



COUNCIL REGULAR SESSION

Wednesday, October 15, 2025 at 7:00 PM

COUNCIL MEMBERS:

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

LOCATION & CONTACT:

HYBRID: Council Chambers & Zoom (details below)

Website | www.sthelensoregon.gov

Email | kpayne@sthelensoregon.gov

Phone | 503-397-6272

Fax | 503-397-4016

AGENDA

CALL REGULAR SESSION TO ORDER

PLEDGE OF ALLEGIANCE

PROCLAMATION

- [1.](#) Domestic Violence Awareness Month - October 2025

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

ORDINANCES – *First Reading*

- [2.](#) **Ordinance No. 3318:** An Ordinance to Amend St. Helens Municipal Code Chapter 13.02, Utility Service Administration

RESOLUTIONS

- [3.](#) **Resolution No. 2062:** A Resolution Adopting a Universal Fee Schedule, and Superseding Resolution No. 2048

APPROVE AND/OR AUTHORIZE FOR SIGNATURE

- [4.](#) New Agreement with Columbia County for Permit Data Compilation Services
- [5.](#) Amendment No. 1 to Agreement with Treadway Events & Entertainment LLC for 1-Year Extension

APPOINTMENTS TO CITY BOARDS AND COMMISSIONS

- [6.](#) Appointment to the Parks & Trails Commission

CONSENT AGENDA FOR APPROVAL

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

WORK SESSION ACTION ITEMS

COUNCIL MEMBER REPORTS

MAYOR MASSEY REPORTS

PROACTIVE ITEMS

OTHER BUSINESS

ADJOURN

VIRTUAL MEETING DETAILS

Join: <https://us02web.zoom.us/j/84338863215?pwd=Wud6N0eT1Ih9EebnUG7BWuP2xtKrTv.1>

Passcode: 982258

Phone one-tap: +16694449171

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.

PROCLAMATION

By Mayor Jennifer Massey

*Domestic Violence Awareness Month
October 2025*

WHEREAS, October is recognized as National Domestic Violence Awareness Month, a campaign that first began in 1981 by the National Coalition Against Domestic Violence as a "Day of Unity" to connect battered women's advocates across the country; and

WHEREAS, domestic violence is a pervasive problem affecting people of all genders, ages, ethnicities, religions, and economic statuses in every community; and

WHEREAS, domestic violence can manifest as a pattern of physical, emotional, verbal, and/or sexual abuse, as well as threats, intimidation, isolation, or financial control; and

WHEREAS, one in three women, one in nine men, and more than half of all trans and nonbinary individuals will experience domestic or sexual violence in their lifetimes; and

WHEREAS, exposure to domestic violence can have long-term negative effects on children and places them at a higher risk of experiencing further violence; and

WHEREAS, the purple ribbon serves as a symbol of courage for survivors, a reminder of the lives lost to abuse, and the community's commitment to ending domestic violence; and

WHEREAS, local domestic violence service providers and advocacy organizations offer essential assistance and support to survivors and their families; and

WHEREAS, all members of the community, including government agencies, law enforcement, health care providers, advocates, and concerned citizens, play a critical role in providing hope and healing to survivors and creating a safer environment for everyone; and

WHEREAS, during Domestic Violence Awareness Month, we remember victims who have lost their lives, support those who have survived, and provide hope for those still experiencing abuse.

NOW, THEREFORE, be it proclaimed that I, Jennifer Massey, Mayor of the City of St. Helens, do hereby declare the month of **October 2025 as Domestic Violence Awareness Month** and I urge all citizens to become aware of the tragedy of domestic violence and support the efforts of those working to prevent it. I further encourage the community to stand with survivors, promote healthy relationships, and work towards the elimination of all forms of domestic abuse.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of St. Helens to be affixed at St. Helens City Hall this 15th day of October 2025.

MAYOR:

*Place
Gold
Seal &
Stamp
Here*

Jennifer Massey, Mayor

ATTEST:

Kathy Payne, City Recorder

City of St. Helens
ORDINANCE NO. 3318

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

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

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

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

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

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

13.02.010 Definitions.

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

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

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

13.02.020 Application for utility service – Condition of service.

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

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

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

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

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

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

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

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

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

13.02.030 Turn on fee.

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

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

13.02.050 Billing.

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

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

13.02.080 Restoration charge.

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

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

13.02.100 Responsibility for payment of bills.

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

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

13.02.110 Utility charge liens and collection process.

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

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

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

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

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

Ayes:
Nays:
Abstains:

Jennifer Massey, Mayor

ATTEST:

Kathy Payne, City Recorder

City of St. Helens
RESOLUTION NO. 2062

A RESOLUTION ADOPTING A UNIVERSAL FEE SCHEDULE, AND
 SUPERSEDING RESOLUTION NO. 2048

WHEREAS, the City of St. Helens finds it necessary from time to time to review and update fees on the Universal Fee Schedule; and

WHEREAS, the City of St. Helens City Budget Committee and staff identified fees to add or update; and

WHEREAS, the City Council concludes it is appropriate to update the Universal Fee Schedule; and

WHEREAS, the City Council has determined the proposed schedule of fees and charges for services, hereinafter specified and established are just, reasonable, and necessary.

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

Section 1: Exhibit A, St. Helens Universal Fee Schedule is hereby adopted as amended.

Section 2: Exhibit A, St. Helens Universal Fee Schedule is effective October 15, 2025.

Section 3: This Resolution supersedes Resolution No. 2048.

Approved and adopted by the City Council on October 15, 2025 by the following vote:

Ayes:

Nays:

Abstain:

 Jennifer Massey, Mayor

ATTEST:

 Kathy Payne, City Recorder



St. Helens Universal Fee Schedule

POLICE DEPARTMENT FEES			
Vehicle Impound Fee	\$	100.00	Per vehicle
Bicycle Impound Fee	\$	1.00	Per bicycle
Parking Citation	\$	25.00	Per ticket
Handicap Zone Violation	\$	250.00	Per ticket
False Alarm Response Fee, if exceeds 2 within a 12-month period	\$	50.00	Per call
False Alarm Response Fee, if exceeds 4 within a 12-month period	\$	125.00	Per call
Police Reports	\$	20.00	Per case (Up to 30 pages)
Reproduction of Digital Photos/Audio/Video from Police Department	\$	20.00	Per Cassette/CD/DVD/USB



St. Helens Universal Fee Schedule

MISCELLANEOUS FEES			
Appeals Fee - General	\$	175.00	Per appeal
Non-Sufficient Check Charge	\$	25.00	Per check
Permit - To Use Sidewalk Area for Furniture	\$	50.00	Per 50 feet of street frontage used, rounded up.
Photocopies & Printouts			
Black & White: 8.5" x 11"	\$	0.50	Per side
Black & White: 8.5" x 14"	\$	0.75	Per side
Black & White: 11" x 17"	\$	1.00	Per side
Color: 8.5" x 11"	\$	1.00	Per side
Color: 8.5" x 14"	\$	1.50	Per side
Color: 11" x 17"	\$	2.00	Per side
22" x 34" (B&W)	\$	3.00	Per page
22" x 34" (Color)	\$	5.00	Per page
24" x 36" (B&W)	\$	6.00	Per page
24" x 36" (Color)	\$	8.00	Per page
Greater than 24" x 36" (B&W)	\$	12.00	Per page
Greater than 24" x 36" (Color)	\$	16.00	Per page
Reproduction of Audio/Video from City Meetings	\$	25.00	Per Cassette/CD/DVD/USB
Public Records Request	\$	20.00	Minimum deposit. Deposit may be more depending upon the extent of the request. If staff time is less than 15 minutes, only materials costs will be charged. If staff time is more than 15 minutes, labor is charged to the 1/4 hour. Any overpayment will be refunded.
Lien Search	\$	29.00	Per Lien Search
Declaration of Candidacy Fee (to run for City Council)	\$	50.00	
Advertising Bench - Annual Inspection Fee	\$	10.00	Per bench
Reinspection Fee by CRFR for noncompliance with code provisions	\$	50.00	Per reinspection
Request for Information	\$	25.00	Per Cassette/CD/DVD/USB
Special Abatement of Illegal Notices or Advertisements	\$	20.00	Per notice or advertisement



St. Helens Universal Fee Schedule

LIBRARY FEES			
Nonresident Borrower Card Fee	\$	35.00	Per year
	\$	10.00	Per three (3) months
Resident Business Borrower Card Fee	\$	-	No charge. A borrower card for a resident business must be issued in the business's name. Business owner must show a valid City of St. Helens resident business license as well as the business owner's Oregon driver's license to register for a card. The card may be used by employees of the business with the owner's authorization.
Digital Only Card	\$		No Charge
Oregon Library Passport Program Card	\$	-	No charge. Cardholders are limited to a maximum of 5 items checked out at a time and a maximum of 3 holds and do not have access to cultural passes, digital loans, or interlibrary loan services.
Interlibrary Loan	\$	3.00	Per item
Fees for Lost or Destroyed Materials			As long as a lost item is returned in good condition within three (3) months of having been paid, a full refund will be given.
Books, magazines, recordings, DVDs, CDs, or any other material		->	Original list price
Cultural Pass	\$	30.00	
Replacing a borrower's lost card	\$	2.00	
Missing bar code label	\$	2.00	
Lost or damaged case for CDs and DVDs	\$	5.00	
Lost or damaged insert for CDs and DVDs	\$	7.00	
Meeting Room Fees			Non-profit, public educational, and governmental organizations that do not charge fees for events scheduled in meeting rooms will be exempt from meeting room fees, as long as their use of the rooms happens during normal Library hours. For after-hours events, the appropriate hourly rate will still be charged.
Auditorium		\$25.00	Per hour
		\$75.00	Per half day (up to 4 hours)
		\$150.00	All day (Open hours)
Armstrong		\$20.00	Per hour
		\$50.00	Per half day (up to 4 hours)
		\$95.00	All day (Open hours)
Both Rooms		\$40.00	Per hour
		\$110.00	Per half day (up to 4 hours)
		\$210.00	All day (Open hours)
Use of one or both meeting rooms outside normal Library hours	\$	45.00	Per hour
Makespace consumable materials		->	Current market price, as listed in the Makespace
Photocopies & Printouts			
Black & White Copies: 8.5" x 11"	\$	0.10	Per side
Black & White Copies: 8.5" x 14"	\$	0.10	Per side
Color Copies: 8.5" x 11"	\$	0.50	Per side
Color Copies: 8.5" x 14"	\$	0.50	Per side



St. Helens Universal Fee Schedule

MUNICIPAL COURT FEES		
Civil Compromise Costs	\$	300.00
Collection Fee per ORS 137.118 (3) (Maximum \$250)		25%
Default Judgment	\$	20.00
Discovery	\$	20.00 Per case number (up to 30 pages)
Driver's License Reinstatement/Offense (City Portion)	\$	20.00
Driving Record - Traffic Offenses Only (non-certified)	\$	1.00
Failure to Appear for Bench Trial	\$	150.00
Failure to Appear for Jury Trial	\$	300.00
Installment Fee - for 6-month plan	\$	25.00
Installment Fee - for 12-month plan	\$	50.00
Warrant Issued	\$	100.00
Withholding on County Assessment		10% at monthly distribution
Probation Violation	\$	50.00
Court Appointed Attorney Rates - Misdemeanor	\$	200.00 Per misdemeanor with maximum of \$400 unless approved by court
Court Appointed Attorney Rates - Probation Violation	\$	125.00 Per case with maximum of \$250 unless approved by court
Court Appointed Attorney Rates - Bench Trial	\$	400.00
Court Appointed Attorney Rates - Jury Trial	\$	600.00



St. Helens Universal Fee Schedule

BUSINESS LICENSE FEES			
Residential Business License			
00 - 9.99 full-time equivalents	\$	65.00	
10 - 24.99 full-time equivalents	\$	85.00	
25 - 49.99 full-time equivalents	\$	105.00	
50 - 99.99 full-time equivalents	\$	125.00	
100+ full-time equivalents	\$	145.00	
Non-Resident Business License	\$	150.00	
Residential Rentals	\$	10.00	Per Unit, Per Month
Commercial Rentals	\$	20.00	Per Unit, Per Month
Non-Resident Temporary Business License	\$	75.00	6 Month Business License
Late Renewal Fee	\$	50.00	After 60 Days Late Renewal
Appeals Processing Fee	\$	150.00	
OLCC New Application	\$	100.00	
OLCC Application Change Fee	\$	75.00	
OLCC Application Renewal Fee	\$	35.00	
Sidewalk Vendor Application Fee	\$	75.00	
Sidewalk Vendor Permit Fee	\$	75.00	
Sidewalk Vendor Appeal Fee	\$	150.00	
Marijuana Business Licenses:			
Producers:		<u>According to OAR 845-025-2040</u>	
		<u>Indoor / Outdoor Production Size Limitations</u>	
Micro Tier I	\$	250.00	Up to 625 sf / Up to 2,500 sf
Micro Tier II	\$	500.00	626 to 1,250 sf / 2,501 to 5,000 sf
Tier 1	\$	1,000.00	1,251 to 5,000 sf / 5,001 to 20,000 sf
Tier II	\$	1,500.00	5,001 to 10,000 sf / 20,001 to 40,000 sf
Medical Canopy	\$	65.00	
Processors	\$	1,000.00	
Wholesalers	\$	1,000.00	
Retailers	\$	1,000.00	



St. Helens Universal Fee Schedule

SOCIAL GAMING FEES			
Non-refundable Application Fee	\$	75.00	Per 12-month lease
License Fee for 1-10 Tables	\$	75.00	Per 12-month lease
License Fee for each additional table over 10	\$	15.00	Per table per 12-month lease



St. Helens Universal Fee Schedule

ENGINEERING FEES		
Right-Of-Way Permit	\$150.00	Fee waived for projects with a value of less than \$1,500 or if part of a permit for the construction of public improvements.
Pavement Cut Fee	\$10.00 per linear foot \$150.00 minimum	
Plan Review for Public Improvements		Plan Review fee includes up to three plan review iterations, after which additional plan review fees will apply.
Engineer's Approved Preliminary Project Cost Estimate,		
from \$0.01 to \$10,000	12% of Cost Estimate	
from \$10,001 to \$50,000	10% of Cost Estimate	
from \$50,001 to \$100,000	8% of Cost Estimate	
from \$100,001 to \$500,000	6% of Cost Estimate	
from \$500,001 to \$1,000,000	4% of Cost Estimate	
from \$1,000,001 and above	2% of Cost Estimate	
Plan Review - Additional Reviews	\$120/hour 1 hour minimum	Fee for plan reviews that exceed the initial three review iterations for plan reviews for public improvements.
Permit for the Construction of Public Improvements		Fee includes construction documentation reviews, project management, inspection, temporary use or closure of public right-of-way including sidewalk, lanes, or parking spaces as approved, warranty inspections.
Engineer's Approved Final Project Cost Estimate,		
from \$0.01 to \$10,000	18% of Cost Estimate	
from \$10,001 to \$50,000	15% of Cost Estimate	
from \$50,001 to \$100,000	12% of Cost Estimate	
from \$100,001 to \$500,000	9% of Cost Estimate	
from \$500,001 to \$1,000,000	6% of Cost Estimate	
from \$1,000,001 and above	3% of Cost Estimate	
Blasting Permit	\$1,200.00	Fee includes Blast plan compliance inspections.
Engineering Services for Building Permits	\$320	Review fee for site development permits, dwelling permits, manufactured home placement permits, and structural building permits (new construction and additions). Includes System Development Charges (SDCs) review, engineering plan review, and up to three site inspections, including final inspection.



St. Helens Universal Fee Schedule

	\$75.00	Engineering review fees for, <ul style="list-style-type: none"> Minor site plan and design reviews such as decks which require only a minimal amount of review (Determined on a case-by-case basis) Structural building permits for SFD non-dwelling additions (SDC Exempt) Demo permits Grade-fill permits (STR, DEMO type permits)
Additional Engineering Inspections or Reviews	\$120/hour 1 hour minimum	Fee for engineering inspections or reviews not covered by an existing permit or fee.
Speed Hump Request Application Fee	\$150.00	Application processing and initial engineering review to determine if the road meets the necessary criteria for speed humps.
Traffic Study	\$2,200.00	Fee for performing traffic study, collecting and analyzing data regarding traffic patterns needed to inform decisions on speeding and the potential impacts of installing traffic calming measures
Erosion Protection and Sedimentation Control Permit	\$250.00	Permit fee for sites ranging from 5,000 square feet to 10,000 square feet, and for sites within 50 feet of a body of water or a wetland that disturbs 1,000 square feet to \$10,000 square feet.
	\$500.00	Permit fee for sites ranging from 10,001 square feet to ½-acre (21,780 square feet)
	\$500.00 plus \$50.00 for each additional 1,000 square feet	Permit fee for sites greater than ½-acre (21,780 square feet)
Moratorium Street Cut	\$2,500	Arterial / Collector streets per cut
	\$2,000	Riverfront District per cut
	\$1,200	All other streets per cut
Sanitary Sewer Capacity COA (Non-SDC) Surcharge	Varies	Surcharge fee per equivalent dwelling unit (EDU) based on the portion of Wastewater Collection System between the subject property and the Wastewater Treatment Plant which development will discharge to that is identified as at or above capacity in the 2021 Wastewater Master Plan.



St. Helens Universal Fee Schedule

UTILITY BILLING FEES		
Water Service Shut off/on: Mon-Fri 830 AM - 430 PM	\$	- No Charge
Water Service Shut off/on: During off business hours	\$	150.00 Per request
Failed Payment Arrangement	\$	50.00
Late Fee	\$	25.00 Fee waived if bill is < \$25
Reconnection Fee (if Shutoff due to non-payment)	\$	75.00 Fee applied on Shut-off Day
Temporary Service for New Construction	\$	25.00
Tampering with Meter Fees		
Tampering: Turning water on/off without City Personnel	\$	50.00 Up to and possibly including cost of meter replacement & Labor
Tampering: Turning water on while on the current shut-off list	\$	100.00 Up to and possibly including cost of meter replacement & Labor
Tampering: Breaking installed Lock to turn on meter	\$	200.00 Up to and possibly including cost of meter replacement & Labor & Ticket from Police
Utility Billing Insert - B&W, 1-Sided, 8.5x11	\$	500.00 Available to Non-Profits Only
Utility Billing Insert - B&W, 2-Sided, 8.5x11	\$	650.00 Available to Non-Profits Only
Utility Billing Insert - Color, 1-Sided, 8.5x11	\$	1,100.00 Available to Non-Profits Only
Utility Billing Insert - Color, 2-Sided, 8.5x11	\$	1,550.00 Available to Non-Profits Only



St. Helens Universal Fee Schedule

WASTEWATER TREATMENT PLANT FEES			
Pretreatment Program Administrative Fee (Choose Option)			
Annual	\$	1,500.00	
Monthly	\$	125.00	
Annual DEQ Fees Assessed to the City	\$	-	Actual cost of DEQ
New Industrial Discharge Permit Issuance	\$	500.00	
Renewal Industrial Discharge Permit Issuance	\$	300.00	
Non-Discharge Annual Permit Fee	\$	500.00	
Demand Inspection Fee	\$	100.00	
Demand Sampling and Monitoring Fee	\$	-	Actual cost of service
Enforcement Activities	\$	-	Actual cost of service



St. Helens Universal Fee Schedule

PARKS AND RECREATION FEES			
Park Areas for Reservation			
McCormick Park			
Area 1 - Veterans Pavilion	\$	25.00	Per 3-hour Session
Areas 2-4	\$	25.00	Per 3-hour Session
Campbell Park			
Areas 1-2	\$	25.00	Per 3-hour Session
Columbia View Park			
Area 1 - Gazebo Amphitheater	\$	25.00	Per 3-hour Session
Field Areas for Reservation			
McCormick Park			
Softball Fields 1-2	\$	10.00	Per 3-hour Session
T-ball Fields 1-2	\$	5.00	Per 3-hour Session
Soccer Field (Combines both T-ball Fields)	\$	10.00	Per 3-hour Session
6th Street Park			
Baseball Fields 1-2	\$	5.00	Per 3-hour Session
Campbell Park			
Softball Fields 1-2	\$	10.00	Per 3-hour Session
Recreation Center			
Softball Fields 1-3	\$	5.00	Per 3-hour Session
Dock moorage fee	\$	15.00	Per day
Dock electrical connection	\$	5.00	Per 24 hours
Recreation Center			
Recreation Center Rental	\$	30.00	Per Hour
Security Deposit (refundable)	\$	50.00	Refundable security deposit
Community Center			
Community Center Small Meeting Room	\$	10.00	Per Hour Non-profits 50% reduction with proof of non-profit letter
Community Center Main Room Rental (kitchen not rentable)	\$	25.00	Per Hour Non-profits 50% reduction with proof of non-profit letter
Community Center Theatre Room Rental	\$	25.00	Per Hour Non-profits 50% reduction with proof of non-profit letter
Toddler Play Gym ages 0-5 years old	\$	25.00	Per Hour
Event Impact Fee	\$	4.95	Per Ticket
Permit - Parade			
Permit - Public Assembly	\$	50.00	Per event
Permit - To Amplify Sound	\$	50.00	Per event
Permit - Engage in Commercial Activity	\$	50.00	Per event
Permit - To Use City Property During Hours of Closure	\$	50.00	Per event
Permit - To Use Electrical Connections Owned by City	\$	25.00	Per day
Permit - To Use Special Use Area	\$	50.00	Per event
Late Fees			
General Park Use (7 business days)	\$	10.00	
Public Assembly (45 business days)	\$	25.00	
Parade & Walks (45 business days)	\$	50.00	
Tournament Fee	\$	10.00	Per Team
Use of Field Lights	\$	25.00	



St. Helens Universal Fee Schedule

PUBLIC WORKS FEES		
Water System Connection		
• 3/4-inch meter only (Single Family)		\$310.00
• 3/4-inch meter only (Duplex)		\$620.00
• 3/4-inch meter and service (Single Family)		\$1,700.00
• 3/4-inch meter and service (Duplex)		\$3,400.00
• 1-inch or larger meter		\$1,700.00 plus actual Time and Materials
Wastewater System Connection		
• 4-inch diameter sewer main tap fee		\$300.00
• Sewer main tap fee for taps greater than 4-inches		\$300.00 plus actual Time and Materials
Stormwater System Connection		
• 4-inch diameter sewer main tap fee		\$300.00
• Sewer main tap fee for taps greater than 4-inches		\$300.00 plus actual Time and Materials

**COLUMBIA COUNTY - CITY OF ST HELENS
INTERGOVERNMENTAL AGREEMENT
PERMIT DATA COMPILATION SERVICES**

PARTIES

This Intergovernmental Agreement (“Agreement”) is entered into by and between Columbia County, a political subdivision of the State of Oregon (“County”), and the City of St Helens, a municipal corporation of the State of Oregon (“City”), either of which hereinafter may be referred individually as a “Party” or collectively as the “Parties”.

RECITALS

WHEREAS, by the authority granted in ORS 190.010, a unit of local government may enter into a written agreement with another unit of local government to perform any and all functions that a party to the agreement, its officers or agencies, have the authority to perform; and

WHEREAS, the County currently compiles electronic Address, Parcel and Owner (APO) data (“County Data”) in its Assessment & Taxation database, and further extracts and converts the necessary APO data into Accela Automation Data for County Permit Administration, using Accela Automation Standards, and the City wishes to engage the County to similarly collect and convert City APO data into Accela Automation Data for areas within the City (“City Data”) and provide such City Data to the City for its use (the “Services”); and

WHEREAS, the County has qualified staff able to provide the Services to the City; and

WHEREAS, the City desires to engage the County to provide the Services as outlined above; and

WHEREAS, the County desires and is able to provide the Services to the City; and

WHEREAS, the County and the City desire to set the terms and conditions for the County to provide the Services to the City in this Agreement.

AGREEMENT

In consideration of the mutual promises contained herein and for other good and valuable consideration, the receipt of which are hereby acknowledged, it is hereby agreed to between the Parties as follows:

1. **Effective Date.** This Agreement shall become effective on July 1, 2025.
2. **Term.** This Agreement shall commence on the Effective Date and shall expire on Jun 30, 2026 (the “Initial Term”), unless terminated earlier pursuant to this Agreement. The Agreement shall automatically renew annually for four (4) additional one (1) year terms, (each a “Renewal Term”) unless either party provides written notice not to renew the Agreement at least thirty (30) days prior to the end of the then-current term.

3. Provision of Services. Columbia County agrees to provide the Services as further defined below:

The County will collect and convert City APO data into Accela Automation Data for areas within the City and provide such City Data to the City for its use on a quarterly basis (January, April, August, October). The County reserves the right to prioritize compiling County Data. If the County is unable to complete the Services within the time periods established in this Agreement, Columbia County shall notify the City.

4. Compensation/Invoicing. County shall bill the City for work performed on an hourly basis at the current hourly rate of the County employee(s) compiling the City Data. Said amount shall include all expenses and constitute the complete compensation owed by City to County for performance of the Services under this Agreement. Time will be billed in half-hour increments. Unless otherwise agreed to in writing by the parties, the County shall bill the City annually at the end of each term as provided in Section 2, above. City shall make payment in a single lump sum within 30 days of each such billing. The Parties do not anticipate the County's performance of its obligations under this agreement to exceed more than 5 hours in a single billing cycle. In the event the County requires additional time to fully perform its obligations under this Agreement, the County will provide the City with an estimate of the additional time needed, and will work for such additional time only after receiving written authorization from the City to proceed.

5. Contract Representatives. Contract representatives for this Agreement are the following:

For County:

Andrea Jurkiewicz, Columbia County Assessor
Columbia County Courthouse
230 Strand Street
St. Helens, Oregon 97051
andrea.jurkiewicz@columbiacountyor.gov
(503) 397-7413

For City:

John Walsh, City Administrator
City of St. Helens
265 Strand Street
St. Helens, Oregon 97051
jwalsh@sthelensoregon.gov
503-397-6272

All correspondence shall be sent to the above addresses when written notification is necessary. Representatives of the parties to this Agreement can be changed or substituted by either party providing written notice to the other party at the provided address.

6. Termination. This Agreement may be terminated by either party, without cause, upon thirty (30) days prior written notice to the other party. In the event either Party fails to substantially perform their respective obligations under this Agreement (a "Default"), this Agreement may be terminated immediately by the non-Defaulting Party and all costs incurred and fees earned by the County prior to the termination shall be paid by the City to the County.
7. Independent Contractor. The County is hereby engaged as an independent contractor, and will be so deemed for purposes of this Agreement and any applicable laws, regulations or policies relating to contracting or employment.
8. Assignment. Any assignment, subcontract, or delegation of the Services by Columbia County, in its sole discretion, to any other person, firm or corporation requires the City's express consent in writing.
9. Records; Reports. Each party shall maintain records of its costs and expenses under this Agreement for a period of not less than three (3) fiscal years following completion of this Agreement. Upon reasonable advance notice, either Party may, from time to time, inspect, audit, and make copies of the other Party's records relating to this Agreement. Upon the written request of the City, the County shall, within a reasonable time, provide a written report on the progress of and information related to the Services as outlined in this Agreement.
10. Indemnification. To the extent of the limitations of the Oregon Tort Claims Act, the Oregon Constitution and the respective charters, each of the Parties hereto agrees to indemnify and hold harmless the other Party, its officers, agents and employees, from and against all third party claims, suits, actions, damages, costs, losses and expenses, including reasonable attorney fees, at trial and on appeal, in any manner resulting from, arising out of, or connected to the Party's performance, or failure to perform, its obligations under this Agreement; except liability arising out of the indemnified party's gross negligence or willful act or omission.
11. Non-Discrimination. The Parties agree that no person shall, on the grounds of race, color, creed, national origin, sex, sexual orientation, marital status, disability, or age, suffer discrimination in the performance of this Agreement.
12. Non-Appropriation. In the event sufficient funds shall not be appropriated for the payment of consideration required to be paid under this Agreement, and if the City has no funds legally available for consideration from other sources, then either Party may terminate this Agreement pursuant to Section 6 of this Agreement. In the event of such termination, the County may immediately cease its performance of their obligations under this Agreement. The City shall be obligated to pay the County for that portion of the Services performed by the County in accordance with Section 6, above.
13. Legal Fees. In the event any action, suit or proceeding, including any appeals therefrom, is brought for failure to observe or perform any of the terms of this Agreement, each Party shall

be responsible for its own attorney's fees, expenses, costs and disbursements for said action, suit, proceeding or appeal.

14. Non-Waiver. The failure of either Party to enforce any provision of this Agreement shall not constitute a waiver of that or any other provision of this Agreement.
15. Time of the Essence. The Parties agree that time is of the essence in this Agreement.
16. Choice of Law. This Agreement shall be governed by the laws of the State of Oregon.
17. Venue. Venue relating to this Agreement shall be in the circuit court of the State of Oregon for Columbia County, located in St. Helens, Oregon.
18. Severability. If any provision of this Agreement is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holdings shall not affect the validity of the remainder of this Agreement.
19. Entire Agreement. This Agreement constitutes the entire agreement between the Parties. No waiver, consent, modification or change of terms of this Agreement shall bind either Party unless in writing and signed by both Parties. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance for the specific purpose given. There are no understandings, agreements, or representations, oral or written, regarding this Agreement that are not contained within the terms of this Agreement.

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20. Authorization. The Parties, by signature of respective authorized representatives below, hereby acknowledge that they have reviewed, understand and agree to the terms and conditions of this Agreement.

Dated this _____ day of _____, 2025

**BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON**

Kellie Jo Smith, Chair

Margaret Magruder, Commissioner

Casey Garrett, Commissioner

Approved as to Form:

Office of County Counsel

CITY OF ST HELENS

City Manager

Attested:

City Recorder

Approval as to Form:

City Attorney

City of St. Helens
AMENDMENT NO. 1 TO
INDEPENDENT CONTRACTOR AGREEMENT

This Amendment is made on October 15, 2025, between City of St. Helens, an Oregon municipal corporation (the “City”), and **Treadway Events & Entertainment LLC**, an Oregon limited liability company (“Contractor”), collectively the “Parties” and each a “Party”.

RECITALS

A. WHEREAS, on or about August 7, 2024, the City and Contractor entered into an agreement (“Agreement”) in which Contractor agreed to provide services (“Services”) related to the production and management of events; and

B. WHEREAS, Paragraph 3 of the Agreement provides that the Agreement terminates on December 31, 2025, and that the term may be extended annually for up to three (3) years through December 31, 2028 by mutual written agreement of the Parties; and

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

AGREEMENT

NOW, THEREFORE, the parties mutually agree as follows:

1. The termination date of the Agreement signed on or about August 7, 2024, shall be amended to reflect a **termination date of December 31, 2026**, unless earlier terminated according to the terms of the Agreement.

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

ST. HELENS:

CITY OF ST. HELENS, an Oregon
municipal corporation

By: _____

Name: _____

Its: _____

CONTRACTOR:

**TREADWAY EVENTS &
ENTERTAINMENT LLC**

By: _____

Name: _____

Its: _____

APPOINTMENTS TO ST. HELENS CITY BOARDS AND COMMISSIONS

Item #6.

City Council Meeting ~ October 15, 2025

Pending applications received:

<u>Name</u>	<u>Interest</u>	<u>Date Application Received</u>	<u>Referred by Email To Committee(s)</u>
• Ashley Stanley	Parks & Trails Commission	9/15/25	9/16/25

Parks & Trails Commission (4-year terms)

- Nick Flory resigned. His term expires 12/31/2026.

Status: A press release was sent out on August 26 with a September 23 deadline. The Commission meets on October 13 to interview Ashley Stanley and will make a recommendation to the Council.

Next Meeting: November 10, 2025

Recommendation: Pending Commission recommendation from October 13

City of St. Helens
RESOLUTION NO. 1648

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

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

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

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

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

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

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

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

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

Ayes: Locke, Carlson, Conn, Morten, Peterson

Nays: None

/s/ Randy Peterson

Randy Peterson, Mayor

ATTEST:

/s/ Kathy Payne

Kathy Payne, City Recorder

City of St. Helens
Consent Agenda for Approval

CITY COUNCIL MINUTES

Presented for approval on this 15th day of October, 2025 are the following Council minutes:

2025

- Work Session, Executive Session, Public Hearing, and Regular Session Minutes dated September 17, 2025
- Special Session Minutes dated September 22, 2025
- Public Forum and Regular Session Minutes dated October 1, 2025

After Approval of Council Minutes:

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



COUNCIL WORK SESSION

Wednesday, September 17, 2025

DRAFT MINUTES

MEMBERS PRESENT

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

STAFF PRESENT

John Walsh, City Administrator	Aaron Kunders, Water Quality Manager
Kathy Payne, City Recorder	Sharon Darroux, Engineering Manager
Lisa Scholl, Deputy City Recorder	Alex Bird, Engineer II
Crystal King, Communications Officer	Ashley Wigod, Contracted City Attorney
Shanna Duggan, Recreation Manager	David Rabbino, Contracted City Attorney
Mouhamad Zaher, Public Works Director	

OTHERS

Steve Topaz	Dominic Maiello	Joel, Romano Properties
Brady Preheim	Nick Ries	Erin Salisbury
Jeff Humphreys	Robyn's Phone	Reed Hjort
David Lintz	Marci Sanders	

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

CLEARING CONFUSION AND SETTING THE FACTS STRAIGHT

1. Response to September 3 Visitor Comments

No responses.

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

- ◆ Brady Preheim. Expressed appreciation for the comprehensive work done by staff in identifying cracks on the Waterfront project, though he voiced concern about the extensive list of issues that need repair. He also expressed concern about the Parks and Recreation Manager job description, noting it had been two years with the wrong description. He believed that since the position now only handles recreation instead of both parks and recreation, there should be a reduction in salary as it has half the responsibilities. Additionally, he raised safety concerns about the lack of railing across from the splash pad, pointing out it seemed dangerous as children could fall off the ledge.
- ◆ Steve Topaz. Spoke about free speech issues, referencing a recent shooting in Utah. He stated that in his own experience bringing problems about the sewer system and storm drains, he was considered "out of touch with the law" and that it would be "illegal" for him to talk about it, which resulted in federal court action. He noted that the federal court ruled that laws on public speaking in Oregon are illegal under the US Constitution, particularly regarding timing, subject matter, and types of words to be used.

DISCUSSION TOPICS

2. Employee Length of Service Recognition - Aaron Kunders 25 Years!

Mayor Massey recognized Aaron Kunders who reached 25 years of service with the City on September 11, 2020. Public Works Director Mouhamad Zaher praised Kunders for his exemplary leadership, particularly highlighting his role in merging the Wastewater Treatment and Water Filtration plants into one division. Zaher emphasized that Kunders had been promoted from superintendent to Water Quality Manager and possesses irreplaceable institutional knowledge of the City's entire system.

Council President Chilton shared that she had brought her child to the treatment facility for Take Your Kid to Work Day, where they learned valuable lessons about proper waste disposal. Steve Topaz added that Kunders is "not just a good guy, he's a super guy" who works effectively between federal regulations and pollution control, and is an excellent teacher for both children and adults.

3. Quarterly Reports from City Departments/Divisions (Informational)

Council reviewed the quarterly reports. Mayor Massey noted that Communications Officer Crystal King's report was very thorough. King announced that Trunk or Treat would be held on October 25, with participation from Recreation, Library, and Police.

King and Marci Sanders shared exciting news that St. Helens Main Street Alliance had made it to the top 50 finalists for the Levitt Foundation Music grant. The grant is an in-kind matching grant for three years, up to \$40,000 per year (totaling \$120,000), to support free community concert series to activate underutilized spaces. After a community voting campaign that ended Monday, they discovered they had made the final cut. The foundation is now in a review process until November 18, which will involve securing additional letters of support from community members. If awarded, the funding would primarily go toward fairly compensating local bands and securing new bands for the "13 Nights on the River" concert series.

The Council also briefly reviewed the Recreation report, noting the after-school programs currently serve approximately 100 children. Mayor Massey emphasized the importance of these programs for the youth in the community.

4. Review Agreement with Mackenzie for New Police Station at 1771 Columbia Blvd. - Jeff Humphreys, Mackenzie Architect

Jeff Humphreys from Mackenzie Architects presented the proposed agreement for the new police station to be located at 1771 Columbia Boulevard. The project had previously been planned for the Kaster Road site, but the City is now moving forward with the Columbia Blvd. location. Humphreys explained that the building design would need to be mirrored to fit the new site, with the entry now positioned in the northeast corner. A plaza would welcome people coming from Columbia Blvd., with secure parking for staff and emergency vehicles at the back of the site. Public street parking would be available along Columbia Blvd., S. 17th Street, and Cowlitz Street.

Humphreys presented the revised schedule, noting they would need to redo the design development phase due to the new site, which requires new landscaping, civil work, and land use approval. Construction is anticipated to start in the second quarter of next year with completion in fall 2027. The contract modification requested amounts to \$355,380, primarily covering the design development, land use adjustments, and value engineering changes.

Council President Chilton expressed concerns about adequate public parking, but Humphreys explained that the parking demand would be minimal since the building doesn't include a community meeting room. The facility will have a small public lobby, records desk, public restroom, and a safety room for emergencies.

Mayor Massey noted that the project had undergone significant value engineering to reduce the budget from over \$15 million to \$12.6 million. Dave Lintz, the owner's representative, confirmed they have \$1.5 million in contingency throughout the budget and the current budget is at \$12,525,000.

5. Review of Punch List Items from Downtown Projects - *Public Works Director Mouhamad Zaher*

Public Works Director Mouhamad Zaher presented a comprehensive list of punch list items for the downtown projects. He explained that the projects consist of three separate components: the R-685 (intersection at S. 1st Street and St. Helens Street), M-532 (underground utilities), and P-525 (street utilities).

Zaher reported that across all three projects, the City poured 76,000 square feet of concrete, with only 464 square feet showing cracks—representing less than 1% deficiency (99.5% of the concrete work is in good condition). He stated that the contractor has been directed to replace all cracked concrete rather than just seal it, as previous repair attempts made some areas look worse. The repairs are underway and should be completed within a month.

Additionally, Zaher addressed issues with landscaping, noting that the contractor has been ordered to redo the entire project landscaping for the third time due to inadequate work. He also mentioned problems with bollard lights along the trail that have been repeatedly vandalized. These lights have been turned off for safety reasons to prevent electrocution hazards, and the City is working with the contractor to develop protection measures.

In response to Brady Preheim's earlier comment about the splash pad area, Zaher confirmed they have met with the landscape architect to develop safety solutions, including adding some type of guard rail to prevent children from falling over the edge.

Councilor Hubbard questioned whether the concrete cracking was due to insufficient expansion joints in the design. Director Zaher acknowledged that better craftsmanship from the concrete installer could have prevented some issues, as they should have known to add joints even if not specified in the design. Engineer II Alex Bird added that the specifications did include language allowing for field adjustments to joint lines that the contractor should have followed.

Mayor Massey requested bimonthly updates on the progress of the punch list items until all are resolved.

6. Review of Proposed Exclusive Negotiating Agreement (ENA) with Romano Properties for Potential Waterfront Development - *City Administrator John Walsh*

City Administrator John Walsh introduced the proposed Exclusive Negotiating Agreement (ENA) with Romano Properties for potential waterfront development. Contracted City Attorney David Rabbino explained that the City had negotiated the final terms with Romano Properties, including an agreement that if the deal does not close, the City would reimburse the developer 50% of third-party report costs up to a maximum of \$100,000.

Joel Blanton represented Romano Properties at the meeting (as Greg Romano was unable to attend due to a personal matter). The agreement gives Romano Properties a six-month window of exclusivity to conduct due diligence, develop plans, and create concepts. Any specific land acquisition or development would require subsequent agreements.

Walsh noted that the City first met with Romano Properties in March, and the Council expressed excitement about moving forward with the partnership. The formal approval of the agreement would be on the agenda for the evening's regular session.

7. Review Proposed Rates Increases for Waste Management Drop Box Services - City Administrator John Walsh

City Administrator John Walsh presented the proposed rate increases for Waste Management drop box services. The franchise agreement with Waste Management has a prescriptive formula for rate adjustments, capped at 1.5% annually. Based on the current CPI of approximately 5%, the increase would default to the 1.5% maximum.

Mayor Massey expressed concern that the City has approved 1.5% increases every year since 2021, and questioned whether the Council was simply "rubber stamping" these increases without adequate review. She suggested requesting more detailed data to justify the increases and improving communication with citizens about why rates are being raised.

Nick Ries from Waste Management confirmed the 1.5% annual increase is per their agreement and mentioned they serve about 21 customers within St. Helens. He offered to follow up with more detailed information and expressed willingness to explore ways the company could support community events, similar to how they assist Vernonia, Columbia County, and Scappoose with various events.

8. Review Proposed Amendments to Parks & Recreation Manager Job Description - City Administrator John Walsh

City Administrator John Walsh explained that the Parks and Recreation Manager position had been separated several years ago, with parks maintenance moving to a different department. The job description was never updated, and this amendment would officially change it to Recreation Manager. Once the job description is approved, the City will conduct a pay equity study to confirm appropriate market compensation for the position.

Mayor Massey expressed appreciation for the administrative housekeeping to properly align job descriptions with actual duties.

9. City Administrator Report

- Highlighted the exciting developments with Romano Properties and the upcoming public hearing about additional property for industrial development.
- Congratulated Main Street for making the top 50 finalists for the Levitt grant.
- Represented the City at the Growing Rural Oregon Conference, discussing a \$500,000 grant (\$100,000 per year) aimed at supporting entrepreneurs, which the City directed to the Columbia Economic Team and Small Business Resource Center.
- Working with Finance Director Gloria Butsch on utility rate studies and financial planning to address the City's concerning budget forecast.
- Noted issues with the City's phone system, which is at the end of its life and not supported anymore.
- Expressed appreciation for Aaron Kunders' 25 years of service, emphasizing the value of institutional knowledge and employee commitment to the city.

ADJOURN – 4:21 p.m.

EXECUTIVE SESSION

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

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

ATTEST:

Kathy Payne, City Recorder

Jennifer Massey, Mayor

City of St. Helens

CITY COUNCIL

Item #7.

Executive Session Summary

September 17, 2025

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

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

Others: Ashley Wigod, City Attorney with Jordan Ramis PC
David Rabbino, City Attorney with Jordan Ramis PC



At 4:30 p.m., Mayor Massey opened the Executive Session pursuant to the ORS numbers listed below and then gave roll call. Other than Labor Negotiations, representatives of the news media, designated staff, and other persons as approved shall be allowed to attend the Executive Session. All other members of the audience are asked to leave the Council Chambers. Representatives of the news media were specifically directed not to report on or otherwise disclose any of the deliberations or anything said about these subjects during the executive session, except to state the general subject of the session as previously announced. No decision may be made in executive session. Any person in attendance, including the news media, who has a recording device is directed to turn it off.

- **Real Property Transactions, under ORS 192.660(2)(e)**
 - Update on pending purchase of a portion of property at St. Helens Industrial Business Park by Arcadia Paper Mills.
 - Update on potential sale of City property on Ross Road.
- **Deliberations with persons appointed to carry out Labor Negotiations, under ORS 192.660(2)(d)**
 - Update on labor negotiations with the AFSCME general employees' union.
- **Consult with Legal Counsel & Potential/Pending Litigation, under ORS 192.660(2)(h)**
 - Nothing was discussed under this provision.
- **Exempt Records/Confidential Attorney-Client Privileged Memo, under ORS 192.660(2)(f)**
 - Nothing was discussed under this provision.

The Executive Session was adjourned at 5:26 p.m.



ATTEST:

Kathy Payne, City Recorder

Jennifer Massey, Mayor

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



COUNCIL PUBLIC HEARING

Wednesday, September 17, 2025

DRAFT MINUTES

MEMBERS PRESENT

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

STAFF PRESENT

John Walsh, City Administrator
 Kathy Payne, City Recorder
 Lisa Scholl, Deputy City Recorder
 Jacob Graichen, City Planner
 Ashley Wigod, Contracted City Attorney

OTHERS

Steve Topaz	Brad Monroe
Nicholas Hellmich	T. Curry
Brady Preheim	Ron Houghtelling
Adam St. Pierre	Chris Houghtelling
Tanner Boyle	

OPEN PUBLIC HEARING – 6:30 p.m.

TOPIC

1. Sale of City-Owned Property at 1300 Kaster Road described as:
 - Tax Account No. 11362, Map No. 4N1W-4DD-11300
 - Tax Account No. 11361, Map No. 4N1W-4DD-10800
 - Tax Account No. 13215, Map No. 4N1W-9-100

Contracted City Attorney Ashley Wigod explained the legal requirements for selling real property under ORS 221.725, noting that the City must publish a notice stating the time and place of the public hearing, property description, proposed uses, and reasons why the Council considers it necessary or convenient to sell the property. Wigod confirmed that the City Recorder had satisfied the notice requirements and noted that the option area had been updated to a 25-acre parcel.

PUBLIC COMMENTS

- ◆ Steve Topaz. Spoke both for and against the property sale. He noted that the sale would prevent a proposed toxic waste facility, as the property's location would make toxic waste transportation and processing unfeasible. However, he expressed concerns about power usage requirements for whatever would be built on the property, questioned whether the marijuana grow facility still had first right of refusal on mill property sales, and worried about losing industrial business space.
- ◆ Nicholas Hellmich. Briefly commented in favor of selling the property.

City Administrator John Walsh explained that the nature of the proposed sale is an option for Project Arcadia to purchase 25 additional acres to expand the paper mill they are currently rehabilitating. The option would be valid for two years. The purchase price was set at \$200,000 per acre, which exceeds the appraised value of approximately \$140,000 per acre. Walsh clarified that the option would be contingent upon the owners acquiring the mill site.

City Planner Jacob Graichen provided details about the property, noting it contains wetlands on the east and west sides with a canyon having a 44% slope on the east. He explained that the area has limited access, with the only practical route being through a gravel road cutting through the wetland on the west side or through the mill site itself. Graichen emphasized that the City would retain certain parcels, including those along Kaster Road that provide vehicle, pedestrian, and utility access. He also confirmed that the existing ball fields would not be included in the option area and that all land in question is zoned Heavy Industrial.

CLOSE PUBLIC HEARING – 6:42 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Jennifer Massey, Mayor



COUNCIL REGULAR SESSION

Wednesday, September 17, 2025

DRAFT MINUTES

MEMBERS PRESENT

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

STAFF PRESENT

John Walsh, City Administrator
 Kathy Payne, City Recorder
 Lisa Scholl, Deputy City Recorder
 Jacob Graichen, City Planner
 Ashley Wigod, Contracted City Attorney

OTHERS

Steve Topaz	Brad Monroe
Nicholas Hellmich	T. Curry
Brady Preheim	Ron Houghtelling
Adam St. Pierre	Chris Houghtelling
Tanner Boyle	

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

PLEDGE OF ALLEGIANCE

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

- ◆ Brady Preheim. Expressed concerns about a company that presented a proposal for the Riverfront property. He questioned the vetting process for this company, stating they didn't seem organized or professional enough for a multimillion-dollar project. He noted the City would be responsible for half of all costs if the project failed. Preheim also expressed concern about the use of "spiritofhalloweentown.co" instead of the city-owned "spiritofhalloweentown.com" domain.
- ◆ Adam St. Pierre. Commented on lighting differences throughout the City, explaining that different types of lighting serve different purposes such as area lighting, task lighting, and pathway lighting. He mentioned that government agencies consider light pollution when making lighting decisions. St. Pierre also congratulated Mayor Massey on becoming a grandmother.
- ◆ Nicholas Hellmich. Voiced concerns about the police chief selection process, stating it was conducted behind closed doors with nondisclosure agreements that prevented public input. He suggested the secrecy undermines public trust and confidence in City leadership. Hellmich noted the Police Department's budget has increased significantly from \$3.8 million in 2020-2021 to \$5.6

million in 2023-2024 and suggested considering contracting with the County Sheriff's Office for law enforcement services.

DELIBERATIONS

1. Sale of City-Owned Property at 1300 Kaster Road described as:
 - Tax Account No. 11362, Map No. 4N1W-4DD-11300
 - Tax Account No. 11361, Map No. 4N1W-4DD-10800
 - Tax Account No. 13215, Map No. 4N1W-9-100

Council briefly discussed the sale of city-owned property at 1300 Kaster Road with unanimous agreement to proceed with the sale.

ORDINANCES – Final Reading

2. **Ordinance No. 3314:** An Ordinance Revising Chapter 18.36, Environmental Protection, Erosion Prevention, and Sediment Control Rules, of the St. Helens Municipal Code to Meet the City's Requirement as a Designated Management Agency Under the DEQ's Willamette Basin Mercury Total Maximum Daily Load

Mayor Massey read Ordinance No. 3314 by title. **Motion:** Motion made by Council President Chilton and seconded by Councilor Gundersen to adopt Ordinance No. 3314. **Vote:** Yea: Mayor Massey, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

3. **Ordinance No. 3317:** An Ordinance to Annex and Designate the Zone of Certain Property at 58506 Kavanagh Street (Avenue)

Mayor Massey read Ordinance No. 3317 by title. **Motion:** Motion made by Councilor Sundeen and seconded by Councilor Gundersen to adopt Ordinance No. 3317. **Vote:** Yea: Mayor Massey, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

RESOLUTIONS

4. **Resolution No. 2058:** A Resolution Establishing an Official Compensation Package for Members of the City of St. Helens Planning Commission, and other City Advisory Boards and Commissions for Food, Beverages, and Other City-Related Items

Mayor Massey read Resolution No. 2058 by title. **Motion:** Motion made by Council President Chilton and seconded by Councilor Gundersen to adopt Resolution No. 2058. **Vote:** Yea: Mayor Massey, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

5. PUBLIC COMMENT - Increase in Drop Box Rates

No public comments were received regarding the increase in drop box rates.

Resolution No. 2059: A Resolution Establishing Drop Box Rates and Superseding Resolution No. 2028

Motion: Motion made by Council President Chilton and seconded by Councilor Gundersen to adopt Resolution No. 2059.

During discussion, Mayor Massey mentioned she would like to see if the service provider would be willing to partner with the City for community projects. She asked City Administrator John Walsh to follow up on this possibility.

Councilor Sundeen asked about when the next franchise agreement negotiation would occur, noting it had been renewed not too long ago.

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

- 6. Resolution No. 2060:** A Resolution of the City Council of St. Helens, Oregon, Finding it Necessary and Convenient to Sell Real Property Located at Tax Account No. 11362 Map No. 4N1W-4DD-11300, Tax Account No. 11361 Map No. 4N1W-4DD-10800, and Tax Account No. 13215 Map No. 4N1W-9-100 and Authorizing the City to Enter into the Option to Purchase the Property in Compliance with ORS 221.725

Contracted City Attorney Ashley Wigod requested an amendment to the resolution to make the exercise of the option conditional upon the buyer owning the adjacent paper mill property.

Motion: Motion made by Council President Chilton and seconded by Councilor Hubbard to adopt Resolution No. 2060 and authorize the City Administrator to enter into the Option Agreement as substantially described and amended to make the exercise of the Option Agreement conditional upon the Buyer owning the Paper Mill property. **Vote:** Yea: Mayor Massey, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

APPROVE AND/OR AUTHORIZE FOR SIGNATURE

7. Agreement with Mackenzie for New Police Station at 1771 Columbia Blvd.
8. Exclusive Negotiating Agreement with Romano Properties for Proposed Development on Riverfront Property

Motion: Motion made by Council President Chilton and seconded by Councilor Gundersen to approve '7' and '8' above. **Vote:** Yea: Mayor Massey, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

APPOINTMENTS TO BOARDS AND COMMISSIONS

9. Reappoint Robert Dunn and Jana Mann and Appoint Kelsey Knutson to the Library Board

Motion: Motion made by Councilor Sundeen and seconded by Councilor Gundersen to reappoint Robert Dunn and Jana Mann and appoint Kelsey Knutson to the Library Board. **Vote:** Yea: Mayor Massey, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

CONSENT AGENDA FOR ACCEPTANCE

10. Library Board Minutes dated June 9, 2025
11. Library Board Special Meeting Minutes dated June 9, 2025
12. Library Board Special Meeting Minutes dated August 27, 2025

Motion: Motion made by Council President Chilton and seconded by Councilor Gundersen to approve '10' through '12' above. **Vote:** Yea: Mayor Massey, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

CONSENT AGENDA FOR APPROVAL

13. City Council Minutes dated September 3, 2025
14. Amended Recreation Manager Job Description (fka: Parks & Recreation Manager)
15. Declare Surplus Property - Police Department Vehicles
16. Accounts Payable Bill Lists

Motion: Motion made by Councilor Sundeen and seconded by Councilor Gundersen to approve '13' through '16' above. **Vote:** Yea: Mayor Massey, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

WORK SESSION ACTION ITEMS

No work session items were discussed.

COUNCIL MEMBER REPORTS

Councilor Sundeen reported...

- Parks and Trails Commission:
 - A new tool for parks assessment has been tested, enabling commissioners to document safety concerns and gather park user feedback.
 - There is an opening on the Parks and Trails Commission, with the application deadline next Tuesday.
- Historical information about the Plaza was shared:
 - Originally designed to showcase the courthouse.
 - Featured a fountain, replaced by a piece of German artillery after World War I, later scrapped for metal during World War II, and subsequently replaced with a flagpole removed following the Columbus Day storm.

Council President Chilton reported...

- Meetings with Treadway:
 - Provided support and guidance as they implement changes.
 - Spirit of Halloweentown preparations are underway with celebrities on board and events being planned.
 - An invitation for the Council to tour the gift shop and haunted house is forthcoming to view recent changes.

Councilor Hubbard reported...

- Joint Planning Commission and Council meeting:
 - Agreed with Councilor Sundeen's suggestion to meet less frequently, due to a lack of discussion topics.
 - This topic will be addressed in the next Planning Commission meeting.

Councilor Gundersen reported...

- Nothing to report.

MAYOR MASSEY REPORTS

- Thanked City Recorder Kathy Payne and Deputy City Recorder Lisa Scholl for their work in preparing meeting materials, noting it was Payne's birthday the previous day.
- She and Councilor Hubbard toured Arcadia (the paper mill property) last week and were impressed with the improvements already underway. She noted that next year would be the 100-year anniversary of the mill and expressed excitement about the partnership moving forward.
- Requested and received consensus from the Council to appoint Councilor Hubbard as liaison for the new police station construction project to ensure regular updates on progress, milestones, and budget adherence.
- Reviewed progress on various roadmap items from earlier in the year, noting completed items included:
 - Modifying news media policies to align with the Attorney General
 - Working on nuisance fees ordinance
 - Improving department reporting to Council
 - Improving reporting from Boards and Commissions
 - Updating the Governing Rules of the Council
 - Modifying Council meeting structure
 - Pursuing Human Resources consultant options
- Items still in progress or planned include:
 - 250th celebration for next year
 - City Charter update

- Full-time grant writer
- Town Halls
- Side-by-side vehicle regulations (tabled until December due to hunting season)
- Marine park contract compliance review scheduled for October 17

PROACTIVE ITEMS**OTHER BUSINESS**

Councilor Sundeen added that he would like to work with Walsh and Payne to establish a citizen committee for the 250th celebration of the country, noting that many cities are already planning their celebrations and suggesting this should be a community-wide effort involving organizations like the Lions Club.

ADJOURN – 7:27 p.m.

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

ATTEST:

Kathy Payne, City Recorder

Jennifer Massey, Mayor



COUNCIL SPECIAL SESSION

Monday, September 22, 2025

DRAFT MINUTES

MEMBERS PRESENT

Mayor Jennifer Massey
Councilor Mark Gundersen
Councilor Russell Hubbard
Councilor Brandon Sundeen

MEMBERS ABSENT

Council President Jessica Chilton

STAFF PRESENT

John Walsh, City Administrator
Kathy Payne, City Recorder
Lisa Scholl, Deputy City Recorder
Ashley Wigod, Contracted City Attorney

OTHERS

None

CALL SPECIAL SESSION TO ORDER – 4:00 p.m.

DISCUSSION TOPICS

1. Review Amendment No. 2 to the Purchase and Sale Agreement with Arcadia Holdings, LLC

City Administrator John Walsh presented Amendment No. 2 to the Purchase and Sale Agreement with Arcadia Holdings, LLC. He outlined the key changes to the agreement, which included:

- Consent to transfer the purchase and sale agreement to an affiliate of the original buyer, now Arcadia Holdings
- Setting the final legal description for the boundaries of the sale of land
- Amending the seller finance terms, with Arcadia paying more money upfront than originally anticipated
- Allocating the sale price between land value (\$5,000,000) and equipment value (\$25,500,000)
- Extending the closing deadline to December 30

Walsh also addressed a question from a previous Council meeting regarding water rights. He clarified that the City is not conveying any water rights as part of this transaction. Rather, the City is allowing Project Arcadia to use up to 50% of the water available under the City's water right, which amounts to a 40-million-gallon-per-day water right. If those rates get adjusted in the future or downsized, it would remain at 50% of the available amount, ensuring that both the City and Arcadia will always have water access.

Mayor Massey opened the floor for discussion on the changes, but no Council members had questions or comments on the modifications.

Contracted City Attorney Ashley Wigod confirmed that there was nothing additional to add beyond what Walsh presented, but noted that exhibits C-2 and D-1, along with an amortization schedule that's part of D-1, needed to be updated in the final packet. Mayor Massey confirmed these updated materials were available.

RESOLUTIONS

- 2. Resolution No. 2061:** A Resolution of the City Council of St. Helens, Oregon, Authorizing Amendment No. 2 to the Purchase and Sale Agreement of Property at 1300 Kaster Road, Tax Account Nos. 13249 and 13215, and Authorizing and Directing the City Administrator to Take Appropriate Steps to Effectuate Closing of the Sale of Property, and Repealing Resolution No. 2053

Mayor Massey read Resolution No. 2061 by title. **Motion:** Motion made by Councilor Sundeen and seconded by Councilor Hubbard to adopt Resolution No. 2061. **Vote:** Yea: Mayor Massey, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

OTHER BUSINESS

ADJOURN – 4:05 p.m.

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

ATTEST:

Kathy Payne, City Recorder

Jennifer Massey, Mayor



COUNCIL PUBLIC FORUM

Wednesday, October 01, 2025

DRAFT MINUTES

MEMBERS PRESENT

Mayor Jennifer Massey
 Councilor Mark Gundersen
 Councilor Russell Hubbard
 Councilor Brandon Sundeen

MEMBERS ABSENT

Council President Jessica Chilton

STAFF PRESENT

John Walsh, City Administrator
 Kathy Payne, City Recorder

OTHERS

Art Leskovich	Eddie
Steve Topaz	Debra Korpela
Mary Hubbard	Greg Korpela
Ron Trommlitz	Janelle Adams
Brady Preheim	

OPEN PUBLIC FORUM – 6:00 p.m.

Mayor Massey explained that the forum's purpose was to allow for the presentation of two community members, Arthur Leskovich and Stephen Topaz, on the future potential use of the wastewater treatment secondary lagoon.

Mayor Massey provided background that the City has been exploring repurposing the secondary lagoon area for more than a decade, with the most recent project name being the "Central Waterfront Redevelopment Project." She noted that the City is in early stages of repurposing this project and is gathering information and consulting with experts to identify the best ways to move forward safely and in the City's best interest.

Mayor Massey explained that both presenters have been personally engaged with the lagoon's status and potential repurposing. She noted that Topaz regularly speaks about the lagoon at Council Work Sessions during visitor comments, and when asked, was open to having a longer presentation period. Leskovich has also spent considerable time gathering information on this topic. The Council decided it would be beneficial for the City and community to provide them with an extended period to present their information and perspectives.

Mayor Massey clarified the forum format: Leskovich and Topaz would present their information uninterrupted, followed by a question and comment period. She asked that questions be written down and held until the end of the presentation.

TOPIC**1. Presentation of Viewpoint from Community Members Arthur Leskowich & Stephen Topaz on Future Potential Use of Wastewater Treatment Secondary Lagoon**

Steve Topaz began the presentation by explaining that the lagoon repurposing discussions started in 2014 with City Administrator John Walsh's presentation to Portland Harbor regarding where to put dredge waste. He introduced Art Leskowich to explain technical terminology.

Art Leskowich stated he prefers to use "contaminated sediments" rather than "toxic waste" when discussing the materials. He mentioned that most information he would share had already been presented to the Council previously but could be confusing due to the volume of information (thousands of pages). He noted his background in environmental business, primarily in cleanup.

Leskowich pointed out that the Council has changed over the years, while this project goes back over 10 years. He expressed concern that from the beginning, the only option discussed was turning the lagoon into a landfill, without exploring alternatives such as doing nothing, cleaning up completely, or options in between. He questioned whether the City had consulted with tribes, the Public Health Department, and other stakeholders beyond state agencies.

Leskowich discussed funding, noting that the project has been at higher levels of government for years, including the governor's office. He questioned why Portland Harbor and the state had such interest in sending contaminated sediments to St. Helens, explaining that clean sediments could be disposed of in open water.

Topaz then showed historical photos of the area, explaining important physical features including:

- The railroad on pilings 14 feet above water level
- A lift bridge that allowed barges from the river to enter the quarry
- The mill dumping large amounts of wood waste
- The lagoon's location relative to the railroad and river

The presenters showed additional photos demonstrating:

- The levee being 25 feet higher than the railroad
- A PVC membrane that had slipped and required repair
- A deep slot in the rock (283 feet deep) filled with sand
- Unconsolidated silty soils beneath the lagoon

Topaz presented data from groundwater testing in the area, highlighting concerning findings:

- Temperature variations in groundwater (58-67 degrees Fahrenheit instead of the expected 52 degrees)
- Evidence of gas being generated, causing the membrane to float
- Changes in water levels correlated with river tides, suggesting unstable ground
- Risks of the membrane floating during flood conditions

Leskowich explained that the lagoon's liner is leaking, allowing contaminants to leave the lagoon through a permitted National Pollution Discharge Elimination System (NPDES) pipe. He stated this permit was just renewed after 20 years and that the facility uses old technology that cannot meet current standards. He expressed concern about PFAS (per- and polyfluoroalkyl substances or "forever chemicals") leaving the lagoon and flowing toward the City's drinking water intake, which is about a mile and a half downstream.

The presenters showed maps of water flow patterns, highlighting:

- The discharge point from the lagoon into the Multnomah Channel
- Flow patterns carrying discharge toward the City's Ranney well drinking water collection system

- Areas of high contamination (PCBs at 1,000 times allowable levels) near a proposed barge unloading facility

Leskowich raised concerns about a previous application to use a contaminated area for a barge facility by Wilsonville Concrete Products, stating that the Division of State Lands was unaware of the contamination when processing the application, demonstrating a lack of communication between agencies.

Topaz noted Columbia County has the second-highest cancer rate in the state, suggesting potential links to environmental contamination. He presented calculations regarding the logistics of transporting contaminated sediments to St. Helens, estimating:

- 800,000 cubic yards of material would need to be moved annually
- This would require a truck every 7.5 minutes or five barges per day
- Processing challenges including drying and sorting of materials
- Potential revenue of \$120 million over 10 years, but with costs of \$110 million, netting only about \$800,000 per year

As they concluded, Leskowich questioned the current plan to spend \$400,000 on a permit application for the landfill and suggested exploring alternative uses for the Waterfront property such as floating homes, light commercial shipyards, or dry docks.

During the question period, Mayor Massey first acknowledged the need for a follow-up presentation to address all questions raised. She noted that multiple investigations in 2019-2023 showed groundwater at the lagoon flowing east toward the Multnomah Channel, not toward the Ranney well system. Topaz responded that water flow through the sandy slot versus basalt layers created a more complex situation than portrayed.

Mayor Massey asked about the Ranney collector wells' distance from the discharge point, which Leskowich confirmed was about a mile and a half.

Regarding PFAS from the fire department, Walsh indicated that staff may have followed up, but this would need to be addressed at the next meeting.

Leskowich questioned whether grant money received could be repurposed for alternatives to the landfill plan. Mayor Massey noted she understood there was approximately \$863,000 in federal dollars remaining. Walsh clarified that there was about \$1.4 million in the last round of funding (part FEMA money, part congressional appropriation), targeted for evaluating the berm's stability, with a shifted focus toward resilience.

Mayor Massey clarified that DEQ doesn't permit hazardous waste (which would require a different type of facility) but rather contaminated sediments. She asked about the project's origin, and Walsh explained that when examining the Veneer property, developers were concerned about the lagoon's odor. Consultants suggested filling it in, which led to evaluating whether this could be done safely with revenue-positive material that wouldn't negatively impact the community, potentially funding a relocated treatment facility and redevelopment.

Mayor Massey outlined potential scenarios: status quo, closing and capping the lagoon, marine expansion/recreation reuse, or a hybrid approach. Leskowich suggested the window for using the site as a landfill was closing and expressed doubt about building structures on the site in a cost-effective manner given its geological instability and proximity to the drinking water source.

CLOSE PUBLIC FORUM – 6:56 p.m.

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

ATTEST:

Kathy Payne, City Recorder

Jennifer Massey, Mayor



COUNCIL REGULAR SESSION

Wednesday, October 01, 2025

DRAFT MINUTES

MEMBERS PRESENT

Mayor Jennifer Massey
 Councilor Mark Gundersen
 Councilor Russell Hubbard
 Councilor Brandon Sundeen

MEMBERS ABSENT

Council President Jessica Chilton

STAFF PRESENT

John Walsh, City Administrator
 Kathy Payne, City Recorder
 Shanna Duggan, Recreation Manager

OTHERS

Art Leskowich	Eddie
Steve Topaz	Debra Korpela
Mary Hubbard	Greg Korpela
Ron Trommlitz	Janelle Adams
Brady Preheim	

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

PLEDGE OF ALLEGIANCE

PROCLAMATION

1. Lights on After School Day - October 23, 2025

Mayor Massey read a proclamation designating October 23, 2025, as "Lights on After School Day" in the City of St. Helens. The proclamation emphasized the importance of quality after-school programs for children's education, well-being, and development. It highlighted that after-school programs help children realize their full potential, support working families, address issues like school absenteeism and learning loss, and build stronger communities. The proclamation noted that after-school programs provide a solid return on investment, with every dollar invested saving at least three dollars through increased earning potential, improved school performance, and reduced crime and juvenile delinquency.

Mayor Massey expressed her enthusiasm for the Recreation Program and the opportunities it provides for local youth. Following the proclamation, photos were taken with Recreation Manager Shanna Duggan and Council members.

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

- ◆ Janelle Adams, Columbia Sexual Assault Response Network. Introduced a new local nonprofit focused on providing sexual assault response services in Columbia County. She explained that their mission is to deliver timely sexual assault medical exams, empower the community through

prevention and education, and strengthen support services that prioritize survivor safety, dignity, and healing. Adams noted that currently, adult sexual assault survivors in Columbia County must travel to Portland or Longview for rape kits, often waiting hours in emergency rooms. The organization is working with the Amani Center to develop local services. Adams also mentioned that October is Domestic Violence Awareness Month and shared statistics about sexual assault, including that someone in the US is sexually assaulted every 74 seconds. She presented a proclamation for the Council to consider declaring October 2025 as Domestic Violence Awareness Month in St. Helens.

- ◆ Brady Preheim. He expressed concern about the City's plans for the lagoon, stating that filling it would require building a new Wastewater Treatment Plant at a cost of approximately \$170 million, which would offset any income from storing waste from Portland. Second, he criticized the current state of Spirit of Halloweentown, noting that it has diminished significantly and that several expensive assets purchased for the event (including a train and tourism boat) are not being utilized. He questioned where missing haunted house assets had gone and urged the Council to recognize that the event has not been successful and to hold the organizers accountable.

APPROVE AND/OR AUTHORIZE FOR SIGNATURE

2. First Amendment to Agreement with Columbia Pacific Economic Development District for Grant Administration of the Sanitary Sewer Capacity Improvement Project

Motion: Motion made by Councilor Gundersen and seconded by Councilor Sundeen to approve '2' above.

Vote: Yea: Mayor Massey, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

3. [Ratify] Agreement with Donovan Enterprises, Inc. for a Utilities Rate Study

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

Councilor Hubbard asked about the purpose of the utilities rate study, noting that the last one was done in 2022. City Administrator John Walsh explained that these studies are conducted every five years to update rates and forecast revenues. He clarified that Donovan Enterprises analyzes income, expenses, growth, capital projects, and SDC revenues to create formulas that model future needs. This helps the City build rates to pay for Capital Projects and ongoing operations without financial surprises.

Walsh mentioned that the contract amount of \$29,350 falls within his signature authority, but as a matter of policy, he prefers to bring all agreements to the Council. He also noted that Donovan Enterprises will present their findings at the October 15 meeting.

Mayor Massey requested confirmation that the study would include a cost cap of \$29,350 and asked if the study would evaluate whether to keep stormwater costs in sewer rates or create a separate stormwater utility. Walsh confirmed both points and added that the study was necessary to comply with DEQ SRF loans as the current model is expiring. Mayor Massey suggested that in the future, the Council should receive past reports and background information before approving such agreements.

Vote: Yea: Mayor Massey, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

4. Agreement with St. Helens Marina LLC for Harbor Master Services (Monitoring and Enforcement of Local Ordinances of the City's Docks and Waterways)

Motion: Motion made by Councilor Sundeen and seconded by Councilor Hubbard to approve '4' above.

Council discussed what services were covered by the agreement. Walsh explained that it includes monitoring and enforcement of City ordinances related to the City docks on Sand Island, pilings, and infrastructure. The Harbor Master checks the docks daily, ensures people are paying required fees, and addresses derelict vessels. Fines are paid to the City.

Mayor Massey expressed concern about the City's practice of continually renewing contracts without going through an RFP process, suggesting this should be a topic for future Council discussion. She emphasized that her concern was not with this specific contractor but with the general practice of contract renewals without competitive bidding.

Councilor Sundeen mentioned that he had met with Toni Doggett (the current Harbor Master) and suggested having her give a presentation to the Council about her role. He noted that while most people comply with her requests, there are occasions when situations escalate, which prompted a meeting between him, Toni, and Police Chief Smith to discuss the proper process.

Councilor Hubbard noted that the Marina does a good job but pointed out some needed repairs on the island docks. Walsh clarified that while the Marina identifies repairs, the actual work is done by contractors paid by the City, sometimes with assistance from the Oregon Marine Board.

Council agreed it would be beneficial to have regular updates from the Harbor Master about operations.

Vote: Yea: Mayor Massey, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

CONSENT AGENDA FOR ACCEPTANCE

5. Parks and Trails Commission Minutes dated August 11, 2025

Motion: Motion made by Councilor Sundeen and seconded by Councilor Gundersen to approve '5' above.

Vote: Yea: Mayor Massey, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

CONSENT AGENDA FOR APPROVAL

6. Accounts Payable Bill Lists

Motion: Motion made by Councilor Gundersen and seconded by Councilor Sundeen to approve '6' above.

Vote: Yea: Mayor Massey, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

WORK SESSION ACTION ITEMS

None

COUNCIL MEMBER REPORTS

Councilor Sundeen reported...

- Shared a historical fact about the courthouse, completed in 1907. The clock wasn't purchased until 3-4 years later, during which the painted clock hands permanently showed the time as 9:15.

Councilor Gundersen reported...

- Visited downtown and mentioned that the gift shop remodel for Spirit of Halloweentown looked good, although he had not attended the festivities yet.

Councilor Hubbard reported...

- He is set up with the proper equipment to follow the police station meetings and would update the Council in the future. Mayor Massey clarified that the due diligence date for the police station project is October 16, not August 24 as initially thought.

MAYOR MASSEY REPORTS

- Expressed appreciation for City staff, particularly City Recorder Kathy Payne and Deputy City Recorder Lisa Scholl, for their behind-the-scenes work.
- Thanked City employees for their efforts despite lean staffing.
- Acknowledged Walsh for his responsiveness to her questions.
- Mentioned her excitement about the upcoming police station due diligence report.
- Looking forward to the Mayor's conference scheduled for the following day to meet with other mayors and discuss common challenges.

- Brought up the need to start planning for the City's 250th anniversary celebration.
- Thanked Art Leskovich and Steve Topaz for their Public Forum presentation and indicated she would follow up with questions on that topic.

PROACTIVE ITEMS

OTHER BUSINESS

ADJOURN – 7:33 p.m.

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

ATTEST:

Kathy Payne, City Recorder

Jennifer Massey, Mayor

CITY OF ST. HELENS



REQUEST FOR PROPOSALS HUMAN RESOURCES PROFESSIONAL SERVICES

Date of Issue: **October 16, 2025**

Closing Date and Time: **November 20, 2025 at 4:00 p.m. (Pacific)**

Single Point of Contact (SPC):
Kathy Payne, HR Coordinator/City Recorder
City of St. Helens
265 Strand Street
St. Helens, OR 97051
E-mail (SPC): kpayne@sthelensoregon.gov

The City of St. Helens promotes equal opportunity for all individuals without regard to age, color, disability, marital status, national origin, race, religion or creed, sex or gender, sexual orientation, or veteran status.

REQUEST FOR PROPOSALS
HUMAN RESOURCES PROFESSIONAL SERVICES

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CITY OF ST. HELENS

REQUEST FOR PROPOSALS

HUMAN RESOURCES PROFESSIONAL SERVICES

SECTION 1: GENERAL INFORMATION

1.1 INTRODUCTION

The City of St. Helens, an Oregon municipal corporation (“City”), is issuing this Request for Proposals (“RFP”) to seek proposals from qualified professionals to provide human resources services.

The City anticipates the award of one (1) contract from this RFP.

Additional details on the scope of the services sought are included in the Scope of Services section of the RFP.

The initial term of the agreement is anticipated to commence upon approval by the City Council and continue through December 31, 2026, with an option for two one-year extensions, at the City’s discretion.

1.2 SCHEDULE

The table below represents a tentative schedule of events. All times are the local time in the City of St. Helens, Oregon. All dates listed are subject to change through issued Addenda.

Event	Date	Time
Issuance of RFP and Publication on City Website	October 16, 2025	
Questions/Requests for Clarification Due	November 6, 2025	5:00 PM
Issuance of Answers/Addenda Deadline	November 13, 2025	4:00 PM
Deadline to Submit Proposals	November 20, 2025	4:00 PM
Selection of Finalist(s) to Interview	December 4, 2025	
Interviews, if needed	December 11, 2025	
Contract Commences	Upon City Council Approval	

1.3 SINGLE POINT OF CONTACT (SPC)

The SPC for this RFP is identified on the Cover Page, along with the SPC's contact information. Proposer shall direct all communications related to any provision of the RFP only to the SPC, whether about the technical requirements of the RFP, contractual requirements, the RFP process, or any other provision.

Any questions should be directed to the SPC, Kathy Payne, Human Resources Coordinator / City Recorder, at kpayne@sthelensoregon.gov. Written responses will be available to all interested parties on the City's website at www.sthelensoregon.gov/rfps.

1.4 ADDENDA

The City may modify the RFP at any time at least five (5) days prior to the RFP due date, by issuance of a written addendum that shall be posted on the City's website listed in Section 1.3. The City will provide notice of the addenda to all proposers registered with the City at the time the addendum is issued. Addenda will be numbered consecutively. You must be registered with the SPC to receive notice of any addenda.

SECTION 2: INSTRUCTIONS FOR SUBMISSION OF PROPOSALS

2.1 SUBMITTALS

All proposals must be received by the City no later than 4:00 p.m. on November 20, 2025. Proposals may be emailed, delivered to City Hall, or mailed but must be received no later than 4:00 p.m. on the deadline date. The outside of the sealed envelope should be marked "Human Resources RFP Proposal." Submissions shall become the property of the City of St. Helens without obligation.

Email Address:

kpayne@sthelensoregon.gov

Mailing/Physical Address:

City of St. Helens
ATTN: Kathy Payne
265 Strand Street
St. Helens, OR 97051

2.2 SELECTION

The selection of the external human resources professional individual or firm will be based upon responses received to the criteria included in Section 5 of this proposal.

The City of St. Helens reserves the right to reject all proposals, and has the right, in its sole discretion, to accept the proposal it considers most favorable to the City's interests and the right to waive minor irregularities in procedure.

Work under this agreement shall begin upon approval by the City Council (anticipated to be January 7, 2026). Any agreement initiated as a result of this RFP will be effective through December 31, 2026, with an option to renew annually up to a maximum of (2) two additional years unless otherwise terminated as provided for by the terms and conditions of the agreement.

SECTION 3: SCOPE OF SERVICES

The HR Professional will work directly with the Human Resources Coordinator/City Recorder to provide its services. The HR Coordinator/City Recorder will coordinate review with the City Administrator and City Attorney as needed.

3.1 PRIORITY TASKS

3.1.1 Update Personnel Policies and Procedures Handbook

- 3.1.1.1 Review the City's Personnel Policies and Procedures Handbook (the "Handbook") and amendments adopted by resolution to ensure compliance with federal, state, and local laws and incorporate best practices. The City's current Handbook can be found at sthelensoregon.gov/hr.
- 3.1.1.2 Update Handbook with tracking to present to City. Finalize updated Handbook.
- 3.1.1.3 Recommend annual or bi-annual updates, as needed.

3.1.2 Create Standard Recruitment Policy and Process

- 3.1.2.1 Develop consistent and equitable recruitment and hiring processes for department heads, supervisors, and general staff.
- 3.1.2.2 Provide templates and tools for implementation for recruitment and hiring processes and present to City staff for discussion.
- 3.1.2.3 Finalize recruitment and hiring processes, templates and tools, in a Recruitment Handbook.

3.1.3 Update Job Descriptions

- 3.1.3.1 Review existing job descriptions for Fair Labor and Standards Act (FLSA) compliance and other federal, state, and local laws.
- 3.1.3.2 In cooperation with departments, ensure job descriptions align with current duties.
- 3.1.3.3 Update and revise job descriptions that need revision.

3.1.4 Oversee Employee Performance Evaluations Schedule and Forms

- 3.1.4.1 Create a schedule for notifying supervisors when performance evaluations are due.
- 3.1.4.2 Create a process for tracking employee performance evaluations to ensure that all employees are at a minimum receiving annual performance reviews.

- 3.1.4.3 Provide support to supervisors in the form of recommended tools, templates, and processes to conduct performance evaluations to assist the City in developing consistent performance evaluations that also are tailored to the needs of each department.
- 3.1.4.4 Work with the HR Coordinator/City Recorder to conduct the annual performance evaluation of the City Administrator.

3.1.5 Process Employee Leaves of Absence and Update Forms

- 3.1.5.1 Review leave of absence requests and route for approval.
- 3.1.5.2 Ensure compliance with applicable federal and state leave laws (e.g., FMLA, OFLA, etc.)
- 3.1.5.3 Use or create a leave tracking system.
- 3.1.5.4 Review and update leave forms.

3.1.6 Implement City Employee Training Program

- 3.1.6.1 Identify trainings which are required by federal, state, or local laws and implement schedule to adhere to training requirements.
- 3.1.6.2 Coordinate training with City's insurance carrier (CIS) and various departments.
- 3.1.6.3 Identify additional trainings that would benefit staff and recommend training providers.
- 3.1.6.4 Schedule and manage training sessions.

3.1.7 Conduct Biennial Wage Surveys and Classification Studies

- 3.1.7.1 Benchmark positions against comparable agencies.
- 3.1.7.2 Recommend adjustments, as needed.

3.1.8 Create a Comprehensive Volunteer Program

- 3.1.8.1 Develop policies and procedures for volunteer engagement in the parks, library, recreation program, and general help within the City.
- 3.1.8.2 Create volunteer packets to include policy, application, and any other pertinent information as part of the Program.

3.1.9 Additional Tasks

- 3.1.9.1 Provide support as needed to City's Human Resources Coordinator on HR-related projects and initiatives.

3.2 STRATEGIC TASKS

These strategic tasks will be needed on an on-call basis. The HR Professional is expected to have the expertise and experience providing guidance and support for the below strategic tasks.

- 3.2.1** Identify goals, objectives, policies and priorities for City programs, departments, and recommend related policies and procedures to assist each program and department to accomplish its goals.
- 3.2.2** Monitor and evaluate the efficiency and effectiveness of human resource related services delivery methods and procedures and provide recommendations based on assessment of information gathered.
- 3.2.3** Consult with department heads regarding human resource policies and procedures, disciplinary procedures and due process requirements, and provide recommendations based on an assessment of information gathered.
- 3.2.4** Identify organizational training needs, develop or identify programs to meet the City's needs, identify mandated training and implement a process for it to be conducted and documented.
- 3.2.5** Help to resolve sensitive and controversial issues upon request.
- 3.2.6** Support the HR Coordinator/City Recorder in developing the budget for the Human Resources program.

SECTION 4: PROPOSAL REQUIREMENTS

4.1 PROPOSALS SHOULD INCLUDE THE FOLLOWING CONTENTS:

To achieve a uniform review process and to obtain the maximum degree of comparability, it is required that proposals be organized in the manner specified below:

- A. Title Page – The name of the proposer or proposer’s firm, address, phone numbers, name of primary contact person, and email address.
- B. Table of Contents – Include a clear identification of the materials by section and by page number.
- C. Professional Profile and Qualifications – Include a list of partners, managers, and other key staff persons who will be assigned to the City’s engagement. Provide resumes and indicate their experience in supporting governmental agencies, specifically municipalities.
- D. Experience with Similar Projects – Describe approach to each of the tasks outlined in Section 3.1 Priority Tasks and Section 3.2 Strategic Tasks and include a description of similar work experience.
- E. Proposed Approach and Timeline – Describe approach and timeline to tasks outlined in Section 3.1 Priority Tasks and Section 3.2 Strategic Tasks. Describe how in-person, video, and phone meetings will be used for both operational effectiveness and cost-effectiveness. For Section 3.2 Tasks, propose an approach and timeline to support the HR Professional’s ability to address and accomplish each Section 3.2 Strategic Task.
- F. Fee Structure – Include hourly rates for each individual assigned to the engagement. Also include flat fees for specific projects, if calculating a flat fee would be beneficial to the City. Include any other fees related to fulfillment of the engagement.
- G. Use of City Personnel – Describe how you would propose to use City personnel, if at all, to assist you with any of the tasks and projects.
- H. References – Include references and contact information for similar clients, preferably governmental agencies.

SECTION 5: EVALUATION CRITERIA

5.1 EVALUATION MATRIX

Evaluation Criteria	Weight (%)	Score (1–5)	Weighted Score
Experience and Qualifications	30%		
Understanding of Scope and Approach	30%		
Cost Effectiveness	20%		
References and Past Performance	20%		
Total	100%		

5.2 SCORING RUBRIC

Score Description

- 5 Excellent – Exceeds all requirements; outstanding qualifications and approach
- 4 Good – Meets all requirements; above-average qualifications and approach
- 3 Satisfactory – Meets most requirements; acceptable qualifications and approach
- 2 Fair – Meets some requirements; limited qualifications or unclear approach
- 1 Poor – Does not meet requirements; lacks qualifications or coherent approach

5.3 EXPANDED EVALUATION CRITERIA

5.3.1 Experience and Qualifications (30%)

Evaluators will assess the proposer's background and demonstrated ability to perform the requested services, including:

- ➔ Experience working with municipalities or public sector organizations, especially in Oregon or similar jurisdictions.
- ➔ Qualifications and certifications of key personnel assigned to the project (e.g., SHRM, IPMA-HR, PHR/SPHR).
- ➔ Depth of knowledge in HR policy development, recruitment, classification, and compliance.
- ➔ Proven track record of successfully completing similar projects on time and within budget.
- ➔ Organizational capacity to manage multiple HR functions simultaneously.

5.3.2 Understanding of Scope and Approach (30%)

This criterion evaluates how well the proposer understands the City's needs and how effectively they plan to meet them:

- ➔ Clarity and completeness of the proposed methodology for each task.
- ➔ Demonstrated understanding of public sector HR challenges and legal requirements.
- ➔ Realistic and detailed project timelines, including milestones and deliverables.
- ➔ Customization of services to meet the City's specific needs rather than a generic approach.
- ➔ Innovation or added value in the proposed approach (e.g., use of technology, templates, or training tools).

5.3.3 Cost Effectiveness (20%)

This criterion considers the overall value of the proposal in relation to the cost:

- ➔ Transparency and clarity of the pricing structure (e.g., hourly rates, flat fees, travel costs).
- ➔ Reasonableness of costs in comparison to the scope of services and market rates.
- ➔ Flexibility in pricing for additional or unforeseen services.
- ➔ Cost-saving strategies or efficiencies proposed.

5.3.4 References and Past Performance (20%)

Evaluators will review the proposer's reputation and reliability based on past work:

- ➔ Quality and relevance of references provided, particularly from public sector clients.
- ➔ Feedback from references regarding timelines, communication, and quality of work.
- ➔ Evidence of long-term client relationships or repeat engagements.
- ➔ Examples of successful outcomes from similar projects (e.g., updated handbooks, classification studies, volunteer programs).

SECTION 6: ADDITIONAL INFORMATION

- 6.1** Proposals will be reviewed by a selection committee to be determined by the City Administrator and may consist of the City Administrator, HR Coordinator/City Recorder, a City Councilor, City Attorney, and other staff members or a third-party participant from outside the City with relevant HR experience. The selection committee may elect to interview those candidates they deem most suitable to perform the needed human resources professional services. Based upon the review by the selection committee, a recommendation will be made to the City Administrator.

The successful HR professional or firm will be required to enter into a Personal Services Agreement with the City of St. Helens, in the form of APPENDIX A or similar. The Agreement for Services will be presented to the City Council for approval.

APPENDIX A

Model Personal Services Agreement

See attached

City of St. Helens

PERSONAL SERVICES AGREEMENT

This PERSONAL SERVICES AGREEMENT (this “Agreement”) is made and entered into by and between the **City of St. Helens** (the “City”), an Oregon municipal corporation, and _____ (“Contractor”).

RECITALS

A. The City is in need of personal services for _____, and Contractor represents that it is qualified and prepared to provide such services.

B. The purpose of this Agreement is to establish the services to be provided by Contractor and the compensation and terms for such services.

AGREEMENT

1. Engagement. The City hereby engages Contractor to provide services (“Services”) related to _____, and Contractor accepts such engagement. The principal contact for Contractor shall be _____, phone _____.

2. Scope of Work. The duties and responsibilities of Contractor, including a schedule of performance, shall be as described in Attachment A attached hereto and incorporated herein by reference.

3. Term. Subject to the termination provisions of Section 10 of this Agreement, this Agreement shall commence once executed by both parties and shall terminate on _____. The City reserves the exclusive right to extend the contract for a period of two (2) years in one (1) year increments. Such extensions shall be in writing with terms acceptable to both parties. Any increase in compensation for the extended term shall be as agreed to by the parties but shall not exceed five percent (5%) of the then-current fees.

4. Compensation. The terms of compensation for the initial term shall be as provided in Attachment C.

5. Payment.

5.1 The City agrees to pay Contractor for and in consideration of the faithful performance of the Services, and Contractor agrees to accept from the City as and for compensation for the faithful performance of the Services, the fees outlined in Attachment C, except that the hourly fee shall include all local travel, local telephone expense, computer expense, and routine document copying. Reimbursable expenses shall be billed at cost without markup and shall include travel and related expenses in compliance with the City’s travel and

expense policy, reproduction of documents or reports with prior written approval, and long-distance telephone expenses. Contractor's cost for approved sub-consultants may be marked up a maximum of five percent (5%) by Contractor for management and handling expenses.

5.2 Contractor shall make and keep reasonable records of work performed pursuant to this Agreement and shall provide detailed monthly billings to the City. Following approval by the City Administrator, billings shall be paid in full within thirty (30) days of receipt thereof. The City shall notify Contractor of any disputed amount within fifteen (15) days from receipt of the invoice, give reasons for the objection, and promptly pay the undisputed amount. Disputed amounts may be withheld without penalty or interest pending resolution of the dispute.

5.3 The City may suspend or withhold payments if Contractor fails to comply with any requirement of this Agreement.

5.4 Contractor is engaged by the City as an independent contractor in accordance with the standards prescribed in ORS 670.600. Contractor shall not be entitled to any benefits that are provided by the City to City employees.

5.5 Any provision of this Agreement that is held by a court to create an obligation that violates the debt limitation provision of Article XI, Section 9 of the Oregon Constitution shall be void. The City's obligation to make payments under this Agreement is conditioned upon appropriation of funds pursuant to ORS 294.305 through 294.565.

6. Document Ownership. Contractor shall retain all common law, statutory and other reserved rights, including copyrights, in all work products, including, but not limited to, documents, drawings, papers, computer programs and photographs, performed or produced by Contractor for the benefit of the City under this Agreement, except that all copies of such plans, designs, calculations and other documents and renditions provided to City shall become the property of City who may use them without Contractor's further permission for any lawful purpose related to the project. Upon execution of this agreement, Contractor grants to City an irrevocable, nonexclusive license to use Contractor's work products created through its services for the project. The license granted under this section permits City to authorize its contractors, subcontractors of any tier, consultants, subconsultants of any tier, and material or equipment suppliers, to reproduce applicable portions of the work products in performing services for the project. Any unauthorized use of Contractor's work product for purposes unrelated to the project shall be at City's sole risk and without liability to Contractor.

7. Notices. All notices, bills and payments shall be made in writing and may be given by personal delivery or by mail. Notices, bills and payments sent by mail should be addressed as follows:

CITY: City of St. Helens
 Attn: City Administrator
 265 Strand Street
 St. Helens OR 97051

CONTRACTOR:

Attn: _____

When so addressed, such notices, bills and payments shall be deemed given upon deposit in the United States mail, postage-prepaid.

8. Standard of Care. Contractor shall comply with the applicable professional standard of care in the performance of the Services. Contractor shall prepare materials and deliverables in accordance with generally accepted standards of professional practice for the intended use of the project.

9. Insurance.

9.1 At all times during the term of this Agreement, Contractor shall carry, maintain and keep in full force and effect a policy or policies of insurance as specified in Attachment B attached hereto and incorporated herein by reference.

9.2 All insurance policies shall provide that the insurance coverage shall not be canceled or reduced by the insurance carrier without thirty (30) days' prior written notice to the City. Contractor agrees that it will not cancel or reduce said insurance coverage without the written permission of City.

9.3 Contractor agrees that if it does not keep the aforesaid insurance in full force and effect, the City may either immediately terminate this Agreement or, if insurance is available at a reasonable cost, the City may take out the necessary insurance and pay, at Contractor's expense, the premium thereon. If the City procures such insurance, the City may charge the cost against any moneys due Contractor hereunder or for any other contract.

9.4 At all times during the term of this Agreement, Contractor shall maintain on file with the City a Certificate of Insurance or a copy of actual policies acceptable to the City showing that the aforesaid policies are in effect in the required coverages. The policies shall contain an endorsement naming the City, its council members, officers, employees and agents, as additional insureds (except for the professional liability and workers' compensation insurance).

9.5 The insurance provided by Contractor shall be primary to any coverage available to the City. The insurance policies (other than workers' compensation) shall include

provisions for waiver of subrogation. Contractor shall be responsible for any deductible amounts outlined in such policies.

10. Termination.

10.1 Termination for Cause. City may terminate this Agreement effective upon delivery of written notice to Contractor under any of the following conditions:

10.1.1 If City funding from federal, state, local, or other sources is not obtained and continued at levels sufficient to allow for the purchase of the indicated quantity of service. This Agreement may be modified to accommodate a reduction in funding.

10.1.2 If Federal or State regulations or guidelines are modified, changed, or interpreted in such a way that the services are no longer allowable or appropriate for purchase under this Agreement.

10.1.3 If any license or certificate required by law or regulation to be held by Contractor, its subcontractors, agents, and employees to provide the services required by this Agreement is for any reason denied, suspended, revoked, or not renewed.

10.1.4 If Contractor becomes insolvent, if a voluntary or an involuntary petition in bankruptcy is filed by or against Contractor, if a receiver or trustee is appointed for Contractor, or if there is an assignment for the benefit of creditors of Contractor.

10.1.5 If Contractor is in breach of this Agreement, and such breach is not remedied as contemplated by Section 10.2 of the Agreement.

10.2 Breach of Agreement

10.2.1 Contractor shall remedy any breach of this Agreement within the shortest reasonable time after Contractor first has actual notice of the breach or City notifies Contractor of the breach, whichever is earlier. If Contractor fails to remedy a breach within three (3) working days of its actual notice or receipt of written notice from the City, City may terminate that part of the Agreement affected by the breach upon written notice to Contractor, may obtain substitute services in a reasonable manner, and may recover from Contractor the amount by which the price for those substitute services exceeds the price for the same services under this Agreement.

10.2.2 If the breach is material and Contractor fails to remedy the breach within three (3) working days of receipt of written notice from the City, City may declare Contractor in default, terminate this Agreement and pursue any remedy available for a default.

10.2.3 Pending a decision to terminate all or part of this Agreement, City unilaterally may order Contractor to suspend all or part of the services under this Agreement. If City terminates all or part of the Agreement pursuant to this Section 10.2, Contractor shall be

entitled to compensation only for services rendered prior to the date of termination, but not for any services rendered after City ordered suspension of those services. If City suspends certain services under this Agreement and later orders Contractor to resume those services after determining Contractor was not at fault, Contractor shall be entitled to reasonable damages actually incurred, if any, as a result of the suspension.

10.2.4 In the event of termination of this Agreement due to the fault of the Contractor, City may immediately cease payment to Contractor, and when the breach is remedied, City may recover from Contractor the amount by which the price for those substitute services exceeds the price for the same services under this Agreement, along with any additional amounts for loss and damage caused to the City by the breach, and withhold such amounts from amounts owed by City to Contractor. If the amount due Contractor is insufficient to cover City's damages due to the breach, Contractor shall tender the balance to City upon demand.

10.3 Termination for Convenience. City may terminate all or part of this Agreement at any time for its own convenience by providing three (3) days written notice to Contractor. Upon termination under this paragraph, Contractor shall be entitled to compensation for all services properly rendered prior to the termination, including Contractor's and sub consultants reasonable costs actually incurred in closing out the Agreement. In no instance shall Contractor be entitled to overhead or profit on work not performed.

11. No Third-Party Rights. This Agreement shall not create any rights in or inure to the benefit of any parties other than the City and Contractor.

12. Modification. Any modification of the provisions of this Agreement shall be set forth in writing and signed by the parties.

13. Waiver. A waiver by a party of any breach by the other shall not be deemed to be a waiver of any subsequent breach. All waivers shall be done in writing.

14. Indemnification.

14.1 Liability of Contractor for Claims Other Than Professional Liability. For claims for other than professional liability, Contractor shall defend, save and hold harmless City, its officers, agents and employees from all damages, demands, claims, suits, or actions of whatsoever nature, including intentional acts, resulting from or arising out of the activities or omissions of Contractor, its subcontractors, sub-consultants, agents or employees under this Agreement. A claim for other than professional responsibility is a claim made against the City in which the City's alleged liability results from an act or omission by Contractor unrelated to the quality of professional services provided by Contractor.

14.2 Liability of Contractor for Claims for Professional Liability. For claims for professional liability, Contractor shall save, and hold harmless City, its officers, agents and employees, from all claims, suits, or actions arising out of the professional negligent acts, errors or omissions of Contractor, its subcontractors, sub-consultants, agents or employees in the performance of professional services under this Agreement. A claim for professional

responsibility is a claim made against the City in which the City's alleged liability results directly from the quality of the professional services provided by Contractor, regardless of the type of claim made against the City.

14.3 Contractor and the officers, employees, agents and subcontractors of Contractor are not agents of the City, as those terms are used in ORS 30.265.

15. Governing Laws. This Agreement shall be governed by the laws of the State of Oregon.

16. Compliance with Law.

16.1 Contractor shall comply with all applicable federal, state and local statutes, ordinances, administrative rules, regulations and other legal requirements in performance of this Agreement.

16.2 Contractor shall pay promptly, as due, all persons supplying labor or materials for the prosecution of the services provided for in the Agreement and shall be responsible for such payment of all persons supplying such labor or material to any subcontractor.

16.3 Contractor shall promptly pay all contributions or amounts due the Industrial Accident Fund from such Contractor or subcontractor incurred in the performance of the Agreement.

16.4 Contractor shall not permit any lien or claim to be filed or prosecuted against the City or its property on account of any labor or material furnished and agrees to assume responsibility for satisfaction of any such lien or claim so filed or prosecuted.

16.5 Contractor and any subcontractor shall pay to the Department of Revenue all sums withheld from employees pursuant to ORS 316.617.

16.6 If Contractor fails, neglects or refuses to make prompt payment of any claim for labor or materials furnished to the Contractor or a subcontractor by any person in connection with the Agreement as such claim becomes due, the City may pay such claim to the persons furnishing the labor or material and charge the amount of payment against funds due or to become due Contractor by reason of the Agreement. The payment of a claim in the manner authorized hereby shall not relieve the Contractor from his/her or its obligation with respect to any unpaid claim. If the City is unable to determine the validity of any claim for labor or material furnished, the City may withhold from any current payment due Contractor an amount equal to said claim until its validity is determined and the claim, if valid, is paid.

16.7 Contractor shall promptly, as due, make payment to any person, copartnership, association, or corporation, furnishing medical, surgical and hospital care or other needed care and attention, incident to sickness or injury, to employees of such Contractor, of all sums which the Contractor agrees to pay for such services and all monies and sums which

the Contractor collected or deducted from the wages of employees pursuant to any law, contract or agreement for the purpose of providing or paying for such service.

16.8 No person may be employed for more than 10 hours in any one day, or 40 hours in any one week, except in cases of necessity, emergency or when the public policy absolutely requires it, and in such cases the employee shall be paid at least time and a half pay:

16.8.1 Either:

16.8.1.1 For all overtime in excess of eight hours in any one day or 40 hours in any one week when the work week is five consecutive days, Monday through Friday; or

16.8.1.2 For all overtime in excess of 10 hours in any one day or 40 hours in any one week when the work week is four consecutive days, Monday through Friday; and

16.8.2 For all work performed on Saturday and on any legal holiday specified in ORS 279C.540;

16.8.3 Contractor shall pay employees for overtime work performed under the Agreement in accordance with ORS 653.010 to 653.261 and the Fair Labor Standards Act of 1938 (29 USC 201, et seq.).

16.9 The Contractor must give notice to employees who work on this Agreement in writing, either at the time of hire or before commencement of work on the Agreement, or by posting a notice in a location frequented by employees, of the number of hours per day and the days per week that the employees may be required to work.

16.10 All subject employers working under the Contractor are either employers that will comply with ORS 656.017, or employers that are exempt under ORS 656.126.

16.11 All sums due the State Unemployment Compensation Fund from the Contractor or any subcontractor in connection with the performance of the Agreement shall be promptly so paid.

16.12 Contractor certifies compliance with all applicable Oregon tax laws, in accordance with ORS 305.385.

16.13 Contractor certifies that it has not and will not discriminate against a subcontractor in awarding a subcontract because the subcontractor is a disadvantaged business enterprise, a minority-owned business, a woman-owned business, a business that a service-disabled veteran owns or an emerging small business that is certified under ORS 200.055. Without limiting the foregoing, Contractor expressly agrees to comply with: (i) Title VI of the Civil Rights Act of 1964; (ii) Section V of the Rehabilitation Act of 1973; (iii) the Americans

with Disabilities Act of 1990, (iv) ORS 659.425, (v) all regulations and administrative rules established pursuant to those laws; and (vi) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations.

16.14 The Contractor represents and warrants that Contractor (i) is not currently an employee of the federal government or the State of Oregon, and (ii) meets the specific independent contractor standards of ORS 670.600.

16.15 If Contractor is a foreign contractor as defined in ORS 279A.120, Contractor shall comply with that section and the City must satisfy itself that the requirements of ORS 279A.120 have been complied with by Contractor before City issues final payment under this agreement.

16.16 If this Contract exceeds \$50,000, is not otherwise exempt, and includes work subject to prevailing wage, Contractor shall comply with ORS 279C.838, ORS 279C.840, and federal law.

16.17 Contractor shall not provide or offer to provide any appreciable pecuniary or material benefit to any officer or employee of City in connection with this Agreement in violation of ORS chapter 244.

16.18 Contractor shall ensure that any lawn and landscape maintenance, if applicable, shall contain a condition requiring the contractor to salvage, recycle, compost or mulch yard waste material at an approved site, if feasible and cost-effective.

16.19 Contractor is a “subject employer,” as defined in ORS 656.005, and shall comply with ORS 656.017.

16.20 Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender, age, national origin, physical or mental disability, or disabled veteran or veteran status in violation of state or federal laws.

16.21 Contractor certifies that it currently has a City business license or will obtain one prior to delivering services under this Agreement.

16.22 Any other condition or clause required by law to be in this Agreement shall be considered included by this reference.

17. Confidentiality. Contractor shall maintain the confidentiality, both external and internal, of that confidential information to which it is exposed by reason of this Agreement. Contractor warrants that its employees assigned to this Agreement shall maintain necessary confidentiality.

18. Publicity. Contractor shall not use any data, pictures, or other representations of the City in its external advertising, marketing programs, or other promotional efforts except with prior specific written authorization from the City.

19. Succession. This Agreement shall inure to the benefit of and shall be binding upon each of the parties hereto and such parties' partners, successors, executors, administrators and assigns.

20. Assignment. This Agreement shall not be assigned by Contractor without the express written consent of the City. Contractor shall not assign Contractor's interest in this Agreement or enter into subcontracts for any part of the Services without the prior written consent of the City.

21. Mediation/Dispute Resolution

21.1 Should any dispute arise between the parties to this Agreement it is agreed that such dispute will be submitted to a mediator prior to any arbitration or litigation, and the parties hereby expressly agree that no claim or dispute arising under the terms of this Agreement shall be resolved other than first through mediation and, only in the event said mediation efforts fail, through litigation or binding arbitration. The parties shall exercise good faith efforts to select a mediator who shall be compensated equally by both parties. Mediation will be conducted in the City of St. Helens, unless both parties agree in writing otherwise. If arbitration is selected by the parties, the parties shall exercise good faith efforts to select an arbitrator who shall be compensated equally by both parties. Venue for any arbitration shall be the City of St. Helens. Venue for any litigation shall be the Circuit Court for Columbia County.

22. Attorney Fees. If legal action is commenced in connection with this Agreement, the prevailing party in such action shall be entitled to recover its reasonable attorney fees, expert fees and costs incurred therein at arbitration, trial and on appeal.

23. Records, Inspection and Audit by the City.

23.1 Contractor shall retain all books, documents, papers, and records that are directly pertinent to this Agreement for at least three years after City makes final payment on this Agreement and all other pending matters are closed.

23.2 Services provided by Contractor and Contractor's performance data, financial records, and other similar documents and records of Contractor that pertain, or may pertain, to the Services under this Agreement shall be open for inspection by the City or its agents at any reasonable time during business hours. Upon request, copies of records or documents shall be provided to the City free of charge.

23.3 The City shall have the right to inspect and audit Contractor's financial records pertaining to the Services under this Agreement at any time during the term of this Agreement or within three (3) years after City makes final payment on this Agreement and all other pending matters are closed.

23.4 This Section 23 is not intended to limit the right of the City to make inspections or audits as provided by law or administrative rule.

24. Force Majeure. Neither City nor Contractor shall be considered in default because of any delays in completion and responsibilities hereunder due to causes beyond the control and without fault or negligence on the part of the parties so disenabled, including but not restricted to, an act of God or of a public enemy, civil unrest, volcano, earthquake, fire, flood, epidemic, quarantine restriction, area-wide strike, freight embargo, unusually severe weather or delay of subcontractor or supplies due to such cause; provided that the parties so disenabled shall within ten days from the beginning of such delay, notify the other party in writing of the cause of delay and its probable extent. Such notification shall not be the basis for a claim for additional compensation. Each party shall, however, make all reasonable efforts to remove or eliminate such a cause of delay or default and shall, upon cessation of the cause, diligently pursue performance of its obligation under the Agreement.

25. Entire Agreement. This Agreement contains the entire agreement between the parties and supersedes all prior written or oral discussions or agreements regarding the Services described herein.

26. Severance. If any provision of this Agreement is held to be invalid, it will not affect the validity of any other provision. This Agreement will be construed as if the invalid provision had never been included.

IN WITNESS WHEREOF, the City has caused this Agreement to be executed by its duly authorized undersigned agent, and Contractor has executed this Agreement on the date written below.

CITY:**CITY OF ST. HELENS**

Council Meeting Date: _____

Signature: _____

Print: _____

Title: _____

Date: _____

CONTRACTOR:

Signature: _____

Print: _____

Title: _____

Date: _____

APPROVED AS TO FORM:

By: _____

City Attorney

ATTACHMENT A
Scope of Work

ATTACHMENT B INSURANCE REQUIREMENTS

Contractor and its subcontractors shall maintain insurance acceptable to the City in full force and effect throughout the term of this Contract. It is agreed that any insurance maintained by the City shall apply in excess of, and not contribute toward, insurance provided by Contractor. The policy or policies of insurance maintained by Contractor and its subcontractors shall provide at least the following limits and coverage:

TYPE OF INSURANCE	LIMITS OF LIABILITY		REQUIRED FOR THIS CONTRACT
General Liability	Each occurrence General Aggregate Products/Comp Ops Aggregate Personal and Advertising Injury	\$1,000,000 \$2,000,000 \$2,000,000 \$1,000,000 w/umbrella or \$1,500,000 w/o umbrella	YES
Please indicate if Claims Made or Occurrence			
Automobile Liability	Combined Single – covering any vehicle used on City business	\$2,000,000	NO
Workers' Compensation	Per Oregon State Statutes If workers compensation is not applicable please initial here _____. State the reason it is not applicable: _____		YES
Professional Liability	Per occurrence Annual Aggregate	\$500,000 or per contract \$500,000 or per contract	YES

Contractor's general liability and automobile liability insurance must be evidenced by certificates from the insurers. The policies shall name the City, its officers, agents and employees, as additional insureds and shall provide the City with a thirty (30)-day notice of cancellation.

Workers' compensation insurance must be evidenced by a certificate from the insurer. The certificate need not name the City as an additional insured, but must list the City as a certificate holder and provide a thirty (30)-day notice of cancellation to the City.

Professional liability insurance must be evidenced by a certificate from the insurer. The certificate need not name the City as an additional insured.

Certificates of Insurance shall be forwarded to:

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

Contractor agrees to deposit with the City, at the time the executed Contract is returned, Certificates of Insurance and Binders of Insurance if the policy is new or has expired, sufficient to satisfy the City that the insurance provisions of this Agreement have been complied with and to keep such insurance in effect and the certificates and/or binders thereof on deposit with the City during the entire term of this Agreement. Such certificates and/or binders must be delivered prior to commencement of the Services.

The procuring of such required insurance shall not be construed to limit Contractor's liability hereunder. Notwithstanding said insurance, Contractor shall be obligated for the total amount of any damage, injury or loss caused by negligence or neglect connected with this Agreement.

ATTACHMENT C
Terms of Compensation

City of St. Helens
Consent Agenda for Approval

OLCC LICENSES

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

2025 RENEWALS

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

2025 NEW & CHANGE IN PRIVILEGE OR OWNERSHIP

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

<u>Licensee</u>	<u>Tradename</u>	<u>Location</u>	<u>Purpose</u>
Get Your Goose! LLC	Mister Goose Sandwich House	58499 Col. Riv. HWY	New Owner
Pig Cow Spud LLC	Farm on the Roof	31 Cowlitz # 15	New License



St. Helens, OR

Expense Approval Register

Item #10.

Packet: APPKT01379 - AP 10.3.25

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL FUND					
CARDINAL SERVICES INC	029529	10/01/2025	TEMPORARY EMPLOYMENT	100-705-52023	209.48
CARDINAL SERVICES INC	029529	10/01/2025	TEMPORARY EMPLOYMENT	100-706-52023	430.59
CARDINAL SERVICES INC	029529	10/01/2025	TEMPORARY EMPLOYMENT	100-708-52023	46.55
CARDINAL SERVICES INC	029529	10/01/2025	TEMPORARY EMPLOYMENT	100-709-52023	116.38
CARDINAL SERVICES INC	029529	10/01/2025	TEMPORARY EMPLOYMENT	100-715-52023	476.00
CARDINAL SERVICES INC	030124	10/01/2025	TEMPORARY EMPLOYMENT	100-705-52023	267.66
CARDINAL SERVICES INC	030124	10/01/2025	TEMPORARY EMPLOYMENT	100-706-52023	512.06
CARDINAL SERVICES INC	030124	10/01/2025	TEMPORARY EMPLOYMENT	100-708-52023	69.83
CARDINAL SERVICES INC	030124	10/01/2025	TEMPORARY EMPLOYMENT	100-709-52023	128.01
CARDINAL SERVICES INC	030172	10/01/2025	TEMPORARY EMPLOYMENT	100-715-52023	476.00
CARDINAL SERVICES INC	030201	10/01/2025	TEMPORARY EMPLOYMENT	100-706-52023	93.10
COMCAST	09.21.25	10/01/2025	COMCAST CABLE 877810899...	100-712-52003	2,156.41
DAHLGREN'S DO IT BEST BUI...	09.26.25	10/01/2025	BUILDING SUPPLIES ACCT 10...	100-715-52023	7.49
SUNSET AUTO PARTS INC - N...	09.30.25	10/01/2025	AUTO PARTS ACCT 6355	100-705-52001	46.19
SUNSET AUTO PARTS INC - N...	09.30.25	10/01/2025	AUTO PARTS ACCT 6355	100-708-52001	23.48
ERSKINE LAW PRACTICE LLC	10.01.25	10/01/2025	CITY PROSECUTOR SEPTEMB...	100-704-52019	5,454.51
OCLC INC	1000442773	10/01/2025	CATEXPRESS 7.1.25-6.30.26	100-706-52019	1,562.21
OREGON PATROL SERVICE	11529	10/01/2025	COURT SERVICES	100-704-52019	1,056.00
NET ASSETS CORPORATION	95-202509	10/01/2025	ESCROW TITLE SERVICES	100-707-52019	289.00
COLUMBIA COUNTY SHERIFF...	August 2025- SHPD	10/01/2025	FIRING RANGE USAGE	100-705-52018	400.00
STEVEN LESKIN	00491	10/02/2025	COURT ATTORNEY FEES	100-704-52019	3,000.00
HUDSON GARBAGE SERVICE	10.1.25	10/02/2025	2046-1287547 INV 15535257...	100-705-52023	130.50
HUDSON GARBAGE SERVICE	10.1.25	10/02/2025	2046-71887056 INV 2046-71...	100-705-52023	14.20
HUDSON GARBAGE SERVICE	10.1.25	10/02/2025	2046-1001554- INV 1553506...	100-706-52003	102.40
HUDSON GARBAGE SERVICE	10.1.25	10/02/2025	2046-1287598 INV 15535259...	100-708-52023	1,205.10
HUDSON GARBAGE SERVICE	10.1.25	10/02/2025	2046-1287636 INV 15535261...	100-708-52023	223.60
HUDSON GARBAGE SERVICE	10.1.25	10/02/2025	2046-71905273 INV 155357...	100-709-52023	85.00
HUDSON GARBAGE SERVICE	10.1.25	10/02/2025	2046-1287539 INV 15535256...	100-715-52023	252.10
HUDSON GARBAGE SERVICE	10.1.25	10/02/2025	2046-1287601 INV 15535260...	100-715-52023	275.60
LAWRENCE COMPANY	17176	10/02/2025	UNEMPLOYMENT SERVICES	100-707-52019	100.00
CHAVES CONSULTING INC	215590	10/02/2025	MONTHLY USER FEE PER USE...	100-702-52019	194.35
ALLSTREAM	21842691	10/02/2025	ALLSTREAM PHONE ACCT 75...	100-712-52010	213.82
COMCAST BUSINESS	253051336	10/02/2025	FIBER INTERNET ACCT 93457...	100-712-52003	5,048.72
MIDWEST TAPE	507635467	10/02/2025	DVD / ABD 2000010011	100-706-52034	144.04
MIDWEST TAPE	507724660	10/02/2025	DVD / ABD 2000010011	100-706-52034	20.93
MIDWEST TAPE	507724661	10/02/2025	DVD / ABD 2000010011	100-706-52034	26.99
VERIZON	6124046238	10/02/2025	JOHN WALSH	100-701-52001	38.26
VERIZON	6124046238	10/02/2025	CRYSTAL KING 0621	100-701-52010	38.26
VERIZON	6124046238	10/02/2025	JOHN WALSH 9898	100-701-52010	40.81
VERIZON	6124046238	10/02/2025	HOT SPOT- 8190	100-701-52010	47.12
VERIZON	6124046238	10/02/2025	BRANDON SUNDEEN 1179	100-703-52001	38.26
VERIZON	6124046238	10/02/2025	JESSICA CHILTON	100-703-52001	38.26
VERIZON	6124046238	10/02/2025	MARK GUNDERSEN 1908	100-703-52001	38.26
VERIZON	6124046238	10/02/2025	RUSSELL HUBBARD 1907	100-703-52001	38.26
VERIZON	6124046238	10/02/2025	JENNIFER MASSEY 1992	100-703-52001	38.26
VERIZON	6124046238	10/02/2025	PD JETPACK2 8538	100-705-52010	40.81
VERIZON	6124046238	10/02/2025	PD JETPACK1 8886	100-705-52010	40.81
VERIZON	6124046238	10/02/2025	SUZANNE BISHOP 1313	100-706-52003	38.26
VERIZON	6124046238	10/02/2025	GLORI BUTSCH HOT SPOT	100-707-52001	40.81
VERIZON	6124046238	10/02/2025	GLORIA BUTSCH 1986	100-707-52001	38.26
VERIZON	6124046238	10/02/2025	TORY SHELBY 6366	100-708-52010	38.26
VERIZON	6124046238	10/02/2025	CAMERON PAGE 5027	100-708-52010	38.26
VERIZON	6124046238	10/02/2025	RECREATION iPhone 1068	100-709-52010	38.26

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
VERIZON	6124046238	10/02/2025	RECREATION 1108	100-709-52010	38.26
VERIZON	6124046238	10/02/2025	REC PHONE 5093	100-709-52010	39.13
VERIZON	6124046238	10/02/2025	RECREATION CENTER 2566	100-709-52010	38.26
VERIZON	6124046238	10/02/2025	MIKE DEROIA 2686	100-711-52010	38.26
VERIZON	6124046238	10/02/2025	BUILDING DEPARTMENT IPAD..	100-711-52010	40.81
VERIZON	6124046238	10/02/2025	DARIN COX 1016	100-712-52010	38.26
INGRAM LIBRARY SERVICES	90374338	10/02/2025	BOOKS 20C7921	100-706-52033	15.77
INGRAM LIBRARY SERVICES	90374340	10/02/2025	Credit Invoice 90749893	100-706-52033	-8.99
INGRAM LIBRARY SERVICES	90374340	10/02/2025	BOOKS 20C7921	100-706-52033	440.96
INGRAM LIBRARY SERVICES	90387702	10/02/2025	BOOKS 20C7921	100-706-52033	135.12
INGRAM LIBRARY SERVICES	90387703	10/02/2025	BOOKS 20C7921	100-706-52033	16.87
INGRAM LIBRARY SERVICES	90387704	10/02/2025	BOOKS 20C7921	100-706-52033	46.19
INGRAM LIBRARY SERVICES	90387705	10/02/2025	BOOKS 20C7921	100-706-52033	103.46
BUD CLARY FORD HYUNDI	99000254/2	10/02/2025	INSURANCE DEDUCTIBLE -RE...	100-709-52023	500.00
CODE PUBLISHING	GCI008556	10/02/2025	MUNI CODE WEB UPDATE	100-702-52019	98.00
THE LIBRARY CORPORATION	INV11004361	10/02/2025	CONFERENCE REGISTRATION...	100-706-52019	99.00
SOLUTIONS YES	INV457894	10/02/2025	LIBRARY COPIER	100-706-52006	137.53
SOLUTIONS YES	INV461677	10/02/2025	LIBRARY COPIER	100-706-52006	196.41
L.N CURTIS AND SONS	INV993893	10/02/2025	POLICE UNIFORMS	100-705-52002	62.97
ST. FREDERIC CATHOLIC CHU...	09.26.25	09/26/2025	REFUND OLCC PERMIT-NON ...	100-000-35002	35.00
CENTRALSQUARE TECHNOL...	447179	09/26/2025	RMS	100-705-52115	1,960.93
L.N CURTIS AND SONS	INV983187	09/26/2025	POLICE UNIFORMS	100-705-52002	207.00
L.N CURTIS AND SONS	inv983195	09/26/2025	POLICE UNIFORMS	100-705-52002	248.36
RUBENS LAWN SERVICE	0007965	09/29/2025	MONTHLY LAWN SERVICE	100-705-52019	80.00
CARDINAL SERVICES INC	029844	09/29/2025	TEMPORARY EMPLOYMENT	100-705-52023	337.49
CARDINAL SERVICES INC	029844	09/29/2025	TEMPORARY EMPLOYMENT	100-706-52023	500.41
CARDINAL SERVICES INC	029844	09/29/2025	TEMPORARY EMPLOYMENT	100-708-52023	46.55
CARDINAL SERVICES INC	029844	09/29/2025	TEMPORARY EMPLOYMENT	100-709-52023	116.38
CARDINAL SERVICES INC	029844	09/29/2025	TEMPORARY EMPLOYMENT	100-715-52023	476.00
MILA KEADY	09.26.25	09/29/2025	RESTITUTION CASE #18-CR-0...	100-000-21000	400.00
CINTAS	8407787555	09/29/2025	PARKS FIRST AID CABINET SE...	100-708-52001	112.48
AKS ENGINEERING & FOREST...	9.29.25	09/29/2025	REFUND PUBLIC RECORDS R...	100-000-37004	20.00
LANE COUNCIL OF GOVERN...	99446	09/29/2025	ST HELENS EXECUTIVE EVAL...	100-701-52019	1,433.25
CODE PUBLISHING	GCI0018492	09/29/2025	MUNI CODE WEB UPDATE	100-702-52019	299.50
METRO PLANNING INC	6755	09/30/2025	WEB GIS	100-710-52001	425.00
Fund 100 - GENERAL FUND Total:					34,302.40

Fund: 202 - COMMUNITY DEVELOPMENT

OREGON DEPT. OF ENVIRO...	HSRAF26-0030	10/01/2025	BOISE VENEER PLAN 163815-...	202-721-52019	170.44
PORTLAND GENERAL ELECTR...	08.27.25-09.28.25 6248	10/02/2025	2236086248 MILL 1300 KAST...	202-722-52003	39,687.46
Fund 202 - COMMUNITY DEVELOPMENT Total:					39,857.90

Fund: 203 - COMMUNITY ENHANCEMENT

CARDINAL SERVICES INC	029529	10/01/2025	TEMPORARY EMPLOYMENT	203-709-52140	2,286.43
CARDINAL SERVICES INC	030124	10/01/2025	TEMPORARY EMPLOYMENT	203-709-52140	3,616.85
CARDINAL SERVICES INC	029844	09/29/2025	TEMPORARY EMPLOYMENT	203-709-52140	3,295.78
Fund 203 - COMMUNITY ENHANCEMENT Total:					9,199.06

Fund: 601 - WATER

DAHLGREN'S DO IT BEST BUI...	09.26.25	10/01/2025	BUILDING SUPPLIES ACCT 10...	601-731-53302	360.44
LAWRENCE OIL COMPANY	CFSI-29738	10/01/2025	247752 WATER	601-732-52022	135.98
VERIZON	6124046238	10/02/2025	JOHN DEWEY 1914	601-732-52010	38.26
NORTHSTAR CHEMICAL	322468	09/26/2025	SODIUM HYPOCHLORITE 12....	601-732-52083	1,948.39
CORRECT EQUIPMENT	58975	09/26/2025	METERS WITH REGISTERS	601-731-53314	3,081.04
CORRECT EQUIPMENT	58975	09/26/2025	TARIFF FEE	601-731-53314	206.56
Fund 601 - WATER Total:					5,770.67

Fund: 603 - SEWER

CARDINAL SERVICES INC	029529	10/01/2025	TEMPORARY EMPLOYMENT	603-736-52023	29.09
CARDINAL SERVICES INC	029529	10/01/2025	TEMPORARY EMPLOYMENT	603-737-52023	29.09
CARDINAL SERVICES INC	030124	10/01/2025	TEMPORARY EMPLOYMENT	603-736-52023	29.09
CARDINAL SERVICES INC	030124	10/01/2025	TEMPORARY EMPLOYMENT	603-737-52023	29.09
SUNSET AUTO PARTS INC - N...	09.30.25	10/01/2025	AUTO PARTS ACCT 6355	603-737-52001	21.36

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
COLUMBIA RIVER PUD	10.01.25 38633	10/02/2025	38633 594 S 9 ST POWER	603-737-52003	20,446.36
HUDSON GARBAGE SERVICE	10.1.25	10/02/2025	2046-1008333 INV 15535149...	603-736-52023	305.30
HUDSON GARBAGE SERVICE	10.1.25	10/02/2025	2046-1008333 INV 15535149...	603-737-52023	305.30
ALLSTREAM	21842691	10/02/2025	ALLSTREAM PHONE ACCT 75...	603-736-52010	106.91
ALLSTREAM	21842691	10/02/2025	ALLSTREAM PHONE ACCT 75...	603-737-52010	106.91
VERIZON	6124046238	10/02/2025	SAM ORTIZ 1801	603-736-52010	19.13
VERIZON	6124046238	10/02/2025	TYLER HILLS 6492	603-736-52010	19.13
VERIZON	6124046238	10/02/2025	AARON KUNDERS 6376	603-736-52010	19.13
VERIZON	6124046238	10/02/2025	TYLER HILLS 6492	603-737-52010	19.13
VERIZON	6124046238	10/02/2025	AARON KUNDERS 6376	603-737-52010	19.13
VERIZON	6124046238	10/02/2025	SAM ORTIZ 1801	603-737-52010	19.13
CARDINAL SERVICES INC	029844	09/29/2025	TEMPORARY EMPLOYMENT	603-736-52023	29.09
CARDINAL SERVICES INC	029844	09/29/2025	TEMPORARY EMPLOYMENT	603-737-52023	29.09
Fund 603 - SEWER Total:					21,581.46

Fund: 605 - STORM

BUREAU OF LABOR AND IND...	09.29.25	09/29/2025	PUBLIC WORK FEE-2025 STO...	605-000-53504	250.00
EAGLE STAR ROCK PRODUCTS..	409476	09/29/2025	RCOK 6TH ST DRAIN	605-000-52001	262.40
Fund 605 - STORM Total:					512.40

Fund: 703 - PW OPERATIONS

CARDINAL SERVICES INC	029529	10/01/2025	TEMPORARY EMPLOYMENT	703-739-52019	646.80
CARDINAL SERVICES INC	030124	10/01/2025	TEMPORARY EMPLOYMENT	703-739-52019	508.20
SUNSET AUTO PARTS INC - N...	09.30.25	10/01/2025	AUTO PARTS ACCT 6355	703-739-52099	534.85
LAWRENCE OIL COMPANY	CFSI-29738	10/01/2025	247750 PUBLIC WORKS	703-734-52022	45.58
LAWRENCE OIL COMPANY	CFSI-29738	10/01/2025	247748 PUBLIC WORKS	703-734-52022	814.68
HUDSON GARBAGE SERVICE	10.1.25	10/02/2025	2046-1287555 INV 15535258...	703-734-52023	105.60
LES SCHWAB TIRE CENTER	22900667878	10/02/2025	TIRES 2014 FREIGHTLINER	703-739-52099	1,799.44
VERIZON	6124046238	10/02/2025	BASHAR 1971	703-733-52010	38.26
VERIZON	6124046238	10/02/2025	PW CONSTRUCTION INSPEC...	703-733-52010	40.81
VERIZON	6124046238	10/02/2025	ENGINEERING 8524	703-733-52010	38.26
VERIZON	6124046238	10/02/2025	SHARON DARROUX 0813	703-733-52010	38.26
VERIZON	6124046238	10/02/2025	PUBLIC WORKS 8523	703-734-52010	38.26
VERIZON	6124046238	10/02/2025	BUCK TUPPER 3371	703-734-52010	38.26
VERIZON	6124046238	10/02/2025	PW SPARE 4 8741	703-734-52010	40.81
VERIZON	6124046238	10/02/2025	CURT LEMONT 2217	703-734-52010	38.26
VERIZON	6124046238	10/02/2025	ALEX BIRD 2000	703-734-52010	38.26
VERIZON	6124046238	10/02/2025	BRETT LONG 3607	703-734-52010	38.26
VERIZON	6124046238	10/02/2025	ETHAN STERLING 6282	703-734-52010	38.26
VERIZON	6124046238	10/02/2025	ALEX BIRD 9081	703-734-52010	40.81
VERIZON	6124046238	10/02/2025	BASHAR AL-DAOMI I PAD	703-734-52010	40.81
VERIZON	6124046238	10/02/2025	SCOTT WILLIAMS 0621	703-734-52010	38.26
VERIZON	6124046238	10/02/2025	JULIAN ZIRKLE 629	703-734-52010	38.26
VERIZON	6124046238	10/02/2025	ROGER STAUFFER 9662	703-734-52010	38.26
VERIZON	6124046238	10/02/2025	RYAN POWERS 7116	703-734-52010	38.26
VERIZON	6124046238	10/02/2025	PW UTILITY 2 9923	703-734-52010	40.81
VERIZON	6124046238	10/02/2025	PW ENGINEERING 0940	703-734-52010	40.81
VERIZON	6124046238	10/02/2025	PW UTILITY 3 9924	703-734-52010	40.81
VERIZON	6124046238	10/02/2025	PW FACILITY MAINTENANCE ...	703-734-52010	40.81
VERIZON	6124046238	10/02/2025	PW OPERATIONS 3856	703-734-52010	40.81
VERIZON	6124046238	10/02/2025	MOUHAMAD ZAHER 3068	703-734-52010	38.26
VERIZON	6124046238	10/02/2025	PW UTILITY 1 9922	703-734-52010	40.81
SWS EQUIPMENT	P13459ORE	09/26/2025	PARTS	703-739-52099	3,597.99
CARDINAL SERVICES INC	029844	09/29/2025	TEMPORARY EMPLOYMENT	703-739-52019	485.10
CINTAS	8407787554	09/29/2025	FIRST AID CABINET SERVICE	703-734-52019	72.47
METRO PLANNING INC	6755	09/30/2025	WEB GIS	703-733-52019	425.00
Fund 703 - PW OPERATIONS Total:					9,979.45

Fund: 801 - URBAN RENEWAL AGENCY

OTAK INC	000092500267	09/29/2025	1ST AND STRAND ST P 01982...	801-000-53001	4,101.25
Fund 801 - URBAN RENEWAL AGENCY Total:					4,101.25

Grand Total: 125,304.59

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	34,302.40
202 - COMMUNITY DEVELOPMENT	39,857.90
203 - COMMUNITY ENHANCEMENT	9,199.06
601 - WATER	5,770.67
603 - SEWER	21,581.46
605 - STORM	512.40
703 - PW OPERATIONS	9,979.45
801 - URBAN RENEWAL AGENCY	4,101.25
Grand Total:	125,304.59

Account Summary

Account Number	Account Name	Expense Amount
100-000-21000	Court - Restitution	400.00
100-000-35002	Fees - Business Licenses	35.00
100-000-37004	Miscellaneous	20.00
100-701-52001	Operating Supplies	38.26
100-701-52010	Telephone	126.19
100-701-52019	Professional Services	1,433.25
100-702-52019	Professional Services	591.85
100-703-52001	Operating Supplies	191.30
100-704-52019	Professional Services	9,510.51
100-705-52001	Operating Supplies	46.19
100-705-52002	Personnel Uniforms Equ...	518.33
100-705-52010	Telephone	81.62
100-705-52018	Professional Developme...	400.00
100-705-52019	Professional Services	80.00
100-705-52023	Facility Maintenance	959.33
100-705-52115	REPORT WRITING	1,960.93
100-706-52003	Utilities	140.66
100-706-52006	Computer Maintenance	333.94
100-706-52019	Professional Services	1,661.21
100-706-52023	Facility Maintenance	1,536.16
100-706-52033	Printed Materials	749.38
100-706-52034	Visual Materials	191.96
100-707-52001	Operating Supplies	79.07
100-707-52019	Professional Services	389.00
100-708-52001	Operating Supplies	135.96
100-708-52010	Telephone	76.52
100-708-52023	Facility Maintenance	1,591.63
100-709-52010	Telephone	153.91
100-709-52023	Facility Maintenance	945.77
100-710-52001	Operating Supplies	425.00
100-711-52010	Telephone	79.07
100-712-52003	Utilities	7,205.13
100-712-52010	Telephone	252.08
100-715-52023	Facility Maintenance	1,963.19
202-721-52019	Professional Services	170.44
202-722-52003	Utilities	39,687.46
203-709-52140	Contract Programs	9,199.06
601-731-53302	Annual Maintenance	360.44
601-731-53314	WATER METERS	3,287.60
601-732-52010	Telephone	38.26
601-732-52022	Fuel	135.98
601-732-52083	Chemicals	1,948.39
603-736-52010	Telephone	164.30
603-736-52023	Facility Maintenance	392.57
603-737-52001	Operating Supplies	21.36
603-737-52003	Utilities	20,446.36
603-737-52010	Telephone	164.30

Account Summary

Account Number	Account Name	Expense Amount
603-737-52023	Facility Maintenance	392.57
605-000-52001	Operating Supplies	262.40
605-000-53504	Storm (Cleaning & CCTV)	250.00
703-733-52010	Telephone	155.59
703-733-52019	Professional Services	425.00
703-734-52010	Telephone	788.15
703-734-52019	Professional Services	72.47
703-734-52022	Fuel	860.26
703-734-52023	Facility Maintenance	105.60
703-739-52019	Professional Services	1,640.10
703-739-52099	Equipment Operations	5,932.28
801-000-53001	Capital Outlay	4,101.25
Grand Total:		125,304.59

Project Account Summary

Project Account Key	Expense Amount
None	125,304.59
Grand Total:	125,304.59



St. Helens, OR

Item #10.

Expense Approval Register

Packet: APPKT01383 - 10.3.25 Wauna AP

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 201 - VISITOR TOURISM					
DAHLGREN'S DO IT BEST BUI...	09.26.25 10026	10/02/2025	HALLOWEENTOWN	201-000-52028	69.63
SUNSET AUTO PARTS INC - N...	09.30.25 -2	10/02/2025	TAXI	201-000-52028	149.33
Fund 201 - VISITOR TOURISM Total:					218.96
Grand Total:					218.96

Fund Summary

Fund	Expense Amount
201 - VISITOR TOURISM	218.96
Grand Total:	218.96

Account Summary

Account Number	Account Name	Expense Amount
201-000-52028	Projects & Programs	218.96
Grand Total:		218.96

Project Account Summary

Project Account Key	Expense Amount
None	218.96
Grand Total:	218.96