



COUNCIL WORK SESSION

Wednesday, April 16, 2025 at 3:00 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 WORK SESSION TO ORDER

CLEARING CONFUSION AND SETTING THE FACTS STRAIGHT

1. Response to April 2 Visitor Comments

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

DISCUSSION TOPICS

2. 3:10PM - Request to Support New Amani Center Building - *Beth Pulito, Deputy Director*
3. 3:25PM - Presentation by Arcadia Paper Mills LLC - *City Administrator John Walsh*
4. 3:40PM - Monthly Reports from Departments/Divisions (Informational)
5. 3:50PM - Belton Sewer Step System Capacity Study, Project No. S-685, Presentation & Discussion - *Engineering Manager Sharon Darroux*
6. 4:05PM - Request from Comcast for Letter of Support for Broadband Equity, Access, and Deployment (BEAD) Grant Program to Address Broadband Challenges in St. Helens School District - *City Administrator John Walsh*
7. 4:15PM - Timber Insurance Proposal of \$3 Million Coverage Limit - *City Administrator John Walsh*
8. 4:25PM - Report from City Administrator John Walsh

ADJOURN

EXECUTIVE SESSION

Following the conclusion of the Council Work Session, an Executive Session is scheduled to take place to discuss:

- *Real Property Transactions, under ORS 192.660(2)(e);*
- *Exempt Records/Confidential Attorney-Client Privileged Memo, under ORS 192.660(2)(f); and*
- *Consult with Counsel/Potential Litigation, under ORS 192.660(2)(h).*

Representatives of the news media, 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.

FOR YOUR INFORMATION

Upcoming Dates to Remember:

- April 14, 4:00PM, Parks & Trails Commission, Council Chambers/Zoom
- April 14, 5:30PM, Library Board Special Meeting, Zoom
- April 14, 7:15PM, Library Board, Zoom
- April 16, 3:00PM, City Council Work Session, Council Chambers/Zoom
- April 16, 5:30PM, City Council Public Hearing, Council Chambers/Zoom
- April 16, 6:00PM, City Council Public Hearing, Council Chambers/Zoom
- April 16, 7:00PM, City Council Regular Session, Council Chambers/Zoom

Future Public Hearing(s)/Forum(s):

- PH: April 16, 5:30PM, Appeal of PC Denial of Variances at 35732 Hankey Road (McCarter)
- PH: April 16, 6:00PM, Comp. Plan Amendments - Economic Opportunities Analysis (City)
- PF: May 7, 6:00PM, Proposed New Police Station Site
- PH: May 7, 6:40PM, Zone Change at 1771 Columbia Blvd. (City)
- PH: June 4, 6:15PM, Annexation of 35636 Fir Street (McFeron)
- PH: June 4, 6:30PM, Annexation of 58909 Firlok Park Street (Pyl)
- PH: June 4, 6:45PM, Annexation of 58209 Columbia River Hwy. & 35369 Millard Rd. (Joe/Decker)

VIRTUAL MEETING DETAILS

Join: <https://us02web.zoom.us/j/87364511675?pwd=NKbzIBAM2mTSIpaajQvOmmx6csT0td.1>

Passcode: 214355

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.

CLARIFICATION MEMO TO PUBLIC COMMENT



For City Council Meetings held on April 2, 2025

Due to pending review by legal counsel, there are no responses to visitor comments for the April 2, 2025, City Council meetings.



Item #2.

AMANI CENTER

Columbia County Child Abuse Assessment Program

Mailing Address: PO Box 1001, St Helens, OR 97051
Medical Assessment & Administrative Office: 1621 Columbia Blvd., St. Helens, OR 97051
Phone: (503) 366-4005 Fax: (503) 366-0314 e-mail: info@amanicenter.org

April 9, 2024

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

Dear City Council Members,

Thank you for allowing me to present an update on the Amani Center Building Project at your Work Session on Wednesday, April 16th. I am including copies of our building project for your review to familiarize yourselves with our plans to build a permanent home for the Amani Center, Columbia County's nonprofit Children's Advocacy Center addressing child abuse at all stages including prevention, intervention and healing.

We have long been in a space that is too small to address the level of referrals to our agency from law enforcement agencies across the county, including the City of St. Helens Police Department, as well as cases referred by DHS. With the addition of our new Mental Health services, we have needed to move to a second facility, which is less than ideal in integrating cohesive services across our programs. The new building that we are striving to build is a necessity for our community to meet the goals of our mission.

At the meeting on Wednesday, April 16th I plan to share a more detailed budget, anticipated timeline (goals), and a rundown of what fees we anticipate paying to the City of St. Helens. Our project was awarded over \$1M from federally directed spending, pending a passed budget this past March 2025. As a new budget was not passed at the federal level, that funding has now been stripped from our budget and we are looking for creative and strategic ways to reduce out of pocket costs at any level. I will likely make a request to consider adjusting City fees, with the understanding that the City is also dealing with financial constraints as well.

My hope is to share where we are currently in our project, discuss any ways the City of St. Helens may be able to support our goals, and collaborate on ways to leverage any City of St. Helens support with other Columbia County cities.

Many Thanks,
Beth Pulito
Deputy Director



Amani Center Building Project

\$5.2 Million

Item #2.

*“Giving abused
children a voice.”*

A Vision for a New Amani Center...

Amani Center services are needed now more than ever before.

Our mission to provide Forensic Child Abuse Assessments and support for children and families impacted by abuse remains the same, but what HAS changed is the **30% increase in the number of children we have served over the past five years.**

This increased demand pushes our current capacity and staff to the limits of what we can provide and necessitates the construction of a new Amani Center building to meet the increasing needs of our community.



Assessment and mental health services reduce trauma and provide for better long-term health outcomes for children impacted by child abuse. With increased physical and organizational capacity, we can provide these needed services to the growing number of families we see.

What a New Amani Center Facility Provides

Current/Baseline:

- Forensic Medical Assessments: 200 annually
- Mental Health Services: 0
- Visit Length: Up to a full day for multi-child families
- Full-time Family Nurse Practitioner
- Victim Advocacy & Support Services

With New Facility:

- Forensic Medical Assessments: 350 (over 700 at full capacity expansion)
- Onsite Mental Health Services
- Reduced appointment times with simultaneous appointments
- Full & part time Family Nurse Practitioners
- Doubles Appointment Capacity, Victim Advocacy, Support Services
- Urgent response assessments
- Increased funding sustainability
- ADA Compliant

Project Timeline:

Item #2.

COMPLETED TO DATE

- Construction Plans/Documents
- Conditional use permit granted
- Feasibility Study
- Early indicators & commitment of funding

CURRENT TASKS (thru SPRING 2025)

- Capital Campaign Development
- Key Community Engagement
- Budget Refinement (Value Engineering / In-Kind)
- Early Campaign Kick Off
- Final permitting
- Minimum 75% capital funding committed

SPRING 2025 – SPRING 2026

- Groundbreaking – Projected Spring 2025
- Construction, Move-In and Opening
- 100% funding committed

3D Rendering

Funding Goals & Plan:

The Amani Center has a history of generous supporters through grants, individual giving, corporate sponsorships and philanthropic donors. Gifts for this project can be one-time or pledged over several years. We invite you to join the amazing people and organizations who are already involved and partnered with us! Ask us about recognition opportunities.

Gift Goals:

Children's Champion

\$1M-\$500,000 (4 gifts)

Children's Guardian

\$300,000-\$120,000 (10 gifts)

Children's Protector

\$60,000-\$12,000 (12 gifts)

Children's Defender

\$6000 (10 gifts)

Friend of the Amani Center

Under \$6000 (Multiple gifts)

Current Partners:

- Eric and Christine Dahlgren
- Lower Columbia Engineering:
Andrew & Kristin Niemi
- Artis Builds and PHK Inc:
Patrick Kessi & Brett McCoy
- Congressionally Directed
Spending: Senators Wyden &
Merkley
- Autzen Foundation
- Clark Family Foundation

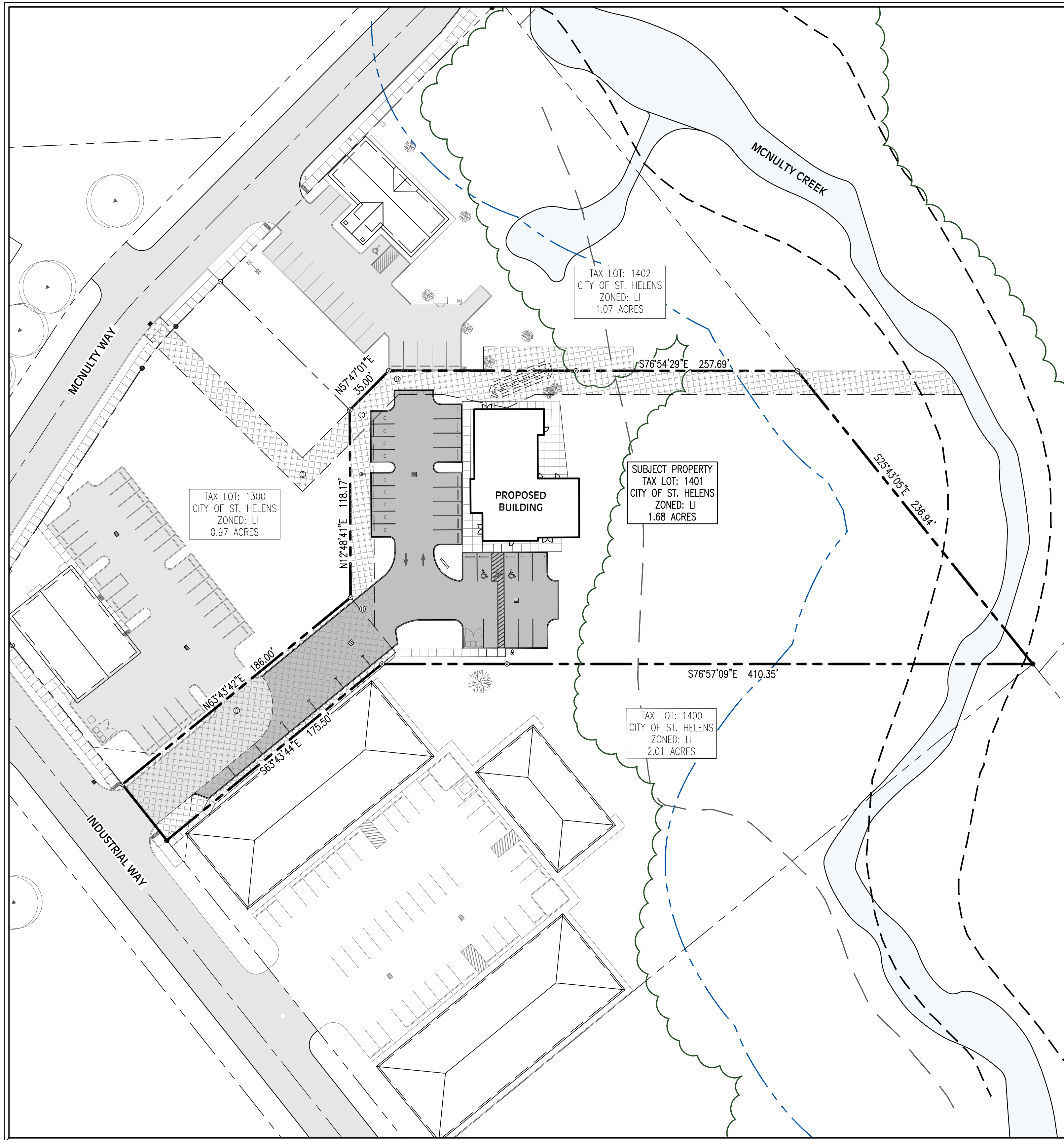
Your Support:

Your support of a new Amani Center facility is essential to the fight against child abuse in Columbia County. You can be a hero to a child abuse victim through your donation toward our Capital Campaign at www.amanicenter.org/get-involved/donate/
Contact Amani Center Deputy Director Beth Pulito with any questions at (503) 318-0568.

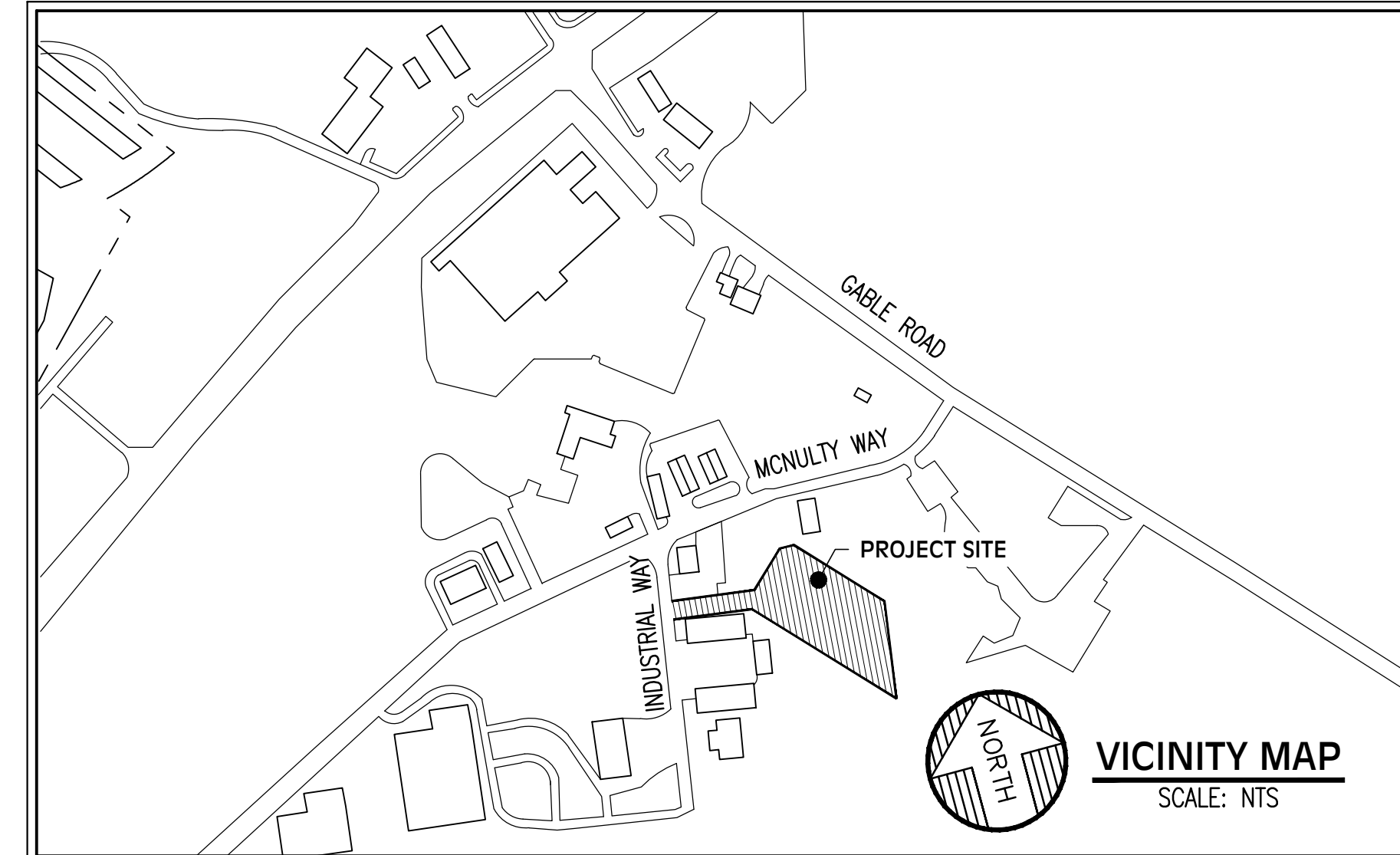
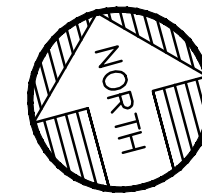


AMANI CENTER FACILITY

AMANI CENTER
58640 MCNULTY WAY
ST. HELENS, OREGON 97051



PLOT PLAN
SCALE: 1" = 40'

**PROJECT TEAM****ENGINEER & DESIGNER**

LOWER COLUMBIA ENGINEERING
58640 MCNULTY WAY
ST. HELENS, OR 97051
PHONE: (503) 366-0399

CONTACT: MATTHEW ALEXANDER
matt@lowercolumbiaengr.com

OWNER

AMANI CENTER
1621 COLUMBIA BLVD
ST HELENS, OR 97051

GENERAL CONTRACTOR

ARTIS CONSTRUCTION
3330 NW YEON AVENUE, SUITE 200
PORTLAND, OR 97210
PHONE: 503.248.9370

CONTACT: PATRICK KESSI
pkessi@phkinc.com

GENERAL SITE INFO:

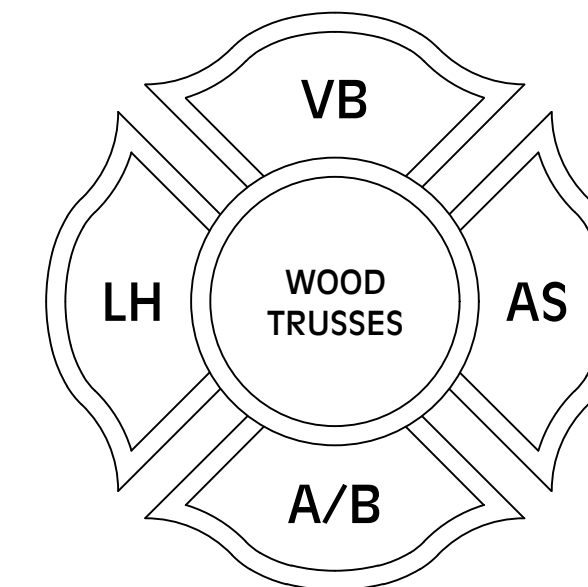
PROJECT NAME: AMANI CENTER FACILITY
PROPOSED USE: PUBLIC SAFETY SERVICES
TOTAL LOT AREA: 73,255 SQ. FT. (APPROX 1.68 ACRES)
TOTAL BUILDING AREA: 8,329 SQ. FT.
FIRST FLOOR AREA: 4,275 SQ. FT.
SECOND FLOOR AREA: 4,054 SQ. FT.
BUILDING HEIGHT: 31'-6" (75' MAX.)

SPECIAL NOTE:

LOWER COLUMBIA ENGINEERING HAS ONLY ADDRESSED THE PROPOSED DESIGN. THESE DRAWINGS ARE INTENDED FOR THE SITE DEVELOPMENT REVIEW CRITERIA REQUIREMENTS. THESE DRAWINGS ARE CONSIDERED PRELIMINARY ONLY.

BUILDING INFORMATION SIGN

PER THE REQUIREMENTS OF COLUMBIA RIVER FIRE AND RESCUE FIRE CODE ORDINANCE 17-2, A BUILDING INFORMATION SIGN IS TO BE PROVIDED AT THE BUILDING ENTRANCE TO ALERT FIREFIGHTERS TO ANY POTENTIAL BUILDING HAZARDS. LOCATION TO BE VERIFIED BY C.R.F.R. AND/OR S.R.F.D.

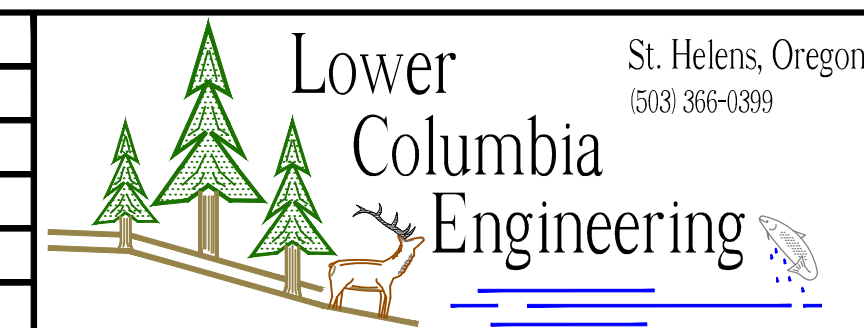
**SITE IMPROVEMENT QUANTITIES**

-CONTRACTOR TO VERIFY ALL QUANTITIES

SITE IMPROVEMENT ITEM	AREA/LENGTH	VOLUME
CONCRETE (SDWK)	1525 SQ. FT.	19 CU. YD.
HMAC (ASPHALT)	15170 SQ. FT.	187 CU. YD.
3/4" MINUS AGGREGATE	16695 SQ. FT.	112 CU. YD.
1 1/2" MINUS AGGREGATE	15170 SQ. FT.	561 CU. YD.
TYPE 'A' CONCRETE CURB	951 L.F.	N/A

DATE: 06/28/2024
PRELIMINARY
NOT
FOR CONSTRUCTION

REV.	REVISION RECORD	DATE



St. Helens, Oregon
(503) 366-0399

PROJ. NO.	3521	COVER SHEET
DWG. BY	RM2	NEW FACILITY
APPR. BY	AMANI CENTER	SHEET
FILE	D-3521-G-1	DATE 10/31/2022

G-1



EXTERIOR ELEVATION - WEST
SCALE: 1/4" = 1'-0"



EXTERIOR ELEVATION - SOUTH
SCALE: 1/4" = 1'-0"

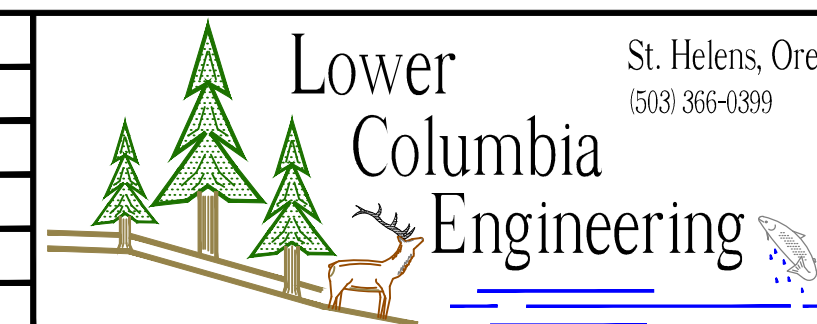
MATERIALS KEYNOTES

- ① T&G HORIZONTAL CEDAR SIDING (NATURAL COLOR)
- ② METAL PANEL OR BOX RIB SIDING (GRAPHITE)
- ③ DIMENSIONAL ASPHALT SHINGLE ROOF
- ④ VINYL WINDOWS (CHARCOAL)
- ⑤ CONCRETE BASE
- ⑥ ALUMINUM STOREFRONT GLAZING AT ENTRY

*FINISHES, PROFILES, AND COLORS ARE PRELIMINARY
AND SUBJECT TO CHANGE

DATE: 06/28/2024
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NOT
FOR CONSTRUCTION

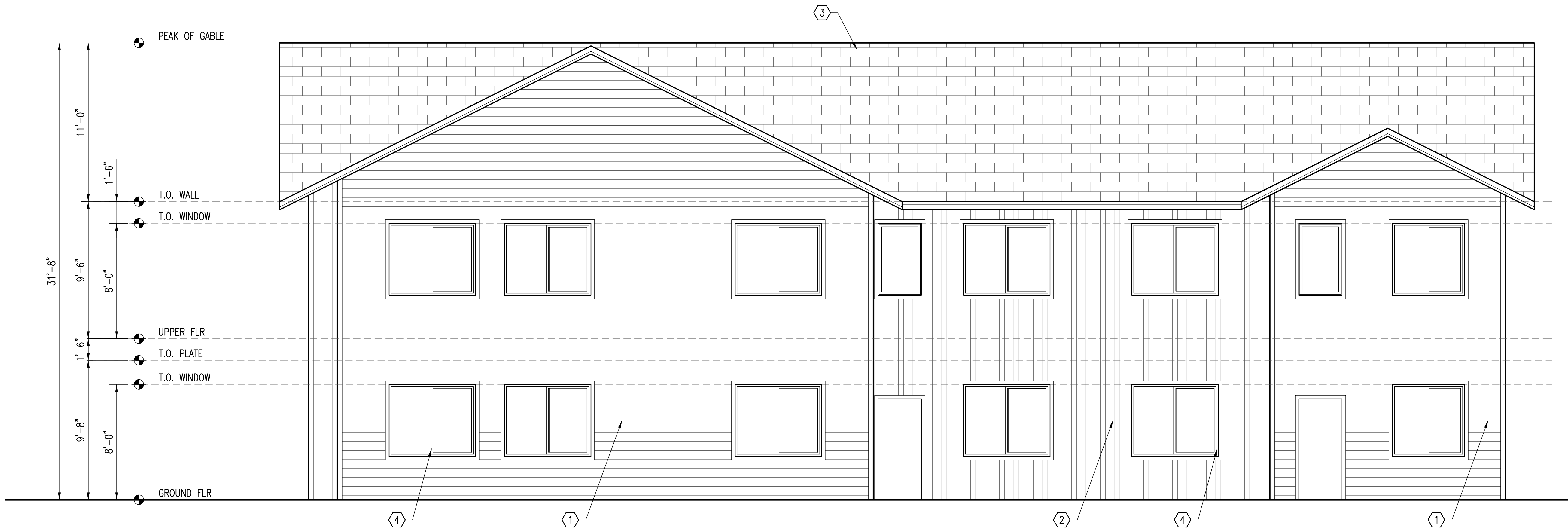
REV.	REVISION RECORD	DATE



St. Helens, Oregon
(503) 366-0399

PROJ. NO.	3521	EXTERIOR ELEVATIONS
DWG. BY	MLA	NEW FACILITY
APPR. BY	AMANI CENTER	SHEET
FILE	D-3521-A-3	DATE 11/24/2022

A-3



EXTERIOR ELEVATION - EAST
SCALE: 1/4" = 1'-0"



EXTERIOR ELEVATION - NORTH
SCALE: 1/4" = 1'-0"

MATERIALS KEYNOTES

- 1 T&G HORIZONTAL CEDAR SIDING (NATURAL COLOR)
- 2 METAL PANEL OR BOX RIB SIDING (GRAPHITE)
- 3 DIMENSIONAL ASPHALT SHINGLE ROOF
- 4 VINYL WINDOWS (CHARCOAL)
- 5 CONCRETE BASE.
- 6 ALUMINUM STOREFRONT GLAZING AT ENTRY

*FINISHES, PROFILES, AND COLORS ARE PRELIMINARY AND SUBJECT TO CHANGE

DATE: 06/28/2024
PRELIMINARY
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Lower
Columbia
Engineering

St. Helens, Oregon
(503) 366-0399

PROJ. NO.	3521	EXTERIOR ELEVATIONS
DWG. BY	MLA	NEW FACILITY
APPR. BY	AMANI CENTER	SHEET
FILE	D-3521-A-4	DATE 11/24/2022
A-4		

CODE SUMMARY

GENERAL INFORMATION

PROJECT NAME: AMANI CENTER
SCOPE OF WORK: NEW 8,121 SQUARE FOOT, TWO STORY BUILDING. BUILDING IS AN OFFICE USE WITH ANCILLARY MEDICAL/EXAM AND THERAPY SPACES. SITE DEVELOPMENT TO INCLUDE NEW LANDSCAPING, PARKING, STORM WATER MANAGEMENT, & TRASH ENCLOSURE.
ADDRESS: ADDRESS NOT YET ASSIGNED (FLAG LOT NEAR INTERSECTION OF McNULTY & INDUSTRIAL WAY)
LATITUDE/LONGITUDE: N 45° 50' 38", W 122° 49' 41"
JURISDICTION: CITY OF ST. HELENS
ZONE: LIGHT INDUSTRIAL (LI)
TAX LOT NUMBER: 1401
MAP TAX LOT NUMBER: 4108-AD-01401 4NR1W
LOT SIZE: 73,180 SQ FT (1.68 ACRES)

BUILDING CONSTRUCTION TYPE, HEIGHT AND AREA:

BUILDING CODE EDITION: 2022 OREGON STRUCTURAL SPECIALTY CODE (OSSC)
OCCUPANCY GROUP: (B) BUSINESS
TYPE OF CONSTRUCTION: TYPE V-B SPRINKLERED
ALLOWABLE BUILDING HEIGHT: 60 FEET PER TABLE 504.3 > 32 FEET ACTUAL
ALLOWABLE NUMBER OF STORIES: 3 STORIES PER TABLE 504.4 > 2 STORIES ACTUAL
ALLOWABLE BUILDING AREA: 27,000 SQ FT PER STORY PER TABLE 506.2, NO FRONTAGE INCREASE TAKEN
27,000 SQ FT ALLOWABLE > 8,121 SQ FT ACTUAL

FIRE AND SMOKE PROTECTION:

MINIMUM FIRE RESISTIVE RATING: PER TABLE 601: BASE BUILDING ELEMENTS NOT REQUIRED TO BE RATED
BUILDING SEPARATION: NORTH: 122.8' EAST: 388.0' SOUTH: 141.5' WEST: 260.0'
INTERIOR EXIT STAIRWAY: PER TABLE 602: EXTERIOR WALL FIRE RESISTIVE RATING = 0-HOURS
REQUIRED TO BE ENCLOSED PER SECTION 1023.1
INTERIOR STAIRWELL WALLS TO BE CONSTRUCTED AS A FIRE BARRIER PER 1023.2
INTERIOR STAIRWELL WALLS REQUIRED TO BE 1-HOUR PER SECTION 713.4
EXTERIOR STAIRWELL WALLS NOT REQUIRED TO BE RATED PER SECTION 713.6
ENCLOSURE AT TOP OF STAIRWELL TO BE 1-HOUR PER SECTION 713.12
PER TABLE 508.4 AREA SEPARATION OF B OCCUPANCY FROM S-1 NOT REQUIRED

AREA SEPARATION BY OCCUPANCY:

OCCUPANT LOADING AND MEANS OF EGRESS:

OCCUPANT LOAD FACTORS: PER TABLE 1004.5: BUSINESS AREAS 150 GROSS
OCCUPANT LOADS: GROUND LEVEL: BUSINESS AREAS: 4163 SQ FT / 150 OCC. FACTOR = 27.8 (28)
UPPER LEVEL: BUSINESS AREAS: 3958 SQ FT / 150 OCC. FACTOR = 26.4 (27)
TOTAL OCCUPANT LOAD: 55 (GROUND LEVEL 28, UPPER LEVEL 27)
STORIES WITH ONE EXIT: UPPER LEVEL PER TABLE 1006.3.3(2) SECOND STORY ABOVE GRADE PLANE:
MAXIMUM OCCUPANT LOAD PER STORY: 49 > 27 ACTUAL
MAXIMUM EXIT ACCESS TRAVEL DISTANCE: 100' > 99' ACTUAL
MEANS OF EGRESS - STAIRWAYS: MINIMUM STAIRWAY WIDTH PER SECTION 1011.2 EXCEPTION #1 = 36" < 56" ACTUAL
MEANS OF EGRESS - DOORWAYS: MINIMUM EGRESS DOORWAY WIDTH PER SECTION 1010.1 = 32" < 34" ACTUAL

ACCESSIBILITY AND ACCESSIBLE ROUTES:

SITE ARRIVAL POINTS: THE PRIMARY BUILDING ENTRANCE IS ALONG AN ACCESSIBLE ROUTE THAT CONNECTS TO THE PUBLIC RIGHT-OF-WAY AND PARKING AREAS. THE SECONDARY, EMPLOYEE ONLY, BUILDING ENTRANCE IS ALONG AN ACCESSIBLE ROUTE THAT CONNECTS TO THE PUBLIC RIGHT-OF-WAY.
MULTISTORY BUILDINGS: ELEVATOR ACCESS TO THE UPPER LEVEL OF THE BUILDING IS ALONG AN ACCESSIBLE ROUTE THAT CONNECTS TO THE PUBLIC RIGHT-OF-WAY.

REQUIRED PLUMBING FIXTURES / FACILITIES:

REQUIRED FIXTURES: SEPARATE FACILITIES NOT REQUIRED PER SECTION 2902.2 EXCEPTION #6
3 W.C. & 2 LAVATORY FOR 55 (B) OCCUPANTS (PER OSSC TABLE 2902.1)
ACTUAL FIXTURES: 1 WATER CLOSET & 1 LAVATORY PER EACH OF THE 4 SINGLE-USER TOILET ROOMS

FIRE EXTINGUISHERS

[FEC] SEMI-RECESSED CABINET (ULINE H-5800 OR EQUAL) FOR 10# FIRE EXTINGUISHER

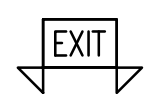
PROVIDE MINIMUM 2A-10BC FIRE EXTINGUISHERS IN (2) LOCATIONS ON EACH FLOOR LEVEL AS SHOWN ON PLANS.

FIRE SEPARATION WALL TYPES

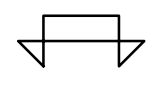
1-HOUR RATED INTERIOR WALL:
BASE SYSTEM GA WP3514, SEE RATED DETAIL ON SHEET A-16, TYPICAL.

NOTE: WALL TYPES INDICATE MINIMUM EXTENTS OF RATED WALL ASSEMBLIES. RATED WALLS MAY BE EXTENDED AS REQUIRED FOR CONTINUITY OF FINISHED SURFACES.

EXITING LEGEND



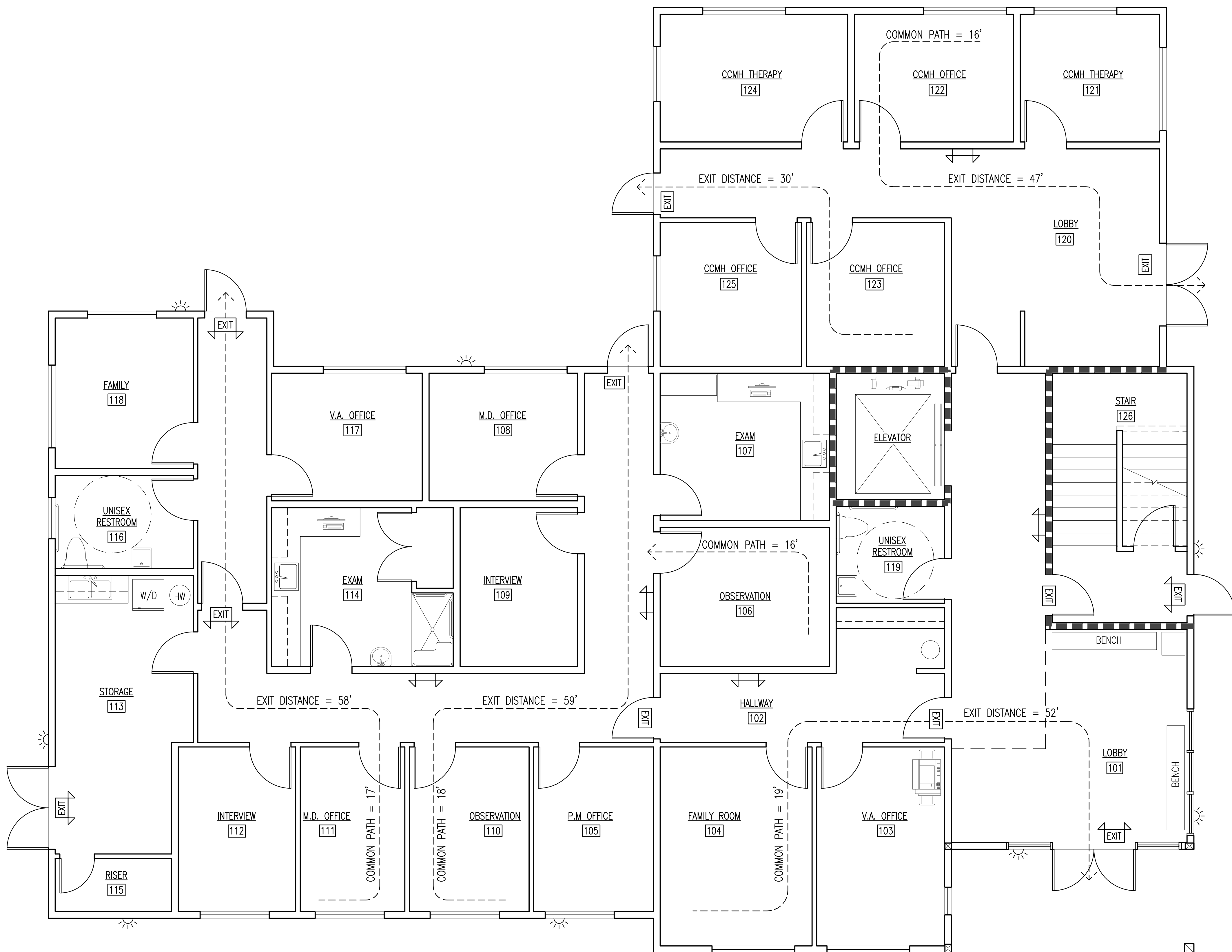
PROVIDE ILLUMINATED EXIT SIGNAGE WITH INTERGRATED EMERGENCY EGRESS LIGHTING AS SHOWN ON PLANS AND PER THE REQUIREMENTS OF OSSC SECT. 1013.



PROVIDE EMERGENCY LIGHTING TO AUTOMATICALLY ILLUMINATE, TO A MINIMUM AVERAGE OF 1 FOOTCANDLE, ALONG EGRESS ROUTES AS SHOWN ON DRAWINGS AND PER THE REQUIREMENTS OF OSSC SECT. 1008.

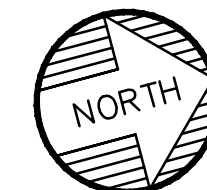


PROVIDE EMERGENCY EXTERIOR LIGHTING TO AUTOMATICALLY ILLUMINATE TO A MINIMUM 1 FOOTCANDLE, ALONG EGRESS ROUTES AS SHOWN ON DRAWINGS AND PER THE REQUIREMENTS OF OSSC SECTION 1008.



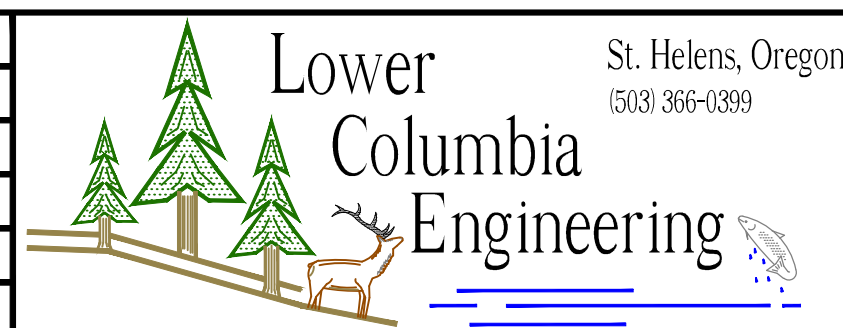
FIRST FLOOR FIRE EGRESS PLAN

SCALE: 3/16" = 1'-0"



DATE: 06/28/2024
PRELIMINARY
NOT
FOR CONSTRUCTION

REV.	REVISION RECORD	DATE



PROJ. NO.	3521	FIRST FLOOR FIRE, LIFE, SAFETY PLAN	
DWG. BY	RM2	NEW FACILITY	
APPR. BY	AMANI CENTER	SHEET	
FILE	D-3521-G-3	DATE	7/24/2024

G-3

EXITING NOTES

1. FIRE ALARM & SMOKE DETECTOR LOCATIONS TO BE SPECIFIED AND DEFERRED TO ELECTRICAL OR ALARM CONTRACTOR.
2. THE EXISTING ANALYSIS IS A CONSERVATIVE APPROACH TO THE EXITING. IT ASSUMES THAT THE ROOMS WITHIN THE BUILDING ARE COMPLETELY OCCUPIED TO ITS MAXIMUM CAPACITY AT THE SAME TIME. IN REALITY, THIS IS UNLIKELY TO EVER BE OCCUPIED AT MAXIMUM ALLOWABLE CAPACITY, AND EVEN MORE UNLIKELY THAT THEY WOULD BE OCCUPIED THIS WAY SIMULTANEOUSLY.

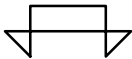
EGRESS ILLUMINATION

1. PER OSSC SECTION 1008 3.1, 3.2, & 3.3, REQUIRES THAT IN THE EVENT OF A SUPPLY FAILURE, THE FOLLOWING ROOM AND SPACES SHALL HAVE AN EMERGENCY ELECTRICAL SYSTEM THAT ILLUMINATES:
 - EXIT AISLES, CORRIDORS & PASSAGEWAYS
 - EXIT ACCESS STAIRWAYS & RAMPS
 - VESTIBULES AT EXIT DISCHARGE
 - EXTERIOR LANDINGS AT EXIT DISCHARGE
 - ELECTRICAL EQUIPMENT ROOMS
 - PUBLIC RESTROOMS > 300 S.F. IN AREA
2. OSSC SECTION 1008.3.4, REQUIRES A MINIMUM OF A 90 MINUTE POWER SUPPLY AND THAT THE EMERGENCY POWER SYSTEM SHALL BE IN ACCORDANCE WITH SECTION 2702 SUPPLIED BY ON ONSITE GENERATOR OR EQUIPMENT WITH BATTERIES THAT ARE OPERATION IN A POWER FAILURE.
3. OSSC 1008.3.5 STATES THAT ANY AREA ILLUMINATED BY EMERGENCY LIGHTING SHALL BE ARRANGED TO PROVIDE INITIAL ILLUMINATION THAT IS NOT LESS THAN AN AVERAGE OF 1 FOOTCANDLE (11 LUX) AND A MINIMUM AT ANY POINT OF 0.1 FOOTCANDLE (1 LUX) MEASURED ALONG THE PATH OF EGRESS AT FLOOR LEVEL. ILLUMINATION LEVELS SHALL BE PERMITTED TO DECLINE TO NO LOWER THAN 0.6 FOOTCANDLE (6 LUX) AVERAGE AND MINIMUM AT ANY POINT OF 0.06 (0.6 LUX) AT THE END OF THE EMERGENCY LIGHTING TIME DURATION.

EXITING LEGEND



PROVIDE ILLUMINATED EXIT SIGNAGE WITH INTERGRATED EMERGENCY EGRESS LIGHTING AS SHOWN ON PLANS AND PER THE REQUIREMENTS OF OSSC SECT. 1013.



PROVIDE EMERGENCY LIGHTING TO AUTOMATICALLY ILLUMINATE, TO A MINIMUM AVERAGE OF 1 FOOTCANDLE, ALONG EGRESS ROUTES AS SHOWN ON DRAWINGS AND PER THE REQUIREMENTS OF OSSC SECT. 1008.

FIRE SEPARATION WALL TYPES



1-HOUR RATED INTERIOR WALL: BASE SYSTEM GA WP3514, SEE RATED DETAIL ON SHEET A-16, TYPICAL.

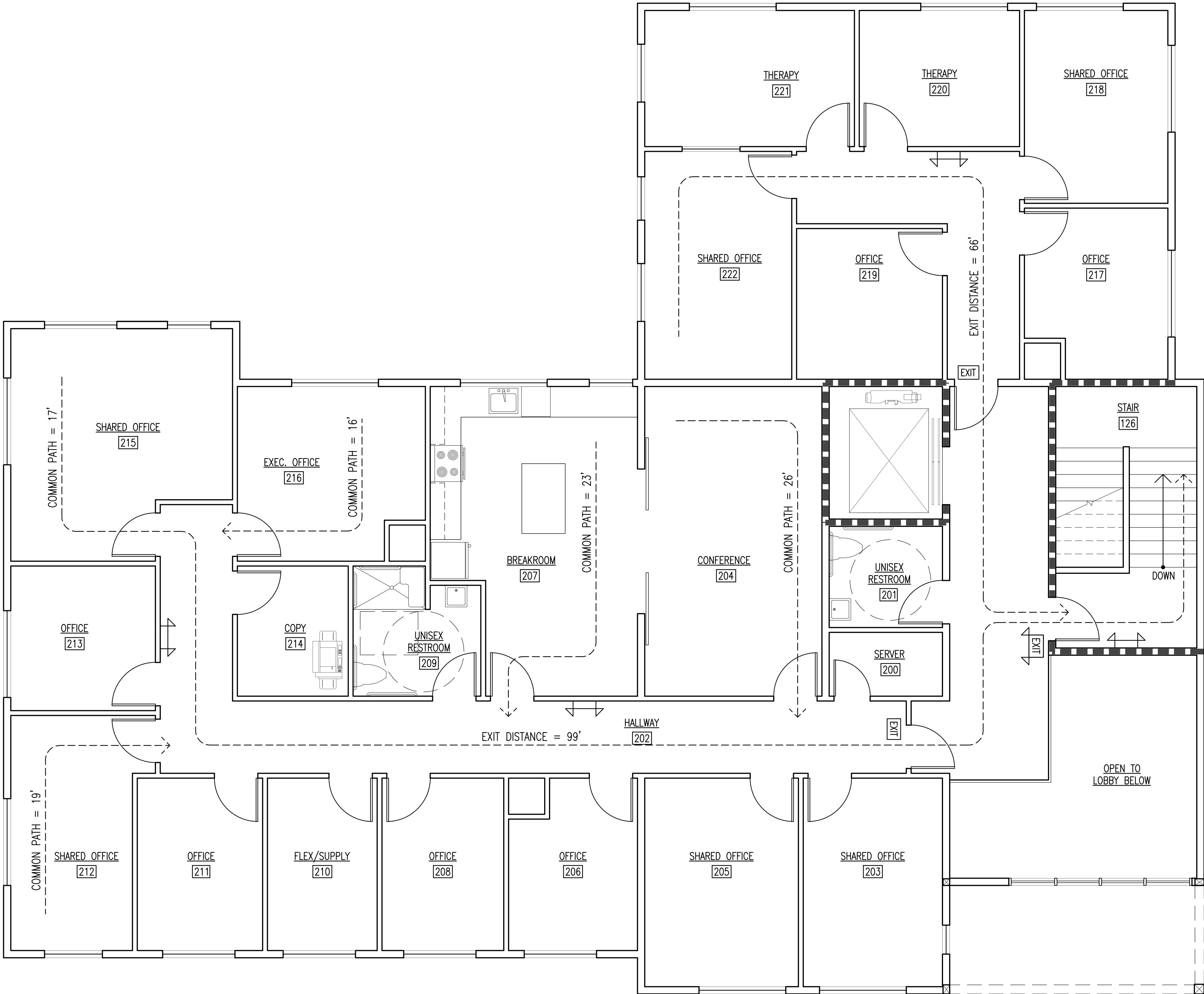
NOTE: WALL TYPES INDICATE MINIMUM EXTENTS OF RATED WALL ASSEMBLIES. RATED WALLS MAY BE EXTENDED AS REQUIRED FOR CONTINUITY OF FINISHED SURFACES.

FIRE EXTINGUISHERS



SEMI-RECESSED CABINET (ULINE H-5800 OR EQUAL) FOR 10# FIRE EXTINGUISHER

PROVIDE MINIMUM 2A-10BC FIRE EXTINGUISHERS IN (2) LOCATIONS ON EACH FLOOR LEVEL AS SHOWN ON PLANS.



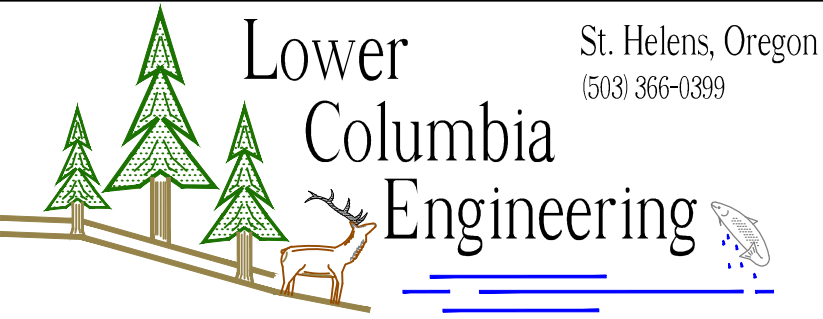
SECOND FLOOR FIRE EGRESS PLAN

SCALE: 3/16" = 1'-0"



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St. Helens, Oregon
(503) 366-0399

PROJ. NO.	3521	SECOND FLOOR FIRE, LIFE SAFETY PLAN	
DWG. BY	RM2	NEW FACILITY	
APPR. BY		AMANI CENTER	SHEET
FILE	D-3521-G-4	DATE	7/24/2024

G-4

Costs	Amount	Status of Phase (Not Yet Begun In Progress, or Completed)	Comments and/or Details
Acquisition	\$ 500,250.00	Completed	Land cost; Site Survey; Conditional Use Permit
Soft Costs - Design, Permitting, Planning, Contingency	\$ 621,887.00	In progress	Architectural Design, SDC Permits, Pre-Construction Services, Builders Risk & Liability Insurance, Legal Fees, Financing Costs, Planning Costs, Oregon CAT, Tenant Moving Costs, Property Tax, Project Contingency
Hard Costs - Construction/Renovation/Site Work	\$ 2,980,938.00	Not Yet Begun	Subcontractor, General Liability Insurance, Overhead & Profit, GC Contingency, Flex Space Buildout, Escalation, Surveying, Clean Up Services, Earthwork and Utilities, Paving and Site Concrete, Landscaping/Fencing, Signage
Furnishings, Fixtures & Equipment	\$ 255,020.00	Not Yet Begun	Furniture, Fixtures, and Equipment
Program Expansion (staff, program, and capital campaign expenses)	\$ 750,000.00	In progress (campaign expenses) / Not Yet Begun (expansion expenses)	New program staff (mental health; prevention; forensic assessment programs; multidisciplinary team; child fatality review team); program expansion overhead; Capital Campaign expenses (staff, materials, equipment)
Total Cost	\$ 5,108,095.00		

Amani Center Building Project

Revenue - Current and Projections

Source	Amount	Remaining	Status	Payout	Notes
Awarded					
Amani Center General Operating (staff salaries)	\$285,500.00	\$0.00	Secured (money in hand)	\$285,500.00	CACF funding from Oregon State; Unrestricted funds from fundraising events
Clark Family Foundation	\$5,000.00	\$0.00	Secured (money in hand)	\$5,000.00	
Individual donation of property	\$500,000.00	\$0.00	Secured (money in hand)	\$500,000.00	In-kind donation of property and property closing costs
Individual donations	\$55,250.00	\$3,250.00	Secured (money in hand)	\$52,000.00	Existing donors who have already given or pledged (Christine Dahlgren, Mendenhall-board, Fenstermaker-board, Nelson Family-board)
Local Individual Donor Pledge (KL)	\$50,000.00	\$30,000.00	Committed (pledged)	\$20,000.00	Pledged \$50,000 over 5 years
Juliet Ashby Hillman	\$20,000.00	\$0.00	Secured (money in hand)	\$20,000.00	
Malarkey Roofing	\$25,000.00	\$25,000.00	Committed (pledged)		Will provide roofing materials at no cost (amount is an estimate based on anticipated roofing costs)
Autzen	\$7,000.00	\$0.00	Secured (money in hand)	\$7,000.00	
Children's Advocacy Center Fund (State of OR)	\$164,584.00	\$0.00	Secured (money in hand)	\$164,584.00	
National Children's Alliance (DOJ)	\$38,348.00	\$38,348.00	Committed (pledged)		Reimbursement based for new building equipment
TOTAL SECURED	\$1,150,682.00				
Running Subtotal	\$1,150,682.00				

Submitted and Pending

Lender (Bridge Loan)	\$2,000,000.00	Pending	
Schlesinger Family Foundation	\$10,000.00	Pending	
Individual donations	\$175,000.00	In Progress	Existing donors who have indicated financial support
TOTAL PENDING	\$2,185,000.00		
Running subtotal	\$3,335,682.00		

Planned

National Children's Alliance (DOJ)	\$50,000.00	Identified	Equipment grants (towards FF&E)
Columbia Pacific Coordinated Care Org	\$100,000.00	Planned	
Individual donations	\$250,000.00	Planned	Existing and new donors who have not been approached yet
Marie Lamfrom Charitable Foundation	\$200,000.00	Planned	Fall 2025 or Winter 2025/2026
Ford Family Foundation	\$250,000.00	Planned	Summer 2025
Roundhouse	\$100,000.00	Planned	Fall/Winter 2025
Murdock	\$550,000.00	In Progress	Spring 2025
Joyce Miller Owens Foundation	\$20,000.00	Planned	
Swigert Foundation	\$10,000.00	Planned	Submit in May 2025
Insurance Reimbursement (Medical; Mental Health; Community Health Work)	\$400,000.00	In Progress	Anticipated income to support expansion of programs

TOTAL PLANNED	\$1,930,000.00	
GRANT TOTAL	\$5,265,682.00	

Additional Considerations

CareOregon (or apply via CPCCO)	
Samuel S. Johnson Foundation	
Ford Family Foundation	
Roundhouse	
Joseph E Weston Foundation	



2023 Year in Review

243 Children Served – Intakes, Forensic Interviews, Medical Evaluations, Medical Case Reviews, & Case Management Services.

4858 Services Provided to Victims & Caregivers – Referrals, Crisis Intervention, Safety Planning, Advocacy, Crime Victims Assistance, Follow Up & Service Coordination.

Accomplishments	<p>Built organizational capacity, promoting internally for a new Deputy Director position and establishing new sustainable revenue streams.</p> <p>Developed the structure, capacity and funding to launch a Mental Health Program in 2024.</p> <p>Secured funding to strengthen current Spanish Language services and enhance outreach efforts, with new projects starting in 2024.</p>
2023 Celebrations	<p>Continued to develop legislative connections locally and nationally.</p> <p>Sustained medical service availability, providing immediate response to urgent cases.</p> <p>Completed Family Room with culturally inclusive artwork by Chinook Artist Carol Schoenfelder (funded by Columbia County Cultural Coalition)</p> <p>Fundraising successes: a SOLD OUT Hullabaloo; SOLD OUT trip raffle; record number of attendees at Breakfast with Santa; and new weekly & monthly Bingo/Bunco events.</p> <p>Received a generous property donation to house the future home of the Amani Center.</p>
Challenges	<p>Current building constraints hamper abilities to increase and enhance services.</p> <p>Lingering impacts of the COVID-19 pandemic have made identifying and responding to child abuse more challenging, causing continued high needs for the families served.</p> <p>The rural nature of Columbia County makes it difficult for families to access needed services and supports.</p>
Support Needed	<p>A Capital Campaign is underway to build a new Amani Center facility for the kids of Columbia County. You can: Volunteer; Advocate; Make a Financial Contribution (One Time; Multi-Year Pledge; Legacy Gift)</p> <p>Continued funding to support ongoing operations and expanded services.</p> <p>Volunteers for events, administrative needs, and direct client support.</p> <p>In-kind donations: snacks for children and families receiving services; items for fundraisers; materials/labor for new building project; staff appreciation items (self-care; team activities; stress reduction)</p>

Amani Center ~ 2022 ~ Year in Review

224 Children Served

Intakes; Forensic Interviews; Medical Evaluations; Medical Case Reviews; Case Management Services

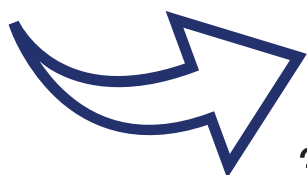
4018 Services Provided to Victims & Caregivers

Referrals; Crisis Intervention; Safety Planning; Advocacy; Crime Victims Assistance; Follow Up & Service Coordination

Accomplishments	<p>Received National Children's Alliance Accreditation in collaboration with our community and multidisciplinary team partners.</p> <p>Secured a 3-year grant from Ford Family Foundation</p> <p>Partnered with local service groups & funders to help create a more welcoming space for families & children. Thank you:</p> <p>Boeing Employee Community Fund Rotary Club of Columbia County</p> <p>InRoads Credit Union United Way of Columbia County</p>
2022 Celebrations	<p>Hired full-time medical provider, Jennifer, to meet current needs and increase assessment availability.</p> <p>Hired three new team members</p> <ul style="list-style-type: none"> • Marian - Office Manager • Monica - Fundraising & Event Coordinator (*new position) • Jenny - Intake Coordinator & Custodian of Medical Records <p>Trained (2) additional staff as Community Health Workers (CHW) with scholarships from Columbia Pacific CCO and have (3) more staff registered for upcoming CHW training. This will result in the certification of 6 total staff.</p>
We still face Challenges	<p>We recognize the need to increase our capacity in both our physical space and our agency's staff. We are seeking solutions to properly support current service needs and staffing, as well as plan for future program needs.</p> <p>Access to Mental Health providers in our community is limited, and there are extremely limited opportunities for children to access specialized types of evidence-based, trauma focused therapies for our pediatric clients. The Amani Center is preparing to launch an in-house therapy program in the coming year to meet our clients' unique needs.</p>
Support Needs	<p>Donate: Time, Talent, Treasure - We need volunteers. We need your specific talents and expertise. We need your financial commitment. Any of these areas are amazing gifts to our organization to help move the mission forward.</p> <p>Email: info@amanicenter.org to get involved.</p>

Amani Center

2021 - Year in Review



185 Children Served

Intakes, Forensic Interviews, Medical Evaluations,
Medical Case Reviews, Case Management Services

3086 Services Provided to Victims & Caregivers

Referrals, Crisis Intervention, Safety Planning, Advocacy,
Crime Victims Assistance, Follow Up & Service Coordination

Accomplishments

**Continued to provide services
to children & families, without pause,
during the Covid-19 pandemic**

Successfully transferred executive director role to Amelia Kercher (previously our Program Manager) when our beloved, long-term director, Cassy Miller stepped up to provide statewide CAC services with Oregon Child Abuse Solutions.

Successfully submitted and received National Children's Alliance funding for retention and expansion of services & staff, as well as replacement of aging equipment to provide better sound and picture quality of recorded assessments

2021 Celebrations

- Hired a grant-funded Multi-Disciplinary Team Coordinator to facilitate and lead the Columbia County Child Abuse MDT
- Took advantage of training opportunities conducted by industry experts at a reduced cost due to virtual participation options
- Continued developing Spanish-language services in Intake, Forensic Interviewing, and Family Support Specialist Services
- Developed a 3-year Strategic Plan (2022-2025) focusing on: Excellence in Governance; Strengthening of Brand; Refining CAC Services; Adequate Capacity through Staffing; Improving Physical Space; Securing Stable & Diverse Funding

We still face Challenges

- Challenges around in-person fundraising have continued to impede the acquisition of critical unrestricted funds that cover necessary expenses of day-to-day operations
- We have been unable to retain a full-time medical provider to provide maximum scheduling opportunities for children in need of full assessment services
- Local children still face less interaction time with mandatory reporters resulting in a decrease in reporting and posing a barrier for child abuse intervention compared to pre-pandemic time

Amani Center

2020 - Year in Review



267 Children Served

Intakes, Forensic Interviews, Medical Evaluations,
Medical Case Reviews, Case Management Services

4257 Services Provided to Victims & Caregivers

Referrals, Crisis Intervention, Safety Planning, Advocacy,
Crime Victims Assistance, Follow Up & Service Coordination

Accomplishments

*Continued to provide services
to children & families, without pause,
despite the Covid pandemic*

Worked collaboratively with
Oregon Child Abuse Solutions and
statewide Children's Advocacy Centers
to advocate for emergency funding from
the State of Oregon during the Covid-19 crisis

Worked to successfully obtain minimum
necessary funding to retain all trained and
qualified staff to continue providing local,
professional Children's Advocacy Services



- Hired a Full Time Medical Provider to increase assessments to 5 days per week and expand medical services
- Hired a bi-lingual direct service staff member to conduct Intake, Family Support, and Forensic Interviews in Spanish

We still face Challenges

- Obstacles in fundraising have reduced critical unrestricted funds to cover expenses ranging from supplies to salaries, safety equipment to technology, and additional costs arising from the pandemic.
- Due to Covid-19, reduced interaction of local children with mandatory reporters (such as teachers, coaches, child care providers, tutors) has resulted in a statewide decrease in reporting and posed a barrier for child abuse intervention.
- The slowed pace of capital fundraising has impeded our ability to move ahead with expansion & remodel plans that would address Covid-19 exposure considerations, as well as alleviate existing overcrowded and inefficient staff work spaces.

Amani Center

2019 - Year in Review

Accomplishments



350 Children Served

Intakes, Forensic Interviews, Medical Evaluations,
Medical Case Reviews, Case Management Services

3422 Services Provided to Victims & Caregivers

Referrals, Crisis Intervention, Safety Planning, Advocacy,
Crime Victims Assistance, Follow Up & Service Coordination

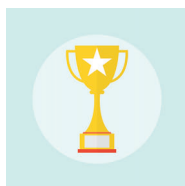
Recognition!

Voted #2

Best Small Nonprofit to work for in Oregon
by Oregon Business Journal

Awarded #3

Best Nonprofit by South Columbia County
Chamber of Commerce



- Served highest number of children in a single year than ever before
- Welcomed Tilda (the service dog) to the team
- Held most successful fundraiser in Amani Center history

We still face Challenges

- The loss of a highly competitive Victims of Crime Act grant threatens our Forensic Interviewing capacity
- Challenges in recruiting an additional Medical Examiner have hindered appointment availability and affected scheduling efficiency
- The need for capital funding for building expansion has impeded remodel plans that would create additional space to accommodate families and staff

2024 YEAR IN REVIEW GRATITUDE REPORT

Item #2.



SEE WHAT YOUR GENEROSITY AND COMPASSION FOR CHILD ABUSE VICTIMS HAS ENABLED THE AMANI CENTER TO ACCOMPLISH:



248

Children served
in 2024.



6200

Services provided to
victims and caregivers.

SERVICES PROVIDED INCLUDE REFERRALS, CRISIS INTERVENTION, SAFETY PLANNING, ADVOCACY, CRIME VICTIMS ASSISTANCE, FOLLOW UP & SERVICE COORDINATION.

ACCOMPLISHMENTS:

- 20% of total funding sourced for New Building Capital Campaign.
 - Launched new in-house Mental Health Program.
- Increased communications with social media & monthly newsletter.
 - Expanded Spanish language services with new bilingual staff.
 - \$119,388 Monies raised through fundraising efforts

CELEBRATIONS:

- \$1 million allocated by Congress for new building (pending budget vote).
 - Hired in-house Mental Health Clinical Program Manager.
- Amani Center nominated as top 4 finalist for "Nonprofit of the Year".
 - Launched Domestic Human Trafficking Victim and Child Sexual Exploitation awareness projects.

CHALLENGES:

Item #2.

- Current facility constraints restrict our ability to expand services and have split staff and programs into multiple spaces.
- Rural communities encounter challenges to accessing services.
- Expansion of abuse prevention education is needed.

SUPPORT:

- Our Capital Campaign to build a new Amani Center continues! You can help by volunteering, advocating, or donating financially.
- Funding is still needed to support current & expanded services.
- Volunteers are needed for fundraising events, administrative tasks, and direct client service support.
- Donations are needed for: snacks for kids, items for fundraisers, materials/labor for new building project, staff appreciation items (self-care gifts, stress relief).

OUR VISION FOR 2025...

2025 is the 25th anniversary of the Amani Center!

We look back in gratitude to the many individuals who have contributed to our mission over the lifetime of the agency, helping us to reach this exciting new chapter: building a new Amani Center facility.

To celebrate 25 years of service to vulnerable children, we seek to increase the total funding raised for our Capital Campaign by an additional 25%. You can help us reach this goal by becoming a "Circle of Friends" monthly financial supporter.



Scan this QR code to join our "Circle of Friends" and celebrate 25 years of Amani Center services!

WWW.AMANICENTER.ORG

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MONTHLY REPORT TO COUNCIL



Meeting Date: April 16, 2025
Prepared by: Crystal King
Department: Administration
Division: N/A
Reporting Period: March 2025
CC: City Administrator John Walsh

1. General Operations (Month/YTD)

- **Press Releases:** 0/7
- **Social Media Posts:** 123/350
- **Newsletters:** 2/10
- **Media Request:** 7/58
- **Radio:** 0/1

Stats include reporting for all department/division support

2. Staffing & Personnel

- **Staffing coverage support to other divisions:** Communications staff have provided ongoing staffing coverage to other divisions during position vacancies and to assist with staff medical leave and vacations, including covering the City Hall front counter, City Council meetings, and monthly Planning Commission meetings. In March, staff covered the front counter six days and covered one Planning Commission meeting.
- **Recent staff trainings:**
 - Advances in Crisis Communication with Dr. Vincent Covello: Hosted by City-County Communications and Marketing Association (3CMA)
 - Navigating Tough Social Media Moments: Hosted by Government Social Media (GSM) Professional Association
 - Accessibility Rules and DOJ ADA WCAG 2.1 Compliance: Hosted by 3CMA Professional Association
 - Oregon Public Meeting Laws Webinar: Hosted by Beery, Elsner & Hammond LLP
 - Spring Cleanup for Social Media Accounts: Hosted by GSM Professional Association

3. Projects & Initiatives*

A. Ongoing Key Projects

- **Recurring Library and Recreation communication meetings:** Communications staff meet weekly with Library staff and Recreation staff to assist their requests for increased communications support. Meetings focus on addressing current week's needs and review any necessary long-range communication needs. These meetings are in addition to every-other week Tourism meetings, a monthly County PIO meeting, and weekly communications staff meetings to review internal needs in other departments and coordinate communications with partnership agencies.
- **Extreme Weather Cooling Center Group:** St. Helens has convened an Extreme Weather group for several years now as the point agency to establish Cooling Centers.

In preparation for the upcoming summer season, we did outreach to the faith community to gauge interest in hosting sites for summer cooling centers and/or to supply volunteer staffing.

- **Increase core service visibility:** Staff have launched the Weekly Roundup which features a weekly highlight of what each department/division is working on using a three-week rotating schedule. We have also been highlighting significant stats from department/division reports.
- **Waterfront Redevelopment news and shop local messaging:** Efforts include business canvassing, newsletter updates, attending contractor meetings, partnership with Keep It Local, CET, and St. Helens Mainstreet for downtown signage project, and phase one planning for a ribbon cutting ceremony. Social media and regular City newsletter have featured messaging to encourage shopping local during construction.
- **Professional Recognition:** Creating materials for national and international professional recognition dates including National Engineering Week, National Property and Evidence Professionals Appreciation Week, National Library Week, and Municipal Clerks Week (upcoming). Additionally, featuring content related to professional certifications, milestones, and length of services, retirements, and new employees for human interest element.
- **Video Content Strategy:** Identifying ways to create shorter, quicker Reels-type videos that align with appropriate content and evaluate metrics to assess what works best for St. Helens audience.

B. Upcoming Projects

- **Take Your Child to Work Day:** Internal program for City employees and their children organized through Communications Division. The day includes tours of City facilities for children to learn about City services along with a lunch with Mayor Massey.
- **2025 Summer Library Challenge:** Develop comprehensive advertising strategies, including creating digital and physical advertising content.
- **Recreation/Community Events Guide:** Working with Recreation Division and Library to create and distribute a recreation guide style document for upcoming events with a longer-range look ahead
- **Tourism Events:** Working with Treadway to prepare information for upcoming summer events and a return to a normal event schedule post-Waterfront Projects completion. Upcoming events include 13 Nights on the River, St. Helens Community Day, and Independence Day.
- **Waterfront Projects Ribbon Cutting:** Working with City staff to support a ribbon cutting celebration for two waterfront constructions projects that are scheduled for completion by June 2025.

* Communications projects are usually dictated by necessary support to other department/division projects. Please refer to corresponding department/division reports for more detailed project descriptions.

4. Upcoming Events & Important Dates

- Take Your Child to Work Day, April 24, 2025
- Municipal Clerks Week, May 4-10, 2025
- 13 Nights on the River, beginning June 2025

MONTHLY REPORT TO COUNCIL

Meeting Date: April 16, 2025
Prepared by: Suzanne Bishop, MSLIS, Library Director
Department: Library
Division: N/A
Reporting Period: March 2025
CC: City Administrator John Walsh



Item #4.

1. General Operations

- March building use:
 - Library-only: 2,920
 - Columbia Center (hallway, meeting rooms, Makerspace): 1,454
- March hours open: 188
- March staff hours: 848
- March programs attendance:
 - Children's storytimes
 - Baby lapsit: 32
 - Toddler storytime: 76:
 - PreK storytime: 59
 - Monthly Adults and Crafts (Spring Tree Watercolor): 17 attended, 3 on wait list
 - Monthly Book Club: 9
- March Makerspace users: 78
 - 4 x Maker Monday (drop-in hours)
 - 4 x Maker Friday (drop-in hours)
 - Junior Makers (ages 10 – 14) Tinkercad: 13 attended
 - Maker Kids (ages 6 – 10) Dash Robots: 3 attended
 - Teen Makers (ages 13 – 18): 8 attended
- Hallway display: PEEPS™ show: patron-created dioramas using small boxes, PEEPS™, and other craft supplies

2. Staffing & Personnel

- Library Director serves on State Library of Oregon Library Science and Technology Act (LSTA) Advisory Council. Attended the April meeting to review competitive grant applications for Federal Fiscal Year 2026 and receive an update on Federal and state funding from State Librarian Wendy Cornelisen.
- Staff conducted their annual earthquake and fire drill.

3. Projects & Initiatives

A. Ongoing Key Projects

- **Summer Library Challenge** (June 16 – August 9): planning is underway for this major program, which 500+ youth, teens and adults will register and participate. Led by Youth/Makerspace Librarian Jana Wiersma and Library Technician Nicole Woodruff, eight adult, eight youth and two teen programs will be presented. Three will be invited performers, the rest of the programs will be presented by library staff. Currently staff is planning events, purchasing and preparing booklets, prizes and other materials, and coordinating with community partners and performers. City communications staff is collaborating with Library Assistant Michele Karmartsang to design and produce print collaterals and community outreach.
- **Coordination with the Recreation Department:** planning collaborations during the Summer Library Challenge.
- **Weekly communications meetings:** Library Director meets weekly with communications staff to plan, coordinate and execute outreach. Current focus is ongoing promotion of library events and activities, National Library Week and Summer Library Challenge.
- **Local history room:** Donated shelving for the local history collection was acquired from the North Bend Public Library. The room has been furnished, and the recording equipment installed. Staff is inventorying and cataloging local history materials so they can be shelved and available for public use. Public Services Librarian Brenda Herren-Kanaga has established regular open hours.
- **New Makerspace:** A deep clean is underway. We coordinated with Columbia Learning Center board and Habitat for Humanity to remove un-needed furniture and office equipment. Tables and chairs, rolling shelves, and static storage have been installed. Fundraising is ongoing for updated and specialized tables, chairs, plumbing and flooring installation. Public Works is assisting with electric, shelving and plumbing installation.
- **Library board:** The board is conducting a review of the 2023 – 2028 strategic plan. A subcommittee is overseeing this work with staff gathering supporting data. The first stage is alignment of library work with Goal 1, Initiative 1: “Develop a transformation plan for City Council consideration which reflects the evolving nature of libraries and will shape the Library to meet current and future community needs. The transformation plan will include: (1) a long-term vision for the Library including options to maximize service to the community; (2) rebranding proposal; and (3) funding considerations and options.”
- **Board member communications/Federal funding:** Library Director sent five emails to library board members to keep them apprised of possible funding changes due to the Trump administration’s proposed changes to the Institute for Museum and Library Services.
- **Community service safety initiative:** distributed approximately 20 NARCANS, 100+ COVID-19 tests and 20+ masks. Items come from the Columbia County Public Health Department.
- Library director attended **GRO Greater St. Helens leadership team meeting.**
- **Building maintenance:** overhead lighting was replaced and repaired in the hallway, library and new Makerspace room. The HVAC system spring cleaning was completed.

One of the six building furnaces was repaired. Seeking bids for repair or replacement of auditorium drapery.

- **Statistics:** Brenda Herren-Kenaga produced a large body of statistics for the library budget narrative and reports to the library board.
- **Friends of the St. Helens Public Library:** Staff attended their monthly meeting. The organization committed funds for the Summer Library Challenge invited performers and support for the Columbia County Biennial Conference. They are planning their May book sale.
- **Volunteers:** Library Assistant Dan Dieter gave orientations to five volunteers in the past 30 days. Volunteers served 111 hours in March.
- **Seed Library:** In collaboration with OSU Master Gardeners, it was launched in mid-March. The gardeners created seed packets, produced an inventory, selected and prepared gardening tips for various types of plants, and instructions for harvesting seeds. The library, through the city communications team, promoted the program on social media and in print materials. The gardeners used their monthly newsletter and other outreach to promote the program.

B. Upcoming Projects

- **Teen intern:** Hiring is underway for a summer teen intern, who will be tasked with assisting staff during Summer Library Challenge and creating a Teen Library Council, which will advise library staff, engage their peers, and do some library-related projects. This is a paid position, funded by LSTA through the State Library of Oregon.
- **Columbia County Reads 2025:** the library will join all Columbia County public libraries (Scappoose, Vernonia, Clatskanie, Rainier and Columbia City) in a program encouraging citizens to read “The Horse” by Portland author Willy Vlautin. Author events will be held in September in Clatskanie and St. Helens/Scappoose (location TBD). Other events are in the planning stages. The program is funded by a grant from Oregon Humanities.

4. Upcoming Events & Important Dates

- National Library Week: April 6 - 12. Featured on St. Helens Public Library Facebook page.
- Take Your Child to Work Day: April 24. Participants will have a brief tour of the library and do a project in the Makerspace.
- Library Board meetings: April 10, May 12
- Friends of the St. Helens Public Library book sale: May 9 from 9:00 am to 5:00 pm and May 10 from 9:00 am to 2:00 pm. The Garden Club sale will be May 10 from 8:30 am to 2:00 pm
- Makerspace expansion soft open: mid-May
- Summer Library Challenge: June 16 - August 9
- Columbia County Biennial Conference “Many Lands Many People”: September 19 - 20.
- Willy Vlautin author talk: date TBD

MONTHLY REPORT TO COUNCIL



Meeting Date: 041625
Prepared by: Interim Police Chief Joe Hogue
Department: Police
Division: N/A
Reporting Period: January 1 – March 31
CC: City Administrator John Walsh

1. General Operations

SHPD has been busy so far this year. These are the following statistics from January 1 to March 31:

- Case numbers: 220
- Arrests: 155
- Traffic Stops: 309
- Citations: 56

2. Staffing & Personnel

- SHPD hosted their first ever assessment center for entry-level police applicants. Four top applicants will be moved to the background phase of the hiring process. SHPD will look to do the assessment centers quarterly.
- We are still in the process of evaluating candidates to fill the vacant Police Records & Evidence Specialist position.
- Sergeant Jose Castilleja is currently attending the FBI National Academy (graduating in June)

3. Projects & Initiatives

A. Ongoing Key Projects

- Records Management System

MorePower has successfully installed the main servers and disaster recovery server at CCOM. Both servers have power, internet connection, and the firewalls have been set up. MorePower has installed the required remote software on both servers to allow CentralSquare to have access to the servers. CentralSquare is currently in the process of installing their software on the servers. Sergeant Eustice is currently working with one of their Technical Service Engineers to help complete the software installation.

- School Resource Officer

Acting Chief Hogue met with Acting School Superintendent Karen Gray April 10th to discuss funding/implementation of SRO for Fall, 2025.

4. Upcoming Events & Important Dates

- Event 1: April 19, crosswalk and bicycle safety class, McBride School
 - Event 2: June 21, annual Kiwanis parade, coordinating with Judy Thompson and CERT, first meeting on April 23
 - Event 3: June 26, 2nd Assessment center held for hiring police recruits
-

MONTHLY REPORT TO COUNCIL



Meeting Date: 4/16/2025
Prepared by: Shanna Duggan
Department: Recreation Program
Division: Administration
Reporting Period: 3/5/25 – 4/7/25
CC: City Administrator John Walsh

1. General Operations

- 21st Century Community Learning Center (CCLC) Project Grant Reporting
- City of St. Helens Recreation Program Budget

2. Staffing & Personnel

- Summer hiring will start in May through Cardinal
- 21st CCLC Directors Meeting on 4/25
- OregonASK (Afterschool and Summer for Kids) Conference on 4/26

3. Projects & Initiatives

A. Ongoing Key Projects

- 21st CCLC Grant implementation for summer and year 3 planning with the St. Helens School District
- Identifying new programs and funding sources
- Investigating grants that will be opening that align with our mission of “Building Community through Activity”

B. Upcoming Projects

- Summer Recreation Schedule will be launching in mid-April

4. Upcoming Events & Important Dates

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

- 2025 National Afterschool Professionals Appreciation Week – April 21-25

Attachments (If Applicable)

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

- Flyer for 2025 Afterschool Professionals Appreciation Week – April 21-25

2025 AFTERSCHOOL PROFESSIONALS APPRECIATION WEEK

DID YOU
KNOW?

An estimated 850,000 skilled professionals serve 10.2 million young people in afterschool programs each year.

RECOGNIZE • APPRECIATE • ADVOCATE

APRIL 21-25

#HeartOfAfterschool



Thank you for providing the quality programs that make a difference in the lives of our youth!

This week, we celebrate YOU: The heart of afterschool!

THANK
YOU
😊



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 6th 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.



OREGON
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OFFICE

Model Letter of Support

Application Phase

Broadband Equity, Access, and Deployment (BEAD) Program

Created by the Bipartisan Infrastructure Law and administered by the National Telecommunications and Information Association (NTIA), the Broadband Equity, Access, and Deployment (BEAD) Program¹ is a federal grant program that will fund broadband infrastructure in unserved and underserved areas.

The Oregon Broadband Office (OBO) is overseeing the State's BEAD planning,² which includes allocating Oregon's \$688.9 million to subgrantees that will use the funding to construct broadband infrastructure.

OBO will award points to applications based on documented support from local units of government—such as city, county, tribal, and economic development districts—with points awarded based on the percentage of total units of government in the proposed grant area providing letters of support or other indicators of support. A local unit of government may provide such support to more than one applicant.

This model letter is designed to assist entities that choose to provide a letter of support to a BEAD applicant. *This model is not a required form.* The unit of government may provide documentation other than a letter to indicate support for a proposed BEAD project; according to Oregon's Initial Proposal Volume 2 (IPv2), Section 5.3.2.2, "Documents can include such items as letters, board or council resolutions, and commitments of funding."³

¹ "BEAD Program," NTIA, <https://broadbandusa.ntia.doc.gov/funding-programs/broadband-equity-access-and-deployment-bead-program>.

² "BEAD Program," OBO, <https://www.oregon.gov/biz/programs/bead/pages/default.aspx>.

³ "BEAD Initial Proposal Volume 2," OBO, https://www.oregon.gov/biz/Publications/Broadband/IPv2_FinalApproved.pdf.

Model BEAD Program Letter of Support

[Letterhead]

[Date]

Authorized Representative
Oregon Broadband Office

Re: Broadband Equity, Access, and Deployment (BEAD) Program Letter of Support

Dear Oregon Broadband Office:

[Description of entity submitting the letter of support.]

[Entity that will deploy and operate the network.]

[Description of reasons for support, including expected benefits from the project.]

For [this reason/all these reasons], [entity] supports [ISP's] [project name]
application to OBO for BEAD Program funding.

Sincerely,

[Signature]

[Name/title]
[Entity name]



265 Strand Street, St. Helens, OR 97051
Phone: (503) 397-6272 Fax: (503) 397-4016
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