



# COUNCIL REGULAR SESSION

Wednesday, March 19, 2025 at 7:00 PM

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## COUNCIL MEMBERS:

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

## LOCATION & CONTACT:

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

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## AGENDA

### CALL REGULAR SESSION TO ORDER

### PLEDGE OF ALLEGIANCE

### AWARD BID/CONTRACT

1. Award Bid and Authorize Mayor to Execute Contract with Stateline LLC for St. Helens Dock Repair and Debris Boom Project No. M-541 in the amount of \$190,500

### APPOINTMENTS TO CITY BOARDS AND COMMISSIONS

2. Appoint Nick Flory to Parks and Trails Commission

### CONSENT AGENDA FOR ACCEPTANCE

3. Library Board Minutes dated February 10, 2025
4. Planning Commission Minutes dated February 11, 2025

### CONSENT AGENDA FOR APPROVAL

5. City Council Minutes dated March 5, 2025
6. Staff Monthly Report to Council Template
7. OLCC Licenses
8. Accounts Payable Bill Lists

### WORK SESSION ACTION ITEMS

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

### COUNCIL MEMBER REPORTS

### MAYOR MASSEY REPORTS

### OTHER BUSINESS

### ADJOURN

### VIRTUAL MEETING DETAILS

Join: <https://us02web.zoom.us/j/87172188005?pwd=QEy59arqUjZAIpvkaDHj9ZwI8la77.1>

Passcode: 054515

Phone one-tap: +12532158782

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

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



## STAFF REPORT

Meeting Date: March 19, 2025  
 Author: Public Works Director Mouhamad Zaher  
 Department: Public Works  
 Division: Engineering  
 Subject: St. Helens Dock Repair & Debris Boom  
 Type of Item: Project Award  
 CC: City Administrator John Walsh

**Introduction:**

In July 2022, an inspection of the City docks, also referred to as the “St. Helens Courthouse Docks” revealed multiple locations where the dock wales had heavy damage, including areas where cracks or broken pieces were significant, or where there were missing wale boards; multiple locations where the bullrails had heavy damage and had significant cracks and broken pieces or missing blocking; loose gangway hinges, and a full section of missing debris boom.

**Background:**

The City received a Marine Board Grant in August 2024 to repair and upgrade critical components of St. Helens Courthouse Docks to improve the safety, functionality and longevity of recreational boating facilities, including replacing the bullrails, wales, stabilizing the dock fingers, and replacing the missing section of the debris boom.

On February 14, 2025, the City advertised the St. Helens Dock Repair & Debris Boom Project, and the following bids were opened on March 11, 2025, at 2:00 PM in the Council Chambers.

FIRM	LOCATION	BID
Ballard Marine Construction, LLC	Washougal, WA	\$785,000.00
Stateline, LLC	La Center, WA	\$190,500.00
Massana Construction, Inc	Gig Harbor, WA	\$268,000.00
Bargerson Construction, Inc.	Astoria, OR	\$209,400.00
Copper Mechanical, LLC	Ridgefield, WA	\$256,300.00

**Staff Analysis:**

Bid were reviewed by Engineering staff and Stateline, LLC has been determined to be the lowest, responsive bidder with a bid of \$190,500.00

**Budget Impact:**

The project was budgeted at \$200,000 and will be funded by a Marine Boad Grant. The City will provide \$27,000 in matching cash funds and \$4,000 in matching non-cash resources (administrative, force account labor, materials and/or equipment).

**Requested Action:**

City Council is requested to award the project and authorize the Mayor to execute a Standard Public Improvement Contract for St. Helens Dock Repair & Debris Boom Project No. M-541 to Stateline, LLC for construction services. Contract will be for the amount specified in their bid, plus a standard 10% contingency.

**Attachments:**

- Unofficial Bid Results
- Bid Tabulation
- Plan Holders List
- Notice of Intent to Award

# ATTACHMENTS



DEPARTMENT OF PUBLIC WORKS  
ENGINEERING DIVISION

**\*UNOFFICIAL BID RESULTS\***

PROJECT NAME: St. Helens Dock Repair and Debris Boom PROJECT NO. M-541  
BID OPENING: 2:00 P.M., Tuesday, March 11, 2025 ENGINEER'S ESTIMATE: Not Available  
BID OPENING WITNESSED BY: Sharon Darroux, Alexander Bird, Tim Underwood, Mouhamad Zaher, Bashar Al-Daomi, Kathy Payne  
ARE BIDS LISTED IN THE ORDER OPENED? YES

Contractor's Name and Address	10% Bid Bond or Check Enclosed	Bid Signed	Addendum(s) Acknowledged	Bid Amount
Ballard Marine Construction, LLC 727 S. 27TH Street, Washougal, WA 98671	Yes	Yes	Yes	\$785,000.00
Stateline LLC P.O. BOX 972, La Center, WA, 98629	Yes	Yes	Yes	\$190,500.00
Massana Construction, Inc. 4810 Pt. Fosdick Dr. STE 237, Gig Harbor, WA 98335	Yes	Yes	Yes	\$268,000.00
Bargerson Construction, Inc. PO BOX 387, Astoria, OR, 97103	Yes	Yes	Yes	\$209,400.00
*Copper Mechanical LLC 6024 N 10th St, Ridgefield, WA 98642	Yes	Yes	Yes	\$256,300.00

\*The Original Bid was \$256,100.00  
\*Total Bid Price Corrected Based on Unit Price

RECOMMENDATION (APPARENT RESPONSIVE LOW BIDDER): Stateline LLC



**BID TABULATION**

**PROJECT: ST. HELENS DOCK REPAIR AND DEBRIS BOOM, # M-541**

**Bid Opening Date: Tuesday, March 11, 2025, 2:00 PM**

Bid Item No	Description	Unit	Qty	Ballard Marine Construction, LLC		Stateline LLC		Massana Construction, Inc.		Bargerson Construction, Inc.		Copper Mechanical LLC	
				UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
<b>Base Bid</b>													
1	Mobilization, Bonds, Insurance and Demobilization	LS	1	\$35,000.00	\$35,000.00	\$40,000.00	\$40,000.00	\$20,000.00	\$20,000.00	\$39,500.00	\$39,500.00	\$71,200.00	\$71,200.00
2	Remove wooden Bull Rails alongside the Columbia River	LS	1	\$30,000.00	\$30,000.00	\$2,500.00	\$2,500.00	\$15,000.00	\$15,000.00	\$8,900.00	\$8,900.00	\$17,000.00	\$17,000.00
3	Fabricate and install a new steel Tube Bull rails with bolts	LS	1	\$75,000.00	\$75,000.00	\$18,200.00	\$18,200.00	\$55,000.00	\$55,000.00	\$33,200.00	\$33,200.00	\$24,000.00	\$24,000.00
4	Fabricate and install debris deflection boom, complete	LS	1	\$105,000.00	\$105,000.00	\$92,000.00	\$92,000.00	\$104,000.00	\$104,000.00	\$84,600.00	\$84,600.00	\$67,000.00	\$67,000.00
5	Repair Gangway ramp, complete	LS	1	\$15,000.00	\$15,000.00	\$2,800.00	\$2,800.00	\$15,000.00	\$15,000.00	\$7,200.00	\$7,200.00	\$3,000.00	\$3,000.00
<b>Base Bid Price</b>					<b>\$260,000.00</b>		<b>\$155,500.00</b>		<b>\$209,000.00</b>		<b>\$173,400.00</b>		<b>\$182,200.00</b>
<b>Alternatives Bid</b>													
1	Stabilize the floating dock fingers, complete	LS	1	\$25,000.00	\$25,000.00	\$35,000.00	\$35,000.00	\$59,000.00	\$59,000.00	\$36,000.00	\$36,000.00	\$74,100.00	\$74,100.00
<b>TOTAL PRICE (Sum of Base and Alternatives Bids)</b>					<b>\$785,000.00</b>		<b>\$190,500.00</b>		<b>\$268,000.00</b>		<b>\$209,400.00</b>		<b>\$256,300.00</b>

<b>BID TOTALS:</b>	<b>\$785,000.00</b>	<b>\$190,500.00</b>	<b>\$268,000.00</b>	<b>\$209,400.00</b>	<b>\$256,300.00</b>
<b>Comments:</b>					*Total Bid Price Corrected Based on Unit Prices.



# CITY OF ST. HELENS PLAN HOLDERS LIST

Item #1.

## ST. HELENS DOCK REPAIR AND DEBRIS BOOM, PROJECT NO. M-541

**BID DOCUMENTS (Plans and Specifications):**

[HARD COPY PRINTED SET \$45.00, includes listing on Plan Holders List, For S+H Add \$10.00]    [DOWNLOAD FROM CITY'S WEBSITE \$0.00, does not include listing on Plan Holders List. \$10 Fee to be Listed on Plan Holders List]

**ADDENDUMS ISSUED: #1, #2, #3**

Bid Opening Date: 2:00 PM, March 11th, 2025

Company Name	Contact Name	Address	City	State	Zip	Phone No.	Email Address	Date
Stateline LLC	Darren Lee	P.O. Box 972	La Center	WA	98629	360-623-9393	<a href="mailto:darren@statelinewa.com">darren@statelinewa.com</a>	02/18/25
Legacy Contracting	Jeff Howell	P.O. Box I	Stayton	OR	97383	503-749-1818	<a href="mailto:bids@legacycontractinginc.com">bids@legacycontractinginc.com</a>	02/24/25
Bergerson Construction	Chad Urs	300 Railroad Ave. Suite 200	Astoria	OR	97103	503-325-7130	<a href="mailto:estimating@bergerson-const.com">estimating@bergerson-const.com</a>	02/24/25
Ballard Marine Construction	Owen Campbell	727 S. 27th St.	Washougal	WA	98671	(360) 954-6793	<a href="mailto:owen.campbell@ballardmc.com">owen.campbell@ballardmc.com</a>	03/10/25
Massana Construction, Inc.	Jeff Nimrick	4810 Pt. Fosdick Dr.	Gig Harbor	WA	98335	253-686-2852	<a href="mailto:nimrickj@massanaconstruction.com">nimrickj@massanaconstruction.com</a>	03/10/25
HME Construction, Inc.	Deborah Kunze	6801 NW Old Lower River Road	Vancouver	WA	98660	(360) 695-4553	<a href="mailto:deborah.kunze@hmeconst.com">deborah.kunze@hmeconst.com</a>	03/10/25
Coppermechanical.com	Julia Lee	PO Box 2496	Battle Ground	WA	98604	360.702.9184	<a href="mailto:julia@coppermechanical.com">julia@coppermechanical.com</a>	03/11/25

<b>Plan Centers</b>								
Oregon Contractors Plan Center	5468 SE International Way	Milwaukie	OR	97222	(503) 650-0148	brie@contractorplancenter.com		
Dodge Data & Analytics	3461 NW Yeon Ave	Portland	OR	97210	(253) 539-9335	chris@construction.com		
Daily Journal of Commerce Plan Center	www.djcoregon.com	Portland	OR	97205	(503) 274-0624	plancenter@djcoregon.com		
SW Washington Contractors Association	7017 NE Hwy 99, Suite #214	Vancouver	WA	98665	(360) 694-7922	info@swca.org		
Premier Builders Exchange	PO Box 6731	Bend	OR	97701	(541) 389-0123	admin@plansonfile.com		
Salem Contractors Exchange Plan Center	PO Box 12065	Salem	OR	97309	(503) 362-7957	lori@sceonline.org		
Seattle Daily Journal of Commerce	PO Box 11050	Seattle	WA	98111	(206) 219-6481	laura.heberlein@djc.com		
Builders Exchange of Washington, Inc	2607 Wetmore Avenue	Everett,	WA	98201	(425) 258-1303	tina@bxwa.com		





3/12/2025

## Notice of Intent to Award Contract

### Project No. M-541

### St. Helens Dock Repair & Debris Boom

On Tuesday, March 11, 2025, the City of St. Helens opened bids for the above-referenced project and intends to award the contract to Stateline LLC. with a bid of \$190,500.00 as the lowest responsive and responsible bidder at the March 19, 2025 City Council Regular Session.

This Notice of Intent to Award does not constitute the formation of a contract between the City of St. Helens and the apparent successful Bidder and is subject to execution of a written contract. If the apparent successful Bidder fails to execute a contract with the City of St. Helens, the City may revoke the award and award the contract to the next lowest responsive Bidder. The City of St. Helens further reserves the right to cancel this notice of intent to award at any time prior to the execution of a written contract.

Any Bidder who responded to the solicitation and claims to have been adversely affected or aggrieved by this award decision shall have the opportunity to submit an appeal of contract award decision pursuant to ORS 279C.375. Appeals shall be in writing and specify any grounds upon which the protest is based and may be submitted via hard copy or email to Sharon Darroux, Engineering Manager, 265 Strand St, St. Helens, OR 97051, [sdarroux@sthelensoregon.gov](mailto:sdarroux@sthelensoregon.gov). The seven (7) calendar day protest period ends at 5:00 PM, March 18, 2025.

Thank you for participating in the competitive bidding process. Please contact us with any questions regarding this notice.

Thank you,

Mouhamad Zaher  
Public Works Director

# APPOINTMENTS TO ST. HELENS CITY BOARDS AND COMMISSIONS

Item #2.

## City Council Meeting ~ March 19, 2025

### Pending applications received:

<u>Name</u>	<u>Interest</u>	<u>Date Application Received</u>	<u>Referred by Email To Committee(s)</u>
• Brittney West	Parks & Trails Commission	1/3/25	1/6/25
• Nick Flory	Parks & Trails Commission	1/26/25	1/29/25
• Erin Wheeldon	Library Board	2/26/25	3/3/25

### Library Board (4-year terms)

- Colleen Ohler resigned. Her term expires 6/30/2028.

**Status:** A press release was sent out on February 11 with a March 7 deadline.

**Next Meeting:** April 14, 2025

**Recommendation:** None at this time.

### Parks & Trails Commission (4-year terms)

- Reid Herman resigned. His term expires 12/31/2026.

**Status:** A press release was sent out on December 30 with a January 27 deadline. Interviews were held on March 10, 2025.

**Next Meeting:** April 10, 2025

**Recommendation:** At their March 10 meeting, the Parks and Trails Commission voted to appoint Nick Flory.

*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

**WHEREAS**, 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 board 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

# ST. HELENS PUBLIC LIBRARY BOARD MEETING

Monday, February 10, 2025, at 7:15 PM  
Virtually over Zoom

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## APPROVED MINUTES

### Members Present

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

### Members Absent

### Council Liaison in Attendance

N/A

### Visitors

None

### Staff Present

Library Director Suzanne Bishop  
Library Board Secretary Dan Dieter

## CALL TO ORDER

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

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

No visitor comments.

## APPROVAL OF MINUTES

1. Minutes from the regular board meeting, January 13, 2025, were reviewed.

Motion: Upon Member Echternach's motion and Member Dunn's second, the Library Board unanimously approved the minutes dated January 13, 2025. [Yeas: Chair Martin, Vice Chair Salas, Member Dunn, Member Echternach, Member Jacobson, Member Mann, Member Pettit, Member Wiener; Nays: none]

2. Minutes from the special board meeting, February 1, 2025, were reviewed.

Motion: Upon Chair Martin's motion and Member Pettit's second, the Library Board unanimously approved the minutes dated February 1, 2025. [Yeas: Chair Martin, Vice Chair Salas, Member Dunn, Member Echternach, Member Jacobson, Member Mann, Member Pettit, Member Wiener; Nays: none]

## OLD BUSINESS

3. STRATEGIC PLAN SUBCOMMITTEE REPORT: Chair Martin suggested looking at the strategic plan on two levels, one for the transformational plan goal which would need a subcommittee, and one for the less complicated goals that could be reported individually at each board meeting. The board discussed asking library staff about things that are currently being done to aid in reporting on the less complicated goals. This process would start with a report on the maker community for the March board meeting. The group discussed creating a subcommittee to break down the transformational goal and report back at the April board meeting.

Motion: Upon Chair Martin's motion and Member Echternach's second, the Library Board will create a subcommittee to explore the transformational goal of the strategic plan and report back to the board at regular intervals. [Yeas: Chair Martin, Vice Chair Salas, Member Dunn, Member Echternach, Member Jacobson, Member Mann, Member Pettit, Member Wiener; Nays: none]

Chair Martin asked for volunteers to join him on the subcommittee and Member Mann and Member Jacobson stated that they would join.

4. MAKERSPACE FUNDRAISING SUBCOMMITTEE REPORT: Member Echternach stated that the intention of the subcommittee, which includes former board member Coleen Ohler, is to look at what is needed, i.e., new flooring, tables, cabinets, chairs, etc., and set a fundraising goal. One possibility is to look at naming rights, to see if the City would allow it. Other options include putting together a list of people who could donate \$500 to \$1,000, with the given fundraising goal we might get there quickly. Member Echternach stated that he will also look for companies that have technology grants or those with matching grant programs to get some of the funding. Library Director Bishop stated that some of the materials, viz., the new double bowl sink and longer counter, will be installed by City workers to help offset the costs. The group discussed the State Library of Oregon grant process and what type of funding is available. Those funds have been applied for in the past, but we have not been fortunate enough to receive any for the Makerspace.

## NEW BUSINESS

No new business.

## LIBRARY DIRECTOR'S REPORT

Director Bishop welcomed Mayor Massy and hopes that she will be able to come to the meetings once she gets settled in. Mayor Massey visited the library for a tour a few weeks ago. There are plans to restart part of the Cascades plant, and that should replace some lost revenue for the City. Unfortunately, Colleen Ohler had to resign from the board. We are very sorry that she's left. City Recorder Kathy Payne will be posting an announcement encouraging applications for board positions by the end of the week. The Makerspace is very busy. Given demand and staff availability, Tuesday appointments have been eliminated and Thursday hours extended for efficiency. One of our Makerspace volunteers has donated a new 3D printer. He and another volunteer have been very generous with their time. We have received eight new laptops, courtesy of Public Works. The Columbia Learning Center board is still moving materials out of the expanded Makerspace. They will leave two old metal cabinets that we will move into the front office area for storing local history materials. We have a growing number of teens in the teen area, so our designated time is working well. Storytime is continuing to grow. We had 24 participants at the baby lap sit recently. I mentioned the grant process

through the State Library, and we have submitted a grant for a new program that funds teen interns. The Summer Library Challenge this year is "Level Up at Your Library." We will have escape rooms this year as well as regular programming. Some of the statistics from the 2024 annual report include 65,737 visits to the building, 21 percent of our population is registered with a library card, and we had 101 users in the Makerspace between October and December last year and 111 from January through mid-February. The seed library will be starting soon, and the Master Gardeners have asked to consider partnering with them to create some specialized gardens in the courtyard. We are no longer getting Covid-19 tests to hand out, but we do have a supply of NARCAN that is available. Staff are continuing to pursue training. We have 27 volunteers who logged 954 hours last year. That's a value to the City of about \$31,000. The Friends of the St Helens Public Library has donated the funds for the new Glowforge, the continue to support the Summer Library Challenge, the Book Club as well as the Genealogy Conference, which is coming up in September. We have a long list of community partners, including Columbia County Mental Health, Community Action Team, the Amani Center as well as the Youth Era program. We will be closed next Monday for President's Day, and I will be gone for the last week of March.

### **COUNCIL LIAISON REPORT**

No Council Liaison report.

### **OTHER BUSINESS**

No other business.

### **SUMMARIZE ACTION ITEMS**

Chair Martin described the action items: The Strategic Plan Subcommittee will meet about the transformation plan, and staff will be asked to gather information about how to engage the maker community for a March board meeting report.

### **ADJOURNMENT**

Chair Martin adjourned the meeting at 8:12 p.m.

Respectfully submitted by,  
Dan Dieter  
Library Board Secretary



# PLANNING COMMISSION

Tuesday, February 11, 2025 at 6:30 PM

## DRAFT MINUTES

**Members Present:** Vice Chair Jennifer Shoemaker  
Commissioner David Rosengard (via ZOOM)  
Commissioner Scott Jacobson  
Commissioner Charles Castner  
Commissioner Brooke Sisco  
Commissioner Reid Herman

**Members Absent:** None

**Staff Present:** City Planner Jacob Graichen  
Associate Planner Jenny Dimsho  
City Councilor Mark Gunderson  
City Councilor Russell Hubbard  
Communications Officer Crystal King

**Others:** Al Petersen  
Katherine & Kevin McCarter  
Jay Echternach  
Joshua Walter  
Art Leskowich (via ZOOM)  
Trina Kingsbury

### 6:30 P.M. CALL TO ORDER & FLAG SALUTE

Vice Chair Shoemaker called the meeting to order at 6:30 p.m.

**TOPICS FROM THE FLOOR** (Not on Public Hearing Agenda): Limited to five minutes per topic

There were no topics from the floor.

### CONSENT AGENDA

- A. Planning Commission Minutes dated December 10, 2024

**Motion:** Upon Commissioner Rosengard’s motion and Commissioner Jacobson’s second, the Planning Commission unanimously approved the Draft Minutes dated December 10, 2024. [AYES: Vice Chair Shoemaker, Commissioner Sisco, Commissioner Jacobson, Commissioner Rosengard, Commissioner Castner, Commissioner Herman, NAYS: None]

- B. Joint Planning Commission & City Council Minutes dated December 11, 2024



**Motion:** Upon Commissioner Jacobson’s motion and Commissioner Rosengard’s second, the Planning Commission unanimously approved the Draft Joint Planning Commission City Council Minutes dated December 11, 2024. [AYES: Vice Chair Shoemaker, Commissioner Sisco, Commissioner Jacobson, Commissioner Rosengard, Commissioner Castner, Commissioner Herman, NAYS: None]

**DISCUSSION ITEMS**

C. Chair/Vice Chair Selection

**Motion:** Upon Commissioner Jacobson’s motion and Commissioner Rosengard’s second, the Planning Commission unanimously recommended to appoint Vice Chair Shoemaker to Chair. [AYES: Vice Chair Shoemaker, Commissioner Sisco, Commissioner Jacobson, Commissioner Rosengard, Commissioner Castner, Commissioner Herman, NAYS: None]

**Motion:** Upon Commissioner Jacobson’s motion and Commissioner Castner’s second, the Planning Commission unanimously recommended to appoint Commissioner Sisco to Vice Chair. [AYES: Commissioner Sisco, Commissioner Jacobson, Commissioner Rosengard, Commissioner Castner, Commissioner Herman, NAYS: None]

**PUBLIC HEARING AGENDA** (times are earliest start time)

D. 6:35 p.m. – Variances (x3) at 35732 Hankey Road - McCarter

Chair Shoemaker opened the Public Hearing at 6:33 p.m. She confirmed that no Commissioner had conflicts of interest to disclose and that no one objected to the jurisdiction of the Planning Commission.

Jenny Dimsho presented the staff report for the three variances on Hankey Road. She said the applicant is applying for variances for a reduced lot size, reduced side yard size, and reduced lot width based on R7 zoning standards. She said the applicant is seeing if variances will be approved in order to pursue a future partition application. She noted that staff did not identify any special or unique circumstances outside the applicant’s control to support the requested variances. If granted, the variances would make the partition complicated.

Commissioner Castner asked about the breezeway that was required before and whether something has changed to allow two unconnected dwelling units. Dimsho confirmed that the code has been updated to allow two dwelling units outright, but that additional permitting would be needed to make the 2<sup>nd</sup> dwelling legal. With the breezeway removed, the two-story garage building is an oversized accessory structure without the proper permitting for a dwelling.

**McCarter, Catherine. Applicant.** McCarter shared that the building official did not measure the eaves, but they meet fire separation requirements. She stated they would relocate the porch stairs and remove part of the retaining wall to prevent encroachment on the new property line if the partition is approved. Both buildings have separate water and electric lines but share a sewer line. They anticipated installing a new sewer line for the original house if the partition is approved. A french drain was installed to manage runoff between the buildings and stated they could direct downspouts to improve drainage. They expressed confusion about ADU permitting and the two-structure rule for property splits.

**McCarter, Kevin.** Applicant. He stated they can redirect storm drain runoff of building if that is necessary.

**In Favor**

No one spoke in favor of the application.

**Neutral**

**Petersen, Al.** Petersen asked the meaning of a dimension at the building line instead of the street. He also asked how two buildings on one lot related to the ADU rules.

City Planner Jacob Graichen clarified that zoning standards specify lot width at both the street and building line. While some lots can be narrower at the building line, the rest must be wider. In this case, the issue is the overall lot's narrowness.

Graichen also clarified that while the code allows a second unit to be called an ADU, no special permitting is required. It must meet standard requirements like setbacks and lot coverage. House Bill 2001 mandated duplexes in cities with over 10,000 people, and the Council allowed them in a detached form. However, the two-story garage building has not been permitted as a dwelling unit or detached accessory structure. It was permitted as a building addition with a breezeway with no dwelling unit.

### Opposition

No one spoke in opposition of the application.

### Rebuttal

**McCarter, Catherine. Applicant.** They are willing to make any accommodations necessary to split the lots.

### End of Oral Testimony

### Close of Public Hearing & Record

### Deliberations

Commissioner Sisco was concerned about an aerial trespass of the power if a partition occurs. Dimsho noted that the recommended conditions of approval address utility issues, including power and sewer lines crossing the property line, which would need to be surveyed and resolved as outlined in the staff report.

Chair Shoemaker stated that the hardship in Criteria E appeared to be self-imposed. She believed that Criteria C and D could be met, but A, B, and E had issues. Commissioner Jacobson also stated that some of the criteria were not met.

**Motion:** Upon Commissioner Rosengard's motion and Vice Chair Sisco's second, the Planning Commission recommended to deny all three Variances. [AYES: Vice Chair Sisco, Commissioner Jacobson, Commissioner Rosengard, Commissioner Castner, Commissioner Herman, NAYS: None]

**Motion:** Upon Commissioner Jacobson's motion and Commissioner Rosengard's second, the Planning Commission moved for the Chair to sign the findings when prepared. [AYES: Vice Chair Sisco, Commissioner Jacobson, Commissioner Rosengard, Commissioner Castner, Commissioner Herman, NAYS: None]

### DISCUSSION ITEMS

E. 7:00 p.m. - Planning Commission Interview - Echternach, Jay

Jay Echternach, a three-year resident of St. Helens, introduced himself, sharing his 50-year background in sales, including serving as vice president of a publishing company responsible for strategic planning, budgeting, and sales. He has been involved in managing youth sports leagues and budgets, and served over 15 years on the Gresham Barlow School District's budget, curriculum, and foundation boards, focusing on fundraising and working within state law and budget constraints. His experience includes problem-solving, leading initiatives, and leadership training.

Mr. Echternach responded to questions from Commissioners as follows:

- After relocating to St. Helens three years ago, he wants to be involved in the community, as it is in his nature. Living near the Waterfront Project sparked his interest in the planning process, funding, and development. At 73, he is gainfully unemployed and looking for meaningful engagement.
- He confirmed his recent appointment to the Library Board and noted his involvement in fundraising and the makerspace. He reviewed the City's resolution and found that serving on multiple boards requires an exception. He stated he intends to continue, calling the library a tremendous asset to the city.
- He stated that historic preservation is a newer interest for him, inspired by his travels across 45 states. He highlighted visits to historic sites in Charleston, Savannah, and Boston, where he developed an appreciation for architecture and planning.
- He stated that if you aren't proactive, the world passes you by, and noted that St. Helens is well-positioned for growth. He highlighted the need for sustained, smart development, citing the Waterfront Project as a key step and pointing to other cities as examples of strategic growth driving economic benefits.
- He addressed how to handle public disappointment and potential conflicts while representing the community, stating that in sales, you get nine no's for every one yes, and his career was built on handling that. He noted the importance of being consumer-friendly in communication and seeking workarounds within legal guidelines to support the community while adhering to state and federal laws.
- He said St. Helens is the greatest community he had never seen, discovering it through Sand Island while dating his wife. After marrying, they settled on South Second Street, developed an Airbnb, and laid down roots, believing the city reeks of history and opportunity for the future.
- He said that being a sales guy, he is used to being on the fly and has read extensively the City budget, what's going on, losing a major taxpayer with the mill, and now getting new people in there. He has not done any research on planning or building but stated that his natural background is to jump feet first in with an open mind, believing his background, skills, and history would adapt well to the commission.

F. 7:15 p.m. - Planning Commission Interview – Walter, Joshua

Joshua Walter introduced himself, sharing his personal and professional background. He was born and raised in La Pine, moved to Scappoose at 18, and settled in St. Helens two years ago. He is actively involved in his church and the community, with a passion for natural organic food, local markets, and agritourism. Working remotely in software engineering, he now has time to engage with the Planning Commission and enjoys being a liaison for people looking to open businesses or make changes in town.

Mr. Walter responded to questions from Commissioners as follows:

- He said he wants to be involved anywhere and enjoys walking in the parks.
- He said he is a frequent ZOOM watcher of City Council and Planning Commission meetings but has not attended in person due to his schedule. His remote job now allows him more time for local involvement.
- He noted preserving the town and maintaining its character is essential to St. Helens. He appreciates efforts to retain historic elements, like the downtown rockwork and the restoration of the first bank building. The best way to enhance the city is by building upon its history rather than replacing it with something new.

- He wants to help people by explaining why something can't be done or finding alternatives. He hopes to bridge the gap between decisions and alternatives through creative solutions. He is excited about the Riverfront project and noted that community concerns often have simple explanations. He wants to be known for helping make a "no" seem less final and celebrating the "yes."
- He said he loves St. Helens for its strong sense of community and the people who are passionate about helping. He noted that it is hard to find that small-town feel and wants to help protect it while recognizing the potential for growth. He is interested in being part of the process through wise counsel and consideration.
- He tends to believe that property owners should be able to do what they want with their land but acknowledges the reasoning behind regulations. He noted that he bounces back and forth on the issue and sees his perspective as a potential balance in discussions.
- His remote job provides a lot of flexibility, working four days a week with Fridays and weekends off. This schedule gives him free time, allowing him to plan around meetings and participate in the planning commission.

G. 7:30 p.m. - Planning Commission Interview – Kingsbury, Trina

Trina Kingsbury introduced herself, stating that she has lived in St. Helens for eight years. She grew up in Hillsboro, moved to Scappoose, and then settled in St. Helens with her husband after falling in love with the area. She has worked in the supply chain throughout her career and is currently between jobs, which has given her extra time to commit to a commission. She expressed her love for the community, the river, the history, and the opportunity for growth in St. Helens. She lives near McBride and enjoys frequenting downtown, walking along the river, and spending time on the water with her boat.

- She became interested in the Planning Commission after moving to St. Helens and getting to know the community. She believes she will have time for the commission once employed again, citing her ability to manage both work and commitments in the past, including attending meetings and reviewing material.
- She expressed interest in historic preservation, mentioning she has done a couple of walking tours around St. Helens and enjoys learning about the history of the city. She believes the buildings tell a story and reflect the art and culture of past times, offering valuable lessons.
- She expressed that St. Helens has many opportunities for growth, which must be managed responsibly. She mentioned the importance of considering the long-term impacts of current decisions while allowing people to use their property within reason.
- She mentioned that she has watched several planning meetings over ZOOM or YouTube and attended one pre-Covid about the Sand Island campground. She was interested in the plans for the island, particularly how it would affect boaters and community access. She also read through the minutes of the last meeting to familiarize herself with the decisions being made, especially regarding laws, codes, and the end use of projects.
- She noted she lives on the different side of the tracks and is a little bit younger than a lot of the commission. It's important to have those generational voices, as a diverse response helps with making sound decisions by getting more input.
- She has experience working with suppliers and in sales, where she dealt with different people and environments, focusing on finding a middle ground. She believes the commission's work is more about clear decisions but sees the importance of discussing challenges and providing creative solutions, helping others revise their plans if needed.

- She asked how much time is spent reviewing meeting packet materials beforehand. Chair Shoemaker mentioned that sometimes the packet is for two small hearings, while other times it can require more preparation. She noted that generally, the materials can be reviewed in a couple of hours, and nothing is unreasonable in terms of preparation time.

The Commission preferred someone who was not already serving on another Commission. Vice Chair Sisco liked Kingsbury's response about why she loved St. Helens. Chair Shoemaker thought her application was also the most complete. Commissioner Jacobson thought Walter's interview was impactful. Councilor Gundersen wants to see as many people involved as possible, so selecting someone who is already serving on another Commission is not ideal.

**Motion:** Upon Commissioner Castner's motion and Vice Chair Sisco's second, the Planning Commission moved recommend to Council to appoint Trina Kingbury to the Planning Commission. [AYES: Vice Chair Sisco, Commissioner Jacobson, Commissioner Rosengard, Commissioner Castner, Commissioner Herman, NAYS: None]

#### H. Architectural Character Review at 161 St. Helens Street - AKAAN

City Planner Graichen presented the architectural review for a building that is not an official historic resource. The proposal is to convert a multi-suite office building into a mini-mart business, with plans showing windows being blocked out. These windows are in the back and side, not along St. Helens Street. Graichen raised the question of how much the side and back matter in this context. Staff's main comment was that the windows in the back might be more important to preserve, as they contribute to the character and crime prevention of the area. The Commission's review is for a recommendation to staff.

Al Petersen explained that the windows will be blocked to avoid vandalism, as they will not be accessible from the inside. The intent is to cover the windows with fire-treated lumber, fire-treated plywood, and fiber cement. The windows will not be functional but may be restored in the future if the property next door is developed and the need arises. The front facade will remain unchanged, with frosted windows covered by coolers. Petersen clarified that the side and rear walls are not the primary facades for preservation, as the street-facing facade is the focus in historic districts. The goal is to protect the windows and allow for potential future restoration.

Mr. Petersen addressed questions from the Board as follows:

- He explained that the fiber cement will not match the existing building and the windows will be blocked with large visible squares. The building codes historically required a solid wall on property lines, preventing windows, though it was once common to install windows with the understanding they could be covered if a new building was built next door. The fiber cement will not match the rough concrete wall but will be painted the same color.
- He noted that he cannot answer whether the project can move forward with some windows covered and others not, as he is not the building owner.
- He stated that Section 9 of the National Trust for Historic Preservation Guidelines, which pertains to windows, still applies. In most historic districts, the focus is on the streetscape, not the rear windows facing parking lots or the backs of other buildings.
- He shared his experience in Philadelphia, where windows were covered on historic buildings to protect them from vandalism. Later, when funding was available, the windows were uncovered for restoration. He explained that the National Standards for Historic Preservation discourage covering windows during restoration but noted that the intent here is to preserve the building's historic fabric for future restoration. He cited the example of the courthouse's historic flooring, which was covered for future restoration purposes.

The Commission agreed with the applicant's plan to cover up the windows instead of removing them, allowing for potential future restoration. It was also noted the mini-mart has a high risk of break-ins, with the windows being easily accessible for vandalism.

**Motion:** Upon Commissioner Jacobson's motion and Commissioner Rosengard's second, the Planning Commission moved to recommend that the architectural character review be approved with a condition that the existing architecture be preserved when covering the windows so that the covering can be reversed. [AYES: Vice Chair Sisco, Commissioner Jacobson, Commissioner Rosengard, Commissioner Castner, Commissioner Herman, NAYS: None]

I. 2024 Year End Summary Report

There was no discussion of note.

J. 2025 Joint Planning Commission & City Council Meeting Time

The Commission and Staff discussed the timing of the Joint Planning Commission and City Council meetings. There was a mixed preference regarding the meeting time, with no strong consensus either way. Some members felt that 6:00 PM would be better for community and visitor attendance, while others preferred 4:00 PM, as it would allow staff to finish earlier. The Commission agreed to continue the discussion with the Council to determine the best time for everyone.

K. Miscommunication Regarding the "Millard Road Property"

City Planner Graichen explained that at the January 15 Council meeting, concerns were raised about the City recommending a mobile home park for the Millard Road property. He clarified that the confusion arose from a mix-up in communication, specifically a public records request that included emails about the "Millard Road property." The discussion was about options for nearby properties within the Urban Growth Boundary, not the City-owned Millard Road property. The mention of a mobile home park was simply a designation, not a development recommendation for the city-owned Millard Road property.

He addressed concerns about an exhibit showing proposed lots below the 5,000 square foot minimum for the Millard Road property and clarified that the plat predates the Council's resolution regarding lot sizes. During the pre-application meeting with the developer, the lot dimensions were removed, but the plans were not-to-scale, and it was noted all lots must conform to R5 dimensional standards. No subdivision applications had been received, and the property had not been sold, making the claims of approving smaller lot sizes incorrect.

Vice Chair Sisco clarified that pre-application meetings are common and that the initial plans often change before a subdivision is finalized. She noted that lot sizes and placements may be altered. She added that just because the city has a copy of the preliminary plans, it does not mean any agreement has been made.

**PLANNING DIRECTOR DECISIONS** (previously e-mailed to the Commission)

- L. Time Extension (TUP.1.24) at 175 Bowling Alley Lane – CC POD LLC
- M. Sensitive Lands Permit at 1645 Railroad Avenue – Maul Foster & Alongi, Inc.
- N. Sensitive Lands Permit (Amended) at 1645 Railroad Avenue – Maul Foster & Alongi, Inc.
- O. Site Development Review at 745 S. Columbia River Highway – Pacific Stars Contractors
- P. Conditional Use Permit (Minor) at 36200 Pittsburg Road - Stewart
- Q. Site Development Review at 58389 Columbia River Highway – Ojeda

The Commission discussed proactive planning items, which were accidentally left off the agenda. They considered dedicating 30 minutes during each meeting for research, assigning members to specific items. Concerns about avoiding the appearance of decision-making outside meetings were raised. The Commission explored how other communities handle this issue and discussed the need for more detailed ethics training. They agreed to bring ideas to the next meeting and noted the upcoming joint meeting with the City Council on March 12. The timing of the two-year strategic plan was also considered.

#### **PLANNING DEPARTMENT ACTIVITY REPORT**

- R. Planning Department Activity Report – December
- S. Planning Department Activity Report – January

City Planner Graichen clarified that some code changes, such as those related to manufactured and prefabricated homes, were mandated by State law. However, the City Council rejected proposed amendments that would have allowed manufactured homes and detached multifamily housing (cottage clusters). The amendments regarding Single Room Occupancy (SRO) housing were retained.

The hope was to reinforce state law provisions through code amendments, specifically regarding manufactured homes near historic landmarks. However, without the code in place, there is uncertainty about its implementation. Since the issue arose during the 2<sup>nd</sup> reading, the decision was made to delete the amendments and potentially revisit them later, as most of the other amendments were successful.

#### **ADJOURNMENT**

*There being no further business before the Planning Commission, the meeting was adjourned at 9:17 p.m.*

*Respectfully submitted,*

*Jennifer Dimsho  
Associate Planner*

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

**CITY COUNCIL MINUTES**

Presented for approval on this 19<sup>th</sup> day of March, 2025 are the following Council minutes:

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2025

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- Work Session, Executive Session, and Regular Session Minutes dated March 5, 2025

**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, March 05, 2025

## DRAFT MINUTES

### MEMBERS PRESENT

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

### MEMBERS ABSENT

Council President Jessica Chilton

### STAFF PRESENT

John Walsh, City Administrator  
 Kathy Payne, City Recorder  
 Lisa Scholl, Deputy City Recorder  
 Joe Hogue, Acting Police Chief  
 Matt Smith, Detective Sergeant  
 Kolten Edwards, Detective  
 Mouhamad Zaher, Public Works Director

Shanna Duggan, Recreation Manager  
 Sharon Darroux, Engineering Manager  
 Crystal King, Communications Officer  
 Mike De Roia, Building Official  
 Ashley Wigod, Contracted City Attorney  
 Peter Hicks, Contracted City Attorney

### OTHERS

Steve Topaz                      Mitz  
 Brady Preheim                 Robyn  
 Lacey Tolles

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

### ANNOUNCE 2024 CITY EMPLOYEE OF THE YEAR

City Recorder Payne announced the 2024 Employee of the Year Award. She described the qualities of an exemplary employee and listed the 13 nominations received for six employees. Payne revealed that Communications Officer Crystal King was selected as the 2024 Employee of the Year. She highlighted King's career progression with the City since 2008 and read excerpts from her nomination submissions praising her skills, dedication, and positive impact. King received a certificate, an 8-hour paid day off, and \$100 in gift cards of her choice. Congratulations!

### CLEARING CONFUSION AND SETTING THE FACTS STRAIGHT

#### 1. Clarification Memo to Public Comments Received on February 19, 2025

Mayor Massey reviewed a clarification memo addressing public comments received on February 19, 2025. The memo covered three main points:

1. Public Comment During Meetings: Mayor Massey clarified that Oregon law does not require City Councils to provide public comment opportunities during most work sessions or regular sessions. She referenced the City Council Operating Rules regarding visitor comments.

2. Public Meeting Laws and Transcription Accuracy: Councilor Sundeen explained that public meeting laws do not require verbatim transcription. He outlined the minimum requirements for written minutes or recordings of meetings.
3. Public Safety Fee Increase on the City's Utility Bill: Mayor Massey stated that the City Council has not taken action to increase the Public Safety Fee on the City's utility bill at this time, despite previous discussions.

Mayor Massey noted that this information would be uploaded to the City website for public reference.

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

- ◆ Steve Topaz. Expressed concerns regarding the limitations placed on public comments during City meetings. He noted the reduction in opportunities for public input, highlighting a shift to later meetings and less time allowed to speak. Public comments have now moved to the end of regular sessions, which he argued minimized the effectiveness of community feedback since comments made after an issue has already been voted on have no impact. Topaz further emphasized that freedom of speech should allow for all manners of speech, including praise and criticism, to be heard, even if not accepted. He also challenged the legal basis for some State laws, referencing his experience with State and Federal Court decisions. Additionally, Topaz raised questions regarding the Council's criteria for defining a news media outlet, emphasizing that such determinations should not be up to the Council, as it could lead to biases regarding which entities are recognized as legitimate media representatives.
- ◆ Brady Preheim. Criticized Mayor Massey for not apologizing to City Administrator Walsh, highlighting previous remarks she made about not trusting Walsh, accusing him of being overpaid, and even suggesting his removal on her first day. Preheim emphasized the need for an apology to Walsh, adding that despite various mistakes, he never blamed Walsh for not fulfilling Council directions, which he placed responsibility for on the Council members themselves. Preheim also questioned why Councilor Sundeen was not involved in bringing forward the agenda item on the Police Chief vacancy, considering Sundeen's position as the Police Commissioner. Furthermore, Preheim challenged the accuracy of the Council's public statements that they had not taken action on raising utility bills, arguing that recorded meeting discussions revealed a detailed plan to increase the utility bill to \$25. He highlighted the problematic nature of a previous statement where Council members indicated an intention to impose the fee despite any public opposition to the levy, suggesting this as a reason the levy did not pass. He concluded by urging the Council to correct their public records and acknowledge the discussions recorded in previous meetings regarding raising the utility bill.

**DISCUSSION TOPICS**

**2. Recreation Program Semi-Annual Report - *Recreation Manager Shanna Duggan***

Recreation Manager Duggan presented a semi-annual report on the City's Recreation programs. She highlighted key statistics, including 148 registered programs and 83 youth in daily care. Duggan discussed ongoing goals, partnerships, funding sources, and grant opportunities. She emphasized the program's impact on the community and its focus on balancing free and fee-based activities. Council members expressed appreciation for the program's success and asked questions about staffing, volunteerism, and future plans.

### **3. Review Draft Staff Monthly Report Template and Draft Staff Report (Item Specific) Template - *City Administrator John Walsh and City Recorder Kathy Payne***

City Administrator Walsh and City Recorder Payne presented draft templates for staff monthly reports and item specific staff reports. The Council discussed the proposed formats and suggested additions such as including information on grants, funding opportunities, key issues, challenges, and completed projects. They agreed to revisit the topic at a future meeting after getting staff input and refining the templates.

### **4. Schedule Special Session Date to Finalize Road Map and Council Governing Policy - *Mayor Massey***

Mayor Massey proposed scheduling a special session to finalize the Council roadmap and Governing Policy. After discussion, the Council tentatively agreed to hold the roadmap session on March 18 at 3:00 p.m. They decided to address the Governing Policy separately due to scheduling conflicts with the contracted city attorney.

### **5. Report from City Administrator John Walsh**

- The retirement of Public Works Construction Inspector Tim Underwood
- The Reservoir Site Selection Study RFP
- An upcoming update on the Central Waterfront project
- Extension agreements with Arcadia
- Plans for 13 Nights on the River
- Progress on the police station site
- Dock Repairs RFP
- Business promotion campaign for the downtown area
- Infrastructure funding request to senators
- Plans for the grand reopening of the Riverwalk and Streets and Utilities Project
- Exploration of timber insurance for the Salmonberry property
- The upcoming Chamber banquet

### **RECESS – 4:08 p.m.**

### **EXECUTIVE SESSION – 4:31 p.m.**

- Consider Employment of an Employee, under ORS 192.660(2)(a)
- Real Property Transactions, under ORS 192.660(2)(e)
- Consult with Counsel/Potential Litigation, under ORS 192.660(2)(h)

### **RECONVENE – 5:15 p.m.**

Upon returning to the work session, Mayor Massey clarified that the Council did not discuss the consideration of employment of employees under ORS 192.660(2)(a) in executive session as originally planned.

### **DISCUSSION TOPICS – CONTINUED**

#### **1. Discussion of Police Chief Vacancy - *Councilor Gundersen***

Mayor Massey declared a potential conflict of interest regarding the police chief vacancy discussion due to her husband being a St. Helens Police Officer.

Contracted City Attorney Hicks joined the meeting remotely to provide guidance on the process for appointing a new police chief. He recommended offering an interim contract to Acting Chief Hogue for a six-month period, allowing for a comprehensive evaluation and vetting process. Hicks emphasized the importance of having an interim contract to outline the expectations during this period and to set the stage for a formal decision regarding Hogue's permanent appointment. The Council discussed the merits

of this approach, considering the need to address foundational issues in the Governing Policy and evaluation procedures. It was highlighted that an interim period would also allow time for implementing necessary changes in the evaluation process and governing policies to ensure consistency in future appointments.

Councilor Gundersen expressed confidence in Hogue, noting his leadership and longstanding service to the community and described his past actions in stepping up to fill leadership gaps even before stepping into the interim chief role. Council members discussed the intricacies of the interim contract, such as ensuring it was clear about the performance and feedback mechanisms in place, including a potential 360-degree review to fully assess Hogue's effectiveness and fit for the role. Additionally, they considered how a consistent process could be applied for future appointments, aiming to correct any past procedural flaws. There was consensus that a non-rushed, methodical process would provide the necessary transparency and accuracy in assessing if Hogue's role could transition from interim to permanent.

The Council also deliberated on whether a public job posting would be required if they proceeded directly to an appointment without the interim stage. Walsh indicated that typically, internal recruitments do not require external postings unless the procedure for this position differs. The Council sought further legal advice on this point to ensure compliance with any required processes. A motion was proposed: To appoint Joe Hogue as the interim chief of police subject to the terms and conditions of a mutually agreeable employment agreement.

This motion was introduced with the understanding that it would be refined according to additional legal counsel and insights before being formally enacted at the evening meeting. The intention was to guarantee that the employment agreement aligns with both legal guidelines and the City's strategic needs, while also reflecting Hogue's commitment to the community and his qualifications for the chief's position.

**ADJOURN – 5:46 p.m.**

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

ATTEST:

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Kathy Payne, City Recorder

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Jennifer Massey, Mayor

# City of St. Helens

## CITY COUNCIL

Executive Session Summary

March 5, 2025

- Members Present:** Jennifer Massey, Mayor  
Mark Gundersen, Councilor  
Brandon Sundeen, Councilor  
Russell Hubbard, Councilor
- Members Absent:** Jessica Chilton, Council President
- Staff Present:** John Walsh, City Administrator  
Kathy Payne, City Recorder
- Others:** Ashley Wigod, City Attorney with Jordan Ramis PC  
Chris Dolan, City Attorney with Jordan Ramis PC  
Peter Hicks, City Attorney with Jordan Ramis PC  
Kailyn Cassidy, Columbia County Spotlight



At 4:31 p.m., Mayor Massey opened the Executive Session pursuant to the ORS numbers listed below and then gave Council roll call. Other than Labor Negotiator Consultations, 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.

- **Consider Employment of an Employee, under ORS 192.660(2)(a)**
  - Nothing was discussed under this provision.
- **Real Property Transactions, under ORS 192.660(2)(e)**
  - Nothing was discussed under this provision.
- **Consult with Legal Counsel & Potential/Pending Litigation, under ORS 192.660(2)(h)**
  - Update on mediation/litigation with E2C Productions.

The Executive Session was adjourned at 5:04 p.m.



ATTEST:

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

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

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



# COUNCIL REGULAR SESSION

Wednesday, March 05, 2025

## DRAFT MINUTES

### MEMBERS PRESENT

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

### MEMBERS ABSENT

Council President Jessica Chilton

### STAFF PRESENT

John Walsh, City Administrator  
 Kathy Payne, City Recorder  
 Lisa Scholl, Deputy City Recorder  
 Joe Hogue, Acting Police Chief  
 Ashley Wigod, Contracted City Attorney

### OTHERS

Reed Hjort  
 Brady Preheim  
 Jenni Gilbert  
 Ashley Christner  
 Mitz  
 Roger

### CALL REGULAR SESSION TO ORDER – 7:00 p.m.

### PLEDGE OF ALLEGIANCE

### APPROVE AND/OR AUTHORIZE FOR SIGNATURE

1. Agreement with Black and Veatch to Develop a Project Implementation Plan for pH Compliance Requirements for the City's National Pollutant Discharge Elimination System (NPDES) Permit

**Motion:** Motion made by Councilor Sundeen and seconded by Councilor Gundersen to approve '1' above. **Vote:** Yea: Mayor Massey, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

2. Contract with HASA, Inc. for Bulk Sodium Hypochlorite for the Wastewater Treatment Plant

**Motion:** Motion made by Councilor Gundersen and seconded by Councilor Sundeen to approve '2' above. **Vote:** Yea: Mayor Massey, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

### CONSENT AGENDA FOR APPROVAL

3. City Council Minutes dated January 15, February 18, and February 19, 2025
4. OLCC Licenses
5. Staff Monthly Report Template and Staff Report (Item Specific) Template

## 6. Accounts Payable Bill Lists

**Motion:** Motion made by Councilor Sundeen and seconded by Councilor Gundersen to approve '3' through '6' above. **Vote:** Yea: Mayor Massey, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

### WORK SESSION ACTION ITEMS

#### Date for Special Sessions

The Council engaged in a detailed discussion to determine dates for future Special Sessions, ultimately deciding that Peter Hicks would be able to meet on March 17 at 5:30 p.m. for a session focused on the Council Governing Policy. Additionally, the Council confirmed a Strategic Plan session scheduled for March 18 at 3:00 p.m. to further discuss a roadmap.

#### Police Chief Vacancy

**Motion:** Motion made by Councilor Sundeen and seconded by Councilor Gundersen to appoint Joe Hogue as an Interim Chief of Police, subject to the terms and conditions of a mutually agreeable employment agreement.

Councilors Gundersen, Hubbard, and Sundeen supported appointing Hogue as Police Chief and acknowledged the work he has done. Discussion ensued with some members emphasizing the need for a swift resolution to provide stability to the Police Department, while others underscored the necessity of thorough due diligence and compliance with legal advice.

Throughout the debate, there was a unanimous acknowledgment of the exemplary work Hogue has accomplished since taking on the interim role in October. His leadership had already brought a positive shift within the Police Department. With these contributions in mind, members discussed the importance of having an employment agreement drafted under Akin's guidance, to be finalized once the City's Governing Rules and evaluation protocols were clearly outlined.

A notable point of deliberation was whether the position would necessitate public posting. The Council expressed the need to clarify this requirement to ensure compliance with employment regulations. Additionally, the concept of retroactive pay for Hogue's tenure as acting chief was broached, emphasizing the recognition of his ongoing efforts. This element, among others, was designated for inclusion in the employment agreement, set to be ratified later.

Council reached a consensus with a collective commitment to both immediate action and due process.

**Vote:** Voting Nay: Mayor Massey, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

Contracted City Attorney Wigod presented a suggested motion based on discussion.

**Motion:** Motion made by Councilor Sundeen and seconded by Councilor Gundersen to appoint Joe Hogue as an Interim Chief of Police for six months, subject to the terms and conditions of a mutually agreeable employment agreement, and the City may permanently hire the Chief at any time during the term of the contract. **Vote:** Yea: Mayor Massey, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

### COUNCIL MEMBER REPORTS

Councilor Sundeen reported...

- Parks and Trails Commission activities
  - Upcoming cleanup at Nob Hill Nature Park on April 5
  - Interviews for an open position
- Recent Police banquet, expressing appreciation for the Police Department and Acting Chief Hogue

Councilor Gundersen reported...

- Planning Commission meeting next week
- Joint Planning Commission and City Council meeting next week
- Satisfaction with the progress of the Waterfront development project

Councilor Hubbard reported...

- Project Arcadia moving forward
- Upcoming meeting with a developer regarding the Waterfront

### **MAYOR MASSEY REPORTS**

- Thanked staff for their preparation
- Applauded Council members for professionalism and dialogue
- Expressed excitement for upcoming projects:
  - Waterfront development
  - New police station
- Mentioned a scheduled meeting with a developer
- Noted positive feedback from citizens about the Waterfront project

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

- ◆ Brady Preheim. Raised significant concerns over perceived ethical issues related to Mayor Massey's involvement in discussions about appointing the police chief. He criticized what he saw as unethical behavior, stating that the executive session was live-streamed and that Mayor Massey's behavior was, in his view, inappropriate. Preheim argued that Mayor Massey should recuse herself from anything related to the police chief appointment due to her involvement in a damaging report concerning her and her husband. He urged the Council to make an immediate decision to appoint Acting Chief Hogue permanently, expressing his belief that not doing so was also unethical.
- ◆ Jenni Gilbert. Echoed Preheim's concerns regarding ethical issues with the Mayor's participation. She noted that she had contacted the Ethics Commission about the situation, who reportedly suggested that there might be serious legal implications for the City. Gilbert expressed appreciation for some Council members like Councilor Gundersen, highlighting their efforts to uphold standards. She asserted her belief in the necessity for a public posting of the police chief position, suggesting this might be a legal requirement. Gilbert warned the Council to be cautious of certain behaviors by Mayor Massey and proposed that, under other business, the Council should appoint Chief Hogue immediately.
- ◆ Adam St. Pierre. Emphasized the importance of substantiating statements with evidence when making any claims. He remarked that he had observed attorney involvement in other local Council meetings similar to this setting, noting this as a commonplace occurrence. St. Pierre also thanked the Council for their diligent work and mentioned that he found starting meetings on a positive note appealing. However, he expressed a preference for public comments to be scheduled earlier in meetings, arguing it would enable citizens to provide input on agenda items before decisions are made.

### **OTHER BUSINESS**

**ADJOURN – 7:38 p.m.**



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

ATTEST:

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

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

# MONTHLY REPORT TO COUNCIL



Meeting Date:  
Prepared by:  
Department:  
Division:  
Reporting Period:  
CC: City Administrator John Walsh

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## 1. General Operations

- *[Update on ongoing department functions]*
- *[Key statistics or performance metrics]*

## 2. Staffing & Personnel

- *[Hiring updates, promotions, retirements, or vacancies]*
- *[Training programs or professional development initiatives]*

## 3. Projects & Initiatives

### A. Ongoing Key Projects

- *Project Name 1: [Status update, next steps]*
- *Project Name 2: [Status update, budget impact]*

### B. Upcoming Projects

- *Project Name 1: [Planned start date, funding needs]*
- *Project Name 2: [Expected benefits and outcomes]*

## 4. Upcoming Events & Important Dates

*(Provide information on city-related events, meetings, and deadlines relevant to the department.)*

- *Event 1: [Date, location, purpose]*
  - *Event 2: [Stakeholders involved, expected outcomes]*
- 

## Attachments (If Applicable)

*(Attach any supporting documents, reports, or visuals necessary for council review.)*

- *[Attachment Name 1]*
- *[Attachment Name 2]*

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

**OLCC LICENSES**

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

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**2025 RENEWALS**

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<b><u>Licensee</u></b>	<b><u>Tradename</u></b>	<b><u>Location</u></b>	<b><u>Purpose</u></b>
Walmart #2422	Walmart Inc	2295 Gable Road	Renewal
Grocery Outlet Inc  Linares LLC	St. Helens Grocery Outlet	205 Brayden Street	Renewal
Noi Thai Kitchen	Noi Thai Kitchen	524 Milton Way	Renewal

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

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

<b><u>Licensee</u></b>	<b><u>Tradename</u></b>	<b><u>Location</u></b>	<b><u>Purpose</u></b>
Kanita Iizuka	Banyen Thai Kitchen, LLC	295 Strand St	New License



St. Helens, OR

# Expense Approval Register

Item #8.

Packet: APPKT01208 - AP 3.7.25

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 100 - GENERAL FUND</b>					
STEVEN LESKIN	00408	03/03/2025	COURT ATTORNEY FEES	100-704-52019	3,000.00
COMCAST BUSINESS	235352363	03/03/2025	FIBER INTERNET ACCT 93457...	100-712-52003	5,122.58
PATH POINT MERCHANT SER...	02.01.25-02.28.25 3040	03/04/2025	GENERAL SERVICE MERCHAN...	100-707-52020	296.27
PATH POINT MERCHANT SER...	02.01.25-02.28.25 4520	03/04/2025	UTILITY BILLING MERCHANT ...	100-707-52020	2,527.58
ERSKINE LAW PRACTICE LLC	03.05.2025	03/05/2025	CITY PROSECUTOR FEB 2025	100-704-52019	5,809.69
HUDSON GARBAGE SERVICE	14940914S046	03/05/2025	1554- TRASH PUBLIC LIBRARY	100-706-52003	102.40
HUDSON GARBAGE SERVICE	14941105S046	03/05/2025	2046-1287539	100-715-52023	252.10
HUDSON GARBAGE SERVICE	14941106S046	03/05/2025	2046-1287547 - POLICE GAR...	100-705-52023	130.50
HUDSON GARBAGE SERVICE	14941108S046	03/05/2025	7598- TRASH MCCORMICK A...	100-708-52023	638.20
HUDSON GARBAGE SERVICE	14941109S046	03/05/2025	7601-TRASH PUBLIC CANS PL...	100-715-52023	138.20
HUDSON GARBAGE SERVICE	14941105S046	03/05/2025	7636- TRASH COL VIEW PARK...	100-708-52023	223.60
HUDSON GARBAGE SERVICE	14941491S046	03/05/2025	7056- TRASH 1810 OLD PORT...	100-705-52023	14.20
HUDSON GARBAGE SERVICE	14941581S046	03/05/2025	5273- TRASH REC CENTER C...	100-709-52023	85.00
JAMES H BAND	2025-2	03/05/2025	INVESTIGATION SERVICES -ST...	100-705-52019	1,883.50
METRO PLANNING INC	6531	03/05/2025	WEB GIS	100-710-52001	208.75
INGRAM LIBRARY SERVICES	86786869	03/05/2025	BOOKS 20C7921	100-706-52033	95.78
INGRAM LIBRARY SERVICES	86786870	03/05/2025	BOOKS 20C7921	100-706-52033	97.92
INGRAM LIBRARY SERVICES	86786872	03/05/2025	BOOKS 20C7921	100-706-52033	210.66
INGRAM LIBRARY SERVICES	86800433	03/05/2025	BOOKS 20C7921	100-706-52033	24.02
INGRAM LIBRARY SERVICES	86800434	03/05/2025	BOOKS 20C7921	100-706-52033	64.94
INGRAM LIBRARY SERVICES	86800436	03/05/2025	BOOKS 20C7921	100-706-52033	616.65
NET ASSETS CORPORATION	95-202502	03/05/2025	ESCROW TITLE SERVICES	100-707-52019	366.00
XPRESS SOLUTIONS INC	INV-XPR021950	03/05/2025	CARD TRANSACTION FEES M...	100-707-52020	3,440.01
CENTURY LINK	02.26.25 2307	03/06/2025	966B	100-712-52010	338.14
SUNSET AUTO PARTS INC - N...	02.28.25	03/06/2025	AUTO PARTS ACCT 6355	100-705-52098	9.81
CENTURY LINK	03.03.25 7305	03/06/2025	503-366-3029	100-712-52010	33.77
CENTURY LINK	03.03.25 7305	03/06/2025	503-366-7932	100-712-52010	33.77
CENTURY LINK	03.03.25 7305	03/06/2025	503-397-1426	100-712-52010	37.42
CENTURY LINK	03.03.25 7305	03/06/2025	503-366-3448	100-712-52010	56.47
CENTURY LINK	03.03.25 7305	03/06/2025	503-397-0422	100-712-52010	37.42
CENTURY LINK	03.03.25 7305	03/06/2025	503-366-8200	100-712-52010	78.35
CENTURY LINK	03.03.25 7305	03/06/2025	503-397-3195	100-712-52010	33.77
CENTURY LINK	03.03.25 7305	03/06/2025	TAXES FEES AND SURCHARG...	100-712-52010	373.84
CENTURY LINK	03.03.25 7305	03/06/2025	503-397-3363	100-712-52010	33.77
CENTURY LINK	03.03.25 7305	03/06/2025	503-397-0619	100-712-52010	33.77
CENTURY LINK	03.03.25 7305	03/06/2025	503-366-1103	100-712-52010	33.77
CENTURY LINK	03.03.25 7305	03/06/2025	503-366-2856	100-712-52010	80.06
CENTURY LINK	03.03.25 7305	03/06/2025	503-366-1101	100-712-52010	37.42
CENTURY LINK	03.03.25 7305	03/06/2025	503-397-4016	100-712-52010	60.46
CENTURY LINK	03.03.25 7305	03/06/2025	503-366-1257	100-712-52010	37.42
JAMIE EDWARDS	03.06.25	03/06/2025	TRAVEL REIMBURSEMENT O...	100-707-52018	269.76
BEMIS	11157	03/06/2025	BUSINESS CARDS- K PAYNE	100-702-52001	60.00
BEMIS	11157	03/06/2025	ENVELOPES	100-715-52001	795.00
STEVEN R SCHARFSTEIN	183	03/06/2025	COURT ATTORNEY FEES	100-704-52019	3,000.00
CULLIGAN	2025027304075742	03/06/2025	BOTTLED WATER POLICE	100-705-52019	115.55
ALLSTREAM	21300097	03/06/2025	ALLSTREAM PHONE ACCT 75...	100-712-52010	178.17
VERIZON	6106555101	03/06/2025	JOHN WALSH 1273	100-701-52001	41.33
VERIZON	6106555101	03/06/2025	JOHN WALSH 9898	100-701-52010	40.81
VERIZON	6106555101	03/06/2025	CRYSTAL KING 0103	100-701-52010	46.43
VERIZON	6106555101	03/06/2025	HOT SPOT -8190	100-701-52010	47.10
VERIZON	6106555101	03/06/2025	JENNIFER MASSEY 1992	100-703-52001	41.33
VERIZON	6106555101	03/06/2025	JESSICA CHILTON	100-703-52001	41.33
VERIZON	6106555101	03/06/2025	RUSSELL HUBBARD 1907	100-703-52001	41.33

## Expense Approval Register

Packet: APPKT01

Item #8.

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
VERIZON	6106555101	03/06/2025	MARK GUNDERSEN 1908	100-703-52001	41.33
VERIZON	6106555101	03/06/2025	BRANDON SUNDEENN 1179	100-703-52001	41.33
VERIZON	6106555101	03/06/2025	PD JETPACK2 - 8538	100-705-52010	40.81
VERIZON	6106555101	03/06/2025	PD JETPACK1 - 8886	100-705-52010	40.81
VERIZON	6106555101	03/06/2025	SUZANNE BISHOP 1313	100-706-52003	41.33
VERIZON	6106555101	03/06/2025	GLORIA BUTSCH 1986	100-707-52001	41.33
VERIZON	6106555101	03/06/2025	GLORIA BUTSCH HOT SPOT	100-707-52001	40.81
VERIZON	6106555101	03/06/2025	CAMERON PAGE 5027	100-708-52010	41.33
VERIZON	6106555101	03/06/2025	TORY SHELBY 6366	100-708-52010	41.33
VERIZON	6106555101	03/06/2025	RECREATION IPHONE 1068	100-709-52010	41.33
VERIZON	6106555101	03/06/2025	RECREATION CENTER 1108	100-709-52010	41.33
VERIZON	6106555101	03/06/2025	Rec Center 2566	100-709-52010	41.33
VERIZON	6106555101	03/06/2025	REC PHONE 5093	100-709-52010	42.21
VERIZON	6106555101	03/06/2025	BUILDING DEPT IPAD 4081	100-711-52010	40.81
VERIZON	6106555101	03/06/2025	MIKE DERIOIA 2686	100-711-52010	46.43
VERIZON	6106555101	03/06/2025	Arlo 2 971-668-9722	100-712-52010	-38.16
VERIZON	6106555101	03/06/2025	Arlo 1 971-668-9721	100-712-52010	-38.16
VERIZON	6106555101	03/06/2025	DARIN COX 1016	100-712-52010	46.43
AMY LINDGREN LAW LLC	668	03/06/2025	JUDICIAL SERVICES	100-704-52019	5,750.00
TRUVIEW BSI	7200079802	03/06/2025	REPORT CHARGES	100-702-52014	118.99
<b>Fund 100 - GENERAL FUND Total:</b>					<b>37,879.07</b>

**Fund: 202 - COMMUNITY DEVELOPMENT**

MASON BRUCE & GIRARD INC	36168	03/05/2025	PROJECT 0106173-ST HELENS...	202-724-52019	8,201.42
MAUL FOSTER ALONGI INC	65707	03/05/2025	WATERFRONT REDEVELOPM...	202-726-52019	14,605.35
<b>Fund 202 - COMMUNITY DEVELOPMENT Total:</b>					<b>22,806.77</b>

**Fund: 203 - COMMUNITY ENHANCEMENT**

DEVAN LEE	3.4.2025	03/04/2025	Basketball referee 2/1, 2/22,...	203-709-52028	185.00
D'AYE S DAVIDSON	03.04.2025	03/05/2025	Basketball Referee 2/1 2/8 &...	203-709-52028	140.00
GIBSON ROBERT TOLLES	03.04.2025	03/05/2025	Basketball Referee 2/1 2/8 2...	203-709-52028	210.00
ISABELLA MEUCHEL	03.04.2025	03/05/2025	Basketball Referee 1/1 1/18 ...	203-709-52028	130.00
MADELYN HANCOCK	03.04.2025	03/05/2025	Basketball Referee 1/11 1/18...	203-709-52028	155.00
KAIDEN LEE	03.04.2025	03/05/2025	Basketball Referee 2/1 2/22 ...	203-709-52028	240.00
LIBBY A HASENKAMP	03.04.2025	03/05/2025	Basketball Referee 2/1 & 2/8	203-709-52028	95.00
LOGAN KIRK	03.04.2025	03/05/2025	Basketball Referee 2/1 2/22 ...	203-709-52028	220.00
KEEGAN MOTHERWAY	03.04.2025	03/05/2025	Basketball Referee 1/11 1/18...	203-709-52028	60.00
ZACHARIAH LIEBELT	03.05.25	03/05/2025	Basketball Referee 2/1, 2/8, ...	203-709-52028	180.00
<b>Fund 203 - COMMUNITY ENHANCEMENT Total:</b>					<b>1,615.00</b>

**Fund: 601 - WATER**

NORTHSTAR CHEMICAL	305019	03/05/2025	SODIUM HYPOCHLORITE 12....	601-732-52083	9,865.16
CITY OF COLUMBIA CITY	02.26.25	03/06/2025	001754-001	601-732-52003	90.98
SUNSET AUTO PARTS INC - N...	02.28.25	03/06/2025	AUTO PARTS ACCT 6355	601-731-52001	39.79
EAGLE STAR ROCK PRODUCTS..	405711	03/06/2025	ROCK 13TH ST WATER	601-731-52001	284.96
VERIZON	6106555101	03/06/2025	JOHN DEWEY 1914	601-732-52010	49.89
LAWRENCE OIL COMPANY	CFSI-25860	03/06/2025	247752 WATER	601-732-52022	84.23
CORE & MAIN	V770760	03/06/2025	MATERIALS	601-731-52001	1,554.36
CORE & MAIN	W451909	03/06/2025	MATERIALS	601-731-52001	518.48
<b>Fund 601 - WATER Total:</b>					<b>12,487.85</b>

**Fund: 603 - SEWER**

COLUMBIA RIVER PUD	3.3.25 38633	03/04/2025	38633 594 S 9 ST POWER	603-737-52003	9,668.65
HUDSON GARBAGE SERVICE	14940996S046	03/05/2025	8333- TRASH WWTP 451 PL...	603-736-52023	305.31
HUDSON GARBAGE SERVICE	14940996S046	03/05/2025	8333- TRASH WWTP 451 PL...	603-737-52023	305.29
CENTURY LINK	03.03.25 7305	03/06/2025	503-397-3351	603-736-52010	16.88
CENTURY LINK	03.03.25 7305	03/06/2025	503-397-7757	603-736-52010	16.88
CENTURY LINK	03.03.25 7305	03/06/2025	503-397-3644	603-736-52010	16.88
CENTURY LINK	03.03.25 7305	03/06/2025	503-397-3357	603-736-52010	16.88
CENTURY LINK	03.03.25 7305	03/06/2025	503-397-1272	603-736-52010	16.88
CENTURY LINK	03.03.25 7305	03/06/2025	503-397-3232	603-736-52010	16.88
CENTURY LINK	03.03.25 7305	03/06/2025	503-366-1102	603-736-52010	18.71
CENTURY LINK	03.03.25 7305	03/06/2025	503-366-3024	603-736-52010	18.71

Expense Approval Register

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
CENTURY LINK	03.03.25 7305	03/06/2025	503-366-3021	603-736-52010	18.71
CENTURY LINK	03.03.25 7305	03/06/2025	503-397-6997	603-736-52010	16.88
CENTURY LINK	03.03.25 7305	03/06/2025	503-366-3027	603-736-52010	18.71
CENTURY LINK	03.03.25 7305	03/06/2025	503-397-3997	603-736-52010	16.88
CENTURY LINK	03.03.25 7305	03/06/2025	503-397-3997	603-737-52010	16.89
CENTURY LINK	03.03.25 7305	03/06/2025	503-397-6997	603-737-52010	16.89
CENTURY LINK	03.03.25 7305	03/06/2025	503-397-3357	603-737-52010	16.89
CENTURY LINK	03.03.25 7305	03/06/2025	503-397-1272	603-737-52010	16.89
CENTURY LINK	03.03.25 7305	03/06/2025	503-397-3351	603-737-52010	16.89
CENTURY LINK	03.03.25 7305	03/06/2025	503-397-7757	603-737-52010	16.89
CENTURY LINK	03.03.25 7305	03/06/2025	503-397-3644	603-737-52010	16.89
CENTURY LINK	03.03.25 7305	03/06/2025	503-366-1102	603-737-52010	18.71
CENTURY LINK	03.03.25 7305	03/06/2025	503-366-3024	603-737-52010	18.71
CENTURY LINK	03.03.25 7305	03/06/2025	503-366-3021	603-737-52010	18.71
CENTURY LINK	03.03.25 7305	03/06/2025	503-366-3027	603-737-52010	18.71
CENTURY LINK	03.03.25 7305	03/06/2025	503-397-3232	603-737-52010	16.89
ALLSTREAM	21300097	03/06/2025	ALLSTREAM PHONE ACCT 75...	603-736-52010	89.09
ALLSTREAM	21300097	03/06/2025	ALLSTREAM PHONE ACCT 75...	603-737-52010	89.09
VERIZON	6106555101	03/06/2025	TYLER HILLS 6492	603-736-52010	13.76
VERIZON	6106555101	03/06/2025	SAM ORTIZ 1801	603-736-52010	13.85
VERIZON	6106555101	03/06/2025	AARON KUNDERS 6376	603-736-52010	13.77
VERIZON	6106555101	03/06/2025	AARON KUNDERS 6376	603-737-52010	13.76
VERIZON	6106555101	03/06/2025	SAM ORTIZ 1801	603-737-52010	13.89
VERIZON	6106555101	03/06/2025	TYLER HILLS 6492	603-737-52010	13.77
VERIZON	6106555101	03/06/2025	AARON KUNDERS 6376	603-738-52010	13.80
VERIZON	6106555101	03/06/2025	TYLER HILLS 6492	603-738-52010	13.80
VERIZON	6106555101	03/06/2025	SAM ORTIZ 1801	603-738-52010	13.86
CORE & MAIN	W432795	03/06/2025	MATERIALS	603-735-52001	1,552.03
				<b>Fund 603 - SEWER Total:</b>	<b>12,553.56</b>

**Fund: 703 - PW OPERATIONS**

HUDSON GARBAGE SERVICE	14941107S046	03/05/2025	7555- TRASH PW 984 OR ST	703-734-52023	105.60
METRO PLANNING INC	6531	03/05/2025	WEB GIS	703-733-52019	233.75
SUNSET AUTO PARTS INC - N...	02.28.25	03/06/2025	AUTO PARTS ACCT 6355	703-739-52099	689.94
LAWRENCE OIL COMPANY	065478	03/06/2025	247750 PUBLIC WORKS	703-734-52022	177.00
LES SCHWAB TIRE CENTER	22900642508	03/06/2025	2000 CHEV C&K3500 PICKUP	703-739-52099	1,652.16
VERIZON	6106555101	03/06/2025	PW CONSTRUCTION INSPEC...	703-733-52010	40.81
VERIZON	6106555101	03/06/2025	SHARON DARROUX 0813	703-733-52010	74.62
VERIZON	6106555101	03/06/2025	TIM UNDERWOOD 8524	703-733-52010	41.33
VERIZON	6106555101	03/06/2025	BASHAR 1971	703-733-52010	41.33
VERIZON	6106555101	03/06/2025	ROGER STAUFFER 9662	703-734-52010	41.33
VERIZON	6106555101	03/06/2025	BRETT LONG 3607	703-734-52010	41.33
VERIZON	6106555101	03/06/2025	DAVE ELDER 8523	703-734-52010	59.90
VERIZON	6106555101	03/06/2025	PW ENGINEERING 0940	703-734-52010	40.81
VERIZON	6106555101	03/06/2025	ETHAN STERLING 6282	703-734-52010	41.33
VERIZON	6106555101	03/06/2025	BUCK TUPPER 3371	703-734-52010	46.43
VERIZON	6106555101	03/06/2025	RYAN POWERS 7116	703-734-52010	41.33
VERIZON	6106555101	03/06/2025	PW FACILITY MAINTENANCE...	703-734-52010	40.81
VERIZON	6106555101	03/06/2025	PW UTILITY 2 - 9923	703-734-52010	40.81
VERIZON	6106555101	03/06/2025	MOUHAMAD ZAHER 3068	703-734-52010	61.16
VERIZON	6106555101	03/06/2025	PW OPERATIONS 3856	703-734-52010	40.81
VERIZON	6106555101	03/06/2025	PW UTILITY 3 - 9924	703-734-52010	40.81
VERIZON	6106555101	03/06/2025	SCOTT WILLIAMS 0621	703-734-52010	41.33
VERIZON	6106555101	03/06/2025	PW SPARE 4 - 8741	703-734-52010	40.81
VERIZON	6106555101	03/06/2025	ALEX BIRD 2000	703-734-52010	41.33
VERIZON	6106555101	03/06/2025	CURT LEMONT-2217	703-734-52010	41.33
VERIZON	6106555101	03/06/2025	ALEX BIRD - 9081	703-734-52010	40.81
VERIZON	6106555101	03/06/2025	SCOTT HARRINGTON 8048	703-734-52010	-10.67
VERIZON	6106555101	03/06/2025	JULIAN ZIRKLE 6229	703-734-52010	41.33
VERIZON	6106555101	03/06/2025	PW UTILITY 1 - 9922	703-734-52010	40.81
LAWRENCE OIL COMPANY	CFSI-25860	03/06/2025	247748 PUBLIC WORKS	703-734-52022	1,306.44

Expense Approval Register

Packet: APPKT01 Item #8. 25

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
LAWRENCE OIL COMPANY	CFSI-25860	03/06/2025	247750 PUBLIC WORKS	703-734-52022	47.00
<b>Fund 703 - PW OPERATIONS Total:</b>					<b>5,223.92</b>
<b>Fund: 801 - URBAN RENEWAL AGENCY</b>					
OTAK INC	000012500419	03/06/2025	1ST AND STRAND ST P 01982...	801-000-53001	8,969.60
<b>Fund 801 - URBAN RENEWAL AGENCY Total:</b>					<b>8,969.60</b>
<b>Grand Total:</b>					<b>101,535.77</b>

**Fund Summary**

<b>Fund</b>	<b>Expense Amount</b>
100 - GENERAL FUND	37,879.07
202 - COMMUNITY DEVELOPMENT	22,806.77
203 - COMMUNITY ENHANCEMENT	1,615.00
601 - WATER	12,487.85
603 - SEWER	12,553.56
703 - PW OPERATIONS	5,223.92
801 - URBAN RENEWAL AGENCY	8,969.60
<b>Grand Total:</b>	<b>101,535.77</b>

**Account Summary**

<b>Account Number</b>	<b>Account Name</b>	<b>Expense Amount</b>
100-701-52001	Operating Supplies	41.33
100-701-52010	Telephone	134.34
100-702-52001	Operating Supplies	60.00
100-702-52014	Recruiting	118.99
100-703-52001	Operating Supplies	206.65
100-704-52019	Professional Services	17,559.69
100-705-52010	Telephone	81.62
100-705-52019	Professional Services	1,999.05
100-705-52023	Facility Maintenance	144.70
100-705-52098	Enterprise Fleet Mainte...	9.81
100-706-52003	Utilities	143.73
100-706-52033	Printed Materials	1,109.97
100-707-52001	Operating Supplies	82.14
100-707-52018	Professional Developme...	269.76
100-707-52019	Professional Services	366.00
100-707-52020	Bank Service Fees	6,263.86
100-708-52010	Telephone	82.66
100-708-52023	Facility Maintenance	861.80
100-709-52010	Telephone	166.20
100-709-52023	Facility Maintenance	85.00
100-710-52001	Operating Supplies	208.75
100-711-52010	Telephone	87.24
100-712-52003	Utilities	5,122.58
100-712-52010	Telephone	1,487.90
100-715-52001	Operating Supplies	795.00
100-715-52023	Facility Maintenance	390.30
202-724-52019	Professional Services	8,201.42
202-726-52019	Professional Services	14,605.35
203-709-52028	Projects & Programs	1,615.00
601-731-52001	Operating Supplies	2,397.59
601-732-52003	Utilities	90.98
601-732-52010	Telephone	49.89
601-732-52022	Fuel	84.23
601-732-52083	Chemicals	9,865.16
603-735-52001	Operating Supplies	1,552.03
603-736-52010	Telephone	340.35
603-736-52023	Facility Maintenance	305.31
603-737-52003	Utilities	9,668.65
603-737-52010	Telephone	340.47
603-737-52023	Facility Maintenance	305.29
603-738-52010	Telephone	41.46
703-733-52010	Telephone	198.09
703-733-52019	Professional Services	233.75
703-734-52010	Telephone	813.94
703-734-52022	Fuel	1,530.44
703-734-52023	Facility Maintenance	105.60
703-739-52099	Equipment Operations	2,342.10



**Account Summary**

Account Number	Account Name	Expense Amount
801-000-53001	Capital Outlay	8,969.60
	<b>Grand Total:</b>	<b>101,535.77</b>

**Project Account Summary**

Project Account Key	Expense Amount	
**None**	101,535.77	
	<b>Grand Total:</b>	<b>101,535.77</b>



St. Helens, OR

Item #8.

# Expense Approval Register

Packet: APPKT01211 - Wauna AP 3.7.25

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 201 - VISITOR TOURISM</b>					
MASONIC BUILDING LLC	03.5.25	03/05/2025	LEASE PAYMENT 1ST QRT 20...	201-000-52131	18,000.00
TREADWAY EVENTS & ENTER...	1842	03/07/2025	ST HELENS TOURISM EVENT ...	201-000-52039	15,966.67
TREADWAY EVENTS & ENTER...	1870	03/07/2025	5% REVENUE SHARING CALE...	201-000-52039	24,457.65
<b>Fund 201 - VISITOR TOURISM Total:</b>					<b>58,424.32</b>
<b>Grand Total:</b>					<b>58,424.32</b>

**Fund Summary**

<b>Fund</b>	<b>Expense Amount</b>
201 - VISITOR TOURISM	58,424.32
<b>Grand Total:</b>	<b>58,424.32</b>

**Account Summary**

<b>Account Number</b>	<b>Account Name</b>	<b>Expense Amount</b>
201-000-52039	Contracted Events-Profe...	40,424.32
201-000-52131	Contracted Building Leas...	18,000.00
<b>Grand Total:</b>		<b>58,424.32</b>

**Project Account Summary**

<b>Project Account Key</b>	<b>Expense Amount</b>
**None**	58,424.32
<b>Grand Total:</b>	<b>58,424.32</b>