



COUNCIL REGULAR SESSION

Wednesday, November 05, 2025 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

PROCLAMATION

1. National Veterans and Military Families Month - November 2025

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

ORDINANCES – *Final Reading*

2. **Ordinance No. 3318:** An Ordinance to Amend St. Helens Municipal Code Chapter 13.02, Utility Service Administration

APPROVE AND/OR AUTHORIZE FOR SIGNATURE

3. Amendment No. 5 to Agreement with Otak CPM for the Public Safety Building Project related to the Columbia Blvd. Site Selection
4. Intergovernmental Agreement with the City of Lake Oswego to Provide Judicial Services by Amy Lindgren to the Cities of Oregon City, Gladstone, and St. Helens

APPOINTMENT TO CITY BOARDS AND COMMISSIONS

5. Reappoint Brooke Sisco to the Planning Commission

CONSENT AGENDA FOR ACCEPTANCE

6. Parks & Trails Commission Minutes dated September 8, 2025
7. Library Board Minutes dated September 8, 2025

CONSENT AGENDA FOR APPROVAL

8. City Council Minutes dated October 15, 2025
9. Purchase of New Water Filtration Modules from AriaFiltr in the amount of \$281,134.38, as Budgeted in the 2025/26 Capital Improvement Plan
10. OLCC Licenses
11. 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/82197179105?pwd=ZS6Var5sPejmSFAG3DIr91oVypt6k6.1>

Passcode: 633926

Phone one-tap: +12532158782

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
PROCLAMATION
 By Mayor Jennifer Massey

National Veterans and Military Families Month
November 2025

WHEREAS, this month, our Nation honors the strength and sacrifices of veterans and military families, caregivers, and survivors. Our veterans and active military represent the very best of America and their families and caregivers who support them are examples of what America stands for. They may not wear uniforms, but their service is essential to our national security and the character of our Nation. We owe them all a debt of gratitude that we can never fully repay; and

WHEREAS, Veterans Day, formerly known as Armistice Day, held on November 11 of each year, has been a significant day in America since 1919. It is a celebration to honor America's veterans for their patriotism, love of country, and willingness to serve and sacrifice for the common good; and

WHEREAS, constant tours, deployments, and rotations are difficult for our military families. The devotion of these families and their resilience to uproot their lives every few years and move to a new community is to be commended; and

WHEREAS, we honor the courage and resolve of veterans, active-duty personnel, and military families; and

WHEREAS, we grieve alongside families of the fallen who have lost a piece of their soul. That is why we must take seriously the sacred obligation to prepare and equip our service members when we send them into harm's way and to care for them and their families when they return home; and

WHEREAS, to be a veteran or a service member is to have endured and survived challenges most Americans will never know. To be the family of one of those proud patriots is to sacrifice more for our country than most Americans will ever give; and

WHEREAS, during National Veterans and Military Families Month, we pay homage to the unrelenting bravery and dedication of all who wear or have worn the uniform and to the unwavering love and support of all the families who serve alongside them.

NOW, THEREFORE, I, Jennifer Massey, Mayor of the City of St. Helens, do recognize the month of November 2025, as National Veterans and Military Families Month. I call upon the people of St. Helens to honor veterans, active-duty personnel, and military families with your heartfelt gratitude.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of St. Helens to be affixed at St. Helens City Hall on this 5th day of November 2025.

MAYOR:

 Jennifer Massey, Mayor

ATTEST:

 Kathy Payne, City Recorder

*Place
 Gold
 Seal &
 Stamp
 Here*

City of St. Helens
ORDINANCE NO. 3318

**AN ORDINANCE TO AMEND ST. HELENS MUNICIPAL CODE CHAPTER
 13.02, UTILITY SERVICE ADMINISTRATION**

WHEREAS, it is necessary to amend the St. Helens Municipal Code Chapter 13.02, Utility Service Administration, to align with Administrative Rules regulating the Utility Rates, Charges and processes set by resolution including monthly billing from previous bi-monthly billing; and

WHEREAS, the St. Helens City Council approved Resolution No. 1835 on February 6, 2019, updating the administrative rules to monthly billing.

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

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

Section 2. 13.02.010 of the St. Helens Municipal Code is amended to read as follows:

13.02.010 Definitions.

- (1) "monthly" means the designated account is billed once every month.
- (3) "Customer" means the owner or renter of property which is served by the city water, sanitary/wastewater sewer, and/or stormwater sewer system. A person, corporation, association or agency which rents or leases premises shall be considered an agent of the property owner.
- (6) "Equivalent dwelling unit (EDU)" means the number of living units, office spaces or connections to a single meter. Examples include but are not limited to, a single-family residence is one EDU, a duplex with one meter, is two EDUs, an apartment complex EDU is per total the number of apartment units, RV park EDU is per hook up.
- (7) "Fixed rates" include the price the customer pays as a base charge to help cover fixed costs associated with maintaining existing infrastructure, repaying debt used to build that infrastructure, the costs associated with maintaining/reading meters, and the costs associated with billing. Fixed rates are charged for the connections to the water, wastewater systems and for the public safety fee and are applied based on combination of connection and Equivalent Dwelling Units (EDU) associated with the service
- (8) "Volume rates" are based on the customer class for each 100 cubic feet (CCF) of water.
- (9) "Winter Averaging" for residential sewer accounts is the Volume will be based on a 2-month winter averaging of water consumption. The winter average period will be defined as the 2-month period starting with the first full billing cycle starting on or after January 15 of each year. Accounts with an average usage of less than one CCF of water consumption are billed for actual usage for sewer instead of a winter average.

Customers may request to have the sewer based on actual usage if the property is vacant or consistently averages below one CCF per billing cycle over a 12-month period.

Section 3. 13.02.020 of the St. Helens Municipal Code is amended to read as follows:

13.02.020 Application for utility service – Condition of service.

(1) An applicant for utility service shall provide the following information on the Utility Service Form in making application for service:

Remove (d), (e), & (f)

(i) If the applicant is not the owner of the property, the name, phone number and mailing address of the owner or the owner's agent along with owner or owner's agent approval signature;

(j) The name, phone number and mailing address for sending utility bills; and

(k) Copy of Personal identification, property information, or any other information deemed necessary to establish an account or to ensure the identity of the account holder and payment for service. Personal identifying information shall not be disclosed, except as is otherwise required by law and as set forth in council resolution.

(2) Deposits. There is no deposit required to start service. Water service will not be turned on until an application is reviewed and approved by the Utility Billing staff. A renter is required to receive a signature from the property owner/property manager approving the renter to begin service. With the owner's signature, the owner is acknowledging responsibility for any unpaid bill that is remaining on the account when service ends.

(6) In addition to the application, a contract, promissory note, bond, or other legal instrument designed to ensure payment for services may be required prior to service when special circumstances exist. Special circumstances which may require additional security and examples of security which may be required are set forth in the council resolution governing deposits.

(7) No premises shall be connected to the city water, wastewater, and/or stormwater system without an approved application. Any premises found to be connected without an approved application will be disconnected and subject to back billing once service is restored.

Section 4. 13.02.030 of the St. Helens Municipal Code is amended to read as follows:

13.02.030 Turn on fee.

There are no fees for turning on services for new customer accounts performed during regularly scheduled work hours. If a customer requests service to be turned on outside the regularly scheduled work hours, or after being disconnected for non-payment, a fee as set by Council resolution will be charged. (Ord. 3195 § 1 (Att. A), 2015; Ord. 2285 § 14, 1978. Formerly 13.04.140)

Section 5. 13.02.050 of the St. Helens Municipal Code is amended to read as follows:

13.02.050 Billing.

- (1) All billings for utility service are due monthly on the 10th as defined by council resolution.
- (3) Regular monthly meter readings are read on or before the fifteenth of the month; billed and mailed no later than the twenty-eighth of the month; due on the tenth of the subsequent month; late if not paid in full on or before the twentieth of the month due; and placed on potential shutoff status if not paid in full on or before the last day of the month due.
- (4) Prior to discontinuance of service, the city shall advise the customer and the owner of the premises if the customer is not the owner by a written or emailed notice that utilities will be disconnected unless the delinquent amounts are paid immediately. If full payment is not made, the city shall immediately thereafter turn off the service and charge a disconnection fee set by resolution. The notice shall be sufficient if mailed or emailed to the addresses listed on the application for service.
- (5) Final/closing billings are calculated as of the day the customer designates as being their last day of service or when the City receives an account closing notification, whichever is later. The full amount of the invoice is due and payable in full after 15 days of account closing.

Section 6. 13.02.080 of the St. Helens Municipal Code is amended to read as follows:

13.02.080 Restoration charge.

A customer shall pay for restoration of utility service that is billed at the time of disconnection under the provisions of this chapter. The costs will be set by resolution. This charge shall not apply to new utility service applicants. (Ord. 3195 § 1 (Att. A), 2015; Ord. 2613, 1991; Ord. 2285 § 16, 1978. Formerly 13.04.160)

Section 7. 13.02.100 of the St. Helens Municipal Code is amended to read as follows:

13.02.100 Responsibility for payment of bills.

The property owner of record shall be responsible for the payment of all charges prescribed in this chapter. If the property is rented and the renter fails to pay the charges, the city shall notify the owner of the premises of account delinquencies by mailing or emailing a copy of notices of delinquency by first class mail or email to the last address of the owner or owner's agent that is on file with the city, at the time the notice was sent to the renter. (Ord. 3195 § 1 (Att. A), 2015; Ord. 2285 § 21, 1978. Formerly 13.04.210)

Section 8. 13.02.110 of the St. Helens Municipal Code is amended to read as follows.

13.02.110 Utility charge liens and collection process.

If overdue utility bills are not classified as a lien, unpaid debts can be forwarded to a collection agency. If the account is sent to a collection agency under ORS 697.105, the account may be charged a collection fee of up to 25%, which will be added to the balance and may accrue interest. The account may be reported to the credit bureaus as a delinquent account.

Section 9. Severability. If any section, phrase, sentence or portion of this Ordinance is for any reason held invalid or unconstitutional by any Court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

Section 10. Codification. Provisions of this Ordinance shall be incorporated in the City Code and the word "ordinance" may be changed to "code", "article," "section," or other word, and the sections of this Ordinance may be renumbered, or re-lettered provided however that Section 4 and 5 need not be codified.

Read the first time: October 15, 2025
Read the second time: November 5, 2025

APPROVED AND ADOPTED by the City Council this 5th day of November 2025, by the following vote:

Ayes:
Nays:
Abstains:

Jennifer Massey, Mayor

ATTEST:

Kathy Payne, City Recorder

Project Name:	City of St. Helens Public Safety Building
Otak CPM Project No.:	020996.000
Project Street Address or Description:	1771 Columbia Blvd, St. Helens, Oregon 97051
Client Name:	City of St. Helens
Client Mailing Address:	265 Strand Street, St. Helens, OR 97051

Otak CPM and the Client previously entered an agreement for services. This Amendment No. 05 revises the Scope of Work and Fee as described below. Unless expressly modified below, all other provisions of the original agreement continue to control. If agreed, please sign at the end of this document, keep a copy for your records, and return a copy to us. This Amendment will be effective as of the last date of signature below.

Supplement Narrative

Due to the selection of the Columbia Road property, this Amendment No. 05 captures the project time extension, additional sub consultants, and associated management needed.

Supplement Scope of Work

New project end date: October 1st, 2027. Please refer to the updated project schedule attached to this amendment.

Services include

Otak time and extension fee \$66,414.19

- Special testing
 - Carlson \$10,000.00
 - Interface \$30,000.00
 - QED \$4,000.00
 - Otak management \$4,400.00

Total \$114,814.19

Proposed Fee Summary

Previous Fee Total through Amendment No. 04..... \$249,311.00

New Fee Summary:

Supplement No. 05 Fee Total: \$114,814.19

Revised Fee Total \$364,125.19

Signed: _____ Signed: _____

Printed: Sarah Oaks Printed: John Walsh

Title: Director of Otak CPM Title: City Administrator

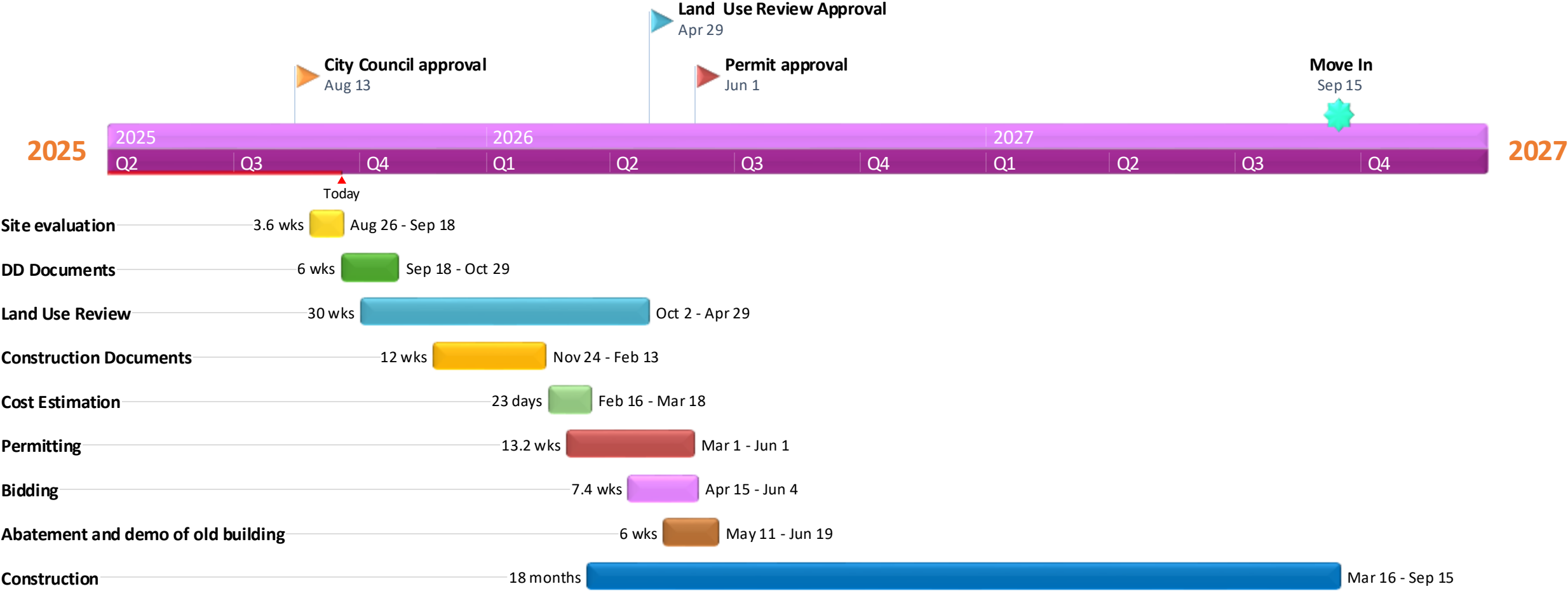
Company: Otak CPM, abn, Otak, Inc. Company: City of St. Helens Oregon

Date: _____ Date: _____

Contract name	Notes	Amount
Base contract		\$50,250
Amendment #1	Contract End Date to 5.31.25	\$116,271
Amendment #2 Gable Road Site	Geotech \$14,900 Survey \$19,500 Wetlands Assessment \$2,900 Otak management \$3,690	\$40,990
Amendment #3	Contract End Date to 12.31.25	\$0
Amendment #4	Otak Survey \$14,300 Columbia West Geotech \$18,920 Columbia West Hazmat Testing \$8,580	\$41,800
Amendment #5	Contract End Date to 10.1.27 Otak time and extension fee \$66,414.19 Carlson, \$10,000 Interface \$30,000 QED \$4,000 Otak management \$4400	\$114,814.19
Total		\$364,125.19

St. Helens Public Safety Building

Construction on Columbia Blvd site



City of St Helens development

Contractor
Architect
Timeline

McKenzie Architects

Project Value \$ 20,000,000
Suggested Fee \$ 315,725
Contract amount \$ 166,521

Construction Completion
Close out
Duration (months)
Project Manager

Survey and Geotech/Asmt
Complete DD and CD Documents
Land Use and Permitting
Site and Construction

Project Manager	Self Service Measurement																												TOTALS	
	Year 2025		Year 2025				Year 2026				Year 2026				Year 2027				Year 2027											
	Quarter		Quarter		Quarter		Quarter		Quarter		Quarter		Quarter		Quarter		Quarter													
	Month		Month		Month		Month		Month		Month		Month		Month		Month													
	J	A	S	O	N	D	J	F	M	A	M	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S				
	J	A										J	A	S	O <td>N<td>D</td><td></td><td></td><td></td><td></td><td></td><td>J</td><td>J</td><td>A</td><td>S</td></td>	N <td>D</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>J</td> <td>J</td> <td>A</td> <td>S</td>	D						J	J	A	S				
Rate			1.63				1.63				1.63				1.63				1.63											
Sr Project Manager	\$ 160.00	13.00	30.00		\$ 178.45	20.00	16.00	20.00	16.00		\$ 183.80	16.00	16.00	20.00	16.00	20.00	16.00	20.00	16.00	20.00	16.00	20.00	16.00	16.00	20.00	16.00	20.00	\$ 152,484		
Project Manager III	\$ -				\$ 157.00						\$ 161.71	28.00	28.00	35.00	28.00	35.00	28.00	28.00	35.00	28.00	35.00	28.00	28.00	35.00	28.00	35.00	28.00	35.00	\$ 104,334	
Project Manager I	\$ -				\$ -						\$ -																		\$ -	
Project Coordinator	\$ 122.00	6.75	6.00		\$ 113.56	7.50	6.00	7.50	6.00		\$ 116.96	6.00	6.00	7.50	6.00	7.50	6.00	6.00	7.50	6.00	7.50	6.00	6.00	7.50	6.00	6.00	7.50	6.00	7.50	\$ 48,139
Technical Resource - Gary Wolff	\$ 220.00				\$ 170.38						\$ 176.11																		\$ 1,079	
Technical Resource - Kevin Timmins	\$ 136.50				\$ 226.60						\$ 233.40																		\$ 220	
Technical Resource - Lou Ann McCormick	\$ 57.50				\$ 281.19						\$ 299.63																		\$ 246	
Technical Resource - Kora Aulrey	\$ 80.00	1.00			\$ 170.98						\$ 176.11																		\$ 166	
Technical Resource - Sue Tsai	\$ 264.00	0.50			\$ 226.60						\$ 233.40																		\$ 110	
Technical Resource - Nick Cook	\$ 166.00				\$ 281.19						\$ 289.63																		\$ 200	
Technical Resource - Steve Varblow	\$ 153.00				\$ 281.19						\$ 289.63																		\$ 2,252	
Subtotal		21.25	36.00			27.50	22.00	27.50	22.00			50.00	50.00	62.50	50.00	62.50	50.00	50.00	62.50	50.00	62.50	50.00	50.00	62.50	50.00	50.00	62.50	50.00	62.50	1,934.75
Self Service measurement 11.1%		2.31	3.96			2.8	2.31	2.31	2.31			4.51	4.51	5.51	4.51	5.51	4.51	4.51	5.51	4.51	5.51	4.51	4.51	5.51	4.51	4.51	5.51	4.51	5.51	309.538
OTAK CPM Fee schedule	\$ 3,272	\$ 5,859			\$ 4,421	\$ 3,537	\$ 4,421	\$ 3,537			\$ 8,170	\$ 8,170	\$ 10,213	\$ 8,170	\$ 10,213	\$ 8,170	\$ 8,170	\$ 10,213	\$ 8,170	\$ 10,213	\$ 8,170	\$ 8,170	\$ 10,213	\$ 8,170	\$ 8,170	\$ 10,213	\$ 8,170	\$ 10,213	\$ 309,538	

\$ 309,531 Total CM Fee from above
\$ 6,181 Projected Reimbursables- 5% of labor
\$ 315,725 TOTAL

\$ 166,520 Otak CPM Contract
\$ 14,301 Otak Survey
\$ 69,490 Subconsultants
\$ 249,311 Total 8/6/25 thru amendment #4

Amendment #5 Otak Fee Increase
\$ 66,414.19 *Difference between projected contract and current contract

\$ 10,000.00 *Carlson Testing
\$ 30,000.00 *Interface Commissioning
\$ 4,000.00 *QED Envelope Testing
\$ 4,400.00 *OTAK mgmt
\$ 114,814.19 *Amendment #5 Total

INTERGOVERNMENTAL AGREEMENT FOR JUDICIAL SERVICES

This INTERGOVERNMENTAL AGREEMENT (“IGA”) for judicial Services (“Services”) is made and entered into by and between the Cities of Lake Oswego, Oregon City, Gladstone, and St. Helens (collectively, the “Parties”).

RECITALS

WHEREAS, each of the parties to this IGA operates a municipal court and has need for the services of a judge;

WHEREAS, Amy Lindgren, a qualified attorney who works at Amy Lindgren Law, LLC (“Lindgren”) is qualified to serve as a judge for each of the Parties’ municipal court; and

WHEREAS, by the authority granted in Oregon Revised Statutes (ORS) 190.010 *et seq.*, and applicable local law, local government agencies may enter into cooperative agreements with other units of local government on terms and conditions mutually agreeable to the contracting parties; and

WHEREAS, ORS 221.355 expressly permits cities to enter into intergovernmental agreements for one city to provide judicial services to another city; and

WHEREAS, the City of Lake Oswego agrees to provide judicial services to the other cities that are a party to this IGA.

NOW, THEREFORE, the Parties agree as follows:

AGREEMENT

1. Term. The term of this IGA shall be effective as to each city as of the date Lindgren first performed judicial services for the respective city and shall remain in effect indefinitely until terminated as described below.

2. Termination. Any Party to this IGA may terminate its participation in this IGA at any time by providing notice in writing to the other Parties and to Lindgren. If one Party terminates its participation in this IGA, it will not affect the rights and obligations of the other Parties to this IGA. To the extent Lindgren no longer serves as municipal judge for any particular Party, this IGA automatically terminates as to that Party. If Lake Oswego terminates its participation, St. Helen’s shall become the Party providing services under this IGA and take on all rights and responsibilities of the terminating Party.

3. Parties. The initial parties to this IGA are the cities of Lake Oswego, Oregon City, Gladstone, and St. Helens. However, any other jurisdiction in the state of Oregon may join this IGA by providing notice to the current Parties of their intent to join this IGA and by selecting Lindgren as their municipal judge. The Parties, including future participants in this

IGA, hereby waive any objection to any new jurisdiction becoming a Party to this IGA. The sole remedy should a Party object to a new jurisdiction participating in this IGA is for the objecting Party to terminate its participation in this IGA, as described in Paragraph 2 above. Lindgren shall, at all times, maintain a comprehensive list of all parties to this IGA.

4. Services. Lake Oswego agrees to provide judicial services as the primary employer of Judge Amy Lindgren to the other Parties to this IGA on the terms and conditions contained herein. Judicial services to Oregon City, Gladstone, and St. Helens shall be provided through Lindgren's law firm Amy Lindgren, LLC, pursuant to separate agreements with those cities. Each Party shall remain entirely responsible for running its own municipal court, including, but not limited to, being responsible for court dockets, notices, jury selection and management, maintaining records and entering into separate agreements with Lindgren, any pro tem judges, and any prosecuting or defense attorneys regarding the services to be provided and compensation for those services to that particular Party. In accordance with ORS 221.355, all fines, costs and forfeited security deposits collected shall be paid to the prosecuting Party. Except as provided below, each Party shall be responsible for defending against any and all claims, actions and demands related to the activities of its respective municipal court. To the extent a claim, action or demand is brought against the Party providing judicial services under this IGA for the acts or omissions of another Party's municipal court, including the acts or omissions of Lindgren, the Party whose municipal court's acts or omissions are in question shall defend and indemnify the Party providing services under this IGA for such claim, action or demand.

5. Relationship and Authority. No representative, agent, employee or contractor of one party shall be deemed to be a representative, agent, employee or contractor of the other party for any purpose, except to the extent specifically provided herein. Nothing herein is intended, nor shall it be construed, to create between the parties any relationship of principal and agent, partnership, joint venture or any similar relationship, and each party hereby specifically disclaims any such relationship.

6. Other Agreements. This IGA shall have no effect on any other agreements, written or oral, currently in place.

7. Severability. The invalidity or unenforceability of any provision of this IGA shall not affect the validity or enforceability of any other provision of this IGA, which shall remain in full force and effect until ended or terminated.

8. Entire Agreement; Amendments; Waiver; Counterparts. This IGA contains the entire agreement of the Parties on the subjects enumerated herein, and except for other Parties joining the IGA pursuant to Paragraph 3 above, shall not be altered, modified supplemented, or amended in any manner whatsoever without the prior written approval of the Parties. The failure of any Party to enforce any provision of this IGA does not constitute a waiver of it or any other provision. This IGA may be executed in two or more counterparts, which collectively shall represent a single binding agreement.

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the parties by the signatures of their authorized representatives execute this IGA for Services effective as to each city as of the date Lindgren first performed judicial services for the respective city.

CITY OF OREGON CITY

By: _____

Name: _____

Its: _____

Date: _____

CITY OF GLADSTONE

By: _____

Name: _____

Its: _____

Date: _____

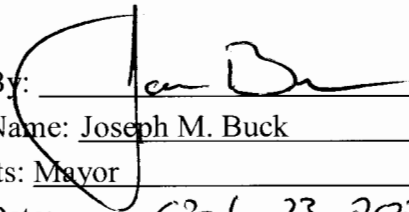
CITY OF ST. HELENS

By: _____

Name: _____

Its: _____

Date: _____

CITY OF LAKE OSWEGOBy:  _____

Name: Joseph M. Buck

Its: Mayor

Date: Oct. 23, 2025

APPOINTMENTS TO ST. HELENS CITY BOARDS AND COMMISSIONS

Item #5.

City Council Meeting ~ November 5, 2025

Pending applications received:

<u>Name</u>	<u>Interest</u>	<u>Date Application Received</u>	<u>Referred by Email To Committee(s)</u>
• Alana Gilston	Budget Committee	5/16/25	TBD
• Nicole Battista	Budget Committee	10/28/25	TBD
• Brady Preheim	Budget Committee	10/29/25	TBD

Budget Committee (3-year terms)

- Ivan Salas's term expires 12/31/2025.
- Marissa Swartz resigned. Her term expires 12/31/2026.

Status: A press release was sent out on October 28 with a November 25 deadline.

Next Meeting: TBD

Recommendation: None at this time.

Planning Commission (4-year terms)

- Brooke Sisco's term expires 12/31/2025. She would like to be reappointed.
- Jennifer Shoemaker's term expires 12/31/2025. She does not wish to be reappointed.

Status: A press release was sent out on October 21 with a November 18 deadline.

Next Meeting: November 12, 2025 (different day of week due to Veterans Day)

Recommendation: At their October 14 meeting, the Commission voted to recommend reappointment of Brooke Sisco.

City of St. Helens
RESOLUTION NO. 1648

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

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

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

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

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

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

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

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

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

Ayes: Locke, Carlson, Conn, Morten, Peterson

Nays: None

/s/ Randy Peterson

Randy Peterson, Mayor

ATTEST:

/s/ Kathy Payne

Kathy Payne, City Recorder



PARKS AND TRAILS COMMISSION

Monday, September 08, 2025 at 4:00 PM

APPROVED MINUTES

MEMBERS PRESENT

Chair Dana Lathrope
Vice Chair Howard Blumenthal
Commissioner Jerry Belcher
Commissioner Lucas Green
Commissioner Scott Jacobson
Commissioner Lynne Pettit

STAFF PRESENT

Brandon Sundeen, City Councilor
Buck Tupper, Facilities Maintenance Supervisor
Dawn Richardson, Admin Billing Specialist
Jamie Ford, Admin Billing Specialist

OTHERS

Reed Hjort

MEMBERS ABSENT

Commissioner Barlow
Commissioner Woodruff

CALL TO ORDER - 4:02 PM

APPROVAL OF MINUTES

1. Approve Minutes of August 11, 2025

Motion made by Commissioner Belcher, Seconded by Commissioner Jacobson to approve the minutes of August 11, 2025.

Voting Yea: Chair Lathrope, Vice Chair Blumenthal, Commissioner Belcher, Commissioner Green, Commissioner Jacobson, Commissioner Pettit

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

Chair Lathrope asked if there were any topics from the floor. Vice Chair Blumenthal introduced Reed Hjort, who had submitted an application to join the Commission. Chair Lathrope welcomed the prospective member.

NEW BUSINESS

2. Sidewalk Maintenance (Barlow)

Commissioner Barlow was not present for this agenda item. The Commission moved to the next item.

3. Round Table Question (Lathrope)

Chair Lathrope introduced the round table question as a team-building exercise that the Commission has been doing for the last few meetings. The question was: "*What is your favorite park that you've ever visited, and what made it so memorable for you?*"

Chair Lathrope shared her favorite park was in Hamilton, Montana, featuring large wooden castle-like play structures with wooden bridges and towers. She loved the texture and feel of the wood, which differs from modern plastic and metal equipment, and enjoyed watching her children explore and play.

Commissioner Belcher chose Sacajawea Park in Longview, describing it as one of the best parks in the world despite its proximity. He highlighted the walking trail around the lake, fishing opportunities, various activity areas, and excellent maintenance. He noted it accommodates many different users and hosts numerous community events.

Commissioner Jacobson mentioned having several favorites but highlighted parks with CCC (Civilian Conservation Corps) architecture, specifically mentioning Fort Lincoln.

Commissioner Green selected Oxbow Park in the Metro Park system along the Sandy River. He praised its amenities including play structures, camping areas, group picnic areas, and a stand of old growth forest. He noted it feels more like a state park than a city park.

Vice Chair Blumenthal listed three favorites: Nob Hill Nature Park, Forest Park in Portland (which sparked his love of the outdoors), and Patuxent National Wildlife Refuge on the south side of Washington D.C.

Commissioner Pettit diplomatically stated she likes all parks and preserves because they're all unique in their own way.

Councilor Sundeen agreed with Commissioner Belcher's observation that whenever visiting a community, they always end up at parks. He enjoys checking out new places to see what they offer but couldn't pinpoint a specific favorite.

Tupper chose old Yankee Stadium, noting that he hasn't been to Fenway Park yet.

4. Grant Opportunities (Lathrope)

Chair Lathrope discussed an email about Oregon Parks and Recreation grant opportunities that award more than \$28 million annually to Oregon communities. The grants include funding for public outdoor facilities like trails, sports fields, playgrounds, picnic facilities, campgrounds, and park support facilities. Additional grants are available specifically for motorized and non-motorized trail development and restoration projects.

Tupper immediately thought of Campbell Park's ball field lights as a potential project, noting the poles need replacement and the cross beams are in dangerous condition - they've been up since he was 11 years old and move in the wind. He expressed uncertainty about the application process but agreed any funding would be beneficial.

Commissioner Belcher mentioned his priority would be making the lower circuit of the Urban Trail ADA accessible with temporary asphalt until the riverfront trail is developed, which could be 5-15 years away. He acknowledged temporary solutions might not qualify for grants.

Discussion arose about the need to identify who on City staff would handle grant applications, with Tupper agreeing to investigate the proper channels and report back at the next meeting. The Commission emphasized the importance of acting quickly due to grant deadlines.

Chair Lathrope also mentioned a press release from Crystal King about public voting for "13 Nights on the River" funding opportunity - \$40,000 annually for three years totaling \$120,000. Councilor Sundeen clarified this grant is specifically for music venues and outdoor concerts, with Main Street applying on the city's behalf. While minor infrastructure improvements are possible, the primary purpose is funding bands and sponsorship incentives.

5. Parks Assessment (Lathrope)

Chair Lathrope presented the results of the first month of park assessments, expressing appreciation for the Commission's participation despite technical difficulties with access. She noted she's still working on gaining full access to the Excel spreadsheet that would link responses to specific parks.

Key findings from the assessments included:

- Most observations were completed between August 26-September 8
- Parks not assessed: Sand Island, Nob Hill (despite Blumenthal giving a tour), Columbia Blvd., Scappoose Bay Marina, and Sixth Street Park
- 57% of visits had patrons present
- Demographics showed higher numbers of teenagers and young adults across parks
- Only 12% reported off-leash dogs outside designated areas
- Activities observed included walking trails, biking, playground use, picnicking, pet activities, and sports

Patron feedback was mixed regarding structures and amenities, with satisfaction levels varying. Notable concerns included:

- One "unsatisfied" response regarding safety
- Requests for pickleball court resurfacing
- Need for more garbage cans
- Graffiti reported at McCormick Park

Safety issues identified:

- 21% of assessments noted safety concerns
- Unauthorized camping under bridges and in picnic areas at McCormick Park
- Broken rubber rung on playground ladder at Campbell Park
- Overfilled toilet at Grey Cliffs

Tupper provided protocol for reporting issues: contact him or Tory during work hours, or call non-emergency dispatch (503-397-1521) after hours.

Overall park cleanliness: 64% said yes, 35% said no. Specific issues included trash, dog waste bags, and feces on trails despite available garbage cans. Tupper noted the ongoing challenge with dog waste, mentioning a retired teacher who volunteered to help clean up with just a grabber and bucket.

Natural elements needing attention included poison oak along Dalton Lake's paved trail, extensive ivy on trees, and numerous dead trees at McCormick Park's walking trails. Tupper acknowledged the dead trees are on their radar but explained they try to limit removal during dry conditions.

Commission members shared positive feedback from patrons, with Commissioner Belcher noting overwhelmingly positive responses from people at multiple parks. The assessment process itself was well-received, with members finding it enjoyable and educational about parks they hadn't previously visited.

6. E-Bikes (Blumenthal)

Vice Chair Blumenthal raised concerns about electric motorcycles coming through Nob Hill Park at excessive speeds, noting three recent incidents where he would have had to jump out of the way. He suggested installing a chicane near the kiosk using natural stones to force riders to slow down, designed to still allow wheelbarrows through.

Tupper expressed concern that making access harder might lead riders to damage planted areas as they find alternative routes. The discussion shifted to the need for better police enforcement of this citywide problem.

Vice Chair Blumenthal suggested having Crystal King include an article in the City's monthly newsletter explaining that e-bikes and electric motorcycles are not permitted in parks. Tupper confirmed Crystal regularly asks for content and would be happy to include information about off-leash dogs, e-bikes, or poison oak warnings.

7. Bylaws

The Commission reviewed bylaws paragraph by paragraph:

Article I: No issues identified.

Article II: Chair Lathrope noted this references additional responsibilities in the Municipal Code.

Article III: No changes needed.

Article IV: Discussion focused on clarifying subcommittee operations given previous legal concerns. Commissioner Belcher explained they've been posting public notices for what would have been subcommittee meetings to comply with meeting laws. Chair Lathrope distinguished between these public work sessions and formal subcommittees that meet separately and report back. The Commission agreed to seek clarification from the city attorney.

Chair Lathrope also proposed adding language requiring Commission approval for duties assigned by the chair, suggesting the wording "fulfilling other duties as appointed by the Chair with approval of the Commission."

Article V: Discussion confirmed no term limits for officers, though Vice Chair Blumenthal noted positions are opened annually for reappointment. Given high turnover on the Commission, members agreed maintaining flexibility is important.

Articles VI-X: No changes proposed.

8. Municipal Code Review

The Commission identified two main issues in the Municipal Code:

- Section 2.74.009: References to "publicly accessible buildings and associated grounds" lack clarity. Tupper recommended removing this language entirely, as "maintenance of public parks" already covers structures within parks. The Commission agreed to discuss this with City Council at their joint meeting on October 22.
- Section 2.74.009, Line 7: Requires approval from the City engineering director for site visits. Tupper agreed this is unnecessary for visiting public parks. The Commission decided to recommend striking this requirement.

Councilor Sundeen suggested compiling all recommended changes into one document for efficiency when presenting to City Council. The Commission agreed to wait until after the joint meeting to finalize recommendations based on Council feedback.

OLD BUSINESS

9. Urban Trail (Belcher)

Commissioner Belcher distributed maps and a tentative list of work needed for the Urban Trail. He reported meeting briefly with Tupper about the project. Key updates included:

- The route through Nob Hill Park has been modified to go up the stairs through the middle of the park rather than by the waste treatment area
- Both Commissioner Belcher and Tupper agreed City Council approval is needed before implementation

Motion by Commissioner Belcher to request that City Council give authorization for the Parks Department to implement the Urban Trail. Seconded by Dana Lathrope.

Motion passed unanimously.

Chair Lathrope provided an update on the trail marking stencils, explaining her Cricut machine was stolen from her garage. She's arranged for a friend to cut the stencils this week and will deliver them to Tupper. Tupper suggested making about 12 stencils to allow the paint to dry between uses, with Commissioner Belcher joking he'd probably hang one in his workshop.

10. Milton Creek Reserve - Standing Item

Brief discussion with no significant updates. Commissioner Jacobson mentioned he would contact Elliott from the Port to explore potential grant opportunities or partnerships. The Commission agreed to have more detailed discussions after the joint meeting with City Council.

STAFF REPORT

Tupper reported:

- The concrete footing from the old gazebo was removed today, currently looks like a sandbox
- Area will remain unseeded until after Halloweentown to prevent damage
- Treefort plans a temporary pop-up stage for Halloweentown events, positioned where the permanent stage was previously approved
- Distributed Halloweentown event map showing tent locations

- Met with Vice Chair Blumenthal and work crew for invasive species removal
- Received recommendation from Gilly for native grass, wildflower, and forb seed mix at \$66 per pound; Commission approved purchasing two pounds
- Roger retired; 38 applicants for the position with applications open until month's end
- Provided Commissioner Belcher requested financial information for Parks Department review

COUNCILOR'S REPORT

Councilor Sundeen reported:

- 13 Nights on the River concert series has concluded
- Encouraged everyone to vote for the funding opportunity and share with others nationwide
- Sand Island Campground agreement questions arose at the last Council meeting; Brad will return to answer questions at the next meeting
- Invited Commission input on Sand Island issues to forward to appropriate parties
- Contract is available in recent City Council packets for review

Commissioner Belcher emphasized his concern that park-related decisions should come to the Parks and Trails Commission first for transparency. Commissioner Jacobson volunteered to attend the next City Council meeting as Commission representative, with others available as backup. The Commission agreed Commissioner Belcher could state they want to be part of discussions before decisions are made, citing Code section 2.74.009.

DISCUSSION ITEMS

Vice Chair Blumenthal:

- Friends crew donated 350 hours in the first six months of 2025, including 60-70 hours at the spring work party
- Requested corrections crew assistance with blackberry overgrowth on Fifth Street boardwalk; Tupper confirmed Vice Chair Blumenthal must be on-site
- New bench received for Nob Hill needs City pickup from his driveway
- Dog sign by kiosk needs replacement as it's completely faded
- Confirmed kiosk at railroad tie staircase is on Tupper's agenda pending location approval
- Reported Oregon Department of Fish and Wildlife confirmed St. Helens has too many deer; they suggested the City could create ordinances against feeding deer and salt licks
- ODFW would issue hazing permits for property owners, including use of paintball guns

Commissioner Pettit asked about irrigation at Japanese Garden, Civic Pride Park, and Old Portland Road entrance to McCormick Park. Tupper confirmed no irrigation at Japanese Garden or Civic Pride Park; irrigation at OPR across from Johnny's is broken and unrepaired.

Commissioner Jacobson:

- Received call about Project Arcadia development possibly including 25 acres of park space

- Suggested Tupper provide monthly staff reports focusing on specific park assessments from Public Works' perspective
- Tupper agreed to pick a park each month and report on pros and cons

Commissioner Green referenced the 2015 Master Plan showing the City falls short of recommended service levels for parks. By 2020, the plan indicated need for 26.3 additional acres of nature park beyond the existing 9.8 acres (Nob Hill and Columbia Botanical Gardens).

ADJOURNMENT - 5:53 PM

Respectfully submitted by Jamie Ford, Administrative Billing Specialist

ST. HELENS PUBLIC LIBRARY BOARD MEETING

Monday, September 8, 2025, at 7:15 PM
Virtually over Zoom

APPROVED MINUTES

Members Present

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

Members Absent

Member Jay Echternach

Council Liaison in Attendance

N/A

Visitors

None

Staff Present

Library Director Suzanne Bishop
Library Board Secretary Dan Dieter

CALL TO ORDER

Meeting was called to order at 7:30 p.m. by Chair Salas.

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

No visitor comments.

APPROVAL OF MINUTES

1. Minutes from the regular board meeting, June 9, 2025, were reviewed.

Motion: Upon Member Dunn's motion and Member Jacobson's second, the Library Board unanimously approved the regular board meeting minutes dated June 9, 2025. [Yeas: Chair Salas, Vice Chair Martin, Member Dunn, Member Jacobson, Member Mann, Member Pettit, Member Wheeldon; Nays: none]

2. Minutes from the special board meeting, June 9, 2025, were reviewed.

Motion: Upon Member Dunn's motion and Member Jacobson's second, the Library Board unanimously approved the special board meeting minutes dated June 9, 2025. [Yeas: Chair Salas, Vice Chair Martin, Member Dunn, Member Jacobson, Member Mann, Member Pettit, Member Wheeldon; Nays: none]

3. Minutes from the special board meeting, August 8, 2025, were reviewed.

Motion: Upon Member Dunn's motion and Member Jacobson's second, the Library Board unanimously approved the special board meeting minutes dated August 27, 2025. [Yeas: Chair Salas, Vice Chair Martin, Member Dunn, Member Jacobson, Member Mann, Member Pettit, Member Wheeldon; Nays: none]

OLD BUSINESS

4. MOTION TO RECOMMEND BOARD CANDIDATE: The motion from the August 27, 2025, during the special meeting did not have a second, so is being voted on again.

Motion: Upon Member Pettit's motion and Member Dunn's second, the Library Board unanimously approved the recommendation of Kelsey Knutson to City Council for board appointment. [Yeas: Chair Salas, Vice Chair Martin, Member Dunn, Member Mann, Member Pettit, Member Wheeldon; Nays: none; Abstentions: Member Jacobson]

5. STRATEGIC PLAN SUBCOMMITTEE REPORT: Vice Chair Martin stated that the subcommittee has not met recently and will provide a report at the next meeting.

6. MAKERSPACE FUNDRAISING SUBCOMMITTEE REPORT: Member Echternach was not available for a report.

NEW BUSINESS

7. APPROVE BOARD TERMS: Member Dunn and Member Mann agreed to stay on the library board for an additional term.

Motion: Upon Member Pettit's motion and Vice Chair Martin's second, the Library Board unanimously approved the recommendation of Member Dunn and Member Mann to City Council for appointment of an additional term. [Yeas: Chair Salas, Vice Chair Martin, Member Dunn, Member Jacobson, Member Mann, Member Pettit, Member Wheeldon; Nays: none]

LIBRARY DIRECTOR'S REPORT

Library Director Bishop thanked Member Dunn and Member Mann for agreeing to serve for another term. The \$21 million in Federal funding that is budgeted through the Institute for Museum and Library Services (IMLS) has been awarded for the fiscal year beginning July 2026. Going forward, the State Library may not receive their full funding so there may be shortages for some staff and service funding for some things like Libby, the Teen Internship or Summer Library programs. Thanks to those of you who were able to attend the special meeting and then the joint meeting. Thanks Vice Chair Martin for giving the reports. The City Council apologizes for not meeting their quorum for the joint meeting. The Summer Library Challenge this year saw about 20 percent more minutes read by adults with about the same number of participants. We had about a 15 percent increase in teens registered, but about a 20 percent decrease in minutes read. We had about a 20 percent increase across the board for children including the number of participants and minutes read. We received great feedback on the eight weeks of children and adult programming and the lawn games at the end of the children's program were super popular. Our teen intern, Phoenix Lince, has been a delight to work with. The two things that they accomplished were to help with the Summer Library Challenge and to establish the Teen Advisory

Board (TAB). The plan for TAB is to create a community where everyone involved will have the opportunity to organize events or projects. They are planning to reach out to teens and faculty at the high school and to have the first meeting in early October. Adult Services Librarian Herren-Kenaga is still waiting for a response from the Grand Ronde to make sure there are no problems with naming the Local History Room the Loowit Room. She is also getting ready for the genealogy conference which will be held on Saturday September 20. Some of the swag from the conference are being made in the Makerspace. Speaking of the Makerspace, Youth and Makerspace Librarian Wiersma will be changing some of the Makerspace programming. She has spent more than the 40% of her time on Makerspace stuff. Going forward, some of the programs will make use of volunteers, as we have several that have wonderful skills. All of this will allow us to realign our programming and give more time for planning and program preparation. We were open as the Cooling Center between August 22 and 25. We had about 60 people through the door. We had help from volunteers from the Oregon Department of Health and Human Services, several of the Friends of the St. Helens Public Library and several staff members of the City. Library Assistant Vargas-DeLara is continuing with our translations into Spanish. Thanks also to Chair Salas for helping with that. We have a few activities coming up with our community partners. The State and the St. Helens Police Department are doing a drug take-back program in early October. We'll be participating in the Trunk or Treat activity around Halloween again this year. We'll also be participating in the Kiwanis Children's Fair again this year. And we will be partnering with the Elks for their "Warm Welcome to the Library" program. This is a national program where they give coats, mittens and hats to local Head Start kiddos. Tom Meyers, a local birder who just published a book, will be speaking here at the library, and we are trying to talk him into doing a program with kids. We have lots of people asking for Covid tests as numbers are rising. We have had a couple of incidents with young women who are struggling and needed help. We were able to get them connected to the Columbia County Mental Health crisis team and the Police Department. I will be out of town between October 4 to 6.

COUNCIL LIAISON REPORT

N/A

OTHER BUSINESS

No other business.

SUMMARIZE ACTION ITEMS

Chair Salas described the action items. The Strategic Plan Subcommittee and the Makerspace Fundraising Subcommittee will continue to meet and report back to the board.

ADJOURNMENT

Chair Salas adjourned the meeting at 8:06 p.m.

Respectfully submitted by,
Dan Dieter
Library Board Secretary

City of St. Helens
Consent Agenda for Approval
CITY COUNCIL MINUTES

Presented for approval on this 5th day of November, 2025 are the following Council minutes:

2025

- Work Session, Executive Session, and Regular Session Minutes dated October 15, 2025

After Approval of Council Minutes:

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



COUNCIL WORK SESSION

Wednesday, October 15, 2025

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	Mike De Roia, Building Official
Kathy Payne, City Recorder	Jacob Graichen, City Planner
Lisa Scholl, Deputy City Recorder	Sharon Darroux, Engineering Manager
Gloria Butsch, Finance Director	Ashley Wigod, Contracted City Attorney
Mouhamad Zaher, Public Works Director	

OTHERS

Brady Preheim	Steve Topaz	Steve Donovan
R. Hamilton	Erin Salisbury	Arthur
Brittany Gainer	Tina C.	Jenn Dougherty
Jacob Cunningham	Steve Toschi	Robyn
Eddie Dunton	Paul Vogel	David Lintz

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

CLEARING CONFUSION AND SETTING THE FACTS STRAIGHT

1. Response to October 1 Visitor Comments

Mayor Massey reported there were no October 1 visitor comments to address.

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

- ◆ Brittany Gainer & Jacob Cunningham, from Pig Cow Spud. Addressed the Council regarding their liquor license application. They explained their paperwork was submitted on September 2 but has not been approved yet. They estimated losing \$4,000-7,000 in revenue over the past three weeks due to being unable to serve alcohol. They noted the application was on today's evening agenda and requested the Council consider waiving or significantly reducing the associated fee due to the financial losses already incurred.
- ◆ Brady Preheim. Shared concerns about Columbia County Economic Team Executive Director Paul Vogel, stating he had allegedly bullied staff and that Michael Sykes from Columbia River PUD had called for him to be placed on administrative leave. Preheim also expressed concerns about extending the Treadway contract before seeing this year's financial performance, and suggested the City was overpaying for IT services. Reminded the Council that they cannot afford a new police station.

- ◆ Steve Topaz. Thanked the Council for accurately recording his previous presentation. He expressed concerns about development on the waterfront due to toxic contamination issues and reminded the Council about historical pollution from the mills. He questioned property ownership aspects related to future development and urged against residential development on potentially contaminated land.
- ◆ Erin Salisbury, President of St. Helens Main Street Alliance. Reported on several activities including submission of the Levitt Grant application and attendance by three board members at the Oregon Main Street Conference. She announced that the Houlton Hollow building had won an award for best new construction in a downtown program, crediting the Hubbard's for their attention to detail in creating a beautiful building that enhances downtown.
- ◆ Steve Toschi. Questioned the timing of the Treadway contract extension before having complete financial information. He noted the contract requires notice of intent to extend by 60 days before December 31 but suggested the Council should issue the notice of intent without authorizing negotiations until financial reports are available. He also raised concerns about Treadway having trademarked the website.

DISCUSSION TOPICS

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

City Planner Jacob Graichen and Building Official Mike De Roia presented their reports. A significant issue raised was staffing levels, with Graichen noting he is currently the only planner for the first time in ten years, causing customer service to suffer.

The Building Division has processed 93 permits totaling \$67,977 in the quarter and conducted 310 inspections. When questioned by Mayor Massey, De Roia explained that most inspections are performed by the Building Division, with some Engineering inspections for certain projects. Councilor Hubbard inquired about the archiving process, specifically whether Building records are microfiched. De Roia clarified that the paper copies are retained per Oregon rules for residential and nonresidential properties until the retention timelines allow destruction. Microfiche has not been mentioned as a method they use.

Graichen indicated there has been a slowdown in land division activity over the last couple of years, affecting residential development, which he attributed partly to sewer capacity issues. He expressed concern about being understaffed when development activity increases. The position for a new entry-level planner is in the budget, and discussions are ongoing about filling it.

Mayor Massey emphasized the need for better communication with citizens about staffing limitations and the importance of gathering metrics on turnaround times to support future staffing decisions.

3. Presentation of Oregon Recreation and Parks Association Award for Design and Construction for the St. Helens Riverwalk Project

City Administrator John Walsh shared that he and other staff members had traveled to Eugene to receive a design award from Oregon Recreation and Parks Association for the St. Helens Riverwalk Project. A video showcased the project, highlighting improvements to accessibility, reconnecting the community with the river, and public involvement in the planning process. Mayor Massey congratulated everyone who worked on the project and suggested adding the award and video to the City website.

Video link: https://drive.google.com/file/d/1Gr7yTWq53oxOeEC_AkDcC-cXPWi6fJeP/view

4. Presentation on Utilities Rate Study - *Consultant Steve Donovan*

Steve Donovan presented findings from the utility rate study. He recommended the following annual rate increases:

- Water: 6.35% per year
- Stormwater: 4.79% per year
- Wastewater: 4.64% per year

These increases would raise the average monthly bill from \$143 to \$151 (a 5.4% overall increase). Donovan explained the increases were necessary to fund critical infrastructure projects including a \$25 million sewer capacity expansion and a \$15 million water reservoir.

Donovan noted that despite these increases, St. Helens' rates remained competitive regionally. He highlighted that the City had built up healthy fund balances (\$3.6 million for water operations, \$4.7 million for sewer operations) through previous rate planning. He explained the strategy of timing new debt service to replace expiring bonds in 2029, keeping rate increases more manageable.

The presentation also included discussion of System Development Charges (SDCs), with Donovan cautioning about the implications of waiving SDCs for development and the importance of growth paying for growth.

Council members asked questions about regulatory requirements and acknowledged that while rate increases are never welcome, they are necessary for infrastructure maintenance and expansion. There was consensus to accept the proposed rates for the 2026-27 budget preparation, increase communication with the public, with a follow-up meeting planned before the end of the year.

5. Annual Report from Columbia Economic Team - *Executive Director Paul Vogel*

Paul Vogel presented the Columbia Economic Team's semi-annual report. Key updates included:

- Project Spice, a potential development, ultimately stayed in France due to power advantages there despite Columbia County being a finalist.
- Energy initiatives including grants for the Kaster Road substation and formation of a workgroup to address transmission constraints, with BPA having 67 gigawatts of transmission requests.
- Tourism activities including participation in the Oregon Tourism Leadership Academy, support for the Main Street Alliance, and various grants (though they did not receive a \$150,000 marketing grant).
- Small business development through the newly rebranded Small Business Resource Center (SBRC), which withdrew from the statewide SBDC network to gain more flexibility. The SBRC has served 130 new clients in 2024 alone, with over 350 total clients and 40+ receiving extensive advising.
- Establishment of an innovation hub for Columbia, Clatsop, and Tillamook counties, with collaboration with OMIC R&D to provide services to local businesses.
- Deployment of \$30,000 in technical assistance grants and facilitation of 13 Grow Loans totaling \$700,000 (averaging \$50,000 each).
- Continuation of the "Keep it Local Columbia County" program with plans for an e-gift program and the second annual holiday bazaar on November 29.

6. Review Update to Universal Fee Schedule (New Engineering Fees) - *Engineering Manager Sharon Darroux*

Engineering Manager Sharon Darroux presented two fee updates for the Engineering Division. The first was for erosion control permits, which will go into effect on Friday.

She also proposed a new moratorium street cut fee to discourage cutting into newly paved streets. The proposed fees would be:

- \$2,500 for arterial or collector streets
- \$2,000 for the Riverfront District (due to complex concrete work)

- \$1,200 for local streets

These fees would go into the Street Fund to help maintain roadways. The Council appeared supportive of the proposed fee structure.

**7. Review Amendments to SHMC Chapter 13.02, Utility Service Administration
- Finance Director Gloria Butsch**

Finance Director Gloria Butsch presented what she called a "housekeeping item" to update the Municipal Code regarding utility billing. She explained that while administrative rules had been updated by resolution when billing changed from bimonthly to monthly (around 2019), the Municipal Code itself had not been updated, causing confusion among customers. The amendments would align the Code with current administrative practices regarding billing cycles, due dates, late fees, and service discontinuance.

8. Review Notice of Intent to Extend Contract with Treadway Events & Entertainment LLC for One-Year Extension - City Administrator John Walsh

City Administrator John Walsh explained that the City's contract with Treadway Events and Entertainment LLC expires December 31 and requires a 60-day notice of intent to extend. The next Council meeting would be past this deadline, necessitating action now.

Mayor Massey emphasized that providing notice of intent did not commit the City to renewing the contract but allows time for financial review and contract negotiations. There was discussion about the timing challenges, as Spirit of Halloweentown was still in progress and complete financial information wouldn't be available until mid to late November.

Finance Director Gloria Butsch advised waiting until at least early December for a financial review to ensure accuracy of the data. The Council consensus was to proceed with the notice of intent while planning for a financial presentation in early December before finalizing any contract extension.

9. Update on Police Station Project - City Administrator John Walsh

City Administrator John Walsh and project representative David Lintz provided an update on the police station project. The 90-day due diligence period for the property at 1771 Columbia Boulevard is nearing completion, with no significant issues identified.

Lintz presented findings from the geotechnical report, site survey, and utility assessments. He explained that the existing sanitary sewer line would be rerouted through the parking lot in a C-shaped configuration rather than being moved to the street. The building has been positioned to avoid relocating a power line along the property edge, though they will seek a variance to pull the building back from the property line.

The project timeline shows design development concluding by the end of October, with land use review extending to April 2026, construction documents completed by February, and construction anticipated to begin in June 2026. Lintz estimated construction would take 12-14 months.

Mayor Massey requested a monthly dashboard to track schedule and budget progress, and suggested installing signage and planning public engagement once the ground lease is finalized. The project team agreed to provide regular updates.

10. Discussion regarding Allowing Non-Profits to Rent Office Space at the Community Center - City Administrator John Walsh

City Administrator John Walsh sought Council direction on allowing nonprofits to rent office space at the Community Center. A nonprofit serving adults with disabilities has requested space, which could provide revenue for the center.

Walsh noted the City doesn't currently have a policy for leasing Community Center space. The Council discussed concerns about establishing criteria for selecting lessees and potential impacts on the building's nonprofit status. Contracted City Attorney Ashley Wigod clarified that the City has discretion in leasing its property, with no state law mandating specific procedures.

The Council expressed general support for allowing nonprofit leases while requesting legal guidance on developing appropriate criteria. Walsh was directed to continue exploring the possibility with appropriate safeguards.

11. Update on Public Works Projects Punch List - *Public Works Director Mouhamad Zaher*

Public Works Director Mouhamad Zaher reported that 60-75% of concrete cracks throughout the City have been addressed. He highlighted several completed items including:

- Removal of the last standing hole for electrical wiring, with all utilities now underground
- Addressing bollard slides along the trail by ordering replacement parts
- Pressure washing of planters

He noted that two of the four waterfront project contracts have been closed, with two pending completion of punch list items. The remaining contracts are the R-685 street intersection and the P-525 utility intersection. Zaher also mentioned that concrete caps are being manufactured to address cracking issues.

In response to Mayor Massey's question about the splash pad fencing, City Administrator Walsh confirmed that design professionals had prepared a conceptual rendering for an 18-inch decorative fence. While immediate action wasn't necessary with the splash pad season over, the project remains on the agenda for implementation before next season.

12. Discussion regarding IT Services - *Public Works Director Mouhamad Zaher*

Public Works Director Mouhamad Zaher presented options for the City's IT services contract, which expires in December. He outlined three alternatives:

1. Issue an RFP for a new provider, which would risk service disruption during transition
2. Renew the contract with the current provider (MorePower) for one to two years, with a proposed 5% price increase
3. Partner with the County for IT services, which he did not recommend due to lack of response from County officials

Zaher also discussed the ideal option of creating an internal IT department, which would require two to three positions but is not currently feasible due to budget constraints. He rated the current provider's service as "7 out of 10," noting some response issues but overall reliable emergency support, especially during recent outages.

After discussion, the consensus was to pursue a one-year renewal with conditions for service improvement, while researching other options and planning longer-term for possibly bringing IT services in-house.

13. Discussion regarding Ideas for Organizing the Celebration of the 250th Birthday of the United States of America - *Councilor Brandon Sundeen*

Councilor Brandon Sundeen reported on early planning efforts for America's 250th birthday celebration in 2026. He met with City Recorder Kathy Payne to discuss the potential for a temporary committee, and subsequently met with Judy Thompson, Margaret Trenchard-Smith, and Charlene Basine of Kiwanis.

Judy Thompson is organizing an initial planning meeting on November 3 at the Chamber of Commerce for interested community members. Various organizations are being contacted including Main Street, Chamber of Commerce, American Legion, and VFW.

Rather than focusing solely on July 4th, the group envisions a series of events over several months. Ideas include window decorating contests for local businesses, car shows, art displays, and student exhibits. There was also discussion about coordinating with the 100th anniversary of the mill, which coincides with the national celebration in 2026.

14. Review Request for Proposals for Human Resources Professional Services

City Recorder and HR Coordinator Kathy Payne presented the draft RFP for HR professional services. She outlined the proposed timeline:

- If approved, the RFP would be advertised starting tomorrow
- Proposals due by November 20
- Evaluation committee to review and interview finalists by December 11
- Selection presented to Council on December 17
- Services to start January 1, 2026

The RFP divides services into priority tasks (updating personnel policies, creating recruitment processes, updating job descriptions, etc.) and strategic tasks (to be performed on an as-needed basis). The evaluation criteria includes experience and qualifications (30%), understanding of scope and approach (30%), cost effectiveness (20%), and references (20%).

Payne explained the RFP would be distributed through the Daily Journal of Commerce, The Oregonian, the Spotlight, and direct emails to about 20 firms. The Council expressed support for the RFP as presented.

15. Discuss Opportunity to Establish Policy on when to Implement Request for Proposals - Mayor Jennifer Massey

Mayor Massey presented a concept for establishing formal RFP policies to guide when and how the City should implement competitive bidding processes. Her draft proposal categorized contracts into three types:

1. Short-term (under 18 months)
2. Medium-term (up to three years, with up to two two-year renewals for a maximum of seven years)
3. Long-term (up to five years, with two renewal terms up to five years each for a maximum of 15 years)

Each category would have specific requirements for performance reviews and renewal processes.

Contracted City Attorney Ashley Wigod noted that state law already provides significant guidance on public contracting through the Public Contracting Rules, which divide procurements into categories (goods, services, personal services, and public improvements) with different requirements based on dollar thresholds.

The Council expressed interest in better understanding existing requirements and possibly developing a more streamlined guide or chart to help staff and Council navigate procurement decisions. It was agreed this topic should be scheduled for further discussion in 2026, including potential staff training on procurement procedures.

16. Report from City Administrator John Walsh

- An internal food drive competition among City departments for Thanksgiving and Christmas
- Spirit of Halloweentown continuing strongly despite recent rainy weather
- Plans to reschedule the Sand Island lease discussion to allow for a more coordinated approach regarding safety and access issues
- Progress on Project Arcadia (the paper mill), which is nearing completion of DEQ processes

- Discussions with Romano Capital regarding waterfront development following the exclusive negotiating agreement
- Various meetings attended, including the League of Oregon Cities conference, Columbia River PUD dinner, and a meeting with the School District Superintendent
- Upcoming follow-up meetings on lagoon funding

Mayor Massey emphasized the importance of public involvement in any future waterfront development plans, noting that the Romano Capital agreement is exploratory and no final decisions have been made.

ADJOURN – 6:15 p.m.

EXECUTIVE SESSION

- Labor Negotiations, under ORS 192.660(2)(d)
- Real Property Transactions, under ORS 192.660(2)(e)
- Exempt Records/Confidential Attorney-Client Privileged Memo, under ORS 192.660(2)(f)
- Consult with Counsel/Potential Litigation, under ORS 192.660(2)(h)

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

Item #8.

Executive Session Summary

October 15, 2025

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



At 6:25 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.

- **Consult with Legal Counsel & Potential/Pending Litigation, under ORS 192.660(2)(h)**
- **Real Property Transactions, under ORS 192.660(2)(e)**
- **Deliberations with persons appointed to carry out Labor Negotiations, under ORS 192.660(2)(d)**
 - Nothing was discussed under this provision.
- **Exempt Records/Confidential Attorney-Client Privileged Memo, under ORS 192.660(2)(f)**
 - Nothing was discussed under this provision.

The Executive Session was adjourned at 7:00 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, October 15, 2025

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
 Ashley Wigod, Contracted City Attorney

OTHERS

Brittney Michelle	Holcombe Waller
Janelle Adams	Rob Hamilton
Brady Preheim	Adam St. Pierre
Paul Carroll	

CALL REGULAR SESSION TO ORDER – 7:04 p.m.

PLEDGE OF ALLEGIANCE

PROCLAMATION

1. Domestic Violence Awareness Month - October 2025

Mayor Massey read a proclamation declaring October 2025 as Domestic Violence Awareness Month. The proclamation highlighted that domestic violence affects people of all genders, ages, ethnicities, religions, and economic statuses, with statistics showing one in three women, one in nine men, and more than half of all trans and nonbinary individuals experiencing domestic or sexual violence in their lifetimes. The proclamation emphasized that exposure to domestic violence can have long-term negative effects on children and encouraged the community to support survivors, promote healthy relationships, and work toward eliminating all forms of domestic abuse.

Janelle Adams was present at the meeting and was thanked by Mayor Massey for her educational contributions about domestic violence. Adams provided "swag bags" to the Council members, noting that teal represents sexual assault response and purple represents domestic violence awareness. Mayor Massey mentioned that a domestic violence awareness walk would take place on October 18, 2025, at 10:00 a.m. at McCormick Park.

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

- ◆ Holcombe Waller, owner of the Klondike. Spoke about Spirit of Halloweentown and shared feedback from business owners. He stated that restaurant owner Chris from Plymouth Pub had reached out to organize local restaurants to create a pamphlet and map since this had not been

done by the event organizers this year. Waller requested two main improvements: (1) earlier communication with local businesses to discuss event plans and sponsorship opportunities, and (2) an earlier special use permit deadline, suggesting June submission with approval by the end of July to allow businesses to better prepare.

- ◆ Rob Hamilton, lifelong St. Helens resident. Expressed concerns about the City's sewer plant and the 800,000 metric yards of hazardous waste. He shared his experience working with the lagoon system and warned about potential contamination beyond human waste in the wastewater, citing a past incident involving a contractor dumping harmful waste into the surface water drain. Hamilton urged the Council to mitigate existing issues rather than partnering with Portland.
- ◆ Brady Preheim. Commented on Treadway Events, stating that the local businesses were not meeting their expected numbers during Spirit of Halloweentown. He read a negative online review from a visitor claiming the event had become too commercialized compared to previous years, with favorite attractions missing and replaced by vendor stands. Preheim questioned whether Council President Chilton wanted the event to fail, claiming she had previously expressed dislike for Spirit of Halloweentown, and emphasized the importance of the event to local businesses.
- ◆ Adam St. Pierre. Shared that while he personally did not like Spirit of Halloweentown, he attended for the first time this year. He noted that despite claims that no talent would return to the event, he observed long lines for celebrity signatures. He reported that while the first weekend was disappointing for businesses, the second and third weekends improved. St. Pierre mentioned that one server at a local restaurant had their best single day ever during the event. He concluded that while he was unsure if Treadway was the right vendor, staff and businesses seemed happier overall than in previous years.

ORDINANCES – First Reading

2. **Ordinance No. 3318:** An Ordinance to Amend St. Helens Municipal Code Chapter 13.02, Utility Service Administration

Mayor Massey read Ordinance No. 3318 by title. The final reading will be held at the next meeting.

RESOLUTIONS

3. **Resolution No. 2062:** A Resolution Adopting a Universal Fee Schedule, and Superseding Resolution No. 2048

Mayor Massey read Resolution No. 2062 by title. **Motion:** Motion made by Council President Chilton and seconded by Councilor Sundeen to adopt Resolution No. 2062. **Vote:** Yea: Mayor Massey, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

APPROVE AND/OR AUTHORIZE FOR SIGNATURE

4. New Agreement with Columbia County for Permit Data Compilation Services

Motion: Motion made by Council President Chilton and seconded by Councilor Gundersen to approve '4' above.

During discussion, Mayor Massey requested clarification on what the data compilation services entailed. City Administrator Walsh explained that it was a GIS service where the County maintains one map with information provided by the City.

Vote: Yea: Mayor Massey, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

5. Issue a Notice of Intent to Extend to Treadway Events & Entertainment LLC for a One-year Extension to the Agreement and Submit an Amendment to the Agreement for City Council Approval

Motion: Motion made by Council President Chilton and seconded by Councilor Gundersen for the City to issue a Notice of Intent to Extend the Agreement and negotiate an amendment to extend the Agreement to submit to City Council for approval. **Vote:** Yea: Mayor Massey, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

Mayor Massey clarified that this was only a letter of intent and not the actual contract extension. Contracted City Attorney Wigod confirmed this was a non-binding notice of intent required by the contract, and that the next step would be for the City and Treadway to discuss the prior term and develop an amendment for the following year, allowing for review of financials and other aspects.

APPOINTMENTS TO CITY BOARDS AND COMMISSIONS

6. Appointment to the Parks & Trails Commission

Motion: Motion made by Councilor Sundeen and seconded by Councilor Gundersen to appoint Ashley Stanley to the Parks & Trails Commission. **Vote:** Yea: Mayor Massey, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

CONSENT AGENDA FOR APPROVAL

7. City Council Minutes dated September 17, September 22, and October 1, 2025
8. Request for Proposals for Human Resources Professional Services
9. OLCC Licenses
10. Accounts Payable Bill Lists

Motion: Motion made by Councilor Sundeen and seconded by Councilor Gundersen to approve '7' through '10' above.

During discussion, there was a question about the OLCC license for Pig Cow Spud. Council members noted they would address this separately during the Work Session Action Items.

Vote: Mayor Massey, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

WORK SESSION ACTION ITEMS

Pig Cow Spud OLCC Fee Waiver Request

Council discussed the OLCC license application for Pig Cow Spud, which had been delayed. City Administrator Walsh explained that the application was submitted on September 2, 2025, and had been delayed for six weeks, missing two possible meeting dates.

Council President Chilton asked about the normal processing time for OLCC licenses and whether there was an unusual delay in this case. Walsh indicated that applications are typically processed within a month, suggesting this case was an anomaly.

After discussion about the \$100 license fee, the Council determined that the delay was not the applicant's fault.

Motion: Motion made by Council President Chilton and seconded by Councilor Gundersen to waive the \$100 fee for the OLCC license for Pig Cow Spud. **Vote:** Yea: Mayor Massey, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

Police Station at 1771 Columbia Blvd.

Motion: Motion made by Councilor Gundersen and seconded by Council President Chilton that the City waive the Diligence Conditions per Section 2(b) of the Purchase and Sale Agreement with 1771ColumbiaBlvd, LLC, and execute the Ground Lease per Section 2(c). **Vote:** Yea: Mayor Massey, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

Invitation for Mayor to Join Task Force

Mayor Massey requested consensus from the Council to participate in Columbia County's Transmission and Load Planning Task Force. The Council unanimously agreed that the Mayor should participate in this task force.

COUNCIL MEMBER REPORTS

Councilor Sundeen reported...

- Thanked law enforcement officers for their work.
- Reported on meeting with Police Chief and Lieutenant.
- Announced Parks and Trails Commission's recommendation of Ashley Stanley for their vacancy.
- Mentioned plans for the Commission's upcoming joint meeting with the Council, covering:
 - Bylaw changes.
 - Parks assessment tool for safety concerns.
 - Milton Creek Woodland Reserve project.

Council President Chilton reported...

- Reported conclusion of adult softball leagues for the season.
 - Highlighted the leagues at McCormick and Campbell parks.
 - Thanked City staff for maintaining fields and facilities.
 - Acknowledged local businesses sponsoring teams, including her sponsor, Crooked Creek.

Councilor Hubbard reported...

- Briefly mentioned early stages of work on police station and reservoir projects.

Councilor Gundersen reported...

- Nothing to report.

MAYOR MASSEY REPORTS

- Thanked City staff for their efforts.
- Reiterated details about the domestic violence awareness walk on October 18.
- Reported on the Library Board meeting, highlighting:
 - New local authors and special collection section planned for February 2026.
 - Historic digitization project with the museum for online access to the Chronicle.
 - Recruitment for an assistant librarian position.
 - Strong participation in programs like youth reading and genealogy research.
 - Ongoing efforts to secure grants and fundraising resources.
- Discussed meeting with St. Helens School District about the Ross Road property for sale.
 - Explained the property's position between city-owned parcels, suggesting a 27.48-acre sports complex.
 - Outlined potential revenue from the development (\$250,000 to over \$1 million annually).
 - City Administrator Walsh provided historical context about the property.
- Addressed previous trust issues with City Administrator Walsh, affirming a now positive working relationship.
- Expressed appreciation for the City Council's collaborative work.

PROACTIVE ITEMS

OTHER BUSINESS

ADJOURN – 7:49 p.m.

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

ATTEST:

Kathy Payne, City Recorder

Jennifer Massey, Mayor



STAFF REPORT (Water Filtration Modules)

Item #9.

Meeting Date: 11/5/2025
Author: Aaron Kunders
Department: Public Works
Division: Water Quality
Subject: Module/Membrane Replacement
Type of Item: Action
CC: City Administrator John Walsh

Introduction: The Water Quality Department is preparing to replace a second rack of modules.

Background: The Water Filtration Facility is equipped with four racks, each containing 52 filtration modules, and one rack with 26 modules. These modules are original, with some having been in service for nearly 18 years. While the typical expected lifespan of such modules is 8 to 10 years, our specific system and water source conditions have allowed them to perform far beyond their expected duration.

To address the aging infrastructure, we began replacing the modules last year, implementing a strategic, phased approach to minimize budget impact. Rather than incurring a one-time expenditure of approximately \$1.3 million, we are spreading the cost over five years. This is the second year of our planned replacement cycle. The modules installed last year have shown promising results, including enhanced energy efficiency compared to the older models.

Staff Analysis: Replacement is needed to ensure safe, clean drinking water can be delivered to citizens.

Budget Impact: This capital improvement initiative is part of a budgeted expenditure that has been thoroughly vetted and approved by the Budget Committee and City leadership. A five-year replacement and maintenance cycle aligns with best practices for water system management, ensuring the reliability and sustainability of our facilities for the long term. Proactively investing in these upgrades now is critical to maintaining the high standards of water quality and operational efficiency our community relies on.

Alternatives: None.

Requested Action: I recommend the City Council move to approve the purchase of the modules for the Water Filtration Facility from AriaFiltr, the same company we purchased the modules from last time, in the amount of \$281,134.38.

City of St. Helens
Consent Agenda for Approval

OLCC LICENSES

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

2025 RENEWALS

<u>Licensee</u>	<u>Tradename</u>	<u>Location</u>	<u>Purpose</u>
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2025 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>
YoPlace Eats & Treats	YoPlace Eats & Treats	58735 Col. Riv. HWY	New License



St. Helens, OR

Expense Approval Register

Packet: APPKT01388 - AP 10.10.25

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL FUND					
IN A PICKLE CPR LLC	0012	10/10/2025	CPR CLASS	100-709-52028	560.00
CARDINAL SERVICES INC	030526	10/10/2025	TEMPORARY EMPLOYMENT	100-705-52023	314.21
CARDINAL SERVICES INC	030526	10/10/2025	TEMPORARY EMPLOYMENT	100-706-52023	546.97
CARDINAL SERVICES INC	030526	10/10/2025	TEMPORARY EMPLOYMENT	100-708-52023	46.55
CARDINAL SERVICES INC	030526	10/10/2025	TEMPORARY EMPLOYMENT	100-709-52023	93.10
CARDINAL SERVICES INC	030526	10/10/2025	TEMPORARY EMPLOYMENT	100-715-52023	476.00
CARDINAL SERVICES INC	030790	10/10/2025	TEMPORARY EMPLOYMENT	100-705-52023	302.58
CARDINAL SERVICES INC	030790	10/10/2025	TEMPORARY EMPLOYMENT	100-706-52023	535.33
CARDINAL SERVICES INC	030790	10/10/2025	TEMPORARY EMPLOYMENT	100-708-52023	46.55
CARDINAL SERVICES INC	030790	10/10/2025	TEMPORARY EMPLOYMENT	100-709-52023	104.74
CARDINAL SERVICES INC	030790	10/10/2025	TEMPORARY EMPLOYMENT	100-715-52023	476.00
PORTLAND GENERAL ELECTR...	09.05.25-10.08.25	10/10/2025	0153585940 1820 OLD PORT...	100-705-52003	505.66
CENTURY LINK	09.26.25 2307	10/10/2025	966B	100-712-52010	338.14
LUKE MARSHALL	09.26.25	10/10/2025	TRAVEL REIMBURSEMENT D...	100-705-52018	403.06
ACE HARDWARE - ST. HELENS	09.30.25 60180	10/10/2025	MATERIALS ACE ACCT 60180	100-705-52023	17.99
ACE HARDWARE - ST. HELENS	09.30.25 60181	10/10/2025	ACE MATERIALS ACCT 60181	100-708-52001	39.15
ACE HARDWARE - ST. HELENS	09.30.25 60181	10/10/2025	ACE MATERIALS ACCT 60181	100-708-52001	-5.73
WILCOX	0975946-IN	10/10/2025	FUEL PARKS DEPT	100-708-52022	377.09
PEO SISTERHOOD CHAPTER ...	10.09.25	10/10/2025	HOLIDAY POINTSETTIAS-ST H...	100-715-52001	72.00
MORE POWER TECHNOLOGY...	17687	10/10/2025	WATCHGUARD FIRE BOX	100-705-52006	4,194.58
MORE POWER TECHNOLOGY...	17687	10/10/2025	WATCHGUARD FIRE BOX	100-706-52006	4,194.58
CDR LABOR LAW LLC	3684	10/10/2025	2025 POLICE BARGAINING	100-705-52019	37.52
CDR LABOR LAW LLC	3684	10/10/2025	CUTRIGHT ARBITRATION	100-705-52019	5,520.02
CDR LABOR LAW LLC	3684	10/10/2025	GENERAL LABOR	100-715-52019	2,470.00
CINTAS	8407816379	10/10/2025	CITY HALL FIRST AID CABINET...	100-715-52001	122.06
T-MOBILE	9.23.25	10/10/2025	ST HELENS PD ACCOUNT 205...	100-705-52010	50.56
ACE HARDWARE - ST. HELENS	9.30.25 60176	10/10/2025	MATERIALS ACE ACCT 60176 ...	100-708-52001	82.62
ACE HARDWARE - ST. HELENS	9.30.25 60176	10/10/2025	MATERIALS ACE ACCT 60176 ...	100-708-52001	-9.08
INGRAM LIBRARY SERVICES	90803244	10/10/2025	BOOKS 20C7921	100-706-52033	129.23
INGRAM LIBRARY SERVICES	90803245	10/10/2025	BOOKS 20C7921	100-706-52033	7.05
INGRAM LIBRARY SERVICES	90803246	10/10/2025	BOOKS 20C7921	100-706-52033	609.82
CULLIGAN	CD2785666	10/10/2025	BOTTLED WATER POLICE	100-705-52019	137.90
METRO PRESORT	IN681214	10/10/2025	MONTHLY E SERVICE CHARG...	100-707-52019	75.00
XPRESS SOLUTIONS INC	INV-XBPRO28629	10/10/2025	CARD TRANSACTION FEES M...	100-707-52020	3,278.01
AT&T MOBILITY LLC	UHN092025	10/10/2025	SIM CARDS	100-705-52010	318.72
CMG OREGON LLC	693289	10/08/2025	READERS CHOICE	100-701-52040	139.00
LOCAL GOVERNMENT LAW ...	73137	10/08/2025	LEGAL REPRESENTATION WI...	100-704-52019	3,080.00
ENTERPRISE FM TRUST	FBN5442774	10/08/2025	POLICE LEASE	100-705-52097	19,503.67
ENTERPRISE FM TRUST	FBN5442774	10/08/2025	POLICE MAINTENANCE	100-705-52098	2,203.92
ENTERPRISE FM TRUST	FBN5463618	10/08/2025	PLANNING FLEET	100-710-52097	451.21
ENTERPRISE FM TRUST	FBN5463643	10/08/2025	PARKS & REC FLEET	100-709-52097	297.58
ENTERPRISE FM TRUST	FBN5463673	10/08/2025	596107 BUILDING	100-711-52097	463.83
TYLER TECHNOLOGIES INC	025-531151	10/09/2025	UB NOTIFICATION CALLS	100-707-52019	42.60
PATH POINT MERCHANT SER...	09.01.25-09.30.25 3040	10/09/2025	GENERAL SERVICE MERCHANT...	100-707-52020	302.81
PATH POINT MERCHANT SER...	09.01.25-09.30.25 4520	10/09/2025	UTILITY BILLING MERCHANT ...	100-707-52020	3,720.63
OREGON DEPARTMENT OF R...	10.06.25	10/09/2025	STATE DUII DIVERSION	100-000-20800	605.00
OREGON DEPARTMENT OF R...	10.06.25	10/09/2025	UNITARY	100-000-20800	104.00
OREGON DEPARTMENT OF R...	10.06.25	10/09/2025	STATE COURT FACILITY	100-000-20800	160.00
OREGON DEPARTMENT OF R...	10.06.25	10/09/2025	STATE MISD	100-000-20800	1,420.00
OREGON DEPARTMENT OF R...	10.06.25	10/09/2025	STATE DUII CONVICTION FEE	100-000-20800	935.00
OREGON DEPARTMENT OF R...	10.06.25	10/09/2025	LEMLA	100-000-20800	7.00
OREGON DEPARTMENT OF R...	10.06.25	10/09/2025	STATE	100-000-20800	745.00
OREGON DEPARTMENT OF R...	10.06.25	10/09/2025	MISD SURCHARGE	100-000-20800	354.68

Expense Approval Register

Packet: APPKT013

Item #11.

5

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
COLUMBIA COUNTY TREASU...	10.06.25	10/09/2025	COUNTY ASSESSMENT	100-000-20900	451.37
COLUMBIA COUNTY TREASU...	10.06.25	10/09/2025	JAIL ASSESSMENT	100-000-20900	76.00
SUWANNA KADELL	10.06.25	10/09/2025	RESTITUTION #23CR233 ANN...	100-000-21000	20.00
COLUMBIA COUNTY TREASU...	10.06.25	10/09/2025	CITY COURT COSTS DEDUCT...	100-000-36002	-52.74
LOWER COLUMBIA LAW GR...	10.07.25	10/09/2025	REFUND PUBLIC RECORDS R...	100-000-37004	20.00
LISA SCHOLL	10.07.25	10/09/2025	TRAVEL REIMBURSEMENT O...	100-702-52018	183.00
LISA SCHOLL	10.07.25	10/09/2025	TRAVEL REIMBURSEMENT O...	100-715-52022	196.70
DONOVAN ENTERPRISES INC	1687	10/09/2025	UTILITY RATE STUDY - SEPT...	100-707-52019	6,300.00
MORE POWER TECHNOLOGY...	17737	10/09/2025	RMS MORE AWARE ESSENTI...	100-705-52115	3,375.88
OREGON PERS - 02123	1838332	10/09/2025	EARNINGS ACCRUED ON PRI...	100-709-51007	45.83
MILLER CONSULTING ENGIN...	57344	10/09/2025	PROJECT 241374 THE KLOND...	100-711-52018	3,410.00
COMMUNICATIONS NORTH...	83830	10/09/2025	EAR PIECES FOR RADIOS	100-705-52002	1,723.60
COLUMBIA COUNTY	AUG 2025	10/09/2025	INSPECTIONS FOR ST. HELENS..	100-711-52015	540.00
PEAK ELECTRIC GROUP LLC	I10445	10/09/2025	ELECTRICAL WORK CAMPBEL...	100-708-52019	263.55
METRO PRESORT	IN681051	10/09/2025	UB BILL PRINTING -POSTAGE	100-707-52009	3,064.01
METRO PRESORT	IN681051	10/09/2025	UB BILL PRINTING	100-707-52019	682.76
COLUMBIA COUNTY	JUL 2025	10/09/2025	INSPECTIONS FOR ST. HELENS..	100-711-52015	240.00
DEPARTMENT OF TRANSPOR...	L0071036960	10/09/2025	DMV SERVICES ACCT 67431	100-704-52019	4.00

Fund 100 - GENERAL FUND Total: 81,547.87

Fund: 202 - COMMUNITY DEVELOPMENT

PORTLAND GENERAL ELECTR...	09.05.25-10.08.25	10/10/2025	1650931000 1300 KASTER RD	202-722-52003	24.72
PORTLAND GENERAL ELECTR...	09.05.25-10.08.25	10/10/2025	7357701000 1300 KASTER RD	202-722-52003	77.24
PORTLAND GENERAL ELECTR...	09.05.25-10.08.25	10/10/2025	8863163302 1300 KASTER RD	202-722-52003	49.44
JORDAN RAMIS PC ATTORNE...	239674	10/10/2025	SILL CONTRACT- KASTER RO...	202-722-52019	43.50
JORDAN RAMIS PC ATTORNE...	239675	10/10/2025	25-ACRE WATERFRONT PRO...	202-721-52019	1,348.50
ACE HARDWARE - ST. HELENS	9.30.25 60176	10/10/2025	MATERIALS ACE ACCT 60176 ...	202-723-53102	28.58
NW NATURAL GAS	10.01.25 316-9	10/09/2025	NATURAL GAS 1300 KASTER ...	202-722-52003	77.24
MOORE EXCAVATION INC	M-532 PAYMENT #9 FINAL	10/09/2025	UNDERGROUNDING ELECTRI...	202-723-53102	28,319.17

Fund 202 - COMMUNITY DEVELOPMENT Total: 29,968.39

Fund: 203 - COMMUNITY ENHANCEMENT

CARDINAL SERVICES INC	030526	10/10/2025	TEMPORARY EMPLOYMENT	203-709-52140	4,048.58
CARDINAL SERVICES INC	030790	10/10/2025	TEMPORARY EMPLOYMENT	203-709-52140	3,700.03
DEVAN DIANNE PERRY	10.06.25	10/10/2025	TEACHER LIAISON MCBRIDE-...	203-709-52140	806.00

Fund 203 - COMMUNITY ENHANCEMENT Total: 8,554.61

Fund: 205 - STREETS

PORTLAND GENERAL ELECTR...	09.05.25-10.08.25	10/10/2025	4854421000 STREET LIGHTI...	205-000-52003	62.62
SUNSET EQUIPMENT	115872	10/10/2025	CROSSROAD	205-000-52001	160.91

Fund 205 - STREETS Total: 223.53

Fund: 303 - SEWER SDC

CONSOR NORTH AMERICA I...	W233257OR.00-18	10/09/2025	WASTEWATER COLLECTION ...	303-000-53033	22,326.25
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Fund 303 - SEWER SDC Total: 22,326.25

Fund: 601 - WATER

ACE HARDWARE - ST. HELENS	09.30.25 60181	10/10/2025	ACE MATERIALS ACCT 60181	601-731-52001	14.97
ACE HARDWARE - ST. HELENS	09.30.25 60181	10/10/2025	ACE MATERIALS ACCT 60181	601-731-52001	59.99
ACE HARDWARE - ST. HELENS	09.30.25 60181	10/10/2025	ACE MATERIALS ACCT 60181	601-731-52001	-5.74
UNITED RENTALS INC	253601510-001	10/10/2025	EQUIPMENT RENTALS	601-731-52001	889.11
EAGLE STAR ROCK PRODUCTS..	409497	10/10/2025	ROCK COLUMBIA BLVD	601-731-52001	222.22
CORRECT EQUIPMENT	59226	10/10/2025	WATER METERS-PO 5381	601-731-53314	4,057.28
CORRECT EQUIPMENT	59226	10/10/2025	TARIFF FEE-PO 5381	601-731-53314	271.76
PYE-BARKER FIRE AND SAFET...	7181772	10/10/2025	1215 4TH PL	601-732-52023	197.50
CITY OF COLUMBIA CITY	09.26.25	10/09/2025	001754-001	601-732-52003	95.53
EAGLE STAR ROCK PRODUCTS..	409492	10/09/2025	ROCK- COLUMBIA BLVD	601-731-52001	311.60

Fund 601 - WATER Total: 6,114.22

Fund: 603 - SEWER

CARDINAL SERVICES INC	030526	10/10/2025	TEMPORARY EMPLOYMENT	603-736-52023	29.09
CARDINAL SERVICES INC	030526	10/10/2025	TEMPORARY EMPLOYMENT	603-737-52023	29.09
CARDINAL SERVICES INC	030790	10/10/2025	TEMPORARY EMPLOYMENT	603-736-52023	29.09
CARDINAL SERVICES INC	030790	10/10/2025	TEMPORARY EMPLOYMENT	603-737-52023	29.09

Expense Approval Register

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ACE HARDWARE - ST. HELENS	09.30.25 60181	10/10/2025	ACE MATERIALS ACCT 60181	603-736-52023	55.33
ACE HARDWARE - ST. HELENS	09.30.25 60181	10/10/2025	ACE MATERIALS ACCT 60181	603-736-52023	-5.74
THE SHERWIN WILLIAMS CO	1335-6	10/09/2025	PAINT	603-736-52023	70.20
THE SHERWIN WILLIAMS CO	1335-6	10/09/2025	PAINT	603-737-52023	70.20
PEAK ELECTRIC GROUP LLC	I10543	10/09/2025	ELECTRICAL WORK WWTP	603-737-52019	1,400.88
CONSOR NORTH AMERICA I...	W233257OR.00-18	10/09/2025	WASTEWATER COLLECTION ...	603-000-53033	22,326.25
Fund 603 - SEWER Total:					24,033.48
Fund: 605 - STORM					
SCAPPOOSE SAND AND GRA...	T89351	10/10/2025	CONCRETE	605-000-52001	155.58
Fund 605 - STORM Total:					155.58
Fund: 703 - PW OPERATIONS					
CARDINAL SERVICES INC	030526	10/10/2025	TEMPORARY EMPLOYMENT	703-739-52019	508.20
CARDINAL SERVICES INC	030790	10/10/2025	TEMPORARY EMPLOYMENT	703-739-52019	438.90
ACE HARDWARE - ST. HELENS	09.30.25 60181	10/10/2025	ACE MATERIALS ACCT 60181	703-734-52001	59.93
ACE HARDWARE - ST. HELENS	09.30.25 60181	10/10/2025	ACE MATERIALS ACCT 60181	703-734-52001	-5.74
WILCOX	0975946-IN	10/10/2025	FUEL PARKS DEPT -BIO DIESS...	703-739-52022	385.46
MORE POWER TECHNOLOGY...	17687	10/10/2025	WATCHGUARD FIRE BOX	703-733-52006	4,195.84
ENTERPRISE FM TRUST	FBN5442775	10/08/2025	ENTERPRISE FLEET LEASE & ...	703-734-52097	2,323.33
ENTERPRISE FM TRUST	FBN5463664	10/08/2025	ENGINEERING FLEET 619034	703-733-52097	520.60
COLUMBIA RIVER FIRE AND ...	10.08.25	10/09/2025	SHARED COST JOINT MAINT ...	703-739-52099	1,790.50
OREGON ASSOCIATION OF ...	40657	10/09/2025	MEMBERSHIP DUES-E STIRLI...	703-734-52018	100.00
Fund 703 - PW OPERATIONS Total:					10,317.02
Fund: 706 - PUBLIC SAFETY					
OTAK INC	000102500075	10/10/2025	PUBLIC SAFETY BUILDING	706-000-52019	15,735.88
U.S BANK	7903647	10/09/2025	PAYING AGENT- FF&CO SERI...	706-000-55003	750.00
Fund 706 - PUBLIC SAFETY Total:					16,485.88
Grand Total:					199,726.83

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	81,547.87
202 - COMMUNITY DEVELOPMENT	29,968.39
203 - COMMUNITY ENHANCEMENT	8,554.61
205 - STREETS	223.53
303 - SEWER SDC	22,326.25
601 - WATER	6,114.22
603 - SEWER	24,033.48
605 - STORM	155.58
703 - PW OPERATIONS	10,317.02
706 - PUBLIC SAFETY	16,485.88
Grand Total:	199,726.83

Account Summary

Account Number	Account Name	Expense Amount
100-000-20800	Court - State Assessment	4,330.68
100-000-20900	Court - County Assessm...	527.37
100-000-21000	Court - Restitution	20.00
100-000-36002	Fines - Court	-52.74
100-000-37004	Miscellaneous	20.00
100-701-52040	Communications	139.00
100-702-52018	Professional Developme...	183.00
100-704-52019	Professional Services	3,084.00
100-705-52002	Personnel Uniforms Equ...	1,723.60
100-705-52003	Utilities	505.66
100-705-52006	Computer Maintenance	4,194.58
100-705-52010	Telephone	369.28
100-705-52018	Professional Developme...	403.06
100-705-52019	Professional Services	5,695.44
100-705-52023	Facility Maintenance	634.78
100-705-52097	Enterprise Fleet	19,503.67
100-705-52098	Enterprise Fleet Mainte...	2,203.92
100-705-52115	REPORT WRITING	3,375.88
100-706-52006	Computer Maintenance	4,194.58
100-706-52023	Facility Maintenance	1,082.30
100-706-52033	Printed Materials	746.10
100-707-52009	Postage	3,064.01
100-707-52019	Professional Services	7,100.36
100-707-52020	Bank Service Fees	7,301.45
100-708-52001	Operating Supplies	106.96
100-708-52019	Professional Services	263.55
100-708-52022	Fuel	377.09
100-708-52023	Facility Maintenance	93.10
100-709-51007	PERS	45.83
100-709-52023	Facility Maintenance	197.84
100-709-52028	Projects & Programs	560.00
100-709-52097	Enterprise Fleet	297.58
100-710-52097	Enterprise Fleet	451.21
100-711-52015	Intergovernmental Servi...	780.00
100-711-52018	Professional Developme...	3,410.00
100-711-52097	Enterprise Fleet	463.83
100-712-52010	Telephone	338.14
100-715-52001	Operating Supplies	194.06
100-715-52019	Professional Services	2,470.00
100-715-52022	Fuel	196.70
100-715-52023	Facility Maintenance	952.00
202-721-52019	Professional Services	1,348.50
202-722-52003	Utilities	228.64
202-722-52019	Professional Services	43.50
202-723-53102	Downtown Infrastructure	28,347.75

Account Summary

Account Number	Account Name	Expense Amount
203-709-52140	Contract Programs	8,554.61
205-000-52001	Operating Supplies	160.91
205-000-52003	Utilities	62.62
303-000-53033	Sewer Capacity Design	22,326.25
601-731-52001	Operating Supplies	1,492.15
601-731-53314	WATER METERS	4,329.04
601-732-52003	Utilities	95.53
601-732-52023	Facility Maintenance	197.50
603-000-53033	Sewer Capacity - Design	22,326.25
603-736-52023	Facility Maintenance	177.97
603-737-52019	Professional Services	1,400.88
603-737-52023	Facility Maintenance	128.38
605-000-52001	Operating Supplies	155.58
703-733-52006	Computer Maintenance	4,195.84
703-733-52097	Enterprise Fleet	520.60
703-734-52001	Operating Supplies	54.19
703-734-52018	Professional Developme...	100.00
703-734-52097	Enterprise Fleet	2,323.33
703-739-52019	Professional Services	947.10
703-739-52022	Fuel	385.46
703-739-52099	Equipment Operations	1,790.50
706-000-52019	Professional Services	15,735.88
706-000-55003	Trustee Fee	750.00
Grand Total:		199,726.83

Project Account Summary

Project Account Key	Expense Amount
None	199,726.83
Grand Total:	199,726.83



St. Helens, OR

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Expense Approval Register

Packet: APPKT01394 - Bail Refund 10.13.25

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL FUND					
Willet, Michaela Renee	INV0008215	10/06/2025	Bail Refund - Willet, Michaela..	100-000-20200	250.00
Fund 100 - GENERAL FUND Total:					250.00
Grand Total:					250.00

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	250.00
Grand Total:	250.00

Account Summary

Account Number	Account Name	Expense Amount
100-000-20200	Court - Bail	250.00
Grand Total:		250.00

Project Account Summary

Project Account Key	Expense Amount
None	250.00
Grand Total:	250.00



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Packet: APPKT01393 - AP 10.17.25

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL FUND					
NW NATURAL GAS	10.10.25	10/13/2025	256563-8	100-705-52003	60.92
NW NATURAL GAS	10.10.25	10/13/2025	258767-3	100-706-52003	115.86
NW NATURAL GAS	10.10.25	10/13/2025	259856-3	100-708-52003	40.58
NW NATURAL GAS	10.10.25	10/13/2025	256304-7	100-708-52003	27.46
NW NATURAL GAS	10.10.25	10/13/2025	4157643-0	100-709-52003	70.67
NW NATURAL GAS	10.10.25	10/13/2025	3707010-9	100-709-52003	28.96
NW NATURAL GAS	10.10.25	10/13/2025	1359528-5	100-715-52003	28.96
NW NATURAL GAS	10.10.25	10/13/2025	1323284-8	100-715-52003	34.58
VERIZON	6124848431	10/13/2025	CELL SERVICE ACCT 2420601...	100-712-52010	170.68
STAPLES BUSINESS CREDIT	7006986820	10/13/2025	OFFICE SUPPLES	100-704-52001	97.67
STAPLES BUSINESS CREDIT	7006986820	10/13/2025	OFFICE SUPPLES	100-711-52001	3.02
STAPLES BUSINESS CREDIT	7006986820	10/13/2025	OFFICE SUPPLES	100-715-52001	56.11
TROTTER & MORTON FACILI...	83814	10/13/2025	C11165 HVAC POLICE	100-705-52023	1,194.54
TROTTER & MORTON FACILI...	83830	10/13/2025	G10115 LIBRARY HVAC	100-706-52023	2,542.65
PITNEY BOWES INC	1028249766	10/14/2025	INK PAD REPLACEMENT KIT-...	100-715-52001	114.75
JORDAN RAMIS PC ATTORNE...	240105	10/14/2025	GENERAL	100-704-52019	1,435.00
JORDAN RAMIS PC ATTORNE...	240105	10/14/2025	GENERAL	100-715-52019	5,460.00
JORDAN RAMIS PC ATTORNE...	240106	10/14/2025	EMPLOYMENT MATTERS	100-705-52019	1,085.00
JORDAN RAMIS PC ATTORNE...	240106	10/14/2025	EMPLOYMENT MATTERS	100-715-52019	1,015.00
JORDAN RAMIS PC ATTORNE...	240109	10/14/2025	PUBLIC RECORDS REQUEST	100-705-52019	3,325.00
JORDAN RAMIS PC ATTORNE...	240111	10/14/2025	TOSCHI LITIGATION	100-715-52019	9,807.50
JORDAN RAMIS PC ATTORNE...	240112	10/14/2025	MYRICK LITIGATION	100-715-52019	10,795.50
COLUMBIA COUNTY COMM. ...	CSH92025	10/14/2025	WORK CREW	100-708-52019	1,500.00
CENTURY LINK	10.03.25 7305	10/15/2025	503-366-1101	100-712-52010	36.65
CENTURY LINK	10.03.25 7305	10/15/2025	503-366-1257	100-712-52010	36.65
CENTURY LINK	10.03.25 7305	10/15/2025	503-366-1103	100-712-52010	33.00
CENTURY LINK	10.03.25 7305	10/15/2025	503-366-2856	100-712-52010	79.29
CENTURY LINK	10.03.25 7305	10/15/2025	503-366-3448	100-712-52010	55.70
CENTURY LINK	10.03.25 7305	10/15/2025	503-366-8200	100-712-52010	74.50
CENTURY LINK	10.03.25 7305	10/15/2025	503-397-0422	100-712-52010	36.65
CENTURY LINK	10.03.25 7305	10/15/2025	503-397-1426	100-712-52010	36.65
CENTURY LINK	10.03.25 7305	10/15/2025	503-397-0619	100-712-52010	33.00
CENTURY LINK	10.03.25 7305	10/15/2025	TAXES FEES AND SURCHARG...	100-712-52010	353.16
CENTURY LINK	10.03.25 7305	10/15/2025	503-397-3363	100-712-52010	33.00
CENTURY LINK	10.03.25 7305	10/15/2025	503-397-4016	100-712-52010	59.69
CENTURY LINK	10.03.25 7305	10/15/2025	503-397-3195	100-712-52010	33.00
CENTURY LINK	10.03.25 7305	10/15/2025	503-366-7932	100-712-52010	33.00
CENTURY LINK	10.03.25 7305	10/15/2025	503-366-3029	100-712-52010	33.00
CENTURY LINK	10.06.25 9231	10/15/2025	632B	100-712-52010	42.38
CMG OREGON LLC	685024	10/15/2025	PUBLIC HEARING 685024	100-710-52011	139.75
CMG OREGON LLC	685025	10/15/2025	PUBLIC HEARING NOTICE- A...	100-713-52011	132.59
CMG OREGON LLC	690624	10/15/2025	PUBLIC HEARING AD#367320	100-710-52011	159.28
L.N CURTIS AND SONS	INV969856	10/15/2025	POLICE UNIFORMS	100-705-52002	122.00
L.N CURTIS AND SONS	INV999710	10/15/2025	POLICE UNIFORMS	100-705-52002	61.00
COLUMBIA RIVER PUD	10.15.25 7493	10/16/2025	150 S 13TH ST- POLICE	100-705-52003	93.49
COLUMBIA RIVER PUD	10.15.25 7493	10/16/2025	150 S 13 ST POLICE STATION ...	100-705-52003	487.23
COLUMBIA RIVER PUD	10.15.25 7493	10/16/2025	375 S 18TH ST COLUMBIA CE...	100-706-52003	897.80
COLUMBIA RIVER PUD	10.15.25 7493	10/16/2025	475 S 18 ST METER 10220167	100-708-52003	72.37
COLUMBIA RIVER PUD	10.15.25 7493	10/16/2025	475 S 18TH ST	100-708-52003	34.06
COLUMBIA RIVER PUD	10.15.25 7493	10/16/2025	50 PLAZA SQ- PLAZA OUTLETS	100-708-52003	71.95
COLUMBIA RIVER PUD	10.15.25 7493	10/16/2025	162 MCMICHAEL ST - CAMPB...	100-708-52003	697.95
COLUMBIA RIVER PUD	10.15.25 7493	10/16/2025	475 S 18TH ST - MCCORMICK...	100-708-52003	1,029.55
COLUMBIA RIVER PUD	10.15.25 7493	10/16/2025	475 S 18TH ST	100-708-52003	87.01

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
COLUMBIA RIVER PUD	10.15.25 7493	10/16/2025	299 N 6TH ST - PARKS	100-708-52003	41.66
COLUMBIA RIVER PUD	10.15.25 7493	10/16/2025	200 N 7TH ST - PARK	100-708-52003	39.31
COLUMBIA RIVER PUD	10.15.25 7493	10/16/2025	475 S 18TH ST- MCCORMICK ...	100-708-52003	44.10
COLUMBIA RIVER PUD	10.15.25 7493	10/16/2025	200 N RIVER ST - GREY CLIFFS...	100-708-52003	44.69
COLUMBIA RIVER PUD	10.15.25 7493	10/16/2025	264 STRAND ST- PARKS/ GAZ...	100-708-52046	96.85
COLUMBIA RIVER PUD	10.15.25 7493	10/16/2025	265 STRAND ST. - DOCKS	100-708-52046	380.50
COLUMBIA RIVER PUD	10.15.25 7493	10/16/2025	2625 GABLE RD REC CENTER	100-709-52003	247.08
COLUMBIA RIVER PUD	10.15.25 7493	10/16/2025	265 STRAND ST- CITY HALL ...	100-715-52003	476.38
COLUMBIA RIVER PUD	10.15.25 7493	10/16/2025	277 STRAND ST -	100-715-52003	47.72
COLUMBIA RIVER PUD	10.15.25 7493	10/16/2025	265 STRAND ST- CITY HALL ...	100-715-52003	167.69
COLUMBIA RIVER PUD	10.15.25 7493	10/16/2025	275 STRAND ST- CITY HALL U...	100-715-52003	108.21
COLUMBIA RIVER PUD	10.15.25 7493	10/16/2025	277 STRAND ST- CITY HALL U...	100-715-52003	79.36
TYLER BUSINESS FORMS	106396	10/16/2025	TAX END OF YEAR FORMS W...	100-707-52001	707.74
MORE POWER TECHNOLOGY...	17734	10/16/2025	PREMIUM AGREEMENT MO...	100-712-52019	9,416.06
MORE POWER TECHNOLOGY...	17735	10/16/2025	24TB BCDR APPLIANCE WITH...	100-712-52019	977.00
ORKIN	285817429	10/16/2025	1810 OLD PORTLAND RD PES...	100-705-52023	209.00
ORKIN	285818234	10/16/2025	375 S 18TH ST LIBRARY	100-706-52023	169.00
SHRED-IT C/O STERICYCLE INC	8012167502	10/16/2025	POLICE SHRED	100-705-52001	147.13
SHRED-IT C/O STERICYCLE INC	8012167502	10/16/2025	UB & COURT SHRED SERVICE	100-715-52001	60.96
SHRED-IT C/O STERICYCLE INC	8012167502	10/16/2025	CITY HALL SHRED SERVICE	100-715-52001	60.96
RUBENS LAWN SERVICE	0008053	10/17/2025	MONTHLY LAWN SERVICE	100-705-52023	40.00
TYLER TECHNOLOGIES INC	130-160157	10/17/2025	CAR TICKET PRINTERS	100-705-52115	2,025.00
L.N CURTIS AND SONS	INV1000172	10/17/2025	POLICE UNIFORMS	100-705-52002	176.78
L.N CURTIS AND SONS	INV973887	10/17/2025	POLICE UNIFORMS	100-705-52002	202.05
L.N CURTIS AND SONS	INV981300	10/17/2025	POLICE UNIFORMS	100-705-52002	83.99
L.N CURTIS AND SONS	INV983480	10/17/2025	POLICE UNIFORMS	100-705-52002	634.52
L.N CURTIS AND SONS	INV988836	10/17/2025	POLICE UNIFORMS	100-705-52002	167.85
L.N CURTIS AND SONS	INV988865	10/17/2025	POLICE UNIFORMS	100-705-52002	12.50
L.N CURTIS AND SONS	INV990012	10/17/2025	POLICE UNIFORMS	100-705-52002	1,526.37
L.N CURTIS AND SONS	INV990114	10/17/2025	POLICE UNIFORMS	100-705-52002	408.00
L.N CURTIS AND SONS	INV990850	10/17/2025	POLICE UNIFORMS	100-705-52002	683.66
L.N CURTIS AND SONS	INV994806	10/17/2025	POLICE UNIFORMS	100-705-52002	34.00
L.N CURTIS AND SONS	INV995267	10/17/2025	POLICE UNIFORMS	100-705-52002	1,886.65
L.N CURTIS AND SONS	INV995271	10/17/2025	POLICE UNIFORMS	100-705-52002	44.90
L.N CURTIS AND SONS	INV996700	10/17/2025	POLICE UNIFORMS	100-705-52002	1,901.02
L.N CURTIS AND SONS	INV996827	10/17/2025	POLICE UNIFORMS	100-705-52002	19.50
L.N CURTIS AND SONS	INV997145	10/17/2025	POLICE UNIFORMS	100-705-52002	178.16
L.N CURTIS AND SONS	INV997524	10/17/2025	POLICE UNIFORMS	100-705-52002	91.58
L.N CURTIS AND SONS	INV997581	10/17/2025	POLICE UNIFORMS	100-705-52002	137.50
L.N CURTIS AND SONS	INV99989	10/17/2025	POLICE UNIFORMS	100-705-52002	190.00
Fund 100 - GENERAL FUND Total:					68,071.19

Fund: 201 - VISITOR TOURISM

JORDAN RAMIS PC ATTORNE...	240110	10/14/2025	E2C DISPUTE	201-000-52019	210.00
Fund 201 - VISITOR TOURISM Total:					210.00

Fund: 202 - COMMUNITY DEVELOPMENT

AKS ENGINEERING & FOREST...	11559-01-05	10/13/2025	KAster ROAD ST HELENS 11...	202-722-52019	3,655.00
MAUL FOSTER ALONGI INC	69856	10/13/2025	BWP ON CALL SERVICES	202-722-52019	240.00
MAUL FOSTER ALONGI INC	69857	10/13/2025	CENTRAL WATERFRONT SCO...	202-726-52019	2,977.50
MAUL FOSTER ALONGI INC	69858	10/13/2025	WWTP LAGOON ON CALL SE...	202-726-52019	688.75
JORDAN RAMIS PC ATTORNE...	240105	10/14/2025	GENERAL	202-721-52019	1,820.00
JORDAN RAMIS PC ATTORNE...	240105	10/14/2025	GENERAL	202-722-52019	735.00
JORDAN RAMIS PC ATTORNE...	240339	10/14/2025	PROJECT ARCADIA SALE (IND...	202-722-52019	24,074.50
NW NATURAL GAS	10.08.25	10/15/2025	NATURAL GAS 1300 KASTER ...	202-722-52003	137.16
Fund 202 - COMMUNITY DEVELOPMENT Total:					34,327.91

Fund: 203 - COMMUNITY ENHANCEMENT

TROTTER & MORTON FACILI...	83830	10/13/2025	G10115 LIBRARY HVAC	203-706-53013	1,695.10
Fund 203 - COMMUNITY ENHANCEMENT Total:					1,695.10

Fund: 205 - STREETS

COLUMBIA RIVER PUD	10.15.25 7493	10/16/2025	40 ST HELENS ST	205-000-52003	48.56
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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
COLUMBIA RIVER PUD	10.15.25 7493	10/16/2025	1800 COLUMBIA BLVD - SIG...	205-000-52003	125.37
COLUMBIA RIVER PUD	10.15.25 7493	10/16/2025	191 N MILTON WAY - SIGNAL	205-000-52003	49.24
COLUMBIA RIVER PUD	10.15.25 7493	10/16/2025	2198 COLUMBIA BLVD - SIG...	205-000-52003	55.29
COLUMBIA RIVER PUD	10.15.25 7493	10/16/2025	495 S 18TH ST - LIGHT SIGNAL	205-000-52003	64.38
COLUMBIA RIVER PUD	10.15.25 7493	10/16/2025	ABT 398 S 1ST	205-000-52003	38.89
COLUMBIA RIVER PUD	10.15.25 7493	10/16/2025	58651 COL HWY GATEWAY A...	205-000-52003	39.58
COLUMBIA RIVER PUD	10.15.25 7493	10/16/2025	35320 SYKES RD	205-000-52003	47.30
COLUMBIA RIVER PUD	10.15.25 7493	10/16/2025	1370 COLUMBIA BLVD.- FOU...	205-000-52003	53.69
COLUMBIA RIVER PUD	10.15.25 7493	10/16/2025	191 N MILTON WAY- LANDS...	205-000-52003	39.31
COLUMBIA RIVER PUD	10.15.25 7493	10/16/2025	ABT 298 STRAND ST	205-000-52003	65.05
COLUMBIA RIVER PUD	10.15.25 7493	10/16/2025	265 STRAND ST	205-000-52003	3,664.84
COLUMBIA RIVER PUD	10.15.25 7493	10/16/2025	715 S COLUMBIA RIVER HWY ..	205-000-52003	51.24
Fund 205 - STREETS Total:					4,342.74

Fund: 601 - WATER

NW NATURAL GAS	10.10.25	10/13/2025	1583294-2	601-732-52003	23.34
AIRGAS INC	5519820954	10/13/2025	CYLINDER RETNAL	601-731-52001	370.00
COLUMBIA RIVER PUD	10.15.25 7493	10/16/2025	END OF KESTREL VIEW DRIVE	601-731-52003	113.68
COLUMBIA RIVER PUD	10.15.25 7493	10/16/2025	57500 OLD PORTLAND RD - ...	601-731-52003	47.58
COLUMBIA RIVER PUD	10.15.25 7493	10/16/2025	35261 PITTSBURG RD- PW W...	601-731-52003	41.58
COLUMBIA RIVER PUD	10.15.25 7493	10/16/2025	1680 1 ST -	601-731-52003	1,662.80
COLUMBIA RIVER PUD	10.15.25 7493	10/16/2025	62420 COLUMBIA RIVER HWY..	601-731-52003	163.43
COLUMBIA RIVER PUD	10.15.25 7493	10/16/2025	2300 STRAND ST - WELL 2	601-731-52003	1,298.13
COLUMBIA RIVER PUD	10.15.25 7493	10/16/2025	1215 FOURTH ST - WFF	601-732-52003	5,986.30
Fund 601 - WATER Total:					9,706.84

Fund: 603 - SEWER

NW NATURAL GAS	10.10.25	10/13/2025	258575-0	603-736-52003	20.04
NW NATURAL GAS	10.10.25	10/13/2025	258575-0	603-737-52003	20.04
OREGON OCCUPATIONAL M...	136565	10/13/2025	EXAM	603-736-52019	109.65
CENTURY LINK	10.03.25 7305	10/15/2025	503-366-3021	603-736-52010	18.32
CENTURY LINK	10.03.25 7305	10/15/2025	503-366-3024	603-736-52010	18.32
CENTURY LINK	10.03.25 7305	10/15/2025	503-397-3351	603-736-52010	16.50
CENTURY LINK	10.03.25 7305	10/15/2025	503-366-3027	603-736-52010	18.33
CENTURY LINK	10.03.25 7305	10/15/2025	503-397-6997	603-736-52010	16.50
CENTURY LINK	10.03.25 7305	10/15/2025	503-366-1102	603-736-52010	18.32
CENTURY LINK	10.03.25 7305	10/15/2025	503-397-3232	603-736-52010	16.50
CENTURY LINK	10.03.25 7305	10/15/2025	503-397-3644	603-736-52010	16.50
CENTURY LINK	10.03.25 7305	10/15/2025	503-397-1272	603-736-52010	16.50
CENTURY LINK	10.03.25 7305	10/15/2025	503-397-7757	603-736-52010	16.50
CENTURY LINK	10.03.25 7305	10/15/2025	503-397-3997	603-736-52010	16.50
CENTURY LINK	10.03.25 7305	10/15/2025	503-397-3357	603-736-52010	16.50
CENTURY LINK	10.03.25 7305	10/15/2025	503-366-1102	603-737-52010	18.33
CENTURY LINK	10.03.25 7305	10/15/2025	503-397-3232	603-737-52010	16.50
CENTURY LINK	10.03.25 7305	10/15/2025	503-397-3644	603-737-52010	16.50
CENTURY LINK	10.03.25 7305	10/15/2025	503-397-7757	603-737-52010	16.50
CENTURY LINK	10.03.25 7305	10/15/2025	503-397-6997	603-737-52010	16.50
CENTURY LINK	10.03.25 7305	10/15/2025	503-366-3024	603-737-52010	18.33
CENTURY LINK	10.03.25 7305	10/15/2025	503-366-3027	603-737-52010	18.32
CENTURY LINK	10.03.25 7305	10/15/2025	503-397-1272	603-737-52010	16.50
CENTURY LINK	10.03.25 7305	10/15/2025	503-397-3357	603-737-52010	16.50
CENTURY LINK	10.03.25 7305	10/15/2025	503-397-3997	603-737-52010	16.50
CENTURY LINK	10.03.25 7305	10/15/2025	503-397-3351	603-737-52010	16.50
CENTURY LINK	10.03.25 7305	10/15/2025	503-366-3021	603-737-52010	18.33
CORE & MAIN	X840892	10/15/2025	MATERIALS	603-735-52001	266.66
COLUMBIA RIVER PUD	10.15.25 7493	10/16/2025	240 CLARK ST PUMP STATION	603-735-52003	39.31
COLUMBIA RIVER PUD	10.15.25 7493	10/16/2025	451 PLYMOTH ST - WWTP L...	603-736-52003	1,996.88
COLUMBIA RIVER PUD	10.15.25 7493	10/16/2025	451 PLYMOTH ST - WWTP L...	603-737-52003	1,996.89
COLUMBIA RIVER PUD	10.15.25 7493	10/16/2025	35120 MAPLE ST. - PS 11	603-738-52003	114.64
COLUMBIA RIVER PUD	10.15.25 7493	10/16/2025	58360 OLD PORTLAND RD - P...	603-738-52003	252.33
COLUMBIA RIVER PUD	10.15.25 7493	10/16/2025	58791 58725 COL RIV HWY P...	603-738-52003	56.08
COLUMBIA RIVER PUD	10.15.25 7493	10/16/2025	505 S 1ST ST PUMP STATION	603-738-52003	118.22

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
COLUMBIA RIVER PUD	10.15.25 7493	10/16/2025	110 S 4TH ST - PS 3	603-738-52003	46.97
COLUMBIA RIVER PUD	10.15.25 7493	10/16/2025	240 MADRONA CT	603-738-52003	164.07
COLUMBIA RIVER PUD	10.15.25 7493	10/16/2025	169 S 4TH ST WATER FLOW ...	603-738-52003	46.29
COLUMBIA RIVER PUD	10.15.25 7493	10/16/2025	134 N 1ST- PS 2 8873519	603-738-52003	87.01
Fund 603 - SEWER Total:					5,745.68
Fund: 703 - PW OPERATIONS					
NW NATURAL GAS	10.10.25	10/13/2025	1960772-0	703-734-52003	23.34
NW NATURAL GAS	10.10.25	10/13/2025	114867-5	703-734-52003	23.34
PAPE MACHINERY	16439521	10/13/2025	PARTS	703-739-52099	127.00
TROTTER & MORTON FACILI...	83787	10/13/2025	C10245	703-734-52023	312.00
ALL TRAFFIC SOLUTIONS INC	SIN046297	10/13/2025	TRAFFIC STATS	703-733-52001	4,508.70
JORDAN RAMIS PC ATTORNE...	240107	10/14/2025	PUBLIC WORKS ENGINEERING	703-733-52019	560.00
COLUMBIA COUNTY COMM. ...	CSH92025	10/14/2025	WORK CREW	703-734-52019	1,500.00
BEMIS	11380	10/15/2025	EQUIPMENT OPERATIONS RE...	703-734-52001	106.00
COLUMBIA RIVER PUD	10.15.25 7493	10/16/2025	650 OREGON ST -LEMONT P...	703-734-52003	351.94
COLUMBIA RIVER PUD	10.15.25 7493	10/16/2025	984 OREGON ST	703-734-52003	168.45
COLUMBIA RIVER PUD	10.15.25 7493	10/16/2025	984 OREGON ST - PW SHOP	703-734-52003	147.42
COLUMBIA RIVER PUD	10.15.25 7493	10/16/2025	1230 DEER ISLAND RD - PW	703-734-52003	85.52
PEAK ELECTRIC GROUP LLC	I10611	10/16/2025	ELECTRICAL WORK MCCORM...	703-739-52018	1,220.09
Fund 703 - PW OPERATIONS Total:					9,133.80
Fund: 706 - PUBLIC SAFETY					
MACKENZIE	1095233	10/13/2025	ST. HELENS PUBLIC SAFETY B...	706-000-52019	34,770.00
Fund 706 - PUBLIC SAFETY Total:					34,770.00
Grand Total:					168,003.26

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	68,071.19
201 - VISITOR TOURISM	210.00
202 - COMMUNITY DEVELOPMENT	34,327.91
203 - COMMUNITY ENHANCEMENT	1,695.10
205 - STREETS	4,342.74
601 - WATER	9,706.84
603 - SEWER	5,745.68
703 - PW OPERATIONS	9,133.80
706 - PUBLIC SAFETY	34,770.00
Grand Total:	168,003.26

Account Summary

Account Number	Account Name	Expense Amount
100-704-52001	Operating Supplies	97.67
100-704-52019	Professional Services	1,435.00
100-705-52001	Operating Supplies	147.13
100-705-52002	Personnel Uniforms Equ...	8,562.03
100-705-52003	Utilities	641.64
100-705-52019	Professional Services	4,410.00
100-705-52023	Facility Maintenance	1,443.54
100-705-52115	REPORT WRITING	2,025.00
100-706-52003	Utilities	1,013.66
100-706-52023	Facility Maintenance	2,711.65
100-707-52001	Operating Supplies	707.74
100-708-52003	Utilities	2,230.69
100-708-52019	Professional Services	1,500.00
100-708-52046	Dock Services	477.35
100-709-52003	Utilities	346.71
100-710-52011	Public Information	299.03
100-711-52001	Operating Supplies	3.02
100-712-52010	Telephone	1,180.00
100-712-52019	Professional Services	10,393.06
100-713-52011	Public Information	132.59
100-715-52001	Operating Supplies	292.78
100-715-52003	Utilities	942.90
100-715-52019	Professional Services	27,078.00
201-000-52019	Professional Services	210.00
202-721-52019	Professional Services	1,820.00
202-722-52003	Utilities	137.16
202-722-52019	Professional Services	28,704.50
202-726-52019	Professional Services	3,666.25
203-706-53013	Library Facility Improve...	1,695.10
205-000-52003	Utilities	4,342.74
601-731-52001	Operating Supplies	370.00
601-731-52003	Utilities	3,327.20
601-732-52003	Utilities	6,009.64
603-735-52001	Operating Supplies	266.66
603-735-52003	Utilities	39.31
603-736-52003	Utilities	2,016.92
603-736-52010	Telephone	205.29
603-736-52019	Professional Services	109.65
603-737-52003	Utilities	2,016.93
603-737-52010	Telephone	205.31
603-738-52003	Utilities	885.61
703-733-52001	Operating Supplies	4,508.70
703-733-52019	Professional Services	560.00
703-734-52001	Operating Supplies	106.00
703-734-52003	Utilities	800.01
703-734-52019	Professional Services	1,500.00

Account Summary

Account Number	Account Name	Expense Amount
703-734-52023	Facility Maintenance	312.00
703-739-52018	Professional Developme...	1,220.09
703-739-52099	Equipment Operations	127.00
706-000-52019	Professional Services	34,770.00
Grand Total:		168,003.26

Project Account Summary

Project Account Key	Expense Amount
None	168,003.26
Grand Total:	168,003.26



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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 201 - VISITOR TOURISM					
NW NATURAL GAS	10.10.2025	10/13/2025	NATURAL GAS- MASONIC BU...	201-000-52131	51.43
HUDSON GARBAGE SERVICE	15535831S046	10/13/2025	TRASH-215 S 1ST ST- HALLO...	201-000-52131	574.43
HUDSON GARBAGE SERVICE	15535874S046	10/13/2025	TRASH-MASONIC BUILDING	201-000-52131	223.60
TREADWAY EVENTS & ENTER...	2040	10/13/2025	ST HELENS TOURISM EVENT ...	201-000-52039	26,416.89
NW NATURAL GAS	10.13.25	10/14/2025	NATURAL GAS- MASONIC BU...	201-000-52131	23.34
TREADWAY EVENTS & ENTER...	2011	10/14/2025	ST HELENS TOURISM EVENT ...	201-000-52039	12,999.54
Fund 201 - VISITOR TOURISM Total:					40,289.23
Grand Total:					40,289.23

Fund Summary

Fund	Expense Amount
201 - VISITOR TOURISM	40,289.23
Grand Total:	40,289.23

Account Summary

Account Number	Account Name	Expense Amount
201-000-52039	Contracted Events-Profe...	39,416.43
201-000-52131	Contracted Building Leas...	872.80
Grand Total:		40,289.23

Project Account Summary

Project Account Key	Expense Amount
None	40,289.23
Grand Total:	40,289.23



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Packet: APPKT01396 - 10.20.25 Bail Refund

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL FUND					
Kennedy, Ryan Michael	INV0008222	10/17/2025	Bail Refund - Kennedy, Ryan...	100-000-20200	790.00
Fund 100 - GENERAL FUND Total:					790.00
Grand Total:					790.00

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	790.00
Grand Total:	790.00

Account Summary

Account Number	Account Name	Expense Amount
100-000-20200	Court - Bail	790.00
Grand Total:		790.00

Project Account Summary

Project Account Key	Expense Amount
None	790.00
Grand Total:	790.00



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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL FUND					
WILCOX	0982122-IN	10/20/2025	FUEL PARKS DEPT	100-708-52022	842.89
CORPORATION DIVISION	10.17.25	10/20/2025	TRADEMARK LOGO RENEWAL..	100-715-52001	50.00
SIERRA SPRINGS	21814586 101125	10/20/2025	WATER BOTTLED COURT / UB..	100-715-52001	43.97
CENTRALSQUARE TECHNOL...	448573	10/20/2025	MILESTONE 2 & 3 RMS	100-705-52115	153,253.58
PYE-BARKER FIRE AND SAFET...	7291598	10/20/2025	375 S 18TH ST	100-706-52023	142.32
PAM VESTAL	09.18.2025	10/21/2025	COLUMBIA COUNTY GENEAL...	100-706-52028	1,056.00
LIBRARY IDEAS LLC	119811	10/21/2025	FREEGAL MUSIC & STREAMI...	100-706-52019	4,220.00
PEAK ELECTRIC GROUP LLC	I10625	10/21/2025	ELECTRICAL WORK CAMPBEL...	100-708-52019	276.10
ENVISIONWARE INC	INV-US-77706	10/21/2025	ENVISIONWARE RENEWAL	100-706-52019	758.65
L.N CURTIS AND SONS	INV1001099	10/22/2025	POLICE UNIFORMS	100-705-52002	34.00
PAULSON PRINTING CO.	6578	10/23/2025	TRUNK OR TREAT PRINTS	100-701-52040	18.00
LEAGUE OF OREGON CITIES	R27284	10/23/2025	2025 LOC FALL CONFERENCE ...	100-703-52018	675.00
CARDINAL SERVICES INC	030850	10/24/2025	TEMPORARY EMPLOYMENT	100-706-52023	46.55
CARDINAL SERVICES INC	031094	10/24/2025	TEMPORARY EMPLOYMENT	100-705-52023	325.85
CARDINAL SERVICES INC	031094	10/24/2025	TEMPORARY EMPLOYMENT	100-706-52023	651.70
CARDINAL SERVICES INC	031094	10/24/2025	TEMPORARY EMPLOYMENT	100-708-52023	46.55
CARDINAL SERVICES INC	031094	10/24/2025	TEMPORARY EMPLOYMENT	100-709-52023	128.01
CARDINAL SERVICES INC	031094	10/24/2025	TEMPORARY EMPLOYMENT	100-715-52023	476.00
CARDINAL SERVICES INC	031415	10/24/2025	TEMPORARY EMPLOYMENT	100-705-52023	360.76
CARDINAL SERVICES INC	031415	10/24/2025	TEMPORARY EMPLOYMENT	100-706-52023	593.51
CARDINAL SERVICES INC	031415	10/24/2025	TEMPORARY EMPLOYMENT	100-708-52023	46.55
CARDINAL SERVICES INC	031415	10/24/2025	TEMPORARY EMPLOYMENT	100-709-52023	104.74
CARDINAL SERVICES INC	031415	10/24/2025	TEMPORARY EMPLOYMENT	100-715-52023	476.00
PITNEY BOWES BANK INC PU...	10.12.2025	10/24/2025	POSTAGE METER	100-715-52009	1,000.00
CLEAR TRAIL CPAS LLC	1135	10/24/2025	FYE 2025 AUDIT FEE	100-707-52019	11,000.00
ORKIN	285817430	10/24/2025	1810 OLD PORTLAND RD PES...	100-705-52023	115.00
QWEST DBA CENTURYLINK A...	3263X201-S-25287	10/24/2025	5163X201S3	100-712-52010	80.33
CMG OREGON LLC	695659	10/24/2025	NOTICE OF PUBLIC HEARING ...	100-710-52011	140.00
CMG OREGON LLC	695660	10/24/2025	NOTICE OF PULBLIC HEARING..	100-710-52011	140.00
CENTURY LINK BUSINESS SER...	756508676	10/24/2025	ACCT 88035002	100-712-52010	164.78
SOLUTIONS YES	INV465001	10/24/2025	REPLACED BLACK DRUM IN ...	100-715-52019	645.00
Fund 100 - GENERAL FUND Total:					177,911.84
Fund: 202 - COMMUNITY DEVELOPMENT					
PORTLAND GENERAL ELECTR...	09.08.25-10.07.25	10/24/2025	1277060585	202-722-52003	101.28
Fund 202 - COMMUNITY DEVELOPMENT Total:					101.28
Fund: 203 - COMMUNITY ENHANCEMENT					
AMY STOBBE	10.22.2025	10/22/2025	COLUMBIA CITY 21ST CCLC	203-709-52140	2,015.00
DEVAN DIANNE PERRY	10.22.25	10/22/2025	MCBRIDE 21ST CCL	203-709-52140	1,219.00
CARDINAL SERVICES INC	031094	10/24/2025	TEMPORARY EMPLOYMENT	203-709-52140	3,962.92
CARDINAL SERVICES INC	031415	10/24/2025	TEMPORARY EMPLOYMENT	203-709-52140	3,941.60
Fund 203 - COMMUNITY ENHANCEMENT Total:					11,138.52
Fund: 601 - WATER					
EAGLE STAR ROCK PRODUCTS..	409529	10/20/2025	ROCK 16TH WATERLINE	601-731-52001	998.56
PACIFIC NORTHERN ENVIRO...	50465	10/20/2025	INSTALL NEW TURBILITY ME...	601-732-52019	608.00
LAWRENCE OIL COMPANY	CFSI-30083	10/20/2025	247752 WATER	601-732-52022	121.54
CORE & MAIN	X441614	10/24/2025	MATERIALS	601-731-52001	2,884.40
Fund 601 - WATER Total:					4,612.50
Fund: 603 - SEWER					
ALS GROUP USA CORP	36-51-695417-0	10/20/2025	PRETREATMENT	603-736-52064	365.00
EAGLE STAR ROCK PRODUCTS..	409524	10/20/2025	ROCK-LEE ST - SEWER	603-735-52001	247.03
PACIFIC NORTHERN ENVIRO...	50470	10/20/2025	TS CHEMICAL PUMPS WWTP	603-736-52019	264.50
PACIFIC NORTHERN ENVIRO...	50470	10/20/2025	TS CHEMICAL PUMPS WWTP	603-737-52019	264.50

Expense Approval Register

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
CARDINAL SERVICES INC	031094	10/24/2025	TEMPORARY EMPLOYMENT	603-736-52023	34.91
CARDINAL SERVICES INC	031094	10/24/2025	TEMPORARY EMPLOYMENT	603-737-52023	34.92
CARDINAL SERVICES INC	031415	10/24/2025	TEMPORARY EMPLOYMENT	603-736-52023	29.09
CARDINAL SERVICES INC	031415	10/24/2025	TEMPORARY EMPLOYMENT	603-737-52023	29.10
HASA	1080585	10/24/2025	MULTI CHLOR	603-736-52083	10,811.64
ALS GROUP USA CORP	36-51-695907-0	10/24/2025	PRETREATMENT	603-736-52064	393.00
CORE & MAIN	X939581	10/24/2025	MATERIALS	603-735-52001	377.92

Fund 603 - SEWER Total: 12,851.61**Fund: 703 - PW OPERATIONS**

LAWRENCE OIL COMPANY	CFSI-30083	10/20/2025	247748 PUBLIC WORKS	703-734-52022	1,099.49
BRUCE HEINTZ	10.21.25	10/21/2025	MAINTENANCE BOND RELEA...	703-000-21910	2,902.52
CARDINAL SERVICES INC	031094	10/24/2025	TEMPORARY EMPLOYMENT	703-739-52019	924.00
CARDINAL SERVICES INC	031415	10/24/2025	TEMPORARY EMPLOYMENT	703-739-52019	646.80

Fund 703 - PW OPERATIONS Total: 5,572.81**Fund: 801 - URBAN RENEWAL AGENCY**

CLEAR TRAIL CPAS LLC	1135	10/24/2025	FYE 2025 AUDIT FEE	801-000-52019	15,000.00
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Fund 801 - URBAN RENEWAL AGENCY Total: 15,000.00**Grand Total: 227,188.56**

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	177,911.84
202 - COMMUNITY DEVELOPMENT	101.28
203 - COMMUNITY ENHANCEMENT	11,138.52
601 - WATER	4,612.50
603 - SEWER	12,851.61
703 - PW OPERATIONS	5,572.81
801 - URBAN RENEWAL AGENCY	15,000.00
Grand Total:	227,188.56

Account Summary

Account Number	Account Name	Expense Amount
100-701-52040	Communications	18.00
100-703-52018	Professional Developme...	675.00
100-705-52002	Personnel Uniforms Equ...	34.00
100-705-52023	Facility Maintenance	801.61
100-705-52115	REPORT WRITING	153,253.58
100-706-52019	Professional Services	4,978.65
100-706-52023	Facility Maintenance	1,434.08
100-706-52028	Projects & Programs	1,056.00
100-707-52019	Professional Services	11,000.00
100-708-52019	Professional Services	276.10
100-708-52022	Fuel	842.89
100-708-52023	Facility Maintenance	93.10
100-709-52023	Facility Maintenance	232.75
100-710-52011	Public Information	280.00
100-712-52010	Telephone	245.11
100-715-52001	Operating Supplies	93.97
100-715-52009	Postage	1,000.00
100-715-52019	Professional Services	645.00
100-715-52023	Facility Maintenance	952.00
202-722-52003	Utilities	101.28
203-709-52140	Contract Programs	11,138.52
601-731-52001	Operating Supplies	3,882.96
601-732-52019	Professional Services	608.00
601-732-52022	Fuel	121.54
603-735-52001	Operating Supplies	624.95
603-736-52019	Professional Services	264.50
603-736-52023	Facility Maintenance	64.00
603-736-52064	Lab Testing	758.00
603-736-52083	Chemicals	10,811.64
603-737-52019	Professional Services	264.50
603-737-52023	Facility Maintenance	64.02
703-000-21910	Performance Bonds	2,902.52
703-734-52022	Fuel	1,099.49
703-739-52019	Professional Services	1,570.80
801-000-52019	URA PROFESSIONAL SE...	15,000.00
Grand Total:		227,188.56

Project Account Summary

Project Account Key	Expense Amount
None	227,188.56
Grand Total:	227,188.56



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Expense Approval Register

Packet: APPKT01398 - Wauna AP 10.24.25

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 201 - VISITOR TOURISM					
TREADWAY EVENTS & ENTER...	2039	10/20/2025	ST HELENS TOURISM EVENT ...	201-000-52039	15,966.67
CITY OF ST. HELENS	10.22.2025	10/22/2025	01-00178-001 MASONIC BUI...	201-000-52131	120.34
COLUMBIA RIVER PUD	10.22.2025	10/24/2025	94111	201-000-52131	453.55
Fund 201 - VISITOR TOURISM Total:					16,540.56
Grand Total:					16,540.56

Fund Summary

Fund	Expense Amount
201 - VISITOR TOURISM	16,540.56
Grand Total:	16,540.56

Account Summary

Account Number	Account Name	Expense Amount
201-000-52039	Contracted Events-Profe...	15,966.67
201-000-52131	Contracted Building Leas...	573.89
Grand Total:		16,540.56

Project Account Summary

Project Account Key	Expense Amount
None	16,540.56
Grand Total:	16,540.56



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Packet: APPKT01406 - 10.28.25 AP

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL FUND					
ALLSTREAM	21918402	10/27/2025	ALLSTREAM PHONE ACCT 75...	100-712-52010	214.08
AT&T MOBILITY	287302289330X10232025	10/27/2025	287302289330 POLICE PHON...	100-705-52010	1,191.23
VERIZON	6126532551	10/27/2025	JOHN WALSH	100-701-52001	38.27
VERIZON	6126532551	10/27/2025	HOT SPOT- 8190	100-701-52010	47.12
VERIZON	6126532551	10/27/2025	JOHN WALSH 9898	100-701-52010	40.81
VERIZON	6126532551	10/27/2025	CRYSTAL KING 0621	100-701-52010	38.27
VERIZON	6126532551	10/27/2025	BRANDON SUNDEEN 1179	100-703-52001	38.27
VERIZON	6126532551	10/27/2025	JESSICA CHILTON	100-703-52001	38.27
VERIZON	6126532551	10/27/2025	MARK GUNDERSEN 1908	100-703-52001	38.27
VERIZON	6126532551	10/27/2025	JENNIFER MASSEY 1992	100-703-52001	38.27
VERIZON	6126532551	10/27/2025	RUSSELL HUBBARD 1907	100-703-52001	38.27
VERIZON	6126532551	10/27/2025	PD JETPACK1 8886	100-705-52010	40.81
VERIZON	6126532551	10/27/2025	PD JETPACK2 8538	100-705-52010	40.81
VERIZON	6126532551	10/27/2025	SUZANNE BISHOP 1313	100-706-52003	38.27
VERIZON	6126532551	10/27/2025	GLORI BUTSCH HOT SPOT	100-707-52001	40.81
VERIZON	6126532551	10/27/2025	GLORIA BUTSCH 1986	100-707-52001	38.27
VERIZON	6126532551	10/27/2025	CAMERON PAGE 5027	100-708-52010	38.27
VERIZON	6126532551	10/27/2025	TORY SHELBY 6366	100-708-52010	38.27
VERIZON	6126532551	10/27/2025	RECREATION CENTER 2566	100-709-52010	38.27
VERIZON	6126532551	10/27/2025	REC PHONE 5093	100-709-52010	39.15
VERIZON	6126532551	10/27/2025	RECREATION IPHONE 1068	100-709-52010	38.27
VERIZON	6126532551	10/27/2025	RECREATION 1108	100-709-52010	38.27
VERIZON	6126532551	10/27/2025	BUILDING DEPARTMENT IPAD..	100-711-52010	40.81
VERIZON	6126532551	10/27/2025	MIKE DEROIA 2686	100-711-52010	38.27
VERIZON	6126532551	10/27/2025	DARIN COX 1016	100-712-52010	38.27
CINTAS	8407851473	10/28/2025	PARKS FIRST AID CABINET SE...	100-708-52001	345.24
Fund 100 - GENERAL FUND Total:					2,653.19
Fund: 205 - STREETS					
SPECIALIZED PAVEMENT MA...	17680-1	10/24/2025	2025 ANNUAL STRIPING R-7...	205-000-53001	64,798.91
S-2 CONTRACTORS INC	2537E1	10/27/2025	2025 PAVEMENT PATCHING ...	205-000-53001	57,005.82
Fund 205 - STREETS Total:					121,804.73
Fund: 302 - WATER SDC					
KELLER ASSOCIATES, INC	0252803	10/27/2025	RESERVOIR SITING STUDY P...	302-000-53310	6,377.00
Fund 302 - WATER SDC Total:					6,377.00
Fund: 601 - WATER					
KELLER ASSOCIATES, INC	0252803	10/27/2025	RESERVOIR SITING STUDY P...	601-000-53310	2,733.00
ALEXIN ANALYTICAL LABORA...	48023	10/27/2025	TESTING	601-731-52064	2,808.00
VERIZON	6126532551	10/27/2025	JOHN DEWEY 1914	601-732-52010	38.27
Fund 601 - WATER Total:					5,579.27
Fund: 603 - SEWER					
CONSOR NORTH AMERICA I...	W233257OR.00-19	10/24/2025	WASTEWATER COLLECTION ...	603-000-53033	38,983.40
ALLSTREAM	21918402	10/27/2025	ALLSTREAM PHONE ACCT 75...	603-736-52010	107.04
ALLSTREAM	21918402	10/27/2025	ALLSTREAM PHONE ACCT 75...	603-737-52010	107.04
VERIZON	6126532551	10/27/2025	SAM ORTIZ 1801	603-736-52010	19.13
VERIZON	6126532551	10/27/2025	TYLER HILLS 6492	603-736-52010	19.13
VERIZON	6126532551	10/27/2025	AARON KUNDERS 6376	603-736-52010	19.13
VERIZON	6126532551	10/27/2025	AARON KUNDERS 6376	603-737-52010	19.14
VERIZON	6126532551	10/27/2025	TYLER HILLS 6492	603-737-52010	19.14
VERIZON	6126532551	10/27/2025	SAM ORTIZ 1801	603-737-52010	19.14
Fund 603 - SEWER Total:					39,312.29
Fund: 703 - PW OPERATIONS					
VERIZON	6126532551	10/27/2025	PW CONSTRUCTION INSPEC...	703-733-52010	-17.68

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
VERIZON	6126532551	10/27/2025	BASHAR 1971	703-733-52010	38.27
VERIZON	6126532551	10/27/2025	TIM UNDERWOOD 8524	703-733-52010	-16.49
VERIZON	6126532551	10/27/2025	SHARON DARROUX 0813	703-733-52010	210.75
VERIZON	6126532551	10/27/2025	CURT LEMONT 2217	703-734-52010	38.27
VERIZON	6126532551	10/27/2025	PW UTILITY 1 9922	703-734-52010	40.81
VERIZON	6126532551	10/27/2025	JULIAN ZIRKLE 629	703-734-52010	38.27
VERIZON	6126532551	10/27/2025	PW FACILITY MAINTENANCE ...	703-734-52010	40.81
VERIZON	6126532551	10/27/2025	SCOTT WILLIAMS 0621	703-734-52010	38.27
VERIZON	6126532551	10/27/2025	PUBLIC WORKS 8523	703-734-52010	38.27
VERIZON	6126532551	10/27/2025	MOUHAMAD ZAHER 3068	703-734-52010	38.27
VERIZON	6126532551	10/27/2025	PW OPERATIONS 3856	703-734-52010	40.81
VERIZON	6126532551	10/27/2025	BASHAR AL-DAOMI I PAD	703-734-52010	40.81
VERIZON	6126532551	10/27/2025	ROGER STAUFFER 9662	703-734-52010	-16.49
VERIZON	6126532551	10/27/2025	ALEX BIRD 9081	703-734-52010	40.81
VERIZON	6126532551	10/27/2025	PW ENGINEERING 0940	703-734-52010	40.81
VERIZON	6126532551	10/27/2025	RYAN POWERS 7116	703-734-52010	38.27
VERIZON	6126532551	10/27/2025	PW UTILITY 3 9924	703-734-52010	40.81
VERIZON	6126532551	10/27/2025	ETHAN STERLING 6282	703-734-52010	38.27
VERIZON	6126532551	10/27/2025	ALEX BIRD 2000	703-734-52010	210.75
VERIZON	6126532551	10/27/2025	PW SPARE 4 8741	703-734-52010	40.81
VERIZON	6126532551	10/27/2025	BRETT LONG 3607	703-734-52010	38.27
VERIZON	6126532551	10/27/2025	BUCK TUPPER 3371	703-734-52010	38.27
VERIZON	6126532551	10/27/2025	PW UTILITY 2 9923	703-734-52010	40.81
CINTAS	8407851472	10/27/2025	FIRST AID CABINET SERVICE	703-734-52019	56.75
ADVANTAGE SIGN & GRAPHI...	V1025-233	10/27/2025	PRECISION TOOLED BRONZE ...	703-734-52028	1,014.99
OREGON OCCUPATIONAL M...	136854	10/28/2025	EXAM	703-739-52019	109.00
TROTTER & MORTON FACILI...	83772	10/28/2025	REPAIR TO WALK IN COOLER...	703-739-52120	1,696.28
Fund 703 - PW OPERATIONS Total:					3,997.85
Grand Total:					179,724.33

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	2,653.19
205 - STREETS	121,804.73
302 - WATER SDC	6,377.00
601 - WATER	5,579.27
603 - SEWER	39,312.29
703 - PW OPERATIONS	3,997.85
Grand Total:	179,724.33

Account Summary

Account Number	Account Name	Expense Amount
100-701-52001	Operating Supplies	38.27
100-701-52010	Telephone	126.20
100-703-52001	Operating Supplies	191.35
100-705-52010	Telephone	1,272.85
100-706-52003	Utilities	38.27
100-707-52001	Operating Supplies	79.08
100-708-52001	Operating Supplies	345.24
100-708-52010	Telephone	76.54
100-709-52010	Telephone	153.96
100-711-52010	Telephone	79.08
100-712-52010	Telephone	252.35
205-000-53001	Street Improvements & ...	121,804.73
302-000-53310	Reservoir Siting Study	6,377.00
601-000-53310	Reservoir Siting Study	2,733.00
601-731-52064	Lab Testing	2,808.00
601-732-52010	Telephone	38.27
603-000-53033	Sewer Capacity - Design	38,983.40
603-736-52010	Telephone	164.43
603-737-52010	Telephone	164.46
703-733-52010	Telephone	214.85
703-734-52010	Telephone	905.98
703-734-52019	Professional Services	56.75
703-734-52028	Projects & Programs	1,014.99
703-739-52019	Professional Services	109.00
703-739-52120	Facility Maintenance Ot...	1,696.28
Grand Total:		179,724.33

Project Account Summary

Project Account Key	Expense Amount
None	179,724.33
Grand Total:	179,724.33