions outlined in the City's Request for Proposals (RFP) for Tow Services are incorporated into this contract by this reference.

GENERAL SERVICES

a. The Contractor(s) agrees to furnish towing, storage and other related services as set forth herein when requested to do so by the City, or when requested to do so by the City on behalf of the vehicle owner or person in possession of the vehicle and the City agrees to call or cause the Contractor to be called for such towing services subject to the following scope of services.

b. Contractor(s) shall perform all tows in a safe and courteous manner and shall not negligently cause damage to the persons or property of others in performance of the contract.

c. Contractor(s) shall defend the City from any and all claims, whether founded or not, arising from or alleged to have arisen from the performance of this Contract, except those claims arising from the sole negligence of the City.

d. Contractor(s) shall maintain in their business office on-site photocopies of the driver's license of any person who will perform towing services under the contract. Contractor shall have these driver's license copies available for inspection by the City at any time during normal business hours. The City reserves the right to conduct a background check including a driving history on contractor's officers, agents and employees providing services to the City. At the City's request, Contractor shall remove employees from providing services to the City. Contractor shall notify the City within fourteen (14) days of when a new employee provides services to the City.

e. Contractor(s) shall not interfere with other Contractors performing towing services.

f. Contractor(s) agrees to conduct all its affairs in conformance with all federal and state anti-trust and trade regulations and laws, including but not limited to: ORS 646.010 et seq (Anti-Pricing Discrimination), 646.605 et seq (Unlawful Trade Practices), 646.705 et seq (Anti-trust Law), and Title 15 United States Code. Contractor shall abide by all other city, state, and federal laws, including but not limited to towing and criminal laws.

g. Contractor(s) may not solicit tows at the scene of an accident. However, anyone may render assistance without charge at the scene of an accident to clear a public street or highway.

h. Contractor(s) shall provide service twenty-four (24) hours a day, seven (7) days a week and 365 days per year.

i. Contractor(s) shall not subcontract its work under this Contract, in whole or in part, except with the written consent of the City. If Contractor needs to subcontract equipment to perform

services under the Contract, Contractor will submit a written request to the City regarding the Class of truck or equipment that Contractor requires to subcontract.

j. When the Contractor is called to perform services under this contract, the Contractor will indicate whether Contractor is available to perform the tow. Contractor shall be deemed available when:

1. Contractor has a truck and driver free to be immediately sent to the location of the requested tow.

2. Contractor has adequate storage space to accommodate the vehicle.

k. The Contractor agrees to process and record the status, condition and disposition of all vehicles towed under the contract and upon demand of the City, shall release such records to the City. Records shall be retained in Contractor's business office for a period of seven (7) years.

l. Towing services covered under the contract includes the removal of all dirt, glass and other debris upon the street attributable to the vehicle being towed or resulting from the tow including all vehicle parts associated with the towed vehicle. Tow response, dispatch fees (if applicable), flares, and hookup charges to include the use of dollies are considered “included” in the basic charge for towing services.

m. The contract does not require the Contractor to clean up any hazardous spills or materials. The City will take reasonable steps to notify the Contractor when it knows that there has been a release of hazardous substances at a tow site.

n. Mileage between the Contractor’s storage facility and the location of the requested tow within the City limits is considered “included” in the basic charge for towing services. However, a Contractor may charge reasonable mileage rates for tows to locations other than the Contractor’s storage facility and to locations outside the City limits unless the distance to the other location is shorter than the distance to the Contractor’s storage facility (e.g. a repair shop or police impound lot).

FACILITIES AND STORAGE

The Contractor shall have a secure storage area within 10 miles of the City of St. Helens city limits, tow trucks and drivers, manager, full-time office employee(s), and office facility, none of which are used by any other towing Contractor or towing company (dispatch service excepted). The Contractor must be on a separate tax lot, have a separate street address and have separate physical buildings from any other towing contractor or towing company. Contractor shall:

a. Maintain a business office open to the public for the release of towed and stored vehicles between 8:00 a.m. and 5:00 p.m., Monday through Friday (City holidays excepted). This office must be staffed with at least one employee during these hours. That employee must not be shared with any other towing contractor or towing company.

b. Maintain a telephone number answered at all times.

c. Maintain a valid e-mail address and timely respond to communications from the City.

Contractor's facilities shall be in conformance with all applicable zoning requirements. The Contractor shall exercise reasonable care to protect stored vehicles, and the contents thereof, from vandalism, theft or burglary. The Contractor may remove property from a vehicle to a place of safekeeping to protect such property from theft or loss and the Contractor may remove a mechanical part, such as a distributor rotor, from the vehicle if deemed it necessary to prevent the unauthorized removal of the vehicle.

In all cases, the Contractor shall make an inventory of the property or parts removed and a copy of such inventory shall be furnished to any persons seeking to redeem the vehicle or property. Removed property shall be returned to the owner/agent immediately upon request. Any parts removed must be returned and reinstalled at the Contractor's expense at the time the vehicle is redeemed.

For purposes of this Contract, reasonable care means, at a minimum:

a. Having a fence surrounding the outdoor storage area which is at least six feet tall with barbed wire along the top edge, free of holes or weak spots that could allow unauthorized entry.

b. Equipping all gates, doors and other openings into storage facilities with locks and securing facilities against unauthorized entry during times when the Contractor's personnel are not present at the facility.

c. When vehicle door keys are available, locking car doors and keeping keys in an area protected from unauthorized entry; closing open car windows and sunroofs; using tarps to protect vehicles with broken windows or open sunroofs. No additional fees shall be charged for these services.

Contractor shall have secure storage with space for at least four (4) impounded vehicles, the area shall be capable of accommodating vehicles to be stored as follows:

a. All storage areas shall be reasonably protected to safeguard vehicles and contents.

b. Outside lighting shall adequately illuminate the vehicles for inspection at the time of release of the vehicle.

c. All streets and places adjacent to such storage and office facilities shall at all times be kept clear of vehicles that are in the custody of the Contractor. No change of location of the designated storage facilities or use of additional facilities shall be made without written notice to and approval of the City.

d. The contractor must have an enclosed building capable of housing two vehicles out of the elements for evidentiary purposes, i.e., waiting on the execution of a search warrant, a vehicle

involved in a homicide, etc.

e. If Contractor's storage facilities are filled to capacity, Contractor may remove vehicles held longer than forty-eight (48) hours, excluding holidays and weekends, to the designated storage facilities of another towing company. Such alternate storage facility must meet the same criteria set forth herein for the Contractor's storage facility. Such a "re-tow" shall not be subject to charge. Contractor shall notify the City and any party requesting the location of the vehicle of the new storage location within one (1) hour from the time such re-tow is made. Contractor must have an identification sign in plain view at its business office including the company name, regular business hours, a telephone number for after-hours information and if there will be a service charge for releases after regular business hours.

RELEASE OF VEHICLES AND CONTENTS

Contractor may refuse to release any vehicle, except a vehicle owned by the City, in Contractor's possession until Contractor receives payment of all charges from the owner or other claimant. The Contractor shall obtain written authorization for release from the City of St. Helens Police Department before releasing any vehicle with a "Release Authorization Required" noted on the towed vehicle report. The Contractor shall notify City of St. Helens Police Records by email shpdrecords@sthelensoregon.gov a list of all vehicles released under the Contract within 24 hours of release of the vehicle.

Within the first fifteen (15) days of the tow, the owner of a towed vehicle shall have access to a towed vehicle during normal business hours for the purpose of removal of unattached property without charge. Unattached property is property within or on a vehicle that is not attached to the vehicle or an actual part of the vehicle. The owner of a towed vehicle may obtain release of the vehicle or its contents during other than normal business hours by making an appointment with Contractor for such release. The Contractor shall be allowed one (1) hour to respond to release a vehicle or its contents outside the normal business hours.

Parties responsible for towing and storage charges shall be as follows:

a. City Tows. The City shall pay all towing charges and storage charges for all City owned vehicle tows. The City shall not be liable for inside storage fees unless the City has directed such storage.

b. Evidence Tows. The City shall pay towing and storage charges up to and including the date of authorization for release to the owner of all Evidence Tows. The City will pay storage charges, at the contracted rate, when an Evidence Tow vehicle is held for evidence processing. The vehicle owner or claimant shall be solely responsible for all storage fees accrued after City authorization for release, and those fees shall be at the Contractor's contracted rate.

c. Ordinance Tows. The registered or legal owner of a vehicle towed pursuant to a law or ordinance shall be responsible for all towing and storage fees. For a vehicle subject to an Ordinance Tow where a court of law determines that the owner of the vehicle is not responsible

for the payment of towing and/or storage charges, the Contractor, after receiving written authorization from the St. Helens Police Department, shall release the vehicle and its contents without charge to the owner and the City will pay the contracted rates to the Contractor.

d. Other Tows. In all other cases, towing and storage charges, shall be paid as follows: If the vehicle is claimed, regardless of the value of the vehicle, the owner or other claimant shall pay the Contractor's contracted towing and storage charges prior to release of the vehicle, unless owner has made other arrangements pursuant to law. This includes abandoned/disabled vehicles, owner-requested non-preference tows, recovered stolen vehicles and inoperable vehicles.

RATES

Contractor will only charge the City or the Owner the rates per the contract.

Class A tow (small passenger cars, pickup trucks, small trailers or equivalent vehicles as defined in OAR 257-050-0200.);

Class B tow (medium trucks, trailers, motor homes or equivalent vehicles as defined in OAR 257-050-0200.);

Class C tow (large trucks, trailers, motor homes or equivalent vehicles as defined in OAR 257-050-0200.).

No additional administrative fees, hidden fees or other fees not listed in the contract will be charged.

The lowest price required by the vehicle size or condition will be charged. For example, if a Class B-rated truck is used to tow a vehicle that could be towed by a Class A-rated truck, the lower price will be charged. Costs for additional services performed but not required by the situation will not be charged.

Recovery - A per-hour rate shall not be greater than the basic rate for towing services. Recovery rates are for winching or turning over any vehicle which may be off the roadway, requiring the Contractor to use additional vehicles, lengths of cable, air recovery cushions, chokers, slingers, shackles, snatch blocks and additional chains other than required in a normal tow procedure. Recovery time ends when the vehicle is hooked up to the tow truck. When this charge is made, the actual beginning and ending times shall be recorded on the invoice and charged to the nearest 15-minutes. These rates apply if a tow apparatus responds to the scene and hooks onto a vehicle, whether or not the vehicle is towed.

Storage - These charges are based on any part of a consecutive, twenty-four (24) hour period.

After Hours Release Charge – An afterhours release charge can be charged any time an owner requests access to a vehicle after normal business hours.

Only correctly completed billings for towing and storage charges authorized by the contract shall be paid. Billings will include vehicle license number, issuing state, make, model, year, body style, class of tow and incident number. In the absence of a license plate, the vehicle identification number shall be recorded. Handwriting must be legible. Billings which fail to comply with the requirements shall be returned for correction prior to any payment being made. All towing fees shall be recorded on a tow receipt and issued to the requesting officer at the time of the tow.

RESERVATION OF RIGHTS BY CITY

The City reserves the right to call other towing companies other than Contractor if City, in its sole discretion, determines additional service is needed for any occasion that cannot be served timely by the Contractor. The City reserves the right to inspect Contractor's facility and equipment, and conduct background investigations to include a driver history and a criminal background check on the Contractor's officers, agents and employees at any time during the term of the contract.

CONFIDENTIAL INFORMATION

Contractor shall not disclose personal information gathered in the performance of providing services under the contract to third parties. Personal information shall include but is not limited to names, addresses and phone numbers of vehicle drivers and/or owners. Law enforcement personnel, insurance companies and other entities authorized by the City Manager or designee shall have access to personal information.

VEHICLES SERVED UNDER CONTRACT

On a rotational basis, the Contractor(s) shall tow, upon request of the City, any vehicle listed below. The term "vehicle" shall include vehicle equipment and accessories.

Ordinance Tow: A tow of a vehicle for a violation of law or ordinance or under a court order. This may include tows for no insurance, driving while unlicensed, suspended or revoked and driving under the influence of intoxicants.

Evidence Tow: A tow or storage request by the City of St. Helens Police Department to secure any vehicle involved in a police investigation. This includes vehicles impounded for evidence and vehicles impounded by forfeiture to the City.

Abandoned/Disabled Vehicle Tow: A tow of any vehicle (including recreational vehicles) deemed by the City of St. Helens Department to be abandoned, disabled or illegally parked under applicable state law or city ordinance.

City Vehicle Tow: A tow of any vehicle owned, leased or otherwise in possession of the City.

Owner-Requested Non-Preference Tow: A tow on behalf of any vehicle owner, or person entitled to possession thereof that is requesting towing services without preference for a

particular towing company. This includes recovered stolen vehicles towed for safekeeping.

Inoperable Vehicle Tow: A tow of any vehicle (including recreational vehicles) deemed by the City of St. Helens to be "inoperable vehicles" parked on public or private property without authorization by statute or local ordinance.

Gone on Arrivals (GOA): In the event that tow truck is dispatched, but the tow is no longer needed. Examples include: when a call is dispatched and the Police release the car to AAA or another company once the tow truck is on scene, or the call is cancelled after the tow truck is en route to the scene. GOA does not consist of instances where a flatbed tow truck is requested, and a wheel lift tow truck is sent, or the call is cancelled within 10 minutes of being given. In the event that this occurs, there will be no payment made to the towing company. Also, if a two-car accident is called and both are given away, only one GOA will be paid.

Tire Change: Changing a tire for a City vehicle within Columbia County limits.

Jump Start: Jumping a City vehicle within Columbia County limits.

Lock Out: Using a Slim Jim or long bar to unlock the door of a City vehicle.

Emergency Situations: At the discretion of the Police Chief or City Administrator, this rate will be paid on an as needed basis when special towing services are requested for the City of St. Helens. Examples of this would include response requests involving snow emergencies, driving outside the city limits, remaining on call at the scene of a race or parade where the Police Chief may require immediate service(s), or any other situation the Police Chief or City Administrator deem to be an extraordinary or emergency situation. In the event that such towing services are rendered, the Police Chief or City Administrator may authorize that an additional hourly rate be paid to the towing company.

ROTATIONAL LIST

The City shall have ONE primary exclusive tow contractor and will notify the primary exclusive tow contractor of the need for a tow, the location of the vehicle and a vehicle description. Each towing dispatch should include the license number, make, model, year, style, color and the location of vehicle. In the absence of a license plate, the vehicle identification number shall be provided.

If the primary exclusive Contractor indicates he is not available to respond, the secondary contractor will be contacted.

The primary exclusive contractor will always be contacted first and provided the opportunity to provide the towing services, even if the primary contractor provided the most recent tow.

Except for inoperable vehicle tow requests, if the Contractor indicates that Contractor is available and accepts the tow, Contractor shall have the Contractor's truck arrive at the requested location within twenty (20) minutes of receipt of the request from the City dispatch

service. Inoperable vehicle tow requests shall be made Monday through Friday between the hours of 8:00 a.m. and 5:00p.m. (City holidays excepted) unless extenuating circumstances exist. The City reserves the right to cancel a tow request if the Contractor's tow truck has not arrived within the required response time. The required response time limit may be extended where delay is caused by factors outside the control of the Contractor. However, repeated failure of the Contractor's towing service to arrive within the required response time constitutes just cause for suspension or termination of the contract. In addition, failure of a Contractor to respond to and remedy alleged contract violations constitutes just cause for suspension or termination of the contract.

Contractor(s) shall respond to at least ninety-five percent (95%) of tow requests in any 90-day period. If Contractor fails to respond to at least ninety-five percent (95%) of the tow requests in any 90-day period, the City may terminate or suspend the contract.

EQUIPMENT

Contractor(s) shall maintain a minimum of one (1) operable tow truck of a Class A or larger rating. Contractor(s) shall maintain at least one (1) operable tow truck of a Class B or larger rating. Contractor shall maintain at least one (1) operable tow truck of a Class C or larger rating. The Contractor shall not share, rent or lease Contractor's tow trucks with any other towing company or business without express written consent from the City pursuant to General Services (i). Contractor(s) must comply with all requirements of Oregon Administrative Rule 257050-0200, Mandatory Equipment Standards for Tow Trucks. The City reserves the right to conduct on-site inspections of Contractor's equipment to ensure compliance.

EXCLUSIVE CONTRACT

Contractor understands and acknowledges that the contractor is the primary exclusive tow contractor, but that the City reserves the right to enter into a contract for secondary towing services, in the event the primary exclusive contractor declines to accept the tow request in a timely manner, with any person or entity who is capable of meeting the specifications and conditions of this Contract in its entirety. Should the City exercise such right, Contractor shall cooperate with such other Contractor(s) and shall abide by the dispatch procedures stated previously.

ASSIGNMENT OF WORK

Contractor may not assign the tow to another tow company.

ATTACHMENT B
INSURANCE REQUIREMENTS

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

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

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

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

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

Certificates of Insurance shall be forwarded to:

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

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

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

ACORD

DRAKETO-01

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 10/14/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER License # 0D15602 WorldClass Insurance Services 8757 Auburn Folsom Rd. #3067 Granite Bay, CA 95746	CONTACT NAME: James Digini PHONE (A/C, No, Ext): (916) 789-1523 FAX (A/C, No): (916) 789-1506 E-MAIL ADDRESS: service@worldclassins.com
	INSURER(S) AFFORDING COVERAGE — NAIC #
	INSURER A : Artisan and Truckers Casualty Company — 10194
INSURED Drake's Towing and Recovery LLC 1965 Old Portland Rd. Saint Helens, OR 97051	INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$ 1,000,000
	[ ] CLAIMS-MADE [X] OCCUR	X		879105407	9/5/2026	9/5/2027	DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
							MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 2,000,000
	X POLICY [ ] PRO-JECT [ ] LOC						PRODUCTS - COMP/OP AGG	$ 2,000,000
	OTHER:							$
A	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
	ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / X SCHEDULED AUTOS	X		879105407	9/5/2026	9/5/2027	BODILY INJURY (Per accident)	$
	X HIRED AUTOS ONLY / X NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB [ ] OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB [ ] CLAIMS-MADE						AGGREGATE	$
	DED [ ] RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N						[ ] PER STATUTE [ ] OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? [ ] (Mandatory in NH)	N / A					E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$
A	On Hook / Cargo			879105407	9/5/2026	9/5/2027	50,000 to	250,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Garagekeepers Legal Liability: 1965 Old Portland, Saint Helens, OR 97051 & 2135 Gable Rd., Saint Helens, OR 97051: $50,000 ($500/$2,500 Ded)

Certificate Holder is named as ADDITIONAL INSURED

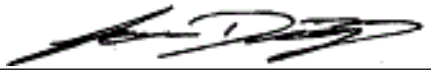
CERTIFICATE HOLDER

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

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



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ATTACHMENT C
Terms of Compensation

See attached

Proposed City Rate Schedule

SECTION 2

The following proposed rates apply to City-owned vehicles and/or towing services billed directly to the City under this contract. These rates should not be interpreted as Drake's general retail or Oregon State Police towing rates.

SERVICE	RATE
Class A Towing Service	**$350/hour**
Class B Towing Service	**$350/hour**
Class C Towing Service	**$150 hook + $6/mile**
Outside Storage - 24 hours	**No Charge**
Inside Storage - 24 hours	**No Charge**
Access after first 15 days	**No Charge**
Recovery	**$150/hour**
After-hours release/access	**No Charge**
Dolly	**Included**
Mileage to storage facility	**Included**
Mileage to other location	**$6/mile**
Standby time	**$100/hour**
Removal of drive line	**$50/tow**
Additional driver	**No Charge**
Gone on Arrival	**No Charge**
Tire change / Jump start / Lockout	**$50 each**
Emergency - child locked in vehicle	**No Charge**
Flares	**Included**
Dispatch fee	**Included**

City of St. Helens

AMENDMENT NO. 2 TO INDEPENDENT CONTRACTOR AGREEMENT

This Amendment is made on November ____, 2026, between **City of St. Helens**, an Oregon municipal corporation (the "City"), and **Treadway Events & Entertainment LLC,** an Oregon limited liability company ("Contractor"), collectively the "Parties" and each a "Party".

RECITALS

A. WHEREAS, on or about August 7, 2024, the City and Contractor entered into an agreement ("Agreement") in which Contractor agreed to provide services ("Services") related to the production and management of events;

B. WHEREAS, on or about November 17, 2025, the City and Contractor entered into an amendment to the Agreement ("Amendment No. 1") to extend the agreement for one year expiring December 31, 2026;

C. WHEREAS, Paragraph 3 of the Agreement provides that the term of the Agreement may be extended annually for additional one-year terms through December 31, 2028, by mutual written agreement of the Parties;

D. WHEREAS, the City desires to ensure the approved budget for events aligns with the City's FY budget approval process and to request additional detail be added to the Contractor's current financial reporting requirements;

E. WHEREAS, the City and Contractor mutually desire to extend the term of the agreement for an additional year;

AGREEMENT

NOW, THEREFORE, the parties mutually agree as follows:

1. The termination date of the Agreement signed on or about August 7, 2024, shall be amended to reflect a **termination date of December 31, 2027,** unless earlier terminated according to the terms of the Agreement.

2. Section 5 shall be amended as shown below with additions shown in bold and underline, and deletions in strikeout. Except as provided below, Sections 5.1, 5.2, 5.3, and 5.4 shall otherwise remain unchanged and in full force and effect:

5. Budgeting/Purchases on Behalf of City.

5.01 Approved Events Budget. Contractor shall submit budget proposals for the Events **from April – June and for the Fiscal Year beginning July 1,** by January 31st of each year. The City shall **aim to** promptly review and request revisions or approve the events budget proposals by March 1st of each year. **Contractor shall submit any requested revisions within ten (10) business days after the City's request and the Events Budget is not approved until approved in writing by the City Administrator (the "Approved Events Budget"). The City's failure to act by March 1 shall not constitute approval.** Contractor shall perform and complete the

services set forth in Attachment A within the final budget agreed to by the Parties in writing. ~~("Approved Events Budget").~~

5.02 Budget Information. Contractor shall cooperate in good faith to provide financial data, cost estimates, projections, and other relevant budgetary information the City reasonably requests to support the City's annual budget process, any supplemental budget, or any project-specific budget. Contractor shall deliver such information within ten (10) business days after the City's request.

5.03 Reconciliation to City Budget; Amendment.

(a) Within ten (10) business days after the City Budget is adopted each year, the City will notify Contractor in writing of the total amount appropriated for this Agreement for the Fiscal Year (the "Appropriated Amount").

(b) If the Appropriated Amount is less than the Approved Events Budget, Contractor shall, within ten (10) business days after receiving the City's notice, provide the City in writing with proposed revisions to the Approved Events Budget, together with any corresponding adjustments to the Services, sufficient to bring the Approved Events Budget within the Appropriated Amount.

(c) The City may accept, reject, modify, or require further revisions to Contractor's proposed revisions in its sole discretion. If Contractor fails to timely submit proposed revisions, the City may unilaterally amend the Approved Events Budget to bring it within the Appropriated Amount.

(d) Any amendment under this section takes effect upon written notice from the City Administrator to Contractor and is subject to Section 5.04.

5.04 Effect of Reductions on Services. If an amendment under Section 5.4 reduces the Approved Events Budget, the City will identify in writing the Events or Services to be reduced or eliminated, whether by accepting Contractor's proposed adjustments or otherwise. Contractor shall perform the services, as adjusted, within the Approved Events Budget, as amended. For any event or service reduced or eliminated, the Contractor shall promptly cancel or suspend affected orders and contracts to the extent possible and shall use reasonable efforts to minimize costs, including by seeking refunds and credits. Costs contractors could reasonably avoid are not reimbursable.

5.05 Spending Limits. Contractor shall perform and complete the services set forth in Attachment A, as amended, within the Approved Events Budget. Costs incurred in excess of the Approved Events Budget, or without any authorization required by this Section 5 are Contractor's sole responsibility and will not be paid or reimbursed by the City.

3. Section 7 of the Agreement shall be amended as follows, with additions shown in bold and underlined font, and deletions shown in strikeouts:

7. End of Event and End of Year Reporting Standards.

7.1 The Contractor is required to produce a written report after each event and submit the report to the City Administrator no later than 45 days after each Event. This report will be made available to the City Council at their request. The **End of Event** report shall include: (a) summary of revenues and expenditures for the Event; **(b) budget to actual tracking and comparison detailing (i) approved budgeted amounts for each expense category, (ii) actual expenditures incurred for each category.**

7.2 The End of Year Report shall include: (a) summary of revenues and expenditures for the Event; (b) budget to actual tracking and comparison detailing (i) approved budgeted amounts for each expense category, (ii) actual expenditures incurred for each category; (c) Cumulative year-to-date expenditures; (d) Remaining unexpended balances and percentage of budget utilized; ~~(b)~~ **(e)** a summary of feedback from local business owners and community members; ~~and (c)~~ **(f)** a summary of recommended improvements for the following year; **and (g) a cumulative impact fee report, detailing total ticket sales, and impact fees assessed.**

4. Section 37 shall be added to this Agreement as follows:

37. Non-appropriation clause. The City certifies that sufficient funds have been appropriated to make payments required by this contract during the current fiscal year. Payment for Work performed after June 30 of any given year is subject to funds being appropriated by the St. Helens City Council. If funds are not appropriated, the City may terminate this contact by notice to Contractor.

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

CITY OF ST. HELENS, an Oregon municipal corporation	**TREADWAY EVENTS & ENTERTAINMENT LLC**
By: _____	By:_____
Name:_____	Name:_____
Its: _____	Its: _____

APPOINTMENTS TO ST. HELENS CITY BOARDS AND COMMISSIONS

City Council Meeting ~ November 18, 2026

Pending applications received:

Name	Interest	Date Application Received	Referred by Email To Committee(s)
• Ben Tiscareno	Parks & Trails Commission	4/14/26	7/23/26
• Gurlin Kaur	Planning Commission	9/25/26	9/28/26
• Liz Boyer	Planning Commission	9/26/26	9/28/26
• Chad Fichtner	Budget Committee	9/29/26	TBD
• Kellie Jo Smith	Planning Commission	10/5/26	10/5/26
• April Godden	Planning Commission	10/8/26	10/9/26

Parks & Trails Commission (4-year terms)

- Paul Barlow's term expires 12/31/2026. He does wish to be reappointed.
- Lynne Pettit's term expires 12/31/2026. She does wish to be reappointed.
- Ashley Stanley's term expires 12/31/2026. She does wish to be reappointed.
- Nathaniel Kingsbury's term expires 12/31/2026. He does wish to be reappointed.

Status: Since Paul has served at least two full terms, according to Resolution No. 1648, a press release was sent out on September 28 with an October 23 deadline, to solicit new applications.
Next Meeting: February 8, 2027
Recommendation: At their regular meeting on November 9, the Commission recommended to the City Council to reappoint Paul Barlow, Lynne Pettit, Ashley Stanley, and Nathaniel Kingsbury.

Planning Commission (4-year terms)

- Charles Castner's term expires 12/31/2026. He does not wish to be reappointed.
- Trina Kingsbury's term expires 12/31/2026. She does wish to be reappointed.

Status: A press release was sent out on September 28 with an October 23 deadline, to solicit new applications.
Next Meeting: December 8, 2026
Recommendation: At their regular meeting on November 10, the Commission recommended to the City Council to appoint Liz Boyer and reappoint Trina Kingsbury.

Resolution No. 1648: Guidelines for Appointments is attached.

City of St. Helens
RESOLUTION NO. 1648

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

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

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

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

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

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

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

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

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

Ayes: Locke, Carlson, Conn, Morten, Peterson

Nays: None

/s/ Randy Peterson
Randy Peterson, Mayor

ATTEST:

/s/ Kathy Payne
Kathy Payne, City Recorder

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3. All new applicants shall submit a written application to the City Recorder's Office.
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5. The recruitment period to the board, committee or commission shall be for a finite period. At the end of the advertising period, the Council liaison shall determine if the pool of candidates is sufficient to continue with the selection process or may continue the recruitment period for a set or unlimited period until it is determined there is a sufficient pool of candidates.
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11. Board, committee or commission members shall not participate in any proceeding or action in which there may be a direct or substantial financial interest to the member, the member's relative or a business with which the member or a relative is associated, including any business in which the member is serving on their board or has served within the previous two years; or any business with which the member is negotiating for or has an arrangement or understanding concerning prospective partnership or employment. Any actual or potential conflict of interest shall be disclosed at the meeting where the action is being taken.
12. Board, committee or commission vacancies are filled by appointment of the Mayor with the consent of Council. Board, committee or commission members shall serve without compensation except the Planning Commission that may receive a monthly stipend at the discretion of the City Council.
13. Individuals appointed to one City board, committee or commission shall not serve on any other City board, committee or commission during the term of their appointment; provided, that the Council may waive this limitation if it is in the public interest to do so.

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

Ayes: Locke, Carlson, Conn, Morten, Peterson

Nays: None

/s/ Randy Peterson
Randy Peterson, Mayor

ATTEST:

/s/ Kathy Payne
Kathy Payne, City Recorder

PARKS AND TRAILS COMMISSION

Monday, August 10, 2026 at 4:00 PM

APPROVED MINUTES

MEMBERS PRESENT
Chair Paul Barlow – arrived at 4:14 p.m.
Vice Chair Ashley Stanley
Commissioner Lori Baker
Commissioner Jerry Belcher
Commissioner Howard Blumenthal
Commissioner Scott Jacobson

MEMBERS ABSENT
Commissioner Lucas Green
Commissioner Lynne Pettit

STAFF & CITY COUNCIL PRESENT
Dawn Richardson, Administrative Billing Specialist
Lisa Scholl, Deputy City Recorder
Brandon Sundeen, City Council

OTHERS
Benjamin Tiscareno
Ashley Locken
Nathaniel Kingsbury

CALL TO ORDER – 4:01 p.m.

APPROVAL OF MINUTES

1. Parks & Trails Commission Minutes dated June 8, 2026

Motion: Motion made by Commissioner Blumenthal and seconded by Commissioner Baker to approve the June 8, 2026 Parks and Trails Commission minutes. **Vote:** Yea: Vice Chair Stanley, Commissioner Baker, Commissioner Belcher, Commissioner Blumenthal; Abstaining: Commissioner Jacobson

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

NEW BUSINESS

2. Interview Parks & Trails Commission Applicants (in order of receipt)
    a. Benjamin Tiscareno
    b. Steven Burns – not present
    c. Ashley Locken
    d. Nathaniel Kingsbury

Vice Chair Stanley stated for the record that applicant Benjamin Tiscareno is her partner, and that she would therefore be abstaining from the interviews, deliberations, discussions, and voting related to the selection. She offered to conduct the interview questions for all applicants in the interim, until Chair Barlow arrived.

Benjamin Tiscareno

Vice Chair Stanley conducted the interview for applicant Benjamin Tiscareno. On the question of his knowledge of the Commission, Tiscareno described his familiarity with the bylaws, his prior service on the Bikes and Pedestrians Commission (which later merged into the Parks and Trails Commission), his regular attendance at recorded meetings, and his move back to St. Helens as a current resident. He expressed an understanding of the Commission's advisory function and the value of citizen volunteer bodies in influencing City decision-making.

When asked why he was interested in serving, Tiscareno spoke to his desire to give back to the community and his belief in the importance of the Commission as a conduit between citizens and city government. He acknowledged that the Commission is one of the few the City is not required to maintain and expressed his desire to demonstrate its value.

On preparation, Tiscareno described attending volunteer work parties in the parks, watching Commission meetings, and engaging with current Commissioners to understand the Commission's current needs and direction.

When read the Commission directive, Tiscareno indicated his agreement, noting that the equipment oversight component was new information to him, and affirming his belief in citizen responsibility for the community's public spaces.

Tiscareno identified McCormick Park, Columbia Botanical Gardens, and Nob Hill as his favorite parks, citing their individual character and the dedicated stewardship he had observed. On the trails side, he expressed a personal enjoyment of the disc golf course.

Regarding first-year goals, Tiscareno expressed a desire to contribute energy to park cleanup efforts, explore potential revenue or cost-saving opportunities for the City through the parks, and support more intentional and organized Commission meetings given the shift to a quarterly schedule.

On experience, Tiscareno noted his previous Commission service and his role in drafting the bylaws for the Bikes and Pedestrians Commission. He also candidly acknowledged that he had not completed his prior term due to a conflict with launching his business, and described the personal reflection that experience prompted regarding commitment and prioritization.

Tiscareno confirmed availability for the quarterly schedule (second Monday at 4:00 p.m. in August, November, February, and May) and indicated enthusiastic willingness to attend more frequent meetings if the Commission were to return to monthly sessions. Commissioner Blumenthal posed this question to all applicants to gauge flexibility.

In closing, Tiscareno expressed his desire to get to know current Commissioners better and stated that regardless of the outcome, he would remain engaged with the community.

Chair Barlow arrived at 4:14 p.m., near the end of Tiscareno’s interview.

Ashley Locken

Chair Barlow conducted the interview for applicant Ashley Locken. Locken acknowledged she did not have extensive prior knowledge of the Commission but had reviewed recent agendas and meeting minutes. She described herself as a sponge eager to learn and noted that this would be her first opportunity to serve on a commission.

When asked why she was interested, Locken noted that she is a lifelong resident, born and raised in Columbia County, and was looking for a meaningful way to commit her time to the community. She cited a growing personal interest in the outdoors and the opportunity she saw in the Parks and Trails position.

She highlighted sixteen years of professional experience in community networking and relationship-building as skills she felt would benefit the Commission.

On preparation, Locken stated she had reviewed recent meeting minutes, reflected on the skills she could contribute, and considered where she could direct her time and energy.

Locken agreed with the Commission directive question at length.

When asked about her favorite park or trail, Locken named the Milton Creek area, expressing enthusiasm for the space and its potential, and also identified the Botanical Gardens as a favorite.

Regarding first-year goals, Locken indicated she would prioritize building partnerships. She expressed a desire to understand the highest-impact needs of the community and to organize partnerships that could supplement the City's reduced parks staff capacity. She confirmed her availability for the quarterly meeting schedule.

When asked what questions she had for the Commission, Locken asked what success for the Commission looked like over the next year. Chair Barlow responded that traction on the Milton Creek property would be a major success, and he and others also referenced the Urban Trail project as a long-standing priority. Locken further inquired about the division of responsibilities between Commissioners and City staff in light of staffing reductions. Commissioner Jacobson clarified that no significant changes had been made, that staff continues to handle administrative duties, and that City ethics laws restrict informal communication between Commissioners outside of noticed public meetings. Councilor Sundeen recommended that communication be channeled through the Commission's designated secretary to ensure proper dissemination. Locken also asked what support a new Commissioner could expect from the group. Multiple Commissioners responded, noting that individual passion projects and work parties could move forward outside of formal meetings, and that Parks staff, specifically Public Works Operations Manager Buck Tupper, remained a supportive resource for Commissioners seeking to get things done.

Nathaniel Kingsbury

Prior to beginning the interview, Commissioner Jacobson disclosed for the record that Nathaniel Kingsbury's wife, Trina Kingsbury, serves on the Planning Commission, and that Commissioner Jacobson interacts with her in that capacity.

Chair Barlow conducted the interview. Nathaniel Kingsbury described his understanding of the Commission as an advisory body whose recommendations inform City Council decisions and help relieve some of the burden on elected officials.

When asked why he wished to serve, Kingsbury spoke to a longstanding personal commitment to public service, his recent involvement with the Columbia River Yachting Association (CRYA), and a belief that parks and trails are essential to ensuring public access to the area's natural resources, particularly its waterways.

On preparation, Kingsbury stated he had watched the most recent Commission meeting and had also viewed joint Council meetings, partly through his wife's involvement on the Planning Commission. He described a desire to understand how the Commission fits into the broader picture of city governance.

Kingsbury expressed agreement with the Commission directive, emphasizing the importance of public access to parks and trails.

He named McCormick Park as his most frequented park, citing his participation in softball activities there.

For first-year goals, Kingsbury stated he would focus primarily on learning how the Commission functions, how to best support the City Council, and on identifying where his skills are most useful.

On experience, Kingsbury noted that he is a local general contracting business owner operating primarily in St. Helens, Scappoose, and Deer Island. He described his work with CRYA, which has been engaged in expanding public access to waterways since 1933 and recently rebranded to reflect a broader public access mission. He cited as an example of community advocacy the group's successful effort to prevent the closure of the boat launch and trail access at Hadley's Landing, which had been slated for decommissioning by state parks.

Kingsbury confirmed his availability for meetings, noting that as a business owner he has schedule flexibility. Commissioner Blumenthal posed the same supplemental question as before, whether Kingsbury could attend more frequent meetings if the Commission were to increase its meeting frequency, and he confirmed that he could.

When asked what questions he had for the Commission, Kingsbury expressed interest in understanding the Commission's overall vision, its most important current projects, and how the group intends to operate going forward. Several Commissioners and Vice Chair Stanley responded with their individual priorities: Commissioner Belcher named the Urban Trail and the Milton Creek project as his top two; Vice Chair Stanley spoke to the expansion of Friends of groups (Friends of Nob Hill, Friends of Botanical Gardens, Friends of McCormick Park) and to a clearer collective identity for the Commission; Commissioner Belcher also mentioned the restoration of the Japanese Garden at McCormick Park; and Commissioner Blumenthal described the Commission's role in long-range visioning — planting ideas that may take years or decades to come to fruition, citing the potential trail extension to the Weyerhaeuser plant property as an example.

Commission Deliberation and Vote

Following the conclusion of interviews, the Commission convened for deliberations. Deputy City Recorder Scholl clarified the abstention requirements. Vice Chair Stanley and Chair Barlow both abstained — Vice Chair Stanley due to her personal relationship with applicant Tiscareno, and Chair Barlow due to not being present during most of Tiscareno's interview.

Commissioner Belcher opened discussion by observing that the three interviewed candidates were the strongest pool of applicants the Commission had seen. He expressed a personal preference for Ashley Locken, citing her apparent enthusiasm for the Milton Creek project and her extensive community contacts. Commissioner Blumenthal indicated he had narrowed his preference to Ashley Locken or Nathaniel Kingsbury. Commissioner Baker expressed a preference for Nathaniel Kingsbury, noting Kingsbury's advocacy for waterway access as a perspective not currently represented on the Commission, and also acknowledged Ashley Locken's strengths in networking and community building and Benjamin Tiscareno's trail and bicycle advocacy as meaningful qualities.

Commissioner Jacobson indicated that residency within the city of St. Helens was a tipping factor in his thinking. The Commission confirmed that residency within city limits had been reviewed and was not a disqualifying issue for any applicant, per inquiry with the City.

Motion: Motion made by Commissioner Belcher and seconded by Commissioner Blumenthal to recommend City Council appoint Nathaniel Kingsbury to the Parks and Trails Commission. **Vote:** Yea: Commissioner Baker, Commissioner Belcher, Commissioner Blumenthal, Commissioner Jacobson; Abstaining: Chair Barlow, Vice Chair Stanley

Deputy City Recorder Scholl confirmed the recommendation would be forwarded to the City Council for final approval. Commissioner Belcher noted that the Council has historically concurred with Commission recommendations. The two non-selected applicants were encouraged to reapply when future vacancies arise and to consider volunteering with Commission work parties in the interim.

OLD BUSINESS

3. Milton Creek - Standing Item

Commissioner Belcher opened discussion on the Milton Creek project, expressing his view that the effort needs an identified point person or lead fact-finder to keep momentum going. He suggested that Commissioner Jacobson, who has been closely involved in discussions with stakeholders, including Elliot from the Port of Columbia County, who recently received a significant grant related to the adjacent property, would be well suited for that role, potentially in coordination with Commissioner Green (absent).

Commissioner Jacobson provided context on the current status, explaining that the project's boundary determination is on hold pending PGE's finalization of the footprint for a planned substation on City property. Until PGE confirms the transmission line routing from the substation, the City has been reluctant to fix the reserve boundary, as it may need to be adjusted. He noted that this is in the hands of PGE's internal processes and cannot be compelled by the City. Councilor Sundeen acknowledged this frustration, noting that several proposed substation locations exist but no finalized version has been confirmed.

Councilor Sundeen suggested that despite the PGE stall, work could proceed on the Port's side of the property, and that the Commission could actively support Port efforts to move the trail project forward on their land. Commissioner Jacobson confirmed the Port has been very supportive and that Elliot at the Port had expressed a desire to see the trail completed as quickly as possible.

Commissioner Belcher also raised the matter of the Port of Columbia County having a grant writer on staff who might be able to assist the City's portion of the project, given the City's reduced personnel. Commissioner Blumenthal added that there may be other grant resources available through City contacts in state government.

A broader concern was raised about the risk of political changes following upcoming elections, including Council turnover and the loss of a previously supportive city administrator, potentially undermining previous commitments to the project. This prompted a discussion about whether the Commission should reaffirm its recommendation to the City Council to formally designate the Milton Creek area as a nature preserve.

Motion: Motion made by Commissioner Baker and seconded by Commissioner Belcher to recommend City Council officially determine Milton Creek as a nature preserve, with the caveat that a portion of the boundary remains to be determined pending the PGE substation footprint.

Commissioner Jacobson noted some uncertainty about whether this had already been voted on in a prior council session; Councilor Sundeen stated he did not recall an official designation ever having been finalized and supported the motion as a way to keep the issue visible to any newly elected Council members.

The Commission also discussed the structure for moving the project forward. Commissioner Belcher suggested that Commissioner Jacobson contact Commissioner Green to determine whether the two would be willing to serve as lead fact-finders for the Milton Creek project, with the understanding that any discussions or decisions must be brought back to the full Commission in a properly noticed public meeting. Deputy City Recorder Scholl clarified that fact-gathering can occur informally between individual commissioners, but any deliberation or decision-making must take place in a public meeting setting with staff present. The Commission agreed that Commissioner Jacobson would reach out to Commissioner Green and that a map of the Milton Creek area should be presented at the next Commission meeting.

Vote: Yea: Chair Barlow, Vice Chair Stanley, Commissioner Baker, Commissioner Belcher, Commissioner Blumenthal, Commissioner Jacobson

STAFF REPORT – Not present.

COUNCILOR'S REPORT

Councilor Sundeen thanked the Commission for their service and recognized the passion and thoughtfulness evident in both the applicant interviews and Commission discussions. He noted that community members need not be Commission members to effect positive change in the parks, citing the example of a community member who proposed and successfully facilitated the installation of a wind phone at McCormick Park.

Councilor Sundeen provided an update that Nancy has been working with Public Works Director Mouhamad Zaher on identifying a location for a bench donation in Columbia View Park, which is expected to be installed soon.

He noted that summer programming in the parks has been well attended and that residents appear to be actively enjoying the parks.

Councilor Sundeen confirmed that the City Council voted to continue the Parks and Trails Commission on a quarterly basis, with the next meeting scheduled for November 9.

He also informed the Commission that the process for hiring a permanent City Administrator has been initiated, with a planning meeting scheduled for the following day.

Commissioner Jacobson raised the idea of naming a park feature in honor of John Walsh, former City Administrator and parks supporter who had an intimate knowledge of and deep investment in the parks. Councilor Sundeen expressed support for the idea and noted that Walsh had also been a strong advocate for a new stage, which could make that structure a fitting naming opportunity.

Motion: Motion made by Commissioner Jacobson and seconded by Commissioner Baker to recommend that the City Council recognize John Walsh in connection with a feature at Columbia Park, including but not limited to the stage or amphitheater.

Commissioner Belcher and Commissioner Blumenthal expressed reservations about the motion's vagueness, preferring a more specific recommendation.

Vote: Yea: Chair Barlow, Vice Chair Stanley, Commissioner Baker, Commissioner Belcher, Commissioner Jacobson; Nay: Commissioner Blumenthal

DISCUSSION ITEMS

Wooden Kiosk — Reassignment to Botanical Gardens

Commissioner Belcher raised the matter of a kiosk that had been constructed by the Parks Division for use on the Urban Trail but would not be used for that purpose, as the Urban Trail sign design called for a different aesthetic.

Commissioner Belcher moved that the kiosk be reassigned and designated for installation at the Botanical Gardens, which currently has no adequate wayfinding signage. Commissioner Blumenthal noted there was also a sign ready for installation at the base of the Nob Hill steps and inquired whether multiple kiosks existed. The Commission acknowledged the Botanical Gardens to be the highest-priority need. Commissioner Baker agreed the Botanical Gardens was the most underserved location in terms of kiosk infrastructure, noting that the creek trail already had a well-appointed kiosk.

Motion: Motion made by Commissioner Belcher and seconded by Commissioner Jacobson to recommend the kiosk that was built for the Urban Trail be designated for the Botanical Gardens. **Vote:** Yea: Chair Barlow, Vice Chair Stanley, Commissioner Baker, Commissioner Belcher, Commissioner Blumenthal, Commissioner Jacobson

Urban Trail Sign Update

Commissioner Belcher provided a status update on the Urban Trail signage project. The sign design is being digitalized by a vendor working with Pacific Stainless, which produces powder-coated aluminum signs using a high-quality printing process. The sign layout will include, from top to bottom: "Urban Trail," "Historic Riverfront Parks Trail," a central map of the trail, a QR code linking to a dedicated page on the City website with an embedded digital trail map, the trail logo, the City logo, and the notation "St. Helens Parks and Trails Commission 2026." Commissioner Belcher estimated the sign would be completed within approximately two months, after which installation would be coordinated with Parks staff. The Commission expressed enthusiasm for the finished product.

Maintenance of Public Planters and Landscaping

Commissioner Blumenthal raised a concern about the condition of public planters, particularly along the waterfront, which he described as overgrown with tall weeds going to seed. He noted that a private group had maintained the newer planters for approximately two years but that responsibility has since reverted to the City. He stated that the ongoing spread of invasive plants, particularly on the hillside near the pump station where a power line was run, is becoming an urgent maintenance issue. Vice Chair Stanley noted that a community volunteer, Judy Thompson, had previously organized spring cleanup events for the waterfront planters and suggested exploring reinstatement of that effort in coordination with Parks staff. Commissioner Blumenthal indicated he intended to raise the matter before the City Council as a concerned citizen.

Motorized and Electric Vehicle Use in Parks and on Sidewalks

Commissioner Blumenthal raised concerns about the increasing prevalence of electric scooters and e-bikes traveling at high speeds on sidewalks and through parks, including McCormick Park trails. He noted that signage prohibiting such activity had been posted in certain areas, including Houlton, following near-incidents involving senior citizens in prior years, but that enforcement has been inconsistent. He stated that local police have indicated uncertainty about how to regulate these vehicles, and he called for the City Council to work with the Police Department to clarify the rules and develop an enforcement plan. Commissioner Blumenthal also noted that at Nob Hill, individuals on motorized vehicles had on multiple occasions displaced rocks and removed landscaping adjacent to the railroad tie staircase, causing damage to plantings he had been cultivating.

RV Park Proposal

Commissioner Blumenthal also noted, for informational purposes, that the Parks and Trails Commission had previously voted to recommend an RV park near the Recreation Center area along Milton Creek, and reiterated that Parks Field Supervisor Tory Shelby is a useful day-to-day contact for Commissioners, with Public Works Operations Manager Tupper available for more complex matters.

Park Maintenance

Commissioner Blumenthal announced upcoming volunteer work parties: the annual Nob Hill work party on the first Saturday of November, and a Botanical Gardens work party tentatively planned for November 18.

Chair Barlow relayed that Commissioner Lynn (absent) wished it noted that she had volunteered five hours in the flower beds at the Senior Center and two hours painting the kiosk at Civic Pride Park.

ADJOURNMENT – 5:50 p.m.

City of St. Helens

Consent Agenda for Approval

CITY COUNCIL MINUTES

Presented for approval on this 18th day of November, 2026 are the following Council minutes:

2026

- Work Session, Executive Session, and Regular Session Minutes dated October 21, 2026
- Special Session and Executive Session Minutes dated October 27, 2026

After Approval of Council Minutes:

- ☐ Scan as PDF Searchable
- ☐ Make one double-sided, hole-punched copy and send to Library Reference
- ☐ Minutes related to hearings and deliberations get copied to working file
- ☐ Save PDF in Minutes folder
- ☐ Update file name & signature block on Word document & copy Word document into Council minutes folder in Shared Drive
- ☐ Upload & publish in MuniCode
- ☐ Email minutes link to distribution list
- ☐ Add minutes to HPRMS
- ☐ Add packet and exhibits to HPRMS
- ☐ File original in Vault
- ☐ Update minutes spreadsheet

COUNCIL WORK SESSION

Wednesday, October 21, 2026

DRAFT MINUTES

MEMBERS PRESENT
Council President Jessica Chilton
Councilor Mark Gundersen
Councilor Russell Hubbard
Councilor Brandon Sundeen

MEMBERS ABSENT
Mayor Jennifer Massey

STAFF PRESENT
Erik Finch, City Administrator
Lisa Scholl, Deputy City Recorder
Crystal King, Communications Officer
Matthew Smith, Police Chief
Mouhamad Zaher, Public Works Director
Gloria Butsch, Finance Director
Jacob Graichen, City Planner
Mike De Roia, Building Official
Sharon Darroux, Engineering Manager
Alex Bird, Engineer II
Mindi Nunes, HR and Administration Consultant
Ashley Wigod, Contracted City Attorney

OTHERS
Steve Topaz
SB
Erin Salisbury
Kelly Hickok
Brady Preheim
Kaelyn Cassidy
Tina Curry
Sarah Stephenson

CALL WORK SESSION TO ORDER – 3:00 p.m.

DECLARATION OF CONFLICTS OF INTEREST

Communications Officer King read the declaration of conflicts of interest into the record. No Council members declared a conflict of interest.

CLEARING CONFUSION AND SETTING THE FACTS STRAIGHT

None

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

- Steve Topaz. (verbatim from transcript) "*Well, last meeting, they were... The minutes for the last Council meeting will be presented and approved this evening in the regular session. My comments were fairly well accurately recorded. I would like to make a comment and point out after the public comments, the Mayor made a statement which absolutely indicates the City of St. Helens does not want people to talk about anything. The statement was if you have a problem, do not talk, by name of the person causing the problem, and please just come and see us directly rather than bring it up in public. I've been a city councilor, and I followed some of those things. And I'm gonna center today mostly on the affairs around the reservoir. We were having problems with the reservoir when I first got it in, and I went to John Walsh and discussed this with him privately. The effect of that was zero. Then another time I asked from the bench back here, I asked our*

financial director what was the cost at that point, and he didn't know. He passed it on to our city engineer Sue Nelson, and she didn't know. Maybe yes, maybe no. Not a not a big deal at that point because I did ask for specific numbers and probably off the top of the head, they didn't have that. The next... The problem comes up the next Council meeting. The financial director read a six-page letter condemning Councilor Topaz asking this question. If I wanted to know, I could come to him privately or email him or mail him, but I shouldn't do it publicly. Just as the mayor said in the in the last meeting. And he, and I found out this later from the ethics board. He took this complaint, all six pages of it, to the ethics board, and they threw it out. They pointed out that Councilor Topaz was supposed to be finding out for the public these details. So if any of you people bring something up that the City administration doesn't like, they want you to bring it up to them privately so nobody else knows. A number of you have the same problem. They will somehow harass you or somehow get back at you even going to the ethics board. So for the people who are voting, this is more for the people who are voting, our present council did not protect their fellow councilmen. The people are in jeopardy for asking any questions, not even making accusations. So remember who you're voting for."

- Brady Preheim questioned the cost of paying both the City's incoming City Administrator and another administrator who had been employed by the City only briefly, stating that the arrangement appeared wasteful given the City's financial condition. He further urged the City to end the temporary administrative arrangement as soon as possible, appoint a permanent Finance Director based in Oregon rather than continue using a contractor from Arizona, and begin recruitment for that position, or leave that action to the newly elected Council. Preheim also stated that former Councilor Ginny Carlson had provided a copy of her water bill showing a near doubling in one year and requested that the Council provide more public information about water and sewer rate increases, particularly in light of the proposed police levy.

COUNCIL REMARKS TO VISITOR COMMENTS – None

DISCUSSION TOPICS

1. **Recognition of St. Helens Waterfront Project Receiving National Award - *Public Works Director Mouhamad Zaher***

Council President Chilton announced that the St. Helens Streets and Utilities Extension Project was selected as a national award winner of the American Public Works Association's Public Works Project of the Year. The award was announced at APWA's Public Works Expo in Houston, Texas, on August 31. St. Helens won in the transportation category for small cities and rural communities. She displayed a photograph of Public Works Director Zaher receiving the award and thanked the Public Works Department for its work.

Zaher thanked the Council for its vision, support, and trust. He noted that the project had earlier received several awards in Oregon and had advanced to Washington, DC, before the national recognition in Houston. He described the award as a gift to the entire community and a reflection of the City's work ethic and commitment to developing the Waterfront to bring revenue to the City. He credited his small but "award winning" team, including Engineering Manager Darroux and Engineer II Bird, as well as all City staff involved, and thanked the Mayor and Council for their leadership. Council President Chilton thanked Zaher.

2. Quarterly Reports from Departments/Divisions - Building and Planning (Informational)

City Planner Graichen highlighted three items from the Planning report.

- **S. 12th Street project:** A city-owned lot in the 500 block of S. 12th Street, disposed of following the City's property inventory around 2020, became a Habitat for Humanity project. The lot was constrained by several utilities crossing it, which reduced the building envelope and led to variances reviewed by the Planning Commission. The home was also designated a Make-A-Wish recipient.
- **Transportation Systems Plan update:** The update is under way, and a community comment map and survey are available through the Planning page of the City website. The survey closes on October 30, and Councilors were encouraged to share it with constituents.
- **Trees along streams:** As a TMDL community designated by Oregon DEQ, the City must now treat the preservation of stream-side trees as a compliance matter, because trees are needed to control stream temperatures. Engineering is more familiar with the issue and staff are reviewing existing City rules to determine whether DEQ finds them acceptable or requires more intensive measures. He described this as an early-stage, ongoing matter.

Council President Chilton asked when the requirement would be implemented; Graichen replied that it is already in place and evolving. Councilor Hubbard asked whether the County has the same regulations. Graichen was not certain, noting that the County deals with TMDL for mercury and possibly temperature. Councilor Hubbard commented that the requirements are state-imposed and amount to additional regulation and cost, and he expressed concern that fines of up to $5,000 per day and the engineering required for permits were an overreach.

Building Official De Roia reported that he was focused on keeping up with current code changes. Council President Chilton thanked both for their reports and asked what support they needed beyond funding. Graichen answered, "stability."

3. Review Urban Trail Sign in Columbia View Park - *Councilor Sundeen, Council Liaison to Parks and Trails Commission*

Councilor Sundeen explained that the project had been delayed during the period without a City Administrator. The Parks and Trails Commission has worked for several years, led by Jerry Belcher, on the St. Helens urban trail, which winds through downtown and visits several City parks. Stencils depicting the courthouse tower and river, with the tower pointing in the direction of travel, have already been placed along the route. The Commission had designed and built a wooden kiosk for the trail start at Columbia View Park, but former City Administrator Walsh felt the design was not a good fit for the area. A revised, lower-profile design was developed. Belcher is donating the structure and sign.

Communications Officer King stated that the item had been placed on hold because it had not recently come before the Council or undergone formal staff review, and the City did not want a sign appearing in a highly visible park without the Council's knowledge. She understood the sign to be in partial fabrication. She noted that the lower profile addressed the earlier concern and said it was important that the signage be aesthetically consistent with other signage in town. Councilor Gundersen asked whether the colors and scheme matched the existing wave signs. Zaher confirmed that Public Works is working with Belcher on installation and will handle logistics once the sign is approved.

The Council expressed general support for the sign moving forward, and no formal action was required. Councilor Sundeen noted that the Parks and Trails Commission would discuss the matter at its November 9 meeting. Council President Chilton recognized that the project had been a long-standing effort, including during Doug Morten's tenure on the Council.

4. Review Final Public Records Request Policy and Procedures - *City Attorney Ashley Wigod*

City Attorney Wigod presented the item on behalf of City Recorder Payne, who was unable to attend. She explained that the final draft of the Public Records Request Policy was before the Council for review and for approval at that evening's regular session.

- A records committee was formed in November 2025, made up of staff from several departments, including the City Recorder, Deputy City Recorder, Municipal Court Clerk, Records and Evidence Specialist, the City Prosecutor, and the City Attorney. Staff also consulted the State's public records advocate.
- The policy is intended to give staff a clear process for responding to records requests, which should improve speed, efficiency, and accuracy, since unclear procedures are a common cause of delay. It also aims to increase transparency in how the City handles requests.
- The item had come before the Council several times. Approval was delayed because of requested changes to one of the request forms, which has since been updated. The City Administrator may update the request form at any time as practices change.
- Wigod explained that the City may provide all or only some requested records because Oregon law contains many exemptions, some requiring confidentiality and others permitting the City to withhold records. A requester who disputes a claimed exemption may petition the Columbia County District Attorney, who notifies the City and reviews its response. Over the past two years this process has broken down in some cases. The City is working with the District Attorney and revising its forms so that requesters copy the City on any petition.
- Staff have already used the process over the past year, and it has worked effectively. Wigod recommended adoption of Resolution No. 2097 to formalize it.

Councilor Gundersen stated that he had no issues. Council President Chilton thanked the committee, said the matter needed prompt attention, and directed that the resolution be placed on that evening's regular session agenda.

5. Report from City Administrator Erik Finch

City Administrator Finch gave an official introduction and report.

- Thanked the Council and the community for the opportunity, and for the rigorous selection process the City carried out.
- Reported spending his first week meeting with staff and hearing from community members to understand the City's challenges and the way forward.
- Identified his priorities as fiscal discipline, transparency, restoring community confidence in City government, and restoring staff confidence in their roles and their ability to do their jobs effectively.
- Expressed optimism that work now in progress will quickly change the narrative about how St. Helens is performing.
- Acknowledged the public service of former City Administrator John Walsh, whose impact on the community he found evident, and stated that he would explore with the Council ways to make the existing temporary memorial more permanent.
- Extended an open invitation to residents to approach him in the community and share their stories and concerns.

ADJOURN 3:33 p.m.

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

Respectfully transcribed by ClerkMinutes and submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Lisa Scholl, Deputy City Recorder

Jessica Chilton, Council President

City of St. Helens
CITY COUNCIL

Executive Session Summary **October 21, 2026**

Meeting was held via Zoom only.

Members Present: Jessica Chilton, Council President
Mark Gundersen, Councilor
Brandon Sundeen, Councilor
Russell Hubbard, Councilor

Members Absent: Jennifer Massey, Mayor

Staff Present: Erik Finch, City Administrator
Lisa Scholl, Deputy City Recorder
Mouhamad Zaher, Public Works Director (arriving at 3:53 p.m. and leaving at 4:18 p.m.)
Sharon Darroux, Engineering Manager (arriving at 3:53 p.m. and leaving at 4:18 p.m.)

Others: Ashley Wigod, City Attorney with Jordan Ramis PC
Mindi Nunes, HR and Administration Consultant (arriving at 3:38 p.m. and leaving at 3:51 p.m.)
Kaelyn Cassidy, Columbia County Spotlight (arriving at 3:52 p.m.)

◆

At 3:38 p.m., Council President Chilton opened the Executive Session pursuant to the ORS numbers listed below and then gave roll call. Other than Labor Negotiations, representatives of the news media, designated staff, and other persons as approved shall be allowed to attend the Executive Session. All other members of the audience are asked to leave the Zoom room. Representatives of the news media were specifically directed not to report on or otherwise disclose any of the deliberations or anything said about these subjects during the executive session, except to state the general subject of the session as previously announced. No decision may be made in executive session. Any person in attendance, including the news media, who has a recording device is directed to turn it off.

- 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)(h) To **consult with legal counsel** concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed
- ORS 192.660(2)(f) To consider information or **records that are exempt** by law from public inspection

The Executive Session was adjourned at 4:50 p.m.

◆

ATTEST:

Lisa Scholl, Deputy City Recorder

Jessica Chilton, Council President

An audio recording of this meeting is archived at City Hall.

COUNCIL REGULAR SESSION

Wednesday, October 21, 2026

DRAFT MINUTES

MEMBERS PRESENT
Council President Jessica Chilton
Councilor Mark Gundersen
Councilor Russell Hubbard
Councilor Brandon Sundeen

MEMBERS ABSENT
Mayor Jennifer Massey

STAFF PRESENT
Erik Finch, City Administrator
Lisa Scholl, Deputy City Recorder
Crystal King, Communications Office
Matthew Smith, Police Chief
Gloria Butsch, Finance Director
Ashley Wigod, Contracted City Attorney

OTHERS

Peggy Pollock	Koreen Barreras-Brown	Richelle Hall
Melody Killens	Brian Bozart	Kim Walker
Will Lewis	Brady Preheim	Christine Smith-Reed
Reed Hjort	Erin Salisbury	Kathy
Sarah Stephenson		

CALL REGULAR SESSION TO ORDER – 5:00 p.m.

PLEDGE OF ALLEGIANCE

DECLARATION OF CONFLICTS OF INTEREST

Communications Officer King read the conflicts of interest statement in the record.

City Attorney Wigod advised that an executive session item would be added to the agenda, asking Council to approve a conflict waiver related to the engagement of Miller Nash for legal services. She noted that Miller Nash represents Columbia River Fire & Rescue. Councilor Gundersen asked whether the situation was a potential or an actual conflict, then declared an actual conflict because he serves as board president of Columbia River Fire & Rescue. No other councilors declared a conflict.

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

- Koreen Barreras-Brown, Superintendent of St. Helens School District. Thanked local law enforcement for their partnership with the District. She then expressed the District's concerns about the pending sale of the Ross Road and Gable Road properties. She stated that the City holds a Right of First Refusal on the Ross property with 30 days to communicate its intent, and that the City did not respond within that time frame. She said the District had struggled to advance the transactions, including limited communication and engagement with prospective buyers. She

stated that anticipated proceeds from the Ross Road sale were included in the District's current-year budget. Continued delays could require midyear budget reductions affecting student programs and services. Barreras-Brown asked the City to clarify its position on the Ross Road property in public session, engage directly and constructively with prospective buyers, and set a clear timeline to resolve both transactions. She affirmed the District's commitment to a positive working relationship with the City.

- Brady Preheim commented on the waterfront trail. He acknowledged the award the project received but said lighting problems had existed since the beginning. He stated that most of the broken bollards had been removed or were broken for about three years, and that the design was poor for that location. He asked that the design be revisited and full lighting installed rather than waiting for future development. He noted that a recently posted sign prohibits access after dark, which defeated the purpose of the lights, and said the area should be lit and accessible with many visitors in town for Sprit of Halloweentown. He also commended the efficiency of the previous meeting.

- Brian Bozart, a retired St. Helens police officer, spoke on his own behalf in support of preserving the Police Department and promoting the public safety levy. He stated that the department had 20 officers when he retired 27 years ago and now has 18 officers and a part-time clerk. He said competitive wages are necessary to attract and retain qualified officers, and that public safety is a prerequisite for attracting businesses and protecting citizens. He urged Council to support the department.

- Erin Salisbury, speaking as a private citizen, thanked City staff and Council for their work during election season and Spirit of Halloweentown. She said governing a small city is demanding work that is often recognized only when something goes wrong. She welcomed Finch to the City and thanked Council members for their continued service.

Council President Chilton thanked the St. Helens School District for raising its concerns. She stated that Council was not prepared to discuss the matter that evening, but that it had been referred to legal counsel so that an answer could be provided as soon as possible.

ORDINANCES – *Final Reading*

1. **Ordinance No. 3326:** An Ordinance Adding Chapter 18.18, Pre- and Post-Construction Stormwater Management to the St. Helens Municipal Code to Meet the City's Requirement as a Designated Management Agency for the Willamette Basin Mercury Total Maximum Daily Load

Council President Chilton read Ordinance No. 3326 by title. **Motion:** Motion made by Councilor Gundersen and seconded by Councilor Sundeen to adopt Ordinance No. 3326. **Vote:** Yea: Council President Chilton, Councilor Gundersen, Councilor Sundeen; Nay: Councilor Hubbard

RESOLUTIONS

2. **Resolution No. 2097:** A Resolution Adopting Public Records Request Policy and Procedures

Council President Chilton read Resolution No. 2097 by title. **Motion:** Motion made by Councilor Gundersen and seconded by Councilor Sundeen to adopt Resolution No. 2097. **Vote:** Yea: Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

APPROVE AND/OR AUTHORIZE FOR SIGNATURE

3. Amendment No. 2 to Extend Agreement with Keller Williams Sunset Corridor Lower Columbia Group for Realtor Services

Motion: Motion made by Councilor Gundersen and seconded by Councilor Sundeen to approve '3' above. **Vote:** Yea: Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

APPOINTMENTS TO CITY BOARDS AND COMMISSIONS

4. Appoint Mike Russell to the Transportation System Plan Project Advisory Committee
5. Appoint Members Listed in the Packet to the St. Helens to Scappoose Regional Pathway Project Advisory Committee

Motion: Motion made by Councilor Sundeen and seconded by Councilor Gundersen to approve '4' and '5' above. **Vote:** Yea: Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

CONSENT AGENDA FOR ACCEPTANCE

6. Transportation System Plan Project Advisory Committee Minutes dated July 16, 2026
7. Library Board Minutes dated July 13, 2026

Motion: Motion made by Councilor Sundeen and seconded by Councilor Gundersen to approve '6' and '7' above. **Vote:** Yea: Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

CONSENT AGENDA FOR APPROVAL

8. City Council Minutes dated September 10, 16, 17, and 24, and October 12, 2026
9. Accounts Payable Bill Lists

Motion: Motion made by Councilor Sundeen and seconded by Councilor Gundersen to approve '8' and '9' above. **Vote:** Yea: Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

WORK SESSION ACTION ITEMS

Urban Trail Sign in Columbia View Park

Motion: Motion made by Councilor Sundeen and seconded by Councilor Gundersen to approve the installation of the Urban Trail Sign in Columbia View Park. **Vote:** Yea: Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

Executive Session Action Items

City Attorney Wigod stated that two items arose from discussion in executive session. Each related to engaging legal services and executing a conflict waiver.

Motion: Motion made by Councilor Sundeen and seconded by Councilor Hubbard to authorize and direct the City Administrator to execute an engagement agreement with Cable Huston for real property law services and execute a conflict waiver related to Cable Huston's representation of Columbia River PUD. **Vote:** Yea: Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

Motion: Motion made by Councilor Sundeen and seconded by Councilor Hubbard to authorize and direct the City Administrator to execute an engagement agreement with Miller Nash to advise on public records matters and execute a conflict waiver related to Miller Nash's representation of Columbia River Fire &

Rescue. **Vote:** Yea: Council President Chilton, Councilor Hubbard, Councilor Sundeen; Abstaining: Councilor Gundersen

COUNCIL MEMBER REPORTS

- **Councilor Sundeen** reported that he had attended Spirit of Halloweentown every weekend. After a slow start, recent weekends had been very busy, and visitors had come from Florida, Washington, D.C., British Columbia, Ohio, and elsewhere. He said the event was a good opportunity to showcase the community.
- **Councilor Gundersen** commented on the upcoming election and expressed hope of being voted in. He said he was pleased by the high level of engagement from other candidates.
- **Councilor Hubbard** reported that the police station was progressing "out of the ground." Underground piping was largely complete after rock was broken, and concrete block was beginning to rise. He noted that the project is significant for the City and that the team is working to stay on budget. He said the contractor was performing well and could finish ahead of schedule, which could mean savings and earlier occupancy.
- **Council President Chilton** reported attending a Chamber of Commerce event hosted by Treadway during Spirit of Halloweentown, held above the gift shop. The event included a happy hour for local business owners and a special pumpkin lighting in the square. She said the event helped local business owners feel included in Spirit of Halloweentown, and she thanked Treadway for opening that door to the wider business community.

MAYOR MASSEY REPORTS - Absent

PROACTIVE ITEMS

OTHER BUSINESS

ADJOURN – 5:23 p.m.

Respectfully transcribed by ClerkMinutes and submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Lisa Scholl, Deputy City Recorder

Jessica Chilton, Council President

COUNCIL SPECIAL SESSION

Tuesday, October 27, 2026

DRAFT MINUTES

MEMBERS PRESENT
Mayor Jennifer Massey
Councilor Mark Gundersen
Councilor Russell Hubbard
Councilor Brandon Sundeen

MEMBERS ABSENT
Council President Jessica Chilton

STAFF PRESENT
Erik Finch, City Administrator
Lisa Scholl, Deputy City Recorder
Ashley Wigod, Contracted City Attorney

OTHERS
Kaelyn Cassidy

CALL SPECIAL SESSION TO ORDER - 5:30 PM

DECLARATION OF CONFLICTS OF INTEREST

Deputy City Recorder Scholl read the declaration of conflicts of interest statement. No Council members declared a conflict of interest.

RECESS SPECIAL SESSION – 5:32 p.m.

EXECUTIVE SESSION

An Executive Session is scheduled to take place under the following provisions:

- 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.

ADJOURN EXECUTIVE SESSION

RESUME SPECIAL SESSION – 6:36 p.m.

DISCUSSION TOPICS

1. Discuss the City's Right of First Refusal to Purchase Property on Ross Road

City Attorney Wigod explained that in 2009 the City executed a Right of First Refusal on property owned by the School District, referred to as 0 Ross Road. Under that agreement, if the School District received an offer on the property, the City would have the right to match the offer and purchase the property.

Around September 17, 2026, the City received notice from the school district that it had received an offer to purchase the property. This gave the City the opportunity to either exercise or waive its right of first refusal, and the City had until October 29 to make that election. Wigod noted that real property transactions are a proper subject for Executive Session and that the matter had been discussed there. She said the Council could discuss the item further or proceed to a motion.

Motion: Motion made by Councilor Gundersen and seconded by Councilor Hubbard to authorize the City Administrator to execute a waiver of the Right of First Refusal with respect to the sale of property referred to as 0 Ross Road from the School District to Romano Capital, provided that the sale proceeds in accordance with the terms contained in the September 17, 2026, Notice of Sale, and if the sale is proposed for amended terms or does not close, the City's rights will remain in effect. **Vote:** Yea: Mayor Massey, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

2. Discuss an Update to Project Arcadia

Mayor Massey stated for the record that this item was listed on the agenda in error and that it was not discussed.

RESOLUTIONS

3. **Resolution No. 2103:** A Resolution of the City Council of the City of St. Helens, Oregon, Delegating Limited Authority to the City Administrator to Execute Conflicts of Interest Waivers and Consents Requested by Outside Legal Counsel

Mayor Massey read Resolution No. 2103 by title.

City Attorney Wigod provided an overview of the resolution. She explained that under the Oregon Rules of Professional Responsibility, attorneys may not represent parties when a conflict of interest could divide their loyalty. In certain instances, however, a firm may represent a client in one matter while another attorney in the same firm represents the same client in an unrelated matter. This is allowed if both clients execute a conflict waiver. She noted that this arises from time to time, particularly when public agencies retain firms that also represent the same client in other matters.

Wigod stated that the decision to execute such a waiver rests with the City Council, but the Council may delegate that authority to the City Administrator. The resolution delegated authority to the City Administrator to retain legal counsel and execute conflict waivers in certain limited circumstances. It also required the City Administrator to report to the City Council after executing any such waivers. She stated that this would allow the City to proceed with needed legal representation while the existing provisions and protections remained in place.

Motion: Motion made by Councilor Sundeen and seconded by Councilor Gundersen to adopt Resolution No. 2103. **Vote:** Yea: Mayor Massey, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

OTHER BUSINESS

ADJOURN – 6:43 p.m.

Respectfully transcribed by ClerkMinutes and submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Lisa Scholl, Deputy City Recorder

Jennifer Massey, Mayor

City of St. Helens
CITY COUNCIL

Executive Session Summary **October 27, 2026**

Members Present: Jennifer Massey, Mayor
Mark Gundersen, Councilor
Brandon Sundeen, Councilor
Russell Hubbard, Councilor

Members Absent: Jessica Chilton, Council President

Staff Present: Erik Finch, City Administrator
Lisa Scholl, Deputy City Recorder

Others: Ashley Wigod, City Attorney with Jordan Ramis PC
Kaelyn Cassidy, Columbia County Spotlight

◆

At 5:34 p.m., Mayor Massey opened the Executive Session pursuant to the ORS numbers listed below and then gave roll call. Other than Labor Negotiations, representatives of the news media, designated staff, and other persons as approved shall be allowed to attend the Executive Session. All other members of the audience are asked to leave the Council Chambers. Representatives of the news media were specifically directed not to report on or otherwise disclose any of the deliberations or anything said about these subjects during the executive session, except to state the general subject of the session as previously announced. No decision may be made in executive session. Any person in attendance, including the news media, who has a recording device is directed to turn it off.

- ORS 192.660(2)(f) To consider information or **records that are exempt** by law from public inspection:

- ORS 192.660(2)(e) To conduct deliberations with persons designated by the governing body to negotiate **real property transactions**:

Recess Executive Session – 6:00 p.m.

Resume Executive Session – 6:08 p.m.

- ORS 192.660(2)(h) To **consult with legal counsel** concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed:

The Executive Session was adjourned at 6:28 p.m.

◆

ATTEST:

Lisa Scholl, Deputy City Recorder

Jennifer Massey, Mayor

An audio recording of this meeting is archived at City Hall.

City of St. Helens
Declare Surplus Property
City Council Meeting
November 18 2026

If approved, the following items will be disposed of per St. Helens Municipal Code Chapter 2.04.

Police Department

See attached

TO POST

CASE #	Item Description	Reciept #	Location of iter	Posted Dates	Notes
24-046058	Red Bag & Survival Kit		B	11/26	
24-051189	Knife		A		
24-057055	Wallet & Cash				
25-006098	Pet Collar and taser				
25-060366	cell phone				
26-001629	BMX bike				
26-002900	cash				
26-007195	zipper pouch				
26-009933	Bike				
26-014346	2 knives				
26-014375	Blanket, pillows & cash				
26-016595	duffle bag, laptop,helmet & cash				
26-017496	knife				
26-027072	foreign currency				
26-033943	green zipper case				
26-035894	pendleton glasses				
26-043737	knives				
26-046424	Gun Case, shells & shotgun				
23-021631	Gun				

City of St. Helens

Consent Agenda for Approval

OLCC LICENSES

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

2026 RENEWALS

Licensee	Tradename	Location	Purpose

2026 NEW & CHANGE IN PRIVILEGE OR OWNERSHIP

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

Licensee	Tradename	Location	Purpose
HJH SINGH, LLC	St. Helens	1111 Columbia Blvd	New License

St. Helens, OR

Expense Approval Register

Packet: APPKT01651 - AP 10 9-16 2026

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL FUND					
STEVEN LESKIN	00668	10/12/2026	COURT ATTORNEY FEES	100-704-52019	3,000.00
CENTURY LINK	09.26.26 333822307	10/12/2026	966B	100-712-52010	338.14
MAILBOXES NORTHWEST	10.01.26	10/12/2026	POSTAGE 2801 ACCT 1 PD	100-705-52001	224.82
DOUG TREAT	10.08.26	10/12/2026	TRAVEL REIMBURSEMENT IA...	100-705-52018	1,018.76
OREGON DEPARTMENT OF R...	10.12.26	10/12/2026	STATEWIDE TRANSIT TAX	100-701-51008	109.52
COMCAST BUSINESS	284660122	10/12/2026	FIBER INTERNET ACCT 93457...	100-712-52003	5,159.33
CDR LABOR LAW LLC	4489	10/12/2026	CITY OF ST HELENS GENERAL ...	100-715-52019	935.00
CENTRALSQUARE TECHNOL...	473406	10/12/2026	TRAINING RMS	100-705-52115	4,986.76
LOCAL GOVERNMENT LAW ...	74603	10/12/2026	SPECIAL PROJECT-TOWING A...	100-715-52019	1,788.00
COLUMBIA COUNTY TRANSF...	9347	10/12/2026	DUMP FEES ACCT 0017	100-715-52023	10.45
WILCOX	9770342-IN	10/12/2026	FUEL PARKS DEPT BIO DISEL	100-708-52022	1,063.88
METRO PRESORT	IN689546	10/12/2026	UB BILL PRINTING	100-707-52008	795.12
METRO PRESORT	IN689546	10/12/2026	UB BILL PRINTING -POSTAGE	100-707-52009	3,132.55
METRO PRESORT	IN689849	10/12/2026	MONTHLY E SERVICE CHARG...	100-707-52019	75.00
THE LIBRARY CORPORATION	INV1106174	10/12/2026	SOFTWARE RENEWAL & HOS...	100-706-52019	9,685.18
L.N CURTIS AND SONS	INV1114699	10/12/2026	POLICE UNIFORMS	100-705-52002	41.82
L.N CURTIS AND SONS	INV1116219	10/12/2026	POLICE UNIFORMS	100-705-52002	207.16
ENVISIONWARE INC	INV-US-83120	10/12/2026	ANNUAL SYSTEM MAINENA...	100-706-52019	796.57
LES SCHWAB TIRE CENTER	0001284120	10/13/2026	TIRES 2023 FORD POLICE AU	100-705-52098	505.98
BLUE TRITON BRANDS INC	0618750105470	10/13/2026	WATER DELIVERY UB/COURT...	100-715-52001	78.96
PATH POINT MERCHANT SER...	09.01.26-09.30.26 5304	10/13/2026	GENERAL SERVICE MERCHAN...	100-707-52020	366.31
PATH POINT MERCHANT SER...	09.01.26-09.30-26 5452	10/13/2026	UTILITY BILLING MERCHANT ...	100-707-52020	3,958.29
ERSKINE LAW PRACTICE LLC	10.01.26	10/13/2026	CITY PROSECUTOR SEPTEMB...	100-704-52019	6,510.90
HUDSON GARBAGE SERVICE	10.01.26	10/13/2026	2046-1287547	100-705-52023	130.50
HUDSON GARBAGE SERVICE	10.01.26	10/13/2026	2046-71887056	100-705-52023	28.40
HUDSON GARBAGE SERVICE	10.01.26	10/13/2026	2046-1001554	100-706-52003	102.40
HUDSON GARBAGE SERVICE	10.01.26	10/13/2026	2046-1287636	100-708-52023	265.20
HUDSON GARBAGE SERVICE	10.01.26	10/13/2026	2046-1287598	100-708-52023	1,205.10
HUDSON GARBAGE SERVICE	10.01.26	10/13/2026	2046-71905273	100-709-52023	85.00
HUDSON GARBAGE SERVICE	10.01.26	10/13/2026	2046-1287601	100-715-52023	275.60
HUDSON GARBAGE SERVICE	10.01.26	10/13/2026	2046-1287539	100-715-52023	252.10
OREGON DEPARTMENT OF R...	10.05.26	10/13/2026	PAID LEAVE OREGON	100-701-51008	905.33
OREGON DEPARTMENT OF R...	10.09.26	10/13/2026	STATE MISD	100-000-20800	210.00
OREGON DEPARTMENT OF R...	10.09.26	10/13/2026	UNITARY	100-000-20800	10.89
OREGON DEPARTMENT OF R...	10.09.26	10/13/2026	STATE VIOLATION	100-000-20800	1,100.00
OREGON DEPARTMENT OF R...	10.09.26	10/13/2026	STATE DUII DIVERSION	100-000-20800	1,100.00
OREGON DEPARTMENT OF R...	10.09.26	10/13/2026	STATE COURT FACILITY	100-000-20800	7.00
OREGON DEPARTMENT OF R...	10.09.26	10/13/2026	LEMLA	100-000-20800	5.24
COLUMBIA COUNTY TREASU...	10.09.26	10/13/2026	JAIL ASSESSMENT	100-000-20900	57.82
COLUMBIA COUNTY TREASU...	10.09.26	10/13/2026	COUNTY ASSESSMENT	100-000-20900	364.30
JOHNSTUN INJURY LAW	10.09.26	10/13/2026	REFUND PUBLIC RECORDS R...	100-000-36002	148.00
COLUMBIA COUNTY TREASU...	10.09.26	10/13/2026	CITY COURT COSTS DEDUCT...	100-000-36002	-42.21
WILCOX	1051974-IN	10/13/2026	FUEL PARKS DEPT	100-708-52022	1,237.82
MORE POWER TECHNOLOGY...	18747	10/13/2026	PREMIUM AGREEMENT MO...	100-712-52019	10,424.51
MORE POWER TECHNOLOGY...	18748	10/13/2026	24TB BCDR APPLIANCE WITH...	100-712-52019	994.00
CHAVES CONSULTING INC	217362	10/13/2026	MONTHLY USER FEE PER USE...	100-702-52019	197.25
ORKIN	304131186	10/13/2026	265 STRAND PEST SERVICE CI...	100-715-52023	146.51
SOUTHWELL LAW LLC	541	10/13/2026	COURT ATTORNEY FEES	100-704-52019	3,000.00
MILLER CONSULTING ENGIN...	60762	10/13/2026	STRUCTURAL PLAN REVIEW ...	100-711-52019	752.00
MILLER CONSULTING ENGIN...	61182	10/13/2026	ST HELENS POLICE STATION P...	100-711-52019	385.00
METRO PLANNING INC	7201	10/13/2026	WEB GIS	100-710-52001	275.00
NET ASSETS CORPORATION	95-202609	10/13/2026	ESCROW TITLE SERVICES	100-707-52019	396.00
XPRESS SOLUTIONS INC	INV-XPR040851	10/13/2026	CARD TRANSACTION FEES M...	100-707-52020	3,437.29

Expense Approval Register **Packet: APPKT01651 -**

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
INFLOW COMMUNICATIONS ...	INV11194	10/14/2026	2026 MITEL SUPPORT RENE...	100-712-52006	4,940.88
PORTLAND GENERAL ELECTR...	08.07.26-09.10.26	10/16/2026	0153585940 1820 OLD PORT...	100-705-52023	241.31
ACE HARDWARE - ST. HELENS	09.30.26 60176	10/16/2026	MATERIALS ACE ACCT 60176 ...	100-706-52023	28.89
ACE HARDWARE - ST. HELENS	09.30.26 60176	10/16/2026	MATERIALS ACE ACCT 60176 ...	100-708-52001	24.98
ACE HARDWARE - ST. HELENS	09.30.26 60181	10/16/2026	ACE MATERIALS ACCT 60181	100-705-52023	15.99
ACE HARDWARE - ST. HELENS	09.30.26 60181	10/16/2026	ACE MATERIALS ACCT 60181	100-708-52001	24.93
ACE HARDWARE - ST. HELENS	09.30.26 60181	10/16/2026	ACE MATERIALS ACCT 60181	100-709-52023	34.57
STATE OF OREGON CORPOR...	09.30.26	10/16/2026	TRADEMARK LOGO SPIRIT OF...	100-715-52001	100.00
BRANDON HAFLICH	10.09.26	10/16/2026	TRAVEL REIMBURSEMENT-IA...	100-705-52018	450.00
LIBRARY IDEAS LLC	133696	10/16/2026	FREEGAL MUSIC & STREAMI...	100-706-52032	4,220.00
LAWRENCE COMPANY	17802	10/16/2026	UNEMPLOYMENT SERVICES	100-707-52019	100.00
MORE POWER TECHNOLOGY...	18769	10/16/2026	RMS MORE AWARE ESSENTI...	100-705-52115	3,464.90
ENTERPRISE FM TRUST	FBN5762243	10/16/2026	POLICE LEASE	100-705-52097	18,215.69
ENTERPRISE FM TRUST	FBN5762243	10/16/2026	POLICE MAINTENANCE	100-705-52098	1,123.64
ENTERPRISE FM TRUST	FBN5772149	10/16/2026	PLANNING FLEET	100-710-52097	415.97
TONKON TORP LLC	10.7.26	10/08/2026	STIPULATED JUDGEMENT-TO...	100-715-52019	81,000.00
				Fund 100 - GENERAL FUND Total:	**186,646.30**
Fund: 202 - COMMUNITY DEVELOPMENT					
PORTLAND GENERAL ELECTR...	08.07.26-09.10.26	10/16/2026	1277060585 1300 KASTER RD	202-722-52003	95.88
PORTLAND GENERAL ELECTR...	08.07.26-09.10.26	10/16/2026	8863163302 1300 KASTER RD	202-722-52003	24.72
PORTLAND GENERAL ELECTR...	08.07.26-09.10.26	10/16/2026	7357701000 1300 KASTER RD	202-722-52003	25.32
MAUL FOSTER ALONGI INC	76469	10/16/2026	WATERFRONT REDEVELOPM...	202-726-52019	2,937.50
DEPARTMENT OF ENVIRON...	CPGFD2600037	10/16/2026	CIVIL PENALTY ORS 468.135(...	202-722-52019	3,826.00
				Fund 202 - COMMUNITY DEVELOPMENT Total:	**6,909.42**
Fund: 203 - COMMUNITY ENHANCEMENT					
IN A PICKLE CPR LLC	0019	10/13/2026	CPR TRAINING RISE PROGR...	203-709-52140	300.00
				Fund 203 - COMMUNITY ENHANCEMENT Total:	**300.00**
Fund: 205 - STREETS					
TFT CONSTRUCTION INC	2791339	10/12/2026	DEMO CONCRETE ALONG G...	205-000-53001	19,203.00
CR WOODS GENERAL CONTR...	C-001105	10/12/2026	CCMH CITY OF ST HELENS	205-000-53001	27,337.20
THE SHERWIN WILLIAMS CO	09.30.26	10/13/2026	STREET PAINT	205-000-52001	761.79
THE SHERWIN WILLIAMS CO	09.30.26	10/13/2026	STREET PAINT	205-000-53001	981.19
PORTLAND GENERAL ELECTR...	08.07.26-09.10.26	10/16/2026	4854421000 STREET LIGHTI...	205-000-52003	63.65
				Fund 205 - STREETS Total:	**48,346.83**
Fund: 601 - WATER					
CITY OF COLUMBIA CITY	09.26.26	10/12/2026	001754-001	601-732-52003	101.26
LAWRENCE OIL COMPANY	CFSI-38333	10/12/2026	247752 WATER	601-732-52022	195.88
CORE & MAIN	Z631906	10/13/2026	MATERIALS	601-731-53302	2,759.47
ACE HARDWARE - ST. HELENS	09.30.26 60180	10/16/2026	MATERIALS ACE ACCT 60180	601-732-52001	217.31
ACE HARDWARE - ST. HELENS	09.30.26 60181	10/16/2026	ACE MATERIALS ACCT 60181	601-732-52023	38.45
BRIDGE TOWER OPCO LLC	745905891	10/16/2026	BID ADVERTISING PARK ST ...	601-731-53315	694.71
PEAK ELECTRIC GROUP LLC	I11855	10/16/2026	ELECTRICAL WORK AT COLU...	601-731-53302	1,856.10
				Fund 601 - WATER Total:	**5,863.18**
Fund: 603 - SEWER					
COLUMBIA RIVER PUD	10.01.26 38633	10/12/2026	38633 594 S 9 ST POWER	603-737-52003	19,072.88
HASA	1168941	10/12/2026	MULTI CHLOR	603-736-52083	11,500.11
HUDSON GARBAGE SERVICE	10.01.26	10/13/2026	2046-1008333	603-736-52023	305.30
HUDSON GARBAGE SERVICE	10.01.26	10/13/2026	2046-1008333	603-737-52023	305.30
DUKES ROOT CONTROL INC	44924	10/13/2026	ROOT CONTROL	603-000-53302	14,149.71
ACE HARDWARE - ST. HELENS	09.30.26 60180	10/16/2026	MATERIALS ACE ACCT 60180	603-736-52001	21.23
ACE HARDWARE - ST. HELENS	09.30.26 60180	10/16/2026	MATERIALS ACE ACCT 60180	603-737-52001	21.22
ACE HARDWARE - ST. HELENS	09.30.26 60180	10/16/2026	MATERIALS ACE ACCT 60180	603-738-52001	65.97
ACE HARDWARE - ST. HELENS	09.30.26 60181	10/16/2026	ACE MATERIALS ACCT 60181	603-736-52023	11.68
				Fund 603 - SEWER Total:	**45,453.40**
Fund: 703 - PW OPERATIONS					
COLUMBIA RIVER FIRE AND ...	10.05.26	10/12/2026	SHARED COST JOINT MAINT ...	703-739-52099	530.79
COLUMBIA FEED AND SUPPLY	1155	10/12/2026	PARTS	703-739-52099	65.97
LAWRENCE OIL COMPANY	CFSI-38333	10/12/2026	247748 PUBLIC WORKS	703-734-52022	1,055.85

Expense Approval Register **Packet: APPKT01651 - 26**

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
HUDSON GARBAGE SERVICE	10.01.26	10/13/2026	2046-1287555	703-734-52023	105.60
EMMERT CHEVERLET BUICK ...	146369	10/13/2026	LOCK	703-739-52099	244.02
OREGON OCCUPATIONAL M...	157308	10/13/2026	EXAM	703-734-52019	219.31
METRO PLANNING INC	7201	10/13/2026	WEB GIS	703-733-52019	275.00
ACE HARDWARE - ST. HELENS	09.30.26 60180	10/16/2026	MATERIALS ACE ACCT 60180	703-739-52001	8.97
ACE HARDWARE - ST. HELENS	09.30.26 60181	10/16/2026	ACE MATERIALS ACCT 60181	703-734-52001	45.32
ACE HARDWARE - ST. HELENS	09.30.26 60181	10/16/2026	ACE MATERIALS ACCT 60181	703-734-52001	13.52
ACE HARDWARE - ST. HELENS	09.30.26 60181	10/16/2026	ACE MATERIALS ACCT 60181	703-739-52001	56.93
ACE HARDWARE - ST. HELENS	09.30.26 60181	10/16/2026	ACE MATERIALS ACCT 60181	703-739-52001	-20.16
ACE HARDWARE - ST. HELENS	09.30.26 60181	10/16/2026	ACE MATERIALS ACCT 60181	703-739-52120	29.97
SUNSET AUTO PARTS INC - N...	09.30.26	10/16/2026	AUTO PARTS ACCT 6355	703-739-52099	504.21
PAPE MACHINERY	17097921-2	10/16/2026	REMAINING BALANCE INV 17...	703-739-52099	0.82
COLUMBIA PACIFIC EDD	230	10/16/2026	GRANT ADMIN	703-733-52019	6,110.00
ENTERPRISE FM TRUST	FBN5772133	10/16/2026	ENTERPRISE FLEET LEASE & ...	703-734-52097	692.96
				Fund 703 - PW OPERATIONS Total:	**9,939.08**
Fund: 706 - PUBLIC SAFETY					
OTAK INC	000102600024	10/16/2026	PUBLIC SAFETY BUILDING	706-000-52019	14,125.05
CITY OF ST. HELENS	22783	10/16/2026	PERMIT 749-26-000089-ME...	706-000-53001	5,143.17
				Fund 706 - PUBLIC SAFETY Total:	**19,268.22**
				Grand Total:	**322,726.43**

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	186,646.30
202 - COMMUNITY DEVELOPMENT	6,909.42
203 - COMMUNITY ENHANCEMENT	300.00
205 - STREETS	48,346.83
601 - WATER	5,863.18
603 - SEWER	45,453.40
703 - PW OPERATIONS	9,939.08
706 - PUBLIC SAFETY	19,268.22
Grand Total:	**322,726.43**

Account Summary

Account Number	Account Name	Expense Amount
100-000-20800	Court - State Assessment	2,433.13
100-000-20900	Court - County Assessm…	422.12
100-000-36002	Fines - Court	105.79
100-701-51008	Taxes	1,014.85
100-702-52019	Professional Services	197.25
100-704-52019	Professional Services	12,510.90
100-705-52001	Operating Supplies	224.82
100-705-52002	Personnel Uniforms Equ…	248.98
100-705-52018	Professional Developme…	1,468.76
100-705-52023	Facility Maintenance	416.20
100-705-52097	Enterprise Fleet	18,215.69
100-705-52098	Enterprise Fleet Mainte…	1,629.62
100-705-52115	REPORT WRITING	8,451.66
100-706-52003	Utilities	102.40
100-706-52019	Professional Services	10,481.75
100-706-52023	Facility Maintenance	28.89
100-706-52032	Digital Resources	4,220.00
100-707-52008	Printing	795.12
100-707-52009	Postage	3,132.55
100-707-52019	Professional Services	571.00
100-707-52020	Bank Service Fees	7,761.89
100-708-52001	Operating Supplies	49.91
100-708-52022	Fuel	2,301.70
100-708-52023	Facility Maintenance	1,470.30
100-709-52023	Facility Maintenance	119.57
100-710-52001	Operating Supplies	275.00
100-710-52097	Enterprise Fleet	415.97
100-711-52019	Professional Services	1,137.00
100-712-52003	Utilities	5,159.33
100-712-52006	Computer Maintenance	4,940.88
100-712-52010	Telephone	338.14
100-712-52019	Professional Services	11,418.51
100-715-52001	Operating Supplies	178.96
100-715-52019	Professional Services	83,723.00
100-715-52023	Facility Maintenance	684.66
202-722-52003	Utilities	145.92
202-722-52019	Professional Services	3,826.00
202-726-52019	Professional Services	2,937.50
203-709-52140	Contract Programs	300.00
205-000-52001	Operating Supplies	761.79
205-000-52003	Utilities	63.65
205-000-53001	Street Improvements & …	47,521.39
601-731-53302	Annual Maintenance	4,615.57
601-731-53315	Capital Outlay Railroad …	694.71
601-732-52001	Operating Supplies	217.31
601-732-52003	Utilities	101.26
601-732-52022	Fuel	195.88

Account Summary

Account Number	Account Name	Expense Amount
601-732-52023	Facility Maintenance	38.45
603-000-53302	Annual Maintenance	14,149.71
603-736-52001	Operating Supplies	21.23
603-736-52023	Facility Maintenance	316.98
603-736-52083	Chemicals	11,500.11
603-737-52001	Operating Supplies	21.22
603-737-52003	Utilities	19,072.88
603-737-52023	Facility Maintenance	305.30
603-738-52001	Operating Supplies	65.97
703-733-52019	Professional Services	6,385.00
703-734-52001	Operating Supplies	58.84
703-734-52019	Professional Services	219.31
703-734-52022	Fuel	1,055.85
703-734-52023	Facility Maintenance	105.60
703-734-52097	Enterprise Fleet	692.96
703-739-52001	Operating Supplies	45.74
703-739-52099	Equipment Operations	1,345.81
703-739-52120	Facility Maintenance Ot…	29.97
706-000-52019	Professional Services	14,125.05
706-000-53001	Capital Outlay	5,143.17
	Grand Total:	**322,726.43**

Project Account Summary

Project Account Key	Expense Amount
None	322,726.43
Grand Total:	**322,726.43**

St. Helens, OR

Expense Approval Register

Packet: APPKT01658 - Wauna AP 10.16.26

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 201 - VISITOR TOURISM					
COLUMBIA RIVER PUD	09.22.26 94111	10/16/2026	94111	201-000-52131	247.18
CITY OF ST. HELENS	09.22.26	10/16/2026	01-00178-001 MASONIC BUI...	201-000-52131	66.61
HUDSON GARBAGE SERVICE	16576921S046	10/16/2026	2046-71936039-003 MASON...	201-000-52131	17.45
				Fund 201 - VISITOR TOURISM Total:	**331.24**
				Grand Total:	**331.24**

Fund Summary

Fund	Expense Amount
201 - VISITOR TOURISM	331.24
Grand Total:	**331.24**

Account Summary

Account Number	Account Name	Expense Amount
201-000-52131	Contracted Building Leas...	331.24
	Grand Total:	**331.24**

Project Account Summary

Project Account Key	Expense Amount
None	331.24
Grand Total:	**331.24**

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Expense Approval Register

Packet: APPKT01660 - Wauna AP 10 23 2026

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 201 - VISITOR TOURISM					
NW NATURAL GAS	10.12.26	10/22/2026	NATURAL GAS- MASONIC BU...	201-000-52131	130.51
NW NATURAL GAS	10.12.26	10/22/2026	NATURAL GAS- MASONIC BU...	201-000-52131	64.28
COLUMBIA RIVER PUD	10.21.26 94111	10/22/2026	94111	201-000-52131	514.81
TREADWAY EVENTS & ENTER...	23226	10/22/2026	ST HELENS TOURISM EVENT ...	201-000-52039	15,966.67
				Fund 201 - VISITOR TOURISM Total:	**16,676.27**
				Grand Total:	**16,676.27**

Fund Summary

Fund	Expense Amount
201 - VISITOR TOURISM	16,676.27
Grand Total:	**16,676.27**

Account Summary

Account Number	Account Name	Expense Amount
201-000-52039	Contracted Events-Profe…	15,966.67
201-000-52131	Contracted Building Leas…	709.60
	Grand Total:	**16,676.27**

Project Account Summary

Project Account Key	Expense Amount
None	16,676.27
Grand Total:	**16,676.27**

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Expense Approval Register

Packet: APPKT01659 - AP 10 23 2026

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL FUND					
TYLER TECHNOLOGIES INC	025-568268	10/21/2026	UB NOTIFICATION CALLS	100-707-52019	16.00
CENTURY LINK	10.06.26 333899231	10/21/2026	333899231	100-712-52010	42.84
PITNEY BOWES BANK INC PU...	10.11.26	10/21/2026	POSTAGE METER	100-715-52009	1,005.00
PITNEY BOWES INC	1030180599	10/21/2026	METER-POSTAGE MACHINE	100-715-52001	114.75
TYLER BUSINESS FORMS	114356	10/21/2026	CHECK STOCK	100-707-52001	567.62
QWEST DBA CENTURYLINK A...	3263X201-S-26226	10/21/2026	5163X201S3	100-712-52010	80.33
QWEST DBA CENTURYLINK A...	3263X201-S-26287	10/21/2026	5163X201S3	100-712-52010	80.33
QWEST DBA CENTURYLINK A...	3263X204-S-26284	10/21/2026	5163X204S3	100-712-52010	80.33
VERIZON	6154716074	10/21/2026	CELL SERVICE ACCT 2420601...	100-712-52010	171.76
SHRED-IT C/O STERICYCLE INC	8015605342	10/21/2026	POLICE SHRED SERVICE	100-705-52001	169.87
SHRED-IT C/O STERICYCLE INC	8015605342	10/21/2026	CITY HALL SHRED SERVICE	100-715-52001	241.86
TROTTER & MORTON FACILI...	84881	10/21/2026	G10115 LIBRARY HVAC	100-706-52023	4,237.75
TROTTER & MORTON FACILI...	84905	10/21/2026	C11165 HVAC POLICE	100-705-52023	1,230.29
PYE-BARKER FIRE AND SAFET...	9275229	10/21/2026	FIRE ALARM MONITORING-ST..	100-706-52023	150.87
PEAK ELECTRIC GROUP LLC	I11680	10/21/2026	ELECTRICAL WORK POLICE S...	100-705-52023	539.03
CARDINAL SERVICES INC	046697	10/22/2026	JANITORIAL	100-705-52023	325.85
CARDINAL SERVICES INC	046697	10/22/2026	JANITORIAL	100-706-52023	477.14
CARDINAL SERVICES INC	046697	10/22/2026	JANITORIAL	100-708-52023	46.55
CARDINAL SERVICES INC	046697	10/22/2026	JANITORIAL	100-709-52023	151.29
CARDINAL SERVICES INC	046697	10/22/2026	JANITORIAL	100-715-52023	476.00
CARDINAL SERVICES INC	047013	10/22/2026	JANITORIAL	100-705-52023	349.13
CARDINAL SERVICES INC	047013	10/22/2026	JANITORIAL	100-706-52023	468.79
CARDINAL SERVICES INC	047013	10/22/2026	JANITORIAL	100-708-52023	53.33
CARDINAL SERVICES INC	047013	10/22/2026	JANITORIAL	100-709-52023	186.20
CARDINAL SERVICES INC	047013	10/22/2026	JANITORIAL	100-715-52023	442.65
CARDINAL SERVICES INC	047161	10/22/2026	JANITORIAL	100-705-52023	372.40
CARDINAL SERVICES INC	047161	10/22/2026	JANITORIAL	100-706-52023	523.69
CARDINAL SERVICES INC	047161	10/22/2026	JANITORIAL	100-708-52023	58.19
CARDINAL SERVICES INC	047161	10/22/2026	JANITORIAL	100-709-52023	151.28
CARDINAL SERVICES INC	047161	10/22/2026	JANITORIAL	100-715-52023	476.00
CENTURY LINK	10.03.26 333737305	10/22/2026	503-366-1103	100-712-52010	33.00
CENTURY LINK	10.03.26 333737305	10/22/2026	503-366-1101	100-712-52010	36.65
CENTURY LINK	10.03.26 333737305	10/22/2026	503-397-0422	100-712-52010	36.65
CENTURY LINK	10.03.26 333737305	10/22/2026	503-366-2856	100-712-52010	79.29
CENTURY LINK	10.03.26 333737305	10/22/2026	503-397-3363	100-712-52010	33.00
CENTURY LINK	10.03.26 333737305	10/22/2026	TAXES FEES AND SURCHARG...	100-712-52010	122.75
CENTURY LINK	10.03.26 333737305	10/22/2026	503-397-4016	100-712-52010	59.69
CENTURY LINK	10.03.26 333737305	10/22/2026	503-397-3195	100-712-52010	33.00
CENTURY LINK	10.03.26 333737305	10/22/2026	503-366-1257	100-712-52010	36.65
CENTURY LINK	10.03.26 333737305	10/22/2026	503-366-3029	100-712-52010	33.00
CENTURY LINK	10.03.26 333737305	10/22/2026	503-397-1426	100-712-52010	36.65
CENTURY LINK	10.03.26 333737305	10/22/2026	503-397-0619	100-712-52010	33.00
CENTURY LINK	10.03.26 333737305	10/22/2026	503-366-7932	100-712-52010	33.00
CENTURY LINK	10.03.26 333737305	10/22/2026	503-366-8200	100-712-52010	74.50
CENTURY LINK	10.03.26 333737305	10/22/2026	503-366-3448	100-712-52010	55.70
VERIZON	6153948662	10/22/2026	CHRISTY WURSTER	100-701-52001	38.26
VERIZON	6153948662	10/22/2026	CRYSTAL KING 0621	100-701-52010	38.26
VERIZON	6153948662	10/22/2026	HOT SPOT- 8190	100-701-52010	47.11
VERIZON	6153948662	10/22/2026	JENNIFER MASSEY 1992	100-703-52001	38.26
VERIZON	6153948662	10/22/2026	MARK GUNDERSEN 1908	100-703-52001	38.26
VERIZON	6153948662	10/22/2026	RUSSELL HUBBARD 1907	100-703-52001	38.26
VERIZON	6153948662	10/22/2026	JESSICA CHILTON	100-703-52001	38.26
VERIZON	6153948662	10/22/2026	BRANDON SUNDEEN 1179	100-703-52001	38.26

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
VERIZON	6153948662	10/22/2026	PD JETPACK1 8886	100-705-52010	40.80
VERIZON	6153948662	10/22/2026	PD JETPACK2 8538	100-705-52010	40.80
VERIZON	6153948662	10/22/2026	SUZANNE BISHOP 1313	100-706-52003	38.26
VERIZON	6153948662	10/22/2026	GLORIA BUTSCH 1986	100-707-52001	38.26
VERIZON	6153948662	10/22/2026	GLORI BUTSCH HOT SPOT	100-707-52001	40.80
VERIZON	6153948662	10/22/2026	TORY SHELBY 6366	100-708-52010	38.26
VERIZON	6153948662	10/22/2026	CAMERON PAGE 5027	100-708-52010	38.26
VERIZON	6153948662	10/22/2026	RECREATION 1108	100-709-52010	38.26
VERIZON	6153948662	10/22/2026	RECREATION CENTER 2566	100-709-52010	38.26
VERIZON	6153948662	10/22/2026	RECREATION iPHONE 1068	100-709-52010	38.26
VERIZON	6153948662	10/22/2026	REC PHONE 5093	100-709-52010	39.03
VERIZON	6153948662	10/22/2026	BUILDING DEPARTMENT IPAD..	100-711-52010	40.80
VERIZON	6153948662	10/22/2026	MIKE DEROIA 2686	100-711-52010	38.26
VERIZON	6153948662	10/22/2026	DARIN COX 1016	100-712-52010	38.26
STAPLES BUSINESS CREDIT	7011473138	10/22/2026	OFFICE SUPPLES	100-704-52001	355.53
STAPLES BUSINESS CREDIT	7011473138	10/22/2026	OFFICE SUPPLES	100-715-52001	637.88
CENTURY LINK BUSINESS SER...	804502505	10/22/2026	ACCT 88035002	100-712-52010	159.09
SAR ENTERPRISE INC	86267	10/22/2026	RADIO PROGRAMMING	100-705-52001	870.00
				Fund 100 - GENERAL FUND Total:	**16,907.65**
Fund: 202 - COMMUNITY DEVELOPMENT					
MASON BRUCE & GIRARD INC	39487	10/21/2026	PROJECT 0107718- ST HELEN...	202-724-52019	47,918.26
INTERFOR U.S. TIMBER INC.	10.21.26	10/22/2026	REFUND BID DEPOSIT SECTI...	202-724-37030	25,000.00
				Fund 202 - COMMUNITY DEVELOPMENT Total:	**72,918.26**
Fund: 203 - COMMUNITY ENHANCEMENT					
CARDINAL SERVICES INC	046697	10/22/2026	RECREATION STAFF	203-709-52140	2,977.42
CARDINAL SERVICES INC	047013	10/22/2026	RECREATION STAFF	203-709-52140	3,547.51
CARDINAL SERVICES INC	047161	10/22/2026	RECREATION STAFF	203-709-52140	4,469.41
CARDINAL SERVICES INC	047316	10/22/2026	TEMPORARY EMPLOYMENT-...	203-709-52140	129.26
				Fund 203 - COMMUNITY ENHANCEMENT Total:	**11,123.60**
Fund: 205 - STREETS					
COLUMBIA COUNTY ROAD D...	2027-005	10/22/2026	PAINT STRIPING OF CITY STR...	205-000-53001	13,301.57
				Fund 205 - STREETS Total:	**13,301.57**
Fund: 601 - WATER					
ROGERS MACHINERY COMP...	1545998	10/21/2026	SERVICE WFF	601-732-52019	1,137.55
LAWRENCE OIL COMPANY	CFSI-38718	10/21/2026	247752 WATER	601-732-52022	74.93
VERIZON	6153948662	10/22/2026	JOHN DEWEY 1914	601-732-52010	38.26
				Fund 601 - WATER Total:	**1,250.74**
Fund: 603 - SEWER					
BUREAU OF LABOR AND IND...	10.21.26	10/21/2026	PUBLIC WORKS FEE WASTE...	603-000-53034	12,500.00
PAULSON PRINTING CO.	7687	10/21/2026	HAULED WASTE TICKETS	603-736-52010	125.00
PETERSON CAT	SW290115906	10/21/2026	ANNUAL MAINTENANCE	603-738-52019	1,485.00
CARDINAL SERVICES INC	046697	10/22/2026	CONSTRUCTION ENGINEER I...	603-000-53034	1,794.94
CARDINAL SERVICES INC	046697	10/22/2026	JANITORIAL	603-736-52023	46.55
CARDINAL SERVICES INC	046697	10/22/2026	JANITORIAL	603-737-52023	46.55
CARDINAL SERVICES INC	047013	10/22/2026	CONSTRUCTION ENGINEER I...	603-000-53034	3,589.86
CARDINAL SERVICES INC	047013	10/22/2026	JANITORIAL	603-736-52023	46.55
CARDINAL SERVICES INC	047013	10/22/2026	JANITORIAL	603-737-52023	46.55
CARDINAL SERVICES INC	047161	10/22/2026	CONSTRUCTION ENGINEER I...	603-000-53034	3,589.86
CARDINAL SERVICES INC	047380	10/22/2026	JANITORIAL	603-736-52023	34.91
CARDINAL SERVICES INC	047380	10/22/2026	JANITORIAL	603-737-52023	34.92
CENTURY LINK	10.03.26 333737305	10/22/2026	503-397-3357	603-736-52010	16.50
CENTURY LINK	10.03.26 333737305	10/22/2026	503-397-1272	603-736-52010	16.50
CENTURY LINK	10.03.26 333737305	10/22/2026	503-397-7757	603-736-52010	16.50
CENTURY LINK	10.03.26 333737305	10/22/2026	TAXES FEES AND SURCHARG...	603-736-52010	122.75
CENTURY LINK	10.03.26 333737305	10/22/2026	503-397-3644	603-736-52010	16.50
CENTURY LINK	10.03.26 333737305	10/22/2026	503-397-3351	603-736-52010	16.50
CENTURY LINK	10.03.26 333737305	10/22/2026	503-366-1102	603-736-52010	18.32
CENTURY LINK	10.03.26 333737305	10/22/2026	503-366-3027	603-736-52010	18.33
CENTURY LINK	10.03.26 333737305	10/22/2026	503-366-3024	603-736-52010	18.32

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
CENTURY LINK	10.03.26 333737305	10/22/2026	503-366-3021	603-736-52010	18.32
CENTURY LINK	10.03.26 333737305	10/22/2026	503-397-3997	603-736-52010	16.50
CENTURY LINK	10.03.26 333737305	10/22/2026	503-397-6997	603-736-52010	16.50
CENTURY LINK	10.03.26 333737305	10/22/2026	503-397-3232	603-736-52010	16.50
CENTURY LINK	10.03.26 333737305	10/22/2026	TAXES FEES AND SURCHARG…	603-737-52010	122.80
CENTURY LINK	10.03.26 333737305	10/22/2026	503-397-7757	603-737-52010	16.50
CENTURY LINK	10.03.26 333737305	10/22/2026	503-397-3357	603-737-52010	16.50
CENTURY LINK	10.03.26 333737305	10/22/2026	503-397-1272	603-737-52010	16.50
CENTURY LINK	10.03.26 333737305	10/22/2026	503-366-3021	603-737-52010	18.33
CENTURY LINK	10.03.26 333737305	10/22/2026	503-397-3997	603-737-52010	16.50
CENTURY LINK	10.03.26 333737305	10/22/2026	503-397-6997	603-737-52010	16.50
CENTURY LINK	10.03.26 333737305	10/22/2026	503-397-3232	603-737-52010	16.50
CENTURY LINK	10.03.26 333737305	10/22/2026	503-397-3351	603-737-52010	16.50
CENTURY LINK	10.03.26 333737305	10/22/2026	503-366-1102	603-737-52010	18.33
CENTURY LINK	10.03.26 333737305	10/22/2026	503-366-3024	603-737-52010	18.33
CENTURY LINK	10.03.26 333737305	10/22/2026	503-366-3027	603-737-52010	18.32
CENTURY LINK	10.03.26 333737305	10/22/2026	503-397-3644	603-737-52010	16.50
VERIZON	6153948662	10/22/2026	AARON KUNDERS 6376	603-736-52010	19.13
VERIZON	6153948662	10/22/2026	SAM ORTIZ 1801	603-736-52010	19.13
VERIZON	6153948662	10/22/2026	TYLER HILLS 6492	603-736-52010	19.13
VERIZON	6153948662	10/22/2026	AARON KUNDERS 6376	603-737-52010	19.13
VERIZON	6153948662	10/22/2026	TYLER HILLS 6492	603-737-52010	19.13
VERIZON	6153948662	10/22/2026	SAM ORTIZ 1801	603-737-52010	19.13
				Fund 603 - SEWER Total:	**24,111.62**
Fund: 703 - PW OPERATIONS					
PAPE MACHINERY	17181407	10/21/2026	FUEL PUMP	703-739-52099	50.04
TROTTER & MORTON FACILI…	84859	10/21/2026	C10245	703-734-52023	324.50
LAWRENCE OIL COMPANY	CFSI-38718	10/21/2026	247751 ENGINEERING	703-733-52022	11.29
LAWRENCE OIL COMPANY	CFSI-38718	10/21/2026	247750 PUBLIC WORKS	703-734-52022	72.18
LAWRENCE OIL COMPANY	CFSI-38718	10/21/2026	247748 PUBLIC WORKS	703-734-52022	1,724.47
CARDINAL SERVICES INC	046697	10/22/2026	JANITORIAL	703-733-52019	232.75
CARDINAL SERVICES INC	046697	10/22/2026	MECHANIC	703-739-52019	766.92
CARDINAL SERVICES INC	047013	10/22/2026	JANITORIAL	703-733-52019	174.56
CARDINAL SERVICES INC	047013	10/22/2026	MECHANIC	703-739-52019	508.20
CARDINAL SERVICES INC	047161	10/22/2026	MECHANIC	703-733-52019	739.20
CARDINAL SERVICES INC	047161	10/22/2026	JANITORIAL	703-739-52019	139.65
COLUMBIA RIVER AUTO GLA…	127913	10/22/2026	WINDSHIELD REPLACEMENT …	703-739-52099	1,062.59
VERIZON	6153948662	10/22/2026	ENGINEERING 8524	703-733-52010	38.26
VERIZON	6153948662	10/22/2026	JOHN RICE 1971	703-733-52010	38.26
VERIZON	6153948662	10/22/2026	PW CONSTRUCTION INSPEC…	703-733-52010	40.80
VERIZON	6153948662	10/22/2026	SHARON DARROUX 0813	703-733-52010	38.26
VERIZON	6153948662	10/22/2026	RYAN POWERS 7116	703-734-52010	38.26
VERIZON	6153948662	10/22/2026	BRETT LONG 3607	703-734-52010	38.26
VERIZON	6153948662	10/22/2026	SEAN CRISELL 9662	703-734-52010	38.26
VERIZON	6153948662	10/22/2026	PW ENGINEERING 0940	703-734-52010	40.80
VERIZON	6153948662	10/22/2026	PW OPERATIONS 3856	703-734-52010	40.80
VERIZON	6153948662	10/22/2026	MOUHAMAD ZAHER 3068	703-734-52010	38.26
VERIZON	6153948662	10/22/2026	PUBLIC WORKS 8523	703-734-52010	38.26
VERIZON	6153948662	10/22/2026	PW FACILITY MAINTENANCE …	703-734-52010	40.80
VERIZON	6153948662	10/22/2026	JULIAN ZIRKLE 629	703-734-52010	38.26
VERIZON	6153948662	10/22/2026	ALEX BIRD 9081	703-734-52010	40.80
VERIZON	6153948662	10/22/2026	ALEX BIRD 2000	703-734-52010	38.26
VERIZON	6153948662	10/22/2026	CURT LEMONT 2217	703-734-52010	38.26
VERIZON	6153948662	10/22/2026	PW SPARE 4 8741	703-734-52010	40.80
VERIZON	6153948662	10/22/2026	BASHAR AL-DAOMI I PAD	703-734-52010	40.80
VERIZON	6153948662	10/22/2026	JOEL BEEHLER 1926	703-734-52010	38.26
VERIZON	6153948662	10/22/2026	PW UTILITY 2 9923	703-734-52010	40.80
VERIZON	6153948662	10/22/2026	ETHAN STERLING 6282	703-734-52010	38.26
VERIZON	6153948662	10/22/2026	BUCK TUPPER 3371	703-734-52010	38.26
				Fund 703 - PW OPERATIONS Total:	**6,668.39**

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 706 - PUBLIC SAFETY					
U.S BANK	8346137	10/22/2026	ADMINISTRATION FEE ACCO…	706-000-55003	750.00
				Fund 706 - PUBLIC SAFETY Total:	**750.00**
				Grand Total:	**147,031.83**

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	16,907.65
202 - COMMUNITY DEVELOPMENT	72,918.26
203 - COMMUNITY ENHANCEMENT	11,123.60
205 - STREETS	13,301.57
601 - WATER	1,250.74
603 - SEWER	24,111.62
703 - PW OPERATIONS	6,668.39
706 - PUBLIC SAFETY	750.00
Grand Total:	**147,031.83**

Account Summary

Account Number	Account Name	Expense Amount
100-701-52001	Operating Supplies	38.26
100-701-52010	Telephone	85.37
100-703-52001	Operating Supplies	191.30
100-704-52001	Operating Supplies	355.53
100-705-52001	Operating Supplies	1,039.87
100-705-52010	Telephone	81.60
100-705-52023	Facility Maintenance	2,816.70
100-706-52003	Utilities	38.26
100-706-52023	Facility Maintenance	5,858.24
100-707-52001	Operating Supplies	646.68
100-707-52019	Professional Services	16.00
100-708-52010	Telephone	76.52
100-708-52023	Facility Maintenance	158.07
100-709-52010	Telephone	153.81
100-709-52023	Facility Maintenance	488.77
100-711-52010	Telephone	79.06
100-712-52010	Telephone	1,389.47
100-715-52001	Operating Supplies	994.49
100-715-52009	Postage	1,005.00
100-715-52023	Facility Maintenance	1,394.65
202-724-37030	Timber Harvesting	25,000.00
202-724-52019	Professional Services	47,918.26
203-709-52140	Contract Programs	11,123.60
205-000-53001	Street Improvements & …	13,301.57
601-732-52010	Telephone	38.26
601-732-52019	Professional Services	1,137.55
601-732-52022	Fuel	74.93
603-000-53034	Sewer Capacity - Constr…	21,474.66
603-736-52010	Telephone	510.43
603-736-52023	Facility Maintenance	128.01
603-737-52010	Telephone	385.50
603-737-52023	Facility Maintenance	128.02
603-738-52019	Professional Services	1,485.00
703-733-52010	Telephone	155.58
703-733-52019	Professional Services	1,146.51
703-733-52022	Fuel	11.29
703-734-52010	Telephone	706.46
703-734-52022	Fuel	1,796.65
703-734-52023	Facility Maintenance	324.50
703-739-52019	Professional Services	1,414.77
703-739-52099	Equipment Operations	1,112.63
706-000-55003	Trustee Fee	750.00
	Grand Total:	**147,031.83**

Project Account Summary

Project Account Key	Expense Amount
None	147,031.83
Grand Total:	**147,031.83**

St. Helens, OR

Expense Approval Register

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL FUND					
SAIF CORPORATION	10.01.26	10/30/2026	POLICY #26274	100-705-51015	1,014.09
OREGON JUSTICE RESOURCE...	10.27.26	10/30/2026	REFUND OVERPAYMENT PRR...	100-000-37004	148.00
ST. HELENS SCHOOL DISTRICT	10.29.26	10/30/2026	QTRLY BUILDING EXCISE TAX...	100-000-20400	831.61
DCBS FISCAL SERVICES	10.29.26	10/30/2026	3RD QTR 2026 STATE SURCH...	100-000-20700	4,902.56
ALLSTREAM	22806782	10/30/2026	ALLSTREAM PHONE ACCT 75...	100-712-52010	252.98
JORDAN RAMIS PC ATTORNE...	253106	10/30/2026	PUBLIC RECORDS	100-715-52019	455.00
JORDAN RAMIS PC ATTORNE...	253108	10/30/2026	TOSCHI LITIGATION	100-715-52019	210.00
JORDAN RAMIS PC ATTORNE...	253109	10/30/2026	MYRICK LITIGATION	100-715-52019	10,262.00
AT&T MOBILITY	287302289330x10232026	10/30/2026	287302289330 POLICE PHON...	100-705-52010	1,108.46
U.S BANK EQUIPMENT FINA...	593316771	10/30/2026	KYOCERA COPIER CONTRACT...	100-705-52001	188.87
CINTAS	8408689592	10/30/2026	CITY HALL FIRST AID CABINET...	100-715-52001	91.42
CINTAS	8408689593	10/30/2026	PARKS FIRST AID CABINET SE...	100-708-52001	132.44
CULLIGAN	CD9731140028	10/30/2026	BOTTLED WATER POLICE	100-705-52019	113.12
SOLUTIONS YES	INV507727	10/30/2026	POLICE COPIER CONTRACT C...	100-705-52021	129.08
				Fund 100 - GENERAL FUND Total:	**19,839.63**
Fund: 202 - COMMUNITY DEVELOPMENT					
JORDAN RAMIS PC ATTORNE...	253067	10/30/2026	GENERAL ENVIRONMENTAL	202-721-52019	180.00
JORDAN RAMIS PC ATTORNE...	253068	10/30/2026	SILL CONTRACT- KASTER RO...	202-722-52019	360.00
JORDAN RAMIS PC ATTORNE...	253070	10/30/2026	SHAUN LAND-AMENDMENT ...	202-722-52019	2,430.00
				Fund 202 - COMMUNITY DEVELOPMENT Total:	**2,970.00**
Fund: 203 - COMMUNITY ENHANCEMENT					
CAREL GANTZER	10.20.26	10/30/2026	TEACHER LIAISON LEWIS & C...	203-709-52140	241.80
CAREL GANTZER	10.30.26	10/30/2026	TEACHER LIAISON LEWIS & C...	203-709-52140	241.80
CARDIO PARTNERS	600436807	10/30/2026	AED'S	203-705-52028	36,360.81
				Fund 203 - COMMUNITY ENHANCEMENT Total:	**36,844.41**
Fund: 601 - WATER					
NORTHSTAR CHEMICAL	355534	10/30/2026	SODIUM HYPOCHLORITE 12....	601-732-52083	2,357.98
AIRGAS INC	5527989236	10/30/2026	CYLINDER RETNAL	601-731-52001	576.30
CORE & MAIN	Z863777	10/30/2026	MATERIALS	601-731-52001	404.82
				Fund 601 - WATER Total:	**3,339.10**
Fund: 603 - SEWER					
ENVIRONMENTAL RESOURCE...	160248	10/30/2026	DMR-QA MINI & WASTEWAT...	603-736-52001	384.05
ENVIRONMENTAL RESOURCE...	160248	10/30/2026	DMR-QA MINI & WASTEWAT...	603-737-52001	384.06
ALLSTREAM	22806782	10/30/2026	ALLSTREAM PHONE ACCT 75...	603-736-52010	126.50
ALLSTREAM	22806782	10/30/2026	ALLSTREAM PHONE ACCT 75...	603-737-52010	126.50
DON'S RENTAL	619607	10/30/2026	PROPANE	603-736-52001	9.69
DON'S RENTAL	619607	10/30/2026	PROPANE	603-737-52001	9.69
DEPARTMENT OF ENVIRON...	WQSTM2700785	10/30/2026	BASIN 4 & 6 STM CONSTRUCT..	603-000-53034	1,668.16
				Fund 603 - SEWER Total:	**2,708.65**
Fund: 605 - STORM					
NORTHWEST PLUMBING SER...	4550501	10/30/2026	PERMIT 749-26-000262-PLM	605-000-53316	1,007.65
				Fund 605 - STORM Total:	**1,007.65**
Fund: 703 - PW OPERATIONS					
MARK KENNEDY	10.28.26	10/30/2026	REFUND OVERPAYMENT RO...	703-000-35017	440.00
BEMIS	11591	10/30/2026	DOOR HANGERS	703-739-52019	271.50
COLUMBIA RIVER PUD	3001911	10/30/2026	STREET LIGHT MAINTENANCE	703-739-52120	126.81
EMMERT CHEVERLET BUICK ...	462998	10/30/2026	REPLACE FUEL TANK	703-739-52099	1,457.97
CINTAS	8408689594	10/30/2026	FIRST AID CABINET SERVICE	703-734-52019	98.29
				Fund 703 - PW OPERATIONS Total:	**2,394.57**
				Grand Total:	**69,104.01**

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	19,839.63
202 - COMMUNITY DEVELOPMENT	2,970.00
203 - COMMUNITY ENHANCEMENT	36,844.41
601 - WATER	3,339.10
603 - SEWER	2,708.65
605 - STORM	1,007.65
703 - PW OPERATIONS	2,394.57
Grand Total:	**69,104.01**

Account Summary

Account Number	Account Name	Expense Amount
100-000-20400	Building - Excise Tax	831.61
100-000-20700	Building - State Surcharge	4,902.56
100-000-37004	Miscellaneous	148.00
100-705-51015	Other Benefits	1,014.09
100-705-52001	Operating Supplies	188.87
100-705-52010	Telephone	1,108.46
100-705-52019	Professional Services	113.12
100-705-52021	Equipment Maintenance	129.08
100-708-52001	Operating Supplies	132.44
100-712-52010	Telephone	252.98
100-715-52001	Operating Supplies	91.42
100-715-52019	Professional Services	10,927.00
202-721-52019	Professional Services	180.00
202-722-52019	Professional Services	2,790.00
203-705-52028	Projects & Programs	36,360.81
203-709-52140	Contract Programs	483.60
601-731-52001	Operating Supplies	981.12
601-732-52083	Chemicals	2,357.98
603-000-53034	Sewer Capacity - Constr…	1,668.16
603-736-52001	Operating Supplies	393.74
603-736-52010	Telephone	126.50
603-737-52001	Operating Supplies	393.75
603-737-52010	Telephone	126.50
605-000-53316	Drainage & Subsurface S…	1,007.65
703-000-35017	Engineering Fees	440.00
703-734-52019	Professional Services	98.29
703-739-52019	Professional Services	271.50
703-739-52099	Equipment Operations	1,457.97
703-739-52120	Facility Maintenance Ot…	126.81
	Grand Total:	**69,104.01**

Project Account Summary

Project Account Key	Expense Amount
None	69,104.01
Grand Total:	**69,104.01**

St. Helens, OR

Expense Approval Register

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL FUND					
COLUMBIA RIVER PUD	10.14.26 7493	11/03/2026	150 S 13 ST POLICE STATION ...	100-705-52003	457.32
COLUMBIA RIVER PUD	10.14.26 7493	11/03/2026	150 S 13TH ST- POLICE	100-705-52003	129.58
COLUMBIA RIVER PUD	10.14.26 7493	11/03/2026	375 S 18TH ST COLUMBIA CE...	100-706-52003	762.33
COLUMBIA RIVER PUD	10.14.26 7493	11/03/2026	162 MCMICHAEL ST - CAMPB...	100-708-52003	723.17
COLUMBIA RIVER PUD	10.14.26 7493	11/03/2026	200 N RIVER ST - GREY CLIFFS...	100-708-52003	51.64
COLUMBIA RIVER PUD	10.14.26 7493	11/03/2026	50 PLAZA SQ- PLAZA OUTLETS	100-708-52003	74.12
COLUMBIA RIVER PUD	10.14.26 7493	11/03/2026	475 S 18TH ST	100-708-52003	61.15
COLUMBIA RIVER PUD	10.14.26 7493	11/03/2026	475 S 18TH ST - MCCORMICK...	100-708-52003	1,045.30
COLUMBIA RIVER PUD	10.14.26 7493	11/03/2026	475 S 18TH ST	100-708-52003	98.55
COLUMBIA RIVER PUD	10.14.26 7493	11/03/2026	475 S 18TH ST- MCCORMICK ...	100-708-52003	51.20
COLUMBIA RIVER PUD	10.14.26 7493	11/03/2026	200 N 7TH ST - PARK	100-708-52003	47.32
COLUMBIA RIVER PUD	10.14.26 7493	11/03/2026	299 N 6TH ST - PARKS	100-708-52003	49.70
COLUMBIA RIVER PUD	10.14.26 7493	11/03/2026	475 S 18 ST METER 10220167	100-708-52003	86.38
COLUMBIA RIVER PUD	10.14.26 7493	11/03/2026	264 STRAND ST- PARKS/ GAZ...	100-708-52046	81.62
COLUMBIA RIVER PUD	10.14.26 7493	11/03/2026	265 STRAND ST. - DOCKS	100-708-52046	408.84
COLUMBIA RIVER PUD	10.14.26 7493	11/03/2026	2625 GABLE RD REC CENTER	100-709-52003	278.99
COLUMBIA RIVER PUD	10.14.26 7493	11/03/2026	277 STRAND ST -	100-715-52003	54.90
COLUMBIA RIVER PUD	10.14.26 7493	11/03/2026	265 STRAND ST- CITY HALL ...	100-715-52003	408.47
COLUMBIA RIVER PUD	10.14.26 7493	11/03/2026	275 STRAND ST- CITY HALL U...	100-715-52003	107.63
COLUMBIA RIVER PUD	10.14.26 7493	11/03/2026	277 STRAND ST- CITY HALL U...	100-715-52003	141.83
COLUMBIA RIVER PUD	10.14.26 7493	11/03/2026	265 STRAND ST- CITY HALL ...	100-715-52003	159.56
HUDSON GARBAGE SERVICE	11.01.26	11/03/2026	2046-71887056	100-705-52023	14.20
HUDSON GARBAGE SERVICE	11.01.26	11/03/2026	2046-1287547	100-705-52023	130.50
HUDSON GARBAGE SERVICE	11.01.26	11/03/2026	2046-1001554	100-706-52003	161.00
HUDSON GARBAGE SERVICE	11.01.26	11/03/2026	2046-1287598	100-708-52023	1,205.10
HUDSON GARBAGE SERVICE	11.01.26	11/03/2026	2046-1287636	100-708-52023	223.60
HUDSON GARBAGE SERVICE	11.01.26	11/03/2026	2046-71905273	100-709-52023	85.00
HUDSON GARBAGE SERVICE	11.01.26	11/03/2026	2046-1287601	100-715-52023	275.60
HUDSON GARBAGE SERVICE	11.01.26	11/03/2026	2046-1287539	100-715-52023	252.10
MORE POWER TECHNOLOGY...	18788	11/03/2026	MICROSOFT 365 BUS STAND...	100-712-52006	3,438.00
METRO PLANNING INC	7241	11/03/2026	WEB GIS	100-710-52001	275.00
NET ASSETS CORPORATION	95-202610	11/03/2026	ESCROW TITLE SERVICES	100-707-52019	366.00
XPRESS SOLUTIONS INC	INV-XPR041885	11/03/2026	CARD TRANSACTION FEES M...	100-707-52020	3,445.60
CITY OF ST. HELENS	11.06.26	11/05/2026	REFUND CLEANING DEPOSIT ...	100-000-22000	4,835.85
STEVEN LESKIN	00670	11/06/2026	COURT ATTORNEY FEES	100-704-52019	3,000.00
BLUE TRITON BRANDS INC	06J8750105470	11/06/2026	WATER DELIVERY UB/COURT...	100-715-52001	29.48
PATH POINT MERCHANT SER...	10.01.26-10.31.26	11/06/2026	UTILITY BILLING MERCHANT ...	100-707-52020	4,142.01
PATH POINT MERCHANT SER...	10.01.26-10.31.26 5304	11/06/2026	GENERAL SERVICE MERCHAN...	100-707-52020	325.99
CHEYENNE WEBB	10.13.26	11/06/2026	REFUND OVERPAYMENT PRR	100-000-37004	146.00
GATTI LAW FIRM	10.16.26	11/06/2026	REFUND OVERPAYMENT PRR	100-000-37004	276.00
COMCAST	10.21.26	11/06/2026	COMCAST CABLE 877810899...	100-712-52003	2,188.48
PEO SISTERHOOD CHAPTER ...	10.21.26	11/06/2026	4 6" POINSETTIAS	100-715-52001	72.00
DAN MATSCHINER	10.26.26	11/06/2026	REIMBURSEMENT OF TOWI...	100-705-52019	675.00
WILCOX	1060584-IN	11/06/2026	FUEL PARKS DEPT	100-708-52022	945.38
MAILBOXES NORTHWEST	11.02.26	11/06/2026	POSTAGE 2801 ACCT 1 PD	100-705-52001	18.89
ERSKINE LAW PRACTICE LLC	11.03.26	11/06/2026	CITY PROSECUTOR OCTOBER...	100-704-52019	7,537.20
ST. HELENS AUTO BODY	11.04.26	11/06/2026	INUSRANCE DEDUCTIBLE 202...	100-705-52098	500.00
BEMIS	11725	11/06/2026	BUSINESS CARDS 11725	100-701-52001	60.00
LINGUAVA INTERPRETERS INC	138530	11/06/2026	COURT INTERPRETERS	100-704-52019	25.06
JORDAN RAMIS PC ATTORNE...	253102	11/06/2026	GENERAL LEGAL	100-701-52019	420.00
JORDAN RAMIS PC ATTORNE...	253102	11/06/2026	GENERAL LEGAL	100-703-52019	2,905.00
JORDAN RAMIS PC ATTORNE...	253102	11/06/2026	GENERAL LEGAL	100-706-52019	105.00
JORDAN RAMIS PC ATTORNE...	253102	11/06/2026	GENERAL LEGAL	100-715-52019	2,310.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
JORDAN RAMIS PC ATTORNE...	253103	11/06/2026	EMPLOYMENT MATTERS	100-701-52019	4,165.00
JORDAN RAMIS PC ATTORNE...	253103	11/06/2026	EMPLOYMENT MATTERS	100-703-52019	1,085.00
JORDAN RAMIS PC ATTORNE...	253105	11/06/2026	FINANCE / FRANCHISE	100-715-52019	280.00
COMCAST BUSINESS	287257500	11/06/2026	FIBER INTERNET ACCT 93457...	100-712-52003	5,159.33
ORKIN	304131304	11/06/2026	265 STRAND PEST SERVICE CI...	100-715-52023	230.31
CENTRALSQUARE TECHNOL...	475648	11/06/2026	BILLABLE PER DIEM RMS	100-705-52115	1,236.69
VERIZON	6156318334	11/06/2026	CITY ADMINISTRATOR 1273	100-701-52001	38.28
VERIZON	6156318334	11/06/2026	CRYSTAL KING 0621	100-701-52010	38.28
VERIZON	6156318334	11/06/2026	HOT SPOT- 8190	100-701-52010	47.11
VERIZON	6156318334	11/06/2026	RUSSELL HUBBARD 1907	100-703-52001	38.28
VERIZON	6156318334	11/06/2026	JENNIFER MASSEY 1992	100-703-52001	38.28
VERIZON	6156318334	11/06/2026	MARK GUNDERSEN 1908	100-703-52001	38.28
VERIZON	6156318334	11/06/2026	JESSICA CHILTON	100-703-52001	38.28
VERIZON	6156318334	11/06/2026	BRANDON SUNDEEN 1179	100-703-52001	38.28
VERIZON	6156318334	11/06/2026	PD JETPACK1 8886	100-705-52010	40.80
VERIZON	6156318334	11/06/2026	PD JETPACK2 8538	100-705-52010	40.80
VERIZON	6156318334	11/06/2026	SUZANNE BISHOP 1313	100-706-52003	38.28
VERIZON	6156318334	11/06/2026	GLORIA BUTSCH 1986	100-707-52001	38.28
VERIZON	6156318334	11/06/2026	GLORI BUTSCH HOT SPOT	100-707-52001	40.80
VERIZON	6156318334	11/06/2026	TORY SHELBY 6366	100-708-52010	38.28
VERIZON	6156318334	11/06/2026	CAMERON PAGE 5027	100-708-52010	38.28
VERIZON	6156318334	11/06/2026	RECREATION CENTER 2566	100-709-52010	38.28
VERIZON	6156318334	11/06/2026	RECREATION iPHONE 1068	100-709-52010	38.28
VERIZON	6156318334	11/06/2026	REC PHONE 5093	100-709-52010	39.05
VERIZON	6156318334	11/06/2026	RECREATION 1108	100-709-52010	38.28
VERIZON	6156318334	11/06/2026	MIKE DEROIA 2686	100-711-52010	38.28
VERIZON	6156318334	11/06/2026	BUILDING DEPARTMENT IPAD..	100-711-52010	40.80
VERIZON	6156318334	11/06/2026	DARIN COX 1016	100-712-52010	38.28
CMG OREGON LLC	737978	11/06/2026	AD# 391078 ENGINEER REGU...	100-702-52014	70.00
CMG OREGON LLC	737979	11/06/2026	AD# 391160 RECREATION P...	100-702-52019	86.00
CMG OREGON LLC	741505	11/06/2026	AD# 393344 PUBLIC WORKS ...	100-702-52014	57.00
AMY LINDGREN LAW LLC	759	11/06/2026	JUDICIAL SERVICES	100-704-52019	5,750.00
COLUMBIA COUNTY COMM. ...	CSH92026	11/06/2026	WORK CREW	100-708-52019	1,275.00
L.N CURTIS AND SONS	inv11	11/06/2026	POLICE UNIFORMS	100-705-52002	173.15
L.N CURTIS AND SONS	INV1124687	11/06/2026	POLICE UNIFORMS	100-705-52002	549.08
DEPARTMENT OF TRANSPOR...	L0082309360	11/06/2026	DMV SERVICES ACCT 61018	100-702-52019	3.00
				Fund 100 - GENERAL FUND Total:	**66,650.04**
Fund: 201 - VISITOR TOURISM					
COLUMBIA COUNTY TAX COL...	2026-2027	11/05/2026	2026 2027 PORPERTY TAX 29...	201-000-52028	9,929.37
JORDAN RAMIS PC ATTORNE...	253105	11/06/2026	FINANCE / FRANCHISE	201-000-52019	2,940.00
				Fund 201 - VISITOR TOURISM Total:	**12,869.37**
Fund: 202 - COMMUNITY DEVELOPMENT					
COLUMBIA COUNTY TAX COL...	2026-2027	11/05/2026	2026 2027 PORPERTY TAX 17...	202-721-52053	95.17
COLUMBIA COUNTY TAX COL...	2026-2027	11/05/2026	2026 2027 PORPERTY TAX 43...	202-721-52053	20.18
COLUMBIA COUNTY TAX COL...	2026-2027	11/05/2026	2026 2027 PORPERTY TAX 43...	202-721-52053	20.18
MAUL FOSTER ALONGI INC	76609	11/05/2026	WATERFRONT REDEVELOPM...	202-726-52019	2,672.50
CITY OF SCAPPOOSE	11.03.26	11/06/2026	2026-2027 IGA COLUMBIA B...	202-721-52019	17,000.00
JORDAN RAMIS PC ATTORNE...	253102	11/06/2026	GENERAL LEGAL	202-721-52019	525.00
JORDAN RAMIS PC ATTORNE...	253102	11/06/2026	GENERAL LEGAL	202-722-52019	490.00
OREGON DEPARTMENT OF F...	27121	11/06/2026	PROTECTION FOR LAND OR ...	202-724-52019	5,740.07
				Fund 202 - COMMUNITY DEVELOPMENT Total:	**26,563.10**
Fund: 203 - COMMUNITY ENHANCEMENT					
DEVAN DIANNE PERRY	11.02.26	11/03/2026	TEACHER LIAISON LEWIS & C...	203-709-52140	1,370.20
CAREL GANTZER	10.22.26	11/06/2026	TEACHER LIAISON LEWIS & C...	203-709-52140	241.80
				Fund 203 - COMMUNITY ENHANCEMENT Total:	**1,612.00**
Fund: 205 - STREETS					
COLUMBIA RIVER PUD	10.14.26 7493	11/03/2026	495 S 18TH ST - LIGHT SIGNAL	205-000-52003	70.68
COLUMBIA RIVER PUD	10.14.26 7493	11/03/2026	2198 COLUMBIA BLVD - SIG...	205-000-52003	62.04
COLUMBIA RIVER PUD	10.14.26 7493	11/03/2026	715 S COLUMBIA RIVER HWY ..	205-000-52003	59.33

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
COLUMBIA RIVER PUD	10.14.26 7493	11/03/2026	1800 COLUMBIA BLVD - SIG...	205-000-52003	137.60
COLUMBIA RIVER PUD	10.14.26 7493	11/03/2026	265 STRAND ST	205-000-52003	4,014.85
COLUMBIA RIVER PUD	10.14.26 7493	11/03/2026	35320 SYKES RD	205-000-52003	55.78
COLUMBIA RIVER PUD	10.14.26 7493	11/03/2026	58651 COL HWY GATEWAY A...	205-000-52003	46.50
COLUMBIA RIVER PUD	10.14.26 7493	11/03/2026	191 N MILTON WAY - SIGNAL	205-000-52003	56.58
COLUMBIA RIVER PUD	10.14.26 7493	11/03/2026	ABT 58144 OLD PORTLAND ...	205-000-52003	5.26
COLUMBIA RIVER PUD	10.14.26 7493	11/03/2026	ABT 398 S 1ST	205-000-52003	87.44
COLUMBIA RIVER PUD	10.14.26 7493	11/03/2026	ABT 795 S COLUMBIA RIVER ...	205-000-52003	47.74
COLUMBIA RIVER PUD	10.14.26 7493	11/03/2026	ABT 298 STRAND ST	205-000-52003	75.27
COLUMBIA RIVER PUD	10.14.26 7493	11/03/2026	40 ST HELENS ST	205-000-52003	57.90
COLUMBIA RIVER PUD	10.14.26 7493	11/03/2026	191 N MILTON WAY- LANDS...	205-000-52003	47.23
COLUMBIA RIVER PUD	10.14.26 7493	11/03/2026	1370 COLUMBIA BLVD.- FOU...	205-000-52003	59.92
				Fund 205 - STREETS Total:	**4,884.12**
Fund: 601 - WATER					
COLUMBIA RIVER PUD	10.14.26 7493	11/03/2026	62420 COLUMBIA RIVER HWY..	601-731-52003	149.35
COLUMBIA RIVER PUD	10.14.26 7493	11/03/2026	END OF KESTREL VIEW DRIVE	601-731-52003	118.37
COLUMBIA RIVER PUD	10.14.26 7493	11/03/2026	2300 STRAND ST - WELL 2	601-731-52003	1,471.07
COLUMBIA RIVER PUD	10.14.26 7493	11/03/2026	35261 PITTSBURG RD- PW W...	601-731-52003	49.29
COLUMBIA RIVER PUD	10.14.26 7493	11/03/2026	1680 1 ST -	601-731-52003	1,473.30
COLUMBIA RIVER PUD	10.14.26 7493	11/03/2026	57500 OLD PORTLAND RD - ...	601-731-52003	54.79
COLUMBIA RIVER PUD	10.14.26 7493	11/03/2026	1215 FOURTH ST - WFF	601-732-52003	5,714.70
CITY OF COLUMBIA CITY	10.26.26	11/06/2026	001754-001	601-732-52003	101.26
ROGERS MACHINERY COMP...	1547872	11/06/2026	SERVICE WFF	601-732-52019	367.75
VERIZON	6156318334	11/06/2026	JOHN DEWEY 1914	601-732-52010	38.28
LAWRENCE OIL COMPANY	CFSI-39022	11/06/2026	247752 WATER	601-732-52022	280.65
				Fund 601 - WATER Total:	**9,818.81**
Fund: 603 - SEWER					
COLUMBIA RIVER PUD	10.14.26 7493	11/03/2026	240 CLARK ST PUMP STATION	603-735-52003	46.97
COLUMBIA RIVER PUD	10.14.26 7493	11/03/2026	451 PLYMOTH ST - WWTP L...	603-736-52003	2,100.14
COLUMBIA RIVER PUD	10.14.26 7493	11/03/2026	451 PLYMOTH ST - WWTP L...	603-737-52003	2,100.13
COLUMBIA RIVER PUD	10.14.26 7493	11/03/2026	35120 MAPLE ST. - PS 11	603-738-52003	115.73
COLUMBIA RIVER PUD	10.14.26 7493	11/03/2026	110 S 4TH ST - PS 3	603-738-52003	53.84
COLUMBIA RIVER PUD	10.14.26 7493	11/03/2026	134 N 1ST- PS 2 8873519	603-738-52003	106.84
COLUMBIA RIVER PUD	10.14.26 7493	11/03/2026	58360 OLD PORTLAND RD - P...	603-738-52003	248.77
COLUMBIA RIVER PUD	10.14.26 7493	11/03/2026	58791 58725 COL RIV HWY P...	603-738-52003	61.25
COLUMBIA RIVER PUD	10.14.26 7493	11/03/2026	240 MADRONA CT	603-738-52003	175.08
COLUMBIA RIVER PUD	10.14.26 7493	11/03/2026	505 S 1ST ST PUMP STATION	603-738-52003	130.73
COLUMBIA RIVER PUD	10.14.26 7493	11/03/2026	169 S 4TH ST WATER FLOW ...	603-738-52003	54.72
HUDSON GARBAGE SERVICE	11.01.26	11/03/2026	2046-1008333	603-736-52023	305.30
HUDSON GARBAGE SERVICE	11.01.26	11/03/2026	2046-1008333	603-737-52023	305.30
SUNSET AUTO PARTS INC - N...	10.31.26	11/06/2026	AUTO PARTS ACCT 6355	603-738-52010	38.66
COLUMBIA RIVER PUD	11.02.26 38633	11/06/2026	38633 594 S 9 ST POWER	603-737-52003	19,665.28
VERIZON	6156318334	11/06/2026	AARON KUNDERS 6376	603-736-52010	19.14
VERIZON	6156318334	11/06/2026	TYLER HILLS 6492	603-736-52010	19.14
VERIZON	6156318334	11/06/2026	SAM ORTIZ 1801	603-736-52010	19.14
VERIZON	6156318334	11/06/2026	SAM ORTIZ 1801	603-737-52010	19.14
VERIZON	6156318334	11/06/2026	TYLER HILLS 6492	603-737-52010	19.14
VERIZON	6156318334	11/06/2026	AARON KUNDERS 6376	603-737-52010	19.14
				Fund 603 - SEWER Total:	**25,623.58**
Fund: 703 - PW OPERATIONS					
COLUMBIA RIVER PUD	10.14.26 7493	11/03/2026	984 OREGON ST - PW SHOP	703-734-52003	146.34
COLUMBIA RIVER PUD	10.14.26 7493	11/03/2026	650 OREGON ST -LEMONT P...	703-734-52003	331.06
COLUMBIA RIVER PUD	10.14.26 7493	11/03/2026	984 OREGON ST	703-734-52003	211.58
COLUMBIA RIVER PUD	10.14.26 7493	11/03/2026	1230 DEER ISLAND RD - PW	703-734-52003	92.34
HUDSON GARBAGE SERVICE	11.01.26	11/03/2026	2046-1287555	703-734-52023	105.60
COLUMBIA RIVER FIRE AND ...	11.03.26	11/03/2026	SHARED COST JOINT MAINT ...	703-739-52099	559.28
METRO PLANNING INC	7241	11/03/2026	WEB GIS	703-733-52019	275.00
SUNSET AUTO PARTS INC - N...	10.31.26	11/06/2026	AUTO PARTS ACCT 6355	703-739-52099	654.05
VERIZON	6156318334	11/06/2026	JOHN RICE 1971	703-733-52010	38.28

Expense Approval Register **Packet: APPKT0160**

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
VERIZON	6156318334	11/06/2026	PW CONSTRUCTION INSPEC...	703-733-52010	40.80
VERIZON	6156318334	11/06/2026	MADDIE DIERINGER 8524	703-733-52010	53.27
VERIZON	6156318334	11/06/2026	SHARON DARROUX 0813	703-733-52010	38.28
VERIZON	6156318334	11/06/2026	PW OPERATIONS 3856	703-734-52010	40.80
VERIZON	6156318334	11/06/2026	PW ENGINEERING 0940	703-734-52010	40.80
VERIZON	6156318334	11/06/2026	BRETT LONG 3607	703-734-52010	38.28
VERIZON	6156318334	11/06/2026	BUCK TUPPER 3371	703-734-52010	38.28
VERIZON	6156318334	11/06/2026	RYAN POWERS 7116	703-734-52010	38.28
VERIZON	6156318334	11/06/2026	PW UTILITY 2 9923	703-734-52010	40.80
VERIZON	6156318334	11/06/2026	ETHAN STERLING 6282	703-734-52010	38.28
VERIZON	6156318334	11/06/2026	CURT LEMONT 2217	703-734-52010	38.28
VERIZON	6156318334	11/06/2026	JOEL BEEHLER 1926	703-734-52010	38.28
VERIZON	6156318334	11/06/2026	PUBLIC WORKS 8523	703-734-52010	38.28
VERIZON	6156318334	11/06/2026	SEAN CRISELL 9662	703-734-52010	38.28
VERIZON	6156318334	11/06/2026	PW FACILITY MAINTENANCE ...	703-734-52010	40.80
VERIZON	6156318334	11/06/2026	MOUHAMAD ZAHER 3068	703-734-52010	38.28
VERIZON	6156318334	11/06/2026	JULIAN ZIRKLE 629	703-734-52010	38.28
VERIZON	6156318334	11/06/2026	ALEX BIRD 9081	703-734-52010	40.80
VERIZON	6156318334	11/06/2026	ENGINEERING I PAD	703-734-52010	40.80
VERIZON	6156318334	11/06/2026	ALEX BIRD 2000	703-734-52010	38.28
VERIZON	6156318334	11/06/2026	PW SPARE 4 8741	703-734-52010	40.80
LAWRENCE OIL COMPANY	CFSI-39022	11/06/2026	247751 ENGINEERING	703-733-52022	52.39
LAWRENCE OIL COMPANY	CFSI-39022	11/06/2026	247748 PUBLIC WORKS	703-734-52022	2,191.91
COLUMBIA COUNTY COMM. ...	CSH92026	11/06/2026	WORK CREW	703-734-52019	1,700.00
				Fund 703 - PW OPERATIONS Total:	**7,196.86**
Fund: 706 - PUBLIC SAFETY					
COLUMBIA COUNTY TAX COL...	2026-2027	11/05/2026	2026 2027 PORPERTY TAX 28...	706-000-52019	59.36
COLUMBIA COUNTY TAX COL...	2026-2027	11/05/2026	2026 2027 PORPERTY TAX 28...	706-000-52019	58.67
COLUMBIA COUNTY TAX COL...	2026-2027	11/05/2026	2026 2027 PORPERTY TAX 28...	706-000-52019	58.59
COLUMBIA COUNTY TAX COL...	2026-2027	11/05/2026	2026 2027 PORPERTY TAX 28...	706-000-52019	58.52
COLUMBIA COUNTY TAX COL...	2026-2027	11/05/2026	2026 2027 PORPERTY TAX 28...	706-000-52019	22.23
ARBITRAGE COMPLIANCE SP...	G10111	11/06/2026	PROJECT YIELD RESTRICTION...	706-000-52019	1,695.00
				Fund 706 - PUBLIC SAFETY Total:	**1,952.37**
Fund: 801 - URBAN RENEWAL AGENCY					
JORDAN RAMIS PC ATTORNE...	253110	11/06/2026	2026 RE-FUNDING BONDS	801-000-52019	420.00
				Fund 801 - URBAN RENEWAL AGENCY Total:	**420.00**
				Grand Total:	**157,590.25**

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	66,650.04
201 - VISITOR TOURISM	12,869.37
202 - COMMUNITY DEVELOPMENT	26,563.10
203 - COMMUNITY ENHANCEMENT	1,612.00
205 - STREETS	4,884.12
601 - WATER	9,818.81
603 - SEWER	25,623.58
703 - PW OPERATIONS	7,196.86
706 - PUBLIC SAFETY	1,952.37
801 - URBAN RENEWAL AGENCY	420.00
Grand Total:	**157,590.25**

Account Summary

Account Number	Account Name	Expense Amount
100-000-22000	Cleaning Deposit	4,835.85
100-000-37004	Miscellaneous	422.00
100-701-52001	Operating Supplies	98.28
100-701-52010	Telephone	85.39
100-701-52019	Professional Services	4,585.00
100-702-52014	Recruiting	127.00
100-702-52019	Professional Services	89.00
100-703-52001	Operating Supplies	191.40
100-703-52019	Professional Services	3,990.00
100-704-52019	Professional Services	16,312.26
100-705-52001	Operating Supplies	18.89
100-705-52002	Personnel Uniforms Equ…	722.23
100-705-52003	Utilities	586.90
100-705-52010	Telephone	81.60
100-705-52019	Professional Services	675.00
100-705-52023	Facility Maintenance	144.70
100-705-52098	Enterprise Fleet Mainte…	500.00
100-705-52115	REPORT WRITING	1,236.69
100-706-52003	Utilities	961.61
100-706-52019	Professional Services	105.00
100-707-52001	Operating Supplies	79.08
100-707-52019	Professional Services	366.00
100-707-52020	Bank Service Fees	7,913.60
100-708-52003	Utilities	2,288.53
100-708-52010	Telephone	76.56
100-708-52019	Professional Services	1,275.00
100-708-52022	Fuel	945.38
100-708-52023	Facility Maintenance	1,428.70
100-708-52046	Dock Services	490.46
100-709-52003	Utilities	278.99
100-709-52010	Telephone	153.89
100-709-52023	Facility Maintenance	85.00
100-710-52001	Operating Supplies	275.00
100-711-52010	Telephone	79.08
100-712-52003	Utilities	7,347.81
100-712-52006	Computer Maintenance	3,438.00
100-712-52010	Telephone	38.28
100-715-52001	Operating Supplies	101.48
100-715-52003	Utilities	872.39
100-715-52019	Professional Services	2,590.00
100-715-52023	Facility Maintenance	758.01
201-000-52019	Professional Services	2,940.00
201-000-52028	Projects & Programs	9,929.37
202-721-52019	Professional Services	17,525.00
202-721-52053	Property Taxes	135.53

Account Summary

Account Number	Account Name	Expense Amount
202-722-52019	Professional Services	490.00
202-724-52019	Professional Services	5,740.07
202-726-52019	Professional Services	2,672.50
203-709-52140	Contract Programs	1,612.00
205-000-52003	Utilities	4,884.12
601-731-52003	Utilities	3,316.17
601-732-52003	Utilities	5,815.96
601-732-52010	Telephone	38.28
601-732-52019	Professional Services	367.75
601-732-52022	Fuel	280.65
603-735-52003	Utilities	46.97
603-736-52003	Utilities	2,100.14
603-736-52010	Telephone	57.42
603-736-52023	Facility Maintenance	305.30
603-737-52003	Utilities	21,765.41
603-737-52010	Telephone	57.42
603-737-52023	Facility Maintenance	305.30
603-738-52003	Utilities	946.96
603-738-52010	Telephone	38.66
703-733-52010	Telephone	170.63
703-733-52019	Professional Services	275.00
703-733-52022	Fuel	52.39
703-734-52003	Utilities	781.32
703-734-52010	Telephone	706.68
703-734-52019	Professional Services	1,700.00
703-734-52022	Fuel	2,191.91
703-734-52023	Facility Maintenance	105.60
703-739-52099	Equipment Operations	1,213.33
706-000-52019	Professional Services	1,952.37
801-000-52019	URA PROFESSIONAL SE…	420.00
	Grand Total:	**157,590.25**

Project Account Summary

Project Account Key		Expense Amount
None		157,590.25
	Grand Total:	**157,590.25**