



COUNCIL REGULAR SESSION

Wednesday, April 01, 2026 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

DECLARATION OF CONFLICTS OF INTEREST

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

ORDINANCES – *First Reading*

- 1. Ordinance No. 3323:** An Ordinance Amending the St. Helens Municipal Code Chapters 2.08 and 17.36, and Creating Chapter 2.10 regarding the Planning Commission and Historic Landmarks Commission Operational Regulations

RESOLUTIONS

- 2. PUBLIC COMMENT - Increase in Building Department Fees**
Resolution No. 2069: A Resolution to Set Building Department Fees

AWARD BID/CONTRACT

- 3.** Award the St. Helens Dock Bull Rails Replacement, Project No. M-544, to Paramount Iron Works as the Lowest Responsive Bidder in the Amount of \$71,263.44

APPROVE AND/OR AUTHORIZE FOR SIGNATURE

- 4.** Agreement with MorePower for Information Technology Services

CONSENT AGENDA FOR ACCEPTANCE

- 5.** Parks & Trails Commission Minutes dated February 9, 2026

CONSENT AGENDA FOR APPROVAL

- 6.** City Council Minutes dated March 18, 2026
- 7.** Animal Facility License
- 8.** OLCC Licenses
- 9.** 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/88057839808?pwd=L4GigvMFy4aJoOGXRet7UjPIdv6q7v.1>

Passcode: 609612

Phone one-tap: +13462487799

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

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

City of St. Helens
ORDINANCE NO. 3323

Item #1.

AN ORDINANCE AMENDING THE ST. HELENS MUNICIPAL CODE CHAPTERS 2.08 AND 17.36, AND CREATING CHAPTER 2.10 REGARDING THE PLANNING COMMISSION AND HISTORIC LANDMARKS COMMISSION OPERATIONAL REGULATIONS

WHEREAS, the Planning Commission considered its operational regulations and after refinement, made recommendations to the City Council; and

WHEREAS, given the Planning Commissions efforts, staff took the opportunity to make other housekeeping changes related to the Planning Commission and Historic Landmarks Commission.

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

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

Section 2. The City of St. Helens Municipal Code is hereby amended, attached hereto as **Attachment "A"** and made part of this reference.

Section 3. Severability. If any section, provision, clause, sentence, or paragraph of this Ordinance or the application thereof to any person or circumstances shall be held invalid, such invalidity shall not affect the other sections, provisions, clauses or paragraphs of this Ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are declared to be servable. This City Council hereby declares that it would have adopted this ordinance irrespective of the invalidity of any particular portion thereof and intends that the invalid portions should be severed and the balance of the ordinance be enforced.

Section 4. Provisions of this Ordinance shall be incorporated in the St. Helens Municipal Code and the word "ordinance" may be changed to "code," "article," "section," or another word, and the sections of this Ordinance may be renumbered, or re-lettered, provided however that Whereas clauses and boilerplate provisions need not be codified.

Section 5. The effective date of this Ordinance shall be 30 days after approval, in accordance with the City Charter and other applicable laws.

Read the first time: April 1, 2026
Read the second time: April 15, 2026

APPROVED AND ADOPTED this 15th day of April, 2026 by the following vote:

Ayes:
Nays:
Abstain:

Jennifer Massey, Mayor

ATTEST:

Kathy Payne, City Recorder

underlined words are added
~~words stricken~~ are deleted

[...] means skipping text as it reads in the code (e.g., to focus on text being edited in this document)

CHAPTER 2.08 PLANNING COMMISSION

[...]

2.08.020 Membership.

The commission may consist of up to seven members. The councilmember(s) in charge of planning shall be entitled to sit with the commission and take part in its discussions, but shall not have the right to vote. The following regulations shall also apply to the planning commission:

[...]

~~(2) No more than two voting members shall be engaged principally in the buying, selling, or developing of real estate for profit as individuals, or by members of any partnership, or officers or employees of any corporation that is engaged principally in the buying, selling, or developing of real estate for profit.~~ No more than two voting members shall be engaged in the same kind of occupation, business, trade or profession.

[...]

2.08.040 Vacancies and removal.

~~Appointments to fill vacancies shall be for the remainder of the unexpired term. A member may be removed by the city council after a hearing for misconduct or nonperformance of duty. A member who is absent from three consecutive meetings without an excuse as approved by the planning commission is rebuttably presumed to be in nonperformance of duty, and the city council shall declare the position vacant unless finding otherwise following the hearing.~~

(1) Filling vacancies.

(a) Appointments of a Commissioner shall follow the guidelines and procedures adopted by the City Council; and

(b) Appointments to fill vacancies shall be for the remainder of the unexpired term.

(2) Removal. An appointed Commissioner may be removed from their position by the City Council if at a hearing the Council finds the Commissioner has engaged in misconduct and/or nonperformance of duty.

(a) A hearing may be initiated by the City Council;

(b) The Commission may request a hearing be initiated by the City Council by an approved motion for such;

(c) If the City Council removes a Commissioner, that position shall become vacant

immediately; and

(d) For the purpose of this Section, nonperformance of duty includes but is not limited to a Commissioner being absent for a regularly scheduled monthly meeting pursuant to SHMC 2.08.070(1) at least four times in a one-calendar-year period.

2.08.050 Presiding members.

At its first meeting of each calendar year, the commission shall elect a ~~chairman~~ chairperson and ~~vice-chairman~~ vice-chairperson to serve one-year terms. The chair and vice-chair shall not hold consecutive yearly terms unless the Commission finds it is in the public interest to do so.

[...]

2.08.070 Meetings.

(1) The commission shall meet at least once a month. Meetings of the commission shall be open to the public. Meetings other than at regularly scheduled times may be announced at a prior meeting and thereby be made a part of the meeting records. Upon the request and concurrence of the majority of the commission, the ~~chairman~~ may call a previously unannounced special meeting of the commission for a time not earlier than 24 hours after the notice is given. Notice of a previously unannounced meeting shall be telephoned to the newspaper, posted at the St. Helens City Hall and, to the extent feasible, provided to interested persons at least 24 hours prior to the meeting. Notice shall comply with the Development Code, as applicable.

(2) Rules of Operation.

(a) A majority of the members appointed to the planning commission shall constitute a quorum. A vacancy is not considered an appointed position when determining a majority quorum.

(b) The ~~chairman~~'s role is to facilitate discussion. As such, the ~~chairman~~ or the commissioner presiding over the meeting in the ~~chairman~~'s absence only votes in the following circumstances:

(i) To break a tie vote; or
(ii) When there are not enough concurring votes to meet the minimum number required to make a decision per the table below.

(c) When the ~~chairman~~ is absent or must abstain from a meeting's agenda item, the vice chair shall preside over the meeting or the particular agenda item. When neither the ~~chairman~~ or vice chair can participate, the commission shall elect a commissioner to serve as temporary ~~chairman~~.

[...]

CHAPTER 2.10 HISTORIC LANDMARK COMMISSION

2.10.010 Membership.

(1) The mayor with council concurrence shall appoint a Historic Landmark Commission, hereinafter the commission, of at least three but not to exceed five members with a demonstrated positive interest, knowledge, or competence in historic preservation to carry out the provisions of this chapter. A majority of the members shall reside within the corporate boundaries of the city of St. Helens. Members shall serve without compensation, but are eligible for reimbursement of expenses related to their service.

Alternatively, the Planning Commission per Chapter 2.08 SHMC may serve as the historic landmarks commission when thus appointed, provided the appointed members of the planning commission have a demonstrated positive interest, knowledge, or competence in historic preservation to carry out the provisions of Chapter 17.36 SHMC.

(2) Initial appointments to the commission (originally three members) shall be for terms of one, two, and three years. Subsequent or new terms of appointment shall be for three years or, in the case of a replacement, for the remainder of the unexpired term. Members shall be eligible for reappointment.

2.10.020 Meetings.

(1) A simple majority of the seated members shall constitute a quorum to conduct official business.

(2) A chair and vice-chair shall be elected annually by and from the seated membership. Officers are eligible for reelection.

(3) The commission shall meet at least twice a year, and as required to conduct business in a timely fashion. Notice of the meetings shall be in accordance with applicable state and local law. Minutes, applications, staff reports, findings, and decisions of the commission shall be maintained as public records in accordance with applicable state law.

2.10.030 Powers and duties.

The commission has the following powers and duties:

(1) The commission may adopt and amend by-laws, subject to approval by the city of St. Helens council, to regulate its internal operations.

(2) For purposes consistent with this chapter and subject to the approval of the city council, the commission may seek, accept, and expend public appropriations; seek, accept, and expend grant and gift funds; cooperate with public and private entities; and employ clerical and expert assistance.

(3) The commission may undertake to inform the citizens of, and visitors to, the city of St. Helens regarding the community's history and prehistory; promote research into its history and prehistory; collect and make available materials on the preservation of historic resources; provide information on state and federal preservation programs; document historic resources prior to their alteration, demolition, or relocation and archive that documentation; assist the owners of historic resources in securing funding for the preservation of their properties; and recommend public incentives and code amendments to the city council.

(4) The commission may develop and publish, or adopt, written and graphic guideline and example materials to clarify the criteria in this chapter and to assist applicants in developing complete and viable applications.

(5) Employing the procedures and criteria in SHMC 17.36.025, the commission shall

periodically identify and evaluate the historic resources of the city of St. Helens and maintain an inventory of historic resources. At such time as surveys are being conducted, owners of the subject properties shall be notified and invited to provide comment and input.

(6) Employing the procedures and criteria in SHMC 17.36.030, the commission shall recommend to the city council revisions (i.e., adding or deleting properties) to the Designated Landmarks Register and/or comprehensive plan as needed.

(7) Employing the applicable procedures and criteria of Chapter 17.36 SHMC, the commission shall review and act upon applications for the alteration, relocation, or demolition of designated landmarks and historic resources of statewide significance.

(8) The commission shall advise and make policy recommendations to the city council and the planning commission on matters relating to historic preservation; and shall make an annual report, in writing, to the city council on its activities and expenditures during the preceding 12 months, and its projected activities and expenditures for the following 12 months.

(9) The commission shall make recommendations for architecture character review pursuant to SHMC 17.32.172(7) and 17.32.173(5)(b).

[...]

CHAPTER 17.36 HISTORIC SITES AND OVERLAY DISTRICT

[...]

~~17.36.020 Historic landmark commission.~~

~~(1) The mayor with council concurrence shall appoint a historic landmark commission, hereinafter the commission, of at least three but not to exceed five members with a demonstrated positive interest, knowledge, or competence in historic preservation to carry out the provisions of this chapter. A majority of the members shall reside within the corporate boundaries of the city of St. Helens. Members shall serve without compensation, but are eligible for reimbursement of expenses related to their service.~~

~~Alternatively, the planning commission may serve as the historic landmarks commission when thus appointed, provided the appointed members of the planning commission have a demonstrated positive interest, knowledge, or competence in historic preservation to carry out the provisions of this chapter.~~

~~(2) Initial appointments to the commission (originally three members) shall be for terms of one, two, and three years. Subsequent or new terms of appointment shall be for three years or, in the case of a replacement, for the remainder of the unexpired term. Members shall be eligible for reappointment.~~

~~(3) A simple majority of the seated members shall constitute a quorum to conduct official business.~~

~~(4) A chair and vice chair shall be elected annually by and from the seated membership. Officers are eligible for reelection.~~

~~(5) The commission shall meet at least twice a year, and as required to conduct business in a timely fashion. Notice of the meetings shall be in accordance with applicable state law. Minutes, applications, staff reports, findings, and decisions of the commission shall be maintained as~~

~~public records in accordance with applicable state law.~~

~~(6) The commission has the following powers and duties:~~

~~(a) The commission may adopt and amend by laws, subject to approval by the city of St. Helens council, to regulate its internal operations.~~

~~(b) For purposes consistent with this chapter and subject to the approval of the city council, the commission may seek, accept, and expend public appropriations; seek, accept, and expend grant and gift funds; cooperate with public and private entities; and employ clerical and expert assistance.~~

~~(c) The commission may undertake to inform the citizens of, and visitors to, the city of St. Helens regarding the community's history and prehistory; promote research into its history and prehistory; collect and make available materials on the preservation of historic resources; provide information on state and federal preservation programs; document historic resources prior to their alteration, demolition, or relocation and archive that documentation; assist the owners of historic resources in securing funding for the preservation of their properties; and recommend public incentives and code amendments to the city council.~~

~~(d) The commission may develop and publish, or adopt, written and graphic guideline and example materials to clarify the criteria in this chapter and to assist applicants in developing complete and viable applications.~~

~~(e) Employing the procedures and criteria in SHMC 17.36.025, the commission shall periodically identify and evaluate the historic resources of the city of St. Helens and maintain an inventory of historic resources. At such time as surveys are being conducted, owners of the subject properties shall be notified and invited to provide comment and input.~~

~~(f) Employing the procedures and criteria in SHMC 17.36.030, the commission shall recommend to the city council revisions (i.e., adding or deleting properties) to the Designated Landmarks Register and/or comprehensive plan as needed.~~

~~(g) Employing the applicable procedures and criteria of this chapter, the commission shall review and act upon applications for the alteration, relocation, or demolition of designated landmarks and historic resources of statewide significance.~~

~~(h) The commission shall advise and make policy recommendations to the city council and the planning commission on matters relating to historic preservation; and shall make an annual report, in writing, to the city council on its activities and expenditures during the preceding 12 months, and its projected activities and expenditures for the following 12 months.~~

~~(i) The commission shall make recommendations for architecture character review pursuant to SHMC 17.32.172(7) and 17.32.173(5)(b).~~

City of St. Helens
RESOLUTION NO. 2069

A RESOLUTION TO SET BUILDING DEPARTMENT FEES

WHEREAS, St. Helens Municipal Code Chapter 15.04.200 authorizes the City Council to establish Building Department fees by resolution; and

WHEREAS, the City Council and staff finds it necessary from time to time to review these fees and adjust them accordingly based on state fee methodologies, current estimated and actual costs of materials, staff time, etc.

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

Section 1. The Building Department fees set forth in **Exhibit A**, attached, are hereby adopted.

Section 2. This Resolution supersedes all previous resolutions setting forth Building Department fees.

Section 3. This Resolution is effective April 1, 2026.

Approved and adopted by the City Council on April 1, 2026 by the following vote:

Ayes:

Nays:

Jennifer Massey, Mayor

ATTEST:

Kathy Payne, City Recorder

BUILDING DEPARTMENT FEES
City of St. Helens Fee Schedule
Effective April 2nd, 2026

I. STRUCTURAL PERMIT FEES		NOTES
A. TOTAL VALUATION OF IMPROVEMENT:		ORS 455.020 & 455.210
<p>Residential: Structural permit fee for new construction and additions shall be calculated using the ICC Building Valuation Data Table current as of April 1 of each year, multiplied by the square footage of the dwelling to determine the valuation. Permit fees for an alteration or repair shall be calculated based on the fair market value as approved by the building official.</p> <p>Commercial: Valuation shall be the greater of either: A) The valuation based on the ICC Building Valuation Data Table current as of April 1 of each year, using the occupancy and construction type as determined by the building official, multiplied by the square footage of the structure; or (B) The value as stated by the applicant.</p>		OAR 918-050-0100
Value	Fee	
Minimum Fee	\$117	
\$1 to \$5,000	\$117	
\$5,001 to \$25,000	\$117 for first \$5000 plus \$13 for each additional \$1,000, or fraction thereof, to including \$25,000	
\$25,001 to \$ 50,000	\$377 for the first \$25,000 plus \$10 for each additional \$1,000, or fraction thereof, to and including \$50,000	
\$ 50,001 to \$100,000	\$627 for the first \$50,000 plus \$7 for each additional \$1,000, or fraction thereof, to and including \$100,000	
\$100,001 and up	\$977 for the first \$100,000 plus \$6 for each additional \$1,000, or fraction thereof.	
B. COMMERCIAL FIRE SUPPRESSION SYSTEM:		OAR 918-050-0100
Fee shall be based on value of project.	Use above; I. Structural Fee Chart	
C. RESIDENTIAL STAND ALONE FIRE SUPPRESSION SYSTEM:		OAR 918-050-0140
Fee table below is based on square footage of the structure. This fee covers the cost of normal plan review & inspections.		
0-2000 Square Feet	\$368	
2001-3600 Square Feet	\$397	
3601-7200 Square Feet	\$441	
7201 and greater	\$500	
D. SOLAR STRUCTURAL INSTALLATION PERMIT:		OAR 918-050-0180
Prescriptive installation: Flat fee for installations that comply with the prescriptive path described in section 3111.5.3 of the Oregon Structural Specialty Code. This includes permit review and one inspection.	\$270	OAR918-050-0180
All other installations: Fee based on valuation of structural elements for the; Panels, including Racking, Mounting, Rails & cost of Labor (excluding electrical equipment, collector panels, & inverters). Use the above I. A. Structural Fee chart above. Per 3111.5.3 OSSC	Use above; I. Structural Fee Chart	OAR918-050-0180
E. PHASED CONSTRUCTION: The fee shall be based on the application fee and shall be increased in an amount equal to 10% of the total project building permit fee not to exceed \$1,500 for each phase.	Phasing Application Fee \$165 Plus 10% of the Total Project Building Permit Fee	OAR 918-050-0160
F. DEFERRED SUBMITTAL: The fee is for administration, processing, & reviewing deferred plans shall be an amount equal to 65% of the building permit fee calculated using the value of the particular deferred portion(s) of the project with a minimum fee of \$250. This fee is in addition to the project plan review fee based on total project value.	65% of the value of the particular deferred portion(s) of the project with a minimum fee of \$250	OAR 918-460-0070 OAR 918-480-0030

G. PLAN REVIEW:		OAR 918-050-0110
Plan Review Fee is 65% of Structural Permit Fee (Required at time of application, based on the valuation at time of application. May be adjusted prior to permit issuance)	65% of structural fee	
Additional plan review required by changes, additions or revisions to approved plans (min. 1/2 hr.)	\$100/hour	
Fire/Life/Safety Plan review (if required)	40% of structural fee	
Planning & Engineering Review fees could apply.	(see Planning/Eng. Fees)	
Plan Review Consulting Fees – May be applicable to Complex projects. Complex projects are those that require a registered design professional by ORS 671 and 672 or where requesting Modification or Alternatives to the code.	Hourly Rate (Per Current Service Agreement)	
H. DEMOLITION PERMIT:		
Residential; Flat Fee	\$110	
Commercial; Flat Fee	\$270	
I. INSPECTION & OTHER FEES:		
Inspections required outside normal business hours (min. 2 hr. charge)	\$150/hour	
Temporary Certificate of Occupancy- Valid for 30 Days upon issuance	\$163 Residential / \$276 Commercial	
Reinspection Fee (after 2 same-type failed inspections)	\$150	
Special inspection or Consult – Structural	\$110	
Each additional inspection - above allowable (1 hr. min.)	\$110	
New addition of planning release fee (if planning sig. is required)	See Planning Fee Schedule	
Inspection fee which no fee is specifically indicated	\$110/hour	
Administration Fee	\$45.00/hour (Minimum 1hour)	
Technology Fee	4% (Applied to the permit fee)	
Investigation Fee	\$250.00/hour (Minimum 1hour)	
J. STATE OF OREGON FEES:		ORS 455.210; 455.220
State of Oregon Surcharge Fee: (Subject to increase by State of Oregon, BCD)	Current State Surcharge (12% x Structural fee)	

II. PLUMBING FEE

A. Residential: plumbing permit fee for new construction includes one kitchen and is based on the number of bathrooms, from one to three, on a graduated scale. An additional set fee shall be assessed for each additional bath or kitchen.

OAR 918-050-0100

Permit fees for an addition, alteration, or repair shall be calculated based on the number of fixtures, appurtenances, and piping, with a set minimum fee.

NEW 1 & 2 FAMILY DWELLINGS: includes one kitchen, first 100 feet each of site utilities, hose bibbs, icemakers, underfloor low-point drains, and rain drain packages that include the piping, gutters, downspouts, and perimeter system. Half bath counted as whole.

Fee**1 Bathroom**

\$467

2 Bathroom

\$564

3 Bathroom

\$663

Additional Bathroom or Kitchen (new construction)

\$98 each

Water service: first 100 feet (new construction excluded)

\$66

Sanitary & Storm water service; first 100 feet (new construction excluded)

\$66 per service

Add'l 100' or part thereof; water, sanitary, & storm sewer (no charge for 1st 100' of new construction)

\$36

Residential Fixture Fee (per fixture)

\$28 per fixture

Minimum Residential Permit Fee

\$66

B. COMMERCIAL, INDUSTRIAL & DWELLINGS OTHER THAN 1 & 2 FAMILY:

OAR 918-050-0100

Minimum Fee

\$110

Fixture Fee

\$30 each

Water service (first 100 feet)

\$80

Building sanitary sewer (first 100 feet)

\$80

Building storm sewer (first 100 feet)

\$80

Add'l 100' or part thereof (water or sewer)

\$80

C. RESIDENTIAL MULTIPURPOSE FIRE SUPPRESSION SYSTEM:

OAR 918-050-0140

Permit fees shall each be calculated as separate flat fees based on the square footage of the structure with graduated rates for dwellings. Fees include plan review and inspection.

0-2000 Square Feet

\$368

2001-3600 Square Feet

\$397

3601-7200 Square Feet

\$441

7201 and greater

\$500

D. PARKS; RV and MANUFACTURED DWELLING PARKS:

OAR 918-600-0030

1-5 spaces

\$289

6-19 spaces (\$289 plus cost per spaces)

\$50 per space

20 or more spaces (\$989 plus cost per spaces)

\$28 per space

Manufactured Home Utilities (Water, Sanitary & Storm Sewer)

\$66/100ft (per service)

E. PLUMBING PLAN REVIEW FEE:

OAR 918-780-0040

Plan Review Fee is 30% of Plumbing Permit Fee. (Required at time of application, based on the valuation at time of application. May be adjusted prior to permit issuance)

30% of plumbing fee

Additional plan review required by changes, additions or revisions to approved plans (min 1/2 hr.)

\$100/hour

F. MEDICAL GAS PLUMBING PERMIT FEE:		OAR 918-780-0045
Based on value of installation cost, system equipment, inlets, outlet fixtures & appliances.	See structural Fee Schedule IA	
Plan Review Fee is 30% of the Permit Fee	30% of plumbing fee	
G. INSPECTION FEES & MISC. FEES:		
Inspections required outside normal business hours (min. 2 hr. charge)	\$150/hour	
Reinspection Fee (after 2 same-type failed inspections)	\$150/each	
Each additional inspection - above allowable (1 hr. min.)	\$110/hour	
Inspection fee which no fee is specifically indicated	\$110/hour	
Minimum Plumbing Permit Fee	\$66	
Administration Fee	\$45/hour (Minimum 1hour)	
Technology Fee	4% (Applied to the permit fee)	
Investigation Fee	\$250.00/hour (Minimum 1hour)	
H. STATE OF OREGON FEES:		ORS 455.210; 455.220
State of Oregon Surcharge Fee: (Subject to increase by State of Oregon, BCD)	Current State Surcharge (12% x Plumbing fee)	

III. MECHANICAL PERMIT**A. RESIDENTIAL:** Unless otherwise noted, fees apply to both gas & electric appliances, including piping.

OAR 918-050-0100

Air conditioner	\$14	
Air handling unit of up to 10,000 cfm	\$14	
Air handling unit 10,001 cfm and over	\$14	
Appliance vent installation, relocation or replacement not included in an appliance permit	\$14	
Attic/crawl space fans	\$14	
Barbecue	\$14	
Chimney/liner/flue/vent	\$14	
Clothes dryer exhaust	\$14	
Decorative gas fireplace	\$14	
Ductwork – no appliance/fixture	\$14	
Evaporative cooler other than portable	\$14	
Floor furnace, including vent	\$14	
Flue vent for water heater or gas fireplace	\$14	
Furnace - greater than 100,000 BTU	\$14	
Furnace - up to 100,000 BTU	\$14	
Furnace/burner including duct work/vent/liner	\$14	
Gas or wood fireplace/insert	\$14	
Gas fuel piping outlets	First outlet \$14 Each additional outlet \$2	
Heat pump	\$14	
Hood served by mechanical exhaust, including ducts for hood	\$14	
Hydronic hot water system	\$14	
Installation or relocation domestic-type incinerator	\$14	
Mini split system	\$14	
Oil tank/gas/diesel generators	\$14	
Pool or spa heater, kiln	\$14	
Radon mitigation	\$14	
Range hood/other kitchen equipment	\$14	
Suspended heater, recessed wall heater, or floor mounted unit heater	\$14	
Ventilation fan connected to single duct	\$14	
Ventilation system not a portion of heating or air-conditioning system authorized by permit	\$14	
Water heater	\$14	
Wood/pellet stove	\$14	
Other heating/cooling	\$14	
Other fuel appliance	\$14	
Other environment exhaust/ventilation	\$14	
Minimum Mechanical Permit Fee	\$66	

B. COMMERCIAL, INDUSTRIAL & MULTI-FAMILY RESIDENTIAL:

OAR 918-050-0100

\$1.00 to \$7,000	\$110 (Minimum Fee)	
\$7,001 to \$25,000	\$110 for the first \$7,000, plus \$11 for each additional \$1,000, or fraction thereof, to and including \$25,000.	
\$25,001 to \$50,000	\$308 for the first \$25,000, plus \$8 for each additional \$1,000, or fraction thereof, to and including \$50,000.	
\$50,001 to \$100,000	\$508 for the first \$50,000, plus \$7 for each additional \$1,000, or fraction thereof, to and including \$100,000.	
\$100,001 and up	\$858 for the first \$100,000, plus \$6 for each additional \$1,000, or fraction thereof.	

C. PLAN REVIEW FEE:		OAR 918-050-0110
Plan Review Fee is 65% of Mechanical Permit Fee. (Required at time of application, based on the valuation at time of application. May be adjusted prior to permit issuance)	65% of mechanical fee	
Additional plan review required by changes, additions or revision to approved plans (minimum 1/2 hr.)	\$100 per hour	
D. INSPECTION FEES & MISC. FEES:		
Inspections required outside normal business hours (min. 2 hr. charge)	\$150/hour	
Reinspection Fee (after 2 same-type-failed inspections)	\$150/each	
Each additional inspection - above allowable (1 hr. min.)	\$110/hour	
Inspection fee which no fee is specifically indicated	\$110/hour	
Administration Fee	\$45/hour (Minimum 1hour)	
Technology Fee	4% (Applied to the permit fee)	
Investigation Fee	\$250.00/hour (Minimum 1hour)	
E. STATE OF OREGON FEES:		ORS 455.210; 455.220
State of Oregon Surcharge Fee: (Subject to increase by State of Oregon, BCD)	Current State Surcharge (12% x Mechanical fee)	

IV. MANUFACTURED DWELLINGS		
A. MANUFACTURED DWELLING PLACEMENT PERMIT:		OAR 918-050-0130
Manufactured Dwelling Placement Fee:	\$540 (per Dwelling)	
Separate Permit(s) required for decks, other accessory structures, and foundation that do not comply with the prescriptive requirements of the Oregon Manufactured Dwelling Code, utility connections beyond 30 lineal feet, new plumbing, alterations and other such items.	(See Structural, Plumbing, and Mechanical Fees)	
Planning & Engineering Review fees could apply.		
B. INSPECTION FEES & MISC. FEES:		
Inspections required outside normal business hours (min. 2 hr. charge)	\$150/hour	
Reinspection Fee (after 2 same-type-failed inspections)	\$150/each	
Each additional inspection - above allowable (1 hr. min.)	\$110/hour	
Inspection fee which no fee is specifically indicated	\$110/hour	
Administration Fee	\$45/hour (Minimum 1hour)	
Technology Fee	4% (Applied to the permit fee)	
Investigation Fee	\$250.00/hour (Minimum 1hour)	
C. STATE OF OREGON FEES:		ORS 455.210; 455.220
Manufactured Dwelling State Fee	Currently \$30.00	
State of Oregon Surcharge Fee: (Subject to increase by State of Oregon, BCD)	Current State Surcharge (12% x Permit fee)	
V. MANUFACTURED DWELLING/RV PARKS		
Construction Permit Fee. The construction permit fee shall be as established by the municipality administering the manufactured dwelling or mobile home park program and shall be paid to the authority having jurisdiction prior to beginning construction. Valuation of construction cost shall be based on ICC Building Valuation Data Table current as of April 1 of each year with construction type of VB and Occupancy Type U (1/2 Rate).		OAR 918-600-0030; 918-650-0030
Construction Permit Fee	See Structural Schedule 1A	
Area Development Fee. The area development fee shall be determined from Table 1-MD using the valuation for all facilities for which the permit is issued. The fees in Table 1-MD shall be based on valuation Table 2-MD or be determined by the applicant with documentation acceptable to the authority having jurisdiction. Permit fees shall be paid to the authority having jurisdiction before any work begins.		
Area Development Fee	Table 1	
Plan Review Fee is 65% of ADP Fee	65% of structural fee	
Inspections required outside normal business hours (min. 2 hr. charge)	\$150/hour	
Reinspection Fee (after 2 same-type-failed inspections)	\$150/each	
Each additional inspection - above allowable (1 hr. min.)	\$110/hour	
Inspection fee which no fee is specifically indicated	\$110/hour	
Administration Fee	\$45/hour (Minimum 1hour)	
Technology Fee	4% (Applied to the permit fee)	
Investigation Fee	\$250.00/hour (Minimum 1hour)	
VI. MISCELLANEOUS FEES		
A. Administration Fee; outside of issuing building permits (min. 1 hr. then 1/2 hour fraction thereafter)	\$45/hour	
B. Records Request	Time & Materials	
C. Refund Policy	Refund request must be greater than \$75, or no refund can be issued.	
D. Minimum Fee for all types of permits, if not previously indicated.	\$110	
E. Planning & Engineering Reviews could apply.	See Planning/Engineering Fee Schedule	
F. Plan Review Consulting Fees – May be applicable to Complex projects. Complex projects are those that required a registered design professional by ORS 671 and 672 or where requesting Modification or Alternatives to the code	Hourly Rate (Per Current Service Agreement)	

VII. GRADE & FILL PERMIT

A. PLAN REVIEW FEE: (Required at time of application, based on the valuation at time of application. May be adjusted prior to permit issuance)		SHMC 15.04.110. 15.04.200
Plan Review Fee:	65% of the fill and grade permit fee	
B. PERMIT FEES:		SHMC 15.04.110. 15.04.200
1 to 100 cubic yards	\$110	
101 to 1,000 cubic yards	\$110 for the first 100 cubic yards, plus \$25 for each additional 100 cubic yards or fraction thereof	
1,001 to 10,000 cubic yards	\$335 for the first 1,000 cubic yards, plus \$20 for each additional 1,000 cubic yards thereof	
10,001 to 100,000	\$515 for the first 10,000 cubic yards, plus \$92 for each additional 10,000 cubic yards thereof	
100,001 cubic yard or more	\$1,343 for the first 100,000 cubic yards, plus \$50 for each additional 10,000 cubic yards or fraction thereof	
C. INSPECTION FEES & MISC. FEES:		
Inspections required outside normal business hours (min. 2 hr. charge)	\$150/hour	
Reinspection Fee (after 2 same-type-failed inspections)	\$150/each	
Each additional inspection - above allowable (1 hr. min.)	\$110/hour	
Inspection fee which no fee is specifically indicated	\$110/hour	
Administration Fee	\$45/hour (Minimum 1hour)	
Technology Fee (Applicable upon the date that ePermitting system is implemented)	4% (Applied to the permit fee)	
Investigation Fee	\$250.00/hour (Minimum 1hour)	



STAFF REPORT / COUNCIL ACTION

Meeting Date: April 1, 2026
 Author: Sharon Darroux, Engineering Manager
 Department: Public Works
 Division: Engineering
 Subject: ST. HELENS DOCK BULL RAILS REPLACEMENT
 Type of Item: Project Award
 CC: John Walsh, City Administrator
 Mouhamad Zaher, Public Works Director

Project Introduction:

In June 2025, the City completed repairs and upgrades to critical components of the St. Helens Courthouse Docks to improve the safety, functionality, and longevity of recreational boating facilities. Improvements included replacement of bull rails and wales, stabilization of dock fingers, and replacement of a missing section of the debris boom. These repairs were funded by the Oregon State Marine Board.

To support additional needed improvements, the Oregon Department of Fish and Wildlife (ODFW) awarded the City an additional \$110,000 in grant funding to replace deteriorated wood bull rails with new steel bull rails on the docks.

Background:

The St. Helens Dock Bull Rails Replacement, Project No. M-544, will replace and upgrade an additional 1,244 linear feet of deteriorated wooden bull rail with new, more durable steel bull rails along the Courthouse Docks. The existing wood bull rails have experienced significant wear due to age, weather exposure, and vessel impacts, reducing their effectiveness and increasing ongoing maintenance needs.



In conjunction with the bull rail replacement, the project will also include the replacement of over 118 heavy-duty dock cleats. Many of the existing cleats are outdated or have experienced wear that limits their reliability.

Installing new cleats will improve safety for dock users and enhance the overall functionality of the moorage facilities.

These improvements build upon the City's recent dock rehabilitation efforts and are intended to extend the service life of the facility, reduce long-term maintenance costs, and provide a safer and more resilient docking system for recreational and transient boaters. The use of steel components will provide greater durability and resistance to impact and environmental conditions compared to traditional wood materials.

Project Goals:

The primary goals of the project are to:

- ✓ Improve safety for boaters and dock users by replacing deteriorated bull rails and worn dock cleats

- ✓ Replace aging wood components with more durable, low-maintenance steel infrastructure
- ✓ Enhance the structural integrity and reliability of the Courthouse Docks
- ✓ Extend the overall service life of the dock facilities
- ✓ Reduce long-term maintenance and repair costs

Procurement:

The St. Helens Dock Bull Rails Replacement Project was advertised for bids in the Daily Journal of Commerce on February 23, 2026. The following bids were received and opened at 2:00 PM, March 17, 2026 at City Hall in the Council Chambers,

FIRM	LOCATION	BID
Stateline LLC	La Center, WA	\$94,010.00
FS Construction LLC	Vancouver, WA	\$99,170.00
Five Rivers Construction	Kelso, WA	\$114,629.00
Red Eye Fabrication	Clatskanie, OR	\$124,048.00
Paramount Iron Works	Eugene, Oregon	\$71,263.44
Sampson Construction	West Linn, OR	\$96,966.00
Bergerson Construction	Astoria, OR	\$198,820.00

Budget Impact:

Funding St. Helens Dock Bull Rails Replacement Project is from an Oregon Department of Fish and Wildlife (ODFW) grant. Approval of this action authorizes expenditure within the approved grant budget.

Requested Action:

Staff recommends that the City Council award the project to Paramount Iron Works as the lowest responsive bidder on the St. Helens Dock Bull Rails Replacement Project and authorize the City Administrator to execute a Standard Public Improvement Contract for the amount specified in their bid, plus the standard 10% contingency.

Attachments:

- Unofficial Bid Results
- Plan Holders List
- Bidder’s Spreadsheet



DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION

UNOFFICIAL BID RESULTS

PROJECT NAME: St. Helens Dock Bull Rails Replacement PROJECT NO. M-544

BID OPENING: 2:00 P.M., Tuesday, March 17, 2026 ENGINEER'S ESTIMATE: \$110,000.00

BID OPENING WITNESSED BY: Sharon Darroux, Alexander Bird, John Walsh, Bashar Al-Daomi

ARE BIDS LISTED IN THE ORDER OPENED? YES

Contractor's Name and Address	10% Bid Bond or Check Enclosed	Bid Signed	Addendum(s) Acknowledged	Bid Amount
Stateline LLC	Yes	Yes	Yes	* \$94,010.00
FS Constructin LLC	Yes	Yes	Yes	* \$99,170.00
Five Rivers Construction	Yes	Yes	Yes	\$114,629.00
Red Eye Fabrication	Yes	Yes	Yes	\$124,048.00
Paramount Iron Works	Yes	Yes	Yes	\$71,263.44
Sampson Construction	Yes	Yes	Yes	\$96,966.00
Bergerson Construction	Yes	Yes	Yes	\$198,820.00

RECOMMENDATION (APPARENT RESPONSIVE LOW BIDDER): Paramount Iron Works

* Total Bid Price Corrected Based on Unit Prices.



CITY OF ST. HELENS PLAN HOLDERS LIST

ST. HELENS DOCK BULL RAILS REPLACEMENT , PROJECT NO. M-544

BID DOCUMENTS (Plans and Specifications):

[HARD COPY PRINTED SET \$45.00, includes listing on Plan Holders List, For S+H Add \$10.00] [DOWNLOAD FROM CITY'S WEBSITE \$0.00, does not include listing on Plan Holders List. \$10 Fee to be Listed on Plan Holders List]

ADDENDUMS ISSUED: (ADDENDUM NO. 1 on March 5, 2026)

Bid Opening Date: 2:00 PM, March 17th, 2026

Company Name	Contact Name	Address	City	State	Zip	Phone No.	Email Address	Date
Stateline LLC	Darren Scott	PO Box 972	La Center	WA	976299	360-632-9393	darren@statelinewa.com	02/23/26
Copper Mechanical	Zach Silverson	6024 N 10th st	Ridgfield	WA	98642	906-281-0456	zachary@coppermechanical.com	02/25/26
FS Constructin LLC	Shad Huber	PO box 61744	Vancouver	WA	98666	360-718-0555	accounting@fsconst.com	03/04/26
Five Rivers Construction	Joe Brown	1200 Hazel Street	Kelso	WA	98626	360-423-1991	j.brown@fiveriversconstruction.com	03/06/26
Lee Contractors	Randy Lee	5900 NE 152nd Ave	Vancouver	WA	98682	360-723-5295	kelly@leecontractorswa.com	03/12/26
Red Eye Fabrication	Leon Landers	45857 Old 77 Vesper	Claskenie	OR	97016	971-268-2511	redyecustomfab@gmail.com	03/16/26
Topper	Bryan Stevens	1333 Glenwood St	Woodland	WA	98674	360-505-4717	bryan@topperfloats.com	03/16/26
Paramount Iron Works	Joey Robinson	PO Box 245	Junction City	OR	97448	541-501-4574	joey@paramountironworks.com	03/17/26
Sampson Construction	David Sampson	19050 Nixon	West Linn	OR	97068	503-890-8100	david@sampson-inc.com	03/17/26
Bergerson Construction Inc.	Chad Curs	P.O. Box 387	Astoria	OR	97103	503-325-7130	ccurs@bergerson-const.com	03/17/26

Plan Centers							
Oregon Contractors Plan Center	5468 SE International Way	Milwaukie	OR	97222	(503) 650-0148	brie@contractorplancenter.com	
Dodge Data & Analytics	3461 NW Yeon Ave	Portland	OR	97210	(253) 539-9335	chris@construction.com	
Daily Journal of Commerce Plan Center	www.djcoregon.com	Portland	OR	97205	(503) 274-0624	plancenter@djcoregon.com	
SW Washington Contractors Association	7017 NE Hwy 99, Suite #214	Vancouver	WA	98665	(360) 694-7922	info@swca.org	
Premier Builders Exchange	PO Box 6731	Bend	OR	97701	(541) 389-0123	admin@plansonfile.com	
Salem Contractors Exchange Plan Center	PO Box 12065	Salem	OR	97309	(503) 362-7957	lori@sceonline.org	
Seattle Daily Journal of Commerce	PO Box 11050	Seattle	WA	98111	(206) 219-6481	laura.heberlein@dj.com	
Builders Exchange of Washington, Inc	2607 Wetmore Avenue	Everett,	WA	98201	(425) 258-1303	fina@bxwa.com	



BID TABULATION

PROJECT: St. Helens Dock Bull Rails Replacement, # M-544

Bid Opening Date: Tuesday, March 17, 2026, 2:00 PM

Bid Item No	Description	Unit	Qty	Stateline LLC		FS Constructin LLC		Five Rivers Construction		Red Eye Fabrication		Paramount Iron Works		Sampson Construction		Bergerson Construction	
				UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
1	Mobilization, Bonds, Insurance and Demobilization	LS	1	\$2,800.00	\$2,800.00	\$16,000.00	\$16,000.00	\$3,599.00	\$3,599.00	\$21,500.00	\$21,500.00	\$8,730.00	\$8,730.00	\$10,000.00	\$10,000.00	\$35,750.00	\$35,750.00
2	Remove wooden Bull Rails (4-inch x 4-inch), Complete	LF	1244	\$10.00	\$12,440.00	\$13.00	\$16,172.00	\$12.00	\$14,928.00	\$22.00	\$27,368.00	\$8.04	\$10,001.76	\$10.00	\$12,440.00	\$27.00	\$33,588.00
3	Fabricate and install new steel Tube Bull Rails with bolts (2-inch x 2-inch x 0.120 wall thickness), Complete	LF	1244	\$60.00	\$74,640.00	\$42.00	\$52,248.00	\$69.00	\$85,836.00	\$50.00	\$62,200.00	\$24.75	\$30,789.00	\$49.00	\$60,956.00	\$78.00	\$97,032.00
4	Purchasing and Installing Bolt thru Bolts for heavy duty 8" cleats all the way thru dock same as bull rail w 1/2" bolts. Materials- HD Cleats w hardware, Complete	EA	118	\$35.00	\$4,130.00	\$125.00	\$14,750.00	\$87.00	\$10,266.00	\$110.00	\$12,980.00	\$184.26	\$21,742.68	\$115.00	\$13,570.00	\$275.00	\$32,450.00
BID SUBTOTALS					\$94,010.00		\$99,170.00		\$114,629.00		\$124,048.00		\$71,263.44		\$96,966.00		\$198,820.00

BID TOTALS:	\$94,010.00	\$99,170.00	\$114,629.00	\$124,048.00	\$71,263.44	\$96,966.00	\$198,820.00
	Stateline LLC	FS Constructin LLC	Five Rivers Construction	Red Eye Fabrication	Paramount Iron Works	Sampson Construction	Bergerson Construction

*Total Bid Price Corrected Based on Unit Prices.

*Total Bid Price Corrected Based on Unit Prices.



3-Year MoreAware Essentials Agreement Proposal

Quote Number: QWSQ11674-03

Expiration: 4/13/2026

Prepared For:
Mouhamad Zaher
City of St. Helens

Presented By:



Chris Leiker
President

888-556-8049
503-556-8105
cleiker@morepowertech.com

3/24/2026

Dear Mouhamad,

The City of St. Helens relies on technology throughout many of the business processes that the municipality provides to the public. Due to the nature of the municipality, there are multiple regulatory compliance requirements alongside cybersecurity insurance requirements that must be kept in compliance. Like many public sector organizations, fiscal pressure is causing demand to do more with less while still maintaining a satisfactory delivery of services to the public.

Leveraging the co-managed IT model has proven an advantageous strategy for the City of St. Helens. A full-time internal IT staff member that works collaboratively to reduce time to resolution, keep labor costs controlled, and to provide liaison assistance as necessary has enabled the organization to execute major technology improvement initiatives while maintaining operations.

Our team approach for IT support mitigates the concerns related to a lone-wolf internal IT model. Leveraging a team enables more IT professionals skilled in the technology that City of St. Helens relies upon. This enables a diverse set of skills and expertise to support the various needs and challenges the City encounters.

Our holistic approach to IT stewardship that marries awareness of the business function relative to the technology that supports it is critical to our success in resolving issues and strategically planning for future initiatives. As the IT stewards for the City of St. Helens for the past 5+ years, we are excited to continue the opportunity to support its mission.

If you have any questions or concerns, please feel free to contact us via phone, email or Teams.

Regards,

Chris Leiker

(888) 556 - 8049

cleiker@morepowertech.com



Prepared For:
 Mouhamad Zaher
 City of St. Helens
 mzaher@sthelensoregon.gov
 (503) 366-8235
 265 Strand Street
 St. Helens, OR 97051

QUOTE #	QWSQ11674-03
PRESENTED	3/24/2026

PO Number	Payment Terms	Valid Through
TBD	Due upon acceptance	Apr 13, 2026

**Adding new equipment to a network may increase monthly MoreAware rates based on subscription increases for service, software, and security needs.

Monthly Recurring Fees	Qty	Ext. Price
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3-Year MoreAware Essentials Agreement Bundle Included subscriptions: Management of equipment & accounts listed in Appendix E Workstations, servers, firewalls, switches, email accounts (Microsoft/Google subscription paid separately) 3rd Party Software Deployment & Patch Management (per workstation & server) Next-Gen Endpoint Detection & Response (per workstation & server) Darkweb Compromise Monitoring (per domain) Email Blacklist Monitoring (per email domain) Business Email Security (per email account) Secure Cloud Business Email Backup Recovery (per email account) Advanced Network Monitoring (per switch, firewall, wireless controller, & router) Managed SIEM w/ 1-Year Retention (per workstation, server, & firewall)* Attack Surface Management subscription (per workstation, server, & firewall) Account Management Tool for IT Standards, IT Policies, & Strategic Roadmap Planning Shared IT Documentation Account (per approved user)	1	\$10,469.51
* Note: The Security Information & Event Management (SIEM) w/ 1-Year Retention subscription applies only to the Police workstations, servers, & firewalls.		

ACH Discount (Optional)	Qty	Ext. Price
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Monthly savings of 5% on MoreAware when you pay with ACH (Optional)	-1	-\$523.48 (First Monthly Payment) \$-523.48 billed Monthly
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One-Time Fee	Qty	Ext. Price
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MoreAware Essentials Agreement On-boarding Fee	1	\$10,469.51
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Quote Name: 3-Year MoreAware Essentials Agreement Proposal

Qty

Ext. Price

Customer Loyalty Discount

1

-\$7,852.13

Recurring Amounts: \$10469.51 Billed Monthly

Solution Subtotal

\$13,086.89

Acceptance: Quote can be signed below
(for paper copies) or digitally e-signed

Sales Tax

\$0.00

Agreement Start: _____

Shipping

\$0.00

Signature: _____

Date Signed: _____

Grand Total

\$13,086.89

MoreAware™ Essentials Managed Services Agreement

This Service Agreement ("Agreement") is made on the date set forth below by and between More Power Technology Group (MPTG), with principal office located at 1461 Broadway St. Suite B, Longview, Washington, 98632 and City of St. Helens (CUSTOMER/Account) with principal office located at 265 Strand Street, St. Helens, OR, 97051.

WHEREAS MPTG is a provider of managed technology support services, security, cloud, and networking solutions;

WHEREAS CUSTOMER desires to contract with MPTG for the provision of MPTG managed technology support services, security, cloud, and networking solutions.

NOW THEREFORE, for and in consideration of the promises contained herein and other good and valuable consideration, the parties agree as follows:

- 1) **SCOPE OF SERVICES** - This Agreement is designed to provide the CUSTOMER with a range of managed services, centralized proactive monitoring, and other support services for CUSTOMER'S Network and other technology needs. This Agreement includes the services listed in Appendix A "Scope of Services".
- 2) **TERM OF SERVICE** - This Agreement shall be for a term of three (3) years.
- 3) **PURCHASE PRICE** - CUSTOMER is purchasing services from MPTG under this Agreement for the term as stated in Paragraph 2 above. Said price shall be paid in monthly installments with the first monthly installment due upon execution of this Agreement.
- 4) **AUTOMATIC INCREASE** - The monthly price of this Agreement as stated in paragraph (3) above shall be automatically increased annually on the anniversary of the Agreement as determined by the Consumer Price Index (CPI) published by the Federal Bureau of Labor Statistics (<https://www.bls.gov/cpi/> "All items" category) for the covered period not to exceed 5%.
- 5) **CONTINUANCE/AUTOMATIC RENEWAL** - This Agreement shall renew automatically at the end of the prior Agreement term for a period of one (1) year. MPTG shall provide written notice of automatic renewal to the CUSTOMER within thirty (30) days of the expiration of the initial term. MPTG or the CUSTOMER may affirmatively terminate this Agreement following the initial period of service by written notice to the other party prior to expiration of the Agreement.
- 6) **COVERED EQUIPMENT** - For purposes of this Agreement, the "Network" shall be defined as, and shall include the servers, workstations, laptops, mobile devices, firewalls, switches, and other devices currently installed or used to connect to network applications and storage from the location(s) listed in Appendix B "Locations". Printers and other copying devices are NOT included other than in their ability to connect to the network.
- 7) **ADDITIONS/REMOVALS** - Any equipment added to or removed from the Network and which are/will be included in this Agreement shall have an incremental increase/decrease in cost as shown in the table located in Appendix F "Additions & Removals".
- 8) **LOCATION(S)** - Services under this Agreement shall be provided at/to the location(s) listed in Appendix B "Locations".
- 9) **SERVICE LIMITATIONS** - In addition to other limitations and conditions set forth in this Agreement, the following service and support limitations and conditions are explicitly expressed:
 - a. On-site support services are NOT included in this agreement. Services requiring on-site support shall be billed in 15-minute increments, including portal-to-portal drive time, at the applicable rate shown in Appendix C "Out of Scope Service Rates".
 - b. Project services are NOT included in this Agreement. A Project is defined as: A predetermined set of tasks and objectives of a temporary nature, with a defined beginning and end, resulting in a projected outcome which may require, as an example, any one of the following: six (6) or more hours of support labor; installation or support of installation of new software; installation, upgrade, replacement, or relocation of one (1) or more servers, or installation or replacement of one (1) or more workstations within one month; installation, upgrade, replacement or relocation of networking equipment. Project services shall be proposed to and approved by the CUSTOMER in a "Statement of Work" prior to initiation of a project.
 - c. The cost of consumables, replacement parts, hardware, software, network upgrades and associated services are NOT included in this Agreement. When requested by CUSTOMER, MPTG shall provide consultative, specification, sourcing guidance, Time and Material, and Project offerings.
 - d. Except as may otherwise be stated in this Agreement, software and other software application upgrades are NOT included in this Agreement.
 - e. Maintenance and support services for printers and copying devices are NOT included in this Agreement.
 - f. Except as may otherwise be stated in this Agreement, software application support services are NOT included in this Agreement.
 - g. Manufacturer provided warranty parts and labor/services are NOT included in this Agreement.

- h. Restoration of lost data caused by systems, hardware, or software failure is NOT included in this Agreement and MPTG assumes no responsibility for any such loss or failure.
 - i. MPTG SHALL NOT BE RESPONSIBLE FOR AND GIVES NO WARRANTY FOR MANUFACTURAL WARRANTED PARTS.
 - j. Periodic reboots for such devices as firewalls, routers, and servers are required to apply/activate critical update patches and configuration changes. MPTG's support services are predicated upon the CUSTOMER'S support and commitment to providing time/scheduling for network device reboots with its staff and/or user's support.
 - k. Virus mitigation depends upon CUSTOMER satisfying recommended backup schemes and having appropriate security software with current updates.
 - l. This Agreement and the support services defined herein are contingent upon CUSTOMER'S permitting of MPTG secure remote access into CUSTOMER'S network.
 - m. Support services requested outside the scope of this Agreement may not be exchanged for days or services within this Agreement. Additional support services are available on both a "Time and Materials," or "Project" basis.
- 10) **CHARGES FOR SUPPLEMENTAL AND PROJECT SERVICES** - Supplemental and Project services requested by CUSTOMER and provided by MPTG which are outside the scope of this Agreement shall be charged to CUSTOMER as an additional charge. MPTG shall inform CUSTOMER when there will be an additional charge and how the charge will be calculated. Additional charges will be billed at the time of service.
- 11) **RIGHT TO RENEGOTIATE** - MPTG reserves the right to renegotiate rates or responsibilities under this agreement (or any portion thereof) based on additions of locations, hardware, software, hardware support requirements, and/or services. MPTG shall give thirty (30) day notice before exercising its rights under this section. The right to renegotiate also extends to the CUSTOMER under the same conditions.
- 12) **GUARANTEED RESPONSE TIMES AND PRIORITY** - The MPTG Service Desk documents and tracks issues and service requests. Service tickets are assigned priority based upon the severity of the issue and other considerations. Appendix D "Priorities and Response Times" provides a definition of each level of priority and the average time in which MPTG guarantees to respond to an issue.
- 13) **TAXES** - CUSTOMER shall, in addition to the other amounts payable under this Agreement, pay all sales and other taxes, federal, state, or otherwise, however designated, which are levied or imposed by reason of the services provided pursuant to this Agreement. Without limiting the foregoing, CUSTOMER shall promptly pay to MPTG an amount equal to any such taxes actually paid or required to be collected or paid by MPTG.
- 14) **FAILURE TO PAY** - MPTG reserves the right to refuse or suspend service under this Agreement in the event CUSTOMER has failed to pay any invoice within thirty (30) days of said invoice date, whether it is an invoice for services provided under this Agreement, supplemental services, services provided under any other Agreement between the parties, or product purchases.
- 15) **CONDITIONS OF SERVICE** - The CUSTOMER Network is eligible for support under this Agreement provided it shall be, and remain in, good condition and MPTG serviceability requirements and site environmental conditions are met. MPTG reserves the right to inspect the Network upon the commencement of this Agreement for the purpose of creating a diagram of the Network and/or conducting a diagnostic test of the Network.
- 16) **LOSS OF USE** - MPTG shall not be responsible to CUSTOMER for loss of use of the Network or for any other liabilities arising from alterations, additions, adjustments, or repairs which have been made to the Network by the CUSTOMER. MPTG shall not be responsible for acts done by third parties who are not authorized representatives of MPTG.
- 17) **MPTG SERVICE RESPONSIBILITY** - MPTG shall provide remote support services in a timely manner via telephone, email, cloud application, and other remote access methods.
- a. MPTG shall provide off-site services during MPTG normal business hours and on MPTG normal business days. On-site support services shall be provided in accordance with paragraph (17b) below. MPTG shall notify the designated CUSTOMER representative prior to commencing ALL support services and at the completion of ALL support services which might impact the CUSTOMER's ability to use its Network or network devices. MPTG's representatives shall have, and the CUSTOMER shall provide full access to the Network in order to affect the necessary support services.
 - b. If on-site or off-site services are requested by the CUSTOMER outside of normal MPTG business hours MPTG shall provide such support service subject to the availability of its representatives according to the terms and conditions set forth in this Agreement and paragraph (17a) above.
 - c. MPTG shall be obligated to provide support service only at the location(s) defined in this Agreement. If the CUSTOMER desires to relocate, add, or remove locations, the CUSTOMER shall give appropriate notice to MPTG of its intention to relocate sixty (60) days in advance. MPTG reserves the right to renegotiate service terms with respect to any relocation and/or addition of locations by the CUSTOMER. Such right includes the right to refuse service to CUSTOMER at the relocation and/or new site.
- 18) **CUSTOMER RESPONSIBILITY** - CUSTOMER shall provide adequate workspace, heat, light, ventilation, electric current and outlets, internet access, and remote access for use by MPTG's representatives.

- a. CUSTOMER shall promptly notify MPTG of any events/incidents that might impact the services defined within this Agreement and/or any supplemental service needs.
 - b. CUSTOMER agrees that it will inform MPTG of any modification, installation, or service performed on the Network by individuals not employed by MPTG in order to assist MPTG in providing an efficient and effective support response.
 - c. CUSTOMER shall designate a managerial level representative to authorize all network support services. Whenever possible, said representative shall be present when a MPTG service representative is on-site.
 - d. CUSTOMER shall strictly control remote access to its network by restricting access permission and by implementing encryption methodologies and strong password protection policies. Personal equipment used to connect to the CUSTOMER network must meet the security and access requirements established by MPTG.
 - e. CUSTOMER agrees that payment for the full term for cloud or other service subscriptions included in this agreement shall be the responsibility of the CUSTOMER in the event the CUSTROMER terminates this Agreement prior to its expiration or to the expiration of any automatic renewal period.
- 19) **OPT-OUT/TERMINATION** - MPTG and/or CUSTOMER shall have the right to terminate this Agreement under any of the following conditions:
- a. If in MPTGs sole discretion, such discretion not to be unreasonably exercised, conditions at the service site(s) have materially changed or pose a health or safety threat to any MPTG representative.
 - b. If the CUSTOMER does not pay MPTG within thirty days from receipt of MPTG's invoice and/or otherwise materially breaches this Agreement.
 - c. If upon thirty (30) days written notice MPTG fails to perform its obligations under this Agreement.
 - d. If either party provides ninety (90) days written notice to the other party of its intention to terminate.
 - e. If both parties agree to terminate the Agreement.
 - f. If this Agreement is superseded by a new MoreAware™ agreement between both parties to this Agreement.
 - g. If one of the parties shall be declared insolvent or bankrupt.
 - h. If a petition is filed in any court and not dismissed in ninety (90) days to declare one of the parties bankrupt and/or for a reorganization under the Bankruptcy Law or any similar statute.
 - i. If a Trustee in Bankruptcy or a Receiver or similar entity is appointed for one of the parties. Upon termination, all hardware and software installed by MPTG that was required to conduct network support services are the property of MPTG and shall be surrendered and returned to MPTG at end of the Agreement, except as otherwise specifically agreed herein.
- 20) **REMEDIES** - In the event CUSTOMER terminates this Agreement for any reason other than a breach of the terms hereof by MPTG, CUSTOMER shall NOT be entitled to a refund of any monies paid by CUSTOMER in advance of the month or part thereof for which services by MPTG were last performed.
- 21) **INDEPENDENT ENGAGEMENT/NON-HIRE** - CUSTOMER acknowledges that MPTG is involved in a highly strategic and competitive business. CUSTOMER further acknowledges that CUSTOMER would gain substantial benefit and that MPTG would be deprived of such benefit, if CUSTOMER were to directly hire any personnel employed by MPTG. Except as otherwise provided by law, CUSTOMER shall not, without the prior written consent of MPTG, solicit the employment of MPTG personnel during the term of this Agreement and for a period of twelve (12) months following expiration of this Agreement.
- a. CUSTOMER agrees that calculation of MPTG's damages resulting from breach by CUSTOMER of this provision would be impracticable and that it would be extremely difficult to ascertain the actual amount of damages. Therefore, in the event CUSTOMER violates this provision, CUSTOMER shall immediately pay MPTG an amount equal to 50% of employee's total annual compensation as liquidated damages and MPTG shall have the option to terminate this Agreement without further notice or liability to CUSTOMER. The amount of the liquidated damages reflected herein is not intended as a penalty and is reasonably calculated based upon the projected costs MPTG would incur as a result of any breach of this part of this Agreement, and to identify, recruit, hire and train suitable replacements for such personnel whether or not actually employed by CUSTOMER.
 - b. In no event shall it be a violation of this section for CUSTOMER to engage in solicitations incidental to general advertising or other general solicitation in the ordinary course not specifically targeted at such persons or to employ any person not solicited in violation of this agreement.
 - c. This provision shall survive termination of this Agreement and any other Agreements between CUSTOMER and MPTG.
- 22) **CONFIDENTIALITY** - This Confidentiality portion of this Agreement is in addition to other terms and conditions set forth in any and all Agreements currently existing or hereafter created between CUSTOMER and MPTG. This Agreement shall under no circumstances be deemed to alter any such contract except as specifically provided below.

- a. MPTG acknowledges that in the course of providing services to CUSTOMER, MPTG may learn from CUSTOMER certain non-public personal and otherwise confidential information relating to CUSTOMER, including its customers, consumers, or employees. MPTG shall regard any and all information it receives which in any way relates or pertains to CUSTOMER, including its customers, consumers, or employees as confidential.
- b. MPTG shall take commercially reasonable steps to not disclose, reveal, copy, sell, transfer, assign, or distribute any part or parts of such information in any form, to any person or entity, or permit any of its employees, agents, or representatives to do so for any purpose other than purposes which serve CUSTOMER or as expressly and specifically permitted in writing by said CUSTOMER or as required by applicable law.
- c. CUSTOMER acknowledges that it also has certain obligations to keep records and information of its business, customers, consumers, and employees, confidential.
- d. CUSTOMER also acknowledges that all information and services, consulting techniques, proposals, and documents disclosed by MPTG, or which comes to its attention during the course of business and provided under this Agreement constitute valuable assets of and are confidential and/or proprietary to MPTG. CUSTOMER shall not reveal such information except as provided by law and will use its best efforts to give reasonable and timely notification to MPTG of any disclosure it may be bound to make so MPTG can seek its own remedy if it chooses to do so.
- e. This provision shall survive termination of this Agreement and any other Agreements between CUSTOMER and MPTG.

23) WARRANTIES AND DISCLAIMERS -

- a. **MPTG MAKES AND THE CUSTOMER RECEIVES NO WARRANTY, EXPRESS OR IMPLIED, AND ALL WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE ARE EXPRESSLY EXCLUDED. IN NO EVENT SHALL MPTG OR ANY OF ITS DIRECTORS, EMPLOYEES OR OTHER REPRESENTATIVES BE HELD RESPONSIBLE FOR ANY SPECIAL, INCIDENTAL, INDIRECT, OR CONSEQUENTIAL DAMAGES OF ANY KIND INCLUDING, WITHOUT LIMITATIONS, THOSE RESULTING FROM LOSS OF DATA, INCOME, PROFIT, OR ANY THEORY OF LIABILITY, ARISING OUT OF OR IN CONNECTION WITH THE SERVICES OR USE THEREOF EVEN IF MPTG HAS BEEN ADVISED OR HAS KNOWLEDGE OF THE POSSIBILITY OF SUCH DAMAGES. CUSTOMER UNDERSTANDS AND ACKNOWLEDGES THAT MPTG'S SERVICES DO NOT CONSTITUTE ANY GUARANTEE OR ASSURANCE THAT THE SECURITY OF CUSTOMER'S SYSTEMS, NETWORKS AND ASSETS CANNOT BE BREACHED OR ARE NOT AT RISK OF A DATA BREACH.**
- b. **CUSTOMER ASSUMES FULL RESPONSIBILITY FOR THE OVERALL EFFECTIVENESS AND EFFICIENCY OF THE OPERATING ENVIRONMENT IN WHICH THE NETWORK IS TO FUNCTION.**
- c. **CUSTOMER ACKNOWLEDGES THAT THIS AGREEMENT DOES NOT CREATE ANY DIRECT OR IMPLIED FEDUCIARY RESPONSIBILITY ON THE PART OF MPTG.**

- 24) **INDEMNIFICATION** - CUSTOMER hereby agrees to indemnify and defend at its sole expense: MPTG, its employees, agents, representatives, directors and shareholders, from and against any and all claims arising out of or based upon CUSTOMER'S use of all services, software or hardware provided or serviced hereunder, including, but not limited to, claims based on software licensing violations, copyright infringement, trademark infringement and patent infringement. In addition, CUSTOMER agrees to pay any judgment and costs including but not limited to MPTG's reasonable Attorneys' Fees.

25) GENERAL PROVISIONS -

- a. **Sole Agreement:** This Agreement constitutes the entire and only understanding and Agreement between the parties hereto with respect to the subject matter hereof and, except as expressly set forth herein, maybe amended only by a writing signed by each of the parties hereto.
- b. **Severability:** If a court of competent jurisdiction determines that any terms or provision of this Agreement is invalid or un-enforceable, such determination shall not affect the validity or enforceability of the remaining terms and provisions of this Agreement, which shall continue to be given full force and effect.
- c. **Captions:** The captions of the paragraphs of this Agreement are for convenience only and shall not affect in any way the meaning or interpretation of this Agreement or any of the provisions hereof.
- d. **Binding Effect:** This Agreement shall be binding upon, and shall inure to the benefit of, the parties hereto and their heirs, legal representatives, personal representatives, administrators, successors, and permitted assigns, as the case may be.
- e. **Waiver:** Any failure of either party to comply with any obligation, covenant, Agreement, or condition herein may be expressly waived, but only if such waiver is in writing and signed by the other parties. Any such waiver or failure to insist upon strict compliance with such obligation, covenant, Agreement, or conditions shall not operate as a waiver of and/or set precedence with respect to any subsequent and/or other failure.
- f. **Governing Law:** Notwithstanding the place where this Agreement may be executed by any party, this Agreement, the rights and obligations of the parties, and any claims and disputes relating hereto shall be subject to and governed by the laws of the State of Oregon, and such laws shall govern all aspects of this Agreement. The parties agree to submit to the personal jurisdiction and venue of the state and federal courts in the State of Oregon, for the Judicial District where CUSTOMER has its principal office, for resolution of all disputes and causes of action arising out of this Agreement, and the parties hereby waive all questions of personal jurisdiction and venue of such courts, including, without limitation, the claim or defense therein that such courts constitute an

inconvenient forum.

- g. Assignment: This Agreement and the rights and duties hereunder shall not be assignable by either party hereto except upon written consent of the other.
- h. Force Majeure: MPTG shall not be liable for any problems created due to external causes beyond its control including, but not limited to, terrorist acts, natural catastrophe, fire, flood, or other act of God, and/or power failure, virus propagation, improper shut down of the Network and related Network systems/services, or service interruptions caused by the Internet service provider.
- i. Attorneys' Fees. In any action between the parties to enforce any of the terms of this Agreement, the prevailing party shall be entitled to recover all expenses, including reasonable attorneys' fees.

26) REGULATORY NON-COMPLIANCE CLAUSE – Each Party shall comply with all applicable laws, regulations, and governmental requirements relevant to the performance of this Agreement. If a Party fails to comply with such regulatory requirements:

- a. Notice and Right to Cure Period: The non-compliant Party shall be notified in writing of the breach and shall have thirty (30) calendar days from the date of notice to cure the non-compliance.
- b. Remedial Actions: If the non-compliance is not remedied within the cure period, the non-breaching Party may:
 - Suspend performance under the Agreement until compliance is restored.
 - Seek reimbursement for any fines, penalties, or damages incurred because of the non-compliance.
 - Terminate the Agreement with immediate effect upon written notice.
- c. Audit and Cooperation: The non-breaching Party may request access to relevant records to verify compliance. The non-compliant Party shall cooperate fully and bear any reasonable costs associated with such verification.
- d. Indemnification: The non-compliant Party agrees to indemnify, defend, and hold harmless the other Party from any claims, liabilities, or losses arising out of or related to the non-compliance.

27) SURCHARGE FOR CLIENT NON-COMPLIANCE WITH REGULATORY REQUIREMENTS – CUSTOMER agrees to comply with all applicable laws, regulations, and industry standards relevant to the performance of this Agreement, including but not limited to data protection laws (e.g. HIPAA, PCI-DSS, CJIS) and cybersecurity regulations (e.g. NIST, CIS, ISO).

28) SURCHARGE FOR NON-COMPLIANCE – If the CUSTOMER's non-compliance with regulatory requirements results in additional work, risk mitigation, legal exposure, or increased operational costs for MPTG, MPTG reserves the right to assess a surcharge to cover such costs. This surcharge shall be equal to the greater of a) ten percent (10%) of the Agreement monthly purchase price or, b) actual expenses incurred because of the non-compliance which may include, but is not limited to:

- a. Additional Monitoring and Remediation Efforts – Costs associated with enhanced security monitoring, incident response, or remediation activities required due to the CUSTOMER's non-compliance.
- b. Legal and Regulatory Support – Fees incurred for legal consultation, regulatory reporting, or compliance documentation necessitated by the CUSTOMER's breach of regulatory requirements or requirements of this Agreement.
- c. Audit and Certification Costs – Expenses related to third-party audits, certifications, or assessments triggered by the CUSTOMER's failure to meet regulatory obligations.
- d. Administrative Overhead – Reasonable administrative fees for time and resources spent managing the consequences of non-compliance.

29) NOTICE AND DOCUMENTATION – MPTG shall provide written notice detailing the nature of the non-compliance, the associated impact, and the basis for the surcharge. The CUSTOMER shall have the right to request supporting documentation and may dispute the surcharge in good faith within ten (10) business days of receipt.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year below written.

Appendix A – Scope of Services

Proactive Technology Support

- Application monitoring
- Domain monitoring
- SSL certificate monitoring
- Wireless monitoring
- UPS monitoring
- RAID monitoring
- Services monitoring
- Website monitoring
- Cloud services monitoring
- Email blacklist monitoring
- Backup monitoring
- Firewall monitoring
- ISP service monitoring
- IoT monitoring
- NAS monitoring
- SAN Monitoring
- Network switch monitoring
- Printer monitoring
- Virtualization monitoring
- VoIP monitoring
- Periodic UPS tests
- Periodic backup restoration tests
- Server operating system patch management
- Server firmware management
- Server performance management
- Workstation operating system patch management
- Workstation firmware management
- Workstation performance management

Technology Management and Administration

- 3rd Party software administration
- Active directory administration
- Azure active directory administration
- Microsoft 365 administration
- Group Policy administration
- Exchange on-premises administration
- Exchange online administration
- Virtualization administration
- Dynamic network diagramming
- Power management
- Strategic client account management
- Customized network group policies, standards, and profiles
- Hardware & software asset tracking

Reactive Technology Support Services

- Secure media destruction
- E-waste recycling
- Shared help desk system account(s)
- Shared documentation system account(s)
- Shared remote support system account(s)
- Remote support

Essential MPTG Services

- Advanced network device monitoring
- Basic network device monitoring
- Business Endpoint Security licensing
- Business Email Security licensing
- Dark web compromise monitoring
- Disaster recovery licensing & storage

Technology Vendor Relationship Management

- Procurement assistance
- Change management consultation
- Domain tracking
- SSL tracking
- Warranty tracking
- 3rd Party hardware & software implementation support
- Software vendor documentation
- Hardware vendor documentation
- Services vendor documentation

Technology Consulting and Strategic Planning

- Chronic issue(s) mitigation
- IT standards assessment & gap analysis
- IT policies assessment & gap analysis
- Strategic technology roadmaps
- Strategic technology business reviews
- Warranty & aging report

Appendix B – Locations

Services under this Agreement shall only be provided at/to the following location(s):

- City Hall - 265 Strand Street, St. Helens, OR 97051
- Municipal Court - 277 Strand Street, St. Helens, OR 97051
- Parks - 475 S 18th Street, St. Helens, OR 97051
- Police - 150 S 13th Street, St. Helens, OR 97051
- Public Library - 375 South 18th Street, Suite A, St. Helens, OR 97051
- Public Works - 948 Oregon Street, St. Helens, OR 97051
- Recreation Center - 2625 Gable Road, St. Helens, OR 97051
- Waste Water Treatment - 451 Plymouth Street, St. Helens, OR 97051
- Water Filtration Facility - 1215 4th Street, Columbia City, OR 97018

Appendix C – Out of Scope Service Rates

Days of Service	Hours of Service	Rate
Business Days	Monday through Friday, 8:00 am to 5:00 pm	\$150.00/hour
After Hours	Monday through Friday, 5:00 pm to 11:00 pm Saturday, 9:00 am to 5:00 pm	\$200.00/hour
Overnight	Hours outside of those listed above.	\$250.00/hour
Holidays/Sundays	12:00 am to 11:59 pm	\$300.00/hour

Appendix D – Priorities and Response Times

Priority	Issue	Response Time
Low	No immediate impact on the user or organization. First come, first serve.	Within the next business day
Medium	Some impact on the user or organization, but not affecting mission-critical functions. Scheduled appointments.	Within the same business day
High	ALL MPTG WARRANTY ISSUES. Impacts some user or organization mission-critical functions. Monitored device WARNING notifications.	Within 4 business hours
Critical	Broad organization mission-critical functions affected. Monitored device FAILURE notifications.	Within 30 business minutes

Appendix E – Assets Under Management

	Domains:	Used for Email:	Used for Website:
1.	sthelensoregon.gov	Yes	Yes

	Firewalls:	Manufacturer:	Model:	Serial #:
1.	COSH-Police-Admin-T20	WatchGuard	T20	D0261388AFF36
2.	COSH-WaterFiltration-T40	WatchGuard	T40	D0280AAC4A723
3.	COSH-McCormickPark-T15	WatchGuard	T15	D0FE0CEFA439F
4.	COSH-CityHall-M270	WatchGuard	M270	80140674736BD
5.	COSH-PoliceDepartment-T35	WatchGuard	T35	D0200FA97FA40
6.	COSH-PublicWorks-T35	WatchGuard	T35	D0200FAAD1F23
7.	COSH-RecreationCenter-T15	WatchGuard	T15	D0FE0CE8206FF
8.	COSH-WasteWater-T15	WatchGuard	T15	D0FE0BF84F88E
9.	COSH-Library-T35	WatchGuard	T35	

	Managed Switches:	Manufacturer:	Model:	Serial #:
1.	COSH-PW-SW01	Netgear	GS308EP	6JE4255BA03AD
2.	COSH-PW-SW02	Netgear	GS108Ev3	
3.	cosh-sw01 Member 1	Netgear	M4300-52G-PoE+	53LC0C59A0505
4.	cosh-sw01 Member 2	Netgear	M4300-52G-PoE+	53LC0C5HA050D
5.	COSH-Araknis-AV-Room-Switch	Araknis	210	ST1650035906841A
6.	COSH-Araknis-Council-Chambers-Switch	Araknis	210	ST1924000307842C
7.	COSH-Library-Private-SW01	Cisco	SG300-28PP	
8.	Hirschmann RS2	Hirschmann	Hirschmann RS2	
9.	MPTG-Spare	Netgear	ProSafe M4100-50G	
10.	Parks Switch	Netgear	GS308E-100NAS	5W23035SA00EE
11.	RC-CoreSwitch	Ubiquiti	USW-24P-500	
12.	Water Filtration Switch	Netgear	M4100-26G	3928975WF00C0
13.	Waste Water Switch	Netgear	GS308E-100NAS	5W23035JA03D0

	Servers:	Manufacturer:	Serial #:	Role:
1.	cosh-host02 vmware node	Lenovo	J101BGRZ	City Hall
2.	cosh-host01 vmware node	Lenovo	J101DE3D	City Hall
3.	cosh-pdvmh01	Dell Inc.	1KWYV52	City Hall
4.	cosh-voip01v			City Hall
5.	cosh-dc02v	Microsoft		City Hall
6.	cosh-pdfsv	Microsoft		Police Department
7.	costhallied			City Hall
8.	cosh-dc03v	Microsoft		City Hall – Domain Controller
9.	COSTHSB	Microsoft		
10.	cosh-pddc01v	Microsoft		Police Department – Domain Controller
11.	cosh-toolsv	Microsoft		City Hall
12.	cosh-networkv	Microsoft		City Hall
13.	cosh-fsv	Microsoft		City Hall
14.	costhtyler	Microsoft		City Hall

	Workstations:	Manufacturer:	Serial #:	Role:	Assigned User:
1.	brett-pc-4-18	Dell Inc.	5VZ97P2	Public Works	Brett Long
2.	ch-adm-01	Lenovo	MJ09RK2F	City Hall	John Walsh
3.	ch-adm-02	Microsoft	MJ09RK2E	City Hall	Crystal King
4.	ch-adm-03	Microsoft	MJ0BFPQV	City Hall	Angelica Artero
5.	ch-admlt-02	Lenovo	PF2VCV7J	City Hall	Crystal King
6.	ch-admlt-03	Lenovo	PF2VCWL6	City Hall	SPARE – was April's
7.	ch-admlt-04	Lenovo	PF2GDN9V	Public Works	Crystal King
8.	ch-av-01	Microsoft	MJ09RJXE	City Hall	Right Court Zoom
9.	ch-av-02	Microsoft	MJ0BD85V	City Hall	Left Court Minutes
10.	ch-bld-01	Microsoft	00330-52214-14456-AAOEM	City Hall	Flex Office
11.	ch-bld-02	Lenovo	MJ0EZRAQ	City Hall	Heidi Davis
12.	ch-bld-03	Lenovo	MJ09RK5G	City Hall	Public Facing Device
13.	ch-bldg-04	Lenovo	MJ09RK7F	City Hall	Plans
14.	ch-bldoff	Dell Inc.	6CV3X33		Mike DeRoia
15.	ch-commnt	Lenovo	PF5BSEYL	City Hall	Cameron Page
16.	ch-conference	Microsoft	F7JRCH2	City Hall	Conference Room
17.	ch-crt-01	Lenovo	MJ09RK3Q	City Hall	Melanie Payne
18.	ch-crt-02	Microsoft	MJ0BFPQW	City Hall	User Not Listed
19.	ch-crt-04	Microsoft	MJ09RK4G	City Hall	Judge Court Room
20.	ch-crt-05	Microsoft	MJ0EZR9L	Municipal Court	Court Clerk
21.	ch-crt-06	Lenovo	MJ0BFPS0	City Hall	Sam Erskine
22.	ch-crtlt-02	Lenovo	PF2W61N8	Municipal Court	Doug Treat - PD
23.	ch-eng-01	Lenovo	MJ0GVC9D	City Hall	Alex Bird
24.	ch-eng-03	Microsoft	MJ0BFPQD	City Hall	SPARE
25.	ch-eng-04	Microsoft	MJ0CWZVA	City Hall	Shannon Darroux
26.	ch-eng-05	Lenovo	MJ0GVC95	City Hall	SPARE at DESK
27.	ch-eng-06	Lenovo	MZ0JL96	Public Works	Bashar Al-Daomi
28.	ch-englt-01	Dell Inc.	1DQDVZ2	City Hall	User Not Listed
29.	ch-englt-02	Dell Inc.	H34S433	City Hall	Alex Bird - Laptop
30.	ch-englt-03	Dell Inc.	HBMZRV3	Public Works	Shannon Darroux - Laptop
31.	ch-englt-04	Lenovo	PF5824DM	Public Works	Bashar Al-Daomi - Laptop
32.	ch-fin-02	Lenovo	MJ09RK24	City Hall	Jamie (Ford or Edwards or ?)
33.	ch-fin-03	Lenovo	MJ0BFPTQ	City Hall	Jennifer (???)
34.	ch-finlt-02	Lenovo	PF34KKA	City Hall	Gloria Butsch
35.	ch-finlt-03	Dell Inc.	44T0533	City Hall	Jennifer (???)
36.	ch-it-02	Lenovo	MJ0DV5KQ	City Hall	Darin Cox
37.	ch-it-03	Microsoft	MJ0EZRZ	City Hall	Bench PC
38.	ch-ittl-02	Lenovo	PF2VCSLH	City Hall	Darin Cox - Laptop
39.	ch-ittl-03	Microsoft	PF35DZ31	City Hall	Russell – City Councilor
40.	ch-pc31	Dell Inc.	FDJW8M2		Shanna Duggan
41.	ch-pln-01	Lenovo	MJ09RJX1		Jacob Graichen
42.	ch-plnlt-02	Dell Inc.	C4X3X33		Jacob Graichen - Laptop
43.	ch-plnlt-03	Dell Inc.	2462X33		SPARE
44.	ch-rcdrt-01	Dell Inc.	195JW33		Kathy Payne - Laptop
45.	ch-rdr-01	Microsoft	MJ09RK2G	City Hall	Kathy Payne
46.	ch-rdr-02	Microsoft	MJ09RJX3	City Hall	Lisa (???)
47.	ch-sparelt-02	Dell Inc.	6MXDVZ2		Payton Rue
48.	ch-sparelt-03	Dell Inc.	HVXDVZ2		Dylan Gaston
49.	ch-sparelt-04	Dell Inc.	5660TW2	City Hall	User Not Listed
50.	ch-ubl-01	Dell Inc.	3GXZ433		Jamie Edwards - Laptop
51.	ch-utl-01	Microsoft	MJ09RK5L	City Hall	Jamie Ford
52.	ch-utl-02	Microsoft	MJ09RK4M	City Hall	April Messenger
53.	ch-utl-03			City Hall	Court
54.	ch-utl-04	Microsoft	MJ09RJXV	City Hall	Billing
55.	ch-utl-05	Microsoft	MJ0BFPTS		Dawn Richardson
56.	pd-cadmon	Lenovo	MJ09RK2L	Police Department	CAD Display
57.	PD-Chief	Lenovo	MJ0LHG2R	Police Department	Brian Greenway
58.	pd-cmdl-01	Dell Inc.	5QXW333	Police Department	SPARE
59.	pd-cmdl-02	Dell Inc.	GYV8433	Police Department	User Not Listed
60.	pd-cmdl-03	Dell Inc.	GM9R433	Police Department	User Not Listed
61.	pd-cmdl-04	Lenovo	PF4ZG01W	Police Department	User Not Listed
62.	pd-detective	Lenovo	MJ0LHG2T	City Hall	Chief Matt Smith
63.	PD-EVI-01	Microsoft	7HBFHQ2	Police Department	Evidence PC

64.	pd-laptop2	Dell Inc.	2PQC8T2	Police Department	<i>User Not Listed</i>
65.	pd-rcds-03	Lenovo	MJ0LHG2S	Police Department	SPARE – was Michelle's
66.	pd-rcds-04	Lenovo	MJ0LHG2M	Police Department	Pati Askelson
67.	pd-rcds-lt-02	Dell Inc.	9Q04FT2		Pati Askelson - Laptop
68.	pd-sqtlit-01	Dell Inc.	B2PR433	Police Department	Chief Matt Smith - Laptop
69.	pd-sqtlit-02	Dell Inc.	JZP3533	Police Department	<i>User Not Listed</i>
70.	pd-sqtlit-03	Dell Inc.	4B1V333	Police Department	Data Examination
71.	pd-sqtlit-05	Dell Inc.	70CB433	Police Department	Jeremy Howell - Laptop
72.	pd-sqd-01	Lenovo	MJ0BFPRV	Police Department	Report Writing
73.	pd-sqd-02	Microsoft	MJ0BFPQC	Police Department	Report Writing
74.	pd-sqd-03	Lenovo	MJ0EZRAJ	Police Department	Report Writing
75.	pd-sqd-04	Dell Inc.	DKJRG2	Police Department	Kolten Edwards
76.	pd-sqdlit-01	Dell Inc.	5DQDVZ2	Police Department	<i>User Not Listed</i>
77.	pk-01	Lenovo	MJ09RK3L	Parks / McCormick Park	Tory Shelby
78.	pw-adm-01	Lenovo	MJ09RK40		Sheri Ingram
79.	pw-crw-01	Dell Inc.	G5H2XK2	Public Works	Shared Crew PC
80.	pw-dir-01	Lenovo	MJ0LHG2V	Public Works	Mouhamad Zaher
81.	pw-facilmaint	Lenovo	MJ0EZRB6	Public Works	Buck Tupper
82.	pw-fmlt-01	Dell Inc.	7CRDVZ2		Buck Tupper – Laptop
83.	pw-gis	Dell Inc.	52QHVV1	Public Works	GIS System
84.	pw-pc03	Dell Inc.	FSDP9T2	Public Works	Cameron Page
85.	pw-pks-01	Lenovo	MJ0EZRAB	Public Works	Buck Tupper – Laptop 2
86.	pw-safety-01	Lenovo	MJ0EZRA2	City Hall	Ethan Stirling
87.	pw-scada	Lenovo	MJ0K62NN	Public Works	SCADA Machine
88.	pw-waterlt-01	Dell Inc.	C12KNW2	Public Works	METER Machine
89.	rec-01	Dell Inc.	6V91JV2		Staff Device
90.	rec-02	Microsoft	6V90JV2		Staff Device
91.	rec-03	Lenovo	MJ09RK3S	Recreation Center	Staff Device
92.	rec-adm-01	Dell Inc.	C640533		Shanna Duggan
93.	rec-dir-01	Lenovo	MJ0LHG2F	Recreation Center	REPLACING PC31?
94.	rec-stafflt-01	Dell Inc.	J0HFN2		REC Laptop
95.	shpd-getac-1	Getac	RI103A0143	Police Department	<i>User Not Listed</i>
96.	shpd-getac-10	Getac	RK803A0092	Police Department	<i>User Not Listed</i>
97.	shpd-getac-11	Getac	RK803A0091	Police Department	NEEDS SERVICE
98.	shpd-getac-12	Getac	RL803A0171	Police Department	<i>User Not Listed</i>
99.	shpd-getac-13	Getac	RL803A0170	Police Department	<i>User Not Listed</i>
100.	shpd-getac-14	Getac	RL803A0169		<i>User Not Listed</i>
101.	shpd-getac-15	Getac	RN703A0298	Police Department	NEEDS SERVICE
102.	shpd-getac-2	Getac	RI103A0142	Police Department	<i>User Not Listed</i>
103.	shpd-getac-3	Getac	RI103A0147	Police Department	<i>User Not Listed</i>
104.	shpd-getac-4	Getac	RI103A0146	Police Department	<i>User Not Listed</i>
105.	shpd-getac-5	Getac	RI103A0145	Police Department	<i>User Not Listed</i>
106.	shpd-getac-6	Getac	RI103A0141	Police Department	<i>User Not Listed</i>
107.	shpd-getac-7	Getac	RI103A0148	Police Department	<i>User Not Listed</i>
108.	shpd-getac-8	Getac	RI103A0144	Police Department	<i>User Not Listed</i>
109.	shpd-getac-9	Getac	RK703A0169	Police Department	<i>User Not Listed</i>
110.	shpd-sgt01	Microsoft	MJ09RK23	Police Department	Evin Eustice
111.	shpd-sgt02	Microsoft	MJ09RK2K	Police Department	Doug Treat
112.	shpd-sgt03	Lenovo	MJ0LHG2H	City Hall	Jeremy Howell
113.	SHPL-PC11	Dell Inc.	FNXGRR2	Library	Workstation #3
114.	SHPL-PC12	Dell Inc.	BJCHLR2	Library	Workstation #2
115.	SHPL-PC13	Dell Inc.	BJ69LR2	Library	Workstation #1
116.	WASTE-SCADA	Microsoft	?	Waste Water Treatment	COULD NOT FIND
117.	wff-laptop	Lenovo	PF2HGNHR		On-Call
118.	wff-staff-01	Microsoft	MJ0BD868	Water Filtration Facility	<i>User Not Listed</i>
119.	wff-staff-02	Microsoft	MJ0BD80P	Water Filtration Facility	<i>User Not Listed</i>
120.	wtp-sup-01	Microsoft	MJ09RK59		Aaron Kunders
121.	wwt-trt-02	Lenovo	MJ0LHG2Q	Waste Water Treatment	Sam Ortiz

* - Denotes remote work-from-home (WFH) PC

	Email Account:	Display Name:	Role:
1.	akunders@sthelensoregon.gov	Aaron Kunders	
2.	accountspayable@sthelensoregon.gov		
3.	ahartless@sthelensoregon.gov	Adam Hartless	
4.	araethke@sthelensoregon.gov	Adam Raethke	
5.	abird@sthelensoregon.gov	Alex Bird	
6.	alindgren@sthelensoregon.gov	Amy Lindgren	
7.	aartero@sthelensoregon.gov	Angelica Artero	
8.	amessenger@sthelensoregon.gov	April Messenger	
9.	baldaomi@sthelensoregon.gov	Bashar Al-Daomi	
10.	bhaffich@sthelensoregon.gov	Brandon Haffich	
11.	bsundeen@sthelensoregon.gov	Brandon Sundeen	
12.	bherrenkenaga@sthelensoregon.gov	Brenda Herren-Kenaga	
13.	blong@sthelensoregon.gov	Brett Long	
14.	bherrington@sthelensoregon.gov	Brianna Herrington	
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16.	cburkhart@sthelensoregon.gov	Cameron Burkhart	
17.	cpage@sthelensoregon.gov	Cameron Page	
18.	courtclerk@sthelensoregon.gov		
19.	cking@sthelensoregon.gov	Crystal King	
20.	clemont@sthelensoregon.gov	Curt Lemont	
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35.	jford@sthelensoregon.gov	Jamie Ford	
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37.	jcov@sthelensoregon.gov	Jamin Coy	
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39.	jdimsho@sthelensoregon.gov	Jennifer Dimsho	
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49.	jwalsh@sthelensoregon.gov	John Walsh	
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53.	kvargasdelara@sthelensoregon.gov	Karina Vargas-DeLara	
54.	kpayne@sthelensoregon.gov	Kathy Payne	
55.	kedwards@sthelensoregon.gov	Kolten Edwards	
56.	lhills@sthelensoregon.gov	Lisa Hills	
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68.	mzaher@sthelensoregon.gov	Mouhamad Zaher	
69.	nratliff@sthelensoregon.gov	Nick Ratliff	
70.	nwoodruff@sthelensoregon.gov	Nicole Woodruff	
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74.	publiclibrary1@sthelensoregon.gov	Public Library 1-3	
75.	publiclibrary2@sthelensoregon.gov	Public Library 4-6	
76.	rstauffer@sthelensoregon.gov	Roger Stauffer	
77.	rhubbard@sthelensoregon.gov	Russell Hubbard	
78.	rpowers@sthelensoregon.gov	Ryan Powers	
79.	serskine@sthelensoregon.gov	Sam Erskine	
80.	sortiz@sthelensoregon.gov	Sam Ortiz	
81.	scanner@sthelensoregon.gov		
82.	sharrington@sthelensoregon.gov	Scott Harrington	
83.	swilliams@sthelensoregon.gov	Scott Williams	
84.	sduggan@sthelensoregon.gov	Shanna Duggan	
85.	sdarroux@sthelensoregon.gov	Sharon Darroux	
86.	singram@sthelensoregon.gov	Sheri Ingram	
87.	SHPLmakerspace@sthelensoregon.gov	SHPL Makerspace	
88.	shpl@sthelensoregon.gov	St Helens Public Library	
89.	sbishop@sthelensoregon.gov	Suzanne Bishop	
90.	tjohnson@sthelensoregon.gov	Tari Johnson	
91.	admin@sthelensoregon.onmicrosoft.com	Initial Tenancy Admin	
92.	tmassey@sthelensoregon.gov	Terry Massey	
93.	tillias@sthelensoregon.gov	Tim Illias	
94.	tshelby@sthelensoregon.gov	Tory Shelby	
95.	thills@sthelensoregon.gov	Tyler Hills	
96.	utilitybilling@sthelensoregon.gov		

Appendix F – Additions & Removals

Use this rate table for equipment and users associated with the Police:

Network Addition/Removal:	Monthly Rate Per Unit:
Workstations	\$46.00
Servers	\$101.00
Firewalls	\$26.00
Layer 2 & 3 Switches	\$25.00
Wireless Controllers	\$25.00
Routers	\$25.00
Email Accounts	\$8.00
Domains	\$131.00

Note: This reflects the differences in security solutions applied to law enforcement to comply with Criminal Justice Information Systems (CJIS) requirements.

Use this rate table for equipment and users ***NOT*** associated with the Police:

Network Addition/Removal:	Monthly Rate Per Unit:
Workstations	\$61.00
Servers	\$116.00
Firewalls	\$41.00
Layer 2 & 3 Switches	\$25.00
Wireless Controllers	\$25.00
Routers	\$25.00
Email Accounts	\$8.00
Domains	\$131.00

CONFIDENTIAL ACH CLIENT AUTHORIZATION PRE-AUTHORIZED PAYMENT AGREEMENT

Check one of the following <input type="checkbox"/> Start <input type="checkbox"/> Stop <input type="checkbox"/> Change			Effective Date: _____ Future Date ____/____/____		
Name (Last, First, Middle Initial) and/or Company Name				Social Security Number or Federal ID	
Depository Name (Bank, Savings Institution, Credit Union etc)					
Transit Routing Number (Must Be 9 Numbers)				Account Number	
Type of Account <input type="checkbox"/> Checking <input type="checkbox"/> Savings					
I authorize More Power Technology Group to initiate debit entries to my (our) bank account indicated above and the depository institution listed above. I further authorize More Power Technology Group to initiate any correcting (credit) entry. I understand that the authorization may be rejected or discontinued by More Power Technology Group at any time. If any of the above information changes, I will promptly complete a new authorization agreement. This authority is to remain in full force and effect until More Power Technology Group has received written notification from me (us) of its termination in such time and in such a manner as to afford More Power Technology Group a reasonable opportunity to act on it.					
Date (Mo/Day/Yr)		Signature		Daytime Phone Number	
Address: Street			City	State	Zip

If you select to have your payment to debit the following:

Checking Account: Tape voided or cancelled check to the bottom of this form.

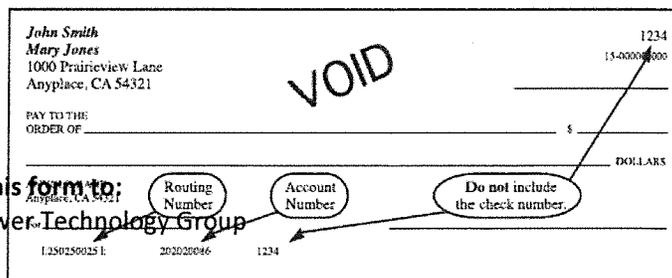
Savings Account: Contact your financial institution to obtain transit routing number.

Please attached a voided check or photocopy of a check for checking account

**PLEASE DO NOT ATTACH
A DEPOSIT SLIP**

PO Box 1355
Rainier, OR 97048

Return this form to:
More Power Technology Group





PARKS AND TRAILS COMMISSION

Monday, February 09, 2026 at 4:00 PM

APPROVED MINUTES

PRESENT

Vice Chair Howard Blumenthal
 Commissioner Paul Barlow
 Commissioner Lucas Green
 Commissioner Scott Jacobson
 Commissioner Lynne Pettit
 Commissioner Ashley Stanley
 Commissioner Jacob Woodruff

STAFF PRESENT

City Administrator, John Walsh
 Councilor, Brandon Sundeen
 Parks Field Supervisor, Tori Shelby
 Billing Admin Specialist, Dawn Richardson
 Billing Admin Specialist, Jamie Ford

ABSENT

Commissioner Jerry Belcher

OTHER

Lori Baker

CALL TO ORDER – 4:00 PM

APPROVAL OF MINUTES

1. Approve Minutes of January 12, 2026

Motion to approve the January 12, 2026 minutes made by Commissioner Jacobson, Seconded by Commissioner Green.

Voting Yea: Vice Chair Blumenthal, Commissioner Barlow, Commissioner Green, Commissioner Jacobson, Commissioner Pettit, Commissioner Stanley, Commissioner Woodruff

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

NEW BUSINESS

2. Interview Lori Baker for Parks & Trails Position

The Commission conducted an interview with Lori Baker for the Parks & Trails Commission position. Ms. Baker introduced herself, noting that while she lives in St. Helens and uses the parks, she had not closely followed the Parks Commission's activities, though she did listen to the two most recent meetings to familiarize herself with the group's work.

Ms. Baker shared her extensive experience, having worked with Columbia County Parks for nearly 20 years, starting as a seasonal employee and eventually becoming a full-time maintenance person. She explained how her background could benefit the Commission, stating she is knowledgeable about park

safety, accessibility, and maintenance needs. She also noted her experience attending parks advisory meetings during her time with Columbia County Parks.

When asked about her favorite park in St. Helens, Ms. Baker mentioned that while she uses McCormick Park the most, she particularly loves the Botanical Gardens, describing them as "a hidden treasure that could really be so much more." She also frequents Godfrey Park, her neighborhood park, and the Dalton Lake area.

Commissioners asked about her availability for meetings and work parties. Ms. Baker confirmed that Mondays work well for her schedule, but she would need to request leave for Saturday work parties, though she could support them in other ways, including helping with organization.

Ms. Baker also discussed her involvement with Friends of Dibblee, a community group that organized cleanups for 18 consecutive years at Dibblee Point, a Columbia River access area that was eventually incorporated into the county park system.

Following the interview, the Commission voted on Ms. Baker's appointment.

Motion to appoint Lori Baker to the Commission made by Commissioner Jacobson, Seconded by Commissioner Green.

Voting Yea: Vice Chair Blumenthal, Commissioner Barlow, Commissioner Green, Commissioner Jacobson, Commissioner Pettit, Commissioner Stanley, Commissioner Woodruff

It was noted that the recommendation would be forwarded to the City Council for final approval.

3. Botanical Gardens: Priorities & Volunteer Session - Commissioner Stanley

Commissioner Stanley discussed plans for a volunteer work party at the Botanical Gardens in the spring. She noted the need to coordinate the timing around the Nob Hill work party and other events. After discussion, the Commission tentatively set Saturday, March 28, 2026, for the Botanical Gardens volunteer work party.

Commissioner Stanley mentioned she has created a Facebook page for Friends of Botanical Garden but has not yet populated it with content. She was advised that it should be set up as a private friends group page where people request to join, to distinguish it from official City communications.

Commissioner Stanley also shared her plans to have the GIS tech from the Scappoose Bay Watershed Council, and the vegetation manager tour the Botanical Gardens with her to identify priority areas. It was noted that tree ivy had already been identified as a priority issue. The importance of being aware of poison oak was also discussed.

4. Round Table Questions - Continue or Discontinue?

The Commission discussed whether to continue the roundtable questions format from previous meetings. Commissioner Pettit expressed a desire to discontinue the roundtable discussions and return to the previous system where Commissioners were assigned specific parks to monitor and report on, which she felt was more effective for helping maintain the parks.

It was noted that the Commission had moved away from the old reporting system because not all members were satisfied with it and had started using a different assessment approach. No consensus was reached on how to proceed, and the Commission agreed to place the topic on next month's agenda for further discussion, with the goal of possibly developing a hybrid approach.

OLD BUSINESS

5. Milton Creek Reserve - Standing Item

Commissioner Jacobson and Commissioner Green reported on a successful site visit to Milton Creek Reserve. They noted there was good turnout with approximately 20 people attending, including Port Commissioners and other organization representatives. Councilor Gundersen also attended and was supportive of the project concept.

Commissioner Jacobson mentioned they only visited the City side of the property during this trip, and Commissioner Green suggested planning another site visit in April to see the Port side when camas would be blooming. They also reported that they had testified at a Port board meeting regarding the reserve.

Commissioner Jacobson noted that he had been contacted by Lindsey regarding a narrative for an EPA grant, which was completed quickly with help from City Administrator Walsh.

Commissioner Pettit requested that Commissioner Stanley and Lori Baker be updated on what has been accomplished at the Milton Creek Reserve over the past year.

6. Master Plan - Standing Item (Please Bring Ideas)

The Commission continued their discussion about potential additions to the Parks and Trails Master Plan. Commissioner Jacobson advocated for including the golf course on the Master Plan, explaining that it would be beneficial to have it listed in case the property becomes available in the future.

Commissioner Green suggested formally recognizing Milton Creek Reserve as a nature park or preserve in the Master Plan, rather than just mentioning it as a potential trail location.

Other suggestions included adding delineation of City property boundaries at the end of Fourth Street and considering split rail fencing in parts of Nob Hill Park to protect camas meadows from foot traffic.

City Administrator Walsh and Councilor Sundeen participated in the discussion, with Councilor Sundeen suggesting that the Commission maintain a running list of ideas rather than making frequent small updates to the Master Plan. He also noted that some smaller projects like adding gravel or boulders could potentially be addressed directly with Maintenance staff without needing to be in the Master Plan.

After considerable discussion without clear consensus, the Commission agreed to continue the discussion at next month's meeting, potentially establishing an annual process for recommending updates to the Master Plan.

STAFF REPORT

Parks Field Supervisor Shelby, filling in for Tupper, reported on several maintenance activities:

- Progress on the Wind Phone project at McCormick Park, with the bench and pole installed and a ceremony scheduled for February 19 at 10:30 AM
- A concrete pad poured for the Lion's bench at McCormick Park
- Repairs to an information sign that had come down

- Completion of leaf season cleanup
- Support for rodent control work around the City
- Tupper's promotion to Public Works Operation Manager

Parks Field Supervisor Shelby also noted that concrete work for the Nob Hill bench was next on their schedule, followed by work on the kiosk.

City Administrator Walsh mentioned two potential projects:

1. A partnership opportunity to remove invasives and plant native trees on Sand Island Marine Park, leveraging funding from the Soil and Water Conservation District and a DEQ project opportunity
2. The possibility of additional pedestrian crossings over Milton Creek to enhance connectivity

COUNCILOR'S REPORT

Councilor Sundeen thanked Commissioners for their work, particularly for organizing the Milton Creek field trip. He also noted that 2026 marks the Country's 250th birthday and shared historical information about St. Helens parks developed during previous national celebrations. He mentioned that in the late 1950s, St. Helens won a national community beautification contest, during which Civic Pride Park and the Sixth Street ballpark were developed. He also noted that the Botanical Gardens were created as a bicentennial project 50 years ago.

Councilor Sundeen invited the Commission to consider undertaking a special project this year to commemorate the 250th national anniversary, suggesting it could be "a lasting legacy, some kind of monument, whether it's big or small" in the parks.

DISCUSSION ITEMS

Several Commissioners shared updates on their park activities:

Chair Blumenthal noted that a new volunteer has been helping with weeding the railroad tie staircase between Nob Hill Nature Park and the main trail, showing dedication even after contracting poison oak from the work.

Chair Blumenthal also raised a concern about people walking cats on long leashes in City parks, noting that unlike dogs which are required to be on 6-foot leashes, cats on 16-foot leashes were being allowed to chase wildlife. The Commission agreed to add this topic to next month's agenda to discuss whether the City's leash regulations should be amended to address this issue.

Commissioner Pettit provided updates on her volunteer activities at various parks:

- Regularly walking Dalton Trails and removing garbage
- Working with an ODOT crew that cut ivy from trees at the 56-acre site
- Maintaining Walnut Tree Park
- Cutting blackberries at Civic Pride Park and working with the museum to obtain historical pictures for the park

ADJOURNMENT – 5:12 PM

Respectfully submitted by Jamie Ford, Admin Billing Specialist

City of St. Helens
Consent Agenda for Approval

CITY COUNCIL MINUTES

Presented for approval on this 1st day of April, 2026 are the following Council minutes:

2026

- Work Session, Executive Session, and Regular Session Minutes dated March 18, 2026

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, March 18, 2026

DRAFT MINUTES

MEMBERS PRESENT

Mayor Jennifer Massey
 Council President Jessica Chilton
 Councilor Mark Gundersen
 Councilor Russell Hubbard – arrived at 3:11 p.m.
 Councilor Brandon Sundeen

STAFF PRESENT

John Walsh, City Administrator	Suzanne Bishop, Library Director
Kathy Payne, City Recorder	Michele Karmartsang, Library Assistant
Lisa Scholl, Deputy City Recorder	Crystal King, Communications Officer
Matthew Smith, Police Chief	Shanna Duggan, Recreation Manager
Mouhamad Zaher, Public Works Director	Ashley Wigod, Contracted City Attorney
Sharon Darroux, Engineering Manager	

OTHERS

Steve Topaz	Steve Donovan
Mark Bandov	Scobby
Lucas Bandov	Brady Preheim
Robyn Toschi	Danica Rose Barrick
Steve Toschi	Jennifer Stapleton

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

Contracted City Attorney Wigod addressed the Council regarding the declaration of conflicts of interest, explaining this would now be a standard agenda item before every Council meeting. She outlined the two types of conflicts under Oregon law: potential conflicts, which require disclosure but allow participation in discussion and voting, and actual conflicts, which require disclosure and prohibit discussion and voting unless specific exceptions apply. No Council members declared any conflicts of interest for the work session agenda items.

CLEARING CONFUSION AND SETTING THE FACTS STRAIGHT

1. Response to February 18 Visitor Comments

Mayor Massey noted that there were no responses to visitor comments from the February 18 meeting.

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

- ◆ Steve Toschi. Addressed the Council regarding budget concerns and Police Department management. He referenced the Greenway report materials, asserting that the Council had been misled by the police union regarding budget needs despite a 95% increase in the police budget. Toschi criticized police overtime records showing officers billing for more than 24 hours in a day and suggested significant cuts to the police budget, approximately \$2 million. He noted Mayor

Massey's conflict of interest regarding her husband's employment and called for better management of budget issues regardless of whether the levy passes.

- ◆ Mark and Lucas Bandov. Requested that golf carts be included in the side-by-side ordinance. Bandov explained he had been using his golf cart to pick up his son from school since November but was recently stopped by police. He described how the family enjoys using the golf cart for neighborhood activities and emphasized that golf carts are slower than side-by-sides. He noted that newer golf carts have safety features like lights, mirrors, and horns, and requested guidance on how to proceed with legalizing golf cart use in the city.
- ◆ Steve Topaz. Raised concerns about the lagoon project and Maul Foster's consulting work. He claimed that Maul Foster had presented information five years ago showing the project was financially unfeasible, yet the City continued spending money on it. Topaz questioned Maul Foster's involvement in future City projects and raised concerns about the lagoon's structural integrity due to seismic issues. He also requested information about the total legal costs the City has incurred, mentioning a recent figure of \$700,000 beyond insurance coverage.

Councilor Hubbard arrived at 3:11 p.m.

- ◆ Brady Preheim. Made multiple allegations and comments, including claims about retired City employees continuing to work under contracts, assertions about tourism revenue shortfalls, and accusations regarding conflicts of interest. He also made personal attacks and questioned the management of the Police Department compared to Scappoose's operations.

Mayor Massey responded to disagree with assertions that the Finance Director had lied, noting this violated City policy.

DISCUSSION TOPICS

2. Employee Length of Service Recognition - Michele Karmartsang 10 Years

Library Director Bishop presented a recognition for Michele Karmartsang's 10 years of service at the library. Bishop praised Karmartsang's growth from bringing existing knowledge to becoming an exemplary library assistant who excels in patron services, creates promotional materials, and demonstrates deep thinking about library services. She highlighted Karmartsang's professional demeanor, passion for the work, and her skill in developing French macaron making during COVID, which she shares with colleagues.

3. Quarterly Reports from City Departments/Divisions - Communications & Recreation (Informational)

Communications Report (Crystal King): Council discussed the migration to a new website platform and the informational webpage being built for the side-by-side ordinance, which takes effect March 20. Council President Chilton emphasized the budget cut impacts on communications services, including emergency PSA information, event coverage, cooling center operations, and various community programs.

Recreation Report (Shanna Duggan): Mayor Massey praised the Recreation Program's impact on youth and families, particularly the after-school programs that provide essential childcare for working parents. Council President Chilton commended the grant writing efforts and work to make the program financially sustainable while serving St. Helens families.

4. Annual Report from City Forester - Brent Keller of Mason, Bruce & Girard

City Forester Brent Keller presented the annual forestry report, celebrating 20 years of managing the Milton Creek Watershed property. He reported on the Section 20 timber sale to Interfor, which has generated about \$600,000 so far with completion expected by July. The sale achieved strong pricing at over \$600 per thousand board feet.

Keller discussed reforestation activities, including completing planting of the Pinkney Road sale area and treating 195 acres for invasive Scotch broom. For 2026, plans include finishing the Section 20 sale, conducting precommercial thinning of 24-year-old stands, and continuing invasive species treatments.

Regarding the timber market, Keller noted prices have recovered to levels similar to the previous year due to supply scarcity rather than strong lumber demand. He attributed this to reduced Canadian imports, fire-damaged timber, and increased regulatory restrictions.

Council discussed sustainability, with Keller confirming they are cutting approximately 50 acres per year, which aligns with the 45-year rotation sustainability goal. He presented data showing about 240 acres of timber over 40 years old currently available, with about 700 acres moving into merchantable category over the next 5-10 years.

When asked about recommendations for additional harvesting, Keller indicated he would slightly lean toward waiting, though he noted he could be swayed either direction. He explained there are roughly 100 acres available for cutting if the City chose to proceed.

5. Presentation on Water, Wastewater, and Stormwater System Development Charges (SDCs) - Consultant Steve Donovan

Consultant Steve Donovan presented substantial increases to System Development Charges, proposing to raise total SDCs for a new single-family home from \$18,800 to \$30,544. The increases are driven by significantly higher capital improvement plan costs: water system costs increased from \$57 million to \$103.8 million, wastewater from \$62 million to \$76 million, and stormwater from \$45 million to \$52 million.

Donovan explained that the preponderance of infrastructure costs are for replacement of aging systems, which cannot be funded through SDCs. Only growth-related capacity improvements can be funded through SDCs: \$24 million for water, \$19 million for wastewater, and \$13 million for stormwater projects.

He emphasized the policy challenge of affordable housing, noting that reducing SDCs requires rate payers and taxpayers to subsidize new growth. The timeline includes notifications starting March 19, methodology posting by April 18, and final adoption consideration on June 17.

Council members expressed concern about the impact on development, with Councilor Hubbard stating it would kill projects and noting he would not proceed with his own development plans. City Administrator Walsh mentioned ongoing efforts to secure federal and state funding to reduce infrastructure costs.

6. Service Reduction Impacts Discussion - City Administrator John Walsh

Mayor Massey declared an actual conflict of interest due to her husband's employment as a police officer with the City. As permitted by Senate Bill 983 and in accordance with ORS 244.120, she is permitted to engage in discussions and votes on the budget.

City Administrator Walsh presented the challenging budget situation facing the General Fund, which supports \$12.3 million in services with only \$2.3 million from property taxes. The City has already reduced staff from 85 employees in 2022 to 73 currently, representing a 20% reduction.

Walsh announced he had notified staff on March 3 about potential furloughs reducing work hours from 40 to 32 hours per week, representing a 20% pay cut. Both bargaining units have requested to negotiate over this issue. If furloughs are insufficient, layoffs would be the next step.

Further reductions could impact library hours, consolidate City services, require appointment-only access to City Hall, reduce support to boards and commissions, and cause delays in permitting. Walsh emphasized this is fundamentally a revenue problem, noting the City once thrived on industrial revenue that provided significant tax base.

Council discussed scheduling a State of the City meeting for April 11 to provide public education about City services and budget challenges. The format would include both presentation/Q&A and informal table discussions with department heads. Council also discussed concerns about public records fee waivers and legal costs.

Mayor Massey raised concerns about public records processes, fee waivers, and whether records receiving waivers should be posted publicly since taxpayers subsidize the cost. She also questioned the total cost of legal fees and suggested exploring in-house legal counsel. Additionally, she raised concerns about business license fee increases that went from \$10 per year to \$20 per month, significantly impacting small businesses.

7. Discussion regarding Roles and Responsibilities of Council Members

Council discussed Planning Commission attendance, with the Commission indicating they no longer need two Council members present at meetings. Councilor Gundersen and Councilor Hubbard agreed to alternate attendance, with Gundersen temporarily unable to attend due to a search and rescue academy commitment.

8. Report from City Administrator John Walsh

- Side-by-side/ATV ordinance effective March 20, with Communications Officer King managing website updates and signage coordination.
- General Fund education flyer scheduled to be distributed to all residents next week.
- Progress reports on the reservoir project, police station construction, Romano project, and PGE substation talks.
- Fish Eagle Osprey boat lacks a Certificate of Documentation (COD) for commercial operation, thus restricting it to carry only up to 12 passengers instead of the original 25. After extended discussions, the Council decided to halt licensing efforts for the boat, declare it surplus, and simultaneously pursue both an RFP and a sale, prioritizing the latter.
- Hosting an Oregon Parks and Recreation Department board meeting the following day, including a lunch and a tour of the waterfront in the downtown area.

ADJOURN – 5:11 p.m.

EXECUTIVE SESSION

- ORS 192.660(2)(d) To conduct deliberations with persons appointed to carry out labor negotiations
- ORS 192.660(2)(e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions
- ORS 192.660(2)(f) To consider information or records that are exempt by law from public inspection
- ORS 192.660(2)(h) To consult with legal counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed
- ORS 192.660(2)(i) To consider employment related performance of Chief Officer

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 #6.

Executive Session Summary

March 18, 2026

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

Staff Present: John Walsh, City Administrator (left the meeting from 5:22-6:35pm)
Kathy Payne, City Recorder

Others: Ashley Wigod, City Attorney with Jordan Ramis PC
Danica Barrick, LCOG/Local Government Personnel Services (present 5:17-6:25pm)
Jennifer Stapleton, Consultant for LCOG/Local Government Personnel Services (present 5:17-6:25pm)



At 5:17 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.

- ORS 192.660(2)(i) To **review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing**
- ORS 192.660(2)(e) To conduct deliberations with persons designated by the governing body to negotiate **real property transactions**
- ORS 192.660(2)(d) To conduct deliberations with persons appointed to carry out **labor negotiations**
- ORS 192.660(2)(h) To **consult with legal counsel** concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed
- ORS 192.660(2)(f) To consider information or **records that are exempt** by law from public inspection:
 - Nothing was discussed under this provision.

The Executive Session was adjourned at 6:58 p.m.



ATTEST:

Kathy Payne, City Recorder

Jennifer Massey, Mayor

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



COUNCIL REGULAR SESSION

Wednesday, March 18, 2026

DRAFT MINUTES

MEMBERS PRESENT

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

STAFF PRESENT

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

OTHERS

Brady Preheim
 Steve Toschi
 Holcomb Waller
 Adam St. Pierre
 KOHI

CALL REGULAR SESSION TO ORDER – 7:03 p.m.

Contracted City Attorney Wigod explained the conflict-of-interest disclosure requirements for Council members before opening the visitor comment period. No conflicts of interest were declared by any Council members.

PLEDGE OF ALLEGIANCE

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

- ◆ Steve Toschi. Addressed the Council regarding System Development Charges (SDCs), recommending that the City not raise them and instead make them payable after houses are sold to encourage new housing development. He expressed concerns about the Planning Commission being excluded from decisions and criticized the lack of transparency regarding the waterfront development project. Toschi stated he wanted to see at least 50 homes in the \$650,000 to \$750,000 price range developed on the waterfront to attract families with higher incomes who would invest in the City. He questioned the extension of the Romano Properties contract and expressed distrust in the City due to inconsistencies between public statements and information obtained through public records requests. He mentioned spending thousands of dollars on public records requests, including recent findings about police overtime expenditures.
- ◆ Holcomb Waller, owner of the Klondike restaurant, offered encouragement to the Council during their financial challenges, emphasizing that business owners and property owners are stakeholders rooting for the City's success. He suggested that if the Council proposes fee

increases to citizens, they should also present a comprehensive economic development plan. Waller recommended focusing on the "four stable legs of economy" including tax basis, fees, business economic development, and tourism. He specifically highlighted tourism opportunities, mentioning transient lodging taxes and increasing bookings through hotels and Airbnb accommodations during shoulder seasons.

- ◆ Brady Preheim. Invited the Council to appear on his radio show on April 17 to discuss their water tax bill. He criticized City Administrator Walsh's performance as tourism director, stating that former tourism director Tina had successfully licensed and operated the City's boat while Walsh had failed in this role. Preheim requested responses to several issues including what he characterized as lies about tourism revenue, disciplinary actions regarding police officers who allegedly deleted body camera footage, and matters related to former Chief Greenway. He referenced the Band report that he claimed did not exonerate City officials.
- ◆ Adam St. Pierre. Responded to Preheim's earlier comments, suggesting that Preheim's statements create stigma around the community. He accused Preheim of making misstatements during public comments, including incorrect attribution of comments about text messages through the Police Department and failure to properly read documentation regarding physical fitness test issues. St. Pierre noted that according to his understanding, the two officers involved in the fitness test issue were no longer with the department, and one was allegedly a friend of Preheim's. He expressed sympathy for the Council's difficult position.

Mayor Massey addressed some of the public comments, particularly clarifying that regarding the body camera footage issue, documentation showed the footage was not deleted but rather was not properly tagged. She emphasized the importance of comprehensive analysis rather than selective interpretation of information.

RESOLUTIONS

1. **Resolution No. 2068:** A Resolution Determining that Unsafe Structures Exist Upon Property Located at 59974 Bonney Lane and Directing that Notice to Abate the Nuisance be Posted on Said Premises

Mayor Massey read Resolution No. 2068 by title. **Motion:** Motion made by Councilor Sundeen and seconded by Councilor Gundersen to adopt Resolution No. 2068. **Vote:** Yea: Mayor Massey, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

APPROVE AND/OR AUTHORIZE FOR SIGNATURE

2. First Amendment to Exclusive Negotiating Agreement with Romano Properties for Proposed Development on Riverfront Property

Motion: Motion made by Council President Chilton and seconded by Councilor Hubbard to approve '2' above. **Vote:** Yea: Mayor Massey, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

CONSENT AGENDA FOR ACCEPTANCE

3. Library Board Minutes dates February 9, 2026

Motion: Motion made by Councilor Sundeen and seconded by Councilor Gundersen to approve '3' above. **Vote:** Yea: Mayor Massey, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

CONSENT AGENDA FOR APPROVAL

4. City Council Minutes dated January 21, February 4, February 11, February 18, and February 25, 2026
5. OLCC Licenses
6. Accounts Payable Bill Lists

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

WORK SESSION ACTION ITEMS**Eagle Osprey Boat**

Motion: Motion made by Council President Chilton and seconded by Councilor Sundeen to bring a resolution to the April 1 Council Regular Session declaring the Eagle Osprey boat as surplus. **Vote:** Yea: Mayor Massey, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

Motion: Motion made by Councilor Sundeen and seconded by Council President Chilton to direct City Administrator Walsh to draft a Request for Proposal for lease and operation of the Eagle Osprey. **Vote:** Yea: Mayor Massey, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

COUNCIL MEMBER REPORTS

Councilor Sundeen reported...

- Nothing to report.

Council President Chilton reported...

- Congratulated the St. Helens girls basketball team on their accomplishment of reaching the state championship, praising their performance as something that brought the community together to celebrate what St. Helens excels at. She expressed pride in the team and gratitude for what they provided to the community.

Councilor Hubbard reported...

- Nothing to report.

Councilor Gundersen reported...

- Nothing to report.

MAYOR MASSEY REPORTS

- Echoed Council President Chilton's congratulations to the St. Helens Lady Lions basketball team. She gave special recognition for their sportsmanship award. She emphasized that competing at a high level while showing good sportsmanship provides valuable lessons for the community.
- Thanked Deputy City Recorder Scholl and City Recorder Payne for their hard work.
- Acknowledged the efforts of all City staff, especially during challenging financial times. The Council is working diligently to address the budget situation. She noted the commitment to fighting for both citizens and staff, despite the years it took to reach the current situation.

PROACTIVE ITEMS**OTHER BUSINESS****ADJOURN – 7:24 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
Consent Agenda for Approval

ANIMAL FACILITIES

The following facilities have been inspected by City of St. Helens Police Department and are recommended for approval of an Animal Facility License:

<u>Owner Name</u>	<u>Location</u>	<u>Purpose</u>
Columbia Humane Society	2084 Oregon Street	Multiple Dogs



ST. HELENS POLICE DEPARTMENT

150 S. 13th Street, St. Helens Oregon 97051
Office (503)397-3333 FAX (503)397-0619

RECEIVED

Brian Greenway
Chief of Police

MAR 17 2026

CITY OF ST. HELENS

On Monday January 12th at approximately 10:00am, I met with Lisa Beggio at the Columbia County Humane Society, St Helens OR 97051 to conduct a prescheduled Animal Facility License inspection. This inspection is to ensure the premise is in compliance with Ordinance 6.04.080, OAR 609.415, OAR 609.420, OAR 603-015-0025 through 603-015-0065. Included with her application was her liability insurance information from Hagan Hamilton Insurance (Policy # [REDACTED]). Attached with the application was also the Oregon Department of Agriculture Business license # AG-L1076026ARE.

I walked into the Humane society and was greeted by Lisa. I noticed that the facility is an animal rescue entity that houses a variety of animals that are brought for various reasons such as loose found dogs, abandoned dogs, animals put up for adoption, various cats and other animals. Lisa explained that the renewal for the license is to continue serving the citizens of Columbia County with animal services and rescue pets.

The shelter was spacious with kennels for over 20 kennels that house dogs and over 20 kennels that house cat rescues. There were outdoor kennels where dogs are placed during the daytime and there were also indoor kennels. There is a dog run adjacent to the shelter where staff take dogs to run around and allow them to play with other animals. All fences, gates, kennels appeared in good shape with no spaces for animals to escape. Staff are trained in dealing with animals and are trained to deal with any issue that may arise.

Lisa gave me a tour of the facility and showed me the kennels, the wash stations, the food pantry, the cat location, and all the needs that animals need. The facility was a comfortable temperature and Lisa explained to me that all the animals at the shelter are fed twice a day and have plenty of water in their kennels. All the food in the food pantry was stored in sealed containers to prevent vermin infestation. All the animals have bedding where they are able to sleep and rest.

The staff take care of basic needs of the dogs and go to the Columbia Vet on 150 M 15th st for any medical needs for the animals.

I am not aware of any recent complaints received by SHPD regarding noise, odors, stray animals, or other Ordinance violations regarding the Columbia County Humane Society. In my opinion, I think The Humane Society should be granted the Animal Facility License.

Code Enforcement Officer

Everardo Medina

City of St. Helens
 265 Strand Street • St. Helens, OR 97051 • 503-397-6272
Animal Facility License Application
 St. Helens Municipal Code Chapter 6.04

Application Fee: \$40.00

If you own any of the following inside the city limits, you must have an Animal Facility License:

- More than 3 adult dogs; or
- More than 3 adult dogs and one litter of puppies; or
- More than 3 adult hens and/or ducks and 6 chicks or ducklings under 9 weeks; or
- More than 3 adult rabbits and/or 1 litter of bunnies under 9 weeks; or
- An exotic animal

Complete the application and return to the above address with the fee, copies of your dogs' licenses and a copy of your homeowners insurance. You must list each animal separately in the space provided below that you intend to keep at your facility. Your facility, including perimeter fence if required, must be inspected before your application will be forwarded to the City Council for action. The Police Department will contact you within 10 days of application to schedule an inspection. The application fee is \$40 for a two year license and must be renewed prior to expiration.

If your application is denied, you have two options to obtain compliance: 1) You meet the requirements for an animal facility license; or 2) you have only allowed animals on your property. Once you can prove that you are in compliance for a license, we can seek approval by the City Council. If you have eliminated the need for an animal facility license, you may request a refund of the application fee.

Address at which animal(s) will be kept:				
Applicant Information		Alternate Contact/In Case of Emergency		
Name: <u>Columbia Humane Society</u>	Name: <u>Karen Kins.</u>			
Mailing address: <u>Box 845</u>	Mailing address: <u>Box 845</u>			
City/State/Zip: <u>St. Helens, Oregon 97051</u>	City/State/Zip: <u>St. Helens OR 97051</u>			
Cell phone: [REDACTED]	Cell phone: [REDACTED]			
Home phone: [REDACTED]	Home phone: [REDACTED]			
Email: [REDACTED]	that works best for you: <u>Any day</u>			
List each animal to be kept at the above address (attach additional paper if more than 6 animals)				
Species/Breed	Name	Sex	Age	County Dog License Expiration Date
1.				
2.				
3.				
4.				
5.				
6.				
Veterinarian Information				
Name: <u>Columbia Vet</u>		Phone: <u>503-397-1928</u>		
Address: <u>150 N 15th St</u>		City/State/Zip: <u>St. Helens OR 97051</u>		
Liability Insurance Information				
Agent's Name: <u>Hagen Hamilton</u>		Phone: <u>503-397-0123</u>		
Insurance Company: <u>Liberty Mutual</u>		Policy No.: [REDACTED]		
Attach a copy of the policy indicating applicant is covered while maintaining the described animal(s).				

AUTHORIZATION

I, Lisa Boggio, understand that I am applying for an animal facility license to keep the above listed animal(s) at 2084 Oregon St, St. Helens, Oregon. I have read Municipal Code Chapter 6.04 Animal Control Code, and fully understand my obligation as an animal owner and facility operator and agree to comply with the Code and applicable county, state and federal laws. I further understand that this license, if approved, is valid for a period of two years and must be renewed prior to expiration.

Lisa Boggio
 Applicant Signature

11-25-2025
 Date Signed

FOR OFFICE USE ONLY		
Date received: <u>12/8/25</u>	Officer assigned: <u>COE Everardo Medina</u>	Date forwarded to City Recorder: <u>3/17/26</u>
Received by: <u>Lisa</u>	Date/Time of inspection: <u>1/2/26, 10am</u>	Council meeting date: <u>4/1/26</u>
Receipt No.: <u>251137373</u>	Officer recommendation:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Dated forwarded to PD: <u>12/8/25</u>	<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Deny	If approved, date license issued:
Forwarded by: <u>Lisa</u>		Expiration date:

City of St. Helens
Consent Agenda for Approval

OLCC LICENSES

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

2026 RENEWALS

<u>Licensee</u>	<u>Tradenname</u>	<u>Location</u>	<u>Purpose</u>
Tap Into Wine LLC	Big River Taproom	313 Strand St	Renewal
Oregon Trail Lanes	Oregon Trail Lanes	735 S. Col. River HWY	Renewal

2026 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>Tradenname</u>	<u>Location</u>	<u>Purpose</u>
Bhola OR LLC	Sherlocks Grocery	161 St Helens St	New License/Location



St. Helens, OR

Expense Approval Register

Item #9.

Packet: APPKT01492 - AP 3.13.26

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL FUND					
COMCAST	02.21.26	03/12/2026	COMCAST CABLE 877810899...	100-712-52003	2,188.46
ACE HARDWARE - ST. HELENS	02.28.26 60176	03/12/2026	MATERIALS ACE ACCT 60176 ...	100-708-52001	75.91
ACE HARDWARE - ST. HELENS	02.28.26 60180	03/12/2026	MATERIALS ACE ACCT 60180	100-708-52047	4.99
ACE HARDWARE - ST. HELENS	02.28.26 60181	03/12/2026	ACE MATERIALS ACCT 60181	100-709-52023	24.97
OREGON DEPARTMENT OF R...	03.06.26	03/12/2026	STATE	100-000-20800	155.00
OREGON DEPARTMENT OF R...	03.06.26	03/12/2026	STATE MISD	100-000-20800	285.00
OREGON DEPARTMENT OF R...	03.06.26	03/12/2026	STATE VIOLATION	100-000-20800	1,035.00
OREGON DEPARTMENT OF R...	03.06.26	03/12/2026	STATE DUII DIVERSION	100-000-20800	1,175.00
COLUMBIA COUNTY TREASU...	03.06.26	03/12/2026	COUNTY ASSESSMENT	100-000-20900	360.98
COLUMBIA COUNTY TREASU...	03.06.26	03/12/2026	CITY COURT COSTS DEDUCT...	100-000-36002	-36.10
MORE POWER TECHNOLOGY...	18164	03/12/2026	PORT MANAGED SWITCH & ...	100-712-52019	1,448.00
MORE POWER TECHNOLOGY...	18167	03/12/2026	PREMIUM AGREEMENT MO...	100-712-52019	9,962.99
MORE POWER TECHNOLOGY...	18168	03/12/2026	24TB BCDR APPLIANCE WITH...	100-712-52019	974.00
ALLSTREAM	22218355	03/12/2026	ALLSTREAM PHONE ACCT 75...	100-712-52010	252.00
JORDAN RAMIS PC ATTORNE...	245189	03/12/2026	FINANCE / FRANCHISE	100-715-52019	770.00
JORDAN RAMIS PC ATTORNE...	245190	03/12/2026	PUBLIC RECORDS REQUEST	100-715-52019	1,505.00
JORDAN RAMIS PC ATTORNE...	245192	03/12/2026	TOSCHI LITIGATION	100-715-52019	12,371.00
JORDAN RAMIS PC ATTORNE...	245193	03/12/2026	MYRICK LITIGATION	100-715-52019	5,824.50
ORKIN	293683354	03/12/2026	265 STRAND PEST SERVICE Cl...	100-715-52023	146.51
AMY LINDGREN LAW LLC	718	03/12/2026	JUDICIAL SERVICES	100-704-52019	6,800.00
TROTTER & MORTON FACILI...	84237	03/12/2026	C11184 HVAC COMMUNITY ...	100-709-52023	676.50
TROTTER & MORTON FACILI...	84238	03/12/2026	C11185 HVAC CONTRACT REC...	100-705-52023	571.25
TROTTER & MORTON FACILI...	84239	03/12/2026	C10000 MAINTENANCE AGR...	100-715-52023	547.50
TROTTER & MORTON FACILI...	84244	03/12/2026	C10630 MAINTENANCE AGR...	100-715-52023	2,008.00
ENTERPRISE FM TRUST	FBN5581419	03/12/2026	POLICE LEASE	100-705-52097	18,300.80
ENTERPRISE FM TRUST	FBN5581419	03/12/2026	POLICE MAINTENANCE	100-705-52098	2,014.15
ENTERPRISE FM TRUST	FBN5591007	03/12/2026	596107 BUILDING	100-711-52097	69.03
ENTERPRISE FM TRUST	FBN5591010	03/12/2026	PLANNING FLEET	100-710-52097	415.97
CENTURY LINK	02.26.26 333822307	03/13/2026	333822307	100-712-52010	338.14
CENTURY LINK	03.06.26 333899231	03/13/2026	333899231	100-712-52010	42.33
EAGLE STAR ROCK PRODUCTS..	409772	03/13/2026	ROCK MCCORMICK PARK PL...	100-708-52001	510.66
LOCAL GOVERNMENT LAW ...	73735	03/13/2026	LEGAL REPRESENTATION CO...	100-704-52019	1,295.00
SHRED-IT C/O STERICYCLE INC	8013620976	03/13/2026	POLICE DEPT SHRED SERVICE	100-705-52019	158.38
METRO PRESORT	IN684786	03/13/2026	UB BILL PRINTING	100-707-52008	850.57
METRO PRESORT	IN684786	03/13/2026	UB BILL PRINTING -POSTAGE	100-707-52009	2,968.33
AT&T MOBILITY LLC	uhn0220206	03/13/2026	SIM CARDS	100-705-52010	259.45
Fund 100 - GENERAL FUND Total:					76,349.27
Fund: 201 - VISITOR TOURISM					
JORDAN RAMIS PC ATTORNE...	245191	03/12/2026	E2C DISPUTE	201-000-52019	3,710.00
SCHWABE WILLIAMSON & W...	3463841	03/12/2026	US COAST GUARD OF BUILD ...	201-000-52019	560.00
Fund 201 - VISITOR TOURISM Total:					4,270.00
Fund: 202 - COMMUNITY DEVELOPMENT					
JORDAN RAMIS PC ATTORNE...	245459	03/13/2026	25-ACRE WATERFRONT PRO...	202-721-52019	1,665.00
JORDAN RAMIS PC ATTORNE...	245460	03/13/2026	SHAUN LAND-AMENDMENT ...	202-722-52019	6,480.00
RADLER WHITE PARKS & ALE...	46070	03/13/2026	WATERFRONT PROJECT	202-721-52019	1,235.00
RADLER WHITE PARKS & ALE...	46071	03/13/2026	ACSP TRANSACTION	202-721-52019	847.50
MAUL FOSTER ALONGI INC	72555	03/13/2026	WATERFRONT REDEVELOPM...	202-726-52019	19,754.58
MAUL FOSTER ALONGI INC	72557	03/13/2026	BWP ON CALL SERVICES	202-722-52019	4,245.09
Fund 202 - COMMUNITY DEVELOPMENT Total:					34,227.17
Fund: 205 - STREETS					
COLUMBIA RIVER PUD	3001747	03/13/2026	STREET LIGHTING DECEMBER...	205-000-52019	1,953.46

Expense Approval Register

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
COLUMBIA RIVER PUD	3001748	03/13/2026	STREET LIGHT MAINTENANCE..	205-000-52019	790.55
				Fund 205 - STREETS Total:	2,744.01
Fund: 601 - WATER					
CITY OF COLUMBIA CITY	02.26.26	03/12/2026	001754-001	601-732-52003	95.53
ACE HARDWARE - ST. HELENS	02.28.26 60180	03/12/2026	MATERIALS ACE ACCT 60180	601-732-52001	-4.76
ACE HARDWARE - ST. HELENS	02.28.26 60180	03/12/2026	MATERIALS ACE ACCT 60180	601-732-52001	42.56
ACE HARDWARE - ST. HELENS	02.28.26 60181	03/12/2026	ACE MATERIALS ACCT 60181	601-731-52001	26.79
EAGLE STAR ROCK PRODUCTS..	409747	03/12/2026	ROCK MCCORMICK PARK	601-731-52001	262.40
EAGLE STAR ROCK PRODUCTS..	409806	03/12/2026	4TH ST WATER	601-731-52001	269.99
COLUMBIA COUNTY TRANSF...	9160	03/12/2026	DUMP FEES ACCT 0017	601-731-52001	6.74
COLUMBIA COUNTY TRANSF...	9160	03/12/2026	DUMP FEES ACCT 0017	601-732-52001	55.06
CORE & MAIN	Y583201	03/12/2026	MATERIALS	601-731-53302	2,983.30
CORE & MAIN	INV0027097	03/13/2026	MATERIALS	601-732-53302	7,799.50
CORE & MAIN	INV0027245	03/13/2026	MATERIALS	601-732-53302	632.70
				Fund 601 - WATER Total:	12,169.81
Fund: 603 - SEWER					
SUNSET AUTO PARTS INC - N...	02.28.26	03/12/2026	AUTO PARTS ACCT 6355	603-738-52001	334.68
JWC ENVIRONMENTAL INC	125100	03/12/2026	BRUSH ASSEMBLY	603-736-52001	1,924.23
ALLSTREAM	22218355	03/12/2026	ALLSTREAM PHONE ACCT 75...	603-736-52010	126.00
ALLSTREAM	22218355	03/12/2026	ALLSTREAM PHONE ACCT 75...	603-737-52010	126.00
TROTTER & MORTON FACILI...	84249	03/12/2026	C10855 MAINTENANCE AGR...	603-736-52023	334.25
TROTTER & MORTON FACILI...	84249	03/12/2026	C10855 MAINTENANCE AGR...	603-737-52023	334.25
CORE & MAIN	INV0026766	03/12/2026	PORTABLE STANDARD SAMP...	603-738-53302	6,821.58
CORE & MAIN	Y647837	03/12/2026	MATERIALS	603-735-52001	165.84
				Fund 603 - SEWER Total:	10,166.83
Fund: 703 - PW OPERATIONS					
ACE HARDWARE - ST. HELENS	02.28.26 60181	03/12/2026	ACE MATERIALS ACCT 60181	703-734-52001	144.46
ACE HARDWARE - ST. HELENS	02.28.26 60181	03/12/2026	ACE MATERIALS ACCT 60181	703-734-52001	-9.69
SUNSET AUTO PARTS INC - N...	02.28.26	03/12/2026	AUTO PARTS ACCT 6355	703-739-52099	401.22
DEPARTMENT OF TRANSPOR...	03.09.26	03/12/2026	TITLE & REGISTRATION ENGI...	703-733-52097	101.00
TROTTER & MORTON FACILI...	84236	03/12/2026	C11183 HVAC SERVICE AGRE...	703-739-52120	1,549.00
ENTERPRISE FM TRUST	FBN5590991	03/12/2026	ENTERPRISE FLEET LEASE & ...	703-734-52097	746.89
AMERICAN EXTERMINATION ...	192763	03/13/2026	SENIOR CENTER PEST CONT...	703-739-52120	141.00
KINNEAR SPECIALTIES INC	5037543	03/13/2026	PARTS	703-739-52099	294.64
AIRGAS INC	5523264243	03/13/2026	CYLINDER RETNAL	703-734-52001	379.40
GENERAL EQUIPMENT COM...	96817	03/13/2026	REPAIR MINCAM MONITOR	703-734-52097	2,545.04
				Fund 703 - PW OPERATIONS Total:	6,292.96
Fund: 706 - PUBLIC SAFETY					
OTAK INC	000032600092	03/13/2026	PUBLIC SAFETY BUILDING	706-000-52019	9,796.64
MACKENZIE	1097370	03/13/2026	ST. HELENS PUBLIC SAFETY B...	706-000-52019	87,255.70
				Fund 706 - PUBLIC SAFETY Total:	97,052.34
				Grand Total:	243,272.39

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	76,349.27
201 - VISITOR TOURISM	4,270.00
202 - COMMUNITY DEVELOPMENT	34,227.17
205 - STREETS	2,744.01
601 - WATER	12,169.81
603 - SEWER	10,166.83
703 - PW OPERATIONS	6,292.96
706 - PUBLIC SAFETY	97,052.34
Grand Total:	243,272.39

Account Summary

Account Number	Account Name	Expense Amount
100-000-20800	Court - State Assessment	2,650.00
100-000-20900	Court - County Assessm...	360.98
100-000-36002	Fines - Court	-36.10
100-704-52019	Professional Services	8,095.00
100-705-52010	Telephone	259.45
100-705-52019	Professional Services	158.38
100-705-52023	Facility Maintenance	571.25
100-705-52097	Enterprise Fleet	18,300.80
100-705-52098	Enterprise Fleet Mainte...	2,014.15
100-707-52008	Printing	850.57
100-707-52009	Postage	2,968.33
100-708-52001	Operating Supplies	586.57
100-708-52047	Marine Board	4.99
100-709-52023	Facility Maintenance	701.47
100-710-52097	Enterprise Fleet	415.97
100-711-52097	Enterprise Fleet	69.03
100-712-52003	Utilities	2,188.46
100-712-52010	Telephone	632.47
100-712-52019	Professional Services	12,384.99
100-715-52019	Professional Services	20,470.50
100-715-52023	Facility Maintenance	2,702.01
201-000-52019	Professional Services	4,270.00
202-721-52019	Professional Services	3,747.50
202-722-52019	Professional Services	10,725.09
202-726-52019	Professional Services	19,754.58
205-000-52019	Professional Services	2,744.01
601-731-52001	Operating Supplies	565.92
601-731-53302	Annual Maintenance	2,983.30
601-732-52001	Operating Supplies	92.86
601-732-52003	Utilities	95.53
601-732-53302	Annual Maintenance - ...	8,432.20
603-735-52001	Operating Supplies	165.84
603-736-52001	Operating Supplies	1,924.23
603-736-52010	Telephone	126.00
603-736-52023	Facility Maintenance	334.25
603-737-52010	Telephone	126.00
603-737-52023	Facility Maintenance	334.25
603-738-52001	Operating Supplies	334.68
603-738-53302	Annual Maintenance	6,821.58
703-733-52097	Enterprise Fleet	101.00
703-734-52001	Operating Supplies	514.17
703-734-52097	Enterprise Fleet	3,291.93
703-739-52099	Equipment Operations	695.86
703-739-52120	Facility Maintenance Ot...	1,690.00
706-000-52019	Professional Services	97,052.34
Grand Total:	243,272.39	

Project Account Summary

Project Account Key	Expense Amount
None	243,272.39
Grand Total:	243,272.39



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Item #9.

Packet: APPKT01497 - Wauna AP 3.13.26

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 201 - VISITOR TOURISM					
COLUMBIA RIVER PUD	02.20.26	03/13/2026	94111	201-000-52131	184.92
MASONIC BUILDING LLC	03.13.26	03/13/2026	LEASE PAYMENT 1ST QRT 20...	201-000-52131	19,500.00
Fund 201 - VISITOR TOURISM Total:					19,684.92
Grand Total:					19,684.92

Fund Summary

Fund	Expense Amount
201 - VISITOR TOURISM	19,684.92
Grand Total:	19,684.92

Account Summary

Account Number	Account Name	Expense Amount
201-000-52131	Contracted Building Leas...	19,684.92
Grand Total:		19,684.92

Project Account Summary

Project Account Key	Expense Amount
None	19,684.92
Grand Total:	19,684.92



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Item #9.

Packet: APPKT01499 - AP 3.20.26

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL FUND					
GLORIA BUTSCH	03.16.26	03/17/2026	TRAVEL REIMBURSEMENT O...	100-707-52018	541.24
JAMIE EDWARDS	03.16.26	03/17/2026	TRAVEL REIMBURSEMENT OG...	100-707-52018	454.60
JORDAN RAMIS PC ATTORNE...	245185	03/17/2026	GENERAL LEGAL	100-715-52019	19,064.50
JORDAN RAMIS PC ATTORNE...	245187	03/17/2026	EMPLOYMENT MATTERS	100-705-52019	3,290.00
CINTAS	8408176548	03/17/2026	PARKS FIRST AID CABINET SE...	100-708-52001	191.40
PEAK ELECTRIC GROUP LLC	I11153	03/17/2026	ELECTRICAL WORK- LIBRARY	100-706-52023	286.14
MICHAEL HAMSHAR	03.02.26	03/18/2026	JURY DUTY PAY	100-704-52019	10.00
ELIZABETH GREEVES	03.02.26	03/18/2026	JURY DUTY PAY	100-704-52019	10.00
BOB BRANDON	03.02.26	03/18/2026	JURY DUTY PAY	100-704-52019	10.00
MICHAEL CONNER	03.02.26	03/18/2026	JURY DUTY PAY	100-704-52019	10.00
DEREK BEAUDOIN	03.02.26	03/18/2026	JURY DUTY PAY	100-704-52019	10.00
MICHELLE MCDOWALL	03.02.26	03/18/2026	JURY DUTY PAY	100-704-52019	10.00
JASON FREEMAN	03.02.26	03/18/2026	JURY DUTY PAY	100-704-52019	10.00
CARL CALLOW	03.02.26	03/18/2026	JURY DUTY PAY	100-704-52019	10.00
MCKENZIE HAWKINS	03.02.26	03/18/2026	JURY DUTY PAY	100-704-52019	10.00
KIMBERLY MARTIN	03.02.26	03/18/2026	JURY DUTY PAY	100-704-52019	10.00
ARIEL KAHRMANN	03.02.26	03/18/2026	JURY DUTY PAY	100-704-52019	10.00
MELISSA OLSON	03.02.26	03/18/2026	JURY DUTY PAY	100-704-52019	10.00
COLE KENT	03.02.26	03/18/2026	JURY DUTY PAY	100-704-52019	10.00
ROGELIO REAL	03.02.26	03/18/2026	JURY DUTY PAY	100-704-52019	10.00
RACHEAL MATLOCK	03.02.26	03/18/2026	JURY DUTY PAY	100-704-52019	10.00
DOMONICK HERRON	03.02.26	03/18/2026	JURY DUTY PAY	100-704-52019	10.00
RIAN SMITH	03.02.26	03/18/2026	JURY DUTY PAY	100-704-52019	10.00
ADAM BEEHLER	03.02.26	03/18/2026	JURY DUTY PAY	100-704-52019	10.00
CENTURY LINK	03.03.2026 7305	03/18/2026	503-397-4016	100-712-52010	59.69
CENTURY LINK	03.03.2026 7305	03/18/2026	503-397-3195	100-712-52010	33.00
CENTURY LINK	03.03.2026 7305	03/18/2026	503-366-7932	100-712-52010	33.00
CENTURY LINK	03.03.2026 7305	03/18/2026	503-366-3029	100-712-52010	33.00
CENTURY LINK	03.03.2026 7305	03/18/2026	503-397-1426	100-712-52010	36.65
CENTURY LINK	03.03.2026 7305	03/18/2026	503-397-0619	100-712-52010	33.00
CENTURY LINK	03.03.2026 7305	03/18/2026	503-397-0422	100-712-52010	36.65
CENTURY LINK	03.03.2026 7305	03/18/2026	503-366-8200	100-712-52010	74.50
CENTURY LINK	03.03.2026 7305	03/18/2026	503-397-3363	100-712-52010	33.00
CENTURY LINK	03.03.2026 7305	03/18/2026	TAXES FEES AND SURCHARG...	100-712-52010	351.67
CENTURY LINK	03.03.2026 7305	03/18/2026	503-366-2856	100-712-52010	79.40
CENTURY LINK	03.03.2026 7305	03/18/2026	503-366-1257	100-712-52010	36.65
CENTURY LINK	03.03.2026 7305	03/18/2026	503-366-1103	100-712-52010	33.00
CENTURY LINK	03.03.2026 7305	03/18/2026	503-366-3448	100-712-52010	55.70
CENTURY LINK	03.03.2026 7305	03/18/2026	503-366-1101	100-712-52010	36.65
COLUMBIA RIVER PUD	03.12.26 7493	03/18/2026	150 S 13TH ST- POLICE	100-705-52003	184.10
COLUMBIA RIVER PUD	03.12.26 7493	03/18/2026	150 S 13 ST POLICE STATION ...	100-705-52003	345.55
COLUMBIA RIVER PUD	03.12.26 7493	03/18/2026	375 S 18TH ST COLUMBIA CE...	100-706-52003	615.21
COLUMBIA RIVER PUD	03.12.26 7493	03/18/2026	475 S 18TH ST	100-708-52003	177.17
COLUMBIA RIVER PUD	03.12.26 7493	03/18/2026	50 PLAZA SQ- PLAZA OUTLETS	100-708-52003	51.34
COLUMBIA RIVER PUD	03.12.26 7493	03/18/2026	475 S 18TH ST - MCCORMICK...	100-708-52003	781.58
COLUMBIA RIVER PUD	03.12.26 7493	03/18/2026	299 N 6TH ST - PARKS	100-708-52003	39.72
COLUMBIA RIVER PUD	03.12.26 7493	03/18/2026	475 S 18 ST METER 10220167	100-708-52003	138.08
COLUMBIA RIVER PUD	03.12.26 7493	03/18/2026	200 N 7TH ST - PARK	100-708-52003	39.14
COLUMBIA RIVER PUD	03.12.26 7493	03/18/2026	200 N RIVER ST - GREY CLIFFS...	100-708-52003	68.75
COLUMBIA RIVER PUD	03.12.26 7493	03/18/2026	475 S 18TH ST	100-708-52003	159.28
COLUMBIA RIVER PUD	03.12.26 7493	03/18/2026	475 S 18TH ST- MCCORMICK ...	100-708-52003	40.48
COLUMBIA RIVER PUD	03.12.26 7493	03/18/2026	162 MCMICHAEL ST - CAMPB...	100-708-52003	189.50
COLUMBIA RIVER PUD	03.12.26 7493	03/18/2026	264 STRAND ST- PARKS/ GAZ...	100-708-52046	133.28

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
COLUMBIA RIVER PUD	03.12.26 7493	03/18/2026	265 STRAND ST. - DOCKS	100-708-52046	212.99
COLUMBIA RIVER PUD	03.12.26 7493	03/18/2026	2625 GABLE RD REC CENTER	100-709-52003	176.35
COLUMBIA RIVER PUD	03.12.26 7493	03/18/2026	265 STRAND ST- CITY HALL ...	100-715-52003	189.06
COLUMBIA RIVER PUD	03.12.26 7493	03/18/2026	265 STRAND ST- CITY HALL ...	100-715-52003	610.99
COLUMBIA RIVER PUD	03.12.26 7493	03/18/2026	277 STRAND ST -	100-715-52003	38.89
COLUMBIA RIVER PUD	03.12.26 7493	03/18/2026	275 STRAND ST- CITY HALL U...	100-715-52003	105.18
COLUMBIA RIVER PUD	03.12.26 7493	03/18/2026	277 STRAND ST- CITY HALL U...	100-715-52003	74.73
JENNIFER JOHNSON	03.16.26	03/18/2026	TRAVEL REIMBURSEMENT O...	100-707-52018	391.95
BLUE TRITON BRANDS INC	06B8750105470	03/18/2026	WATER DELIVERY UB/COURT...	100-715-52001	40.97
BEMIS	11485	03/18/2026	NOTARY STAMP - A ARTERO	100-710-52001	37.95
PORTLAND GENERAL ELECTR...	02.09.26-03.10.26	03/19/2026	0153585940 1820 OLD PORT...	100-705-52003	356.38
NW NATURAL GAS	03.16.26	03/19/2026	256563-8	100-705-52003	326.89
NW NATURAL GAS	03.16.26	03/19/2026	3707010-9	100-705-52003	495.67
NW NATURAL GAS	03.16.26	03/19/2026	258767-3	100-706-52003	2,615.84
NW NATURAL GAS	03.16.26	03/19/2026	256304-7	100-708-52003	315.95
NW NATURAL GAS	03.16.26	03/19/2026	259856-3	100-708-52003	56.95
NW NATURAL GAS	03.16.26	03/19/2026	4157643-0	100-709-52003	868.33
NW NATURAL GAS	03.16.26	03/19/2026	1323284-8	100-715-52003	352.67
NW NATURAL GAS	03.16.26	03/19/2026	1359528-5	100-715-52003	373.35
JAMES H BAND	2026-1	03/19/2026	SUBPOENA FOR TOSCHI VS C...	100-715-52019	994.00
VERIZON	6137364656	03/19/2026	CELL SERVICE ACCT 2420601...	100-712-52010	170.44
PAULSON PRINTING CO.	6983	03/19/2026	GF FLYER	100-701-52040	5,518.98
EATONS TIRE AND AUTO REP...	89572	03/19/2026	BRAKE REPLACEMENT 2024 ...	100-705-52098	841.18
EATONS TIRE AND AUTO REP...	89585	03/19/2026	2024 DURANGO BRAKE & TI...	100-705-52098	342.00
COLUMBIA COUNTY SHERIFF...	FEB 2026-SHPD	03/19/2026	FIRING RANGE USAGE	100-705-52086	300.00
L.N CURTIS AND SONS	INV1047750	03/19/2026	POLICE UNIFORMS	100-705-52002	34.00
Fund 100 - GENERAL FUND Total:					43,778.31
Fund: 202 - COMMUNITY DEVELOPMENT					
JORDAN RAMIS PC ATTORNE...	246224	03/17/2026	PROJECT ARCADIA SALE	202-722-52019	297.50
MOORE EXCAVATION INC	Change Order #116 P-525	03/18/2026	S 1st & Strand Road & Utility ...	202-723-53102	825.83
PORTLAND GENERAL ELECTR...	02.09.26-03.10.26	03/19/2026	1277060585 1300 KASTER RD	202-722-52003	86.77
PORTLAND GENERAL ELECTR...	02.09.26-03.10.26	03/19/2026	8863163302 1300 KASTER RD	202-722-52003	24.72
AKS ENGINEERING & FOREST...	11559-01-08	03/19/2026	KASTER ROAD ST HELENS 11...	202-722-52019	5,997.66
Fund 202 - COMMUNITY DEVELOPMENT Total:					7,232.48
Fund: 205 - STREETS					
COLUMBIA RIVER PUD	03.12.26 7493	03/18/2026	ABT 398 S 1ST	205-000-52003	64.21
COLUMBIA RIVER PUD	03.12.26 7493	03/18/2026	191 N MILTON WAY- LANDS...	205-000-52003	39.14
COLUMBIA RIVER PUD	03.12.26 7493	03/18/2026	265 STRAND ST	205-000-52003	3,639.84
COLUMBIA RIVER PUD	03.12.26 7493	03/18/2026	40 ST HELENS ST	205-000-52003	47.38
COLUMBIA RIVER PUD	03.12.26 7493	03/18/2026	58651 COL HWY GATEWAY A...	205-000-52003	39.50
COLUMBIA RIVER PUD	03.12.26 7493	03/18/2026	35320 SYKES RD	205-000-52003	47.30
COLUMBIA RIVER PUD	03.12.26 7493	03/18/2026	ABT 298 STRAND ST	205-000-52003	63.37
COLUMBIA RIVER PUD	03.12.26 7493	03/18/2026	1370 COLUMBIA BLVD.- FOU...	205-000-52003	38.89
COLUMBIA RIVER PUD	03.12.26 7493	03/18/2026	1800 COLUMBIA BLVD - SIG...	205-000-52003	125.37
COLUMBIA RIVER PUD	03.12.26 7493	03/18/2026	191 N MILTON WAY - SIGNAL	205-000-52003	47.38
COLUMBIA RIVER PUD	03.12.26 7493	03/18/2026	2198 COLUMBIA BLVD - SIG...	205-000-52003	52.76
COLUMBIA RIVER PUD	03.12.26 7493	03/18/2026	495 S 18TH ST - LIGHT SIGNAL	205-000-52003	60.42
COLUMBIA RIVER PUD	03.12.26 7493	03/18/2026	715 S COLUMBIA RIVER HWY ..	205-000-52003	49.33
PORTLAND GENERAL ELECTR...	02.09.26-03.10.26	03/19/2026	4854421000 STREET LIGHTI...	205-000-52003	62.86
Fund 205 - STREETS Total:					4,377.75
Fund: 302 - WATER SDC					
KELLER ASSOCIATES, INC	0255009	03/18/2026	ST HELENS RESERVOIR SITING..	302-000-53310	1,165.00
Fund 302 - WATER SDC Total:					1,165.00
Fund: 303 - SEWER SDC					
CONSOR NORTH AMERICA I...	W233257OR.00-23	03/18/2026	WASTEWATER COLLECTION ...	303-000-53033	15,091.00
Fund 303 - SEWER SDC Total:					15,091.00
Fund: 601 - WATER					
UNITED FIRE INC	00200940	03/18/2026	FIRE ALARM REPAIR - WATER...	601-732-52019	387.50
KELLER ASSOCIATES, INC	0255009	03/18/2026	ST HELENS RESERVOIR SITING..	601-000-53310	1,165.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
COLUMBIA RIVER PUD	03.12.26 7493	03/18/2026	END OF KESTREL VIEW DRIVE	601-731-52003	183.52
COLUMBIA RIVER PUD	03.12.26 7493	03/18/2026	35261 PITTSBURG RD- PW W...	601-731-52003	41.08
COLUMBIA RIVER PUD	03.12.26 7493	03/18/2026	2300 STRAND ST - WELL 2	601-731-52003	707.27
COLUMBIA RIVER PUD	03.12.26 7493	03/18/2026	1680 1 ST -	601-731-52003	2,002.34
COLUMBIA RIVER PUD	03.12.26 7493	03/18/2026	57500 OLD PORTLAND RD - ...	601-731-52003	112.39
COLUMBIA RIVER PUD	03.12.26 7493	03/18/2026	62420 COLUMBIA RIVER HWY..	601-731-52003	315.67
COLUMBIA RIVER PUD	03.12.26 7493	03/18/2026	1215 FOURTH ST - WFF	601-732-52003	5,575.14
AARON KUNDERS	03.16.26	03/18/2026	TRAVEL REIMBURSEMENT O...	601-732-52018	172.05
LAWRENCE OIL COMPANY	CFSI-34038	03/18/2026	247752 WATER	601-732-52022	152.37
NW NATURAL GAS	03.16.26	03/19/2026	1583294-2	601-732-52003	2,648.13

Fund 601 - WATER Total: 13,462.46

Fund: 603 - SEWER

CENTURY LINK	03.03.2026 7305	03/18/2026	503-397-7757	603-736-52010	16.50
CENTURY LINK	03.03.2026 7305	03/18/2026	503-397-6997	603-736-52010	16.50
CENTURY LINK	03.03.2026 7305	03/18/2026	503-397-3644	603-736-52010	16.50
CENTURY LINK	03.03.2026 7305	03/18/2026	503-366-1102	603-736-52010	18.32
CENTURY LINK	03.03.2026 7305	03/18/2026	503-397-3357	603-736-52010	16.50
CENTURY LINK	03.03.2026 7305	03/18/2026	503-366-3024	603-736-52010	18.32
CENTURY LINK	03.03.2026 7305	03/18/2026	503-366-3021	603-736-52010	18.32
CENTURY LINK	03.03.2026 7305	03/18/2026	503-397-3997	603-736-52010	16.50
CENTURY LINK	03.03.2026 7305	03/18/2026	503-366-3027	603-736-52010	18.33
CENTURY LINK	03.03.2026 7305	03/18/2026	503-397-1272	603-736-52010	16.50
CENTURY LINK	03.03.2026 7305	03/18/2026	503-397-3351	603-736-52010	16.50
CENTURY LINK	03.03.2026 7305	03/18/2026	503-397-3232	603-736-52010	16.50
CENTURY LINK	03.03.2026 7305	03/18/2026	503-397-3351	603-737-52010	16.50
CENTURY LINK	03.03.2026 7305	03/18/2026	503-397-7757	603-737-52010	16.50
CENTURY LINK	03.03.2026 7305	03/18/2026	503-397-3232	603-737-52010	16.50
CENTURY LINK	03.03.2026 7305	03/18/2026	503-397-3644	603-737-52010	16.50
CENTURY LINK	03.03.2026 7305	03/18/2026	503-397-1272	603-737-52010	16.50
CENTURY LINK	03.03.2026 7305	03/18/2026	503-397-3357	603-737-52010	16.50
CENTURY LINK	03.03.2026 7305	03/18/2026	503-366-3027	603-737-52010	18.32
CENTURY LINK	03.03.2026 7305	03/18/2026	503-397-3997	603-737-52010	16.50
CENTURY LINK	03.03.2026 7305	03/18/2026	503-366-1102	603-737-52010	18.33
CENTURY LINK	03.03.2026 7305	03/18/2026	503-397-6997	603-737-52010	16.50
CENTURY LINK	03.03.2026 7305	03/18/2026	503-366-3021	603-737-52010	18.33
CENTURY LINK	03.03.2026 7305	03/18/2026	503-366-3024	603-737-52010	18.33
COLUMBIA RIVER PUD	03.12.26 7493	03/18/2026	240 CLARK ST PUMP STATION	603-735-52003	39.14
COLUMBIA RIVER PUD	03.12.26 7493	03/18/2026	451 PLYMOTH ST - WWTP L...	603-736-52003	1,250.28
COLUMBIA RIVER PUD	03.12.26 7493	03/18/2026	451 PLYMOTH ST - WWTP L...	603-737-52003	1,250.29
COLUMBIA RIVER PUD	03.12.26 7493	03/18/2026	58360 OLD PORTLAND RD - P...	603-738-52003	326.80
COLUMBIA RIVER PUD	03.12.26 7493	03/18/2026	110 S 4TH ST - PS 3	603-738-52003	54.20
COLUMBIA RIVER PUD	03.12.26 7493	03/18/2026	240 MADRONA CT	603-738-52003	197.90
COLUMBIA RIVER PUD	03.12.26 7493	03/18/2026	134 N 1ST- PS 2 8873519	603-738-52003	261.75
COLUMBIA RIVER PUD	03.12.26 7493	03/18/2026	58791 58725 COL RIV HWY P...	603-738-52003	53.08
COLUMBIA RIVER PUD	03.12.26 7493	03/18/2026	35120 MAPLE ST. - PS 11	603-738-52003	136.79
COLUMBIA RIVER PUD	03.12.26 7493	03/18/2026	169 S 4TH ST WATER FLOW ...	603-738-52003	46.29
COLUMBIA RIVER PUD	03.12.26 7493	03/18/2026	505 S 1ST ST PUMP STATION	603-738-52003	120.83
AARON KUNDERS	03.16.26	03/18/2026	TRAVEL REIMBURSEMENT O...	603-736-52018	172.05
AARON KUNDERS	03.16.26	03/18/2026	TRAVEL REIMBURSEMENT O...	603-737-52018	172.10
DEPARTMENT OF ENVIRON...	WQDOM2600834	03/18/2026	ANNUAL COMP DETERMINAT..	603-737-52066	17,822.48
NW NATURAL GAS	03.16.26	03/19/2026	258575-0	603-736-52003	372.70
NW NATURAL GAS	03.16.26	03/19/2026	258575-0	603-737-52003	372.70

Fund 603 - SEWER Total: 23,059.98

Fund: 703 - PW OPERATIONS

PEAK ELECTRIC GROUP LLC	I11154	03/17/2026	ELECTRIC WORK -PUBLIC WO...	703-734-52019	417.00
COLUMBIA RIVER PUD	03.12.26 7493	03/18/2026	984 OREGON ST - PW SHOP	703-734-52003	178.38
COLUMBIA RIVER PUD	03.12.26 7493	03/18/2026	1230 DEER ISLAND RD - PW	703-734-52003	179.93
COLUMBIA RIVER PUD	03.12.26 7493	03/18/2026	650 OREGON ST -LEMONT P...	703-734-52003	371.80
COLUMBIA RIVER PUD	03.12.26 7493	03/18/2026	984 OREGON ST	703-734-52003	669.80
JORDAN RAMIS PC ATTORNE...	245188	03/18/2026	PUBLIC WORKS ENGINEERING	703-733-52019	1,050.00

Expense Approval Register

Packet: APPKT014 Item #9. 26

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
LAWRENCE OIL COMPANY	CFSI-34038	03/18/2026	247748 PUBLIC WORKS	703-734-52022	1,099.78
NW NATURAL GAS	03.16.26	03/19/2026	114867-5	703-734-52003	265.53
NW NATURAL GAS	03.16.26	03/19/2026	1960772-0	703-734-52003	46.68
Fund 703 - PW OPERATIONS Total:					4,278.90
Grand Total:					112,445.88

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	43,778.31
202 - COMMUNITY DEVELOPMENT	7,232.48
205 - STREETS	4,377.75
302 - WATER SDC	1,165.00
303 - SEWER SDC	15,091.00
601 - WATER	13,462.46
603 - SEWER	23,059.98
703 - PW OPERATIONS	4,278.90
Grand Total:	112,445.88

Account Summary

Account Number	Account Name	Expense Amount
100-701-52040	Communications	5,518.98
100-704-52019	Professional Services	180.00
100-705-52002	Personnel Uniforms Equ...	34.00
100-705-52003	Utilities	1,708.59
100-705-52019	Professional Services	3,290.00
100-705-52086	Tactical	300.00
100-705-52098	Enterprise Fleet Mainte...	1,183.18
100-706-52003	Utilities	3,231.05
100-706-52023	Facility Maintenance	286.14
100-707-52018	Professional Developme...	1,387.79
100-708-52001	Operating Supplies	191.40
100-708-52003	Utilities	2,057.94
100-708-52046	Dock Services	346.27
100-709-52003	Utilities	1,044.68
100-710-52001	Operating Supplies	37.95
100-712-52010	Telephone	1,136.00
100-715-52001	Operating Supplies	40.97
100-715-52003	Utilities	1,744.87
100-715-52019	Professional Services	20,058.50
202-722-52003	Utilities	111.49
202-722-52019	Professional Services	6,295.16
202-723-53102	Downtown Infrastructure	825.83
205-000-52003	Utilities	4,377.75
302-000-53310	Reservoir Siting Study	1,165.00
303-000-53033	Sewer Capacity Design	15,091.00
601-000-53310	Reservoir Siting Study	1,165.00
601-731-52003	Utilities	3,362.27
601-732-52003	Utilities	8,223.27
601-732-52018	Professional Developme...	172.05
601-732-52019	Professional Services	387.50
601-732-52022	Fuel	152.37
603-735-52003	Utilities	39.14
603-736-52003	Utilities	1,622.98
603-736-52010	Telephone	205.29
603-736-52018	Professional Developme...	172.05
603-737-52003	Utilities	1,622.99
603-737-52010	Telephone	205.31
603-737-52018	Professional Developme...	172.10
603-737-52066	Permit Fees	17,822.48
603-738-52003	Utilities	1,197.64
703-733-52019	Professional Services	1,050.00
703-734-52003	Utilities	1,712.12
703-734-52019	Professional Services	417.00
703-734-52022	Fuel	1,099.78
Grand Total:		112,445.88

Project Account Summary

Project Account Key	Expense Amount
None	<u>112,445.88</u>
Grand Total:	112,445.88