



# COUNCIL REGULAR SESSION

Wednesday, June 18, 2025 at 7:00 PM

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## COUNCIL MEMBERS:

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

## LOCATION & CONTACT:

HYBRID: Council Chambers & Zoom (details below)

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

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

Phone | 503-397-6272

Fax | 503-397-4016

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## AGENDA

### CALL REGULAR SESSION TO ORDER

### PLEDGE OF ALLEGIANCE

### PROCLAMATION

1. Appreciation of Local Businesses and Residents for their Patience and Support During the St. Helens Streets and Utilities Extension Project

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

### ORDINANCES – *First Reading*

2. **Ordinance No. 3311:** An Ordinance to Annex and Designate the Zone of Certain Property at 35262 Fir Street
3. **Ordinance No. 3312:** An Ordinance to Annex and Designate the Zone of Certain Property at 58909 Firlok Park Street
4. **Ordinance No. 3313:** An Ordinance Adding Chapter 12.36 to the St. Helens Municipal Code Establishing a Pavement Cut Moratorium on Newly Constructed or Resurfaced Streets

### RESOLUTIONS

5. **Resolution No. 2040:** A Resolution of the Common Council of the City of St. Helens Authorizing a Transfer of Appropriations for Fiscal Year 2024-2025
6. **Resolution No. 2041:** A Resolution of the Common Council of the City of St. Helens, Oregon, Adopting and Appropriating Funds for a Supplemental Budget for Fiscal Year 2024-2025
7. **Resolution No. 2042:** A Resolution of the City of St. Helens Declaring the City's Election to Receive State Revenues for Fiscal Year 2025-2026
8. **Resolution No. 2043:** A Resolution of the Common Council of the City of St. Helens, Oregon, Adopting Budget, Making Appropriations, and Levying and Certifying Taxes for the Fiscal Year Beginning July 1, 2025
9. **Resolution No. 2044:** A Resolution of the St. Helens City Council, Establishing the City Employee Compensation Schedule for Fiscal Year 2025-2026

**10. PUBLIC COMMENT - Increasing Utility Rates**

**Resolution No. 2045:** A Resolution to Establish Water, Sewer, Storm Drainage Utility Rates and Charges, and Administrative Rules

**11. PUBLIC COMMENT - Increasing Community Public Safety Fee**

**Resolution No. 2046:** A Resolution Adopting a Community Public Safety Fee

**12. PUBLIC COMMENT - Increasing Garbage & Recycling Rates**

**Resolution No. 2047:** A Resolution Establishing Garbage & Recycling Rates and Superseding Resolution No. 2003

**APPROVE AND/OR AUTHORIZE FOR SIGNATURE****CONSENT AGENDA FOR ACCEPTANCE**

13. Urban Renewal Agency Budget Committee Minutes dated May 16, 2024

14. Budget Committee Minutes dated May 15, 2025

15. Library Board Minutes dated May 12, 2025

16. Parks & Trails Commission Minutes dated May 12, 2025

**CONSENT AGENDA FOR APPROVAL**

17. City Council Minutes dated June 4, 2025

18. 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/81969690921?pwd=fCQTUn4RasYUWnI9EHH7GMLOvWObYG.1>

Passcode:676927

Dial: 16694449171

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

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

City of St. Helens  
PROCLAMATION  
By Mayor Jennifer Massey

Item #1.

*In Appreciation of Local Businesses and Residents  
for Their Patience and Support During the St. Helens  
Streets and Utilities Extension Project*

**WHEREAS**, the City of St. Helens initiated a major Streets and Utilities Extension Project as part of ongoing waterfront redevelopment efforts focused on South First, Cowlitz, and Strand Streets to modernize critical infrastructure and enhance the St. Helens Riverfront District and waterfront for generations to come; and

**WHEREAS**, this transformative project, spanning over 2.5 years, required extensive construction to expand and upgrade aging water, sewer, and stormwater systems; construct streets, sidewalks, and pedestrian pathways to improve safety, accessibility, and public amenities; and improve key intersections in the City's existing Riverfront District; and

**WHEREAS**, the Riverwalk Project was also under construction concurrently for one year, which expanded Columbia View Park, creating the first phase of dedicated community access to the waterfront along the former Boise Veneer site, and adding park pathways, water and storm drain utilities, lighting, retaining walls, railings, furnishings, and signage; with construction requiring community events to be temporarily moved to another park in St. Helens for a year which decreased summer foot traffic to the Riverfront District;

**WHEREAS**, throughout the duration of these projects, downtown businesses and residents experienced significant impacts including street closures, detours, sidewalk removal and replacement, parking disruptions, limited access, intermittent utility outages, and ongoing construction-related challenges such as dust, noise, rock hammering, and vibration from trenching and excavation; and

**WHEREAS**, the residents, visitors, and especially the small businesses in the project areas showed extraordinary patience, resilience, and flexibility, remaining committed to the vitality of our community despite daily disruptions; and

**WHEREAS**, their support, cooperation, and determination were instrumental in the successful completion of these ambitious projects, which will yield long-term improvements in public infrastructure, safety, connectivity, and economic opportunity in St. Helens' historic Riverfront District and adjacent waterfront property.

**NOW, THEREFORE**, I, **Jennifer Massey**, Mayor of the City of St. Helens, on behalf of the City Council and all City staff, do hereby extend our **deepest appreciation and sincere gratitude** to the businesses, residents, and community members who were affected by the Streets and Utilities Extension Project and Riverwalk Project. Your perseverance and civic spirit made this progress possible.

**FURTHER**, we invite the community to celebrate this milestone as a symbol of St. Helens' enduring strength, vision, and shared investment in a vibrant future.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the Seal of City of St. Helens to be affixed at St. Helens City Hall on this **18<sup>th</sup> day of June 2025**.

MAYOR:

*Place  
Gold  
Seal &  
Stamp  
Here*

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

ATTEST:

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

**City of St. Helens**  
**ORDINANCE NO. 3311**

AN ORDINANCE TO ANNEX AND DESIGNATE THE ZONE OF CERTAIN  
PROPERTY AT 35262 FIR STREET

**WHEREAS**, applicants Greg & Amanda McFeron have requested to annex to the City of St. Helens certain property at 35262 Fir Street. This property is also described as Lot 58 of the Firlok Park Subdivision, Columbia County, Oregon, and depicted per **Exhibit A**; and

**WHEREAS**, the applicants have consented in writing to the proposed annexation including waiver of the one-year effective period for consent to annexations; and

**WHEREAS**, the applicant constitutes 1) all the owners of the property to be annexed, and 2) more than half of the owners of the property to be annexed own more than half of such property representing more than half of the assessed value pursuant to ORS 222.170(1); and

**WHEREAS**, the City Council must determine the incorporated Comprehensive Plan Map designation and the Zone Map designation; and

**WHEREAS**, appropriate notice has been given and a public hearing was held June 4, 2025 on the annexation proposal; and

**WHEREAS**, the Council has considered findings of compliance with criteria and law applicable to the proposal.

**NOW, THEREFORE, THE CITY OF ST. HELENS DOES ORDAIN AS FOLLOWS:**

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

**Section 2.** The property described as Lot 58 of the Firlok Park Subdivision, Columbia County, Oregon, and depicted in **Exhibit A** is hereby accepted for annexation to the City of St. Helens.

**Section 3.** The St. Helens Zoning Ordinance Map is hereby amended to reflect that the property described herein shall be zoned Moderate Residential, R7.

**Section 4.** The St. Helens Comprehensive Plan Map is hereby amended to reflect that the property described herein shall be designated as Suburban Residential, SR.

**Section 5.** The land is classified as "Established" in accordance with Chapter 17.112 of the St. Helens Community Development Code (SHMC Title 17) and OAR 660-08-0005.

**Section 6.** In support of the above annexation and amendments described herein, the Council hereby adopts the Annexation A.2.00 Findings of Fact and Conclusions of Law, attached hereto as **Exhibit B** and made part of this reference.

**Section 7.** 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:	June 18, 2025
Read the second time:	July 16, 2025

**APPROVED AND ADOPTED** this 16th day of July, 2025 by the following vote:

Ayes:

Nays:

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Jennifer Massey, Mayor

ATTEST:

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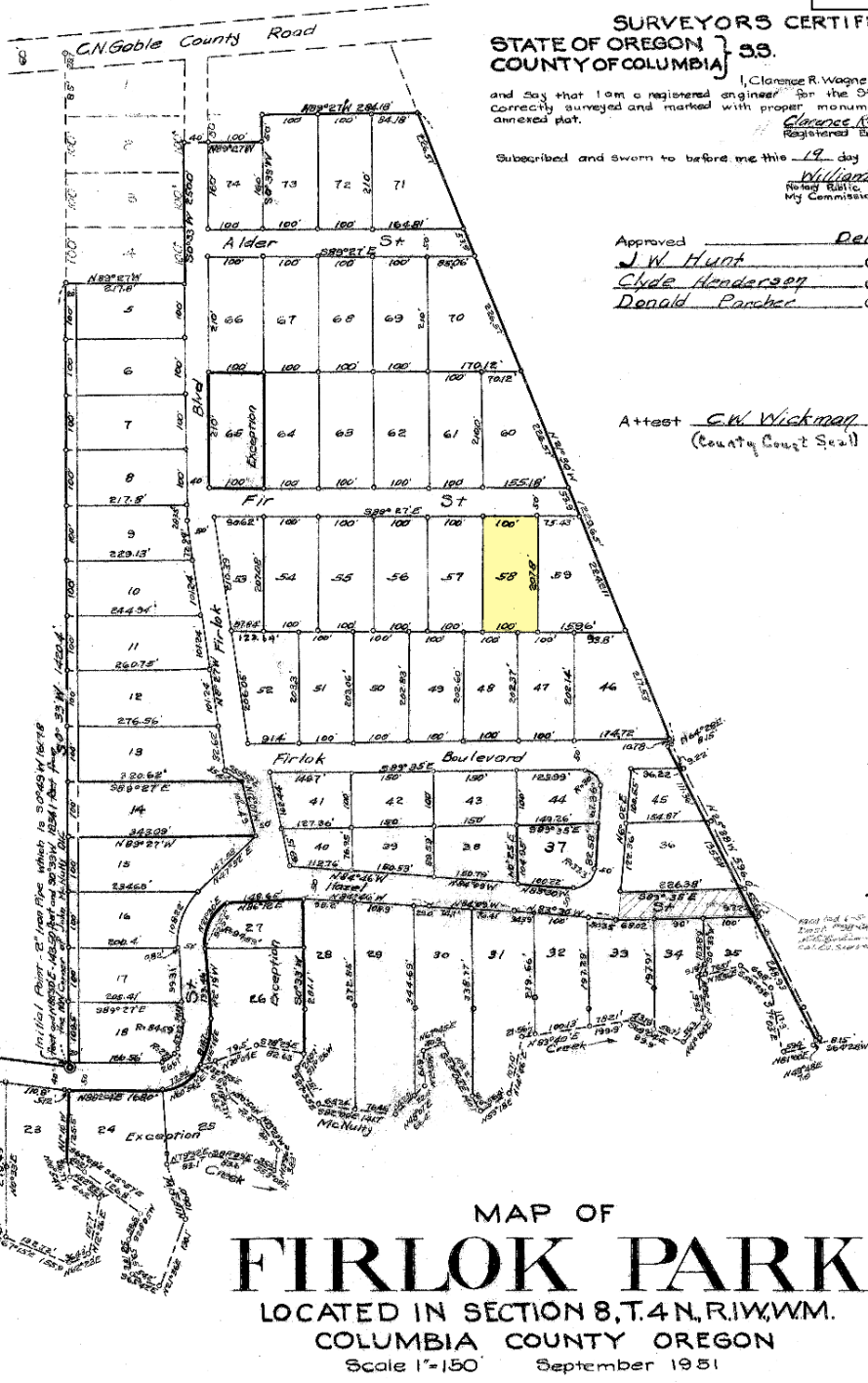
Kathy Payne, City Recorder

**SURVEYORS CERTIFICATE**  
**STATE OF OREGON } 53.**  
**COUNTY OF COLUMBIA }**

I, Clarence R. Wagner, being first duly sworn, depose and say that I am a registered engineer for the State of Oregon; that I have correctly surveyed and marked with proper monuments the land shown on the annexed plat.  
Clarence R. Wagner  
 Registered Engineer No. 2488 (SEAL)  
 Subscribed and sworn to before me this 19 day of December, 1951  
William E. Durant  
 Notary Public for Oregon 5-9-54  
 My Commission expires

Approved December 19 1951  
J. W. Hunt County Judge  
Clyde Henderson County Commissioner  
Donald Pancher County Commissioner

Attest C. W. Wickman County Clerk  
 (County Court Seal)



**MAP OF**  
**FIRLOK PARK**  
 LOCATED IN SECTION 8, T.4N, R.1W, W.M.  
 COLUMBIA COUNTY OREGON  
 Scale 1"=150' September 1951

**DEDICATION**

**KNOW ALL MEN BY THESE PRESENTS** That we, The Washington Federal Savings & Loan Association, thru its officers Alf O. Johnson, executive vice president and R. R. Rasmussen, treasurer; A. C. Kramer and Vera Kramer, his wife; John W. Tatiro, and Antoinette Tatiro, his wife; and Columbia County as represented by the County Court do hereby declare that we are the sole owners of the following described property represented on the annexed plat: Beginning at a point which is 50°49'W 16078 feet and N88°50'E 14350 feet and S0°33'W 18341 feet from the Northwest corner of the John McNulty Donation Land Claim in Columbia County, Oregon; said point of beginning being in Section 8, T.4N, R.1W, W.M.; thence N88°37'W 479.26 feet; thence S0°33'W 388.2 feet to an iron pipe set on the northerly bank of McNulty Creek; thence down McNulty Creek as follows: S47°04'E 52.53 feet; N80°56'E 97.1 feet; S70°56'E 84.9 feet; N62°04'E 186.6 feet; S67°15'E 189.9 feet; N42°22'E 364.3 feet; N12°26'E 107.7 feet; N58°22'W 66.2 feet; N10°54'W 26.7 feet; S67°05'E 46.21 feet; S59°51'E 126.8 feet; S67°03'W 32.9 feet; S41°10'E 89.9 feet; S66°42'E 54.2 feet; N61°36'E 180.1 feet; N18°51'W 106.0 feet; N17°02'E 83.1 feet; S68°10'E 83.6 feet; S33°00'E 35.0 feet; N13°36'E 28.3 feet; N39°23'W 60.7 feet; N39°54'W 72.2 feet; N19°47'W 68.5 feet; N70°09'E 79.5 feet; S78°23'E 82.6 feet; S11°24'W 24.07 feet; S27°35'E 78.1 feet; S67°00'E 141.7 feet; N46°07'E 66.4 feet; N2°51'W 61.9 feet; N67°45'E 40.9 feet; S28°04'E 140.1 feet; N59°18'E 56.4 feet; N14°46'E 107.0 feet; N83°40'E 199.9 feet; S69°04'E 99.9 feet; N41°24'E 56.3 feet; N5°56'W 78.5 feet; N78°56'E 79.7 feet; S52°10'E 65.8 feet; S70°09'E 117.3 feet; N18°00'E 33.4 feet; N49°48'E 7.0 feet; thence leaving said McNulty Creek N28°58'W 89.40 feet; thence N4°28'E 81.8 feet; thence N61°50'W 122.65 feet; thence N89°21'W 284.18 feet; thence S0°33'W 58.0 feet; thence N89°21'W 140.0 feet; thence S0°33'W 250.0 feet; thence N88°27'W 257.6 feet and S0°33'W 260.0 feet from the Northwest corner of the John McNulty Donation Land Claim, Columbia County, Oregon; said point of beginning being on the East side of a 400 foot Road; thence S88°27'E 1000 feet; thence S0°33'W 2100 feet to the North line of a road; thence N89°21'W 1000 feet; thence N0°33'E 2100 feet to the point of beginning. Except tracts 24, 25, 26 & 27 described above.

**IN WITNESS WHEREOF** We have hereunto set our hand and seal  
 WITNESSES Clarence R. Wagner

**STATE OF OREGON } 53.**  
**COUNTY OF COLUMBIA }**  
 On this 19 day of December 1951 before me appeared Alf O. Johnson, executive vice president and R. R. Rasmussen, treasurer of the Washington Federal Savings & Loan Association; A. C. Kramer and Vera Kramer, his wife; John W. Tatiro and Antoinette Tatiro, his wife; R. A. Wheeler and Consuelia Wheeler, his wife; Judge J. W. Hunt, Donald Pancher, Commissioner, Clyde Henderson, Commissioner for Columbia County to me known to be the identical persons described in and who executed the foregoing dedication and they acknowledged to me that they executed the said dedication as their free and voluntary act and deed for the uses and purposes therein set forth.  
**IN WITNESS WHEREOF** I have hereunto set my hand and affixed my official seal this 19th day of December 1951 in this my certificate witness.  
 (Seal)  
William E. Durant  
 Notary Public in and for the State of Oregon  
 My Commission Expires 5-9-54  
 Also before me appeared  
 Albert J. Johnson; Donald J. Boorman and Mary K. Boorman, his wife

A. C. Kramer  
Vera Kramer  
R. A. Wheeler  
Consuelia Wheeler  
Alfred J. Johnson  
John W. Tatiro  
Antoinette Tatiro  
November 26th 1951 have been paid  
M. R. Calhoun County Sheriff  
Dec 19th 1951  
L. W. Mickelson County Assessor  
Dec 19th 1951  
Clarence R. Wagner County Surveyor



**CITY OF ST. HELENS PLANNING DEPARTMENT  
FINDINGS OF FACT AND CONCLUSIONS OF LAW  
Annexation A.2.00**

**APPLICANT:** Greg & Amanda McFeron  
**OWNERS:** Greg & Amanda McFeron  
**ZONING:** Columbia County's Single-Family Residential (R-10)  
**LOCATION:** 35262 Fir Street; 4N1W-8BB-3000  
**PROPOSAL:** The property owner filed consent to annex in 2000 because their septic system failed and they connected to the City's system under a Sewer Service Agreement (Recording No. 2000-05418)

**SITE INFORMATION / BACKGROUND**

The subject property is a rectangular shaped lot at 20,909 square feet or 0.48 acres. The property is developed with a detached single-family dwelling and accessory structures. It is accessed by Fir Street, which is a developed local classified street without frontage improvements (sidewalks, curb, and landscape strip) on either side. The road is within the County's jurisdiction.



*Left: 35262 Fir Street single-family dwelling*

*Right: Fir Street right-of-way abutting subject property*



**Abutting Zoning**

North – County Multi-Family Residential (MFR)  
 East – County Single-Family Residential (R-10)  
 South – County Single-Family Residential (R-10)  
 West – County Single-Family Residential (R-10)



## PUBLIC HEARING & NOTICE

**Public hearing** before the Planning Commission for *recommendation to the City Council*: May 13, 2025. Public hearing before the City Council: June 4, 2025.

**Notice** of this proposal was sent to the Oregon Department of Land Conservation and Development on April 8, 2025 through their PAPA Online Submittal website.

**Notice** of this proposal was sent to surrounding property owners within 300 feet of the subject properties on May 1, 2025, via first class mail. Notice was sent to agencies by mail or e-mail on the same date.

**Notice** was published on May 2, 2025, in the Columbia County Spotlight newspaper.

## APPLICABLE CRITERIA, ANALYSIS & FINDINGS

### SHMC 17.08.040 (1) – Quasi-judicial amendment and standards criteria

- (a) A recommendation or a decision to approve, approve with conditions, or to deny an application for a quasi-judicial amendment shall be based on all of the following standards:
  - (i) The applicable comprehensive plan policies and map designation; and that the change will not adversely affect the health, safety, and welfare of the community; and
  - (ii) The applicable Oregon Statewide Planning Goals adopted under ORS Chapter 197, until acknowledgment of the comprehensive plan and ordinances; and
  - (iii) The standards applicable of any provision of this code or other applicable implementing ordinance.
- (b) Consideration may also be given to:
  - (i) Any applicable evidence of change in the neighborhood or community or a mistake or inconsistency in the comprehensive plan or zoning map as it relates to the property which is the subject of the development application.

**Discussion:** (a)(i) The Comprehensive Plan designation for the subject property is Rural Suburban Residential (RSUR). Zoning and Comprehensive Plan designations are addressed under SHMC 17.28.030 (1).

SHMC 19.08.030 discusses public services and facilities and includes utility provisions (e.g., water and sewer) as well as services such as police and library. In sum, all services are intertwined; the consent to annexation allows connection to city sewer to support existing and future development on the subject property, and once annexed, all other city services/facilities. Sewer and water capacity to serve this property is addressed in more detail under SHMC 17.28.030 (1) below. By this review process, the proposal complies with this aspect of the Comprehensive Plan. There is no known conflict with the general Comprehensive Plan policies identified in Chapter 19.08 SHMC.

There is no known conflict with the specific Comprehensive Plan policies identified in Chapter 19.12 SHMC. Zoning and Comprehensive Plan designations are addressed under SHMC 17.28.030 (1)

There is no known conflict with the addendums to the Comprehensive Plan which includes Economic Opportunities Analysis (Ord. No. 3101), Waterfront Prioritization Plan (Ord. No. 3148), the Transportation Systems Plan (Ord. No. 3150), the Corridor Master Plan (Ord. No. 3181), the Parks & Trails Master Plan (Ord. No. 3191), the Riverfront Connector Plan (Ord. No. 3241), and the Housing Needs Analysis (Ord. No. 3244).

Finally, there is no evidence that this proposal will be contrary to the health, safety, and welfare of the community.

**(a)(ii)** The City's Comprehensive Plan has been adopted by the State, thus, the applicable Oregon Statewide Planning Goals adopted under ORS Chapter 197 do not need to be analyzed per this section.

**(a)(iii)** In addition, Section 3 of the City's Charter states that "annexation, delayed or otherwise, to the City of St. Helens, may only be approved by a prior majority vote among the electorate." However, in 2016, the Oregon Legislature passed a bill which resulted in ORS 222.127 which states that a city shall annex the territory without submitting the proposal to the electors if certain criteria are met:

1. Property is within the UGB
2. Property will be subject to the City's Comprehensive Plan
3. Property is contiguous to the City limits or is separated by only a public right of way or body of water
4. Property conforms to all other City requirements

The consent to annex dates to 1999 preceding this 2016 enacted law. To ensure applicability of ORS 222.127 for this matter, the applicant acknowledged at the June 4, 2025 public hearing that annexation is desired. The City Council construes this as current support for the annexation.

As this proposal meets these criteria, this property will **not** be subject to a majority vote among the electorate.

Other provisions applicable to this proposal are discussed elsewhere herein.

**(b)** There is no evidence of a change in neighborhood, or mistake or inconstancy in the Comprehensive Plan or Zoning Map.

**Finding:** The quasi-judicial amendment and standards criteria are met.

#### **SHMC 17.08.060 – Transportation planning rule compliance**

- (1) Review of Applications for Effect on Transportation Facilities. A proposed comprehensive plan amendment, zone change or land use regulation change, whether initiated by the city or by a private interest, shall be reviewed to determine whether it significantly affects a transportation facility, in accordance with OAR 660-012-0060 (the Transportation Planning Rule ("TPR")).

"Significant" means the proposal would:

- (a) Change the functional classification of an existing or planned transportation facility (exclusive of correction of map errors in an adopted plan);
- (b) Change standards implementing a functional classification system; or

- (c) As measured at the end of the planning period identified in the adopted transportation system plan:
  - (i) Allow land uses or levels of development that would result in types or levels of travel or access that are inconsistent with the functional classification of an existing or planned transportation facility;
  - (ii) Reduce the performance of an existing or planned transportation facility below the minimum acceptable performance standard identified in the TSP; or
  - (iii) Worsen the performance of an existing or planned transportation facility that is otherwise projected to perform below the minimum acceptable performance standard identified in the TSP or comprehensive plan.
- (2) Amendments That Affect Transportation Facilities. Comprehensive plan amendments, zone changes or land use regulations that significantly affect a transportation facility shall ensure that allowed land uses are consistent with the function, capacity, and level of service of the facility identified in the TSP. This shall be accomplished by one or a combination of the following:
  - (a) Adopting measures that demonstrate allowed land uses are consistent with the planned function, capacity, and performance standards of the transportation facility.
  - (b) Amending the TSP or comprehensive plan to provide transportation facilities, improvements or services adequate to support the proposed land uses consistent with the requirements of OAR 660-012-0060.
  - (c) Altering land use designations, densities, or design requirements to reduce demand for vehicle travel and meet travel needs through other modes of transportation.
  - (d) Amending the TSP to modify the planned function, capacity or performance standards of the transportation facility.
- (3) Traffic Impact Analysis. A traffic impact analysis shall be submitted with a plan amendment or zone change application, as applicable, pursuant to Chapter 17.156 SHMC.

**Discussion:** This section reflects State law regarding the Transportation Planning Rule (TPR): Transportation Planning Rule (TPR), OAR 660, Division 12. The TPR requires that where an amendment to a functional plan, an acknowledged comprehensive plan, or a land use regulation would significantly affect an existing or planned transportation facility, the local government shall put in place measures to assure that allowed land uses are consistent with the identified function, capacity, and performance standards of the facility. **Current zoning of the property is Columbia County’s Single-Family Residential (R-10) and the City’s only zoning option given annexation is Moderate Residential (R7) or Suburban Residential (R10)**

Generally, when comparing potential land use impact on transportation facilities, the *reasonable worst case scenario* for the existing and proposed designation/zone are considered. The potential land uses are very similar for both the City and County. The City’s zoning is comparable to the County with regards to the possible intensity of uses allowed and potential vehicular trips generated. Thus, this proposal will not affect an existing or planned transportation facility.

**Finding:** No transportation facility will be significantly affected by this proposal. No traffic impact analysis is warranted.

#### **SHMC 17.28.030 (1) – Annexation criteria**

- (a) Adequate public facilities are available to the area and have sufficient capacity to provide service for the proposed annexation area; and
- (b) Comply with comprehensive plan amendment standards and zoning ordinance amendment standards and not be in conflict with applicable comprehensive plan policies and implementing ordinances; and

- (c) Complies with state laws; and
- (d) Abutting roads must meet city standards or property owner will be required to sign and record an irrevocable consent to local improvement district; and
- (e) Property exceeding 10 acres in gross size must show a need on the part of the city for such land if it is designated residential (e.g., less than five years' supply of like designated lands in current city limits).

**Discussion: (a) Water** – The existing single-family dwelling is currently served by City water. Regarding capacity, the City's current water capacity is 6 million gallons/day and the peak flow, usually in the summer, is 3 to 4 million gallons/day. Additionally, the City has the capacity of approximately 10 million gallons to meet future demands. Any additional uses that occur on the subject property can be accommodated by the City's municipal water system as infrastructure has substantial capacity available.

**Sewer** - The site connected to City sewer around 2000 with a Sewer Service Agreement.

With regards to *capacity*, the City's wastewater treatment plant currently has a daily limit (physically and as permitted by DEQ) to handle over 50,000 pounds of Biochemical Oxygen Demand (BOD) and a monthly average limit of 26,862 pounds. This is the "loading" or potency of the wastewater received by the plant. The average daily BOD is well below this at only 1,500 pounds. Sanitary sewer *capacity* is adequate.

With regards to *conveyance*, the city adopted a new **Wastewater Master Plan (WWMP)** in November 2021 that identifies undersized trunk lines already operating at or above capacity that further development of the subject property (e.g., land division creating new parcels) would depend on. The WWMP can be found here:

<https://www.sthelenoregon.gov/engineering/page/public-infrastructure-master-plans>

The city is actively addressing this issue, which could impact future development of the property regardless of its status of being in or outside of city limits. It is already connected to sanitary sewer via a STEP system and has been for approximately 25 years. This annexation by itself does not create additional sanitary sewer impact.

**Transportation** - As described above, this proposal poses no significant impact on a transportation facility.

**Finding:** Adequate public facilities are available to the area and have sufficient capacity to provide service for the proposed annexation area.

**(b)** The proposed land use of the subject property is a detached single-family dwelling. This is a permitted use in the corresponding zoning district.

**Finding:** There is no known conflict with the Comprehensive Plan and implementing ordinances.

**(c)** With regards to Oregon Revised Statutes (ORS), city annexations of territory must be undertaken consistent with ORS 222.111 to 222.183.

Pursuant to ORS 222.111(1), a City may only annex territory that is not within another City, and the territory must either be contiguous to the annexing City or be separated from the City only by a body of water or public right-of-way. The subject property is not within another City's jurisdiction and City of St. Helens corporate limits is only separated by public right-of-way to the east. See the attached memo for an exhibit related to the eligibility of this property to annex.

Although undertaking an annexation is authorized by state law, the manner in which a city proceeds with annexation is also dictated in the city charter. ORS 222.111(1) references a city's charter as well as other ORS. St. Helens' Charter requirements pertaining to annexations are noted above.

Per ORS 222.111(2) an annexation may be initiated by the owner of real property or the city council. This annexation request was initiated by the property owner in 1999 as part of a Sewer Service Agreement. Further, ORS 222.125 requires that all property owners of the subject property to be annexed and at least half of the electors residing on the property consent in writing to the annexation. These documents were submitted with the annexation application.

Per ORS 222.173(1) only statements of consent to annexation which are filed within any one-year period shall be effective, unless a separate written agreement waiving the one-year period or prescribing some other period of time has been entered into between an owner of land or an elector and the city. In this case both a petition (consent) to annex and waiver of the one year period were signed and notarized on November 9, 1999 and are part of the record.

**ORS 197.175(1) suggests that all annexations are subject to the statewide planning goals.**

The statewide planning goals that could technically apply or relate to this proposal are Goals 1, 2, 11 and 12.

- ***Statewide Planning Goal 1: Citizen Involvement.***  
*Goal 1 requires the development of a citizen involvement program that is widespread, allows two-way communication, provides for citizen involvement through all planning phases, and is understandable, responsive, and funded.*

Generally, Goal 1 is satisfied when a local government follows the public involvement procedures set out in the statutes and in its acknowledged comprehensive plan and land use regulations.

The City's Development Code is consistent with State law with regards to notification requirements. Pursuant to SHMC 17.20.080 at least one public hearing before the Planning Commission and City Council is required. Legal notice in a newspaper of general circulation is also required. The City has met these requirements and notified DLCD of the proposal.

- ***Statewide Planning Goal 2: Land Use Planning.***  
*This goal requires that a land use planning process and policy framework be established as a basis for all decisions and actions relating to the use of land. All local governments and state agencies involved in the land use action must coordinate with each other. City,*

*county, state and federal agency and special districts plans and actions related to land use must be consistent with the comprehensive plans of cities and counties and regional plans adopted under Oregon Revised Statutes (ORS) Chapter 268.*

Generally, Goal 2 requires that actions related to land use be consistent with acknowledged Comprehensive Plans and coordination with affected governments and agencies and be based on an adequate factual base. The City has an adopted Comprehensive Plan, compliance of this proposal which is addressed herein. Moreover, explanation and proof of coordination with affected agencies and factual base are described herein, as well, including inventory, needs, etc.

- ***Statewide Planning Goal 11: Public Facilities and Services.***

*Goal 11 requires cities and counties to plan and develop a timely, orderly and efficient arrangement of public facilities and services to serve as a framework for urban and rural development. The goal requires that urban and rural development be "guided and supported by types and levels of urban and rural public facilities and services appropriate for, but limited to, the needs and requirements of the urban, urbanizable and rural areas to be served."*

City water and sewer capacities are addressed under SHMC 17.28.030 (1) above. There is no evidence that adequate infrastructure will not be available to serve the annexed area if redeveloped in the future.

- ***Statewide Planning Goal 12: Transportation.***

*Goal 12 requires cities, counties, metropolitan planning organizations, and ODOT to provide and encourage a "safe, convenient and economic transportation system." This is accomplished through development of Transportation System Plans based on inventories of local, regional and state transportation needs. Goal 12 is implemented through OAR 660, Division 12, also known as the Transportation Planning Rule ("TPR"). The TPR contains numerous requirements governing transportation planning and project development.*

Traffic impacts and the City's provisions that address the TPR are explained above. This proposal will not significantly affect an existing or planned transportation facility.

**(d)** The subject property abuts Fir Street. Fir Street is classified as a local street with a minimum right-of-way width of 50', which is met. There are no frontage improvements (sidewalks, curb) abutting the subject property. City standards require such improvements.

**However, this property is not the subject of a current development land use review, which provides the legal nexus and proportionality to require such improvements.** As such, no improvements are warranted with this proposal. At the time of future land division and/or development, these items would be considered.

**(e)** The subject property is not greater than 10 acres in gross size. An analysis is not necessary.

**Finding:** The annexation approval criteria are met for this proposal.

### SHMC 17.28.030 (2) – Annexation criteria

The plan designation and the zoning designation placed on the property shall be the city's zoning district which most closely implements the city's comprehensive plan map designation.

**Discussion:** The Comprehensive Plan designation is currently Rural Suburban Unincorporated Residential (RSUR). The City's options for zoning are Suburban Residential (R10) or Moderate Residential (R7). The Comprehensive Plan designation would be Suburban Residential (Incorporated) (SR).

**Finding:** Upon annexation, the subject property's Comprehensive Plan designation shall be Suburban Residential (Incorporated) (SR) and zoned Suburban Residential (R10) or Moderate Residential (R7) based on the findings of the Planning Commission and City Council. The Commission recommended R7 and the City Council did not object.

### SHMC 17.112.020 – Established & Developed Area Classification criteria

- (1) Established Area.
  - (a) An "established area" is an area where the land is not classified as buildable land under OAR 660-08-0005;
  - (b) An established area may include some small tracts of vacant land (tracts less than an acre in size) provided the tracts are surrounded by land which is not classified as buildable land; and
  - (c) An area shown on a zone map or overlay map as an established area.
- (2) Developing Area. A "developing area" is an area which is included in the city's buildable land inventory under the provisions of OAR except as provided by subsection (1)(b) of this section.

**Discussion:** OAR 660-008-0005 classifies *buildable land* as:

Residentially designated land within the urban growth boundary, including both vacant and developed land likely to be redeveloped, that is suitable, available and necessary for residential uses. Publicly owned land is generally not considered available for residential uses. Land is generally considered "suitable and available" unless it:

- (a) Is severely constrained by natural hazards as determined under Statewide Planning Goal 7;
- (b) Is subject to natural resource protection measures determined under Statewide Planning Goals 5, 6, 15, 16, 17 or 18;
- (c) Has slopes of 25 percent or greater;
- (d) Is within the 100-year flood plain; or
- (e) Cannot be provided with public facilities.

**Discussion:** This property is already developed with a detached single-family dwelling and is unlikely to be redeveloped. Therefore, this property is not considered buildable land under OAR 660-008-0005.

**Finding:** The subject property should be designated as "established."

### CONCLUSION & DECISION

**Based upon the facts and findings herein, the City Council approves this annexation and that upon annexation, the subject property have a Comprehensive Plan designation of**



**Suburban Residential (Incorporated) (SR), be zoned Moderate Residential (R7) and be designated as “established.”**

\*This annexation will **not** be subject to voter approval subsequent to this land use process.\*

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Jennifer Massey, Mayor

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Date

**City of St. Helens**  
**ORDINANCE NO. 3312**

AN ORDINANCE TO ANNEX AND DESIGNATE THE ZONE OF CERTAIN  
PROPERTY AT 58909 FIRLOK PARK STREET

**WHEREAS**, applicant Bradford and Teresa Pyl have requested to annex to the City of St. Helens certain property at 58909 Firlok Park Street. This property is also described per **Exhibit A** and depicted per **Exhibit B**; and

**WHEREAS**, the applicant has consented in writing to the proposed annexation; and

**WHEREAS**, the applicant constitutes 1) all the owners of the property to be annexed, and 2) more than half of the owners of the property to be annexed own more than half of such property representing more than half of the assessed value pursuant to ORS 222.170(1); and

**WHEREAS**, the City Council must determine the incorporated Comprehensive Plan Map designation and the Zone Map designation; and

**WHEREAS**, appropriate notice has been given and a public hearing was held June 4, 2025 on the annexation proposal; and

**WHEREAS**, the Council has considered findings of compliance with criteria and law applicable to the proposal.

**NOW, THEREFORE, THE CITY OF ST. HELENS DOES ORDAIN AS FOLLOWS:**

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

**Section 2.** The property described in **Exhibit A** and depicted in **Exhibit B** is hereby accepted for annexation to the City of St. Helens.

**Section 3.** The St. Helens Zoning Ordinance Map is hereby amended to reflect that the property described herein shall be zoned Apartment Residential, AR.

**Section 4.** The St. Helens Comprehensive Plan Map is hereby amended to reflect that the property described herein shall be designated as General Residential, GR.

**Section 5.** The land is classified as "Established" in accordance with Chapter 17.112 of the St. Helens Community Development Code (SHMC Title 17) and OAR 660-08-0005.

**Section 6.** In support of the above annexation and amendments described herein, the Council hereby adopts the Annexation A.2.24 Findings of Fact and Conclusions of Law, attached hereto as **Exhibit C** and made part of this reference.

**Section 7.** 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: June 18, 2025  
Read the second time: July 16, 2025

**APPROVED AND ADOPTED** this 16th day of July 2025 by the following vote:

Ayes:

Nays:

---

Jennifer Massey, Mayor

ATTEST:

---

Kathy Payne, City Recorder

EXHIBIT A  
LEGAL DESCRIPTION

A parcel of land located in the NW  $\frac{1}{4}$  of the NW  $\frac{1}{4}$  of Section 8, Township 4 N., Range 1 W., Willamette Meridian, Columbia County, Oregon, more specifically described as follows:

Beginning at the Northwest corner of Lot 5 of the Firlok Park Subdivision, Columbia County, Oregon;

Thence, South along the West line of said Lot 5 a distance of 18 feet to the **True Point of Beginning** of the parcel herein described;

Thence, South 89°27' East a distance of 212.8 feet to the West right-of-way line of the Firlok Boulevard right-of-way;

Thence, South along said West right-of-way line a distance of 132 feet;

Thence, North 89°27' West a distance of 212.8 feet to a point on the West line of Lot 6 of the Firlok Park Subdivision, Columbia County, Oregon;

Thence, North along the West line of said Lot 6 and continuing onto the West line said Lot 5, a distance of 132 feet to the **True Point of Beginning**.

EXHIBIT B

NW¼ NW¼ SEC. 8 T.4N R.1W W.M.  
COLUMBIA COUNTY



**CITY OF ST. HELENS PLANNING DEPARTMENT  
FINDINGS OF FACT AND CONCLUSIONS OF LAW  
Annexation A.2.24**

**APPLICANT:** Bradford & Teresa Pyl  
**OWNERS:** Bradford & Teresa Pyl  
**ZONING:** Columbia County's Multi-Family Residential (MFR)  
**LOCATION:** 58909 Firlok Park Street; 4N1W-8BB-2100  
**PROPOSAL:** The property owner filed consent to annex because they desired to connect to City sanitary sewer.

**SITE INFORMATION / BACKGROUND**

The subject property is a rectangular shaped lot at 25,265 square feet or 0.58 acres. The property is developed with an existing detached single-family dwelling. It is accessed by Firlok Park Street, which is a developed collector classified street without frontage improvements (sidewalks, curb, and landscape strip) on either side. The road is within the County's jurisdiction. The parcel slopes to the back with the North Fork McNulty Creek bordering the western property line. The dwelling is connected to City water and connected to City sewer in 2024 with Permit No. 1511.



*Left: 58909 Firlok Park Street single-family dwelling*

*Right: Firlok Park Street right-of-way abutting subject property looking south*

**Abutting Zoning**

North – City Apartment Residential (AR)  
 East – City Apartment Residential (AR)  
 South – County Multi-Family Residential (MFR)  
 West – City Moderate Residential (R7)

## PUBLIC HEARING & NOTICE

**Public hearing** before the Planning Commission for *recommendation to the City Council*: May 13, 2025. Public hearing before the City Council: June 4, 2025.

**Notice** of this proposal was sent to the Oregon Department of Land Conservation and Development on April 8, 2025, through their PAPA Online Submittal website.

**Notice** of this proposal was sent to surrounding property owners within 300 feet of the subject properties on May 1, 2025, via first class mail. Notice was sent to agencies by mail or e-mail on the same date.

**Notice** was published on May 2, 2025 in the Columbia County Spotlight newspaper.

## AGENCY REFERRALS & COMMENTS

**Columbia County Public Works:** No concerns or comments. In the future if the property goes through development that triggers a building permit, they need an access permit through Columbia County Public Works.

**Columbia County Land Development Services:** Supports this requested annexation.

## APPLICABLE CRITERIA, ANALYSIS & FINDINGS

### SHMC 17.08.040 (1) – Quasi-judicial amendment and standards criteria

- (a) A recommendation or a decision to approve, approve with conditions, or to deny an application for a quasi-judicial amendment shall be based on all of the following standards:
  - (i) The applicable comprehensive plan policies and map designation; and that the change will not adversely affect the health, safety, and welfare of the community; and
  - (ii) The applicable Oregon Statewide Planning Goals adopted under ORS Chapter 197, until acknowledgment of the comprehensive plan and ordinances; and
  - (iii) The standards applicable of any provision of this code or other applicable implementing ordinance.
- (b) Consideration may also be given to:
  - (i) Any applicable evidence of change in the neighborhood or community or a mistake or inconsistency in the comprehensive plan or zoning map as it relates to the property which is the subject of the development application.

**Discussion: (a)(i)** The Comprehensive Plan designation for the subject property is Unincorporated Multi-Family Residential (UMFR). Zoning and Comprehensive Plan designations are addressed under SHMC 17.28.030 (1).

SHMC 19.08.030 discusses public services and facilities and includes utility provisions (e.g., water and sewer) as well as services such as police and library. In sum, all services are intertwined; the consent to annexation allows connection to City sewer to support existing and future development on the subject property, and, once annexed, all other city services/facilities. Sewer and water capacity to serve this property is addressed in more detail under SHMC



17.28.030 (1) below. By this review process, the proposal complies with this aspect of the Comprehensive Plan. There is no known conflict with the general Comprehensive Plan policies identified in Chapter 19.08 SHMC.

There is no known conflict with the specific Comprehensive Plan policies identified in Chapter 19.12 SHMC. Zoning and Comprehensive Plan designations are addressed under SHMC 17.28.030 (1)

There is no known conflict with the addendums to the Comprehensive Plan which includes Economic Opportunities Analysis (Ord. No. 3101), Waterfront Prioritization Plan (Ord. No. 3148), the Transportation Systems Plan (Ord. No. 3150), the Corridor Master Plan (Ord. No. 3181), the Parks & Trails Master Plan (Ord. No. 3191), the Riverfront Connector Plan (Ord. No. 3241), and the Housing Needs Analysis (Ord. No. 3244).

Finally, there is no evidence that this proposal will be contrary to the health, safety, and welfare of the community.

**(a)(ii)** The City's Comprehensive Plan has been adopted by the State, thus, the applicable Oregon Statewide Planning Goals adopted under ORS Chapter 197 do not need to be analyzed per this section.

**(a)(iii)** In addition, Section 3 of the City's Charter states that "annexation, delayed or otherwise, to the City of St. Helens, may only be approved by a prior majority vote among the electorate." However, in 2016, the Oregon Legislature passed a bill which resulted in ORS 222.127 which states that a City shall annex the territory without submitting the proposal to the electors if certain criteria are met:

1. Property is within the UGB
2. Property will be subject to the City's Comprehensive Plan
3. Property is contiguous to the City limits or is separated by only a public right of way or body of water
4. Property conforms to all other City requirements

As this proposal meets these criteria, this property will **not** be subject to a majority vote among the electorate.

Other provisions applicable to this proposal are discussed elsewhere herein.

**(b)** There is no evidence of a change in neighborhood, or mistake or inconstancy in the Comprehensive Plan or Zoning Map.

**Finding:** The quasi-judicial amendment and standards criteria are met.

#### **SHMC 17.08.060 – Transportation planning rule compliance**

- (1) Review of Applications for Effect on Transportation Facilities. A proposed comprehensive plan amendment, zone change or land use regulation change, whether initiated by the city or by a private interest, shall be reviewed to determine whether it significantly affects a transportation

facility, in accordance with OAR 660-012-0060 (the Transportation Planning Rule (“TPR”)).

“Significant” means the proposal would:

- (a) Change the functional classification of an existing or planned transportation facility (exclusive of correction of map errors in an adopted plan);
- (b) Change standards implementing a functional classification system; or
- (c) As measured at the end of the planning period identified in the adopted transportation system plan:
  - (i) Allow land uses or levels of development that would result in types or levels of travel or access that are inconsistent with the functional classification of an existing or planned transportation facility;
  - (ii) Reduce the performance of an existing or planned transportation facility below the minimum acceptable performance standard identified in the TSP; or
  - (iii) Worsen the performance of an existing or planned transportation facility that is otherwise projected to perform below the minimum acceptable performance standard identified in the TSP or comprehensive plan.
- (2) Amendments That Affect Transportation Facilities. Comprehensive plan amendments, zone changes or land use regulations that significantly affect a transportation facility shall ensure that allowed land uses are consistent with the function, capacity, and level of service of the facility identified in the TSP. This shall be accomplished by one or a combination of the following:
  - (a) Adopting measures that demonstrate allowed land uses are consistent with the planned function, capacity, and performance standards of the transportation facility.
  - (b) Amending the TSP or comprehensive plan to provide transportation facilities, improvements or services adequate to support the proposed land uses consistent with the requirements of OAR 660-012-0060.
  - (c) Altering land use designations, densities, or design requirements to reduce demand for vehicle travel and meet travel needs through other modes of transportation.
  - (d) Amending the TSP to modify the planned function, capacity or performance standards of the transportation facility.
- (3) Traffic Impact Analysis. A traffic impact analysis shall be submitted with a plan amendment or zone change application, as applicable, pursuant to Chapter 17.156 SHMC.

**Discussion:** This section reflects State law regarding the Transportation Planning Rule (TPR): Transportation Planning Rule (TPR), OAR 660, Division 12. The TPR requires that where an amendment to a functional plan, an acknowledged comprehensive plan, or a land use regulation would significantly affect an existing or planned transportation facility, the local government shall put in place measures to assure that allowed land uses are consistent with the identified function, capacity, and performance standards of the facility. **Current zoning of the property is Columbia County’s Multi-Family Residential (MFR) and the City’s only zoning option given annexation is Apartment Residential (AR).**

Generally, when comparing potential land use impact on transportation facilities, the *reasonable worst case scenario* for the existing and proposed designation/zone are considered. The potential land uses are very similar for both the City and County. The City’s zoning is comparable to the County with regards to the possible intensity of uses allowed and potential vehicular trips generated. Thus, this proposal will not affect an existing or planned transportation facility.

**Finding:** No transportation facility will be significantly affected by this proposal. No traffic impact analysis is warranted.

#### **SHMC 17.28.030 (1) – Annexation criteria**

- (a) Adequate public facilities are available to the area and have sufficient capacity to provide service for the proposed annexation area; and
- (b) Comply with comprehensive plan amendment standards and zoning ordinance amendment standards and not be in conflict with applicable comprehensive plan policies and implementing ordinances; and
- (c) Complies with state laws; and
- (d) Abutting roads must meet city standards or property owner will be required to sign and record an irrevocable consent to local improvement district; and
- (e) Property exceeding 10 acres in gross size must show a need on the part of the city for such land if it is designated residential (e.g., less than five years' supply of like designated lands in current city limits).

**Discussion: (a) Water** – The existing single-family dwelling is currently served by City water. Regarding capacity, the City's current water capacity is 6 million gallons/day and the peak flow, usually in the summer, is 3 to 4 million gallons/day. Additionally, the City has the capacity of approximately 10 million gallons to meet future demands. Any additional uses that occur on the subject property can be accommodated by the City's municipal water system as infrastructure has substantial capacity available.

**Sewer** - The site connected to City sewer in 2024 with Building Permit No. 1511.

With regards to *capacity*, the City's wastewater treatment plant currently has a daily limit (physically and as permitted by DEQ) to handle over 50,000 pounds of Biochemical Oxygen Demand (BOD) and a monthly average limit of 26,862 pounds. This is the "loading" or potency of the wastewater received by the plant. The average daily BOD is well below this at only 1,500 pounds. Sanitary sewer *capacity* is adequate.

With regards to *conveyance*, the city adopted a new **Wastewater Master Plan (WWMP)** in November 2021 that identifies undersized trunk lines already operating at or above capacity that further development of the subject property (e.g., land division creating new parcels) would depend on. The WWMP can be found here:  
<https://www.sthelensoregon.gov/engineering/page/public-infrastructure-master-plans>

The city is actively addressing this issue, which could impact future development of the property regardless of its status of being in or outside of city limits. It is already connected to sanitary sewer and has been since 2024. This annexation does not by itself create additional sanitary sewer impact.

**Transportation** - As described above, this proposal poses no significant impact on a transportation facility.

**Finding:** Adequate public facilities are available to the area and have sufficient capacity to provide service for the proposed annexation area.

**(b)** The proposed land use of the subject property is a detached single-family dwelling. This is a permitted use in the corresponding zoning district.

**Finding:** There is no known conflict with the Comprehensive Plan and implementing ordinances.

**(c) With regards to Oregon Revised Statutes (ORS), city annexations of territory must be undertaken consistent with ORS 222.111 to 222.183.**

Pursuant to ORS 222.111(1), a City may only annex territory that is not within another City, and the territory must either be contiguous to the annexing City or be separated from the City only by a body of water or public right-of-way. The subject property is not within another City's jurisdiction and City of St. Helens corporate limits lies on the north, east, and west side of the subject property.

Although undertaking an annexation is authorized by state law, the manner in which a city proceeds with annexation is also dictated in the city charter. ORS 222.111(1) references a city's charter as well as other ORS. St. Helens' Charter requirements pertaining to annexations are noted above.

Per ORS 222.111(2) an annexation may be initiated by the owner of real property or the city council. This annexation request was initiated by the property owner. Further, ORS 222.125 requires that that all property owners of the subject property to be annexed and at least half of the electors residing on the property consent in writing to the annexation. These documents were submitted with the annexation application.

Per ORS 222.173(1) only statements of consent to annexation which are filed within any one-year period shall be effective, unless a separate written agreement waiving the one-year period or prescribing some other period of time has been entered into between an owner of land or an elector and the city. In this case the consent to annex was signed and recorded in August of 2024, and less than one year from these annexation proceedings. However, a waiver to the one-year period is also in the record.

**ORS 197.175(1) suggests that all annexations are subject to the statewide planning goals.** The statewide planning goals that could technically apply or relate to this proposal are Goals 1, 2, 11 and 12.

- ***Statewide Planning Goal 1: Citizen Involvement.***  
*Goal 1 requires the development of a citizen involvement program that is widespread, allows two-way communication, provides for citizen involvement through all planning phases, and is understandable, responsive, and funded.*

Generally, Goal 1 is satisfied when a local government follows the public involvement procedures set out in the statutes and in its acknowledged comprehensive plan and land use regulations.

The City's Development Code is consistent with State law with regards to notification requirements. Pursuant to SHMC 17.20.080 at least one public hearing before the Planning Commission and City Council is required. Legal notice in a newspaper of general circulation is also required. The City has met these requirements and notified DLCD of the proposal.

- ***Statewide Planning Goal 2: Land Use Planning.***

*This goal requires that a land use planning process and policy framework be established as a basis for all decisions and actions relating to the use of land. All local governments and state agencies involved in the land use action must coordinate with each other. City, county, state and federal agency and special districts plans and actions related to land use must be consistent with the comprehensive plans of cities and counties and regional plans adopted under Oregon Revised Statutes (ORS) Chapter 268.*

Generally, Goal 2 requires that actions related to land use be consistent with acknowledged Comprehensive Plans and coordination with affected governments and agencies and be based on an adequate factual base. The City has an adopted Comprehensive Plan, compliance of this proposal which is addressed herein. Moreover, explanation and proof of coordination with affected agencies and factual base are described herein, as well, including inventory, needs, etc.

- ***Statewide Planning Goal 11: Public Facilities and Services.***

*Goal 11 requires cities and counties to plan and develop a timely, orderly and efficient arrangement of public facilities and services to serve as a framework for urban and rural development. The goal requires that urban and rural development be "guided and supported by types and levels of urban and rural public facilities and services appropriate for, but limited to, the needs and requirements of the urban, urbanizable and rural areas to be served."*

City water and sewer capacities are addressed under SHMC 17.28.030 (1) above. There is no evidence that adequate infrastructure will not be available to serve the annexed area if redeveloped in the future.

- ***Statewide Planning Goal 12: Transportation.***

*Goal 12 requires cities, counties, metropolitan planning organizations, and ODOT to provide and encourage a "safe, convenient and economic transportation system." This is accomplished through development of Transportation System Plans based on inventories of local, regional and state transportation needs. Goal 12 is implemented through OAR 660, Division 12, also known as the Transportation Planning Rule ("TPR"). The TPR contains numerous requirements governing transportation planning and project development.*

Traffic impacts and the City's provisions that address the TPR are explained above. This proposal will not significantly affect an existing or planned transportation facility.

**(d)** The subject property abuts Firlok Park Street. Firlok Park Street is classified as a collector street with a minimum right-of-way width of 60', which is not met. There are also no frontage improvements (sidewalks, curb, landscaping strip) abutting the subject property. City standards require such improvements.

**However, this property is not the subject of a current development land use review, which provides the legal nexus and proportionality to require such improvements or right-of-way**

**dedications.** As such, no improvements are warranted with this proposal. At the time of future land division and/or development, these items would be considered.

**(e)** The subject property is not greater than 10 acres in gross size. An analysis is not necessary.

**Finding:** The annexation approval criteria are met for this proposal.

### **SHMC 17.28.030 (2) – Annexation criteria**

The plan designation and the zoning designation placed on the property shall be the city's zoning district which most closely implements the city's comprehensive plan map designation.

**Discussion:** The Comprehensive Plan designation is currently Unincorporated Multifamily Residential (UMFR). The City's only option for zoning is Apartment Residential (AR). The Comprehensive Plan designation would be General Residential (Incorporated) (GR).

**Finding:** Upon annexation, the subject property's Comprehensive Plan designation shall be General Residential (Incorporated) and zoned Apartment Residential (AR).

### **SHMC 17.112.020 – Established & Developed Area Classification criteria**

- (1) Established Area.
  - (a) An "established area" is an area where the land is not classified as buildable land under OAR 660-08-0005;
  - (b) An established area may include some small tracts of vacant land (tracts less than an acre in size) provided the tracts are surrounded by land which is not classified as buildable land; and
  - (c) An area shown on a zone map or overlay map as an established area.
- (2) Developing Area. A "developing area" is an area which is included in the city's buildable land inventory under the provisions of OAR except as provided by subsection (1)(b) of this section.

**Discussion:** OAR 660-008-0005 classifies *buildable land* as:

Residentially designated land within the urban growth boundary, including both vacant and developed land likely to be redeveloped, that is suitable, available and necessary for residential uses. Publicly owned land is generally not considered available for residential uses. Land is generally considered "suitable and available" unless it:

- (a) Is severely constrained by natural hazards as determined under Statewide Planning Goal 7;
- (b) Is subject to natural resource protection measures determined under Statewide Planning Goals 5, 6, 15, 16, 17 or 18;
- (c) Has slopes of 25 percent or greater;
- (d) Is within the 100-year flood plain; or
- (e) Cannot be provided with public facilities.

**Discussion:** In addition to already being developed with a single-family dwelling, this property is subject to natural resource protection measures under Goal 5 due to the presence of Wetland MC-9 (Type I) with a 75' protection zone and Riparian Corridor R-MC-13 with a 50' upland protection zone. Therefore, this property is not considered buildable land under OAR 660-008-0005.

**Finding:** The subject property should be designated as "established."

### CONCLUSION & DECISION

**Based upon the facts and findings herein, the City Council approves of this annexation and that upon annexation, the subject property have a Comprehensive Plan designation of General Residential (GR), be zoned Apartment Residential (AR), and be designated as “established.”**

\*This annexation will **not** be subject to voter approval subsequent to this land use process.\*

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

\_\_\_\_\_  
Date



City of St. Helens  
**ORDINANCE NO. 3313**

AN ORDINANCE ADDING CHAPTER 12.36 TO THE ST. HELENS  
MUNICIPAL CODE ESTABLISHING A PAVEMENT CUT MORATORIUM  
ON NEWLY CONSTRUCTED OR RESURFACED STREETS

**WHEREAS**, pursuant to its Charter and other laws of the State of Oregon, the St. Helens City Council has the power to adopt reasonable ordinances, resolutions and regulations for the protection and preservation of City streets; and

**WHEREAS**, the City expends considerable funds for road maintenance, rehabilitation, and reconstruction and will continue to invest in paving City streets for the public health, safety, and welfare of its citizens; and

**WHEREAS**, cutting into newly constructed or resurfaced streets substantially degrades pavement condition, increase maintenance costs, and shortens pavement life expectancy; and

**WHEREAS**, the City of St. Helens wishes to protect its investment and prolong the life of new pavement and future resurfaced pavement by establishing a moratorium against pavement cuts on newly constructed or resurfaced streets; and

**WHEREAS**, implementing a pavement cut moratorium will promote coordinated planning and reduce unnecessary damage to City infrastructure;

**WHEREAS**, the St. Helens City Council finds an ordinance establishing a street cut moratorium advances the public welfare by regulating excavations into the City's roadway assets.

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

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

**Section 2.** The City of St. Helens Municipal Code is hereby amended to adopt new Article 12.36 (Pavement Cut Moratorium on Newly Constructed or resurfaced Streets) under Code Chapter 12 (Streets, Sidewalks and Public Places), as set out in **Exhibit A**, attached hereto, and incorporated herein by 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: June 18, 2025  
Read the second time: July 16, 2025

**APPROVED AND ADOPTED** this 16th day of July 2025 by the following vote:

Ayes:

Nays:

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

ATTEST:

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

## Ordinance No. 3313 – Exhibit A

### CHAPTER 12.36

#### PAVEMENT CUT MORATORIUM ON NEWLY CONSTRUCTED OR RESURFACED STREETS

##### 12.36.010 Purpose

The purpose of this chapter is to protect and preserve the integrity of newly constructed or resurfaced streets within the City of St. Helens by regulating pavement cuts on these surfaces. This code establishes a pavement cut moratorium period and restoration requirements intended to extend pavement lifespan, reduce maintenance costs, and ensure safe and efficient transportation infrastructure.

##### 12.36.020 Definitions

The following words, terms, and phrases, as used in this chapter, shall have the meanings ascribed to them in this section, unless the context clearly indicates otherwise,

- (1) *Asphalt Concrete Pavement* means a blend of aggregate and asphalt binder meeting the specifications set forth in the City of St. Helens standards or as specified by the Director.
- (2) *Compaction* means restoration and backfill of an excavation, trench, pothole, asphalt, etc.
- (3) *Director* means the Public Works Director or designee.
- (4) *Emergency* means an unforeseen condition that poses an immediate threat to public health, safety, or welfare that requires immediate action.
- (5) *Excavation or Excavate* means any cutting, digging, potholing or otherwise disturbing the street surface within the public right-of-way to access or install a utility line or any structure or facility.
- (6) *Full depth* means the thickness of asphalt from the top of asphalt to the top of base aggregate.
- (7) *Moratorium Street* means any street or portion thereof that has been constructed, reconstructed, or resurfaced within the preceding five years, regardless of width or method within the City of St. Helens right-of-way.
- (8) *Permittee* means any person, company, agency, or utility authorized to perform excavation under a city-issued permit.

- (9) *Public right-of-way* means the area in, upon, above, beneath, or across any public street, parking lot, or City-owned parcel or easement, including but not limited to, any highway, street, alley, sidewalk, or median reserved or dedicated to the City for public use.
- (10) *Restoration* means the process by which an excavated public right-of-way and surrounding area, including pavement and foundation, is returned to the same or better condition than existed before excavation.

#### **12.36.030      Applicability**

This standard applies to the following:

- (1) *New Streets/Reconstructed Streets*. New streets/reconstructed streets shall not be cut or cored for a period of five years from the date of the completed construction.
- (2) *Resurfaced Streets*. Resurfaced streets shall not be cut or cored for a period of five years from the date of the completion of the resurfacing.

#### **12.36.040      Moratorium on Pavement Cuts in Public Streets**

- (1) Except as otherwise provided in this Chapter, it is unlawful for any person, utility, contractor, or other entity to cut or open the surface of a public street that has been newly constructed, reconstructed, or resurfaced for a period of five (5) years following the date of project completion and acceptance of such improvements by the Director. Moratorium shall apply to, but not be limited to, pavement cutting, removal, or replacement; sidewalk cutting, removal, or replacement; curb and gutter cutting, removal, or replacement; utility installation, repair, or replacement; driveway approach repair, removal, or replacement; or potholing or drilling.
- (2) Excavation shall not be permitted on a moratorium street without a valid moratorium waiver issued by the Director pursuant to SHMC 12.36.060.
- (3) The City Engineering Division shall maintain a current list of streets under pavement cut moratorium which shall be available to the public.

#### **12.36.050      Moratorium Exceptions**

- (1) Exceptions to the moratorium may be permitted in the following situations, at the discretion of the Director:
  - (a) In the event of an emergency—including but not limited to situations that endanger life, property, or public health and safety; require immediate utility or infrastructure repair; or result in the interruption of essential utility service—an entity making an emergency pavement cut must apply for a written Moratorium

Excavation Waiver within twenty-four (24) hours of making the pavement cut, beginning with the first business day that City offices are open.

- (b) Work explicitly authorized by the Director, where no feasible alternative exists and where restoration will meet or exceed City standards
  - (c) Pre-approved capital improvement projects or public works initiated or contracted by the City.
  - (d) Other situations deemed by the Director to be in the best interest of the general public.
- (2) Exceptions to the pavement cut moratorium, including emergencies, do not exempt the entity from any requirements to restore the pavement as provided in this chapter or in conditions of approval of a right-of-way permit.
- (3) The provisions of this chapter shall not apply to officers or employees of the City acting in the discharge of their official duties.

#### **12.36.060 Moratorium Excavation Waiver**

- (1) To excavate within a moratorium street a waiver must be obtained. To request a waiver, the applicant must submit a Moratorium Street Excavation Waiver Request to the Director. The request must include all of the following:
- (a) The location of the excavation.
  - (b) A detailed scope of work and justification for excavation.
  - (c) Statement and other applicable evidence from the applicant setting forth good cause for why the work was not performed before the public street was resurfaced.
  - (d) Statement and other applicable evidence from the applicant setting forth good cause for why the work cannot be performed at another location.
  - (e) An explanation of why trenchless or alternative construction methods are not feasible.
- (2) In the event a waiver is granted, any excavation within a moratorium street shall be repaired in accordance with Subsection 12.36.070, Restoration Standards for Moratorium Streets, and City of St. Helens standards, and the permittee shall obtain a right-of-way permit from the City's Engineering Division and shall pay all associated costs of the permit.

- (3) In granting an exception, the Director may impose conditions determined to be appropriate to completely restore the street and provide equivalent surface quality, durability and rideability. Conditions may include surface grinding, base and sub-base repairs, or similar work, and may include full-depth and full-width surface paving of the roadway.

#### **12.36.070 Restoration Standards for Moratorium Streets**

- (1) Permittees who are authorized to cut into a moratorium street must complete restoration work within ten (10) business days following completion of underground work, unless otherwise approved. Any delay without written approval may be deemed a violation subject to penalty.
- (2) In general, full-depth restoration is required where all pavement layers, including surface, base, and subbase, shall be removed and replaced to a depth and material standard approved by the City.
- (3) Full Restoration Policy: Pavement cuts shall be full depth and shall extend 2 feet (2' – 0') beyond nominal trench edge longitudinally and transversely. There shall be no gaps  $\leq$  four feet (4'-0") from edge of pavement, curb or gutter. Paving shall extend the full width of an established travel lane. Full restoration policy shall apply to arterial and collector streets.
- (4) Modified Restoration Policy: Pavement cuts shall be full depth and shall extend 1 foot (1' – 0') beyond nominal trench edge longitudinally and transversely. There shall be no gaps  $\leq$  four feet (4'-0") from edge of pavement, curb or gutter. Paving shall extend beyond the wheel path to the middle of the travel lane. Modified restoration policy shall apply to local streets, non-linear excavations, asphalt paths, and cycle tracks.
- (5) Procedures used for the pavement removal and replacement shall not cause spalling or cracking of adjacent pavement.
- (6) Repairs to pavement under moratorium, both emergency and non-emergency, shall follow the below requirements,

<u><b>Pavement or Excavation Type</b></u>	<u><b>Required Restoration</b></u>
(a) Minor Arterial Street	Full-depth pavement restoration required. Paving shall extend the full width of an established travel lane. 4-inch grind and overlay. Overlay shall be performed in two 2-inch lifts with approved Level 3 asphalt concrete. Asphalt concrete pavement surface course shall comply with mixing and proportion of materials as designated in the Oregon Standard Specification Section (OSSC) 00745. The grade of paving asphalt shall be ½-inch dense graded

		PG 64-22 Hot Mix Asphaltic Concrete (HMAC) in conformance to the requirements of the OSSC. Final limits of restoration to be determined by the Director.
(b)	Collector Street	Full-depth pavement restoration required. 3-inch grind and overlay. Overlay shall be performed in two 2-inch lifts with approved Level 2 asphalt concrete. Asphalt concrete pavement surface course shall comply with mixing and proportion of materials as designated in the Oregon Standard Specification Section (OSSC) 00745. The grade of paving asphalt shall be ½-inch dense graded PG 64-22 Hot Mix Asphaltic Concrete (HMAC) in conformance to the requirements of the OSSC. Final limits of restoration to be determined by the Director.
(c)	Local Street	3-inch grind and overlay with approved Level 2 asphalt concrete. Asphalt concrete pavement surface course shall comply with mixing and proportion of materials as designated in the Oregon Standard Specification Section (OSSC) 00745. The grade of paving asphalt shall be ½-inch dense graded PG 64-22 Hot Mix Asphaltic Concrete (HMAC) in conformance to the requirements of the OSSC. Final limits of restoration to be determined by the Director.
(d)	Concrete Pavement (may include any of the street classifications above)	Concrete pavement shall be saw cut and removed to nearest joint. Concrete shall be Portland Cement Concrete (PCC) with a minimum compressive strength of 4,000 psi or greater at 28 days. Mix design shall be pre-approved by the Engineer. Thickness of new concrete slab must match or exceed existing pavement. Install dowels or tie bars into adjacent slabs using epoxy-grouted holes to ensure load transfer, to be preapproved by the Engineer prior to placement. Expansion joints shall be installed and sealed with an approved expansion joint filler. Permittee shall maintain protection from traffic for at least 7 days or until concrete has reached 75% of design strength. Final surface shall match adjacent pavement in texture, color, and elevation.
(e)	Sidewalk	Entire panel(s) from joint to joint shall be replaced. Concrete shall be Portland Cement Concrete (PCC) with a minimum compressive strength of 4,000 psi or greater at 28 days. Mix design shall be pre-approved by the Engineer. Sidewalk thickness shall match or exceed



		existing sidewalk. Contraction joints shall match existing panel layout. Expansion joints shall be used at connections to fixed objects (i.e. curbs, buildings, driveways). Sidewalk shall be finished with a broom texture perpendicular to the direction of travel, unless otherwise specified. Edges shall be tooled. All sidewalk restoration must meet current ADA standards. Permittee shall protect sidewalk for at least 7 days or until concrete has reached 75% of design strength. Concrete strength tests shall be required when greater than 500 square feet of sidewalk is impacted.
(f)	Curb and Gutter	Curb and gutter shall be replaced from joint to joint. Concrete shall be Portland Cement Concrete (PCC) with a minimum compressive strength of 4,000 psi or greater at 28 days. Mix design shall be pre-approved by the Engineer. Contraction joints shall match existing pavement layout. Expansion joints shall be used at connections to fixed objects (i.e. curbs, buildings, driveways). Concrete strength tests shall be required when greater than 500 square feet of curb and gutter is impacted.
(g)	Non-linear Excavation (potholing, bore pit, core drilling, etc.)	<p>Asphalt pavement: Match pavement restoration requirements for street's functional classification. Final limits of restoration to be determined by the Director.</p> <p>Concrete pavement: Replace concrete to nearest panel joints. Concrete shall match existing in thickness, finish, joint spacing, and color. Concrete shall be Portland Cement Concrete (PCC) with a minimum compressive strength of 4,000 psi or greater at 28 days. Mix design shall be pre-approved by the Engineer.</p>
(h)	Asphalt paths and cycle tracks	2-inch grind and overlay with approved Level 2 asphalt concrete. Asphalt concrete pavement surface course shall comply with mixing and proportion of materials as designated in the Oregon Standard Specification Section (OSSC) 00745. The grade of paving asphalt shall be ½-inch dense graded PG 64-22 Hot Mix Asphaltic Concrete (HMAC) in conformance to the requirements of the OSSC. Final limits of restoration to be determined by the Director.

(7) All restored asphalt pavements shall receive,

- (a) Base course and leveling course. Aggregate material shall be a clean, well- graded crushed base aggregate conforming to OSSC. Base course shall be 1-1/2 inches minus aggregate and leveling course shall be 3/4-inch minus aggregate. Pavement shall be compacted to a density of not less than 92 percent of the maximum density, as determined by AASHTO T-312.
- (b) Tack coat and sand seal. Tack Coat shall be an approved cationic emulsified asphalt. Sand seal shall be a fine cover conforming to size 1/4-inch - #10 aggregate per the OSSC.
- (c) Geotextile fabric may be required at the discretion of the Director.
- (d) Pavement base shall be compacted with mechanical vibratory or impact tampers to a density of not less than 95 percent of the maximum density, as determined by AASHTO T-99.

(8) All restored pavement shall meet the following requirements,

- (a) All excavation and trenches shall be backfilled with approved aggregate and shall be compacted in lifts to a density of 95%.
- (b) Where pavement is to be removed, permittee shall saw cut pavement to full depth prior to removal. If the pavement is found to have not been saw cut to full depth, permittee shall be required to saw cut to full depth a new joint beyond the limits of the previous saw cut joint and remove and replace the additional pavement at their expense.
- (c) All pavement markings removed or disturbed during construction shall be restored.

#### **12.36.080      Warranty Requirements**

- (1) Permittee shall warrant all restoration work and any associated surface or subgrade restoration by furnishing a warranty bond for a period of two (2) years from the date of final acceptance.
- (2) Warranty period will not begin until final acceptance is granted in writing by the City.
- (3) Restoration areas will be re-inspected by the Engineer prior to warranty expiration and release of warranty bond.

#### **12.36.090      Revocation of Moratorium Excavation Waiver**

- (1) A moratorium excavation waiver may be revoked or suspended by the Director, after notice to the permittee for:
  - (a) Violation of any material condition of the waiver, permit, or of any material provision of this article;
  - (b) Violation of any material provision of any other ordinance of the city or state law relating to the work; or
  - (c) Existence of any condition or performance of any act that the city determines constitutes or causes a condition endangering life or damage to property.
- (2) A suspension or revocation by the Director, and a stop work order, shall take effect immediately upon notice to the person performing the work in the public right-of-way, or to the permittee's last known address.
- (3) A stop work order may be issued by the Director to any person doing or causing any work to be done in a moratorium street without a waiver, without a permit, or in violation of any provision of this chapter, or any other ordinance of the city.
- (4) Any suspension or revocation or stop work order may be appealed by the permittee to the City Administrator by filing a written notice of appeal.

#### **12.36.100 Penalties**

If the permittee shall violate or cause the violation of any of the provisions of this chapter, such person or entity shall be held liable for each and every day or portion thereof during which a violation is committed, continues, or is permitted, and upon determination of any such violation such person, firm, or corporation shall be punishable by a fine of not more than \$2000.00 per occurrence. Each day's violation constitutes a separate offence. Penalties do not include costs of damages to a moratorium street for which the permittee will be held liable.

#### **12.36.110 Appeals**

Any person aggrieved by a decision of the Director may appeal in writing to the City Administrator within 10 business days of the decision. The Administrator's decision shall be final.



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**CITY COUNCIL MEMO***TOPIC: FY2025 BUDGET**DATE: 6/18/2025*

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**BACKGROUND**

There are two resolutions relating to the FY2025 budget. One is for a supplemental budget for which requires a public hearing. The other resolution is to adjust appropriations between categories.

**DISCUSSION**

A supplemental budget resolution is required because the original budget did not appropriate for capital outlay in the Street SDC Fund for the Downtown Infrastructure Project. This does not increase spending, but to properly categorize the expenditure.

The supplemental resolution also adopts additional revenue for the appropriation of increased expenditure for events in the Visitor Tourism Fund and adopts and appropriates for the expenditure of the OPIOD funds in the Community Enhancement Fund that were unanticipated at the time the FY2024 budget was adopted.

The budget transfers resolution is to transfer appropriations between budgeted categories as shown on the exhibit. This does not increase the budget expenditures; it only changes how it is expended.

**RECOMMENDATION**

Staff recommend adoption of the supplement budget resolutions as presented.

City of St. Helens  
**RESOLUTION NO. 2040**

A RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF ST. HELENS  
AUTHORIZING A TRANSFER OF APPROPRIATIONS FOR FISCAL YEAR 2024-2025

**WHEREAS**, in accordance with 294.463, City of St. Helens, Oregon may transfer appropriations within or between funds for Fiscal Year 2024-2025 that were authorized by the St. Helens City Council pursuant to Resolution No. 2010; and

**WHEREAS**, ORS 294.463 allows an appropriation transfer within or between a fund to be approved by resolution if the proposed changes do not change the total appropriations within a fund and if the transfer from contingency, if applicable, is less than 15% of the total appropriations in a fund; and

**WHEREAS**, it is necessary to change appropriations within funds for purposes as noted in Exhibit A; and

**WHEREAS**, OAR 294.463 allows for transferring appropriations via resolution.

**NOW, THEREFORE**, the Common Council of the City of St. Helens resolves that the appropriations transfers in the attachment Exhibit A, which by this reference is made part of this Resolution are authorized.

**Approved and adopted** by the City Council on June 18, 2025, by the following vote:

Ayes:

Nays:

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

ATTEST:

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

**EXHIBIT A**

Item #5.

## Appropriation Transfers - FY2024-2025

<u>Fund</u>	<u>Dept/Category</u>	<u>Adj Amount</u>	<u>Appropriation Transfer From</u>	
General Fund				
City Council	Personnel Services	4,000.00	Contingency	Council COLA's more than anticipated
City Council	Materials & Services	7,000.00	Contingency	Professional development-New Mayor
Police	Materials & Services	150,000.00	Personnel Services	Vehicle leases & legal costs
Library	Materials & Services	4,000.00	Personnel Services	Digital resources, Makerspace & Facilities Maint
Parks	Materials & Services	4,000.00	Personnel Services	Unanticipated Harbormaster lease payment
Information Technology	Personnel Services	50,000.00	Materials & Service	Budgeted 1/2 time positioned remained FT
Information Technology	Personnel Services	57,000.00	Contingency	Budgeted 1/2 time positioned remained FT
General Services	Materials & Services	20,000.00	Contingency	Legal costs
Community Development Fund				
Interfund Loan	Transfers	300,000.00	Ind Bus Park M & S	Final repayment of 2017 interfund loans
Economic Planning	Materials & Services	600,000.00	Ind Bus Park M & S	Legal costs



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**CITY COUNCIL MEMO***TOPIC: FY2025 BUDGET**DATE: 6/18/2025*

---

**BACKGROUND**

There are two resolutions relating to the FY2025 budget. One is for a supplemental budget for which requires a public hearing. The other resolution is to adjust appropriations between categories.

**DISCUSSION**

A supplemental budget resolution is required because the original budget did not appropriate for capital outlay in the Street SDC Fund for the Downtown Infrastructure Project. This does not increase spending, but to properly categorize the expenditure.

The supplemental resolution also adopts additional revenue for the appropriation of increased expenditure for events in the Visitor Tourism Fund and adopts and appropriates for the expenditure of the OPIOD funds in the Community Enhancement Fund that were unanticipated at the time the FY2024 budget was adopted.

The budget transfers resolution is to transfer appropriations between budgeted categories as shown on the exhibit. This does not increase the budget expenditures; it only changes how it is expended.

**RECOMMENDATION**

Staff recommend adoption of the supplement budget resolutions as presented.

**City of St. Helens**  
**RESOLUTION NO. 2041**

A RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF ST. HELENS,  
 OREGON, ADOPTING AND APPROPRIATING FUNDS FOR A SUPPLEMENTAL  
 BUDGET FOR FISCAL YEAR 2024-2025

**WHEREAS**, a supplemental budget for the Community Enhancement Fund, the Street SDC Fund, and the Visitor Tourism Fund for the fiscal year 2024-25 has been prepared, published and submitted as provided by ORS 294.471: and,

**WHEREAS**, on June 18, 2025, the City Council held a duly noticed public hearing, providing an opportunity for interested persons to comment on the proposed supplemental budget for FY2024-2025.

**NOW THEREFORE, BE IT RESOLVED** the City Council of the City of St. Helens hereby adopts the supplemental budget for fiscal year 2024-2025 for an increase expenditure of \$723,000, and add an appropriation category for Street SDC Fund, and

**BE IT FURTHER RESOLVED** that the increase for the fiscal year 2024-2025 is hereby appropriated and categorized as follows:

Community Enhancement Fund		
Police – Materials & Services	\$ 23,000	
Visitor Tourism Fund		
Transfers – Interfund Loans	\$200,000	
Materials & Services	500,000	
	Total	\$723,000
Street SDC Fund		
Capital Outlay	\$500,000	
Contingency	(500,000)	

**Approved and adopted** by the City Council on June 18, 2025, by the following vote:

Ayes:

Nays:

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

ATTEST:

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

Resolution No. 2041



City of St. Helens  
**RESOLUTION NO. 2042**

A RESOLUTION OF THE CITY OF ST. HELENS DECLARING THE  
CITY'S ELECTION TO RECEIVE STATE REVENUES FOR  
FISCAL YEAR 2025-2026

**The City of St. Helens resolves as follows:**

**Section 1.** Pursuant to ORS 221.770, the City hereby elects to receive state revenues for fiscal year 2025-2026.

**Approved and adopted** by the City Council on June 18, 2025, by the following vote:

Ayes:

Nays:

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

ATTEST:

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

**CITY COUNCIL MEMO***TOPIC: FY2026 BUDGET**DATE: 6/18/2025***BACKGROUND**

The budget committee met on May 1, 2025, to receive the budget message and proposed budget for fiscal year 2026. The committee met again on May 15, 2025, to review committee questions and answers from staff. During this time, the committee also deliberated and requested staff bring additional information for the next meeting. The committee reconvened on May 29, 2025, and reviewed 5 proposed options for the FY2025-2026 budget. the proposed budget. Following discussion and deliberation, the budget committee approve Option #4 of the proposed budget.

**DISCUSSION**

Proposed budget option #4 reduced the originally proposed budget by \$3,093,250. The reductions consist of no COLA for FY2026 for all employee groups, no implementation of a general service fee and a General Fund reserve of 6.2% after adding back the full City Council pay.

The approved budget also includes an increase of the business license fee for rental to \$10 per month for residential and \$20 per month for commercial. Additionally, it includes an impact fee of \$4.95 to be charged for all City sanctioned events ticket sales. Staff is working on Universal Fee Schedule and plan to have a resolution for you in July.

The budget resolution adopts the FY2026 budget in the amount of \$92,073,749, with appropriated expenditures of \$90,320,546.

The approved budget includes the recommended utility rates and the increase of the public safety facility fee that are on separate resolutions before you.

It does not include the committee recommended general service fee, so that Council can refer to voters for approval.

**RECOMMENDATION**

Staff recommend adoption of the approved budget.

Suggested motions:

"I move to adopt Resolution No. 2043, a resolution adopting the City of St. Helens FY2026 budget in the amount of \$92,073,749; to make appropriations in the amount of \$90,320,546; to impose the ad valorem property taxes at the rate of \$1.9078 per \$1,000 of assessed value for the permanent rate for tax year 2025-2026; and to categorize the taxes."

**City of St. Helens**  
**RESOLUTION NO. 2043**

A RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF ST. HELENS,  
 OREGON ADOPTING BUDGET, MAKING APPROPRIATIONS, AND LEVYING AND  
 CERTIFYING TAXES FOR THE FISCAL YEAR BEGINNING JULY 1, 2025

**BE IT RESOLVED** that the Common Council of the City of St. Helens, Oregon, hereby adopts the budget for fiscal year 2025-2026 in the total of \$92,073,749 now on file in the office of the City Recorder of said City.

**BE IT FURTHER RESOLVED** that the amounts for the fiscal year beginning July 1, 2025, and for the purposes shown below are hereby appropriated as follows:

General Fund		Community Development Fund	
Administration	544,800	Economic Planning	168,500
City Recorder/HR	394,900	Industrial Business Park	16,881,000
City Council	119,340	Riverfront	74,760
Municipal Court	485,700	Forestry	190,500
Police	5,511,000	Central Waterfront	900,000
Library	855,050	Contingency	<u>2,659,364</u>
Finance	1,039,300		20,874,124
Parks	576,500		
Recreation	375,500	Community Enhancement Fund	
Community Development	765,400	Police	10,000
Information Technology	566,200	Recreation	150,000
General Services	303,000	Building	<u>5,000</u>
Contingency	<u>715,024</u>		165,000
	12,251,714		
Visitor Tourism Fund		Street Fund	
Operations	1,475,000	Operations	1,578,650
Contingency	<u>106,879</u>	Capital Outlay	150,000
	1,581,879	Debt Service	60,750
		Contingency	<u>210,479</u>
			1,999,879

Street SDC Fund	
Materials & Services	75,000
Capital Outlay	300,000
Contingency	<u>1,608,614</u>
	1,983,614

Water SDC Fund	
Materials & Services	53,000
Capital Outlay	450,000
Contingency	<u>653,488</u>
	1,156,488

Sewer SDC Fund	
Materials & Services	5,000
Capital Outlay	640,000
Contingency	<u>1,512,149</u>
	2,157,149

Storm SDC Fund	
Materials & Services	52,000
Capital Outlay	50,000
Contingency	<u>533,196</u>
	635,196

Parks SDC Fund	
Materials & Services	51,500
Contingency	<u>161,663</u>
	213,163

Water Fund	
Water Distribution	4,273,400
Water Filtration	882,000
Capital Outlay	50,000
Debt Service	462,670
Contingency	<u>1,796,608</u>
	7,464,678

Sewer Fund	
Sewer Collection	3,341,200
Primary Treatment	435,300
Secondary Treatment	652,700
Pump Services	193,600
Capital Outlay	12,215,000
Debt Service	668,140
Contingency	<u>1,110,119</u>
	18,616,059

Storm Fund	
Operations	1,757,000
Capital Outlay	250,000
Contingency	<u>937,154</u>
	2,944,154

Public Works Operations	
Engineering	698,800
PW Operations	3,093,300
Facilities Maintenance	607,100
Contingency	<u>22,292</u>
	4,421,492

Public Safety Fund	
Materials & Services	378,000
Capital Outlay	10,000,000
Debt Service	853,800
Contingency	<u>2,424,157</u>
	13,655,957

Equipment Fund	
Contingency	200,000

<b>Total Appropriations</b>	90,320,546
-----------------------------	------------

Unappropriated	<u>1,753,203</u>
Total Budget	\$ 92,073,749

**BE IT FURTHER RESOLVED** that the ad valorem property taxes are hereby imposed for tax year 2026 upon the assessed value of all taxable property within the city at the rate of \$1.9078 per \$1,000 for permanent tax rate.

**BE IT FURTHER RESLOVED** that the taxes imposed are hereby categorized for the purposes of:

General  
Government Limitation  
 \$1.9078 / \$1,000

Excluded from the General  
Government Limitation  
 N/A

**Approved and adopted** by the City Council on June 18, 2025, by the following vote:

Ayes:

Nays:

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

ATTEST:

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

City of St. Helens  
**RESOLUTION NO. 2044**

A RESOLUTION OF THE ST. HELENS CITY COUNCIL, ESTABLISHING THE CITY  
EMPLOYEE COMPENSATION SCHEDULE FOR FISCAL YEAR 2025-2026

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

**Section 1.** The Salary Schedules, attached as **Exhibit A**, represent the wages for the AFSCME Union Employees, St. Helens Police Association, Unrepresented Employees, Hourly Employees, and Elected Officials effective June 21, 2025.

**Approved and adopted** by the City Council on June 18, 2025, by the following vote:

Ayes:

Nays:

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

ATTEST:

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

AFSCME UNION EMPLOYEES Effective June 21, 2025 0%	MONTHLY SALARY RANGE				
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Custodian	3686.10	3870.41	4063.93	4267.13	4480.48
Library Technician I	3914.49	4110.22	4315.74	4531.51	4758.09
Library Technician I - Makerspace Specialist	3914.49	4110.22	4315.74	4531.51	4758.09
Recreation Program Specialist	3914.49	4110.22	4315.74	4531.51	4758.09
Parks & Recreation Administrative Assistant	3914.49	4110.22	4315.74	4531.51	4758.09
Library Assistant / Communications Support Specialist	4050.94	4253.49	4466.17	4689.46	4923.94
Library Technician II	4127.76	4334.15	4550.86	4778.40	5017.32
Parks Utility I	4127.76	4334.15	4550.86	4778.40	5017.32
Utility Worker I	4127.76	4334.15	4550.86	4778.40	5017.32
Administrative Billing Specialist	4211.47	4422.03	4643.14	4875.30	5119.06
Community Development Administrative Assistant	4354.79	4572.53	4801.16	5041.22	5293.27
Building and Administration Secretary	4354.79	4572.53	4801.16	5041.22	5293.27
Municipal Court Clerk	4354.79	4572.53	4801.16	5041.22	5293.27
Public Works Office Assistant	4354.79	4572.53	4801.16	5041.22	5293.27
Engineering Technician I	4354.79	4572.53	4801.16	5041.22	5293.27
WWTP Operator I	4354.79	4572.53	4801.16	5041.22	5293.27
Building Permit Tech	4632.62	4864.25	5107.47	5362.84	5630.98
Utility Worker II	4846.69	5089.02	5343.45	5610.63	5891.16
Engineering Technician II	4846.69	5089.02	5343.45	5610.63	5891.16
Parks Utility II	4846.69	5089.02	5343.45	5610.63	5891.16
Water Quality Operator I	4468.88	4692.32	4926.93	5173.28	5431.95
Water Quality Operator II	5311.48	5577.06	5855.92	6148.71	6456.14
Water Quality Operator III	5519.28	5795.24	6085.00	6389.26	6708.72
Librarian I	5344.25	5611.47	5892.04	6186.64	6495.98
Librarian I Youth & Makerspace	5344.25	5611.47	5892.04	6186.64	6495.98
Parks Specialist	5117.28	5373.13	5641.79	5923.88	6220.09
Collections System Operator	5117.28	5373.13	5641.79	5923.88	6220.09
Mechanic II	5117.28	5373.13	5641.79	5923.88	6220.09
Building Maintenance Utility Worker	5117.28	5373.13	5641.79	5923.88	6220.09
Utility Plumber	5117.28	5373.13	5641.79	5923.88	6220.09
Water Systems Operator	5117.28	5373.13	5641.79	5923.88	6220.09
Water System Filtration Operator	5117.28	5373.13	5641.79	5923.88	6220.09
Water/Wastewater Operator II	5212.45	5473.08	5746.72	6034.07	6335.76
Engineer Tech III	5641.27	5923.34	6219.51	6530.49	6857.01
Pretreatment Coordinator	6085.01	6389.27	6708.72	7044.17	7396.37
PW Construction Inspector	6085.01	6389.27	6708.72	7044.17	7396.37
Building Inspector	6085.01	6389.27	6708.72	7044.17	7396.37
Communications Officer	6085.01	6389.27	6708.72	7044.17	7396.37
Engineer I	6323.51	6639.69	6971.66	7320.24	7686.26
Associate Planner & Comm. Dev. Project Manager	6706.47	7041.79	7393.89	7763.57	8151.75
Engineer II	7712.44	8098.06	8502.96	8928.11	9374.52

Grade	UNREPRESENTED EMPLOYEES Effective 6-21-2025 0% COLA	Class	MONTHLY SALARY RANGE								
			STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9
U-1	Accountant I	C	5117.65	5248.51	5383.70	5521.05	5662.73	5808.73	5956.90	6110.47	6266.21
U-2			5248.51	5383.70	5521.05	5662.73	5808.73	5956.90	6110.47	6266.21	6427.35
U-3			5383.70	5521.05	5662.73	5808.73	5956.90	6110.47	6266.21	6427.35	6591.74
U-4	Deputy City Recorder	C	5521.05	5662.73	5808.73	5956.90	6110.47	6266.21	6427.35	6591.74	6761.53
U-5	Accountant II	C	5662.73	5808.73	5956.90	6110.47	6266.21	6427.35	6591.74	6761.53	6934.57
U-5	IT Specialist I	N/A	5662.73	5808.73	5956.90	6110.47	6266.21	6427.35	6591.74	6761.53	6934.57
U-6			5808.73	5956.90	6110.47	6266.21	6427.35	6591.74	6761.53	6934.57	7111.94
U-7			5956.90	6110.47	6266.21	6427.35	6591.74	6761.53	6934.57	7111.94	7294.71
U-8			6110.47	6266.21	6427.35	6591.74	6761.53	6934.57	7111.94	7294.71	7481.81
U-9	Accountant III	C	6266.21	6427.35	6591.74	6761.53	6934.57	7111.94	7294.71	7481.81	7673.24
U-10	Government Affairs Specialist	C	6427.35	6591.74	6761.53	6934.57	7111.94	7294.71	7481.81	7673.24	7870.07
U-11	IT Specialist II	N/A	6591.74	6761.53	6934.57	7111.94	7294.71	7481.81	7673.24	7870.07	8072.31
U-12	Parks Field Supervisor Public Works Supervisor	C C	6761.53	6934.57	7111.94	7294.71	7481.81	7673.24	7870.07	8072.31	8278.88
U-13	PW Field Sup./ Safety Coordinator	C	6934.57	7111.94	7294.71	7481.81	7673.24	7870.07	8072.31	8278.88	8490.85
U-14			7111.94	7294.71	7481.81	7673.24	7870.07	8072.31	8278.88	8490.85	8708.23
U-15	HR Coordinator/City Recorder Facilities Maintenance Supervisor	A B	7294.71	7481.81	7673.24	7870.07	8072.31	8278.88	8490.85	8709.31	8932.10
U-16	IT Specialist III	N/A	7481.81	7673.24	7870.07	8072.31	8278.88	8490.85	8709.31	8932.10	9161.38
U-17	Sergeant	C	7910.08	8112.99	8321.46	8534.40	8752.93	8978.13	9207.79	9444.16	9686.09
U-18	Building Official Water Quality Manager	A B	7870.07	8072.31	8278.88	8490.85	8709.31	8932.10	9161.38	9396.07	9637.24
U-19		B	8072.31	8278.88	8490.85	8709.31	8932.10	9161.38	9396.07	9637.24	9884.91
U-20			8278.88	8490.85	8709.31	8932.10	9161.38	9396.07	9637.24	9884.91	10137.98
U-21	Parks and Recreation Manager	B	8490.85	8709.31	8932.10	9161.38	9396.07	9637.24	9884.91	10137.98	10397.54
U-22			8709.31	8932.10	9161.38	9396.07	9637.24	9884.91	10137.98	10397.54	10664.67
U-23	Library Director City Planner	A A	8932.10	9161.38	9396.07	9637.24	9884.91	10137.98	10397.54	10664.67	10938.29
U-24	Lieutenant Engineering Manager	A B	9161.38	9396.07	9637.24	9884.91	10137.98	10397.54	10664.67	10938.29	11218.39
U-25			9396.07	9637.24	9884.91	10137.98	10397.54	10664.67	10938.29	11218.39	11506.07
U-26			9637.24	9884.91	10137.98	10397.54	10664.67	10938.29	11218.39	11506.07	11801.32
U-27			9884.91	10137.98	10397.54	10664.67	10938.29	11218.39	11506.07	11801.32	12103.06
U-28			10137.98	10397.54	10664.67	10938.29	11218.39	11506.07	11801.32	12103.06	12413.45
U-29	Finance Director Public Works Director	A A	10397.54	10664.67	10938.29	11218.39	11506.07	11801.32	12103.06	12413.45	12732.49
U-30	Chief of Police	A	10664.67	10938.29	11218.39	11506.07	11801.32	12103.06	12413.45	12732.49	13059.11
U-31			10938.29	11218.39	11506.07	11801.32	12103.06	12413.45	12732.49	13059.11	13393.29
U-32			11218.39	11506.07	11801.32	12103.06	12413.45	12732.49	13059.11	13393.29	13737.21
U-33			11506.07	11801.32	12103.06	12413.45	12732.49	13059.11	13393.29	13737.21	14088.70
U-34			11801.32	12103.06	12413.45	12732.49	13059.11	13393.29	13737.21	14088.70	14449.92
U-35	City Administrator	A	12103.06	12413.45	12732.49	13059.11	13393.29	13737.21	14088.70	14449.92	14820.87



Grade	<b>HOURLY EMPLOYEES (UNREPRESENTED)</b> Effective June 21, 2025, 0% COLA		<b>HOURLY RATE</b>				
			STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
PTU-1	Seasonal Public Works Maintenance Worker Seasonal Parks Maintenance Worker		15.91	17.03	18.16		
PTU-2	Recreation Assistant		15.91	17.03			
PTU-3	Recreation Specialist		18.16	19.07	20.02	21.02	22.07
PTU-4	Library Assistant		18.69	19.69	20.72	21.81	22.95
PTU-8	Communications Support Specialist		24.63	25.93	27.29	28.74	30.25

**ELECTED OFFICIALS**

Effective June 21, 2025

**MONTHLY**

Mayor	1,513.19
Council President	1,210.55
Councilor	1,008.79

POLICE ASSOCIATION EMPLOYEES Effective June 21, 2025 0% COLA		<b>MONTHLY SALARY RANGE</b>								
Grade										
	Records and Evidence Specialist	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9
PD-1		5082.00	5211.71	5346.09	5482.81	5623.03	5767.93	5912.96	6067.08	6222.50
PD-3	Code Enforcement Officer	5420.88	5559.88	5702.50	5848.56	5998.14	6152.38	6310.14	6471.40	6637.33
PD-5	Patrol Officer	6775.22	6949.33	7126.95	7310.41	7497.38	7690.19	7886.51	8089.83	8296.66
PD-7	Detective	7114.10	7296.39	7483.35	7676.17	7872.48	8074.64	8281.47	8494.15	8711.50
PD-9	Corporal	7317.42	7505.56	7697.20	7894.68	8096.84	8304.85	8517.52	8736.03	8960.39



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**CITY COUNCIL MEMO***TOPIC: UTILITY RATES**DATE: 6/18/2025*

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**BACKGROUND**

In May 2022, the Council received presentation of a water, sewer, and storm utility rate study performed by Steve Donovan of Donovan Enterprises. The rate study considers the long-range needs of each system; these include the operating budget, growth forecasts, capital improvement plan, cash flow, and debt management.

All three utilities require major capital improvements and expansion to meet the needs of the community. The capital improvement plans are based on the master plans prepared for each utility.

**DISCUSSION**

Based on comparisons with 11 other area utilities, St. Helens rates are mid-range: Fairview, Forest Grove & Rainier being the lowest rates and Portland, Cornelius & Scappoose having the highest rates.

For the average household, the rate adjustments will be about a \$3.37 per month increase.

We have budgeted for an updated rate study this Fall for implementation in FY2027.

**RECOMMENDATION**

The rate study recommended increase every year for 5 years. This is the fourth year, and the proposed increase is per the rate study recommendation. The FY2026 budget as approved by the budget committee includes the proposed increase for each utility.

Staff recommends adoption of the proposed utility rates as outlined in the resolution:

"I move to adopt Resolution No. 2045 for utility rate adjustments as recommended by Donovan Enterprises for FY2026 effective on July 15, 2025, billing."

City of St. Helens  
**RESOLUTION NO. 2045**

**A RESOLUTION TO ESTABLISH WATER, SEWER, STORM DRAINAGE  
UTILITY RATES AND CHARGES, AND ADMINISTRATIVE RULES**

**WHEREAS**, St. Helens Municipal Code Chapter 13, Section 02.040 states rates, fees, and other charges for utility services, including, but not limited to, delinquent fees, reinstatement fees, and any other account fees, shall be set or amended by Council in a public forum after considering a staff report to provide an overview and allowing for public comments and testimony. Council shall pass a rate resolution after the forum; and

**WHEREAS**, The St. Helens City Council conducted a work session concerning utility rates and charges on May 4, 2022. At that work session a staff report on utility rates and charges was presented and a quorum of the Council was present and accepted the facts and findings contained in that staff report; and

**WHEREAS**, on June 18, 2025, a public meeting was held by the City Council to consider changes to the current schedule of utilities rates and charges. At that meeting the Council afforded the public time to comment on the proposed utilities rates and charges.; and

**WHEREAS**, the City Council concludes it is appropriate to charge utilities rates, fees, and service charges to fund the operations, maintenance, and capital improvement of the City's municipal utilities systems; and

**WHEREAS**, the City Council has determined the proposed schedule of utilities rates, fees, and service charges hereinafter specified and established are just, reasonable, and necessary.

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

**Section 1: Amendment and updating of utilities rates, fees, and service charges.** In accordance with St. Helens Municipal Code Chapter 13, this Resolution reaffirms the methodology and provides the basis for utilities rates, fees, and service charges.

**Section 2: Scope of amendment and update of utilities rates, fees, and service charges.** The utilities rates, fees, and service charges established by this Resolution are separate from, and in addition to, any other applicable taxes, fees, assessments, or charges, including but not limited to system development charges, which are required by the City of St. Helens or represent a condition of a land use or development approval.

**Section 3: Effective date.** This Resolution shall become effective upon its adoption by the St. Helens City Council.

**Section 4: Review.** This Resolution may be reviewed at the pleasure of the City Council, and the rates may be amended as appropriate.

**Section 5: Repeal of prior resolution.** Resolution No. 2012 (June 5, 2024) is hereby rescinded and replaced with new rates, fees, and service charges effective immediately.

**Section 6: Schedule of new rates.** Itemized in the following Exhibits is the schedule of utilities rates, fees, and service charges effective for the first full billing cycle beginning on or after July 15, 2025.

**APPROVED AND ADOPTED** by the City Council this 18<sup>th</sup> day of June 2025, by the following vote:

Ayes:

Nays:

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

ATTEST:

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

**Exhibit 1**

**City of St. Helens  
Utility Billing Administrative Rules  
Approved by City Council as of June 18,  
2025**

**Rates to be applied for the first full billing cycle beginning on or after July 15, 2025**

**1. NEW ACCOUNTS AND DEPOSITS**

To begin service, a Utility Account Application must be filled out and turned into the Utility Billing office. The application is available at the office and online. There is no deposit required to start service. Water service will not be turned on until an application is reviewed and approved by the Utility Billing staff. A renter is required to receive a signature from the property owner/property manager approving the renter to begin service. With the owner's signature, the owner is acknowledging responsibility for any unpaid bill that is remaining on the account when service ends.

Water Service can be turned on/off by Public Works employees from Monday through Friday 9 AM – 4 PM for no charge. Outside of those hours, water service can be turned on/off by request for a flat fee of \$100. The \$100 will be placed as a charge on the account.

When a customer is new, any old account at the service address must be paid in full before a new account is started and the water service is turned on. In the case of renters, an old account bill responsibility will fall to the homeowner to be paid before a new renter's service will be turned on. It is the owner/renter's responsibility to notify the utility billing department when a renter is moving out so that a final bill can be processed.

**2. UTILITY ASSISTANCE PROGRAM**

The Utility Assistance Program, formally known as the Senior Citizen Discount, was permanently discontinued in December 2013. Customers who were previously qualified and were receiving assistance prior to December 2013 will continue to receive a fixed discount of \$10 per month as long as they continue to meet the following criteria each year:

1. Account holder is age 65 or older
2. Currently resides in the residence that receives the Utility Assistance Program
3. Residence is within city limits
4. Provides proof of residency at property (i.e., Electric bill, tax form, etc.)

Failure to show proof of this criteria will result in a loss of the Utility Assistance Program without the option of reapplying. A review of the Utility Assistance Program and participants may be done periodically by City staff as directed by the Finance Director, City Administrator, or City Council.

**3. MONTHLY BILLING**

Monthly billings are due on the 10<sup>th</sup> of every month. Payments can be made by cash, check, money order, credit/debit card, online, and by our automated phone payment system. Payments over the phone are not allowed to be taken by staff but can be forwarded to our automated phone payment system. Payments made online are posted to our accounting system daily.

#### 4. BILLING ADJUSTMENTS

##### Misread Meters

If a meter is misread, the City will refund any/all late fees and re-read the meter and adjust the bill accordingly for that period.

##### Leak Adjustments

- a) The water leak adjustment form is available on the City's website and at the Utility Billing counter. This form must be completed within 45 days of the billing date in question.
- b) The water leak adjustment form must be accompanied by a 3<sup>rd</sup> party statement (plumbing service, etc.) that says a leak was present and repaired and/or receipts for leak repair materials if completed by the homeowner.
- c) If the water leak adjustment is not approved by Utility Billing staff, Finance Director, or City Administrator, the customer will receive notification from the City with a specific reason why from the Finance Director. A customer can request an appeal process with City Council during a public meeting. If the water leak is approved, the City will use the customer's average seasonal usage for the previous 3 years as a base for consumption. If the customer does not have enough history to complete this, the City will use the previous one to three consecutive months of consumption to calculate the leak and volume adjustment amount. Once approved, the leak adjustment amount will be credited back to the customer's account and the customer will be notified by the City.
- e) The minimum credit issued will be \$15.00.

#### 5. DELINQUENT ACCOUNTS

##### Late Fee Assessment

A \$25 late fee is assessed on the 21<sup>st</sup> of every month. Customers who carryover a balance of equal or less than \$25 will not be charged a late fee or shut off during the billing process.

##### Shut-Off Procedure

General Process for Shut-off account status:

- 1) Official due date of billing > 10<sup>th</sup> of every month (or next available business day)
- 2) Late Fee Assessed > 21<sup>st</sup> of every month (or next available business day)
- 3) Shut-Off Process > Begins on the 1st of every month for the previous billing cycle

On the actual shut-off day, if an account is still in shut-off status, an additional \$75 disconnection fee is placed onto the account and the account must be paid in full by cash, debit, money order, cashier's check, or credit card. Payments via check at this time will not be accepted. Payments made online during shut-off may be required to wait until the next business day and posting of the payment is made by Utility Billing staff before service is restored.

Utility Workers are not allowed to accept any form of payment. Account "past due" amounts must be paid before the meter and water service is turned back on.

Once an account has their water service shut-off, all past due amounts and fees must be paid for service to be turned back on. Once water service has been shut off for one week or more, Utility Billing will notify the City Building Official to begin a notice to vacate the property.

**6. FINAL BILLING**

The City requires that all homeowners and/or tenants give the City at least a one-day notice prior to moving out of the intent to vacate a property to prepare a final bill and close the account. A forwarding address is required for the final bill to be mailed. Final billings, if not paid by the scheduled due date, will be sent to a collection agency for processing and a utility lien is placed on the property for outstanding payments.

**7. TEMPORARY SERVICES FOR NEW CONSTRUCTION**

The City allows temporary service during construction of a new structure needing water, sewer, and storm drainage. The contractor will be required to complete an application just like a new customer. All of the Administration Rules contained herein remain in effect. A \$25.00 non-refundable deposit is required.

**8. NSF PAYMENTS**

Accounts will only be allowed two NSF (non-sufficient funds) before a note is placed on the account to no longer accept checks as payment. If the City receives an NSF notice for a utility payment, the payment is immediately reversed, and the account is charged a \$25 processing fee. A notice will go out to the owner/renter and payment must be made within three business days of notification or water service will be shut off until full payment is received.

**9. TAMPERING WITH METERS & BLOCKING METER ACCESS**

It is illegal to tamper with City meters. This includes turning on/off your meter. City staff should be the only people addressing meters on site. If tampering is found to have happened on a meter, the homeowner is ultimately responsible and will be charged a minimum of \$50 up to and possibly including the cost of the meter and labor time.

If a customer is currently on the City's shut-off list and it is found that the water meter was turned on illegally after City staff turned the service off for non-payment, the account will be charged a minimum of \$100 up to and possibly including the cost of the meter plus labor time if it needs to be replaced. The \$100 fee will be placed on the account and must be paid immediately before service will be restored.

If a customer's meter is currently on "lock" status by City staff and it is found that the meter and/or shut-off attachment has been tampered in any way to turn water service on illegally, the account will be charged a minimum of \$200 and potentially the cost of replacing the meter, labor time and potentially including a ticket from the Police Department for tampering which will include a separate fee amount and an appearance day in Municipal Court.

If an account is in shut-off status and the meter is blocked, a fee up to \$75 will be assessed in addition to potential towing/moving costs, if necessary, that will be the responsibility of the registered owner of the property moved.

**Exhibit 2**

**City of St. Helens**  
**Water Utility Rates and Charges Amended June 18, 2025**  
**Rates to be applied for the first full billing cycle beginning on or after July 15, 2025**

Billings for customers includes two components: Fixed rate and a volume charge for the amount consumed. The two components are added together to compute an invoice for each customer.

Fixed rates include the price the customer pays as a base charge to help cover fixed costs associated with maintaining existing infrastructure, repaying debt used to build that infrastructure, the costs associated with maintaining/reading meters, and the costs associated with billing. Fixed rates are charged for the connections to the water system and are applied based on combination of connection and Equivalent Dwelling Units (EDU) associated to the water connection. Volume rates are based on the customer class for each 100 cubic feet (CCF) of water. The following table lists rates for customers within the City of St. Helens, retail customers outside the City of St. Helens, and wholesale customers.

City of St. Helens rates and charges are effective for billing cycles starting on or after dates shown above. Rates and charges shall be applied to all accounts on a monthly or bi-monthly basis.

<b>WATER UTILITY RATE COMPONENTS</b>	<b>INSIDE CITY LIMITS</b>	<b>OUTSIDE CITY LIMITS</b>
Fixed Rate		
Residential	12.40	24.80
Multifamily	12.40 multiplied by number of Equivalent Dwelling Units (EDU)	24.80 multiplied by number of Equivalent Dwelling Units (EDU)
Commercial / industrial	12.40	24.80
Wholesale		24.80
Volume Rate		
Residential	6.17	12.34
Multifamily:		
Duplex	5.96	11.92
Apartments	5.84	11.68
Commercial / Industrial	5.01	10.01
Wholesale		3.73

**Outside the City limits of the City of St. Helens**

Except as indicated in the Enterprise Zone Ordinance No. 2500, all properties outside the city limits shall be charged rates identified above.

Application for new service connection outside the city limits for surplus City water shall be reviewed by the Public Works Director and the City Council for facilities planning. Such an application shall not be approved by the City Council unless the necessary size of the main line is extended to serve anticipated growth in the relevant area of the City's Urban Growth Boundary.



No Connection for new service outside the city limits for City water shall be installed unless a consent to annex is submitted to the Planning Department and an outside City water user agreement is signed and received by the City Administrator.

#### Hydrant Meter

Any customer who receives a permit for a hydrant meter shall pay a deposit of \$200 and shall pay Commercial/Industrial rates for such water usage. Such customers also pay a monthly rental fee for the meter of \$25 per month, or portion thereof. Meters must be returned every 12 months for assessment of condition, meter readings, and billings of usage.

#### Meter Testing

A customer may request the meter providing water service to their property be tested for accuracy. The test will require the following deposits to be collected before testing:

METER SIZE	DEPOSIT
One inch or less	\$100
> One inch and < One and a half inches	\$150
> One and a half inches	\$200

If testing results show the meter was faulty, the deposits will be refunded; if not, then no refund will be given. Adjustments will be governed by the Utility Billing Administrative Rules.

**Exhibit 3**

**City of St. Helens**  
**Sewer Utility Rates and Charges Amended June 18, 2025**  
**Rates to be applied for the first full billing cycle beginning on or after July 15, 2025**

Billings for customers include two components: Fixed rate and a volume charge for the amount consumed. The two components are added together to compute an invoice for each customer. Fixed rates include the price the customer pays as a base charge to help cover fixed costs associated with maintaining existing infrastructure, repaying debt used to build that infrastructure, the costs associated with maintaining/reading meters, and the costs associated with billing. Fixed rates are charged for the connections to the sewer system and are applied based on combination of connection and Equivalent Dwelling Units associated to the sewer connection.

Volume rates are based on the customer class for each 100 cubic feet (CCF) of water. The following table lists rates for customers within the City of St. Helens, retail customers outside the City of St. Helens, and wholesale customers.

City of St. Helens rates and charges are effective for billing cycles starting on or after dates shown above. Rates and charges shall be applied to all accounts on a monthly or bi-monthly basis. Certain designated accounts that may be deemed “Large Volume” accounts are billed monthly.

<b>SEWER UTILITY RATE COMPONENTS</b>	<b>INSIDE CITY LIMITS</b>	<b>OUTSIDE CITY LIMITS</b>
Fixed Rate		
Residential (SFR)	21.73	27.16
Multifamily	21.73 multiplied by number of Equivalent Dwelling Units (EDU)	21.73 multiplied by number of Equivalent Dwelling Units (EDU)
Commercial	21.73	27.16
Wholesale	21.73	27.16
Volume Rate		
Residential (SFR)	8.49	10.43
Multifamily		
Duplex	6.66	8.32
Apartments	6.40	8.02
Commercial		
Low Strength	7.49	8.93
Medium Strength	9.47	11.84
High Strength	13.18	16.46
Wholesale		2.54

### Residential Sewer Accounts – Winter Averaging

Volume will be based on a 2-month winter averaging of water consumption. The winter average period will be defined as the 2-month period starting with the first full billing cycle starting on or after January 15 of each year.

Accounts with an average usage of less than one CCF of water consumption are automatically assessed at the 5.50 CCF average.

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

The assigned average for water consumption may be appealed to the Finance Director and could be modified pending a review of the account and findings thereof.

Table Utilized to Define Commercial Strengths

<b>Strength Classification</b>	<b>BOD (mg/l)</b>	<b>TSS (mg/l)</b>
Low	0-250	0-300
Medium	251-500	301-600
High	501-1,000	601-1,200
Special	1,001+	1,201+

The responsible person for paying the sewer charge may appeal the strength classification made by the City. Such an appeal shall be made in writing to the Finance Director. The person appealing must provide sufficient information as to the strength of the sewer discharge created by their use so that the Finance Director or designee may evaluate the evidence and determine the proper strength of the waste generated.

### Outside City Limit Customers

Except as indicated in the Enterprise Zone Ordinance No. 2500, all properties outside the city limits shall be charged rates identified above or designated specifically by address in Exhibit 5 of this resolution.

Application for new service connection outside the city limits for City sewer shall be reviewed by the Public Works Director and the City Council for facilities planning. Such an application shall not be approved by the City Council unless the necessary size of the main line is extended to serve anticipated growth in the relevant area of the City's Urban Growth Boundary.

No connection for new service outside the city limits for City sewer shall be installed unless a consent to an annex is submitted to Planning Department and an outside City sewer user agreement is signed and received by the Utility Billing Department.

### Dormant Sewer Lines

Testing of a dormant existing sewer line connected to an old building or to be reused for a new building will be at a cost of time and materials.

### Surcharges – Special Strength

All surcharges shall be based on total metered water supply into the premises for flow and customers will provide to the City regular testing results of samples. A sewer flow meter and alternative sampling or re-sampling at customer expense may be approved by the Water Quality Manager. The concentration

of each pollutant that is above the limits shall be used to determine the monthly surcharge for the period throughout the time interval between sample periods.

The concentration shall be the average value of five consecutive daily tests taken over a period of five days, except when another period is specified by the Water Quality Manager. Samples shall be taken at an approved manhole or other location determined by the Water Quality Manager to be suitable so that samples will be representative.

**Surcharges – Special Strength charges are as follows:**

BOD (mg/l)	TSS (mg/l)	Rate per ccf of Usage
1,001-2,000	1,201-2,400	\$16.98
2,001-4,000	2,401-4,800	\$26.32
4,001-8,000	4,801-9,600	\$43.44
8,001-16,000	9,601-19,200	\$75.97
16,001-32,000	19,201-38,400	\$140.49

Acceptance and pricing for loads above the amounts in the table above will be at the discretion of the Water Quality Manager.

**Exhibit 4**

**City of St. Helens**  
**Storm Utility Rates and Charges Amended June 18, 2025**  
**Rates to be applied for the first full billing cycle beginning on or after July 15, 2025**

Billings for customers are based upon either measured impervious surface or number of Drainage Residential Units (DRU) for a property. The measurements are broken down into components of single-family units or equivalent residential units.

Rates and charges shall be applied to all accounts monthly.

<b>STORM DRAINAGE UTILITY RATES</b>	<b>MONTHLY Fixed charge*</b>
Residential	17.16
Single Family Home (1 DRUs)	17.16
Duplex (2 DRUs)	17.16 multiplied by number of Equivalent Dwelling Units (EDU)
Triplex (3 DRUs)	
Fourplex (4 DRUs)	
Five or more (Based on Impervious surface)	
Commercial (Based on impervious surface)	17.16
Industrial (Based on impervious surface)	17.16
All other Users (Based on impervious surface)	17.16

\*Fixed charge represents one DRU or 2,500 sq. ft. of impervious surface. As dwelling units or impervious surface measurements increase the fixed charge increases accordingly.

**Exhibit 5****City of St. Helens****McNulty PUD Water Users – Sewage Charges by City of St. Helens Amended June 18, 2025  
Rates to be applied for the first full billing cycle beginning on or after July 15, 2025**

The City of St. Helens is establishing Sewage rates for customers that have locations outside of city limits that are receiving water from McNulty PUD. Volume rates are based on each 100 cubic feet (CCF) of water averaged over a calendar's previous year.

Estimated Schedule of Utility Rates:

McNulty Usage Reports on Volume from previous calendar year cycle will determine Sewage rates to be effective July 15, 2025.

The following table lists rates for customers outside the city limits of St. Helens receiving water from McNulty PUD:

<b>LOCATION OF CUSTOMER</b>	<b>CITY SEWAGE RATE</b>
35369 Millard Road	123.20
58581 Columbia River Highway	130.41
58606 Kavanagh Avenue	55.10
58563 Columbia River Highway	34.36
35531 Firway Lane	42.75
35031 Millard Road	48.74
58209 Columbia River Highway	82.85
35285 Millard Road	35.93
34950 Pittsburg Road	196.97
35092 Pittsburg Road	27.16



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**CITY COUNCIL MEMO***TOPIC: PUBLIC SAFETY FEE**DATE: 6/18/2025*

---

**BACKGROUND**

In December 2021, the Council adopted Resolution No. 1944, adopting a community public safety fee to facilitate the funding of a public safety facility. Numerous public forums were held to hear public feedback.

The fee adopted in December 2021 was \$3.00 per EDU (residential unit).

In June 2023, as part of the FY2024 budget, the Council adopted Resolution No. 1982, increasing the community public safety fee to \$10 because the \$3.00 fee was insufficient to cover the debt payments.

The revenue from the public safety fee is used to pay the debt service on the bonds used to construct a new public safety facility.

**DISCUSSION**

Development and growth have declined, which have resulted in less revenue received from the public safety fee than was forecasted. For FY2025, the public safety fee revenue will be less than the debt service.

Providing that there is a conservative amount of growth and development that has been forecasted, an increase of \$0.30 will cover the debt service for FY2026.

This increase was included in the proposed budget that the budget committee approved on May 29, 2025.

**RECOMMENDATION**

Staff recommend adoption of the proposed increase of the public safety fee as outlined in the resolution:

"I move to adopt Resolution No. 2046 for an increase of the community public safety fee for FY2026 effective on July 15, 2025, billing."

**City of St. Helens**  
**RESOLUTION NO. 2046**

**A RESOLUTION ADOPTING A COMMUNITY PUBLIC SAFETY FEE**

**WHEREAS**, the City of St. Helens has created a public safety fund to help facilitate the funding of a public safety facility; and

**WHEREAS**, the City finds that it is in the public's interest to construct a new public safety facility to meet the needs of our growing community; and

**WHEREAS**, the City Budget Committee recommended an increase to cover debt service for the public safety facility; and

**WHEREAS**, the public has been given opportunity to comment, and

**WHEREAS**, funds raised from the fee will support public safety within our city; and

**WHEREAS**, the public safety fee increase will be effective July 15, 2025; and

**WHEREAS**, the public safety fee will end once the new public safety facility debt is satisfied, and

**WHEREAS**, Resolution No 1982 (June 7, 2023) is hereby rescinded

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

**Section 1.** Fees and charges.

<b><u>FEE TYPE</u></b>	<b><u>AMOUNT</u></b>	<b><u>FEE BASE</u></b>
Public Safety	\$10.30 per month	per EDU

**Approved and adopted** by the City Council on June 18, 2025, by the following vote:

Ayes:

Nays:

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

ATTEST:

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



**City of St. Helens**  
**RESOLUTION NO. 2047**

**A RESOLUTION ESTABLISHING GARBAGE & RECYCLING  
 RATES AND SUPERSEDING RESOLUTION NO. 2003**

**WHEREAS,** Hudson Garbage continues to be a community resource, faithfully serving homes and businesses to keep St. Helens clean with little fanfare; and

**WHEREAS,** Hudson Garbage continues to experience upward cost pressures as they have for the past several years. Supply chain challenges and unknown tariffs may continue to have an impact on these services, causing increases in the costs of parts, materials, carts, containers, and trucks. Wage pressures continue with skilled labor positions; and

**WHEREAS,** Columbia County is increasing the disposal fee at the transfer station by 2.2% effective July 1, 2025; and

**WHEREAS,** given these pressures, Hudson Garbage is requesting an increase of 3.5% on all service rates, effective July 1, 2025. These increases are critical for Hudson to remain competitive with employee wages, new truck and equipment purchases, and consistent customer experience improvement.

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

**Section 1.** Effective July 1, 2025, garbage and recycling rates for the City of St. Helens are hereby adopted as set forth in **Exhibit A**, attached hereto and made a part hereof by this reference.

**Section 2.** This Resolution supersedes Resolution No. 2003.

**Approved and adopted** by the City Council on June 18, 2025, by the following vote:

Ayes:

Nays:

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

ATTEST:

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

**HUDSON GARBAGE SERVICE**  
**RATES EFFECTIVE July 1, 2025**  
**CITY OF ST. HELENS**

**ST. HELENS CITY**

**RESIDENTIAL SERVICES**

	<b>RATE FREQUENCY</b>	<b>CURRENT RATE</b>	<b>NEW RATE</b>
<b>WEEKLY</b>			
(1) 35 Gallon Cart Weekly	PER MONTH	\$ 34.60	\$ 35.80
Each Additional 35 Gallon Cart Weekly	PER MONTH	\$ 20.40	\$ 21.10
(1) 65 Gallon Cart Weekly	PER MONTH	\$ 53.20	\$ 55.10
Each Additional 65 Gallon Cart Weekly	PER MONTH	\$ 46.80	\$ 48.40
(1) 95 Gallon Cart Weekly	PER MONTH	\$ 71.70	\$ 74.20
Each Additional 95 Gallon Cart Weekly	PER MONTH	\$ 63.10	\$ 65.30
<b>EOW</b>			
(1) 35 Gallon Cart Every Other Week	PER MONTH	\$ 24.90	\$ 25.80
Each Additional 35 Gallon Cart Every Other Week	PER MONTH	\$ 15.20	\$ 15.70
(1) 65 Gallon Cart Every Other Week	PER MONTH	\$ 38.30	\$ 39.60
Each Additional 65 Gallon Cart Every Other Week	PER MONTH	\$ 33.70	\$ 34.90
(1) 95 Gallon Cart Every Other Week	PER MONTH	\$ 51.40	\$ 53.20
Each Additional 95 Gallon Cart Every Other Week	PER MONTH	\$ 45.20	\$ 46.80
<b>MONTHLY</b>			
(1) 35 Gallon Cart OAM	PER MONTH	\$ 7.60	\$ 7.90
(1) 35 Gallon Cart OAM - With Recycle	PER MONTH	\$ 13.80	\$ 14.30
<b>ON-CALL</b>			
(1) 35 Gallon Cart On Call	PER PICKUP	\$ 6.90	\$ 7.10
Each Additional 35 Gallon On Call After First	PER PICKUP	\$ 6.10	\$ -
<b>RECYCLE - GREENWASTE</b>			
(1) 65 Gallon Recycle Weekly - Only Recycle or On Call Garbage	PER MONTH	\$ 11.10	\$ 11.50
(1) 65 Gallon Recycle Weekly - Additional or OAM Garbage	PER MONTH	\$ 9.80	\$ 10.10
(1) 95 Gallon Greenwaste EOW	PER MONTH	\$ 11.10	\$ 11.50
(1) 95 Gallon Greenwaste EOW - With Garbage Service	PER MONTH	\$ 5.10	\$ 5.30

**HUDSON GARBAGE SERVICE**  
**RATES EFFECTIVE July 1, 2025**  
**CITY OF ST. HELENS**

Item #12.

**ST. HELENS CITY**

**COMMERCIAL**

	<b>RATE FREQUENCY</b>	<b>CURRENT RATE</b>	<b>NEW RATE</b>
Temp 2 Yard Container (First 7 Days)	PER PICKUP	\$ 86.30	\$ 89.30
Comm Daily Rental Fee (After 7 Days)	PER DAY	\$ 2.80	\$ 2.90
Comm Container Overfill/Overweight	PER YARD	\$ 20.80	\$ 21.50
Comm Container Extra Yardage Fee	PER YARD	\$ 20.80	\$ 21.50
Comm Time Fee (Labor for Clean Up - Per Min)	PER MIN	\$ 1.40	\$ 1.42
Return Trip Charge - Business	PER PICKUP	\$ 20.90	\$ 21.60
Walk-In - Business	PER PICKUP	\$ 5.40	\$ 5.20

**BULKY**

TIRE under 16" no/rim	PER PICKUP	\$ 7.20	\$ 7.50
TIRE under 16" w/rim	PER PICKUP	\$ 16.70	\$ 17.30
HOT WATER HEATER	PER PICKUP	\$ 37.60	\$ 38.90
SM MATTRESS	PER PICKUP	\$ 12.40	\$ 12.80
M/LG MATTRESS	PER PICKUP	\$ 18.50	\$ 19.10
SM FURNITURE	PER PICKUP	\$ 17.80	\$ 18.40
M/LG FURNITURE	PER PICKUP	\$ 37.00	\$ 38.30
SM APPLIANCE*	PER PICKUP	\$ 18.30	\$ 18.90
M/LG APPLIANCE*	PER PICKUP	\$ 37.60	\$ 38.90

\*(No refrigerators, freezers, Freon or compressors)

**WEEKLY**

(1) 35 Gallon Cart Weekly Business	PER MONTH	\$ 23.70	\$ 24.50
Each Additional 35 Gallon Cart Weekly Business	PER MONTH	\$ 22.90	\$ 23.70
(1) 65 Gallon Cart Weekly	PER MONTH	\$ 40.00	\$ 41.40
Each Additional 65 Gallon Cart Weekly	PER MONTH	\$ 35.20	\$ 36.40
(1) 95 Gallon Cart Weekly	PER MONTH	\$ 56.10	\$ 58.10
Each Additional 95 Gallon Cart Weekly	PER MONTH	\$ 49.40	\$ 51.10

**EOW**

(1) 35 Gallon Cart Every Other Week Business	PER MONTH	\$ 14.20	\$ 14.70
Each Additional 35 Gallon Cart Every Other Week Business	PER MONTH	\$ 14.00	\$ 14.50
(1) 65 Gallon Cart Every Other Week	PER MONTH	\$ 26.40	\$ 27.30
Each Additional 65 Gallon Cart Every Other Week	PER MONTH	\$ 23.20	\$ 24.00
(1) 95 Gallon Cart Every Other Week	PER MONTH	\$ 51.40	\$ 53.20
Each Additional 95 Gallon Cart Every Other Week	PER MONTH	\$ 45.20	\$ 46.80

**HUDSON GARBAGE SERVICE**  
**RATES EFFECTIVE July 1, 2025**  
**CITY OF ST. HELENS**

Item #12.

**ST. HELENS CITY**

	<b>RATE FREQUENCY</b>	<b>CURRENT RATE</b>	<b>NEW RATE</b>
<b>OTHER COMMERCIAL</b>			
(1) 35 Gallon On Call Business	PER MONTH	\$ 6.90	\$ 7.10
(1) 35 Gallon 1x Monthly Business	PER PICKUP	\$ 7.60	\$ 7.90
Comm Overfill/Overweight Can/Cart Business	PER PICKUP	\$ 3.10	\$ 3.20
(1) 65 Gallon Recycle Weekly - Only Recycle or On Call Garbage	PER MONTH	\$ 11.10	\$ 11.50
(1) 65 Gallon Recycle Weekly - Additional or OAM Garbage	PER MONTH	\$ 6.30	\$ 6.50
(1) 95 Gallon Recycle Weekly - Only Recycle or On Call Garbage	PER MONTH	\$ 11.10	\$ 11.50
(1) 95 Gallon Recycle Weekly - Additional or OAM Garbage	PER MONTH	\$ 6.30	\$ 6.50
(1) 95 Gallon Yard Waste EOW	PER MONTH	\$ 5.10	\$ 5.30
<b>CONTAINER SERVICE</b>			
1 Yard Container On Call - Additional Pick Up	PER PICKUP	\$ 35.80	\$ 37.10
1 Yard Every Other Week Service	PER MONTH	\$ 73.90	\$ 76.50
1 Yard Container Weekly Service	PER MONTH	\$ 119.40	\$ 123.60
*Each additional	PER MONTH	\$ 110.20	\$ 114.10
1 Yard Container 2 x Weekly Service	PER MONTH	\$ 222.10	\$ 229.90
*Each additional	PER MONTH	\$ 204.50	\$ 211.70
1 Yard Container 3 x Weekly Service	PER MONTH	\$ 329.20	\$ 340.70
*Each additional	PER MONTH	\$ 288.30	\$ 298.40
1 Yard Container 4 x Weekly Service	PER MONTH	\$ 424.20	\$ 439.00
*Each additional	PER MONTH	\$ 364.20	\$ 376.90
1 Yard Container 5 x Weekly Service	PER MONTH	\$ 532.30	\$ 550.90
*Each additional	PER MONTH	\$ 460.10	\$ 476.20
1.5 Yard Container On Call - Additional Pick Up	PER PICKUP	\$ 47.10	\$ 48.70
1.5 Yard Every Other Week Service	PER MONTH	\$ 105.60	\$ 109.30
1.5 Yard Container Weekly Service	PER MONTH	\$ 168.70	\$ 174.60
*Each additional	PER MONTH	\$ 156.50	\$ 162.00
1.5 Yard Container 2 x Weekly Service	PER MONTH	\$ 321.10	\$ 332.30
*Each additional	PER MONTH	\$ 299.40	\$ 309.90
1.5 Yard Container 3 x Weekly Service	PER MONTH	\$ 473.50	\$ 490.10
*Each additional	PER MONTH	\$ 437.80	\$ 453.10
1.5 Yard Container 4 x Weekly Service	PER MONTH	\$ 602.20	\$ 623.30
*Each additional	PER MONTH	\$ 556.10	\$ 575.60
1.5 Yard Container 5 x Weekly Service	PER MONTH	\$ 762.10	\$ 788.80
*Each additional	PER MONTH	\$ 690.30	\$ 714.50

**HUDSON GARBAGE SERVICE**  
**RATES EFFECTIVE July 1, 2025**  
**CITY OF ST. HELENS**

Item #12.

**ST. HELENS CITY**

	<b>RATE FREQUENCY</b>	<b>CURRENT RATE</b>	<b>NEW RATE</b>
2 Yard Container On Call - Additional Pick Up	PER PICKUP	\$ 56.60	\$ 58.60
2 Yard Every Other Week Service	PER MONTH	\$ 116.30	\$ 120.40
2 Yard Container Weekly Service	PER MONTH	\$ 223.60	\$ 231.40
*Each additional	PER MONTH	\$ 207.30	\$ 214.60
2 Yard Container 2x Weekly Service	PER MONTH	\$ 422.70	\$ 437.50
*Each additional	PER MONTH	\$ 391.20	\$ 404.90
2 Yard Container 3x Weekly Service	PER MONTH	\$ 634.10	\$ 656.30
*Each additional	PER MONTH	\$ 553.80	\$ 573.20
2 Yard Container 4x Weekly Service	PER MONTH	\$ 804.50	\$ 832.70
*Each additional	PER MONTH	\$ 701.10	\$ 725.60
2 Yard Container 5x Weekly Service	PER MONTH	\$ 1,004.00	\$ 1,039.10
*Each additional	PER MONTH	\$ 862.50	\$ 892.70
3 Yard Container On Call - Additional Pick Up	PER PICKUP	\$ 72.30	\$ 74.80
3 Yard Container 1x Weekly Service	PER MONTH	\$ 292.80	\$ 303.00
3 Yard Container 2x Weekly Service	PER MONTH	\$ 547.10	\$ 566.20
3 Yard Container 3x Weekly Service	PER MONTH	\$ 801.30	\$ 829.30
3 Yard Container 4x Weekly Service	PER MONTH	\$ 1,055.50	\$ 1,092.40
3 Yard Container 5x Weekly Service	PER MONTH	\$ 1,309.70	\$ 1,355.50
4 Yard Every Other Week Service	PER MONTH	\$ 221.60	\$ 229.40
4 Yard Container 1x Weekly Service	PER MONTH	\$ 358.50	\$ 371.00
4 Yard Container 2x Weekly Service	PER MONTH	\$ 697.40	\$ 721.80
4 Yard Container 3x Weekly Service	PER MONTH	\$ 1,036.40	\$ 1,072.70
4 Yard Container 4x Weekly Service	PER MONTH	\$ 1,375.40	\$ 1,423.50
4 Yard Container 5x Weekly Service	PER MONTH	\$ 1,714.30	\$ 1,774.30

**OTHER RATES**

Res Extra Can/Cart, Bag or Box (32-35 Gallons)	PER PICKUP	\$ 5.30	\$ 5.50
Res Every Other Week Off Week	PER PICKUP	\$ 6.90	\$ 7.10
Res Extra Bag (12 Gallon Kitchen Bag)	PER PICKUP	\$ 3.80	\$ 3.90
Res Overfill/Overweight Cart or Can	PER PICKUP	\$ 3.10	\$ 3.20
Res Oversize Can	PER PICKUP	\$ 3.10	\$ 3.20
Res Special Trip Off Day	PER PICKUP	\$ 20.90	\$ 21.60
Res Walk In Fee	PER MONTH	\$ 5.00	\$ 5.20
Res Drive In Fee	PER MONTH	\$ 5.00	\$ 5.20
Drive-In Additional 100Ft Increments	PER MONTH	\$ 2.80	\$ 2.90
Res Restart Fee - Includes Cart Re-delivery	ONE TIME	\$ 26.10	\$ 27.00
Returned Check Fee	ONE TIME	\$ 25.00	\$ 25.90
Res Time Fee (Labor for Clean Up - Per Min)	PER MIN	\$ 1.40	\$ 1.42
Lockbar Installment Fee	ONE TIME	\$ 40.00	\$ 40.00
Lock Replacement Fee	PER LOCK	\$ 20.00	\$ 20.00

## Hudson Garbage Comparative Rates

As of 7/1/2024

	City of St. Helens	City of Clatskanie	City of Rainier	WM - City of Scappoose
<b><u>Residential Service</u></b>				
35 Gallon Weekly	\$34.60	\$30.00	\$30.70	\$34.96
65 Gallon Weekly	\$53.20	\$53.70	\$48.40	\$49.67
95 Gallon Weekly	\$71.70	\$76.90	\$70.90	\$58.83
	Hudson provides weekly recycle & every other week yard debris.			WM provides every other week recycle & yard debris only.

### **Wage increases**

Apr-25	4.50%
Apr-24	4.50%
Apr-23	6.50%
Apr-22	6.50%
Apr-21	15% Labor shortage due to covid
Apr-20	3%



# Urban Renewal Agency Budget Committee

Thursday, May 16, 2024, at 6:00 PM

## Approved Minutes

### Members Present

Mayor Rick Scholl  
Council President Jessica Chilton  
Councilor Mark Gundersen  
Councilor Russell Hubbard  
Councilor Brandon Sundeen

Chair Lew Mason  
Committee Member Ivan Salas  
Committee Member Jennifer Gilbert  
Committee Member Jennifer Massey  
Committee Member Steve Toschi

### Staff Present

Gloria Butsch, Finance Director - Budget Officer  
John Walsh, City Administrator – URA Administrator  
Jenny Dimsho, Associate Planner / Community Development Project Manager / URA Secretary  
Jamie Edwards, Accountant II- Budget Committee Secretary  
Jennifer Johnson, Accountant III

### Others Present

Brady Preheim

### Call to Order

6:00 PM. Called to Order

### Introductions

Finance Director Gloria Butsch started the meeting with a roundtable of introductions.

### URA Overview

Butsch advised this is the Urban Renewal Agency (URA) Budget Meeting. She reiterated that the Council serves as the URA board and explained the role of the budget committee, which is to review, discuss, make adjustments and deletions, and approve the budget presided by the Budget Officer.

City Administrator John Walsh gave an overview the URA history. Walsh further explained the URA process using the veneer property as an example. He described how the tax base is frozen on the day the district is formed, and any increment above that is captured as URA revenue.

### Election of Budget Chair

**Motion** made by Committee Member Jennifer Massey, to appoint Committee Member Lew Mason as Chair, seconded by Councilor Mark Gundersen.

Voting Yea: Mayor Scholl, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen, Vice Chair Mason, Committee Member Salas, Committee Member Gilbert, Committee Member Massey, Committee Member Toschi

**Approval of Minutes**

## 3. Approval of Minutes 1/5/2022 URA Budget Committee Meeting

**Motion** made by Mayor Scholl, to approve the minutes from January 5, 2022, seconded by Councilor Gundersen.

Voting Yea: Mayor Scholl, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen, Vice Chair Mason, Committee Member Salas, Committee Member Gilbert, Committee Member Massey

Voting Abstaining: Committee Member Steve Toschi

**Budget Message**

Busch presented the URA budget message and proposed budget for fiscal year 2025. She highlighted that this would be the first year since the formation of the SHURA where funds would be appropriated in categories other than contingency. The proposed budget appropriates \$3 million in capital outlay to support the Riverfront District Streets and Utilities Extension Project and Phase 1 of the Riverwalk Project.

Butsch explained that the maximum indebtedness for the URA is \$62 million, and by June 30, 2025, the amount used is expected to be \$17,546,875. She noted that the agency is projected to receive less than forecasted property tax revenue for fiscal years 2024 and 2025 due to the departure of Cascades Tissue. However, staff are optimistic about potential improvements in the financial outlook due to private investment on the city's waterfront redevelopment project, reactivation at the mill site, and reactivation at the former Armstrong World Industries site.

Butsch also mentioned that the City may request reimbursement of expenses from previous years related to the agency in the future. She recommended adopting the budget on an annual basis until there is stability in the city's industrial area.

**Public Comment on Proposed URA Budget**

Chair Mason opened public comments. Public comments were received by Brady Preheim who expressed concern about the \$3 million allocation, stating that urban renewal is essentially a district that is bankrupt due to lower revenues than when the district started. He cautioned against relying on fantasies of things happening and counting money before it materializes.

Walsh responded and directed the Committee to the packet document showing updated revenue forecast.

**Discussion and Approval for FY 2024/2025 URA Budget**

Mason asked about timelines and if there have been any prospective developers. Chilton advised there have been interested buyers.

**Motion** made by Committee Member Ivan Salas, to approve the FY2024-2025 Budget for the City of St. Helens Urban Renewal Agency in the amount of \$ 3,650,954 and approve that the Agency levy the maximum incremental tax revenue as provided under State law. Seconded by Committee Member Gilbert.

Voting Yea: Mayor Scholl, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen, Vice Chair Mason, Committee Member Salas, Committee Member Gilbert, Committee Member Massey, Committee Member Toschi

**Adjournment** at 6:40 p.m.

Respectfully Submitted by Jamie Edwards, Accountant III with assisted transcription by ClerkMintues.





## BUDGET COMMITTEE MEETING #2 (READJOURNMENT)

Thursday, May 15, 2025, at 6:00 PM

### APPROVED MINUTES

#### Members Present

Council President Jessica Chilton  
 Councilor Mark Gundersen  
 Councilor Russell Hubbard  
 Councilor Brandon Sundeen

Chair Lew Mason  
 Vice Chair Steve Toschi  
 Committee Member Jennifer Gilbert  
 Committee Member Ivan Salas

#### Members Absent:

Mayor Jennifer Massey

#### Staff Present:

Gloria Butsch, Finance Director - Budget Officer  
 John Walsh, City Administrator  
 Jamie Edwards, Accountant III- Budget Comm. Sec.  
 Jennifer Johnson, Accountant III  
 Ashley Wigod, City Attorney  
 Kathy Payne, HR Coordinator/City Recorder  
 Lisa Scholl, Deputy City Recorder  
 Jacob Graichen, City Planner  
 Brenda Herren-Kenaga, Reference Librarian  
 Jana Wiersma, Youth & Makerspace Librarian

Sharon Darroux, Engineering Manager  
 Suzanne Bishop, Library Director  
 Shanna Duggan, Recreation Manager  
 Buck Tupper, Facility Maintenance Supervisor  
 Aaron Kunders, Water Quality Manager  
 Alex Bird, Engineer II  
 Crystal King, Communications Officer  
 Tyler Hills, Water Quality Operator

#### Others:

KOIN  
 Aaron Martin  
 Elsadye  
 JoAnn Dohn  
 Troy  
 Ikennifer Massey  
 Roger  
 Scott  
 Shauna Stroup-Harrison  
 Wendy  
 Tari  
 Michelle  
 Teegee  
 Erin Wheeldon  
 Dominique Dubois  
 Joe

Brittani  
 Jamerson  
 Bobby Bushay  
 Angel  
 Becky  
 Teresa  
 Rick Scholl  
 Jameson  
 Patrick Birkle  
 Walt Petersen  
 Brady Preheim  
 Reed Hjort  
 Charlotte Hart  
 Tina Curry  
 Gannon Smith  
 Eric Schnell  
 Steve Topaz

Jane Garcia  
 Nick Flory  
 Laurie Raffin  
 Ashlee  
 Molly Matchak  
 Nick Hellmich  
 Alana Gilstch  
 Lynne Pettit  
 Pam Benham  
 Robyn Toschi  
 Melissa  
 David  
 Linda Sprau  
 Catherine  
 Dav

**Call to Order – 6:00 PM**

Introductions were made around the table, starting with the committee members and City staff.

**Budget Officer Comments**

Finance Director Gloria Butsch welcomed and thanked the audience and Committee. Gloria read the role of the Budget Committee. She emphasized that the Committee's role is not to make management decisions such as establishing or eliminating programs or services. Butsch also stressed the importance of being respectful and avoiding disparaging comments about staff, as it erodes morale and causes divisiveness among departments.

**Public Comment (3 minutes each)**

Chair Mason welcomed public comments, limiting them to three minutes each and requesting that speakers state their name and confirm they are citizens of St. Helens. Public comments were heard by: Steve Topaz, Ellen Jacobson, Nicholas Hellmich, Molly Matchak, Alana Gilston, Tyler Hills, Patrick Birkle, Brady Preheim, Dannon, Linda Sprau, Nick Flori, Christina Sullivan, Charlotte Hart, Kathy Payne, Joe, Dwayne, JoAnn Dohn, Shauna Stroup Harrison, Angel, Jameson, and Rick Scholl.

- Steve Topaz spoke about the list of possible changes and additions presented by Kathy Payne, noting that it showed failures of the City and a lack of accountability for mistakes. He expressed concern about potential retaliation for bringing up problems.
- Ellen Jacobson, a resident and Library Board member, spoke in support of the library. She highlighted the value the library provides for the community and expressed concern about potential staff and service reductions. Jacobson also voiced her discomfort with the proposed \$42 fee on the water bill.
- Nicholas Hellmich, a citizen of St. Helens, commented on the proposed \$42.10 fee addition to the utility bill. He expressed concern about the impact on low-income residents and suggested alternatives such as adding the fee to property taxes or charging corporations.
- Molly Matchak, a long-time resident, spoke about the importance of the library to her family and the community. She emphasized the library's role in children's development and learning.
- Alana Gilston, a 30-year resident, praised the Library's improvements over the years and stressed its importance in providing services to marginalized people and children. She expressed concern about the potential impact of furloughing part-time employees.
- Tyler Hills, a City Employee and Union President, expressed strong opposition to the implementation of furlough days. He urged the Committee to explore other cost-saving measures that would not cause undue harm to workers.
- Patrick Birkle, a former City Council Member, commented on the Library and the proposed fee. He suggested that the City could step up to provide opportunities for children through library services and the recreation program, especially considering potential school budget cuts. He also expressed concern about the proposed fee on the utility bill.
- Brady Preheim criticized the Committee for ignoring budget issues that were apparent two years ago. He argued that the Committee should have acted earlier to prevent the current situation.
- Gannon, a local resident, expressed frustration with the City's priorities and the potential cuts to the library. He argued against putting additional financial burdens on residents and suggested reconsidering spending on projects like waterfront development.
- Linda Sprau spoke in support of the Library and the various programs it offers the senior citizens and younger citizens.
- Nick Flori, spoke on behalf of the St. Helens Parks and Trails Committee, expressing concerns on maintenance for the new waterfront, urging the Committee to keep this in mind for future Parks Budget. Flori also spoke in favor for the library budget and concern over additional fees.

- Christina Sullivan expressed concern about the ongoing deficit and questioned the fairness of adding a \$42 fee to residents' bills. She suggested looking at other areas for potential savings, such as Police wages, Council pay, and Unrepresented Staff pay scales.
- Charlotte Hart spoke about the history of the library and its importance to the community. She emphasized the Library's role in providing activities and resources for children and adults alike.
- Kathy Payne, City Recorder and Human Resources Coordinator, spoke in opposition to any changes that would adversely affect the Employees' pay, including furlough days. Payne further requested the need to balance the budget not be placed on Employees.
- Joe, a long-time resident, spoke about the changing nature of St. Helens as a commuter town and the financial struggles of many residents. He urged the Committee to consider the impact of any fee increases on the community.
- Wayne, a 30-year resident, questioned the allocation of funds from previous fees, particularly regarding the Recreation Center.
- JoAnn Dohn, a resident of St. Helens who is a Therapist in this County, expressed concern that the \$42.10 fee will have a significant impact on the most vulnerable citizens.
- Shauna Stroup-Harrison discussed a petition she started regarding concerns about the proposed \$42 water bill fee. She highlighted the City's financial challenges and urged finding solutions that don't burden existing consumers.
- Angel, a renter in St. Helens, expressed concern about the proposed fee increase and its impact on lower-income residents. She questioned why water rates in St. Helens are so high compared to other areas.
- Jameson, a local resident who had lived in various other states, commented on the high-water rates in St. Helens compared to other places she had lived.
- Rick Scholl, former Mayor, discussed the Police Department budget and suggested that the Council needs to take more proactive measures to address budget issues. He recommended considering cuts to the Police Department and exploring other revenue sources.

Additional public comments were written and provided to the Committee prior to the meeting.

### Approval of Minutes

1. Budget Committee Minutes dated 5/1/2025

**Motion:** Motion made by Committee Member Jennifer Gilbert to approve the Budget Committee Minutes from 5/1/2025, seconded by Council President Jessica Chilton.

Voting Yea: Councilor Gundersen, Councilor Hubbard, Councilor Sundeen, Vice Chair Mason, Committee Member Gilbert, Committee Member Salas, Committee Member Toschi

### Review Submitted Questions & Staff Responses

Chair Mason advised the Committee was emailed the submitted questions and staff responses. Finance Director Butsch asked if there were additional questions.

Gloria Butsch presented various budget scenarios to the Committee. These included:

1. The proposed budget with a 2.5% COLA and a \$42.10 fee.
2. A scenario with 2.5% COLA, 12 furlough days a year (except for police officers), and a \$16 fee.
3. A scenario with no COLAs, no furloughs, a hiring freeze, and a \$13.70 fee.

Butsch also presented potential revenue-generating ideas, such as increasing business license fees for multi-unit residential rentals and commercial rentals and adding an impact fee on event ticket sales.

The Committee discussed these options and asked questions about various aspects of the budget, including Police staffing levels, the Tourism program, and potential cuts to different departments.

**Review Staff Revisions**

Butsch presented staff revisions to the budget, including reductions in personnel services, pausing the vehicle replacement program, and reducing professional development across departments. She also discussed potential new revenue sources, such as increased business license fees and an impact fee on event ticket sales.

The Committee engaged in extensive discussion about these revisions, particularly focusing on the Police Department budget, the Tourism program, and potential ways to increase revenue or reduce expenses.

**Opportunity Discussion**

The Committee discussed assorted topics, including:

1. The Police station project and its budget constraints.
2. The potential sale of surplus property, including the Millard Road property and the mill property.
3. The Tourism program and ways to potentially increase revenue from events like Spirit of Halloweentown.
4. The possibility of reducing or eliminating certain community events to save money.
5. The need for more information from the Police Chief about potential budget reductions.

The Committee requested that the Police Chief be present at the next meeting to answer questions about the Department's budget and staffing needs.

**Open & Close Public Hearing for State Shared Revenue**

Chair Mason opened the public hearing for State Shared Revenue. Butsch explained that the State Shared Revenue includes taxes collected by the State, such as cigarette and liquor taxes, which are then shared with cities. To receive these funds, the City must hold a public hearing and demonstrate that it funds police or fire services.

No public comments were made during this hearing.

Chair Mason closed the public hearing for State Shared Revenue.

**Check In for Adjournment to May 29, 2025**

The Committee agreed to check in for adjournment to May 29, 2025. They discussed items to be addressed at the next meeting, including having the Interim Police Chief present to answer questions about the Department's budget.

**Motion:** motion was made by Committee Member Jennifer Gilbert to adjourn at 9:14 p.m., seconded by Councilor Brandon Sundeen.

**Adjourned** at 9:14 p.m. to May 29, 2025,

Respectfully submitted by Jamie Edwards, Accountant III, with assisted transcription by ClerkMinutes.

# ST. HELENS PUBLIC LIBRARY BOARD MEETING

Monday, May 12, 2025, at 7:15 PM  
Virtually over Zoom

## APPROVED MINUTES

### Members Present

Chair Aaron Martin  
Member Jay Echternach  
Member Ellen Jacobson  
Member Jana Mann  
Member Lynne Pettit  
Member Erin Wheeldon  
Member Diana Wiener

### Members Absent

Member Robert Dunn  
Vice Chair Fatima Salas

### Council Liaison in Attendance

N/A

### Visitors

None

### Staff Present

Library Director Suzanne Bishop  
Library Board Secretary Dan Dieter

## CALL TO ORDER

Meeting was called to order at 7:15 p.m. by Chair Martin.

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

No visitor comments.

## APPROVAL OF MINUTES

1. Minutes from the special board meeting, April 14, 2025, were reviewed.
2. Minutes from the regular board meeting, April 14, 2025, were reviewed.

Motion: Upon Member Pettit's motion and Member Echternach's second, the Library Board unanimously approved both the special board meeting minutes dated April 14, 2025, and the regular board meeting minutes dated April 14, 2025. [Yeas: Chair Martin, Member Echternach, Member Jacobson, Member Mann, Member Pettit, Member Wheeldon, Member Wiener; Nays: none]

## OLD BUSINESS

3. STRATEGIC PLAN SUBCOMMITTEE REPORT: Chair Martin stated that the subcommittee did not meet prior to this meeting and there will be an update at the next regular board meeting.

4. MAKERSPACE FUNDRAISING SUBCOMMITTEE REPORT: Member Echternach stated that he met with the Elks about funding for the Makerspace and two different groups offered funds. One was \$750.00 and one was \$250.00. The Elks were also planning to direct a donation from a future Spaghetti Night fundraiser. Member Echternach stated that he and his wife were going to add to that donation with an additional \$500.00 as well, so the total would be \$1,500.00. The group discussed how funding should be accepted and that it could go directly to the City, or it could go to the Friends. Director Bishop also stated that former board member Colleen Ohler is also working on in-kind donations that would cover items like plumbing and electrical services.

## **NEW BUSINESS**

5. BOARD TERMS: Director Bishop stated that the three members who have terms expiring at the end of June are Member Dunn, Member Mann and Member Wiener. All three are eligible to continue for another term if they choose to do so. Member Wiener stated that she has decided not to continue. Member Mann stated that she would like to continue. We will look for a response from Member Dunn at the next board meeting.

## **LIBRARY DIRECTOR'S REPORT**

Library Director Bishop thanked Member Wiener for her support of the library and her presence on the board. The Budget Committee will be meeting this week, Thursday, to continue the discussion about the City's budget. There is a substantial budget deficit that needs to be made up and some of the things that the City is looking at are timber sales, across-the-board budget reductions for every department, and an option of a \$10.00 to \$42.00 monthly general services fee that would apply to anyone who pays property tax. Also under discussion are options to reduce or eliminate cost of living adjustment (COLA) for employees as well as an option for an eight-hour per employee per month furlough. The employee furlough option would mean significant reductions in services for library patrons and programs, including a reduction in hours. This would mean a reduction of open hours by up to two half days per week. This would mean a cutback of programming, including at least three youth programs and several Makerspace programs. We talked about reducing the number of certification 101 classes and, unfortunately, Head Start and some of the other outreach programs so we can maintain our popular and necessary bread-and-butter programs. If our part-time staff were reduced, then we would reduce our ability to complete essential projects. If the building isn't open then this would have an impact on our hallway users, which includes people meeting for WorkSource mentoring, tutoring, teen meetups, as well as members of our vulnerable community who are just looking for a place to be safe. Member Wiener asked if the Budget Committee acknowledged that during hard economic times the library is even more valuable than at other times. Member Jacobson asked about the impact on staff morale and if they might be potential retention issues. Eight hours a month would have a substantial effect on part-time staff. The Institute for Museum and Library Services (IMLS) funding for the State Library was received. Fiscal year 2026 is still up in the air. We received about \$4,500 this year for the teen internship program and our summer library challenge. I'm cautiously optimistic at least for the end of this fiscal year. Again, lots of questions. The City Council has decided that like the Planning Commission and the Parks and Trails Commission the Library Board will have joint meetings with the City Council twice a year. Our first joint meeting is August 27, 2025, at 7:00 p.m. It will be a hybrid meeting held in council chambers. The one after that will be February 25, 2026, at 7:00 p.m. We have many Summer Library Challenge programs lined up for adults and children this year. We are asking for volunteers for some of them, just to help with backup. We would be grateful for any board members who can help. There is a signup sheet at the front desk. Member Pettit talked about the recent Friends of the St Helens Public Library sale. The sale went well, and the Friends

are now trying to get a Square for electronic payments, which should improve sales even more. The Seed Library is going gangbusters. We've had many people come in to get seeds, and the Master Gardeners are meeting once a week to replenish the packets. I attended the Oregon Library Association conference at the end of last month. It was a great opportunity to check in with other library directors and get support for our library programs. Our Makerspace is growing. We have shelving going in for the local history collection, some of which will take a bit of work to put into the catalog. We would like to name the local history reading room and we are looking for suggestions. We have a few ideas, like the Loowit Room, but we are looking for a few other options so feel free to forward any that you would like to be considered. Member Wheeldon volunteered to work with Brenda on this project.

### **COUNCIL LIAISON REPORT**

N/A

### **OTHER BUSINESS**

No other business.

### **SUMMARIZE ACTION ITEMS**

Chair Martin described the action items: The board was asked to submit some names for consideration for the local history collection room, the strategic plan subcommittee will report on their progress at the next meeting, and Member Wheeldon will work with Brenda on naming ideas.

### **ADJOURNMENT**

Chair Martin adjourned the meeting at 8:01 p.m.

Respectfully submitted by,  
Dan Dieter  
Library Board Secretary



# PARKS AND TRAILS COMMISSION

Monday, May 12, 2025 at 4:00 PM

## APPROVED MINUTES

### MEMBERS PRESENT

Chair Dana Lathrope  
 Vice Chair Howard Blumenthal  
 Commissioner Paul Barlow  
 Commissioner Jerry Belcher  
 Commissioner Nick Flory  
 Commissioner Lucas Green  
 Commissioner Scott Jacobson  
 Commissioner Lynne Pettit

### STAFF PRESENT

Brandon Sundeen, City Councilor  
 Buck Tupper, Facilities Maintenance Supervisor  
 Sheri Ingram, Public Works Office Assistant  
 Dawn Richardson, Admin Billing Specialist

### OTHERS

Kevin Loomis

### CALL TO ORDER – 4:00 PM

### APPROVAL OF MINUTES

#### 1. Approve Minutes of April 14, 2025

Chair Lathrope asked if everyone had a chance to review the minutes from the April meeting. Flory confirmed he had. Blumenthal made a **motion** to approve the minutes.

*Vice Chair Blumenthal moved to approve the minutes. Commission Member Flory seconded the motion. The motion was passed unanimously.*

### TOPICS FROM THE FLOOR: From attendees not otherwise on the agenda

Kevin Loomis, a citizen of St. Helens, addressed the Commission. He introduced himself as someone who had recently achieved 9 months of sobriety and was looking for safe places to stay clean and sober outside. Loomis expressed interest in creating a designated area for RC (remote control) car enthusiasts, particularly for rock crawling. He offered to donate time, resources, and labor to make this possible.

Tupper, the Facilities Maintenance Supervisor, engaged with Loomis about the specifics of RC rock crawling. They discussed potential locations, including an area near the BMX track where trees had been removed. Tupper suggested they could explore expanding that area.

Loomis described the type of space needed, emphasizing that even a small area would suffice. He explained that the RC cars are electric and slow-moving, focusing on technical maneuvers rather than speed. Loomis shared his experience in creating RC courses and expressed enthusiasm for establishing a local spot for the hobby.



Tupper offered to meet with Loomis to walk through potential areas and discuss the possibilities further. He noted that while they couldn't promise a large track immediately, they could work on finding a suitable location that wouldn't interfere with existing facilities like the BMX track. Jerry Belcher, a Commission member, volunteered to act as a liaison for the RC car project if needed.

## **NEW BUSINESS**

### **2. Round Table Topic: Parks-Related Questions – Lathrope**

Chair Lathrope introduced a roundtable discussion question: "If you could add one single item to a new master plan, what would it be?" Vice Chair Blumenthal suggested more parks employees. Tupper clarified that in the spring, he could use three more employees. Green expressed support for the urban trail idea, noting it would help connect the community. Flory suggested a rock crawler park for RC cars, referencing Kevin Loomis's earlier presentation. Belcher proposed a fenced-in off-leash dog park at Gray Cliffs Park. Vice Chair Blumenthal emphasized the importance of continuing to set aside land for future trails as the community grows. Pettit agreed with Tupper about the need for more Parks maintenance staff. Chair Lathrope suggested adding educational signage in places like the Botanical Gardens and Knob Hill, including plant names and information.

### **3. Parks Assessment Tool Review – Lathrope**

Chair Lathrope presented a digital assessment form she had been working on to replace the paper forms previously used for park assessments. She demonstrated the form's features, including its ability to store time-stamped information, gather demographic data, and allow for photo attachments. The digital form was designed to be more accessible and efficient than the paper version, with the potential to gather more comprehensive data for future master planning. Chair Lathrope explained that the form could be easily modified and updated as needed. Commission Members expressed interest in the digital form. Flory asked about the possibility of limiting the number of submissions from a single email address to prevent spam. Tupper raised concerns about potential misuse if the form was made available to the public but acknowledged its potential benefits. He suggested starting with Commission Members using the form before considering public access. Chair Lathrope agreed to work with the IT department to explore implementation options and address any technical concerns.

### **4. Trail Cameras – Blumenthal**

Vice Chair Blumenthal inquired about the legality of using trail cameras in parks to monitor for problems. Tupper said he would need to consult with Law Enforcement Officers to determine the legal requirements, such as whether signage would be necessary to notify the public of camera presence. Tupper confirmed that the parks department currently has ten cameras, with some being cellular-enabled and others using SD cards for storage. Vice Chair Blumenthal explained his interest in using cameras to monitor areas where signage had been repeatedly stolen and to observe wildlife activity.

### **5. Waterfront Landscaping Maintenance – Blumenthal**

Vice Chair Blumenthal expressed concern about the increasing amount of landscaping in the parks, particularly in the waterfront area. He noted that the expanded green spaces would require significant maintenance efforts from the parks department.

### **6. Budget Increase for Parks & Trails – Blumenthal**

Blumenthal suggested that the Parks and Trails Commission should advocate for increased funding for the Parks Department, given the new landscaping responsibilities. He proposed that other departments might need to face budget cuts to accommodate the Parks Department's growing needs.

Tupper cautioned that the current budget situation was challenging, with potential cuts being discussed across departments. He advised that asking for additional funding or staff at this time would be difficult.

After discussion, Belcher made a **motion** regarding the staffing needs for maintaining the new riverfront landscaping:

*Belcher moved to make the City Council aware that with the additional landscaping that's going to be taking place on the riverfront project, the Parks Department will need another person to maintain it adequately with current staffing levels. The motion was seconded by Vice Chair Blumenthal. The motion was passed unanimously.*

Vice Chair Blumenthal suggested exploring the possibility of implementing a small gas tax to generate funds for parks maintenance, though Tupper noted that previous studies had shown limited potential benefit for St. Helens compared to neighboring communities.

## OLD BUSINESS

### 7. Milton Creek Reserve - Standing Item

Jacobson reported on a meeting he and Belcher had with representatives from the Port of Columbia County regarding the Milton Creek Reserve project. The port officials expressed support for the project and were open to donating some land for the reserve and trail. Jacobson noted that the port was willing to allow trail development further back on their property, considering drainage issues. He mentioned that while there were some developable sites in the area, the port seemed amenable to trail use. Belcher added that Sean Clark, the Port's Executive Director, would be the point of contact for future discussions. Belcher emphasized the need for further planning regarding property ownership, zoning changes, and potential trail routes. The Commission discussed the upcoming joint meeting with the Planning Commission and City Council, where the Milton Creek project would be discussed further.

## STAFF REPORT

Tupper provided updates on various park-related activities:

- He addressed Pettit's earlier comments about Civic Pride park maintenance.
- He mentioned ongoing work near the trail to Dalton Lake.
- He reported that St. Helens Little League would be doing drainage work on field number 2, similar to improvements made on field number 1.
- He noted that the adult softball league was planning to purchase specialized dirt to improve field conditions.
- He acknowledged recent volunteer work, including Vice Chair Blumenthal's cleaning of stairs at Knob Hill Park and Pettit's trimming of Japanese maples at the library.
- He thanked the Kiwanis Daybreakers for maintaining Walnut Tree Park for over 20 years.
- He mentioned upcoming concerts in the park and anticipated increased activity in the coming month.

## COUNCILOR'S REPORT

Councilor Sundeen, thanked the Commission for their awareness and concern about park issues. He encouraged members to continue voicing their concerns and reminded everyone about the ongoing budget meetings, inviting them to attend or watch the proceedings.

## DISCUSSION ITEMS

Belcher discussed the St. Helens Urban Trail project, which aims to connect five parks and explore the historic riverfront. He outlined the project's components, including a kiosk, trail markings, and QR codes for information access. Belcher emphasized that the initial setup would not be costly and

suggested ways to implement the trail with minimal expense. The Commission discussed various aspects of the project, including the placement of concrete pads for trail markers, the use of existing paint supplies for markings, and the potential for future improvements. Tupper agreed to review the proposed trail route and work with City departments to ensure proper placement of markers and signs. Pettit reminded the Commission about previously discussed plans for smaller kiosks at various locations, including Civic Pride park. She also announced upcoming work parties for the Japanese Garden and Dalton Lake. Vice Chair Blumenthal raised concerns about the new staircase at the base of Knob Hill, suggesting improvements to the handrail placement and discussing maintenance needs. He also mentioned plans to mow the Fifth Street right-of-way in the coming week.

**ADJOURNMENT - 5:49 P.M.**

With no further discussion items, Chair Lathrope adjourned the meeting.

Respectfully Submitted by Jamie Ford, Administrative Billing Specialist

# City of St. Helens

## *Consent Agenda for Approval*

### CITY COUNCIL MINUTES

Presented for approval on this 18<sup>th</sup> day of June, 2025 are the following Council minutes:

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2025

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- Work Session, Executive Session, Public Hearings, and Regular Session Minutes dated June 4, 2025

#### **After Approval of Council Minutes:**

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



# COUNCIL WORK SESSION

Wednesday, June 04, 2025

## DRAFT MINUTES

### MEMBERS PRESENT

Mayor Jennifer Massey  
 Council President Jessica Chilton – arrived at 3:14 p.m.  
 Councilor Mark Gundersen  
 Councilor Russell Hubbard  
 Councilor Brandon Sundeen

### STAFF PRESENT

John Walsh, City Administrator  
 Kathy Payne, City Recorder  
 Lisa Scholl, Deputy City Recorder  
 Matt Smith, Police Sergeant Detective  
 Kolten Edwards, Police Detective  
 Ashley Wigod, Contracted City Attorney

### OTHERS

Brady Preheim	Mitzi Ponce
Steve Topaz	Arthur
Adam	KOIN 6
Joe	

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

### CLEARING CONFUSION AND SETTING THE FACTS STRAIGHT

#### 1. Clarification Memo to May 21 Visitor Comments

Mayor Massey provided clarification regarding the tourism contractor payment of \$200,000 to the City. She explained that Treadway Events, the current tourism contractor, had paid back the City \$200,000 using revenues generated from the 2024 events. The funds were paid from the Wauna tourism bank account to the City's primary operating bank account.

Mayor Massey highlighted the difference between the current and previous tourism contracts, noting that the City now has access to the tourism bank account where all generated revenues are deposited. She detailed that when the current tourism contractor pays back the City, checks are issued via the new Wauna bank account and deposited into the City's primary operating account.

The mayor provided specific details about recent payments:

- A check for \$200,000 was issued on December 6, 2024, from the Wauna tourism account to the City of St. Helens and deposited in the City's primary operating account, posted to the Community Development Fund.
- An additional check for \$14,078.01 was issued on the same date to reimburse the City for staff time used to assist with the Spirit of Halloweentown 2024 events.

Mayor Massey concluded by stating that the remaining revenue generated by the City's current contractor remains in the Wauna tourism bank account and is being used for ongoing tourism events and activities. She informed that this clarification was available in the meeting packet and on the City's website.

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

- ◆ Brady Preheim. Addressed the Council, expressing appreciation for the clarification memo, which he stated verified his previous claim that the repayment was indeed a repayment. He asserted that the City had received no revenue from tourism, highlighting a distinction made in the memo regarding Treadway Events' repayment of \$200,000 and an additional \$14,078.01 for staff time assisting with the Spirit of Halloweentown 2024 events. Preheim criticized the Council's tourism strategies, claiming they had cost the City about \$600,000. He argued that due to these decisions, the City lost out on \$300,000 last year from E2C and could have benefitted similarly this year, suggesting that these revenues could have been reflected in the budget. Preheim expressed skepticism about the projected tourism revenue for the next year, labeling it "smoke and mirrors" and "ridiculously stupid." He doubted the City's claim to generate \$1.5 million, predicting it would not materialize as expected. Regarding the budget, Preheim raised concerns about its dependence on removing a cost-of-living adjustment, which he noted required union consent. He questioned what the Council's plan was if the Union disagreed, speculating on potential budget balancing challenges. On the police chief recruitment front, Preheim was critical of the process's conclusion, suggesting it was predetermined. He discussed the recruitment procedures, in which Sergeant Smith emerged as the highest-scoring candidate. Instead of this outcome, Preheim advocated for the appointment of Chief Hogue, emphasizing that Smith lacked community support, which Hogue held. He criticized Mayor Massey for the recruitment, insinuating corruption due to her alleged mob influence. Preheim implied that despite warnings of a flawed process, the predicted outcome occurred, and he advised the Council to consider community backing when deciding on the police chief. He concluded with a warning against any disappearance of scoring sheets, ensuring transparency and accountability.

Mayor Massey responded, stating that the City does not support or condone the comments made by the citizen. She emphasized the City's commitment to transparency and accountability, and that defamatory and inappropriate remarks would not be tolerated.

- ◆ Steve Topaz. Presented information about the lagoon project. He stated that there was no record of the Council authorizing City Administrator Walsh to make a presentation to the Portland Harbor Superfund in November 2014. Topaz discussed a range of issues related to the project, including the absence of records detailing the Council's approval of St. Helens as a toxic waste site and the lack of documentation from DEQ informing the City of the Boise Mill contamination study prior to the City purchasing the property. Furthermore, Topaz highlighted that DEQ did not permit docks at the Boise Mill to be repaired for the satellite tugboat staging area. He mentioned DEQ's recommendation for a remediation plan that involved removing all dockage from the site and covering the entire shallow water area with activated charcoal. He pointed out significant decisions made by DEQ, such as the announcement to forego channel cleaning from the river to the Scappoose Landing area and leaving contaminated areas along the channel in place, covered. Topaz also brought up concerns about a consulting company's assessment of the potential risks of landslides and liquefaction affecting the sewer line updates and mentioned a significant contrast between this assessment and the map findings, which indicated no problem with the sewer project but did show a major issue with the present lagoon and potential future toxic waste. He was critical of the ongoing funneling of \$20 million from FEMA funds to Moore Foster and ultimately turning the cooling sewer lagoon into a toxic waste zone. He emphasized that no public meeting had been held in the last 14 years to seek citizen approval for this project, and he underscored Columbia County's troublingly high cancer rates as a point of concern. He concluded

by stating that all his points were supported by State records and urged the Council to consider the compiled documentation on this issue.

## **DISCUSSION TOPICS**

### **2. Quarterly Reports from City Departments/Divisions (Informational)**

There was no discussion on this agenda item.

### **3. Chief of Police Recruitment Process - *City Administrator John Walsh***

City Administrator Walsh provided an update on the police chief recruitment process. He reported that interviews were held on May 29, with a panel consisting of two police chiefs from outside communities (Wilsonville and Canby), Sheriff Ryan Pixley, Councilor Hubbard, Walsh himself as a non-voting member, and a member of the St. Helens Police Association.

Walsh announced that Sergeant Smith emerged as the highest-scoring candidate from the evaluation process. He presented two options to the Council: approve Sergeant Smith as the next police chief (contingent upon a successful background check) or decline and opt for an external recruitment process.

Contracted City Attorney Ashley Wigod provided additional context on the recruitment process, mentioning the involvement of the Oregon Association of Chiefs of Police in developing the recruitment procedure. She highlighted the expertise of the interview panel and congratulated Sergeant Smith on being the highest-scoring candidate.

### **4. Review Lease with Columbia Learning Center for Makerspace Expansion - *City Administrator John Walsh***

City Administrator Walsh presented the lease agreement between the Columbia Learning Center and the City for the Makerspace expansion. He addressed some confusion about the lease amount, clarifying that it includes the existing lease of \$400 plus the balance for the additional space. Walsh confirmed that the amount is correct and reflective of the budget, and has been accepted by the Columbia Learning Center.

Walsh encouraged Council members who hadn't visited the space to do so, praising its layout and accessibility. Mayor Massey echoed this sentiment, describing the space as "remarkable" and noting the diverse age range of visitors engaged in various activities.

### **5. Review Proposed Senior Center Lease - *City Administrator John Walsh***

City Administrator Walsh presented the proposed lease for the Senior Center, noting that while the administrative person had accepted the lease terms, it still needed to go before their Board. He explained that the lease terms were similar to before, including a five-year term and commitments to run the building as a senior center and provide space for the meal program.

Walsh highlighted the importance of the meal program, which serves both the St. Helens and Scappoose communities. He mentioned obligations for semi-annual reports and building maintenance, praising the Senior Center as a good partner and expressing the City's desire to see them succeed.

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

- Congratulations to Matt Smith on being the top candidate in the police recruitment process, pending Council acceptance and a successful background check.
- Joe Hogue will retire from the City effective June 4, after nearly 27 years of service.
- Recommended appointing Matt Smith as acting chief to address the police department's immediate operational needs.
- Upcoming community events include:
  - 13 Nights on the River begins tomorrow
  - Kiwanis Community Parade on June 21

- Ribbon-cutting ceremony for the Waterfront project on June 26
  - Community Day in the Park on June 28
  - Sandcastle Festival is tentative
- Ongoing projects and challenges include:
  - Waiting on a PGE side agreement for a business grant for a substation
  - The need to rebuild budget reserves
  - Supporting industrial and commercial development to improve the tax base
- Councilor Gundersen's appointment to the Columbia Foundation Board expired on May 31. He is willing to continue serving.
- Mayor Massey asked about discussing the fee for service initiative in a Work Session. Walsh clarified that the current year's budget does not include a fee for service, but exploring it as an advisory vote has been recommended. Wigod will review the existing code and provide recommendations for implementation at the next Council Work Session.
- Mayor Massey mentioned plans to start working on hiring policies, and requested background information on current practices to inform future discussions.

**ADJOURN – 3:29 p.m.****EXECUTIVE SESSION**

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

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

ATTEST:

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Kathy Payne, City Recorder

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Jennifer Massey, Mayor



# City of St. Helens

## CITY COUNCIL

### Executive Session Summary

June 4, 2025

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

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

**Others:** Ashley Wigod, City Attorney with Jordan Ramis PC  
 Jeff Kapp, City Attorney with Jordan Ramis PC (arrived via Zoom at 4:06 p.m. and left at 4:30 p.m.)



At 3:33 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.

Mayor Massey declared a potential conflict of interest when talking about CBAs and negotiations that have to do with police because her husband is a St. Helens Police Officer.

- **Deliberations with persons appointed to carry out Labor Negotiations, under ORS 192.660(2)(d)**
  - Update on negotiations with AFSCME and the St. Helens Police Association.

Jeff Kapp arrived via Zoom at 4:06 p.m.

- **Real Property Transactions, under ORS 192.660(2)(e)**
  - Update on purchase/lease of proposed location of new police station at 1771 Columbia Blvd.

Jeff Kapp left the Zoom room at 4:30 p.m.

- **Real Property Transactions, under ORS 192.660(2)(e)**
  - Potential sale of City-owned property located on Old Portland Road between North 5<sup>th</sup> and 6<sup>th</sup> Streets.
  - Update on status of Project Arcadia at the Industrial Business Park.
  - Update on City-owned Millard Road property that is up for sale.
  - Update on potential sale of City-owned property off Kelly Street.

- **Exempt Records/Confidential Attorney-Client Privileged Memo, under ORS 192.660(2)(f)**
  - Review of Privileged and Confidential Memorandum dated June 4, 2025, from City Attorney Ashley Wigod.
- **Consult with Legal Counsel & Potential/Pending Litigation, under ORS 192.660(2)(h)**
  - Update on the status of the litigation with Joe Hogue.

The Executive Session was adjourned at 4:55 p.m.



ATTEST:

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

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

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



# COUNCIL PUBLIC HEARING

Wednesday, June 04, 2025

## DRAFT MINUTES

### MEMBERS PRESENT

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

### STAFF PRESENT

John Walsh, City Administrator  
Kathy Payne, City Recorder  
Crystal King, Communications Officer  
Jacob Graichen, City Planner

### OTHERS

Amanda McFerson  
Agnes Petersen  
MaryAnne Anderson

### OPEN PUBLIC HEARING – 6:15 p.m.

### TOPIC

#### 1. Annexation of Property Located at 35262 Fir Street (Greg & Amanda McFeron)

City Planner Jacob Graichen reviewed preliminary matters. There were no potential or actual conflicts of interest, bias in this matter, exparte communications, or site visits. There were no objections from the audience for the Council to make a fair decision. Graichen went on to present the staff report on the annexation request for the property located at 35262 Fir Street, owned by Greg and Amanda McFeron.

Graichen provided background on the annexation request, noting it dated back to 2000 and was related to a sewer use agreement with a five-year renewal interval. He explained that the property was about 70-feet from the nearest City limit line, which raised questions about adjacency requirements for annexation.

Graichen discussed the advantages of annexation for the property owners, including lower utility rates and more flexible rules for adding a second dwelling unit. He noted that the Planning Commission had recommended zoning the property as R-7 if annexed, based on surrounding zoning patterns.

### PUBLIC COMMENT

#### Applicant

- ◆ Amanda McFeron. Spoke about her confusion regarding the annexation status of her property. She mentioned that she and her husband, Greg, were under the impression that their property had been fully annexed back in 1999 when they signed paperwork related to the sewer connection. However, it was revealed that only their sewer line, as part of a STEP system, had

been annexed, leaving the property itself outside City limits. As a result, they have paid over \$16,000 more in utility costs over the years since being outside City limits doubled their utility rates. During the proceedings, McFeron expressed frustration over the financial burden and reiterated that they had been diligent in signing all required documents at the time.

Council debated the validity of the original petition and waiver signed in 1999, which included a clause waiving the one-year time limitation established by ORS 222.173. Council members expressed mixed feelings about setting a precedent for handling such old annexation requests given the legal ambiguity and proposed that the waiver should be reviewed by legal counsel to ensure it met current legal standards.

Several Council members were empathetic to the McFeron's plight, acknowledging the significant financial hardship they had undergone due to the annexation oversight. There was discussion about various options: continuing the public hearing to get a legal opinion, requesting a new petition from the McFeron's, or conditionally approving the annexation based on the attorney's review of the waiver's validity. Ultimately, the Council showed a leaning towards the latter option to avoid further delays and costs for the property owners while also fulfilling their due diligence responsibilities and ensuring legal clarity.

### **In Favor – None**

### **Neutral**

- ◆ Agnes Petersen. Recommended the Council table any annexation where the signed document was more than a year old, citing State law concerns. She suggested having property owners sign new, recent requests for annexation.
- ◆ MaryAnne Anderson. Expressed concerns about the City's process for handling old annexation requests and questioning the applicability of current statutes to documents signed decades ago.

### **In Opposition – None**

Council and Graichen discussed a proposal to continue the hearing to seek legal advice regarding the validity of the waiver signed in 1999 by the McFeron's that waived the one-year time limitation mandated by ORS 222.173. Council members acknowledged the financial burden faced by the McFeron's, who inadvertently paid significantly higher utility rates due to the oversight. Various options were considered to address the situation, such as obtaining a legal opinion, drafting a new petition, or conditionally approving the annexation contingent upon legal clearance of the waiver. The Council expressed a preference for a solution that would not further delay the annexation process for the property owners while ensuring compliance with legal standards. Ultimately, there was a suggestion to consider approving the annexation subject to an attorney's review, thereby balancing the need for legal assurance with the intent to swiftly rectify the issue for the McFeron's.

### **CLOSE PUBLIC HEARING – 6:58 p.m.**

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

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Kathy Payne, City Recorder

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Jennifer Massey, Mayor



# COUNCIL PUBLIC HEARING

Wednesday, June 04, 2025

## DRAFT MINUTES

### MEMBERS PRESENT

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

### STAFF PRESENT

John Walsh, City Administrator  
 Kathy Payne, City Recorder  
 Crystal King, Communications Officer  
 Jacob Graichen, City Planner

### OTHERS

Amanda McFerson  
 MaryAnne Anderson

### OPEN PUBLIC HEARING – 6:58 p.m.

### TOPIC

1. **Annexation of Property Located at 58909 Firlok Park Street (Bradford & Teresa Pyl)**

### OPEN PUBLIC HEARING

City Planner Jacob Graichen reviewed preliminary matters. There were no potential or actual conflicts of interest, bias in this matter, ex parte communications, or site visits. There were no objections from the audience for the Council to make a fair decision. Graichen went on to present the staff report on the annexation request for the property located at 58909 Firlok Park Street, owned by Bradford and Teresa Pyl.

Graichen noted that this annexation was more straightforward. He mentioned that the property was located along Firlok, close to previously annexed properties. The Planning Commission recommended approval, and there was only one zoning option available, Apartment Residential (AR).

Graichen informed the Council that the property owners had contacted the City earlier in the year inquiring about the status of their annexation, primarily due to their interest in obtaining lower utility rates. He stated that there didn't appear to be any controversy surrounding this annexation request.

### PUBLIC COMMENT

**In Favor – None**

**Neutral**

- ◆ MaryAnne Anderson. She clarified that there were two separate issues at hand: 1) The one-year expiration question, which was not applicable in this case as the annexation was timely. 2) The broader issue of compliance with annexation laws, specifically referencing statute 222.127. Andersen explained that the law states "notwithstanding a contrary provision of a City charter or City ordinance" and "upon receipt of a petition proposing annexation." She questioned the interpretation of "upon receipt," suggesting that it should not apply to petitions filed decades ago. She cautioned the Council to pay attention to the dates on annexation documents and ensure they post-date the relevant statute. Andersen also advised the Council to confirm that current property owners still want to be annexed, noting that in some cases, properties had changed hands multiple times since the original petition was filed.

**In Opposition – None**

Following the public testimony, Council President Chilton asked if the applicant wanted to be annexed into the City. City Planner Graichen responded that the applicants had called expressing interest in obtaining lower utility rates, but they were not present at the hearing.

**CLOSE PUBLIC HEARING – 7:06 p.m.**

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

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Kathy Payne, City Recorder

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Jennifer Massey, Mayor



# COUNCIL REGULAR SESSION

Wednesday, June 04, 2025

## DRAFT MINUTES

### MEMBERS PRESENT

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

### STAFF PRESENT

John Walsh, City Administrator  
 Kathy Payne, City Recorder  
 Crystal King, Communications Officer  
 Jacob Graichen, City Planner

Ashley Wigod, Contracted City Attorney  
 Doug Treat, Police Sergeant  
 Dylan Gaston, Police Officer

### OTHERS

Amanda McFeron	Brady Preheim	Jenni Gilbert
MaryAnne Anderson	Adam St. Pierre	Ron Trommlitz
Dan Thenell	Steve Toschi	Rick
Brad	Joe	KOIN 6

### CALL REGULAR SESSION TO ORDER – 7:06 p.m.

### PLEDGE OF ALLEGIANCE

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

- ◆ Jennifer Gilbert. Addressed the Council, expressing appreciation for Lieutenant Hogue's 28 years of diligent service to the community. She voiced significant concerns about retaliation, political silencing, and manipulative behavior within the Council. Gilbert highlighted her disapproval of the Council's conduct, criticizing their allowance of a "vindictive woman" to exercise undue influence over decisions, and suggesting that there might have been tampering with evidence. Gilbert passionately argued that what happened to Lieutenant Hogue wasn't just wrongful but was both political and personal, stating that the actions taken against him were public and politically motivated. She called emphatically for the resignation of Council members, saying that the community was watching more closely than ever and warned that their actions would not go unnoticed or unchallenged.
- ◆ Brady Preheim. Talked about the politicization of the positions of finance director and chief of police. He accused the Finance Director of having lied, citing two specific instances regarding payments and a missing sum of \$100,000, asserting that the Council was aware of these lies as they had been recorded. Preheim alleged that Hogue had courageously come forward as a whistleblower. He expressed his view that Hogue deserved to be offered the position of police chief, emphasizing the need for the Council to reconsider their previous decisions and urging them to "add a zero" to any future considerations involving Hogue.

- ◆ Adam St. Pierre. Expressed gratitude toward the Council for adhering to a thorough and professional process in selecting a new police chief. He commended the Council for seeking guidance from the Oregon Police Chiefs Association and for adhering to their recommended protocols. St. Pierre acknowledged that the Council had engaged professional help to ensure objectivity and expertise in the selection process, a move he appreciated.
- ◆ Dan Thenell, speaking on behalf of the St. Helens Police Officers Association, extended his gratitude to the Council for their handling of the police chief search process. He articulated that the Association was pleased with the outcome and overwhelmingly supported Matt Smith as the best candidate for the position of police chief. Thenell emphasized that the selection process facilitated by the Council was well-executed, stating that Smith's election was crucial in preventing personnel turnover within the Police Department.
- ◆ Steve Toschi. Expressed his disagreement with the fairness of the procedures undertaken against Hogue. Toschi posited that the St. Helens Police Officers Association had a hand in influencing the selection of Jennifer Massey as a mayoral candidate, suggesting potential bias and compromise within the process. He further outlined his concerns about existing divisions within the Police Department, exacerbated by politics, and questioned the role of the Association in the internal matters of the department.

## DELIBERATIONS

### 1. Annexation of Property Located at 35262 Fir Street (Greg & Amanda McFeron)

Council President Jessica Chilton expressed support for moving forward with the annexation, subject to legal approval of the waiver. City Planner Jacob Graichen explained that the waiver had been in the file since 1999 but was not attached to the staff report. Contracted City Attorney Ashley Wigod advised that since the applicant wants the annexation, the City wants it, and nobody is objecting, it would be fine to approve.

**Motion:** Motion made by Council President Chilton and seconded by Councilor Gundersen to approve the annexation of 35262 Fir Street. **Vote:** Yea: Mayor Massey, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

### 2. Annexation of Property Located at 58909 Firlok Park Street (Bradford & Teresa Pyl)

**Motion:** Motion made by Council President Chilton and seconded by Councilor Gundersen to approve the annexation of 58909 Firlok Park Street. **Vote:** Voting Yea: Mayor Massey, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

## ORDINANCES – Final Reading

### 3. **Ordinance No. 3309:** An Ordinance to Amend the City of St. Helens Zoning District Map for Certain Property at 1771 Columbia Boulevard from the General Commercial, GC Zone to the Houlton Business District, HBD Zone

Mayor Massey read Ordinance No. 3309 by title. **Motion:** Motion made by Councilor Sundeen and seconded by Councilor Hubbard to adopt Ordinance No. 3309. **Vote:** Yea: Mayor Massey, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen



**APPROVE AND/OR AUTHORIZE FOR SIGNATURE**

4. Lease with Columbia Learning Center for Makerspace Expansion

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

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

5. Lease with St. Helens Senior Center

**Motion:** Motion made by Councilor Gundersen and seconded by Council President Chilton to approve '5' above. **Vote:** Yea: Mayor Massey, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

**CONSENT AGENDA FOR ACCEPTANCE**

6. Budget Committee Minutes dated May 1, 2025

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

**CONSENT AGENDA FOR APPROVAL**

7. City Council Minutes dated May 21, 2025  
8. OLCC Licenses  
9. Accounts Payable Bill Lists

**Motion:** Motion made by Councilor Sundeen and seconded by Councilor Gundersen to approve '7' through '9' above. **Vote:** Yea: Mayor Massey, Council President Chilton, Councilor Gundersen, Councilor Hubbard (for '7' and '9'), Councilor Sundeen; Abstain: Councilor Hubbard (for '8')

**WORK SESSION ACTION ITEMS****Chief of Police Appointment**

Mayor Massey declared a potential conflict of interest due to her husband's employment as a St. Helens Police Officer, and abstained from discussion and voting.

**Motion:** Motion made by Council President Chilton and seconded by Councilor Sundeen to confirm the City Administrator's appointment of Sergeant Matthew Smith as the Chief of Police, contingent upon the successful completion of a comprehensive background investigation and psychological and medical examination, as appropriate.

Wigod explained the process for selecting the new police chief, which involved guidance from the Oregon Association of Chiefs of Police and an evaluation panel consisting of five members, including chiefs from other cities, the Columbia County Sheriff, a police association representative, and Councilor Hubbard.

Councilor Hubbard expressed his satisfaction with the selection process, noting its thoroughness and lack of bias. Other Council members echoed their support for the process and the selected candidate.

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

**Acting Chief of Police Appointment**

Mayor Massey reiterated her potential conflict interest as previously stated.

**Motion:** Motion made by Council President Chilton and seconded by Councilor Sundeen to confirm the City Administrator's appointment of Sergeant Matthew Smith as the Acting Chief of Police effective upon

the retirement of Interim Chief Joe Hogue and until such time as the Council confirms the appointment of Chief of Police or otherwise directs. **Vote:** Yea: Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen; Abstain: Mayor Massey

### **Re-appointment to Columbia Foundation Board**

**Motion:** Motion made by Councilor Sundeen and seconded by Councilor Hubbard to appoint Councilor Gundersen as a City representative on the Columbia Foundation Board. **Vote:** Yea: Mayor Massey, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

### **2MG Reservoir – Walker Report**

Council addressed a request from Ron Trommlitz regarding the release of a report on reservoir defects. Councilor Gundersen read a statement explaining the decision to release the Walker report in the interest of transparency.

**Motion:** Motion made by Councilor Gundersen and seconded by Councilor Sundeen to release the Walker report. **Vote:** Yea: Mayor Massey, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

### **COUNCIL MEMBER REPORTS**

Councilor Sundeen reported...

- Expressed appreciation for the Budget Committee's efforts and dedicated staff, highlighting their hard work.
- Reported on the Parks and Trails Commission's recent events, noting a successful cleanup at the Japanese Gardens in McCormick Park and commended the ongoing positive activities in the Commission.
- Commended Joe Hogue for his nearly 30 years of commitment and service to the St. Helens Police Department, emphasizing Hogue's role in providing stability during challenging times and expressing admiration for his dedication.
- Looking forward to working with Matt Smith in the future.

Councilor Chilton reported...

- Talked about upcoming community events to highlight positive developments in the City, mentioning the return of 13 Nights on the River and Community Day in the park, and encouraging resident participation.
- Emphasized the importance of focusing on growth and positive changes within the community and expressed gratitude to those working to enhance the quality of life in St. Helens.

Councilor Gundersen reported...

- Nothing to report.

Councilor Hubbard reported...

- Nothing to report.

### **MAYOR MASSEY REPORTS**

- Shared excitement over upcoming community events like the Kiwanis Community parade on June 21 and Fourth of July celebrations.
- Congratulated Matthew Smith on his selection as the next police chief, expressing confidence in his capabilities.
- Acknowledged Joe Hogue's 27-year career with the Police Department, praising his dedication to public safety.
- Articulated enthusiasm for the progress on the new police station and the Council's determination to see the project through.

- Thanked City staff and fellow Council members for their commitment, professionalism, and collaborative efforts towards City advancement.
- Congratulations to St. Helens High School Girls Softball for their win.

**PROACTIVE ITEMS**

**OTHER BUSINESS**

**ADJOURN – 7:48 p.m.**

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

ATTEST:

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

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



St. Helens, OR

# Expense Approval Register

Item #18.

Packet: APPKT01280 - AP 5.29.25

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 100 - GENERAL FUND</b>					
EMPLOYMENT TAX -STATE OF..	L0010818278	05/27/2025	UNEMPLOYMENT 4 QRT 202...	100-705-51015	1,892.80
EMPLOYMENT TAX -STATE OF..	L0010818278	05/27/2025	UNEMPLOYMENT 4 QRT 202...	100-712-51015	2,433.60
EMPLOYMENT TAX -STATE OF..	L0010853215	05/27/2025	UNEMPLOYMENT 1ST QRT 2...	100-712-51015	4,179.97
T-MOBILE	05.21.2025	05/28/2025	ST HELENS POLICE DEPARTM...	100-705-52010	262.76
BRIDGE CITY LAW FIRM	05.27.25	05/28/2025	REFUND PUBLIC RECORDS- ...	100-000-36002	20.00
LEXISNEXIS	05.27.25	05/28/2025	REFUND PUBLIC RECORDS R...	100-000-36002	20.00
NASH TILLOTSON	05.27.25	05/28/2025	REISSUE STALE JURY DUTY P...	100-705-52019	10.00
WEX BANK	104870035	05/28/2025	POLICE FUEL PURCHASES	100-705-52022	4,690.28
WEX BANK	104870035	05/28/2025	PLANNING 7782 FUEL PURC...	100-710-52022	52.26
WEX BANK	104870035	05/28/2025	BUILDING FUEL PURCHASES ...	100-711-52022	63.57
MORE POWER TECHNOLOGY...	17352	05/28/2025	MICROSOFT 365 BUS STAND...	100-712-52006	2,858.40
STEVEN R SCHARFSTEIN	200	05/28/2025	COURT ATTORNEY FEES	100-704-52019	3,000.00
ALLSTREAM	21534708	05/28/2025	ALLSTREAM PHONE ACCT 75...	100-712-52010	175.55
ORKIN	277881538	05/28/2025	265 STRAND PEST SERVICE CI...	100-715-52023	209.00
AT&T MOBILITY	28730228933OX05232025	05/28/2025	287302289330 POLICE PHON...	100-705-52010	1,861.09
QWEST DBA CENTURYLINK A...	3263X201-S-25134	05/28/2025	5163X20453	100-712-52010	80.33
VERIZON	6114036885	05/28/2025	JOHN WALSH	100-701-52001	41.33
VERIZON	6114036885	05/28/2025	JOHN WALSH 9898	100-701-52010	40.81
VERIZON	6114036885	05/28/2025	CRYSTAL KING 0621	100-701-52010	46.43
VERIZON	6114036885	05/28/2025	HOT SPOT- 8190	100-701-52010	47.10
VERIZON	6114036885	05/28/2025	JENNIFER MASSEY 1992	100-703-52001	41.33
VERIZON	6114036885	05/28/2025	JESSICA CHILTON	100-703-52001	41.33
VERIZON	6114036885	05/28/2025	RUSSELL HUBBARD 1907	100-703-52001	41.33
VERIZON	6114036885	05/28/2025	MARK GUNDERSEN 1908	100-703-52001	41.33
VERIZON	6114036885	05/28/2025	BRANDON SUNDEEN 1179	100-703-52001	41.33
VERIZON	6114036885	05/28/2025	PD JETPACK1 8886	100-705-52010	40.81
VERIZON	6114036885	05/28/2025	PD JETPACK2 8538	100-705-52010	40.81
VERIZON	6114036885	05/28/2025	SUZANNE BISHOP 1313	100-706-52003	41.33
VERIZON	6114036885	05/28/2025	GLORI BUTSCH HOT SPOT	100-707-52001	40.81
VERIZON	6114036885	05/28/2025	GLORIA BUTSCH 1986	100-707-52001	41.33
VERIZON	6114036885	05/28/2025	CAMERON PAGE 5027	100-708-52010	41.33
VERIZON	6114036885	05/28/2025	TORY SHELBY 6366	100-708-52010	41.33
VERIZON	6114036885	05/28/2025	RECREATION IPHONE 1068	100-709-52010	41.33
VERIZON	6114036885	05/28/2025	REC PHONE 5093	100-709-52010	42.20
VERIZON	6114036885	05/28/2025	RECREATION 1108	100-709-52010	41.33
VERIZON	6114036885	05/28/2025	RECREATION CENTER 2566	100-709-52010	41.33
VERIZON	6114036885	05/28/2025	MIKE DEROIA 2686	100-711-52010	46.43
VERIZON	6114036885	05/28/2025	BUILDING DEPARTMENT IPAD..	100-711-52010	40.81
VERIZON	6114036885	05/28/2025	DARIN COX 1016	100-712-52010	46.43
INGRAM LIBRARY SERVICES	88278559	05/28/2025	BOOKS 20C7921	100-706-52033	9.24
INGRAM LIBRARY SERVICES	88278560	05/28/2025	BOOKS 20C7921	100-706-52033	30.02
INGRAM LIBRARY SERVICES	88278561	05/28/2025	BOOKS 20C7921	100-706-52033	706.73
INGRAM LIBRARY SERVICES	88278562	05/28/2025	BOOKS 20C7921	100-706-52033	533.83
INGRAM LIBRARY SERVICES	88278563	05/28/2025	BOOKS 20C7921	100-706-52033	13.47
INGRAM LIBRARY SERVICES	88288691	05/28/2025	BOOKS 20C7921	100-706-52033	134.81
INGRAM LIBRARY SERVICES	88288692	05/28/2025	BOOKS 20C7921	100-706-52033	83.99
COLUMBIA COUNTY SHERIFF...	APRIL 2025 - SHPD	05/28/2025	FIRING RANGE USAGE	100-705-52018	100.00
LISA SCHOLL	05.29.25	05/29/2025	REFUND -POLICE INTERVIEW ...	100-702-52014	136.45
PEAK ELECTRIC GROUP LLC	30530	05/29/2025	ELECTRICAL WORK LIBRARY	100-706-52023	754.80

**Fund 100 - GENERAL FUND Total: 25,282.88**

## Fund: 202 - COMMUNITY DEVELOPMENT

SCHWABE WILLIAMSON & W...	05.28.25	05/28/2025	ST HELENS ASSETS SETTLENT...	202-721-52019	475,000.00
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**Fund 202 - COMMUNITY DEVELOPMENT Total: 475,000.00**

## Expense Approval Register

Packet: APPKT01

Item #18.

5

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 601 - WATER</b>					
VERIZON	6114036885	05/28/2025	JOHN DEWEY 1914	601-732-52010	46.43
CORE & MAIN	INV0014901	05/28/2025	CHLORINE REAGENT	601-732-52001	160.76
CORE & MAIN	INV0017175	05/28/2025	PROBE MODULE -4 SENSORS...	601-732-53302	2,128.95
CORE & MAIN	X013960	05/28/2025	MATERIALS	601-731-52001	3,147.66
<b>Fund 601 - WATER Total:</b>					<b>5,483.80</b>
<b>Fund: 603 - SEWER</b>					
ALLSTREAM	21534708	05/28/2025	ALLSTREAM PHONE ACCT 75...	603-736-52010	87.78
ALLSTREAM	21534708	05/28/2025	ALLSTREAM PHONE ACCT 75...	603-737-52010	87.78
VERIZON	6114036885	05/28/2025	SAM ORTIZ 1801	603-736-52010	20.66
VERIZON	6114036885	05/28/2025	TYLER HILLS 6492	603-736-52010	20.66
VERIZON	6114036885	05/28/2025	AARON KUNDERS 6376	603-736-52010	20.66
VERIZON	6114036885	05/28/2025	AARON KUNDERS 6376	603-737-52010	20.67
VERIZON	6114036885	05/28/2025	SAM ORTIZ 1801	603-737-52010	20.67
VERIZON	6114036885	05/28/2025	TYLER HILLS 6492	603-737-52010	20.67
CONSOR NORTH AMERICA I...	W233257OR.00-14	05/28/2025	WASTEWATER COLLECTION ...	603-000-53033	155,876.92
<b>Fund 603 - SEWER Total:</b>					<b>156,176.47</b>
<b>Fund: 703 - PW OPERATIONS</b>					
WEX BANK	104870035	05/28/2025	PW CHEROKEE 5478	703-734-52022	674.00
VIRTUAL PROJECT MANAGER	12-4097	05/28/2025	CAPITAL IMPROVEMENTS CL...	703-733-52019	6,250.00
AMERICAN EXTERMINATION ...	187635	05/28/2025	SENIOR CENTER PEST CONT...	703-739-52120	141.00
VERIZON	6114036885	05/28/2025	BASHAR 1971	703-733-52010	41.33
VERIZON	6114036885	05/28/2025	ENGINEER TECH 8524	703-733-52010	41.33
VERIZON	6114036885	05/28/2025	SHARON DARROUX 0813	703-733-52010	74.60
VERIZON	6114036885	05/28/2025	PW CONSTRUCTION INSPEC...	703-733-52010	40.81
VERIZON	6114036885	05/28/2025	BRETT LONG 3607	703-734-52010	41.33
VERIZON	6114036885	05/28/2025	BUCK TUPPER 3371	703-734-52010	46.43
VERIZON	6114036885	05/28/2025	PW UTILITY 3 9924	703-734-52010	40.81
VERIZON	6114036885	05/28/2025	SCOTT WILLIAMS 0621	703-734-52010	41.33
VERIZON	6114036885	05/28/2025	PW UTILITY 1 9922	703-734-52010	40.81
VERIZON	6114036885	05/28/2025	PW UTILITY 2 9923	703-734-52010	40.81
VERIZON	6114036885	05/28/2025	CURT LEMONT 2217	703-734-52010	41.33
VERIZON	6114036885	05/28/2025	SCOTT HARRINGTON 8048	703-734-52010	23.85
VERIZON	6114036885	05/28/2025	BASHAR AL-DAOMI I PAD	703-734-52010	40.81
VERIZON	6114036885	05/28/2025	PUBLIC WORKS 8523	703-734-52010	41.33
VERIZON	6114036885	05/28/2025	PW SPARE 4 8741	703-734-52010	40.81
VERIZON	6114036885	05/28/2025	ALEX BIRD 2000	703-734-52010	41.33
VERIZON	6114036885	05/28/2025	RYAN POWERS 7116	703-734-52010	41.33
VERIZON	6114036885	05/28/2025	ETHAN STERLING 6282	703-734-52010	41.33
VERIZON	6114036885	05/28/2025	PW OPERATIONS 3856	703-734-52010	40.81
VERIZON	6114036885	05/28/2025	MOUHAMAD ZAHER 3068	703-734-52010	61.16
VERIZON	6114036885	05/28/2025	PW ENGINEERING 0940	703-734-52010	40.81
VERIZON	6114036885	05/28/2025	ROGER STAUFFER 9662	703-734-52010	41.33
VERIZON	6114036885	05/28/2025	PW FACILITY MAINTENANCE ...	703-734-52010	40.81
VERIZON	6114036885	05/28/2025	ALEX BIRD 9081	703-734-52010	40.81
VERIZON	6114036885	05/28/2025	JULIAN ZIRKLE 629	703-734-52010	41.33
<b>Fund 703 - PW OPERATIONS Total:</b>					<b>8,133.77</b>
<b>Fund: 801 - URBAN RENEWAL AGENCY</b>					
KITTELSON & ASSOCIATES INC	0155509	05/28/2025	PROJECT 235440 1ST & ST ST...	801-000-53001	299.82
MOORE EXCAVATION INC	P-525 PAYMENT #28	05/28/2025	S 1ST & STRAND ROAD & UTI...	801-000-53001	447,017.21
<b>Fund 801 - URBAN RENEWAL AGENCY Total:</b>					<b>447,317.03</b>
<b>Grand Total:</b>					<b>1,117,393.95</b>

**Fund Summary**

<b>Fund</b>	<b>Expense Amount</b>
100 - GENERAL FUND	25,282.88
202 - COMMUNITY DEVELOPMENT	475,000.00
601 - WATER	5,483.80
603 - SEWER	156,176.47
703 - PW OPERATIONS	8,133.77
801 - URBAN RENEWAL AGENCY	447,317.03
<b>Grand Total:</b>	<b>1,117,393.95</b>

**Account Summary**

Account Number	Account Name	Expense Amount
100-000-36002	Fines - Court	40.00
100-701-52001	Operating Supplies	41.33
100-701-52010	Telephone	134.34
100-702-52014	Recruiting	136.45
100-703-52001	Operating Supplies	206.65
100-704-52019	Professional Services	3,000.00
100-705-51015	Other Benefits	1,892.80
100-705-52010	Telephone	2,205.47
100-705-52018	Professional Developme...	100.00
100-705-52019	Professional Services	10.00
100-705-52022	Fuel	4,690.28
100-706-52003	Utilities	41.33
100-706-52023	Facility Maintenance	754.80
100-706-52033	Printed Materials	1,512.09
100-707-52001	Operating Supplies	82.14
100-708-52010	Telephone	82.66
100-709-52010	Telephone	166.19
100-710-52022	Fuel	52.26
100-711-52010	Telephone	87.24
100-711-52022	Fuel	63.57
100-712-51015	Other Benefits	6,613.57
100-712-52006	Computer Maintenance	2,858.40
100-712-52010	Telephone	302.31
100-715-52023	Facility Maintenance	209.00
202-721-52019	Professional Services	475,000.00
601-731-52001	Operating Supplies	3,147.66
601-732-52001	Operating Supplies	160.76
601-732-52010	Telephone	46.43
601-732-53302	Annual Maintenance - ...	2,128.95
603-000-53033	Sewer Capacity - Design	155,876.92
603-736-52010	Telephone	149.76
603-737-52010	Telephone	149.79
703-733-52010	Telephone	198.07
703-733-52019	Professional Services	6,250.00
703-734-52010	Telephone	870.70
703-734-52022	Fuel	674.00
703-739-52120	Facility Maintenance Ot...	141.00
801-000-53001	Capital Outlay	447,317.03
Grand Total:		1,117,393.95

**Project Account Summary**

<b>Project Account Key</b>	<b>Expense Amount</b>
**None**	1,117,393.95
<b>Grand Total:</b>	<b>1,117,393.95</b>



St. Helens, OR

Item #18.

# Expense Approval Register

Packet: APPKT01282 - 5.29.25 Court & AP

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 100 - GENERAL FUND</b>					
Crosby, Shelby May	INV0007885	05/15/2025	Bail Refund Crosby, Shelby ...	100-000-20200	275.00
<b>Fund 100 - GENERAL FUND Total:</b>					<b>275.00</b>
<b>Fund: 203 - COMMUNITY ENHANCEMENT</b>					
PEAK ELECTRIC GROUP LLC	30241	05/29/2025	CITY PUBLIC DOCK & GAZEBO..	203-708-52028	17,544.49
<b>Fund 203 - COMMUNITY ENHANCEMENT Total:</b>					<b>17,544.49</b>
<b>Grand Total:</b>					<b>17,819.49</b>

**Fund Summary**

<b>Fund</b>	<b>Expense Amount</b>
100 - GENERAL FUND	275.00
203 - COMMUNITY ENHANCEMENT	17,544.49
<b>Grand Total:</b>	<b>17,819.49</b>

**Account Summary**

<b>Account Number</b>	<b>Account Name</b>	<b>Expense Amount</b>
100-000-20200	Court - Bail	275.00
203-708-52028	Projects & Programs	17,544.49
<b>Grand Total:</b>		<b>17,819.49</b>

**Project Account Summary**

<b>Project Account Key</b>	<b>Expense Amount</b>
**None**	17,819.49
<b>Grand Total:</b>	<b>17,819.49</b>





St. Helens, OR

Item #18.

# Expense Approval Register

Packet: APPKT01279 - Wauna AP 5.29.25

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 201 - VISITOR TOURISM</b>					
NW NATURAL GAS	05.14.25 776-4	05/29/2025	NATURAL GAS- MASONIC BU...	201-000-52131	65.49
NW NATURAL GAS	05.14.25 776-4	05/29/2025	NATURAL GAS- MASONIC BU...	201-000-52131	23.34
COLUMBIA RIVER PUD	05.21.25 94111	05/29/2025	94111	201-000-52131	209.64
TREADWAY EVENTS & ENTER...	1845	05/29/2025	ST HELENS TOURISM EVENT ...	201-000-52039	15,966.67
CITY OF ST. HELENS	5.22.25	05/29/2025	01-00178-001 MASONIC BUI...	201-000-52131	59.14
<b>Fund 201 - VISITOR TOURISM Total:</b>					<b>16,324.28</b>
<b>Grand Total:</b>					<b>16,324.28</b>

Fund Summary

Fund	Expense Amount
201 - VISITOR TOURISM	16,324.28
Grand Total:	16,324.28

Account Summary

Account Number	Account Name	Expense Amount
201-000-52039	Contracted Events-Profe...	15,966.67
201-000-52131	Contracted Building Leas...	357.61
Grand Total:		16,324.28

Project Account Summary

Project Account Key	Expense Amount
**None**	16,324.28
Grand Total:	16,324.28



St. Helens, OR

# Expense Approval Register

Item #18.

Packet: APPKT01285 - AP 6.6.25

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 100 - GENERAL FUND</b>					
STEVEN LESKIN	00443	06/05/2025	COURT ATTORNEY FEES	100-704-52019	3,000.00
PATH POINT MERCHANT SER...	05.0.25-05.31.25 4520	06/05/2025	UTILITY BILLING MERCHANT ...	100-707-52020	3,280.41
PATH POINT MERCHANT SER...	05.01.25-05.31.25 3040	06/05/2025	GENERAL SERVICE MERCHANT...	100-707-52020	316.57
SCOTT JACOBSON	05.30.25	06/05/2025	PLANNING COMMISSION STI...	100-710-52087	30.00
BROOKE SISCO	05.30.25	06/05/2025	PLANNING COMMISSION STI...	100-710-52087	60.00
TRINA KINGSBURY	05.30.25	06/05/2025	PLANNING COMMISSION STI...	100-710-52087	60.00
REID HERMAN	05.30.25	06/05/2025	PLANNING COMMISSION STI...	100-710-52087	30.00
ORKIN	277881422	06/05/2025	265 STRAND PEST SERVICE CI...	100-715-52023	130.00
ORKIN	277881581	06/05/2025	1810 OLD PORTLAND RD PES...	100-705-52023	209.00
ORKIN	277881582	06/05/2025	1810 OLD PORTLAND RD PES...	100-705-52023	115.00
ORKIN	277882441	06/05/2025	375 S 18TH ST LIBRARY	100-706-52023	169.00
ORKIN	284606598	06/05/2025	265 STRAND PEST SERVICE CI...	100-715-52023	55.00
COLUMBIA COUNTY COMM. ...	3/25 4/25CSH	06/05/2025	WORK CREW	100-708-52019	3,000.00
CHARLES FREDERICK CASTNER	5.30.25	06/05/2025	PLANNING COMMISSION STI...	100-710-52087	60.00
JENNIFER ANN SHOEMAKER	5.30.25	06/05/2025	PLANNING COMMISSION STI...	100-710-52087	60.00
MIDWEST TAPE	507242183	06/05/2025	DVD / ABD 2000010011	100-706-52034	91.79
AMY LINDGREN LAW LLC	684	06/05/2025	JUDICIAL SERVICES	100-704-52019	5,750.00
INGRAM LIBRARY SERVICES	88056117	06/05/2025	BOOKS 20C7921	100-706-52033	41.26
INGRAM LIBRARY SERVICES	88056118	06/05/2025	BOOKS 20C7921	100-706-52033	80.01
INGRAM LIBRARY SERVICES	88056119	06/05/2025	BOOKS 20C7921	100-706-52033	18.70
INGRAM LIBRARY SERVICES	88056120	06/05/2025	BOOKS 20C7921	100-706-52033	17.76
INGRAM LIBRARY SERVICES	88056121	06/05/2025	BOOKS 20C7921	100-706-52033	84.30
COLUMBIA COUNTY	APR 2025	06/05/2025	INSPECTIONS FOR ST. HELENS..	100-711-52015	360.00
SOLUTIONS YES	INV448518	06/05/2025	CO02-002 CITY OF ST HELENS...	100-706-52019	82.10
HUDSON GARBAGE SERVICE	05.01.25-05.31.25	06/06/2025	2046-1287547	100-705-52023	130.50
HUDSON GARBAGE SERVICE	05.01.25-05.31.25	06/06/2025	2046-71887056	100-705-52023	14.20
HUDSON GARBAGE SERVICE	05.01.25-05.31.25	06/06/2025	2046-1001554	100-706-52003	102.40
HUDSON GARBAGE SERVICE	05.01.25-05.31.25	06/06/2025	2046-1287598	100-708-52001	1,072.29
HUDSON GARBAGE SERVICE	05.01.25-05.31.25	06/06/2025	2046-1287636	100-708-52023	223.60
HUDSON GARBAGE SERVICE	05.01.25-05.31.25	06/06/2025	2046-71905273	100-709-52023	85.00
HUDSON GARBAGE SERVICE	05.01.25-05.31.25	06/06/2025	2046-1287539	100-715-52023	252.10
HUDSON GARBAGE SERVICE	05.01.25-05.31.25	06/06/2025	2046-1287601	100-715-52023	189.75
ADAM RAETHKE	05.04.25	06/06/2025	TRAVEL REIMBURSEMENT TA...	100-705-52018	215.68
COMCAST	05.21.25	06/06/2025	COMCAST CABLE 877810899...	100-712-52003	2,156.37
DAHLGREN'S DO IT BEST BUI...	05.25.25	06/06/2025	ACCT 10026 MARKED PAID ...	100-706-52023	-12.10
DAHLGREN'S DO IT BEST BUI...	05.25.25	06/06/2025	BUILDING SUPPLIES ACCT 10...	100-706-52023	12.10
DAHLGREN'S DO IT BEST BUI...	05.25.25	06/06/2025	ACCT 10026 MARKED PAID ...	100-708-52001	-34.94
DAHLGREN'S DO IT BEST BUI...	05.25.25	06/06/2025	BUILDING SUPPLIES ACCT 10...	100-708-52010	34.94
JANA WIERSMA	05.30.25	06/06/2025	REIMBURSEMENT FOR MAKE...	100-706-52036	226.98
ACE HARDWARE - ST. HELENS	05.31.25 60176	06/06/2025	MATERIALS ACE ACCT 60176 ...	100-708-52001	50.36
ACE HARDWARE - ST. HELENS	05.31.25 60181	06/06/2025	ACE MATERIALS ACCT 60181	100-708-52023	31.14
ACE HARDWARE - ST. HELENS	05.31.25 60181	06/06/2025	ACE MATERIALS ACCT 60181	100-708-52047	55.11
EBSCO INFORMATION SERVI...	0586401	06/06/2025	MATERIALS DIGITAL	100-706-52032	522.47
ERSKINE LAW PRACTICE LLC	06.02.25	06/06/2025	CITY PROSECUTOR MAY 1 - ...	100-704-52019	7,220.87
JOSE LUIS ALDEZ	06.05.25	06/06/2025	RESTITUTION CASE 24TR107...	100-000-21000	785.26
WILCOX	0951980-IN	06/06/2025	FUEL PARKS DEPT	100-708-52022	386.26
OREGON PATROL SERVICE	11185	06/06/2025	COURT SERVICES	100-704-52019	903.00
BEMIS	11249	06/06/2025	NOTARY STAMP-H DAVIS	100-715-52001	35.10
MORE POWER TECHNOLOGY...	17373	06/06/2025	PREMIUM AGREEMENT MO...	100-712-52019	9,272.17
MORE POWER TECHNOLOGY...	17374	06/06/2025	24TB BCDR APPLIANCE WITH...	100-712-52019	977.00
CULLIGAN	202505-7304075742	06/06/2025	BOTTLED WATER POLICE	100-705-52019	126.95
CHAVES CONSULTING INC	215175	06/06/2025	MONTHLY USER FEE PER USE...	100-702-52019	185.10
MILLER CONSULTING ENGIN...	56077	06/06/2025	THE KLONDIKE TAVERN PLAN...	100-711-52019	1,745.00

## Expense Approval Register

Packet: APPKT0

Item #18.

5

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
METRO PLANNING INC	6628	06/06/2025	WEB GIS	100-710-52001	127.50
STAPLES BUSINESS CREDIT	7004621685 & 7005445068	06/06/2025	OFFICE SUPPLES	100-702-52001	3.69
STAPLES BUSINESS CREDIT	7004621685 & 7005445068	06/06/2025	OFFICE SUPPLES	100-704-52001	364.19
STAPLES BUSINESS CREDIT	7004621685 & 7005445068	06/06/2025	OFFICE SUPPLES	100-707-52001	46.04
STAPLES BUSINESS CREDIT	7004621685 & 7005445068	06/06/2025	OFFICE SUPPLES	100-711-52001	123.99
STAPLES BUSINESS CREDIT	7004621685 & 7005445068	06/06/2025	OFFICE SUPPLES	100-715-52001	532.26
NET ASSETS CORPORATION	95-202505	06/06/2025	ESCROW TITLE SERVICES	100-707-52019	408.00
BRITE	INV39013	06/06/2025	IN CAR COMPUTER & EQUIP...	100-705-52102	2,440.00
XPRESS SOLUTIONS INC	INV-XPR024758	06/06/2025	CARD TRANSACTION FEES M...	100-707-52020	3,126.24
COLUMBIA COUNTY SHERIFF...	MAY 2025 -SHPD	06/06/2025	FIRING RANGE USAGE	100-705-52018	200.00
LEAGUE OF OREGON CITIES	R25759	06/06/2025	SDC TRAINING - J JOHNSON	100-707-52018	59.00
Fund 100 - GENERAL FUND Total:					51,496.47

## Fund: 202 - COMMUNITY DEVELOPMENT

PORTLAND GENERAL ELECTR...	04.30.25-05.30.25 6248	06/03/2025	Power	202-722-52003	36,502.61
DAHLGREN'S DO IT BEST BUI...	05.25.25	06/06/2025	BUILDING SUPPLIES ACCT 10...	202-723-53102	68.89
DAHLGREN'S DO IT BEST BUI...	05.25.25	06/06/2025	ACCT 10026 MARKED PAID ...	202-723-53102	-68.89
Fund 202 - COMMUNITY DEVELOPMENT Total:					36,502.61

## Fund: 203 - COMMUNITY ENHANCEMENT

MEGAN ANDERSON	06.04.25	06/05/2025	21 GRANT YR 2 4/21-6/12 2...	203-709-52140	2,579.00
DEVAN DIANNE PERRY	06.04.25	06/05/2025	TEACHER LIAISON-LEWS & C...	203-709-52140	646.00
HARMONY F ALLEN	06.04.25	06/05/2025	21 CCLC LEARNING CENTER T...	203-709-52140	646.00
ASHLEY GIESBERS	1044	06/05/2025	21 CCLC GRANT YEAR 2 24/25..	203-709-52140	646.00
CLAIRE GRACE YOUNGBERG	6.4.25	06/05/2025	21 CCLC GRANT YR 2 TEACHE...	203-709-52140	2,579.00
SKYHAWKS SPORTS LLC	61695	06/05/2025	HOOPSTER TOTS & BASKETB...	203-709-52028	2,310.00
CHERYL ENGSTROM	00012	06/06/2025	WATERCOLOR CLASS LEWIS ...	203-709-52140	150.00
Fund 203 - COMMUNITY ENHANCEMENT Total:					9,556.00

## Fund: 205 - STREETS

DAHLGREN'S DO IT BEST BUI...	05.25.25	06/06/2025	ACCT 10026 MARKED PAID ...	205-000-52001	-13.86
DAHLGREN'S DO IT BEST BUI...	05.25.25	06/06/2025	BUILDING SUPPLIES ACCT 10...	205-000-52001	13.86
EAGLE STAR ROCK PRODUCTS..	405875	06/06/2025	ROCK	205-000-52001	298.69
Fund 205 - STREETS Total:					298.69

## Fund: 601 - WATER

LAWRENCE OIL COMPANY	CFSI-27480	06/05/2025	247752 WATER	601-732-52022	99.10
UNITED FIRE INC	00186067	06/06/2025	POLICE ANNUAL EXTINGUISH...	601-732-52023	760.75
INDUSTRIAL SERVICE SOLUTI...	0068497	06/06/2025	PO 005435 RAW WATER PU...	601-732-53302	12,061.29
INDUSTRIAL SERVICE SOLUTI...	0068498	06/06/2025	FINISH WATER PUMP AND ...	601-732-53302	14,400.57
CITY OF COLUMBIA CITY	05.26.25	06/06/2025	001754-001	601-732-52003	90.98
ACE HARDWARE - ST. HELENS	05.31.25 60181	06/06/2025	ACE MATERIALS ACCT 60181	601-731-52001	140.31
ACE HARDWARE - ST. HELENS	05.31.25 60181	06/06/2025	ACE MATERIALS ACCT 60181	601-731-52001	-23.26
Fund 601 - WATER Total:					27,529.74

## Fund: 603 - SEWER

ALS GROUP USA CORP	36-51-681330-0	06/05/2025	PRETREATMENT	603-736-52064	38.00
HUDSON GARBAGE SERVICE	05.01.25-05.31.25	06/06/2025	2046-1008333	603-736-52023	305.30
HUDSON GARBAGE SERVICE	05.01.25-05.31.25	06/06/2025	2046-1008333	603-737-52023	305.30
ACE HARDWARE - ST. HELENS	05.31.25 60180	06/06/2025	MATERIALS ACE ACCT 60180	603-736-52001	46.75
ACE HARDWARE - ST. HELENS	05.31.25 60180	06/06/2025	MATERIALS ACE ACCT 60180	603-737-52001	46.76
COLUMBIA RIVER PUD	6.2.25 38633	06/06/2025	38633 594 S 9 ST POWER	603-737-52003	13,566.10
Fund 603 - SEWER Total:					14,308.21

## Fund: 605 - STORM

DAHLGREN'S DO IT BEST BUI...	05.25.25	06/06/2025	BUILDING SUPPLIES ACCT 10...	605-000-52001	335.44
DAHLGREN'S DO IT BEST BUI...	05.25.25	06/06/2025	BUILDING SUPPLIES ACCT 10...	605-000-52001	-150.00
SUNSET EQUIPMENT	113405	06/06/2025	KILLZALL	605-000-52001	93.13
Fund 605 - STORM Total:					278.57

## Fund: 703 - PW OPERATIONS

LES SCHWAB TIRE CENTER	22900654033	06/05/2025	FLAT TIRE REPAIR	703-739-52099	20.99
COLUMBIA COUNTY COMM. ...	3/25 4/25CSH	06/05/2025	WORK CREW	703-734-52019	375.00
LAWRENCE OIL COMPANY	CFSI-27480	06/05/2025	247748 PUBLIC WORKS	703-734-52022	952.25
HUDSON GARBAGE SERVICE	05.01.25-05.31.25	06/06/2025	2046-1287555	703-734-52023	105.60

## Expense Approval Register

Packet: APPKT0

Item #18.

5

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
DAHLGREN'S DO IT BEST BUI...	05.25.25	06/06/2025	BUILDING SUPPLIES ACCT 10...	703-734-52023	512.19
DAHLGREN'S DO IT BEST BUI...	05.25.25	06/06/2025	ACCT 10026 Marked paid on ...	703-734-52023	-41.91
ACE HARDWARE - ST. HELENS	05.31.25 60174	06/06/2025	ACE MATERIALS ACCT 60174	703-734-52023	103.97
ACE HARDWARE - ST. HELENS	05.31.25 60181	06/06/2025	ACE MATERIALS ACCT 60181	703-734-52023	5.86
SUNSET AUTO PARTS INC - N...	05.31.25	06/06/2025	AUTO PARTS ACCT 6355	703-739-52099	488.64
SCAPPOOSE CHIROPRACTIC ...	10567	06/06/2025	DOT PHYSICAL -TIM ILLIAS	703-739-52019	125.00
LES SCHWAB TIRE CENTER	22900654606	06/06/2025	BACKHOE TIRES	703-739-52099	1,339.93
METRO PLANNING INC	6628	06/06/2025	WEB GIS	703-733-52019	152.50

**Fund 703 - PW OPERATIONS Total: 4,140.02****Fund: 801 - URBAN RENEWAL AGENCY**

DAHLGREN'S DO IT BEST BUI...	05.25.25	06/06/2025	DAHLGRENS CREDIT	801-000-53001	-111.24
DAHLGREN'S DO IT BEST BUI...	05.25.25	06/06/2025	BUILDING SUPPLIES ACCT 10...	801-000-53001	620.54
ACE HARDWARE - ST. HELENS	5.31.25 60179	06/06/2025	60179 ACE ACCT MATERIALS	801-000-53001	12.59

**Fund 801 - URBAN RENEWAL AGENCY Total: 521.89****Grand Total: 144,632.20**

**Fund Summary**

<b>Fund</b>	<b>Expense Amount</b>
100 - GENERAL FUND	51,496.47
202 - COMMUNITY DEVELOPMENT	36,502.61
203 - COMMUNITY ENHANCEMENT	9,556.00
205 - STREETS	298.69
601 - WATER	27,529.74
603 - SEWER	14,308.21
605 - STORM	278.57
703 - PW OPERATIONS	4,140.02
801 - URBAN RENEWAL AGENCY	521.89
<b>Grand Total:</b>	<b>144,632.20</b>

**Account Summary**

<b>Account Number</b>	<b>Account Name</b>	<b>Expense Amount</b>
100-000-21000	Court - Restitution	785.26
100-702-52001	Operating Supplies	3.69
100-702-52019	Professional Services	185.10
100-704-52001	Operating Supplies	364.19
100-704-52019	Professional Services	16,873.87
100-705-52018	Professional Developme...	415.68
100-705-52019	Professional Services	126.95
100-705-52023	Facility Maintenance	468.70
100-705-52102	New Hire Equipment	2,440.00
100-706-52003	Utilities	102.40
100-706-52019	Professional Services	82.10
100-706-52023	Facility Maintenance	169.00
100-706-52032	Digital Resources	522.47
100-706-52033	Printed Materials	242.03
100-706-52034	Visual Materials	91.79
100-706-52036	Makerspace	226.98
100-707-52001	Operating Supplies	46.04
100-707-52018	Professional Developme...	59.00
100-707-52019	Professional Services	408.00
100-707-52020	Bank Service Fees	6,723.22
100-708-52001	Operating Supplies	1,087.71
100-708-52010	Telephone	34.94
100-708-52019	Professional Services	3,000.00
100-708-52022	Fuel	386.26
100-708-52023	Facility Maintenance	254.74
100-708-52047	Marine Board	55.11
100-709-52023	Facility Maintenance	85.00
100-710-52001	Operating Supplies	127.50
100-710-52087	Commission Stipends	300.00
100-711-52001	Operating Supplies	123.99
100-711-52015	Intergovernmental Servi...	360.00
100-711-52019	Professional Services	1,745.00
100-712-52003	Utilities	2,156.37
100-712-52019	Professional Services	10,249.17
100-715-52001	Operating Supplies	567.36
100-715-52023	Facility Maintenance	626.85
202-722-52003	Utilities	36,502.61
202-723-53102	Downtown Infrastructure	0.00
203-709-52028	Projects & Programs	2,310.00
203-709-52140	Contract Programs	7,246.00
205-000-52001	Operating Supplies	298.69
601-731-52001	Operating Supplies	117.05
601-732-52003	Utilities	90.98
601-732-52022	Fuel	99.10
601-732-52023	Facility Maintenance	760.75
601-732-53302	Annual Maintenance - ...	26,461.86

**Account Summary**

Account Number	Account Name	Expense Amount
603-736-52001	Operating Supplies	46.75
603-736-52023	Facility Maintenance	305.30
603-736-52064	Lab Testing	38.00
603-737-52001	Operating Supplies	46.76
603-737-52003	Utilities	13,566.10
603-737-52023	Facility Maintenance	305.30
605-000-52001	Operating Supplies	278.57
703-733-52019	Professional Services	152.50
703-734-52019	Professional Services	375.00
703-734-52022	Fuel	952.25
703-734-52023	Facility Maintenance	685.71
703-739-52019	Professional Services	125.00
703-739-52099	Equipment Operations	1,849.56
801-000-53001	Capital Outlay	521.89
<b>Grand Total:</b>		<b>144,632.20</b>

**Project Account Summary**

Project Account Key	Expense Amount
**None**	144,632.20
<b>Grand Total:</b>	<b>144,632.20</b>



St. Helens, OR

Item #18.

# Expense Approval Register

Packet: APPKT01289 - WAUNA AP 6.6.25

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 201 - VISITOR TOURISM					
MASONIC BUILDING LLC	06.04.25	06/06/2025	LEASE PAYMENT 2ND QRT 2...	201-000-52131	18,000.00
Fund 201 - VISITOR TOURISM Total:					18,000.00
Grand Total:					18,000.00



Fund Summary

Fund	Expense Amount
201 - VISITOR TOURISM	18,000.00
Grand Total:	18,000.00

Account Summary

Account Number	Account Name	Expense Amount
201-000-52131	Contracted Building Leas...	18,000.00
Grand Total:		18,000.00

Project Account Summary

Project Account Key	Expense Amount
**None**	18,000.00
Grand Total:	18,000.00



St. Helens, OR

Item #18.

# Expense Approval Register

Packet: APPKT01294 - 6.11.25 Court AP

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL FUND					
Pina, Marcus Samuel	INV0007938	05/30/2025	Bail Refund Pina, Marcus Sa...	100-000-20200	275.00
Hess, Crystal Rose	INV0007939	06/05/2025	Bail Refund - Hess, Crystal Ro...	100-000-20200	625.00
Fund 100 - GENERAL FUND Total:					900.00
Grand Total:					900.00

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	900.00
Grand Total:	900.00

Account Summary

Account Number	Account Name	Expense Amount
100-000-20200	Court - Bail	900.00
Grand Total:		900.00

Project Account Summary

Project Account Key	Expense Amount
**None**	900.00
Grand Total:	900.00



St. Helens, OR

# Expense Approval Register

Packet: APPKT01295 - AP 6.12.25

Item #18.

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 100 - GENERAL FUND</b>					
CENTURY LINK	06.06.25 9231	06/11/2025	632B	100-712-52010	43.63
MORE POWER TECHNOLOGY...	17415	06/11/2025	RMS MORE AWARE ESSENTI...	100-705-52115	3,375.88
JORDAN RAMIS PC ATTORNE...	235276	06/11/2025	GENERAL LEGAL	100-715-52019	15,433.00
JORDAN RAMIS PC ATTORNE...	235277	06/11/2025	EMPLOYMENT MATTERS	100-715-52019	10,920.00
JORDAN RAMIS PC ATTORNE...	235278	06/11/2025	PLANNING	100-715-52019	910.00
JORDAN RAMIS PC ATTORNE...	235280	06/11/2025	FINANCE / FRANCHISE	100-707-52019	2,660.00
JORDAN RAMIS PC ATTORNE...	235281	06/11/2025	PUBLIC RECORDS REQUEST	100-715-52019	1,085.00
DEPARTMENT OF TRANSPOR...	254468284	06/11/2025	DMV SERVICES ACCT 61018	100-704-52019	23.00
COMMUNICATIONS NORTH...	83066	06/11/2025	CAR MOBILE	100-705-52001	1,372.94
CINTAS	8407546905	06/11/2025	PARKS FIRST AID CABINET SE...	100-708-52001	87.88
ENTERPRISE FM TRUST	FBN361892	06/11/2025	PARKS & REC FLEET	100-709-52097	427.68
ENTERPRISE FM TRUST	FBN5353958	06/11/2025	POLICE LEASE	100-705-52097	20,157.96
ENTERPRISE FM TRUST	FBN5353958	06/11/2025	POLICE MAINTENANCE	100-705-52098	1,760.37
ENTERPRISE FM TRUST	FBN5361885	06/11/2025	596107 BUILDING	100-711-52097	463.83
ENTERPRISE FM TRUST	FBN5361935	06/11/2025	CITY HALL FLEET	100-715-52097	7.00
ENTERPRISE FM TRUST	FBN5361940	06/11/2025	PLANNING FLEET	100-710-52097	451.21
CARDINAL SERVICES INC	023983	06/12/2025	TEMPORARY EMPLOYMENT	100-705-52023	308.31
CARDINAL SERVICES INC	023983	06/12/2025	TEMPORARY EMPLOYMENT	100-706-52023	538.32
CARDINAL SERVICES INC	023983	06/12/2025	TEMPORARY EMPLOYMENT	100-708-52023	9.60
CARDINAL SERVICES INC	023983	06/12/2025	TEMPORARY EMPLOYMENT	100-709-52023	135.00
CARDINAL SERVICES INC	023983	06/12/2025	TEMPORARY EMPLOYMENT	100-715-52023	476.00
PORTLAND GENERAL ELECTR...	05.07.25-06.09.25	06/12/2025	0153585940 1820 OLD PORT...	100-709-52003	300.01
CENTURY LINK	05.26.25 333822307	06/12/2025	966B	100-712-52010	338.14
OREGON DEPARTMENT OF R...	06.11.25	06/12/2025	LEMLA	100-000-20800	1.78
OREGON DEPARTMENT OF R...	06.11.25	06/12/2025	STATE DUII CONVICTION FEE	100-000-20800	321.00
OREGON DEPARTMENT OF R...	06.11.25	06/12/2025	STATE VIOLATION	100-000-20800	1,385.80
OREGON DEPARTMENT OF R...	06.11.25	06/12/2025	UNITARY	100-000-20800	75.03
OREGON DEPARTMENT OF R...	06.11.25	06/12/2025	STATE MISD	100-000-20800	317.90
OREGON DEPARTMENT OF R...	06.11.25	06/12/2025	MISD SURCHARGE	100-000-20800	25.05
OREGON DEPARTMENT OF R...	06.11.25	06/12/2025	STATE	100-000-20800	45.00
OREGON DEPARTMENT OF R...	06.11.25	06/12/2025	STATE DUII DIVERSION	100-000-20800	1,265.00
COLUMBIA COUNTY TREASU...	06.11.25	06/12/2025	JAIL ASSESSMENT	100-000-20900	55.93
COLUMBIA COUNTY TREASU...	06.11.25	06/12/2025	COUNTY ASSESSMENT	100-000-20900	478.60
COLUMBIA COUNTY TREASU...	06.11.25	06/12/2025	CITY COURT COSTS DEDUCT...	100-000-36002	-53.45
COMCAST BUSINESS	242943055	06/12/2025	FIBER INTERNET ACCT 93457...	100-712-52003	4,990.40
ORKIN	279315507	06/12/2025	1810 OLD PORTLAND RD PES...	100-705-52023	115.00
MIDWEST TAPE	507274931	06/12/2025	DVD / ABD 2000010011	100-706-52034	112.16
USA TODAY	6.16.25	06/12/2025	ACCOUNT UT8834700 SUBS...	100-706-52031	268.79
PAULSON PRINTING CO.	6122	06/12/2025	ARCH D 24X36 B/W	100-711-52001	60.00
SHRED-IT C/O STERICYCLE INC	8010977445	06/12/2025	CITY HALL SHRED SERVICE	100-715-52001	266.02
COLUMBIA COUNTY TRANSF...	8906	06/12/2025	DUMP FEES ACCT 0017	100-708-52001	35.18
METRO PRESORT	IN678380	06/12/2025	UB BILL PRINTING -POSTAGE	100-707-52009	389.32
METRO PRESORT	IN678380	06/12/2025	UB BILL PRINTING	100-707-52019	158.33
METRO PRESORT	IN678642	06/12/2025	UB BILL PRINTING -POSTAGE	100-707-52009	2,449.80
METRO PRESORT	IN678642	06/12/2025	UB BILL PRINTING	100-707-52019	603.18
<b>Fund 100 - GENERAL FUND Total:</b>					<b>74,650.58</b>
<b>Fund: 201 - VISITOR TOURISM</b>					
JORDAN RAMIS PC ATTORNE...	23528	06/11/2025	E2C DISPUTE	201-000-52019	70.00
<b>Fund 201 - VISITOR TOURISM Total:</b>					<b>70.00</b>
<b>Fund: 202 - COMMUNITY DEVELOPMENT</b>					
COLUMBIA PACIFIC EDD	0128	06/11/2025	MEMBERSHIP 2024	202-721-52019	250.00
COLUMBIA COUNTY ECONO...	06.10.25	06/11/2025	GRO TA FUNDS-FORD FAMILY..	202-721-52019	12,500.00
NW NATURAL GAS	06.2.25 316-9	06/11/2025	NATURAL GAS 1300 KASTER ...	202-722-52003	77.24

## Expense Approval Register

Packet: APPKT03

Item #18.

5

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
LOWER COLUMBIA ENGINEE...	12695	06/11/2025	3568 RIERWALK INSPECTION ...	202-723-53103	200.00
JORDAN RAMIS PC ATTORNE...	235156	06/11/2025	GENERAL ENVIRONMENTAL	202-721-52019	783.00
JORDAN RAMIS PC ATTORNE...	235157	06/11/2025	ST HELENS ASSETS LLC LITIG...	202-721-52019	2,149.50
JORDAN RAMIS PC ATTORNE...	235158	06/11/2025	SILL CONTRACT- KASTER RO...	202-722-52019	43.50
JORDAN RAMIS PC ATTORNE...	235159	06/11/2025	DEQ RI/FS DEMAND	202-721-52019	4,092.00
JORDAN RAMIS PC ATTORNE...	235160	06/11/2025	25-ACRE WATERFRONT PRO...	202-721-52019	1,044.00
PORTLAND GENERAL ELECTR...	05.07.25-06.09.25	06/12/2025	7357701000 1300 KASTER RD	202-722-52003	81.45
PORTLAND GENERAL ELECTR...	05.07.25-06.09.25	06/12/2025	1650931000 1300 KASTER RD	202-722-52003	24.72
PORTLAND GENERAL ELECTR...	05.07.25-06.09.25	06/12/2025	1277060585 1300 KASTER RD	202-722-52003	86.08
PORTLAND GENERAL ELECTR...	05.07.25-06.09.25	06/12/2025	8863163302 1300 KASTER RD	202-722-52003	24.72
MAYER REED INC	15840	06/12/2025	ST HELENS RIVERWALK	202-723-53103	7,349.00
<b>Fund 202 - COMMUNITY DEVELOPMENT Total:</b>					<b>28,705.21</b>
<b>Fund: 203 - COMMUNITY ENHANCEMENT</b>					
CARDINAL SERVICES INC	024784	06/11/2025	TEMPORARY EMPLOYMENT	203-709-52140	133.57
CARDINAL SERVICES INC	023983	06/12/2025	TEMPORARY EMPLOYMENT	203-709-52140	3,366.84
<b>Fund 203 - COMMUNITY ENHANCEMENT Total:</b>					<b>3,500.41</b>
<b>Fund: 205 - STREETS</b>					
ENVIROAD LLC	9149	06/11/2025	EARTHBIND STABILIZER	205-000-52001	1,312.50
PORTLAND GENERAL ELECTR...	05.07.25-06.09.25	06/12/2025	4854421000 STREET LIGHTI...	205-000-52003	62.51
<b>Fund 205 - STREETS Total:</b>					<b>1,375.01</b>
<b>Fund: 601 - WATER</b>					
NORTHSTAR CHEMICAL	313222	06/12/2025	SODIUM HYPOCHLORITE 12....	601-732-52083	10,060.48
EAGLE STAR ROCK PRODUCTS..	407614	06/12/2025	ROCK	601-731-52001	126.49
<b>Fund 601 - WATER Total:</b>					<b>10,186.97</b>
<b>Fund: 603 - SEWER</b>					
HASA	1042697	06/11/2025	MULTI CHLOR	603-736-52083	11,484.73
CARDINAL SERVICES INC	023983	06/12/2025	TEMPORARY EMPLOYMENT	603-736-52023	33.89
CARDINAL SERVICES INC	023983	06/12/2025	TEMPORARY EMPLOYMENT	603-737-52023	33.89
TROTTER & MORTON FACILI...	83377	06/12/2025	C10855 MAINTENANCE AGR...	603-736-52023	334.25
TROTTER & MORTON FACILI...	83377	06/12/2025	C10855 MAINTENANCE AGR...	603-737-52023	334.25
<b>Fund 603 - SEWER Total:</b>					<b>12,221.01</b>
<b>Fund: 703 - PW OPERATIONS</b>					
PAPE MACHINERY	1010094	06/11/2025	CLEAN MACHINE & COMPLE...	703-739-52099	925.04
JORDAN RAMIS PC ATTORNE...	235279	06/11/2025	PUBLIC WORKS ENGINEERING	703-733-52019	385.00
CINTAS	8407546904	06/11/2025	FIRST AID CABINET SERVICE	703-734-52019	125.18
ENTERPRISE FM TRUST	FBN5361911	06/11/2025	ENTERPRISE FLEET LEASE & ...	703-734-52097	746.89
ENTERPRISE FM TRUST	FBN5361934	06/11/2025	ENGINEERING FLEET 619034	703-733-52097	520.60
KINNEAR SPECIALTIES INC	5036424	06/12/2025	PARTS	703-739-52099	157.79
TROTTER & MORTON FACILI...	83378	06/12/2025	C11183 HVAC SERVICE AGRE...	703-739-52120	1,549.00
GENERAL EQUIPMENT COM...	93256	06/12/2025	PARTS	703-739-52099	3,805.28
<b>Fund 703 - PW OPERATIONS Total:</b>					<b>8,214.78</b>
<b>Fund: 706 - PUBLIC SAFETY</b>					
MACKENZIE	1093702	06/11/2025	ST. HELENS PUBLIC SAFETY B...	706-000-52019	815.00
<b>Fund 706 - PUBLIC SAFETY Total:</b>					<b>815.00</b>
<b>Grand Total:</b>					<b>139,738.97</b>

**Fund Summary**

<b>Fund</b>	<b>Expense Amount</b>
100 - GENERAL FUND	74,650.58
201 - VISITOR TOURISM	70.00
202 - COMMUNITY DEVELOPMENT	28,705.21
203 - COMMUNITY ENHANCEMENT	3,500.41
205 - STREETS	1,375.01
601 - WATER	10,186.97
603 - SEWER	12,221.01
703 - PW OPERATIONS	8,214.78
706 - PUBLIC SAFETY	815.00
<b>Grand Total:</b>	<b>139,738.97</b>

**Account Summary**

<b>Account Number</b>	<b>Account Name</b>	<b>Expense Amount</b>
100-000-20800	Court - State Assessment	3,436.56
100-000-20900	Court - County Assessm...	534.53
100-000-36002	Fines - Court	-53.45
100-704-52019	Professional Services	23.00
100-705-52001	Operating Supplies	1,372.94
100-705-52023	Facility Maintenance	423.31
100-705-52097	Enterprise Fleet	20,157.96
100-705-52098	Enterprise Fleet Mainte...	1,760.37
100-705-52115	REPORT WRITING	3,375.88
100-706-52023	Facility Maintenance	538.32
100-706-52031	Periodicals	268.79
100-706-52034	Visual Materials	112.16
100-707-52009	Postage	2,839.12
100-707-52019	Professional Services	3,421.51
100-708-52001	Operating Supplies	123.06
100-708-52023	Facility Maintenance	9.60
100-709-52003	Utilities	300.01
100-709-52023	Facility Maintenance	135.00
100-709-52097	Enterprise Fleet	427.68
100-710-52097	Enterprise Fleet	451.21
100-711-52001	Operating Supplies	60.00
100-711-52097	Enterprise Fleet	463.83
100-712-52003	Utilities	4,990.40
100-712-52010	Telephone	381.77
100-715-52001	Operating Supplies	266.02
100-715-52019	Professional Services	28,348.00
100-715-52023	Facility Maintenance	476.00
100-715-52097	Enterprise Fleet	7.00
201-000-52019	Professional Services	70.00
202-721-52019	Professional Services	20,818.50
202-722-52003	Utilities	294.21
202-722-52019	Professional Services	43.50
202-723-53103	Columbia View Park Imp...	7,549.00
203-709-52140	Contract Programs	3,500.41
205-000-52001	Operating Supplies	1,312.50
205-000-52003	Utilities	62.51
601-731-52001	Operating Supplies	126.49
601-732-52083	Chemicals	10,060.48
603-736-52023	Facility Maintenance	368.14
603-736-52083	Chemicals	11,484.73
603-737-52023	Facility Maintenance	368.14
703-733-52019	Professional Services	385.00
703-733-52097	Enterprise Fleet	520.60
703-734-52019	Professional Services	125.18
703-734-52097	Enterprise Fleet	746.89
703-739-52099	Equipment Operations	4,888.11

Account Summary

Account Number	Account Name	Expense Amount
703-739-52120	Facility Maintenance Ot...	1,549.00
706-000-52019	Professional Services	815.00
Grand Total:		139,738.97

Project Account Summary

Project Account Key	Expense Amount
**None**	139,738.97
Grand Total:	139,738.97