



COUNCIL REGULAR SESSION

Wednesday, April 15, 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*

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

RESOLUTIONS

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

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

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

WORK SESSION ACTION ITEMS

COUNCIL MEMBER REPORTS

MAYOR MASSEY REPORTS

PROACTIVE ITEMS

OTHER BUSINESS

ADJOURN

VIRTUAL MEETING DETAILS

Join: <https://us02web.zoom.us/j/85836272776?pwd=aUfWua5bQ8KOz4TQzcunbZChZbhpq1.1>

Passcode: 609661

Phone one-tap: +13462487799

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

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

City of St. Helens
ORDINANCE NO. 3323

Item #1.

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

WHEREAS, the Planning Commission considered its operational regulations and after refinement, made recommendations to the City Council; and

WHEREAS, given the Planning Commissions efforts, staff took the opportunity to make other housekeeping changes related to the Planning Commission and Historic Landmarks Commission.

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

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

Section 2. The City of St. Helens Municipal Code is hereby amended, attached hereto as **Attachment "A"** and made part of this reference.

Section 3. Severability. If any section, provision, clause, sentence, or paragraph of this Ordinance or the application thereof to any person or circumstances shall be held invalid, such invalidity shall not affect the other sections, provisions, clauses or paragraphs of this Ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are declared to be servable. This City Council hereby declares that it would have adopted this ordinance irrespective of the invalidity of any particular portion thereof and intends that the invalid portions should be severed and the balance of the ordinance be enforced.

Section 4. Provisions of this Ordinance shall be incorporated in the St. Helens Municipal Code and the word "ordinance" may be changed to "code," "article," "section," or another word, and the sections of this Ordinance may be renumbered, or re-lettered, provided however that Whereas clauses and boilerplate provisions need not be codified.

Section 5. The effective date of this Ordinance shall be 30 days after approval, in accordance with the City Charter and other applicable laws.

Read the first time: April 1, 2026
Read the second time: April 15, 2026

APPROVED AND ADOPTED this 15th day of April, 2026 by the following vote:

Ayes:
Nays:
Abstain:

Jennifer Massey, Mayor

ATTEST:

Kathy Payne, City Recorder

underlined words are added
~~words stricken~~ are deleted

[...] means skipping text as it reads in the code (e.g., to focus on text being edited in this document)

CHAPTER 2.08 PLANNING COMMISSION

[...]

2.08.020 Membership.

The commission may consist of up to seven members. The councilmember(s) in charge of planning shall be entitled to sit with the commission and take part in its discussions, but shall not have the right to vote. The following regulations shall also apply to the planning commission:

[...]

~~(2) No more than two voting members shall be engaged principally in the buying, selling, or developing of real estate for profit as individuals, or by members of any partnership, or officers or employees of any corporation that is engaged principally in the buying, selling, or developing of real estate for profit.~~ No more than two voting members shall be engaged in the same kind of occupation, business, trade or profession.

[...]

2.08.040 Vacancies and removal.

~~Appointments to fill vacancies shall be for the remainder of the unexpired term. A member may be removed by the city council after a hearing for misconduct or nonperformance of duty. A member who is absent from three consecutive meetings without an excuse as approved by the planning commission is rebuttably presumed to be in nonperformance of duty, and the city council shall declare the position vacant unless finding otherwise following the hearing.~~

(1) Filling vacancies.

(a) Appointments of a Commissioner shall follow the guidelines and procedures adopted by the City Council; and

(b) Appointments to fill vacancies shall be for the remainder of the unexpired term.

(2) Removal. An appointed Commissioner may be removed from their position by the City Council if at a hearing the Council finds the Commissioner has engaged in misconduct and/or nonperformance of duty.

(a) A hearing may be initiated by the City Council;

(b) The Commission may request a hearing be initiated by the City Council by an approved motion for such;

(c) If the City Council removes a Commissioner, that position shall become vacant

immediately; and

(d) For the purpose of this Section, nonperformance of duty includes but is not limited to a Commissioner being absent for a regularly scheduled monthly meeting pursuant to SHMC 2.08.070(1) at least four times in a one-calendar-year period.

2.08.050 Presiding members.

At its first meeting of each calendar year, the commission shall elect a ~~chairman~~ chairperson and ~~vice-chairman~~ vice-chairperson to serve one-year terms. The chair and vice-chair shall not hold consecutive yearly terms unless the Commission finds it is in the public interest to do so.

[...]

2.08.070 Meetings.

(1) The commission shall meet at least once a month. Meetings of the commission shall be open to the public. Meetings other than at regularly scheduled times may be announced at a prior meeting and thereby be made a part of the meeting records. Upon the request and concurrence of the majority of the commission, the ~~chairman~~ may call a previously unannounced special meeting of the commission for a time not earlier than 24 hours after the notice is given. Notice of a previously unannounced meeting shall be telephoned to the newspaper, posted at the St. Helens City Hall and, to the extent feasible, provided to interested persons at least 24 hours prior to the meeting. Notice shall comply with the Development Code, as applicable.

(2) Rules of Operation.

(a) A majority of the members appointed to the planning commission shall constitute a quorum. A vacancy is not considered an appointed position when determining a majority quorum.

(b) The ~~chairman~~'s role is to facilitate discussion. As such, the ~~chairman~~ or the commissioner presiding over the meeting in the ~~chairman~~'s absence only votes in the following circumstances:

(i) To break a tie vote; or
(ii) When there are not enough concurring votes to meet the minimum number required to make a decision per the table below.

(c) When the ~~chairman~~ is absent or must abstain from a meeting's agenda item, the vice chair shall preside over the meeting or the particular agenda item. When neither the ~~chairman~~ or vice chair can participate, the commission shall elect a commissioner to serve as temporary ~~chairman~~.

[...]

CHAPTER 2.10 HISTORIC LANDMARK COMMISSION

2.10.010 Membership.

(1) The mayor with council concurrence shall appoint a Historic Landmark Commission, hereinafter the commission, of at least three but not to exceed five members with a demonstrated positive interest, knowledge, or competence in historic preservation to carry out the provisions of this chapter. A majority of the members shall reside within the corporate boundaries of the city of St. Helens. Members shall serve without compensation, but are eligible for reimbursement of expenses related to their service.

Alternatively, the Planning Commission per Chapter 2.08 SHMC may serve as the historic landmarks commission when thus appointed, provided the appointed members of the planning commission have a demonstrated positive interest, knowledge, or competence in historic preservation to carry out the provisions of Chapter 17.36 SHMC.

(2) Initial appointments to the commission (originally three members) shall be for terms of one, two, and three years. Subsequent or new terms of appointment shall be for three years or, in the case of a replacement, for the remainder of the unexpired term. Members shall be eligible for reappointment.

2.10.020 Meetings.

(1) A simple majority of the seated members shall constitute a quorum to conduct official business.

(2) A chair and vice-chair shall be elected annually by and from the seated membership. Officers are eligible for reelection.

(3) The commission shall meet at least twice a year, and as required to conduct business in a timely fashion. Notice of the meetings shall be in accordance with applicable state and local law. Minutes, applications, staff reports, findings, and decisions of the commission shall be maintained as public records in accordance with applicable state law.

2.10.030 Powers and duties.

The commission has the following powers and duties:

(1) The commission may adopt and amend by-laws, subject to approval by the city of St. Helens council, to regulate its internal operations.

(2) For purposes consistent with this chapter and subject to the approval of the city council, the commission may seek, accept, and expend public appropriations; seek, accept, and expend grant and gift funds; cooperate with public and private entities; and employ clerical and expert assistance.

(3) The commission may undertake to inform the citizens of, and visitors to, the city of St. Helens regarding the community's history and prehistory; promote research into its history and prehistory; collect and make available materials on the preservation of historic resources; provide information on state and federal preservation programs; document historic resources prior to their alteration, demolition, or relocation and archive that documentation; assist the owners of historic resources in securing funding for the preservation of their properties; and recommend public incentives and code amendments to the city council.

(4) The commission may develop and publish, or adopt, written and graphic guideline and example materials to clarify the criteria in this chapter and to assist applicants in developing complete and viable applications.

(5) Employing the procedures and criteria in SHMC 17.36.025, the commission shall

periodically identify and evaluate the historic resources of the city of St. Helens and maintain an inventory of historic resources. At such time as surveys are being conducted, owners of the subject properties shall be notified and invited to provide comment and input.

(6) Employing the procedures and criteria in SHMC 17.36.030, the commission shall recommend to the city council revisions (i.e., adding or deleting properties) to the Designated Landmarks Register and/or comprehensive plan as needed.

(7) Employing the applicable procedures and criteria of Chapter 17.36 SHMC, the commission shall review and act upon applications for the alteration, relocation, or demolition of designated landmarks and historic resources of statewide significance.

(8) The commission shall advise and make policy recommendations to the city council and the planning commission on matters relating to historic preservation; and shall make an annual report, in writing, to the city council on its activities and expenditures during the preceding 12 months, and its projected activities and expenditures for the following 12 months.

(9) The commission shall make recommendations for architecture character review pursuant to SHMC 17.32.172(7) and 17.32.173(5)(b).

[...]

CHAPTER 17.36 HISTORIC SITES AND OVERLAY DISTRICT

[...]

~~17.36.020 Historic landmark commission.~~

~~(1) The mayor with council concurrence shall appoint a historic landmark commission, hereinafter the commission, of at least three but not to exceed five members with a demonstrated positive interest, knowledge, or competence in historic preservation to carry out the provisions of this chapter. A majority of the members shall reside within the corporate boundaries of the city of St. Helens. Members shall serve without compensation, but are eligible for reimbursement of expenses related to their service.~~

~~Alternatively, the planning commission may serve as the historic landmarks commission when thus appointed, provided the appointed members of the planning commission have a demonstrated positive interest, knowledge, or competence in historic preservation to carry out the provisions of this chapter.~~

~~(2) Initial appointments to the commission (originally three members) shall be for terms of one, two, and three years. Subsequent or new terms of appointment shall be for three years or, in the case of a replacement, for the remainder of the unexpired term. Members shall be eligible for reappointment.~~

~~(3) A simple majority of the seated members shall constitute a quorum to conduct official business.~~

~~(4) A chair and vice chair shall be elected annually by and from the seated membership. Officers are eligible for reelection.~~

~~(5) The commission shall meet at least twice a year, and as required to conduct business in a timely fashion. Notice of the meetings shall be in accordance with applicable state law. Minutes, applications, staff reports, findings, and decisions of the commission shall be maintained as~~

~~public records in accordance with applicable state law.~~

~~(6) The commission has the following powers and duties:~~

~~(a) The commission may adopt and amend by laws, subject to approval by the city of St. Helens council, to regulate its internal operations.~~

~~(b) For purposes consistent with this chapter and subject to the approval of the city council, the commission may seek, accept, and expend public appropriations; seek, accept, and expend grant and gift funds; cooperate with public and private entities; and employ clerical and expert assistance.~~

~~(c) The commission may undertake to inform the citizens of, and visitors to, the city of St. Helens regarding the community's history and prehistory; promote research into its history and prehistory; collect and make available materials on the preservation of historic resources; provide information on state and federal preservation programs; document historic resources prior to their alteration, demolition, or relocation and archive that documentation; assist the owners of historic resources in securing funding for the preservation of their properties; and recommend public incentives and code amendments to the city council.~~

~~(d) The commission may develop and publish, or adopt, written and graphic guideline and example materials to clarify the criteria in this chapter and to assist applicants in developing complete and viable applications.~~

~~(e) Employing the procedures and criteria in SHMC 17.36.025, the commission shall periodically identify and evaluate the historic resources of the city of St. Helens and maintain an inventory of historic resources. At such time as surveys are being conducted, owners of the subject properties shall be notified and invited to provide comment and input.~~

~~(f) Employing the procedures and criteria in SHMC 17.36.030, the commission shall recommend to the city council revisions (i.e., adding or deleting properties) to the Designated Landmarks Register and/or comprehensive plan as needed.~~

~~(g) Employing the applicable procedures and criteria of this chapter, the commission shall review and act upon applications for the alteration, relocation, or demolition of designated landmarks and historic resources of statewide significance.~~

~~(h) The commission shall advise and make policy recommendations to the city council and the planning commission on matters relating to historic preservation; and shall make an annual report, in writing, to the city council on its activities and expenditures during the preceding 12 months, and its projected activities and expenditures for the following 12 months.~~

~~(i) The commission shall make recommendations for architecture character review pursuant to SHMC 17.32.172(7) and 17.32.173(5)(b).~~

City of St. Helens
RESOLUTION NO. 2070

**A RESOLUTION ADOPTING THE CITY ADMINISTRATOR
PERFORMANCE REVIEW CRITERIA AND PROCESS**

WHEREAS, pursuant to Section 33 of the City Charter, the City Council has the authority to appoint Officers and pursuant to SHMC Chapter 2.12, the City Council has established the office of the City Administrator as the administrative head of the City, which reports directly to the City Council and is supervised by the governing body; and

WHEREAS, pursuant to Resolution No. 2038, the Governing Policy, the City Council shall evaluate the City Administrator’s performance at least one annually; the City Council will provide guidance to the City Recorder about the scope and methods for the performance evaluation, who will work with a suitable human resource professional, either a contractor or employee, to administer a cost-effective performance evaluation process; Evaluations shall be written in a form approved by the Council; and the City Administrator may be asked to prepare a self-assessment that identifies major accomplishments during the evaluation period; and

WHEREAS, the City Council reviewed the criteria for evaluation at the City council work session held on April 15, 2026.

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

Section 1. The City Council hereby adopts the City Administrator’s Performance Evaluation Criteria and Process attached as Exhibit A.

Section 2. This Resolution is effective immediately upon its enactment by the City Council.

Approved and adopted by the City Council on April 15, 2026 by the following vote:

Ayes:
Nays:
Abstain:

Jennifer Massey, Mayor

Attest:

Kathy Payne, City Recorder



CITY ADMINISTRATOR PERFORMANCE REVIEW

Person Being Reviewed: _____ Title: City Administrator
Council Member Name: _____ Title: _____
Period of Evaluation (from-to): _____

Please complete this form and return to City Recorder / City Attorney by **[Date]**. City Attorney will compile all the comments/scores into one document without names attached to individual comments and distribute it to the Council for review. Council will also consider staff (Director level and direct reports) input and the City Administrator’s self-evaluation prior to conducting the review of the City Administrator in Executive Session.

Instructions:

This involves an evaluation of the performance of the City Administrator during the evaluation period of **[Date]** – CURRENT. In evaluating the City Administrator’s past performance, you are asked to rate that conduct according to the following categories:

- (1) **Does Not Meet Expectations.** Consistently does not meet the specific competency.
- (2) **Needs Improvement.** Partially meets expectations but needs improvement.
- (3) **Meets Expectations.** Consistently and routinely meets minimum parameters of competency. City Administrator does what is necessary. Performs without the need for repeated reminders from City Council.
- (4) **Exceeds Expectations.** Performance frequently goes beyond expectations in performing competency.
- (5) **Outstanding.** The employee's work performance is consistently excellent when compared to the standards of the job.

Following each performance standard, please provide any appropriate comments in that area.

1. Budget and Cost Control

- Prepares budgets accurately and consistent with City Council priorities and directions.
- Provides timely, user-friendly budget reports and recommends adjustments as needed.
- Uses resources efficiently, seeks creative strategies to reduce costs, holds departments accountable for expenditures.
- Keeps Council informed about revenues and expenditures, actual and projected.
- Makes sound decisions that consider cost and benefit.

(1) (2) (3) (4) (5)
Does Not Meet Needs Improvement Meets Expectations Exceeds Expectations Outstanding

Specific example(s) to support your rating, include strengths, development areas.

2. Operations Management

- Assures suitable systems, policies, processes and accounting are in place for:
 - accounting and fund management
 - personnel management
 - contract management
 - information technology management
 - risk management
 - real property management

(1) (2) (3) (4) (5)
Does Not Meet Needs Improvement Meets Expectations Exceeds Expectations Outstanding

Specific example(s) to support your rating, include strengths, development areas.

3. Staff Management

- Able to delegate authority at the proper times.
- Utilizes a positive approach to direct work efforts of staff.
- Addresses employee issues promptly and effectively.
- Encourages and rewards initiative and professional growth.
- Provides personnel supervision, hiring, and termination.
- Develops and adopts administrative policies and practices.
- Manages collective bargaining negotiations and contracts
- Organizes structure of City departments.

(1) (2) (3) (4) (5)
Does Not Meet Needs Improvement Meets Expectations Exceeds Expectations Outstanding

Specific example(s) to support your rating, include strengths, development areas.

4. Intergovernmental Relations

- Represents the City to intergovernmental bodies.
- Effective communication with local, regional, state, and federal governmental agencies.
- Financial resources (cost sharing, grants, etc.) from other organizations are pursued.
- Contributes to good government through participation in local, regional, and state committees and organizations.
- Lobbies effectively with legislators and state agencies regarding City programs and projects.

(1) (2) (3) (4) (5)
Does Not Meet Needs Improvement Meets Expectations Exceeds Expectations Outstanding

Specific example(s) to support your rating, include strengths, development areas.

5. Community Relations

- Represents City with positive outlook.
- Is courteous to public at all times.
- Keeps commitments to the public, and provides updates as needed.
- Educates public on city issues; is available and visible to citizens
- Maintains effective relations with media representatives.
- Is open to the suggestions from public concerning improvement in services.
- Resolves citizen complaints consistent with Council policy in a timely manner.
- Takes a consistent position with different audiences.

(1) (2) (3) (4) (5)
Does Not Meet Needs Improvement Meets Expectations Exceeds Expectations Outstanding

Specific example(s) to support your rating, include strengths, development areas.

6. Mayor and City Council Relations

- Provides accurate, timely, and thorough information for decision making equally to all Councilmembers which are clear, concise, and thorough.
- Effectively implements policies and programs adopted by Council.
- Effectively aids the Council in establishing long-range goals.
- Keeps Council informed of problems, issues, current plans and activities, legislation, and other matters.
- Participates in Council discussions and makes recommendations where appropriate.
- Maintains a relationship of trust with each Councilmember and the Mayor.

(1) (2) (3) (4) (5)
Does Not Meet Needs Improvement Meets Expectations Exceeds Expectations Outstanding

Specific example(s) to support your rating, include strengths, development areas.

What do you consider this person’s greatest accomplishments this past review period?

Any suggestions which you feel will improve this person’s job effectiveness?

Additional comments regarding work performance.

CITY ADMINISTRATOR SELF-ASSESSMENT

In addition to completing the Performance Review Criteria, please complete the below questions.

1. What projects or accomplishments are you most enthusiastic about that were completed or are in process during this review period?
2. Describe any areas in which you like to improve in terms of your professional capabilities. List the steps you plan to take and/or the resources you need to accomplish this.
3. Note the challenges you faced during the review period and how you either overcame them and/or how you think they could have been handled more productively.
4. What additional tools, guidance and/or support could the Mayor and City Council provide that would assist you in performing your work?
5. What projects are you passionate about that you would like to work on in the next year?

**FOURTH AMENDMENT TO
Conсор Personal Service Agreement
Wastewater Collection System Capacity Improvements Professional Engineering Design Services
Project No. S-679**

This agreement is entered into this 15th day of April 2026, by and between the City, (hereinafter "City"), and Conсор North America, Inc. (hereinafter "Contractor").


RECITALS

- A. City and Contractor entered into a Personal Service Agreement on February 21, 2024, and said contract, hereinafter "original contract", is on file at St. Helens City Hall.
- B. On September 4, 2024, Amendment No.1 was added to the Contract to provide preliminary design for the capacity upgrades to Sewer Pump Station No. 7, identified in the current Wastewater Master Plan (WWMP).
- C. On December 17, 2025, Amendment No. 2 extended the contract expiration date to December 31, 2026.
- D. On January 21, 2026, Amendment No. 3 expanded the contract to advance the design of the Sewer Pump Station No. 7 capacity upgrades to the 60% design level.
- E. The City desires to retain the services of the Contractor to provide construction phase engineering services for the project and the Contract has provided Amendment No. 4 Scope of Work, which has been reviewed and accepted by the City staff.

NOW, THEREFORE, in consideration for the mutual covenants contained herein the receipt and sufficiency of which are hereby acknowledged, Contractor and City agree as follows:

- 1. The recitals set forth above are true and correct and are incorporated herein by this reference.
- 2. Additional compensation for Amendment No. 4 shall be a not to exceed amount of \$405,776.00.
- 3. All other terms of the original contract not specifically amended by this agreement remain in full force and effect.

Dated this 15th day of April 2026.

Contractor


 Date: 4/2/2026

City

 Jennifer Massey, Mayor
 Date: _____

Attest:

By: _____
 Kathy Payne, City Recorder

AMENDMENT 4

SCOPE OF WORK

Wastewater Collection System Capacity Improvements Engineering Design Services Price Proposal The City of St. Helens

This amendment updates the previously approved Scope of Work included in the original Personal Services Agreement (Agreement) between the City of St. Helens (City) and Consor North America, Inc. (Consultant) and prior amendments.

Introduction

Amendment 4 includes additional work associated with the following items:

- Perform construction phase engineering services for the Basin 4 and Basin 6 capacity improvements project.

Background

As part of the City's project to improve wastewater collection capacity, improvements to Basins 4 and 6 have been designed by the Consultant and are anticipated to advertise for construction in Quarter 1 of 2026. Additional work under this contract includes improvements to Basin 5 and 60 percent design of Pump Station 7. Final design of the Basin 5 improvements will occur following the completion of Basin 4 and Basin 6 construction. Pump Station 7 final design and construction will occur as funding becomes available. This amendment only includes construction phase engineering services for Basin 4 and Basin 6 improvements.

General Assumptions

The following assumptions apply to the scope of work and fee estimate. Specific task-related assumptions are included under each task.

- Amendment 4 includes construction phase engineering services for Basin 4 and Basin 6 improvements only.
- The City of St. Helens will serve as the Project Manager for the project and will be the primary point of contact with the Contractor. All communications between the Contractor and the Consultant will be coordinated through the City unless otherwise directed by the City.
- Daily construction inspection services will be provided by a third-party inspector under a separate contract with the City. The Consultant's services do not include full-time construction inspection, materials testing, or Contractor supervision.
- Construction staking and layout will be completed by the Contractor.

- Construction is assumed to last 24 months.

Scope of Services

The Consultant will perform the following services.

Task 9 – Construction Phase Services

Objective

To provide engineering services during construction of the project. It is assumed that the project will be designed and constructed through a design/bid/build process with a single construction contract.

Activities

9.1 Project Management and Coordination During Construction

9.1.1 Progress Reports and Invoices

- Monitor and manage the activities of the construction phase services task with respect to budget, schedule, and contractual obligations.
- Review and process subconsultant invoices and incorporate subconsultant fees into the Consultant's invoices.
- Prepare monthly invoices and progress reports during construction.

9.1.2 Coordination and Consultation with Construction Management Team

Consultant will coordinate with the City/construction management team regarding incoming RFIs, submittals, change orders, construction schedule, design intent, permit requirements, geotechnical clarification, and other information needs.

9.1.3 Design Team Coordination

Consultant will coordinate with staff and subconsultants on information requests from the construction management team and assign and monitor tasks to the appropriate team members. Conduct internal meetings as appropriate to monitor the progress of the work.

Task 9.1 Deliverables

- Monthly progress reports and invoices. Monthly progress report will include RFIs received and responded to; Submittals reviewed; Change order reviews; Design clarifications issued; and upcoming design issues requiring coordination.

Task 9.1 Assumptions

- Construction will last 24 months.
- City will provide construction contract administration/construction management.
- City will be the primary contact with the construction contractor. Consultant team will coordinate with the City.

- One hour per week of coordination and consultation with the construction management team is assumed for the duration of construction (104 weeks).

9.2 Pre-Construction Services and Meetings

9.2.1 Construction Contract Review

Assist the City with review of contract documents, bonds, and insurance prior to execution of the construction contract.

9.2.2 Pre-Construction Meeting

Consultant will attend the pre-construction meeting and present key design elements, critical constraints, and permitting requirements for the project.

9.2.3 Construction Meetings.

Key design team staff will attend weekly construction meetings as advised by the Construction Management team or City staff. Consultant will review Contractor's baseline construction schedule for general conformance with sequencing assumptions used in the design.

Task 9.2 Deliverables

- Summary of contract document review findings in electronic format.

Task 9.2 Assumptions

- Consor will provide a general review of the contract documents, bonds, and insurance forms for compliance with the bid documents. The City's legal representative will review the documents for legal and insurance compliance.
- Construction management team will prepare agendas, coordinate meetings, and distribute meeting notes to attendees following the meetings.
- For budgeting purposes, the pre-construction meeting is assumed to held in-person in St. Helens.
- Two Consor Staff members will attend the pre-construction meeting (four (4) hours including travel time).
- Weekly construction meetings will be held virtually.
- One design team member will attend one-hour weekly construction meetings for the duration of construction (104 hours).
- Consultant will prepare design clarification sketches or Engineer's Supplemental Instructions as required to clarify the contract documents. (Assume up to seven (7) design changes as authorized by the City).

9.3 Design Team Site Visits

- Key members of the design team will make site visits during critical activities, as requested by the construction management team or City.

- Consultant's subconsultant, AKS, will provide arborist inspections during construction as requested by the City of as specified on the Tree Protection Plan.
- Consultant's subconsultant, Shannon & Wilson, will perform up to four (4) site visits during construction to observe subgrade preparation, earthwork operations, shoring systems, and/or backfill activities.

Task 9.3 Deliverables

- Site visit observation report documenting conditions, activities, and summary of discussions and issues noted. Report shall include date and purpose of visit, work activities observed, observed deviations from contract documents, and recommendations or follow-up items.
- AKS will provide inspection reports following each inspection and a final report determining the severity of impacts to Tree #30074.

Task 9.3 Assumptions

- Ten (10) Consultant site visits at six (6) hours per visit, including travel time.
- Three (3) arborist site visits for AKS.
- Four (4) geotechnical site visits for Shannon & Wilson.

9.4 Submittal Review

Review technical submittals and shop drawings for conformance with the contract documents and design intent.

Task 9.4 Deliverables

- Technical submittal reviews with flysheet summarizing consultant comments sent to construction management team for routing and distribution.

Task 9.4 Assumptions

- Submittal reviews will be completed within fourteen (14) calendar days of Consultant's receipt of submittals.
- For budgeting purposes, the Consultant assumes the Contractor will provide up to 70 individual submittals for review, each requiring an average of 2-4 hours for review. The Consultant further assumes approximately half of the original submittals will require a resubmittal and an additional 1-2 hours for each resubmittal review.
- The construction management team will maintain the project submittal log.

9.5 Requests For Information (RFI) Review

Review and respond to the Contractor's Requests for Information (RFIs), and issue necessary clarifications or interpretations of the Contract Documents.

Task 9.5 Deliverables

- RFI responses with flysheet summarizing Consultant's response.

- For RFIs requiring design revisions of plan sheets, draft and full-size PDFs of the revised sheets will be provided.

Task 9.5 Assumptions

- RFI responses will be completed within four (4) working days of Consultant's receipt of RFI. Additional response time may be necessary depending on the complexity of the required clarification.
- For budgeting purposes, the Consultant assumes the Contractor will submit up to 40 RFIs, each requiring up to 8 hours for review.
- The construction management team will maintain the project RFI log.
- If a RFI results in a required design modification, the Consultant will notify the City and provide recommendations for addressing the issue through a design clarification, supplemental sketch, or change order.

9.6 Change Order Review

The Consultant will review and provide recommendations for official response to the Contractor's requests for Contract Change Orders.

Task 9.6 Deliverables

- Change Order review summaries with recommendations in electronic format.

Task 9.6 Assumptions

- The Consultant will review up to 20 Change Order proposals, each requiring up to 10 hours for review.
- The Consultant will provide recommendations to the City for Change Order proposals and the City will make the final decision on acceptance of Change Order proposals.

9.7 Post-Construction Documentation

9.7.1 Environmental Permitting Compliance Documentation

AKS will complete required construction documentation per US Army Corps of Engineers (USACE) Permit #NWP-2025-323 and Oregon Department of State Lands (DSL) Permit #65783-GA. This includes:

- One (1) post-construction site visit to document permit compliance.
- Preparation and submittal of the required Action Completion Form and Compliance Certification Form once construction is completed.
- Preparation and submittal of a Rectification Monitoring Report, as required by DSL, to demonstrate as-built conditions and discuss any variation from the approved plans. The report must be submitted to DSL within 90 days of construction completion. The report must include:
 - Cover sheet with required information
 - Description of any deviation in the temporary impact size or locations. Deviation will require submittal of a scaled drawing or map that illustrates the deviation area(s).

- Description of any deviation to the restoration of preconstruction grades or revegetation.
- Wetland data sheets to document that the wetland area temporarily impacted by the project meets wetland criteria.
- Representative photographs (with photo point locations illustrated) clearly showing conditions with the rectification areas.

9.7.2 Substantial Completion Walkthrough

Consultant will attend the substantial completion walkthrough to assist in identifying incomplete work or deficiencies.

9.7.3 Record Drawings

Develop contract record drawings in electronic format based on field changes documented over the course of construction.

Task 9.7 Deliverables

- Permit compliance documentation in electronic format.
- Notes from the Substantial Completion Walkthrough in electronic format.
- Draft Record Drawings in electronic PDF format.
- Final Contract Record Drawings in AutoCAD, full-size mylar, and electronic PDF formats.

Task 9.7 Assumptions

- Record Drawings will be prepared based on red-line mark-ups developed by the construction contractor and inspector, and as-built survey provided by the Contractor.
- The Substantial Completion Walkthrough will take up to two days. The City will compile notes from the Substantial Completion Walkthrough and will prepare the Punch List.
- As-constructed survey is not included in the Consultant's scope of work.
- City will provide comments on the draft record drawings.

Budget

Payment will be made at the billing rates for personnel working directly on the project, which will be made at the Consultant's hourly rates, plus direct expenses incurred as defined in the original Personal Services Agreement for Wastewater Collection System Capacity Improvements. Consultant proposes to perform this work on a time and expenses basis with a total not to exceed amount of **\$405,776**, as shown in the attached fee estimate.

WASTEWATER COLLECTION SYSTEM CAPACITY IMPROVEMENTS
 CITY OF ST HELENS
 PROPOSED FEE ESTIMATE - AMENDMENT 4

Staff Name	LABOR CLASSIFICATION (HOURS)																
	Principal Engineer IV	Principal Engineer III	Professional Engineer IX	Professional Engineer VII	Professional Engineer V	Engineering Designer II	Engineering Designer IX	Hours	Labor	Subconsultants		Multiplier % Markup	Subconsultant Total with Markup	Expenses	CADD Units \$18/hr	Total	
	\$330	\$309	\$273	\$250	\$225	\$187	\$268			Geotech	Permitting						
	O'SullivanBre	EvonukWil	SteppBar	MercureBra	ReevesJus	BuonaratiNic	EstepMat										
Task 9 - Construction Phase Services																	
Task 9.1 - Project Management and Coordination During Construction								0	\$ -			1.1	\$ -	\$ -	\$ -	\$ -	
9.1.1 Progress Reports and Invoices		48						48	\$ 15,203			1.1	\$ -	\$ -	\$ -	\$ 15,203	
Coordination and Consultation with Construction Management																	
9.1.2 Team		52		52				104	\$ 29,789		\$ 2,020	1.1	\$ 2,222	\$ -	\$ -	\$ 32,011	
9.1.3 Design Team Coordination	8	52						60	\$ 19,176		\$ 2,040	1.1	\$ 2,244	\$ -	\$ -	\$ 21,420	
Task 9.2 - Pre-Construction Services and Meetings								0	\$ -			1.1	\$ -	\$ -	\$ -	\$ -	
9.2.1 Construction Contract Review		1	4					5	\$ 1,436			1.1	\$ -	\$ -	\$ -	\$ 1,436	
9.2.2 Pre-Construction Meeting		4		4				8	\$ 2,291			1.1	\$ -	\$ 145	\$ -	\$ 2,436	
9.2.3 Construction Meetings		12	40	108			24	184	\$ 49,244			1.1	\$ -	\$ -	\$ 432	\$ 49,676	
Task 9.3 - Design Team Site Visits		6	12	30	12			60	\$ 15,706	\$ 6,815	\$ 5,070	1.1	\$ 13,074	\$ 725	\$ -	\$ 29,505	
Task 9.4 - Submittal Review		28	28	56	28	140		280	\$ 64,331	\$ 4,150		1.1	\$ 4,565	\$ -	\$ -	\$ 68,896	
Task 9.5 - Requests for Information (RFI) Review		40	40	120		120		320	\$ 77,601	\$ 4,150		1.1	\$ 4,565	\$ -	\$ -	\$ 82,166	
Task 9.6 - Change Order Review		40	80	80				200	\$ 55,547			1.1	\$ -	\$ -	\$ -	\$ 55,547	
9.7.1 Environmental Permitting Compliance Documentation		4						4	\$ 1,267		\$ 4,720	1.1	\$ 5,192	\$ -	\$ -	\$ 6,459	
9.7.2 Substantial Completion Walkthrough		4		24				28	\$ 7,414			1.1	\$ -	\$ 145	\$ -	\$ 7,559	
9.7.3 Record Drawings		8		30		30	48	116	\$ 29,142			1.1	\$ -	\$ 3,600	\$ 720	\$ 33,462	
Task 9 Subtotal	8	299	204	504	40	290	72	1417	\$ 368,148	\$ 15,115	\$ 13,850		\$ 31,862	\$ 4,615	\$ 1,152	\$ 405,776	
TOTAL - ALL TASKS	8	299	204	504	40	290	72	1417	\$ 368,148	\$ 15,115	\$ 13,850		\$ 31,862	\$ 4,615	\$ 1,152	\$ 405,776	

City of St. Helens

EXTENSION OF PERSONAL SERVICES AGREEMENT

This Extension is made on April 15, 2026, between City of St. Helens, an Oregon municipal corporation (“St. Helens”), and Aaron Martin (“Contractor”).

RECITALS

A. WHEREAS, on or about May 1, 2024, St. Helens and Contractor entered into an agreement (“Agreement”) in which Contractor agreed to provide services (“Services”) related to pro tem judicial services; and

B. WHEREAS, Paragraph 3 of the Agreement provides that the Agreement terminates on April 30, 2025, and that the City reserves the exclusive right to extend the contract for a period of two (2) years in one (1) year increments; and

C. WHEREAS, on December 20, 2023, Council extended the agreement with Contractor to April 30, 2026; and

D. WHEREAS, St. Helens and Contractor mutually desire to extend the term of the agreement an additional year, as per the original agreement conditions.

AGREEMENT

NOW, THEREFORE, the parties mutually agree as follows:

1. The termination date of the Agreement signed on or about May 1, 2024, shall be amended to reflect a termination date of April 30, 2027, unless earlier terminated according to the terms of the Agreement.

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

ST. HELENS:

CONTRACTOR:

CITY OF ST. HELENS, an Oregon municipal corporation

AARON MARTIN

By: _____

By: _____

Name: _____

Name: _____

Its: _____

Its: _____

City of St. Helens
Consent Agenda for Approval

CITY COUNCIL MINUTES

Presented for approval on this 15th day of April, 2026 are the following Council minutes:

2026

- Work Session, Executive Session, and Regular Session Minutes dated April 1, 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 01, 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	Gloria Butsch, Finance Director (via Zoom)
Kathy Payne, City Recorder	Shanna Duggan, Recreation Manager
Lisa Scholl, Deputy City Recorder	Jacob Graichen, City Planner
Matthew Smith, Police Chief	Mike De Roia, Building Official
Doug Treat, Police Lieutenant	Tyler Hills, Water Treatment Operator & AFSCME President
Suzanne Bishop, Library Director	AFMSCME Union Members
Mouhamad Zaher, Public Works Director	Ashley Wigod, Contracted City Attorney (via Zoom)

OTHERS

Steve Topaz	Matt Kenaga	Brady Preheim
Lynne Pettit	Steve Toschi	Robyn Toschi
Grant Toschi	Jay Echternach	Scobby
April Biracree		

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

DECLARATION OF CONFLICTS OF INTEREST

Contracted City Attorney Wigod explained the requirements for declaring conflicts of interest, including the provisions of Senate Bill 983 adopted in 2025 by the Oregon Legislature that permits 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 that actual conflict of interest first.

Mayor Massey declared an actual conflict of interest under ORS 244.120 as amended by Senate Bill 983, noting that her spouse is employed by the City as a police officer. She stated that because the budget includes compensation and benefits for city positions, she may participate in discussion and vote on the adoption of the local budget after making this disclosure.

CLEARING CONFUSION AND SETTING THE FACTS STRAIGHT

1. Responses to March 18, 2026 Visitor Comments

Mayor Massey addressed two items to clarify inaccuracies from previous public comments. First, regarding text message records between former Chief Greenway and officers, she clarified that former Officer Cutright, not Officer Gaston, made the critical statements mentioned by a citizen during visitor comments. Officer Cutright no longer works for the City.

Second, she addressed questions about who the city attorney represents, clarifying that the city attorney represents the City as a municipal corporation and reports directly to the City Council. The attorney provides legal services for elected officials, city administration, and staff in their official capacity, but does not represent any individual elected official, employee, or members of the public.

Chief Smith provided additional clarifications regarding comparisons made to the Scappoose Police Department. He verified that Scappoose does not have 24-hour coverage and noted the significant disparity in call volumes. St. Helens responded to 17,306 calls for service in 2025 compared to Scappoose's 7,481. He provided detailed statistics showing St. Helens' much higher response numbers for disturbances, overdoses, sexual assaults, and welfare checks.

Lieutenant Treat clarified confusion about employee work hours, explaining that apparent discrepancies in overtime records result from different payment categories being combined, such as FTO pay percentages, holiday pay, and overtime rates appearing together in the system.

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

- ◆ Tyler Hills, representing AFSCME Local 1789, strongly objected to proposed furloughs that could amount to a 20% reduction in pay. He argued this would create significant hardship for employees and drastically reduce services including parks, library, recreation, and municipal court functions. Hills noted that the Police Department accounts for approximately 49% of the General Fund but would contribute only about 10% of furlough savings. He suggested cost-saving measures including returning police to a 5-8 schedule instead of 4-10, reducing 24-hour coverage, and cutting Council meetings to once monthly.
- ◆ Robyn Toschi advocated for keeping library services, staff, and hours unchanged, emphasizing that libraries are essential public institutions that bridge the digital divide. She criticized the disproportionate growth of police spending relative to other City services.
- ◆ Steve Topaz explained the roles and responsibilities of City Council, emphasizing that Council is responsible for everything regardless of who implements decisions, and that communication between the mayor and administrator is the legal connection between council and city administration.
- ◆ Grant Toschi, citing his 35+ years of financial analysis experience, presented detailed analysis of police overtime spending. He noted the department is 96% through its full-year overtime allocation and on pace to overspend by \$268,000 for the year, contributing nearly two-thirds of the estimated General Fund deficit. He recommended immediately stopping all police overtime since no approved overtime remains for the fiscal year.
- ◆ Steve Toschi called for Council to take control of city governance and address spending issues. He provided detailed overtime analysis showing 6,332 hours of documented overtime primarily for shift coverage (1,624 hours), extended shift coverage (934 hours), and holiday pay (880 hours). He emphasized that overtime is largely due to scheduling issues rather than investigative work and called for enforcement of the 8-hour shifts specified in the collective bargaining agreement.
- ◆ Brady Preheim agreed that employees should not bear the burden of budget balancing due to lack of Council action. He suggested eliminating Council stipends entirely and canceling Community Day to save costs. He also questioned what laws police officers are allowed to violate without consequences.

- ◆ Matt Kenaga raised concerns about illegal fireworks enforcement, noting that this year's semi quincennial anniversary and Saturday July 4th could lead to exceptional fireworks activity. He requested the City announce that decades-old fireworks laws will be enforced this year.
- ◆ Steve Topaz returned for a second comment, reflecting on recent editorial cartoons depicting the mayor addressing various City problems alone, noting that these issues predated her election and calling for cooler heads and people to do their jobs properly.

Mayor Massey clarified misinformation regarding previous public comments and asked if any Council members had responses. Mayor Massey noted that Community Day funding comes from the tourism account and not the General Fund, and thus would not affect the current fiscal issues. Discussions turned towards clarifying the impact of 911 service fees and the City's structural budget issues.

Chief Smith and Lieutenant Treat addressed concerns about police overtime and emphasized the importance of officer safety and public safety, defending the need for flexibility with shifts due to emergency calls and court appearances. He noted the current lack of 24-hour coverage and explained the interim reliance on the Columbia County Sheriff's Office, which commenced providing overnight coverage as of the previous night. The arrangement is set to continue until August when the Department can resume full coverage upon completing the field training for newly hired officers. Chief Smith mentioned ongoing evaluations with the sheriff's office to improve cooperation and ensure adequate coverage for the city.

Council members discussed the impact of scheduling on staffing, the reliance on the Sheriff's Office, and the overall challenges the Police Department faces in hiring new officers.

DISCUSSION TOPICS

2. Quarterly Reports from City Departments/Divisions - Building and Planning Divisions

Building Official De Roia and City Planner Graichen reported on division activities without specific concerns raised by Council members.

3. Review of Proposed Changes in Building Department Fees - *Building Official Mike De Roia*

Building Official De Roia explained that building fees are generally increasing by 3%, with some fees adjusted higher to better reflect actual time, labor, and materials costs. Councilor Hubbard asked if increases were across the board, and De Roia confirmed the general 3% increase with some specific fees adjusted beyond that amount.

De Roia noted that the last significant fee increase was in 2017, making this a nine-year gap. The purpose is to reduce the burden on the General Fund, ensuring that development costs are borne by those who develop rather than general taxpayers.

4. Review Ordinance No. 3323 regarding Operational Regulations of the Planning Commission & Historic Landmarks Commission - *City Planning Jacob Graichen*

City Planner Graichen presented the ordinance revisions that had been discussed at the joint Planning Commission and City Council meeting. The changes modify absentee rules from three consecutive absences to four per calendar year before triggering a public hearing about Commission member continuance, along with other housekeeping items. Council had no questions or concerns.

5. Service Reduction Options Discussion - *City Administrator John Walsh*

City Administrator Walsh explained the need for budget balancing strategies to avoid a negative General Fund balance. He acknowledged that stopping non-essential expenditures and leaving positions open helps but isn't sufficient. The City initiated required 90-day bargaining negotiations regarding furloughs and potential layoffs.

Walsh outlined three options: furlough-first (maintaining services with 32-hour work week representing 20% pay reduction), reduction through layoffs following bargaining agreements, or program reductions. He acknowledged using the term "nonessential" was poor word choice and that all city services add value.

Mayor Massey emphasized this crisis developed over years through use of one-time revenues like property sales and timber cutting rather than sustainable funding. She noted that of the City's 16 funds, only the General Fund is unhealthy, and it has limited revenue sources.

Finance Director Butsch explained General Fund revenue sources including property taxes, franchise fees, and state shared revenues. She noted limitations on charging utility funds for General Fund services, particularly for police, library, recreation, and municipal court services which generate no offsetting revenue.

Walsh noted St. Helens is not alone in facing structural deficits where property tax revenue growth is capped while expenses grow faster. He confirmed the City has reduced from 85 to 73 staff members.

Council discussed stipend reductions, with general consensus to reduce Council stipends proportional to employee reductions. Mayor Massey noted she donates her full stipend to the Sarah Zuber memorial.

Chief Smith defended overtime practices, explaining that shift extensions usually result from critical calls requiring officers to remain beyond scheduled hours. He called suggestions to eliminate all overtime "patently ridiculous," using the example of officers investigating an attempted murder being required to leave mid-investigation when shifts end. He detailed the current transitional period where the department lacks 24-hour coverage, relying on Columbia County Sheriff's Office coverage, and explained staffing challenges in recruiting officers.

Council President Chilton inquired about response times and coverage arrangements with the sheriff's office. Chief Smith confirmed weekly meetings to evaluate the arrangement and discussed potential integration of detective divisions between agencies.

6. Discussion regarding Community Day in the Park Event - *City Administrator John Walsh*

City Administrator Walsh reported meeting with Treadway about budget and programs, noting that Community Day planning is about 80% complete with sponsors lined up and donated food arranged. The event is funded from tourism funds, not the General Fund.

Council President Chilton expressed concern about staff time involvement given potential furloughs. Councilor Sundeen suggested exploring options to consolidate Community Day with Fourth of July celebrations. Walsh noted the popular car show component and mentioned that Highway 30 Cruisers prefer not to bring cars out too early in summer due to weather concerns.

Mayor Massey asked Walsh to communicate with Treadway about possibilities for moving the event and potential cost savings, reporting back at the next Council meeting.

7. Request for breakdown of legal fees from the General Fund

Contracted City Attorney Wigod outlined categories for organizing legal services costs including general municipal law, municipal court services, labor law, employment law, real estate transactions, land use

law and litigation, public records review and litigation, economic development and urban renewal, environmental issues, franchise matters, and contract disputes.

Council President Chilton expressed concern about paying attorney time to compile this breakdown. Finance Director Butsch explained the City already codes legal expenses to appropriate departments and can provide detailed reports by department without attorney involvement.

Mayor Massey decided to personally review the records and compile the breakdown rather than having the attorney perform the analysis, with Council support for this approach.

8. Update on nuisance fee ordinance in light of stabbing that occurred at Broadleaf

Mayor Massey noted a draft ordinance exists and asked about June timeline feasibility. Contracted City Attorney Wigod indicated availability to work with the Police Department on the ordinance. Mayor Massey, Councilor Gundersen, and City Administrator Walsh agreed to work with Chief Smith on tightening up the ordinance before returning to the attorney for final legal review.

The discussion included mention of how the ordinance would help property managers be aware of habitual issues with tenants and assist in court proceedings. Fees would go into the General Fund, serving both as a management tool and revenue source.

9. Discussion regarding holding Council meetings once a month

City Administrator Walsh and City Recorder Kathy Payne explained potential cost savings from reducing meeting frequency, including attorney costs, staff preparation time, and meeting production resources. Payne recommended the third Wednesday at 1:00 p.m. to accommodate longer agendas with consolidated monthly meetings.

Council President Chilton and Councilor Sundeen expressed inability to attend 1:00 p.m. meetings due to work schedules. After discussion, Council agreed to maintain 3:00 p.m. start time to ensure full Council participation.

Council explored separating executive sessions from regular meetings to reduce overall meeting length. Contracted City Attorney Wigod confirmed executive sessions can be scheduled separately and suggested providing some information through privileged memos rather than requiring executive session discussion.

The consensus emerged to begin once-monthly meetings in May on the third Wednesday at 3:00 p.m., with executive sessions scheduled separately as needed. An executive session was scheduled for the first Wednesday in May to provide transition briefing.

Councilor Sundeen requested exploring reducing board and commission meeting frequency as additional cost-saving measure, with plans to consult Parks and Trails Commission and Library Board about meeting every other month or quarterly.

10. Report from City Administrator John Walsh

City Administrator Walsh provided a comprehensive written report covering multiple ongoing projects and initiatives. Key highlights included distribution of a General Fund educational flyer to all city addresses explaining how the General Fund works and what services it provides.

The State of the City meeting is scheduled for April 11 at 11:00 a.m. Walsh attended the final CET (Community Economic Development Team) dissolution meeting, with economic development programs transitioning to a partnership arrangement and potential rebranding as Columbia Business Alliance.

Public Works Office Assistant Sheri Ingram is retiring on June 1 after 28 years with the City.

Walsh is working on enterprise zone management transition following CET dissolution, retaining Art Fisher to handle the administrative duties for tax incentive programs.

Project updates included downtown concrete cap replacement by MEI, police station weekly coordination meetings with construction permits in process and June construction start planned, ongoing Romano waterfront development negotiations through May extension, transportation system plan kickoff for the state-funded \$300,000 project, and reservoir project advancement through Business Oregon's one-stop funding review process.

Additional projects mentioned included sewer capacity work, PGE substation progress, business park infrastructure opportunities including potential sewer line extensions to Kaster Road, dock rails bid acceptance at favorable pricing, Project Arcadia mill startup preparations, and ODOT community pathways project award for non-motorized trail connecting St. Helens to Scappoose.

Walsh noted continuing collaboration with Columbia County on economic development, Parks and Trails Commission master plan updates, working on the RFP for the water taxi, and submission for League of Oregon Cities governance excellence award for waterfront project community engagement efforts.

ADJOURN – 5:19 p.m.

EXECUTIVE SESSION

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

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

ATTEST:

Kathy Payne, City Recorder

Jennifer Massey, Mayor

City of St. Helens

CITY COUNCIL

Executive Session Summary

April 1, 2026

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

Staff Present: John Walsh, City Administrator
 Kathy Payne, City Recorder

Others: Ashley Wigod, City Attorney with Jordan Ramis PC (via Zoom)



At 5:24 p.m., Mayor Massey opened the Executive Session pursuant to the ORS numbers listed below and then gave roll call. Other than Labor Negotiations, representatives of the news media, designated staff, and other persons as approved shall be allowed to attend the Executive Session. All other members of the audience are asked to leave the Council Chambers. Representatives of the news media were specifically directed not to report on or otherwise disclose any of the deliberations or anything said about these subjects during the executive session, except to state the general subject of the session as previously announced. No decision may be made in executive session. Any person in attendance, including the news media, who has a recording device is directed to turn it off.

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

The Executive Session was adjourned at 6:16 p.m.



ATTEST:

 Kathy Payne, City Recorder

 Jennifer Massey, Mayor

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



COUNCIL REGULAR SESSION

Wednesday, April 01, 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
 Kathy Payne, City Recorder
 Lisa Scholl, Deputy City Recorder
 Shanna Duggan, Recreation Manager
 Mike De Roia, Building Official

Suzanna Bishop, Library Director
 Jana Wiersma, Librarian I/Youth Services & Makerspace
 Brenda Herren-Kenaga, Librarian I/Patron Services
 Ashley Wigod, Contracted City Attorney

OTHERS

Brady Preheim	Robyn Toschi
Nick Hellmich	Ben Tiscareno
Robyn Toschi	Steve Toschi
Adam St. Pierre	Ashley Stanley
Sherrie Ford	Max Wheeldon
Mitzi Ponce	

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

PLEDGE OF ALLEGIANCE

DECLARATION OF CONFLICTS OF INTEREST

Contracted City Attorney Wigod explained the requirements for declaring conflicts of interest. She outlined the difference between potential and actual conflicts, noting that Senate Bill 983, adopted in 2025, permits 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 declared an actual conflict of interest because her spouse is employed by the City as a police officer, and since the budget includes compensation and benefits for City employees, she announced her conflict under ORS 244.120 as amended by Senate Bill 983. She stated that she may participate in discussion and adoption of the local budget after making this disclosure.

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

- ◆ Nicholas Hellmich addressed the Council regarding the St. Helens Library, which his family visits regularly. He expressed concern about potential cuts to Library hours, noting that his two-year-old son has developed advanced vocabulary through their weekly library visits. He advocated strongly for the Library, stating "I think it's a sign of a failed society if we can't operate a library."

While acknowledging budget constraints, he suggested that if cuts were necessary, the Parks and Trails Commission could be considered for elimination due to its dysfunction and costs to the City. Hellmich also announced the fourth annual S. 4th Street barbecue on June 13 at 2:00 p.m., which will raise funds for the Library through a 50/50 raffle, and invited the community to come together during this contentious period.

- ◆ Ben Tiscareno acknowledged the financial pressures facing the Council and the difficult decisions regarding program cuts. He emphasized that the programs being considered for cuts, the Library, Parks, and Recreation program, impact families who form the bedrock of the City. He urged the Council to make any necessary cuts short-term and to be mindful that these decisions would affect how families view the City and their future voting on general fees.
- ◆ Robyn Toschi commented on Community Day in the Park, referencing her email from last year questioning whether the City should proceed with the expensive event given budget constraints. She noted that Council members had assured her the event would be funded through tourism, but pointed out that tourism had committed to contributing \$300,000 to the General Fund during last year's budget meeting. She stated that unless tourism delivers the full \$300,000 plus the additional \$10,000, Community Day in the Park should not proceed and should be rolled into the Fourth of July celebration instead.
- ◆ Steve Toschi challenged statements that all departments were operating within budget, specifically citing police overtime projections of \$268,000 over budget currently and \$539,000 by June's end. He argued that Mayor Massey should not participate in police budget discussions due to conflicts of interest beyond her husband's employment, referencing the police union's endorsement and work stoppage during the election. Toschi criticized what he called "theater" in bringing police representatives to answer questions while other department heads didn't receive the same opportunity. He urged the Council to require Police Chief Smith to operate within budget or lose his job, arguing that every other department has been cut while only police budgets continue to increase.
- ◆ Brady Preheim corrected what he called lies about tourism funding, stating that tourism money can be moved to the General Fund as it's a City account. He clarified that the expected tourism contribution is actually \$465,000, not \$300,000, including a \$5 fee on ticket sales worth approximately \$165,000. He questioned why this money hadn't been transferred and challenged claims about fireworks funding restrictions. Preheim criticized the police chief's discussion of 12-hour shifts when the proposal was for 5-day, 8-hour shifts, and questioned what laws would be broken by schedule changes. He also inquired about arbitrage fees and whether an additional \$1.2 million is now owed for the police station project.
- ◆ Adam St. Pierre criticized Brady Preheim's media show and questioned Council members' potential participation in it. He defended 10-hour police shifts, explaining how staggered shifts can provide 24-hour coverage with maximum staffing during peak crime periods. St. Pierre dismissed Steve Toschi's criticisms as bias against police, referencing Toschi's previous "piggy" article.

Mayor Massey responded to the public comments by expressing frustration with the spread of misinformation despite efforts by subject matter experts to provide accurate information. She clarified that she is not a spokesperson for any single department but speaks for all City departments.

ORDINANCES – First 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. The final reading will be at the next meeting.

RESOLUTIONS**2. PUBLIC COMMENT - Increase in Building Department Fees**

- ◆ Adam St. Pierre acknowledged that building fee increases are necessary but warned they would damage construction in Oregon, which he described as already being "a desert" with many construction workers unemployed. He stated that while the increases are unavoidable, they won't help the struggling construction industry.

Resolution No. 2069: A Resolution to Set Building Department Fees

Mayor Massey read Resolution No. 2069 by title. **Motion:** Motion made by Council President Chilton and seconded by Councilor Sundeen to adopt Resolution No. 2069. **Vote:** Yea: Mayor Massey, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

AWARD BID/CONTRACT

3. Award the St. Helens Dock Bull Rails Replacement, Project No. M-544, to Paramount Iron Works as the Lowest Responsive Bidder in the Amount of \$71,263.44

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

APPROVE AND/OR AUTHORIZE FOR SIGNATURE

4. Agreement with MorePower for Information Technology Services

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

CONSENT AGENDA FOR ACCEPTANCE

5. Parks & Trails Commission Minutes dated February 9, 2026

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

CONSENT AGENDA FOR APPROVAL

6. City Council Minutes dated March 18, 2026
7. Animal Facility License
8. OLCC Licenses
9. Accounts Payable Bill Lists

Motion: Motion made by Councilor Sundeen and seconded by Councilor Gundersen to approve '6' through '9' above. **Vote:** Yea: Mayor Massey, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

WORK SESSION ACTION ITEMS**Balancing the Budget**

Motion: Motion made by Council President Chilton and seconded by Councilor Sundeen to direct staff to implement a balanced approach to General Fund reductions, including reduced furloughs of approximately 10%, targeted layoffs consistent with collective bargaining agreements, and continued reductions in non-essential spending, in order to achieve a balanced budget. **Vote:** Yea: Mayor Massey, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

Reducing Council Stipends

Contracted City Attorney Wigod explained the conflict of interest requirements for voting on council compensation, referencing Senate Bill 983 which permits local officials to vote on compensation matters after declaring conflicts.

Each council member declared actual conflicts of interest due to the motion pertaining to their compensation as elected officials.

Motion: Motion made by Councilor Sundeen and seconded by Councilor Gundersen to update the budget and reduce Council stipends by 10% beginning April 21, 2026. (next pay period) **Vote:** Yea: Mayor Massey, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen; Abstaining: Council President Chilton

Mayor Massey confirmed with Wigod that Senate Bill 983, effective in 2025, was what allowed Council members to modify their stipends, whereas previously they could not.

Reducing Council Meetings to Once Per Month

Motion: Motion made by Councilor Gundersen and seconded by Councilor Sundeen to hold Council meetings once per month on the third Wednesday of the month, rather than twice per month, beginning in May, and direct staff to prepare a resolution to amend the Council Operating Rules and Procedures. **Vote:** Yea: Mayor Massey, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

COUNCIL MEMBER REPORTS

Councilor Sundeen had no report.

Council President Chilton had no report.

Councilor Hubbard had no report.

Councilor Gundersen had no report.

MAYOR MASSEY REPORTS

Mayor Massey thanked City staff members City Recorder Payne and Deputy City Recorder Scholl for their efforts in preparing meeting materials and all City employees for their work during challenging times. She emphasized that decisions are not made lightly and the Council will fight for all departments while working to improve economic vitality through revenue generation.

She noted that the current Council wasn't in place when many of the historical budget decisions were made that led to the current situation. Massey committed to continuing citizen education about the budget process, acknowledging its complexity.

Mayor Massey specifically thanked Library Director Bishop and Recreation Manager Duggan for attending the meeting to advocate for their employees and answer questions. She praised their dedication, calling

the library "the bedroom of our community" and emphasizing the vital importance of both the library and recreation programs.

Massey highlighted Nick Hellmich's words about community unity, expressing hope that the community could focus on positive change rather than division and conflict. She acknowledged her own growth as a new mayor entering a contentious situation and committed to giving her best effort.

She thanked all citizens who had communicated about the importance of the library, noting that while it's difficult to respond to everyone, all input is valuable and read by Council members. Massey encouraged continued citizen engagement and ended by promoting Hellmich's barbecue fundraiser.

PROACTIVE ITEMS

OTHER BUSINESS

ADJOURN – 7:33 p.m.

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

ATTEST:

Kathy Payne, City Recorder

Jennifer Massey, Mayor

City of St. Helens
Consent Agenda for Approval

OLCC LICENSES

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

2026 RENEWALS

<u>Licensee</u>	<u>Tradename</u>	<u>Location</u>	<u>Purpose</u>
Zhen's Chinese Restaurant	Zhen's Chinese Restaurant	1671 Columbia Blvd	Renewal

2026 NEW & CHANGE IN PRIVILEGE OR OWNERSHIP

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

<u>Licensee</u>	<u>Tradename</u>	<u>Location</u>	<u>Purpose</u>
-----------------	------------------	-----------------	----------------

MACKENZIE.

Portland, OR ■ Vancouver, WA ■ Seattle, WA ■ Sacramento, CA

ADDITIONAL SERVICE AGREEMENT Between Client and Mackenzie

This **ADDITIONAL SERVICE AGREEMENT** is made as of the 7th day of January in the year 2026, by and between the following parties, for services in connection with the Project identified below:

Client: City of St Helens
John Walsh
jwalsh@sthelensoregon.gov
265 Strand Street
St Helens, OR 97051

Mackenzie: 1515 SE Water Avenue,
Suite 100
Portland, OR 97214

Project: St Helens Police - 1771 Columbia: DD-CD
Mackenzie Project Number: 2210310.11

Client and Mackenzie agree as follows:

1. BASIS OF DESIGN

1.1 In accordance with your request, we will perform the tasks outlined below for subject project. It is agreed that these tasks will be provided as Additional Services in accordance with our original agreement for this project, dated October 13, 2021. All terms and conditions, including assumptions and exclusions, of the original agreement remain in effect unless modified in this Additional Service.

2. SCOPE OF SERVICES

2.1 Revise the Construction Document set to reflect Client accepted value engineering (VE) items, as outlined in attached Exhibit A. Selected VE items will impact civil, landscape, architectural, interiors, structural, mechanical, electrical, and plumbing drawings and specifications.

3. EXCLUSIONS

3.1 No services are included in this agreement other than those specifically set forth in the Scope of Services. In addition to any Exclusions outlined within the project proposal (if attached), items which are specifically excluded from the Scope of Services include, but are not limited to the following: None at this time.



ADDITIONAL SERVICE AGREEMENT

St Helens Police - 1771 Columbia: DD-CD

Project Number 2210310.11

January 7, 2026

Page 2

3.2 For additional exclusions related to the Scope of Services of our retained consultant(s), refer to their attached proposals.

4. TERMS AND CONDITIONS

4.1 Mackenzie may have consultants perform such portions of its services as it feels advisable in its professional opinion and discretion.

4.2 All other provisions of our original agreement for this project apply to these services.

5. PAYMENT

5.1 Contract Fee will be Lump Sum Fixed Fee of \$58,950. Any services performed beyond the scope of services set forth above shall be for additional fees.

5.2 Consultants' fees are included in the Contract Fee. Consultants' fees will be billed at cost plus 10%.

5.3 This increases the total contract amount for this project from \$621,550 to \$680,500.

5.4 All fees and costs are due 30 days after they are billed, and accrue service charges of 1.5% per month beginning 45 days from date of invoice. It is specifically understood that Mackenzie may cease providing services if accounts remain unpaid 45 days from date of invoice. It is agreed that Mackenzie will not be responsible for damages which arise from such cessation or termination of services. If payment is not timely made, Client will reimburse Mackenzie for all costs or expenses reasonably incurred by Mackenzie in collecting sums due Mackenzie, including, without limitation, attorneys' fees.

ADDITIONAL SERVICE AGREEMENT

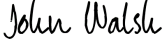
St Helens Police - 1771 Columbia: DD-CD

Project Number 2210310.11

January 7, 2026

Page 3

This **ADDITIONAL SERVICE AGREEMENT** is entered into as of the day and year first written above between **Client** and **Mackenzie**.

Signed by:

7F17959FA02F459...

CLIENT(Signature)

John Walsh


(Printed Name)

City Administrator

(Title)

4/7/2026

(Date Executed)

Signed by:

E21551B9019E4EE...

MACKENZIE(Signature)

Jeff Rhys Humphreys, Architect

(Printed Name)

Principal in Charge

(Title)

3/23/2026

(Date Executed)

Exhibit(s): Exhibit A – Budget Revision Tracker Mark-up dated January 7, 2026
 Exhibit B – PAE proposal dated January 20, 2026

c: Accounting Department
 Dave Lintz – OTAK
 Adrienne Linton, Nicole Arcari – Mackenzie

Item #7.



 = ACCEPTED VE
 = REJECTED VE

1/7/2026

BUDGET REVISION TRACKER
St. Helens Public Safety Building

Estimate 4.1 - 12.11.25	\$ 10,807,144
Offsite + Sewer Improvements	\$ 339,629
Total	\$ 11,146,773

BRT#	Description	Estimated Value	P/R/A	Pending Amount	Rejected Amount	Approved Amount	Priority Add Backs	Comments
000	Multi System							
001a	Reduce height of building by 0'-4", from 17'-8" to 17'-4"	(15,981)	R		(15,981)			1/8 Moved to 003a and 003b Accepted 12/18
001b	Reduce height of building by an additional 0'-4", from 17'-4" to 17'-0"	(15,981)	R		(15,981)			1/8 Moved to 003a and 003b Accepted 12/18
001c	Reduce height of building by an additional 0'-4", from 17'-0" to 16'-8"	(15,981)	R		(15,981)			1/8 Moved to 003a and 003b Accepted 12/18
002	Combine Emergency Electrical Room 149 and Electrical Room 148: 1. Change Doors 148A and 149A to a single double door 6080 2. Combine two split system ACs into a single one-zone unit 3. Eliminate 2-hour wall around Emergency Electrical Rm 149 4. Change wall PSE at Electrical Room 148 to a 2-hour wall	(6,910)	R		(6,910)			Rejected 12/18 Mackenzie: 1) Review with PAE 2) Accept if PAE has no objection
003a	A2.10_Option 1 (Short Punched)	(155,564)	A			(155,564)		1/8 Accepted 1/8 Added pricing, cannot be accepted with 003b Priced Mutual Materials, Orco is out-of-state and cost-prohibitive; other viable suppliers are Willamette Graystone, Basalite and Western Materials
003b	A2.10_Option 2 (Tall Punched)	(148,479)	R		(148,479)			1/8 Rejected - see 003a 1/8 Added pricing, cannot be accepted with 003a
100	Shell							
101	Reduce size of roof hatch from 30" x 96" to 36" x 36"	(2,823)	A			(2,823)		Accepted 12/18
102	Change entry canopy soffit from metal wood-look to exposed painted structure	(10,450)	A			(10,450)	(10,450)	1/8 Accepted, categorize as Priority Add-Back Decision pending 12/18
103	Reduce height of exterior windows by 1'-0"	(6,322)	R		(6,322)			1/8 Moved to 003a and 003b Accepted 12/18 Mackenzie: 1) Study height vs width reduction 2) Reducing ballistic glazing increases credit
104a	Change structural brick on three elevations - south, east and west - to painted 8"X8"X16" split-face CMU ; leave north elevation as SB	(80,653)	R		(80,653)			1/8 Moved to 003a and 003b Decision pending 12/18 Mackenzie: 1) Smaller CMU preferred, i.e. 4"x8"x16" to match SB 2) Same material on all 4 elevations 3) Planning Commission acceptance

Item #7.

BRT#	Description	Estimated Value	P/R/A	Pending Amount	Rejected Amount	Approved Amount	Priority Add Backs	Comments
104b	Change split-face CMU on three elevations - south, east and west - to painted 8"X8"X16" ground-face CMU ; leave north elevation as SB	(5,244)	R		(5,244)			Cumulative deduct, accept with 104a to change structural brick to ground-face CMU on 3 elevations
104c	Change ground-face CMU on three elevations - south, east and west - to painted 8"X8"X16" plain CMU ; leave north elevation as SB	(15,732)	R		(15,732)			Cumulative deduct, accept with 104a and 104b to change structural brick to plain CMU on 3 elevations
200	Interiors							
201	Delete WC-1 wallcovering and replace with painted gypsum board	(43,680)	A			(43,680)		Accepted 12/18
202	Delete AP-1 thru AP-3 and replace with painted gypsum board	(14,636)	R		(14,636)			1/8 Rejected 1/7 updated price so it is okay to accept with 208 Decision pending 12/18 Mackenzie: 1) Review acousticians report 2) Likely required in all locations currently shown 3) Additional may be reqd.
203	Change Detective's Office doors from sliding to swing doors and add Type E sidelight (similar to Sergeant Office 130)	(4,950)	A			(4,950)		Accepted 12/18 Mackenzie: 1) Review remove sidelight & add relite to door
204	Change detention bench at 119 Holding from CFCI to OFOI	(2,160)	A			(2,160)		Accepted 12/18
205	Delete allowance for the wall monitor display niche (9/A5.21)	(5,000)	A			(5,000)		Accepted 12/18
206	Change the two doors at 118 Mud Room from 3-panel auto-sliding to a pair of hollow metal doors with ADOs at each opening	(4,774)	R		(4,774)			Rejected 12/18
207	Reduce all doors from 8' to 7'	(4,900)	A			(4,900)		1/8 Accepted Pricing added 1/7
208	Use the new 7'-2" datum to reduce all upper cabinets and acoustic panels to 7'-2" (in lieu of 8')	(10,036)	A			(10,036)		1/8 Accepted Pricing added 1/7
209	Similar quality lower cost finishes	0	P	0				
400	Plumbing							
401	Change below-grade storm and sanitary pipe from cast iron to PVC	(16,480)	A			(16,480)		Accepted 12/18
500	HVAC							
501	Remove heat recovery ventilators from mechanical system		R		0			HRV system is reqd. 1/6 Per mechanical contractor, HRV code required Mackenzie: 1) Request feasibility input from PAE
600	Electrical & Low Voltage							
601	Utilize existing generator (moved from current Station) for emergency power in lieu of purchasing new	(131,740)	A			(131,740)		Accepted 12/18 Mackenzie: 1) PAE inform systems to remove from EP 2) Other impacts <small>INCLUDES RESEARCH INTO EXISTING GENERATOR, NEW 125K GENERATOR IN LIEU OF EXISTING GENERATOR AND ORIGINAL DESIGN</small>
700	Sitework							
701.a	Alternate material for north decorative fence Type A		R		0			TBD

Item #7.

BRT#	Description	Estimated Value	P/R/A	Pending Amount	Rejected Amount	Approved Amount	Priority Add Backs	Comments
701.b	Change north decorative fence Type A to chain-link Type B	(27,600)	A			(27,600)	(27,600)	Accepted 12/18 1) Add landscape screening along fence 2) Confirm Planning Commission will accept 3) Buyback option
702	Delete decorative boulders at North Entry	(12,300)	A			(12,300)		1/8 boulders will be OFCI Decision pending 12/18 1) Boulders act as vehicle deterrent 2) Replace w/ simpler boulders, bollards, or sim. 3) Confirm Planning Commission will accept
703	Reduce size of planter by deleting the planter along the east elevation (north elevation planter remains)	(32,993)	A			(32,993)		1/8 Accepted; Design Team to confirm 10% landscaping is still being met Decision pending 12/18; planter acts as vehicle deterrent HSW price: 1) Wrap planter south to encompass Chief's window 2) Price wall w/o basalt veneer
704	Reduce hardscape by 2,100 sqft; hardscape to be replaced with landscaping typical and gravel at Future Conex Box	(12,292)	A			(12,292)		Accepted 12/18 - replace hardscape w/ low maintenance heavy rock & weed barrier
705	Change stair serving the Fire Riser Room from CIP concrete to prefabricated galvanized steel	(1,099)	R		(1,099)			Rejected 12/18
706	Eliminate one gate operator (pathways and line voltage for future install to remain)	(12,500)	R		(12,500)			Rejected 12/18
707	Delete conduit rough-in for future EV stations	(10,000)	A			(10,000)		Accepted 12/18
708	Delete seat walls and replace with three 6'-0" wide prefabricated steel benches	(24,775)	A			(24,775)		Accepted 12/18 HSW price: 1) Add vehicle deterrent boulders to replace seat wall
	Subtotal			0	(344,292)	(507,743)		
	Contingencies & Markups			0	(20,882)	(30,796)		
	1.50% for Solar			0	(5,478)	(8,078)		
	Subtotal			0	(370,652)	(546,617)		
800	Frontage Improvements & Sewer Reroute							
801	Reduce frontage improvements: eliminate improvements along S 17th Street	(40,944)	R		(40,944)			1/8 requires Land Use resubmittal - Rejected Includes Markups Accepted 12/18 1) Defer improvement 2) Check if bond is reqd.
802	Reduce frontage improvements: eliminate improvements along S 18th Street	(44,285)	R		(44,285)			1/8 Rejected Includes Markups Rejected 12/18
803	Reduce frontage improvements: eliminate improvements along Cowlitz Street	(85,411)	R		(85,411)			1/8 requires Land Use resubmittal - Rejected Includes Markups Accepted 12/18 1) Defer improvement 2) Check if bond is reqd.

Item #7.

BRT#	Description	Estimated Value	P/R/A	Pending Amount	Rejected Amount	Approved Amount	Priority Add Backs	Comments
804	Reduce frontage improvements: eliminate improvements along Columbia Blvd	(94,116)	R		(94,116)			1/8 Rejected Includes Markups Added on 12/19 - separate source of funding for Columbia Blvd may be available
805	Separate funding source for sewer line reroute	(74,872)	R		(74,872)			1/8 Rejected (keep in construction cost, additional funds show up in proforma) Includes Markups Added on 12/19
	Total			0	(710,281)	(546,617)		
				Adjusted Total		\$ 10,600,156		

Solar: Reconcile cost of designed 58 kW PV system against 1.5% allowance

150,998



January 20, 2026

Adrienne Linton
Mackenzie
RiverEast Center
1515 SE Water Avenue, Suite 100
Portland, Oregon 97214

Project: St. Helen's Public Safety Building
Project Number: 25-1770

Subject: Additional Services Request

Dear Adrienne:

We submit this Additional Service Request for authorization on the project.

WORK REQUESTED BY

Adrienne Linton

OVERVIEW

At the end of DD, the Owner-directed VE effort reduced overall building height, reduced window sizes, reused the existing generator, and eliminated the emergency electrical room, consolidating equipment into the main electrical room. These changes require targeted redesign and coordination beyond the approved DD basis.

PAE SCOPE OF SERVICES AND DELIVERABLES

1. Update one-lines, power distribution layouts, ATS counts/locations, panel schedules, and device circuiting for existing-generator reuse.
2. Consolidate emergency power equipment into a single electrical room; revise layouts, clearances, ratings, ventilation/heat load notes, and pathway routing.
3. Adjust power/lighting/FA standby circuits affected by room relocation and generator strategy.
4. Coordinate architectural/mechanical updates for reduced building height (shaft/duct re-stack, penetrations, sections/elevations) and single electrical room data.
5. Incorporate reduced window sizes: update lighting zoning/controls and fixture luminaire packages as required.
6. Revalidate egress lighting requirements based on updated room configurations and exiting and update lighting design as needed.
7. Deliverables: incorporated into CD issue set only; no separate interim packages.

ASSUMPTIONS

1. Existing generator has been in storage and has not been running for some time. Prior to finalizing design the owner will load test the generator and perform a full functional test to verify the operability for use in the new location. As a part of the VE, the owner will need to shed various optional standby items from the current design to normal power due to the reduced capacity. Previously designed generator loads are not feasible for the existing generator.



January 20, 2026

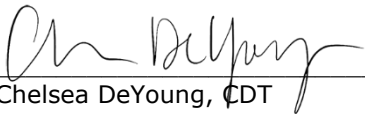
- 2. Resizing the distribution equipment and combining the electrical rooms will likely require expanding the electrical room.
- 3. Window reductions drive localized lighting/control adjustments only; occupancy, construction type, and smoke control/separation remain unchanged.

COMPENSATION

The work is an additional service according to our agreement and will be performed as lump sum with a fee of \$28,400.

We will keep our time separately and invoice under the base project number 25-1770 referencing ASR#2 VE Redesign.

Proposed by:


 Chelsea DeYoung, CDT
 PAE

Accepted by:

~~_____~~
 Mackenzie

~~_____~~
 Date



REQUEST FOR PROPOSALS (RFP)

Water Taxi Services for the City of St. Helens

1. Introduction

The City of St. Helens, Oregon (“City”) is seeking proposals from qualified and experienced operators to provide water taxi services utilizing publicly owned waterfront access points and related infrastructure. The selected contractor will operate, maintain, and manage water taxi services for public and/or private use in a manner that maximizes economic and community benefit.

2. Purpose

The purpose of this RFP is to: - Establish reliable and safe water taxi services - Enhance connectivity along the Columbia River, Sand Island and surrounding areas - Promote tourism, economic development, and community engagement - Generate revenue and shared economic value for the City of St. Helens

3. Scope of Services

The selected contractor shall:

- Provide fully operational water taxi services for passengers
- Maintain vessel in compliance with applicable federal, state, and local regulations
- Ensure vessel is maintained in a seaworthy condition at all times
- Comply with all applicable United States Coast Guard (USCG) documentation, inspection, certification, and operational requirements
- Operate the following vessel: - Vessel Name: FISHEAGLE OSPREY - Official Number: 1346529 - Oregon Vessel ID: OR802XC - Dimensions: 10 feet by 40 feet quadtoon deck configuration - Propulsion: Twin 2021 115 HP Honda outboard engines - Features: - Canvas top - Forward motorized landing ramp to facilitate passenger loading and unloading - Gated dock access from both port and starboard sides
- Operate on schedules and routes approved by the City
- Offer services for both public transportation and private charter opportunities
- Ensure accessibility and inclusivity where feasible
- Provide customer service, ticketing, and operational management
- Ensure the vessel is operated at all times by a properly qualified and appropriately licensed captain

- Provide qualified crew members as required for safe and compliant operation in accordance with applicable laws and regulations
- Provide and be solely responsible for moorage of the vessel during operational seasons including secure storage of the vessel on land (“on the hard”) during non-operational or off-season periods

4. Economic Benefit Requirements

Proposers must clearly outline:

- Direct and indirect economic benefits to the St. Helens community - Job creation and local hiring strategies
 - Partnerships with local businesses and tourism organizations
 - Expected increase in visitor activity and local spending
-

5. Revenue Sharing

Proposals must include a detailed revenue-sharing model with the City, including:

- Percentage of gross or net revenues shared with the City
 - Minimum annual guarantees, if applicable
 - Additional financial or in-kind contributions
-

6. Regulatory Compliance

The contractor shall ensure full compliance with all applicable federal, state, and local maritime laws and regulations.

A. Jones Act Compliance

Operations may be subject to the Passenger Vessel Services Act, 46 U.S.C. § 55103 (commonly referred to as the Jones Act passenger vessel provisions), which generally requires that vessels transporting passengers between points in the United States be U.S.-built, U.S.-flagged, and U.S.-owned, unless a valid waiver applies.

The vessel and its operations may be subject to the Jones Act small vessel waiver program. The contractor is solely responsible for:

- Understanding and complying with all applicable requirements of 46 U.S.C. § 55103
- Obtaining and maintaining any required waivers or approvals
- Ensuring continued eligibility for lawful operation

B. Proposal Requirements

Proposers must include in their submission:

- A statement confirming whether the vessel is Jones Act compliant or operating under a waiver
- Documentation of waiver status, if applicable
- A description of how compliance will be maintained throughout the contract term

C. Risk Allocation

The contractor assumes all risk associated with Jones Act compliance, including but not limited to:

- Denial, expiration, or revocation of any waiver
- Changes in federal law or regulatory interpretation

In the event that the contractor is unable to legally operate due to Jones Act non-compliance or waiver issues:

- The contractor shall be deemed in material breach of the agreement
- The City may suspend operations or terminate the agreement for cause
- The contractor shall not be entitled to compensation for lost revenues or damages resulting from such non-compliance

7. Insurance Requirements

The selected contractor shall: - Maintain commercial general liability insurance of no less than **\$5,000,000 per occurrence** - Indemnify, defend, and hold harmless the City of St. Helens - Name the City of St. Helens as an additional insured on all applicable policies - Provide proof of insurance prior to contract execution

8. Proposal Requirements

Proposals must include:

A. Company Information

- Legal name and structure
- Relevant experience in marine transportation or similar services
- References from comparable projects

B. Operational Plan

- Proposed routes and schedules
- Vessel specifications and capacity

- Staffing plan and qualifications
- Safety and compliance measures

C. Financial Proposal

- Detailed pricing structure
- Revenue projections
- Revenue-sharing proposal

D. Economic Impact Statement

- Community benefit analysis
- Local engagement strategy

E. Risk Management

- Insurance coverage details
- Safety protocols
- Contingency planning

9. Evaluation Criteria

Proposals will be evaluated based on a **best value framework**, including:

- **Value to the City (30%)**
 - Revenue-sharing structure
 - Financial sustainability
 - Risk mitigation
- **Value to the Community (30%)**
 - Economic development impact
 - Accessibility and inclusivity
 - Community partnerships
 - Ability to utilize vessel to expand access to waterfront, Sand Island and underserved locations
- **Operational Excellence (25%)**
 - Experience and qualifications
 - Feasibility of operational plan
 - Safety and compliance record
- **Vessel Utilization & Service Innovation (15%)**
 - Effective use of vessel
 - Ability to serve varied landing conditions (dock, shoreline, events)
 - Passenger experience and comfort

10. Minimum Vessel Performance Standards

The contractor shall operate the vessel in a manner that fully utilizes its design and capabilities, including but not limited to:

- **Boarding & Accessibility**
 - Use of the forward motorized landing ramp for safe and efficient passenger boarding
 - Capability to accommodate passengers with mobility limitations where feasible
 - Safe embarkation from docks, shorelines, and non-standard landing areas
- **Passenger Safety & Capacity**
 - Maintain safe passenger loading limits in accordance with USCG certification
 - Ensure clear ingress/egress pathways at all times
 - Maintain safety railings and secure boarding conditions
- **Operational Flexibility**
 - Ability to operate in shallow water and variable shoreline conditions
 - Utilize dual port and starboard access points for efficient loading/unloading
- **Passenger Experience**
 - Provide covered seating or standing areas for weather protection
 - Maintain clean, safe, and functional passenger spaces
- **Maintenance & Readiness**
 - Ensure all vessel systems, including ramp mechanisms and engines, are maintained in reliable working order
 - Conduct regular inspections and preventative maintenance

Failure to meet these performance standards may be considered non-compliance and subject to penalties as outlined in this RFP.

11. Scored Narrative Requirement – Vessel Utilization

Proposers shall include a detailed narrative describing how they will utilize the full capabilities of the FISHEAGLE OSPREY to deliver high-value service to the City and community.

This section will be scored and must address:

- **Use of Landing Ramp**
 - How the forward motorized ramp will be used to support shoreline access, events, and non-traditional landings

- **Service Area Expansion**
 - Strategies to utilize shallow draft and flexible landing capabilities to reach underserved or new destinations
 - **Accessibility & Inclusion**
 - Methods to accommodate passengers with mobility limitations using vessel features
 - **Passenger Experience**
 - Use of canopy, seating configuration, and vessel layout to enhance comfort and usability
 - **Operational Creativity**
 - Innovative service offerings (e.g., tours, events, point-to-point service) leveraging vessel design
 - **Efficiency & Throughput**
 - How dual-side access and ramp loading will improve boarding efficiency and turnaround times
-
-

12. Compliance Checklist & Numeric Scoring Sheet

The following scoring sheet will be used by evaluators. Each proposal will be scored on a 100-point scale.

A. Mandatory Pass/Fail Requirements

Proposals MUST meet the following minimum requirements to be considered responsive:

- Vessel seaworthiness and USCG compliance
- Jones Act compliance or valid waiver
- Licensed captain and qualified crew
- Insurance requirements (\$5M per occurrence)

Failure to meet any of the above will result in disqualification.

B. Numeric Scoring Matrix (100 Points Total)

Category	Criteria	Points
Value to the City (30 pts)	Revenue sharing model	15
	Financial sustainability	10
	Risk mitigation	5
Value to Community (30 pts)	Economic benefit	10
	Accessibility & inclusion	10
	Community partnerships & reach	10
Operational Excellence (25 pts)	Experience & qualifications	10
	Operational plan feasibility	10
	Safety & compliance record	5
Vessel Utilization & Innovation (15 pts)	Use of ramp & shoreline access	5
	Multi-landing capability (dock/shore/event)	5
	Passenger experience & innovation	5

C. Detailed Compliance & Scoring Checklist

Requirement	Pass/Fail	Points (if applicable)	Notes
USCG compliance demonstrated	Pass/Fail	Required	
Jones Act compliance/waiver	Pass/Fail	Required	
Licensed captain/crew	Pass/Fail	Required	
Insurance confirmed	Pass/Fail	Required	
Revenue sharing clearly defined		15	
Economic benefit articulated		10	
Ramp utilization plan		5	
Shoreline/multi-landing plan		5	
Accessibility approach		10	
Passenger safety plan		5	
Maintenance plan		5	
Moorage/storage plan		5	
Schedule/routes		5	

Requirement	Pass/Fail	Points (if applicable)	Notes
Innovation/use of vessel		5	

D. Evaluation Workbook (Scoring Process)

The City will utilize an evaluation workbook (spreadsheet format) to ensure consistent scoring across all proposals. The workbook will:

- Assign individual evaluator scores for each criterion
- Automatically total category and overall scores
- Flag pass/fail disqualifications
- Provide space for evaluator comments and justification
- Generate a final ranked list of proposers based on total score

Evaluators may meet to normalize scores and document final consensus rankings.

13. Term of Agreement

The City anticipates entering into a lease agreement or operational services agreement with the selected contractor for a term to be negotiated, with potential renewal options based on performance.

14. Submission Instructions

Proposals must be submitted by:

[Insert Deadline Date and Time]

Submission format: - Electronic PDF submission - Clearly labeled: “Water Taxi Services Proposal – City of St. Helens”

Submit to: **City Administrator John Walsh (503) 366-8211 jwalsh@sthelensoregon.gov**

15. Questions

All questions regarding this RFP must be submitted in writing by:

[Insert Question Deadline]

16. Reservation of Rights

The City of St. Helens reserves the right to:

- Reject any or all proposals
 - Waive informalities or irregularities
 - Request additional information or clarifications
 - Negotiate with one or more proposers
-

18. Equal Opportunity

The City is an equal opportunity employer and encourages participation from minority-owned, women-owned, and disadvantaged business enterprises.

19. Attachments

- Waterfront Facility Maps
 - Insurance Requirements Detail (to be issued in an addendum to the RFP)
-

PHOTOS





END OF RFP



St. Helens, OR

Expense Approval Register

Item #9.

Packet: APPKT01502 - AP 3.27.26

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL FUND					
DAHLGREN'S DO IT BEST BUI...	02.25.26 10026	03/27/2026	PER DAHLGREN'S CREDIT ON...	100-708-52001	-267.73
DAHLGREN'S DO IT BEST BUI...	02.25.26 10026	03/27/2026	BUILDING SUPPLIES ACCT 10...	100-708-52001	607.25
DAHLGREN'S DO IT BEST BUI...	02.25.26 10026	03/27/2026	BUILDING SUPPLIES ACCT 10...	100-709-52023	37.98
PITNEY BOWES BANK INC PU...	03.11.26	03/27/2026	POSTAGE METER	100-715-52009	1,077.49
WILCOX	1014410-IN	03/27/2026	FUEL PARKS DEPT	100-708-52022	504.20
AT&T MOBILITY	287302289330X03232026	03/27/2026	287302289330 POLICE PHON...	100-705-52010	1,186.15
ORKIN	293684221	03/27/2026	375 S 18TH ST LIBRARY	100-706-52023	188.77
STEVEN R SCHARFSTEIN	343	03/27/2026	REIMBURSEMENT-CLOTHES ...	100-704-52001	22.97
STEVEN R SCHARFSTEIN	343	03/27/2026	COURT ATTORNEY FEES	100-704-52019	3,000.00
CIVICPLUS	363841	03/27/2026	SOCIAL MEDIA ARCHIVING S...	100-701-52040	7,924.77
CENTURY LINK BUSINESS SER...	776503053	03/27/2026	ACCT 88035002	100-712-52010	157.45
ST. HELENS MARINA LLC	8	03/27/2026	HARBORMASTER APRIL 2026..	100-708-52046	3,000.00
CINTAS	8408186990	03/27/2026	CITY HALL FIRST AID CABINET...	100-715-52001	83.40
PEAK ELECTRIC GROUP LLC	I10993	03/27/2026	CITY HALL ELECTRICAL WORK	100-715-52023	226.16
L.N CURTIS AND SONS	INV1049927	03/27/2026	POLICE UNIFORMS	100-705-52102	338.35
L.N CURTIS AND SONS	INV1050835	03/27/2026	POLICE UNIFORMS	100-705-52102	21.00
EMMERT CHEVERLET BUICK ...	RO 460753	03/27/2026	SERVICE ENGINE SOON-2017...	100-705-52021	3,378.81
Fund 100 - GENERAL FUND Total:					21,487.02
Fund: 601 - WATER					
DAHLGREN'S DO IT BEST BUI...	02.25.26 10026	03/27/2026	BUILDING SUPPLIES ACCT 10...	601-731-53302	720.88
EAGLE STAR ROCK PRODUCTS..	409823	03/27/2026	ROCK MCNULTY WAY HYDR...	601-731-52001	272.24
EAGLE STAR ROCK PRODUCTS..	409828	03/27/2026	ROCK 16TH ST WATER	601-731-52001	541.40
EAGLE STAR ROCK PRODUCTS..	409832	03/27/2026	ROCK 16TH ST WATER	601-731-52001	553.50
EAGLE STAR ROCK PRODUCTS..	409834	03/27/2026	ROCK 16TH ST WATER	601-731-52001	262.20
CORE & MAIN	INV0027771	03/27/2026	MATERIALS	601-732-52001	476.27
PETERSON CAT	SW290110273	03/27/2026	COOLING SYSTEM SERVICE	601-732-52001	407.31
PETERSON CAT	SW290110273	03/27/2026	COOLING SYSTEM SERVICE	601-732-52001	1,336.88
PETERSON CAT	SW290110273	03/27/2026	COOLING SYSTEM SERVICE	601-732-52019	3,120.00
CORE & MAIN	Y583217	03/27/2026	MATERIALS	601-731-52001	548.04
CORE & MAIN	Y593330	03/27/2026	MATERIALS	601-731-52001	1,285.50
CORE & MAIN	Y651473	03/27/2026	MATERIALS	601-731-52001	1,353.71
CORE & MAIN	Y682436	03/27/2026	MATERIALS	601-731-53302	1,164.79
Fund 601 - WATER Total:					12,042.72
Fund: 603 - SEWER					
DAHLGREN'S DO IT BEST BUI...	02.25.26 10026	03/27/2026	BUILDING SUPPLIES ACCT 10...	603-735-52001	76.78
CORE & MAIN	INV0027771	03/27/2026	MATERIALS	603-736-52001	476.27
CORE & MAIN	INV0027771	03/27/2026	MATERIALS	603-737-52001	476.27
CORE & MAIN	INV0027771	03/27/2026	MATERIALS	603-738-52001	476.27
CORE & MAIN	Y616598	03/27/2026	MATERIALS	603-735-52001	1,240.08
Fund 603 - SEWER Total:					2,745.67
Fund: 703 - PW OPERATIONS					
DAHLGREN'S DO IT BEST BUI...	02.25.26 10026	03/27/2026	BUILDING SUPPLIES ACCT 10...	703-734-52001	26.07
KINNEAR SPECIALTIES INC	5037601	03/27/2026	POLLY FLOW COBRA BLUE JE...	703-739-52099	3,292.80
OREGON ASSOCIATION OF ...	60710	03/27/2026	MEMBERSHIP DUES S TUPPER	703-739-52018	100.00
Fund 703 - PW OPERATIONS Total:					3,418.87
Fund: 706 - PUBLIC SAFETY					
1771 Columbia BLVD LLC	03.27.26	03/27/2026	GROUND LEASE 1771	706-000-52130	6,250.00
CITY OF ST. HELENS	22461	03/27/2026	STRUCTURAL PLAN REVIEW ...	706-000-53001	7,933.77
CITY OF ST. HELENS	22462	03/27/2026	MECHANICAL PLAN REVIEW ...	706-000-53001	2,798.37
CITY OF ST. HELENS	22463	03/27/2026	PLUMBING PLAN REVIEW 17...	706-000-53001	391.02

Expense Approval Register

Packet: APPKT015 Item #9. 26

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
CITY OF ST. HELENS	22470	03/27/2026	GRADING PLAN REVIEW 1771..	706-000-53001	192.01
				Fund 706 - PUBLIC SAFETY Total:	17,565.17
				Grand Total:	57,259.45

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	21,487.02
601 - WATER	12,042.72
603 - SEWER	2,745.67
703 - PW OPERATIONS	3,418.87
706 - PUBLIC SAFETY	17,565.17
Grand Total:	57,259.45

Account Summary

Account Number	Account Name	Expense Amount
100-701-52040	Communications	7,924.77
100-704-52001	Operating Supplies	22.97
100-704-52019	Professional Services	3,000.00
100-705-52010	Telephone	1,186.15
100-705-52021	Equipment Maintenance	3,378.81
100-705-52102	New Hire Equipment	359.35
100-706-52023	Facility Maintenance	188.77
100-708-52001	Operating Supplies	339.52
100-708-52022	Fuel	504.20
100-708-52046	Dock Services	3,000.00
100-709-52023	Facility Maintenance	37.98
100-712-52010	Telephone	157.45
100-715-52001	Operating Supplies	83.40
100-715-52009	Postage	1,077.49
100-715-52023	Facility Maintenance	226.16
601-731-52001	Operating Supplies	4,816.59
601-731-53302	Annual Maintenance	1,885.67
601-732-52001	Operating Supplies	2,220.46
601-732-52019	Professional Services	3,120.00
603-735-52001	Operating Supplies	1,316.86
603-736-52001	Operating Supplies	476.27
603-737-52001	Operating Supplies	476.27
603-738-52001	Operating Supplies	476.27
703-734-52001	Operating Supplies	26.07
703-739-52018	Professional Developme...	100.00
703-739-52099	Equipment Operations	3,292.80
706-000-52130	Lease Expense	6,250.00
706-000-53001	Capital Outlay	11,315.17
Grand Total:		57,259.45

Project Account Summary

Project Account Key	Expense Amount
None	57,259.45
Grand Total:	57,259.45



St. Helens, OR

Expense Approval Register

Item #9.

Packet: APPKT01503 - WAUNA AP 3.27.26

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 201 - VISITOR TOURISM					
NW NATURAL GAS	03.16.26 3963776-4	03/27/2026	NATURAL GAS- MASONIC BU...	201-000-52131	596.17
CITY OF ST. HELENS	03.24.26 01-000178-001	03/27/2026	01-00178-001 MASONIC BUI...	201-000-52131	148.18
TREADWAY EVENTS & ENTER...	2143	03/27/2026	ST HELENS TOURISM EVENT ...	201-000-52039	15,966.67
COLUMBIA RIVER PUD	3.19.26	03/27/2026	94111	201-000-52131	178.76
Fund 201 - VISITOR TOURISM Total:					16,889.78
Grand Total:					16,889.78

Fund Summary

Fund	Expense Amount
201 - VISITOR TOURISM	16,889.78
Grand Total:	16,889.78

Account Summary

Account Number	Account Name	Expense Amount
201-000-52039	Contracted Events-Profe...	15,966.67
201-000-52131	Contracted Building Leas...	923.11
Grand Total:		16,889.78

Project Account Summary

Project Account Key	Expense Amount
None	16,889.78
Grand Total:	16,889.78



St. Helens, OR

Expense Approval Register

Item #9.

Packet: APPKT01505 - AP 4.3.26

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL FUND					
STEVEN LESKIN	00574	04/01/2026	COURT ATTORNEY FEES	100-704-52019	3,000.00
MORE POWER TECHNOLOGY...	18204	04/01/2026	MICROSOFT 365 BUS STAND...	100-712-52006	2,858.40
CHAVES CONSULTING INC	216350	04/01/2026	MONTHLY USER FEE PER USE...	100-702-52019	194.35
NICHOLAS FRINT	3.31.26	04/01/2026	REFUND PUBLIC RECORDS R...	100-000-36002	20.00
CULLIGAN	CD3562212	04/01/2026	BOTTLED WATER POLICE	100-705-52019	10.20
CULLIGAN	CD3580242	04/01/2026	BOTTLED WATER POLICE	100-705-52019	139.38
JODY COOK	03.20.26	04/03/2026	REFUND PRR- BODY CAM VI...	100-000-36002	20.00
COMCAST	03.21.26	04/03/2026	COMCAST CABLE 877810899...	100-712-52003	2,188.46
CANDICE ERICKSON	03.24.26	04/03/2026	REFUND PUBLIC RECORDS R...	100-000-36002	20.00
C.E.N.T COLUMBIA ENFORC...	03.31.26	04/03/2026	REFUND DIFFERENCE OF CEL...	100-000-37004	1,986.99
WEX BANK	111398617	04/03/2026	POLICE FUEL PURCHASES	100-705-52022	4,336.29
WEX BANK	111398617	04/03/2026	BUILDING FUEL PURCHASES ...	100-711-52022	67.24
HARDEN PSYCHOLOGICAL AS...	1686	04/03/2026	TRADITIONAL EVALUATION	100-705-52014	420.00
HARDEN PSYCHOLOGICAL AS...	1711	04/03/2026	TRADITIONAL EVALUATION	100-705-52014	420.00
LAWRENCE COMPANY	17480	04/03/2026	UNEMPLOYMENT SERVICES	100-707-52019	100.00
MORE POWER TECHNOLOGY...	18169	04/03/2026	RMS MORE AWARE ESSENTI...	100-705-52115	3,375.88
ALLSTREAM	22292523	04/03/2026	ALLSTREAM PHONE ACCT 75...	100-712-52010	255.78
ERSKINE LAW PRACTICE LLC	4.1.26	04/03/2026	CITY PROSECUTOR MARCH 2...	100-704-52019	7,802.67
U.S BANK EQUIPMENT FINA...	577697444	04/03/2026	KYOCERA COPIER CONTRACT...	100-705-52021	188.87
VERIZON	6139089626	04/03/2026	JOHN WALSH	100-701-52001	38.26
VERIZON	6139089626	04/03/2026	HOT SPOT- 8190	100-701-52010	47.11
VERIZON	6139089626	04/03/2026	CRYSTAL KING 0621	100-701-52010	38.26
VERIZON	6139089626	04/03/2026	JOHN WALSH 9898	100-701-52010	40.80
VERIZON	6139089626	04/03/2026	JESSICA CHILTON	100-703-52001	38.26
VERIZON	6139089626	04/03/2026	JENNIFER MASSEY 1992	100-703-52001	38.26
VERIZON	6139089626	04/03/2026	RUSSELL HUBBARD 1907	100-703-52001	38.26
VERIZON	6139089626	04/03/2026	MARK GUNDERSEN 1908	100-703-52001	38.26
VERIZON	6139089626	04/03/2026	BRANDON SUNDEEN 1179	100-703-52001	38.26
VERIZON	6139089626	04/03/2026	PD JETPACK2 8538	100-705-52010	40.80
VERIZON	6139089626	04/03/2026	PD JETPACK1 8886	100-705-52010	40.80
VERIZON	6139089626	04/03/2026	SUZANNE BISHOP 1313	100-706-52003	38.26
VERIZON	6139089626	04/03/2026	GLORI BUTSCH HOT SPOT	100-707-52001	40.80
VERIZON	6139089626	04/03/2026	GLORIA BUTSCH 1986	100-707-52001	38.26
VERIZON	6139089626	04/03/2026	CAMERON PAGE 5027	100-708-52010	38.26
VERIZON	6139089626	04/03/2026	TORY SHELBY 6366	100-708-52010	38.26
VERIZON	6139089626	04/03/2026	REC PHONE 5093	100-709-52010	39.14
VERIZON	6139089626	04/03/2026	RECREATION CENTER 2566	100-709-52010	38.26
VERIZON	6139089626	04/03/2026	RECREATION IPHONE 1068	100-709-52010	38.26
VERIZON	6139089626	04/03/2026	RECREATION 1108	100-709-52010	38.26
VERIZON	6139089626	04/03/2026	MIKE DEROIA 2686	100-711-52010	38.26
VERIZON	6139089626	04/03/2026	BUILDING DEPARTMENT IPAD..	100-711-52010	40.80
VERIZON	6139089626	04/03/2026	DARIN COX 1016	100-712-52010	38.26
METRO PLANNING INC	6940	04/03/2026	WEB GIS	100-710-52001	275.00
NET ASSETS CORPORATION	C95-0-202602	04/03/2026	ESCROW TITLE SERVICES	100-707-52019	46.00
CULLIGAN	CD3431256	04/03/2026	BOTTLED WATER POLICE	100-705-52001	10.20
CULLIGAN	CD3449923	04/03/2026	BOTTLED WATER POLICE	100-705-52001	117.40
AXON ENTERPRISE INC	INUS435859	04/03/2026	TASER 10 CERTIFICAITON	100-705-52001	3,509.90
L.N CURTIS AND SONS	INV1053751	04/03/2026	POLICE UNIFORMS	100-705-52002	2,162.40
SOLUTIONS YES	INV479996	04/03/2026	POLICE COPIER CONTRACT C...	100-705-52021	140.30
SOLUTIONS YES	INV483556	04/03/2026	POLICE COPIER CONTRACT C...	100-705-52021	129.20
XPRESS SOLUTIONS INC	INV-XPR034650	04/03/2026	CARD TRANSACTION FEES M...	100-707-52020	3,366.36
CELLEBRITE INC	QUOTE Q-501483-1	04/03/2026	PHYSICAL EXTRACTION & AN...	100-000-37004	3,654.79
Fund 100 - GENERAL FUND Total:					41,718.47

Expense Approval Register

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 202 - COMMUNITY DEVELOPMENT					
MASON BRUCE & GIRARD INC	38669	04/03/2026	PROJECT 0107718 ST HELENS...	202-724-52019	2,114.05
Fund 202 - COMMUNITY DEVELOPMENT Total:					2,114.05
Fund: 203 - COMMUNITY ENHANCEMENT					
DEVAN DIANNE PERRY	4.2.26	04/03/2026	MCBRIDE 21ST CCLC 3RD CO...	203-709-52140	886.60
Fund 203 - COMMUNITY ENHANCEMENT Total:					886.60
Fund: 601 - WATER					
ONE CALL CONCEPTS INC	6030475	04/01/2026	REGULAR / MODEM DELIVER...	601-731-52019	99.47
CITY OF COLUMBIA CITY	03.26.26	04/03/2026	001754-001	601-732-52003	95.53
NORTHSTAR CHEMICAL	336218	04/03/2026	SODIUM HYPOCHLORITE 12....	601-732-52083	10,480.30
NORTHSTAR CHEMICAL	336682	04/03/2026	SODIUM HYPOCHLORITE 12....	601-732-52083	2,024.42
EAGLE STAR ROCK PRODUCTS..	409845	04/03/2026	ROCK 16ST WATER	601-731-52001	228.57
VERIZON	6139089626	04/03/2026	JOHN DEWEY 1914	601-732-52010	38.26
LAWRENCE OIL COMPANY	CFSI-34275	04/03/2026	247752 WATER	601-732-52022	286.13
Fund 601 - WATER Total:					13,252.68
Fund: 603 - SEWER					
ONE CALL CONCEPTS INC	6030475	04/01/2026	REGULAR / MODEM DELIVER...	603-735-52019	99.47
PETERSON CAT	SW290110499	04/01/2026	REPAIR COOLING SYSTEM	603-738-53302	6,516.58
PLYMOUTH PRESBYTERIAN C...	03.13.26 1 OF 2	04/03/2026	PERMANENT PUBLIC SEWER ...	603-000-53033	7,057.00
COLUMBIA RIVER PUD	04.01.26 38633	04/03/2026	38633 594 S 9 ST POWER	603-737-52003	15,971.13
BLACK & VEATCH CORPORAT...	1492406	04/03/2026	NPDES PERMIT	603-737-52019	3,568.02
ALLSTREAM	22292523	04/03/2026	ALLSTREAM PHONE ACCT 75...	603-736-52010	127.89
ALLSTREAM	22292523	04/03/2026	ALLSTREAM PHONE ACCT 75...	603-737-52010	127.89
PLYMOUTH PRESBYTERIAN C...	3.13.26 2 OF 2	04/03/2026	TEMPORARY CONSTRUTCTI...	603-000-53033	3,543.00
BUELL CLABRATION & CONT...	3850	04/03/2026	BI ANNUAL ON SITE CALIB ...	603-736-52019	400.00
BUELL CLABRATION & CONT...	3850	04/03/2026	BI ANNUAL ON SITE CALIB ...	603-737-52019	400.00
VERIZON	6139089626	04/03/2026	TYLER HILLS 6492	603-736-52010	19.13
VERIZON	6139089626	04/03/2026	SAM ORTIZ 1801	603-736-52010	19.13
VERIZON	6139089626	04/03/2026	AARON KUNDERS 6376	603-736-52010	19.13
VERIZON	6139089626	04/03/2026	AARON KUNDERS 6376	603-737-52010	19.13
VERIZON	6139089626	04/03/2026	TYLER HILLS 6492	603-737-52010	19.13
VERIZON	6139089626	04/03/2026	SAM ORTIZ 1801	603-737-52010	19.13
PETERSON CAT	SW290110503	04/03/2026	L.#5 COOLANT LEAK TROUB...	603-738-52019	413.40
Fund 603 - SEWER Total:					38,339.16
Fund: 703 - PW OPERATIONS					
KIMBALL MIDWEST	104271118	04/03/2026	PARTS	703-739-52099	126.50
WEX BANK	111398617	04/03/2026	PW CHEROKEE 5478	703-734-52022	616.42
VERIZON	6139089626	04/03/2026	BASHAR 1971	703-733-52010	38.26
VERIZON	6139089626	04/03/2026	PW CONSTRUCTION INSPEC...	703-733-52010	40.80
VERIZON	6139089626	04/03/2026	SHARON DARROUX 0813	703-733-52010	38.26
VERIZON	6139089626	04/03/2026	TIM UNDERWOOD 8524	703-733-52010	38.26
VERIZON	6139089626	04/03/2026	BUCK TUPPER 3371	703-734-52010	38.26
VERIZON	6139089626	04/03/2026	BRETT LONG 3607	703-734-52010	38.26
VERIZON	6139089626	04/03/2026	ETHAN STERLING 6282	703-734-52010	38.26
VERIZON	6139089626	04/03/2026	RYAN POWERS 7116	703-734-52010	38.26
VERIZON	6139089626	04/03/2026	ROGER STAUFFER 9662	703-734-52010	38.26
VERIZON	6139089626	04/03/2026	PW ENGINEERING 0940	703-734-52010	40.80
VERIZON	6139089626	04/03/2026	PW OPERATIONS 3856	703-734-52010	40.80
VERIZON	6139089626	04/03/2026	MOUHAMAD ZAHER 3068	703-734-52010	38.26
VERIZON	6139089626	04/03/2026	PW UTILITY 3 9924	703-734-52010	40.80
VERIZON	6139089626	04/03/2026	PUBLIC WORKS 8523	703-734-52010	38.26
VERIZON	6139089626	04/03/2026	JULIAN ZIRKLE 629	703-734-52010	38.26
VERIZON	6139089626	04/03/2026	JOEL BEEHLER 1926	703-734-52010	38.26
VERIZON	6139089626	04/03/2026	ALEX BIRD 2000	703-734-52010	38.26
VERIZON	6139089626	04/03/2026	CURT LEMONT 2217	703-734-52010	38.26
VERIZON	6139089626	04/03/2026	ALEX BIRD 9081	703-734-52010	40.80
VERIZON	6139089626	04/03/2026	BASHAR AL-DAOMI I PAD	703-734-52010	40.80
VERIZON	6139089626	04/03/2026	SCOTT WILLIAMS 0621	703-734-52010	38.26
VERIZON	6139089626	04/03/2026	PW UTILITY 1 9922	703-734-52010	40.80

Expense Approval Register

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
VERIZON	6139089626	04/03/2026	PW UTILITY 2 9923	703-734-52010	40.80
VERIZON	6139089626	04/03/2026	PW FACILITY MAINTENANCE ...	703-734-52010	40.80
VERIZON	6139089626	04/03/2026	PW SPARE 4 8741	703-734-52010	40.80
METRO PLANNING INC	6940	04/03/2026	WEB GIS	703-733-52019	275.00
CINTAS	8408197419	04/03/2026	FIRST AID CABINET SERVICE	703-734-52019	75.86
GRAYBAR ELECTRIC COMPA...	9351930964	04/03/2026	BK HOLOPHANE	703-739-52023	5,037.60
LAWRENCE OIL COMPANY	CFSI-34275	04/03/2026	247748 PUBLIC WORKS	703-734-52022	954.98
Fund 703 - PW OPERATIONS Total:					8,068.26
Grand Total:					104,379.22

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	41,718.47
202 - COMMUNITY DEVELOPMENT	2,114.05
203 - COMMUNITY ENHANCEMENT	886.60
601 - WATER	13,252.68
603 - SEWER	38,339.16
703 - PW OPERATIONS	8,068.26
Grand Total:	104,379.22

Account Summary

Account Number	Account Name	Expense Amount
100-000-36002	Fines - Court	60.00
100-000-37004	Miscellaneous	5,641.78
100-701-52001	Operating Supplies	38.26
100-701-52010	Telephone	126.17
100-702-52019	Professional Services	194.35
100-703-52001	Operating Supplies	191.30
100-704-52019	Professional Services	10,802.67
100-705-52001	Operating Supplies	3,637.50
100-705-52002	Personnel Uniforms Equ...	2,162.40
100-705-52010	Telephone	81.60
100-705-52014	Recruiting Expenses	840.00
100-705-52019	Professional Services	149.58
100-705-52021	Equipment Maintenance	458.37
100-705-52022	Fuel	4,336.29
100-705-52115	REPORT WRITING	3,375.88
100-706-52003	Utilities	38.26
100-707-52001	Operating Supplies	79.06
100-707-52019	Professional Services	146.00
100-707-52020	Bank Service Fees	3,366.36
100-708-52010	Telephone	76.52
100-709-52010	Telephone	153.92
100-710-52001	Operating Supplies	275.00
100-711-52010	Telephone	79.06
100-711-52022	Fuel	67.24
100-712-52003	Utilities	2,188.46
100-712-52006	Computer Maintenance	2,858.40
100-712-52010	Telephone	294.04
202-724-52019	Professional Services	2,114.05
203-709-52140	Contract Programs	886.60
601-731-52001	Operating Supplies	228.57
601-731-52019	Professional Services	99.47
601-732-52003	Utilities	95.53
601-732-52010	Telephone	38.26
601-732-52022	Fuel	286.13
601-732-52083	Chemicals	12,504.72
603-000-53033	Sewer Capacity - Design	10,600.00
603-735-52019	Professional Services	99.47
603-736-52010	Telephone	185.28
603-736-52019	Professional Services	400.00
603-737-52003	Utilities	15,971.13
603-737-52010	Telephone	185.28
603-737-52019	Professional Services	3,968.02
603-738-52019	Professional Services	413.40
603-738-53302	Annual Maintenance	6,516.58
703-733-52010	Telephone	155.58
703-733-52019	Professional Services	275.00
703-734-52010	Telephone	826.32
703-734-52019	Professional Services	75.86
703-734-52022	Fuel	1,571.40

Account Summary

Account Number	Account Name	Expense Amount
703-739-52023	Facility Maintenance	5,037.60
703-739-52099	Equipment Operations	<u>126.50</u>
	Grand Total:	104,379.22

Project Account Summary

Project Account Key	Expense Amount
None	<u>104,379.22</u>
	Grand Total: 104,379.22

Expense Approval Register

Packet: APPKT01508 - Wauna AP 4.3.26



St. Helens, OR

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 201 - VISITOR TOURISM COLUMBIA COUNTY ROAD D...	2026-011	04/03/2026	EMERGENCY RESPONSE TRAI...	201-000-52028	42.20
				Fund 201 - VISITOR TOURISM Total:	42.20
				Grand Total:	42.20

Fund Summary

Fund	Expense Amount
201 - VISITOR TOURISM	42.20
Grand Total:	42.20

Account Summary

Account Number	Account Name	Expense Amount
201-000-52028	Projects & Programs	42.20
Grand Total:		42.20

Project Account Summary

Project Account Key	Expense Amount
None	42.20
Grand Total:	42.20



St. Helens, OR

Expense Approval Register

Item #9.

Packet: APPKT01511 - AP 4.10.26

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL FUND					
PATH POINT MERCHANT SER...	03.01.26-03.31.26 5452	04/08/2026	UTILITY BILLING MERCHANT ...	100-707-52020	3,625.85
WELLS FARGO	03.01.26-03.31.26 9998	04/08/2026	DOCK MERCHANT SERVICES ...	100-708-52046	111.36
PATH POINT MERCHANT SER...	03.01.26-3.31.26 5304	04/08/2026	GENERAL SERVICE MERCHANT...	100-707-52020	442.24
US BANK	03.31.26 8165	04/08/2026	MERCHANT SERVICES-ACCEL...	100-711-52020	128.88
PRIORITY PAYMENT SYSTEMS	03.31.26	04/08/2026	MERCHANT SERVICES FOR R...	100-708-52019	160.57
PRIORITY PAYMENT SYSTEMS	03.31.26	04/08/2026	MERCHANT SERVICES FOR R...	100-709-52020	261.98
TYLER TECHNOLOGIES INC	025-548809	04/09/2026	UB NOTIFICATION CALLS	100-707-52019	12.90
DAHLGREN'S DO IT BEST BUI...	03.25.26	04/09/2026	BUILDING SUPPLIES ACCT 10...	100-708-52001	45.63
HUDSON GARBAGE SERVICE	04.01.25	04/09/2026	2046-71887056 INV 160535...	100-705-52023	14.20
HUDSON GARBAGE SERVICE	04.01.25	04/09/2026	2046-1287547 INV 16053233...	100-705-52023	130.50
HUDSON GARBAGE SERVICE	04.01.25	04/09/2026	2046-1001554 INV 16053052...	100-706-52003	102.40
HUDSON GARBAGE SERVICE	04.01.25	04/09/2026	2046-1287598 INV 16053235...	100-708-52023	638.20
HUDSON GARBAGE SERVICE	04.01.25	04/09/2026	2046-1287636 INV 16053237...	100-708-52023	223.60
HUDSON GARBAGE SERVICE	04.01.25	04/09/2026	2046-71905273 INV 160536...	100-709-52023	85.00
HUDSON GARBAGE SERVICE	04.01.25	04/09/2026	2046-1287539 INV 16053235...	100-715-52023	252.10
HUDSON GARBAGE SERVICE	04.01.25	04/09/2026	2046-1287601	100-715-52023	275.60
MCNULTY WATER	04.05.26	04/09/2026	MILLARD WETLANDS/HOSPI...	100-715-52003	12.00
CASEY REYES DEVENECIA	04.06.26	04/09/2026	REFUND PUBLIC RECORDS R...	100-000-37004	20.00
OREGON DEPARTMENT OF R...	04.07.26	04/09/2026	STATE	100-000-20800	55.00
OREGON DEPARTMENT OF R...	04.07.26	04/09/2026	STATE MISD	100-000-20800	435.00
OREGON DEPARTMENT OF R...	04.07.26	04/09/2026	STATE VIOLATION	100-000-20800	1,350.55
OREGON DEPARTMENT OF R...	04.07.26	04/09/2026	STATE DUII DIVERSION	100-000-20800	1,510.00
OREGON DEPARTMENT OF R...	04.07.26	04/09/2026	STATE DUII CONVICTION FEE	100-000-20800	305.00
COLUMBIA COUNTY TREASU...	04.07.26	04/09/2026	COUNTY ASSESSMENT	100-000-20900	533.76
COLUMBIA COUNTY TREASU...	04.07.26	04/09/2026	CITY COURT COSTS DEDUCT...	100-000-36002	-53.38
PETTY CASH-SUZANNE BISH...	04.07.26	04/09/2026	PETTY CASH	100-707-52001	95.06
OREGON OCCUPATIONAL M...	140610	04/09/2026	EXAM	100-705-52014	664.00
OREGON OCCUPATIONAL M...	142172	04/09/2026	EXAM	100-705-52014	450.00
DAVE MALLER	1978	04/09/2026	SHPD CONFIGURE SECURE A...	100-705-52006	270.00
OCCMA	2026-200375-6	04/09/2026	OCCMA MEMBERS 1-2026-12...	100-701-52018	393.40
COMCAST BUSINESS	267976469	04/09/2026	FIBER INTERNET ACCT 93457...	100-712-52003	5,012.03
QWEST DBA CENTURYLINK A...	3263X201-S-26073	04/09/2026	5163X201S3	100-712-52010	80.33
QWEST DBA CENTURYLINK A...	3263X204-S-26070	04/09/2026	5163X204S3	100-712-52010	80.33
MILLER CONSULTING ENGIN...	59355	04/09/2026	PROJECT#241374 THE KLOND...	100-711-52019	1,108.00
PAULSON PRINTING CO.	7055	04/09/2026	BUSINESS CARDS- E MEDINA	100-705-52102	55.00
PAULSON PRINTING CO.	7080	04/09/2026	IMPOUND TOW FORM	100-705-52001	445.00
SHRED-IT C/O STERICYCLE INC	8013880939	04/09/2026	POLICE SHRED SERVICE	100-705-52001	160.16
SHRED-IT C/O STERICYCLE INC	8013880939	04/09/2026	CITY HALL SHRED SERVICE	100-715-52001	228.02
PYE-BARKER FIRE AND SAFET...	8122108	04/09/2026	FIRE ALARM MONITORING-ST...	100-706-52023	346.68
PYE-BARKER FIRE AND SAFET...	8122109	04/09/2026	MONITORING PARKS DEPAR...	100-708-52023	147.36
PYE-BARKER FIRE AND SAFET...	8122110	04/09/2026	MONITORING- ST HELENS PO...	100-705-52023	109.20
FIFTH ASSEST INC	DB2009708	04/09/2026	LEASE & SBITA MANAGEME...	100-707-52019	5,000.00
ENTERPRISE FM TRUST	FBN5606241	04/09/2026	POLICE LEASE	100-705-52097	18,268.12
ENTERPRISE FM TRUST	FBN5606241	04/09/2026	POLICE MAINTENANCE	100-705-52098	377.34
ENTERPRISE FM TRUST	FBN5617106	04/09/2026	PLANNING FLEET	100-710-52097	415.97
ENTERPRISE FM TRUST	FBN5617139	04/09/2026	596107 BUILDING	100-711-52097	69.03
L.N CURTIS AND SONS	INV1055201	04/09/2026	POLICE UNIFORMS	100-705-52102	86.80
L.N CURTIS AND SONS	INV1055405	04/09/2026	POLICE UNIFORMS	100-705-52102	111.35
L.N CURTIS AND SONS	INV1055461	04/09/2026	POLICE UNIFORMS	100-705-52102	111.35
SAVI SOLUTIONS PBC	INV-4384	04/09/2026	PUBLIC SERVICE LOAN FORGI...	100-702-51017	140.00
Fund 100 - GENERAL FUND Total:					44,903.47

Expense Approval Register

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 203 - COMMUNITY ENHANCEMENT					
CLAIRE GRACE YOUNGBERG	04.07.26	04/09/2026	COLUMBIA CITY 21ST CCLC 3...	203-709-52140	644.80
Fund 203 - COMMUNITY ENHANCEMENT Total:					644.80
Fund: 601 - WATER					
DAHLGREN'S DO IT BEST BUI...	03.25.26	04/09/2026	BUILDING SUPPLIES ACCT 10...	601-731-52001	563.98
PYE-BARKER FIRE AND SAFET...	8110817	04/09/2026	MONITORING WATER FILTRA...	601-732-52023	160.00
PYE-BARKER FIRE AND SAFET...	8122112	04/09/2026	MONITORING WATER FILTRA...	601-732-52023	181.98
COLUMBIA COUNTY TRANSF...	9187	04/09/2026	DUMP FEES ACCT 0017	601-732-52001	75.28
COLUMBIA COUNTY TRANSF...	9187	04/09/2026	DUMP FEES ACCT 0017	601-732-52001	68.54
CORE & MAIN	Y712135	04/09/2026	MATERIALS	601-731-52001	173.44
CORE & MAIN	Y721492	04/09/2026	MATERIALS	601-731-52001	223.44
Fund 601 - WATER Total:					1,446.66
Fund: 603 - SEWER					
BLUE HERON SEPTIC AND DR...	02872	04/09/2026	WORK DONE FOR RAYMOND...	603-735-53302	750.00
HUDSON GARBAGE SERVICE	04.01.25	04/09/2026	2046-1008333 INV 16053130...	603-736-52023	305.30
HUDSON GARBAGE SERVICE	04.01.25	04/09/2026	2046-1008333 INV 16053130...	603-737-52023	305.30
HASA	1110326	04/09/2026	MULTI CHLOR	603-736-52083	10,661.83
PYE-BARKER FIRE AND SAFET...	8122111	04/09/2026	MONITORING WASTE WATER...	603-736-52023	54.53
PYE-BARKER FIRE AND SAFET...	8122111	04/09/2026	MONITORING WASTE WATER...	603-737-52023	54.52
PYE-BARKER FIRE AND SAFET...	8174353	04/09/2026	SERVICE CALL WWTP	603-736-52019	124.50
PYE-BARKER FIRE AND SAFET...	8174353	04/09/2026	SERVICE CALL WWTP	603-737-52019	124.50
Fund 603 - SEWER Total:					12,380.48
Fund: 605 - STORM					
DAHLGREN'S DO IT BEST BUI...	03.25.26	04/09/2026	BUILDING SUPPLIES ACCT 10...	605-000-52001	360.44
Fund 605 - STORM Total:					360.44
Fund: 703 - PW OPERATIONS					
SUNSET AUTO PARTS INC - N...	03.31.26	04/09/2026	AUTO PARTS ACCT 6355	703-739-52099	356.07
HUDSON GARBAGE SERVICE	04.01.25	04/09/2026	2046-1287555 INV 16053234...	703-734-52023	105.60
BASHAR AI-DAOMI	04.03.26	04/09/2026	REIMBURSEMENT FOR PE ST...	703-733-52018	130.50
COLUMBIA RIVER FIRE AND ...	04.06.26	04/09/2026	SHARED COST JOINT MAINT ...	703-739-52099	1,356.52
DONOVAN ENTERPRISES INC	1734	04/09/2026	UTILITY RATE STUDY SDC	703-733-52019	2,502.20
EAGLE STAR ROCK PRODUCTS..	409812	04/09/2026	ROCK-SHOP	703-734-52001	272.66
PYE-BARKER FIRE AND SAFET...	8122113	04/09/2026	MONITORING PW SHOP 984...	703-734-52023	108.99
COLUMBIA COUNTY TRANSF...	9187	04/09/2026	DUMP FEES ACCT 0017	703-734-52019	26.97
ENTERPRISE FM TRUST	FBN5617097	04/09/2026	ENTERPRISE FLEET LEASE & ...	703-734-52097	746.89
Fund 703 - PW OPERATIONS Total:					5,606.40
Fund: 706 - PUBLIC SAFETY					
COLUMBIA COUNTY	396481	04/09/2026	ELECTRICAL PLAN REVIEW 17...	706-000-53001	1,571.50
Fund 706 - PUBLIC SAFETY Total:					1,571.50
Grand Total:					66,913.75

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	44,903.47
203 - COMMUNITY ENHANCEMENT	644.80
601 - WATER	1,446.66
603 - SEWER	12,380.48
605 - STORM	360.44
703 - PW OPERATIONS	5,606.40
706 - PUBLIC SAFETY	1,571.50
Grand Total:	66,913.75

Account Summary

Account Number	Account Name	Expense Amount
100-000-20800	Court - State Assessment	3,655.55
100-000-20900	Court - County Assessm...	533.76
100-000-36002	Fines - Court	-53.38
100-000-37004	Miscellaneous	20.00
100-701-52018	Professional Developme...	393.40
100-702-51017	Fitness Reimbursement ...	140.00
100-705-52001	Operating Supplies	605.16
100-705-52006	Computer Maintenance	270.00
100-705-52014	Recruiting Expenses	1,114.00
100-705-52023	Facility Maintenance	253.90
100-705-52097	Enterprise Fleet	18,268.12
100-705-52098	Enterprise Fleet Mainte...	377.34
100-705-52102	New Hire Equipment	364.50
100-706-52003	Utilities	102.40
100-706-52023	Facility Maintenance	346.68
100-707-52001	Operating Supplies	95.06
100-707-52019	Professional Services	5,012.90
100-707-52020	Bank Service Fees	4,068.09
100-708-52001	Operating Supplies	45.63
100-708-52019	Professional Services	160.57
100-708-52023	Facility Maintenance	1,009.16
100-708-52046	Dock Services	111.36
100-709-52020	Bank Service Fees	261.98
100-709-52023	Facility Maintenance	85.00
100-710-52097	Enterprise Fleet	415.97
100-711-52019	Professional Services	1,108.00
100-711-52020	Bank Service Fees	128.88
100-711-52097	Enterprise Fleet	69.03
100-712-52003	Utilities	5,012.03
100-712-52010	Telephone	160.66
100-715-52001	Operating Supplies	228.02
100-715-52003	Utilities	12.00
100-715-52023	Facility Maintenance	527.70
203-709-52140	Contract Programs	644.80
601-731-52001	Operating Supplies	960.86
601-732-52001	Operating Supplies	143.82
601-732-52023	Facility Maintenance	341.98
603-735-53302	Annual Maintenance	750.00
603-736-52019	Professional Services	124.50
603-736-52023	Facility Maintenance	359.83
603-736-52083	Chemicals	10,661.83
603-737-52019	Professional Services	124.50
603-737-52023	Facility Maintenance	359.82
605-000-52001	Operating Supplies	360.44
703-733-52018	Professional Developme...	130.50
703-733-52019	Professional Services	2,502.20
703-734-52001	Operating Supplies	272.66
703-734-52019	Professional Services	26.97

Account Summary

Account Number	Account Name	Expense Amount
703-734-52023	Facility Maintenance	214.59
703-734-52097	Enterprise Fleet	746.89
703-739-52099	Equipment Operations	1,712.59
706-000-53001	Capital Outlay	1,571.50
	Grand Total:	66,913.75

Project Account Summary

Project Account Key	Expense Amount
None	66,913.75
	Grand Total:
	66,913.75