



COUNCIL REGULAR SESSION

Wednesday, May 20, 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

AGENDA

CALL REGULAR SESSION TO ORDER

PLEDGE OF ALLEGIANCE

DECLARATION OF CONFLICTS OF INTEREST

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

DELIBERATIONS

1. Right-of-Way Vacation at North 1st Street (Locke)

RESOLUTIONS

- 2. Resolution No. 2071:** A Resolution to Adopt City Council Operating Rules and Procedures for the City of St. Helens, Superseding Resolution No. 1964
- 3. Resolution No. 2072:** A Resolution Authorizing the City Administrator and Finance Director to Establish a General Checking Account

APPROVE AND/OR AUTHORIZE FOR SIGNATURE

- 4.** Agreement with Mackenzie for Design & Construction of New Public Safety Facility (*previous agreement exhausted extensions*)

APPOINTMENTS TO CITY BOARDS AND COMMISSIONS

- 5.** Reappoint Aaron Martin and Lynne Pettit to the Library Board

CONSENT AGENDA FOR ACCEPTANCE

- 6.** Library Board Minutes dated March 9 and April 13, 2026
- 7.** Parks & Trails Commission Minutes dated March 9, 2026
- 8.** Budget Committee Minutes dated May 29, 2025

CONSENT AGENDA FOR APPROVAL

- 9.** City Council Minutes dated April 15, 2026
- 10.** [Ratify] Agreement with Western Display Fireworks Ltd. for 2026 Fireworks Show
- 11.** Member Guide & Chair Support Guide for City Boards & Commissions

[12.](#) RFP for Exclusive Towing Services

[13.](#) 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/85331967776?pwd=v9wg1uykQbSPOQLJh2ThkejhcQX8BB.1>

Passcode: 541665

Phone one-tap: +16699009128

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
RESOLUTION NO. 2071

A RESOLUTION TO ADOPT CITY COUNCIL OPERATING RULES
AND PROCEDURES FOR THE CITY OF ST. HELENS,
SUPERSEDING RESOLUTION NO. 1964

WHEREAS, Chapter IV, Section 13 of the City of St. Helens Charter authorizes the City Council to adopt rules for the governing of its proceedings; and

WHEREAS, the City Council has determined it desirable to update the Council’s operating rules and procedures to ensure the most efficient and effective administration and management of its various meetings.

NOW, THEREFORE, BE IT RESOLVED that the City of St. Helens does hereby adopt the City Council Operating Rules and Procedures attached hereto as **Exhibit A** and made a part hereof by this reference, which supersedes Resolution No. 1964.

PASSED AND ADOPTED by the City Council on this 20th day of May 2026.

Ayes:
Nays:
Abstains:

Jennifer Massey, Mayor

ATTEST:

Kathy Payne, City Recorder



**City of St. Helens
CITY COUNCIL
OPERATING RULES AND PROCEDURES**

SECTION I – AUTHORITY

These operating procedures and policies are adopted under the authority granted in the St. Helens Charter, Chapter III, Section 13.

SECTION II – OFFICERS OF THE CITY COUNCIL

1. **Mayor** – The Mayor shall be chair of the Council and preside over its deliberations. The Mayor shall have a vote on all questions before the Council. The Mayor shall have authority to preserve order, enforce the rules of the Council, and determine the order of business under the rules of the Council. With the consent of the Council, and following the procedures of the Council, appoints members of commissions and committees established by ordinance or resolution. The Mayor must sign all records of Council decisions.
2. **Council President** – At its first meeting of each odd-numbered year, the Council by written ballot shall elect a President from its membership. The President of the Council shall perform the duties of the Mayor in the Mayor's absence.

SECTION III – MEETINGS OF THE CITY COUNCIL

1. Meetings

All meetings of the Council or the boards, committees, and commissions of the City shall be in conformance with Chapter 192, Oregon Revised Statutes, Public Meetings.

By the first regular meeting of each new year, the Council shall adopt a resolution stating the dates, times, and locations of all known City Council, boards, committees, and commissions meetings for the year.

A. Regular Session Meetings

Regular Session meetings of the Council shall be on the third Wednesday of each month, except when that day falls on a legal holiday in which event the Council shall meet on the next following regular business day. Unless otherwise noticed, Regular Session meetings shall be held on the days appointed at 7:00 p.m.

B. Special Session Meetings

Special Session meetings may be called either by the Mayor or two (2) members of the Council. Written notice of the time and place of such special meeting and the subjects to be acted upon shall be delivered in writing to interested persons, the media, and all members of the Council at least 24 hours in advance of the time of said meeting, and the Council may consider and act only upon such matters as contained in the written notice.

C. Work Session Meetings

Work Session Meetings of the Council shall be on the third Wednesday of each month, except when that day falls on a legal holiday in which event the Council shall meet on the next following regular business day. Unless otherwise noticed, Work Session meetings shall be held on the days appointed at 3:00 p.m. At such work sessions no final decisions may be made or action taken. Work sessions shall begin with visitor comments to provide the public with an opportunity to address the City Council.

D. Adjourned Meetings

At any regular session or adjourned meeting, the meeting may be adjourned to a later date by a majority vote of the Council. In the event any regular session meeting is adjourned, the Mayor may call an adjourned meeting at such time as the Mayor may designate upon giving appropriate legal notice and having each councilor notified personally, or in writing, at least 24 hours in advance of the time and place of such adjourned meeting.

E. Public Hearings

Public Hearings of the Council shall be on the third Wednesday of each month, unless otherwise arranged, and shall be held on the days appointed between 5:00 p.m. and 7:00 p.m. depending on the purpose. Staff may, at its discretion, schedule such time as needed per topic and considering the start of the Council's regular session meeting at 7:00 p.m. At public hearings, no final decisions may be made or action taken by the Council.

F. Public Forums

Public Forums are to provide the public an opportunity to receive topic specific information and provide input and testimony. Public forums will be held in City Hall or such other locations as may be determined by the Council.

G. Emergency Meetings

Emergency Meetings are special meetings called on with less than twenty-four (24) hours' notice. The Council will declare the emergency and the minutes of the meeting will describe the emergency justifying less than twenty-four (24) hours' notice. The City will take appropriate steps to notify the media and other interested persons to inform them of the meeting. Notice will be by electronic mail.

H. Executive Sessions

Executive Sessions of the Council shall be called and conducted in accordance with the Oregon Public Meetings Law. No executive session may be held for the purpose of taking any final action or making any final decision. Final actions and final decisions must be done in open regular session meetings of the Council. Executive session attendance shall be determined by the Mayor (as the presiding officer) or the Council.

2. Meeting Place

All Council meetings shall be held in the Council Chambers at City Hall or such other location as may be determined by the Council, but must be held within the boundaries of the city limits.

3. Quorum

A majority of members of the Council shall constitute a quorum for its business, but a smaller number may meet and compel the attendance of absent members in a manner provided by ordinance or these rules.

4. Attendance

The Mayor and Councilors are expected to attend all Council meetings. The City Charter provides that the position of Mayor or a Council member becomes vacant upon an incumbent's unexcused absence from the City for 30 days without the consent of the Council or upon their absence from meetings of the Council for 60 days without like consent, and upon a declaration by the Council of the vacancy. Excused absences from Council meetings may be granted on a case-by-case basis.

A Council member who is unavailable in person may participate in any Council meeting by Zoom or by phone.

5. Ordinances

Every ordinance shall be enacted in accord with Chapter IV of the St. Helens City Charter. The enacting clause of all ordinances shall be “The City of St. Helens ordains as follows:”. Except as the following paragraphs provide to the contrary, every ordinance title shall, before being put upon its final passage, be read fully and distinctly in open Council meeting on two different days.

Except as the following paragraph provides to the contrary, an ordinance may be enacted at a single meeting of the Council by unanimous vote of all Council members present, upon being read first in full and then by title.

Any of the readings may be by title only if no Council member present at the meeting requests to have the ordinance read in full or if a copy of the ordinance is provided for each Council member and a copy is provided for public inspection in the office of the City Recorder not later than one week before the first reading of the ordinance and if notice of their availability is given forthwith upon the filing, by written notice posted at City Hall, on the City’s website, and two other public places in the City or by advertisement in a newspaper of general circulation in the City. An ordinance enacted after being read by title alone may have no legal effect if it differs substantially from its terms as it was thus filed prior to such reading, unless each section incorporating such a difference is read fully and distinctly in an open Council meeting as finally amended prior to being approved by the Council.

Upon final vote on an ordinance, the ayes and nays of the members shall be taken and entered in the record of proceedings.

Upon the enactment of an ordinance the City Recorder shall sign it with the date of its passage and their name and title of office, and within three (3) days thereafter the Mayor shall sign it with the date of their signature, name, and title of office.

An ordinance enacted by the Council shall take effect on the thirtieth (30th) day after its enactment. When the Council deems it advisable, however, an ordinance may provide a later time for it to take effect, and in case of an emergency, it may take effect immediately.

6. Resolutions

Every resolution shall be enacted in accord with Chapter V of the St. Helens City Charter. The enacting clause of all resolutions shall be “The City of St. Helens resolves as follows:”.

A resolution or any other Council administrative decision requires approval of the Council. Any substantive amendment must be read aloud or made available in writing to the public prior to adoption. After approval of a resolution or other administrative decision, the vote of each member must be entered into the Council meeting minutes.

A resolution enacted by the Council shall take effect immediately upon enactment unless otherwise noted in the resolution.

7. Procedures

The conduct of all meetings of the Council or of any committee appointed by it shall be governed by the City charter, City code, and these operating rules and procedures.

8. Voting

Except as the Charter otherwise provides, the affirmative vote of a majority of the members of the Council present at a Council meeting shall be necessary to decide any question before the Council. The voting on all ordinances or resolutions shall be by roll call vote and recorded in the minutes showing those members voting for, those voting against, and those abstaining.

9. Decorum

The presiding officer of the Council shall be responsible for ensuring that order and decorum are maintained during all meetings of the Council and shall be responsible for assigning to the Sergeant-at-Arms their duties and station. The Chief of Police, or such member of the Police Department as they shall designate, shall be Sergeant-at-Arms of the Council. They shall carry out all orders and instructions given by the presiding officer for the purpose of maintaining order, decorum, and to enforce the rules of conduct as directed by the presiding officer.

10. Presiding Officer

Mayor – The Mayor shall preside over Council deliberations and will serve as the political head of the government. They shall have a vote on all questions before the Council. They shall have authority to preserve order, enforce the rules of the Council, and determine the order of business under the rules of the Council. With the consent of the Council, and following the procedures of the Council, the Mayor appoints members of the committees, boards, and commissions established by ordinance or resolution.

Council President – At its first Regular Session meeting of each odd-numbered year, the Council by written ballot shall elect a president from its membership. In the Mayor’s absence from a Council meeting, the President shall preside over it. Whenever the Mayor is unable to perform the functions of their office, the President shall act as Mayor.

In the absence of the Mayor and the President, if a quorum of the Council is present, the senior member of the Council shall preside over the meeting as President Pro-Tem. If there is no one senior member of the Council, Council shall choose, by vote, a President Pro-Tem to preside at that meeting.

The Council President or the Council President Pro-Tem, while serving as presiding officer, may propose motions and debate from the chair, subject only to the limitations of debate as are imposed on all members and shall not be deprived of any of the rights and privileges of a councilor by reason of acting as presiding officer.

11. Record of Proceedings

The Council shall cause a record of its proceedings to be kept. Upon the request of any of its members, the ayes, nays, and abstentions upon any question before it shall be taken and entered in the record.

No action by the Council shall have legal effect unless the motion for the action and the vote by which it is disposed of take place at proceedings open to the public.

12. Order of Business

Matters to be considered by the Council at its meetings shall be placed on an agenda to be prepared by the City Administrator and/or their designee, typically the City Recorder, for the following materials:

- All items considered by the Council from work sessions that require official action of the Council. Work session agenda items will normally be considered at the next regular session meeting.
- All items directed by the Mayor or a member of the Council to be listed on the agenda. The Mayor or presiding officer will be notified of agenda items requested by a Council member.
- All items deemed appropriate by the City Administrator.
- All items which are required by law to be presented to the Council.
- The Council may also consider any other item, proposed by the Mayor, a member of the Council, or the City Administrator, not included on the written agenda.
- Items appearing on the Council agenda may be assigned a time limit by the Mayor or presiding officer. The Mayor or Council may extend the time limit until an issue or item is discussed and resolved.
- Correspondence, petitions, or other written material that concerns items that are or may be on the agenda may be submitted to the City Administrator’s Office at any time but may only appear on the agenda if received by 12:00 p.m. the Wednesday preceding the intended Council meeting. The City Administrator

may hold agenda items to have an appropriate study made of the issue, question, or request. Any material submitted without the author's name and address will not be put on the Council agenda. Substantive matters arising under "Visitor Comments" will be referred to the City Administrator for further review.

13. Agendas and Supportive Material

Copies of agendas and the supportive agenda material will be available on the City's website by 5:00 p.m. on the Friday preceding the Council meeting date, except for those items exempt from disclosure under the Public Records Law.

14. Appointing Committees

All committees, boards, and commissions shall be created by the Council through the adoption of an ordinance or resolution. After the committees have been formally announced they cannot be changed except at a regular session meeting of the Council. Appointments to committees shall be made as an agenda item at a regular session meeting of the Council.

15. Council Liaisons

The Mayor, or the presiding officer in the Mayor's absence, will appoint Council members liaison appointments to City departments, programs, or boards and commissions. Liaisons will act as a communication link to the Council and will keep the Council informed of their department's activities. Council members are encouraged to visit all departments to get to know City staff, however, they are only responsible to report on the department they are assigned to liaison.

SECTION IV – CONDUCT AT MEETINGS

1. The Council will be clear and simple in its procedures and consideration of matters coming before it.
2. Any Council member or the Mayor may present main motions on business to come before the Council.
3. It is the policy of the Council to ensure an informed public, aware of the deliberations and decisions of the body and of the information upon which decisions were made. It is the policy of the Council that those decisions be arrived at openly. The Mayor and Council are encouraged to explain their rationale for votes during Council meetings.
4. Public Debate and Testimony:
 - Members of the public have no right to speak or address the Council at a Council meeting unless recognized by the presiding officer.
 - Time for testimony by members of the audience at public hearings or any Council meeting at which the public is invited or allowed to address the Council may be limited for each speaker and for each subject by the presiding officer or by majority vote of the Council.
 - Unless otherwise directed, visitors addressing the Council shall limit their remarks to three (3) minutes. Each visitor has one opportunity to speak for up to three (3) minutes per meeting, unless the presiding officer allows otherwise.
 - A person may request additional time subject to approval of the presiding officer.
 - Questions and discussions by audience members shall be directed to the Council.
 - Directed discussion between members of the audience and Council members or City employees shall be permitted only at the discretion of the presiding officer.
 - Public testimony at regular sessions and work sessions, except at public hearings, shall be under the agenda item, "Visitor Comments" unless specifically permitted otherwise by the presiding officer.

- All persons addressing the Council shall do so from the designated location after first having clearly stated their name for the record. When speaking at public hearings, persons shall confine their comments to the issue under consideration.

5. Identification of Fiscal Impact of Policy Decisions

At such time as the Council adopts a new program or policy with significant revenue implications, it shall offer clear direction to City staff and to the Budget Committee as to how the program or policy is to be funded. When the City Council adopts such a new program or policy or significantly modifies an existing program or policy, it shall indicate how it expects that program or policy to be funded; e.g., which existing taxes or fees the Council expects to increase and by how much, or which current City programs or department expenditures the Council expects to reduce to fund the new program or policy. However, if the Council cannot reasonably identify a potential funding source, it shall so indicate.

6. Reconsidering a Vote

A motion to reconsider a vote can be made only once at the session at which the motion or matter was adopted, or at the next meeting of the Council, provided that no vote to reconsider shall be made after the ordinance, resolution, or act has taken effect.

7. Miscellaneous Provisions

- Members of the Council requesting a legal opinion of the City Attorney may do so directly during a meeting or if the Mayor is aware of the inquiry. A Council member desiring to contact the City Attorney will normally contact the City Administrator to ascertain if the question has previously been posed to the Attorney and/or if staff has researched and can address the issue.
- Authorization is needed from the presiding officer or majority of Council to take a reimbursable trip and incur expenses on City-related business. The following expenditure categories qualify for reimbursement under the above procedure:
 - Reasonable out-of-town travel expenses including mileage, meals, and lodging.
 - Additional cellular phone costs related to calls made regarding City business.

Expense reimbursement forms for expenses incurred for authorized purposes are available through the Finance Division. Receipts or other types of documentation are required for all items. The Mayor will review and approve expense claims submitted by Council members. The Council President will review and approve expenditures made by the Mayor.

- The Mayor or Council member shall also clarify what, if any, official capacity they are representing when speaking to the press.
- Normally, the City Administrator or their designee shall act as the City ombudsman for City business and affairs.

RESOLUTION NO. 2072

A RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR AND FINANCE DIRECTOR TO ESTABLISH A GENERAL CHECKING ACCOUNT

NOW, THEREFORE, BE IT RESOLVED, that the City Administrator and Finance Director of the City of St. Helens are authorized to enter into a banking services agreement with U.S. Bank for the establishment of a general checking account, to be the primary bank for City of St. Helens; to designate from time to time persons, in such number as may be directed, to manage the account; and

IT IS FURTHER RESOLVED that City Administrator John Walsh and Finance Director Gloria Butsch of the City of St. Helens are designated as signatories for City of St. Helens bank accounts; specifically, the City of St. Helens accounts located at Wells Fargo Bank, US Bank, and Wauna Credit Union; and

IT IS FURTHER RESOLVED that the authority conferred is in addition to any other authorizations in effect and shall remain in force until Bank / Credit Union receives written notice of its revocation at the office where the account is maintained or at such other location as Bank / Credit Union may direct.

Approved and adopted by the City Council on May 20, 2026 by the following vote:

- Ayes:
- Nays:
- Abstains:

Jennifer Massey, Mayor

ATTEST:

Kathy Payne, City Recorder

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 **Mackenzie** (“Contractor”).

RECITALS

A. The City is in need of personal services for **design & construction of a new public safety facility**, 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 **design & construction of a new public safety facility**, and Contractor accepts such engagement. The principal contact for Contractor shall be Adrienne Linton, email: alinton@mcknze.com, phone: 971-346-3680.

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 **May 1, 2028**. The City reserves the exclusive right to extend the contract for a period of two (2) years in one (1) year increments. Such extensions shall be in writing with terms acceptable to both parties. Any increase in compensation for the extended term shall be as agreed to by the parties but shall not exceed five percent (5%) of the then-current fees.

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

5. Payment.

5.1 The City agrees to pay Contractor for and in consideration of the faithful performance of the Services, and Contractor agrees to accept from the City as and for compensation for the faithful performance of the Services, the fees outlined in Attachment C, except that the hourly fee shall include all local travel, local telephone expense, computer

expense, and routine document copying. Reimbursable expenses shall be billed at cost without markup and shall include travel and related expenses in compliance with the City's travel and expense policy, reproduction of documents or reports with prior written approval, and long-distance telephone expenses. Contractor's cost for approved sub-consultants may be marked up a maximum of five percent (5%) by Contractor for management and handling expenses.

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

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

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

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

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

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

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

CONTRACTOR: **Mackenzie**
 Attn: Jeff Humphreys
 RiverEast Center
 1515 SE Water Avenue #100
 Portland, OR 97214

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, to the extent results from or arise out of the activities or omissions of Contractor, its subcontractors, sub-consultants, agents or employees under this Agreement. A claim for other than professional responsibility is a claim made against the City in which the City's alleged liability results from an act or omission by Contractor unrelated to the quality of professional services provided by Contractor.

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

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

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

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

16. Compliance with Law.

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

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

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

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

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

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

16.7 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 statutes, 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 disabled, 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 disabled shall within ten days from the beginning of such delay, notify the other party in writing of the cause of delay and its probable extent. Such notification shall not be the basis for a claim for additional compensation. Each party shall, however, make all reasonable efforts to remove or eliminate such a cause of delay or default and shall, upon cessation of the cause, diligently pursue performance of its obligation under the Agreement.

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

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

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

CITY:

CONTRACTOR:

CITY OF ST. HELENS

MACKENZIE

Council Meeting Date: _____

Signature: _____

Signature: Jeff Rhys Humphreys

Print: _____

Print: Jeff Rhys Humphreys

Title: _____

Title: Principal

Date: _____

Date: 4/29/26

APPROVED AS TO FORM:

By: _____

City Attorney

ATTACHMENT A
Scope of Work

See attached

April 29, 2026

City of St. Helens
Attention: John Walsh
265 Strand Street
St. Helens, OR 97051

Re: **St. Helens Police - 1771 Columbia: DD-Permit/CCA**
Project Number 2210310.11/.06

Dear Mr. Walsh:

Mackenzie has prepared this updated proposal as requested by the City of St. Helens. The updated proposal was requested because the term of the current contract (with extensions) ends on May 1, 2026, and a new contract will be required to take the project through to completion. The following description outlines the remaining scope of services for the project. This builds on and updates the original basis of design, as listed in our original proposal dated September 27, 2021, and as updated in our Additional Service Agreements dated June 5, 2023, and July 31, 2025. There are no changes to the original contract assumptions and exclusions. Updated billing rates have also been attached.

BASIS OF DESIGN

The following updates to the basis of design:

1. The construction schedule, as estimated by City's CMGC, is assumed to last 13 months.
2. The anticipated start date for construction is early June 2026.

SCOPE OF SERVICES

Permitting Assistance – 2210310.11

Duration: 5 weeks

The project is currently in for permit. Mackenzie's continued involvement in permitting of the project includes resolving (to the extent defined below) plan review comments for the following permits:

- A. Demo Permit
 - B. Site Development (Early Grading) Permit
 - C. Building Permit
 - D. Plumbing Permit
 - E. Electrical Permit
 - F. Mechanical Permit
 - G. Oregon Department of Environmental Quality (DEQ) 1200-C
1. Monitor plan check comments every week and distribute them to Client, design team, and/or consultants. Assumes six (6) hours.
 2. Update plans/respond to two (2) rounds of plan check comments electronically.

City of St. Helens
 St. Helens Police - 1771 Columbia: DD-Permit/CCA
 Project Number 2210310.11/.06
 April 29, 2026
 Page 2

3. Notify Client of approval of each listed permit when confirmed by jurisdiction.
4. Coordinate payment from Client and arrange for Client or Client's Agent/GC to obtain permits.

Note: The permits listed above may not include all necessary permits required for the project. The project may require other permits, such as fire alarm, sign, racking, generator, generator fuel, irrigation, etc. by Client, Client's separate consultants and/or vendors, Client's General Contractor ("GC"), etc. Mackenzie's Scope does not include assistance with these permits. Client understands it is their sole responsibility to ensure all required permits are properly obtained from appropriate agencies.

Subcontractor Bid Assistance – 2210310.11

Duration: 3 weeks

The project currently has a CM/GC on board, and GC is in the process of awarding contracts to subcontractors as well as setting the GMP for the project. Mackenzie will continue to assist Client and GC in obtaining competitive subcontractor bids for the construction of the work as follows:

1. Consider Substitution Requests, properly submitted through GC and as allowed by the Contract Documents, and include any approved requests in addenda.
2. Respond to written questions from subcontractors submitted by GC during the bid period via addenda as appropriate to address clarifications and/or revisions to portions of the bid documents. One (1) addendum is assumed for this project.
3. Attend one (1) meeting with Client and GC to review bid results.

Construction Contract Administration – 2210310.06

Duration: 60 weeks

Provide administration of the construction contract between Client and GC as follows:

1. Mackenzie Project Manager, Architect, and Civil Engineer will attend pre-construction meeting at site.
2. Call into weekly OAC meetings or attend in-person as part of site visits scoped below.
3. Provide in-office support to assist with normal Construction Contract Administration duties for items such as requests for additional information (RFIs) for clarification to Contract Documents prepared by Mackenzie and our consultants, and review of properly prepared specified submittals as outlined below. We have included up to one (1) round of review for each required submittal per each anticipated specification section for a total of up to 175 submittals, and up to 275 RFIs.
4. Our estimated efforts for each discipline are:
 - A. Architect for up to 10 hours a week for 60 weeks.
 - B. Interior designer for up to eight (8) hours a week for 30 weeks.
 - C. Structural engineer for up to four (4) hours a week for 28 weeks.
 - D. Civil engineer for up to two (2) hours a week for 20 weeks.
 - E. Landscape architect for up to three (3) hours a week for 12 weeks.
5. Our construction contract administration fees do not cover the correction of construction errors or design changes made after the start of construction.
6. Conduct job site visits to observe the work in progress and prepare written field observation report(s) as follows:
 - A. Architect to attend up to 30 job site visits bi-weekly.
 - B. Interior designer to attend up to six (6) job site visits.
 - C. Structural engineer to attend up to four (4) job site visits as required by code.
 - D. Civil engineer to attend up to two (2) job site visits.

City of St. Helens
 St. Helens Police - 1771 Columbia: DD-Permit/CCA
 Project Number 2210310.11/.06
 April 29, 2026
 Page 3

- E. Landscape architect to attend up to three (3) job site visits.
- F. Special meetings such as mockup reviews, subcontractor coordination meetings, etc. are assumed to occur as part of the job site visits totals above.
- 7. Maintain a project log for items such as addenda, substitution requests, RFIs, submittals, COPs, and change orders.
- 8. Process and review monthly properly prepared applications for payment from GC.
- 9. Architect and landscape architect will conduct a punch list site visit to observe the substantially complete work-in-progress, prepare written punch list report, and prepare and issue a Certificate of Substantial Completion.
- 10. Architect and landscape architect will conduct a punch list verification site visit to observe the completed work and provide written punch list confirmation Report.
- 11. Structural engineer will prepare and issue a final summary letter based on our previous structural observations and the special inspections.
- 12. Up to one (1) round of review and comment of project close-out materials.
- 13. Provide record contract documents (not as-builts) based on formally issued modifications (ASI, PR, etc.) to the contract documents.
 - A. Incorporation of GC as-built mark-ups of Construction Documents, RFIs, etc. can be provided as an additional service.
- 14. Upon request of Client, prior to the expiration of one (1) year from the date of Substantial Completion, the Architect will meet with Client to review facility performance and operations.

REMAINING FEE SUMMARY

Our remaining lump sum-fixed and hourly estimate fees for the disciplines and related design services described above are as follows:

	Fixed Fee	Hourly Estimate
Permitting Assistance:	\$17,395	
Bid Assistance:	\$12,825	
Construction Contract Administration:		\$355,100
TOTAL:	\$30,220	\$355,100

Reimbursable expenses (printing, copying, deliveries, ride share vehicles, application-based transportation, mileage, etc.) are not included in the fee outlined above and will be invoiced at cost.

Please review and notify Mackenzie if Client believes that any of the Scope listed here is inaccurate or if additional clarity is needed for Client to fully understand. If this proposal meets your expectations, it can be attached to a new city provided professional service agreement.

We look forward to continuing to work with the City of St. Helens on this project. If you need additional information or have any questions, please do not hesitate to call.

City of St. Helens
St. Helens Police - 1771 Columbia: DD-Permit/CCA
Project Number 2210310.11/.06
April 29, 2026
Page 4

Sincerely,



Jeff Rhys Humphreys, Architect
Principal

Enclosure(s): Hourly Billing Rate Schedule
Reimbursable Rates Schedule

c: Adrienne Linton – Mackenzie

ATTACHMENT B INSURANCE REQUIREMENTS

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

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

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

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

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

Certificates of Insurance shall be forwarded to:

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

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

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



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)	Item #4.
5/	

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 Edgewood Partners Ins Center 3780 Mansell Rd. Suite 370 Alpharetta GA 30022	CONTACT NAME: Greyling COI Team PHONE (A/C No. Ext): 770.552.4225 E-MAIL ADDRESS: greylingcerts@greyling.com	FAX (A/C, No):
	INSURER(S) AFFORDING COVERAGE	
INSURED Mackenzie Engineering, Inc. 1515 SE Water Ave, Suite 100 Portland OR 97214	INSURER A : Travelers Property Casualty Co of Amer NAIC # 25674	
	INSURER B : Travelers Casualty & Surety Co America NAIC # 31194	
	INSURER C : The Travelers Indemnity Company of CT NAIC # 25682	
	INSURER D : St. Paul Mercury Insurance Company NAIC # 24791	
	INSURER E :	
	INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** 466458042 **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
C	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			68000B7365873	9/1/2025	9/1/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
D	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			BAB74207621	9/1/2025	9/1/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			CUP00B742117A	9/1/2025	9/1/2026	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
B	A&E Professional Liability			2620765	9/1/2025	9/1/2026	Per Claim \$5,000,000 Aggregate \$7,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Re: St. Helens Police - 1771 Columbia: DD-Permit/CCA; Project Number 2210310.11/06.
 City, its officers, agents and employees are named as Additional Insureds on the above referenced liability policies with the exception of workers compensation & professional liability where required by written contract. Waiver of Subrogation is applicable where required by written contract & allowed by law. The above referenced liability policies with the exception of workers compensation and professional liability are primary & non-contributory where required by written contract.
 Should any of the above described policies be cancelled by the issuing insurer before the expiration date thereof, 30 days' written notice (except 10 days for nonpayment of premium) will be provided to the Certificate Holder.

CERTIFICATE HOLDER City Administrator City of St. Helens 265 Strand Street St. 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 
---	--

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

BLANKET ADDITIONAL INSURED – PRIMARY AND NON-CONTRIBUTORY WITH OTHER INSURANCE

This endorsement modifies insurance provided under the following:

BUSINESS AUTO COVERAGE FORM

PROVISIONS

1. The following is added to Paragraph **A.1.c., Who Is An Insured**, of **SECTION II – COVERED AUTOS LIABILITY COVERAGE**:

This includes any person or organization who you are required under a written contract or agreement between you and that person or organization, that is signed by you before the "bodily injury" or "property damage" occurs and that is in effect during the policy period, to name as an additional insured for Covered Autos Liability Coverage, but only for damages to which this insurance applies and only to the extent of that person's or organization's liability for the conduct of another "insured".

2. The following is added to Paragraph **B.5., Other Insurance** of **SECTION IV – BUSINESS AUTO CONDITIONS**:

Regardless of the provisions of paragraph a. and paragraph **d.** of this part **5. Other Insurance**, this insurance is primary to and non-contributory with applicable other insurance under which an additional insured person or organization is the first named insured when the written contract or agreement between you and that person or organization, that is signed by you before the "bodily injury" or "property damage" occurs and that is in effect during the policy period, requires this insurance to be primary and non-contributory.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

BLANKET ADDITIONAL INSURED – WRITTEN CONTRACTS (ARCHITECTS, ENGINEERS AND SURVEYORS)

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

1. The following is added to SECTION II – WHO IS AN INSURED:

Any person or organization that you agree in a "written contract requiring insurance" to include as an additional insured on this Coverage Part, but:

- a. Only with respect to liability for "bodily injury", "property damage" or "personal injury"; and
- b. If, and only to the extent that, the injury or damage is caused by acts or omissions of you or your subcontractor in the performance of "your work" to which the "written contract requiring insurance" applies. The person or organization does not qualify as an additional insured with respect to the independent acts or omissions of such person or organization.

The insurance provided to such additional insured is limited as follows:

- c. In the event that the Limits of Insurance of this Coverage Part shown in the Declarations exceed the limits of liability required by the "written contract requiring insurance", the insurance provided to the additional insured shall be limited to the limits of liability required by that "written contract requiring insurance". This endorsement shall not increase the limits of insurance described in Section III – Limits Of Insurance.
- d. This insurance does not apply to the rendering of or failure to render any "professional services" or construction management errors or omissions.
- e. This insurance does not apply to "bodily injury" or "property damage" caused by "your work" and included in the "products-completed operations hazard" unless the "written contract requiring insurance" specifically requires you to provide such coverage for that additional insured, and then the insurance provided to the additional insured ap-

plies only to such "bodily injury" or "property damage" that occurs before the end of the period of time for which the "written contract requiring insurance" requires you to provide such coverage or the end of the policy period, whichever is earlier.

2. The following is added to Paragraph 4.a. of SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS:

The insurance provided to the additional insured is excess over any valid and collectible "other insurance", whether primary, excess, contingent or on any other basis, that is available to the additional insured for a loss we cover. However, if you specifically agree in the "written contract requiring insurance" that this insurance provided to the additional insured under this Coverage Part must apply on a primary basis or a primary and non-contributory basis, this insurance is primary to "other insurance" available to the additional insured which covers that person or organization as a named insured for such loss, and we will not share with that "other insurance". But this insurance provided to the additional insured still is excess over any valid and collectible "other insurance", whether primary, excess, contingent or on any other basis, that is available to the additional insured when that person or organization is an additional insured under any "other insurance".

3. The following is added to SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS:

Duties Of An Additional Insured

As a condition of coverage provided to the additional insured:

- a. The additional insured must give us written notice as soon as practicable of an "occurrence" or an offense which may result in a claim. To the extent possible, such notice should include:

- i. How, when and where the "occurrence" or offense took place ;
 - ii. The names and addresses of any injured persons and witnesses; and
 - iii. The nature and location of any injury or damage arising out of the "occurrence" or offense.
- b. If a claim is made or "suit" is brought against the additional insured, the additional insured must:
- i. Immediately record the specifics of the claim or "suit" and the date received; and
 - ii. Notify us as soon as practicable.
- The additional insured must see to it that we receive written notice of the claim or "suit" as soon as practicable.
- c. The additional insured must immediately send us copies of all legal papers received in connection with the claim or "suit", cooperate with us in the investigation or settlement of the claim or defense against the "suit", and otherwise comply with all policy conditions.
 - d. The additional insured must tender the defense and indemnity of any claim or "suit" to

any provider of other insurance which would cover the additional insured for a loss we cover. However, this condition does not affect whether this insurance provided to the additional insured is primary to that other insurance available to the additional insured which covers that person or organization as a named insured.

- 4. The following is added to the **DEFINITIONS** Section:

"Written contract requiring insurance" means that part of any written contract or agreement under which you are required to include a person or organization as an additional insured on this Coverage Part, provided that the "bodily injury" and "property damage" occurs and the "personal injury" is caused by an offense committed:

- a. After the signing and execution of the contract or agreement by you;
- b. While that part of the contract or agreement is in effect; and
- c. Before the end of the policy period.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

XTEND ENDORSEMENT FOR ARCHITECTS, ENGINEERS AND SURVEYORS

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

GENERAL DESCRIPTION OF COVERAGE – This endorsement broadens coverage. However, coverage for any injury, damage or medical expenses described in any of the provisions of this endorsement may be excluded or limited by another endorsement to this Coverage Part, and these coverage broadening provisions do not apply to the extent that coverage is excluded or limited by such an endorsement. The following listing is a general coverage description only. Read all the provisions of this endorsement and the rest of your policy carefully to determine rights, duties, and what is and is not covered.

- | | |
|--|--|
| <ul style="list-style-type: none"> A. Non-Owned Watercraft – 75 Feet Long Or Less B. Who Is An Insured – Unnamed Subsidiaries C. Who Is An Insured – Retired Partners, Members, Directors And Employees D. Who Is An Insured – Employees And Volunteer Workers – Bodily Injury To Co-Employees, Co-Volunteer Workers And Retired Partners, Members, Directors And Employees E. Who Is An Insured – Newly Acquired Or Formed Limited Liability Companies F. Blanket Additional Insured – Controlling Interest G. Blanket Additional Insured – Mortgagees, Assignees, Successors Or Receivers | <ul style="list-style-type: none"> H. Blanket Additional Insured – Governmental Entities – Permits Or Authorizations Relating To Premises I. Blanket Additional Insured – Governmental Entities – Permits Or Authorizations Relating To Operations J. Incidental Medical Malpractice K. Medical Payments – Increased Limit L. Amendment Of Excess Insurance Condition – Professional Liability M. Blanket Waiver Of Subrogation – When Required By Written Contract Or Agreement N. Contractual Liability – Railroads |
|--|--|

PROVISIONS

A. NON-OWNED WATERCRAFT – 75 FEET LONG OR LESS

1. The following replaces Paragraph (2) of Exclusion g., **Aircraft, Auto Or Watercraft**, in Paragraph 2. of **SECTION I – COVERAGES – COVERAGE A – BODILY INJURY AND PROPERTY DAMAGE LIABILITY**:
 - (2) A watercraft you do not own that is:
 - (a) 75 feet long or less; and
 - (b) Not being used to carry any person or property for a charge;
2. The following replaces Paragraph 2.e. of **SECTION II – WHO IS AN INSURED**:
 - e. Any person or organization that, with your express or implied consent, either

uses or is responsible for the use of a watercraft that you do not own that is:

- (1) 75 feet long or less; and
- (2) Not being used to carry any person or property for a charge;

B. WHO IS AN INSURED – UNNAMED SUBSIDIARIES

The following is added to **SECTION II – WHO IS AN INSURED**:

Any of your subsidiaries, other than a partnership or joint venture, that is not shown as a Named Insured in the Declarations is a Named Insured if:

- a. You are the sole owner of, or maintain an ownership interest of more than 50% in, such subsidiary on the first day of the policy period; and

- b. Such subsidiary is not an insured under similar other insurance.

No such subsidiary is an insured for "bodily injury" or "property damage" that occurred, or "personal and advertising injury" caused by an offense committed:

- a. Before you maintained an ownership interest of more than 50% in such subsidiary; or
- b. After the date, if any, during the policy period that you no longer maintain an ownership interest of more than 50% in such subsidiary.

For purposes of Paragraph 1. of Section II – Who Is An Insured, each such subsidiary will be deemed to be designated in the Declarations as:

- a. A limited liability company;
- b. An organization other than a partnership, joint venture or limited liability company; or
- c. A trust;

as indicated in its name or the documents that govern its structure.

C. WHO IS AN INSURED – RETIRED PARTNERS, MEMBERS, DIRECTORS AND EMPLOYEES

The following is added to Paragraph 2. of SECTION II – WHO IS AN INSURED:

Any person who is your retired partner, member, director or "employee" that is performing services for you under your direct supervision, but only for acts within the scope of their employment by you or while performing duties related to the conduct of your business. However, no such retired partner, member, director or "employee" is an insured for:

- (1) "Bodily injury":
 - (a) To you, to your current partners or members (if you are a partnership or joint venture), to your current members (if you are a limited liability company) or to your current directors;
 - (b) To the spouse, child, parent, brother or sister of that current partner, member or director as a consequence of Paragraph (1)(a) above;
 - (c) For which there is any obligation to share damages with or repay someone else who must pay damages because of the injury described in Paragraph (1)(a) or (b) above; or
 - (d) Arising out of his or her providing or failing to provide professional health care services.

Unless you are in the business or occupation of providing professional health care services, Paragraphs (1)(a), (b), (c) and (d) above do not apply to "bodily injury" arising out of providing or failing to provide first aid or "Good Samaritan services" by any of your retired partners, members, directors or "employees", other than a doctor. Any such retired partners, members, directors or "employees" providing or failing to provide first aid or "Good Samaritan services" during their work hours for you will be deemed to be acting within the scope of their employment by you or performing duties related to the conduct of your business.

- (2) "Personal injury":
 - (a) To you, to your current or retired partners or members (if you are a partnership or joint venture), to your current or retired members (if you are a limited liability company), to your other current or retired directors or "employees" while in the course of his or her employment or performing duties related to the conduct of your business, or to your other "volunteer workers" while performing duties related to the conduct of your business;
 - (b) To the spouse, child, parent, brother or sister of that current or retired partner, member, director, "employee" or "volunteer worker" as a consequence of Paragraph (2)(a) above;
 - (c) For which there is any obligation to share damages with or repay someone else who must pay damages because of the injury described in Paragraph (2)(a) or (b) above; or
 - (d) Arising out of his or her providing or failing to provide professional health care services.
- (3) "Property damage" to property:
 - (a) Owned, occupied or used by; or
 - (b) Rented to, in the care, custody or control of, or over which physical control is being exercised for any purpose by; you, any of your retired partners, members or directors, your current or retired "employees" or "volunteer workers", any current partner or member (if you are a partnership or joint venture), or any current member (if you are a limited liability company) or current director.

D. WHO IS AN INSURED – EMPLOYEES AND VOLUNTEER WORKERS – BODILY INJURY TO CO-EMPLOYEES, CO-VOLUNTEER WORKERS AND RETIRED PARTNERS, MEMBERS, DIRECTORS AND EMPLOYEES

The following is added to Paragraph 2.a.(1) of **SECTION II – WHO IS AN INSURED**:

Paragraphs (1)(a), (b) and (c) above do not apply to "bodily injury" to a current or retired co-"employee" while in the course of the co-"employee's" employment by you or performing duties related to the conduct of your business, or to "bodily injury" to your other "volunteer workers" or retired partners, members or directors while performing duties related to the conduct of your business.

E. WHO IS AN INSURED – NEWLY ACQUIRED OR FORMED LIMITED LIABILITY COMPANIES

The following replaces Paragraph 3. of **SECTION II – WHO IS AN INSURED**:

3. Any organization you newly acquire or form, other than a partnership or joint venture, and of which you are the sole owner or in which you maintain an ownership interest of more than 50%, will qualify as a Named Insured if there is no other similar insurance available to that organization. However:

a. Coverage under this provision is afforded only:

(1) Until the 180th day after you acquire or form the organization or the end of the policy period, whichever is earlier, if you do not report such organization in writing to us within 180 days after you acquire or form it; or

(2) Until the end of the policy period, when that date is later than 180 days after you acquire or form such organization, if you report such organization in writing to us within 180 days after you acquire or form it;

b. Coverage **A** does not apply to "bodily injury" or "property damage" that occurred before you acquired or formed the organization; and

c. Coverage **B** does not apply to "personal and advertising injury" arising out of an offense committed before you acquired or formed the organization.

For the purposes of Paragraph 1. of Section II – Who Is An Insured, each such

organization will be deemed to be designated in the Declarations as:

- a. A limited liability company;
- b. An organization other than a partnership, joint venture or limited liability company; or
- c. A trust;

as indicated in its name or the documents that govern its structure.

F. BLANKET ADDITIONAL INSURED – CONTROLLING INTEREST

1. The following is added to **SECTION II – WHO IS AN INSURED**:

Any person or organization that has financial control of you is an insured with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" that arises out of:

- a. Such financial control; or
- b. Such person's or organization's ownership, maintenance or use of premises leased to or occupied by you.

The insurance provided to such person or organization does not apply to structural alterations, new construction or demolition operations performed by or on behalf of such person or organization.

2. The following is added to Paragraph 4. of **SECTION II – WHO IS AN INSURED**:

This paragraph does not apply to any premises owner, manager or lessor that has financial control of you.

G. BLANKET ADDITIONAL INSURED – MORTGAGEES, ASSIGNEES, SUCCESSORS OR RECEIVERS

The following is added to **SECTION II – WHO IS AN INSURED**:

Any person or organization that is a mortgagee, assignee, successor or receiver and that you have agreed in a written contract or agreement to include as an additional insured on this Coverage Part is an insured, but only with respect to its liability as mortgagee, assignee, successor or receiver for "bodily injury", "property damage" or "personal and advertising injury" that:

- a. Is "bodily injury" or "property damage" that occurs, or is "personal and advertising injury" caused by an offense that is committed,

subsequent to the signing of that contract or agreement; and

- b. Arises out of the ownership, maintenance or use of the premises for which that mortgagee, assignee, successor or receiver is required under that contract or agreement to be included as an additional insured on this Coverage Part.

The insurance provided to such mortgagee, assignee, successor or receiver is subject to the following provisions:

- a. The limits of insurance provided to such mortgagee, assignee, successor or receiver will be the minimum limits that you agreed to provide in the written contract or agreement, or the limits shown in the Declarations, whichever are less.
- b. The insurance provided to such person or organization does not apply to:
 - (1) Any "bodily injury" or "property damage" that occurs, or any "personal and advertising injury" caused by an offense that is committed, after such contract or agreement is no longer in effect; or
 - (2) Any "bodily injury", "property damage" or "personal and advertising injury" arising out of any structural alterations, new construction or demolition operations performed by or on behalf of such mortgagee, assignee, successor or receiver.

H. BLANKET ADDITIONAL INSURED – GOVERNMENTAL ENTITIES – PERMITS OR AUTHORIZATIONS RELATING TO PREMISES

The following is added to **SECTION II – WHO IS AN INSURED**:

Any governmental entity that has issued a permit or authorization with respect to premises owned or occupied by, or rented or loaned to, you and that you are required by any ordinance, law, building code or written contract or agreement to include as an additional insured on this Coverage Part is an insured, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" arising out of the existence, ownership, use, maintenance, repair, construction, erection or removal of any of the following for which that governmental entity has issued such permit or authorization: advertising signs, awnings, canopies, cellar entrances, coal holes, driveways, manholes, marquees, hoist away

openings, sidewalk vaults, elevators, street banners or decorations.

I. BLANKET ADDITIONAL INSURED – GOVERNMENTAL ENTITIES – PERMITS OR AUTHORIZATIONS RELATING TO OPERATIONS

The following is added to **SECTION II – WHO IS AN INSURED**:

Any governmental entity that has issued a permit or authorization with respect to operations performed by you or on your behalf and that you are required by any ordinance, law, building code or written contract or agreement to include as an additional insured on this Coverage Part is an insured, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" arising out of such operations.

The insurance provided to such governmental entity does not apply to:

- a. Any "bodily injury", "property damage" or "personal and advertising injury" arising out of operations performed for the governmental entity; or
- b. Any "bodily injury" or "property damage" included in the "products-completed operations hazard".

J. INCIDENTAL MEDICAL MALPRACTICE

1. The following replaces Paragraph **b.** of the definition of "occurrence" in the **DEFINITIONS** Section:

- b. An act or omission committed in providing or failing to provide "incidental medical services", first aid or "Good Samaritan services" to a person, unless you are in the business or occupation of providing professional health care services.

2. The following replaces the last paragraph of Paragraph **2.a.(1)** of **SECTION II – WHO IS AN INSURED**:

Unless you are in the business or occupation of providing professional health care services, Paragraphs **(1)(a)**, **(b)**, **(c)** and **(d)** above do not apply to "bodily injury" arising out of providing or failing to provide:

- (a) "Incidental medical services" by any of your "employees" who is a nurse, nurse assistant, emergency medical technician, paramedic, athletic trainer, audiologist, dietician, nutritionist,

occupational therapist or occupational therapy assistant, physical therapist or speech-language pathologist; or

- (b) First aid or "Good Samaritan services" by any of your "employees" or "volunteer workers", other than an employed or volunteer doctor. Any such "employees" or "volunteer workers" providing or failing to provide first aid or "Good Samaritan services" during their work hours for you will be deemed to be acting within the scope of their employment by you or performing duties related to the conduct of your business.

3. The following replaces the last sentence of Paragraph 5. of **SECTION III – LIMITS OF INSURANCE:**

For the purposes of determining the applicable Each Occurrence Limit, all related acts or omissions committed in providing or failing to provide "incidental medical services", first aid or "Good Samaritan services" to any one person will be deemed to be one "occurrence".

4. The following exclusion is added to Paragraph 2., **Exclusions**, of **SECTION I – COVERAGES – COVERAGE A – BODILY INJURY AND PROPERTY DAMAGE LIABILITY:**

Sale Of Pharmaceuticals

"Bodily injury" or "property damage" arising out of the violation of a penal statute or ordinance relating to the sale of pharmaceuticals committed by, or with the knowledge or consent of the insured.

5. The following is added to the **DEFINITIONS** Section:

"Incidental medical services" means:

- a. Medical, surgical, dental, laboratory, x-ray or nursing service or treatment, advice or instruction, or the related furnishing of food or beverages; or
- b. The furnishing or dispensing of drugs or medical, dental, or surgical supplies or appliances.

6. The following is added to Paragraph 4.b., **Excess Insurance**, of **SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS:**

This insurance is excess over any valid and collectible other insurance, whether primary, excess, contingent or on any other basis,

that is available to any of your "employees" for "bodily injury" that arises out of providing or failing to provide "incidental medical services" to any person to the extent not subject to Paragraph 2.a.(1) of Section II – Who Is An Insured.

K. MEDICAL PAYMENTS – INCREASED LIMIT

The following replaces Paragraph 7. of **SECTION III – LIMITS OF INSURANCE:**

7. Subject to Paragraph 5. above, the Medical Expense Limit is the most we will pay under Coverage C for all medical expenses because of "bodily injury" sustained by any one person, and will be the higher of:

- a. \$10,000; or
- b. The amount shown in the Declarations of this Coverage Part for Medical Expense Limit.

L. AMENDMENT OF EXCESS INSURANCE CONDITION – PROFESSIONAL LIABILITY

The following is added to Paragraph 4.b., **Excess Insurance**, of **SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS:**

This insurance is excess over any of the other insurance, whether primary, excess, contingent or on any other basis, that is Professional Liability or similar coverage, to the extent the loss is not subject to the professional services exclusion of Coverage A or Coverage B.

M. BLANKET WAIVER OF SUBROGATION – WHEN REQUIRED BY WRITTEN CONTRACT OR AGREEMENT

The following is added to Paragraph 8., **Transfer Of Rights Of Recovery Against Others To Us**, of **SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS:**

If the insured has agreed in a written contract or agreement to waive that insured's right of recovery against any person or organization, we waive our right of recovery against such person or organization, but only for payments we make because of:

- a. "Bodily injury" or "property damage" that occurs; or
- b. "Personal and advertising injury" caused by an offense that is committed;

subsequent to the signing of that contract or agreement.

N. CONTRACTUAL LIABILITY – RAILROADS

1. The following replaces Paragraph **c.** of the definition of "insured contract" in the **DEFINITIONS** Section:
 - c. Any easement or license agreement;
2. Paragraph **f.(1)** of the definition of "insured contract" in the **DEFINITIONS** Section is deleted.

Oregon Workers' Compensation Certificate of Insurance

Certificate holder:

CITY ADMINISTRATOR
CITY OF ST. HELENS
265 STRAND STREET
ST. HELENS, OR 97051

The policy of insurance listed below has been issued to the insured named below for the policy period indicated. The insurance afforded by this policy is subject to all the terms, exclusions and conditions of such policy; this policy is subject to change or cancellation at any time.

Insured		Producer/contact	
Mackenzie Engineering Incorporated PO Box 14310 Portland, Or 97293-0310		SAIF Corporation SAIF Corporation	
Issued	Policy	Limits of liability	
05/01/2026	753429	Bodily Injury by Accident	\$2,000,000 each accident
Period	09/01/2025 to 09/01/2026	Bodily Injury by Disease	\$2,000,000 each employee
		Body Injury by Disease	\$2,000,000 policy limit

Description of operations/locations/special items

All Operations

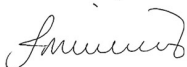
Important

This certificate is issued as a matter of information only and confers no rights to the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the policies above. This certificate does not constitute a contract between the issuing insurer, authorized representative or producer and the certificate holder.

CANCELLATION:

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED TO THE POLICYHOLDER AND CERTIFICATE HOLDER IN ACCORDANCE WITH THE POLICY PROVISIONS AND OREGON LAW. SAIF WILL ENDEAVOR TO PROVIDE WRITTEN NOTICE WITHIN 30 DAYS WHENEVER POSSIBLE.

Authorized representative



Ian Williams
Interim President and CEO

ATTACHMENT C
Terms of Compensation

See attached

STANDARD MACKENZIE BILLING RATES

Landscape

Principal	\$240
Project Architect III	\$190
Project Architect II	\$160
Project Architect I	\$130
Landscape Designer II	\$120
Landscape Designer I	\$95

Interior Design

Principal	\$240
Interior Designer V	\$185
Interior Designer IV	\$155
Interior Designer III	\$130
Interior Designer II	\$110
Interior Designer I	\$85

Civil/Transportation Engineering

Principal	\$280
Project Engineer III	\$195
Project Engineer II	\$180
Project Engineer I	\$140
Civil Designer II	\$125
Civil Designer I	\$105

Support/Project Delivery/Admin

Principal – Communications	\$245
Accounting	\$155
Marketing	\$125
Contract Administrator	\$120
Project Coordinator	\$120
Project Administrator	\$100

Interns \$80

Architecture

Principal	\$280
Sr. Proj. Arch./Designer VIII	\$235
Proj. Arch. III/Designer VII	\$190
Designer VI	\$165
Proj. Arch. II/Designer V	\$160
Proj. Arch. I/Designer IV	\$140
Designer III	\$130
Designer II	\$105
Designer I	\$95

Structural Engineering

Principal	\$295
Project Engineer III	\$225
Project Engineer II	\$190
Project Engineer I	\$160
Structural Designer II	\$145
Structural Designer I	\$130

Land Use Planning

Principal	\$240
Project Planner IV	\$205
Project Planner III	\$170
Project Planner II	\$155
Project Planner I	\$140
Assistant Planner	\$125

BIM/CAD Drafting

Lead Drafter	\$145
Designer/Drafter III	\$125
Designer/Drafter II	\$120
Designer/Drafter I	\$115

Rates subject to change April 1, 2027

REIMBURSABLE CHARGES

Mackenzie will charge the following standard, cost-based rates for in-house reimbursable items listed below:

IN-HOUSE PRINTING

Scanning – Black & White

Small Format: \$0.25/sheet
(8-1/2 x 11 - 11 x 17)

Large Format: \$1.00/sheet
(Including Half Size)

Scanning – Color

Small Format: \$0.50/sheet
(8-1/2 x 11 - 11 x 17)

Large Format: \$3.00/sheet
(Including Half Size)

Printing/Copying – All Sizes

Black & White: \$0.21/sq. ft.
Full Color: \$4.00/sq. ft.

Fax

Local: \$1.00/sheet
Long distance: \$1.30/sheet

OTHER IN-HOUSE REIMBURSABLE ITEMS

Check Generation Fee

\$25.00

Automobile Mileage

Billed according to IRS guidelines

Delivery Service

Fixed rates: \$7.75 to \$54.40
(depending on mileage)

Data Supplies

CD documentation: \$15.00
DVD documentation: \$30.00

Report Binder

Without tabs: \$3.00/book
With tabs: \$4.00/book

Foamcore:

\$4.25/sheet

APPOINTMENTS TO ST. HELENS CITY BOARDS AND COMMISSIONS

Item #5.

City Council Meeting ~ May 20, 2026

Pending applications received:

- None
-
-

Library Board (4-year terms)

- Aaron Martin's term expires 6/30/26. He is seeking reappointment.
- Lynne Pettit's term expires 6/30/26. She is seeking reappointment.

Status: Aaron Martin and Lynne Pettit have not served more than two full terms yet; therefore, they qualify to be reappointed.

Next Meeting: July 13, 2026

Recommendation: At their regular meeting on April 13, 2026, the Board recommended to the City Council to reappoint Aaron Martin and Lynne Pettit.

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, March 9, 2026, at 7:15 PM
Virtually over Zoom

APPROVED MINUTES

Members Present

Chair Fatima Salas
Member Rob Dunn
Member Jay Echternach
Member Ellen Jacobson
Member Kelsey Knutson
Member Jana Mann
Member Erin Wheeldon

Members Absent

Vice Chair Aaron Martin
Member Lynne Pettit

Council Liaison in Attendance

N/A

Visitors

None

Staff Present

Library Director Suzanne Bishop
Library Board Secretary Dan Dieter
Recreation Manager Shanna Duggan

CALL TO ORDER

Meeting was called to order at 7:17 p.m. by Chair Salas.

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

No visitor comments.

APPROVAL OF MINUTES

1. Minutes from the regular board meeting, February 9, 2026, were reviewed.

Motion: Upon Member Knutson's motion and Member Dunn's second, the Library Board unanimously approved the regular board meeting minutes dated February 9, 2026. [Yeas: Chair Salas, Member Dunn, Member Echternach, Member Jacobson, Member Knutson, Member Mann, Member Wheeldon; Nays: none]

OLD BUSINESS

2. STRATEGIC PLAN SUBCOMMITTEE REPORT: Chair Salas stated that she will try to schedule a meeting with a consultant from the State Library Association. There is a possibility that they can assist the board with the strategic plan.

3. MAKERSPACE FUNDRAISING SUBCOMMITTEE REPORT: Member Echternach stated that he has a subscription to a service that tracks grants in the state of Oregon, and that this has led to responses from two grantors. These grantors will then allow a formal grant proposal to be submitted. Any grant that might get approved will require assistance from the Friends of the St. Helens Public Library, as they are a 501(c)(3) non-profit.

NEW BUSINESS

No new business to discuss.

LIBRARY DIRECTOR'S REPORT

Director Bishop stated that the Teen Advisory Board (TAB) is having their fourth meeting tomorrow, so we can look for more programming from them. Member Knutson asked if this group was being run by Youth/Makerspace Librarian Wiersma or if it was self-running. Director Bishop stated that the group is being guided in part with a volunteer that has experience with teen groups. The Makerspace has seen an increase in participation. In February we had 77 adults, six teens and 15 kids. Some participants come in for a tour and then come back to use the space. The ongoing Oregon Heritage Grant will allow Adult Services Librarian Herren-Kenaga to head to University of Oregon in April with the newspapers for archiving. The new Wee Wigglers will hold their second program tomorrow. The first one was very popular. The Oregon Humanities Beyond 250 conversation program is scheduled for April 28th and the theme is called "To What Do We Pledge?", a reference to the closing clause of the Declaration of Independence. The program allows people to have a safe space for difficult conversations. Board Chair Salas made a connection with someone from the Grande Ronde to ask about the naming of the local history room. We are working with the Museum Association and some other organizations for Summer Library Challenge programming. The goal is to add two programs around the 250th anniversary. We are waiting on word about the accessibility proposal that will add ADA paddles to the doors on the southern end of the building. For the Summer Library Challenge this year we are likely to pull back a bit and create some passive programs, like take-and-makes. Memorial Day is our next holiday closure [Monday, May 25]. I will be gone the rest of the week and be back on Monday next week. There is good news from the State Library. The State Joint Ways and Means Committee passed their omnibus budget bill last week. The State Library budget was fully funded, so we expect to have the Ready to Read program funding which supports the Summer Library Challenge, especially books and prizes. Some program funding also comes from the Friends of the St. Helens Public Library. We will be closed this Thursday afternoon because of an unexpected staff shortage. Given the number of staff we have we will start to see more of that going forward. Because of this budget deficit, City administration has decided to furlough all full-time employees eight hours per week, which will require closing the library one day a week. Based on the number of people coming into the library, it will be Thursday. To offset the city-wide deficit, the city has a ballot measure on the May 19, 2026, ballot to ask the community to pay a \$24 general service fee on their utility bill. If that measure doesn't pass, they'll have to start talking about layoffs and more service reductions across the board. These reductions will happen in all departments funded by the general fund which are police, library, recreation, planning, administration, building services and the finance departments. The public works department is not funded by the general services fund. The Budget Committee will begin meeting in May and they will look at one budget that includes the fee and one that does not. Recreation Manager Shanna Duggan stated that

she appreciates all the work that everyone is doing and would like the rec department to support the library with summer programming. Member Knutson asked if the closures will start in April. Director Bishop confirmed that they will start the first week of April. The City has produced a mailer that will be sent to all St. Helens addresses explaining the general fund and the services provided by those departments. Anyone interested in getting more information can attend the budget meetings. Member Jacobson asked if the furlough days will be restored if the fee measure passes? Director Bishop stated that the furloughs at this time will be indefinite, as they are an attempt to help balance not only this year's budget, but also years to come. Member Dunn asked if the \$24 fee is per month. Director Bishop stated that, yes, the monthly fee would be assessed per month on the utility bill for ten years with the expectation that City Council will review it during that time and rescind it if possible. Member Echternach recommended that anyone interested should read the budget document. It includes a graph that illustrates how the City compares with other cities in the state, and that the mill rate for St. Helens is the lowest in the state, so there is an argument for approving this measure.

COUNCIL LIAISON REPORT

No council report available.

OTHER BUSINESS

Director Bishop stated that the Stories by the River event on Saturday was very inspiring. There were a lot of amazing conversations. There are other upcoming events: there is a writing event at Cathedral Coffee in Scappoose next Thursday, and then next Saturday, there will be a local author book sale and a celebration of the release of the Hidden World Anthology. The Columbia County Authors Alliance is also creating an America 250 Anthology, and they will be looking for submissions from any writer, any age. This will be an anthology that will be free for anyone to download. Kind of nice marker of where we are 250 birthdays later.

SUMMARIZE ACTION ITEMS

No action items summarized.

ADJOURNMENT

Chair Salas adjourned the meeting at 7:55 p.m.

Respectfully submitted by,
Dan Dieter
Library Board Secretary

ST. HELENS PUBLIC LIBRARY BOARD MEETING

Monday, April 13, 2026, at 7:15 PM
Virtually over Zoom

APPROVED MINUTES

Members Present

Chair Fatima Salas
Vice Chair Aaron Martin
Member Rob Dunn
Member Ellen Jacobson
Member Kelsey Knutson
Member Jana Mann
Member Lynne Pettit
Member Erin Wheeldon

Members Absent

Member Jay Echternach

Council Liaison in Attendance

Mayor Massey

Visitors

None

Staff Present

Library Director Suzanne Bishop
Library Board Secretary Dan Dieter

CALL TO ORDER

Meeting was called to order at 7:18 p.m. by Chair Salas.

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

No visitor comments.

APPROVAL OF MINUTES

1. Minutes from the regular board meeting, March 9, 2026, were reviewed.

Motion: Upon Member Dunn's motion and Member Pettit's second, the Library Board unanimously approved the regular board meeting minutes dated March 9, 2026. [Yeas: Chair Salas, Vice Chair Martin, Member Dunn, Member Jacobson, Member Knutson, Member Mann, Member Pettit, Member Wheeldon; Nays: none]

OLD BUSINESS

2. STRATEGIC PLAN SUBCOMMITTEE REPORT: Library Director Bishop stated that she is working on scheduling a meeting with a consultant from the State Library Association. The consultant will meet with the Strategic Plan Subcommittee when it is scheduled.

3. MAKERSPACE FUNDRAISING SUBCOMMITTEE REPORT: No report available.

NEW BUSINESS

4. BOARD MEMBER REAPPOINTMENTS: The board discussed two members whose terms will expire at the end of June 2026. Both members agreed to be reappointed.

Motion: Upon Vice Chair Martin's motion and Member Dunn's second, the Library Board unanimously recommended the reappointment of board members Martin and Pettit. [Yeas: Chair Salas, Vice Chair Martin, Member Dunn, Member Jacobson, Member Knutson, Member Mann, Member Pettit, Member Wheeldon; Nays: none]

The board discussed the proposal of scheduling board meetings every other month starting after the May 2026 board meeting. Vice Chair Martin asked if there were any conflicts with the board's bylaws. Library Director Bishop stated that there was no conflict. [From St. Helens Public Library Bylaws: The library board shall meet as often as deemed appropriate by the board but not less than once every other calendar month or as otherwise directed by the city council.]

Motion: Upon Vice Chair Martin's motion and Member Knutson's second, the Library Board unanimously approved an every-other-month meeting schedule starting with the May 2026 board meeting. [Yeas: Chair Salas, Vice Chair Martin, Member Dunn, Member Jacobson, Member Knutson, Member Mann, Member Pettit, Member Wheeldon; Nays: none]

LIBRARY DIRECTOR'S REPORT

Director Bishop stated that the Thursday closures started last week. All four full-time staff were present during the closure and reported productive planning time. Staffing reductions have already occurred, as the three library assistants were laid off, their last day will be June 21. There is the possibility of an additional reduction in hours, depending on library service requirements. Staff will review tasks and produce a list of services that can be maintained with reduced staffing. Any decisions will be implemented over the next few weeks. We have had some folks express concerns and a lot of people noticed the press release and how it was covered in the Spotlight. We have about 15 active volunteers with an additional 8 volunteers supporting the makerspace. Some of the volunteers provide specialized skills, for example, computer repair and 3D printing. Losing volunteer capacity would significantly reduce makerspace services. Friends of the Library are providing funding and volunteer labor as well, enabling programs that the operating budget cannot cover. We will explore deeper engagement of volunteer skill sets to preserve core services. Youth and makerspace programs will remain a high priority. We intend to keep those as robust as possible going forward. Several staff will attend the Oregon Library Association joint conference in Portland. Circulation is about 62,000 items per year right now, and we have been adding new materials to the shelves, with our volunteers wrapping after cataloging is done. Some of our digital database subscriptions and some online services will be reduced. Our makerspace budget was \$7,000 two years ago, but now it is \$4,500. Our budget for purchasing materials has been cut by 20% this year. We will consult as a staff to make some decisions

on how to readjust services and supplies and materials that we can manage. Some of the projects and programs this year were cut in half, and the only reason we were able to keep some of them is because of the generous help of the Friends. We have a great team, and we will figure it out. We appreciate your help. Mayor Massey wanted to commend Library Director Bishop for her passion. Member Wheeldon asked if it is assumed that the fee passes, will that alleviate any of the cuts that have already happened, or is it just to prevent future cuts. Library Director Bishop stated that to help balance the current fiscal year, assuming the \$24 fee passes and the 20 hours of furlough each week for full-time staff takes effect, the city should just have a positive balance for this fiscal year. The first goal is to take the reserves back to 20% from the budgeted 4%. Mayor Massey stated that other City funds are healthy, it is the tax base that funds the General Services Fund bringing in \$2.17 million that is covering costs of \$13 million. Director Bishop stated that if the measure doesn't pass there will be a significant city deficit going into the next fiscal year. Chair Salas asked what sort of information is being shared with the community? Mayor Massey stated that one of the things that she wished would have been explained better is the allocation of the funds from the measure. What percentage goes to which department, recreation, library, administration, or the police. Member Wheeldon stated that she thought that the flyer the city made was very helpful and really opened her eyes to how little is being paid in St. Helens compared to other communities. Chair Salas stated that an initial step might be to reach out to our personal contact to share information. Mayor Massey stated that if it doesn't pass in May, we need to keep moving to get more information out there.

COUNCIL LIAISON REPORT

I really appreciate the positivity. Hopefully we can turn a corner, and I value each one of you and appreciate everything that you're doing for the youth and adults in our community.

OTHER BUSINESS

No other business.

SUMMARIZE ACTION ITEMS

Chair Salas stated that perhaps we can follow up as a board and come up with a loose plan of how to share information prepared by the library to the community.

ADJOURNMENT

Chair Salas adjourned the meeting at 8:18 p.m.

Respectfully submitted by,
Dan Dieter
Library Board Secretary



PARKS AND TRAILS COMMISSION

Monday, March 09, 2026 at 4:00 PM

APPROVED MINUTES

COMMISSIONERS PRESENT

Chair Howard Blumenthal
 Commissioner Lori Baker
 Commissioner Jerry Belcher
 Commissioner Lucas Green
 Commissioner Scott Jacobson
 Commissioner Ashley Stanley

ABSENT

Vice Chair Paul Barlow
 Commissioner Lynne Pettit
 Commissioner Jacob Woodruff

STAFF PRESENT

John Walsh, City Administrator
 Buck Tupper, Public Works Operations Manager
 Brandon Sundeen, City Councilor
 Dawn Richardson, Admin Billing Specialist
 Jamie Ford, Admin Billing Specialist

OTHER

Nancy Reed
 Dave Lawrence
 Elliot Levin
 Ben Tiscareno

CALL TO ORDER: 4:00 PM

APPROVAL OF MINUTES

1. Approve Minutes of the 02/09/2026 Parks & Trails Meeting

Motion made by Commissioner Jacobson, Seconded by Commissioner Green to Approve the Minutes of February 9, 2026 with correction that the EPA narrative should be credited to City Administrator Walsh rather than Commissioner Jacobson.

Voting Yea: Chair Blumenthal, Commissioner Baker, Commissioner Belcher, Commissioner Green, Commissioner Jacobson

Voting Abstaining: Commissioner Stanley

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

- Nancy Reed from Unite in Prayer addressed the Commission requesting to donate a 6-foot bench to Columbia View Park. She had found an aluminum bench on Amazon with rustproof, lightweight materials and protective powder coating, but noted that Resolution 1547 requires benches to be made of wood. She also inquired about plaque requirements, specifically whether brass was mandatory or if stainless steel would be acceptable.

Public Works Operations Manager Tupper confirmed that current plaques are brass-toned and cost approximately \$225. The Commission discussed the desire for uniformity in the park system, though it was unclear if this was formally codified. Tupper agreed to research the requirements and get back to Reed with information about the approval process and location determination for the bench.

- **Motion** made by Commissioner Jacobson, Seconded by Commissioner Baker to move discussion items to earlier in the agenda to accommodate guest speaker Dave Lawrence, who needed to return to golf practice.

Voting Yea: Chair Blumenthal, Commissioner Baker, Commissioner Belcher, Commissioner Green, Commissioner Jacobson

Dave Lawrence, Columbia City resident and St. Helens High School golf coach for 23 years, spoke about the community need for restoring the St. Helens golf course. He explained that his father had originally designed the course in the early 1960s for the Johnson brothers' dairy property, and it had served as a community focal point until its recent closure. Lawrence noted that the current owners, who had been partners, have since split up, with one owner potentially open to selling. He emphasized that the course had historically been profitable and suggested the City consider purchasing it, as was once attempted in the early 1970s. Lawrence offered that the men's club and volunteers had equipment and were willing to help restore the course to playable condition within a month.

Commissioner Belcher confirmed the course's profitability under previous ownership and suggested this could be a joint project involving the County and multiple cities. Chair Blumenthal expressed concerns about the City's current financial constraints and questioned whether funds would be available for such a purchase.

NEW BUSINESS

2. Commissioner Baker - Roles & Processes

Commissioner Baker requested clarification on the Commission's processes, particularly regarding park assessments and evaluations. She had observed confusion about round table discussions versus assessments versus assignments and wanted to understand the current system.

Chair Blumenthal explained that the Commission previously had a comprehensive park assessment tool system where Commissioners would rotate to different parks every three months and complete detailed forms. This system was implemented by a former chair but proved unpopular with Commissioners who found it time-consuming and not particularly valuable.

Commissioner Belcher described an alternative approach he had suggested: having all Commissioners visit the same park each month individually, then discuss their observations collectively at meetings. This would ensure all Commissioners see every park annually while fostering group discussion about improvements and concerns.

Commissioner Baker expressed her belief that Commissioners should be familiar with all parks to effectively advocate for the park system. The Commission agreed they are still in a transitional phase, trying different approaches to find what works best for the current group.

3. Commissioner Stanley - Friends of McCormick Park

Commissioner Stanley reported that Emily, who wants to host a Friends of McCormick Park volunteer group, has planned a work party for March 28th but was having difficulty navigating the proper channels to make the group official. Commissioner Stanley requested help facilitating the process and ensuring proper paperwork for liability purposes.

Tupper confirmed he would work with Emily to complete the simple process, likely involving coordination with Parks Field Supervisor Tory Shelby. Commissioner Stanley indicated she would provide Emily with Tupper's contact information.

4. Commissioner Belcher - Grey Cliffs Park

Commissioner Belcher presented his assessment of Grey Cliffs Park, noting it as a well-used facility with recent improvements including a new restroom and paved areas. He identified several items he wanted added to the Master Plan:

- An ADA-accessible fishing pier and non-motorized boat launch, for which the Marine Board has already provided design funding requiring a 25% City match
- A boardwalk extension to mirror the existing riverfront boardwalk, creating continuity in the waterfront experience
- Improvements to the cliff trail for better accessibility and safety

Commissioner Belcher described the park's multi-level layout, from the riverfront to a middle plateau (currently used as an unofficial dog park) to the upper residential connection via stairs. He noted the area's potential as part of the future river walk system.

City Administrator Walsh confirmed the Marine Board partnership for the fishing pier project, noting that while funding is available, the City needs to secure the 25% match. The Commission discussed the park's increasing popularity and its role in the broader vision for St. Helens' waterfront development.

Commissioner Baker praised the recent improvements and the park's connectivity to residential areas. The Commission agreed to continue monitoring needed trail maintenance, including addressing a small landslide and improving the steepest sections for better accessibility.

5. Chair Blumenthal - City Leash Regulations

Chair Blumenthal raised concerns about leash law enforcement in City parks, citing specific incidents including someone walking a cat on a 30-foot leash. The current ordinance requires 6-foot leashes for dogs, but Chair Blumenthal questioned whether it should apply to all animals to protect native plants and prevent conflicts between users.

He described damage to native vegetation from long leashes dragging across planted areas and potential safety issues when animals on long leashes cannot be quickly controlled. Tupper acknowledged seeing both cats on leashes and off-leash dogs in parks, but noted enforcement challenges, as most violations result in unpleasant confrontations with pet owners.

Tupper explained that enforcement typically falls to Code Enforcement or Police Officers, as parks staff prefer not to engage in confrontational situations. He agreed to consult with law enforcement about clarifying regulations and potential enforcement strategies, particularly for nature parks where vegetation protection is important.

6. Commissioner Baker - 250th Celebration

Commissioner Baker inquired about the Commission's potential participation in the upcoming 250th anniversary celebration of the United States, noting previous discussion about contributing to community festivities planned from May through July 4th.

Commissioner Belcher suggested organizing an Urban Trail walk as the Commission's contribution, potentially timing it with the trail's completion and grand opening. This would serve dual purposes of celebrating the anniversary and promoting the new trail system, which connects multiple parks throughout the City.

Councilor Sundeen confirmed that various community organizations are planning activities throughout the May-July timeframe. The Commission agreed to keep the Urban Trail walk concept under consideration, pending the actual completion timeline of the trail construction.

7. Commissioner Jacobson - Possible Termination of Commission

Commissioner Jacobson who had intended to lead this discussion left at the 36:35 mark in the meeting. The topic was addressed by City Administrator Walsh in lieu of Commissioner Jacobson's early departure. The City is facing severe budget constraints requiring furloughs for General Fund employees, reducing most to 32-hour work weeks beginning May 1st. A \$24 ballot measure in May could potentially alleviate some pressure, but significant cost-cutting measures are being evaluated.

The Commission discussed potential alternatives to termination, including meeting every other month instead of monthly, having Commissioners take their own minutes, or reducing staff support requirements. City Administrator Walsh noted that public meeting requirements for agendas, minutes, and staff time represent significant costs when multiplied across all boards and commissions.

Tupper suggested that if the Commission were dissolved, members could continue as a friends group without the formal meeting requirements, maintaining their advocacy role while reducing City costs. Several Commissioners expressed strong opposition to elimination, emphasizing the Commission's importance for park system advocacy and community input.

The Commission agreed to explore cost-saving alternatives and requested regular updates on the budget situation to avoid last-minute decisions.

OLD BUSINESS

8. Milton Creek - Standing Item

Port of Columbia County representative Elliot Levin addressed the Commission about the Milton Creek Forest Reserve project. He thanked the Commission for their support letter for the recent Brownfield grant application and provided an update on the port's environmental remediation efforts at their Railroad Avenue property.

Levin described the Port's excitement about the trail system proposal and their ongoing collaboration with the Commission since April 2023. The project has been included in two EPA Brownfield grant applications for site cleanup funding, with one application still pending. The contamination dates to

Pope and Talbot's operations until 1960, with the Port inheriting cleanup responsibility after the company's 2006 bankruptcy.

A recent well-attended site walk included over 20 people and two Port Commissioners, demonstrating broad support for the project. Levin indicated the Port is prepared to work on an Intergovernmental Agreement (IGA) and assist with grant applications for planning funds.

Commissioner Belcher emphasized the importance of including Commissioner Green in all meetings due to his extensive knowledge of the area's geological and historical significance. Commissioner Green confirmed his commitment to the project and suggested scheduling another field trip during camas blooming season to showcase the port-side property.

The Commission agreed to continue coordinating with the Port on next steps, including the IGA development and grant application processes.

9. Master Plan - Standing Item

Commissioner Belcher presented a comprehensive list of items he wanted added to the Master Plan, making a motion to include:

- Renovation of the Japanese garden at McCormick Park (historically present during the McCormick family ownership)
- Acquisition and development of the Milton Creek Forest Reserve
- Grant funding for ADA fishing and non-motorized boat pier at Grey Cliffs Park
- Boardwalk extension from Columbia View Park to Grey Cliffs Park
- Improvement of the cliff trail at Grey Cliffs Park
- Purchase of the St. Helens golf course, preferably as a joint endeavor with Columbia County and Scappoose
- Construction of a permanent structure to house the Flying Eagle canoe for its return to St. Helens
- Acquisition of two lots at the south end of Third Street adjacent to Nob Hill Park
- Expansion of Columbia Botanical Gardens through acquisition of property between Lemont Street and the current gardens

Chair Blumenthal supported including the Flying Eagle canoe, describing its historical significance as a community-carved vessel that has recreated Lewis and Clark's journeys and continues traveling the Mississippi River. He emphasized the educational value and tourism potential of properly housing this piece of St. Helens history.

Commissioner Baker suggested the Botanical Garden expansion, noting the private property's recurring fire issues and potential as oak prairie habitat. She also mentioned parking challenges for the current Botanical Garden, with only limited space near the Elk's Lodge.

Commissioner Belcher initially wanted to include relocating the artistic obelisks from Milton Creek bridge to downtown for better visibility and appreciation, but agreed to handle this as a separate City housekeeping issue rather than a Master Plan item.

Motion: Commissioner Belcher moved to add the following items to the Master Plan: renovation of the Japanese garden at McCormick Park; acquisition and development of Milton Creek Forest Reserve; grant funding for ADA fishing and non-motorized boat pier at Grey Cliffs Park; boardwalk extension connecting Columbia View Park to Grey Cliffs Park; improvement of the cliff trail at Grey Cliffs Park; purchase of St. Helens golf course; construction of permanent structure for Flying Eagle canoe; acquisition of two lots at south end of Third Street adjacent to Nob Hill Park; and acquisition of property for Botanical Garden expansion between Lemont Street and current gardens. **Second:** Commissioner Lucas Green. **Motion carried** unanimously.

Motion made by Commissioner Belcher, Seconded by Commissioner Green.
Voting Yea: Chair Blumenthal, Commissioner Baker, Commissioner Belcher, Commissioner Green, Commissioner Stanley

10. Round Table Questions - Final Decision to Continue or Discontinue as Standing Item

The Commission briefly discussed the round table questions format, with Commissioner Green suggesting that ideas should be shared when Commissioners have them rather than being forced into a formal agenda structure. The group agreed to discontinue round table questions as a standing agenda item, allowing for more organic sharing of ideas and observations.

STAFF REPORT

Tupper reported on recent parks activities, noting that the building maintenance worker's retirement has required parks staff to assist with additional building maintenance tasks. Recent park work included rebuilding information signs at McCormick Park that were damaged by wind and completing the Wind Phone installation.

The Wind Phone ribbon cutting ceremony was well-attended and the installation has been successful with minimal issues. Tupper noted that people are specifically seeking out the Wind Phone, which was unexpected but encouraging.

Current challenges include managing softball and baseball season startup on wet fields and addressing vandalism at Campbell Park, where the softball hall of fame cabinet was damaged but is being rebuilt by the league.

COUNCILOR'S REPORT

Councilor Sundeen thanked the Commission for their work and welcomed the full board composition. He advised that future discussion items should be specifically added to the agenda rather than being general discussion topics, which would help the Chair manage meeting flow and expectations.

Councilor Sundeen explained the origin of round table questions as a method to reduce previous dysfunction and help Commissioners get to know each other better. He encouraged the current group to find processes that work for them rather than being bound by past practices.

He expressed concern about potential Commission elimination, noting that once commissions are dissolved, they are very difficult to reestablish. Councilor Sundeen indicated he would work with

Council to find alternatives and encouraged Commissioners to continue their valuable work despite budget challenges.

DISCUSSION ITEMS

Commissioner Belcher reported on recent Urban Trail work, including installation of five 16x16 pads at trail intersections in Nob Hill Park that will eventually have directional signage painted on them.

He provided detailed updates on the kiosk project for the Urban Trail, showing the planned location and design concepts. The kiosk would feature the St. Helens logo, a trail map, QR code functionality, and photographs of key destinations including the boardwalk, courthouse, and marina. The main obstacle is obtaining installation approval, which Tupper indicated would wait for better weather conditions.

Commissioner Belcher emphasized the Urban Trail's potential for regional tourism and the importance of publicity once completed, mentioning contacts with media outlets including the Oregonian and Grant's Getaway television program.

Chair Blumenthal announced the annual Nob Hill Park work party scheduled for April 4th from 1:00-3:00 PM, meeting at the kiosk location. The work would focus on the lower cliff area on veneer plant property, potentially requiring special access arrangements.

Leadership Changes

Chair Blumenthal announced his resignation from the Chair position, citing stress and preference for hands-on park work rather than meeting management. He expressed his intention to remain on the Commission but not as Chair.

Motion: Commissioner Belcher moved to promote Vice Chair Barlow from Vice Chair to Chairman of the Parks and Trails Commission effective immediately, Seconded by Commissioner Stanley.
Voting Yea: Chair Blumenthal, Commissioner Baker, Commissioner Belcher, Commissioner Green, Commissioner Stanley

Motion carried unanimously.

Motion: Commissioner Belcher moved to nominate Commissioner Stanley as Vice Chair of the Parks and Trails Commission effective immediately, Seconded by Commissioner Baker.
Voting Yea: Chair Blumenthal, Commissioner Baker, Commissioner Belcher, Commissioner Green, Commissioner Stanley

The Commission agreed to contact new Chair Barlow to inform him of his new role.

ADJOURNMENT

Meeting Adjourned at 6:07 PM

Respectfully submitted by; Jamie Ford, Admin Billing Specialist



BUDGET COMMITTEE MEETING #3 (READJOURNMENT)

Thursday, May 29, 2025, at 6:30 PM

MINUTES-APPROVED

Members Present

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

Chair Lew Mason
 Vice Chair Steve Toschi
 Committee Member Jennifer Gilbert
 Committee Member Ivan Salas

Members Absent:

None

Staff Present:

Gloria Butsch, Finance Director - Budget Officer
 John Walsh, City Administrator
 Jamie Edwards, Accountant III- Budget Comm. Sec.

Jennifer Johnson, Accountant III
 Ashley Wigod, City Attorney

Others:

Tammy Maygra
 Brady Preheim
 Tina Curry
 R Toschi

Jan Zucharini
 Pat Rubino
 Catherine Ross
 W Powell

Call To Order - 6:30 PM

Chair Lew Mason called the Budget Committee Meeting #3 Readjournment to order.

Committee Member Jennifer Gilbert inquired about a missing Budget Committee member. The Chair explained that the member had disqualified themselves by moving out of the area, and there was no requirement to replace them. Finance Director Butsch confirmed that the Committee still had a quorum.

Mayor Jennifer Massey declared an actual conflict of interest due to her husband being a St. Helens police officer. She clarified that if she spoke about departments, she would be referring to all departments excluding the St. Helens Police Department.

Attorney Ashley Wigod clarified it is a potential conflict of interest. Vice Chair Toschi cited Resolution 1509 (the City's ethics rule) and suggested the mayor should recuse herself from the meeting due to her declared actual conflict. Mayor Massey agreed to abstain from both discussion and voting for this meeting.

Approval Of Minutes

1. May 15, 2025, Budget Committee Minutes

Motion: Motion made by Councilor Sundeen to approve the Budget Committee Minutes from 5/15/2025, seconded by Council President Chilton.

Voting Yea: Mayor Massey, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen, Vice Chair Mason, Committee Member Gilbert, Committee Member Salas, Committee Member Toschi

Public Comment (3 Minutes Each)**Written Public Comments**

- Public comments were made and provided to the Committee in advance of the meeting.

Chair Mason read the guidelines for public comment, noting the 3-minute limit per person and expectations regarding appropriate comments and behavior.

- Catherine Ross expressed concern about the proposed water bill increases. She stated her water bill was already \$85 a month despite being conservative with usage and objected to potentially adding \$42 per month to bills. Ross argued that water is a necessity and that tying additional fees to water bills holds access to City water "hostage." She also questioned why the City was suddenly in a position of either adding large fees to water bills or considering furloughing employees.
- Janice Zuccarini echoed Ross's concerns, particularly for senior citizens on fixed incomes. She asked where residents would find the money to cover increased costs during a time when all expenses are rising. She worried that the increases would affect renters as well, potentially leading to increased homelessness, which would then require more police resources.
- Brady Preheim claimed that the prior tourism operator generated more revenue than reported and the current tourism operator generated less revenue than reported. Preheim predicted that citizens were angry enough about fees on water bills that there would likely be an initiative to stop the practice
- Pat Rubino expressed concerns about the City's infrastructure keeping pace with housing development. She suggested that developers should contribute more to offset infrastructure costs since they are "coming in by the groves."
- Tammy Maygra criticized the Council for not addressing the budget issues sooner. She suggested that councilors should give up their stipends rather than implementing furloughs or adding fees to residents' water bills. Maygra said that many residents are trying to live on \$600-700 per month, and a \$50 increase would significantly impact them.

Staff Revisions & Opportunity Discussion

3. PROPOSED BUDGET OPTIONS FY2025-2026

Finance Director Gloria Butsch presented the revised budget options. Following the last meeting, department staff made additional reductions, resulting in options 4 and 5. Option 4 would provide a 7% fund balance (corrected from 6% shown in the documents), while Option 5 would result in an 11% fund balance with a minimal fee. All options included departmental reductions from the original proposed budget (Option 1).

Butsch noted that:

- City Council stipends had been reduced by 50% in the revised options.

- \$200,000 had been added to event revenue to increase the General Fund transfer as requested by a Committee member, though there wasn't a Committee vote on this.
- Options 3, 4, and 5 assumed zero Cost of Living Adjustments (COLAs), though Butsch cautioned that union contracts were still in negotiation, and this wasn't guaranteed.

Vice Chair Toschi asked about the industrial business park pass-through loan of approximately \$14 million. City Administrator Walsh clarified this was not just a pass-through loan but also financing for the debt for the Urban Renewal Agency, explaining that agreements would ensure the City was protected.

Council President Chilton suggested cutting the community grants budget (\$5,000) entirely given the budget constraints. Vice Chair Toschi spoke in support of maintaining councilor stipends, noting the significant time and energy councilors devote to the City.

The Committee questioned Police Chief Hogue about the impact of the proposed 10% budget reduction. Chief Hogue stated that police services to citizens could be sustained with the budget, though training and equipment would be affected. He confirmed that 24-hour coverage would continue with current staffing levels but noted this depended on maintaining current officer staffing. He explained that six officer positions were currently vacant, with two candidates in the background check process.

Committee Member Gilbert asked about school resource officers. Chief Hogue explained that filling all six vacant positions would be necessary before considering placing officers back in schools, and even then, financial help from the school district would be required.

Vice Chair Toschi raised concerns about cuts to sewage treatment costs. Finance Director Butsch confirmed that each department had made their own cuts and assured the Committee that department heads had verified they could work with the reduced budgets.

The Committee discussed revenue generation options, including:

- Gas tax
- Business license fees for rentals (estimated at \$145,000 additional revenue)
- Lodging tax review for VRBOs (currently 10%)
- Parking garage possibilities
- Event ticket impact fees (estimated at \$127,000)

There was extensive discussion about the proposed service fee on utility bills. Vice Chair Toschi advocated for exploring all revenue options while Committee Member Gilbert expressed frustration that the fee should have been implemented the previous year when she had proposed it. She suggested putting any fee to a vote of the people.

Finance Director Butsch explained that the 7% reserve in Option 4 was concerning because it could lead to a supplemental budget being required if any unexpected expenses arose. She noted that Option 1 (with a \$42 monthly fee) was designed to address the structural deficit, while the lower fee options would likely require increases in future years.

APPROVAL OF THE PROPOSED BUDGET

After extensive discussion, The Committee reached a decision on the budget:

Motion: Motion made by Vice Chair Toschi to approve the proposed budget as revised with Option 4 for Fiscal Year 2025/2026 and the appropriations as shown for Option 4, with the amendment that \$135,840 would be the Council budget, seconded by Committee Member Gilbert.

Voting Yea: Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen, Chair Mason, Vice Chair Toschi, Committee Member Gilbert, Committee Member Salas

Voting Abstaining: Mayor Massey.

Following this, the Committee decided to recommend that the Council consider a public vote on implementing a service fee:

Motion: Motion made by Vice Chair Steve Toschi to recommend the Council put a general service fee of \$15-\$25 to the Community via vote, seconded by Committee Member Gilbert.

Voting Yea: Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen, Chair Mason, Committee Member Gilbert, Committee Member Salas, Vice Chair Toschi

Voting Abstaining: Mayor Massey

The Committee then approved the tax levy:

Motion: Motion made by Councilor Brandon Sundeen to approve the levy of the City's full tax rate of \$1.9078 per \$1,000 of assessed value for tax year 2025/2026 and approve receipt of State Shared Revenue, seconded by Vice Chair Toschi.

Voting Yea: Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen, Chair Mason, Committee Member Gilbert, Committee Member Salas, Vice Chair Toschi

Voting Abstaining: Mayor Massey

Mayor Massey thanked staff Jamie Edwards, Jennifer Johnson, and Gloria Butsch for their work on the budget process. Vice Chair Toschi also expressed appreciation for the staff's work, particularly in preparing the five options which were helpful for the Committee's decision-making. The Chair thanked the staff and adjourned the meeting.

ADJOURNMENT at 8:29 p.m.

Respectfully submitted by Jamie Edwards, Accountant III, with assisted transcription by ClerkMinutes.

City of St. Helens
Consent Agenda for Approval

CITY COUNCIL MINUTES

Presented for approval on this 20th day of May, 2026 are the following Council minutes:

2026

- Work Session and Regular Session Minutes dated April 15, 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, April 15, 2026

DRAFT MINUTES

MEMBERS PRESENT

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

STAFF PRESENT

John Walsh, City Administrator	Suzanne Bishop, Library Director
Kathy Payne, City Recorder	Gloria Butsch, Finance Director
Lisa Scholl, Deputy City Recorder	Crystal King, Communications Officer
Matthew Smith, Police Chief	Ashley Wigod, Contracted City Attorney

OTHERS

Alex Bubar	Steve Topaz
Robyn Toschi	Brady Preheim
Steve Toschi	Scobby
Jan Zuccarini	Honalee Mitchell

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

DECLARATION OF CONFLICTS OF INTEREST

City Recorder Payne explained the conflict of interest declaration process, noting that potential conflicts must be disclosed but allow participation, while actual conflicts must be declared and prohibit discussion or voting. She referenced Senate Bill 983 from 2025, which permits local officials to participate in budget discussions involving their own compensation after declaring an actual conflict.

Mayor Massey declared an actual conflict of interest because her spouse is employed by the City as a police officer. She cited ORS 244.120 as amended by Senate Bill 983, stating she may participate in budget discussions after making this disclosure, though no budget matters were on today's agenda.

CLEARING CONFUSION AND SETTING THE FACTS STRAIGHT

1. Responses to April 1, 2026 Visitor Comments

Mayor Massey clarified there were no responses to visitor comments from April 1, 2026.

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

- ◆ Robyn Toschi spoke about her childhood memories of the St. Helens Library and emphasized the importance of books and library access to the community. She expressed concern about the city potentially losing its library due to financial mismanagement, noting that while the police force has grown by 50% over ten years with only modest population growth, the library faces cuts. She urged the Council to prioritize the library over excessive police staffing.

- ◆ Steve Toschi presented budget analysis data, revealing that the City ended fiscal year 2024-25 with only \$92,000 in the General Fund, down from \$1.5 million previously. He noted that while population grew 7.7% over ten years, the police budget grew 134%. He criticized the trend of transferring money from other funds like sewer and water to support operations, warning this compromises infrastructure. He announced plans to provide AI-generated budget analysis to Council members.
- ◆ Brady Preheim addressed City Administrator Walsh directly, stating he generally supports Walsh's performance but criticized his tourism director responsibilities. He called the water tax RFP "horrendous" and suggested Walsh hire competent help for tourism matters. He raised concerns about selling assets during pending litigation and noted that tourism actually lost \$98,000 when all transfers are considered.
- ◆ Steve Topaz. (verbatim) "I brought this up a number of times, and it has surprising importance now. Last meeting, I used 2 time slots. I brought two different critical points. And when you read the minutes from the last meeting, you'll find that the two critical points are missing. I also attended this last Saturday's meeting on the General Fund. And, again, I noticed a number of things missing. The first thing that I found missing was why are we having a financial problem? Obviously, the problem was caused by somebody. It may be a number of problems and a lot of these problems, of course, well before the mayor got here. Not here because of this problem. I don't mean we don't have enough money to pay. I mean, why don't we have enough money to pay? Good. But something else is obvious is that we're not putting responsibility to who caused the problem. Let's look at the police station. It was designed, and the bond issue was by John Walsh's assistant, Matt Brown, and things got done before the City Council had a say in it. And, when at that time, I was on the council and I brought up the problems with the bond, I was told that wasn't true. After we've gotten going, we found out that what I said was true. The bond is very specific to the police station. After, we had some financial problems with the waterfront, it was mentioned that they could use the bond issue for the police station for the waterfront. I raised those questions, and I was told it was being taken care of. We found that isn't true. In fact, we're paying a fine on that. Okay. Let's go back to Matt Brown. Matt Brown finally left here and we hired our old financial director for a period of time to straighten out the books. And in that period of time, he straightened out some of them but couldn't straighten out the others. All of these things are financial problems. We have financial people who basically couldn't do the job. We have financial problems that were generated, had to be done by John Walsh. He's the person running the boat. The responsibility is the council. So when it comes to advising or telling people how they should vote for this monies with the water business. I would recommend strongly no monies until we find out what the problems are, who the people are who caused them, and either how to correct the problems or how to get somebody who can. Thank you."
- ◆ Jan Zuccarini spoke passionately about the library as an education and support system for the community. As a former educator, she emphasized that many community members who rely on the library may not speak up publicly, comparing them to students in the back of the classroom. She praised the exceptional service provided by part-time library staff and expressed dismay at proposed cuts.
- ◆ Honalee Mitchell requested help with a rat problem at 495 N. 10th Street that affects four properties. She was told to pursue small claims court by the Code Enforcement Officer but learned that position may be eliminated. She asked the Council not to eliminate code enforcement while she's trying to resolve this health issue.

Council President Jessica Chilton acknowledged the heartfelt sincerity of the comments. Mayor Massey echoed this sentiment and recognized both library concerns and code enforcement issues, noting she had seen photos of rats "bigger than my daughter's chihuahua." Police Chief Smith indicated they would develop a plan to handle code enforcement duties when that position is eliminated.

DISCUSSION TOPICS

2. Employee Length of Service Recognition - Kathy Payne 25 Years!

Mayor Massey praised City Recorder Payne for reaching 25 years of service, noting how many responsibilities she handles and calling her work "truly commendable."

City Administrator Walsh described Payne as representing stability with impeccable organizational skills and invaluable institutional knowledge. Council President Chilton called her "the mama bear of the City" who makes every room feel brighter and warmer. Councilor Sundeen noted that Payne was the first person he spoke with when considering running for council and emphasized how often council members say "let's ask Kathy." Councilor Gundersen praised her for always having answers to questions, while Councilor Hubbard appreciated her wealth of knowledge and guidance.

3. Quarterly Reports from City Departments/Division - Library & Police (Informational)

Library Director Bishop presented the quarterly library report. Mayor Massey thanked her for the comprehensive data and information she provides to the Library Board. Councilor Sundeen praised Bishop's knowledge and responsiveness. Mayor Massey highlighted Bishop's encouraging other libraries to seek funding despite St. Helens' own financial challenges, showing her passion for libraries generally.

Bishop explained that the proposed layoffs would eliminate 80 hours per week of service and 27 years of combined experience from part-time staff, who handle front desk duties plus Safety Committee work, volunteer management, promotional materials, program support, and room management.

Bishop described the new Teen Advisory Board, which had 13 teens at its first meeting including homeschoolers from various backgrounds. The group learns Robert's Rules and life skills while planning programs like music events and game nights. They're developing arts and music subgroups and will help with summer library challenges. Mayor Massey expressed interest in potentially connecting this group to a future youth council initiative.

Police Chief Smith reported 4,388 calls for service during the quarter (December 3, 2025 to March 20, 2026), including significant numbers of welfare checks, suspicious circumstances, domestic disturbances, thefts, and sexual assaults. He highlighted the recovery of two missing children and an ongoing stabbing investigation at Broadleaf apartments. The entire Police Department was recertified in emergency vehicle operation control training through collaboration with Washington County Sheriff's Office.

Regarding side-by-side ordinance enforcement, Chief Smith reported no complaints or calls for service. Council President Chilton asked about fleet lease changes, but Chief Smith was unaware of any modifications to their vehicle program.

4. Fiscal Year 2024/2025 Audit Letter & Report (Informational)

City Administrator Walsh noted this was a clean audit conducted by Connor Delaney, who has audited the City for several years. He expressed appreciation for higher ending fund balances while acknowledging they're working to improve the financial situation.

Mayor Massey confirmed the auditor is on the state's certified auditor list as required for municipalities. Finance Director Butsch, participating remotely, emphasized that the ending fund balance was only 1% and significantly less than budgeted, which affects the current year's budget situation.

5. Continued Discussion regarding Community Day in the Park - *City Administrator John Walsh*

City Administrator Walsh reported that the event organizers have spent about 75% of their budget and offered to waive the remaining \$2,500 fee to help the City's budget situation. Since sponsors and food donations are already arranged, canceling would waste the \$6,000 already spent.

Councilor Sundeen agreed it made no financial sense to cancel but suggested discussing whether to continue the event next year given the compressed schedule with other events like the Fourth of July. Council President Chilton noted community expectations for City participation in such events. The Council reached consensus to proceed with Community Day this year.

6. Discussion Regarding Cancellation of Joint Meetings with Boards and Commissions

City Administrator Walsh explained this was a cost-saving measure, as producing agendas and minutes for meetings requires significant resources. The Parks and Trails Commission expressed strong desire for at least one joint meeting annually, potentially replacing one of their regular meetings. Planning Commission had similar interest.

Currently, the schedule includes Library Board meetings in August and February, Parks and Trails in April and October, and Planning Commission in March and September. Councilor Sundeen suggested moving to once annually per commission, with the joint meeting replacing a regular meeting that month. The Council provided clear direction to City Recorder Payne to work with commissions on scheduling annual joint meetings.

7. Review Request for Proposals (RFP) for Water Taxi Services - *City Administrator John Walsh*

City Administrator Walsh explained the RFP seeks a local operator before pursuing sale of the boat. The evaluation criteria weights local economic benefits 60% and technical requirements 40%. Insurance requirements match previous operations at \$5 million. The boat currently lacks proper documentation, creating compliance issues, though brokers believe there are workarounds.

Mayor Massey noted the RFP photos show more passengers than the 12-passenger plus operator limit, though Walsh clarified those were from when it operated with proper certification. The RFP will be released within a week with a three-week response period. Council expressed consensus to proceed, giving local operators an opportunity before considering sale.

8. Review Memo regarding Disposal Method of Fisheagle Osprey Vessel - *City Administrator John Walsh*

City Administrator Walsh outlined disposal options including auction, bids, liquidated sale, or fixed price sale through a broker. If the boat is leased rather than sold, it remains City property and doesn't require surplusing. Boat brokers visited and will provide valuation within days.

Contracted City Attorney Wigod recommended Council authorize Walsh to evaluate disposal methods and recommend the best approach. Mayor Massey asked about minimum bid requirements; City Recorder Payne explained that fixed price sales allow setting minimums while auctions can include reserves.

9. Review Criteria for Evaluation of City Administrator

City Recorder Payne, joined by Contracted City Attorney Wigod, presented the comprehensive evaluation process developed with HR professionals and based on similar jurisdictions. The evaluation covers six categories: budget and cost control, operations management, staff management, intergovernmental relations, community relations, and mayor/council relations. Each uses a 1-5 scale from "does not meet expectations" to "outstanding."

The two-year review period accounts for the absence of recent evaluations. The process includes self-assessment by the city administrator, input from department directors, individual council member evaluations, compilation by the city attorney, and executive sessions for discussion and final evaluation.

The timeline begins with Council adoption of criteria, evaluations due May 8, executive session review May 20, a second session with the administrator, and final approval by resolution in open session.

Councilor Gundersen confirmed the criteria are consistent with other municipalities. Mayor Massey appreciated how the questions could potentially apply to other positions as well. The Council expressed satisfaction with the thorough process.

10. Report from City Administrator John Walsh

Walsh thanked Payne for her 25 years of service and reported that Saturday's State of the City meeting went well with good community engagement. He noted the audit completion provides the needed beginning balance figures.

Walsh announced he sent layoff notices to eight employees on Friday, extending the effective date to June 21 to provide maximum notice beyond contractual requirements. The 10% pay reduction begins in the same pay period. The City is also preparing contingency plans if the CCOM-911 levy fails, which could cost the City over \$500,000 annually.

Service impacts may include reduced hours, possible Friday closures at City Hall, and modified library operations due to staffing reductions. Walsh noted he serves multiple roles including community development director and tourism director, creating significant time demands.

He reported on various development activities including coordination with Columbia Business Alliance, monthly Columbia County Coalition meetings, and participation in regional transportation and economic development organizations. Three of five regional ODOT projects are planned for Highway 30, with St. Helens championing the Gable Road intersection improvement.

Project updates included completion of downtown streetlight repairs at no additional cost, sewer capacity project design underway with bids due May 12 for the \$20-22 million project, reservoir project appraisals received for the 12-acre property acquisition, and police station permits approved with early demolition bidding planned for May 20.

Walsh reported CRPUD identified significant electrical cost savings for the police station by changing from pole-mount to pad-mount service. He discussed plans for an 82-foot decorative fence at the police station plaza, with Councilor Hubbard proposing historical panels depicting St. Helens history from Lewis and Clark to present, to be created through Oregon Corrections Institute's metalwork program.

Additional updates included TSP kickoff meetings progressing well, community pathways grant resuming after being paused, industrial park substation feasibility studies continuing, and ongoing work with Romano and Arcadia developments. He noted a landslide on the bluff trail that the engineering firm assessed as stable enough for continued public access with caution.

ADJOURN – 4:36 p.m.

EXECUTIVE SESSION – Not Held

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

ATTEST:

Kathy Payne, City Recorder

Jennifer Massey, Mayor



COUNCIL REGULAR SESSION

Wednesday, April 15, 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

John Walsh, City Administrator
 Kathy Payne, City Recorder
 Lisa Scholl, Deputy City Recorder
 Suzanne Bishop, Library Director

OTHERS

Jerry Cole
 Brady Preheim
 Adam St. Pierre
 Matt Kenaga
 Darcey Edwards
 Roger

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

PLEDGE OF ALLEGIANCE

DECLARATION OF CONFLICTS OF INTEREST

City Recorder Payne explained the conflict of interest procedures, distinguishing between potential and actual conflicts. She noted the exception under Senate Bill 983 adopted in 2025, which amends ORS 244.120 to permit local public officials to participate in discussions and vote on city budgets even if the budget includes compensation for themselves or a relative, provided they announce an actual conflict of interest first.

Mayor Massey asked each Council member to declare any conflicts. Councilors Sundeen, Hubbard, and Gundersen each stated they had no conflicts. Mayor Massey declared an actual conflict of interest because her spouse is employed by the City of St. Helens as a police officer, specifically related to the Mackenzie additional service agreement later on the agenda. She stated that under ORS 244.120 as amended by Senate Bill 983, she may participate in the discussion despite this conflict.

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

- ◆ Brady Preheim criticized what he termed "corruption" occurring between Mayor Massey and Councilor Hubbard regarding art contracts and questioning the decision-making process for public art selection. He argued that proper procedures should include RFP processes and committee

oversight rather than what he characterized as friends of officials receiving contracts. Preheim also questioned the mathematics of budget cuts, noting that a one-day-per-week furlough represents a 20% cut, not 10%, and questioned inconsistencies in Police Department staffing reductions versus other departments.

- ◆ Jerry Cole, Mayor of Rainier, Oregon for 24 years, introduced himself as a candidate for county commissioner and encouraged St. Helens residents to visit his website and contact him with questions.
- ◆ Matt Kenaga commented on the breakdown of water bills, noting that the actual water portion represents less than one-third of the total bill, with more than half being sewer and storm water costs. He suggested renaming the "water bill" to something like "community services bill" to better reflect what residents are actually paying for.

Mayor Massey responded to the public comments. First, thanking candidate Jerry Cole for being here. She went on to defend against corruption allegations and emphasized that knowing people in the construction industry does not constitute friendship or improper process. She expressed frustration with what she characterized as repeated misinformation. She also expressed appreciation of the water bill comment. Cost allocations are not always the same on each bill.

ORDINANCES – Final Reading

1. **Ordinance No. 3323:** An Ordinance Amending the St. Helens Municipal Code Chapters 2.08 and 17.36, and Creating Chapter 2.10 regarding the Planning Commission and Historic Landmarks Commission Operational Regulations

Mayor Massey read Ordinance No. 3323 by title. **Motion:** Motion made by Councilor Sundeen and seconded by Councilor Hubbard to adopt Ordinance No. 3323. **Vote:** Yea: Mayor Massey, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

RESOLUTIONS

2. **Resolution No. 2070:** A Resolution Adopting the City Administrator Performance Evaluation Review Criteria and Process

Mayor Massey read Resolution No. 2070 by title. **Motion:** Motion made by Councilor Sundeen and seconded by Councilor Gundersen to adopt Resolution No. 2070. **Vote:** Yea: Mayor Massey, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

APPROVE AND/OR AUTHORIZE FOR SIGNATURE

3. Fourth Contract Amendment with Consor North America, Inc. for Professional Services for the Wastewater Capacity Improvements to Sanitary Sewer Mains in Basins 4, 5, & 6 for Construction Phase Engineering Services
4. Extension of Agreement with Aaron Martin for Pro Tem Judicial Services

Motion: Motion made by Councilor Sundeen and seconded by Councilor Gundersen to approve '3' and '4' above. **Vote:** Yea: Mayor Massey, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

CONSENT AGENDA FOR APPROVAL

5. City Council Minutes dated April 1, 2026
6. OLCC Licenses
7. RATIFY Additional Service Agreement with Mackenzie for Value Engineering on New Police Station Project
8. Request for Proposals (RFP) for Water Taxi Services

9. Accounts Payable Bill Lists

Motion: Motion made by Councilor Sundeen and seconded by Councilor Hubbard to approve '5' through '9' above. **Vote:** Yea: Mayor Massey, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

WORK SESSION ACTION ITEMS**Joint City Boards & Commissions Meetings**

Motion: Motion made by Councilor Gundersen and seconded by Councilor Sundeen to have joint boards and commissions meetings once per year rather than twice per year and direct staff to work with each board and commission to establish meeting dates. **Vote:** Yea: Mayor Massey, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

Fisheagle Osprey Vessel

Motion: Motion made by Councilor Gundersen and seconded by Councilor Hubbard to authorize City Administrator Walsh to proceed with finding a suitable disposal method for the Fisheagle Osprey vessel according to City Code. **Vote:** Yea: Mayor Massey, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

COUNCIL MEMBER REPORTS

Councilor Sundeen reported on the Parks and Trails Commission meeting, noting they preferred to continue one joint meeting annually and expressed preference for monthly one-hour meetings rather than two-hour meetings. He also shared historical research from newspapers from 100 years ago, noting similar issues to today including budget concerns, downtown parking, and overcrowded county jail. He highlighted the city council's 1926 decision to acquire watershed land around Salmonberry Reservoir, which became today's timber property, and promoted the digitized newspaper resources available through the University of Oregon and St. Helens Public Library.

Councilor Hubbard briefly mentioned the police station median and indicated he had offered design services free of charge but would discontinue that effort due to public comments, though Mayor Massey encouraged him to reconsider and not be deterred by disruptive voices.

Gundersen had nothing to report.

MAYOR MASSEY REPORTS

Mayor Massey celebrated City Recorder Payne's 25 years of service, praising her institutional knowledge and behind-the-scenes efforts. She thanked staff and citizens for participating in the State of the City meeting, expressing hope for future sessions with more time for questions and dialogue. She clarified that recent hiring has been in Enterprise Fund departments (water, sewer, storm) which are not affected by General Fund budget constraints and thanked the Council members for their collaborative approach despite occasional disagreements.

PROACTIVE ITEMS**OTHER BUSINESS****ADJOURN – 7:24 p.m.**

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

ATTEST:

Kathy Payne, City Recorder

Jennifer Massey, Mayor

DISPLAY AGREEMENT AND PURCHASE ORDER

THIS AGREEMENT ("Agreement") is entered into on _____ by and between Western Display Fireworks, Ltd., an Oregon corporation, whose address is set forth above, ("Western") and City of St Helens, whose address is ~~PO Box 278~~, 265 Strand St, St Helens, OR 97051 ("Sponsor"). Western and Sponsor are sometimes individually referred to as a "Party" and collectively as the "Parties."

In consideration of the mutual terms and conditions set forth herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. **Proposal.** Western agrees to supply, and Sponsor agrees to pay for, a fireworks display on the following designated date(s) and location: July 4, 2026 shot from a barge on the Columbia River, south end of Sand Island, St Helens, OR 97051, as detailed in Proposal #26-7972, which is attached hereto and incorporated herein by this reference, (the "Display") in accordance with the program approved by both Parties.
2. **Price and Payment Terms.** Total price of THIRTY THREE THOUSAND FIVE HUNDRED DOLLARS AND NO/100 (\$33,500.00) is to be paid as follows: 25% of the total price, \$8,375.00 is due by MAY 1, 2026; 25% of the total price, \$8,375.00 is due by JUNE 4, 2026; the remaining balance of the price, \$16,750.00, is due in full on or before July 14, 2026. Interest will accrue at 1½% per month (an annual percentage rate of 18% per annum) on all unpaid amounts from the date on which the payment was due.
3. **Western Duties.** As part of the total price Western agrees to the following:
 - a. To supply all shells and other pyrotechnics listed on the Proposal;
 - b. Mortars, firing equipment and all other required materials necessary to perform its services hereunder;
 - c. Proper delivery, set-up, firing and presentation by pyrotechnic operator and crew covered under workers compensation insurance;
 - d. To remove all equipment and spent pyrotechnic devices and clean up debris from the immediate Display site. Sponsor acknowledges that additional debris may remain in the fallout zone after Western's responsibilities of Display site cleanup have been completed; and
 - e. To comply with all local and federal guidelines and obtain any necessary permits to perform the Display, unless otherwise notes in Sponsor duties.
4. **Sponsor Duties.**
 - a. Sponsor shall comply with all duties as detailed under the Compliance with Laws/Sponsor Responsibilities portion of this Agreement;
 - b. Sponsor to provide a tug & barge adequate to conduct the display. Barge provided must comply with size requirements set forth by NFPA 1123 and meet the approval of WDF. Barge & tug arrangements to be mutually agreed upon no later than 60 days prior to display date; and
 - c. Sponsor to provide barge loading/unloading facility if loading in St Helens.
5. **Insurance.** Western agrees to provide, at its expense, commercial general liability insurance coverage in an amount not less than \$5,000,000. If requested in writing, Western shall provide Sponsor with a certificate of insurance within two weeks of the Display. All entities/individuals listed on the certificate of insurance will be deemed as additional insured pursuant to this Agreement.

6. **Indemnification.** Western agrees to indemnify, defend, and hold harmless the Sponsor, its agents and employees, and those entities/individuals listed on the certificate of insurance, from and against all claims, costs, judgments, damages and expenses, including reasonable attorney fees that directly arise from the performance of the fireworks to the extent that such are occasioned by an act or omission of Western, its agents and employees. Sponsor agrees to indemnify, defend, and hold harmless Western, its agents and employees from and against all claims, costs, judgments, damages and expenses, including reasonable attorney fees that arise from the performance of the fireworks to the extent that such are occasioned by any act or omission of Sponsor, its agents and employees. Each Party agrees to give the other Party prompt notice of any claims. Neither Party shall be responsible for consequential damages.
7. **Compliance with Laws.**
- a. **Sponsor Responsibilities:** SPONSOR agrees to perform their requirements in accordance with NFPA 1123 OUTDOOR DISPLAY OF FIREWORKS 2026 Edition (National Fire Protection Association) 8.1 General Requirements. The sponsor of the display shall make provisions for fire protection for the display. 8.1.1 The sponsor shall consult with the AHJ, the local responding fire department (if different from the AHJ) and the operator (the licensed pyrotechnic operator employed by Western) to determine the level of fire protection required. 8.1.2 The following shall apply to crowd control: (1) Monitors whose sole duty is the enforcement of crowd control shall be located around the display site and at other locations as determined by the sponsor. (2) The AHJ and the operator shall approve the provisions for crowd control. 8.1.2.1 Monitors shall be positioned around the display site to prevent spectators or any other unauthorized persons from entering the discharge site. 8.1.2.2 Where required by the AHJ, approved delineators or barriers shall be used to aid in crowd control. 8.1.2.3 Portions of the display site, other than the discharge site(s), shall be permitted to be open to the public prior to the display as long as the provisions of 4.2.2.2 are maintained. 8.1.2.4 Unescorted public access to the discharge site shall not be permitted where pyrotechnic materials are present during the period before the display. 8.1.2.5 The discharge site shall be restricted throughout the display and until the discharge site has been inspected after the display (see Exhibit A – Display Site Map).
- b. **Western's Responsibilities:** Western shall secure and maintain any and all licenses, permits or certificates that may be required by any regulatory body having jurisdiction over the materials or performance of the services herein contemplated unless otherwise noted above in Sponsor duties. Western shall exercise full and complete authority over its personnel, shall comply with all workmen's compensation, employer's liability and other federal, state, county and municipal laws, ordinances, rules and regulations required of an employer performing such services, and shall make all reports and remit all withholdings or other deductions from the compensation paid its personnel as may be required by any federal, state, county or municipal law, ordinance, rule or regulation. Western is responsible to insure that all materials and services supplied under this Agreement comply with all laws, rules and regulations of the State and the federal government relating thereto.
8. **Cancellation/Rescheduling by Sponsor.** If the Display is cancelled by the Sponsor after receipt of this signed Agreement, Sponsor agrees to pay 25% of the total price (\$8,375.00) for restocking and costs incurred. If the Display is cancelled by the Sponsor within 30 days of the scheduled Display date, Sponsor agrees to pay 50% of the total price (\$16,750.00). If the Display is cancelled by the Sponsor on the date of the Display, Sponsor agrees to pay 100% of the total price (\$33,500.00). By providing notice of not less than 30 days from the original Display date, Sponsor may elect to reschedule the Display to a mutually

agreeable date. This date must be within 90 days of the original display date. Western agrees to facilitate this rescheduling and Sponsor agrees to reimburse Western for new permits and other additional costs associated with this change. Sponsor understands that permitting requirements, burn bans and other factors beyond Western's control may prohibit rescheduling of a display. If these factors prohibit the rescheduled Display from taking place then the standard cancellation schedule applies.

9. **Safety / Weather Forced Cancellation.** Western agrees that it shall be the responsibility of the pyrotechnic operator in charge, acting on Western's behalf or the Authority Having Jurisdiction, to cancel or delay the Display if in the operator's judgment circumstances beyond the control of either Party pose an extraordinary risk to the health and safety of any persons or property within the vicinity of the Display.

If the product has been damaged as an attempt to execute the Display and cannot be safely reused, 100% of the price is due and Western has no further obligation under this Agreement. If the product is intact and reusable, Western agrees to store the product and execute the Display on a mutually agreeable future date. Sponsor agrees to reimburse Western for reasonable costs associated with the rescheduling of the event.


10. **Force Majeure.** Sponsor assumes the risks of weather, strike, civil unrest, terrorism, military action, governmental action, and any other causes beyond the control of Western which may prevent the Display from being safely performed on the scheduled date, which may cause the cancellation of the event for which Sponsor has purchased the Display, or which may affect or damage such portion of the Display as must be replaced and exposed a necessary time before the Display.
11. **Product Performance.** Sponsor recognizes and acknowledges that due to the nature of fireworks, an industry accepted level of 3% of the product used in any display may not function as designed and this level of nonperformance is acceptable as full performance.
12. **Limitation on Damages.** In the event that Sponsor claims that Western has breached this Agreement or was negligent in performing its duties hereunder, Sponsor shall not be entitled to claim or recover monetary damages from Western beyond the amount that Sponsor has paid Western under this Agreement and shall not be entitled to a claim for or recover of consequential damages from Western, including, but not limited to, damages for lost income, business, or profits. Additionally, Western's liability for matters covered by the insurance set forth herein shall be limited to the limits of said insurance.
13. **Time.** Time is of the essence in this agreement. The Parties expressly recognize that in the performance of their respective obligations, each Party is relying on timely performance by the other Party and will schedule operations and incur obligations to third parties in reliance upon timely performances by the other Party and may sustain substantial losses by reason of any failure of timely performance.
14. **Independent Contractor/No Joint Venture.** The Parties agree that Western is an independent contractor, and is not an agent or employee of Sponsor for any purpose. It is further agreed that Western's employees shall be, and remain, the employees of Western and not of Sponsor. Nothing in this Agreement or the actions of Western or Sponsor shall be construed as forming a partnership or joint venture between Sponsor and Western.

- 15. **Attorney Fees.** In the event that either Party to this Agreement shall enforce any of the provisions hereof by any action at law or in equity, the unsuccessful Party to such litigation agrees to pay to the prevailing Party all costs and expenses, including reasonable attorney fees, incurred therein by the prevailing Party.
- 16. **Jurisdiction.** This Agreement shall be governed in all respects, whether as to validity, construction, capacity, performance or otherwise, by the laws of the State of Oregon applicable to contracts.
- 17. **Severability.** In the event a court of competent jurisdiction determines that any provision of this Agreement is in violation of any statute, law, rule, regulation, ordinance or public policy, then the provisions of this Agreement that violate such statute, law, rule, regulation, ordinance or public policy shall be stricken or modified to the extent that such provision no longer violates such statute, law, rule, regulation, ordinance or public policy. All provisions of this Agreement that do not violate any statute, law, rule, regulation, ordinance or public policy shall continue in full force and effect for all purposes. Furthermore, any court order striking or modifying any provision of this Agreement shall modify or strike the provision in as limited a manner as possible to give as much effect as possible to the intentions of the Parties to this Agreement.
- 18. **Survival.** The terms of paragraphs 5, 6, 12, 15, and 16 shall survive the cancellation or termination of this Agreement.
- 19. **Entire Agreement.** This Agreement sets forth the entire agreement and understanding between the Parties hereto respecting the matters within its scope and may be modified only in writing signed by both of the Parties hereto.

The pricing and product offered in the Proposal shall remain firm if this Agreement is mutually executed by both Parties on or before April 17, 2026.

Sponsor

Western Display Fireworks, Ltd.

By: 
 Its: City Administrator
 Date: 4/10/2026

By: Brent Pavlicek
 Its: Co-President
 Date: _____

Exhibit A—Display Site Map—St. Helens



Spectators

Spectators

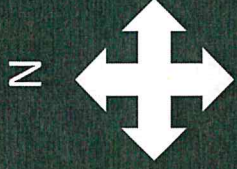
Barge
125'x35'

Fall Out Area

Fall Out Area

Fall Out Area

Fall Out Area



Columbia Blvd

Western Display Fireworks LTD.
 ST. Helens, OR
 Barge 125'x35'
 45°51'43.70"N 122°47'34.50"W

INVOICE

4/1/2026



Bill to: City of St Helens
 PO-Box ~~278~~ 265 strand St.
 St Helens OR 97051

Attn: Gloria Butsch

Phone: 503-366-8227 Fax:
 Email: gbutsch@sthelensoregon.gov

Fireworks Proposal #	Date	Description	Amount
26-7972	7/4/2026	Fireworks Show	
		1st installment due 5/1/2026	\$8,375.00

Terms:	Sub Total	\$8,375.00
1st installment due 5/1/2026	Tax	\$0.00
Thank you in advance for your prompt payment!	Total Current Due	\$8,375.00

Please make checks payable to:

Western Display Fireworks, LTD.
 PO Box 932
 Canby, Oregon 97013



~ We appreciate your business ~

* If you should have any questions regarding this invoice,
 please contact our office at (503) 656-1999.

CITY BOARD/COMMISSION MEMBER GUIDE

Purpose. This document outlines shared expectations that help the board function respectfully, efficiently, and in the best interest of the community. These expectations are not legal requirements; they are norms the group voluntarily follows to support productive service.

1. Commitment to the Public

- Act in the best interest of the community and the board's mission.
- Come prepared, having reviewed materials in advance.
- Maintain an open mind and base decisions on facts, policy, and community benefit.

2. Respectful Conduct

- Treat fellow members, staff, and the public with courtesy.
- Focus on issues, not personalities.
- Allow others to speak without interruption.
- Disagree respectfully and avoid personal attacks.

3. Meeting Participation

- Attend meetings consistently and arrive on time.
- Participate actively but concisely.
- Follow the agenda and support the chair's efforts to keep the meeting on track.
- Bring up new ideas through appropriate agenda-setting channels.

4. Communication

- Ask clarifying questions early, ideally before meetings if possible.
- Communicate concerns directly and respectfully.
- Use email, phone, or staff communication appropriately and professionally.

5. Support for the Chair

- Allow the chair to facilitate discussion without challenging their authority.
- Follow established ground rules and meeting procedures.
- Help maintain an environment where everyone can contribute.

6. Constructive Problem-Solving

- Assume good intent from fellow members.
- Work toward consensus where possible.
- When conflict occurs, focus on solutions and shared goals.

7. Relationship With Staff

- Respect staff roles and workloads.
- Use staff as a resource—not as an advocate for an individual viewpoint.
- Direct requests for information through the appropriate staff contact.

8. Accountability

- Accept responsibility for one's actions and words.
- Be open to feedback from fellow members and staff.
- Uphold the board's mission and agreed-upon norms.



CITY BOARD/COMMISSION CHAIR SUPPORT GUIDE

Purpose. This guide provides practical tools and reminders to help chairs run smooth, respectful, and efficient meetings. Chairs do not have to manage challenges alone — staff and fellow members are partners in maintaining a healthy environment.

1. Before the Meeting

- Review the agenda with staff; identify any sensitive or complex items.
- Clarify time limits or discussion structure for items likely to generate debate.
- Ask staff about any anticipated issues, questions, or special requests from members.
- Have a plan for public comment (time limits, order, expectations).

2. Starting the Meeting Strong

- Open with a clear, calm tone.
- Briefly review ground rules (e.g., one person speaks at a time, stay on topic).
- State the purpose of the meeting and expectations for respectful conduct.

3. Facilitating Discussion

- Call on speakers in order and ensure everyone has a chance to speak.
- Paraphrase or summarize when discussion drifts or becomes heated.
- Gently steer members back to the agenda when off topic.
- Remind members of time limits with a neutral tone.
- Encourage quieter members to contribute.

4. Managing Conflict

- Keep comments focused on issues, not individuals.
- Intervene early if discussion becomes personal or disrespectful.
- Use tools such as pausing discussion, offering a cooling-off moment, or asking staff for factual clarification.
- Remember: You are facilitating, not expecting to solve every disagreement yourself.

5. Working With Staff

- Lean on staff for procedural guidance and background information.
- Ask staff to help set the agenda, explain policies, or clarify past decisions.
- Communicate concerns or anticipated challenges before meetings.

6. Ending the Meeting Well

- Recap decisions and next steps.
- Thank members for their contributions.
- Touch base with staff afterward about anything that needs follow-up.

7. You Are Not Alone

If discussions become routinely difficult or unproductive:

- Ask staff for facilitation support.
- Consider requesting a brief board “norms refresh” session.
- Bring concerns to the City Administrator or appropriate staff early.



CITY OF ST. HELENS



REQUEST FOR PROPOSALS EXCLUSIVE TOWING SERVICES

Date of Issue: **May 21, 2026**

Closing Date and Time: **June 18, 2026 at 4:00 p.m. (Pacific)**

Single Point of Contact (SPC):
John Walsh, City Administrator
City of St. Helens
265 Strand Street
St. Helens, OR 97051

E-mail (SPC): jwalsh@sthelensoregon.gov

The City of St. Helens promotes equal opportunity for all individuals without regard to age, color, disability, marital status, national origin, race, religion or creed, sex or gender, sexual orientation, or veteran status.

REQUEST FOR PROPOSALS
EXCLUSIVE TOWING SERVICES

TABLE OF CONTENTS

SECTION 1 General Information 3

SECTION 2 Instructions for Submission of Proposals..... 5

SECTION 3 Scope of Services..... 6

SECTION 4 Proposal Requirements 9

SECTION 5 Evaluation Criteria 10

SECTION 6 Additional Information..... 12

CITY OF ST. HELENS

REQUEST FOR PROPOSALS
EXCLUSIVE TOWING SERVICES**SECTION 1: GENERAL INFORMATION****1.1 INTRODUCTION**

The City of St. Helens, an Oregon municipal corporation (“City”), is issuing this Request for Proposals (“RFP”) to seek proposals from qualified professionals to provide exclusive towing services.

We encourage companies to submit the most comprehensive proposal possible offering the highest quality of service and enhancement to create a successful partnership with the City.

We encourage you to be creative and educational in your response. Feel free to include information about prior community involvement in the local area. While your format must be consistent with the requirements of the RFP, if you believe there is additional information that would be beneficial to us, there is a section at the end where you can provide such information.

A City review panel, consisting of staff from multiple departments, will review each proposal for pricing and service. The panel will recommend a provider for the City Council to ultimately approve and work towards an exclusive use contract. The City anticipates the award of one (1) contract from this RFP. The initial term of the agreement is anticipated to commence upon approval by the City Council and continue through December 31, 2027, with an option for two one-year extensions, at the City’s discretion.

The complete RFP will be made available on the City’s website (www.sthelensoregon.gov/rfps).

1.2 SCHEDULE

The table below represents a tentative schedule of events. All times are the local time in the City of St. Helens, Oregon. All dates listed are subject to change through issued Addenda.

Event	Date	Time
Issuance of RFP and Publication on City Website	May 21, 2026	
Questions/Requests for Clarification Due	June 4, 2026	5:00 PM
Issuance of Answers/Addenda Deadline	June 11, 2026	4:00 PM
Deadline to Submit Proposals	June 18, 2026	4:00 PM
Selection of Finalist(s) to Interview	June 25, 2026	
Interviews, if needed	July 2, 2026	
Contract Commences	Upon City Council Approval	

1.3 SINGLE POINT OF CONTACT (SPC)

The SPC for this RFP is identified on the Cover Page, along with the SPC's contact information. Vendor shall direct all communications related to any provision of the RFP only to the SPC, whether about the technical requirements of the RFP, contractual requirements, the RFP process, or any other provision.

Any questions should be directed to the SPC, John Walsh, City Administrator, at jwalsh@sthelensoregon.gov. Written responses will be available to all interested parties on the City's website at www.sthelensoregon.gov/rfps.

1.4 ADDENDA

The City may modify the RFP at any time at least five (5) days prior to the RFP due date, by issuance of a written addendum that shall be posted on the City's website listed in Section 1.3. The City will provide notice of the addenda to all vendors registered with the City at the time the addendum is issued. Addenda will be numbered consecutively. You must be registered with the SPC to receive notice of any addenda.

SECTION 2: INSTRUCTIONS FOR SUBMISSION OF PROPOSALS

2.1 SUBMITTALS

All proposals must be received by the City no later than 4:00 p.m. on June 18, 2026. Proposals may be emailed, delivered to City Hall, or mailed but must be received no later than 4:00 p.m. on the deadline date. The outside of the sealed envelope should be marked “Exclusive Towing RFP Proposal.” Electronic submissions must be in the form of one single PDF document. Submissions shall become the property of the City of St. Helens without obligation. Late submittals will not be accepted.

Email Address:

jwalsh@sthelensoregon.gov

Mailing/Physical Address:

City of St. Helens
ATTN: John Walsh
265 Strand Street
St. Helens, OR 97051

We will make every effort to administer the proposal process in accordance with the terms and dates discussed in the RFP. However, we reserve the right to modify the proposal process and dates as deemed necessary.

2.2 SELECTION

The selection of the successful proposal will be based upon responses received to the criteria included in Section 5 of this proposal.

The City of St. Helens reserves the right to reject all proposals, and has the right, in its sole discretion, to accept the proposal it considers most favorable to the City's interests and the right to waive minor irregularities in procedure.

SECTION 3: SCOPE OF SERVICES

The successful vendor must be able to respond to all tows within 20 minutes of dispatch. If the tow cannot be at location within the 20 minutes of dispatch, the City will move onto a 2nd or 3rd or further option. The successful vendor must have the capacity to tow cars, trucks, boats, and RVs.

3.1 PRIORITY TASKS

Below is a list of all services required. Your response should include all of these services along with anticipated pricing for each item listed.

- Standard Tow
 - No extraordinary winching required. No standard tow will be paid for a “blocked driveway.” If a flatbed is used and a winch is not necessary beyond the point of pulling the car onto the flatbed, no winch is to be paid.
- Standard Tow with Winch
 - Requiring an extraordinary winch, or the use of skates. (Examples: removing a car from railroad tracks, out of a house, or off a pole.) Must include picture verifying the need for winching to be paid at this rate. If a flatbed is used and a winch is not necessary beyond the point of pulling the car onto the flatbed, no winch is to be paid. This rate will only be paid in the event that a car is inaccessible to the tow truck.
- Heavy Tow
 - If possible, more than two axles. This rate of pay will require vehicle weight of more than 6,500 lbs.
- Heavy Tow with Winch
 - If possible, more than two axles. This rate is for extra heavy vehicles stuck in extraordinary situations. (Examples: when a vehicle is on railroad tracks, requiring removal from a house, or off a pole.) This rate of pay will require a picture supporting the payment at this rate.
- Standard Tow with Clean-up
 - You will be paid for each car involved in an accident that is towed. This price includes the possibility of all necessary clean-up including the time it takes, and use of your own supply of absorbent. The vendor should be aware that some accident tows will require a greater or lesser amount of time and/or clean-up. To be compensated at this price, the City will need pictures or documentation indicating the severity of the accident verifying the need for extraordinary clean-up.

- Standard Tow with Winch and Clean-up
 - You will be paid for each car involved in an accident that is towed. This price includes any winching, the use of skates, all necessary clean-up (including length of time for clean-up), and use of your own absorbent. To be compensated at this price, the City will need pictures or documentation indicating the severity of the accident verifying the need for extraordinary clean-up.

- Boat on Trailer
 - Towing of a boat already on a trailer, which essentially requires less work than a boat not on a trailer.

- Boat not on Trailer
 - Towing a boat not on a trailer.

- Small Bikes, Snow Blowers, Lawn Mowers, Motorized Scooters, Motorized Bikes
 - Small motor tows.

- Gone on Arrivals (GOA)
 - In the event that tow truck is dispatched, but the tow is no longer needed, the tow truck company will be paid \$____. 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.

- Mini Tow
 - The cost to move a vehicle out of the way of a driveway that is blocked, or out of the way of a fire hydrant. This is mostly used to hook and move a short distance. It can also include a situation where the vehicle is hooked-up to move and released to the owner to move instead (Hook and Drop). Usually, the distance is no more than around a block. This charge will still be paid if the tow truck is on scene, and the Police Department allows the owner to move the car.

- 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.

- Tow Reports
 - Exclusive towing vendor selected will reimburse Police for printing costs associated to print tow reports.

- Storage
 - The contractor must have a secured lot for vehicle impounds.
 - 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.

SECTION 4: PROPOSAL REQUIREMENTS

In order for us to adequately compare and evaluate proposals objectively, all proposals must be submitted in the following format. Not doing so will be reflected in the overall scoring. Font size shall be no smaller than 12 pt.

a. Title Page/Cover

It should include the name of the vendor, principal business address, phone number, email address of main contact for vendor, and a copy of your St. Helens Business License.

b. Table of Contents

One printed page maximum.

c. Transmittal Letter

The letter should address the vendor's willingness and commitment to serve the City of St. Helens. This includes providing the services and why the vendor believes it should be selected as the exclusive towing company for the City of St. Helens.

d. Section 1 – Business Profile and Staff

- Please provide a brief history of your company including how long you have been in business and your experience providing towing services.
- Include contact information for five (5) business references including name, email address, and phone number.

e. Section 2 – Pricing

- Provide in this section the pricing for the specifics mentioned in this RFP.
- If there are additional services you believe should be added, please note them in this section.
- If you are willing to negotiate your prices with the City, please note that in this section.

f. Section 3 – Other Information / Services

This is YOUR opportunity to include any information or services you believe should be known to the RFP Rating Committee for the City of St. Helens. In this section, you may also provide any such information that you feel you need to share to help the City make the best selection for a provider.

SECTION 5: EVALUATION CRITERIA

5.1 EVALUATION MATRIX

Evaluation Criteria	Weight (%)	Score (1-5)	Weighted Score
Comprehensiveness of Services Provided	20%		
Understanding of Scope and Approach	20%		
Cost Effectiveness	20%		
References and Past Performance	20%		
Other Factors	10%		
Format Completeness	10%		
Total	100%		

5.2 SCORING RUBRIC

Score Description

- 5 Excellent – Exceeds all requirements; outstanding qualifications and approach
- 4 Good – Meets all requirements; above-average qualifications and approach
- 3 Satisfactory – Meets most requirements; acceptable qualifications and approach
- 2 Fair – Meets some requirements; limited qualifications or unclear approach
- 1 Poor – Does not meet requirements; lacks qualifications or coherent approach

5.3 EXPANDED EVALUATION CRITERIA

5.3.1 Comprehensiveness of Services Provided (20%)

Overall feeling of capabilities of the vendor to meet the service levels described in this RFP and how effectively they can be offered to the St. Helens community members.

5.3.2 Understanding of Scope and Approach (20%)

This criterion evaluates how well the vendor understand our needs and goals.

5.3.3 Cost Effectiveness (20%)

This criterion considers the overall value of the proposal in relation to the cost.

5.3.4 References and Past Performance (20%)

Evaluators will review the vendor's reputation and reliability based on past work.

5.3.5 Other Factors (10%)

Consideration of any other factors that the City believes are in our best interest to consider based on information provided or not provided in response to the RFP.

5.3.6 Format Completeness (10%)

Points awarded based on vendor's response to the requirements of the proposal.

Maximum Points Possible: 30

SECTION 6: ADDITIONAL INFORMATION

- 6.1** We reserve the right to reject any and all proposals, cancel all or part of this RFP, waive any minor irregularities, and to request additional information from proposing vendors. All costs incurred in connection with preparing and submitting a proposal is the responsibility of the vendor. Our decision to award a contract will be based upon many factors including, but not limited to, service, and innovation. No single factor, such as cost, will determine the final decision to award. All respondents will be informed of the decision made about the vendor selected. Respondents will not be provided with detailed information about the rating of their response. Respondents must comply with relevant federal, state, and local laws, regulations, rules and other requirements.

Expense Approval Register

Packet: APPKT01513 - AP 4.17.26



St. Helens, OR

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL FUND					
CARDINAL SERVICES INC	037399	04/15/2026	TEMPORARY EMPLOYMENT	100-705-52023	405.67
CARDINAL SERVICES INC	037399	04/15/2026	TEMPORARY EMPLOYMENT	100-706-52023	518.04
CARDINAL SERVICES INC	037399	04/15/2026	TEMPORARY EMPLOYMENT	100-708-52023	46.55
CARDINAL SERVICES INC	037399	04/15/2026	TEMPORARY EMPLOYMENT	100-709-52023	181.85
CARDINAL SERVICES INC	037399	04/15/2026	TEMPORARY EMPLOYMENT	100-715-52023	476.00
CARDINAL SERVICES INC	037706	04/15/2026	TEMPORARY EMPLOYMENT	100-705-52023	325.85
CARDINAL SERVICES INC	037706	04/15/2026	TEMPORARY EMPLOYMENT	100-706-52023	546.96
CARDINAL SERVICES INC	037706	04/15/2026	TEMPORARY EMPLOYMENT	100-708-52023	58.19
CARDINAL SERVICES INC	037706	04/15/2026	TEMPORARY EMPLOYMENT	100-709-52023	162.93
CARDINAL SERVICES INC	037706	04/15/2026	TEMPORARY EMPLOYMENT	100-715-52023	476.00
CARDINAL SERVICES INC	037974	04/15/2026	TEMPORARY EMPLOYMENT	100-705-52023	302.58
CARDINAL SERVICES INC	037974	04/15/2026	TEMPORARY EMPLOYMENT	100-706-52023	453.86
CARDINAL SERVICES INC	037974	04/15/2026	TEMPORARY EMPLOYMENT	100-708-52023	46.55
CARDINAL SERVICES INC	037974	04/15/2026	TEMPORARY EMPLOYMENT	100-709-52023	162.93
CARDINAL SERVICES INC	037974	04/15/2026	TEMPORARY EMPLOYMENT	100-715-52023	476.00
CARDINAL SERVICES INC	038248	04/15/2026	TEMPORARY EMPLOYMENT	100-705-52023	349.13
CARDINAL SERVICES INC	038248	04/15/2026	TEMPORARY EMPLOYMENT	100-706-52023	605.15
CARDINAL SERVICES INC	038248	04/15/2026	TEMPORARY EMPLOYMENT	100-708-52023	46.55
CARDINAL SERVICES INC	038248	04/15/2026	TEMPORARY EMPLOYMENT	100-709-52023	151.29
CARDINAL SERVICES INC	038248	04/15/2026	TEMPORARY EMPLOYMENT	100-715-52023	476.00
CARDINAL SERVICES INC	038625	04/15/2026	TEMPORARY EMPLOYMENT	100-705-52023	349.13
CARDINAL SERVICES INC	038625	04/15/2026	TEMPORARY EMPLOYMENT	100-706-52023	523.69
CARDINAL SERVICES INC	038625	04/15/2026	TEMPORARY EMPLOYMENT	100-708-52023	46.55
CARDINAL SERVICES INC	038625	04/15/2026	TEMPORARY EMPLOYMENT	100-709-52023	151.29
CARDINAL SERVICES INC	038625	04/15/2026	TEMPORARY EMPLOYMENT	100-715-52023	476.00
CARDINAL SERVICES INC	038932	04/15/2026	TEMPORARY EMPLOYMENT	100-705-52023	337.49
CARDINAL SERVICES INC	038932	04/15/2026	TEMPORARY EMPLOYMENT	100-706-52023	581.88
CARDINAL SERVICES INC	038932	04/15/2026	TEMPORARY EMPLOYMENT	100-708-52023	34.91
CARDINAL SERVICES INC	038932	04/15/2026	TEMPORARY EMPLOYMENT	100-709-52023	139.65
CARDINAL SERVICES INC	038932	04/15/2026	TEMPORARY EMPLOYMENT	100-715-52023	476.00
SAIF CORPORATION	04.01.26	04/15/2026	POLICY #26274 COY/MEDINA	100-705-51015	796.13
JEFFREY BERG	04.10.26	04/15/2026	REFUND PUBLIC RECORDS R...	100-000-36002	20.00
LOCAL GOVERNMENT LAW ...	73878	04/15/2026	LEGAL REPRESENTATION CO...	100-704-52019	455.00
PYE-BARKER FIRE AND SAFET...	8163880	04/15/2026	SERVICE CALL LIBRARY	100-706-52023	170.00
DEPARTMENT OF ADMINIST...	ARQ28830	04/15/2026	ORCPP FY26	100-715-52019	2,000.00
METRO PRESORT	IN685697	04/15/2026	MONTHLY E SERVICE CHARG...	100-707-52019	75.00
L.N CURTIS AND SONS	INV1056587	04/15/2026	POLICE UNIFORMS	100-705-52002	119.75
LEXIPOL LLC	INVLEX11265084	04/15/2026	ANNUAL LAW ENFORCEMEN...	100-705-52019	12,562.52
PORTLAND GENERAL ELECTR...	03.11.26-04.10.26	04/16/2026	0153585940 1820 OLD PORT...	100-705-52023	337.78
CENTURY LINK	03.26.26 333822307	04/16/2026	966B	100-712-52010	338.14
ACE HARDWARE - ST. HELENS	03.31.26 60176	04/16/2026	MATERIALS ACE ACCT 60176 ...	100-706-52023	47.56
ACE HARDWARE - ST. HELENS	03.31.26 60176	04/16/2026	MATERIALS ACE ACCT 60176 ...	100-708-52001	148.06
ACE HARDWARE - ST. HELENS	03.31.26 60176	04/16/2026	MATERIALS ACE ACCT 60176 ...	100-708-52001	-30.51
ACE HARDWARE - ST. HELENS	03.31.26 60176	04/16/2026	MATERIALS ACE ACCT 60176 ...	100-708-52023	104.28
ACE HARDWARE - ST. HELENS	03.31.26 60177	04/16/2026	ACE ACCT 60177 MATERIALS	100-705-52001	3.86
CENTURY LINK	04.03.26 333737305	04/16/2026	503-366-2856	100-712-52010	79.51
CENTURY LINK	04.03.26 333737305	04/16/2026	503-366-1257	100-712-52010	36.65
CENTURY LINK	04.03.26 333737305	04/16/2026	503-397-0422	100-712-52010	36.65
CENTURY LINK	04.03.26 333737305	04/16/2026	503-366-1103	100-712-52010	33.00
CENTURY LINK	04.03.26 333737305	04/16/2026	TAXES FEES AND SURCHARG...	100-712-52010	371.03
CENTURY LINK	04.03.26 333737305	04/16/2026	503-366-1101	100-712-52010	36.65
CENTURY LINK	04.03.26 333737305	04/16/2026	503-366-8200	100-712-52010	74.50
CENTURY LINK	04.03.26 333737305	04/16/2026	503-366-3448	100-712-52010	55.70

Expense Approval Register

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
CENTURY LINK	04.03.26 333737305	04/16/2026	503-397-4016	100-712-52010	59.69
CENTURY LINK	04.03.26 333737305	04/16/2026	503-397-0619	100-712-52010	33.00
CENTURY LINK	04.03.26 333737305	04/16/2026	503-397-1426	100-712-52010	36.65
CENTURY LINK	04.03.26 333737305	04/16/2026	503-366-3029	100-712-52010	33.00
CENTURY LINK	04.03.26 333737305	04/16/2026	503-366-7932	100-712-52010	33.00
CENTURY LINK	04.03.26 333737305	04/16/2026	503-397-3195	100-712-52010	33.00
CENTURY LINK	04.03.26 333737305	04/16/2026	503-397-3363	100-712-52010	33.00
JESSE B JACOBS	04.14.26	04/16/2026	REFUND PRR RE: CLYDE & SH...	100-000-37003	20.00
BLUE TRITON BRANDS INC	06C8750105470	04/16/2026	WATER DELIVERY UB/COURT...	100-715-52001	46.97
WILCOX	1017313-IN	04/16/2026	FUEL PARKS DEPT	100-708-52022	1,027.63
DIGITAL GRAPHITI PRINTING	2874	04/16/2026	TINT CHEVY BLAZER	100-705-52098	330.00
ORKIN	295064461	04/16/2026	265 STRAND PEST SERVICE Cl...	100-715-52023	146.51
CDR LABOR LAW LLC	4066	04/16/2026	POLICE BARGAINING	100-705-52019	1,963.50
CDR LABOR LAW LLC	4066	04/16/2026	GENERAL LABOR	100-715-52019	2,932.50
STAPLES BUSINESS CREDIT	7009245651	04/16/2026	OFFICE SUPPLES	100-704-52001	43.20
STAPLES BUSINESS CREDIT	7009245651	04/16/2026	OFFICE SUPPLES	100-707-52001	42.49
STAPLES BUSINESS CREDIT	7009245651	04/16/2026	OFFICE SUPPLES	100-715-52001	441.02
AMY LINDGREN LAW LLC	719	04/16/2026	JUDICIAL SERVICES	100-704-52019	5,750.00
CINTAS	8408243174	04/16/2026	PARKS FIRST AID CABINET SE...	100-708-52001	90.81
TROTTER & MORTON FACILI...	84279	04/16/2026	G10115 LIBRARY HVAC	100-706-52023	4,237.75
TROTTER & MORTON FACILI...	84302	04/16/2026	C11165 HVAC POLICE	100-705-52023	1,230.29
COLUMBIA COUNTY COMM. ...	CSH2&32026	04/16/2026	WORK CREW	100-708-52019	3,750.00
METRO PRESORT	IN685349	04/16/2026	UB BILL PRINTING	100-707-52008	776.20
METRO PRESORT	IN685349	04/16/2026	UB BILL PRINTING -POSTAGE	100-707-52009	2,971.20
Fund 100 - GENERAL FUND Total:					53,317.34
Fund: 201 - VISITOR TOURISM					
SCHWABE WILLIAMSON & W...	3469157	04/16/2026	US COAST GUARD CERTIFICA...	201-000-52019	427.50
Fund 201 - VISITOR TOURISM Total:					427.50
Fund: 202 - COMMUNITY DEVELOPMENT					
PROPANE NORTHWEST	1519667819	04/15/2026	PROPANE DELIVERY 12/3/20...	202-722-52019	961.64
OREGON DEPARTMENT OF S...	30572	04/15/2026	WATERWAY LEASE APP0042...	202-721-52054	514.54
PORTLAND GENERAL ELECTR...	03.11.26-04.10.26	04/16/2026	1277060585 1300 KASTER RD	202-722-52003	87.62
PORTLAND GENERAL ELECTR...	03.11.26-04.10.26	04/16/2026	7357701000 1300 KASTER RD	202-722-52003	50.56
PORTLAND GENERAL ELECTR...	03.11.26-04.10.26	04/16/2026	8863163302 1300 KASTER RD	202-722-52003	24.72
RADLER WHITE PARKS & ALE...	46318	04/16/2026	WATERFRONT PROJECT	202-721-52019	1,055.00
MAUL FOSTER ALONGI INC	73092	04/16/2026	WATERFRONT REDEVELOPM...	202-726-52019	4,242.50
Fund 202 - COMMUNITY DEVELOPMENT Total:					6,936.58
Fund: 203 - COMMUNITY ENHANCEMENT					
CARDINAL SERVICES INC	037399	04/15/2026	TEMPORARY EMPLOYMENT	203-709-52140	4,778.26
CARDINAL SERVICES INC	037706	04/15/2026	TEMPORARY EMPLOYMENT	203-709-52140	4,956.35
CARDINAL SERVICES INC	037732	04/15/2026	TEMPORARY EMPLOYMENT ...	203-709-52140	247.49
CARDINAL SERVICES INC	037974	04/15/2026	TEMPORARY EMPLOYMENT	203-709-52140	4,536.62
CARDINAL SERVICES INC	038075	04/15/2026	TEMPORARY EMPLOYMENT	203-709-52140	217.40
CARDINAL SERVICES INC	038248	04/15/2026	TEMPORARY EMPLOYMENT	203-709-52140	4,557.22
CARDINAL SERVICES INC	038932	04/15/2026	TEMPORARY EMPLOYMENT	203-709-52140	4,960.34
Fund 203 - COMMUNITY ENHANCEMENT Total:					24,253.68
Fund: 205 - STREETS					
PORTLAND GENERAL ELECTR...	03.11.26-04.10.26	04/16/2026	4854421000 STREET LIGHTI...	205-000-52003	63.10
Fund 205 - STREETS Total:					63.10
Fund: 601 - WATER					
CORRECT EQUIPMENT	INV60501	04/15/2026	REGISTER HOUSING-SHROUD...	601-731-53314	1,238.79
ACE HARDWARE - ST. HELENS	03.31.26 60180	04/16/2026	MATERIALS ACE ACCT 60180	601-731-52001	19.97
ACE HARDWARE - ST. HELENS	03.31.26 60180	04/16/2026	MATERIALS ACE ACCT 60180	601-732-52001	14.34
ACE HARDWARE - ST. HELENS	03.31.26 60181	04/16/2026	ACE MATERIALS ACCT 60181	601-731-52001	36.73
ACE HARDWARE - ST. HELENS	03.31.26 60181	04/16/2026	ACE MATERIALS ACCT 60181	601-731-52001	-13.32
ACE HARDWARE - ST. HELENS	03.31.26 60181	04/16/2026	ACE MATERIALS ACCT 60181	601-731-52001	96.47
EAGLE STAR ROCK PRODUCTS..	409833	04/16/2026	ROCK KASTER RD	601-731-52001	512.70
EAGLE STAR ROCK PRODUCTS..	409840	04/16/2026	ROCK KASTER RD	601-731-52001	268.14
ALEXIN ANALYTICAL LABORA...	48742	04/16/2026	TESTING	601-731-52064	2,010.00

Expense Approval Register

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
POWERVAR INC	60120054	04/16/2026	UPS BATTERY & PM CHECK	601-732-53302	4,541.72
POWERVAR INC	60120057	04/16/2026	REFUNDABLE BATTER CORE ...	601-732-53302	494.34
Fund 601 - WATER Total:					9,219.88

Fund: 603 - SEWER

CARDINAL SERVICES INC	037399	04/15/2026	TEMPORARY EMPLOYMENT	603-736-52023	46.55
CARDINAL SERVICES INC	037399	04/15/2026	TEMPORARY EMPLOYMENT	603-737-52023	46.55
CARDINAL SERVICES INC	037706	04/15/2026	TEMPORARY EMPLOYMENT	603-736-52023	34.91
CARDINAL SERVICES INC	037706	04/15/2026	TEMPORARY EMPLOYMENT	603-737-52023	34.92
CARDINAL SERVICES INC	037974	04/15/2026	TEMPORARY EMPLOYMENT	603-736-52023	40.73
CARDINAL SERVICES INC	037974	04/15/2026	TEMPORARY EMPLOYMENT	603-737-52023	40.72
CARDINAL SERVICES INC	038248	04/15/2026	TEMPORARY EMPLOYMENT	603-736-52023	46.55
CARDINAL SERVICES INC	038248	04/15/2026	TEMPORARY EMPLOYMENT	603-737-52023	46.54
CARDINAL SERVICES INC	038625	04/15/2026	TEMPORARY EMPLOYMENT	603-736-52023	34.91
CARDINAL SERVICES INC	038625	04/15/2026	TEMPORARY EMPLOYMENT	603-737-52023	34.91
CARDINAL SERVICES INC	038932	04/15/2026	TEMPORARY EMPLOYMENT	603-000-53033	3,589.86
CARDINAL SERVICES INC	038932	04/15/2026	TEMPORARY EMPLOYMENT	603-736-52023	34.91
CARDINAL SERVICES INC	038932	04/15/2026	TEMPORARY EMPLOYMENT	603-737-52023	34.92
PETERSON CAT	SW290110498	04/15/2026	PART OF PO 005426 ANNUAL...	603-738-52019	910.00
PETERSON CAT	SW290110501	04/15/2026	SERVICE PORTABLE & STATI...	603-738-52019	1,485.00
PETERSON CAT	SW290110502	04/15/2026	SERVICE PORTABLE & STATI...	603-738-52019	1,485.00
ACE HARDWARE - ST. HELENS	03.31.26 60180	04/16/2026	MATERIALS ACE ACCT 60180	603-735-52001	19.18
ACE HARDWARE - ST. HELENS	03.31.26 60180	04/16/2026	MATERIALS ACE ACCT 60180	603-736-52001	14.99
ACE HARDWARE - ST. HELENS	03.31.26 60180	04/16/2026	MATERIALS ACE ACCT 60180	603-736-52001	19.99
ACE HARDWARE - ST. HELENS	03.31.26 60180	04/16/2026	MATERIALS ACE ACCT 60180	603-737-52001	19.99
ACE HARDWARE - ST. HELENS	03.31.26 60180	04/16/2026	MATERIALS ACE ACCT 60180	603-737-52001	14.99
ACE HARDWARE - ST. HELENS	03.31.26 60180	04/16/2026	MATERIALS ACE ACCT 60180	603-738-52001	361.99
ACE HARDWARE - ST. HELENS	03.31.26 60180	04/16/2026	MATERIALS ACE ACCT 60180	603-738-52001	-33.36
CENTURY LINK	04.03.26 333737305	04/16/2026	503-397-3997	603-736-52010	16.50
CENTURY LINK	04.03.26 333737305	04/16/2026	503-366-1102	603-736-52010	18.32
CENTURY LINK	04.03.26 333737305	04/16/2026	503-366-3021	603-736-52010	18.32
CENTURY LINK	04.03.26 333737305	04/16/2026	503-366-3024	603-736-52010	18.32
CENTURY LINK	04.03.26 333737305	04/16/2026	503-397-3644	603-736-52010	16.50
CENTURY LINK	04.03.26 333737305	04/16/2026	503-397-3357	603-736-52010	16.50
CENTURY LINK	04.03.26 333737305	04/16/2026	503-397-7757	603-736-52010	16.50
CENTURY LINK	04.03.26 333737305	04/16/2026	503-397-3351	603-736-52010	16.50
CENTURY LINK	04.03.26 333737305	04/16/2026	503-397-1272	603-736-52010	16.50
CENTURY LINK	04.03.26 333737305	04/16/2026	503-397-3232	603-736-52010	16.50
CENTURY LINK	04.03.26 333737305	04/16/2026	503-397-6997	603-736-52010	16.50
CENTURY LINK	04.03.26 333737305	04/16/2026	503-366-3027	603-736-52010	18.33
CENTURY LINK	04.03.26 333737305	04/16/2026	503-366-1102	603-737-52010	18.33
CENTURY LINK	04.03.26 333737305	04/16/2026	503-397-1272	603-737-52010	16.50
CENTURY LINK	04.03.26 333737305	04/16/2026	503-397-6997	603-737-52010	16.50
CENTURY LINK	04.03.26 333737305	04/16/2026	503-397-3351	603-737-52010	16.50
CENTURY LINK	04.03.26 333737305	04/16/2026	503-366-3021	603-737-52010	18.33
CENTURY LINK	04.03.26 333737305	04/16/2026	503-397-7757	603-737-52010	16.50
CENTURY LINK	04.03.26 333737305	04/16/2026	503-366-3024	603-737-52010	18.33
CENTURY LINK	04.03.26 333737305	04/16/2026	503-397-3232	603-737-52010	16.50
CENTURY LINK	04.03.26 333737305	04/16/2026	503-366-3027	603-737-52010	18.32
CENTURY LINK	04.03.26 333737305	04/16/2026	503-397-3644	603-737-52010	16.50
CENTURY LINK	04.03.26 333737305	04/16/2026	503-397-3997	603-737-52010	16.50
CENTURY LINK	04.03.26 333737305	04/16/2026	503-397-3357	603-737-52010	16.50
Fund 603 - SEWER Total:					8,775.35

Fund: 703 - PW OPERATIONS

CARDINAL SERVICES INC	037399	04/15/2026	TEMPORARY EMPLOYMENT	703-739-52019	831.60
CARDINAL SERVICES INC	037706	04/15/2026	TEMPORARY EMPLOYMENT	703-739-52019	1,016.40
CARDINAL SERVICES INC	037974	04/15/2026	TEMPORARY EMPLOYMENT	703-739-52019	831.60
CARDINAL SERVICES INC	038248	04/15/2026	TEMPORARY EMPLOYMENT	703-739-52019	924.00
CARDINAL SERVICES INC	038625	04/15/2026	TEMPORARY EMPLOYMENT	703-739-52019	369.60
CARDINAL SERVICES INC	038932	04/15/2026	TEMPORARY EMPLOYMENT	703-739-52019	900.90
SAIF CORPORATION	04.01.26	04/15/2026	NONDISABLING CLAIMS REL...	703-733-51015	741.44

Expense Approval Register

Packet: APPKT06 Item #13.

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
SAIF CORPORATION	04.01.26	04/15/2026	NONDISABLING CLAIMS REI...	703-734-51015	256.52
AIRGAS INC	5523952537	04/15/2026	CYLINDER RETNAL	703-734-52001	414.80
CIS	GL-P-STH-2026-04-02	04/15/2026	CLAIM DEDUCTIBLE	703-734-52019	5,000.00
SCAPPOOSE CHIROPRACTIC ...	10003	04/16/2026	DOT PHYSICAL	703-734-52019	125.00
TROTTER & MORTON FACILI...	84332	04/16/2026	C10245	703-734-52023	312.00
COLUMBIA COUNTY COMM. ...	CSH2&32026	04/16/2026	WORK CREW	703-734-52019	1,500.00
Fund 703 - PW OPERATIONS Total:					13,223.86
Fund: 706 - PUBLIC SAFETY					
MACKENZIE	1097581	04/15/2026	ST. HELENS PUBLIC SAFETY B...	706-000-52019	245,927.50
OTAK INC	000042600080	04/16/2026	PUBLIC SAFETY BUILDING	706-000-52019	11,770.56
Fund 706 - PUBLIC SAFETY Total:					257,698.06
Grand Total:					373,915.35

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	53,317.34
201 - VISITOR TOURISM	427.50
202 - COMMUNITY DEVELOPMENT	6,936.58
203 - COMMUNITY ENHANCEMENT	24,253.68
205 - STREETS	63.10
601 - WATER	9,219.88
603 - SEWER	8,775.35
703 - PW OPERATIONS	13,223.86
706 - PUBLIC SAFETY	257,698.06
Grand Total:	373,915.35

Account Summary

Account Number	Account Name	Expense Amount
100-000-36002	Fines - Court	20.00
100-000-37003	Miscellaneous - Police	20.00
100-704-52001	Operating Supplies	43.20
100-704-52019	Professional Services	6,205.00
100-705-51015	Other Benefits	796.13
100-705-52001	Operating Supplies	3.86
100-705-52002	Personnel Uniforms Equ...	119.75
100-705-52019	Professional Services	14,526.02
100-705-52023	Facility Maintenance	3,637.92
100-705-52098	Enterprise Fleet Mainte...	330.00
100-706-52023	Facility Maintenance	7,684.89
100-707-52001	Operating Supplies	42.49
100-707-52008	Printing	776.20
100-707-52009	Postage	2,971.20
100-707-52019	Professional Services	75.00
100-708-52001	Operating Supplies	208.36
100-708-52019	Professional Services	3,750.00
100-708-52022	Fuel	1,027.63
100-708-52023	Facility Maintenance	383.58
100-709-52023	Facility Maintenance	949.94
100-712-52010	Telephone	1,323.17
100-715-52001	Operating Supplies	487.99
100-715-52019	Professional Services	4,932.50
100-715-52023	Facility Maintenance	3,002.51
201-000-52019	Professional Services	427.50
202-721-52019	Professional Services	1,055.00
202-721-52054	Offshore Lease	514.54
202-722-52003	Utilities	162.90
202-722-52019	Professional Services	961.64
202-726-52019	Professional Services	4,242.50
203-709-52140	Contract Programs	24,253.68
205-000-52003	Utilities	63.10
601-731-52001	Operating Supplies	920.69
601-731-52064	Lab Testing	2,010.00
601-731-53314	WATER METERS	1,238.79
601-732-52001	Operating Supplies	14.34
601-732-53302	Annual Maintenance - ...	5,036.06
603-000-53033	Sewer Capacity - Design	3,589.86
603-735-52001	Operating Supplies	19.18
603-736-52001	Operating Supplies	34.98
603-736-52010	Telephone	205.29
603-736-52023	Facility Maintenance	238.56
603-737-52001	Operating Supplies	34.98
603-737-52010	Telephone	205.31
603-737-52023	Facility Maintenance	238.56
603-738-52001	Operating Supplies	328.63

Account Summary

Account Number	Account Name	Expense Amount
603-738-52019	Professional Services	3,880.00
703-733-51015	Other Benefits	741.44
703-734-51015	Other Benefits	256.52
703-734-52001	Operating Supplies	414.80
703-734-52019	Professional Services	6,625.00
703-734-52023	Facility Maintenance	312.00
703-739-52019	Professional Services	4,874.10
706-000-52019	Professional Services	<u>257,698.06</u>
	Grand Total:	373,915.35

Project Account Summary

Project Account Key	Expense Amount
None	<u>373,915.35</u>
Grand Total:	373,915.35

Expense Approval Register

Packet: APPKT01516 - AP 4.24.26



St. Helens, OR

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL FUND					
LES SCHWAB TIRE CENTER	0000416421	04/24/2026	OIL CHANGE	100-705-52021	99.99
CENTURY LINK	04.06.26 333899231	04/24/2026	333899231	100-712-52010	42.96
PITNEY BOWES BANK INC PU...	04.12.2026	04/24/2026	POSTAGE METER	100-715-52009	1,005.00
CITY OF ST. HELENS	04.21.26	04/24/2026	REIMBURSE TOURISM-OVER ...	100-000-35017	11,845.35
WILCOX	1020417-IN	04/24/2026	FUEL PARKS DEPT	100-708-52022	1,401.78
PITNEY BOWES INC	1029235242	04/24/2026	POSTAGE METER AGREEMENT	100-715-52001	448.35
DRAKES TOWING AND RECO...	12.18.25	04/24/2026	23 FORD EXPLORER	100-705-52021	150.00
LINGUAVA INTERPRETERS INC	130206	04/24/2026	INTERPRETATION 3/19/26	100-704-52019	5.37
MORE POWER TECHNOLOGY...	18272	04/24/2026	TOTAL SECURITY SUITE EXP 7...	100-712-52019	6,378.00
JORDAN RAMIS PC ATTORNE...	246735	04/24/2026	AUDIT	100-707-52019	172.50
JORDAN RAMIS PC ATTORNE...	246739	04/24/2026	PUBLIC RECORDS REQUEST	100-715-52019	2,225.00
JORDAN RAMIS PC ATTORNE...	246741	04/24/2026	TOSCHI LITIGATION	100-715-52019	6,219.50
JORDAN RAMIS PC ATTORNE...	246742	04/24/2026	MYRICK LITIGATION	100-715-52019	6,543.00
ORKIN	295064567	04/24/2026	265 STRAND PEST SERVICE Cl...	100-715-52023	230.31
QWEST DBA CENTURLINK A...	3263X201-S-26104	04/24/2026	5163X201S3	100-712-52010	80.33
QWEST DBA CENTURLINK A...	3263X204-S-26101	04/24/2026	5163X204S3	100-712-52010	80.33
SAFEGUARD FIRE EXTINGUIS...	4441	04/24/2026	FIRE EXTINGUISHER SERVICE ...	100-706-52023	68.08
SAFEGUARD FIRE EXTINGUIS...	4441	04/24/2026	FIRE EXTINGUISHER SERVICE ...	100-708-52019	290.14
SAFEGUARD FIRE EXTINGUIS...	4441	04/24/2026	FIRE EXTINGUISHER SERVICE	100-709-52019	34.04
SAFEGUARD FIRE EXTINGUIS...	4441	04/24/2026	FIRE EXTINGUISHER SERVICE	100-715-52019	127.65
MIDWEST TAPE	507862207	04/24/2026	DVD / ABD 2000010011	100-706-52034	131.40
MIDWEST TAPE	507890610	04/24/2026	DVD / ABD 2000010011	100-706-52034	115.07
MIDWEST TAPE	507927152	04/24/2026	DVD / ABD 2000010011	100-706-52034	15.74
MIDWEST TAPE	507927154	04/24/2026	DVD / ABD 2000010011	100-706-52034	46.72
MIDWEST TAPE	507956827	04/24/2026	DVD / ABD 2000010011	100-706-52034	22.09
VERIZON	6139905746	04/24/2026	CELL SERVICE ACCT 2420601...	100-712-52010	169.50
CMG OREGON LLC	718230	04/24/2026	AD# 381295 NOTICE OF PRO...	100-702-52011	128.82
CMG OREGON LLC	718669	04/24/2026	AD# 381306 PUBLIC WORKS ...	100-702-52014	62.00
CMG OREGON LLC	719382	04/24/2026	AD# 380778 BUILDING MAIN...	100-702-52014	118.00
CENTURY LINK BUSINESS SER...	780533546	04/24/2026	ACCT 88035002	100-712-52010	157.22
PYE-BARKER FIRE AND SAFET...	8182620	04/24/2026	MONITORING PARKS DEPAR...	100-708-52019	245.00
CINTAS	8408253608	04/24/2026	CITY HALL FIRST AID CABINET...	100-715-52001	115.85
SAR ENTERPRISE INC	84960	04/24/2026	EQUIPMENT	100-705-52021	2,519.70
SOLUTIONS YES	INV485813	04/24/2026	TONER FOR ENGINEERING C...	100-715-52001	520.00
DAY MANAGEMENT CORP.	INV916930	04/24/2026	PM CHECKS MOBILE & PORT...	100-705-52019	1,600.00
Fund 100 - GENERAL FUND Total:					43,414.79
Fund: 201 - VISITOR TOURISM					
JORDAN RAMIS PC ATTORNE...	246740	04/24/2026	E2C DISPUTE	201-000-52019	70.00
Fund 201 - VISITOR TOURISM Total:					70.00
Fund: 202 - COMMUNITY DEVELOPMENT					
JORDAN RAMIS PC ATTORNE...	246299	04/24/2026	25-ACRE WATERFRONT PRO...	202-721-52019	1,350.00
JORDAN RAMIS PC ATTORNE...	246300	04/24/2026	SHAUN LAND-AMENDMENT ...	202-722-52019	495.00
Fund 202 - COMMUNITY DEVELOPMENT Total:					1,845.00
Fund: 205 - STREETS					
SUNSET EQUIPMENT	118812	04/24/2026	KILLZALL	205-000-52001	93.13
Fund 205 - STREETS Total:					93.13
Fund: 302 - WATER SDC					
KELLER ASSOCIATES, INC	0254605	04/24/2026	ST HELENS RESERVOIR SITING..	302-000-53310	17,890.00
Fund 302 - WATER SDC Total:					17,890.00

Expense Approval Register

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 303 - SEWER SDC					
CONSOR NORTH AMERICA I...	W233257OR.00-24	04/24/2026	WASTEWATER COLLECTION ...	303-000-53033	17,928.25
Fund 303 - SEWER SDC Total:					17,928.25
Fund: 601 - WATER					
UNITED FIRE INC	00202474	04/24/2026	WFF HYDRO TEST	601-732-52001	315.00
UNITED FIRE INC	00202474	04/24/2026	WATER TREATMENT SERVICE...	601-732-52019	555.00
SAFEGUARD FIRE EXTINGUIS...	4441	04/24/2026	FIRE EXTINGUISHER SERVICE	601-732-52019	51.06
LAWRENCE OIL COMPANY	CFSI-34635	04/24/2026	247752 WATER	601-732-52022	169.62
PETERSON CAT	SW290110885	04/24/2026	ANNUAL MAINTENANCE GE...	601-732-52001	1,560.00
PETERSON CAT	SW290110885	04/24/2026	ANNUAL MAINTENANCE GE...	601-732-52019	1,230.00
COMMON GROUND EXCAVA...	W-485 PAYMENT #1	04/24/2026	S 1ST & RAILROAD AVENUE ...	601-731-53315	121,287.56
CORE & MAIN	Y682453	04/24/2026	MATERIALS	601-731-52001	2,581.68
CORE & MAIN	Y785986	04/24/2026	MATERIALS	601-731-53302	4,708.80
CORE & MAIN	Y882165	04/24/2026	MATERIALS	601-731-52001	682.40
Fund 601 - WATER Total:					133,141.12
Fund: 603 - SEWER					
SPHEROS ENVIRONMENTAL ...	33756	04/24/2026	SEMI-ANNUAL NPDES 2026	603-737-52064	8,250.00
SAFEGUARD FIRE EXTINGUIS...	4441	04/24/2026	FIRE EXTINGUISHER SERVICE	603-736-52019	221.26
CMG OREGON LLC	718228	04/24/2026	AD# 380987 PACIFIC STAINLE...	603-736-52019	68.09
CMG OREGON LLC	718229	04/24/2026	AD# 380988 ORPET LLC SNC ...	603-736-52019	68.09
BRIDGE TOWER OPCO LLC	745863723	04/24/2026	DAILY JOURNAL OF COM BID...	603-000-53033	781.86
Fund 603 - SEWER Total:					9,389.30
Fund: 703 - PW OPERATIONS					
COLUMBIA RIVER PUD	3001787	04/24/2026	STREET LIGHT MAINTENANCE	703-739-52120	126.83
COLUMBIA RIVER PUD	3001788	04/24/2026	STREET LIGHT MAINTENANCE	703-739-52120	253.65
SAFEGUARD FIRE EXTINGUIS...	4441	04/24/2026	FIRE EXTINGUISHER SERVICE	703-734-52019	726.26
SAFEGUARD FIRE EXTINGUIS...	4441	04/24/2026	FIRE EXTINGUISHER SERVICE	703-739-52019	93.61
CMG OREGON LLC	720448	04/24/2026	AD# 382486 NOTICE OF SDC ...	703-733-52019	462.26
CINTAS	8408131572	04/24/2026	FIRST AID CABINET SERVICE	703-734-52019	88.30
LAWRENCE OIL COMPANY	CFSI-34635	04/24/2026	247748 PUBLIC WORKS	703-734-52022	2,471.94
SCAPPOOSE SAND AND GRA...	T92380	04/24/2026	SCREENED DIRT	703-734-52001	289.15
Fund 703 - PW OPERATIONS Total:					4,512.00
Fund: 706 - PUBLIC SAFETY					
1771 Columbia BLVD LLC	04.20.26	04/20/2026	GROUND LEASE 1771	706-000-52130	6,250.00
Fund 706 - PUBLIC SAFETY Total:					6,250.00
Fund: 801 - URBAN RENEWAL AGENCY					
OTAK INC	000042600072	04/24/2026	1ST AND STRAND ST P 01982...	801-000-53001	10,025.76
MOORE EXCAVATION INC	P-525 PAYMENT #32	04/24/2026	S 1ST & STRAND ROAD & UTI...	801-000-53001	19,193.82
MOORE EXCAVATION INC	R-685 PAYMENT #19	04/24/2026	S 1ST & ST HELENS INTERSEC...	801-000-53001	3,632.52
Fund 801 - URBAN RENEWAL AGENCY Total:					32,852.10
Grand Total:					267,385.69

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	43,414.79
201 - VISITOR TOURISM	70.00
202 - COMMUNITY DEVELOPMENT	1,845.00
205 - STREETS	93.13
302 - WATER SDC	17,890.00
303 - SEWER SDC	17,928.25
601 - WATER	133,141.12
603 - SEWER	9,389.30
703 - PW OPERATIONS	4,512.00
706 - PUBLIC SAFETY	6,250.00
801 - URBAN RENEWAL AGENCY	32,852.10
Grand Total:	267,385.69

Account Summary

Account Number	Account Name	Expense Amount
100-000-35017	Fees - Events Impact Fee	11,845.35
100-702-52011	Public Information	128.82
100-702-52014	Recruiting	180.00
100-704-52019	Professional Services	5.37
100-705-52019	Professional Services	1,600.00
100-705-52021	Equipment Maintenance	2,769.69
100-706-52023	Facility Maintenance	68.08
100-706-52034	Visual Materials	331.02
100-707-52019	Professional Services	172.50
100-708-52019	Professional Services	535.14
100-708-52022	Fuel	1,401.78
100-709-52019	Professional Services	34.04
100-712-52010	Telephone	530.34
100-712-52019	Professional Services	6,378.00
100-715-52001	Operating Supplies	1,084.20
100-715-52009	Postage	1,005.00
100-715-52019	Professional Services	15,115.15
100-715-52023	Facility Maintenance	230.31
201-000-52019	Professional Services	70.00
202-721-52019	Professional Services	1,350.00
202-722-52019	Professional Services	495.00
205-000-52001	Operating Supplies	93.13
302-000-53310	Reservoir Siting Study	17,890.00
303-000-53033	Sewer Capacity Design	17,928.25
601-731-52001	Operating Supplies	3,264.08
601-731-53302	Annual Maintenance	4,708.80
601-731-53315	Capital Outlay Railroad ...	121,287.56
601-732-52001	Operating Supplies	1,875.00
601-732-52019	Professional Services	1,836.06
601-732-52022	Fuel	169.62
603-000-53033	Sewer Capacity - Design	781.86
603-736-52019	Professional Services	357.44
603-737-52064	Lab Testing	8,250.00
703-733-52019	Professional Services	462.26
703-734-52001	Operating Supplies	289.15
703-734-52019	Professional Services	814.56
703-734-52022	Fuel	2,471.94
703-739-52019	Professional Services	93.61
703-739-52120	Facility Maintenance Ot...	380.48
706-000-52130	Lease Expense	6,250.00
801-000-53001	Capital Outlay	32,852.10
Grand Total:	267,385.69	

Project Account Summary

Project Account Key	Expense Amount
None	267,385.69
Grand Total:	267,385.69

Expense Approval Register

Packet: APPKT01519 - Wauna AP 4.24.26



St. Helens, OR

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 201 - VISITOR TOURISM					
NW NATURAL GAS	04.14.26 3963776-4	04/24/2026	NATURAL GAS- MASONIC BU...	201-000-52131	118.86
CITY OF ST. HELENS	04.23.26	04/24/2026	01-00178-001 MASONIC BUI...	201-000-52131	61.59
TREADWAY EVENTS & ENTER...	2163	04/24/2026	ST HELENS TOURISM EVENT ...	201-000-52039	15,966.67
WESTERN DISPLAY FIREWOR...	4.1.26	04/24/2026	1ST INSTALLMENET 2026 FIR...	201-000-52028	8,375.00
Fund 201 - VISITOR TOURISM Total:					24,522.12
Grand Total:					24,522.12

Fund Summary

Fund	Expense Amount
201 - VISITOR TOURISM	24,522.12
Grand Total:	24,522.12

Account Summary

Account Number	Account Name	Expense Amount
201-000-52028	Projects & Programs	8,375.00
201-000-52039	Contracted Events-Profe...	15,966.67
201-000-52131	Contracted Building Leas...	180.45
	Grand Total:	24,522.12

Project Account Summary

Project Account Key	Expense Amount
None	24,522.12
Grand Total:	24,522.12

Expense Approval Register

Packet: APPKT01523 - AP 5.1.26



St. Helens, OR

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL FUND					
CARDINAL SERVICES INC	039183	04/29/2026	TEMPORARY EMPLOYMENT	100-705-52023	290.93
CARDINAL SERVICES INC	039183	04/29/2026	TEMPORARY EMPLOYMENT	100-706-52023	442.23
CARDINAL SERVICES INC	039183	04/29/2026	TEMPORARY EMPLOYMENT	100-708-52023	46.55
CARDINAL SERVICES INC	039183	04/29/2026	TEMPORARY EMPLOYMENT	100-709-52023	151.29
CARDINAL SERVICES INC	039183	04/29/2026	TEMPORARY EMPLOYMENT	100-715-52023	476.00
COLUMBIA RIVER PUD	04.15.26 7493	04/29/2026	150 S 13 ST POLICE STATION ...	100-705-52003	428.76
COLUMBIA RIVER PUD	04.15.26 7493	04/29/2026	150 S 13TH ST- POLICE	100-705-52003	166.70
COLUMBIA RIVER PUD	04.15.26 7493	04/29/2026	375 S 18TH ST COLUMBIA CE...	100-706-52003	791.66
COLUMBIA RIVER PUD	04.15.26 7493	04/29/2026	50 PLAZA SQ- PLAZA OUTLETS	100-708-52003	62.04
COLUMBIA RIVER PUD	04.15.26 7493	04/29/2026	162 MCMICHAEL ST - CAMPB...	100-708-52003	179.56
COLUMBIA RIVER PUD	04.15.26 7493	04/29/2026	475 S 18TH ST	100-708-52003	180.34
COLUMBIA RIVER PUD	04.15.26 7493	04/29/2026	475 S 18TH ST - MCCORMICK...	100-708-52003	964.87
COLUMBIA RIVER PUD	04.15.26 7493	04/29/2026	475 S 18TH ST	100-708-52003	159.56
COLUMBIA RIVER PUD	04.15.26 7493	04/29/2026	475 S 18 ST METER 10220167	100-708-52003	147.83
COLUMBIA RIVER PUD	04.15.26 7493	04/29/2026	200 N 7TH ST - PARK	100-708-52003	47.49
COLUMBIA RIVER PUD	04.15.26 7493	04/29/2026	200 N RIVER ST - GREY CLIFFS...	100-708-52003	87.44
COLUMBIA RIVER PUD	04.15.26 7493	04/29/2026	475 S 18TH ST- MCCORMICK ...	100-708-52003	50.14
COLUMBIA RIVER PUD	04.15.26 7493	04/29/2026	299 N 6TH ST - PARKS	100-708-52003	49.35
COLUMBIA RIVER PUD	04.15.26 7493	04/29/2026	265 STRAND ST. - DOCKS	100-708-52046	422.18
COLUMBIA RIVER PUD	04.15.26 7493	04/29/2026	264 STRAND ST- PARKS/ GAZ...	100-708-52046	180.46
COLUMBIA RIVER PUD	04.15.26 7493	04/29/2026	2625 GABLE RD REC CENTER	100-709-52003	288.50
COLUMBIA RIVER PUD	04.15.26 7493	04/29/2026	275 STRAND ST- CITY HALL U...	100-715-52003	123.67
COLUMBIA RIVER PUD	04.15.26 7493	04/29/2026	265 STRAND ST- CITY HALL ...	100-715-52003	205.49
COLUMBIA RIVER PUD	04.15.26 7493	04/29/2026	265 STRAND ST- CITY HALL ...	100-715-52003	620.09
COLUMBIA RIVER PUD	04.15.26 7493	04/29/2026	277 STRAND ST- CITY HALL U...	100-715-52003	90.44
COLUMBIA RIVER PUD	04.15.26 7493	04/29/2026	277 STRAND ST -	100-715-52003	46.97
WEX BANK	112013583	04/29/2026	POLICE FUEL PURCHASES	100-705-52022	6,394.98
WEX BANK	112013583	04/29/2026	BUILDING FUEL PURCHASES ...	100-711-52022	78.66
MORE POWER TECHNOLOGY...	18278	04/29/2026	MORE AWARE ESSENTIALS	100-712-52019	2,617.38
JORDAN RAMIS PC ATTORNE...	246734	04/29/2026	GENERAL LEGAL	100-715-52019	3,643.50
JORDAN RAMIS PC ATTORNE...	246736	04/29/2026	EMPLOYMENT MATTERS	100-705-52019	595.00
AT&T MOBILITY	287302289330XO4232026	04/29/2026	287302289330 POLICE PHON...	100-705-52010	1,116.80
NW NATURAL GAS	04.16.26	04/30/2026	256563-8	100-705-52003	101.21
NW NATURAL GAS	04.16.26	04/30/2026	258767-3	100-706-52003	746.64
NW NATURAL GAS	04.16.26	04/30/2026	259856-3	100-708-52003	40.46
NW NATURAL GAS	04.16.26	04/30/2026	256304-7	100-708-52003	60.06
NW NATURAL GAS	04.16.26	04/30/2026	4157643-0	100-709-52003	263.02
NW NATURAL GAS	04.16.26	04/30/2026	3707010-9	100-709-52003	163.10
NW NATURAL GAS	04.16.26	04/30/2026	1359528-5	100-715-52003	153.95
NW NATURAL GAS	04.16.26	04/30/2026	1323284-8	100-715-52003	117.05
ST. HELENS SCHOOL DISTRICT	04.27.26	04/30/2026	QTRLY BUILDING EXCISE TAX...	100-000-20400	23,563.62
DCBS FISCAL SERVICES	04.27.26	04/30/2026	JULY / AUG STATE SURCHARE...	100-000-20700	3,121.36
LEXISNEXIS	04.27.26	04/30/2026	REFUND PUBLIC RECORDS R...	100-000-36002	20.00
KATRINA GARDNER	04.27.26	04/30/2026	REFUND PRR CLARIFICATION...	100-000-36002	20.00
CLEAR TRAIL CPAS LLC	1274	04/30/2026	FYE 2025 AUDIT FEES	100-707-52019	9,000.00
MORE POWER TECHNOLOGY...	18269	04/30/2026	RMS MORE AWARE ESSENTI...	100-705-52115	3,375.88
MORE POWER TECHNOLOGY...	18290	04/30/2026	MICROSOFT 365 BUS STAND...	100-712-52006	2,858.40
ALLSTREAM	22366240	04/30/2026	ALLSTREAM PHONE ACCT 75...	100-712-52010	251.92
STEVEN R SCHARFSTEIN	357	04/30/2026	COURT ATTORNEY FEES	100-704-52019	3,000.00
U.S BANK EQUIPMENT FINA...	580016210	04/30/2026	KYOCERA COPIER CONTRACT...	100-705-52001	188.87
CULLIGAN	CD3690000	04/30/2026	BOTTLED WATER POLICE	100-705-52019	102.13
CODE PUBLISHING	GCI0019794	04/30/2026	MUNI CODE WEB UPDATE	100-702-52019	196.00

Expense Approval Register

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
SOLUTIONS YES	INV487131	04/30/2026	POLICE COPIER CONTRACT C...	100-705-52021	78.92
				Fund 100 - GENERAL FUND Total:	68,569.45
Fund: 202 - COMMUNITY DEVELOPMENT					
MASON BRUCE & GIRARD INC	38842	04/30/2026	PROJECT 0107718- ST HELEN...	202-724-52019	3,839.21
				Fund 202 - COMMUNITY DEVELOPMENT Total:	3,839.21
Fund: 203 - COMMUNITY ENHANCEMENT					
CARDINAL SERVICES INC	039183	04/29/2026	TEMPORARY EMPLOYMENT	203-709-52140	2,969.07
CARDINAL SERVICES INC	039415	04/29/2026	TEMPORARY EMPLOYMENT	203-709-52140	133.57
ROSANA HIGGINS	0001	04/30/2026	21ST CCLC LEWIS & CLARK A...	203-709-52140	200.00
				Fund 203 - COMMUNITY ENHANCEMENT Total:	3,302.64
Fund: 205 - STREETS					
COLUMBIA RIVER PUD	04.15.26 7493	04/29/2026	2198 COLUMBIA BLVD - SIG...	205-000-52003	64.69
COLUMBIA RIVER PUD	04.15.26 7493	04/29/2026	191 N MILTON WAY - SIGNAL	205-000-52003	57.98
COLUMBIA RIVER PUD	04.15.26 7493	04/29/2026	STREET LIGHT ABT 58144 OLD..	205-000-52003	10.86
COLUMBIA RIVER PUD	04.15.26 7493	04/29/2026	ABT 398 S 1ST	205-000-52003	74.39
COLUMBIA RIVER PUD	04.15.26 7493	04/29/2026	715 S COLUMBIA RIVER HWY ..	205-000-52003	61.25
COLUMBIA RIVER PUD	04.15.26 7493	04/29/2026	1800 COLUMBIA BLVD - SIG...	205-000-52003	137.60
COLUMBIA RIVER PUD	04.15.26 7493	04/29/2026	495 S 18TH ST - LIGHT SIGNAL	205-000-52003	74.56
COLUMBIA RIVER PUD	04.15.26 7493	04/29/2026	58651 COL HWY GATEWAY A...	205-000-52003	47.63
COLUMBIA RIVER PUD	04.15.26 7493	04/29/2026	191 N MILTON WAY- LANDS...	205-000-52003	47.32
COLUMBIA RIVER PUD	04.15.26 7493	04/29/2026	265 STRAND ST	205-000-52003	3,988.54
COLUMBIA RIVER PUD	04.15.26 7493	04/29/2026	40 ST HELENS ST	205-000-52003	53.32
COLUMBIA RIVER PUD	04.15.26 7493	04/29/2026	1370 COLUMBIA BLVD.- FOU...	205-000-52003	48.64
COLUMBIA RIVER PUD	04.15.26 7493	04/29/2026	35320 SYKES RD	205-000-52003	55.78
COLUMBIA RIVER PUD	04.15.26 7493	04/29/2026	ABT 298 STRAND ST	205-000-52003	74.03
				Fund 205 - STREETS Total:	4,796.59
Fund: 601 - WATER					
COLUMBIA RIVER PUD	04.15.26 7493	04/29/2026	57500 OLD PORTLAND RD - ...	601-731-52003	106.21
COLUMBIA RIVER PUD	04.15.26 7493	04/29/2026	1680 1 ST -	601-731-52003	2,450.39
COLUMBIA RIVER PUD	04.15.26 7493	04/29/2026	62420 COLUMBIA RIVER HWY..	601-731-52003	321.54
COLUMBIA RIVER PUD	04.15.26 7493	04/29/2026	END OF KESTREL VIEW DRIVE	601-731-52003	204.08
COLUMBIA RIVER PUD	04.15.26 7493	04/29/2026	35261 PITTSBURG RD- PW W...	601-731-52003	49.82
COLUMBIA RIVER PUD	04.15.26 7493	04/29/2026	2300 STRAND ST - WELL 2	601-731-52003	284.08
COLUMBIA RIVER PUD	04.15.26 7493	04/29/2026	1215 FOURTH ST - WFF	601-732-52003	5,699.07
MOORE EXCAVATION INC	04.20.26	04/29/2026	REFUND HYDRANT RENTAL D...	601-000-22000	90.32
NW NATURAL GAS	04.16.26	04/30/2026	1583294-2	601-732-52003	747.69
RAILROAD MANAGEMENT C...	548252	04/30/2026	14-IN WATER PIPELINE CROS...	601-731-52019	458.76
CORRECT EQUIPMENT	INV60920	04/30/2026	WATER METERS -PART OF PO...	601-731-53314	18,753.89
COMMON GROUND EXCAVA...	W-485 PAYMENT #2	04/30/2026	S 1ST & RAILROAD AVENUE ...	601-731-53315	58,632.90
				Fund 601 - WATER Total:	87,798.75
Fund: 603 - SEWER					
CARDINAL SERVICES INC	039183	04/29/2026	TEMPORARY EMPLOYMENT	603-000-53033	3,589.86
COLUMBIA RIVER PUD	04.15.26 7493	04/29/2026	240 CLARK ST PUMP STATION	603-735-52003	47.23
COLUMBIA RIVER PUD	04.15.26 7493	04/29/2026	451 PLYMOTH ST - WWTP L...	603-736-52003	1,623.01
COLUMBIA RIVER PUD	04.15.26 7493	04/29/2026	451 PLYMOTH ST - WWTP L...	603-737-52003	1,623.01
COLUMBIA RIVER PUD	04.15.26 7493	04/29/2026	35120 MAPLE ST. - PS 11	603-738-52003	168.55
COLUMBIA RIVER PUD	04.15.26 7493	04/29/2026	134 N 1ST- PS 2 8873519	603-738-52003	191.83
COLUMBIA RIVER PUD	04.15.26 7493	04/29/2026	240 MADRONA CT	603-738-52003	260.78
COLUMBIA RIVER PUD	04.15.26 7493	04/29/2026	110 S 4TH ST - PS 3	603-738-52003	65.66
COLUMBIA RIVER PUD	04.15.26 7493	04/29/2026	505 S 1ST ST PUMP STATION	603-738-52003	146.34
COLUMBIA RIVER PUD	04.15.26 7493	04/29/2026	169 S 4TH ST WATER FLOW ...	603-738-52003	54.72
COLUMBIA RIVER PUD	04.15.26 7493	04/29/2026	58360 OLD PORTLAND RD - P...	603-738-52003	368.81
COLUMBIA RIVER PUD	04.15.26 7493	04/29/2026	58791 58725 COL RIV HWY P...	603-738-52003	65.62
NW NATURAL GAS	04.16.26	04/30/2026	258575-0	603-736-52003	129.49
NW NATURAL GAS	04.16.26	04/30/2026	258575-0	603-737-52003	129.48
ALLSTREAM	22366240	04/30/2026	ALLSTREAM PHONE ACCT 75...	603-736-52010	125.96
ALLSTREAM	22366240	04/30/2026	ALLSTREAM PHONE ACCT 75...	603-737-52010	125.96

Expense Approval Register

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ODOT FINANCIAL SERVICES	B2058268000	04/30/2026	ODOT RADAR VEHICLE DETE...	603-000-53406	14,930.85
				Fund 603 - SEWER Total:	23,647.16
Fund: 605 - STORM					
CORE & MAIN	Y849399	04/29/2026	MATERIALS	605-000-53302	5,071.00
				Fund 605 - STORM Total:	5,071.00
Fund: 703 - PW OPERATIONS					
CARDINAL SERVICES INC	039183	04/29/2026	TEMPORARY EMPLOYMENT	703-739-52019	762.30
COLUMBIA RIVER PUD	04.15.26 7493	04/29/2026	1230 DEER ISLAND RD - PW	703-734-52003	187.54
COLUMBIA RIVER PUD	04.15.26 7493	04/29/2026	984 OREGON ST	703-734-52003	444.88
COLUMBIA RIVER PUD	04.15.26 7493	04/29/2026	650 OREGON ST - LEMONT P...	703-734-52003	467.02
COLUMBIA RIVER PUD	04.15.26 7493	04/29/2026	984 OREGON ST - PW SHOP	703-734-52003	196.51
WEX BANK	112013583	04/29/2026	RED ESCAPE ENGINEERING 7...	703-733-52022	108.15
WEX BANK	112013583	04/29/2026	PW CHEROKEE 5478	703-734-52022	694.81
CINTAS	8408264267	04/29/2026	FIRST AID CABINET SERVICE	703-734-52019	164.58
NW NATURAL GAS	04.16.26	04/30/2026	1960772-0	703-734-52003	32.14
NW NATURAL GAS	04.16.26	04/30/2026	114867-5	703-734-52003	93.37
JORDAN RAMIS PC ATTORNE...	246737	04/30/2026	PUBLIC WORKS ENGINEERING	703-733-52019	630.00
				Fund 703 - PW OPERATIONS Total:	3,781.30
				Grand Total:	200,806.10

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	68,569.45
202 - COMMUNITY DEVELOPMENT	3,839.21
203 - COMMUNITY ENHANCEMENT	3,302.64
205 - STREETS	4,796.59
601 - WATER	87,798.75
603 - SEWER	23,647.16
605 - STORM	5,071.00
703 - PW OPERATIONS	3,781.30
Grand Total:	200,806.10

Account Summary

Account Number	Account Name	Expense Amount
100-000-20400	Building - Excise Tax	23,563.62
100-000-20700	Building - State Surcharge	3,121.36
100-000-36002	Fines - Court	40.00
100-702-52019	Professional Services	196.00
100-704-52019	Professional Services	3,000.00
100-705-52001	Operating Supplies	188.87
100-705-52003	Utilities	696.67
100-705-52010	Telephone	1,116.80
100-705-52019	Professional Services	697.13
100-705-52021	Equipment Maintenance	78.92
100-705-52022	Fuel	6,394.98
100-705-52023	Facility Maintenance	290.93
100-705-52115	REPORT WRITING	3,375.88
100-706-52003	Utilities	1,538.30
100-706-52023	Facility Maintenance	442.23
100-707-52019	Professional Services	9,000.00
100-708-52003	Utilities	2,029.14
100-708-52023	Facility Maintenance	46.55
100-708-52046	Dock Services	602.64
100-709-52003	Utilities	714.62
100-709-52023	Facility Maintenance	151.29
100-711-52022	Fuel	78.66
100-712-52006	Computer Maintenance	2,858.40
100-712-52010	Telephone	251.92
100-712-52019	Professional Services	2,617.38
100-715-52003	Utilities	1,357.66
100-715-52019	Professional Services	3,643.50
100-715-52023	Facility Maintenance	476.00
202-724-52019	Professional Services	3,839.21
203-709-52140	Contract Programs	3,302.64
205-000-52003	Utilities	4,796.59
601-000-22000	Utility Deposits	90.32
601-731-52003	Utilities	3,416.12
601-731-52019	Professional Services	458.76
601-731-53314	WATER METERS	18,753.89
601-731-53315	Capital Outlay Railroad ...	58,632.90
601-732-52003	Utilities	6,446.76
603-000-53033	Sewer Capacity - Design	3,589.86
603-000-53406	Basin 6 Pipeline Upsize	14,930.85
603-735-52003	Utilities	47.23
603-736-52003	Utilities	1,752.50
603-736-52010	Telephone	125.96
603-737-52003	Utilities	1,752.49
603-737-52010	Telephone	125.96
603-738-52003	Utilities	1,322.31
605-000-53302	Annual Maintenance	5,071.00
703-733-52019	Professional Services	630.00

Account Summary

Account Number	Account Name	Expense Amount
703-733-52022	Fuel	108.15
703-734-52003	Utilities	1,421.46
703-734-52019	Professional Services	164.58
703-734-52022	Fuel	694.81
703-739-52019	Professional Services	762.30
	Grand Total:	200,806.10

Project Account Summary

Project Account Key	Expense Amount
None	200,806.10
	Grand Total: 200,806.10

Expense Approval Register

Packet: APPKT01525 - Wauna AP 5.1.26



St. Helens, OR

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 201 - VISITOR TOURISM CIS	PO-STH-I2025-03	05/01/2026	PROPERTY LIABILITY INSURA...	201-000-52131	1,820.29
				Fund 201 - VISITOR TOURISM Total:	1,820.29
				Grand Total:	1,820.29

Fund Summary

Fund	Expense Amount
201 - VISITOR TOURISM	1,820.29
Grand Total:	1,820.29

Account Summary

Account Number	Account Name	Expense Amount
201-000-52131	Contracted Building Leas...	1,820.29
	Grand Total:	1,820.29

Project Account Summary

Project Account Key	Expense Amount
None	1,820.29
Grand Total:	1,820.29

Expense Approval Register

Packet: APPKT01526 - AP 5.8.26



St. Helens, OR

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL FUND					
PATH POINT MERCHANT SER...	04.01.26-04.3.26 5452	05/04/2026	UTILITY BILLING MERCHANT ...	100-707-52020	3,713.33
WELLS FARGO	04.01.26-04.30.26 9998	05/04/2026	DOCK MERCHANT SERVICES ...	100-708-52046	80.88
PATH POINT MERCHANT SER...	04.01.26-04.30-26 5304	05/04/2026	GENERAL SERVICE MERCHAN...	100-707-52020	384.53
PRIORITY PAYMENT SYSTEMS	04.30.26	05/04/2026	MERCHANT SERVICES FOR R...	100-708-52019	58.15
PRIORITY PAYMENT SYSTEMS	04.30.26	05/04/2026	MERCHANT SERVICES FOR R...	100-709-52020	232.59
US BANK	04.30.26	05/04/2026	MERCHANT SERVICES-ACCEL...	100-711-52020	785.24
HUDSON GARBAGE SERVICE	05.01.26	05/04/2026	2046-1287547 INV 16149756...	100-705-52023	130.50
HUDSON GARBAGE SERVICE	05.01.26	05/04/2026	2046-71887056 INV 161501...	100-705-52023	14.20
HUDSON GARBAGE SERVICE	05.01.26	05/04/2026	2046-1001554 INV 16149575...	100-706-52003	102.40
HUDSON GARBAGE SERVICE	05.01.26	05/04/2026	2046-1287598 INV 16149758...	100-708-52023	638.20
HUDSON GARBAGE SERVICE	05.01.26	05/04/2026	2046-1287636 16149760S046	100-708-52023	223.60
HUDSON GARBAGE SERVICE	05.01.26	05/04/2026	2046-71905273 INV 161501...	100-709-52023	85.00
HUDSON GARBAGE SERVICE	05.01.26	05/04/2026	2046-1287601 INV 16149759...	100-715-52023	275.60
HUDSON GARBAGE SERVICE	05.01.26	05/04/2026	2046-1287539 INV 16149755...	100-715-52023	252.10
ERSKINE LAW PRACTICE LLC	05.04.26	05/04/2026	CITY PROSECUTOR APRIL 2026	100-704-52019	5,649.53
DAHLGREN'S DO IT BEST BUI...	05.11.26	05/04/2026	BUILDING SUPPLIES ACCT 10...	100-708-52001	126.14
CHAVES CONSULTING INC	216480	05/04/2026	MONTHLY USER FEE PER USE...	100-702-52019	194.35
COMCAST BUSINESS	270498467	05/04/2026	FIBER INTERNET ACCT 93457...	100-712-52003	5,012.03
SAR ENTERPRISE INC	85085	05/04/2026	REPROGRAMING	100-705-52021	225.00
CARDINAL SERVICES INC	039507	05/07/2026	TEMPORARY EMPLOYMENT	100-705-52023	325.85
CARDINAL SERVICES INC	039507	05/07/2026	TEMPORARY EMPLOYMENT	100-706-52023	453.86
CARDINAL SERVICES INC	039507	05/07/2026	TEMPORARY EMPLOYMENT	100-708-52023	46.55
CARDINAL SERVICES INC	039507	05/07/2026	TEMPORARY EMPLOYMENT	100-709-52023	151.29
CARDINAL SERVICES INC	039507	05/07/2026	TEMPORARY EMPLOYMENT	100-715-52023	476.00
CARDINAL SERVICES INC	039807	05/07/2026	TEMPORARY EMPLOYMENT	100-705-52023	337.49
CARDINAL SERVICES INC	039807	05/07/2026	TEMPORARY EMPLOYMENT	100-706-52023	418.95
CARDINAL SERVICES INC	039807	05/07/2026	TEMPORARY EMPLOYMENT	100-708-52023	46.55
CARDINAL SERVICES INC	039807	05/07/2026	TEMPORARY EMPLOYMENT	100-709-52023	186.20
CARDINAL SERVICES INC	039807	05/07/2026	TEMPORARY EMPLOYMENT	100-715-52023	476.00
COMCAST	04.21.26	05/07/2026	COMCAST CABLE 877810899...	100-712-52003	2,188.46
CENTURY LINK	04.26.26 333822307	05/07/2026	333822307	100-712-52010	338.14
SUNSET AUTO PARTS INC - N...	04.30.26	05/07/2026	AUTO PARTS ACCT 6355	100-705-52001	-62.66
CARDINAL SERVICES INC	040192	05/07/2026	TEMPORARY EMPLOYMENT	100-705-52023	314.21
CARDINAL SERVICES INC	040192	05/07/2026	TEMPORARY EMPLOYMENT	100-706-52023	430.59
CARDINAL SERVICES INC	040192	05/07/2026	TEMPORARY EMPLOYMENT	100-708-52023	46.55
CARDINAL SERVICES INC	040192	05/07/2026	TEMPORARY EMPLOYMENT	100-709-52023	162.93
CARDINAL SERVICES INC	040192	05/07/2026	TEMPORARY EMPLOYMENT	100-715-52023	476.00
TRACWIRE INC	11298	05/07/2026	ANNUAL RENEWAL OF FIELD ...	100-705-52097	1,225.70
TRUVIEW BSI	7200083332	05/07/2026	REPORT CHARGES	100-702-52019	99.19
CMG OREGON LLC	721264	05/07/2026	AD# 382809 NOTICE OF PUBL...	100-710-52011	143.33
CMG OREGON LLC	723752	05/07/2026	AD# 384382 NOTICE OF BUD...	100-707-52019	44.79
AMY LINDGREN LAW LLC	724	05/07/2026	JUDICIAL SERVICES	100-704-52019	5,750.00
LOCAL GOVERNMENT LAW ...	73997	05/07/2026	LEGAL REPRESENTATION FOR...	100-704-52019	2,464.50
PYE-BARKER FIRE AND SAFET...	8199485	05/07/2026	FIRE ALARM MONITORING-ST...	100-706-52023	142.32
INGRAM LIBRARY SERVICES	96356844	05/07/2026	BOOKS 20C7921	100-706-52033	20.03
INGRAM LIBRARY SERVICES	96356845	05/07/2026	BOOKS 20C7921	100-706-52033	864.46
METRO PRESORT	IN686259	05/07/2026	UB BILL PRINTING	100-707-52008	363.45
METRO PRESORT	IN686259	05/07/2026	UB BILL PRINTING -POSTAGE	100-707-52009	127.74
XPRESS SOLUTIONS INC	INV-XPR035690	05/07/2026	CARD TRANSACTION FEES M...	100-707-52020	3,308.66
STEVEN LESKIN	00586	05/08/2026	COURT ATTORNEY FEES	100-704-52019	3,000.00
Fund 100 - GENERAL FUND Total:					42,550.50

Expense Approval Register

Packet: APPKT06

Item #13.

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 202 - COMMUNITY DEVELOPMENT					
SCAPPOOSE SAND AND GRA...	T92793	05/07/2026	SCREENED DIRT	202-722-52019	289.15
Fund 202 - COMMUNITY DEVELOPMENT Total:					289.15
Fund: 203 - COMMUNITY ENHANCEMENT					
DEVAN DIANNE PERRY	05.05.26	05/04/2026	TEACHER LIAISON CCLC MCB...	203-709-52140	1,047.80
CARDINAL SERVICES INC	039507	05/07/2026	TEMPORARY EMPLOYMENT	203-709-52140	4,431.14
CARDINAL SERVICES INC	039807	05/07/2026	TEMPORARY EMPLOYMENT	203-709-52140	4,024.46
CARDINAL SERVICES INC	039963	05/07/2026	TEMPORARY EMPLOYMENT	203-709-52140	246.58
CARDINAL SERVICES INC	040192	05/07/2026	TEMPORARY EMPLOYMENT	203-709-52140	4,426.34
Fund 203 - COMMUNITY ENHANCEMENT Total:					14,176.32
Fund: 205 - STREETS					
SUNSET EQUIPMENT	119257	05/07/2026	CROSSROAD-KILZALL-LOW S...	205-000-52001	298.05
Fund 205 - STREETS Total:					298.05
Fund: 601 - WATER					
DAHLGREN'S DO IT BEST BUI...	05.11.26	05/04/2026	BUILDING SUPPLIES ACCT 10...	601-731-52001	19.75
ONE CALL CONCEPTS INC	6040475	05/04/2026	REGULAR / MODEM DELIVER...	601-731-52019	3.04
CITY OF COLUMBIA CITY	04.26.26	05/07/2026	001754-001	601-732-52003	95.53
LAWRENCE OIL COMPANY	CFSI-34868	05/07/2026	247752 WATER	601-732-52022	61.81
CORE & MAIN	Y752354	05/07/2026	MATERIALS	601-731-53302	5,590.72
Fund 601 - WATER Total:					5,770.85
Fund: 603 - SEWER					
HUDSON GARBAGE SERVICE	05.01.26	05/04/2026	2046-1008333 INV 16149653...	603-736-52023	305.30
HUDSON GARBAGE SERVICE	05.01.26	05/04/2026	2046-1008333 INV 16149653...	603-737-52023	305.30
ONE CALL CONCEPTS INC	6040475	05/04/2026	REGULAR / MODEM DELIVER...	603-735-52019	3.04
CARDINAL SERVICES INC	039507	05/07/2026	TEMPORARY EMPLOYMENT	603-000-53033	3,589.86
CARDINAL SERVICES INC	039507	05/07/2026	TEMPORARY EMPLOYMENT	603-736-52023	40.73
CARDINAL SERVICES INC	039507	05/07/2026	TEMPORARY EMPLOYMENT	603-737-52023	40.73
CARDINAL SERVICES INC	039807	05/07/2026	TEMPORARY EMPLOYMENT	603-000-53033	3,589.86
CARDINAL SERVICES INC	039807	05/07/2026	TEMPORARY EMPLOYMENT	603-736-52023	34.91
CARDINAL SERVICES INC	039807	05/07/2026	TEMPORARY EMPLOYMENT	603-737-52023	34.92
SUNSET AUTO PARTS INC - N...	04.30.26	05/07/2026	AUTO PARTS ACCT 6355	603-738-52001	152.04
CARDINAL SERVICES INC	040192	05/07/2026	TEMPORARY EMPLOYMENT	603-000-53033	4,777.86
CARDINAL SERVICES INC	040192	05/07/2026	TEMPORARY EMPLOYMENT	603-736-52023	34.91
CARDINAL SERVICES INC	040192	05/07/2026	TEMPORARY EMPLOYMENT	603-737-52023	34.92
COLUMBIA RIVER PUD	05.04.26 38633	05/07/2026	38633 594 S 9 ST POWER	603-737-52003	16,998.22
DEPARTMENT OF ENVIRON...	WQWSC2600068	05/07/2026	WW ORPCERT PRG SUPPORT...	603-737-52066	1,110.72
Fund 603 - SEWER Total:					31,053.32
Fund: 605 - STORM					
DAHLGREN'S DO IT BEST BUI...	05.11.26	05/04/2026	BUILDING SUPPLIES ACCT 10...	605-000-52001	358.20
Fund 605 - STORM Total:					358.20
Fund: 703 - PW OPERATIONS					
LES SCHWAB TIRE CENTER	0000550866	05/04/2026	NEW TIRES 2019 SILVERADO	703-739-52099	1,609.87
HUDSON GARBAGE SERVICE	05.01.26	05/04/2026	2046-1287555 16149757S046	703-734-52023	105.60
DAHLGREN'S DO IT BEST BUI...	05.11.26	05/04/2026	BUILDING SUPPLIES ACCT 10...	703-734-52001	26.87
CARDINAL SERVICES INC	039507	05/07/2026	TEMPORARY EMPLOYMENT	703-739-52019	831.60
CARDINAL SERVICES INC	039807	05/07/2026	TEMPORARY EMPLOYMENT	703-739-52019	877.80
SUNSET AUTO PARTS INC - N...	04.30.26	05/07/2026	AUTO PARTS ACCT 6355	703-739-52099	-18.00
SUNSET AUTO PARTS INC - N...	04.30.26	05/07/2026	AUTO PARTS ACCT 6355	703-739-52099	389.20
CARDINAL SERVICES INC	040192	05/07/2026	TEMPORARY EMPLOYMENT	703-739-52019	900.90
DONOVAN ENTERPRISES INC	1740	05/07/2026	STATE OF THE CITY MEETING	703-733-52019	659.00
LAWRENCE OIL COMPANY	CFSI-34868	05/07/2026	247748 PUBLIC WORKS	703-734-52022	1,280.91
LAWRENCE OIL COMPANY	CFSI-34868	05/07/2026	247750 PUBLIC WORKS	703-734-52022	81.19
Fund 703 - PW OPERATIONS Total:					6,744.94
Fund: 706 - PUBLIC SAFETY					
MACKENZIE	1097941	05/07/2026	ST. HELENS PUBLIC SAFETY B...	706-000-52019	31,513.00
Fund 706 - PUBLIC SAFETY Total:					31,513.00

Expense Approval Register

Packet: APPKT0 Item #13. 26

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 801 - URBAN RENEWAL AGENCY GOVERNMENT ETHICS COM...	AIE23800	05/07/2026	ANNUAL BILLING	801-000-52019	149.73
Fund 801 - URBAN RENEWAL AGENCY Total:					149.73
Grand Total:					132,904.06

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	42,550.50
202 - COMMUNITY DEVELOPMENT	289.15
203 - COMMUNITY ENHANCEMENT	14,176.32
205 - STREETS	298.05
601 - WATER	5,770.85
603 - SEWER	31,053.32
605 - STORM	358.20
703 - PW OPERATIONS	6,744.94
706 - PUBLIC SAFETY	31,513.00
801 - URBAN RENEWAL AGENCY	149.73
Grand Total:	132,904.06

Account Summary

Account Number	Account Name	Expense Amount
100-702-52019	Professional Services	293.54
100-704-52019	Professional Services	16,864.03
100-705-52001	Operating Supplies	-62.66
100-705-52021	Equipment Maintenance	225.00
100-705-52023	Facility Maintenance	1,122.25
100-705-52097	Enterprise Fleet	1,225.70
100-706-52003	Utilities	102.40
100-706-52023	Facility Maintenance	1,445.72
100-706-52033	Printed Materials	884.49
100-707-52008	Printing	363.45
100-707-52009	Postage	127.74
100-707-52019	Professional Services	44.79
100-707-52020	Bank Service Fees	7,406.52
100-708-52001	Operating Supplies	126.14
100-708-52019	Professional Services	58.15
100-708-52023	Facility Maintenance	1,001.45
100-708-52046	Dock Services	80.88
100-709-52020	Bank Service Fees	232.59
100-709-52023	Facility Maintenance	585.42
100-710-52011	Public Information	143.33
100-711-52020	Bank Service Fees	785.24
100-712-52003	Utilities	7,200.49
100-712-52010	Telephone	338.14
100-715-52023	Facility Maintenance	1,955.70
202-722-52019	Professional Services	289.15
203-709-52140	Contract Programs	14,176.32
205-000-52001	Operating Supplies	298.05
601-731-52001	Operating Supplies	19.75
601-731-52019	Professional Services	3.04
601-731-53302	Annual Maintenance	5,590.72
601-732-52003	Utilities	95.53
601-732-52022	Fuel	61.81
603-000-53033	Sewer Capacity - Design	11,957.58
603-735-52019	Professional Services	3.04
603-736-52023	Facility Maintenance	415.85
603-737-52003	Utilities	16,998.22
603-737-52023	Facility Maintenance	415.87
603-737-52066	Permit Fees	1,110.72
603-738-52001	Operating Supplies	152.04
605-000-52001	Operating Supplies	358.20
703-733-52019	Professional Services	659.00
703-734-52001	Operating Supplies	26.87
703-734-52022	Fuel	1,362.10
703-734-52023	Facility Maintenance	105.60
703-739-52019	Professional Services	2,610.30

Account Summary

Account Number	Account Name	Expense Amount
703-739-52099	Equipment Operations	1,981.07
706-000-52019	Professional Services	31,513.00
801-000-52019	URA PROFESSIONAL SE...	149.73
	Grand Total:	132,904.06

Project Account Summary

Project Account Key	Expense Amount
None	132,904.06
	Grand Total: 132,904.06

Expense Approval Register

Packet: APPKT01531 - Court Resitution 5 13 2026



St. Helens, OR

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL FUND					
Emerick, Erin	INV0008661	05/13/2026	Restitution 25TR21827 / Sat...	100-000-21000	100.00
COLUMBIA COUNTY ANIMAL...	INV0008662	05/13/2026	Restitution Case #: 25TR218...	100-000-21000	70.00
Fund 100 - GENERAL FUND Total:					170.00
Grand Total:					170.00

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	170.00
Grand Total:	170.00

Account Summary

Account Number	Account Name	Expense Amount
100-000-21000	Court - Restitution	170.00
Grand Total:		170.00

Project Account Summary

Project Account Key	Expense Amount
None	170.00
Grand Total:	170.00