



COUNCIL WORK SESSION

Wednesday, April 02, 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 March 19 Visitor Comments

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

DISCUSSION TOPICS

2. 3:15PM - Request to Support Jail Levy - *Sheriff Brian Pixley and Judge Amy Lindgren*
3. 3:35PM - Review "If I Were Mayor..." Student Contest Entries
4. 3:45PM - Review Proposed Amendments to Public Works Supervisor Job Description - *Public Works Director Mouhamad Zaher*
5. 3:55PM - Report from City Administrator John Walsh
6. 4:05PM - Monthly Reports from Departments/Divisions (Informational)

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); 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 2, 3:00PM, City Council Work Session, Council Chambers/Zoom
- April 2, 6:00PM, Urban Renewal Agency, Council Chambers/Zoom
- April 2, 7:00PM, City Council Regular Session, Council Chambers/Zoom
- April 8, 6:30PM, Planning Commission, Council Chambers/Zoom
- 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

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)
- PH: May 7, 6:40PM, Zone Change at 1771 Columbia Blvd. (City)

VIRTUAL MEETING DETAILS

Join: <https://us02web.zoom.us/j/86580075106?pwd=aqUu4GLQ96YEj4T5eaTg2Ogl6HDdRE.1>

Passcode: 098803

Phone one-tap: +13462487799

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

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

CLARIFICATION MEMO TO PUBLIC COMMENT



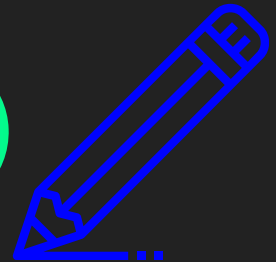
For City Council Meetings held on March 19, 2025

After review by legal counsel, there are no responses to visitor comments for the March 19, 2025, City Council meetings.



THINK

CREATE



WIN

**2025 IF I WERE MAYOR STUDENT CONTEST
3 CATEGORIES: 4-5 GRADE; 6-8 GRADE; 9-12 GRADE
\$150 FIRST PLACE & \$50 SECOND PLACE PRIZES
SUBMISSIONS DUE MARCH 18, 2025**

www.sthelensoregon.gov/news



IF I WERE MAYOR...

Item #3.

2024-25 STUDENT CONTEST

The Oregon Mayors Association and your city invite you to enter the "If I Were Mayor..." Contest

Share your creative ideas about what you would do as mayor.

Local winners are entered into the state contest for a chance to win a prize worth \$500!



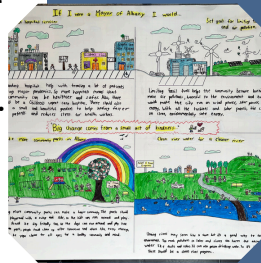
LOCAL CONTEST DEADLINE: Tuesday, March 18, 2025, 5:00 p.m.

CONTEST RULES

- All submissions must be accompanied by a completed entry form. All forms for students under the age of 18 must be signed by the student's parent or guardian.
- Only one submission per student and one student per entry will be accepted at the state level.
- Previous statewide winners may participate, but are not eligible to receive a prize in the same category they previously won in. They are eligible to receive a prize in a new category.
- State level submissions become property of the Oregon Mayors Association (OMA).
- OMA retains the right to publish state-level entries along with the names and likeness of each student.
- League of Oregon Cities (LOC) employees and dependents are not eligible to enter.

First-place statewide winners will receive their prizes during the OMA Summer Conference, to be held August 14-16, 2025 in Baker City at the Geiser Grand Hotel.

Posters - take a photo and save as a PNG, JPEG, or PDF file



- Open to students enrolled in grades 4 & 5 or being home-schooled at the same grade level for the 2024-25 school year.
- Students are encouraged to be creative and may use any art medium (paint, felt pens, colored pencils, pastels, crayons, 3D art, etc.).

Essays - formats allowed: Word, PDF, PowerPoint



- The essay contest is open to students enrolled in grades 6-8 or being home-schooled at the same grade level for the 2024-25 school year.
- Essays must be 500-1,000 words in length and typed.

Digital Media Presentations - formats allowed: MP4 or online video format



- Open to students enrolled in grades 9-12 or being home-schooled at the same grade level for the 2024-25 school year.
- Presentations must be one to three minutes in length and may be submitted via email.

CONTACT US

For more information about the state contest please contact Angela Speier at aspeier@orcities.org.

For more information about your local city contest, please contact your city at: lscholl@sthelensoregon.gov

GLORY



I would build more animal shelters. One reason is so there would be less kill shelters.





I would build more homeless shelters and food banks.



I would build a free hospitle with zero bills.



 If I was a 
MAYOR!



I would lower mortgage/rent for houses.



I would make groceries cheaper.



I would build a storm/tornado shelter.



IF I WERE MAYOR I WOULD...



So if you are homeless you could have a place to stay for cheaper.



Make hotels and houses cheaper. And make more banks accept loans.



Make banks accept everyone for loans and not just certain people.



Brinlee

I. If. I were A Mayor...

I would make
more homeless shacks
in the area.

I would make
mortgage and rent
less expensive.

I would make
groceries cheaper.

H O P E

I would build
a storm shelter.

I could make
higher minimum wage

I would make
more animal shelters
in the area.



Public Works Supervisor

DEPARTMENT: Public Works
DIVISION: Operations
SUPERVISOR: Public Works ~~Director~~ Operations Manager
CLASSIFICATION: Exempt (not overtime eligible)
UNION: No
CONFIDENTIAL: Yes

POSITION SUMMARY

Performs a variety of supervisory, administrative, skilled, technical, and maintenance work in the planning, construction, operation, repair, maintenance, and replacement of City water, sewer, street, and storm drainage facilities and systems.

SUPERVISION RECEIVED

Works under the general supervision of the Public Works ~~Director~~ Operations Manager.

SUPERVISION EXERCISED

Exercises ~~close~~ supervision over assigned utility workers and equipment operators of Public Works.

ESSENTIAL DUTIES AND RESPONSIBILITIES Include the following, but not limited to:

- Plans, schedules, and implements construction, maintenance, and operation activities designed to provide quality water, sewer, street, and drainage service for the City; oversees construction and maintenance work to determine acceptability and conformance to standards.
- Instructs, supervises, and guides employees performing the duties of maintenance, construction and repair of water, sewer, street, and storm drainage facilities.
- Supervises the control and use of, and assumes responsibility for all materials, supplies and equipment used in the maintenance, construction and repair of streets, water systems, sewer collection, and storm drainage systems and other department facilities.
- Inspects and supervises the repair of chlorine analyzer, booster pumping stations, reservoir, meters, streets, drainage systems, and sewer system at frequent intervals to ensure that all aspects of the systems are functioning properly.
- Over sees requisitions needed supplies for the department and maintains a variety of records relating to personnel, equipment, supplies, water consumption, and reports.
- Advises Public Works ~~Director~~ Operations Manager in matters relating to department activities; provides information to various civic, school, and public groups and individuals regarding street, water, sewer and drainage problems and services.
- Supervises, instructs, and assists assigned crews in installing new water and sewer lines, installing and relocating fire hydrants and meters, and maintaining the existing water supply, distribution, and sewer collection systems.

- Attends appropriate safety seminars/conferences, coordinates the safety program, conducts monthly safety meetings, and maintains records to meet OSHA standards.
- Serves as liaison to the Safety Committee.
- Ensures that all necessary materials, supplies, and equipment are available by maintaining an inventory of parts and materials and obtaining necessary parts, tools, and supplies.
- Supervises the location of storm, water, and sewer lines from the appropriate sources prior to excavation and informs crews of such locations.
- Responds to complaints regarding water leaks, pressure loss or no water; evaluates situations, determines if liability lies with the City or the property owner; explains findings to property owners and notifies appropriate water and sewer crew if necessary.
- Supervises the contacting of residents and business owners in area where services will be discontinued and explains when services will be shut off and how soon it will be turned back on.
- Supervises the safety of assigned utility workers and equipment operators by instructing individuals in proper safety procedures and monitoring work in progress.
- Assists in motivating and evaluating personnel by acting as a liaison between crew members and other City supervisors.
- Supervises the control and use of supplies and equipment used in the maintenance, construction and repair of water lines, sewer lines, street, drainage systems and other department facilities to ensure that all equipment is in proper working order.
- Analyzes annual operating costs and makes recommendations for department budget.
- Analyzes and projects the needs of the City for equipment, bridges, roads, sidewalk, and materials for completion of the same.
- Provides operations guidance for construction of bridges, buildings, sidewalks, signs, sewer, drainpipe installations, culvert installation and road construction.
- ~~Approves the purchases and signs off on bills of heavy equipment and requisitions all supplies and materials needed for effective department operation.~~
- ~~Responsible for water treatment plant.~~
- Responsible for joint maintenance facility.
- Reviews and signs off on building permits.
- Direct Responsible Contact (DRC) for the water distribution system required by the Oregon Health Authority.
- ~~Responsible for being in the on-call rotation and subject to being called in to work after normal work hours.~~
- ~~Responsible for checking wells and the water treatment plant on non-working days.~~
- Subject to being called into work during off hours.

PERIPHERAL DUTIES

- Operates a variety of power construction and maintenance equipment used in water, sewer, and streets.
- Serves on various employee or other committees as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- a. Graduation from high school education or GED equivalent, and
- b. Seven (7) years of experience relating to the construction, repair, and maintenance of water, sewer, street, or storm drainage systems including the operation of related maintenance equipment, or
- c. Any equivalent combination of education and experience.

KNOWLEDGE, SKILLS, AND ABILITIES

- a. Thorough knowledge of equipment, facilities, materials, methods, and procedures used in public water supply and distribution systems, sewer collection systems, storm drainage systems, and street systems; thorough knowledge of pipe installation, connection, and repair; thorough knowledge of road construction and maintenance.
- b. Skill in operation of the listed tools and equipment.
- c. Ability to guide, direct, and motivate employees; ability to operate and maintain various equipment used in water maintenance and repair such as backhoe, dump trucks, and sewer cleaners; ability to organize and supervise the activities of various crews performing construction and maintenance work; ability to communicate effectively, verbally and in writing; ability to establish and maintain effective working relationships with employees, other departments and the public.

SPECIAL REQUIREMENTS

- Valid state driver's license and CDL certification
- Certification as a Water Distribution Operator II
- Backflow Tester Certification
- Competent Person Certificate
- First Aid and CPR Certificate
- Management Supervisor Certificate
- Cross Connection Specialist Certification

TOOLS AND EQUIPMENT USED

Knowledge of operation and use of motorized vehicles and equipment, including dump truck, pickup truck, utility truck, street sweeper, jetter/inductor truck, street roller, backhoe, manlift, tamper, plate compactor, saws, pumps, compressors, sanders, generators, trencher, common hand and power tools, shovels, wrenches. Skill in use of leak detection devices, mobile radio, phone, SCADA System, personal computer including word processing and other software, copy and fax machines.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk, sit, climb or balance, stoop, kneel, crouch or crawl, and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and equipment and is occasionally exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings.

EMPLOYEE ACKNOWLEDGMENT

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I acknowledge that I have received a copy of the **Public Works Supervisor** job description. I understand that it is my responsibility to adhere to the Essential Duties and Responsibilities as outlined within this job description.

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, the minimum education and experience required of the position, and the physical demands of the position.

Signatures:

Public Works Supervisor

Date

Print Name: _____

Public Works ~~Director~~ Operations Manager

Date



Memorandum

To: Mayor and City Council

From: John Walsh, City Administrator

Subject: **Administration & Community Development Dept. Report**

Date: April 2, 2025

Business License Report attached.

Jtk 3/14/25
 Item #5.

ID	PERIOD	NAME	LICENSE CODE	BALANCE
00051	8/15/24- 8/15/25	VILLAGE INN RESTAURANT LOUNGE	RESTAURA RESTAURANT	0.00
00184	1/04/25- 1/04/26	*FAVORITE CLEANING SERVICES	JANITOR JANITORIAL SERVICES	0.00
00215	1/04/25- 1/04/26	*PROGRESSIVE MOVEMENT PROD	VIDEOS VIDEOS	0.00
00219	1/04/25- 1/04/26	MONKEY TREE LEARNING CENTER	CHILDCAR CHILD CARE	0.00
00309	2/04/25- 2/04/26	OLSON LLC	CONTGEN CONTRACTOR-GENERAL	0.00
00323	2/04/25- 2/04/26	THERAPEUTIC ASSOCIATES-SH PT	PHYSICIA PHYSICIAN/HEALTH CAR	0.00
00326	2/04/25- 2/04/26	TERRA FIRMA FOUNDATION SYSTEM	CONTGEN CONTRACTOR-GENERAL	0.00
00395	2/04/25- 2/04/26	*KELL-CLEAN	CARPET CARPETS/FLOORING/DRA	0.00
00399	2/04/25- 2/04/26	THE HAGZ BAGZ & THE HUTCH	RETVARI RETAIL - VARIETY	0.00
00507	2/05/25- 2/05/26	COMCAST BUSINESS CLASS SECURIT	SECURITY SECURITY	0.00
00529	3/04/25- 3/04/26	PACIFIC CREST BUILDING SUPPLY	CABINETS CABINETS	0.00
00567	2/13/25- 2/13/26	UNITED STATES BAKERY	DELIVERY DELIVERY SERVICE	0.00
00568	2/13/25- 2/13/26	ADT LLC	SECURITY SECURITY	0.00
00580	2/21/25- 2/21/26	STANS REFRIGERATION & AC INC	CONTMECH CONTRACTOR-MECHANICA	0.00
00591	2/21/25- 2/21/26	OVERHEAD DOOR CO OF PORTLAND	DOORS DOORS	0.00
00599	2/21/25- 2/21/26	ROBERT TRACEY RENTALS	RENTRESI RENTAL - RESIDENTIAL	0.00
00605	2/21/25- 2/21/26	JOHNSON CONTROLS SECURIT	SECURITY SECURITY	0.00
00606	2/20/25- 2/20/26	KENNEDY JENKS CONSULTANTS INC	ENG ENGINEERING	0.00
00609	2/21/25- 2/21/26	THE LIBRARY CORPORATION	MISC MISCELLANEOUS	0.00
00626	2/22/25- 2/22/26	COLES APPLIANCE REPAIR INC	CONTMISC CONTRACTOR-MISC.	0.00
00636	2/26/25- 2/26/26	HUBBARD CONSTRUCTION CORP	CONTGEN CONTRACTOR-GENERAL	0.00
00639	2/27/25- 2/27/26	TP FREIGHT LINES INC	TRANS TRANSPORTATION/TRAVE	0.00
00666	3/01/25- 3/01/26	RAMOS YARD MAINTENANCE	LANDSCAP LANDSCAPING	0.00
00669	3/01/25- 3/01/26	AMERICAN HOMES 4 RENT LP	RENTRESI RENTAL - RESIDENTIAL	0.00
00670	3/01/25- 3/01/26	INDIGO CONSTRUCTION LLC	CONTSHEE CONTRACTOR-SHEETROCK	0.00
00671	3/04/25- 3/04/26	IRON MOUNTAIN SHREDDING #53106	DOCU DOCUMENT DESTRUCTION	0.00
00677	3/08/25- 3/08/26	PEAK ELECTRIC GROUP LLC	CONTELEC CONTRACTOR-ELECTRICA	0.00
00712	3/13/25- 3/13/26	BT AMERICAS INC	COMMUNIC COMMUNICATION	0.00
00715	3/13/25- 3/13/26	REAL EYE ZING ART LLC	ART ART	0.00
00717	3/13/25- 3/13/26	HRB TAX GROUP INC	ACCOUNT ACCOUNTING	0.00
00753	3/14/25- 3/14/26	VITAL HEALTH CENTER INC	HEALTHCA HEALTH CARE CENTER	0.00
00756	3/04/25- 3/04/26	COLUMBIA SHORES FINANCIAL INC.	INTERNET INTERNET SERVICES	0.00
00758	3/04/25- 3/04/26	LES SCHWAB TIRE CENTERS #229	AUTOTIRE AUTO/TIRE SERVICE	0.00
00765	3/14/25- 3/14/26	KINNEAR SPECIALTIES INC	MANUF MANUFACTURING	0.00
00768	3/14/25- 3/14/26	SHARP'S PLUMBING CO INC	CONTPLUM CONTRACTOR-PLUMBING	0.00
00772	3/04/25- 3/04/26	INSTALLED BUILDING PRODUCTS	CONTINSU CONTRACTOR-INSULATIO	0.00
00780	3/14/25- 3/14/26	AMERESCO INC	CONTGEN CONTRACTOR-GENERAL	0.00
00781	3/04/25- 3/04/26	PATIO INNOVATIONS	AWNINGS AWNINGS	0.00
00783	3/14/25- 3/14/26	VIRK INVESTMENTS INC	HOTEL HOTEL/MOTEL/B&B	0.00
00795	3/15/25- 3/15/26	FAST WATER HEATER	CONTMISC CONTRACTOR-MISC.	0.00
00820	3/15/25- 3/15/26	OLD OAK PROPERTIES LLC	RENTRESI RENTAL - RESIDENTIAL	0.00
00825	3/15/25- 3/15/26	IRON MOUNTAIN INFO MGMT LLC	DOCU DOCUMENT DESTRUCTION	0.00
00827	3/15/25- 3/15/26	UNIFIRST CORP	DELIVERY DELIVERY SERVICE	0.00
00830	3/16/25- 3/16/26	EMPIRE RUBBER & SUPPLY CO	CONTMISC CONTRACTOR-MISC.	0.00
00879	3/29/25- 3/29/26	ECLOGITE COUNSELING LLC	COUNSEL COUNSELING	0.00
00958	8/03/24- 8/03/25	ROCK-IT SALON	BEAUTYSH BEAUTY/BARBER SHOP	0.00
01019	1/02/25- 1/02/26	MCGINNIS DONILU	2NDHAND 2ND HAND DEALER/PAWN	0.00
01065	3/05/25- 3/05/26	IRON MOUNTAIN INFO MGT SERVICE	DOCU DOCUMENT DESTRUCTION	0.00
01163	1/07/25- 1/07/26	MONKEY TREE LEARNING CENTER	CHILDCAR CHILD CARE	0.00
01306	2/15/25- 2/15/26	BURNSIDE'S BARBER SHOP	BEAUTYSH BEAUTY/BARBER SHOP	0.00

Item #5.

ID	PERIOD	-----NAME-----	LICENSE CODE	BALANCE
01312	3/06/25- 3/06/26	ST HELENS HEALTHY NAILS LLC	BEAUTYSH BEAUTY/BARBER SHOP	0.00
01415	2/10/25- 2/10/26	CORPUZ REMODELING CONSTRUCTION	CONTGEN CONTRACTOR-GENERAL	0.00

LICENSE CODE	TOTAL	BALANCE
2NDHAND 2ND HAND DEALER/PAWN	1	0.00
ACCOUNT ACCOUNTING	1	0.00
ART ART	1	0.00
AUTOTIRE AUTO/TIRE SERVICE	1	0.00
AWNINGS AWNINGS	1	0.00
BEAUTYSH BEAUTY/BARBER SHOP	3	0.00
CABINETS CABINETS	1	0.00
CARPET CARPETS/FLOORING/DRA	1	0.00
CHILDCAR CHILD CARE	2	0.00
COMMUNIC COMMUNICATION	1	0.00
CONTELEC CONTRACTOR-ELECTRICA	1	0.00
CONTGEN CONTRACTOR-GENERAL	5	0.00
CONTINSU CONTRACTOR-INSULATIO	1	0.00
CONTMECH CONTRACTOR-MECHANICA	1	0.00
CONTMISC CONTRACTOR-MISC.	3	0.00
CONTPLUM CONTRACTOR-PLUMBING	1	0.00
CONTSHEE CONTRACTOR-SHEETROCK	1	0.00
COUNSEL COUNSELING	1	0.00
DELIVERY DELIVERY SERVICE	2	0.00
DOCU DOCUMENT DESTRUCTION	3	0.00
DOORS DOORS	1	0.00
ENG ENGINEERING	1	0.00
HEALTHCA HEALTH CARE CENTER	1	0.00
HOTEL HOTEL/MOTEL/B&B	1	0.00
INTERNET INTERNET SERVICES	1	0.00
JANITOR JANITORIAL SERVICES	1	0.00
LANDSCAP LANDSCAPING	1	0.00
MANUF MANUFACTURING	1	0.00
MISC MISCELLANEOUS	1	0.00
PHYSICIA PHYSICIAN/HEALTH CAR	1	0.00
RENTRESI RENTAL - RESIDENTIAL	3	0.00
RESTAURA RESTAURANT	1	0.00
RETVARI RETAIL - VARIETY	1	0.00
SECURITY SECURITY	3	0.00
TRANS TRANSPORTATION/TRAVE	1	0.00
VIDEOS VIDEOS	1	0.00
TOTAL ALL CODES:	52	0.00

*** SELECTION CRITERIA ***

License Range: thru ZZZZZZZZZZ
License Codes: All
Balance: 999999999R thru 9999999999
Fee Codes: All
Fee Paid Status: Paid and Unpaid
Origination Dates: 0/00/0000 thru 99/99/9999
Effective Dates: 0/00/0000 thru 99/99/9999
Expiration Dates: 0/00/0000 thru 99/99/9999
Renewal Dates: 0/00/0000 thru 99/99/9999
Payment Dates: 0/00/0000 thru 99/99/9999
Print Dates: 0/00/0000 thru 99/99/9999
License Status: Active
Termination Code:
Paid Status: Paid
City Limits: Inside and Outside
Printed: No
Comment Code:

** END OF REPORT **

MONTHLY REPORT TO COUNCIL



Meeting Date: April 2, 2025
Prepared by: Michael De Roia
Department: Community Development
Division: Building
Reporting Period: 03/2025
CC: City Administrator John Walsh

1. General Operations (This Month/YTD)

- Permits Issued (24/74)
- Inspection Performed (83/254)
- Plan Reviews (11/21)
- Budget

Account Type

Revenue Expense Total

Original Budget	\$420,200.00
Budget Adjustment	\$0.00
Current Budget	\$420,200.00
Activity	\$266,889.94
Encumbrance	\$0.00
Reserve	\$0.00
Prior Year Adjustment	
Budget Remaining	\$153,310.06
Pending	\$0.00
Budget Available	\$153,310.06



2. Staffing & Personnel

- The Building Division is welcoming Angelica Artero to the Community Development Administrative Assistant position on March 31, 2025. In the first weeks, Angelica will be training in her new position. We are excited for her to be joining our team. Her workstation is at the front counter of City Hall so please stop by and welcome her with us.
- State Residential Energy Code training (non-mandatory) is available. This is a three-part video training series published by the state to provide guidance in application of energy related codes in the Oregon Residential Specialty Code. This training will be completed in April.

3. Projects & Initiatives

Projects

- **LOCAL:** Updated IGA - St. Helens has participated in the Homeland Security Emergency Management Commission (HSEMC) since 2007. This is a body of diverse stakeholders from public and private partners to act as an advisory board to County Emergency Management. I am appointed to Vice Chair of the commission. We are currently working with the county to draft a new IGA. We anticipate a draft will be presented to the council in the fall of 2025. If the City chooses to participate in the IGA a budget impact of 2025/2026 Budget (\$9,844.88 is the cost to Level 2 Participating Jurisdiction).

- **STATE BUILDING CODES DIVISION (BCD)-**
 - 2026 Oregon Residential Structural Code adoption process begins April 2, 2025. The proposed adoption date is October 1, 2026.
 - Ready Build Plans program is available again. These are state-approved plans applicants can submit for their projects. Currently available is residential deck plans. Please note the City still accepts previous versions of Ready Build Plans for sheds, garages, carports, pole barns, and decks.

4. Upcoming Events & Important Dates

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

- April 1, 2025 – ICC Building Valuations Update for 2025. These valuations are used to apply permit fees.
 - Angelica Artero starts March 31, 2025
-

Attachments (If Applicable)

- *Building Reviews Completed*
- *Building Data Request Information*



Building Data Request Information

For 03/01/2025 through 3/26/25

www.sthelensoregon.gov

buildingsafety@sthelensoregon.gov

Permit Type	Count	Valuation
Commercial Mechanical	1	\$19,049.00
Commercial Structural - Other	5	\$43,718.00
Residential Mechanical	11	
Residential Plumbing	6	

Inspections:

Inspections:	Count
Commercial Mechanical Inspection	3
Commercial Plumbing Inspection	2
Commercial Structural - New Inspection	2
Commercial Structural - Other Inspection	17
Commercial Structural Non-Classified	2
Residential Mechanical Inspection	11
Residential Plumbing Inspection	21
Residential Structural - Manufactured Dwelling Inspection	2
Residential Structural - New 1 and 2 Family Inspection	20
Residential Structural - Other Inspection	3

Report Description:**Permits Types Included:**

Records Types Include: Residential Manufactured Dwelling, Commercial Alarm or Suppression Systems, Residential Electrical Limited Energy, Residential Electrical Renewable Energy, Residential Electrical, Commercial Electrical Limited Energy, Commercial Electrical Renewable Energy, Commercial Electrical, Residential Mechanical, Commercial Mechanical, Residential Plumbing, Commercial Plumbing, Residential Phased Project, Commercial Phased Project, Residential Structural, Commercial Structural, 1 & 2 Family Dwelling, Residential Sign, Commercial Sign

Permits Issued Portion

The First_Issued_Date must fall between the Start and End Dates

Permit Status must not be Void or Withdrawn

Permit must have a applied payment for at least one Building State Surcharge

Categorization Process:

1. Permits are categorized as Commercial and Residential (using b1_per_type)
2. Permits are categorized as Electrical, Mechanical, Plumbing and Structural based on the Surcharge fee paid (1 & 2 Fam Dwelling will count in multiple categories)
3. Structural Permits are categorized by Custom Fields Type of Work and Category of Construction

Inspections Portion (Inspection Trips Completed)

The Inspection Completed Date must fall between the Start and End Dates

The Inspection Status must be 'Insp Completed' with a Result of 'Accepted', 'Approved', 'Approved with Conditions' or 'Not Required' OR Inspection Status must be 'Insp Cancelled' with a Result of 'Denied', 'Information Only', 'No Access' 'Not Ready', or 'Partial'

Inspections must have starting numbers between 1000 and 5999 or 6900 and 6999 or 8000 and 8999

Categorization Process:

1. Permits are categorized as Commercial and Residential (using b1_per_type)
2. Permits are categorized as Electrical, Mechanical, Plumbing and Structural based the beginning number of the inspection
3. Structural Permits are categorized by Custom Fields Type of Work and Category of Construction



Building Reviews Completed

www.sthelensoregon.gov

3/1/2025-3/26/2025

buildingsafety@sthelensoregon.gov

		Al-Daomi	De Roia	Dimsho	Graichen	Stirling	Total
Commercial	Building Review		8				8
	Infrastructure Review					3	3
	Mechanical Review		1				1
	Planning Review			1	1		2
	Site Review	2					2
	Total	2	9	1	1	3	16
Residential	Building Review		2				2
	Infrastructure Review					2	2
	Total		2			2	4
Total		2	11	1	1	5	20

MONTHLY REPORT TO COUNCIL



Meeting Date: April 2, 2025
Prepared by: Jacob A. Graichen, AICP, City Planner
Department: Planning
Division: Community Development
Reporting Period: March 2025
CC: City Administrator John Walsh / Planning Commission

1. General Operations

- Community Development Project Manager and I assisted a property owner with wall placement on the 300 block of N. 12th Street. The Oregon DHS funded an 8' wall to prevent a child with hyperactivity and impulsiveness from harming themselves. Unfortunately, the wall was installed without city input and the city was only contacted when the state needed the city's ko to pay the contractor. The fence was installed under power lines and unquestionably within the right-of-way. We helped to remedy the issue, so the city is happy, contractor paid, and the State gets the full ok from the city.
- Submitted three annexations to Oregon DOR for preliminary approval of map and legal descriptions. One is a consent from last year and the other are older. The oldest goes back to 2000 for a property on Fir Street. A consent to annex from 2009 is for the former Bing's property, which is finally adjacent to city limits. This is the step before scheduling public hearings, so some annexations are coming up for review later this year.
- Worked with a property owner in the UGB to update a recorded redevelopment plan that will work better for a home proposed. The property is an undeveloped parcel adjacent to 34985 Achilles Road.
- **Updated Dalton Lake Nature Preserve Map** – Request to modify map by Parks Commission member with new kiosks and benches.
- **Notable administrative Planning Department permitting:**
 - Revised building permit plans submitted for a mixed-use building on the corner of Columbia Boulevard and N. 6th Street. Reviewed plans and provided comments. Land use entitlement was granted in March of '23. The initial set of building permit plans was submitted on February 24, 2025.
- **Pre-application / early assistance meetings:**
 - A Columbia County LDS pre-application meeting scheduled, but the meeting is after the time this report is due, so more on that next month.
- **Planning Commission had their normally scheduled monthly meeting on March 11.**

Outcome:

 - The Commission held a public hearing for the remand of an appeal for a Conditional Use Permit and Variances to allow a triplex on a lot at the NE corner of Wyeth Street and N 5th Street. Consistent with the Council deliberations at a previous hearing, the Commission rejected the triplex proposal but did grant a Variance for zero off-street parking and a reduced yard (setback) along Wyeth for a duplex.

- The Commission held a public hearing for adoption of the Economic Opportunities Analysis and the water, storm water and wastewater utility plans. Commission recommends approval to the Council.
- **Planning Commission had their normally scheduled quarterly joint meeting with the City Council on March 12.** Outcome:
 - The discussion focused on the Commission’s proactive items, with the bulk of the conversation pertaining to Architectural Standards. It was my hope to guide the Commission to take baby steps on this item. Vacant storefront discussed a bit and it seems generally agreed that The Plaza effort should be delayed until ownership of the rights-of-way around the Plaza and some other city – county issues are resolved.
- **Geographic Information Systems (GIS).**
 - Annual software updates for Planning and Engineering’s GIS this month. Given a transition from ArcGIS Desktop to ArcGIS Pro (both are currently in affect, but a year from now the older ArcGIS Desktop will be retired), it was a bit more involved this year.
 - Finished digitizing redevelopment plans for land divisions in city limits and the UGB for the city’s GIS data. I had this mostly complete in the last couple years and just had a few files to look through. This goes back to 2006, which is the earliest year I am aware of they were recorded in the County Clerk deed records.

2. Staffing & Personnel

- The new Community Development Administrative Assistant starts March 31. This position has been vacant since December and our Assistant Planner / Community Development Project Manager has been covering all Planning Department secretarial duties which include file creation, notice mailings, planning commission packets/minutes, annual reporting, and planning file tracking systems. With a joint meeting this month and URA next month, secretarial duties were more than usual.
- Staff attended the virtual government public meeting law workshop hosted by Beery, Elsner & Hammond LLP.

3. Projects & Initiatives

A. Ongoing Key Projects

- Worked with Parks Commission Jacobson on the **Parks Commission’s woodland reserve** effort to help define boundaries. This will be a good item for the next quarterly Council – Planning Commission joint meeting to fine tune boundaries.
- **Riverwalk Project (OPRD Grants x2)** – Masonry work on cantilever is nearly complete. Landscaping is about 90% done. Final concrete pour is expected on March 24/25. Contract is approximately 90% expended. Submitted & received our first LWCF grant disbursement of approximately 750k and our first LGGP reimbursement request for 304,650. Submitted both quarterly grant reports which were due on April 1. Coordinated with Communications on E-newsletter content and timing of drone footage. Reviewing/tracking submittals and RFIs. Attending bi-weekly check-ins with contractor and design team.

- **Community Development Block Grant (CDBG): Sanitary Sewer Improvement Project** – \$2.5 million grant award to fund design/engineering/permitting for 3 sanitary sewer basins identified as deficient in the adopted Wastewater Master Plan. Reviewed 60% design package. Approximately 54% expended of the grant. Preparing to submit Disbursement No 4.
- **DLCD Technical Assistance Program** – 60k funding a new Economic Opportunities Analysis (EOA). Prepared staff report and noticing requirements. Adoption PH held in March for PC and April for CC.
- **ODOT Community Paths Program: St. Helens Scappoose Trail Refinement Project** – 405k to study a trail route refinement project (30% design) from St. Helens to Scappoose. RFP closed on 1/9 for consultants to submit proposals! Scored and reviewed proposals on the selection committee with a selection meeting scheduled in early February. This project is likely to kickoff in April!
- **2024 Travel Oregon Grant Program: Riverwalk Project** - 100k grant for Riverwalk Project. Preparing to submit final reporting and disbursement request for remaining 50k. Deadline is April 30 for disbursement.
- **ODOT TGM Program: Transportation Systems Plan** – Consultant selection is in motion for April review and selection! This project has been stalled due to delayed contract review by the state, so it is good to finally see movement.
- **Business Oregon – Infrastructure Finance Authority** – Low-interest loan for Streets & Utilities Project and Riverwalk improvements. Loan amendment coordinated and approved by Council on 11/20. Submitted final Disbursement Request #5, putting us at 100% expended for the loan. Remaining budget to come from budgeted URA funding. Working with finance to ensure remaining expenses are documented correctly and that we remain within approved budget. Working with state loan officer on a loan amendment that would extend our timeline to match the June 30, 2025 anticipated completion date for the Streets & Utilities Project and to document the City’s additional cash contributions which cover expenses not covered by the loan. Reviewed regular Waterfront E-newsletter content regarding construction updates, closures, progress, etc. Follow the [City’s Waterfront E-newsletter](#) for timely updates.

B. Upcoming Projects

- Based on the direction provided by the Council at the Feb. 5th regular session to pursue the 1771 Columbia Boulevard site for the new police station, I have initiated the zone change process with much initial effort in March. Hearings to take place in April and May before the Planning Commission and City Council.
- Updated the Planning Department’s part of the upcoming 2024-2026 Strategic Plan list for proposed 2025-2027 Strategic Plan in advance of a TBD meeting.
- Provided initial budget numbers for the upcoming budget cycle.

4. Upcoming Events & Important Dates

- April 2 Urban Renewal Agency meeting. This month staff has prepared for and created packets for this meeting for a FY 24-25 budget amendment
-

Attachments

- No attachments for this report.

MONTHLY REPORT TO COUNCIL

Meeting Date: 4/2/2025
Prepared by: Mouhamad Zaher
Department: Public Works
Reporting Period: March 2025
CC: City Administrator John Walsh



1. General Operations

- Advertised for Bid/Proposals for three separate projects – Belton Sewer Step System Capacity Study, St. Helens Dock Repair and Debris Boom Project, and Reservoir Siting Study.
- Submitted Senate Fiscal Year 2026 Community Initiated Project (CIP) Appropriations Gant Application request for \$15M for the new reservoir project.
- Speed limit on Gable Rd has been lowered to 30 mph.
- Working with AKS in Columbia County claims Strand Street and Plaza Square public right-of-way. We should have a full report from them soon.
- The Public Works Department budget has been submitted to Finance.
- CIP – Capital Improvement Projects Budget has been submitted to Finance.
- Visited the State Capitol last week and met with Senator Weber and Representative Edwards to request support for the Reservoir Project.

2. Staffing & Personnel

- Public Works Construction Inspector - Tim Underwood's retired as of April 1, 2025, after more than 23 years of tenure. We will greatly miss him.
- Wrapping up review of qualified applicants for the Engineering Tech position and in the process of setting up interviews.
- Public Works Utility I position is currently open for recruitment and a committee has been formed. In the process of reviewing applications.
- The Engineering Team will attend the APWA Spring Conference in Salem, OR for the week of April 28.

3. Projects & Initiatives

A. Ongoing Key Projects

- South 1st and Strand Street / South 1st St – St Helens Intersection Improvements/ Undergrounding.
- **P-525:** Signage being installed; Overlook railings are to be installed; decisions on paver bands are made, but we have concerns about cracked pavers at the South 1st/Cowlitz intersection which has been addressed.
- **R-685:** Work at the South 1st St/St. Helens Street intersection in the final stages of completion. We'll open the intersection for a 3-way traffic this week.

- **R-685A:** Landis & Landis undergrounding is on hold until MEI completes certain stages of the work at the South 1st/St Helens intersection. Their contract was extended to 4/30/2025 in the fall.
- **M-532:** Punchlist has been provided to MEI. CRPUD now has approved ROW permits to complete their work but are being very slow to start.
- **Sanitary Sewer Capacity Upgrades:** Continue to work with Consor on getting the project ready for bid. The cost estimates are much higher than anticipated and we may have to stage the projects.
- We've successfully completed a major infrastructure project for the Water Filtration Facility by replacing 59 total membrane racks (Full Stack).

B. Upcoming Projects

- **Belton Road Sewer Step System Capacity Study:** Project is out for proposals.
- **Reservoir Siting Study:** RFP is out for proposals, and we've received 3 total. A committee has been formed to review the proposals next week.
- Jurisdictional transfer of Gable Rd from US30- Columbia Blvd/ Columbia Blvd from Sykes Rd to Gable Rd/and Bachelor Flat Rd from Gable Rd/Columbia Blvd 430 west, just past Whitetail Ave.

4. Upcoming Events & Important Dates

- **Ceremony Ribbon Cutting: (Largest Project in the City's History)**
 - The date has been secured for Thursday, June 26, 2025.
- **APWA Spring Conference** – April 2025.

Attachments (If Applicable)

- Public Works Supervisor job description (minor update) for review/approval.



Public Works Supervisor

DEPARTMENT: Public Works
DIVISION: Operations
SUPERVISOR: Public Works ~~Director~~Operations Manager
CLASSIFICATION: Exempt (not overtime eligible)
UNION: No
CONFIDENTIAL: Yes

POSITION SUMMARY

Performs a variety of supervisory, administrative, skilled, technical, and maintenance work in the planning, construction, operation, repair, maintenance, and replacement of City water, sewer, street, and storm drainage facilities and systems.

SUPERVISION RECEIVED

Works under the general supervision of the Public Works ~~Director~~Operations Manager.

SUPERVISION EXERCISED

Exercises ~~close~~ supervision over assigned utility workers and equipment operators of Public Works.

ESSENTIAL DUTIES AND RESPONSIBILITIES Include the following, but not limited to:

- Plans, schedules, and implements construction, maintenance, and operation activities designed to provide quality water, sewer, street, and drainage service for the City; oversees construction and maintenance work to determine acceptability and conformance to standards.
- Instructs, supervises, and guides employees performing the duties of maintenance, construction and repair of water, sewer, street, and storm drainage facilities.
- Supervises the control and use of, and assumes responsibility for all materials, supplies and equipment used in the maintenance, construction and repair of streets, water systems, sewer collection, and storm drainage systems and other department facilities.
- Inspects and supervises the repair of chlorine analyzer, booster pumping stations, reservoir, meters, streets, drainage systems, and sewer system at frequent intervals to ensure that all aspects of the systems are functioning properly.
- Over sees requisitions needed supplies for the department and maintains a variety of records relating to personnel, equipment, supplies, water consumption, and reports.
- Advises Public Works ~~Director~~Operations Manager in matters relating to department activities; provides information to various civic, school, and public groups and individuals regarding street, water, sewer and drainage problems and services.
- Supervises, instructs, and assists assigned crews in installing new water and sewer lines, installing and relocating fire hydrants and meters, and maintaining the existing water supply, distribution, and sewer collection systems.

- Attends appropriate safety seminars/conferences, coordinates the safety program, conducts monthly safety meetings, and maintains records to meet OSHA standards.
- Serves as liaison to the Safety Committee.
- Ensures that all necessary materials, supplies, and equipment are available by maintaining an inventory of parts and materials and obtaining necessary parts, tools, and supplies.
- Supervises the location of storm, water, and sewer lines from the appropriate sources prior to excavation and informs crews of such locations.
- Responds to complaints regarding water leaks, pressure loss or no water; evaluates situations, determines if liability lies with the City or the property owner; explains findings to property owners and notifies appropriate water and sewer crew if necessary.
- Supervises the contacting of residents and business owners in area where services will be discontinued and explains when services will be shut off and how soon it will be turned back on.
- Supervises the safety of assigned utility workers and equipment operators by instructing individuals in proper safety procedures and monitoring work in progress.
- Assists in motivating and evaluating personnel by acting as a liaison between crew members and other City supervisors.
- Supervises the control and use of supplies and equipment used in the maintenance, construction and repair of water lines, sewer lines, street, drainage systems and other department facilities to ensure that all equipment is in proper working order.
- Analyzes annual operating costs and makes recommendations for department budget.
- Analyzes and projects the needs of the City for equipment, bridges, roads, sidewalk, and materials for completion of the same.
- Provides operations guidance for construction of bridges, buildings, sidewalks, signs, sewer, drainpipe installations, culvert installation and road construction.
- ~~Approves the purchases and signs off on bills of heavy equipment and requisitions all supplies and materials needed for effective department operation.~~
- ~~Responsible for water treatment plant.~~
 - Responsible for joint maintenance facility.
 - Reviews and signs off on building permits.
 - Direct Responsible Contact (DRC) for the water distribution system required by the Oregon Health Authority.
- ~~Responsible for being in the on-call rotation and subject to being called in to work after normal work hours.~~
- ~~Responsible for checking wells and the water treatment plant on non-working days.~~
- Subject to being called into work during off hours.

PERIPHERAL DUTIES

- Operates a variety of power construction and maintenance equipment used in water, sewer, and streets.
- Serves on various employee or other committees as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- a. Graduation from high school education or GED equivalent, and
- b. Seven (7) years of experience relating to the construction, repair, and maintenance of water, sewer, street, or storm drainage systems including the operation of related maintenance equipment, or
- c. Any equivalent combination of education and experience.

KNOWLEDGE, SKILLS, AND ABILITIES

- a. Thorough knowledge of equipment, facilities, materials, methods, and procedures used in public water supply and distribution systems, sewer collection systems, storm drainage systems, and street systems; thorough knowledge of pipe installation, connection, and repair; thorough knowledge of road construction and maintenance.
- b. Skill in operation of the listed tools and equipment.
- c. Ability to guide, direct, and motivate employees; ability to operate and maintain various equipment used in water maintenance and repair such as backhoe, dump trucks, and sewer cleaners; ability to organize and supervise the activities of various crews performing construction and maintenance work; ability to communicate effectively, verbally and in writing; ability to establish and maintain effective working relationships with employees, other departments and the public.

SPECIAL REQUIREMENTS

- Valid state driver's license and CDL certification
- Certification as a Water Distribution Operator II
- Backflow Tester Certification
- Competent Person Certificate
- First Aid and CPR Certificate
- Management Supervisor Certificate
- Cross Connection Specialist Certification

TOOLS AND EQUIPMENT USED

Knowledge of operation and use of motorized vehicles and equipment, including dump truck, pickup truck, utility truck, street sweeper, jetter/inductor truck, street roller, backhoe, manlift, tamper, plate compactor, saws, pumps, compressors, sanders, generators, trencher, common hand and power tools, shovels, wrenches. Skill in use of leak detection devices, mobile radio, phone, SCADA System, personal computer including word processing and other software, copy and fax machines.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk, sit, climb or balance, stoop, kneel, crouch or crawl, and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and equipment and is occasionally exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings.

EMPLOYEE ACKNOWLEDGMENT

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I acknowledge that I have received a copy of the **Public Works Supervisor** job description. I understand that it is my responsibility to adhere to the Essential Duties and Responsibilities as outlined within this job description.

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, the minimum education and experience required of the position, and the physical demands of the position.

Signatures:

Public Works Supervisor

Date

Print Name: _____

Public Works ~~Director~~ Operations Manager

Date