



COUNCIL REGULAR SESSION

Wednesday, June 04, 2025 at 7:00 PM

COUNCIL MEMBERS:

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

LOCATION & CONTACT:

HYBRID: Council Chambers & Zoom (details below)

Website | www.sthelensoregon.gov

Email | kpayne@sthelensoregon.gov

Phone | 503-397-6272

Fax | 503-397-4016

AGENDA

CALL REGULAR SESSION TO ORDER

PLEDGE OF ALLEGIANCE

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

DELIBERATIONS

1. Annexation of Property Located at 35262 Fir Street (Greg & Amanda McFeron)
2. Annexation of Property Located at 58909 Firlok Park Street (Bradford & Teresa Pyl)

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

APPROVE AND/OR AUTHORIZE FOR SIGNATURE

- 4.** Lease with Columbia Learning Center for Makerspace Expansion
- 5.** Lease with St. Helens Senior Center

CONSENT AGENDA FOR ACCEPTANCE

- 6.** Budget Committee Minutes dated May 1, 2025

CONSENT AGENDA FOR APPROVAL

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

WORK SESSION ACTION ITEMS

COUNCIL MEMBER REPORTS

MAYOR MASSEY REPORTS

PROACTIVE ITEMS

OTHER BUSINESS

ADJOURN

VIRTUAL MEETING DETAILS

Join: <https://us02web.zoom.us/j/89256622440?pwd=I1PN7ZoPfByjEbqhA8axBfVTnLOqN1.1>

Passcode: 388597

Phone one-tap: +12532050468

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

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

City of St. Helens
ORDINANCE NO. 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

WHEREAS, the City of St. Helens initiated an amendment to the City of St. Helens Zoning District Map for property addressed as 1771 Columbia Boulevard and described as **Lots 1-3 and 20-22, Block 145, St. Helens** from the General Commercial, GC zone to the Houlton Business District, HBD zone; and

WHEREAS, the St. Helens Planning Commission did hold a duly noticed public hearing and did conclude to recommend such a change to the City Council; and

WHEREAS, the City Council did hold a duly noticed public hearing and did find that after due consideration of all the evidence in the record compared to the criteria, that they agreed with the application; and

WHEREAS, the Council has considered the 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 reference.

Section 2. The City of St. Helens Zoning District Map is amended to change the zoning district boundaries of the General Commercial, GC zone to the Houlton Business District, HBD zone for the property described herein.

Section 3. In support of the aforementioned Zone District Map Amendment, the Council hereby adopts the Findings of Fact and Conclusions of Law, attached hereto as **Attachment "A"** and made part of this reference.

Section 4. 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: May 21, 2025

Read the second time: June 4, 2025

APPROVED AND ADOPTED this 4th day of June, 2025, by the following vote:

Ayes:

Nays:

Jennifer Massey, Mayor

ATTEST:

Kathy Payne, City Recorder

**CITY OF ST. HELENS PLANNING DEPARTMENT
FINDINGS OF FACT AND CONCLUSIONS OF LAW
Zone Map Amendment ZA.1.25**

APPLICANT: City of St. Helens
OWNER: 1771 COLUMBIA BOULEVARD LLC

ZONING: Houlton Business District, HBD and General Commercial, GC
LOCATION: 1771 Columbia Boulevard; Lots 1-3 and 20-22, Block 145, St. Helens
PROPOSAL: Zone change to change portion of property zoned General Commercial, GC to Houlton Business District, HBD, making entire property HBD

SITE INFORMATION / BACKGROUND

The site is developed and was the site for PGE originally, but has had a variety of other uses since PGE left the site many years ago. The approximate northerly quarter of the subject property was zoned to **Houlton Business District, HBD** via Ordinance No. 3110 in 2009 (file ZA.3.08). This was a zone change initiated by the city for the greater Houlton area and included changing the entire subject property to HBD. So why was only one portion of the subject property changed?

C. 2008-2009 the property owner was considering multifamily development for the subject property and because the HBD zone at the time prohibited residential use on the ground level, the owner convinced the city to only change the northern quarter to HBD (i.e., the portion abutting Columbia Boulevard), with the remainder remaining General Commercial, GC. The zoning map has remained unchanged since.

There are two reasons why the city initiated this Zone Map Amendment in 2025:

First, in 2015, via Ordinance No. 3197 (file ZA.2.15) the prohibition of ground level residential use was removed and multidwelling units were added as a conditional use for the HBD zone. Thus, the reason for reducing the HBD zoned area for the subject property in 2009 has been fixed for about 10 years now. This Zone Map Amendment cleans up an odd outlier of zoning. In fact, at their April 2025 hearing, the Planning Commission noted that this looked like a spot zone, which city standards do not support. Thus, **regardless of the other reason (below), the Council should approve of this Zone Map Amendment.**

Second, the city has been exploring options for a new police station site for the last several years and the subject property has been a leading consideration for this. Police stations are possible in the HBD zone, but not the General Residential, GC zone. This is why the zoning of the subject property has been a topic of discussion and why this “zoning map clean up” is being initiated now, about 10 years after the zoning issue was fixed by being more flexible for residential use.

PUBLIC HEARING & NOTICE

Public hearing before the Planning Commission for *recommendation to the City Council*: April 8, 2025. Public hearing before the City Council: May 7, 2025.

Notice of this proposal was sent to the Oregon Department of Land Conservation and Development on March 3, 2025 through their PAPA Online Submittal website.

Notice of this proposal was sent to surrounding property owners within 300 feet of the subject property(ies) on March 11, 2025 via first class mail. Notice was sent to agencies by mail or e-mail on the same date.

Notice was sent to the owner per ORS 227.186 on March 11, 2025.

Notice was published on March 21, 2025 in the Columbia County Spotlight newspaper.

APPLICABLE CRITERIA, ANALYSIS & FINDINGS

SHMC 17.20.120(1) – Standards for Legislative Decision

The recommendation by the commission and the decision by the council shall be based on consideration of the following factors:

- (a) The statewide planning goals and guidelines adopted under ORS Chapter 197;
- (b) Any federal or state statutes or guidelines found applicable;
- (c) The applicable comprehensive plan policies, procedures, appendices and maps; and
- (d) The applicable provisions of the implementing ordinances.
- (e) A proposed change to the St. Helens zoning district map that constitutes a spot zoning is prohibited. A proposed change to the St. Helens comprehensive plan map that facilitates a spot zoning is prohibited.

(a) Findings: This criterion requires analysis of the applicable statewide planning goals. The applicable goals in this case are: Goal 1, Goal 9 and Goal 10.

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 regard 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 required too. The city has met these requirements and notified DLCD of the proposal as required by State law.

Statewide Planning Goal 9: Economic Development.

This goal requires that cities and counties have enough land available to realize economic growth and development opportunities. Commercial and industrial development takes a variety of shapes and leads to economic activities that are vital to the health, welfare and prosperity of Oregon's citizens. To be ready for these opportunities, local governments perform Economic Opportunity Analyses based on a 20-year forecast of population and job growth.

This Goal is satisfied when it can be shown that the proposal will not negatively affect industrial or other employment land, as such lands are catalysts to economic development. One implementation tool the State has to demonstrate is the Economic Opportunities Analysis (EOA) pursuant to OAR 660-009-0015. The city has an EOA adopted in 2008 via Ordinance No. 3101, which identifies abundant industrial land and small shortage of commercial land.

The property already has a Comprehensive Plan designation of General Commercial, GC and both the General Commercial, GC zone and Houlton Business District zone, a zoning possible under this Comprehensive Plan designation. Commercial use is possible in either case. The proposal is neutral on its effect on employment lands.

Statewide Planning Goal 10: Housing.

Goal 10 requires buildable lands for residential use shall be inventoried and plans shall encourage the availability of adequate numbers of needed housing units at price ranges and rent levels which are commensurate with the financial capabilities of Oregon households and allow for flexibility of housing location, type and density.

This Goal must be addressed when residential lands or any land where needed housing is possible are potentially affected.

This Goal has a couple components: 1) **inventorying** of land for housing need, and 2) **demographic broad spectrum housing availability in both quantity and variety of type.**

Inventorying

St. Helens completed and adopted a Housing Needs Analysis (HNA) and Buildable Lands Inventory (BLI) in 2019 (Ordinance No. 3244). The results of the housing needs analysis indicates that the current St. Helens Urban Growth Boundary is sufficient to accommodate future housing needs, with a small deficiency (8 acres needed) of high-density land for multi-family development. Commercial/Mixed Use land can make up for the high-density land deficiency. Even though there are no guarantees Commercial/Mixed Use lands will be used for residential purposes, the following

residential developments on commercial/mixed use lands since the inventorying effort of the HNA are noteworthy:

- St. Helens Place Apartments at 700 Matzen Street. Originally approved by Conditional Use Permit CUP.2.18 in 2018, this 204-unit multidwelling project was completed in 2020.

Zone: General Commercial.

Total acres used: 7.72 out of 7.72 ac.

- Broadleaf Arbor developed by the Northwest Oregon Housing Authority (NOHA) and Community Development Partners at 2250 Gable Road. Originally approved by Conditional Use Permit CUP.3.19, this 239-unit multidwelling project was completed earlier this year. The site has wetlands that are preserved so only a portion of the property is developed.

Zone: General Commercial, GC.

Total acres used: approx. 13.7 ac. out of 16.7 ac.

This proposal proposes changing the portion of the subject property zoned General Commercial, GC to Houlton Business District, HBD. Both zoning districts allow multifamily development as a conditional use. This proposal is neutral from an inventory standpoint.

Demographic broad spectrum housing availability in both quantity and variety of type

This proposal supports this aspect of Goal 10 by increasing development options of the subject property. The General Commercial, GC zone allows some types of residential development and, generally, the Houlton Business District, HBD zone allows the types allowed in the GC zone and other residential use types not allowed in the GC zone such as detached single-family dwellings, duplexes and attached single-family dwellings. The quantity aspect is neutral, but the variety aspect is advanced.

However, it is also noteworthy that RV parks are possible in the GC zone, but not the HBD zone.

Land Need (net acres)	
Low Density*	240
Medium Density**	40
High Density	24
Manufactured Home Parks	5
Total	309
Buildable Land Inventory (net acres)	
Low Density	532
Medium Density	93
High Density	16
Manufactured Home Parks	45
Commercial/Mixed Use***	19
Total	705
UGB Land Surplus/Deficit (net acres)	
Low Density*	293
Medium Density**	53
High Density	(8)
Manufactured Home Parks	40
Commercial/Mixed Use	19
Total	397
Adequacy of UGB to meet housing need	adequate

* Includes detached units and mobile homes. ** Includes townhomes, plexes and group quarters.

Upper Left: Table showing the city's 2019 HNA findings. St. Helens has adequate land across most categories. The high-density deficit of 8 acres can be addressed in the commercial/mixed use land surplus and there are development projects since the HNA adoption that have done so, exceeding 8 acres.

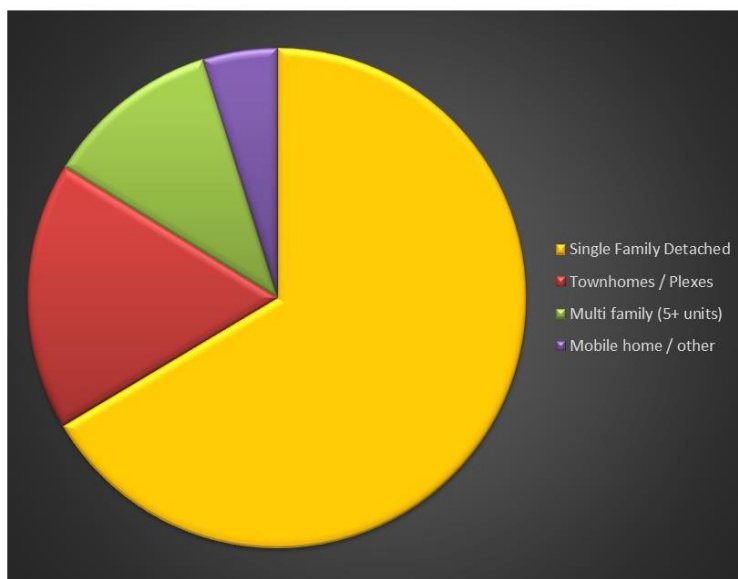
This proposal complies with the **inventorying** component of Goal 10.

* * *

Lower Left: This is Exhibit 5 from the city's HNA showing housing mix and tenancy for St. Helens between 2013 and 2017.

The proposal adds options for residential use as explained herein.

This proposal complies with the **broad spectrum housing availability** component of Goal 10.



Source: U.S. Census, American Community Survey, 2013-2017.

(b) Findings: This criterion requires analysis of any applicable federal or state statutes or guidelines.

Nothing applicable.

(c) Findings: This criterion requires analysis of applicable comprehensive plan policies, procedures, appendices and maps.

The General Commercial Comprehensive Plan designation allows for mixed use type zones, the HBD is such a zone.

(d) Findings: This criterion requires analysis of the applicable provisions of the implementing ordinances.

Not applicable.

(e) Findings: This criterion is intended to prevent spot zoning. “Spot zoning” is defined by Chapter 17.16 SHMC as:

“Spot zoning” means rezoning of a lot or parcel of land to benefit an owner for a use incompatible with surrounding uses and not for the purpose or effect of furthering the comprehensive plan.

Omitting the change from the General Commercial, GC zone to the Houlton Business District zone of the property in 2009 could be considered a created spot zone. At their April 8, 2025 hearing, the Planning Commission recognized this “island” of General Commercial, GC as a spot zone. This proposal remedies that. The Council finds that this proposal eliminates a spot zoning.

CONCLUSION & DECISION

Based upon the facts and findings herein, the City Council approves this Zone Map Amendment. The Council finds that this proposal eliminates a spot zoning.

Jennifer Massey, Mayor

Date

LEASE AGREEMENT

This Lease Agreement ("Lease") is made and entered into effective this 1st day of April, 2025, by and between Columbia Learning Center, an Oregon nonprofit corporation ("CLC") whose mailing address is P.O. Box 1094, St Helens, Oregon 97051 and the City of St. Helens, a municipal corporation organized under the laws of the State of Oregon, with its principal offices located at 265 Strand Street, St. Helens, Oregon 97051 ("City").

RECITALS

- A. The City currently rents a significant part of the building located at 375 South 18th Street, St. Helens, Oregon 97051 ("Library Premises") from CLC which it uses as the public library for the City;
- B. The City wishes to lease additional parts of the building for offices and community space; and
- C. CLC wishes to lease the additional parts of the building on the terms and conditions set forth herein.

AGREEMENT

1. **Leased Premises.** CLC hereby leases to City, and City hereby leases from CLC, certain property located at 375 South 18th Street, St. Helens, Oregon 96051 which consists of approximately 1266 Square feet as is more fully set forth in the diagram attached ("Office Premises").

2. **Term.** The term of this Lease shall be for a period of five years, commencing on April 1, 2025 and ending on March 31, 2030, unless earlier terminated pursuant to the provisions herein.

3. **Rent.** City shall pay CLC rent for the Office Premises the amount of \$1,066.90 per month, payable in advance on the first day of each month, at the address provided by CLC, or at such other place as CLC may designate in writing.

4. **Use of Premises.** City shall use the Office Premises exclusively for municipal office space and as a community center, and for no other purpose without the prior written consent of CLC.

5. **Maintenance and Repairs.** City shall keep the Office Premises in good order and condition, reasonable wear and tear excepted and shall be responsible for any structural repairs necessary for the Office Premises..

6. Utilities and Services. City shall be responsible for all utilities and services required for the Premises, including but not limited to electricity, water, gas, internet, and janitorial services, unless otherwise agreed in writing.

7. Insurance and Indemnification.

a. Indemnification. To the fullest extent permitted by law, City agrees to indemnify, defend, and hold harmless CLC and its officers, agents, volunteers and employees from and against any and all claims, demands, causes of action, liabilities, damages, costs, and expenses (including reasonable attorney's fees) arising out of or related to:

- (a) any injury to, or death of, any person, or loss of or damage to property, occurring in, on, or about the Premises or arising from the use or occupancy of the Premises by City, its agents, employees, contractors, invitees, or licensees;
- (b) any breach or default by City in the performance of any obligation under this Lease;
- (c) any act or omission of City or its agents, contractors, employees, or invitees; except to the extent that such claims arise from the gross negligence or willful misconduct of CLC or its agents.

This indemnification shall survive the expiration or earlier termination of this Lease.

b. Liability Insurance. City shall maintain general liability insurance with limits of not less than \$5,000,000.00 per occurrence and shall name CLC as an additional insured. City shall also carry property insurance for its personal property and improvements.

c. Directors and Officers Liability Insurance. City and CLC shall each pay one half of the premiums for the directors and officers liability insurance for the directors and officers of CLC.

8. ADA Compliance. City shall ensure that its use and occupancy of the Office Premises comply with the applicable provisions of the Americans with Disabilities Act of 1990 (ADA) and any related state or local accessibility laws. City shall be responsible, at its sole cost and expense, for ensuring that the building elements of the Office Premises (e.g., entrances, exits, restrooms serving common areas and paths of travel) are ADA compliant at the commencement of the Lease.

9. Compliance with Laws. City shall comply with all applicable federal, state, and local laws, ordinances, and regulations in its use and occupancy of the Premises.

10. Alterations. City shall not make any material alterations or improvements to the Premises without the prior written consent of CLC. Any such approved alterations shall become the property of the CLC upon termination unless otherwise agreed.

11. Termination. This Lease may be terminated prior to the end of the term by mutual agreement of the parties or pursuant to any right of termination set forth herein.

12. Default. If City fails to comply with any provision of this Lease and such failure continues for 30 days after written notice from CLC, CLC may terminate this Lease and seek any remedies available under law.

13. Miscellaneous

a. Entire Agreement This Lease contains the entire agreement between the parties as it relates to the Office Premises.

b. Amendment. This Lease may only be amended in writing signed by both parties.

c. Attorney's Fees. If any legal action or proceeding is brought by either party to enforce any part of this Lease or to resolve a dispute arising under this Lease, the prevailing party shall be entitled to recover its reasonable attorney's fees, court costs, and other expenses incurred in connection with such action or proceeding, in addition to any other relief to which such party may be entitled.

d. Arbitration. Except as otherwise provided herein, any dispute, claim, or controversy arising out of or relating to this Lease, including the breach, termination, enforcement, interpretation, or validity thereof, shall be resolved by binding arbitration administered by the Arbitration Services of Portland, in accordance with their rules then in effect.

- The arbitration shall be conducted by a single arbitrator mutually agreed upon by the parties, or, if the parties cannot agree, appointed by Arbitration Services of Portland, Inc.
- The arbitration shall take place at a location selected by the Arbitrator.
- Judgment on the arbitration award may be entered in any court having jurisdiction.

(Signatures on Following Page)

IN WITNESS WHEREOF, the parties hereto have executed this Lease as of the day and year first above written.

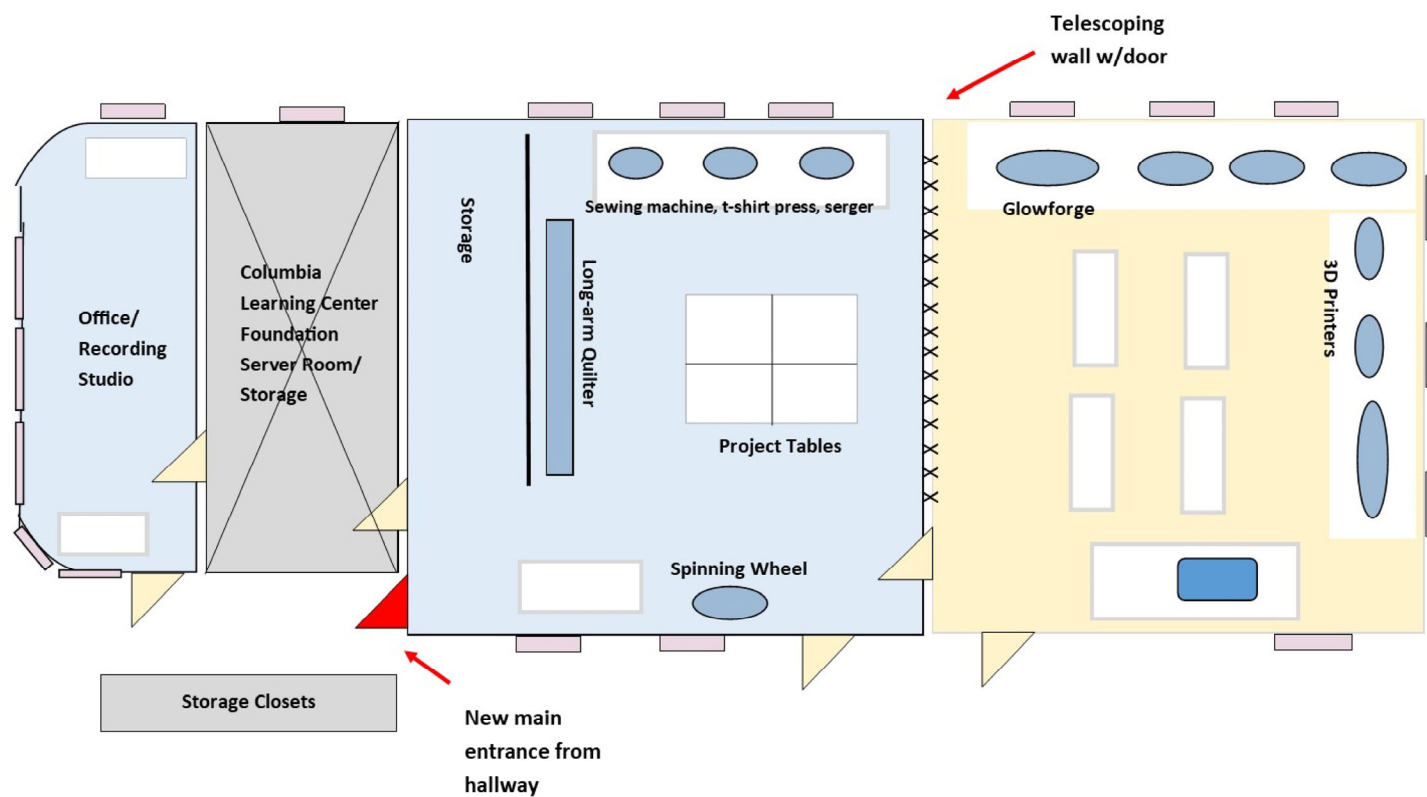
CLC:
Columbia Learning Center

By: 
Name: Marlon Christensen
Title: President

CITY:
City of St. Helens

By: _____
Name:
Title:
Date:

Proposed Makerspace Expansion (Approximate Dimensions and Layout)



Infrastructure Needed (external funding)

- Large project table/ADA
- Worktables (4)
- Enlarge sink
- Shelving units for storage (8)
- Improve lighting in new space
- New tile floor

11/20/2024

City of St. Helens
LEASE FOR OPERATION OF ST. HELENS SENIOR CENTER

This LEASE, made and entered into the ____ day of June 2025, between the **CITY OF ST. HELENS, OREGON**, a municipal corporation, hereinafter referred to as (“Owner”), and **ST. HELENS SENIOR CENTER**, an Oregon nonprofit corporation, hereinafter referred to as (“Operator”).

RECITALS

- A.** The City of St. Helens recognizes the St. Helens Senior Center as a community asset; and
- B.** The City of St. Helens desires to support senior services in our community by providing facilities, maintenance, and general support towards the operations of the St. Helens Senior Center; and
- C.** Operator acknowledges that it neither has nor makes any claim of ownership of a kind or nature to the real property which is the subject of this Lease known as the St. Helens Senior Center.

AGREEMENT

Based upon the above recitals and the mutual covenants and agreements contained herein, Owner grants to Operator an exclusive tenancy to operate and manage the St. Helens Senior Center building located at 375 South 15th Street, St. Helens, Oregon, for the term stated in this Lease and subject to the authority and control of Owner and to the conditions of this Lease.

- 1. Term.** The term of this Lease shall commence upon execution of this Lease and continue for sixty (60) months.
- 2. Consideration.** As consideration for this Lease, Operator shall maintain operation of the St. Helens Senior Center at least Monday through Friday, excluding public holidays, inclement weather conditions, or other unexpected emergencies.
- 3. Renewal of Occupancy.** Owner agrees to discuss with Operator an extension of this Lease for an additional term. Operator shall notify Owner in writing of its desire to renew this Lease prior to the first day of the fifty-sixth (56) month of the Lease. Thereafter, Owner, or its designee, and Operator, acting through a designated agent, shall meet to discuss the renewal of this Lease with the terms and conditions of renewal. Agreement for renewal shall be reached by the last day of the fifty-eighth (58) month of the term of this Lease or any subsequent Leases. If agreement has not been reached, a mutually agreed upon extension will be permitted pursuant to Section 15.
- 4. Control.** The Owner shall have the ultimate authority to make all decisions with respect to the management and operation of the Senior Center and in accordance with the

Building Use and Rental Policy, in the form attached hereto as Exhibit A and incorporated by reference, as adopted by the Operator and approved by the Owner.

5. Semiannual Reports.

5.1 Operator shall make written reports to the Owner's City Recorder regarding the operation of the Senior Center every six months. The written reports shall be received in the office of the City Recorder within thirty (30) days of the end of each six-month period. Each report shall cover the following topics together with any other significant information relating to the Senior Center.

5.1.1 Current and projected financial status.

5.1.2 Condition of premises and anticipated repairs.

5.1.3 Individuals, groups and organizations having used the facilities.

6. Obligations of Operator.

6.1 Operator shall be obligated to pay or provide the following during the term of this Lease.

6.1.1 All taxes upon Operator's personal property on the premises, including fixtures.

6.1.2 All charges for heat, light, power, garbage and other services or utilities, except sewer and water charges, used in the premises.

6.1.3 All exterior grounds and landscaping maintenance and care, building interior cleaning and maintenance, and all supplies necessary for these operations. Owner may provide general mowing of grounds as part of their park maintenance program.

6.1.4 All amounts for expenses incurred by Owner in discharging Operator's obligations, if any.

6.1.5 All other amounts which Operator is required to pay by any other provisions of this Lease.

6.1.6 Any interior redecorating.

6.1.7 Any repairs necessitated by negligence of Operator, Operator's agents, employees, and invitees, except where the loss or damage could have been covered by a standard fire insurance policy with an extended coverage endorsement.

6.1.8 Any repairs or alterations required under Operator's obligation to comply with laws and regulations as set forth in Section 8.1.1.

6.1.9 Repair and maintenance of doors, windows and replacement of glass due to operator negligence.

6.1.10 All other repairs to the premises which Owner is not specifically obligated to make.

6.2 Owner shall have the right to inspect the premises at any reasonable time to determine the necessity of repair. Whether or not such inspection is made, the duty of the Owner to make repairs as provided for in this Lease shall not mature until a reasonable time after Owner has received notice from Operator that the repairs are required. Such notice shall be followed promptly by a written description of the scope and extent of damages and the repairs perceived to be necessary. Operator shall keep a written record of damage and actions initiated to repair damage and shall submit a copy of such record to Owner.

7. Obligations of Owner. The following shall be the obligation of the Owner:

7.1 Sewer and water use charges.

7.2 Structural repairs, and maintenance and repairs necessitated by structural disrepair or defect not the responsibility of Operator under Section 6.1.7.

7.3 Repair of interior walls, ceilings, doors, windows, floors and floor coverings when such repairs are made necessary because of faulty construction or failure of the Owner to keep the structure in proper repair.

7.4 All repairs or restoration made necessary by fire or by reason of war, terrorism, or by earthquake or other natural casualty, vandalism, malicious mischief and all other risks covered by Owner's property insurance, with an extended coverage endorsement, in force at the time of loss.

7.5 All maintenance and repair of the heating and air conditioning system.

7.6 Repairs and maintenance that include painting of the exterior walls and roof and exterior water, sewage, gas and electrical services up to the point of entry to the premises.

7.7 Pest control in and outside the premises on a regular maintenance schedule.

7.8 Plumbing and electrical repairs not easily corrected by operator.

8. Use of Premises.

8.1 The primary purpose of the St. Helens Senior Center is to provide a physical facility for the providing of services to elderly people of the community including, but not limited to, a daily meal program, a home delivered meal program, social and recreational activities, educational activities and assistance with transportation programs. To implement that purpose, a Building Use and Rental Policy shall be prepared by Operator and submitted to Owner for modification, amendment, addition, deletion, approval and adoption. In connection with the use of the premises, Operator shall:

8.1.1 Conform to all applicable laws and regulations of a public authority affecting the premises and the use thereof and to correct at Operator's expense any failure of compliance created through Operator's fault or by reason of Operator's use. Operator shall not otherwise be required to make expenditures to comply with any laws or regulations.

8.1.2 Refrain from any activity which would make it impossible to insure the premises against casualty, would increase the insurance rate or would prevent Owner from taking advantage of any ruling of the Oregon Insurance Rating Bureau or its successor allowing Owner to obtain reduced premium rates for long-life insurance policies, unless the Operator pays the additional costs of the insurance.

8.1.3 Refrain from any use which would be reasonably offensive to the Owner, other tenants or owners or users of adjoining premises or which would tend to create a nuisance or damage the reputation of the premises.

9. Alterations.

9.1 Operator shall make no major improvements or alterations on the premises of any kind without the prior written consent of the Owner, which consent shall not be unreasonably withheld.

9.2 All improvements and alterations performed on the premises by either Owner or Operator shall be the property of Owner when installed unless the Owner consents otherwise in writing.

10. Damage and Destruction.

10.1 If the premises are partially damaged or destroyed the property shall be repaired as follows:

10.1.1 If the damage is caused by a risk which could be covered by a standard fire insurance policy with an endorsement for extended coverage, vandalism and mischief, repair shall be at the expense of the Owner whether or not the damage occurred as the result or fault on the part of the Operator.

10.1.2 If the damage occurred from a risk which could not be covered by insurance of the kind described in 10.1.1 above, repairs shall be at the expense of the Owner unless the damage was the result or the fault of the Operator, in which case the Operator shall have the obligation to repair.

10.1.3 In any event, repairs shall be accomplished with all reasonable dispatch subject to interruptions and delays from labor disputes and matters beyond the control of the party responsible.

11. Liability to Third Persons.

11.1 Except with respect to activities for which the Owner is responsible, the Operator shall pay as due all valid claims for work done and for services rendered or material

furnished to the premises and shall keep the premises free from any liens. If Operator fails to pay any such valid claims or to discharge any lien, Owner may do so. The amount paid by Owner shall bear interest at the rate of ten (10) percent per annum from the date billed by the Owner and shall be payable on demand. Such action by Owner shall not constitute a waiver of any right or remedy which Owner may have on account of Operator's default.

11.2 Operator may withhold payment of any claim in connection with a good faith dispute over the obligation to pay so long as Owner's property interests are not jeopardized. If a lien claim is filed as a result of nonpayment, Operator shall, within thirty (30) days after knowledge of the filing, secure the discharge of the lien or deposit with Owner cash or a sufficient corporate surety bond or other security satisfactory to Owner in an amount sufficient to discharge the lien plus any costs, attorney fees and other charges that could accrue as a result of a foreclosure or sale under the lien.

11.3 Operator shall save, hold harmless, indemnify and defend Owner from any claim, loss or liability arising out of or related to any activity of Operator on the premises. Operator's duty to indemnify shall not apply to or prevent any valid claim by Operator against Owner for injury or damage to Operator or Operator's property for which Owner may be liable.

12. Insurance.

12.1 During the term of this tenancy, Operator shall procure and thereafter during the term of this Lease shall continue to carry the following insurance with Owner named as an additional insured:

12.1.1 Public liability and property damage insurance in a responsible company with limits of not less than those stated in the Oregon Tort Claims Act. Certificates evidencing such insurance and bearing endorsements requiring ten (10) days' written notice to Owner prior to any change or cancellation shall be furnished to Owner prior to Operator's occupancy of the property.

12.2 Operator shall keep the premises insured at its full insurable value at Operator's expense against fire and other risks covered by a standard fire insurance policy. Such insurance shall not insure Operator's separate property on the premises against such risks. Within thirty (30) days after billing, Operator shall reimburse Owner for all insurance premiums paid by Owner.

12.3 Neither party shall be liable to the other for any loss or damage caused by fire or any of the risks enumerated in a standard fire insurance policy with an extended coverage endorsement if the other party was required to obtain such insurance and such insurance was obtainable at the time of such loss for damage.

13. Assignment and Sublease.

13.1 No part of the leased property may be assigned, mortgaged or subleased, nor may a right of use of any portion of the property be conferred on any third person by any other means by Operator without prior written consent of Owner. This provision shall apply to all transfers by operation of law and transfers to and by trustees in bankruptcy, receivers, administrators, executors, and legatees. No consent in one instance shall prevent the provision

from applying to a subsequent instance.

13.2 Operator shall have the right to make the premises available for temporary use to third persons or organizations and shall have the right to retain all donations and charges resulting from the use of the premises by third persons or organizations. However, with respect to third parties whose use would not be associated with the use of the property, as that concept is defined in Section 8, operator shall adhere to Owner's policies for the use of City facilities by third persons or organizations. In addition, no building use permit shall be issued to an individual, group or organization that will be charging admissions or fees for profit except by special arrangement by Operator to allow certain services provided by professionals with a portion of the proceeds donated to the Operator for use of the facility. Use of the building will be to further the public good and benefit the community in the arts, social endeavors, and other worthwhile projects.

14. Termination.

14.1 This Lease shall terminate at the end of the initial term or such additional terms as may be agreed upon between the parties in accordance with this Lease.

14.2 This Lease shall terminate earlier if at any time Operator breaches any of the terms of this Lease. Such breach shall be specified by Owner to Operator in writing and Operator shall have sixty (60) days within which to cure such breach or such additional period of time as may be agreed upon by Owner in writing. If the breach has not been remedied within the time specified in this section, notice of termination may be given by Owner to Operator in writing at a time after the date upon which such breach should have been remedied. The notice of termination shall specify a date by which Operator shall surrender the premises which date shall not be sooner than thirty (30) days from the date of notice of termination.

14.3 Operator shall have the right to terminate the Lease upon a breach of this Lease by Owner in the same manner and subject to the same conditions as are set forth in the immediately preceding paragraph. The right of either party to terminate the Lease upon its breach shall not constitute the exclusive remedy for such breach, and the injured party shall have the right to recover damages, equitable remedies, or both.

15. Surrender at Expiration.

15.1 Condition of Premises. Upon expiration of the term or earlier termination on account of default, Operator shall deliver all keys to the Owner and surrender the premises in first-class condition and broom clean. Alterations constructed with permission from the Owner shall not be removed or restored to the original condition unless the terms of permission for the alterations so require. Depreciation and wear from ordinary use for the purpose for which the premises were let need not be restored, but all repairs for which the Operator is responsible shall be completed to the latest practical date prior to such surrender. The Operator's obligations under this paragraph shall be subordinate to the provisions of Section 10 of this Lease.

15.2 Fixtures.

15.2.1 All fixtures placed upon the premises during the term, other than

Operator's trade fixtures, shall become the property of the Owner. Movable furniture, decorations, floor coverings other than hard surface bonded or adhesively fixed flooring, furnishings, and equipment shall remain the property of the Operator if placed on the premises by Operator.

15.2.2 If the Owner so elects, the Operator shall remove any or all fixtures which would otherwise remain the property of the Owner, and shall repair any physical damage resulting from the removal. If the Operator fails to remove such fixtures, the Owner may do so and charge the cost to Operator with interest at ten (10) percent per annum from the date of billing. The Operator shall remove all furnishings, furniture, and equipment which remain the property of the Operator. If the Operator fails to do so, this shall be an abandonment of the property, and the Owner may retain the property and all rights of the Operator with respect to it shall cease or, by notice in writing given to Operator within twenty (20) days after removal was required, the Owner may elect to hold the Operator to his obligation of removal. If the Owner elects to require the Operator to remove, the Owner may effect a removal and place the property in public storage for the Operator's account. The Operator shall be liable to the Owner for the cost of removal, transportation to storage, and storage with interest at ten (10) percent per annum on all such expenses from the date of billing by Owner.

15.2.3 The time for removal of any property which the Operator is required to remove from the premises upon termination shall be as follows:

15.2.3.1 On or before the date the Lease terminates because of expiration of the original or a renewal term or upon default.

15.2.3.2 Within thirty (30) days after notice from the Owner requiring such removal where the property to be removed is a fixture which the Operator is not required to remove except after such notice by the Owner, and such date would fall after the date on which the Operator would be required to remove other property.

15.3 Holdover.

15.3.1 If the Operator does not vacate the premises at the time required, the Owner shall have the option to treat the Operator as a tenant from month to month, subject to all of the provisions of this Lease except the provisions for term and removal. Failure of the Operator to remove fixtures, furniture, furnishing or trade fixtures and equipment which the Operator is required to remove under this Lease shall constitute a failure to vacate to which this paragraph shall apply if the property not removed will substantially interfere with occupancy of the premises by another Operator or with occupancy by the Owner for any purpose including preparation for a new Operator.

15.3.2 If a month-to-month tenancy results from a holdover the Operator under this paragraph, the tenancy shall be terminable at the end of any monthly period on written notice from the Owner given not less than thirty (30) days prior to the termination date which shall be specified in the notice. Operator waives any notice which would otherwise be provided by law with respect to a month-to-month tenancy.

16. Miscellaneous.

16.1 Nonwaiver. Waiver by either party of strict performance of any provision of this Lease shall not be a waiver of or prejudice the party's right to require strict performance of the same provision in the future or of any other provision.

16.2 Attorney Fees. If suit or action or arbitration is instituted in connection with any controversy arising out of this Lease, the prevailing party shall be entitled to recover, in addition to costs, such sum as the court may adjudge reasonable as attorney fees both on trial and appeal, if any.

16.3 Succession. Subject to the above-stated limitations on transfer of Operator's interest, this Lease shall be binding upon and inure to the benefit of the parties, their respective successors and assigns.

IN WITNESS WHEREOF, the parties have executed this instrument on the date and year first hereinabove written.

OWNER:
CITY OF ST. HELENS
A Municipal Corporation

OPERATOR:
ST. HELENS SENIOR CENTER
An Oregon Non-Profit Corporation

By: _____
 Jennifer Massey, Mayor

By: _____
 President

Print Name: _____

By: _____
 John Walsh, City Administrator

By: _____
 Secretary

Print Name: _____



BUDGET COMMITTEE

Thursday, May 01, 2025, at 6:00 PM

APPROVED MINUTES

Members Present:

Mayor Jennifer Massey
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:

None

Staff Present:

Gloria Butsch, Finance Director - Budget Officer
John Walsh, City Administrator
Jamie Edwards, Accountant III- Budget Committee Secretary
Jennifer Johnson, Accountant III
Ashley Wigod, City Attorney

Others:

Brady Preheim
Tina Curry
Reed Hjort

Jim Coleman
Robyn

Call to Order

6:01 P.M. Called to order

Introductions & Budget Committee Role

Finance Director Gloria Butsch welcomed the members and thanked them for volunteering, followed by a roundtable of introductions from Council, Committee Members and staff.

Mayor Jennifer Massey declared an actual conflict of interest, as her husband is a police officer employed by the City. To avoid any potential bias, she stated she would not participate in discussions or voting related to staffing for the St. Helens Police Department.

Butsch outlined the role of the Budget Committee, emphasizing that it is responsible for reviewing, discussing, and making additions or deletions to the proposed budget presented by the Budget Officer. She clarified that the Committee does not make management decisions such as establishing or eliminating specific programs or services. Additionally, she highlighted that projects within the Capital Improvement Plan (CIP) are typically determined by master planning efforts led by the City Council, in collaboration with staff and the community.

New Chair & Vice Chair Nominations

Motion: Motion made by Committee Member Toschi to nominate Budget Committee Member Mason as Budget Chair, seconded by Budget Committee Member Salas. Mason accepted.

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

Motion: Motion made by Chair Mason to nominate Committee Member Jennifer Gilbert as Vice Chair, seconded by Councilor Sundeen. Gilbert Declined.

Motion: Motion made by Committee Member Gilbert to nominate Committee Member Toschi as Vice Chair, seconded by Councilor Sundeen. Toschi accepted.

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

Public Comment (5 Minutes Each)

Public comment was heard by Brady Preheim, raising several concerns:

- He objected to Mayor Jennifer Massey's participation due to conflicts of interest related to her husband's employment with the police department and pending lawsuits.
- He questioned the use of public funds for legal fees related to election interference allegations.
- He supported canceling the Citizens Day event and redirecting those funds to the food bank.
- He inquired about tourism revenues and discrepancies in budget projections.
- He requested to see documentation on the City's banking information that had been previously requested.
- He highlighted language in the budget document referencing a public safety levy or fee increase that some claimed to be unaware of.

Approval Minutes

1. Budget Committee Minutes 5/2/2024

Motion: Motion made by Councilor Sundeen to approve the Budget Committee Minutes from 5/2/2024, seconded by Vice Chair Toschi.

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

Receive Budget Message

Butsch presented the Budget Message and Proposed Budget for FY 2026.

Budget Assumptions & CIP

Butsch shared additional information on Budget challenges and options:

- A proposed General Service Fee of \$42.10 per month would achieve an 18% General Fund reserve.
- Other options like reducing COLAs or implementing furloughs were presented but have drawbacks.
- The Public Safety Facility fee needs a \$0.30 increase to cover debt payments.
- Water, sewer, and storm rates will see increases of 2.9%, 8.1% and \$0.19 respectively.
- An additional \$2 million loan is anticipated to complete the public safety facility project.

Discussions/Questions:

There was extensive discussion among Committee members on these proposals, including, but not limited to:

- Questions about the history and funding of the public safety facility project
- Concerns about increasing fees and impacts on residents

- Suggestions to look at further cuts or use of reserves
- Requests for more information on specific department budgets
- Discussion of potential revenue sources like business license fees
- Toschi inquired on how the General Service Fee would be collected. Butsch advised on the Utility Billing, that it was not a utility fee but applied on the utility bill.
- Suggestion to reevaluate the legality of implementing the fee on the utility bill without having gone to the public for a vote.

Break 7:04 p.m.

Resumed 7:11 p.m.

Committee Discussions (Roundtable) (10 Minutes Each)

Committee members provided comments and questions during a roundtable discussion:

Mayor Massey suggested looking at hiring a full-time grant writer instead of an IT Manager position. She proposed a combination of measures like a phased-in General Service Fee along with some internal cost reductions to close the budget gap over three years.

Salas-no additional comments.

Councilor Sundeen requested more information on when the General Fund decline began. He expressed concerns about fee increases impacting residents on fixed incomes but acknowledged many cities are facing similar challenges.

Council President Chilton-asked what services would be cut and by how much if they did not do the General Service Fee. Butsch shared how much each department's budget was.

Vice Chair Toschi asked who has the burden of paying the passthrough loan back. Butsch advised Portland General Electric (PGE). Toschi reiterated that if the general service fee is added then salary cap needs to be implemented as well and wants to know what the long-term financial plan is. Toschi suggests the option to increase business licenses fees on rentals and charge the tourism contractor to provide fee.

Councilor Hubbard emphasized focusing on core priorities of life, fire, and safety. He suggested looking at every area for potential cuts and questioned if reserves could be reduced further. Butsch advised the Committee can make a recommendation to lower the reserves, it just cannot go negative.

Gilbert expressed reservations about implementing a General Service Fee, reinforcing that citizens have opposed such measures previously and highlighted the need for alternative financial options.

Councilor Gundersen indicated he needed more time to digest all the information presented before forming opinions. He acknowledged the complexity of the budget issues and the pressure to make responsible decisions.

Chair Mason inquired about several specific revenue sources and property sales that were pending or anticipated, including the status of the Millard Road property sale and the Arcadia paper mill. He emphasized the potential significance of these transactions for the City's budget and discussed the importance of considering past decisions and lessons learned in future planning.

Additional discussion topics included:

- Potential business license fees or excessive use fees for properties requiring frequent police calls
- Concerns about transparency and public input on fee proposals
- Questions about utility fund transfers and maintaining appropriate reserves
- Requests for department heads to be available at the next meeting

Check in for Adjournment to May 15, 2025

Butsch asked when they adjourned tonight, that the Committee email all their questions so they can be compiled into a Q&A at the next meeting. Butsch advised decisions will need to be made at that time and a public hearing will be held.

Chair Mason asked when they should have questions in by, Butsch advised questions should be turned in by 8 a.m. on Thursday, May 8, 2025.

Adjourned to May 15, 2025, at 8:16 p.m.

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

City of St. Helens
Consent Agenda for Approval
CITY COUNCIL MINUTES

Presented for approval on this 4th day of June, 2025 are the following Council minutes:

2025

- Work Session, Executive Session, Public Forum, and Regular Session Minutes dated May 21, 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, May 21, 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	Suzanne Bishop, Library Director
Kathy Payne, City Recorder	Mouhamad Zaher, Public Works Director
Lisa Scholl, Deputy City Recorder	Ashley Wigod, Contracted City Attorney

OTHERS

Erin Salisbury	Marci Sanders	Steve Topaz
Ron Trommlitz	Brady Preheim	Mary Hubbard
Jenn Dougherty	Adam St. Pierre	Reed Hjort
Jason Morris		

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

CLEARING CONFUSION AND SETTING THE FACTS STRAIGHT

1. Response to May 7 Visitor Comments

Mayor Massey addressed two items from the May 7 visitor comments. She noted that clarifications on these items could be found on the City Council page of the website.

The first item concerned rules on posting No Loitering signs. Mayor Massey explained that No Loitering signs may be posted on private property as long as they are not erected in vision clearance areas and do not exceed eight square feet in area and six feet in height. She added that this type of sign is exempt from sign permit rules under SHMC 17.88.040(10).

The second item was regarding the Tourism Fund. Mayor Massey mentioned that the Tourism Fund income statement as of March 31, 2025 was attached to the "Setting the Facts Straight" document. She noted it was accompanied by a summary report from Finance Director Gloria Butch and profit/loss summary statements for the Spirit of Halloweentown 2024 and Holiday in the Plaza 2024 events.

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

- ◆ Ron Trommlitz. Expressed concerns about the city's handling of the 2MG Water Reservoir rehabilitation failure, emphasizing the need for trust and transparency. He criticized the City's secrecy and silence on the true cause and responsibility of the failure, highlighting that this could lead to voter disapproval. Trommlitz provided a detailed timeline of events, noting that City Engineer Sue Nelson required repair work to begin in October 2016 during the Oregon wet season, which led to the failure of the repair work. He argued that Nelson attributed the failure to workmanship issues, stating that the contractor did not apply the product correctly, even though

product tests were successful. Trommlitz pointed out that Nelson omitted a December 20, 2017, investigation report that noted a lack of oversight during the geotextile mat and epoxy application inspection. He questioned the qualifications of Construction Inspector Tim Underwood and highlighted that Underwood received a Certified General Construction Inspector's certificate only in April 2021. Trommlitz described this as a failure of compliance during the liner's application and criticized the City's actions as neglectful and lacking diligence. He demanded access to files related to the March 1, 2022, mediation, expressing dissatisfaction with City Administrator John Walsh's lack of explanation regarding the settlement agreement, which determined that contractors like Western Partitions, Inc., Carboline, and KennedyJenks bore no liability for the failure. Trommlitz argued that the mediation notification indicated the City was responsible, underscoring the need for an explanation beyond client privilege and emphasizing that hidden truths lead to public distrust.

- ◆ Brady Preheim. Criticized the Finance Director for purportedly providing false information about tourism income, indicating either dishonesty or mismanagement that might warrant an FBI investigation. Preheim also questioned Treadway's reported profits, emphasizing that a loan given to Treadway was never clearly shown as repaid in the City's income statement, which, if deducted, would reveal Treadway did not make any profit after all. Preheim expressed discontent with the City's handling of the waterfront project, specifically pointing out the unpopularity of the railings and mentioning unspecified construction issues. He disapproved of the Main Street funding decisions, calling attention to a perceived conflict of interest regarding Councilor Hubbard's undisclosed receipt of a Main Street grant. Preheim highlighted the expense of \$150,000 on Christmas celebrations, which he viewed as excessive. He questioned the revenue generated by Treadway, noting the lack of record on the City's part of any money received from them, contradicting the Finance Director's claims. Preheim brought up significant concerns over a reported conflict between the Mayor and the Police Chief, as the Mayor had allegedly accused the Police Chief of lying. He stressed the need for the Council to resolve this critical issue of character, proposing they should investigate who is indeed lying through an executive session and advised concrete action, including potentially censuring the Mayor if she were found to have lied.
- ◆ Steve Topaz. Addressed the Council with concerns regarding the accuracy and accessibility of public records. He recounted difficulties he faced while trying to access information about a presentation made by City Administrator John Walsh to Portland Harbor. Topaz highlighted the inconsistency in the meeting minutes, which referred to the presentation as "allegedly made," despite his assertion that it occurred and was electronically recorded. This discrepancy prompted him to emphasize the need for maintaining accurate public records, noting his inability to find the authorization from the Council for such a presentation. Topaz further criticized the lack of public meetings on the topic of toxic waste disposal over the past 11 years, stating the absence of discussions with the community about the use of the City's waste pond as a potential toxic waste dump. He also mentioned encountering inaccessible links in public meeting documents, which prevented him from verifying information related to the same issue. He stressed that these barriers to public records and meeting accessibility contribute to public distrust and frustration. Additionally, Topaz raised a broader concern about the perceived inequality in the treatment of different community members during Council meetings. He suggested that certain locals seem to receive preferential treatment by being allowed to speak longer than allotted times during discussions, while outsiders or newcomers were often cut off strictly at the time limit. Topaz drew a parallel between these perceived disparities and how rights and privileges could gradually be diminished if not actively addressed. This, he warned, could potentially foster an environment of tyranny if the Council does not uphold equal participation rights for all residents.

- ◆ Adam St. Pierre. He expressed concerns about potential cuts to the police budget during the meeting. He highlighted the critical importance of maintaining 24-hour police coverage to ensure the safety and security of the community. St. Pierre emphasized that officer burnout could become a pressing issue if not addressed, considering the extensive overtime being worked by the existing officers, who are reportedly handling between 15 and 30 hours of overtime per week. St. Pierre underscored the necessity of constructing a new police station as a strategic move to attract new recruits, which is essential for sustaining the department's operational capabilities. He recounted past conversations about the department's temporary schedule adjustments and highlighted the need for stable, long-term solutions rather than temporary fixes due to budget cuts. St. Pierre urged the Council to ensure the budget provides for adequate staff and resources, reflecting on past warnings from previous police chiefs about potential recruitment challenges and the lengthy timeline required to onboard new officers. Addressing budget and facility issues is crucial for the department's future stability and efficiency, advocating for the Council to make the Police Department a priority in their planning and budgeting efforts.

DISCUSSION TOPICS

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

Public Works Director Mouhamad Zaher provided a detailed update on various projects, with a focus on the Waterfront project. He addressed concerns about concrete cracking, emphasizing that cracking is a natural process caused by factors such as weathering and the hydration process of concrete, which can extend up to 30 days. Zaher assured the Council that all comments and concerns have been documented, and any failures to meet City standards will be corrected before final project sign-off. He also mentioned working on a punch list, a standard practice in construction, to ensure the project meets all specifications.

Zaher discussed anticipated road closures, explaining that the closures were necessary due to issues with incorrectly installed paver bands in the intersection, which require correction. While these closures were not pleasant news for the City or its residents, Zaher informed the Council that solutions were being explored to maintain traffic flow, including opening a temporary road through Plymouth Street and providing delineations to accommodate traffic and ensure access to businesses and essential services.

Regarding callout alarms, Zaher explained that high and low-level alarms in the water systems are common due to the sensitivity of the SCADA system and are often triggered by basic changes in water levels. He reassured the Council that the team is working to adjust sensitivity levels to minimize false alarms. Additionally, a VPN access is being implemented to provide remote system monitoring, allowing adjustments to be made without having to drive to sites.

In response to concerns raised by Council members, Zaher noted that the department is working on addressing tight parking spots at certain intersections and is considering changes such as designating the first few parking spots for compact cars to alleviate traffic flow issues. Mayor Massey and Council members expressed appreciation for Zaher's comprehensive report and the department's prompt responses to business owners' concerns, acknowledging the challenges faced and the efforts made to minimize disruptions to local businesses during ongoing City projects.

Zaher and other City officials, including City Administrator John Walsh, were commended for their timely responses to business owners and for the efforts made in streamlining City operations and communications, highlighting a significant improvement in addressing business and resident concerns promptly and effectively.

3. Main Street Alliance Annual Report to Council - *Board President Erin Salisbury*

Erin Salisbury, Board President of St. Helens Main Street Alliance, presented the annual report to the Council. She explained that the Main Street Alliance is a 501(c)(3) nonprofit organization, entirely volunteer-run, focused on supporting the economic vitality of St. Helens' historic commercial districts, which include both the downtown riverfront area and the uptown Houlton Business District along Columbia Boulevard. The organization's mission encompasses economic development, promotion, organization, and design, aiming to engage the entire community.

Salisbury highlighted several successful grant applications for local projects that the organization has facilitated. These projects included significant work on the Columbia Theater, the Klondike, Houlton Hollow, and Crooked Creek, collectively generating over a million dollars in grant funding since 2022, with additional matching funds contributed by local property owners. Notably, the Houlton Hollow project, managed by Russell and Mary Hubbard, involved new construction supported by an Oregon Main Street grant, which focused on enhancing the building's aesthetic elements to create a sense of place.

Furthermore, Salisbury emphasized the organization's ability to apply for grants that the City itself cannot directly apply for, showcasing their unique role in bridging gaps, gathering volunteers, and solving local issues. One creative solution she mentioned was the surplus property declaration and subsequent donation of the flying eagle canoe to Willow Bill, who plans a cross-country journey using the canoe.

Salisbury also discussed the organization's plans to elevate their status from an affiliated Main Street to a designated Main Street level, a goal that requires demonstrating comprehensive datasets and best practices, along with employing a full-time program director. Upcoming events, such as the second iteration of the North of West music festival and a collaboration with the Columbia Arts Guild for an event, were mentioned as part of their ongoing community engagement efforts.

Council showed appreciation for Salisbury's presentation, asking questions about the grant selection process, financial impacts, and future plans. Mayor Massey commended Salisbury and the organization for their professionalism and dedication to the City's economic vitality, particularly lauding their transparency and fair process in selecting local projects for grant applications. The presentation underscored the importance of the Main Street Alliance in driving economic growth and community development in St. Helens.

4. Review Proposed Seasonal Library Intern Job Description - *Library Director Suzanne Bishop*

Library Director Suzanne Bishop presented information about a proposed seasonal library intern position. She explained that the position would be fully funded by a grant from the State Library of Oregon. The intern, aged 15-17, would work approximately 130 hours and focus on three main areas: a connected learning project, teen advisory council, and summer library challenge work.

The Council expressed enthusiasm for the opportunity and commended Bishop for securing the grant.

5. Review Proposed Updated Governing Policy and City Code Revisions - *City Attorney Ashley Wigod*

Contracted City Attorney Ashley Wigod presented proposed revisions to the Governing Policy and City Code. She outlined several changes related to City Council responsibilities, performance evaluations, and the City Administrator's duties. Specifically, sections to be removed were identified, such as those that were either too narrow or duplicative, and did not align with the shift away from City Council involvement in day-to-day operational decisions.

The Council delved into the details of these changes, notably discussing the necessity for the City to develop hiring policies. Mayor Massey highlighted that while the Governing Policy referenced hiring

policies, such policies were not currently in place, leading to a consensus that the City should move towards formalizing them. In doing so, they aim to ensure consistency and transparency in the hiring process.

Further, they debated the access to performance evaluations, particularly regarding department heads. Wigod advised that sharing copies of performance evaluations with the City Council is not recommended, as access is typically restricted to direct supervisors to maintain confidentiality. Instead, performance outcomes and departmental operations that do not compromise personal evaluations should be communicated to the Council.

Additionally, the Council reviewed the delegation of authority and how the City Recorder might manage the process of evaluations, suggesting the involvement of either an internal or external HR professional. Following this exhaustive discussion, the Council agreed to adopt the Governing Policy with the expectation that specific hiring policies are to be developed and implemented in the near future, without delaying the policy adoption. They recognized the importance of continuing to improve administrative procedures while maintaining the momentum of current governance enhancements.

6. Police Station Site Deliberations - *City Administrator John Walsh*

Mayor Massey declared a potential conflict of interest due to her husband being a police officer for the City of St. Helens. She elaborated that although legal consultations have not necessitated such a declaration, she decided to proceed in a manner ensuring full transparency and caution.

City Administrator Walsh gave a detailed update regarding the police station project. He confirmed that the 1771 Columbia Boulevard location continues to be the preferred site after exploring numerous alternatives and performing comprehensive cost analyses. Walsh shared insights from the latest talks with the project team, which indicated that the station might be constructed with the funds already available, although certain aspects would need adjustment. These adjustments could mean scaling down or deferring minor features of the project.

The Council reviewed specific potential adjustments, which include possibly omitting the installation of a backup generator. Despite the proposed cuts, there was a strong inclination among the council to proceed with the project; however, they remain intent on acquiring more specific information on project expenses and timelines.

Following the update and discussion, the Council agreed to make a motion at tonight's meeting to move forward with the purchase and sale agreement for the 1771 Columbia Boulevard site, approving a 90-day due diligence period to finalize details.

7. Report from City Administrator John Walsh

- It's National Public Works week.
- Acknowledged the Council for allowing staff to attend Dave Elders' memorial service.
- Announced the renewal of the jail levy, benefiting police operations.
- Upcoming events:
 - 13 Nights on the River
 - Kiwanis Community Parade
 - Ribbon Cutting Ceremony
 - Community Day in the Park
 - 4th of July celebrations
- Project updates:
 - PGE substation project
 - Project Arcadia
 - Waterfront development
- Senior Center and Columbia Learning Center lease renewals are under negotiation.

- Upcoming bargaining dates with labor units were discussed amid a challenging budget year.
- Dock construction is set to begin the following week.
- The City is hosting the next City-County Quarterly Dinner. There was a discussion to host the event at the Elks Lodge in June.
- Council President Chilton noted the contract between Treadway and Wauna is being reviewed by attorneys and will be finalized soon. Discussion of authorizing Walsh to sign the contract and bring it back to the next meeting for ratification.
- Councilor Gundersen inquired about the use of a boat for the Sand Island Sandcastle Festival. The arrangements are still under work, with options including the boat being licensed or renting boats like in past events.

ADJOURN – 4:40 p.m.**EXECUTIVE SESSION**

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

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

ATTEST:

Kathy Payne, City Recorder

Jennifer Massey, Mayor

City of St. Helens

CITY COUNCIL

Executive Session Summary

May 21, 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 (arriving at 5:49PM)
 Kathy Payne, City Recorder (arriving at 5:49PM)

Others: Ashley Wigod, City Attorney with Jordan Ramis PC
 Amanda Gamblin, Attorney (left at 5:48PM)



At 4:46 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.

- **Exempt Records/Confidential Attorney-Client Privileged Memo, under ORS 192.660(2)(f)**
 - Legal opinion related to professional services and human resources.

5:49 p.m.

- **Consult with Legal Counsel & Potential/Pending Litigation, under ORS 192.660(2)(h)**
 - Update on litigation with St. Helens Assets.
- **Real Property Transactions, under ORS 192.660(2)(e)**
 - Update on sale of portion of St. Helens Industrial Business Park to Arcadia Paper Mills, LLC.

The Executive Session was adjourned at 6:01 p.m.



ATTEST:

 Kathy Payne, City Recorder

 Jennifer Massey, Mayor

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



COUNCIL PUBLIC FORUM

Wednesday, May 21, 2025

DRAFT MINUTES

MEMBERS PRESENT

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

STAFF PRESENT

John Walsh, City Administrator
 Kathy Payne, City Recorder
 Lisa Scholl, Deputy City Recorder
 Mouhamad Zaher, Public Works Director
 Sharon Darroux, Engineering Manager
 Jenny Dimsho, Associate Planner/Community Development Project Manager
 Ashley Wigod, Contracted City Attorney

OTHERS

Brady Preheim	Mrs. Harrison
Howard Blumenthal	Brad Mercure, Consor
Lydia Ivanovic, ColPac	Bill Evonuk, Consor

OPEN PUBLIC FORUM – 6:06 p.m.

WASTEWATER CAPACITY IMPROVEMENT PROJECT

1. Project Introduction

Public Works Director Mouhamad Zaher introduced the Wastewater Capacity Improvement Project. He explained that about five years ago, when he joined the City, he discovered that the last comprehensive infrastructure evaluation was done in 1989. At that time, the population was about 7,500, compared to the current population of nearly 15,000. Zaher emphasized the importance of understanding the City's infrastructure to make informed decisions and avoid potential problems such as urban growth boundaries issues, sewer overflows, and economic development challenges.

2. Project Update

Bill Evonuk from Consor provided an overview of the project, which involves improvements in three basins: 4, 6, and 5. He explained that the project aims to increase capacity in the City's sewer system, reduce the risk of sanitary sewer overflows, enhance reliability, and support future development. Evonuk mentioned that the project would be split into two separate construction projects, with basins 4 and 6 improvements coming first, followed by basin 5 improvements a few years later.

Brad Mercure then detailed the specific improvements for each basin:

1. Basin 4: Involves about a mile of piping, starting near the Wastewater Treatment Plant and running along various streets. The project will upsize existing pipes and add new diversion piping.

2. Basin 6: Includes about two miles of piping, starting near the intersection of Port Avenue and Old Portland Road. The project will upsize existing pipes and add new diversion pipes.
3. Basin 5: Located primarily along S. 4th Street and the undeveloped S. 5th Street right-of-way, this project will upsize existing pipes and realign sewer lines.

Mercure also discussed the potential impacts on residents, including traffic disruptions, noise from rock excavation, and temporary service interruptions. He assured that the contractor would be required to minimize interruptions, maintain access, and restore disturbed areas.

3. Project Funding Update

Associate Planner/Community Development Project Manager Jenny Dimsho provided an update on the project's funding sources. She mentioned that the City had received a Community Development Block Grant (CDBG) of about \$2.5 million, which funded the design, environmental review, and permitting for all three basins.

Engineering Manager Sharon Darroux discussed the Clean Water State Revolving Loan Fund, which will fund the actual construction of the sewer project. She explained that it's a low-interest loan, generally between 1% to 3%, with the possibility of an even lower interest rate if they qualify for the equivalency component. The loan is also eligible for principal forgiveness of up to \$3 million, which essentially operates like a grant.

4. Questions and Discussion

Councilor Hubbard asked about the impact on sewer fees. It was clarified that the loan repayment is already incorporated into the City budget through user rates, with a 7% increase each year until 2027.

Council President Chilton expressed concerns about the impact on the community, particularly for seniors living in the affected area of Avamere. She acknowledged the need for the project but worried about the disruption it would cause.

Councilor Hubbard inquired about the integrity of the existing pipes. Brad Mercure confirmed that many of the pipes are older and have issues, but this project specifically addresses size and capacity improvements.

5. Public Comment

- ◆ Howard Blumenthal. Raised several questions and concerns:
 - He hoped the project wouldn't significantly increase sewer rates for existing ratepayers to accommodate growth.
 - He inquired about the impact on a trail in the S. 5th Street right-of-way and requested more information about the timeline and extent of work in that area.
 - He asked about the effectiveness of previous sewer lining work in reducing inflow.

Dimsho and Evonuk addressed his concerns, explaining that the work in the S. 5th Street area would be trenchless through the wetland to minimize impact, and that the previous sewer lining helped with inflow but not capacity.

6. Closing Remarks

Zaher emphasized the thoroughness of the design process and the effort to minimize environmental impact. He acknowledged that while this is the largest project in the City's history, it's not as visibly exciting as other projects but is crucial for the City's infrastructure.

Mayor Massey stressed the importance of exceptional communication with the community about the project's impact and timelines. Zaher agreed, stating that lessons learned from previous projects would be applied to ensure effective public relations throughout this project.

CLOSE PUBLIC FORUM – 6:42 p.m.

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

ATTEST:

Kathy Payne, City Recorder

Jennifer Massey, Mayor



COUNCIL REGULAR SESSION

Wednesday, May 21, 2025

DRAFT MINUTES

MEMBERS PRESENT

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

STAFF PRESENT

John Walsh, City Administrator
 Kathy Payne, City Recorder
 Lisa Scholl, Deputy City Recorder
 Jenny Dimsho, Associate Planner/Community Development Project Manager
 Ashley Wigod, Contracted City Attorney

OTHERS

Brady Preheim	Mrs. Harrison
Howard Blumenthal	Roger
Jenni Gilbert	Judy Iseman
Shauna Harrison	

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

PLEDGE OF ALLEGIANCE

PROCLAMATION

1. National Public Works Week - May 18-24, 2025

Mayor Massey read a proclamation declaring May 18-24, 2025, as National Public Works Week. The proclamation highlighted the importance of public works infrastructure, facilities, and services to the sustainable communities and the well-being of St. Helens residents. It recognized the dedicated efforts of public works professionals, engineers, managers, and employees in providing essential services. Mayor Massey called upon citizens to be thankful for public works services and to recognize the substantial contributions of public works personnel to health, safety, comfort, and quality of life.

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

- ◆ Judy Iseman, a new member of the St. Helens Senior Center Board of Directors, introduced herself to the Council. She explained that she was recently appointed to the Board about three weeks ago and wanted to ensure the Council knew who she was. She shared her diverse background, which spans industries such as tech, automotive, healthcare, academics, and government, with a particular emphasis on her extensive experience in human resources, including roles in retention, negotiations, and employee relations. Additionally, she highlighted her previous position as the recording secretary for the California division of a professional association, where she gained familiarity with parliamentary procedures. Iseman elaborated on

her involvement with the Senior Center, noting that she began as a driver for the meal home delivery program in February. She also took on the responsibility of grant writing after noticing a need and has become a volunteer at Top Notch, assisting with fabric measurements and pricing due to her sewing skills. She is also active in the Scappoose Economic Development Committee. The Senior Center Board will have three open positions in June, which she encouraged anyone interested in contributing to the Senior Center to apply and help continue the active work being done.

- ◆ Brady Preheim. Expressed concerns about the financing structure for the police station, stating that the water bill increase would be higher than reported and criticized that the figure quoted was merely to cover interest, not addressing the \$2 million shortfall for the station's construction. He also pointed out a conflict for Mayor Massey, noting that in other cities, a council member would not be allowed in the position due to having a family member as an employee. Preheim questioned the handling of an executive session, implying there are unresolved issues, specifically mentioning a supposed directive to fire the chief. He further criticized the operations of Main Street for its non-public nature, lack of minutes, and financial accountability, stating it does not align with the memorandum of understanding. He challenged the information about the profitability of Treadway's tourism initiatives and disapproved of the City contemplating renting a boat when one is already available, insinuating inefficient spending. Finally, he questioned the apparent decrease in tourism revenue compared to previous years, contrary to what he believed was presented by the finance director.
- ◆ Howard Blumenthal. Addressed the Council with concerns about new graffiti appearing in the City. He specifically mentioned that tags signed as "18th Street" have been spotted on several structures, including the new stairs and a park bench. He noted the issue as problematic, given the effort and resources invested in maintaining public infrastructures. Blumenthal also pointed out the return of graffiti signed as "Skinny," indicating a persistent issue with vandalism in the area. He expressed disappointment that a small number of individuals could cause significant damage to public property. In addition to the graffiti concerns, Blumenthal raised issues regarding the maintenance of the newly landscaped areas in the city. He highlighted that while the planting company is responsible for maintaining these areas for the first two years, there is a need for a long-term plan to ensure their upkeep after this period. Blumenthal cautioned against placing an additional burden on the already understaffed Parks Division, which is crucial in maintaining the City's parks and public spaces. Furthermore, Blumenthal shared his apprehensions about potential water bill increases as a funding mechanism for the new police station. He argued that such a decision should not be made without public input, suggesting that it be put to a vote. As a senior citizen living on a limited income, he emphasized the financial strain that significant increases in utility bills would pose for residents like him, stressing the importance of public involvement in such critical decisions.
- ◆ Shauna Harrison, who initiated a Change.org petition concerning the water bill, addressed the Council to express the community's apprehensions about escalating costs. She underscored the significant financial burden these increases would place on seniors and residents with low income, noting that many in the community are already struggling. Harrison highlighted the disconnect between the information available and the ability of some community members, particularly senior citizens, to access this information due to the absence of a local newspaper and limited internet usage among this demographic. She emphasized the need for more equitable solutions and urged for better dissemination of factual information, which would allow residents to stay informed and engaged. Harrison acknowledged the complexity of the City's budget challenges and conveyed

her desire to be a proactive and respectful participant in finding solutions, rather than engaging in the divisive and vindictive behavior she had observed. She also mentioned the petition's impact, with 599 signatures so far, reflecting widespread community concern. Additionally, she called for increased involvement in community services, such as volunteering for Meals on Wheels at the Senior Center.

ORDINANCES – Final Reading

2. **Ordinance No. 3308:** An Ordinance Adopting the Economic Opportunities Analysis, Stormwater Master Plan, Wastewater Master Plan, and the Water Master Plan as Addendums to the St. Helens Comprehensive Plan and Amending the St. Helens Municipal Code Chapters 19.08 and 19.24, and Adding Chapters 19.38, 19.40, and 19.42

Mayor Massey read Ordinance No. 3308 by title. **Motion:** Motion made by Council President Chilton and seconded by Councilor Sundeen to adopt Ordinance No. 3308. **Vote:** Yea: Mayor Massey, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

ORDINANCES – First 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. The final reading will be held at the next meeting.

RESOLUTIONS

4. **Resolution No. 2038:** A Resolution Adopting the City of St. Helens Governing Policy and Superseding Resolution No. 1838

Mayor Massey read Resolution No. 2038 by title. **Motion:** Motion made by Councilor Sundeen and seconded by Councilor Gundersen to adopt Resolution No. 2038. **Vote:** Yea: Mayor Massey, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

APPROVE AND/OR AUTHORIZE FOR SIGNATURE

5. Mutual Release and Settlement Agreement with St. Helens Assets, LLC

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

CONSENT AGENDA FOR ACCEPTANCE

6. Budget Committee Meeting Minutes dated May 2, 2024
7. Library Board Special Meeting Minutes dated April 14, 2025
8. Library Board Minutes dated April 14, 2025
9. Planning Commission Minutes dated April 8, 2025
10. Parks & Trails Commission Minutes dated April 14, 2025

Motion: Motion made by Councilor Gundersen and seconded by Councilor Hubbard to approve '6' through '10' above. **Vote:** Yea: Mayor Massey, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

CONSENT AGENDA FOR APPROVAL

11. City Council Minutes dated May 7, 2025
12. Seasonal Library Intern Job Description
13. Declare Surplus Property - Public Works Vehicles
14. Accounts Payable Bill Lists

Motion: Motion made by Councilor Sundeen and seconded by Council President Chilton to approve '11' through '14' above.

Before voting, Mayor Massey inquired about the Public Works vehicles being declared as surplus property. It was clarified that these were older vehicles with little value, and declaring them as surplus would save on insurance costs.

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

WORK SESSION ACTION ITEMS

Police Station Site

Motion: Motion made by Councilor Sundeen and seconded by Council President Chilton to direct the City Administrator to prepare the purchase and sale agreement and lease agreement for 1771 Columbia Blvd. for the police station. **Vote:** Yea: Mayor Massey, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

Sponsorship Agreement with Wauna

Motion: Motion made by Councilor Sundeen and seconded by Councilor Gundersen to direct the City Administrator to enter into a sponsorship agreement with Wauna for events under Treadway's management and present it to the City Council at the next meeting for ratification. **Vote:** Yea: Mayor Massey, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

COUNCIL MEMBER REPORTS

Councilor Sundeen reported...

- Expressed gratitude to the Public Works crew for their visible and behind-the-scenes efforts.

Council President Chilton reported...

- Acknowledged the challenges of the budget cycle and expressed hope for finding good solutions as a team.

Councilor Gundersen reported...

- Gave a shout-out to Public Works.

Councilor Hubbard reported...

- Inquired about a Planning Commission decision regarding a remodel on the old Gracie's Antique's building. It was explained that the Commission was divided, but ultimately decided to be business-friendly in a unique circumstance.

MAYOR MASSEY REPORTS

- Thanked the staff, particularly City Recorder Payne and Deputy City Recorder Scholl, for their work in preparing meeting materials.
- Praised Public Works for their efforts.
 - Expressed impressment with the master plan and hoped for similar strategic planning in other departments.

PROACTIVE ITEMS

OTHER BUSINESS

ADJOURN – 7:26 p.m.

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

ATTEST:

Kathy Payne, City Recorder

Jennifer Massey, Mayor

City of St. Helens
Consent Agenda for Approval

OLCC LICENSES

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

2025 RENEWALS

<u>Licensee</u>	<u>Tradename</u>	<u>Location</u>	<u>Purpose</u>
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2025 NEW & CHANGE IN PRIVILEGE OR OWNERSHIP

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

<u>Licensee</u>	<u>Tradename</u>	<u>Location</u>	<u>Purpose</u>
Sass at Home, LLC	Sass at Home	1271 Columbia Blvd	Location Change
Uptown Wine & Table LLC	Uptown Wine & Table	1170 Columbia Blvd	New License



St. Helens, OR

Expense Approval Register

Packet: APPKT01276 - AP 5.23.25

Item #9.

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL FUND					
CARDINAL SERVICES INC	023683	05/19/2025	TEMPORARY EMPLOYMENT	100-705-52023	267.66
CARDINAL SERVICES INC	023683	05/19/2025	TEMPORARY EMPLOYMENT	100-706-52023	488.78
CARDINAL SERVICES INC	023683	05/19/2025	TEMPORARY EMPLOYMENT	100-708-52023	46.55
CARDINAL SERVICES INC	023683	05/19/2025	TEMPORARY EMPLOYMENT	100-709-52023	104.74
CARDINAL SERVICES INC	023683	05/19/2025	TEMPORARY EMPLOYMENT	100-715-52023	476.00
JUDY THOMPSON	05.19.25	05/19/2025	REFUND CLEANING DEPOSIT...	100-000-35019	450.00
CINTAS	8407495533	05/19/2025	CITY HALL FIRST AID CABINET...	100-715-52001	35.40
PITNEY BOWES BANK INC PU...	05.11.2	05/20/2025	POSTAGE METER	100-715-52009	1,000.00
COLUMBIA RIVER PUD	05.14.25 7493	05/20/2025	150 S 13 ST POLICE STATION ...	100-705-52003	420.18
COLUMBIA RIVER PUD	05.14.25 7493	05/20/2025	150 S 13TH ST- POLICE	100-705-52003	138.50
COLUMBIA RIVER PUD	05.14.25 7493	05/20/2025	375 S 18TH ST COLUMBIA CE...	100-706-52003	783.50
COLUMBIA RIVER PUD	05.14.25 7493	05/20/2025	475 S 18 ST METER 10220167	100-708-52003	90.88
COLUMBIA RIVER PUD	05.14.25 7493	05/20/2025	299 N 6TH ST - PARKS	100-708-52003	40.82
COLUMBIA RIVER PUD	05.14.25 7493	05/20/2025	200 N 7TH ST - PARK	100-708-52003	39.39
COLUMBIA RIVER PUD	05.14.25 7493	05/20/2025	475 S 18TH ST - MCCORMICK...	100-708-52003	474.88
COLUMBIA RIVER PUD	05.14.25 7493	05/20/2025	475 S 18TH ST	100-708-52003	105.61
COLUMBIA RIVER PUD	05.14.25 7493	05/20/2025	50 PLAZA SQ- PLAZA OUTLETS	100-708-52003	46.29
COLUMBIA RIVER PUD	05.14.25 7493	05/20/2025	200 N RIVER ST - GREY CLIFFS...	100-708-52003	89.79
COLUMBIA RIVER PUD	05.14.25 7493	05/20/2025	162 MCMICHAEL ST - CAMPB...	100-708-52003	661.44
COLUMBIA RIVER PUD	05.14.25 7493	05/20/2025	475 S 18TH ST	100-708-52003	53.50
COLUMBIA RIVER PUD	05.14.25 7493	05/20/2025	475 S 18TH ST- MCCORMICK ...	100-708-52003	44.02
COLUMBIA RIVER PUD	05.14.25 7493	05/20/2025	264 STRAND ST- COL VIEW P...	100-708-52003	18.92
COLUMBIA RIVER PUD	05.14.25 7493	05/20/2025	265 STRAND ST. - DOCKS	100-708-52046	326.33
COLUMBIA RIVER PUD	05.14.25 7493	05/20/2025	264 STRAND ST- PARKS/ GAZ...	100-708-52046	50.66
COLUMBIA RIVER PUD	05.14.25 7493	05/20/2025	264 STRAND ST- COL VIEW P...	100-708-52046	18.93
COLUMBIA RIVER PUD	05.14.25 7493	05/20/2025	2625 GABLE RD REC CENTER	100-709-52003	246.30
COLUMBIA RIVER PUD	05.14.25 7493	05/20/2025	277 STRAND ST- CITY HALL U...	100-715-52003	74.31
COLUMBIA RIVER PUD	05.14.25 7493	05/20/2025	277 STRAND ST -	100-715-52003	39.20
COLUMBIA RIVER PUD	05.14.25 7493	05/20/2025	275 STRAND ST- CITY HALL U...	100-715-52003	111.57
COLUMBIA RIVER PUD	05.14.25 7493	05/20/2025	265 STRAND ST- CITY HALL ...	100-715-52003	493.20
COLUMBIA RIVER PUD	05.14.25 7493	05/20/2025	265 STRAND ST- CITY HALL ...	100-715-52003	172.32
KIWANIS CLUB OF ST. HELENS	05.15.25	05/20/2025	2025 ST HELENS KIWANIS PA...	100-701-52040	20.00
WILCOX	0948813-IN	05/20/2025	FUEL PARKS DEPT	100-708-52022	855.07
WILBUR-ELLIS COMPANY LLC	17154146	05/20/2025	GRASS SEED AND FERTILIZER ...	100-708-52001	5,001.04
MORE POWER TECHNOLOGY...	17339	05/20/2025	RMS MORE AWARE ESSENTI...	100-705-52115	3,375.88
QWEST DBA CENTURYLINK A...	3263X204-S-25131	05/20/2025	5163X204S3	100-712-52010	80.33
QWEST DBA CENTURYLINK A...	326X201-S-25134	05/20/2025	5163X201S3	100-712-52010	80.33
CDR LABOR LAW LLC	3375	05/20/2025	GENERAL LABOR	100-705-52019	2,592.50
CDR LABOR LAW LLC	3375	05/20/2025	GENERAL LABOR	100-715-52019	4,663.04
NW NATURAL GAS	5.14.25	05/20/2025	256563-8	100-705-52003	70.79
NW NATURAL GAS	5.14.25	05/20/2025	258767-3	100-706-52003	405.95
NW NATURAL GAS	5.14.25	05/20/2025	259856-3	100-708-52003	25.37
NW NATURAL GAS	5.14.25	05/20/2025	256304-7	100-708-52003	32.09
NW NATURAL GAS	5.14.25	05/20/2025	3707010-9	100-709-52003	56.58
NW NATURAL GAS	5.14.25	05/20/2025	4157643-0	100-709-52003	135.86
NW NATURAL GAS	5.14.25	05/20/2025	1323284-8	100-715-52003	53.15
NW NATURAL GAS	5.14.25	05/20/2025	1359528-5	100-715-52003	79.54
AMANDA T GAMBLIN	506	05/20/2025	EMPLOYMENT LAW ADVICE	100-703-52019	6,382.50
CENTURY LINK BUSINESS SER...	736512882	05/20/2025	ACCT 88035002	100-712-52010	158.01
L.N CURTIS AND SONS	INV919257	05/20/2025	POLICE UNIFORMS	100-705-52002	523.00
L.N CURTIS AND SONS	INV929865	05/20/2025	POLICE UNIFORMS	100-705-52002	68.00
L.N CURTIS AND SONS	INV932016	05/20/2025	POLICE UNIFORMS	100-705-52002	159.97
L.N CURTIS AND SONS	INV935092	05/20/2025	POLICE UNIFORMS	100-705-52002	20.00

Expense Approval Register

Packet: APPKT012

Item #9.

5

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
L.N CURTIS AND SONS	INV937109	05/20/2025	POLICE UNIFORMS CREDIT M...	100-705-52002	-25.00
L.N CURTIS AND SONS	INV937109	05/20/2025	POLICE UNIFORMS CREDIT M...	100-705-52002	-29.00
L.N CURTIS AND SONS	INV937109	05/20/2025	POLICE UNIFORMS INV937109	100-705-52002	390.00
Fund 100 - GENERAL FUND Total:					32,584.67
Fund: 202 - COMMUNITY DEVELOPMENT					
U.S. BANK ST. PAUL	2863849	05/12/2025	ACCT 239773000 FULL FAITH...	202-723-55001	50,060.00
U.S. BANK ST. PAUL	2863849	05/12/2025	ACCT 239773000 FULL FAITH...	202-723-55002	3,930.00
MAYER REED INC	15765	05/19/2025	ST HELENS RIVERWALK	202-723-53103	7,188.60
Fund 202 - COMMUNITY DEVELOPMENT Total:					61,178.60
Fund: 203 - COMMUNITY ENHANCEMENT					
CARDINAL SERVICES INC	023683	05/19/2025	TEMPORARY EMPLOYMENT	203-709-52140	4,623.36
CARDINAL SERVICES INC	023775	05/19/2025	TEMPORARY EMPLOYMENT	203-709-52140	416.10
ASHLEY GIESBERS	1040	05/22/2025	21ST CCLC LEARNING CENTER..	203-709-52140	2,579.00
Fund 203 - COMMUNITY ENHANCEMENT Total:					7,618.46
Fund: 205 - STREETS					
U.S. BANK ST. PAUL	2863849	05/12/2025	ACCT 239773000 FULL FAITH...	205-000-55001	52,500.00
U.S. BANK ST. PAUL	2863849	05/12/2025	ACCT 239773000 FULL FAITH...	205-000-55002	4,120.00
COLUMBIA RIVER PUD	05.14.25 7493	05/20/2025	1800 COLUMBIA BLVD - SIG...	205-000-52003	125.37
COLUMBIA RIVER PUD	05.14.25 7493	05/20/2025	265 STRAND ST	205-000-52003	3,700.14
COLUMBIA RIVER PUD	05.14.25 7493	05/20/2025	191 N MILTON WAY - SIGNAL	205-000-52003	49.32
COLUMBIA RIVER PUD	05.14.25 7493	05/20/2025	ABT 40 ST HELENS ST-STREET...	205-000-52003	38.89
COLUMBIA RIVER PUD	05.14.25 7493	05/20/2025	ABT 298 STRAND ST	205-000-52003	57.44
COLUMBIA RIVER PUD	05.14.25 7493	05/20/2025	ABT 398 S 1ST ST	205-000-52003	82.87
COLUMBIA RIVER PUD	05.14.25 7493	05/20/2025	191 N MILTON WAY- LANDS...	205-000-52003	39.22
COLUMBIA RIVER PUD	05.14.25 7493	05/20/2025	2198 COLUMBIA BLVD - SIG...	205-000-52003	55.21
COLUMBIA RIVER PUD	05.14.25 7493	05/20/2025	715 S COLUMBIA RIVER HWY ..	205-000-52003	51.16
COLUMBIA RIVER PUD	05.14.25 7493	05/20/2025	35320 SYKES RD	205-000-52003	47.30
COLUMBIA RIVER PUD	05.14.25 7493	05/20/2025	495 S 18TH ST - LIGHT SIGNAL	205-000-52003	64.21
COLUMBIA RIVER PUD	05.14.25 7493	05/20/2025	1370 COLUMBIA BLVD.- FOU...	205-000-52003	53.86
COLUMBIA RIVER PUD	05.14.25 7493	05/20/2025	58651 COL HWY GATEWAY A...	205-000-52003	39.42
Fund 205 - STREETS Total:					61,024.41
Fund: 601 - WATER					
U.S. BANK ST. PAUL	2863849	05/12/2025	ACCT 239773000 FULL FAITH...	601-000-55001	399,800.00
U.S. BANK ST. PAUL	2863849	05/12/2025	ACCT 239773000 FULL FAITH...	601-000-55002	31,380.00
LAWRENCE OIL COMPANY	CFSI-27281	05/19/2025	247752 WATER	601-732-52022	139.90
COLUMBIA RIVER PUD	05.14.25 7493	05/20/2025	62420 COLUMBIA RIVER HWY..	601-731-52003	195.14
COLUMBIA RIVER PUD	05.14.25 7493	05/20/2025	1680 1 ST -	601-731-52003	2,036.49
COLUMBIA RIVER PUD	05.14.25 7493	05/20/2025	2300 STRAND ST - WELL 2	601-731-52003	808.41
COLUMBIA RIVER PUD	05.14.25 7493	05/20/2025	END OF KESTREL VIEW DRIVE	601-731-52003	143.14
COLUMBIA RIVER PUD	05.14.25 7493	05/20/2025	35261 PITTSBURG RD- PW W...	601-731-52003	41.58
COLUMBIA RIVER PUD	05.14.25 7493	05/20/2025	57500 OLD PORTLAND RD - ...	601-731-52003	53.41
COLUMBIA RIVER PUD	05.14.25 7493	05/20/2025	1215 FOURTH ST - WFF	601-732-52003	5,681.31
ALS GROUP USA CORP	36-51-680347-0	05/20/2025	QUARTERLY SAMPLING	601-731-52064	775.00
NW NATURAL GAS	5.14.25	05/20/2025	1583294-2	601-732-52003	76.41
QUALITY CONTROL SERVICES ..	INV12229272386	05/20/2025	BALANCE CALIBRATION -PH ...	601-732-52019	110.00
EAGLE STAR ROCK PRODUCTS..	405862	05/22/2025	ROCK CHIMES CREST WATER	601-731-52001	125.67
Fund 601 - WATER Total:					441,366.46
Fund: 603 - SEWER					
U.S. BANK ST. PAUL	2863849	05/12/2025	ACCT 239773000 FULL FAITH...	603-000-37001	-0.07
U.S. BANK ST. PAUL	2863849	05/12/2025	ACCT 239773000 FULL FAITH...	603-000-55001	487,640.00
U.S. BANK ST. PAUL	2863849	05/12/2025	ACCT 239773000 FULL FAITH...	603-000-55002	38,270.00
CARDINAL SERVICES INC	023683	05/19/2025	TEMPORARY EMPLOYMENT	603-736-52023	29.09
CARDINAL SERVICES INC	023683	05/19/2025	TEMPORARY EMPLOYMENT	603-737-52023	29.09
COLUMBIA RIVER PUD	05.14.25 7493	05/20/2025	240 CLARK ST PUMP STATION	603-735-52003	39.31
COLUMBIA RIVER PUD	05.14.25 7493	05/20/2025	451 PLYMOTH ST - WWTP L...	603-736-52003	1,975.26
COLUMBIA RIVER PUD	05.14.25 7493	05/20/2025	451 PLYMOTH ST - WWTP L...	603-737-52003	1,975.27
COLUMBIA RIVER PUD	05.14.25 7493	05/20/2025	58791 58725 COL RIV HWY P...	603-738-52003	63.57
COLUMBIA RIVER PUD	05.14.25 7493	05/20/2025	169 S 4TH ST WATER FLOW ...	603-738-52003	46.29
COLUMBIA RIVER PUD	05.14.25 7493	05/20/2025	35120 MAPLE ST. - PS 11	603-738-52003	127.96

Expense Approval Register

Packet: APPKT012

Item #9.

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
COLUMBIA RIVER PUD	05.14.25 7493	05/20/2025	110 S 4TH ST - PS 3	603-738-52003	47.55
COLUMBIA RIVER PUD	05.14.25 7493	05/20/2025	505 S 1ST ST PUMP STATION	603-738-52003	115.70
COLUMBIA RIVER PUD	05.14.25 7493	05/20/2025	240 MADRONA CT	603-738-52003	180.82
COLUMBIA RIVER PUD	05.14.25 7493	05/20/2025	134 N 1ST- PS 2 8873519	603-738-52003	117.72
COLUMBIA RIVER PUD	05.14.25 7493	05/20/2025	58360 OLD PORTLAND RD - P...	603-738-52003	277.40
ALS GROUP USA CORP	36-51-680275-0	05/20/2025	ANALYTICAL SERVICES	603-736-52064	60.00
NW NATURAL GAS	5.14.25	05/20/2025	258575-0	603-736-52003	33.68
NW NATURAL GAS	5.14.25	05/20/2025	258575-0	603-737-52003	33.68
QUALITY CONTROL SERVICES ..	INV12229272386	05/20/2025	BALANCE CALIBRATION -PH ...	603-736-52019	210.00
Fund 603 - SEWER Total:					531,272.32

Fund: 703 - PW OPERATIONS

LAWRENCE OIL COMPANY	CFSI-27281	05/19/2025	247748 PUBLIC WORKS	703-734-52022	1,481.25
LAWRENCE OIL COMPANY	CFSI-27281	05/19/2025	247750 PUBLIC WORKS	703-734-52022	89.13
COLUMBIA RIVER PUD	05.14.25 7493	05/20/2025	650 OREGON ST -LEMONT P...	703-734-52003	335.20
COLUMBIA RIVER PUD	05.14.25 7493	05/20/2025	984 OREGON ST	703-734-52003	363.14
COLUMBIA RIVER PUD	05.14.25 7493	05/20/2025	984 OREGON ST - PW SHOP	703-734-52003	161.47
COLUMBIA RIVER PUD	05.14.25 7493	05/20/2025	1230 DEER ISLAND RD - PW	703-734-52003	120.69
PAPE MACHINERY	16106069	05/20/2025	PARTS	703-739-52099	216.67
NW NATURAL GAS	5.14.25	05/20/2025	114867-5	703-734-52003	33.95
NW NATURAL GAS	5.14.25	05/20/2025	1960772-0	703-734-52003	23.34
BRIAN WARNOCK	04.18.25	05/22/2025	REPLACED DEFROST SYSTEM...	703-739-52099	180.00
EAGLE STAR ROCK PRODUCTS..	405846	05/22/2025	ROCK-SHOP	703-734-52001	249.28
Fund 703 - PW OPERATIONS Total:					3,254.12

Fund: 706 - PUBLIC SAFETY

OTAK INC	000052500041	05/20/2025	PUBLIC SAFETY BUILDING	706-000-52019	2,366.88
Fund 706 - PUBLIC SAFETY Total:					2,366.88

Grand Total: 1,140,665.92

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	32,584.67
202 - COMMUNITY DEVELOPMENT	61,178.60
203 - COMMUNITY ENHANCEMENT	7,618.46
205 - STREETS	61,024.41
601 - WATER	441,366.46
603 - SEWER	531,272.32
703 - PW OPERATIONS	3,254.12
706 - PUBLIC SAFETY	2,366.88
Grand Total:	1,140,665.92

Account Summary

Account Number	Account Name	Expense Amount
100-000-35019	Fees - Parks	450.00
100-701-52040	Communications	20.00
100-703-52019	Professional Services	6,382.50
100-705-52002	Personnel Uniforms Equ...	1,106.97
100-705-52003	Utilities	629.47
100-705-52019	Professional Services	2,592.50
100-705-52023	Facility Maintenance	267.66
100-705-52115	REPORT WRITING	3,375.88
100-706-52003	Utilities	1,189.45
100-706-52023	Facility Maintenance	488.78
100-708-52001	Operating Supplies	5,001.04
100-708-52003	Utilities	1,723.00
100-708-52022	Fuel	855.07
100-708-52023	Facility Maintenance	46.55
100-708-52046	Dock Services	395.92
100-709-52003	Utilities	438.74
100-709-52023	Facility Maintenance	104.74
100-712-52010	Telephone	318.67
100-715-52001	Operating Supplies	35.40
100-715-52003	Utilities	1,023.29
100-715-52009	Postage	1,000.00
100-715-52019	Professional Services	4,663.04
100-715-52023	Facility Maintenance	476.00
202-723-53103	Columbia View Park Imp...	7,188.60
202-723-55001	Principal	50,060.00
202-723-55002	Interest	3,930.00
203-709-52140	Contract Programs	7,618.46
205-000-52003	Utilities	4,404.41
205-000-55001	Principal	52,500.00
205-000-55002	Interest	4,120.00
601-000-55001	Principal	399,800.00
601-000-55002	Interest	31,380.00
601-731-52001	Operating Supplies	125.67
601-731-52003	Utilities	3,278.17
601-731-52064	Lab Testing	775.00
601-732-52003	Utilities	5,757.72
601-732-52019	Professional Services	110.00
601-732-52022	Fuel	139.90
603-000-37001	Interest	-0.07
603-000-55001	Principal	487,640.00
603-000-55002	Interest	38,270.00
603-735-52003	Utilities	39.31
603-736-52003	Utilities	2,008.94
603-736-52019	Professional Services	210.00
603-736-52023	Facility Maintenance	29.09
603-736-52064	Lab Testing	60.00
603-737-52003	Utilities	2,008.95

Account Summary

Account Number	Account Name	Expense Amount
603-737-52023	Facility Maintenance	29.09
603-738-52003	Utilities	977.01
703-734-52001	Operating Supplies	249.28
703-734-52003	Utilities	1,037.79
703-734-52022	Fuel	1,570.38
703-739-52099	Equipment Operations	396.67
706-000-52019	Professional Services	2,366.88
Grand Total:		1,140,665.92

Project Account Summary

Project Account Key	Expense Amount
None	1,140,665.92
Grand Total:	1,140,665.92