



# COUNCIL REGULAR SESSION

Wednesday, April 16, 2025 at 7:00 PM

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## COUNCIL MEMBERS:

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

## LOCATION & CONTACT:

HYBRID: Council Chambers & Zoom (details below)

Website | [www.sthelensoregon.gov](http://www.sthelensoregon.gov)

Email | [kpayne@sthelensoregon.gov](mailto:kpayne@sthelensoregon.gov)

Phone | 503-397-6272

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## AGENDA

### CALL REGULAR SESSION TO ORDER

### PLEDGE OF ALLEGIANCE

### PROCLAMATIONS

- [1.](#) National Library Week: April 6-12, 2025
- [2.](#) Child Abuse Prevention Month: April 2025

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

### DELIBERATIONS

3. Appeal of Planning Commission Denial of Variances at 35732 Hankey Road (McCarter)
4. Economic Opportunities Analysis

### APPROVE AND/OR AUTHORIZE FOR SIGNATURE

- [5.](#) Amendment No. 4 to Agreement with Mackenzie Engineering Inc. for Public Safety Facility Services
- [6.](#) Extend Agreement with Aaron Martin for Pro Tem Judicial Services to April 30, 2026
- [7.](#) Award the Belton Sewer Step System Capacity Study, Project No. S-685, to Grayling Engineers
- [8.](#) Letter of Support for Broadband Equity, Access, and Deployment (BEAD) Grant Program to Address Broadband Challenges in St. Helens School District

### CONSENT AGENDA FOR ACCEPTANCE

- [9.](#) Planning Commission Minutes dated March 11, 2025

### CONSENT AGENDA FOR APPROVAL

- [10.](#) City Council Minutes dated March 12 and April 2, 2025
- [11.](#) Memorandum of Understanding with Treadway Events & Entertainment, LLC for St. Helens Community Day (formerly "Citizens Day")
- [12.](#) OLCC Licenses
- [13.](#) Accounts Payable Bill Lists

**WORK SESSION ACTION ITEMS**

**COUNCIL MEMBER REPORTS**

**MAYOR MASSEY REPORTS**

**OTHER BUSINESS**

**ADJOURN**

**VIRTUAL MEETING DETAILS**

Join: <https://us02web.zoom.us/j/82395118533?pwd=Hrjw57AneAKOUbId984GMWxZH2EWaD.1v>

Passcode: 824164

Phone one-tap: +16694449171

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

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

City of St. Helens, Oregon  
PROCLAMATION  
By Mayor Jennifer Massey

*National Library Month*  
April 6 – 12, 2025

**WHEREAS**, the St. Helens Public Library sparks creativity, fuels imagination, and inspires lifelong learning, offering a space where individuals of all ages can explore new ideas and be drawn to new possibilities; and

**WHEREAS**, the St. Helens Public Library serves as a vibrant community hub, connecting people with knowledge, technology, and resources while fostering civic engagement, critical thinking, and lifelong learning; and

**WHEREAS**, the St. Helens Public Library provides free and equitable access to books, digital tools, and innovative programming, ensuring that all individuals—regardless of background—have the support they need to learn, connect, and thrive; and

**WHEREAS**, the St. Helens Public Library partners with schools, businesses, and organizations, connecting the dots to maximize resources, increase efficiency, and expand access to essential services, strengthening the entire community; and

**WHEREAS**, the St. Helens Public Library empowers job seekers, entrepreneurs, and lifelong learners by providing access to resources, training, and opportunities that support career growth and economic success; and

**WHEREAS**, the St. Helens Public Library provides the Makerspace, an innovative place for adults and children to explore and learn how to use equipment like 3D printers and sewing machines, expanding their knowledge and experience, for leisure and entrepreneurial endeavors; and

**WHEREAS**, the St. Helens Public Library librarians and library workers nurture young minds through storytimes, STEAM programs, and literacy initiatives, fostering curiosity and a love of learning that lasts a lifetime; and

**WHEREAS**, the St. Helens Public Library protects the right to read, think, and explore without censorship, standing as champions of intellectual freedom and free expression; and

**WHEREAS**, the St. Helens Public Library's dedicated librarians and library workers provide welcoming spaces that inspire discovery, collaboration, and creativity for all; and

**WHEREAS**, libraries, librarians, and library workers across the country are joining together to celebrate National Library Week under the theme "**Drawn to the Library**".

**NOW, THEREFORE**, I, Jennifer Massey, the Mayor of the City of St. Helens, do hereby proclaim April 6 – 12, 2025, as **National Library Week**. I encourage all residents to visit the St. Helens Public Library, explore its resources, and celebrate all the ways that the library draws us together as a community.

**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 16<sup>th</sup> day of April 2025.

*Place  
Gold  
Seal &  
Stamp  
Here*

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

ATTEST: \_\_\_\_\_  
Kathy Payne, City Recorder

## City of St. Helens, Oregon

**PROCLAMATION**

By Mayor Jennifer Massey

*Child Abuse Prevention Month***April 2025**

**WHEREAS**, more than 1,300 annual reports of child abuse or neglect were made on behalf of children in Columbia County in the most recent data; and

**WHEREAS**, 248 children in Columbia County received child abuse intervention services; and

**WHEREAS**, 84 of these children were from the City of St. Helens; and

**WHEREAS**, more than 176 children in Columbia County spend time in foster care every year; and

**WHEREAS**, child abuse prevention is a community responsibility and finding solutions depends on involvement among all people; and

**WHEREAS**, communities must make every effort to promote programs that benefit children and their families; and

**WHEREAS**, effective child abuse prevention programs succeed because of partnerships among agencies, schools, religious organizations, law enforcement agencies, and the business community; and

**WHEREAS**, trusted friends and active community members can help ensure families get the support they need by offering their time and resources, taking an active role in children's lives, and fostering a safe environment for young people to learn and grow.

**NOW, THEREFORE**, I, Jennifer Massey, Mayor of the City of St. Helens, do hereby proclaim the month of April 2025 to be Child Abuse Prevention Month in St. Helens, Oregon, and urge all citizens to work together to help reduce child abuse and neglect significantly in years to come.

**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 16<sup>th</sup> day of April, 2025.

Place  
Gold  
Seal &  
Stamp

MAYOR: \_\_\_\_\_  
Jennifer Massey, Mayor

ATTEST: \_\_\_\_\_  
Kathy Payne, City Recorder

**City of St. Helens**  
**FOURTH AMENDMENT TO**  
**PERSONAL SERVICES AGREEMENT**  
**Mackenzie Engineering Inc.**  
**Public Safety Facility Project**

This Amendment is entered into this 16<sup>th</sup> day of April 2025, between the **City of St. Helens**, an Oregon municipal corporation (“the City”), and **Mackenzie Engineering Inc.** (“Contractor”).

**RECITALS**

**A. WHEREAS**, on or about October 11, 2021, the City and Contractor entered into an agreement (“Agreement”) in which Contractor agreed to provide services (“Services”) related to design of a Public Safety Facility; and

**B. WHEREAS**, Paragraph 3 of the Agreement provides that the Agreement terminated on May 1, 2024, and was extended to May 1, 2025 on March 17, 2024. Paragraph 3 says that the City reserves the right to extend the Agreement for a period of two (2) years in one (1) year increments; and

**C. WHEREAS**, St. Helens and Contractor mutually desire to extend the term of the Agreement for an additional year.

**AGREEMENT**

**NOW, THEREFORE**, the parties mutually agree as follows:

**1.** The termination date of the Agreement signed on or about October 11, 2021, shall be amended to reflect a termination date of May 1, 2026, unless earlier terminated according to the terms of the agreement.

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

**CITY:**

**CONTRACTOR:**

**CITY OF ST. HELENS**, an Oregon  
municipal corporation

**MACKENZIE ENGINEERING INC.**

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Its: \_\_\_\_\_

Its: \_\_\_\_\_

**City of St. Helens****EXTENSION OF PERSONAL SERVICES AGREEMENT**

This Extension is made on December 20, 2023, between City of St. Helens, an Oregon municipal corporation ("St. Helens"), and **Aaron Martin** ("Contractor").

**RECITALS**

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

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

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

**AGREEMENT**

**NOW, THEREFORE**, the parties mutually agree as follows:

**1.** The termination date of the Agreement signed on or about May 1, 2024, shall be amended to reflect a **termination date of April 30, 2026**, unless earlier terminated according to the terms of the Agreement.

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

**ST. HELENS:**

**CITY OF ST. HELENS**, an Oregon  
municipal corporation

By: \_\_\_\_\_

Name: \_\_\_\_\_

Its: \_\_\_\_\_

**CONTRACTOR:**

**AARON MARTIN**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Its: \_\_\_\_\_



## STAFF REPORT

Meeting Date: April 2, 2025  
Author: Public Works Director Mouhamad Zaher  
Department: Public Works  
Division: Engineering  
Subject: Belton Sewer Step System Capacity Study  
Type of Item: Project Award  
CC: City Administrator John Walsh

### Introduction:

Over the past several years, the City has received multiple requests from developers to connect their properties along Belton Rd to the Belton Sewer Step System. Because of the lack of data on the step system, the Engineering Division determined that a capacity study on the existing system needs to be carried out which could inform them of how to make decisions regarding these connection requests. Currently there are eleven known service lateral connections to the step system, and except for three locations, most of the pump locations are known. On February 14, 2025, the City issued a Request for Proposals for consultant services for the Belton Sewer Step System Capacity Study. The results of this study will provide staff with a complete evaluation of the system's current capacity and its future capacity. The study will also identify system capacity deficiencies and provide staff with a method of determining future connections to this sewer.

### Background:

The existing Belton Sewer Step System was constructed in August 1989 to serve multiple properties in the Belton area of St. Helens, located just north of Grey Cliffs. The step system is composed of over 1,760 feet of 2-inch schedule 40 pressurized PVC pipe. Connected properties pump sewage into the 2-inch sewer force main which terminates into an existing 4-inch force main on N 6<sup>th</sup> Street where it is then pumped to existing manhole NCC9A before entering the gravity sewer system. The City owns and maintains the 2-inch pressure sewer main and connecting pumps and equipment. Property owners are responsible for the installation, maintenance and repair of the equipment and their service lines.





On Tuesday, March 18, 2025, the City received two proposals for the Belton Sewer Step System Capacity Study from the following firms,

FIRM	LOCATION
Windsor Engineers	Ridgefield, WA
Grayling Engineers	Vancouver, WA

**Staff Analysis:**

After reviewing the proposals, **Grayling Engineers** was determined to have the most responsive proposal to provide the services as outlined in the RFP which the City desires.

**Budget Impact:**

The project was budgeted at \$200,000 and will be funded by City sewer funds.

**Requested Action:**

City Council is requested to award the project Grayling Engineers and authorize the Engineering Manager to negotiate a final Scope of Work and cost based on the consultant's proposal. The final contract will be added to the Council Agenda for final signature and approval at a future meeting.



265 Strand Street, St. Helens, OR 97051  
Phone: (503) 397-6272 Fax: (503) 397-4016  
[www.sthelensoregon.gov](http://www.sthelensoregon.gov)

April 16, 2025

Nick Batz  
Oregon Broadband Office  
Business Oregon  
775 Summer St. NE STE 310  
Salem, Oregon 97301

Dear Oregon Broadband Office,

The City of St. Helens is writing to express support for Comcast as a community partner, particularly in their collaborative efforts to address broadband challenges in St. Helens School District 502.

Comcast's commitment to expanding high-quality broadband access aligns closely with our mission to enhance digital equity and connectivity for unserved and underserved communities identified by the Oregon Broadband Office (OBO) and the Broadband Equity, Access, and Deployment (BEAD) program.

Expanding access to reliable, high-speed broadband is critical to addressing key challenges within our community and unlocking opportunities for economic growth, educational advancement, and equitable access to essential services.

For these reasons, the City of St. Helens supports Comcast's project applications for St. Helens School District 502 to the OBO for BEAD Program Funding.

Sincerely,

Jennifer Massey, Mayor  
City of St. Helens



# PLANNING COMMISSION

Tuesday, March 11, 2025 at 6:30 PM

## APPROVED MINUTES

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

**Members Absent:** None

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

**Others:** Dan Hatfield  
 Ken Bowen  
 Beth Goodman

### 1. 6:30 P.M. CALL TO ORDER & FLAG SALUTE

Chair Shoemaker called the meeting to order at 6:30 p.m. Chair Shoemaker welcomed Commissioner Herman, apologizing for not doing so at the previous meeting. She also introduced new Commissioner Trina Kingsbury.

### 2. CONSENT AGENDA

A. Planning Commission Minutes dated February 11, 2025

**Motion:** Upon Commissioner Castner's motion and Commissioner Jacobson's second, the Planning Commission unanimously approved the Draft Minutes dated February 11, 2025, with corrections on Page 2, under Item D. [AYES: Vice Chair Sisco, Commissioner Herman, Commissioner Kingsbury, Commissioner Rosengard, Commissioner Caster, and Commissioner Jacobson, NAYS: None]

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

There were no topics from the floor.

### 4. PUBLIC HEARING AGENDA (times are earliest start time)

B. 6:35 p.m. - Remand of Appeals (x5) of the Planning Commission's denial of Conditional Use Permit and Variances (x4) at NE corner of the Wyeth and N. 5th Street Intersection - Hatfield

Chair Shoemaker opened the Public Hearing at 6:35 p.m. Chair Shoemaker asked if any commissioners had conflicts of interest or ex-parte communication. Commissioner Herman declared a conflict as Dan

Hatfield, the applicant, was building a house for him. He stepped out for this matter. Commissioner Jacobson disclosed he had driven by the property.

City Planner Graichen provided background on the case. He explained that the Commission had denied the application in December, the applicant appealed to the Council, and the Council remanded it back. Graichen clarified that the original application was for a triplex on a lot too small for current rules, requiring four Variances and a Conditional Use Permit. Based on previous discussions, there seemed to be little support for the triplex concept from both the Commission and Council.

City Planner Graichen explained that based on conversation at Council, they shifted the focus towards seeking approval for a duplex rather than a triplex, which still requires two of the original four Variances, and no Conditional Use Permit. A recommended condition of approval was for the footprint of the duplex to be the same as the triplex. The two key variances were a setback variance along Wyeth Street and an off-street parking variance.

Regarding the setback variance along Wyeth Street, City Planner Graichen noted almost all the buildings on adjacent properties and blocks are close to the property lines along the north side of Wyeth Street. He said the variance setback would mirror what is happening at adjacent properties. He said Hatfield would like to use the oversized right-of-way to meet the off-street parking requirements. Duplexes require two parking spaces.

Jacobson asked if anyone would be able to park in the on-street parking or if it would be reserved for the duplex. City Planner Graichen said anyone could still use the on-street parking.

### **In Favor**

**Hatfield, Dan. Applicant.** Hatfield noted everyone is already utilizing parking the same way as in his current proposal along the street. He said it is the same with the setbacks. All the other properties around his property have reduced setbacks.

### **Neutral**

There was no neutral testimony.

### **Opposition**

**Bowen, Ken.** Bowen said he lives across the street. He is opposed to a parking variance. There is a lot of parking congestion in the area. He does not have a problem with parking on the property. With it being duplex, it will create more congestion and possible vehicle accidents if the only parking is on the street. He said there is a fire hydrant on the corner near the parking. He said often the sidewalks and bike lanes are blocked with people parking. He also said the applicant cannot dictate how the tenants will park. He also pointed out the historic basalt rock wall next to the property.

### **Rebuttal**

**Hatfield, Dan. Applicant.** Hatfield said if he could mark the on-street parking spaces as parallel spaces, it would leave more room for the travel lanes. Chair Shoemaker asked if he was planning to keep the basalt wall. Hatfield said yes. Commissioner Jacobson asked about disability designation. City Planner Graichen clarified that accessible parking requirements do not kick in until you meet a certain threshold of dwelling units. Hatfield is not required to provide ADA parking for a duplex.

### **End of Oral Testimony**

### **Close of Public Hearing & Record**

### **Deliberations**

Vice Chair Sisco has no problem with the setback variance because it does not differ from the surrounding homes.

Chair Shoemaker clarified that parking needs to be at least 10 feet from the nearby fire hydrant regardless of this proposal. Chair Shoemaker clarified that the sidewalk would stay in approximately the same location and would be slightly wider when/if rebuilt.

**Motion:** Upon Vice Chair Sisco's motion and Commissioner Jacobson's second, the Planning Commission unanimously voted to uphold the original denial for the density variance, the multi-dwelling architectural standards variance, and the Conditional Use Permit. [AYES: Vice Chair Sisco, Commissioner Kingsbury, Commissioner Rosengard, Commissioner Caster, and Commissioner Jacobson, NAYS: None]

**Motion:** Upon Commissioner Castner's motion and Commissioner Jacobson's second, the Planning Commission unanimously voted to approve the setback variance with conditions as recommended by staff. [AYES: Vice Chair Sisco, Commissioner Kingsbury, Commissioner Rosengard, Commissioner Caster, and Commissioner Jacobson, NAYS: None]

**Motion:** Upon Vice Chair Sisco's motion and Commissioner Jacobson's second, the Planning Commission unanimously voted to approve the parking variance as recommended in the memo with the additional conditions about no impacts to the basalt wall and a minimum of two marked parallel parking spaces in the right-of-way. [AYES: Vice Chair Sisco, Commissioner Kingsbury, Commissioner Rosengard, Commissioner Caster, and Commissioner Jacobson, NAYS: None]

**Motion:** Upon Vice Chair Sisco's motion and Commissioner Jacobson's second, the Planning Commission unanimously voted for the Chair to sign the Findings when prepared. [AYES: Vice Chair Sisco, Commissioner Kingsbury, Commissioner Rosengard, Commissioner Caster, and Commissioner Jacobson, NAYS: None]

- C. 7:00 p.m. - Amendments to the Comprehensive Plan including adoption of the EOA and related amendments - City of St. Helens

Chair Shoemaker opened the Public Hearing at 7:35 p.m. Chair Shoemaker declared that she was on the Economic Opportunity Analysis (EOA) Technical Advisory Committee.

### In Favor

**Goodman, Beth. Applicant's Representative.** Beth Goodman introduced herself as a consultant from ECONorthwest who prepared the EOA for the City. She reviewed the process with the Commission that was used to develop an EOA. She also reviewed the buildable land inventory, employment data, economic advantages and disadvantages, potential growth industries, and estimated total employment to determine employment lands sufficiency. The full EOA is included in the packet.

### Neutral

There was no neutral testimony.

### Opposition

There was no testimony in opposition.

### End of Oral Testimony

### Close of Public Hearing & Record

### Deliberations

Associate Planner Dimsho reminded the Commission that this matter will go before City Council after a recommendation from the Commission. She also pointed out that in addition to the adoption of the

EOA, this includes adoption of the City's Wastewater Master Plan, Water Master Plan, and Stormwater Master Plan. This is more of a housekeeping item since these plans were already adopted by Resolution years ago. She noted that the best practice is to adopt these into the Comprehensive Plan by Ordinance, instead of just by Resolution.

**Motion:** Upon Commissioner Castner's motion and Commissioner Rosengard's second, the Planning Commission unanimously recommended approval of the Comprehensive Plan Amendment to City Council. [AYES: Vice Chair Sisco, Commissioner Herman, Commissioner Kingsbury, Commissioner Rosengard, Commissioner Caster, and Commissioner Jacobson, NAYS: None]

## 5. DISCUSSION ITEMS

- D. Joint City Council / Planning Commission Joint Meeting date in September

City Planner Graichen explained that Mayor Massey proposed moving the September Joint Council Planning Commission meeting date to September 24th. The Commission agreed to the change without objection, to be discussed further at the joint meeting.

## 6. PLANNING DIRECTOR DECISIONS (previously e-mailed to the Commission)

- E. Sign Permit (Temporary) – 2100 Block of Columbia Blvd – Amani Center
- F. Site Development Review (Minor) – 205 Brayden Street – Linares
- G. Sign Permit (Temporary) – 2100 Block of Columbia Blvd – Columbia Pacific Food Bank
- H. Site Development Review (Major) – 161 St. Helens Street – Parjit & Harinder

Commissioner Jacobson asked about the language included in the Site Development Review (Major) for 161 St. Helens Street.

## 7. PLANNING DEPARTMENT ACTIVITY REPORT

- I. Planning Department Activity Report – February

There was no discussion about Planning Department Activity Report.

## 8. PROACTIVE ITEMS

- J. Architectural Standards
- K. Vacant Storefronts
- L. The Plaza Square

City Planner Graichen said these items will be discussed at tomorrow's Joint City Council Planning Commission meeting. He said he prepared a memo for Architectural Standards intended to help the Commission take "baby steps" forward.

## 9. FOR YOUR INFORMATION ITEMS

Commissioner Jacobson brought up the upcoming webinar on Oregon public meetings law scheduled for March 20th at 2:00 PM. Associate Planner Dimsho encouraged commissioners to attend and bring questions.

## 10. ADJOURNMENT

Chair Shoemaker adjourned the meeting at 8:28 p.m.

# City of St. Helens

## *Consent Agenda for Approval*

### CITY COUNCIL MINUTES

Presented for approval on this 16<sup>th</sup> day of April, 2025 are the following Council minutes:

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2025

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- Joint City Council and Planning Commission Minutes dated March 12, 2025
- Work Session, Executive Session, and Regular Session Minutes dated April 2, 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



# JOINT CITY COUNCIL & PLANNING COMMISSION

Wednesday, March 12, 2025

## DRAFT MINUTES

### MEMBERS PRESENT

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

Chair Jennifer Shoemaker  
 Vice Chair Brooke Sisco  
 Commissioner Charles Castner  
 Commissioner Scott Jacobson  
 Commissioner Trina Kingsbury  
 Commissioner Reid Herman – Arrived via ZOOM around 5 p.m.

### MEMBERS ABSENT

Commissioner David B. Rosengard

### STAFF PRESENT

Jacob Graichen, City Planner  
 Jenny Dimsho, Associate Planner

### OTHERS

None

### CALL TO ORDER – 4:00 p.m.

Council President Chilton called the meeting to order.

### DISCUSSION TOPICS

#### 1. Discussion of September Joint Meeting Date

Mayor Jennifer Massey said the original conflict for the September Joint meeting date is no longer an issue and she is no longer requesting to change the meeting date from the approved 2025 meetings schedule.

#### 2. Planning Commission Proactive Item - Architectural Standards

City Planner Graichen went over the memo included in the packet regarding architectural standards which was intended guide the discussion about priorities for the group.

First, there was a discussion about where to focus on developing standards. City Planner Graichen suggested focusing on a smaller area because starting small could help the Commission make progress and potentially, the standards could apply to a larger area in the future. Commissioner Shoemaker expressed a desire to encompass the entire historic district, not just the Riverfront District, as a starting point. She noted that trying to cover the whole city would be too ambitious and could lead to



misunderstandings and resistance from residents. Council President Chilton expressed a desire to include the Houlton Business District and getting Main Street involved.

Next, there was a discussion of what type of architectural elements to focus on. City Planner Graichen showed local, recent examples of residential development that prompted a discussion about windows and doors. He noted blank walls facing public streets and demonstrated how simple architectural features, such as windows or doors, could significantly improve their appearance. The group discussed the challenges of implementing architectural standards, including potential conflicts with state regulations and the need for clear, objective criteria for residential developments.

### **3. Planning Commission Proactive Item - Vacant Storefronts**

Commissioner Shoemaker shared research on vacant storefront policies in King County, Washington, which included registration fees, maintenance requirements, and penalties for long-term vacancies. The group discussed the challenges of defining "vacant" versus "underutilized" properties and the potential resistance from long-time property owners to new fees or regulations.

Suggestions for addressing vacant storefronts included:

1. Revisiting the inventory and initiatives of the Main Street Alliance
2. Exploring incentives and penalties for property owners
3. Considering requirements for maintaining storefronts in good condition
4. Investigating successful approaches used in other cities like Astoria, Prineville, Hood River, and Baker City

Commissioner Jacobson volunteered to connect with Main Street and gather information from other cities.

### **4. Planning Commission Proactive Item - The Plaza Square**

City Planner Graichen advised postponing discussions about the plaza square due to ongoing tensions between the city and county, including right-of-way ownership questions. He suggested allowing time for healing before revisiting the topic. The group briefly discussed concerns about the current condition of the plaza, including:

1. The unsustainable grass that gets damaged during events
2. Accessibility issues for people with mobility challenges
3. The historical design of the plaza and potential restoration options
4. The need for better drainage and irrigation

Councilor Sundeen emphasized the importance of preserving the plaza's character and suggested starting with an arborist's assessment of the existing trees. The group acknowledged that any significant changes to the plaza would require funding and coordination with the county.

Council President Chilton suggested tabling this item for the time being and focusing on the other two proactive items discussed earlier in the meeting.

### **OTHER BUSINESS**

Mayor Massey expressed appreciation for the collaborative nature of the meeting and the constructive dialogue among participants.

### **ADJOURN – 5:21 p.m.**

Respectfully submitted by Jenny Dimsho, Associate Planner.

ATTEST:

\_\_\_\_\_  
Jennifer Shoemaker, Chair

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



# COUNCIL WORK SESSION

Wednesday, April 02, 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	Gloria Butsch, Finance Director
Kathy Payne, City Recorder	Jacob Graichen, City Planner
Lisa Scholl, Deputy City Recorder	Mike De Roia, Building Official
Joe Hogue, Interim Police Chief	Amy Lindgren, Contracted Municipal Court Judge
Mouhamad Zaher, Public Works Director	Ashley Wigod, Contracted City Attorney

### OTHERS

Sheriff Brian Pixley	Adam St. Pierre
Reed Hjort	Joe
Steve Topaz	Dave Lintz
Brady Preheim	Wayne Mayo

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

### CLEARING CONFUSION AND SETTING THE FACTS STRAIGHT

#### 1. Response to March 19 Visitor Comments

After review by legal counsel, there are no responses to visitor comments.

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

- ◆ Brady Preheim. Provided comments heavily criticizing Mayor Massey, directly calling for her resignation due to what he described as disgustingly unethical behavior. He argued that the mayor and council were involved in criminal activities by helping her lie, cover up information, and hide damaging reports. Preheim warned that Mayor Massey would face a recall if not removed first by legal action. He advised that if she cared about the city, she would apologize and resign immediately, although he doubted she would do so due to what he described as narcissistic tendencies. He urged the council to do their research on dealing with a clinical narcissist.

Preheim also pressed the Council to hire Chief Hogue permanently as the police chief and insisted that Mayor Massey should recuse herself from any police-related discussions. If she refused, he called on the Council to force her out of such discussions and possibly censor her. Additionally, he demanded the release of the full unredacted report, arguing it would eventually come out during the lawsuit, and emphasized that withholding it only enabled Mayor Massey further. He concluded by calling for the initiation of a full investigation into these issues.

Mayor Massey ended Preheim at his three minutes and directed Sergeant Eustice to remove him after repeatedly telling him his time was up.

- ◆ Steve Topaz. Raised concerns about City infrastructure and development spanning several years:
  - Ongoing issues with sewer systems, including faulty drainage and a lack of separation between stormwater and sewer systems, leading to frequent flooding.
  - Mismanagement of drainage projects that have resulted in prolonged closures and increased project costs due to unforeseen obstacles.
  - Accumulation of toxic waste issues and their impact on property development, leading to loss of industrial and waterfront opportunities.
  - Delays in waterfront development that have hindered community and economic growth.
- ◆ Adam St. Pierre. Commented on the recently filed lawsuit, urging everyone to remember that the allegations are not proven facts but merely claims that will be contested through the legal system. He emphasized that allegations in lawsuits are similar to charges in speeding tickets—they are not final judgments but require a legal process to establish their validity. St. Pierre specifically disputed claims related to Chief Hogue in the lawsuit, noting that upon being named acting chief, Chief Hogue was credited with restoring 24-hour police coverage, reinstating mutual aid, and increasing the number of St. Helens Police Department officers available for major crime scenes. However, St. Pierre shared that he had a direct conversation with Chief Hogue, who told him that he himself had scheduled the 24-hour police coverage initially, and it would be natural for him to do so again when reinstating it, as this was part of his responsibilities. Furthermore, St. Pierre urged attendees to acknowledge that there are many more facts underlying these situations that may not align with the allegations put forth in the legal documents, underscoring the complexities involved.

Wayne Mayo arrived late and requested an opportunity to share an urgent concern. Council agreed to allow him to speak.

- ◆ Wayne Mayo. He shared his appreciation for the recent downtown developments, describing the changes as wonderful and something that beautifully augments everything accomplished over the past century. He expressed pride in the work done and urged the Council to act swiftly in protecting it. Mayo emphasized the urgent need for an anti-graffiti sealer to be applied to the new stonework, explaining that without such a protective measure, graffiti left on the surfaces would become permanent and difficult to remove. He cited a recent incident involving the tagging of a bathroom nearby and expressed his dislike for the damage, describing the graffiti as ugly and noting that it could not be removed from the rock. Mayo strongly recommended that the Council declare this an emergency and act immediately. He suggested soliciting bids and using readily available products that could provide a clear seal, capable of preventing graffiti from bonding to the stonework, thereby allowing it to be washed away easily.

## DISCUSSION TOPICS

### 2. Request to Support Jail Levy - *Sheriff Brian Pixley and Judge Amy Lindgren*

Sheriff Brian Pixley and Municipal Court Judge Amy Lindgren presented information on the upcoming jail levy renewal measure. Sheriff Pixley explained that the measure would renew the existing levy at the same rate of 58 cents per \$1000 assessed value. He emphasized this was not a tax increase but merely a continuation of the current levy that would allow the community to maintain the jail's operational status without increasing taxes. Pixley outlined how this funding is crucial for supporting rehabilitation programs, mental health care, and substance abuse counseling, thereby significantly contributing to community safety and reducing repeat offenses. He stressed the broader implications, highlighting that a safe and stable community benefits everyone, not just a few.

Pixley also conveyed the dire consequences if the levy fails, stating there is a very real possibility of a full jail closure. He mentioned the logistical and contractual issues that would arise without the local jail, such as having to transport inmates to other facilities, which may involve significant costs and complications. He described how the previous sheriff had only managed to secure a contracting facility in Polk County, which underscores the challenge of finding alternative housing for inmates.

Judge Lindgren clarified her neutral position, explaining she cannot advocate for or against the measure as a sitting judge. However, she did answer questions regarding potential impacts on the Municipal Court should the levy fail. Without sufficient jail beds, Lindgren explained that the Court would likely be unable to process criminal cases effectively, potentially leading to a situation where lower-level crimes go unprosecuted. This could create a scenario akin to having traffic court without the ability to impose fines or order traffic safety classes.

During their presentation, Councilors inquired about various details, showing a vested interest in understanding the complexities involved. Mayor Massey, in particular, sought clarity on the jail matrix system and the specific challenges related to transporting inmates if the jail were to close. Pixley responded by detailing the potential cost implications and staff reductions that would accompany a jail closure, further underscoring the urgency of the situation. He also pointed out that the current levy expires by the end of June, stressing the time-sensitive nature of the renewal measure.

Councilors expressed support for the levy, recognizing its importance in maintaining local justice infrastructure and public safety. The discussion highlighted that voting in favor of the levy was not only a financial decision but an investment in making the community safer, more stable, and more compassionate, ensuring that the City of St. Helens has the infrastructure and services needed to handle its legal and civic responsibilities effectively. Councilor Gundersen emphasized the importance of ensuring the jail's availability for all the cities in the county, noting for the record that without the local jail, even St. Helens residents would be affected, as it is the only jail system available for holding individuals who are not compliant with the law.

### **3. Review "If I Were Mayor..." Student Contest Entries**

Mayor Massey noted that three contest entries were received, all from Columbia City Elementary School students. The artwork submissions were on display in the Council Chambers. Mayor Massey indicated the Council would be voting on and announcing winners that evening. She expressed a desire to do more promotion of the contest next year, including visiting schools to solicit more entries.

### **4. Review Proposed Amendments to Public Works Supervisor Job Description - *Public Works Director Mouhamad Zaher***

Public Works Director Mouhamad Zaher presented minor updates to the Public Works Supervisor job description, explaining that the position became vacant in January after a retirement. He noted they removed some duties and incorporated safety responsibilities into the role.

Mayor Massey asked several detailed questions about the job description, including clarification on reporting structure, FLSA classification, licensure requirements, and physical requirements. Zaher provided responses, noting that some details like annual evaluations are covered in personnel policies rather than individual job descriptions. The mayor offered to provide her written comments with typo corrections and suggestions.

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

- A retirement celebration was held for Public Works Construction Inspector Tim Underwood after 26 years of service. He thanked staff for making it special.
- Staff met with Treadway to discuss logistics for upcoming community events and concerts at Columbia View Park, targeting a mid-June start date.

- Plans are underway for a grand reopening celebration of the riverfront streets/utility project in late June.
- Representatives from Project Arcadia requested to present an update on the mill restart at the April 16 meeting.
- Upcoming meetings are scheduled to discuss the senior center lease renewal and police chief position.

#### **6. Monthly Reports from Departments/Divisions (Informational)**

Monthly reports were submitted by Public Works, Planning, and Building.

Mayor Massey asked for feedback on the new reporting format. Zaher indicated the streamlined reports were working well so far. There was discussion about placing the reports earlier on future agendas to allow staff to leave after presenting. The Council reached consensus to move the reports up, after any guest presentations.

The mayor noted she found the reports comprehensive and did not have any specific questions on their content.

#### **ADJOURN – 3:48 p.m.**

#### **EXECUTIVE SESSION**

- Real Property Transactions, under ORS 192.660(2)(e)
- Consult with Counsel/Potential Litigation, under ORS 192.660(2)(h)

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

ATTEST:

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Kathy Payne, City Recorder

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Jennifer Massey, Mayor

# City of St. Helens

## CITY COUNCIL

### Executive Session Summary

April 2, 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  
 Kailyn Cassidy, Columbia County Spotlight Newspaper  
 David Lintz, Otak Project Manager for New Police Station Siting & Design



At 3:59 p.m., Mayor Massey opened the Executive Session pursuant to the ORS numbers listed below and then gave Council roll call. Other than Labor Negotiator Consultations, representatives of the news media, designated staff, and other persons as approved shall be allowed to attend the Executive Session. All other members of the audience are asked to leave the Council Chambers. Representatives of the news media were specifically directed not to report on or otherwise disclose any of the deliberations or anything said about these subjects during the executive session, except to state the general subject of the session as previously announced. No decision may be made in executive session. Any person in attendance, including the news media, who has a recording device is directed to turn it off.

- **Real Property Transactions, under ORS 192.660(2)(e)**
  - Update on Proposed New Police Station

Mayor Massey stated for the record that she has a potential conflict of interest, "My husband is a City of St. Helens Police Officer. I am not biased. And I'm confident that I can act objectively in the City's best interest."

- **Exempt Records/Confidential Attorney-Client Privileged Memo, under ORS 192.660(2)(f); and**
- **Consult with Legal Counsel & Potential/Pending Litigation, under ORS 192.660(2)(h)**
  - Review of Privileged and Confidential Memorandum dated April 1, 2025, from City Attorney Ashley Wigod
  - Review of Privileged and Confidential Memorandum dated April 2, 2025, from City Attorney Ashley Wigod

The Executive Session was adjourned at 5:55 p.m.



ATTEST:

Item #10.

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

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

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





# COUNCIL REGULAR SESSION

Wednesday, April 02, 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	Crystal King, Communications Officer
Kathy Payne, City Recorder	Jenny Dimsho, Associate Planner
Lisa Scholl, Deputy City Recorder	Jamin Coy, Police Officer
Joe Hogue, Interim Police Chief	

### OTHERS

Reed Hjort	Glory Beaudoin & Family
Brady Preheim	Brinlee Bowen & Family
Jim Coleman	Hope Vue & Family
Guy Auker	

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

### PLEDGE OF ALLEGIANCE

### ANNOUNCE & AWARD PRIZES TO "IF I WERE MAYOR..." STUDENT CONTEST WINNERS

Mayor Massey announced and awarded the prizes for the "If I Were Mayor..." Student Contest. Three poster submittals for the fourth and fifth grade category were submitted. Hope Vue won first place, receiving \$150 along with her poster being submitted to the State level. Glory Beaudoin and Brinlee Bowen tied for second place, each receiving \$50. All three participants received a certificate, swag bag featuring contributions from multiple departments, and will be invited to join the mayor for a pizza lunch this summer.

### AWARD BID/CONTRACT

1. Award the Belton Sewer Step System Capacity Study, Project No. S-685, to Grayling Engineers

**Motion:** Motion made by Councilor Sundeen and seconded by Councilor Gundersen to award the Belton Sewer Step System Capacity Study, Project No. S-685, to Grayling Engineers. **Vote:** Yea: Council President Chilton, Councilor Gundersen, Councilor Sundeen; Nay: Councilor Hubbard

Councilor Hubbard declared that he does not have enough information to make a decision. He expressed concerns about the cost and suggested the study could potentially be done in-house to save money. City Administrator Walsh acknowledged that he had not consulted with Public Works on this matter and agreed that the price seemed higher than expected.

After further discussion, the Council decided to reconsider their votes.

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

It was agreed to bring this item back as an agenda item with a presentation for further consideration.

**APPROVE AND/OR AUTHORIZE FOR SIGNATURE**

2. First Amendment to Contract with Advanced Excavating Specialists, LCC for Riverwalk Project Phase I

**Motion:** Motion made by Council President Chilton and seconded by Councilor Sundeen to approve '2' above.

City Administrator Walsh clarified that this amendment was related to extending the time for the completion of railings, which were a crucial factor in ensuring the park's safety.

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

**CONSENT AGENDA FOR ACCEPTANCE**

3. Parks and Trails Commission Minutes dated February 10, 2025

**Motion:** Motion made by Councilor Sundeen and seconded by Councilor Gundersen to approve '3' above.

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

**CONSENT AGENDA FOR APPROVAL**

4. Council Minutes dated March 17 and 19, 2025
5. Proposed Amendments to Public Works Supervisor Job Description
6. Accounts Payable Bill Lists

**Motion:** Motion made by Council President Chilton and seconded by Councilor Gundersen to approve '4' through '6' above. **Vote:** Yea: Mayor Massey, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

**WORK SESSION ACTION ITEMS**

**Police Station**

**Motion:** Motion made by Council President Chilton and seconded by Councilor Gundersen to instruct staff to plan a Council Public Forum for May 7 at 6:00 p.m. to share information with the public on the proposed new police station site. **Vote:** Voting Yea: Mayor Massey, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

**Jail Levy Support**

**Motion:** Motion made by Councilor Sundeen and seconded by Councilor Gundersen to direct staff to draft a letter in support of the jail levy for the Mayor to sign. **Vote:** Yea: Mayor Massey, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

**Hiring Process for Chief of Police**

Mayor Massey declared a potential conflict of interest. Her husband is a St. Helens Police Officer. She is not biased and confident she can act objectively in the City's best interest.

Councilor Hubbard read the following statement into the record, "The City's internal recruitment process for its Chief of Police has closed and we have received three applicants. The City will be convening an evaluation panel that will be made up of the following:

1. 2 – 3 people with significant law enforcement expertise from outside the community. The City will consult with the Oregon Association of the Chief of Police (OACP) linebacker program to get recommendations for these people – from outside the community.
2. One Councilor and I will be the Councilor serving in that role.
3. Two people from law enforcement from within the community, as available.
4. The City Administrator in a non-voting role.

Interviews will take place as soon as possible. We anticipate them taking place in the next 30 days if not sooner. After the applications and interviews are scored, the evaluation committee will make a recommendation for the highest scored applicant to become the next Chief of Police. Or, if the evaluation committee decides that it does not believe any of the candidates are in the best interest of the City to select, it may make that recommendation and the City can decide how to proceed to fulfill the role with an alternative plan.

If the evaluation committee makes a recommendation to select a candidate, the recommended candidate must pass background checks, psychological evaluation, and fitness for duty analysis.

The selected applicant will then be submitted to the City Administrator to present to City Council for approval.”

**Motion:** Motion made by Councilor Hubbard and seconded by Councilor Sundeen to approve this referenced evaluation process for the Chief of Police position. **Vote:** Yea: Mayor Massey, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

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

- ◆ Brady Preheim. Expressed significant concerns regarding the ongoing police chief hiring process, highlighting several areas he believed warranted further attention. He criticized the Council for delaying the decision and called the process unjust and unacceptable. Preheim also pointed out potential conflicts of interest, specifically mentioning Mayor Massey's husband being on the police force and her pending lawsuit. He argued that these factors should preclude her from participating in any discussions related to the Police Department. Furthermore, he questioned Council President Chilton's ability to be impartial due to her connections to Mayor Massey and campaigned for Councilor Gundersen to replace her. Preheim urged the Council to release the unredacted reports, including the Band report and its supplemental documents, to the public. He concluded by calling for an investigation into the Mayor for alleged interference and other misconduct.
- ◆ Guy Auker. Addressed the Council regarding a graffiti removal product discussed during a prior Work Session. He praised Wayne Mayo for proposing an efficient solution to graffiti issues and mentioned researching a company called Orion that offers a similar product. Auker expressed his support for Chief Hogue and his ongoing lawsuit, opining that the Chief is owed substantial compensation. Furthermore, Auker criticized Mayor Massey's handling of public comment time, referring to a perceived inconsistency in how it was managed during the meeting.

**COUNCIL MEMBER REPORTS**

Councilor Sundeen reported...

- Thanked Interim Police Chief Hogue and Officer Coy for being present.
- Invited community members to participate in two upcoming volunteer events scheduled for April 5 to enhance local parks.
  - McCormick Park Japanese Gardens, 9-11 a.m.
  - Nob Hill Nature Park, 1-3p.m.

Council President Chilton reported...

- Attended the recent Joint City Council/Planning Commission meeting. It was nice to see constructive collaboration on proactive ideas.
- Toured the Waterfront property with Public Works Director Zaher and Engineering Manager Darroux. She appreciates the work staff are doing and is excited for the project to be complete.
- Attended the Annual Chamber of Commerce Award Banquet. It was great to celebrate the efforts of local entrepreneurs and community leaders.
- Read a statement into the record, "I'm here because the people of my city trusted my decision-making skills, ability to make thoughtful decisions, and to stand by them, and that's exactly what I intend to do. Our focus should be on the processes that nourishes and produces the fruit."

Councilor Gundersen reported...

- Congratulations to "If I Were Mayor..." Student Contest participants. He hopes to see more and appreciates the insights they offer.
- Read a letter from Sheriff Pixley addressed to Police Commissioner Sundeen and City Administrator Walsh, "I want to take a moment to commend the City of St. Helens Police Department for the remarkable progress it has made under Acting Chief Hogue's leadership. Shortly after Joe was appointed, he immediately enacted a change to the agency assist policy, enabling officers once again to assist neighboring agencies. Joe has consistently engaged with me at multiple occasions to ensure the St. Helens Police Department remains helpful. He also hosted a chief's meeting, attended by key leaders from local law enforcement agencies. Through these efforts, he has successfully rebuilt relationships with Columbia County Public Safety leaders, relationships that had been strained under the previous administration. Over the last few months, I along with other members of my agency, have noticed a significant positive shift in the attitude and demeanor of St. Helens Police Department staff. Officers are more approachable and the increased interagency cooperation has been most of all appreciated. Additionally, I have seen a strong emphasis on community engagement with more outreach of integration than before. I attribute these positive changes to the leadership of Acting Chief Joe Hogue. Under his guidance, the St. Helens Police Department is heading in a new positive direction. His tenured leadership and commitment to the community have positioned the department for future success. I sincerely hope the City Council considers making Joe Hogue a permanent Police Chief."

Councilor Hubbard reported...

- Acknowledged the community spirit and engagement displayed at the Chamber of Commerce Awards Banquet.
- Expressed optimism about the upcoming Police Chief selection committee process. He looked forward to moving forward constructively amid challenging circumstances.

## **MAYOR MASSEY REPORTS**

- Invited Councilor Sundeen to share a historic fact during his reports in the future.
- Shared her invitation to attend the prestigious 2025 Governor's Conference on Tourism, organized by Travel Oregon, scheduled for April 14 at the Convention Center.
- Emphasizing the importance of differentiating facts from opinions, she urged citizens to verify information using credible sources, such as recorded meetings, clarification memos, and official meeting minutes for accuracy and timeliness.
- Acknowledged City staff, specifically City Recorder Payne and Deputy City Recorder Scholl, for their diligent preparations for Council sessions, highlighting the value of their behind-the-scenes efforts to ensure smooth meetings.
- Proposed directing the City Attorney to review Ron Trommlitz's request for more information from the Walker report, with the Council reaching a consensus to proceed.

- Suggested moving public comment back to the beginning of Regular Sessions to ensure all input is considered ahead of making decisions, a change also agreed upon by the Council.
- Expressed appreciation of the Council's positive dialogue and collaborative efforts in addressing challenging situations.

**OTHER BUSINESS**

**ADJOURN – 7:32 p.m.**

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

ATTEST:

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

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

**MEMORANDUM OF UNDERSTANDING**  
**Between**  
**Treadway Events & Entertainment, LLC**  
**and**  
**City of St. Helens**

Item #11.

This Memorandum of Understanding ("MOU") is made and entered into on this \_\_\_\_ day of \_\_\_\_, 2025, by and between **Treadway Events & Entertainment, LLC**, hereinafter referred to as "Treadway Events," and the **City of St. Helens**, hereinafter referred to as "City."

**Purpose**

The purpose of this MOU is to outline the responsibilities, deliverables, and terms of engagement between Treadway Events and the City for the planning and execution of St. Helens Community Day, scheduled for June 28, 2025, at McCormick Park.

**Scope of Services**

**Event Planning & Coordination**

Treadway Events agrees to:

- Develop and execute an event plan, timeline, and task list.
- Coordinate with City departments and County agencies for logistical support and approvals.
- Ensure all necessary permits, including the Special Use Permit, are completed and submitted.
- Provide ongoing verbal and written reports to the City Administrator.
- Manage the event budget to ensure cost-effective execution.
- Solicit sponsorships to offset event expenses.

**Marketing & Promotion**

- Develop and implement a comprehensive marketing plan.
- Manage the City's social media and event accounts for promotional efforts.
- Create, print, and distribute event brochures and promotional materials.
- Execute advertising strategies to maximize community awareness.

**Entertainment & Vendor Coordination**

- Recruit and coordinate musical talent and entertainment.
- Coordinate vendor setup and placement, ensuring logistical efficiency.
- Work with Highway 30 Cruisers to organize and facilitate the Classic Car Show.

**Operations & Logistics**

- Procure, coordinate, and manage food services, including BBQ operations (procurement, cooking, and serving).
- Provide adequate staffing, including dedicated personnel for parking management, traffic flow, and event operations.
- Arrange and deploy directional signage to assist with pedestrian and vehicle navigation (including ADA accommodations and overflow lot coordination).
- Utilize, manage, and coordinate community volunteers.

**Site Management & Clean-Up**

- Ensure onsite waste management and clean-up services before, during, and after the event.
- Coordinate with City and Park staff to ensure minimum burden on City resources.
- Oversee event teardown and vendor departures.

**Post-Event Reporting**

- Submit a detailed final report to the City Administrator summarizing event outcomes, financials, and feedback.
- Conduct a post-event debrief with City officials and stakeholders.

Item #11.

### Budget & Payment Terms

- Total Planning & Execution Fee: \$8,500.00
- Due Date: Due upon receipt
- Payment Method: Check payable to "Treadway Events," 465 NE 181st Ave #158, Portland, OR 97230

### Terms & Conditions

The services outlined in this MOU are specifically for the planning and execution of Community Day and are entirely separate from any obligations under the existing tourism contract between Treadway Events and the City of St. Helens for other events.

The budget for Community Day is funded from sources other than the City's tourism fund, and all expenses related to this event are to be paid in full by the City. Treadway Events is entitled to the base planning fee as stated in this agreement.

Acceptance or payment under this MOU does not modify, impact, or create any obligation related to the separate tourism contract for other City events.

This MOU is effective as of the date of signing and shall remain in effect until the completion of post-event reporting and reconciliation, unless terminated earlier by mutual agreement of both parties.

Either party may terminate this agreement with **thirty (30) days written notice**, provided that all obligations up to the date of termination are met.

### Signatures

By signing below, both parties acknowledge and accept the terms outlined in this MOU.

#### City of St. Helens

Authorized Representative: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

#### Treadway Events & Entertainment, LLC

Authorized Representative: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

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

## OLCC LICENSES

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

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### 2025 RENEWALS

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<b><u>Licensee</u></b>	<b><u>Tradename</u></b>	<b><u>Location</u></b>	<b><u>Purpose</u></b>
Pastime Tavern	Hook Line & Sinker	2019 Columbia Blvd	Renewal
C.J Eateries LLC	Lori's Lounge	2296 Gable Road	Renewal
Walgreen Co.	Walgreens	175 S. Col. Riv. HWY	Renewal
Zhen's Chinese Restaurant	Zhen's Chinese Restaurant	1671 Columbia Blvd	Renewal
St. Helens Elks Lodge#1999	St. Helens Elks Lodge#1999	350 Belton Road	Renewal
Zatterbergs Market	Zatterbergs Market	770 West St	Renewal

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### 2025 NEW & CHANGE IN PRIVILEGE OR OWNERSHIP

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

<b><u>Licensee</u></b>	<b><u>Tradename</u></b>	<b><u>Location</u></b>	<b><u>Purpose</u></b>
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St. Helens, OR

Item #13.

# Expense Approval Register

Packet: APPKT01235 - Court AP 3.27.25

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL FUND					
Becker, Aiden Lee	INV0007733	02/28/2025	Bail Refund - Becker, Aiden L...	100-000-20200	500.00
Leslie, Seth Carpenter	INV0007752	03/20/2025	Bail Refund - Leslie, Seth Car...	100-000-20200	625.00
Ramirez, Connor Joseph	INV0007804	03/26/2025	Court Over Payment Ramirez..	100-000-36002	25.00
Waggoner, Riann Paige	INV0007734	03/09/2025	Bail Refund - Waggoner, Ria...	100-000-20200	185.00
Fund 100 - GENERAL FUND Total:					1,335.00
Grand Total:					1,335.00

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	1,335.00
Grand Total:	1,335.00

Account Summary

Account Number	Account Name	Expense Amount
100-000-20200	Court - Bail	1,310.00
100-000-36002	Fines - Court	25.00
Grand Total:		1,335.00

Project Account Summary

Project Account Key	Expense Amount
**None**	1,335.00
Grand Total:	1,335.00



St. Helens, OR

## Expense Approval Register

Packet: APPKT01230 - AP 3.28.25

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 100 - GENERAL FUND</b>					
CINTAS	8407363553	03/24/2025	CITY HALL FIRST AID CABINET...	100-715-52001	166.60
911 Supply	INV-1-51582	03/24/2025	Armor and Carrier	100-705-52002	1,478.38
BRITE	INV37236	03/24/2025	Getac 65W AC Adapter w/ P...	100-705-52001	375.00
PITNEY BOWES BANK INC PU...	3.11.25	03/25/2025	POSTAGE METER	100-715-52009	1,000.00
RUBENS LAWN SERVICE	00074666	03/26/2025	MONTHLY LAWN SERVICE	100-705-52023	40.00
CARDINAL SERVICES INC	020907	03/26/2025	TEMPORARY EMPLOYMENT	100-715-52023	476.00
CARDINAL SERVICES INC	020941	03/26/2025	TEMPORARY EMPLOYMENT	100-705-52023	372.40
CARDINAL SERVICES INC	020941	03/26/2025	TEMPORARY EMPLOYMENT	100-706-52023	535.33
CARDINAL SERVICES INC	020941	03/26/2025	TEMPORARY EMPLOYMENT	100-708-52023	46.55
CARDINAL SERVICES INC	020941	03/26/2025	TEMPORARY EMPLOYMENT	100-709-52023	116.38
CENTURY LINK	03.06.25 9231	03/26/2025	632B	100-712-52010	43.59
PORTLAND GENERAL ELECTR...	03.14.25	03/26/2025	0153585940 1820 OLD PORT...	100-705-52003	996.75
HOPE VUE	03.24.25	03/26/2025	1ST PLACE- "IF I WERE MAYO...	100-703-52041	150.00
WEX BANK	103687787	03/26/2025	POLICE FUEL PURCHASES	100-705-52022	3,908.24
WEX BANK	103687787	03/26/2025	BUILDING FUEL PURCHASES ...	100-711-52022	58.11
COLUMBIA COUNTY COMM. ...	12/24 1&2 25 CSH	03/26/2025	WORK CREW	100-708-52019	3,375.00
AT&T MOBILITY	287302289330x03232025	03/26/2025	287302289330 POLICE PHON...	100-705-52010	1,909.61
COLUMBIA COUNTY ANIMAL...	3.20.25	03/26/2025	RESTITUTION 24TR20390 W...	100-000-21000	230.00
GLORY BEAUDOIN	3.24.25	03/26/2025	TIED 2ND PLANCE "IF I WERE...	100-703-52041	50.00
BRINLEE BOWEN	3.24.25	03/26/2025	TIED 2ND PLANCE "IF I WERE...	100-703-52041	50.00
QWEST DBA CENTURYLINK A...	3263X201-S-25073	03/26/2025	5163X201S3	100-712-52010	80.33
QWEST DBA CENTURYLINK A...	3263x204-s-25070	03/26/2025	5163X204S3	100-712-52010	80.33
ST. HELENS MARINA LLC	4	03/26/2025	HARBORMASTER-DEC 2024-...	100-708-52019	4,000.00
CENTURY LINK BUSINESS SER...	72850610	03/26/2025	ACCT 88035002	100-712-52010	161.22
TROTTER & MORTON FACILI...	82913	03/26/2025	C11165 HVAC POLICE	100-705-52023	1,159.75
TROTTER & MORTON FACILI...	83040	03/26/2025	C10000 MAINTENANCE AGR...	100-715-52023	526.50
TROTTER & MORTON FACILI...	83045	03/26/2025	C10630 MAINTENANCE AGR...	100-715-52023	1,930.75
TROTTER & MORTON FACILI...	83074	03/26/2025	C11184 HVAC COMMUNITY ...	100-709-52023	650.50
TROTTER & MORTON FACILI...	83075	03/26/2025	C11185 HVAC CONTRACT REC...	100-705-52023	549.25
LEXIPOL LLC	INVLEX11247982	03/26/2025	ANNUAL LAW ENFORCEMEN...	100-705-52019	11,795.80
CARDINAL SERVICES INC	021181	03/27/2025	TEMPORARY EMPLOYMENT	100-705-52023	325.85
CARDINAL SERVICES INC	021181	03/27/2025	TEMPORARY EMPLOYMENT	100-706-52023	628.43
CARDINAL SERVICES INC	021181	03/27/2025	TEMPORARY EMPLOYMENT	100-708-52023	46.55
CARDINAL SERVICES INC	021181	03/27/2025	TEMPORARY EMPLOYMENT	100-709-52023	116.38
CARDINAL SERVICES INC	021181	03/27/2025	TEMPORARY EMPLOYMENT	100-715-52023	476.00
JENNIFER ANN SHOEMAKER	03.13.25	03/27/2025	PLANNING COMMISSION STI...	100-710-52087	60.00
TRINA KINGSBURY	03.13.25	03/27/2025	PLANNING COMMISSION STI...	100-710-52087	30.00
REID HERMAN	03.13.25	03/27/2025	PLANNING COMMISSION STI...	100-710-52087	60.00
CHARLES FREDERICK CASTNER	03.13.25	03/27/2025	PLANNING COMMISSION STI...	100-710-52087	60.00
BROOKE SISCO	03.13.25	03/27/2025	PLANNING COMMISSION STI...	100-710-52087	60.00
DAVID B ROSENGARD	03.13.25	03/27/2025	PLANNING COMMISSION STI...	100-710-52087	60.00
NW NATURAL GAS	03.14.2025	03/27/2025	256563-8	100-705-52003	181.53
NW NATURAL GAS	03.14.2025	03/27/2025	258767-3	100-706-52003	1,128.63
NW NATURAL GAS	03.14.2025	03/27/2025	256304-7	100-708-52003	99.64
NW NATURAL GAS	03.14.2025	03/27/2025	259856-3	100-708-52003	23.15
NW NATURAL GAS	03.14.2025	03/27/2025	3707010-9	100-709-52003	197.34
NW NATURAL GAS	03.14.2025	03/27/2025	1359528-5	100-715-52003	233.04
NW NATURAL GAS	03.14.2025	03/27/2025	1323284-8	100-715-52003	195.15
MORE POWER TECHNOLOGY...	17079	03/27/2025	RMS MORE AWARE ESSENTI...	100-705-52115	3,828.38
MORE POWER TECHNOLOGY...	17102	03/27/2025	RMS-BUSINESS CONTINUITY ...	100-705-52115	1,249.00
MORE POWER TECHNOLOGY...	17157	03/27/2025	MICROSOFT 365 BUS STAND...	100-712-52006	2,858.40
MORE POWER TECHNOLOGY...	17162	03/27/2025	RMS MORE AWARE ESSENTI...	100-705-52115	3,375.88
STEVEN R SCHARFSTEIN	189	03/27/2025	COURT ATTORNEY FEES	100-704-52019	3,000.00

## Expense Approval Register

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Item #13.

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
OREGON DEPARTMENT OF R...	2.12.25	03/27/2025	STATE VIOLATION	100-000-20800	630.00
OREGON DEPARTMENT OF R...	2.12.25	03/27/2025	STATE MISD	100-000-20800	275.00
OREGON DEPARTMENT OF R...	2.12.25	03/27/2025	STATE DUII DIVERSION CONV...	100-000-20800	155.00
OREGON DEPARTMENT OF R...	2.12.25	03/27/2025	STATE DUII DIVERSION	100-000-20800	510.00
SCOTT JACOBSON	3.13.25	03/27/2025	PLANNING COMMISSION STI...	100-710-52087	60.00
PEAK ELECTRIC GROUP LLC	30411	03/27/2025	ELECTRICAL WORK AT BASEB...	100-708-52023	4,333.67
CMG OREGON LLC	AD ID 354234	03/27/2025	NOTICE OF PUBLIC HEARING	100-710-52011	148.71
<b>Fund 100 - GENERAL FUND Total:</b>					<b>60,718.10</b>
<b>Fund: 202 - COMMUNITY DEVELOPMENT</b>					
PORTLAND GENERAL ELECTR...	03.14.25	03/26/2025	1277060585 1300 KASTER RD	202-722-52003	172.45
PORTLAND GENERAL ELECTR...	03.14.25	03/26/2025	8863163302 1300 KASTER RD	202-722-52003	24.72
<b>Fund 202 - COMMUNITY DEVELOPMENT Total:</b>					<b>197.17</b>
<b>Fund: 203 - COMMUNITY ENHANCEMENT</b>					
CARDINAL SERVICES INC	020907	03/26/2025	TEMPORARY EMPLOYMENT	203-709-52028	3,810.21
AMY STOBBE	03.26.25	03/26/2025	MCBRIDE TEACHER	203-709-52140	2,579.00
CARDINAL SERVICES INC	021063	03/27/2025	TEMPORARY EMPLOYMENT	203-709-52028	318.51
CARDINAL SERVICES INC	021181	03/27/2025	TEMPORARY EMPLOYMENT	203-709-52028	3,876.53
<b>Fund 203 - COMMUNITY ENHANCEMENT Total:</b>					<b>10,584.25</b>
<b>Fund: 205 - STREETS</b>					
COLUMBIA RIVER PUD	3001478	03/26/2025	STREET LIGHT MAINTENANCE	205-000-52003	1,038.52
KNIFE RIVER CORP NW	3234610	03/26/2025	ROCK	205-000-52001	1,129.62
<b>Fund 205 - STREETS Total:</b>					<b>2,168.14</b>
<b>Fund: 601 - WATER</b>					
LAKESIDE INDUSTRIES INC	306594	03/26/2025	EZ STREET ASPHALT	601-731-52001	1,284.23
FISK COMMUNICATIONS	03.07.25	03/27/2025	REIMBURSEMENT FOR HYDR...	601-000-22000	173.73
NW NATURAL GAS	03.14.2025	03/27/2025	1583294-2	601-732-52003	663.69
<b>Fund 601 - WATER Total:</b>					<b>2,121.65</b>
<b>Fund: 603 - SEWER</b>					
CARDINAL SERVICES INC	020941	03/26/2025	TEMPORARY EMPLOYMENT	603-736-52023	29.09
CARDINAL SERVICES INC	020941	03/26/2025	TEMPORARY EMPLOYMENT	603-737-52023	29.09
BRIDGE TOWER OPCO LLC	745761410	03/26/2025	DAILY JOURNAL OF COM BID...	603-000-53302	186.34
TROTTER & MORTON FACILI...	83050	03/26/2025	C10855 MAINTENANCE AGR...	603-736-52023	324.50
TROTTER & MORTON FACILI...	83050	03/26/2025	C10855 MAINTENANCE AGR...	603-737-52023	324.50
COLUMBIA PACIFIC EDD	0089	03/27/2025	GRANT ADMIN DEC 2024-FEB..	603-000-53033	4,465.00
CARDINAL SERVICES INC	021181	03/27/2025	TEMPORARY EMPLOYMENT	603-736-52023	29.09
CARDINAL SERVICES INC	021181	03/27/2025	TEMPORARY EMPLOYMENT	603-737-52023	29.09
NW NATURAL GAS	03.14.2025	03/27/2025	258575-0	603-736-52003	120.91
NW NATURAL GAS	03.14.2025	03/27/2025	258575-0	603-737-52003	120.91
CORE & MAIN	W666397	03/27/2025	MATERIALS	603-735-52001	862.78
<b>Fund 603 - SEWER Total:</b>					<b>6,521.30</b>
<b>Fund: 703 - PW OPERATIONS</b>					
COLUMBIA RIVER FIRE AND ...	03.12.2025	03/26/2025	SHARED COST JOINT MAINT ...	703-739-52099	919.96
LAWRENCE OIL COMPANY	065514	03/26/2025	247750 PUBLIC WORKS	703-734-52022	168.00
LAWRENCE OIL COMPANY	065551	03/26/2025	247750 PUBLIC WORKS	703-734-52022	134.40
WEX BANK	103687787	03/26/2025	FUEL PURCHASES ENGINEER...	703-734-52022	32.71
WEX BANK	103687787	03/26/2025	PW CHEROKEE 5478	703-734-52022	535.30
COLUMBIA COUNTY COMM. ...	12/24 1&2 25 CSH	03/26/2025	WORK CREW DEC 2024, JAN ...	703-734-52019	375.00
APWA MEMBERSHIP	000873143	03/27/2025	MEMBERSHIP RENEWAL	703-739-52018	819.00
NW NATURAL GAS	03.14.2025	03/27/2025	114867-5	703-734-52003	122.71
NW NATURAL GAS	03.14.2025	03/27/2025	1960772-0	703-734-52003	23.15
<b>Fund 703 - PW OPERATIONS Total:</b>					<b>3,130.23</b>
<b>Grand Total:</b>					<b>85,440.84</b>

**Fund Summary**

<b>Fund</b>	<b>Expense Amount</b>
100 - GENERAL FUND	60,718.10
202 - COMMUNITY DEVELOPMENT	197.17
203 - COMMUNITY ENHANCEMENT	10,584.25
205 - STREETS	2,168.14
601 - WATER	2,121.65
603 - SEWER	6,521.30
703 - PW OPERATIONS	3,130.23
<b>Grand Total:</b>	<b>85,440.84</b>

**Account Summary**

<b>Account Number</b>	<b>Account Name</b>	<b>Expense Amount</b>
100-000-20800	Court - State Assessment	1,570.00
100-000-21000	Court - Restitution	230.00
100-703-52041	Community Support	250.00
100-704-52019	Professional Services	3,000.00
100-705-52001	Operating Supplies	375.00
100-705-52002	Personnel Uniforms Equ...	1,478.38
100-705-52003	Utilities	1,178.28
100-705-52010	Telephone	1,909.61
100-705-52019	Professional Services	11,795.80
100-705-52022	Fuel	3,908.24
100-705-52023	Facility Maintenance	2,447.25
100-705-52115	REPORT WRITING	8,453.26
100-706-52003	Utilities	1,128.63
100-706-52023	Facility Maintenance	1,163.76
100-708-52003	Utilities	122.79
100-708-52019	Professional Services	7,375.00
100-708-52023	Facility Maintenance	4,426.77
100-709-52003	Utilities	197.34
100-709-52023	Facility Maintenance	883.26
100-710-52011	Public Information	148.71
100-710-52087	Commission Stipends	390.00
100-711-52022	Fuel	58.11
100-712-52006	Computer Maintenance	2,858.40
100-712-52010	Telephone	365.47
100-715-52001	Operating Supplies	166.60
100-715-52003	Utilities	428.19
100-715-52009	Postage	1,000.00
100-715-52023	Facility Maintenance	3,409.25
202-722-52003	Utilities	197.17
203-709-52028	Projects & Programs	8,005.25
203-709-52140	Contract Programs	2,579.00
205-000-52001	Operating Supplies	1,129.62
205-000-52003	Utilities	1,038.52
601-000-22000	Utility Deposits	173.73
601-731-52001	Operating Supplies	1,284.23
601-732-52003	Utilities	663.69
603-000-53033	Sewer Capacity - Design	4,465.00
603-000-53302	Annual Maintenance	186.34
603-735-52001	Operating Supplies	862.78
603-736-52003	Utilities	120.91
603-736-52023	Facility Maintenance	382.68
603-737-52003	Utilities	120.91
603-737-52023	Facility Maintenance	382.68
703-734-52003	Utilities	145.86
703-734-52019	Professional Services	375.00
703-734-52022	Fuel	870.41
703-739-52018	Professional Developme...	819.00

Account Summary

Account Number	Account Name	Expense Amount
703-739-52099	Equipment Operations	919.96
	Grand Total:	85,440.84

Project Account Summary

Project Account Key	Expense Amount
**None**	85,440.84
	Grand Total:
	85,440.84



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# Expense Approval Register

Packet: APPKT01234 - Wauna AP 3.28.25

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 201 - VISITOR TOURISM					
NW NATURAL GAS	03.17.25 9614 & 7764	03/27/2025	NATURAL GAS-MASONIC BUI...	201-000-52131	417.83
NW NATURAL GAS	03.17.25 9614 & 7764	03/27/2025	NATURAL GAS-MASONIC BUI...	201-000-52131	186.50
COLUMBIA RIVER PUD	03.20.25 94111	03/27/2025	94111	201-000-52131	223.59
TREADWAY EVENTS & ENTER...	1843	03/27/2025	ST HELENS TOURISM EVENT ...	201-000-52039	15,966.67
CITY OF ST. HELENS	3.24.25	03/27/2025	01-00178-001 MASONIC BUI...	201-000-52131	59.14
Fund 201 - VISITOR TOURISM Total:					16,853.73
Grand Total:					16,853.73

Fund Summary

Fund	Expense Amount
201 - VISITOR TOURISM	16,853.73
Grand Total:	16,853.73

Account Summary

Account Number	Account Name	Expense Amount
201-000-52039	Contracted Events-Profe...	15,966.67
201-000-52131	Contracted Building Leas...	887.06
Grand Total:		16,853.73

Project Account Summary

Project Account Key	Expense Amount
**None**	16,853.73
Grand Total:	16,853.73





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Packet: APPKT01238 - AP 4.4.25

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 100 - GENERAL FUND</b>					
STEVEN LESKIN	00418	04/01/2025	COURT ATTORNEY FEES	100-704-52019	3,000.00
CARDINAL SERVICES INC	020557	04/01/2025	TEMPORARY EMPLOYMENT	100-705-52023	349.13
CARDINAL SERVICES INC	020557	04/01/2025	TEMPORARY EMPLOYMENT	100-706-52023	546.96
CARDINAL SERVICES INC	020557	04/01/2025	TEMPORARY EMPLOYMENT	100-708-52023	58.19
CARDINAL SERVICES INC	020557	04/01/2025	TEMPORARY EMPLOYMENT	100-709-52023	116.38
CARDINAL SERVICES INC	020557	04/01/2025	TEMPORARY EMPLOYMENT	100-715-52023	476.00
AUSTIN ROBERTSON	03.07.25	04/01/2025	JURY DUTY PAY	100-704-52019	10.00
LISA MARSH	03.07.25	04/01/2025	JURY DUTY PAY	100-704-52019	10.00
VICTORIA WILLIAMS	03.07.25	04/01/2025	JURY DUTY PAY	100-704-52019	10.00
COMCAST	03.21.25	04/01/2025	COMCAST CABLE 877810899...	100-712-52003	2,156.37
TONY MORGAN	03.27.25	04/01/2025	PARTIAL REFUND PUBLIC RE...	100-000-37004	48.43
ERSKINE LAW PRACTICE LLC	04.01.25	04/01/2025	CITY PROSECUTOR MARCH 2...	100-704-52019	8,551.02
LAWRENCE COMPANY	16846	04/01/2025	UNEMPLOYMENT SERVICES	100-707-52019	100.00
MORE POWER TECHNOLOGY...	17187	04/01/2025	EATON INTERNAL REPLACEM...	100-712-52019	756.00
JAMES H BAND	2025-3	04/01/2025	INVESTIGATION SERVICES	100-705-52019	1,193.97
DENNIS BROADDUS	3.7.205	04/01/2025	JURY DUTY PAY	100-704-52019	10.00
ROBIN RENNINGER	3.7.25	04/01/2025	JURY DUTY PAY	100-704-52019	10.00
KATRINA GUNERSEN	3.7.25	04/01/2025	JURY DUTY PAY	100-704-52019	10.00
JORDAN LELAND	3.7.25	04/01/2025	JURY DUTY PAY	100-704-52019	10.00
SARAH PARKER	3.7.25	04/01/2025	JURY DUTY PAY	100-704-52019	10.00
BECCA KAPELOS	3.7.25	04/01/2025	JURY DUTY PAY	100-704-52019	10.00
JEANETTE NELSON	3.7.25	04/01/2025	JURY DUTY PAY	100-704-52019	10.00
BETHANY COCA	3.7.25	04/01/2025	JURY DUTY PAY	100-704-52019	10.00
MATTHEW GRUB	3.7.25	04/01/2025	JURY DUTY PAY	100-704-52019	10.00
CIVICPLUS	332079	04/01/2025	SOCIAL MEDIA ARCHIVING S...	100-701-52040	7,547.40
METRO PLANNING INC	6570	04/01/2025	WEB GIS	100-710-52001	62.50
NET ASSETS CORPORATION	95-202503	04/01/2025	ESCROW TITLE SERVICES	100-707-52019	454.00
SOLUTIONS YES	INV434634	04/01/2025	WASTE TONER-ENGINEERING..	100-715-52001	22.00
WILCOX	0939540-IN	04/02/2025	FUEL PARKS DEPT	100-708-52022	1,615.84
HUDSON GARBAGE SERVICE	15016499S046	04/02/2025	2046-1001554	100-706-52003	102.40
HUDSON GARBAGE SERVICE	15016692S046	04/02/2025	2046-1287539	100-715-52023	252.10
HUDSON GARBAGE SERVICE	15016693S046	04/02/2025	2046-1287547	100-705-52023	130.50
HUDSON GARBAGE SERVICE	15016695S046	04/02/2025	2046-1287598	100-708-52023	638.20
HUDSON GARBAGE SERVICE	15016696S046	04/02/2025	2046-1287601	100-715-52023	143.93
HUDSON GARBAGE SERVICE	15016697S046	04/02/2025	2046-1287636	100-708-52023	223.60
HUDSON GARBAGE SERVICE	15017169S046	04/02/2025	2046-71905273	100-709-52023	85.00
MIDWEST TAPE	506911046	04/02/2025	DVD / ABD 2000010011	100-706-52034	171.24
MIDWEST TAPE	506911048	04/02/2025	DVD / ABD 2000010011	100-706-52034	24.74
SECURE PACIFIC CORPORATI...	6233174	04/02/2025	375 S 18TH ST	100-706-52023	145.68
SECURE PACIFIC CORPORATI...	6233175	04/02/2025	475 S 18TH	100-708-52023	147.36
SECURE PACIFIC CORPORATI...	6233176	04/02/2025	150 S 13TH ST	100-705-52023	109.20
INGRAM LIBRARY SERVICES	87245475	04/02/2025	BOOKS 20C7921	100-706-52033	15.44
INGRAM LIBRARY SERVICES	87245476	04/02/2025	BOOKS 20C7921	100-706-52033	268.84
CARDINAL SERVICES INC	021607	04/03/2025	TEMPORARY EMPLOYMENT	100-705-52023	337.49
CARDINAL SERVICES INC	021607	04/03/2025	TEMPORARY EMPLOYMENT	100-706-52023	651.70
CARDINAL SERVICES INC	021607	04/03/2025	TEMPORARY EMPLOYMENT	100-708-52023	46.55
CARDINAL SERVICES INC	021607	04/03/2025	TEMPORARY EMPLOYMENT	100-709-52023	116.38
CARDINAL SERVICES INC	021607	04/03/2025	TEMPORARY EMPLOYMENT	100-715-52023	484.09
LINGUAVA INTERPRETERS INC	116357	04/03/2025	INTERPRETAION SERIVCES 3.6..	100-704-52019	73.39
CHAVES CONSULTING INC	214932	04/03/2025	MONTHLY USER FEE PER USE...	100-702-52019	185.10
COMCAST BUSINESS	237889357	04/03/2025	FIBER INTERNET ACCT 93457...	100-712-52003	4,990.40
ORKIN	273794318	04/03/2025	1810 OLD PORTLAND RD PES...	100-705-52023	209.00
VERIZON	6109039456	04/03/2025	JOHN WALSH	100-701-52001	41.33

## Expense Approval Register

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
VERIZON	6109039456	04/03/2025	JOHN WALSH 9898	100-701-52010	40.81
VERIZON	6109039456	04/03/2025	HOT SPOT- 8190	100-701-52010	47.10
VERIZON	6109039456	04/03/2025	CRYSTAL KING 0621	100-701-52010	46.43
VERIZON	6109039456	04/03/2025	JENNIFER MASSEY 1992	100-703-52001	41.33
VERIZON	6109039456	04/03/2025	RUSSELL HUBBARD 1907	100-703-52001	41.33
VERIZON	6109039456	04/03/2025	MARK GUNDERSEN 1908	100-703-52001	41.33
VERIZON	6109039456	04/03/2025	JESSICA CHILTON	100-703-52001	41.33
VERIZON	6109039456	04/03/2025	BRANDON SUNDEEN 1179	100-703-52001	41.33
VERIZON	6109039456	04/03/2025	PD JETPACK2 8538	100-705-52010	40.81
VERIZON	6109039456	04/03/2025	PD JETPACK1 8886	100-705-52010	40.81
VERIZON	6109039456	04/03/2025	SUZANNE BISHOP 1313	100-706-52003	41.33
VERIZON	6109039456	04/03/2025	GLORI BUTSCH HOT SPOT	100-707-52001	40.81
VERIZON	6109039456	04/03/2025	GLORIA BUTSCH 1986	100-707-52001	41.33
VERIZON	6109039456	04/03/2025	TORY SHELBY 6366	100-708-52010	41.33
VERIZON	6109039456	04/03/2025	CAMERON PAGE 5027	100-708-52010	41.33
VERIZON	6109039456	04/03/2025	RECREATION 1108	100-709-52010	41.33
VERIZON	6109039456	04/03/2025	RECREATION IPHONE 1068	100-709-52010	41.33
VERIZON	6109039456	04/03/2025	RECREATION CENTER 2566	100-709-52010	41.33
VERIZON	6109039456	04/03/2025	REC PHONE 5093	100-709-52010	42.21
VERIZON	6109039456	04/03/2025	MIKE DEROIA 2686	100-711-52010	46.43
VERIZON	6109039456	04/03/2025	BUILDING DEPARTMENT IPAD..	100-711-52010	40.81
VERIZON	6109039456	04/03/2025	DARIN COX 1016	100-712-52010	46.43
AMY LINDGREN LAW LLC	672	04/03/2025	JUDICIAL SERVICES - MARCH ...	100-704-52019	7,550.00
TRUVIEW BSI	7200080053	04/03/2025	BACKGROUND - A ARTERO	100-702-52014	110.99
COMMUNICATIONS NORTH...	82581	04/03/2025	EQUIPMENT	100-705-52001	2,986.47
XPRESS SOLUTIONS INC	INV-XPR022878	04/03/2025	CARD TRANSACTION FEES M...	100-707-52020	3,548.63
Fund 100 - GENERAL FUND Total:					51,892.55

## Fund: 202 - COMMUNITY DEVELOPMENT

NUISANCE SOLUTIONS	04.01.25	04/01/2025	BEAVER REMOVAL SALMON...	202-724-52019	905.00
BRIDGE TOWER OPCO LLC	745761393	04/01/2025	DAILY JOURNAL OF COM BID...	202-723-52019	667.92
OREGON PATROL SERVICE	10999	04/02/2025	OFFICER ON PREMISES-ST H...	202-722-52019	454.60
MASON BRUCE & GIRARD INC	36323	04/02/2025	PROJECT 0107184-ST HELENS...	202-724-52019	1,828.10
HAMER ELECTRIC INC	7347	04/02/2025	REPAIR OF ELECTRICAL SERVI...	202-722-52019	61,850.00
PORTLAND GENERAL ELECTR...	03.04.25-04.01.25 6248	04/03/2025	2236086248 MILL 1300 KAST...	202-722-52003	37,911.95
MAYER REED INC	15683	04/03/2025	ST HELENS RIVERWALK	202-723-53103	8,208.35
OREGON DEPARTMENT OF S...	29300	04/03/2025	WATERWAY LEASE APP0042...	202-721-52054	499.55
MAUL FOSTER ALONGI INC	66325	04/03/2025	WATERFRONT REDEVELOPM...	202-726-52019	24,244.75
Fund 202 - COMMUNITY DEVELOPMENT Total:					136,570.22

## Fund: 203 - COMMUNITY ENHANCEMENT

CARDINAL SERVICES INC	020557	04/01/2025	TEMPORARY EMPLOYMENT	203-709-52140	3,723.06
CARDINAL SERVICES INC	021297	04/02/2025	TEMPORARY EMPLOYMENT	203-709-52140	425.71
CARDINAL SERVICES INC	021607	04/03/2025	TEMPORARY EMPLOYMENT	203-709-52140	2,610.82
CARDINAL SERVICES INC	021608	04/03/2025	TEMPORARY EMPLOYMENT	203-709-52140	123.29
Fund 203 - COMMUNITY ENHANCEMENT Total:					6,882.88

## Fund: 601 - WATER

CITY OF COLUMBIA CITY	03.26.25	04/01/2025	001754-001	601-732-52003	90.98
CORE & MAIN	W630230	04/01/2025	MATERIALS	601-731-52001	359.40
SECURE PACIFIC CORPORATI...	6233178	04/02/2025	1215 4TH PL	601-732-52023	181.98
LAWRENCE OIL COMPANY	CFSI-26410	04/02/2025	247752 WATER	601-732-52022	163.49
CORE & MAIN	W672904	04/02/2025	MATERIALS	601-731-52001	658.74
CORE & MAIN	W706669	04/02/2025	MATERIALS	601-731-52001	433.80
VERIZON	6109039456	04/03/2025	JOHN DEWEY 1914	601-732-52010	46.43
CORE & MAIN	W685208	04/03/2025	MATERIALS	601-731-52001	481.98
Fund 601 - WATER Total:					2,416.80

## Fund: 603 - SEWER

CARDINAL SERVICES INC	020557	04/01/2025	TEMPORARY EMPLOYMENT	603-736-52023	29.09
CARDINAL SERVICES INC	020557	04/01/2025	TEMPORARY EMPLOYMENT	603-737-52023	29.09
HUDSON GARBAGE SERVICE	15016582S046	04/02/2025	2046-1008333	603-736-52023	305.30
HUDSON GARBAGE SERVICE	15016582S046	04/02/2025	2046-1008333	603-737-52023	305.30

## Expense Approval Register

Packet: APPKT0

Item #13.

5

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
COLUMBIA RIVER PUD	4.1.25 38633	04/02/2025	38633 594 S 9 ST POWER	603-737-52003	10,428.98
SECURE PACIFIC CORPORATI...	6233177	04/02/2025	451 PLYMOUTH ST	603-736-52023	54.53
SECURE PACIFIC CORPORATI...	6233177	04/02/2025	451 PLYMOUTH ST	603-737-52023	54.52
CARDINAL SERVICES INC	021607	04/03/2025	TEMPORARY EMPLOYMENT	603-736-52023	29.09
CARDINAL SERVICES INC	021607	04/03/2025	TEMPORARY EMPLOYMENT	603-737-52023	29.09
VERIZON	6109039456	04/03/2025	AARON KUNDERS 6376	603-736-52010	20.80
VERIZON	6109039456	04/03/2025	SAM ORTIZ 1801	603-736-52010	20.66
VERIZON	6109039456	04/03/2025	TYLER HILLS 6492	603-736-52010	20.66
VERIZON	6109039456	04/03/2025	AARON KUNDERS 6376	603-737-52010	20.80
VERIZON	6109039456	04/03/2025	SAM ORTIZ 1801	603-737-52010	20.67
VERIZON	6109039456	04/03/2025	TYLER HILLS 6492	603-737-52010	20.67
<b>Fund 603 - SEWER Total:</b>					<b>11,389.25</b>

**Fund: 703 - PW OPERATIONS**

JORDAN RAMIS PC ATTORNE...	231866	04/01/2025	PUBLIC WORKS ENGINEERING	703-733-52019	875.00
SUNSET AUTO PARTS INC - N...	3.31.25	04/01/2025	AUTO PARTS ACCT 6355 MINI..	703-734-52022	21.99
SUNSET AUTO PARTS INC - N...	3.31.25	04/01/2025	AUTO PARTS ACCT 6355	703-739-52099	711.01
METRO PLANNING INC	6570	04/01/2025	WEB GIS	703-733-52019	87.50
AKS ENGINEERING & FOREST...	8041-05-01	04/01/2025	STRAND ST & PLAZA SQUARE	703-733-52019	5,076.60
LAWRENCE OIL COMPANY	065684	04/02/2025	DIESEL FUEL-EXCAVATOR	703-734-52022	144.00
WILCOX	0939540-IN	04/02/2025	BIO DIESEL	703-739-52022	243.04
HUDSON GARBAGE SERVICE	15016694S046	04/02/2025	2046-1287555	703-734-52023	105.60
SECURE PACIFIC CORPORATI...	6233179	04/02/2025	984 OR ST	703-734-52023	108.99
LAWRENCE OIL COMPANY	CFSI-26410	04/02/2025	247748 PUBLIC WORKS	703-734-52022	951.57
LAWRENCE OIL COMPANY	CFSI-26410	04/02/2025	247750 PUBLIC WORKS	703-734-52022	102.59
VERIZON	6109039456	04/03/2025	BASHAR 1971	703-733-52010	41.33
VERIZON	6109039456	04/03/2025	PW CONSTRUCTION INSPEC...	703-733-52010	40.81
VERIZON	6109039456	04/03/2025	SHARON DARROUX 0813	703-733-52010	74.62
VERIZON	6109039456	04/03/2025	TIM UNDERWOOD 8524	703-733-52010	41.33
VERIZON	6109039456	04/03/2025	PW OPERATIONS 3856	703-734-52010	40.81
VERIZON	6109039456	04/03/2025	RYAN POWERS 7116	703-734-52010	41.33
VERIZON	6109039456	04/03/2025	ETHAN STERLING 6282	703-734-52010	41.33
VERIZON	6109039456	04/03/2025	BRETT LONG 3607	703-734-52010	41.33
VERIZON	6109039456	04/03/2025	ROGER STAUFFER 9662	703-734-52010	41.33
VERIZON	6109039456	04/03/2025	BUCK TUPPER 3371	703-734-52010	46.43
VERIZON	6109039456	04/03/2025	PW ENGINEERING 0940	703-734-52010	40.81
VERIZON	6109039456	04/03/2025	BASHAR AL-DAOMI I PAD	703-734-52010	981.82
VERIZON	6109039456	04/03/2025	PW FACILITY MAINTENANCE ...	703-734-52010	40.81
VERIZON	6109039456	04/03/2025	PUBLIC WORKS 8523	703-734-52010	41.33
VERIZON	6109039456	04/03/2025	PW UTILITY 1 9922	703-734-52010	40.81
VERIZON	6109039456	04/03/2025	PW UTILITY 3 9924	703-734-52010	40.81
VERIZON	6109039456	04/03/2025	CURT LEMONT 2217	703-734-52010	41.33
VERIZON	6109039456	04/03/2025	ALEX BIRD 9081	703-734-52010	40.81
VERIZON	6109039456	04/03/2025	SCOTT WILLIAMS 0621	703-734-52010	41.33
VERIZON	6109039456	04/03/2025	JULIAN ZIRKLE 629	703-734-52010	41.33
VERIZON	6109039456	04/03/2025	SCOTT HARRINGTON 8048	703-734-52010	33.13
VERIZON	6109039456	04/03/2025	PW SPARE 4 8741	703-734-52010	40.81
VERIZON	6109039456	04/03/2025	ALEX BIRD 2000	703-734-52010	41.33
VERIZON	6109039456	04/03/2025	PW UTILITY 2 9923	703-734-52010	40.81
VERIZON	6109039456	04/03/2025	MOUHAMAD ZAHER 3068	703-734-52010	61.16
POWER SYSTEMS WEST LLC	S12510000802	04/03/2025	REPLACED BLOCK HEATER & ...	703-739-52099	1,499.81
<b>Fund 703 - PW OPERATIONS Total:</b>					<b>11,946.78</b>

**Fund: 801 - URBAN RENEWAL AGENCY**

KITTELSON & ASSOCIATES INC	0154351	04/01/2025	PROJECT 235440 1ST & ST ST...	801-000-53001	1,675.75
<b>Fund 801 - URBAN RENEWAL AGENCY Total:</b>					<b>1,675.75</b>

**Grand Total: 222,774.23**

**Fund Summary**

<b>Fund</b>	<b>Expense Amount</b>
100 - GENERAL FUND	51,892.55
202 - COMMUNITY DEVELOPMENT	136,570.22
203 - COMMUNITY ENHANCEMENT	6,882.88
601 - WATER	2,416.80
603 - SEWER	11,389.25
703 - PW OPERATIONS	11,946.78
801 - URBAN RENEWAL AGENCY	1,675.75
<b>Grand Total:</b>	<b>222,774.23</b>

**Account Summary**

<b>Account Number</b>	<b>Account Name</b>	<b>Expense Amount</b>
100-000-37004	Miscellaneous	48.43
100-701-52001	Operating Supplies	41.33
100-701-52010	Telephone	134.34
100-701-52040	Communications	7,547.40
100-702-52014	Recruiting	110.99
100-702-52019	Professional Services	185.10
100-703-52001	Operating Supplies	206.65
100-704-52019	Professional Services	19,294.41
100-705-52001	Operating Supplies	2,986.47
100-705-52010	Telephone	81.62
100-705-52019	Professional Services	1,193.97
100-705-52023	Facility Maintenance	1,135.32
100-706-52003	Utilities	143.73
100-706-52023	Facility Maintenance	1,344.34
100-706-52033	Printed Materials	284.28
100-706-52034	Visual Materials	195.98
100-707-52001	Operating Supplies	82.14
100-707-52019	Professional Services	554.00
100-707-52020	Bank Service Fees	3,548.63
100-708-52010	Telephone	82.66
100-708-52022	Fuel	1,615.84
100-708-52023	Facility Maintenance	1,113.90
100-709-52010	Telephone	166.20
100-709-52023	Facility Maintenance	317.76
100-710-52001	Operating Supplies	62.50
100-711-52010	Telephone	87.24
100-712-52003	Utilities	7,146.77
100-712-52010	Telephone	46.43
100-712-52019	Professional Services	756.00
100-715-52001	Operating Supplies	22.00
100-715-52023	Facility Maintenance	1,356.12
202-721-52054	Offshore Lease	499.55
202-722-52003	Utilities	37,911.95
202-722-52019	Professional Services	62,304.60
202-723-52019	Professional Services	667.92
202-723-53103	Columbia View Park Imp...	8,208.35
202-724-52019	Professional Services	2,733.10
202-726-52019	Professional Services	24,244.75
203-709-52140	Contract Programs	6,882.88
601-731-52001	Operating Supplies	1,933.92
601-732-52003	Utilities	90.98
601-732-52010	Telephone	46.43
601-732-52022	Fuel	163.49
601-732-52023	Facility Maintenance	181.98
603-736-52010	Telephone	62.12
603-736-52023	Facility Maintenance	418.01
603-737-52003	Utilities	10,428.98
603-737-52010	Telephone	62.14

**Account Summary**

Account Number	Account Name	Expense Amount
603-737-52023	Facility Maintenance	418.00
703-733-52010	Telephone	198.09
703-733-52019	Professional Services	6,039.10
703-734-52010	Telephone	1,820.99
703-734-52022	Fuel	1,220.15
703-734-52023	Facility Maintenance	214.59
703-739-52022	Fuel	243.04
703-739-52099	Equipment Operations	2,210.82
801-000-53001	Capital Outlay	1,675.75
	<b>Grand Total:</b>	<b>222,774.23</b>

**Project Account Summary**

Project Account Key	Expense Amount
**None**	222,774.23
<b>Grand Total:</b>	<b>222,774.23</b>