



COUNCIL REGULAR SESSION

Wednesday, February 19, 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

UPDATED AGENDA

CALL REGULAR SESSION TO ORDER

PLEDGE OF ALLEGIANCE

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

ORDINANCES – *Final Reading*

- 1. Ordinance No. 3307:** An Ordinance Amending the St. Helens Municipal Code Chapters 17.16, 17.32, 17.80, and 17.96 Pertaining to Oregon House Bill 3395 (2023) Regarding Single Room Occupancies, and Other Housekeeping Amendments

RESOLUTIONS

- 2. Resolution No. 2037:** A Resolution of the Common Council of the City of St. Helens Adopting an Executive Session News Media Attendance Policy and Replacing in its Entirety Resolution No. 2001
- 3. Resolution No. 2038:** A Resolution Adopting the City of St. Helens Governing Policy, and Superseding Resolution No. 1838
- 4. Resolution No. 2039:** A Resolution to Adopt Financial Policies for the City of St. Helens, Superseding Resolution No. 1806

REQUESTS FOR APPROVAL TO ATTEND EXECUTIVE SESSIONS

- 5.** Consideration of Application from Tammy Maygra to Qualify as a Representative of the News Media to Attend Council Executive Sessions
- 6.** Consideration of Application from FAFODDS to Qualify as a Representative of the News Media to Attend Council Executive Sessions
- 7.** Consideration of Application from Maxine Bernstein of the Oregonian to Qualify as a Representative of the News Media to Attend Council Executive Sessions

APPROVE AND/OR AUTHORIZE FOR SIGNATURE

- 8.** Fourth Amendment to Contract with Moore Excavation, Inc. for S. 1st Street - St. Helens Street Intersection Improvements Project, R-685
- 9.** Extension of Agreement with Mayer/Reed, Inc. for Riverwalk Project Phase I and Columbia View Park Amphitheater

APPOINTMENTS TO CITY BOARDS AND COMMISSIONS

- [10.](#) Appoint Trina Kingsbury to the Planning Commission

CONSENT AGENDA FOR ACCEPTANCE

- [11.](#) Library Board Minutes dated January 13, 2025
- [12.](#) Library Board Subcommittee Minutes dated February 1, 2025
- [13.](#) Parks & Trails Commission Minutes dated January 13, 2025

CONSENT AGENDA FOR APPROVAL

- [14.](#) City Council Minutes dated December 11, 2024, January 31, 2025, and February 5, 2025
- [15.](#) Request for Proposal for Water Reservoir Site Selection and Design
- [16.](#) Accounts Payable Bill Lists

WORK SESSION ACTION ITEMS

COUNCIL MEMBER REPORTS

MAYOR MASSEY REPORTS

OTHER BUSINESS

ADJOURN

VIRTUAL MEETING DETAILS

Join: <https://us02web.zoom.us/j/89515285597?pwd=PTmIFzspUHz3YXo6IyCbzzFcciPNhV.1>

Passcode: 116537

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. 3307

AN ORDINANCE AMENDING THE ST. HELENS MUNICIPAL CODE
CHAPTERS **17.16, 17.32, 17.80, AND 17.96** PERTAINING TO
OREGON HOUSE BILL 3395 (2023) REGARDING SINGLE ROOM
OCCUPANCIES, AND OTHER HOUSEKEEPING AMENDMENTS

WHEREAS, pursuant to St. Helens Municipal Code 17.20.020(1)(c) the Planning Director initiated a legislative change to adopt text amendments to the Community Development Code (St. Helens Municipal Code Title 17); and

WHEREAS, pursuant to the St. Helens Municipal Code and Oregon Revised Statutes, the City has provided notice to: the Oregon Department of Land Conservation and Development on October 7, 2024, potentially affected property owners listed in the Columbia County Tax Assessor records between October 8 and 15, 2024, potentially affected agencies on October 14, 2024, and the local newspaper of record on October 25, 2024; and

WHEREAS, the St. Helens Planning Commission did hold a duly noticed public hearing on November 12, 2024, and following deliberation, made a recommendation of approval to the City Council; and

WHEREAS, the St. Helens City Council conducted a public hearing on December 4, 2024, and having the responsibility to approve, approve with modifications, or deny an application for a legislative change, has deliberated and found that based on the information in the record and the applicable criteria in the SHMC that some the code amendments be approved.

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 Municipal Code (Development Code) is hereby amended, attached hereto as **Attachment "A"** and made part of this reference.

Section 3. In support of the code amendments described herein, the Council hereby adopts the Findings of Fact and Conclusions of Law, attached hereto as **Attachment "B"** and made part of this reference.

Section 4. Severability. If any section, provision, clause, sentence, or paragraph of this Ordinance or the application thereof to any person or circumstances shall be held invalid, such invalidity shall not affect the other sections, provisions, clauses or paragraphs of this Ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are declared to be servable. This City Council hereby declares that it would have adopted this ordinance irrespective of the invalidity of any particular portion thereof and intends that the invalid portions should be severed and the balance of the ordinance be enforced.

Section 5. Provisions of this Ordinance shall be incorporated in the St. Helens Municipal Code and the word "ordinance" may be changed to "code," "article," "section," or another word, and the sections of this Ordinance may be renumbered, or re-lettered, provided however that Whereas clauses and boilerplate

provisions need not be codified.

Section 6. 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: February 5, 2025
Read the second time: February 19, 2025

APPROVED AND ADOPTED this 19th day of February, 2025 by the following vote:

Ayes:

Nays:

Jennifer Massey, Mayor

ATTEST:

Kathy Payne, City Recorder

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

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

CHAPTER 17.16 GENERAL AND LAND USE DEFINITIONS

[...]

17.16.010 General and land use definitions.

Words used in this Development Code have their normal dictionary meaning unless they are listed below. Words listed below have the specific meaning stated, unless the context clearly indicates another meaning.

The definition of words with specific meaning in the Development Code are as follows:

[...]

“Recreational vehicle park” means a park where four or more recreational vehicles and/or travel trailers are located within 50 feet of one another on a lot, tract, or parcel under the same ownership, the primary purpose of which is to rent space or keep space for rent to any person for a charge or for the rental or use of facilities.

[...]

“Single room occupancy” means a residential development with no fewer than four attached units that are independently rented and lockable and provide living and sleeping space for the exclusive use of an occupant, but require that the occupant share sanitary and/or food preparation facilities with other units in the occupancy.

[...]

“Travel trailer” means a portable vehicular structure not built to the ~~UBC~~ State Building Code, Manufactured Housing Construction and Safety Standards Code, or the Mobile Home Design and Construction Standard, designed for travel, recreational camping or vacation purposes, either having its own motor power or mounted onto or drawn by another vehicle, fully licensed and ready for highway use, and including but not limited to travel and camping trailers, truck campers, and motor homes. Also see “recreational vehicle.”

~~“Travel trailer park” means a park where four or more travel trailers are located within 50 feet of one another on a lot, tract, or parcel under the same ownership, the primary purpose of which is to rent space or keep space for rent to any person for a charge or for the rental or use of facilities.~~

[...]

**CHAPTER 17.32
ZONES AND USES**

[...]

17.32.050 Suburban residential zone – R-10.

[...]

(2) Uses Permitted Outright. In an R-10 zone, the following uses are permitted outright:

[...]

(g) Single-dwelling unit, detached. Up to two may be allowed per lot, parcel, or otherwise lawfully established unit of land per ORS Chapter 92.

(h) Single room occupancy, maximum of six units.

[...]

17.32.060 Moderate residential zone – R7.

[...]

(2) Uses Permitted Outright. In an R-7 zone, the following uses are permitted outright:

[...]

(g) Single-dwelling unit, detached. Up to two may be allowed per lot, parcel, or otherwise lawfully established unit of land per ORS Chapter 92.

(h) Single room occupancy, maximum of six units.

[...]

17.32.070 General residential zone – R-5.

[...]

(2) Uses Permitted Outright. In an R-5 zone, the following uses are permitted outright:

[...]

(h) Single-dwelling unit, detached. Up to two may be allowed per lot, parcel, or otherwise lawfully established unit of land per ORS Chapter 92.

(i) Single room occupancy, maximum of six units.

(3) Conditional Uses (See Chapter 17.100 SHMC). In an R-5 zone, the following conditional

uses may be permitted upon application:

[...]

(l) Residential facility.

(k) Single room occupancy with more than six units.

(4) Standards. In the R-5 zone, the following standards shall apply:

(a) For dwellings, the minimum lot size shall be 5,000 square feet for the single-dwelling unit, detached, and duplex uses and 2,500 square feet for each single-dwelling unit, attached (maximum of five units together). For multidwelling units, use 5,000 square feet as base plus 2,500 square feet for each multidwelling unit thereafter. For single room occupancy, the minimum lot size for up to six units is 5,000 square feet, and based on the same minimum lot size for multidwelling units, as determined by the number of units, for more than six single room occupancy units.

(b) The maximum building height shall be 35 feet except as required in SHMC 17.68.040.

(c) The minimum lot width at the building line and street shall be 50 feet for detached units, and duplexes, and single room occupancy. For attached single-dwelling units the width shall be at least 25 feet wide each. No minimum for multidwelling unit lots. For flag lots the width at the street shall be a minimum of 20 feet.

[...]

(g) No side yard shall be less than five feet wide for single-dwelling, detached, duplexes, and single-dwelling, attached structures, and single room occupancy structures with no more than six units and 10 feet for multidwelling structures and single room occupancy structures with more than six units. Corner lots shall have a minimum exterior side yard of 10 feet.

(h) The minimum rear yard depth shall be 10 feet.

(i) The minimum interior yard shall be six feet. Multidwelling units and single room occupancy structures with more than six units shall also comply with SHMC 17.96.180(11).

(j) The minimum front and side yards or other setbacks as stated herein shall be increased where such yard or setbacks abut a street having insufficient right-of-way widths to serve the area; in such cases, the planning commission shall determine the necessary setback requirements.

(k) Buildings and structures shall not occupy more than 40 percent of the lot area except for single attached, and multidwelling units, and single room occupancy structures with more than six units which can be up to 50 percent.

(l) No lot, parcel, or otherwise lawfully established unit of land per ORS Chapter 92 shall have more than one principal building constructed thereon, except for multidwelling structures units, single room occupancy with more than six units, and as otherwise allowed in this section.

(m) The minimum landscaping for dwellings other than multidwelling s units and single room occupancy with more than six units shall be 25 percent of the lot area.

(5) All chapters of the Development Code apply.

(a) See Chapter 17.64 SHMC for additional yard requirements and exceptions.

(b) SHMC 17.96.180 includes many site development standards specific to multidwelling

units. The same standards that apply to multidwelling unit development per SHMC 17.96.180 shall apply to single room occupancy development with more than six units.

[...]

17.32.080 Apartment residential zone – AR.

[...]

(2) Uses Permitted Outright. In an AR zone, the following uses are permitted outright:

[...]

(j) Single-dwelling unit, detached residential units. Up to two may be allowed per lot, parcel, or otherwise lawfully established unit of land per ORS Chapter 92.

(k) Single room occupancy, maximum of six units.

(l) Single room occupancy with more than six units.

[...]

(4) Standards. In the AR zone, the following standards shall apply:

(a) For dwellings the minimum lot size shall be 4,000 square feet for single-dwelling, detached units and duplexes ~~uses~~; 1,600 square feet minimum lot size for single-dwelling, attached units each (maximum of five units together); and 1,500 square feet minimum lot size for each multidwelling unit over the base of 4,000 square feet for the first two units (with no maximum). For single room occupancy, the minimum lot size for up to six units is 4,000 square feet and based on the same minimum lot size for multidwelling units, as determined by the number of units, for more than six single room occupancy units

(b) The minimum front yard shall be 20 feet.

(c) For single-dwelling, detached units, ~~and~~ duplexes, and single room occupancy the minimum lot width at the street and building line shall be 40 feet and no minimum for multidwelling unit lots; for flag lots and single attached dwelling units the minimum lot width at the street is 20 feet.

(d) The minimum lot depth shall be 85 feet, except single-dwelling units, attached shall be 80 feet.

(e) No side yard shall be less than five feet wide for single-dwelling, detached, duplexes, ~~and~~ single-dwelling, attached structures, and single room occupancy structures with no more than six units and 10 feet for multidwelling structures and single room occupancy structures with more than six units. Corner lots shall have a minimum exterior side yard of 10 feet.

(f) The minimum rear yard depth shall be 10 feet.

(g) The minimum interior yard shall be six feet. Multidwelling units and single room occupancy structures with more than six units shall also comply with SHMC 17.96.180(11).

[...]

(k) No lot, parcel, or otherwise lawfully established unit of land per ORS

Chapter 92 shall have more than one principal building constructed thereon, except for multidwelling ~~structures~~ units, single room occupancy with more than six units, and as otherwise allowed in this section.

(1) The minimum landscaping shall be 25 percent of the lot area except for multidwelling ~~units structures~~ and single room occupancy with more than six units.

(5) All chapters of the Development Code apply.

(a) See Chapter 17.64 SHMC for additional yard requirements and exceptions.

(b) SHMC 17.96.180 includes many site development standards specific to multidwelling units. The same standards that apply to multidwelling unit development per SHMC 17.96.180 shall apply to single room occupancy development with more than six units.

[...]

17.32.090 Mobile home residential zone – MHR.

[...]

(2) Uses Permitted Outright. In the MHR zone, the following uses are permitted outright:

[...]

(h) Single-dwelling unit, detached. Up to two may be allowed per lot, parcel, or otherwise lawfully established unit of land per ORS Chapter 92.

(i) Single room occupancy, maximum of six units.

(3) Conditional Uses (See Chapter 17.100 SHMC). In the MHR zone, the following conditional uses may be permitted upon application:

[...]

(h) Public or private school or college.

(i) Recreational vehicle park.

~~(j)~~ (j) Religious assembly.

~~(k)~~ (k) Residential facility.

~~(l)~~ (l) Sanitarium, rest home, senior or convalescent care facilities.

(m) Single room occupancy with more than six units.

~~(n) Travel trailer parks.~~

[...]

17.32.095 Mixed use zone – MU.

[...]

(2) Uses Permitted Outright. In an MU zone, the following uses are permitted outright

subject to the provisions of this code and especially the chapter on site development review (Chapter 17.96 SHMC):

[...]—[EDITOR'S NOTE: ~~(u)~~ (v) and on is assumed based on file CPZA.1.24/ORD No. 3305]

~~(u)~~ (v) Retail sales establishments, ~~not specifically catering to motorists.~~
(w) Single room occupancy, maximum of six units. May be stand alone or units above permitted uses but shall not be on the same level as nonresidential use.

~~(v)~~ (x) Studios.

~~(w)~~ (y) Theaters, except drive-ins.

(3) Conditional Uses. In the MU zone, the following conditional uses may be permitted upon application, subject to provision of Chapter 17.100 SHMC and other relevant sections of this code:

[...]

(x) Recreation facilities (public or private).

(y) Recreational vehicle park.

~~(y)~~ (z) Religious assembly, including cemeteries.

~~(z)~~ (aa) Residential facility.

~~(aa)~~ (bb) Shopping centers.

(cc) Single room occupancy with more than six units. May be stand alone or units above permitted uses but shall not be on same level as nonresidential use.

~~(bb)~~ Travel trailer parks.

~~(ee)~~ (dd) Vehicle repair, service, and sales.

[...]

(4) Standards. In the MU zone the following standards shall apply:

[...]

(e) Multidwelling units, ~~and~~ dwelling units and single room occupancy units above permitted uses, and single room occupancy with more than six units must shall comply with AR standards and other applicable sections of this code. Except, for structures with units above permitted uses, the yard (setback) that applies is based on the use of the first (ground level) floor.

(f) Single-dwelling units, attached or detached, ~~and~~ duplexes, and single room occupancy, maximum of six units shall comply with R-5 standards.

[...]

17.32.100 Highway Commercial – HC.

[...]

(3) Conditional Uses. In the HC zone, the following conditional uses may be permitted upon application, subject to provisions of Chapter 17.100 SHMC and other relevant sections of this code:

[...]

(c) Dwelling units above ~~outright~~ permitted uses provided the number of dwelling units does not exceed two on a single lot or development site and no dwelling unit is on same level as nonresidential use.

[...]*—[EDITOR'S NOTE: ~~(j)~~ (i) and on is assumed based on file CPZA.1.24/ORD No. 3305]*

~~(j)~~ (i) Recreation facilities.

(k) Recreational vehicle park.

[...]

~~(n) Travel trailer parks.~~

[...]

17.32.110 General Commercial – GC.

[...]

(2) Uses Permitted Outright. In a GC zone, the following uses are permitted outright subject to the provisions of this code and especially the chapter on site development review (Chapter 17.96 SHMC):

[...]*—[EDITOR'S NOTE: ~~(d)~~ (e) is assumed based on file CPZA.1.24/ORD No. 3305]*

~~(d)~~ (e) Dwellings above permitted uses ~~(use AR standards)~~ provided the number of dwelling units does not exceed two on a single lot or development site and no dwelling unit is on same level as nonresidential use. If more than two dwelling units above permitted uses, see SHMC 17.32.110(3) for multidwelling units.

[...]

(3) Conditional Uses. In the GC zone, the following conditional uses may be permitted upon application, subject to provision of Chapter 17.100 SHMC and other relevant sections of this code:

[...]*—[EDITOR'S NOTE: ~~(p)~~ (o) is assumed based on file CPZA.1.24/ORD No. 3305]*

~~(p)~~ (o) Multidwelling units including dwelling units above permitted uses. Dwelling

units may be on same level as nonresidential use.

[...]

(w) Recreation facilities.

(x) Recreational vehicle park.

~~(y)~~ (y) Religious assembly, including cemeteries.

~~(z)~~ (z) Residential facility.

~~(aa)~~ (aa) Shopping centers and plazas.

(bb) Single room occupancy (four or more units). May be stand alone or units above permitted uses but shall not be on same level as nonresidential use.

~~(aa) Travel trailer parks.~~

~~(bb)~~ (cc) Vehicle repair, service, and sales.

[...]

(4) Standards. In the GC zone the following standards shall apply:

[...]

(c) The maximum lot coverage including all impervious surfaces shall be 90 percent.

(d) Multidwelling units, dwelling units and single room occupancy units above permitted uses, and single room occupancy (four or more units) must shall comply with AR standards and other applicable sections of this code. Except, for structures with units above permitted uses, the yard (setback) that applies is based on the use of the first (ground level) floor and and the same standards that apply to multidwelling unit development per SHMC 17.96.180 shall apply to single room occupancy development with four or more units (instead of six or more units per the AR zone).

[...]

17.32.130 Light Industrial – LI.

[...]

(3) Conditional Uses. In the LI zone, in addition to the buildings and uses permitted outright, a conditional use permit can be granted for the following buildings and uses:

[...]—[EDITOR'S NOTE: ~~(m)~~ (l) is assumed based on file CPZA.1.24/ORD No. 3305]

~~(m)~~ (l) Public safety and support facilities.

(m) Recreational vehicle park.

(n) Temporary asphalt batching (six-month maximum).

~~(o) Travel trailer parks.~~

~~(p)~~ (o) Wrecking and junkyards.

[...]

17.32.140 Heavy Industrial – HI.

[...]

(3) Conditional Uses. In the HI zone, in addition to the buildings and uses permitted outright, a conditional use permit can be granted for the following buildings and uses:

[...]

- (j) Public safety and support facilities.
- (k) Recreational vehicle park.
- ~~(l)~~ (l) Recycling collection center.
- ~~(m)~~ (m) Solid waste disposal site or transfer station.
- ~~(n)~~ (n) Special hazardous uses such as:
 - (i) Two thousand gallons or more of flammable (Class I or II) materials.
 - (ii) Fifty gallons or more of unstable liquids, fireworks, blasting agents or explosives.
 - (iii) Magazines, Class II (Class I magazines are not permitted).
 - (iv) Five hundred pounds or more or 200 gallons or more of hazardous chemicals, including corrosive liquids, flammable solids, highly toxic materials, oxidizing materials, poisonous gases and any amount of radioactive materials.
 - (v) Unstable (reactive) chemicals, including organic peroxides and nitromethane.
 - (vi) Fifty pounds or more of ammonium nitrate.
 - (vii) Two thousand or more gallons of liquefied petroleum gases.
- ~~(o)~~ (o) Storage facilities such as personal lockers/garages and for recreational-type vehicles.
- ~~(p)~~ (p) Temporary asphalt batching (six months maximum).
- ~~(p)~~ ~~Travel trailer parks.~~
- (q) Wrecking and junkyards.

[...]

17.32.150 Public lands – PL.

[...]

(3) Conditional Uses. In the PL zone the following uses are permitted if approved under the conditional use chapter (Chapter 17.100 SHMC) and other applicable provisions of this code:

- (a) Public facilities, major.
- (b) Public support and safety facilities.
- (c) ~~Travel trailer~~ Recreational vehicle park in public parks of over four acres in size to include a buffer of 20 feet where abutting a residential zone.
- (d) Hospitals.

[...]

17.32.171 Riverfront district – RD, marina.

[...]

(2) Uses Permitted Outright. In the marina subdistrict the following uses are permitted outright subject to the provisions of this code and especially the site development review chapter (Chapter 17.96 SHMC):

[...]—[EDITOR'S NOTE: ~~(d)~~ (e) is assumed based on file CPZA.1.24/ORD No. 3305]

~~(d) (e) Dwellings located above permitted uses (use AR standards, except yard requirements, which are based on the use at ground level below the dwelling or dwellings).~~
Dwellings above permitted uses provided the number of dwelling units does not exceed two on a single lot or development site, and no dwelling unit is on same level as nonresidential use. If more than two dwelling units above permitted uses, see SHMC 17.32.171(3) for multidwelling units.

[...]

(3) Conditional Uses. In the marina subdistrict the following uses may be permitted upon approval subject to the provisions of this code, especially those in Chapter 17.100 SHMC for conditional uses:

(a) Commercial amusement and recreational facilities.

(b) Multidwelling units ~~(must comply with AR standards and other applicable sections of this code)~~ including dwelling units above permitted uses. No dwelling unit shall be on same level as nonresidential use.

(c) Private parks.

(d) Public facilities, major.

(e) ~~Travel trailer~~ Recreational vehicle parks.

(f) Single room occupancy (four or more units). May be stand alone or units above permitted uses but shall not be on same level as nonresidential use.

[...]

(4) Standards. In the marina subdistrict the following standards shall apply:

(a) The maximum building height shall be determined on a case-by-case basis (also see SHMC 17.68.040), except when the AR zone standards apply that includes building height standards.

(b) Outdoor storage abutting or facing a lot in a residential zone shall comply with Chapter 17.72 SHMC.

(d) The minimum landscaping shall be 10 percent of gross land area associated with the use.

(e) Multidwelling units, dwelling units and single room occupancy units above permitted

uses, and single room occupancy (four or more units) shall comply with AR zone standards and other applicable sections of this code. Except, for structures with units above permitted uses, the yard (setback) that applies is based on the use of the first (ground level) floor and the same standards that apply to multidwelling unit development per SHMC 17.96.180 shall apply to single room occupancy development with four or more units (instead of six or more units per the AR zone).

[...]

17.32.172 Riverfront district – RD, plaza.

[...]

(2) Uses Permitted Outright. In the plaza subdistrict, the following uses are permitted outright, subject to the modifications to development standards and conditions as specified herein and all other applicable provisions of this code as noted under additional requirements:

[...]

(a) Historic residential structures with or without any auxiliary dwelling unit. This is listed here separate from other residential uses given subsection (5)(a)(i) of this section. This does not mean historic residential structures are prohibited in other zones per SHMC 17.32.040(3)(a).

(b) Residential above Nonresidential Permitted Uses, provided no dwelling unit is on same level as nonresidential use.

(i) Dwelling, single-family, duplex or multidwelling units.

~~(ii) Dwelling, duplex.~~

~~(iii) Dwelling, townhouse.~~

~~(iv) Dwelling, multifamily.~~

~~(v)~~ (ii) Other residential uses as per ORS Chapter 443.

[...]

(ii) Retail sales establishments.

(jj) Single room occupancy (four or more units). Shall be units above permitted uses and shall not be on same level as nonresidential use.

~~(jj)~~ (kk) Small equipment sales, rental and repairs facilities/shops, without outside storage.

~~(kk)~~ (ll) Theaters, indoors.

~~(ll)~~ (mm) Trade and skilled services without outdoor storage, such as plumbing, HVAC, electrical, and paint sales/services facilities/shops.

~~(mm) Type I and II home occupation in dwelling unit above nonresidential permitted uses.~~

~~(nn) Transient housing.~~

~~(oo)~~ (nn) Watercraft sales, rental, charters, without outdoor storage.

[...]

(3) Conditional Uses. In the plaza subdistrict, the following conditional uses may be permitted upon application, subject to provision of Chapter 17.100 SHMC and other relevant sections of this code:

[...]—[EDITOR'S NOTE: (f) is based on text amendments of file CPZA.1.24/ORD No. 3305]

(e) Business with outdoor storage (those businesses permitted in permitted uses).

~~(f) Hospitals, clinics, nursing homes, and convalescent homes~~ Dwellings on same level as nonresidential use, provided there is no conflict with SHMC 17.32.172(5)(a)(i) prohibiting residential use on the first floor of buildings.

~~(g)~~ (g) Hospitals, clinics, nursing homes, and convalescent homes.

~~(h)~~ (h) Laundromats and dry cleaners.

[EDITOR'S NOTE: re-lettering to continue through list of conditional uses]

[...]

(5) Special Conditions Permitted and Conditional Uses.

(a) Residential Uses.

(i) Except for historic residential structures (listed in city's comprehensive plan and/or registered and recognized by the state or federal government), residential use is prohibited on the first floor of any building in the plaza subdistrict.

(ii) There is no minimum lot size requirement for residential use above permitted nonresidential uses.

(iii) Residential density above permitted uses shall be based on the standard of one dwelling unit or single room occupancy unit for each full 500 interior square feet of non-residential use provided. Outdoor dining areas and similar permitted outdoor uses may only be included in the calculation when such areas are not located within a right-of-way.

(iv) The same standards that apply to multidwelling unit development per SHMC 17.96.180 shall apply to single room occupancy development with four or more units.

[...]

17.32.173 Riverfront district – RD, mill.

[...]—[EDITOR'S NOTE: (2)(a)(iii) to be edited based on text amendments of file CPZA.1.24/ORD No. 3305]

(2) Uses Permitted Outright. The following uses are permitted outright, subject to all provisions of the SHMC including specifically the modifications to development standards and conditions specified in this section. Moreover, the applicable provisions of Chapter 17.96 SHMC, Site Development Review, apply, except those modified by this chapter.

- (a) Residential.
- (i) Single dwelling units, attached.
 - (ii) Multidwelling units.
 - (iii) Single room occupancy (four or more units). Shall not be on same level as nonresidential use and the same standards that apply to multidwelling unit development per SHMC 17.96.180 shall apply.
 - ~~(iii)~~ (iv) Family child care home in lawfully existing dwelling.
- (b) Residential above Nonresidential Permitted Uses, provided no dwelling unit is on same level as nonresidential use.
- (i) Dwelling, single-family, duplex or multidwelling units.
 - (ii) Congregate ~~care facility~~ housing.
 - (iii) ~~Single dwelling units, attached~~ Single room occupancy (four or more units). Shall not be on same level as nonresidential use and the same standards that apply to multidwelling unit development per SHMC 17.96.180 shall apply.
 - (iv) ~~Multidwelling units~~ Other residential uses as per ORS Chapter 443.

[...]

(3) The following conditional uses may be permitted upon application, subject to the provisions of Chapter 17.100 SHMC, Conditional Use, and other relevant sections of this code, except those modified by this chapter:

[...]—[EDITOR'S NOTE: ~~(j)~~ (k) is assumed based on file CPZA.1.24/ORD No. 3305]

- ~~(j)~~ (k) Boat building.
- (l) Dwellings on same level as nonresidential use.

[...]

17.32.180 Houlton business district – HBD.

[...]

(2) Uses Permitted Outright. In the HBD zone, the following uses are permitted outright, subject to the modifications to development standards and conditions as specified herein and all other applicable provisions of this code as noted under additional requirements:

- (a) Dwellings: single detached or attached, duplexes, and dwellings above permitted uses if no more than two dwelling units. If more than two dwelling units above permitted uses, see SHMC 17.32.180(3) for multidwelling units.

[...]—[EDITOR'S NOTE: (uu) is assumed next in sequence for end of permitted uses list based on file CPZA.1.24/ORD No. 3305]

- (uu) Single room occupancy, maximum of six units. May be stand alone or units above permitted uses but shall not be on same level as nonresidential use.

[...]

(3) Conditional Uses. In the HBD zone, the following conditional uses may be permitted upon application, subject to provisions of Chapter 17.100 SHMC and other relevant sections of this code:

[...]—[*EDITOR'S NOTE: sequence beginning with (p) and on is assumed based on file CPZA.1.24/ORD No. 3305*]

(p) Single room occupancy with more than six units. May be stand alone or units above permitted uses but shall not be on same level as nonresidential use.

- ~~(q)~~ (q) Parking lots/facilities, private.
- ~~(r)~~ (r) Nurseries and greenhouses.
- ~~(s)~~ (s) Vehicle repair, service, and sales.

[...]

(4) Standards Applicable to All Uses. In the HBD zone, the following standards and special conditions shall apply and shall take precedence over any conflicting standards listed in this code:

[...]

(m) Notwithstanding the standards of subsections (4)(a) through (l) of this section, these residential uses are subject to the following:

(i) Single-dwelling units, attached or detached, ~~and duplexes,~~ and single room occupancy, maximum of six units shall comply with the R-5 standards; and

(ii) Multidwelling units, dwelling units and single room occupancy units above permitted uses, and single room occupancy with more than six units shall comply with AR standards and other applicable sections of this code. Except, for structures with dwelling units above permitted uses, the yard (setback) that applies is based on the use of the first (ground level) floor.

(5) Special Conditions Permitted and Conditional Uses.

~~(a) Residential density above permitted uses shall be based on the standard of one dwelling unit for each full 500 interior square feet of nonresidential use provided. Outdoor dining areas and similar permitted outdoor uses may only be included in the calculation when such areas are not located within a right-of-way.~~

~~(b)~~ (a) Outdoor storage of goods and materials must be screened.

~~(c)~~ (b) Outdoor display of goods and materials for retail establishments is permitted on private property in front of the retail establishment, provided such displays do not block safe ingress and egress from all entrances, including fire doors. In addition, outdoor display goods and materials shall be properly and safely stored inside during nonbusiness hours. No outdoor display may block safe pedestrian or vehicular traffic. Outdoor displays shall not encroach in public rights-of-way, including streets, alleys or sidewalks, without express written permission of the city council.

~~(d)~~ (c) Kiosks may be allowed on public property, subject to the approval of a concession

agreement with the city.

(6) Additional Requirements.

~~(a) Residential Density Transition. The residential density calculation and transition provisions of Chapter 17.56 SHMC shall not apply to the HBD zone for residential uses above permitted uses. Densities are determined for residential uses by the formula in subsection (5)(a) of this section.~~

~~(b)~~ (a) The visual clearance area requirements of Chapter 17.76 SHMC do not apply to the Houlton business district.

~~(c)~~ (b) Overlay district Chapter 17.148 SHMC, Planned Development, shall not apply to the HBD zone.

~~(d)~~ (c) All chapters of the Development Code apply except as modified herein.

[...]

**CHAPTER 17.80
OFF-STREET PARKING AND LOADING REQUIREMENTS**

[...]

17.80.020 General provisions.

[...]

(7) Visitor Parking in Multidwelling Unit Residential Districts.

(a) Multidwelling units and single room occupancy units with more than 10 required parking spaces shall provide parking for the use of guests of residents (visitors) of the complex; and

(b) Visitor parking shall consist of 15 percent of the total required parking spaces and shall be centrally located within or evenly distributed throughout the development. Required bicycle parking facilities shall also be centrally located within or evenly distributed throughout the development.

[...]

(15) Bicycle Parking.

(a) One lockable bicycle parking space shall be provided within a rack for the following:

(i) Four or more dwelling units or single room occupancy units in one building: one space per dwelling unit or single room occupancy unit;

[...]

17.80.030 Minimum off-street parking requirements.

Note: some use classifications listed below indicate additional bicycle parking requirements

beyond the requirements of SHMC 17.80.020(15).

(1) Residential.

[...]

(j) Single room occupancy – One off-street space for each unit.

[...]

**CHAPTER 17.96
SITE DEVELOPMENT REVIEW**

[...]

17.96.020 Applicability of provisions.

Site development review shall be applicable to all new developments and major modification of existing developments, as provided in SHMC 17.96.070, except it shall not apply to:

(1) Single-dwelling units, on an individual building lot, parcel or, or otherwise lawfully established unit of land per ORS Chapter 92;

[...]

17.96.070 Major modifications to approved plans or existing development.

[...]

(2) The director shall determine that a major modification(s) will result if one or more of the following changes are proposed. There will be:

(a) An increase in dwelling unit or single room occupancy unit density, or lot coverage for residential development;

(b) A change in the ratio or number of different types of dwelling units or single room occupancy units;

[...]

17.96.180 Approval standards.

[...]

(7) Shared Outdoor Recreation Areas – Residential Use.

(a) In addition to the requirements of subsections (5) and (6) of this section, usable outdoor recreation space shall be provided in residential developments for the shared or common use of all the residents in the following amounts:

(i) Studio (including single room occupancy units) up to and including two-bedroom units, 200 square feet per unit; and

**CITY OF ST. HELENS PLANNING DEPARTMENT
FINDINGS OF FACT AND CONCLUSIONS OF LAW
Development Code Amendments ZA.1.24**

APPLICANT: City of St. Helens

PROPOSAL: Amend the following Chapters of the St. Helens Municipal Code: **17.16** general and land use definitions, **17.32** zones and uses, **17.60** manufactured/mobile home regulations, **17.80** off-street parking and loading requirements, and **17.96** site development review.

BACKGROUND

The primary catalyst of these amendments is the adopted **2019 Housing Needs Analysis**, which included a recommendation to allow “cottage clusters,” which are essentially multiple detached homes on a single property. Due to development activity (i.e., staff work load) in the city, staff has not been able to focus on or advance this effort this until November 2023.

Since 2019, there has been state legislation that has added to the code amendment need, and amendments to address them have been included. Related state legislation includes **House Bill 4064 (2022)** changing how cities can regulate manufactured homes and prefabricates structures, and **House Bill 3395 (2023)** adding single room occupancies (SROs) to the list of “needed housing” in the ORS and requiring local governments to allow them. Plus, some other related amendments.

PUBLIC HEARING & NOTICE

Public hearing before the Planning Commission for *recommendation to the City Council*: November 12, 2024. Public hearing before the City Council: December 4, 2024.

Notice of this proposal was sent to the Oregon Department of Land Conservation and Development on October 7, 2024 through their PAPA Online Submittal website.

Notice of this proposal was sent to property owners of land zoned residential, mixed use or commercial (R10, R7, R5, AR, MHR, MU, GC, RD-Marina, RD-Plaza, RD-Mill, and HBD) between October 8th and 15th, 2024. This notice was sent to approximately 5,200 different properties (taxlots) to satisfy any requirements per ORS 227.186 in addition to providing information to citizens. The city issued a press release about this mass mailer and did a Facebook social media post on October 9, 2024.

Notice was sent to agencies by mail or e-mail on October 14, 2024.

Notice was published on October 25, 2024 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 and Goal 10. Aspects of Goal 5 are also noteworthy.

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.

Several public meetings have taken place discussing 2024 Development Code amendments, including those proposed by this file ZA.1.24 and a separate file CPZA.1.24, which preceded this one. These public meetings include:

- Planning Commission meeting—January 9, 2024
- Planning Commission meeting—February 23, 2024
- City Council/Planning Commission joint meeting—March 13, 2024
- Planning Commission meeting—April 9, 2024
- Planning Commission meeting—May 14, 2024
- City Council work session—June 5, 2024

Staff began preparing for this in November 2023, which resulted in meetings to discuss the various issues for every month of 2024 through June, when the City Council authorized the legislative matter to proceed on June 5, 2024.

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.

Housing is a major component of this proposal. Moreover, this Goal must be addressed as 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 does not change any zoning of specific properties, and the city's adopted land-wise need for housing is met.

This is one of the City Council's reasons for rejecting amendments pertaining to the 2019 Housing Needs Analysis (the detached multifamily development proposal) and House

Bill 4064 (2022) (manufactured and prefabricated homes). The City Council finds its needs are met for housing and these provisions are unnecessary.

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

This proposal supports this aspect of Goal 10 by increasing development options by adding single room occupancy type development to all residential zonings and the MU, RD, HBD and GC zoning districts.

The City Council rejects allowing detached multi-family development and amending its code to align with state law pertaining to manufactured housing, prefabricated housing, and any other amendments pertaining to manufactured/mobile home parks because the city's housing needs are met based on the city's adopted Housing Needs Analysis.

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

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.

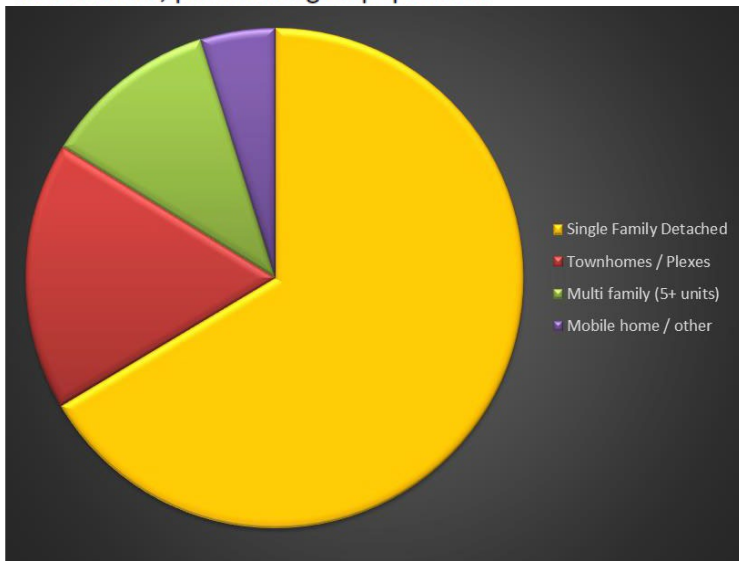
* * *

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 by adding single-room occupancy in St. Helens’ zoning.

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

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



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

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

Much of the proposal is in response to state legislation. This includes:

- **House Bill 4064 (2022)** changes how cities can regulate manufactured homes and prefabricates structures.

The City Council rejects amendments pertaining to this because the city's housing needs are met based on the city's adopted Housing Needs Analysis.

- **House Bill 3395 (2023)** adds single room occupancies (SROs) to the list of "needed housing" in the ORS and requires local governments to allow them. SROs are attached living units that are not complete dwelling units given shared kitchen or lavatory facilities.

This adds a definition to Chapter 17.16 SHMC, and amends most zoning districts that allow typical residential uses, establishes one off-street parking space requirement per unit (same standard that applies to a studio apartment) and notes the applicability of Chapter 17.96 SHMC, the reference thereto being in the zoning district sections.

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

For these findings, the comprehensive plan addendums will be examined followed by policies.

Comprehensive Plan Addendums:

The addendums to the Comprehensive Plan include the **Economic Opportunities Analysis** (Ord. No. 3101), **Waterfront Prioritization Plan** (Ord. No. 3148), **Transportation Systems Plan** (Ord. No. 3150), **Corridor Master Plan** (Ord. No. 3181), **Parks & Trails Master Plan** (Ord. No. 3191), **Riverfront Connector Plan** (Ord. No. 3241), and **Housing Needs Analysis** (Ord. No. 3244).

The applicable addendum is the **Housing Needs Analysis** (HNA). One of the recommended policies included development of a cottage cluster code, which this proposal does by allowing detached multi-family development.

The city was already thinking about this when it adopted Ordinance No. 3264 in 2021. That ordinance addressed duplexes in the context of the HNA recommendation of allowing duplexes in R7 zoned lands and Oregon House Bill 2001 (2019), which created an entitlement for duplexes on property that allows a detached single-family dwelling. The city amended its ordinance to allow two detached units as an outright permitted use in addition to duplexes. The city also adopted an interior yard standard to establish a minimum distance

between buildings, reviewing the model code for large cities (OAR 660-046 Exhibit B – Large Cities Middle Housing Model Code) as a guide.

Much of this proposal is a “part 2” to the 2021 adopted amendments for residential uses.

The City Council rejects amendments pertaining to this because the city’s housing needs are met based on the city’s adopted Housing Needs Analysis. In 2019, the Housing Needs Analysis identified a shortage of higher density residential, but development since then has made up for that as detailed above. No other shortage was identified. As such, the City Council finds these amendments are no longer necessary.

Comprehensive Plan Policies

There is no known conflict with the general Comprehensive Plan policies identified in Chapter 19.08 SHMC or the specific policies of Chapter 19.12 SHMC.

The City Council considered these amendments and expressed concern about how neighborhoods can affect economic development. There is concern that certain housing types in neighborhoods can negatively affect economic development in the city, as well as the wellbeing of residents of existing and future neighborhoods. There is a correlation between the detriment of neighborhoods and economic detriment.

SHMC 19.08.020 Economic goals and policies, subsection (3)(ii) identifies a policy to improve the local economy including using things such as land use controls and ordinances. The Council finds that adding provisions in the St. Helens Development Code to advance state law per House Bill 4064 (2022) pertaining to manufactured homes and prefabricated structures, and to allow detached multifamily development, is contrary to this policy due to neighborhood detriment and shall be rejected (i.e., omitted in a final adoption ordinance).

(d) Findings: This criterion requires analysis of the applicable provisions of the implementing ordinances. This proposal updates the city’s implementation ordinances as embodied in the Development Code.

(e) Findings: This criterion is intended to prevent spot zoning, which does not apply in this case.

CONCLUSION & DECISION

Based upon the facts and findings herein, the City Council approves some of these Development Code text amendments. Due to concerns about neighborhood compatibility, property value, and economic vitality, the City Council rejects the amendments related to:

2019 Housing Needs Analysis pertaining to the effort to define attached and detached housing types, allowing detached multifamily development; and

House Bill 4064 (2022) pertaining to updates to manufactured and prefabricated structures.

As such the revised proposal compared to the top of page 1 is: Amend the following Chapters of the St. Helens Municipal Code: **17.16** general and land use definitions, **17.32** zones and uses, ~~**17.60** manufactured/mobile home regulations,~~ **17.80** off-street parking and loading requirements, and **17.96** site development review.

Jennifer Massey, Mayor

Date

City of St. Helens
RESOLUTION NO. 2037

A RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF ST. HELENS ADOPTING AN EXECUTIVE SESSION NEWS MEDIA ATTENDANCE POLICY AND REPLACING IN ITS ENTIRETY RESOLUTION NO. 2001

WHEREAS, Oregon public meetings law provides that representatives of the news media shall be allowed to attend certain executive sessions of public bodies, but may be requested to not disclose specified information (ORS 192.660(4)); and

WHEREAS, because at the time state law relating to media attendance at executive session was adopted, "news media" consisted of entities that were institutionalized and structured to support compliance with the requirements of ORS 192.660(4), the law includes no express mechanism for enforcing those requirements; and

WHEREAS, technological advances since the time the public meetings law was initially adopted have resulted in development of communication mechanisms allowing virtually any individual or entity to disseminate information widely; and

WHEREAS, ORS 192.660(11) prohibits the Oregon Government Ethics Commission from adopting rules that establish what entities are considered "representatives of the news media" that are entitled to attend executive sessions under ORS 192.660(4), and that the Attorney General has provided guidance on what factors governing bodies should weigh in determining who is permitted to attend an executive session as a "representative of the news media"; and

WHEREAS, the Attorney General has opined that "representatives of the news media" for the purposes of ORS 192.660(4) include news-gathering representatives who have a formal affiliation with an institutional news entity, whether through employment, by contract, or some other authorization and that are formally organized for the purpose of gathering and disseminating news¹; and

WHEREAS, the City of St. Helens (the "City") finds that in that absence of a statutory definition of "representatives of the news media" as that term is used in ORS 192.660(4) it is necessary to adopt a policy that implements the intent of the public meetings law and available Attorney General guidance, without precluding attendance by internet-based or other "non-traditional" information disseminators that are institutionalized and committed to compliance with ORS 192.660(4); and

WHEREAS, the City adopted a News Media Policy through the adoption of Resolution No. 2001 and the City desires to incorporate additional guidance available from the Attorney General into the City's News Media Policy, and that the below updated News Media Policy replaces Resolution No. 2001 in its entirety; and

WHEREAS, the City Council recognizes that this policy is solely for determining eligibility to attend executive sessions, which requests non-disclosure of specified information from executive

¹ The Attorney General Public Meetings Manual (2024), page 151; 817 Op Atty Gen No 8291, 2016 WL 2905510 (Apr 18, 2016), available at <https://www.doj.state.or.us/wp-content/uploads/2017/06/op8291.pdf>

sessions, and is not intended to otherwise define "news media" or to determine eligibility to report on the City's activities or to limit access to other City meetings by any person.

NOW, THEREFORE, the City of St. Helens resolves as follows:

1. Currently Recognized News Media Organizations. The following entities, through their authorized and authenticated representatives, are hereby recognized as representatives of the news media eligible to attend executive sessions, as they have an established history of meeting the requirements of this policy:

- Oregonian
- Daily Journal of Commerce
- Willamette Week
- Columbia County Spotlight

Radio News Media Organizations

- KOHI
- OPB

Television News Media Organizations:

- KATU
- KOIN
- KGW
- KPTV
- OPB

No other entity or its representative shall be permitted to attend an executive session unless it is recognized through the process set forth in Section 2 below.

2. Recognition of Other News Media Organizations. The following entities shall be recognized as "representatives of the news media" whose authorized and authenticated representatives are eligible to attend executive sessions:

- A. A general or associated member newspaper of the Oregon Newspaper Publishers Association, a broadcast member of the Oregon Association of Broadcasters, or a member of the Associated Press; or
- B. Daily newspapers, non-daily, and small-market newspapers/publications, as well as those publications that are released as digital and multiplatform products; or
- C. A newspaper or publication that the City uses for publication of public notices and that meets the requirements of ORS 193.020; or
- D. An individual that has a formal affiliation with an institutional news media entity through employment, by contract, or some other authorization with the institutional news media entity. In making the determination of whether an individual has a formal affiliation with an institutional news media entity, the City shall consider and weigh the existence of the following factors:
 - a. For the purposes of establishing a formal affiliation, the following guidance shall be used:

- i. Employment with an institutional news media entity means employed to perform the job of news gathering, reporting, and disseminating for the institutional news media entity.
 - ii. A contract with an institutional news media entity means a contract between an individual and a news media organization to cover news stories or report on matters specified in the contract on the news media entity's behalf.
 - iii. Other authorization includes an agent for an institutional news media entity.
- b. The applicant regularly publishes or broadcasts or posts for the institutional news media entity on the entity's website.

E. If the applicant does not have a formal affiliation with a traditional news media entity, then the City will weigh the following factors to determine if the entity is **institutional a "representative of the news media"** for the purposes of attending executive sessions pursuant to ORS 192.660(4):

- a. A formally organized business structure, which is organized for the purpose of gathering and disseminating news;
- b. The existence of staff with assigned duties (rather than a single individual);
- c. Regular and continuous news publications, broadcasts, or articles via any variety of mediums including the Internet;
- d. Separation between fact gathering publications or broadcasts and opinion publications or broadcasts;
- e. A commitment and demonstrated structure to support the terms of ORS 192.660(4); and
- f. A process in place for reporting conflicts of interest and correcting errors, including violations of executive session statutes, by a person with authority to take corrective measures.

3. Application process. It shall be the applicant's burden to persuade the City of St. Helens by substantial evidence that it should be recognized as a "representative of the news media" and meets the criteria in Section 1 and 2 of this policy by following the below application process:

- A. Requests to be recognized as a "representative of a news media" must be made in writing on an application form approved by the City, in a format outlined in the attached Exhibit A, which may be updated by the City from time to time. The form will be made available on the City's website and upon request.
- B. The form shall require disclosure of the person's name, the institutional news media entity which they are formally affiliated with, and agreement to comply with ORS 192.660(4), with submission and description evidencing compliance with the factors outlined in Section 2.
- C. Applications must be submitted thirty (30) calendar days in advance of the first

executive session that the entity desires to attend. The City shall make a determination at the next City Council meeting at least fifteen (15) calendar days after receiving the evidence submitted by the entity.

D. A determination by the City that the entity is not recognized as a "representative of the news media" shall be based upon written findings.

E. In making its determination whether to recognize the applicant as a representative of the news media, the City may require supplemental information, such as:

a. A press badge or identification issued by the recognized news media organization, plus proof of identity (such as a driver's license);

b. A recently published news article in the recognized news media organization publication or broadcast, with the person's byline, or a masthead showing the person's name as a member of the news gathering staff of the news media organization, plus proof of identity;

c. A letter on letterhead from an editor of the institutional news media entity in which the editor states that the reporter is covering the meeting for the news media organization, plus proof of identity;

d. Any other credentials or evidence sufficient to demonstrate that the individual is a representative of the institutional news media.

4. Status changes. At any time, the status of an approved "representative of the news media" changes, such that he or she would no longer be eligible to qualify as a representative of the news media pursuant to this policy, the representative must immediately notify the City of its change in status and discontinue attending executive sessions. If the City has reason to believe that the representative's status has changed and it no longer qualifies as a "representative of the news media," the City may require the representative to submit documentation demonstrating that he or she meets the required criteria. The City may deny the representative the ability to attend an executive session until such time that the evidence is submitted and reviewed by the City.

5. Attendance at Executive Sessions. Representatives of news media recognized pursuant to this policy shall be allowed to attend executive sessions, except as described below in paragraphs (A) and (B) of this section:

A. Representatives of the news media are not permitted to attend executive sessions involving deliberations with persons designated to carry on labor negotiations. ORS 192.660(4);

B. If the executive session is being held to confer with counsel about current litigation or litigation likely to be filed, the City shall exclude any member of the news media from attending if the member is a party to the litigation to be discussed or is an employee, agent or contractor of a news media organization that is a party to the litigation. ORS 192.660(5).

C. Once determined by the City to be a "representative of the news media," advance notice of attendance at an executive session is requested, but not required.

6. Recording Devices Prohibited. Cameras, tape recorders and other recording devices shall not be used in executive sessions, except for the official executive session recording made by City staff.
7. Application to Boards and Commissions. These policies and procedures shall apply to the City Council and all of its boards and commissions.
8. Method of Attendance. Representatives of news media organizations recognized pursuant to this policy must attend executive sessions in person only. Attendance virtually via electronic means will not be allowed unless the Council is meeting via electronic means only, in which case the City may establish additional security procedures, such as requiring the camera be turned on and that no one is present in the room.

Approved and adopted by the City Council on February 19, 2025, by the following vote:

Ayes:

Nays:

Jennifer Massey, Mayor

ATTEST:

Kathy Payne, City Recorder

City of St. Helens

Recognized News Media Representative Application

Pursuant to the City of St. Helens' Executive Session News Media Attendance Policy, those claiming to be representatives of the news media are requested to complete this form. Please provide the requested information below, complete and sign the certification section, and submit the completed form to the City Recorder in advance by: (1) personal delivery to the City Recorder; (2) sending the completed form via e-mail to CR@sthelensoregon.gov; or (3) delivering a completed copy to the City Recorder at City Hall located at 265 Strand Street, St. Helens, OR 97051.

Applications must be submitted thirty (30) calendar days in advance of the first executive session that the entity desires to attend. The City shall make a determination at the next City Council meeting at least fifteen (15) calendar days after receiving the evidence submitted by the entity.

Print Name

Name of Institutional News Media Organization

CERTIFICATION OF REPRESENTATION:

I, _____, certify the following to be true and accurate:

I represent the following:

Please select which “representative of the news media” you represent:

1. _____ A general or associated member newspaper of the Oregon Newspaper Publishers Association, a broadcast member of the Oregon Association of Broadcasters, or a member of the Associated Press; or
2. _____ Daily newspapers, non-daily, and small-market newspapers/publications, as well as those publications that are released as digital and multiplatform products; or
3. _____ A newspaper or publication that the City uses for publication of public notices and that meets the requirements of ORS 193.020; or
4. _____ An individual that has a formal affiliation with an institutional news media entity through employment, by contract, or some other authorization with the institutional news media entity, and publishes or broadcasts on the media company’s behalf. My affiliation is:
 - a. _____ Employment with an institutional news media entity means employed to perform the job of news gathering, reporting, and disseminating for the institutional news media entity.
 - b. _____ A contract with an institutional news media entity means a contract between an individual and a news media organization to cover news stories or report on matters specified in the contract on the news media entity’s behalf.
 - c. _____ Other authorization as an agent for an institutional news media entity.

5. If the applicant does not have a formal affiliation with a traditional news media entity, then the City will weigh the following factors to determine if the entity meets the Attorney General guidance to be a “representative of the news media” for the purposes of attending executive sessions pursuant to ORS 192.660(4).
- a. A formally organized business structure, which is organized for the purpose of gathering and disseminating news;
 - b. The existence of staff with assigned duties (rather than a single individual);
 - c. Regular and continuous news publications, broadcasts, or articles via any variety of mediums including the Internet;
 - d. Separation between fact gathering publications/broadcasts and opinion publications/broadcasts;
 - e. A commitment and demonstrated structure to support the terms of ORS 192.660(4); and
 - f. A process in place for reporting conflicts of interest and correcting errors, including violations of executive session statutes, by a person with authority to take corrective measures.

Supplemental Information. In making its determination whether to recognize the applicant as a representative of the news media, the City may require supplemental information, such as:

- A press badge or identification issued by the recognized news media organization, plus proof of identity (such as a driver’s license);
- A recently published news article in the recognized news media organization publication or broadcast, with the person’s byline, or a masthead showing the person’s name as a member of the news gathering staff of the news media organization, plus proof of identity;
- A letter on letterhead from an editor of the institutional news media entity in which the editor states that the reporter is covering the meeting for the news media organization, plus proof of identity;

Any other credentials or evidence sufficient to demonstrate that the individual is a representative of the institutional news media.

Status Change. At any time the status of an approved “representative of the news media” changes, such that he or she would no longer be eligible to qualify as a representative of the news media pursuant to this policy, the representative must immediately notify the City of its change in status and discontinue attending executive sessions.

If I am determined to be a “representative of the news media,” for the purposes of attending executive sessions, I agree to comply with ORS 192.660(4).

Signature

Date Signed

City of St. Helens
RESOLUTION NO. 2039

A RESOLUTION TO ADOPT FINANCIAL POLICIES
FOR THE CITY OF ST. HELENS, SUPERSEDING RESOLUTION NO. 1806

WHEREAS, Chapter 2.12 of the St. Helens Municipal Code gives the City Administrator the power and authority to create and maintain policies for the City; and

WHEREAS, the City of St. Helens is committed to responsible fiscal management through financial integrity, prudent stewardship of public assets, planning, accountability, and transparency. The purpose of the Financial Policies is to enable the City to achieve and maintain a long-term stable and positive financial condition; and

WHEREAS, these policies are adopted by Council as the basic framework for overall financial management of the City, to guide day-by-day and long range fiscal planning and decision making.

NOW, THEREFORE, the City of St. Helens resolves as follows:

Section 1. Attachment A, Financial Policies, is adopted and effective immediately.

Section 2. This resolution supersedes Resolution No. 1806.

Passed and adopted by the City Council this 19th day of February 2025, by the following vote:

Ayes:

Nays:

Jennifer Massey, Mayor

ATTEST:

Kathy Payne, City Recorder

Financial Goals

The City of St Helens is accountable to its citizens for the use of public dollars. Municipal resources must be wisely used to ensure adequate funding for the services, public facilities, and infrastructure necessary to meet the community's present and future needs.

These policies are designed to safeguard the fiscal stability required to achieve the City's goals and objectives which are to:

- Ensure the City is financially able to meet its immediate and long-term service objectives while maintaining the financial integrity of the City
- Maintain accountability in the financial operation of the City
- Improve financial information for decision makers at all levels:
 - Policy makers as they contemplate long-term City decisions
 - Managers as they implement policy on a day-to-day basis

Financial Objectives

To achieve its goals, the City of St. Helen's establishes fiscal policies that address the following major areas:

1. Revenue policy

Addresses property taxes, user charges and other sources to adequately fund desired services. Additionally, it outlines the diversification in revenue fees and charges, and use of one-time and unpredictable revenues

2. Operating budget policy

Relating to budgeting guidelines.

3. Capital improvement policy

Relating to capital improvement planning and implementation.

4. Accounting policy

Relating to reporting financial transactions and preparing financial reports.

5. Debt policy

- Dealing with long-term financing of the city's capital needs and its bond rating, debt capacity, issuance, and management, fund balance reserves, and operating/capital budget versus actual monitoring.

6. Reserve policy

For establishing reserves and contingency funding as needed for the various activities of the City.

7. Audit and financial reporting policy

To promote organized financial planning, budgeting, and accounting to assure disclosure of all financial transactions and to facilitate financial management and accountability by departments, divisions and agencies through financial reporting.

8. Management of finance policy

Dealing with approval, recommendation, review and implementation of policies – including monitoring compliance.

9. Financial planning policy

Assesses the long-term financial implications of current and proposed operating and capital budgets, budget policies, and cash management and investment policies

10. Capital assets inventory policy

The Capital Asset Policy is established to record and report monetary amounts associated with fixed asset acquisitions, transfers, and dispositions.

Financial Policies

St. Helen’s long-term financial policies are as follows:

1. Revenue Policy

- 1.1. System development charges (SDC’s) shall be established and revised as appropriate to fund the costs of improvements to service additional increments to growth, such as street, storm, water, sewer, parks and recreation facilities. SDC’s shall be reviewed annually by the engineering and planning departments; recommended adjustments will be made according to master plans and the Capital Improvement Plan.
- 1.2. The City will maximize the use of service users’ charges in lieu of ad valorem taxes and subsidies from other City funds, for services that can be identified and where costs are directly related to the level of service provided.
 - 1.2.1 Charges for providing utility services would be sufficient to finance all operating, capital outlay and debt service expenses of the City’s enterprise funds, including operating contingency and reserve requirements. Utility Rate Study shall be conducted every 5 years.
 - 1.2.2 User charges should fund 100% of the direct cost of development review and building activities. User charges include land use, engineering inspection, building permit and building inspection fees. The Community Development Department, with the assistance of the Finance Department shall review fees annually.
 - 1.2.3 Other reimbursable work performed by the City (labor, meals, contracted services, equipment and other indirect expenses) shall be billed at actual or estimated actual cost.
 - 1.2.4 Charges for services shall accurately reflect the actual or estimated cost of providing a specific service. The cost of providing specific services shall be recalculated as provided above, and the fee adjusted accordingly. The City shall maintain a current schedule of fees, showing when the fees were last reviewed and/or recalculated.

- 1.3 The City shall pursue collecting delinquent accounts. When necessary, discontinuing service, small claims court, collection agencies, foreclosure, lien and other methods of collection, such as imposing penalties, collection and late charges, may be used.

2. Operating Budget Policy

- 2.1 The City shall prepare, present, adopt and amend its annual operating budget(s) in accordance with Oregon Budget Law.
 - 2.1.1 The City shall maintain a budget system to monitor expenditures and revenues monthly, with a thorough analysis and adjustment (if required) at least at mid-year and/or year-end.
- 2.2 The City shall not adopt an operating budget that is greater than the amount of resources available to fund it. Current operating resources will be sufficient to support current operating expenditures, reimbursement transfers, reserves, unappropriated balances and contingencies.
- 2.3 The annual recurring revenues of the General and Enterprise Funds shall not be less than annual recurring operating expenditures (total annual budget, minus capital outlay, equity transfers, reserves, appropriated balances and contingencies).
- 2.4 Unless otherwise authorized by the City Council, General Fund and other unrestricted revenues shall not be earmarked for specific programs, activities or services.
- 2.5 Long-term debt or bond financing shall only be used for the acquisition of capital facilities or specialized equipment. Long-term debt or bond financing shall not be used to finance current operating expenditures.

3. Capital Improvement Policy

- 3.1. Annually, the City shall adopt a 5-year Capital Improvement Plan (CIP). Prior to adopting a Capital Improvement Plan, the City shall hold public meetings and a public hearing as part of the budget process, on the contents of the CIP document. The document shall provide details on each capital project plan: its estimated costs, sources of financing and a description.

4. Accounting Policy

- 4.1. The City shall establish and maintain its accounting systems according to generally accepted accounting practices and shall adhere to generally accepted accounting principles and standards promulgated by the Government Finance Officers Association (GFOA) and Government Accounting Standards Board (GASB).
- 4.2. An annual audit shall be conducted by an independent public accounting firm, which will issue an official opinion on the annual financial statements, along with a management letter identifying areas needing improvement, if necessary.

- 4.3. Full disclosure shall be provided in the financial statements and bond representations.
- 4.4. Quarterly budget reports showing the status of revenues and expenditures shall be prepared and distributed to appropriate legislative, staff and management personnel in a timely manner and made available for public inspection.

5. Debt Policy

- 5.1. Capital projects financed through the issuance of bonds or other forms of debt instruments shall not be financed for a period which exceeds the expected useful life of the project.
- 5.2. Capital projects will be clearly defined and funding options reviewed and approved by City Council prior to the issuance of bonds or other forms of debt instruments.
- 5.3. The City shall use the most prudent methods of acquiring capital outlay items, including the use of lease purchase agreements.
- 5.4. The City shall maintain its bond rating at the highest level fiscally prudent, so that future borrowing costs are minimized and access to the credit market is preserved.

6. Reserve Policy

- 6.1. Within the General Fund, the City's goal is to keep a minimum of 20% of recurring revenue in reserve between Contingency and Unappropriated accounts.
- 6.2. Within Enterprise Funds, the City's goal is to keep a minimum of 90 days operating reserve as contingency while maintaining at least 5% of their operating budget (excluding debt service, capital outlay, equity transfers, reserves and interfund transfers and reimbursement revenues)

The City shall adhere to GASB Statement #54, in which the objective is to enhance the usefulness of fund balance information by providing clear fund balance classifications including but not limited to: non-spendable, which is fund balance associated with inventories. Restricted, which includes amounts that can be spent only for specific purposes stipulated by legislation, Committed, which includes amounts that can be used only for specific purposes determined by a formal action of the decision-making authority. Assigned, which are intended to be used for specific purposes but do not meet the criteria to be restricted or committed. Unassigned, which include all spendable amounts not contained in other classifications.

7. Auditing and Financial Reporting Policy

The City will do the following to fulfill its financial reporting responsibilities

- 7.1. Establish a chart of accounts and maintain an accounting system to provide all the data needed to allow for timely preparation of financial statements for the entire City in conformity with generally accepted accounting principles (GAAP)
- 7.2. Contract for an independent audit of the City's finances and for compliance with GASB

and state laws. The Government Body will review and accept the audit report and review a report from management about the disposition of any findings. The Governing Body will ensure that management has been proactive in implementing the internal control and financial recommendations of the independent auditor.

- 7.3 The Governing Body will receive and review a formal risk assessment document from management that includes all identifiable financial risk areas, along with reasons for those risks (lack of funding, size of staff, etc.). The Governing Body will inquire about what is being done to mitigate the identified risks.
- 7.4 The Governing Body will review the organization's fidelity insurance coverage to determine if it adequately protects the organization against losses because of fraudulent activity by management or other employees.
- 7.5 Throughout the year, the Governing Body will review the following reports:
 1. Budget compared to Actual performance data. Management should provide explanations for any major variations against the budget
 2. Investment reports which show where the organization's monies are located/invested, along with current rates of return.

8. Management of Fiscal Policy

- 8.1 Fiscal policies and changes in policies shall be approved by the City Council and adopted by resolution at a public meeting.
 - 8.1.1 The City Administrator and Finance Director shall recommend fiscal policy and changes in policy to the City Council. The City Administrator and Finance Director shall prepare a report explaining the substantive impact of all recommendations and their impact on the City's operations, service levels and/or finances.
 - 8.2.2 The Finance Director shall implement fiscal policies and monitor compliance.
 - 8.2.2.1 If the Finance Director discovers a deviation from policy, he/she shall report it in writing to the City Council within thirty days.
 - 8.2.2.2 As a part of the City's annual budget document, the City's budget message shall identify: (a) all major changes in policy since the previous budget year and (b) any material variations from policy in the ensuing year's budget.

9. Financial planning policy

- 9.1 Long-term financial forecasts shall be updated annually during the budget process and to consider recent growth trends, economic forecasts and regulatory changes.
- 9.2 Assessment of the long-term financial implications of current and proposed operating and capital budgets,

budget policies, and cash management and investment policies shall be performed and updated as needed throughout the fiscal year. Any significant deviation from budgeted forecasts shall be reported to the City Council within 30 days from discovery.

10. Capital Asset Inventory Policy

To maintain adequate accountability and control over the City's capital assets and to provide appropriate financial information, capital acquisitions (purchases or donations) of \$5,000 or more with a useful life of at least three (3) years will be recorded as a fixed asset and reported as capital in the General Ledger. Certain assets may be added for management purposes, regardless of cost. The capitalization threshold for assets shall be reviewed every three years to assess appropriateness and GFOA best practices.

After the end of the fiscal year, the Finance Department will provide each department with a year-end preliminary fixed asset listing. The Department manager shall be responsible for reporting to the Finance Department all changes regarding fixed asset items by November 30th of each year. Those changes include, but are not limited to:

- Change in condition, (IE: from "good" to "damaged beyond repair")
- Enhancement or upgrade (if it extends the asset life)
- Permanent transfer to another department
- Transfer of title or ownership

When disposing of items, the following guidelines will be followed:

1. Items with an estimated value of \$5,000 or less should be disposed of through a local auction house, direct sale, or other means. These items must be approved by the City Administrator, or designee.
2. Items with an estimated value greater than \$5,000 must undergo the disposal process described below. These items must also be approved by the City Administrator
 - a. Personal property needs to be declared surplus by the City Council. This can be done as a consent item on the agenda. The consent item should direct the method of disposition:
 - i. Sale for a set minimum price
 - ii. Sale by sealed bid or online auction
 - iii. Sale or donation to another unit of government
 - iv. Donation to a charitable organization
 - v. Disposal in the landfill
 - vi. Other

This excludes trade-ins of equipment and vehicles for replacements. Trade-ins require the Shop Supervisor approval, along with the City Administrator or designee.

3. Property that is usable and has some residual value should be offered for sale, or donated to another local government or a charitable organization. If the property is sold by sealed bid, the Deputy City Clerk should provide public notice by publishing a legal notice or posting a brief description of the item(s) on the City's website, noting that sealed bids will be accepted until the specified deadline.
 - a. Conveyance or transfer may be made without consideration or payment when it is in the best interest of the public in the judgment of the governing body or the granting unit.
4. If the item being disposed of has no residual value and/or is irreparable or otherwise no longer of any value,

authorization must be obtained from the Department manager for disposal, and the Finance Department must be notified in writing if the original acquisition price exceeded \$5,000. That allows the fixed asset records to be updated.

5. A request for disposal instructions may be required from the Federal awarding agency for equipment acquired as a whole or in part with a federal grant award.

ORS 221.725(4) requires appraisal or other evidence of market value of property.

Surplus property should not be purchased by city elected officials, appointed officials or staff. ORS provides that “...city officers must not be purchasers at any sale nor vendors at any purchase made by them in their official capacity.”

11. *Balanced Budget*

The City strives to develop a financial plan that protects the long-term financial health of the City and continues delivery of services by ensuring that the reliability of the funding sources is matched to support the duration of the expenditure.

Annually, the City of St. Helens shall adopt by resolution a balanced budget where operating revenues are equal to, or exceed, operating expenditures. Fund balance should not be considered a source of funds for base operating expenditures. Any increase in expenditure, decrease in revenues, or combination of the two that would result in a budget imbalance will require budget revision, rather than spending unappropriated surpluses or designated reserves to support on-going operations.

Any year end operating surpluses will revert to unappropriated balances for use in maintaining reserve levels set by policy, and the balance will be available for capital projects and/or “one-time only” expenditures. Nothing in this policy shall prohibit the use of operating revenues for capital expenditure/expenses.

12. *Grants*

To seek, apply for, and effectively administer federal, state, and foundation grants-in-aid that address the City’s current priorities and policy objectives.

The City shall apply, and facilitate the application by others, for only those grants or other funds that are consistent with the objectives and high priority needs previously identified by City Council.

MEMORANDUM

Date: February 14, 2025

To: Mayor and City Council of the City of St. Helens

Cc: City Administrator, John Walsh

From: Ashley Wigod, City Attorney

Re: Application for Media Representative to Attend Executive Sessions
Media entity: Odd Friday Talk Show; St. Helens Update
Representative: Tammy Maygra

On December 17, 2024, and on January 8, 2025, Ms. Maygra submitted an application as a representative of Odd Friday and Sthelensupdate.com, to be a representative of the media for the purposes of attending executive sessions in accordance with ORS 192.660(4).

Per the City's News Media Attendance Policy and the Attorney General guidance, an individual is a "representative of the news media" if they have a **formal affiliation with an institutional news media entity** through employment, by contract, or some other authorization with the institutional news media entity.

Here is a review and evaluation of the application:

1. The applicant has a formal affiliation with an institutional news media entity through employment, by contract, or some other authorization with the institutional news media entity.

The applicant stated that it has a contract with KOHI as an independent contractor for its radio talk show, Odd Friday. This type of contract does not establish a formal affiliation with an institutional news media entity to cover news stories or report on the news media entity's behalf. Instead, it is a contract to pay for the use of KOHI's radio station to produce a talk radio show. In addition, the applicant declined to provide a letter from KOHI's news editor confirming a formal affiliation with KOHI.

2. If the applicant does not have a formal affiliation with a traditional news media entity, the following additional factors may be used to determine if an entity the applicant is affiliated with is institutional.

a. A formally organized business structure, which is organized for the purpose of gathering and disseminating news;

The applicant's business structure is unclear. Neither Odd Friday or St. Helens Update, is formally organized through the Secretary of State, for the purposes of gathering and disseminating news. The information provided does not support that the applicant is formally affiliated with an institutional news media entity.

b. The existence of staff with assigned duties (rather than a single individual);

The organizational structure, staffing, and assigned duties related to Odd Friday and StHelensUpdate.com are unclear. The information provided does not support that the applicant is formally affiliated with an institutional news media entity.

c. Regular and continuous news publications, broadcasts, or articles via any variety of mediums including the Internet;

The applicant participates in regular broadcasts of information through her participation on Odd Friday and posts on St.HelensUpdate.com. The broadcasts and posts are a combination of facts and opinions, rather than a traditional news broadcast or publication.

While these platforms may provide valuable information to the community, these platforms are what the Attorney General says are more like personal reflections and comments and therefore do not qualify as institutional media for the purposes of attending executive session. Therefore, the applicant's evidence of publications and broadcasts does not support a finding that she is affiliated with an institutional news media entity.

d. Separation between fact gathering publications or broadcasts and opinion publications or broadcasts;

Odd Friday broadcasts and St. Helens Update posts appear to be a combination of facts and opinions, without clearly identified separation. These platforms do not identify which contributors provide fact gathering publications and which provide opinion publications. Therefore, these two platforms do not meet the criteria of separating and identifying fact gathering and opinion-based publications and do not support a finding that the applicant is formally affiliated with an institutional news media entity.

e. A commitment and demonstrated structure to support the terms of ORS 192.660(4); and

The applicant has not provided any information about its commitment and structure to support the terms of ORS 192.660(4).

f. A process in place for reporting conflicts of interest and correcting errors, including violations of executive session statutes, by a person with authority to take corrective measures.

The applicant has not provided any information about its process for reporting conflicts of interest or correcting errors.

LEGAL RECOMMENDATION: Based on the above, the applicant has not demonstrated that she is formally affiliated with an institutional news media entity. Therefore, it is recommended that her application, for the purposes of being considered "representatives of the news media" to attend executive session, be **DENIED**.

In the event the applicant believes the City has acted in violation of ORS 192.610 to 192.705, the applicant may, within 30 days of the alleged violation, file a written grievance per ORS 192.705.

City of St. Helens

Recognized News Media Representative Application

Pursuant to the City of St. Helens' Executive Session News Media Attendance Policy, those claiming to be representatives of the news media are requested to complete this form. Please provide the requested information below, complete and sign the certification section, and submit the completed form to the City Recorder in advance by: (1) personal delivery to the City Recorder; (2) sending the completed form via e-mail to CR@sthelensoregon.gov; or (3) delivering a completed copy to City Hall located at 265 Strand Street, St. Helens, OR 97051.

NOTE: If the City is unable to verify this information prior to the start of an executive session, your attendance at the executive session may be denied or the executive session may be postponed.

Tamara Maygra

Print Name

Odd Friday Talk Radio, St Helens Update

Name of News Media Organization Represented

CERTIFICATION OF REPRESENTATION:

I, Tamara Maygra, certify the following to be true and accurate:

I represent the following:

- A daily newspaper, non-daily, or small-market newspaper/publication, or publication that is released as a digital or multiplatform product.
- A newspaper or publication that the City uses for publication of public notices and meets the requirements of ORS 193.020.
- A news media organization that is organized and operated to regularly and continuously publish, broadcast, transmit via the internet, or otherwise disseminate news to the public, and that regularly reports on activities of the City or matters of the nature under consideration by the City Council.

The news media organization that I represent is committed to complying with the requirement that confidential executive session information be undisclosed.

I have provided the following credentials sufficient to allow the City to determine that I am a representative of the above identified news media organization: (select all that apply)

- A press badge or identification issued by the news media organization, plus proof of my identity;
- A copy of a recently published news article showing my name as a member of the news gathering staff of the news media organization, plus proof of my identity;
- A letter on letterhead from an editor of the news media organization that states that I am covering the meeting for the news media organization, plus proof of my identity; or

The following evidence sufficient to show that I am a representative of the above identified news media organization: I have been doing a weekly publication on the St Helens update since the 1990's sthelensupdate.com Odd friday radio shows can be relistened to at cleancolumbiacounty.info I was the reasearch de

As a representative of the news media, I agree to comply with ORS 192.660(4).

Tamara K. Maygra
Signature

Dec. 13th, 2024
Date Signed

From 1/8/25 Email:

Kathy, city council, Mayor and all others,

I am an **independent contractor with KOHI**, and require no letter head. As you well know along with Columbia County listeners, city, county, local heads of departments that we report the news local, national, international, weekly on our radio show **Odd Friday**. The show has been airing for 10 years, every week, every Friday live at 9a.m. to 10 a.m.

I have been a co-host for approximately 5 years, prior to that I was the head research person for the show, and still do a lot of our research, I stepped up when one host decided to leave. Odd And can be heard re-broadcasted at KOHI by the following Monday. Check KOHI's website for the times as it varies by direction of the stationers owner.

We have had shows representing people running for all elected positions throughout the county and state offices, including and not limited to city council, and mayor. These people came on to the show to further enhance their prospects of winning their position. Or to inform the voters on ballot measures or other issues facing the area. Many contacting us to be on our show. Aka that is what media does. Make information available to the citizens.

Their participation in the radio which is broadcasted locally by KOHI radio at 1600 a.m. or by tunein.com throughout the county, state and country, clearly demonstrates these people who will make the decision of recognizing me as a person of the press considered Odd Friday as an important mechanism of reaching out to people with their thoughts on issues. And helped them reach voters. And helped them gain their seats through our broadcasts. That is what news media and reporters do, REPORT and give the citizens a clear understanding on what their government and communities are doing.

I have written articles for the **sthelensupdate.com** as I have explained on the application since the 1990's most generally every week. And have a following of readers. Again an independent reporter. Reporting on issues important to the citizens of Columbia County, the state, the country. You can view all of my **Tammy's Take at sthelensupdate.com there are 851 of them**. In order to save time, money, resources in printing out thousands of pages of articles, you can view them easily. On the Updates homepage are the newest ones, scroll down the page to find the older ones. Enjoy!

There is nothing more necessary to provide the city with, to be considered a news source. The elected officials of the county, state and city who they themselves used Odd Friday as a means to reach citizens, communicate with citizens, explain levy's, ballot measures, and other important issues, have already demonstrated by using Odd Friday as a tool to inform the citizens, they themselves have confirmed and validated Odd Friday as an important media outlet.

I look forward in participating in Executive Session's.

What is media?

the main means of mass communication (broadcasting, publishing, and the internet) regarded collectively. The means of communication, as radio and television, newspapers, magazines, and the internet, that reach or influence people widely. I have fulfilled this requirement.

ORS 44.510

Definitions for ORS 44.510 to 44.540

As used in ORS 44.510 (Definitions for ORS 44.510 to 44.540) to 44.540 (Effect of informant as witness), unless the context requires otherwise:

(1)

“Information” has its ordinary meaning and includes, but is not limited to, any written, oral, pictorial or electronically recorded news or other data.

(2)

“Medium of communication” has its ordinary meaning and includes, but is not limited to, any newspaper, magazine or other periodical, book, pamphlet, news service, wire service, news or feature syndicate, broadcast station or network, or cable television system. Any information which is a portion of a governmental utterance made by an official or employee of government within the scope of the official’s or employee’s governmental function, or any political publication subject to ORS 260.532 (False publication relating to candidate or measure), is not included within the meaning of “medium of communication.”

(3)

“Processing” has its ordinary meaning and includes, but is not limited to, the compiling, storing and editing of information.

(4)

“Published information” means any information disseminated to the public.

(5)

“Unpublished information” means any information not disseminated to the public, whether or not related information has been disseminated. “Unpublished information” includes, but is not limited to, all notes, outtakes, photographs, tapes or other data of whatever sort not themselves disseminated to the public through a medium of communication, whether or not published information based upon or related to such material has been disseminated. [1973 c.22 §2; 1979 c.190 §398; 2001 c.965 §18; 2005 c.797 §50]

Regards,

Tammy Maygra
Contributor
Host Odd Friday radio
St Helens Update
Clean Columbia County
503-397-1967
503-410-1861

MEMORANDUM

Date: February 18, 2025

To: Mayor and City Council of the City of St. Helens

Cc: City Administrator, John Walsh

From: Ashley Wigod, City Attorney

Re: Application for Media Representative to Attend Executive Sessions
 Media Entity: FAFODDS
 Representatives: Adam St. Pierre; Brianna Gaston; Mercedes Massey

On December 7, 2024, and supplemented on February 13, 2025, Adam St. Pierre, Brianna Gaston and Mercedes Massey, as representatives of FAFODDS, submitted an application to be considered “representative of the news media” for the purposes of attending executive sessions in accordance with ORS 192.660(4).

Per the City’s News Media Attendance Policy and the Attorney General guidance, an individual is a “representative of the news media” if they have a **formal affiliation with an institutional news media entity** through employment, by contract, or some other authorization with the institutional news media entity.

Here is a review and evaluation of the application:

1. **The applicant has a formal affiliation with a traditional news media entity through employment, by contract, or some other authorization with the institutional news media entity.**

The applicant does not state that it has a formal affiliation with a traditional news media entity through employment, by contract, or some other authorization with the institutional news media entity.

2. **If the applicant does not have a formal affiliation with a traditional news media entity, the following additional factors may be used to determine if an entity is institutional.**

- a. **A formally organized business structure, which is organized for the purpose of gathering and disseminating news;**

FAFODDS is a registered 501(c)(3) Oregon non profit corporation. It is registered with the Oregon Secretary of State for the purposes of: NONPROFIT PUBLIC-BENEFIT CORPORATION OPERATED EXCLUSIVELY FOR CHARITABLE, SCIENTIFIC, OR EDUCATIONAL PURPOSES, INCLUDING BUT NOT LIMITED TO SUPPORTING VICTIMS OF UNSOLVED CRIMES AND REQUESTING AND

PUBLISHING PUBLIC RECORDS. CONSIDERED MEDIA

b. The existence of staff with assigned duties (rather than a single individual);

FAFODDS organizational structure and the roles of its staff are unclear. The applicant describes that the representatives are board members and the secretary of the non profit. FAFODDS does not provide information about how its organization and staff are structured and their assigned duties to gather and disseminate news or their training and experience as news gatherers, including the ethical obligations that those assigned duties entail. The information provided does not support that FAFODDS staff are organized as news gatherers and are institutional in nature.

c. Regular and continuous news publications, broadcasts, or articles via any variety of mediums including the Internet;

The applicants have not provided a recently published news article in a recognized news media organization publication or broadcast, with the person's byline, or a masthead showing the person's name as a member of the news gathering staff of the news media organization.

In its supplemental materials, FAFODDS says that actions it has taken have contributed to transparency, accountability, and justice within the community. FAFODDS does not provide specific examples of its publications that support these conclusions and therefore these conclusions cannot be evaluated.

Further, the AG Manual¹ provides:

“The news media is not limited to traditional print and broadcast media, but can include internet media. For example, while a blogger keeping an online personal journal with reflections and comments would likely not qualify as a representative of the news media, an individual who regularly posts for a website maintained a by traditional media company (e.g., cnn.com) likely would qualify.

The applicants say FAFODDS uses two publication platforms: Clackamas County Transparency and Accountability Facebook page and Justice for Sarah Zuber Facebook page.

The applicants did not provide examples of their regular and continuous publications on these two platforms.

In addition, even if they did, as described below, these two platforms are more similar to “online personal journals and reflections and comments” referenced above than the type of platform that would qualify an individual as a “representative of the news

¹ AG Public Records and Meetings Manual (2024), Section E(2)(a) and Page 152, available here: <https://www.doj.state.or.us/wp-content/uploads/2024/12/2024-PRM-Manual.pdf>

media.”

In the About Us section, Clackamas County Transparency and Accountability Facebook page says that: “This page is designed to provide a safe platform for citizens to provide the information they are concerned with or would like to educate others on.”

In the About Us section, Justice for Sarah Zuber Facebook Page says: “This website provides general information and discussion about crime victims, law enforcement investigation of unsolved crimes, and government expenditures of public funds.”

While these platforms may provide valuable information to the community, and the applicants may have contributed valuable information to these platforms, these platforms do not represent platforms similar to traditional media.

d. Separation between fact gathering publications or broadcasts and opinion publications or broadcasts;

The two Facebook pages do not separate its publications between fact gathering and opinion publications, nor do they identify those who provide fact gathering publications and those who provide opinion publications. This separate is typical and representative of institutional media. Publishing on these two Facebook platforms does not support a finding that the applicants are formally affiliated with an institutional news media entity.

e. A commitment and demonstrated structure to support the terms of ORS 192.660(4); and

The applicants have asserted that it is committed to support the terms of ORS 192.660(4), but there is no other information about how FAFODDS manages this commitment, including the training and the process the organization and its representatives undergo to implement the commitment. An assertion on its own does not meet the criteria.

f. A process in place for reporting conflicts of interest and correcting errors, including violations of executive session statutes, by a person with authority to take corrective measures.

In their supplemental materials, the applicants provide information about its process for error correction, ensuring no executive session violates occur, and a complaint process. The applicant has not provided any examples of its publications to date. In addition, it is unclear who in the organization is assigned to perform these duties prior to stories being published. Therefore it is hard to evaluate this assertion and the assertion on its own does not meet the criteria.

LEGAL RECOMMENDATION: The applicants have not demonstrated a formal affiliation with a traditional news media entity. Based on alternative factors to evaluate a non-traditional

news media entity, the applicants have not demonstrated that the entity they are formally affiliated with is institutional. Therefore, it is recommended that the application, for the purposes of being considered “representatives of the news media” to attend executive session, be **DENIED**.

In the event the applicant believes the City has acted in violation of ORS 192.610 to 192.705, the applicant may, within 30 days of the alleged violation, file a written grievance per ORS 192.705.

City of St. Helens

Recognized News Media Representative Application

Pursuant to the City of St. Helens' Executive Session News Media Attendance Policy, those claiming to be representatives of the news media are requested to complete this form. Please provide the requested information below, complete and sign the certification section, and submit the completed form to the City Recorder in advance by: (1) personal delivery to the City Recorder; (2) sending the completed form via e-mail to CR@sthelensoregon.gov; or (3) delivering a completed copy to City Hall located at 265 Strand Street, St. Helens, OR 97051.

NOTE: If the City is unable to verify this information prior to the start of an executive session, your attendance at the executive session may be denied or the executive session may be postponed.

Board members Adam St.Pierre,
Brianna Gaston, Mercedes Massey

FAFODDS, Columbia County Transparency and
accountability

Print Name

Name of News Media Organization Represented

CERTIFICATION OF REPRESENTATION:

I, Adam St.Pierre, board member, certify the following to be true and accurate:

I represent the following:

- A daily newspaper, non-daily, or small-market newspaper/publication, or publication that is released as a digital or multiplatform product.
- A newspaper or publication that the City uses for publication of public notices and meets the requirements of ORS 193.020.
- A news media organization that is organized and operated to regularly and continuously publish, broadcast, transmit via the internet, or otherwise disseminate news to the public, and that regularly reports on activities of the City or matters of the nature under consideration by the City Council.

The news media organization that I represent is committed to complying with the requirement that confidential executive session information be undisclosed.

I have provided the following credentials sufficient to allow the City to determine that I am a representative of the above identified news media organization: (select all that apply)

- A press badge or identification issued by the news media organization, plus proof of my identity;
- A copy of a recently published news article showing my name as a member of the news gathering staff of the news media organization, plus proof of my identity;
- A letter on letterhead from an editor of the news media organization that states that I am covering the meeting for the news media organization, plus proof of my identity; or

- The following evidence sufficient to show that I am a representative of the above identified news media organization: Facebook page over the last year has had 880 post, 18,765 comments 40,599 reactions all based on local news relivant stories. Also considered news media by SOS

As a representative of the news media, I agree to comply with ORS 192.660(4).

Adam St.Pierre
Signature

Jan 7, 2025
Date Signed

From: [Adam St.Pierre](mailto:Adam.St.Pierre)
 To: [City Recorder: fafodds@gmail.com](mailto:CityRecorder:fafodds@gmail.com)
 Subject: [External] Media Representation
 Date: Tuesday, January 7, 2025 6:11:13 AM
 Attachments: [AMENDED ANNUAL REPORT.rtf](#)
[FinalLetter-92-3681195_FAFODDSCORP_04252023_00.pdf](#)
[Newsmedia2.ccoiv.pdf](#)
[Screen Shot 2025-01-07 at 6.04.50 AM.png](#)

12-07-2024
 City of St. Helens
 City Council
 265 Strand Street
 St. Helens, OR 97051

Dear St. Helens City Council,

Subject: Proposal for Consideration of FAFODDS- Media Access for Executive Sessions

We hope this letter finds you well. We are writing on behalf of FAFODDS, a nonprofit public-benefit corporation operating exclusively for charitable, scientific, and educational purposes under IRC Section 501(c)(3). Our mission includes supporting victims of unsolved crimes, requesting and publishing public records, and disseminating information to the community through modern media platforms.

Organization Information

Organization Name: FAFODDS

EIN: 92-3681195

Public Charity Status: IRC Section 501(c)(3), Public Charity Status 170(b)(1)(A)(vi)

Oregon Secretary of State Registration Number: 210640892

Purpose and Media Presence

FAFODDS utilizes prominent social media platforms, including the Columbia County Transparency and Accountability (CCTA) Facebook Page and the Justice for Sarah Zuber Facebook Page, which collectively reach approximately 4,700 followers to disseminate media information. These platforms represents an estimated 31.33% of the Columbia County population, highlighting our significant community engagement. Additionally, many traditional newspapers and media outlets actively monitor our pages for current events and key indicators to guide further reporting efforts. Social media has proven to be the most effective way to reach citizens, surpassing traditional methods like AM radio. Unlike radio, which requires active engagement from the audience, social media ensures timely and accessible updates by pushing information directly to users who follow our pages. FAFODDS employs a variety of methods to share information, including but not limited to:

- Publishing FOIA (Freedom of Information Act) request documents.
- Live streaming local events directly to our social media platforms.
- Sharing community updates and real-time news.

We remain fully aware of the confidentiality required for executive session discussions and are committed to adhering strictly to these guidelines.

Media Access to Executive Sessions

Under the guidance of the Oregon Attorney General (No. 8291, Apr 18, 2016, 2016 WL 2905510):

The term "representatives of the media" is not defined by the ORS or by any judicial opinion to date. However, the Oregon Attorney General's office has issued an advisory opinion wherein it concluded that under Oregon law "news-gathering representatives of institutional media" are permitted to attend executive sessions and the term is "broad and flexible enough to encompass changing technologies for delivering the news." The conclusion reached by the attorney general seems to imply that *bloggers and other social media news entities are authorized to attend executive sessions*. In reaching this conclusion, the attorney general relied heavily on what it believes are the stated reasons the Legislative Assembly allowed the media to attend executive sessions when the law was originally adopted.

Both general interest media and specialized online media platforms, such as blogs, may qualify. Media representatives can attend executive sessions as long as confidentiality standards are upheld.

Key Points from the Attorney General's Guidance:

Gathering and Disseminating News: A representative must engage in activities that involve gathering and distributing news or information.

Formal Affiliation: While this term is mentioned, the guidance does not strictly limit eligibility to traditional "institutional" entities. It opens the door for platforms such as blogs, nonprofits, or organizations that provide reliable, structured news dissemination.

Nonprofit Organizations as Media:

A nonprofit with a robust platform that actively gathers, reports, and disseminates news and public information can qualify as a representative of the news media under this guidance. The nonprofit would need to demonstrate:

- **A Track Record of Reporting:** Evidence of consistent reporting or dissemination of public information.
- **Community Engagement:** An established audience and a role in informing the public.
- **Adherence to Ethical Standards:** A commitment to accuracy, transparency, and confidentiality where applicable (e.g., respecting executive session boundaries).

Given our established role in gathering and disseminating community information, FAFODDS qualifies as a media entity under this definition.

Request for Consideration

We respectfully request that FAFODDS be recognized as a media entity and granted permission to attend executive sessions. This request includes the following FAFODDS board members:

- Adam St. Pierre- Board Member
- Brianna Gaston- Secretary
- Mercedes Massey- Board Member

Our presence at these sessions would allow us to further our mission of promoting transparency and effectively engaging with the community, all while strictly adhering to ethical and legal requirements, including maintaining confidentiality and omitting any information or issues discussed during executive sessions.

While a formal affiliation with a traditional institutional news media entity is one path, the guidance allows flexibility for nonprofits or other organizations that function as credible sources of news.

Our nonprofit (FAFODDS) demonstrates that it meets these criteria, and can be considered a representative of the news media under the Oregon Attorney General's interpretation.

We appreciate your time and consideration of this request. Please do not hesitate to contact us with any questions or for additional information.

Sincerely,

Adam St. Pierre
 Behalf of FAFODDS
 503-881-5856
fafodds@gmail.com

Enclosure: Department of Justice No Profit, Secretary of the State

Oregon
Secretary of State
LaVonne Griffin-Valade

Tools ▾ Help ▾ Full Screen

FAFODDS

Business Overview

Business Name
FAFODDS

Entity Type
Domestic Nonprofit Corporation(DNP)

Registry Number
210640892

Registration Date
04/12/2023

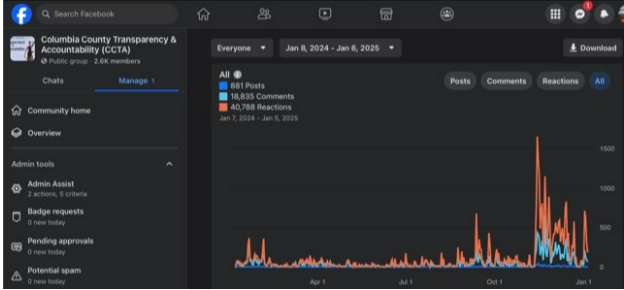
Renewal Due Date
04/12/2024

Activity Description
NONPROFIT PUBLIC-BENEFIT CORPORATION OPERATED EXCLUSIVELY FOR CHARITABLE, SCIENTIFIC, OR EDUCATIONAL PURPOSES, INCLUDING BUT NOT LIMITED TO SUPPORTING VICTIMS OF UNSOLVED CRIMES AND REQUESTING AND PUBLISHING PUBLIC RECORDS. CONSIDERED MEDIA

Describe the type of business activity (250 characters or less)

Business Email
Select From List | Clear Email
Notifications may be sent to this address.
FAFODDS@GMAIL.COM

Re-enter Email
FAFODDS@GMAIL.COM





Department of the Treasury
Internal Revenue Service
Tax Exempt and Government Entities
P.O. Box 2508
Cincinnati, OH 45201

FAFODDS CORP
185 CLARK STREET
SAINT HELENS, OR 97051

Date:
05/04/2023
Employer ID number:
92-3681195
Person to contact:
Name: Customer Service
ID number: 31954
Telephone: (877) 829-5500
Accounting period ending:
December 31
Public charity status:
170(b)(1)(A)(vi)
Form 990 / 990-EZ / 990-N required:
Yes
Effective date of exemption:
April 12, 2023
Contribution deductibility:
Yes
Addendum applies:
No
DLN:
26053517003633

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Stephen A. Martin
Director, Exempt Organizations
Rulings and Agreements

AMENDED ANNUAL REPORT



Corporation Division
sos.oregon.gov/business

E-FILED

Mar 02, 2024

Item #6.

OREGON SECRETARY OF STATE

REGISTRY NUMBER

210640892

REGISTRATION DATE

04/12/2023

BUSINESS NAME

FAFODDS

BUSINESS ACTIVITY

NONPROFIT PUBLIC-BENEFIT CORPORATION OPERATED EXCLUSIVELY FOR CHARITABLE, SCIENTIFIC, OR EDUCATIONAL PURPOSES, INCLUDING BUT NOT LIMITED TO SUPPORTING VICTIMS OF UNSOLVED CRIMES AND REQUESTING AND PUBLISHING PUBLIC RECORDS. CONSIDERED MEDIA

MAILING ADDRESS

185 CLARK ST
SAINT HELENS OR 97051 USA

TYPE

DOMESTIC NONPROFIT CORPORATION

PRIMARY PLACE OF BUSINESS

185 CLARK STREET
SAINT HELENS OR 97051 USA

JURISDICTION

OREGON

REGISTERED AGENT

ERICA TATOIAN

111 SW COLUMBIA ST
SUITE 950
PORTLAND OR 97201 USA

If the Registered Agent has changed, the new agent has consented to the appointment.

PRESIDENT

JENNIFER MASSEY

185 CLARK ST
SAINT HELENS OR 97051 USA

SECRETARY

BRIANNA GASTON

58698 NOBLE RD
SAINT HELENS OR 97051 USA



I declare, under penalty of perjury, that this document does not fraudulently conceal, fraudulently obscure, fraudulently alter or otherwise misrepresent the identity of the person or any officers, directors, employees or agents of the corporation on behalf of which the person signs. This filing has been examined by me and is, to the best of my knowledge and belief, true, correct, and complete. Making false statements in this document is against the law and may be penalized by fines, imprisonment, or both.

By typing my name in the electronic signature field, I am agreeing to conduct business electronically with the State of Oregon. I understand that transactions and/or signatures in records may not be denied legal effect solely because they are conducted, executed, or prepared in electronic form and that if a law requires a record or signature to be in writing, an electronic record or signature satisfies that requirement.

ELECTRONIC SIGNATURE

NAME

JENNIFER MASSEY

TITLE

PRESIDENT

DATE

03-02-2024



02-13-2025 [Revised from 12-07-2024]

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

Dear St. Helens City Council,

Subject: Proposal for Consideration of FAFODDS- Media Access for Executive Sessions

We hope this letter finds you well. We are writing on behalf of FAFODDS, a nonprofit public-benefit corporation operating exclusively for charitable, scientific, and educational purposes under IRS Section 501(c)(3). Our mission includes supporting victims of unsolved crimes, requesting and publishing public records, collecting and disseminating news information to the community through modern media platforms. We formally request access to executive sessions as media representatives. Our commitment is to uphold transparency, ethical reporting, and compliance with the highest standards of journalistic integrity while respecting the confidentiality and governance of these sessions.

Organization Information

Organization Name: FAFODDS

EIN: 92-3681195

Public Charity Status: IRC Section 501(c)(3), Public Charity Status 170(b)(1)(A)(vi)

Oregon Secretary of State Registration Number: 2106408-92

Staff: Four Voluntary Board Members (non-compensated)

Insured: Yes, American Family Insurance, available upon request

Professional Liability: Yes, HISCOX insurance Company, available upon request

Legally Represented: Yes, Harang Long, LLC

Purpose and Media Presence

FAFODDS utilizes prominent social media platforms, including the Columbia County Transparency and Accountability (CCTA) Facebook Page and the Justice for Sarah Zuber Facebook Page, which collectively reach approximately 4,700 followers to disseminate media information. These platforms represents an estimated 31.33% of the Columbia County population, highlighting our significant community engagement. Additionally, many traditional newspapers and media outlets actively monitor our pages for current events and key indicators to guide further reporting efforts.

Social media has proven to be the most effective way to reach citizens, surpassing traditional methods that have “pay walls” and others like AM radio. Unlike radio, which requires active engagement from the audience, social media ensures timely and accessible updates by pushing information directly to users who follow our pages. FAFODDS employs a variety of methods to share information, including but not limited to:

- Publishing FOIA (Freedom of Information Act) request documents.
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Both general interest media and specialized online media platforms, such as blogs, may qualify. Media representatives can attend executive sessions as long as confidentiality standards are upheld.

Conflict of Interest Reporting: We will disclose and manage any conflicts to ensure unbiased reporting:

- **Error Correction:** Any inadvertent errors will be promptly corrected, including any necessary revisions based on board decisions or legal guidance.
- **Executive Session Violations:** We recognize the importance of confidentiality and will ensure no unauthorized disclosures occur.
- **Complaint Process:** Any concerns raised regarding our reporting will be presented to the board for review, where rules and policies will be applied fairly and consistently.
- **Board Review & Legal Counsel:** The board will render decisions on any reporting concerns, document them appropriately, and seek legal counsel as needed.
- **Revisions & Corrections:** If rehabilitation of published content is required, we will make appropriate edited corrections based on board decisions or legal guidance.

Examples of Independent Journalism by FAFODDS:

To support our media application for access to executive sessions, we present the following examples of investigative journalism and actions taken by our organization that have directly contributed to transparency, accountability, and justice within our community:

Cold Case Investigation – Sarah Zuber:

- Conducted in-depth investigative reporting into the cold case of Sarah Zuber, uncovering new evidence that had previously been overlooked.
- Our findings led to the reopening of the case by the Major Crimes Team, resulting in active investigations and renewed pursuit of justice.

Illegal Dumping Investigation(s):

- Investigated illegal dumping. One arrest has been made, and another is pending as a direct result of our reporting.

Uncovering Financial Mismanagement in Public Contracts:

- Findings resulted in a formal criminal complaint and an FBI investigation into the city's subcontractor.

These are just a few examples of the impact our independent journalism has had in holding institutions accountable, uncovering critical information, and ensuring the public remains informed. Given our proven track record of responsible investigative reporting, we respectfully request access to executive sessions to continue our mission of transparency and public service.

Key Points from the Attorney General's Guidance:

Gathering and Disseminating News: A representative must engage in activities that involve gathering and distributing news or information.

Formal Affiliation: While this term is mentioned, the guidance does not strictly limit eligibility to traditional "institutional" entities. It opens the door for platforms such as blogs, nonprofits, or organizations that provide reliable, structured news dissemination.

Nonprofit Organizations as Media:

A nonprofit with a robust platform that actively gathers, reports, and disseminates news and public information can qualify as a representative of the news media under this guidance. The nonprofit would need to demonstrate:

- **A Track Record of Reporting:** Evidence of consistent reporting or dissemination of public information.
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Given our established role in gathering and disseminating community information, FAFODDS qualifies as a media entity under this definition.

Request for Consideration

We respectfully request that FAFODDS be recognized as a media entity and granted permission to attend executive sessions. This request includes the following FAFODDS board staff/members:

- Adam St. Pierre- Board Member
- Brianna Gaston- Secretary
- Mercedes Massey- Board Member

Our presence at these sessions would allow us to further our mission of promoting transparency and effectively engaging with the community, all while strictly adhering to ethical and legal requirements, including maintaining confidentiality and omitting any information or issues discussed during executive sessions.

While a formal affiliation with a traditional institutional news media entity is one path, the guidance allows flexibility for nonprofits or other organizations that function as credible sources of news. Our nonprofit (FAFODDS) demonstrates that it meets these criteria, and can be considered a representative of the news media under the Oregon Attorney General's interpretation and the guidelines for non-traditional media outlined by the city of St. Helens.

We appreciate your time and consideration of this request. Please do not hesitate to contact us with questions or for additional information.

Sincerely,

Adam St. Pierre
Behalf of FAFODDS
503-881-5856
fafodds@gmail.com

Enclosures:

- Department of the Treasury
- Secretary of the State
- Facebook Analytics



Department of the Treasury
Internal Revenue Service
Tax Exempt and Government Entities
P.O. Box 2508
Cincinnati, OH 45201

FAFODDS CORP
185 CLARK STREET
SAINT HELENS, OR 97051

Date:
05/04/2023
Employer ID number:
92-3681195
Person to contact:
Name: Customer Service
ID number: 31954
Telephone: (877) 829-5500
Accounting period ending:
December 31
Public charity status:
170(b)(1)(A)(vi)
Form 990 / 990-EZ / 990-N required:
Yes
Effective date of exemption:
April 12, 2023
Contribution deductibility:
Yes
Addendum applies:
No
DLN:
26053517003633

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

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Sincerely,

Stephen A. Martin
Director, Exempt Organizations
Rulings and Agreements

Letter 947 (Rev. 2-2020)
Catalog Number 35152P

FAFODDS

Business Overview

Business Name

FAFODDS

Entity Type

Domestic Nonprofit Corporation(DNP)

Registry Number

230640892

Registration Date

04/12/2023

Renewal Due Date

04/12/2024

Activity Description

NONPROFIT PUBLIC-BENEFIT CORPORATION OPERATED EXCLUSIVELY FOR CHARITABLE, SCIENTIFIC, OR EDUCATIONAL PURPOSES, INCLUDING BUT NOT LIMITED TO SUPPORTING VICTIMS OF UNSOLVED CRIMES AND REQUESTING AND PUBLISHING PUBLIC RECORDS. CONSIDERED MEDIA

Describe the type of business activity (250 characters or less)

Business Email

Select From List | Clear Email

Notifications may be sent to this address.

FAFODDS@GMAIL.COM

Re-enter Email

FAFODDS@GMAIL.COM

AMENDED ANNUAL REPORT



Corporation Division
sos.oregon.gov/business

E-FILED
Mar 02, 2024
OREGON SECRETARY OF STATE

REGISTRY NUMBER

210640892

REGISTRATION DATE

04/12/2023

BUSINESS NAME

FAFODDS

BUSINESS ACTIVITY

NONPROFIT PUBLIC-BENEFIT CORPORATION OPERATED EXCLUSIVELY FOR CHARITABLE, SCIENTIFIC, OR EDUCATIONAL PURPOSES, INCLUDING BUT NOT LIMITED TO SUPPORTING VICTIMS OF UNSOLVED CRIMES AND REQUESTING AND PUBLISHING PUBLIC RECORDS. CONSIDERED MEDIA

MAILING ADDRESS

185 CLARK ST
SAINT HELENS OR 97051 USA

TYPE

DOMESTIC NONPROFIT CORPORATION

PRIMARY PLACE OF BUSINESS

185 CLARK STREET
SAINT HELENS OR 97051 USA

JURISDICTION

OREGON

REGISTERED AGENT

ERICA TATOIAN

111 SW COLUMBIA ST
SUITE 950
PORTLAND OR 97201 USA

If the Registered Agent has changed, the new agent has consented to the appointment.

PRESIDENT

JENNIFER MASSEY

185 CLARK ST
SAINT HELENS OR 97051 USA

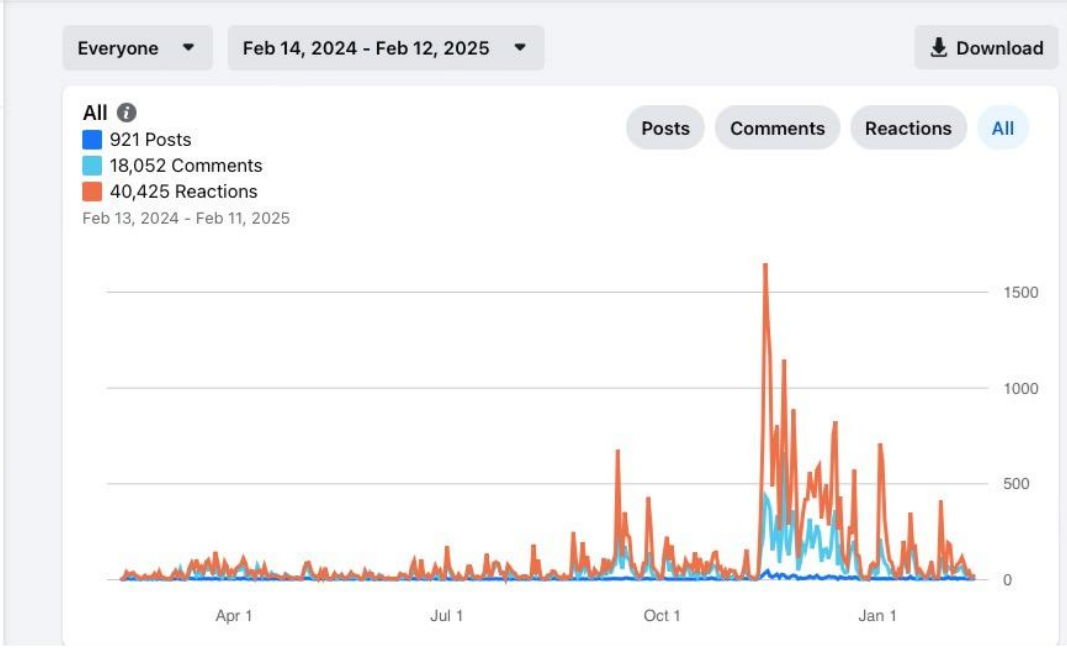
SECRETARY

BRIANNA GASTON

58698 NOBLE RD
SAINT HELENS OR 97051 USA

Columbia County Transparency & Accountability (CCTA)
Public group · 2.6K members

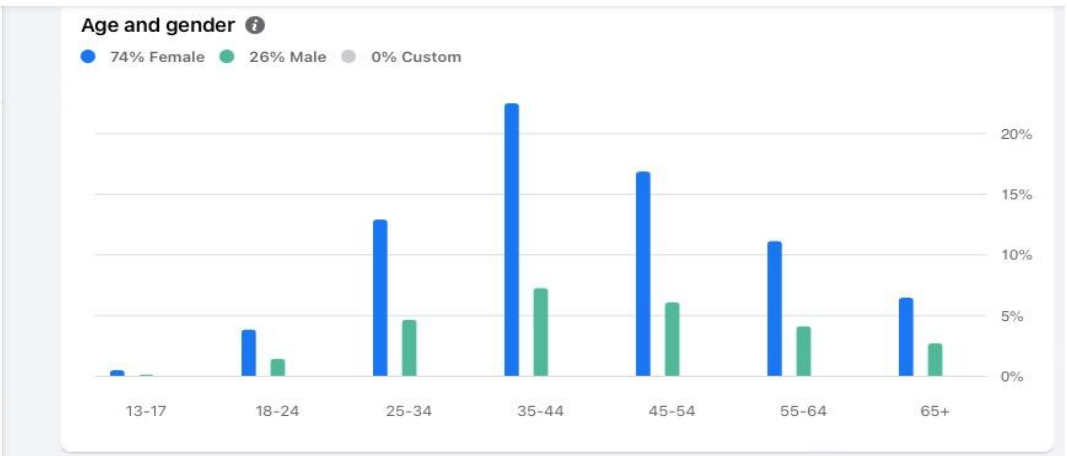
- Community roles
- Settings
 - Group settings: Manage discussions, permissions and roles
 - Add features: Choose post formats, badges and other features
- Insights
 - Growth
 - Engagement**
 - Admins & moderators
 - Group experts



Columbia County Transparency & Accountability (CCTA)
Public group · 2.6K members

- Add features: Choose post formats, badges and other features
- Insights
 - Growth
 - Engagement
 - Admins & moderators
 - Group experts
 - Participants**
 - Guides
- Support
 - Help Center
 - Groups Hub

+ Create a chat



Top countries

United States	2,609
Bangladesh	13
Pakistan	6
Nigeria	5
South Africa	2

Top cities

Saint Helens, OR	1,140
Scappoose, OR	352
Portland, OR	109
Rainier, OR	107
Columbia Ctv. OR	80

From: PACHECO Daniel * OGEC <Daniel.PACHECO@ogec.oregon.gov>
Date: January 10, 2025 at 9:50:53 AM CST
To: jen.massey@comcast.net
Cc: OGEC Mail * OGEC <OGEC.Mail@ogec.oregon.gov>
Subject: Request for Advice re Conflicts of Interest

Ms. Massey:

Thank you for your inquiry. The advice and analysis that follows is offered under the authority provided in ORS 244.284 as guidance on how the current provisions of Oregon Government Ethics Law may apply to the circumstances described in your inquiry. Oregon Government Ethics Commission (OGEC) staff may provide advice and guidance on future or hypothetical circumstances, but cannot opine on events that have already occurred.

You are the Mayor for the City of St. Helens (City) and serve as a member on the City Council. Prior to your election, you state that you also served in a voluntary unpaid capacity for a 501(c)(3) non-profit corporation (Other Business). Now that you are a member of the Council, you have asked whether you would be faced with a conflict of interest if you participated in Council meeting discussions related to topics or other matters which you were involved in as a member of the Other Business.

Relevant Statutes and Analysis

Initially, we need to clarify that we cannot comment or provide advice on matters that have already occurred therefore, we cannot opine on any “potential or actual litigation” involving matters that you were involved in prior to your election as Mayor. We encourage you to review the City’s policies or consult with legal counsel which may detail additional responsibilities and liabilities.

A statutory conflict of interest arises when a public official makes a decision or recommendation or takes action, in their official capacity, that would (actual conflict of interest) or could (potential conflict of interest) result in a financial impact (positive or negative) on the public official, their relative, or a business with which the official or their relative is associated. [ORS 244.020(1) and (13)]. To determine whether there

is an actual or potential conflict of interest, the public official needs to evaluate whether the decision or actions being taken would or could result in a financial impact on themselves, their relatives, or on a business with which they are associated.

To make that determination, first we need to consider whether the Other Business qualifies as a business with which you are associated. ORS 244.020(2) defines a business as any legal entity operated for economic gain, but excluding any income-producing not-for-profit a 501(c)(3) corporation for which the person is associated only as a member, on the board, or in an unpaid capacity. Assuming you are only associated with the Other Business as a member, board director, volunteer, and in a nonremunerative capacity, then the Other Business would not qualify as a business.

And if the Other Business does not qualify as a business under ORS 244.020(2), then it cannot be a business with which you are associated, as defined in ORS 244.020(3). Please note, however, that ORS 244.020(3)(d) provides that for public officials required to file a statement of economic interest (SEI), any business listed as a source of household income on their SEI qualifies as a business with which they are associated. As the Mayor, you are an SEI filer. So, if you or any member of your household received income in 2024 from the Other Business, it would qualify as a business with which you are associated.

Assuming that the Other Business does not qualify as a business, any financial impacts on the Other Business would not create a conflict of interest for you because it is not a businesses with which you are associated. Therefore, if the Council were to discuss the Other Business, regardless of whether it is a public meeting or an executive session, any decision, recommendation or action you take that would or could result in a financial impact on the Other Business would not give rise to a statutory conflict of interest.

As a reminder, as a public official, you are individually responsible for complying with Oregon Government Ethics Law, including identifying and properly declaring your conflict of interest (whether actual or potential) each time the conflict arises. If met with an actual conflict of

interest that would have a financial impact on yourself, a relative, or a business with which you are associated, you would be required to publicly announce the nature of your conflict of interest and refrain from any participation in the discussion or vote as provided in ORS 244.120(2).

I have included the Conflicts of Interest Quick Reference guide (attached). If you have any further questions, feel free to reach out to me directly at your earliest convenience.

Thank you,

Disclaimer

This analysis and advice is offered under the authority provided in ORS 244.284 as guidance on how current provisions of Oregon Government Ethics law apply to the specific circumstances you have presented.

Daniel Pacheco I Investigator

Oregon Government Ethics Commission
3218 Pringle Road SE, Suite 220 • Salem, OR 97302



503-378-2309



971-446-0100



<https://www.oregon.gov/ogec>

<image003.png>

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Pronouns: He / Him / His

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MEMORANDUM

Date: February 14, 2025

To: Mayor and City Council of the City of St. Helens

Cc: City Administrator, John Walsh

From: Ashley Wigod, City Attorney

Re: Application for Media Representative to Attend Executive Sessions
Media Entity: Oregonian/Oregonlive
Representatives: Maxine Bernstein

The purpose of this memorandum is to review the applications of Maxine Bernstein, as a representative of the Oregonian, to be “representative of the news media” for the purposes of attending executive sessions in accordance with ORS 192.660(4).

Per the City’s News Media Attendance Policy and the Attorney General guidance, an individual is a “representative of the news media” if they have a **formal affiliation with an institutional news media entity** through employment, by contract, or some other authorization with the institutional news media entity.

Here is a review and evaluation of the application:

1. The applicant has a formal affiliation with an institutional news media entity through employment, by contract, or some other authorization with the institutional news media entity. Ms. Bernstein has provided:
 - A link to Oregonlive.com that provides:
 - Maxine Bernstein has been a staff writer with The Oregonian since 1998, and covers federal court, Measure 114, crime and law enforcement.
Email: mbernstein@oregonian.com
 - A copy of a recently published news articles showing her name as a member of the news gathering staff of the news media organization, plus proof of her identity;

LEGAL RECOMMENDATION: Based on the above, the applicant has demonstrated that she is formally affiliated with an institutional news media entity. Therefore, it is recommended that Ms. Bernstein’s application as a representative of the news media for the purposes of attending executive session, be granted.

City of St. Helens

Recognized News Media Representative Application

Pursuant to the City of St. Helens' Executive Session News Media Attendance Policy, those claiming to be representatives of the news media are requested to complete this form. Please provide the requested information below, complete and sign the certification section, and submit the completed form to the City Recorder in advance by: (1) personal delivery to the City Recorder; (2) sending the completed form via e-mail to CR@sthelensoregon.gov; or (3) delivering a completed copy to City Hall located at 265 Strand Street, St. Helens, OR 97051.

NOTE: If the City is unable to verify this information prior to the start of an executive session, your attendance at the executive session may be denied or the executive session may be postponed.

Maxine Bernstein
Print Name

The Oregonian/OregonLive
Name of News Media Organization Represented

CERTIFICATION OF REPRESENTATION:

I, Maxine Bernstein, certify the following to be true and accurate:

I represent the following:

- A daily newspaper, non-daily, or small-market newspaper/publication, or publication that is released as a digital or multiplatform product.
- A newspaper or publication that the City uses for publication of public notices and meets the requirements of ORS 193.020.
- A news media organization that is organized and operated to regularly and continuously publish, broadcast, transmit via the internet, or otherwise disseminate news to the public, and that regularly reports on activities of the City or matters of the nature under consideration by the City Council.

The news media organization that I represent is committed to complying with the requirement that confidential executive session information be undisclosed.

I have provided the following credentials sufficient to allow the City to determine that I am a representative of the above identified news media organization: (select all that apply)

- A press badge or identification issued by the news media organization, plus proof of my identity;
- X A copy of a recently published news article showing my name as a member of the news gathering staff of the news media organization, plus proof of my identity;
- A letter on letterhead from an editor of the news media organization that states that I am covering the meeting for the news media organization, plus proof of my identity; or

The following evidence sufficient to show that I am a representative of the above identified news media organization: _____

As a representative of the news media, I agree to comply with ORS 192.660(4).



Signature

02/05/2025

Date Signed

From: [Maxine Bernstein](#)
To: [Kathy Payne](#)
Cc: [John Walsh](#); [Crystal King](#)
Subject: Re: [External] Today's council exec session
Date: Wednesday, February 5, 2025 2:53:05 PM
Attachments: [image001.png](#)
[OregonianMaxineBernsteinnoticeES News Media Attendance Application 022124.pdf](#)

w/ info on employment w/ Oregonian:
<https://www.oregonlive.com/user/mabernst/posts.html>

Thank you,
 Maxine



Maxine Bernstein
 Oregonian Staff Writer

o. 503-221-8212
 c. 971-263-5103
mbernstein@oregonian.com
[@maxoregonian](#)
[OregonLive.com](https://www.oregonlive.com)

The Oregonian | OregonLive
 1500 SW 1st Ave., Suite 400
 Portland, OR 97201

From: Kathy Payne <kpayne@sthelensoregon.gov>
Sent: Wednesday, February 5, 2025 2:31 PM
To: Maxine Bernstein <mbernstein@oregonian.com>
Cc: John Walsh <jwalsh@sthelensoregon.gov>; Crystal King <cking@sthelensoregon.gov>
Subject: RE: Today's council exec session

Hello Maxine,

The City of St. Helens has a policy for news media attendance at City Council Executive Sessions. The policy is currently in the process of being updated/revised. As a matter of fact, a draft policy is on today's

Work Session agenda and the application will likely change as well. In the meantime, please complete the attached application and provide the necessary credential documentation.

Do you plan on attending in person?

Kathy

Kathy Payne, MMC
Human Resources Coordinator | City Recorder | Elections Official

City of St. Helens

503-366-8217 (Direct) 503-397-4016 (Fax)

265 Strand Street, St. Helens, OR 97051

www.sthelensoregon.gov | kpayne@sthelensoregon.gov



From: Crystal King <cking@sthelensoregon.gov>

Sent: Wednesday, February 5, 2025 1:37 PM

To: Maxine Bernstein <mbernstein@oregonian.com>; Kathy Payne <kpayne@sthelensoregon.gov>

Cc: John Walsh <jwalsh@sthelensoregon.gov>

Subject: FW: Today's council exec session

Importance: High

Hi Maxine,

I'm including our City Recorder Kathy Payne here about media attending executive sessions so that she can provide you with further information.

Thanks,

Crystal King

Communications Officer

City of St Helens

265 Strand St

St Helens, OR 97051

503.397.6272 phn

www.sthelensoregon.gov

From: Maxine Bernstein <mbernstein@oregonian.com>

Sent: Wednesday, February 5, 2025 1:31 PM

To: Crystal King <cking@sthelensoregon.gov>

Subject: [External] Today's council exec session

Hi Crystal -

I don't know if I need to alert you ahead of time, but as a reporter for The Oregonian, I'm planning to attend today's St. Helens City Council exec session scheduled after the 3 pm. work session.

Thank you,
Max Bernstein
971-263-5103/cell



Maxine Bernstein
Oregonian Staff Writer

o. 503-221-8212
c. 971-263-5103
mbernstein@oregonian.com
[@maxoregonian](#)
OregonLive.com

The Oregonian | OregonLive
1500 SW 1st Ave., Suite 400
Portland, OR 97201

**FOURTH AMENDMENT TO
Moore Excavation, Inc.
Public Improvement Construction Contract
S 1st Street – St Helens Street Intersection Improvements No. R-685**

This agreement is entered into this 19th day of February 2025, by and between the City, (hereinafter "City"), and Moore Excavation, Inc., (hereinafter "Contractor").


RECITALS

- A. City and Contractor entered into a Public Improvement Construction Contract on September 29, 2022 and said contract, hereinafter "original contract" is on file at St. Helens City Hall.
- B. The term of the original contract expired on September 15, 2024.
- C. Amendment No. 2 extended the term of contract to December 31, 2024.
- D. Amendment No. 3 extended the term of contract to June 30, 2025.
- E. Additional work is required to complete the new intersection.

NOW, THEREFORE, in consideration for the mutual covenants contained herein the receipt and sufficiency of which are hereby acknowledged, Contractor and City agree as follows:

- 1. The recitals set forth above are true and correct and are incorporated herein by this reference.
- 2. Total compensation for the work described in Section E above is estimated to be \$200,000 and the total not-to-exceed total to accomplish all work required under the contract including modified scope shall be adjusted to \$1,456,416.00
- 3. All other terms of the original contract not specifically amended by this agreement remain in full force and effect.

Dated this 19th day of February 2025.

Contractor

 Date: 2/12/2025

City

 Jennifer Massey, Mayor
 Date: _____

Attest:

By: _____
 Kathy Payne, City Recorder

City of St. Helens

AMENDMENT OF PERSONAL SERVICES AGREEMENT

This Amendment is made on **February 19, 2025**, between City of St. Helens, an Oregon municipal corporation (“St. Helens”), and **Mayer/Reed, Inc.** (“Contractor”).

RECITALS

A. WHEREAS, on or about March 4, 2021, St. Helens and Contractor entered into an agreement (“Agreement”) in which Contractor agreed to provide services (“Services”) related to 1) prepare full plans, specifications, estimates, permitting, and bid assistance for the Riverwalk Project Phase I and the Columbia View Park Amphitheater, 2) prepare plans, specifications, and estimates for Riverwalk Project Phase II at 30 percent design, and 3) bid assistance and construction management services for Riverwalk Project Phase I and Columbia View Park Improvements; and

B. WHEREAS, Section 3 of the Agreement provides that the Term of the Agreement terminates on March 1, 2024, and may be extended for a period of two (2) years in one (1)-year increments; and

C. WHEREAS, on February 21, 2024, St. Helens and Contractor extended the contract for one (1) year to March 1, 2025; and

D. WHEREAS, St. Helens and Contractor are nearing completion of the construction management phase of the project, but will not be complete by March 1, 2025; and

E. WHEREAS, St. Helens and Contractor mutually agree to extend the contract one (1) more year to March 1, 2026.

AGREEMENT

NOW, THEREFORE, the parties mutually agree as follows:

1. The Agreement signed on or about March 4, 2021 shall be amended to reflect a **termination date of March 1, 2026**, unless earlier terminated or extended according to the terms of the contract. This is the last time extension allowed by this contract.

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

ST. HELENS:

CITY OF ST. HELENS, an Oregon
municipal corporation

By: _____

Name: _____

Its: _____

CONTRACTOR:

MAYER/REED, INC

By: _____

Name: _____

Its: _____

APPOINTMENTS TO ST. HELENS CITY BOARDS AND COMMISSIONS

City Council Meeting ~ February 19, 2025

Pending applications received:

<u>Name</u>	<u>Interest</u>	<u>Date Application Received</u>	<u>Referred by Email To Committee(s)</u>
• Jay Echternach	Planning Commission	11/19/24	11/20/24
• Brittney West	Parks & Trails Commission	1/3/25	1/6/25
• Joshua Walter	Planning Commission	1/3/25	1/8/25
• Joshua Walter	Parks & Trails Commission	1/3/25	1/8/25
• Trina Kingsbury	Planning Commission	1/7/25	1/8/25
• Nick Flory	Parks & Trails Commission	1/26/25	1/29/25
• Nick Flory	Planning Commission	1/26/25	1/29/25

Library Board (4-year terms)

- Colleen Ohler resigned. Her term expires 6/30/2028.

Status: A press release was sent out on February 11 with a March 7 deadline.

Next Meeting: March 10, 2025

Recommendation: None at this time.

Parks & Trails Commission (4-year terms)

- Reid Herman resigned. His term expires 12/31/2026.

Status: A press release was sent out on December 30 with a January 27 deadline. Interviews and recommendation are pending.

Next Meeting: March 10, 2025

Recommendation: None at this time.

Planning Commission (4-year terms)

- Ginny Carlson resigned. Her term expires 12/31/2026.

Status: A press release was sent out on December 11 with a January 10 deadline.

Next Meeting: March 11, 2025

Recommendation: At their February 11 meeting, the Planning Commission voted unanimously to appoint Trina Kingsbury.

City of St. Helens
RESOLUTION NO. 1648

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

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

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

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

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

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

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

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

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

Ayes: Locke, Carlson, Conn, Morten, Peterson

Nays: None

/s/ Randy Peterson
Randy Peterson, Mayor

ATTEST:

/s/ Kathy Payne
Kathy Payne, City Recorder

ST. HELENS PUBLIC LIBRARY BOARD MEETING

Monday, January 13, 2025 at 7:15 PM
Virtually over Zoom

APPROVED MINUTES

Members Present

Chair Aaron Martin
Vice Chair Fatima Salas
Member Robert Dunn
Member Ellen Jacobson
Member Jana Mann
Member Colleen Ohler
Member Lynne Pettit

Members Absent

Member Jay Echternach
Member Diana Wiener

Councilors in Attendance

Councilor Russell Hubbard

Visitors

None

Staff Present

Library Director Suzanne Bishop
Library Board Secretary Dan Dieter

CALL TO ORDER

Meeting was called to order at 7:17 pm by Chair Martin.

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

No visitor comments.

APPROVAL OF MINUTES

1. Minutes from regular board meeting, December 9, 2024, were reviewed.
Motion: Upon Member Pettit’s motion and Member Mann’s second, the Library Board unanimously approved the minutes dated December 9, 2024. [Yeas: Chair Martin, Vice Chair Salas, Member Dunn, Member Jacobson, Member Mann, Member Ohler, Member Pettit; Nays: none]

OLD BUSINESS

2. MAKERSPACE EXPANSION LETTER OF SUPPORT: Chair Martin stated that the letter of support from the board was relayed to the City Council, and they approved our request. Councilor Hubbard stated that the letter from the Library Board as well as the letter from the Columbia Learning Center Board and some other materials were helpful in making the decision to rent the space. He stated that to get funds to add furnishings to the expanded space, the board will be approaching local funding sources like the Columbia River People’s Utility District. Member Echternach and Member Ohler have some

ideas for funding sources. We can put together a list of things needed, and the group can start working on who to approach for funding.

NEW BUSINESS

3. REVIEW STRATEGIC PLAN: Director Bishop presented the Strategic Plan that was adopted by City Council in August 2023 for review. Director Bishop suggested that the board shape the first goal in the plan into something that describes what the library is currently doing. We have taken a lot of steps in that direction, but it's not built into the plan in such a way that we can present the information to City Council for feedback. Some of the things we have been working on that might be reflected in strategic plan reporting to the City include services for adults and children, services for the business community, and collaborating with the Columbia County Museum Association. We are also trying to keep the collections current to meet the needs of our patron community. To support our rebranding efforts, we are doing more social media posts and working on standardizing the branding of our print materials. We are continuing to work on obtaining state and Federal grants, and in September, the library may participate in an All Columbia County Community Reads program. County public libraries are working on securing funding. We need to establish a subcommittee to review the Strategic Plan goals and begin the process of articulating the activities that support those goals for presentation to City Council. Chair Martin asked for volunteers for the subcommittee, and Member Jacobson and Member Salas agreed to join Chair Martin to work on this subcommittee. This subcommittee will meet and report back to the board on a regular basis.

LIBRARY DIRECTOR'S REPORT

Director Bishop offered congratulations Hubbard for his election to a second term. Mayor Massey visited the library recently and she seemed very enthusiastic about the work that we do and the space. The bylaws were adopted by the City Council at the December 15, 2024, meeting. The Makerspace expansion funding was also approved at that meeting. We will now start looking at minor renovations and furnishings needed. The small office space that is part of the expansion will hold the local history collection and be a recording studio. Makerspace equipment has been moved there. Comcast finished their planned outage, and it didn't cause too many issues for patron services. The Library Corporation (TLC), which runs the library's software for patron records, checkouts, etc., rolled over to a new server location. The process didn't affect patron services. The building is showing its age and some of the concrete steps are crumbling and will need to be replaced. Public Works received a quote of \$10,000 to replace each section. Public Works employee Roger Stauffer was able to repair the crumbling places. We will have to figure out how to budget for the complete replacement. We will be closed for Martin Luther King day on January 20, which is a Federal holiday.

COUNCILOR'S REPORT

Councilor Hubbard was happy that the Makerspace funding was approved. He stated that with the newly elected Mayor we will likely see some big changes in the City. He also stated that he appreciated the former Mayor's work on getting the downtown projects going.

OTHER BUSINESS

No other business.

SUMMARIZE ACTION ITEMS

Chair Martin described the action items: The strategic plan subcommittee will meet and determine the how to evaluate the plan and report back to the board in future meetings.

ADJOURNMENT

Chair Martin adjourned the meeting at 7:52 p.m.

Respectfully submitted by,
Dan Dieter
Library Board Secretary

ST. HELENS PUBLIC LIBRARY SPECIAL BOARD MEETING

Saturday, February 1, 2025 at 10:00 AM
In Person (Columbia Learning Center) and Virtually over Zoom

APPROVED MINUTES

Members Present

Chair Aaron Martin
Vice Chair Fatima Salas

Members Absent

Member Ellen Jacobson

Councilors in Attendance

None Present

Visitors

None

Staff Present

Library Director Suzanne Bishop

CALL TO ORDER

Meeting was called to order at 10:01 a.m. by Chair Martin.

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

No visitors.

NEW BUSINESS

1. DISCUSSION OF STRATEGIC PLAN: The committee discussed the strategic plan.

SUMMARIZE ACTION ITEMS

Present subcommittee discussion and suggestions at next regular board meeting. Bishop to summarize meeting and action items. Plan next subcommittee meeting.

ADJOURNMENT

Chair Martin adjourned the meeting at 10:57 a.m.

Respectfully submitted by,

Suzanne Bishop, MSLIS
Library Director



PARKS AND TRAILS COMMISSION

Monday, January 13, 2025 at 4:00 PM

APPROVED MINUTES

MEMBERS PRESENT

Chair Scott Jacobson
Vice Chair Dana Lathrope
Commissioner Paul Barlow
Commissioner Jerry Belcher
Commissioner Howard Blumenthal
Commissioner Jacob Woodruff

STAFF PRESENT

Brandon Sundeen, City Councilor
Buck Tupper, Facilities Maintenance Supervisor
Sheri Ingram, Public Works Office Assistant
Lisa Scholl, Deputy City Recorder
Dawn Richardson, Admin Billing Specialist
Jamie Ford, Admin Billing Specialist

MEMBERS ABSENT

Commissioner Lynne Pettit

OTHERS

Lucas Green

CALL TO ORDER - 4:01 p.m.

APPROVAL OF MINUTES

1. Approve Minutes of December 9, 2024

Motion made by Commissioner Blumenthal, Seconded by Commissioner Belcher to approve the minutes of December 9, 2024.

Voting Yea: Chair Jacobson, Vice Chair Lathrope, Commissioner Barlow, Commissioner Belcher, Commissioner Blumenthal, Commissioner Woodruff

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

NEW BUSINESS

2. Reid Herman Resignation - Ingram

Kathy Payne received an email from Herman resigning from the Parks & Trails Commission. He has accepted a position on the Planning Commission. Payne has already put out an advertisement to fill his position and it will close on January 27th.

3. Elect Chair & Vice Chair

Motion made by Commissioner Belcher, Seconded by Commissioner Woodruff to appoint Lathrope as Chair.

Voting Yea: Chair Jacobson, Vice Chair Lathrope, Commissioner Barlow, Commissioner Belcher, Commissioner Blumenthal, Commissioner Woodruff

Motion made by Commissioner Woodruff, Seconded by Commissioner Belcher to appoint Blumenthal as Vice Chair.

Voting Yea: Chair Jacobson, Vice Chair Lathrope, Commissioner Barlow, Commissioner Belcher, Commissioner Blumenthal, Commissioner Woodruff

4. Interview Lucas Green For Parks & Trails Position

Belcher asked what qualifications he thought he would bring and Green said he has basic skills in GIS technology and some map making. He is committed to this community and wants to make it a better place and knows about the ecology of the area.

Lathrope asked if he had familiarized himself with the Municipal Code and Bylaws and he said he read through them.

Blumenthal thinks he would be a good addition because of his background and as a younger member, will bring a new feel to the group and new ideas.

Belcher asked what his background is that he thinks will benefit the Parks & Trails and Green said giving a little more insight to the public on what is in our parks that is more educational-based. He has done a lot of volunteering. He is studying Environmental Sciences on the side. Lathrope said she was very impressed with his contributions to the discussion on the Milton Creek Project.

Motion made by Commissioner Blumenthal, Seconded by Commissioner Woodruff to recommend that Council appoint Lucas Green to the Parks & Trails Commission.

Voting Yea: Chair Jacobson, Vice Chair Lathrope, Commissioner Barlow, Commissioner Belcher, Commissioner Blumenthal, Commissioner Woodruff

5. Bicycle, Bridges & Bike Lane Safety - Barlow

He had an individual slip going across the bridge on Milton Creek and it's really slick when it's wet. There are signs but he doesn't know if anything can be done to the bridge. Is there something that can be painted on the surface to make it safer?

Tupper said he would have to check with the bridge builder on what will work with the stain that is on it. There are signs on each end of bridge too. He will look into it. They will also have to put something under it so nothing goes into the creek.

Barlow said another concern is that there are more utility vaults are ending up in bike lanes in certain areas. There is one on Gable by the high school. It would be good if they were highlighted - maybe yellow paint. He doesn't know if there is a standard. Tupper said he would check with Engineering.

OLD BUSINESS

6. Milton Creek Reserve - Standing Item

Jacobson said thanks to everyone for coming to the Council meeting and they got a good result. The Council agreed to having a Reserve but it needs to be defined. He thinks Jacob Graichen is looking into it.

Motion made by Commissioner Belcher, Seconded by Vice Chair Lathrope to ask Graichen to make an overhead map of the area.

Voting Yea: Chair Jacobson, Vice Chair Lathrope, Commissioner Barlow, Commissioner Belcher, Commissioner Blumenthal, Commissioner Woodruff

Jacobson talked to Katie from the Spotlight and she reached out to Crystal Farnsworth about getting an article about it in the Spotlight and he has been in contact with Elliott Levin at the Port. Maybe they should have someone from the Port zoom into the meetings.

7. Roles & Responsibilities - Update Bylaws - Lathrope

Lathrope's only point of non-clarity is the park assignments and how they operate with those and under those. She understands they are stewards of the parks but they have altered that with each person taking a stronger sense of ownership over individual parks and if that is the way they are going to operate, she thinks it's appropriate to have that language in their bylaws. As a Commission, their actions are impactful and they have responsibilities to uphold. As a Commissioner, she doesn't want to do anything that steps outside those bounds and put herself at risk so she thinks it needs to be a little bit more formal. She is doing more research on Bylaws and she will come back to the next meeting either with new language or say she overthought it all and not suggest anything. She doesn't want to change what they are doing but just get clarity to protect themselves.

8. Urban Trail - Belcher

Belcher handed out a map of the proposed trail. The trail was going to go up the street by the Sewage Treatment Plant. He and Blumenthal walked the area and came to the conclusion it would be better to go up the steps. Also, they can detour on ADA trail when riverwalk is closed during Phase 2. If they could get a grant to put in a temporary asphalt trail, then ADA people could do the loop right now. There is no timeline for Phase 2 yet. Tupper said it would take a lot of effort and money to make ADA-compliant for a temp trail.

STAFF REPORT

He got the permit for 6th Street Field shed and concession stand today. Thanks to Little League and Youth Football for putting in money for this project.

They have been cleaning up debris from various sites and painting the insides of buildings.

Carolyn Skinner sent a summary of volunteer time at Nob Hill in 2024. They had 133 general hours and 34 public work party hours in the spring and 116 general hours and 30 public work party hours in the fall for a total of 335 hours.

COUNCILOR'S REPORT

Thank you for the presentation to Council and the time spent on it and all the projects they are working on. The library just updated their bylaws so this is a good time for them to look at theirs too. They have talked a lot about Milton Creek and the Urban Trail but we also have a lot of other parks too. He knows it's a big job and they are doing a great job so thank you.

DISCUSSION ITEMS

Blumenthal said they have been cutting down some of the non-native cherry trees and doing cage maintenance and trying to get rid of some of the orchard grass at Nob Hill. He is going to meet with new weed coordinator with Watershed Council at Nob Hill at the end of the month.

Lathrope was wondering if there were any work parties planned in the spring for Japanese garden. She would like to be involved with that or any other work parties. Since they are going to be in the public eye, she would like them to consider encouraging public volunteers. Belcher said he and Blumenthal discussed having a cleanup at the botanical gardens.

ADJOURNMENT - 4:58 p.m.

Respectfully submitted by Sheri Ingram, Public Works Office Assistant

City of St. Helens

Consent Agenda for Approval

CITY COUNCIL MINUTES

Presented for approval on this 19th day of February, 2025 are the following Council minutes:

2024

- Joint City Council and Planning Commission Minutes dated December 11, 2024

2025

- Special Session Minutes dated January 31, 2025
- Work Session, Executive Session, and Regular Session Minutes dated February 5, 2025
- Joint City Council and Planning Commission Minutes dated February 5, 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



JOINT CITY COUNCIL & PLANNING COMMISSION

Wednesday, December 11, 2024

DRAFT MINUTES

MEMBERS PRESENT

Mayor Rick Scholl
 Mayor Elect Jennifer Massey
 Councilor Mark Gundersen
 Councilor Brandon Sundeen
 Councilor Russell Hubbard - via Zoom at 5:13 p.m.

Chair Dan Carey
 Vice Chair Jennifer Shoemaker
 Commissioner Charles Castner
 Commissioner Scott Jacobson
 Commissioner David B. Rosengard – via Zoom

MEMBERS ABSENT

Council President Jessica Chilton
 Commissioner Brooke Sisco

STAFF PRESENT

John Walsh, City Administrator
 Jacob Graichen, City Planner
 Jenny Dimsho, Associate Planner/Community Development Project Manager
 Lisa Scholl, Deputy City Recorder
 Crystal King, Communications Officer

CALL SPECIAL SESSION TO ORDER – 4:01 p.m.

DISCUSSION TOPICS

1. Presentation of Plaque to Outgoing Planning Commission Member Dan Cary

Mayor Scholl presented Planning Commissioner Dan Cary with a plaque in honor of his 16 years of service. Council members, Commission members, and staff thanked Cary for his leadership and service.

2. Discuss Draft Economic Policies & Actions

City Planner Graichen introduced the project.

Beth Goodman, EConorthwest, reviewed the goals, policies, and actions for implementation. A few highlights of discussion were:

- Goal A
 - Basic economic policies
 - Addition of high tech to second bullet. Prime place for remote work with a fast, fiber network.
 - Hire an Economic Development Specialist
- Goal B
 - Asset of St. Helens Industrial Business Park

- Conduct a Zoning Code audit
 - Health and education facilities
- Lack of hospital
- Challenges at St. Helens School District
- Goal C
 - Protect prime industrial land
- Goal D
 - Foster growth
 - Support businesses
 - Support K-12 education
- Goal E
 - Resident amenities
 - Connecting Houlton Business District and Riverfront District
 - Changes in transportation and delivery services
- Goal F
 - Expand year-round tourism
 - Heritage tourism initiatives for the summer
 - Identify additional accommodation opportunities
 - Explore bike share and related infrastructure opportunities

Beth will make edits as discussed for final draft to present at upcoming public hearings.

3. Draft Economic Opportunities Analysis

Beth requested typos, edits, and input be sent to staff by the end of January. The first public hearing will be held March 11, 2025.

4. Planning Commission Proactive Items

City Planner Graichen reviewed Planning Commission proactive items, which include architectural standards, vacant storefronts, and Plaza accessibility improvements. Subcommittees are no longer able to meet without following public meetings laws, such as being open to the public, broadcasting on Zoom and YouTube, taking minutes, etc.

Discussion ensued:

- Utilize regular meetings when there is a light agenda to review proactive items.
- Updates needed to the resolution for Board/Commission appointments, interviews, etc.
- It is difficult for a couple of the Planning Commission members to come to the 4:00 p.m. joint meeting due to work schedules. Consensus to change to 6:00 - 8:00 p.m. Dimsho will check with staff availability.
- City Administrator Walsh talked about the League of Oregon Cities (LOC) training videos being created for public meetings laws. He will share those.

OTHER BUSINESS

ADJOURN – 6:03 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

/s/ Jennifer Shoemaker

Jennifer Shoemaker, Vice Chair

Rick Scholl, Mayor



COUNCIL SPECIAL SESSION

Friday, January 31, 2025

DRAFT MINUTES

MEMBERS PRESENT

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

STAFF PRESENT

John Walsh, City Administrator	Gloria Butsch, Finance Director
Kathy Payne, City Recorder	Ethan Stirling, Field Supervisor/Safety Coordinator
Lisa Scholl, Deputy City Recorder	Shanna Duggan, Recreation Manager
Crystal King, Communications Officer	Mike De Roia, Building Official
Mouhamad Zaher, Public Works Director	Sharon Darroux, Engineering Manager
Suzanne Bishop, Library Director	Buck Tupper, Facilities Maintenance Supervisor
Joe Hogue, Acting Police Chief	

OTHERS

Rachael Barry
 Simon Wright
 Brittany
 Jenni G.

CALL SPECIAL SESSION TO ORDER – 10:00 a.m.

DISCUSSION TOPICS

1. 10:00AM - Icebreaker & Introductions

Rachael Barry, the facilitator, introduced herself and explained that the agenda for the day was full. She noted that a parking lot would be used for items needing additional attention. Barry asked participants to share why they chose public service as an icebreaker.

City Administrator Walsh shared that he came to public service later in his career after working in construction. He explained that he initially volunteered with his local County before being hired by the City of Centralia. Walsh stated that public service has been rewarding and allowed him to leave a lasting impact.

Councilor Gundersen said he likes to be involved and give back to the community, noting his past experience coaching kids and being involved with schools.

Mayor Massey described herself as a "workhorse and overachiever" who enjoys projects, strategizing, and trying to be part of solutions to complicated issues. She said she felt she could add value in her current role.

Councilor Hubbard explained he moved to St. Helens about 15 years ago after finding Portland increasingly difficult for his development business. He said he sees St. Helens as needing changes and believes he can be beneficial in making improvements, noting his focus on getting results.

Councilor Sundeen shared that he ran for office after being critical of things happening in the City, deciding to try to make a positive impact rather than just complain. He noted St. Helens is his home and where his kids are growing up, so it's important to him.

Council President Chilton described herself as a "natural helper" who has worked in mental health and is now helping seniors in the community. She said being a helper is core to who she is.

2. 10:15AM - DISC Workshop

Barry introduced the DISC personality assessment, explaining it is a helpful tool for understanding communication styles and working together. She noted Mayor Massey had suggested using this tool.

Mayor Massey explained the DISC assessment provides a snapshot of how people communicate and receive information, which can help a new team understand each other's personality styles and adjust communication methods accordingly.

Barry provided an overview of the four DISC styles - Dominance, Influence, Steadiness, and Conscientiousness. She explained the key traits and motivations of each style.

Participants then shared their dominant DISC styles:

- John Walsh identified as an S (Steadiness) style
- Council President Chilton identified as an I (Influence) style
- Mayor Massey identified as a D (Dominance) style
- Councilor Hubbard identified as a D (Dominance) style
- Councilor Gundersen identified as an S (Steadiness) style
- Councilor Sundeen identified as an S (Steadiness) style

The group discussed strengths and challenges of their styles. D styles noted challenges with patience. S styles mentioned sometimes being too accommodating. The group discussed how understanding styles can improve communication and teamwork.

Barry showed a map of DISC styles for 20 city staff members who had taken the assessment. The group observed clusters in certain areas and discussed how this diversity of styles benefits the organization. They noted the importance of having a strategic plan and clear goals to leverage different strengths.

3. 11:00AM - Governing Policy Review

Walsh provided background on the current governing policy, noting it was adopted in February 2019. He explained it shifted Councilor oversight of departments to more of a liaison role, giving more authority to the City Administrator while maintaining some Councilor decision-making involvement.

Walsh noted the policy has been problematic at times, particularly around personnel supervision. He said attorneys have advised it creates unclear lines of communication and decision-making.

The group reviewed key sections of the policy and discussed potential changes:

For Section 4 on supervision, there was consensus to keep language stating department employees are supervised by department heads and department heads are supervised by the city administrator. The group agreed to remove language about Councilors being involved in hiring/firing decisions for department employees.

On evaluations, the group discussed adding language about conducting annual evaluations and potentially having the full Council involved in evaluating department heads along with the City Administrator.

Mayor Massey suggested looking into training on how to properly conduct evaluations and give feedback. The group agreed this would be valuable.

There was discussion about improving communication between Council and staff, potentially through more frequent check-ins or reports from department heads. Councilor Hubbard suggested having department heads present to the full Council periodically rather than just liaising with individual Councilors.

The group agreed to continue discussing potential changes to the liaison structure, with some interest in moving to a more open model where all Councilors could engage with different departments rather than having assigned liaisons.

4. 11:45AM - Break to Grab Lunch

5. 12:00PM - Working Lunch - Survey Results Overview

Barry presented an overview of results from the recent community input survey, which received 256 responses. Key points included:

- Overall satisfaction levels have decreased compared to previous surveys
- The library received high ratings for customer service and overall satisfaction
- Parks also received positive ratings for maintenance and overall condition
- There were lower satisfaction ratings for economic development efforts and opportunities to participate in government
- Key challenges identified included growth, housing, and employment
- Social media and the City website were the most common sources of city information

The group discussed potential actions based on the results, including:

- Improving communication and engagement efforts
- Finding ways to increase participation in local government
- Addressing economic development concerns
- Considering town halls or other forums to connect with residents

6. 12:45PM - Break & Welcome Staff

Staff members joined the meeting following the lunch break. Barry reviewed the DISC assessment results for the full group, including both Council and staff. She noted there was a good balance of styles represented.

7. 1:00PM - Envisioning Success Workshop

Barry led an exercise where small groups created vision statements for where the City will be in two years. Key themes that emerged included:

- Morale
- Balanced workload
- Council/staff trust
- Team building
- Effective communication/transparency
- Partnerships/community collaboration
- Project completion
- Waterfront
- Engagement
- Meeting needs
- Fiscal sustainability/opportunities for sustainable revenue
- Employee wellness
- Stability with tourism

- Proactive planning
- Community trust
- Safe workplace

8. 1:30PM - SWOT

The full group conducted a SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis.

Strengths:

- Talented staff
- Dedicated staff
- Team collaboration
- Broad service offering
- Economic assets
- Industrial land
- Recreational assets - location, programs, amenities
- Strong sense of community/place
- Communications program
- Care about the community
- Staff adaptability
- Many hats/many tasks/broad breadths of knowledge
- Multi-tasked
- Equipment/fleet/tools
- Industry and readiness
- Community partnerships
- Abundant infrastructure
- Small and efficient
- Partnerships with state and fed policy makers
- Facilities

Weaknesses:

- Facilities
- Lack of power
- Funding CIPs
- Staffing needs
- Staff morale
- Trust from citizens
- Internal trust and respect
- Growing pains
- Effective communication
- Lack of decisiveness
- Utilizing all strengths
- State funding
- Misinformation

Opportunities

- Continue to grow partnerships
- Employer of choice
- Supporting local economy
- Site more industry
- Improve public safety
- Waterfront

- More voice in Salem
- Job creation
- Citizen engagement
- More water storage
- Grant funding - governmental and private
- Technological improvements
- Revenue stabilization
- Tourism - build/improve/establish more opportunities
- More support for small businesses
- Transportation
- Parking
- Ferry
- Re-shape economic inventory
- Education/cross-training
- Keeping people local
- Competition
- Youth programs
- Emergency preparedness and response
- Council/staff teambuilding

Threats

- Tenuousness of federal funding
- Cybersecurity
- Salem
- Misinformation
- Competition, loss of talented staff
- Culture/morale
- Infrastructure
- Losing institutional knowledge
- Maintaining public safety
- Hazards/disasters
- Lack of power
- Aging infrastructure
- Lack of proactive plans
- Funding
- Defining neighborliness
- Division among people
- Lack of staff/council cohesion/collaboration
- Access to healthcare
- Public transportation
- Amazon/e-commerce
- Lack of morale
- Lack of understanding of what the City does jurisdictionally
- Rising cost of materials
- Distrust of government
- Quality of life

Council and staff marked their top two from each category. The following scored the highest:

Strengths

- Talented, dedicated staff

- Economic assets like industrial lands
- Efficient interdepartmental coordination
- Industry readiness
- Team collaboration

Weaknesses

- Staff morale
- Trust with citizens
- Effective communication
- Lack of electric power capacity

Opportunities

- Revenue stability
- Improve public safety facility
- Emergency preparedness and response
- Council/staff team building
- Supporting local economy

Threats

- Misinformation/lack of understanding of City functions
- Infrastructure capacity and aging
- Uncertain federal funding
- Staff recruitment/retention challenges

Observations:

The group noted that the team is a major strength, with talented and dedicated staff achieving strong collaboration and efficient coordination. However, staff morale emerged as a weakness, which the group found surprising and concerning, sparking a discussion about its potential causes. Trust with citizens and effective communication also were identified as critical areas in need of improvement. Opportunities focused on stabilizing revenue and optimizing public safety facilities, while threats emphasized misinformation and infrastructure challenges. The group concluded the SWOT analysis by recognizing that many of the internal weaknesses can be adjusted through targeted efforts, providing a path for improvement in the future.

9. 2:30PM - Priority Setting and Action Brainstorming

Based on the SWOT analysis, the group identified two key priority areas to focus on:

- Building trust, internal and external
 - Effective communication
 - Respectful/truthful communication
 - Accountability
 - Personally find good information
 - Being inclusive
 - Anonymous surveys
 - SWOT within departments
 - External town hall for public
 - Internal town hall for employees
 - Rewarding performance/recognition
 - Feedback
 - Improvement plans
- Revenue stability
 - New business and industry

- Waterfront development
- Heed warning
- Infrastructure to support growth
- Staff planning
- Fees for services
- Grant opportunities

The group agreed these areas provided opportunities to make significant improvements over the next two years.

10. 2:50PM - Closing Reflections & Next Steps

Barry asked each participant to share one word describing how they felt about the goals and next two years. Responses included: excited, hopeful, optimistic, opportunity, determined, motivated, grace, open, nervous, and encouraged.

Walsh expressed appreciation for the session, saying it was a positive step toward better collaboration between Council and staff. Mayor Massey thanked everyone for participating and being open to building relationships.

Barry noted she would follow up with more detailed notes and potential next steps on work plan items based on the discussions.

OTHER BUSINESS

ADJOURN – 2:55 p.m.

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

ATTEST:

Kathy Payne, City Recorder

Jennifer Massey, Mayor



COUNCIL WORK SESSION

Wednesday, February 05, 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	Joe Hogue, Acting Police Chief
Kathy Payne, City Recorder	Jose Castilleja, Police Sergeant
Lisa Scholl, Deputy City Recorder	Johnathon Sprinzl, Police Officer
Crystal King, Communications Officer	Brandon Haflich, Police Officer
Suzanne Bishop, Library Director	Sam Ortiz, Pretreatment Coordinator
Gloria Butsch, Finance Director	Ashley Wigod, Contracted City Attorney

OTHERS

Adam	Mitz	Amanda McFeron	Jennie Carnahan
Conor Delaney	Lynne Pettit	Jane Garcia	Ron Trommlitz
Joe	Jenni Gilbert	Kaelyn Cassidy	Sylvia Cole
KOIN	Marci Sanders	Lori Armstrong	Steve Topaz
Richard Mason	Jennifer Anderson	Brady Preheim	Jenn Dougherty
Michelle Millar	Anna Dahlman	Shawn Carnahan	Brent Keller
Steve Toschi			

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

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

- ◆ Steve Topaz. Discussed the importance of keeping accurate records during the City meeting. He began by invoking an old Greek thought, "Silence is a lie," to emphasize the significance of truthful and complete documentation. Topaz expressed concerns about missing information from a previous meeting in December, particularly regarding a discussion about stabilizing a significant embankment that involved the Council. He noted that part of the agenda seemed to be missing electronically, pointing to a lack of a reliable record of events. Furthermore, Topaz criticized a recent City Economic Opportunities Analysis, a lengthy document that mentioned mixed-use development on the Waterfront and substantial allocations for heavy industry. However, he noted that it failed to adequately account for contamination issues, citing a DEQ plan that limits the Waterfront's usage due to contamination that isn't being adequately addressed. Specifically, he mentioned a DEQ proposal for a costly remedy at the creosote plant site that would leave it unusable for commercial purposes. Additionally, he brought up concerns about overloaded sewage basins, aggravated by waste disposal practices that were not being properly addressed in the City's reports. Lastly, he highlighted inaccurate mapping in a City report, pointing out that landslide-prone areas under a specific lagoon were omitted. Topaz concluded by stressing the

responsibility of the council to ensure accurate information dissemination, aligning with his belief that "he who does not know the truth is a fool, yet who knows the truth and calls it a lie is a criminal."

- ◆ Brady Preheim. Brady addressed the mayor, questioning why there had not been a public apology issued to John. This was linked to a previous condemnation of John and Brady urged that an apology would actually be a demonstration of strength rather than weakness by admitting a mistake had been made. He also criticized the exclusion of KOHI radio from the media list, highlighting that they are the only local media remaining in the county. Brady pointed out that the Spotlight no longer has a location in St. Helens, and the Chronicle has closed, underscoring the importance of recognizing KOHI as a media entity.

Brady proceeded to question the status of the long-awaited report on Chief Greenway, emphasizing the need for its release and transparency. He argued that the mayor should be as accountable and transparent with Council matters concerning her actions as she expects of others.

Turning to fiscal matters, Brady expressed his opposition to the proposed police station, citing that it was an unaffordable item from the beginning. He noted the inflation factor and estimated the cost to potentially reach \$40,000,000, which he believes the City cannot afford. Instead, he advocated exploring cost-effective solutions to improve the existing police station, suggesting that more affordable options would be feasible with a fraction of the budget. Brady voiced his support for Chief Hogue's performance as interim and urged that the vacancy for the Chief of Police should be promptly announced, with Chief Hogue's position made permanent.

Brady then turned his attention to Council responsibilities, stating that he has no issue with the Council members receiving stipends but asserted that they should feel as though they earn them by adequately performing their duties. Finally, he expressed his full support for Habitat for Humanity, acknowledging their favorable reputation and his hope that the council would support their endeavors, particularly in building houses in the community.

- ◆ Lori Armstrong. Offered a prayer for the City Council members and the community, asking for guidance, protection, and blessings for the city and its residents.
- ◆ Ron Trommlitz. Raised several issues during his comments, particularly focusing on the use of AI in searching for information related to the 2-million-gallon reservoir evaluation failure. Trommlitz expressed his dissatisfaction with the limited information that AI can present, drawing attention to notable discrepancies between the AI-fed information and what he personally understands about the situation. He criticized the City for relying on AI, which he perceives as more of a super search engine that presents only a fraction of what he believes to be the whole picture. Trommlitz underscored the importance of transparency and factual accuracy, emphasizing the need for due diligence akin to a doctor's thorough diagnosis before treatment—a level of scrutiny he believes was lacking in the reservoir project.

Moreover, Trommlitz questioned the City's approach to the reservoir's rehabilitation and subsequent legal matters. He detailed a timeline of events dating back to October 2016, when the City embarked on executing Kennedy Jenks' plan, addressing a leak that had escalated significantly over time. He recalled the City's hiring of WPI for investigative purposes, pointing out a lack of oversight during the work on the reservoir and raising concerns about an inspection process he feels was inadequate. By March 2022, Trommlitz cited substantial frustrations over restricted access to key documents like the Walker report, expressing that the City's refusal to release this information fosters distrust. He also highlighted his personal observations about the

project's processes and voiced disappointment about the lack of accountability and corrective measures.

- ◆ Shawn Carnahan, resident near the recently purchased School District property. Raised concerns about the recent actions of the School District on nearby property. He outlined specific issues related to the changes in the natural drainage field due to land disruptions. Carnahan explained that such disturbances had altered the natural water flow, causing it to redirect into residential properties instead of the intended route of Firlok Park Boulevard. This shift posed significant problems for the four houses, including his own, that are adjacent to the newly acquired School District property. The District's initial attempt to dismantle a security fence further exacerbated these challenges, violating the established boundary requirements. After his communication with City Planning, a resolution was reached to reinstall the fence, but Carnahan emphasized the need for ongoing vigilance. He asserted that the School District's actions demonstrated a lack of consideration for the existing residential area, and requested that the Council ensure a closer oversight by Planning officials regarding any future development on this wetland-designated property by the school district, in accordance with Oregon Department of State Lands regulations.
- ◆ Amanda McFeron, a long-time resident of the area, raised significant concerns regarding the water flow and topography issues connected to the potential police station development in the locality. She highlighted the challenges posed by the area's solid clay ground, which exacerbates drainage problems. Amanda explained that excessive water flow resulting from land disruptions can severely impact the functionality of private sewage systems, particularly drain fields. She shared personal experiences, noting the financial burden she endured when faced with a failing system. She stressed the importance of proper evaluation of the drainage impact on existing systems before proceeding with any further developments. Amanda urged the Council to thoroughly consider these factors to prevent displacement and significant expense for residents due to compromised drainage fields resulting from increased waterflow in the development area.
- ◆ Sylvia Cole, a neighbor to the previous speakers, shared her challenging experience with septic system issues. She recounted the difficulties she encountered when attempting to connect her property to the city sewer system. During her attempts to address her septic issue, she approached City Planners under the guidance of Erin O'Connell, only to be informed that connection to the City's infrastructure was not feasible. Sylvia highlighted the extensive and costly steps she had to undertake to resolve her septic challenges, despite having a perfectly viable home on a half-acre plot adjacent to the proposed new police station site. During these interactions, City Planners initially suggested annexation into the City, requiring a \$1,200 fee. Sylvia and her partner were advised that this would allow them to connect to the sewer, much like her neighbor, Amanda. However, after discussions and before finalizing their payment, City Planners reversed their stance, stating the City's infrastructure was inadequate for new connections. They were consequently directed to pursue connection via a neighboring property's sewer line, which Sylvia felt was not a viable or fair solution. Ultimately, Sylvia had to hire an environmental specialist and navigate several procedural obstacles, costing \$40,000 to fix her septic system and avoid her home being condemned. She urged the Council to carefully consider the potential impact increased water drainage from new developments could have on existing residential properties, emphasizing the importance of protecting the neighboring community from similar ordeals in the future.
- ◆ Marci Sanders, a small business owner in the Riverfront District and a board member of the St. Helens Main Street Alliance, expressed concerns during the meeting about the forthcoming closure of the intersection at S. 1st and St. Helens streets. She emphasized the significance of

ensuring accommodations for customers and staff to safely and conveniently access businesses during the construction phase. Sanders highlighted the struggle of retail businesses in the area, which have already been impacted by two years of ongoing construction. She urged the Council to prioritize making parking accessible and to clearly communicate how people can navigate the area during the closure. Marci also acknowledged some efforts to promote businesses during this period but emphasized the need for practical solutions to support local businesses and their patrons in maintaining accessibility in the Riverfront District.

- ◆ Steve Toschi. Commented on the proposed resolution concerning media attendance at executive sessions. He began by stating that he had carefully read both the proposed resolution and the 2024 Attorney General's updated basis for the law, which underscores the significance of transparency and legal adherence in council activities. Toschi expressed concerns about ensuring the public remains lawfully attuned to the Council's proceedings and shared his decision to withdraw his media credentials since TownTalk Cafe is not currently covering news. This gesture reflected his commitment to maintaining transparency and integrity, adding that he would reapply for credentials if TownTalk Cafe resumed news reporting in the future.

Toschi suggested the Council reconsider the requirement for an organization to have a staff as a criterion for qualifying as news media, emphasizing that dedication to news dissemination should take precedence over organizational size. He highlighted the importance of accommodating individuals or smaller entities dedicated to regular news reporting, recommending that the staff requirement might not be logically linked to an organization's capacity to qualify as accountable news media. This nuanced perspective aimed to foster a more inclusive approach to determining media representation in executive sessions.

Moreover, Toschi recommended including KOHI as an approved media organization under the categories delineated by the City, specifically under radio stations. He acknowledged KOHI's longstanding service and engagement with the city since 1940, noting the consistent news coverage provided for over two decades by Marty, who runs the station. Toschi speculated on the likelihood that the inclusion of KOHI was anticipated for discussion, urging the Council to consider this local media outlet appropriately in its decision-making process. Thanking the Council, Toschi concluded his comments, reinforcing his advocacy for accessible, transparent, and inclusive practices concerning media participation in city council executive sessions.

DISCUSSION TOPICS

1. **Employee Length of Service Recognition - Sam Ortiz (5 Years)**

Mayor Massey recognized Sam Ortiz for his service to the City. Ortiz started working with the City on January 13, 2020, as the Pretreatment Coordinator and continues to serve in that role.

2. **Recognition of Police Officers Johnathon Sprinzi and Brandon Haflich for Successfully Passing their Probationary Period and Announcement of Training Opportunity for a Sergeant - Acting Police Chief Joe Hogue**

Acting Chief Hogue recognized Officers Johnathan Sprinzel and Brandon Haflich for successfully passing their probationary period. Hogue highlighted the challenges faced by these officers due to COVID-related delays in academy training and praised their perseverance and positive attitudes. He noted that both officers are now successfully patrolling on their own.

Acting Chief Hogue announced that Sergeant Jose Castilleja had been approved to attend the FBI National Academy. He emphasized the significance of this achievement, noting that only about 1% of officers in the United States are selected for this program.

3. Annual Report from City Auditor - *Conor Delaney of Clear Trails CPAS*

Conor Delaney, senior manager in charge of fieldwork for the City's 2023-2024 financial audit, presented the annual audit report. Key points from his presentation included:

- The audit resulted in an unmodified opinion, which is the best opinion that can be provided on financial statements.
- The auditors found the City to be in compliance with state regulations regarding budget adoption and other financial matters, with only minor comments regarding a few over-budget line items in the general fund.
- The federal audit, required due to significant federal funding received by the city, was clean with no issues reported.
- Delaney highlighted upcoming changes in governmental accounting standards and provided comments on best practices, including a recommendation to ensure adequate staffing in the Finance Division to keep up with evolving regulations and compliance requirements.

Council members expressed appreciation for the comprehensive report and commended the Finance Division, particularly Finance Director Butsch, for their good work in supporting the audit.

4. Financial Report for Second Quarter of Fiscal Year 2024-25 - *Finance Director Gloria Butsch*

Finance Director Butsch presented the financial report for the second quarter of the fiscal year 2024-25. She highlighted the addition of the tourism fund to the report due to increased community interest. Butsch noted that Spirit of Halloweentown performed well despite the short turnaround time, and the interfund loan used to open the account had been repaid more quickly than anticipated. She invited questions from the Council members and offered to add additional information to future reports based on their interests or community concerns.

5. Annual Report from City Forester - *Brett Keller of Mason, Bruce & Girard*

Brett Keller presented the annual report on the City's forest management. Key points from his presentation included:

- The highlight of the 2024 forest program was the sale of the Section 20 timber sale, which is expected to generate approximately \$1.5 million in revenue over a two-year contract.
- Reforestation efforts were conducted in the first part of the year, with plans to continue in 2025.
- A pre-commercial thinning project is planned for 80 acres of 20–21-year-old trees.
- The current timber market shows strong prices, with expectations for continued strength due to limited supply.
- The city's forest management plan is being finalized and will be presented to the Council in the coming months.
- Keller discussed the sustainable harvest rate and current harvesting practices, noting that the City has been harvesting slightly above the sustainable rate in recent years.

Council members asked questions about replanting strategies, fire breaks, and balancing timber harvesting with recreational use of areas like Salmonberry. Keller addressed these concerns and expressed willingness to further discuss a formal plan for balancing various uses of the forest land.

6. Request from Columbia County Habitat for Humanity - *Executive Director Jennifer Anderson*

Jennifer Anderson, Executive Director of Columbia County Habitat for Humanity, and Anna Dahlman, Construction Project Coordinator, presented a request to the Council. Anderson provided an overview of their organization's work, including:

- Home building projects
- Critical home repairs
- Ramp construction

- IDA (Individual Development Account) program management
- USDA loan packaging assistance

Anderson requested a 50% reduction in SDCs (System Development Charges) for their upcoming project in St. Helens, citing the small size of the planned house and the disproportionate impact of flat fees on smaller structures. She also asked for a waiver of the sidewalk fee in lieu, which the City has historically granted for Habitat projects.

The Council expressed support for Habitat for Humanity's work and agreed to move the request to the evening meeting for further discussion and potential action.

7. Semi-Annual Library Department Report - *Library Director Suzanne Bishop*

Library Director Bishop presented a comprehensive report on the Library's activities and achievements.

Key points included:

- Increased building visits, up 24% from the previous year
- Expansion of the makerspace and its growing popularity
- Diverse programming for all age groups, including youth services, adult programs, and special events
- Partnerships with community organizations and volunteers
- Upcoming projects, including the biannual genealogy conference and summer library challenge
- Staffing overview and recent training initiatives
- New services, such as the distribution of Narcan and small business resources

Council members expressed appreciation for the library's efforts and the comprehensive nature of the report.

8. Review Proposal from Mason, Bruce & Girard for Forestry Management Services - *City Administrator John Walsh*

City Administrator Walsh explained that a Request for Proposal (RFP) was issued for forest management services as a best practice. Mason, Bruce & Girard was the only respondent. Given their outstanding performance over the past 20 years, Walsh recommended approving their contract at the evening meeting. The contract is based on a time and materials fee schedule.

9. Discussion regarding Stipends for Council Members

Contracted City Attorney Wigod provided information on conflict-of-interest rules regarding Council compensation. Key points included:

- Council members cannot vote on changes to their own compensation due to conflict-of-interest laws.
- Changes to Council compensation typically require a charter amendment or voter approval.
- The current stipend structure, which is indexed to the county commissioner's salary, does not present a conflict of interest when approving the budget as it is already established.

Mayor Massey clarified that she intends to donate her stipend to a nonprofit organization but is not seeking to change the overall structure of council compensation.

10. Review Proposed Changes to Executive Session Media Attendance Policy

Contracted City Attorney Wigod presented a draft policy for executive session news media attendance.

Key points of the presentation included:

- Background on the state law regarding media attendance at executive sessions
- Explanation of the Attorney General's guidance on defining representatives of news media
- Proposed updates to the City's policy to incorporate the Attorney General's guidance
- New application process and timeline for media representatives seeking to attend executive sessions

Council members asked for clarification on certain points and expressed appreciation for the thorough research and presentation. No action was taken, as this was a draft for discussion.

11. Report from City Administrator John Walsh

Walsh requested to hold his report until the evening meeting due to time constraints.

ADJOURN – 5:10 p.m.

EXECUTIVE SESSION

- Real Property Transactions, under ORS 192.660(2)(e)
- Consider Information or Records that are Exempt by Law from Public Inspection, under ORS 19.660(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

February 5, 2025

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

Staff Present: John Walsh, City Administrator
 Kathy Payne, City Recorder
 Acting Police Chief Joe Hogue

Others: Ashley Wigod, City Attorney with Jordan Ramis PC
 Akin Blitz, City Labor Attorney
 Jim Band, Investigator
 Kaelyn Cassidy, Columbia County Spotlight
 Maxine Bernstein, Oregonian



At 5:16 p.m., Mayor Massey opened the Executive Session pursuant to the ORS numbers listed below and then gave Council roll call including staff and others present. Other than Labor Negotiator Consultations, 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.

I failed to turn on the mic and video up to this point.

- **Real Property Transactions, under ORS 192.660(2)(e)**
 - Nothing was discussed under this statute.
- **Consider Information or Records that are Exempt by Law from Public Inspection, under ORS 192.660(2)(f)**
 - Discussion regarding Police Chief Brian Greenway investigation.
- **Consult with Legal Counsel & Potential/Pending Litigation, under ORS 192.660(2)(h)**
 - Nothing was discussed under this statute.

The Executive Session was adjourned at 6:03 p.m.



ATTEST:

Item #14.

Kathy Payne, City Recorder

Jennifer Massey, Mayor

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



COUNCIL REGULAR SESSION

Wednesday, February 05, 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 Pane, City Recorder
Lisa Scholl, Deputy City Recorder
Jacob Graichen, City Planner
Joe Hogue, Acting Police Chief
Ashley Wigod, Contracted City Attorney

OTHERS

Arthur	Jenn	Adrienne Linton, Mackenzie
Jared P.	Joe	Jeff Humphreys, Mackenzie
Melody Sexton	Erin	Brian Varricchione, Mackenzie
CH	Brady Preheim	Jane Garcia
Paul Carroll	Jenni Gilbert	Steve LeSollen
Janet LeSollen	Doug Walker	Shirley Walker
Treadway		

CALL REGULAR SESSION TO ORDER – 7:30 p.m.

PLEDGE OF ALLEGIANCE

Mayor Massey introduced a new tradition of recognizing hometown heroes. She gave City Recorder Kathy Payne the honor of introducing her father, Douglas Walker, as the hometown hero for this session.

Kathy Payne introduced her father, Doug Walker, a veteran and patriot living in St. Helens for the past twenty years. She detailed his service in the United States Marine Corps, including his deployment to Vietnam and his honorable discharge as a sergeant E-5 in 1966. Payne highlighted Walker's involvement in various veteran support activities, including Run for the Wall, the Alaska Airlines Fallen Soldier Car Escort, and his participation in laying a wreath at the tomb of the unknown soldier at Arlington National Cemetery. She also mentioned his local involvement as Vice President of the Hometown Heroes of Columbia County and as a volunteer driver for the VA.

Doug Walker then led the Pledge of Allegiance.

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

- ◆ **Brady Preheim.** Addressed concerns about Mayor Massey, suggesting she should apologize for previous actions. He remarked that it was surprising to hear about someone being blackballed from the Elks and emphasized the need for accountability. Preheim also expressed significant concerns regarding the building site location, emphasizing that public input is crucial. He was skeptical about the projected cost of the police station, suggesting that an initial cost estimate of \$11 million seemed unrealistic and could potentially be double or triple the amount. Lastly, he criticized how funds were allocated, questioning a council member's decision to donate to their own nonprofit and suggesting that they could instead consider giving to an established organization like Kiwanis.
- ◆ **Adam St. Pierre.** clarified that his organization had nothing to do with the nonprofit mentioned by the previous speaker, explaining that it was started by the Zuber family. He stated, "Our organization has absolutely nothing to do with that," emphasizing that he had no knowledge of what they would do with the money. Adam expressed his appreciation for the new procedure of having a hometown hero perform the pledge of allegiance, noting that it was a positive change. He specifically thanked Doug Walker for his service, saying, "Thank you for your service, not only while you're in, but after you got out."

ORDINANCES – *First Reading*

1. **Ordinance No. 3307:** An Ordinance Amending the St. Helens Municipal Code Chapters 17.16, 17.32, 17.80, and 17.96 Pertaining to Oregon House Bill 3395 (2023) Regarding Single Room Occupancies, and Other Housekeeping Amendments

Mayor Massey read Ordinance No. 3307 by title. The final reading will be at next meeting.

City Planner Jacob Graichen briefly explained that this ordinance was related to accommodations for housekeeping discussed in a previous meeting. He noted that there was less material than initially thought.

AWARD BID/CONTRACT

2. Accept Bid and Award Contract to Mason, Bruce & Girard for Forestry Management Services

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

CONSENT AGENDA FOR ACCEPTANCE

3. Parks & Trails Commission Minutes dated December 9, 2024
4. Library Board Minutes dated December 9, 2024

Motion: Motion made by Council President Chilton and seconded by Councilor Sundeen to approve '3' and '4' above. **Vote:** Yea: Mayor Massey, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

CONSENT AGENDA FOR APPROVAL

5. OLCC Licenses
6. Accounts Payable Bill Lists

Motion: Motion made by Council President Chilton and seconded by Councilor Gundersen to approve '5' and '6' above. **Vote:** Yea: Mayor Massey, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

WORK SESSION ACTION ITEMS

Habitat for Humanity Request

Motion: Motion made by Councilor Gundersen and seconded by Council President Chilton to waive the sidewalk fee and reduce SDCs by 50%.

City Planner Graichen explained the typical process for street frontage improvements and the option of a fee in lieu of construction. He noted that waiving the fee would mean no funds would be added to the pool for frontage improvements elsewhere in the city.

Councilor Gundersen expressed concerns about setting a precedent and the impact on the City's budget. Mayor Massey inquired about the frequency of such requests and whether other nonprofit housing organizations had made similar requests.

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

Motion: Motion made by Council President Chilton and seconded by Councilor Sundeen to waive the sidewalk fee. **Vote:** Yea: Mayor Massey, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

Release of Chief Brian Greenway Report

Motion: Motion made by Council President Chilton and seconded by Councilor Gundersen to release the redacted report.

Council discussed the release of Chief Brian Greenway's report. The discussion focused on whether to redact names or release the full report. Councilor Hubbard suggested releasing a redacted version, supported by Mayor Massey, Councilor Sundeen, and Council President Chilton, emphasizing transparency while protecting individual privacy.

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

Police Station Project

Motion: Motion made by Council President Chilton and seconded by Councilor Gundersen to direct site to pursue the Columbia Blvd. location for the police station. **Vote:** Yea: Mayor Massey, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

COUNCIL MEMBER REPORTS

Councilor Sundeen reported on the upcoming Parks and Trails Commission meeting and thanked everyone for their participation in last Friday's session.

Council President Chilton shared information from the City County Dinner she attended, discussing FEMA and floodplain issues. She also commended Public Works for their efforts during recent weather events. She read a letter from the St. Helens Senior Center Board of Directors, clarifying information about their finances and operations.

Councilor Gundersen mentioned upcoming Planning Commission and Columbia River PUD Board meetings.

Councilor Hubbard is waiting for the Planning Commission meeting next week.

CITY ADMINISTRATOR REPORT

- The senior center situation and meal program
- The recent Council Work Session and Strategic Planning Session

- Approval of a School Resource Officer (SRO) by the school district
- The Central Waterfront project
- Project Arcadia extension agreement
- Treadway events planning, including July 4th activities, Spirit of Halloweentown, and Citizens Day in the Park
- Dock repairs and Marine Board grant
- Reservoir project and request for proposals
- Business access during downtown construction
- City Day at the Capitol and meetings with state representatives
- Development interest in the riverfront and mill site
- Substation project contract documents

MAYOR MASSEY REPORT

Mayor Massey thanked staff and fellow Council members for their work and open dialogue. She discussed her attendance at the City County Dinner and the importance of planning for Oregon's 250th celebration. Mayor Massey also expressed appreciation for the recent strategic planning session and the positive relationship with the City Administrator.

OTHER BUSINESS

ADJOURN – 8:21 p.m.

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

ATTEST:

Kathy Payne, City Recorder

Jennifer Massey, Mayor



JOINT CITY COUNCIL & PLANNING COMMISSION

Wednesday, February 05, 2025

DRAFT MINUTES

MEMBERS PRESENT

- Mayor Jennifer Massey
- Council President Jessica Chilton
- Councilor Mark Gundersen
- Councilor Russell Hubbard
- Councilor Brandon Sundeen
- Chair Jennifer Shoemaker
- Commissioner Scott Jacobson
- Commissioner David B. Rosengard
- Commissioner Brooke Sisco

MEMBERS ABSENT

- Commissioner Charles Castner
- Commissioner Reid Herman

STAFF PRESENT

- John Walsh, City Administrator
- Kathy Pane, City Recorder
- Lisa Scholl, Deputy City Recorder
- Jacob Graichen, City Planner
- Joe Hogue, Acting Police Chief
- Ashley Wigod, Contracted City Attorney

OTHERS

- | | | |
|----------------|---------------|-------------------------------|
| Arthur | Jenn | Adrienne Linton, Mackenzie |
| Jared P. | Joe | Jeff Humphreys, Mackenzie |
| Melody Sexton | Erin | Brian Varricchione, Mackenzie |
| CH | Brady Preheim | Jane Garcia |
| Paul Carroll | Jenni Gilbert | Steve LeSollen |
| Janet LeSollen | Doug Walker | Shirley Walker |

CALL SPECIAL SESSION TO ORDER – 6:12 p.m.

DISCUSSION TOPICS

- 1. Discuss Potential Sites for the New Police Station at 1771 Columbia Blvd. and 2675 Gable Road, generally**

Overview of Project History

City Administrator Walsh introduced the topic of the new police station, noting that it had been a difficult and long-running process to find a suitable location. The project had been the subject of many meetings and discussions about priorities and locations.

Commissioner Shoemaker mentioned that she was the only Planning Commission member who had been involved from the beginning and asked if clarification was needed for the other Planning Commissioners.

City Administrator Walsh explained that they would be going through the presentation given at the last Planning Commission meeting, with Mackenzie leading the discussion.

Existing Police Station Conditions

Adrienne Linton presented an overview of the current police station conditions. The existing facility is approximately 2,000 square feet and houses 24 people, including 21 sworn officers. Adrienne also highlighted the challenges of working in such a small space, comparing it to a standard residential house.

The presentation included photos of the interior, showcasing:

- A multipurpose room used for briefings, breaks, conferences, and evidence processing
- Uniform storage in an uncontrolled area
- A small break room with limited amenities
- An evidence room with makeshift storage solutions

Adrienne emphasized the importance of proper evidence storage for maintaining the chain of custody in police cases and noted that the current setup might not meet accreditation standards.

Potential Sites Overview

Brian Varrichione presented a map showing four different sites:

1. 1771 Columbia Boulevard
2. Gable Road (former high school site)
3. Existing police station off Columbia Boulevard
4. Old Portland Road and Kaster Road site (for context)

The discussion focused on the sites one and two as the primary options for the new police station.

1771 Columbia Boulevard Site

Brian provided details about the Columbia Boulevard site:

- Just over an acre in size
- Frontage on four streets: S. 17th Street, S. 18th Street, Columbia Boulevard, and Cowlitz Street
- An existing sanitary sewer pipe runs through the middle of the site, which would need relocation
- Zoning: Northern quarter is in the Houlton Business District zone, southern three-quarters zoned as General Commercial
- Estimated construction cost: \$11,200,000 (including site preparation, sewer relocation, and street improvements)

City Planner Graichen recommended rezoning the entire site to a zone that clearly lists public safety facilities as an allowed use.

Gable Road Site

Brian presented information about the Gable Road site:

- 17 acres in size
- Owned by the School District
- Two lots are within city limits, one additional lot to the west is in Columbia County (not yet annexed)
- Current zoning: Apartment Residential
- Estimated construction cost: \$10,800,000 (including site preparation and improvements to Alder Street)
- Wetlands present on a portion of the site

Graichen recommended rezoning to General Residential (R5), which would allow public safety facilities with a Conditional Use Permit.

Site Comparison and Ranking Exercise

Jeff Humphreys led the Council and Commission through a ranking exercise for both sites based on 18 different criteria. The criteria included factors such as cost of land, size of site, public access, visibility, traffic congestion, and proximity to other government functions.

After the ranking exercise, the results were:

- Columbia Boulevard site: 288 points
- Gable Road site: 202 points

The exercise revealed a clear preference for the Columbia Boulevard site among the participants.

Discussion and Concerns

Several key points were raised during the discussion:

- The importance of public involvement in the decision-making process
- Potential impact on property values for neighboring residences at the Gable Road site
- The need for a new police station due to the poor conditions of the current facility
- Concerns about the wetlands and annexation process for the Gable Road site
- The potential benefits of having the police station in a more central, civic location on Columbia Boulevard

Next Steps

City Administrator Walsh noted that staff had been looking for direction and was eager to move forward with the project. However, it was clarified that no formal decisions could be made during this joint meeting. The data and discussion from this meeting will be used by the City Council to contemplate their decision-making in a future session.

OTHER BUSINESS

ADJOURN – 7:26 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Jennifer Massey, Mayor



Request For Proposals
for Professional Services to Perform
**ST. HELENS RESERVOIR SITING
STUDY**

Issued February 24, 2025



RFP No. W-484

Proposals Due: **March 25, 2025, 3:00 P.M.**

Direct Questions To: Sharon Darroux, PMP
Engineering Manager
Phone: (503) 366-8243
Email: sdarroux@sthelensoregon.gov

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DRAFT

RFP INVITATION

ST. HELENS RESERVOIR SITING STUDY RFP NO. W-484

The City of St. Helens, Oregon is requesting proposals from qualified firms to complete a comprehensive study for the siting of a new water storage reservoir in St. Helens. Work for this project includes assessing potential reservoir locations based on system hydraulics, subsurface and soil conditions, environmental impacts and regulations, site constraints and constructability, site adjacencies and aesthetics, and construction costs.

Responses to this RFP will be accepted at the City St. Helens City Hall, 265 Strand Street, St. Helens, Oregon 97051 until 3:00 PM, March 25, 2025. Proposals received after this date/time will be considered nonresponsive and will not be evaluated. Electronic or faxed proposals will not be accepted. It is the responsibility of the proposer to ensure that any proposals submitted have sufficient time to be received by the City of St. Helens Engineering Division prior to the proposal due date and time. Proposals may be mailed, hand delivered or sent by courier service.

Proposals shall be submitted in a sealed envelope and marked clearly with the following information as shown below,

SEALED PROPOSAL FOR
PROFESSIONAL SERVICES FOR ST. HELENS RESERVOIR SITING STUDY
CITY OF ST. HELENS – ENGINEERING DIVISION
ATTN: MOUHAMAD ZAHER, PUBLIC WORKS DIRECTOR
265 STRAND STREET, ST. HELENS, OR 97051

All notifications, updates and addenda will be posted on the City’s “Bids and RFPs” page at <https://www.sthelensoregon.gov/rfps>. Proposers shall be responsible for monitoring the website to obtain information regarding this solicitation. Failure to respond to required updates may result in a determination of a nonresponsive proposal.

For questions or clarifications regarding this RFP please contact Sharon Darroux, Engineering Manager, at sdarroux@sthelensoregon.gov or (503) 366-8243.

The City of St. Helens reserves the right to reject any response not in compliance with all prescribed solicitation procedures and requirements and other applicable law and may reject any or all responses in whole or in part when the cancellation or rejection is in the best interest of the City, and at no cost to the City.

PUBLISHED: Daily Journal of Commerce, Monday, February 24, 2025.

SECTION 1 – PROJECT BACKGROUND

1.1 Introduction

St. Helens is located on the western bank of the Columbia River approximately 30 miles northwest of Portland. The City has a growing population of 15,009 and has a Council-Mayor form of government with five council members, including the mayor. The City Council has custodial responsibility for all City facilities, and directs the financing, maintenance, and operation of all City departments.

Since its incorporation, the City of St. Helens has been continually making strides to provide clean drinking water for its residents and neighboring communities. The City currently owns and operates a water distribution system within the City limits and provides over 530 million gallons of drinking water per year to residential, industrial, commercial, and institutional customers both inside and outside the City limits.

The reservoir siting study will evaluate potential locations for a new water storage reservoir in St. Helens. Locations will include the four potential sites listed in the City's Water Master Plan and well as other suitable sites. The location of the water storage tank may be within a City-owned parcel, a privately owned parcel, schools, parks, public-private partnerships, etc. The study will consider geotechnical conditions and seismic hazards and is expected to include an assessment of each potential reservoir location for system hydraulics, subsurface and soil conditions, environmental impacts and regulations, site constraints and constructability, site adjacencies and aesthetics, and construction costs to determine the most suitable site for new reservoir construction.

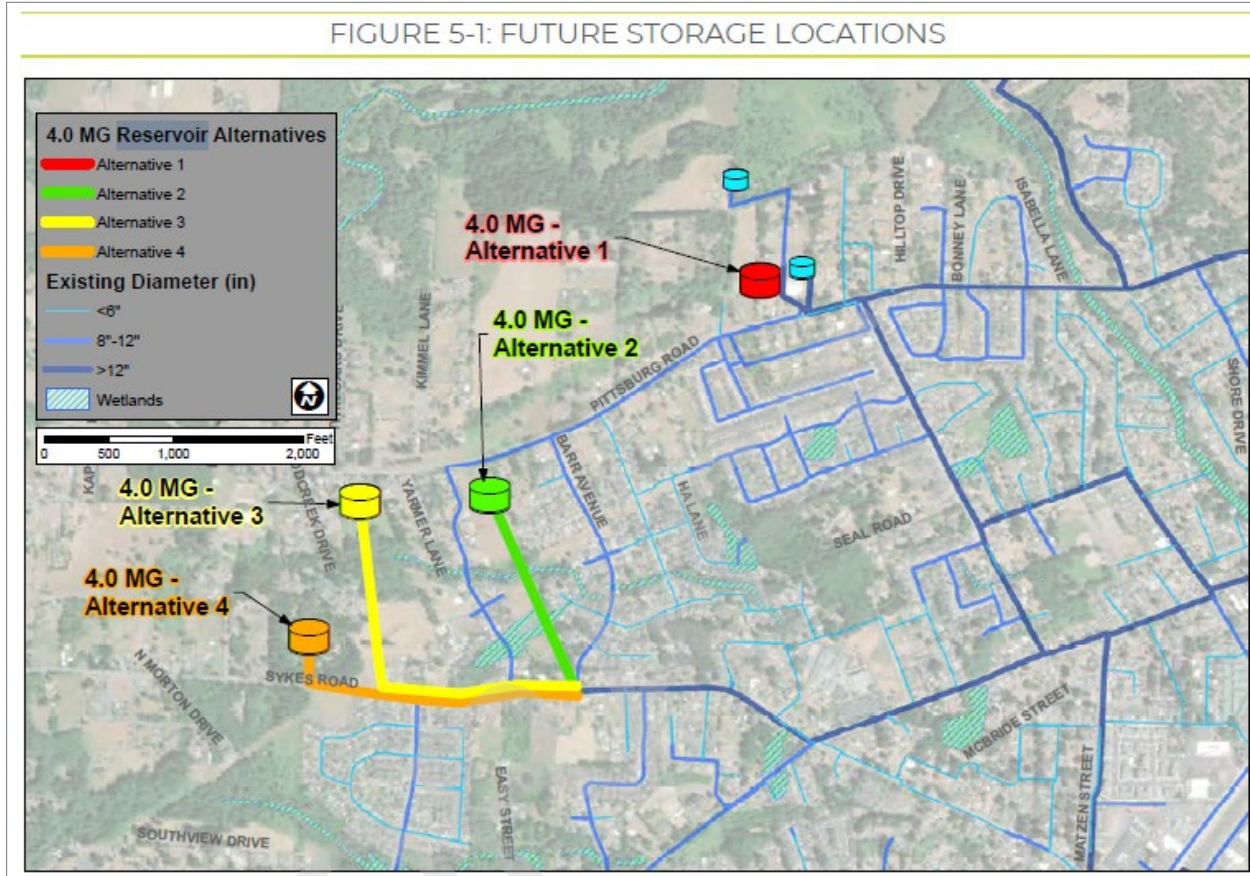
1.2 St. Helens Water System

The St. Helens water system is supplied by two Ranney collector wells located to the north of St. Helens in Columbia City. The wells collect water from induced infiltration through shallow alluvial sand and gravel adjacent to the Columbia River. Water is then pumped to the Water Filtration Facility (WFF), which filters and pumps water into the distribution system. Water is currently stored in one of three active reservoirs – a 2.5 MG reservoir, the 0.2 MG Green Tank and the 0.5 MG Elk Ridge Reservoir. The City's oldest reservoir, a 2.0 MG Reservoir, located on the same site as the 2.5 MG reservoir, is no longer in use due to significant and unresolved leaks.

Plans to rehabilitate the existing 2.0 MG reservoir were abandoned in favor of potentially replacing it in its current location with a new reservoir in 2023. However, this project was ultimately abandoned because estimated project costs derived from the 30% design cost estimate were over 200% higher than originally planned. In addition to the significant cost factor, site size constraints would not allow a larger reservoir which could address the City's future water storage deficiencies identified in the current [Water Master Plan](#).

With the existing 2.0 MG Reservoir out of service, the City is operating on a surplus deficiency of 0.8 MG. In 20 years, the storage deficit is estimated to be 2.8 MG. To meet current and future demands, a new reservoir with a storage capacity of at least 5.0 MG is required.

The water master plan has identified four potential sites for a future reservoir as illustrated below,



1.3 Project Objective

The objective of this study is to determine the most suitable site to construct a new reservoir which will allow the City to move forward with property acquisition, design, and construction of a new reservoir facility that will meet the current operational needs at the best possible value to the City of St. Helens. .

The City is looking for a consultant with specific experience in past reservoir siting analyses, water master planning, and the ability to work on complicated water systems.

The City of St. Helens has budgeted water funds to complete this study. Acquisition of a new reservoir site, design and construction would all be future phases and will be contracted separately from this effort. City staff are currently pursuing funding opportunities to help fund the construction of the reservoir.

SECTION 2 – SCOPE OR WORK

2.1 Scope of Work

The City of St. Helens, Oregon, is seeking proposals from qualified consulting firms to perform a comprehensive siting study for a proposed 5-million-gallon water storage reservoir. The selected consultant will assess and recommend the most suitable location for a new reservoir which considers compliance with technical, environmental, and regulatory requirements while optimizing performance and cost.

This Scope of Work (SOW) is intended to be a guide for the Proposer and not an all-inclusive description of the services that may be required to undertake and complete the Project. It is designed to identify the minimum service level expected from the successful firm, and as such, may be expanded, modified, and augmented based on the experience of the firm as necessary to complete the project.

TASK 1 – PROJECT MANAGEMENT AND COORDINATION

- 1.1 The Consultant shall perform general project management tasks to plan, direct, coordinate, and report the progress of the work. Tasks include, but is not limited to: monitoring the project progress in conformance to the schedule and budget, reporting project progress, coordinating with inter-agencies or stakeholders, monitoring and coordinating the work of subconsultants, preparing progress reports and invoices, communicating any project updates to the City, attending an initial kick-off meeting and subsequent monthly project meetings to review project progress or stakeholders meetings, and preparing meeting notes and action items.
- 1.2 Deliverables include meeting agendas, project schedule, meeting minutes, monthly progress reports with status report of work completed by sub-tasks for the invoice period.

TASK 2 – SITING STUDY

- 2.1 Consultant shall perform all necessary work to identify and evaluate the adequacy and suitability of potential alternative reservoir sites, including but not limited to, data collection and review of existing water system; Completion of preliminary map studies; Field reconnaissance of the project area to identify and evaluate potential alternative reservoir sites; and conceptual level analysis to support siting of several configurations of reservoirs with a total volume of 5.0 MG.
- 2.2 Siting study shall include,
 - a) Site topography
 - b) Proximity to service area and existing water system infrastructure
 - c) Hydraulic Considerations
 - d) Dimensioning and layout of the reservoir structure both vertically and horizontally
 - e) Property size requirements
 - f) Existing development and land use

- g) Potential relative cost impacts
- 2.3 Geologic considerations shall include,
 - a) Identifying potential geological hazards, including liquefaction, landslides, and fault lines soil stability, bearing capacity, and seismic suitability
- 2.4 Study shall consider natural and cultural resources
- 2.5 Environmental considerations shall include,
 - a) Identifying and assessing environmental constraints, such as wetlands, critical habitats, and water quality concerns
- 2.6 Site Constraints shall
 - a) Identify physical site constraints, such as topography, accessibility, and utility conflicts
 - b) Identify potential construction challenges, including staging, traffic impacts, and equipment access
 - c) Provide a constructability analysis to inform design and construction phases
- 2.7 Site Adjacencies and Aesthetics shall
 - a) Assess potential impacts on adjacent properties, neighborhoods, and community aesthetics
- 2.8 Stakeholder Engagement shall include
 - a) Public outreach and engage with key stakeholders, including local residents, environmental groups, and regulatory agencies as required

TASK 3 – TECHNICAL MEMORANDUM

- 3.1 Consultant shall provide all services necessary for the preparation of a Technical Memorandum. The memorandum shall identify and evaluate potential alternative reservoir sites, recommend location for a proposed 5-million-gallon water storage reservoir, and optimal site layout for the proposed location. Task includes but is not limited to:
 - a) Preparation of a draft Technical Memorandum for City staff and City Council feedback prior to a final Technical Memorandum for City Council approval.
 - b) Consultant shall be responsible for coordinating with stakeholders and other property owners as well as City staff prior to the initial Council presentation
 - c) Consultant shall furnish conceptual 3D renderings of the proposed improvements for the location(s) with the Technical Memorandum.

TASK 4 – CITY COUNCIL PRESENTATION

The Consultant will be responsible for preparing two (2) presentations for City Council.

The first presentation to the City Council will correspond with the information captured in the draft of the Technical Memorandum. The Consultant shall then capture feedback obtained from City Council and work towards the preparation of a final draft memo.

The final Technical Memorandum shall be reviewed by City staff prior to the second presentation to City Council for approval.

2.2 Project Funding

The total cost of reservoir siting study will be funded by the Water System Development Funds and Water utility funds.

DRAFT

SECTION 3 – PROCUREMENT PROCESS

3.1 RFP Issuing Office

The Public Works Engineering Division of the is the issuing office for the Request for Proposals for the St. Helens Reservoir Siting Study.

3.2 RFP Single Point of Contact

The Single Point of Contact (SPC) for the St. Helens Reservoir Siting Study RFP is Sharon Darroux, Engineering Manager. Proposers are to direct all questions and concerns to Sharon at (503) 366-8243 or sdarroux@sthelensoregon.gov.

3.3 Pre-Proposal Conference

There is no pre-proposal conference for this project.

3.4 Procurement Schedule

The City anticipates the following general timeline for receiving and evaluating the proposals and selecting a Consultant for the St. Helens Reservoir Siting Study. This schedule is subject to change if it is in the City’s best interest to do so.

- RFP Issued February 24, 2025
- Deadline for Questions March 29, 2025
- Last Addendum to be Issued March 21, 2025
- **Proposals Due** **March 25, 2025, 3:00 p.m.**
- Shortlist Notification April 1, 2025
- Deadline for Protest of Shortlist Notification April 8, 2025
- Shortlist Interviews (if needed) April 9 - 11, 2025
- Notice of Intent to Award April 14, 2025
- Deadline for Protest of Award April 21, 2025
- Award of Contract May 7, 2025
- Notice to Proceed July 1, 2025
- Completion of Contract October 30, 2025

SECTION 4 – PROPOSER’S SPECIAL INSTRUCTIONS

4.1 Terms of Contract

The contract for the St. Helens Reservoir Siting Study is anticipated to begin July 1, 2025. All work is anticipated to be completed no later than October 30, 2025.

4.2 Interpretations

Questions and requests for clarification regarding this Request for Proposal must be directed in writing, via email to the person listed below. The deadline for submitting questions/clarifications is listed in the procurement schedule in [Section 3.4](#).

Sharon Darroux, PMP
Engineering Manager
Email: sdarroux@sthelensoregon.gov
Phone: (503) 366-8243

Only questions answered by formal written addenda will be binding. Oral and other interpretations or clarifications will be without legal effect. Questions will be compiled and collectively addressed by email to all proposers prior to the deadline for receipt of proposals.

4.3 Acceptance, Rejection, or Award of Proposals

The City reserves the right to cancel the contract award for the St. Helens Reservoir Siting Study at any time before the execution of the contract by both parties if cancellation is deemed to be in the City’s best interest. In no event shall the City have any liability for the cancellation of contract award. The City reserves the right to:

- Accept or reject any or all proposals received as a result of this RFP.
- To negotiate contract terms with qualified Consultant.
- Take into consideration any or all information supplied by the Consultant in their proposal and the City’s investigation into the experience and responsibility of the Consultant. In addition, the City may accept or reject proposals based on minor variations from the stated specifications, when such action is deemed to be in the City’s best interest. Further, the City reserves the right to waive informalities in the submitted proposal.
- Award a contract to that Proposer the City determines to be the most responsible and responsive to this RFP. The successful Consultant shall commence work only after an agreement with the City is negotiated, a contract fully executed, and a notice to proceed has been issued.

The City reserves the right to reject any or all proposals received as a result of this Request for Proposals. Proposals may be rejected for one or more of the following reasons, including but not limited to:

- Failure of Proposer to adhere to one or more of the provisions established in the Request for Proposals.
- Failure of Proposer to submit a Proposal in the format specified herein.
- Failure of Proposer to submit a Proposal within the time requirements established herein.
- Failure of Proposer to adhere to ethical and professional standards before, during, or following the Proposal process.

The City may reject any Proposal not in compliance with all prescribed public procurement procedures and requirements and may reject for good cause any or all Proposals upon a finding of the City that it is in the public interest to do so.

4.4 Cost of Preparing Proposals

The City is not liable for any costs incurred by the Proposer in the preparation and/or presentation of their proposal nor for any cost incurred by a Consultant in protesting the City's selection decision.

4.5 Changes to Solicitation by Addenda

The City reserves the right to make changes to the RFP by written addendum. The City is not responsible for any explanation, clarification, interpretation, or approval made or given in any manner, except by addenda. Consultants are advised to check the City's website regularly for addenda. Consultant may request a change in the RFP by submitting a written request via mail or email to the Project's Contact Person. The request must specify the provision of the RFP in question and contain an explanation of the requested change.

The City will evaluate any request submitted but reserves the right to determine whether to accept the requested change. Changes that are accepted by the City shall be issued in the form of an addendum to the RFP.

Addenda will be issued on the City's website, <https://www.sthelensoregon.gov/rfps>, not later than seven (7) days prior to the RFP closing date. The City will not mail notice of addenda but shall publish notice of any addenda on the City's website. It is the responsibility of the Consultant to check the webpage for any posted addenda and ensure that their submitted proposal acknowledges all addenda.

Addenda shall have the same binding effect as though contained in the main body of the RFP. No verbal instructions or information concerning the scope of work shall bind the City. Proposers are responsible for obtaining all addenda prior to submitting proposal. Receipt of each addendum shall be acknowledged on the Proposal Signature Page as part of the proposal, see [Section 8 – Proposal Signature Page](#).

4.6 Disputes

In case of any doubt or differences of opinions as to the items or service to be furnished hereunder, or the interpretation of the provisions of the RFP, the decision of the City shall be final and binding upon all parties.

4.7 Modification of Withdrawal of Proposal

Prior to the time and date designated for receipt of proposals, proposals submitted early may be modified or withdrawn only by notice to the City's Engineering Manager, at the proposal submittal location, prior to the time designated for receipt of proposals. Such notice shall be in writing. All such communications shall be so worded as not to reveal any material contents of the original proposal. Withdrawn proposals may be resubmitted up to the time designated for the receipt of proposals provided they are then fully in conformance with these instructions to consultants.

4.8 Proposal Ownership

All proposals submitted become and remain the property of the City and, as such, are considered public information and subject to public disclosure within the context of the federal Freedom of Information Act and Oregon Revised Statutes (ORS) 192.501 and ORS 192.502, public records exempt from disclosure.

Information submitted by consultants shall be public record and subject to disclosure pursuant to the Oregon Public Records Act, except such portions of the proposals for which a consultant requests exception from disclosure consistent with Oregon Law. All requests shall be in writing, noting specifically which portion of the proposal the consultant requests exception from disclosure. Consultant shall not copyright, or cause to be copyrighted, any portion of any said document submitted to the City as a result of this RFP. Proposer should not mark the entire proposal document "Confidential."

Unless certain pages or specific information are specifically marked "proprietary" and qualify as such within the context of the regulations for competitive sealed proposals in the State of Oregon, the City shall make available to any person requesting information through the City's processes for disclosure of public records, any and all information submitted as a result of this solicitation without obtaining permission from consultant to do so after the Notice of Intent to award has been released.

4.9 Proposal Validity Period

Proposal prices, terms and conditions shall be firm for a period of at least ninety (90) days from the deadline for receipt of proposals. The successful proposal shall not be subject to future price escalation or change of terms if accepted during the ninety (90) day period. Price decreases or changes in terms by others after the acceptance of a proposal will not be considered.

4.10 Protests

4.10.1 Protest of Solicitation

A proposer or prospective proposer who wishes to object or protest any aspect of this procurement shall comply with requirements of Oregon Administrative Rule: OAR 137-049-0260 and must deliver a written protest to:

- Public Works Director, Mouhamad Zaher, at mzaher@sthelensoregon.gov
- **AND** Sharon Darroux, Engineering Manager, sdarroux@sthelensoregon.gov

A protest may be submitted via email. Any such protest shall include the reasons for the protest and shall detail any proposed changes to the scope of work or terms. The City shall respond to any protest and, if necessary, shall issue any appropriate revisions, substitutions, or clarification via addenda to all interested Proposers. Protests must be received at least seven (7) days before the proposal submission deadline. The City shall not consider any protest against award due to the content of proposal scope of work or contract terms submitted after the established protest deadline. Protests can also be mailed to: City of St. Helens – Engineering Division, 265 Strand Street, St. Helens, OR 97051.

A protest shall be deemed to include only the documents timely delivered pursuant to this paragraph. It must clearly state all of the grounds for the protest and must include all arguments and evidence in support of the protest. Testimonial evidence may be submitted by affidavit. The City may investigate as it deems appropriate in reviewing the protest and will issue a written response to the protest.

The City may proceed with contract award, execution, and performance while a protest is pending. An issue that could have been raised via protest of the solicitation is not grounds for protest of an award.

4.10.2 Protest Competitive Range

An adversely affected or aggrieved proposer may file a written protest of the City's decision to exclude the proposer from competitive range by delivering the protest in the manner described above within seven (7) calendar dates of the date of issuance of the Proposer Shortlist Notification.

The protest must specify the grounds for protest of award as provided in OAR 137-049-0450(5), including that higher scoring proposals are ineligible for award because their proposals were non responsive or because the City made a substantial violation of a provision in the Solicitation Document or of an applicable Procurement statute or administrative rule, and the protesting proposer was unfairly evaluated and would have, but for such substantial violation, been included the competitive range.

A proposer is only adversely affected or aggrieved if the proposer is eligible for inclusion in the competitive range.

4.10.3 Protest of Award

An adversely affected or aggrieved proposer may file a written protest of the City's Notice of Intent by delivering the protest in the manner described in Section 2.6.1 within seven (7) calendar date of the date of issuance of the Notice of Intent to Award.

The protest must specify the grounds for protest of award as provided in OAR 137-049 0450(4), including that higher scoring proposals are ineligible for award because their proposals were non responsive or because the City made a substantial violation of a provision in the Solicitation Document or of an applicable Procurement stature or administrative rule, and the protesting proposer was unfairly evaluated and would have, but for such substantial violation, been the Responsible Proposer offering the highest ranked Proposal.

A proposer is only adversely affected or aggrieved if the proposer is eligible for award and is not in line for the awards.

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SECTION 5 – PROPOSAL SUBMISSION REQUIREMENTS

5.1 Proposal Format

Proposers are encouraged to provide clear, concise proposals that contain only information required to respond to the needs of this project. Proposals shall be type written with the body text consisting of a serif or sans serif font style. Font size shall be a minimum of 10-point. Proposals shall be double sided. All pages shall be 8 ½” x 11” size. 11” x 17” page size is acceptable for project schedule. Proposals shall not exceed 40 total pages, excluding the transmittal letter, index or table of contents, front and back covers, title pages, separation tabs, and appendices.

5.2 Proposal Submittal

Proposals must be received at City Hall by 3:00 p.m., Tuesday March 25, 2025. Proposer shall provide five (5) printed copies and one (1) electronic copy on a flash drive of their proposal, sealed in an envelope plainly identifying Project Name, and the Consultant’s Name and Address. Electronic copy must be in searchable PDF format as a single document. Proposals shall be addressed as follows:

**ST. HELENS RESERVOIR SITING STUDY
RFP NO. W-484**

City of St. Helens
265 Strand Street
St. Helens, OR 97051
ATTN: Mouhamad Zaher, Public Works Director

Proposals must arrive at the St. Helens City Hall Office on or before the time and date due. Proposers mailing proposals should allow for normal delivery time to ensure timely receipt. Electronic or faxed proposals will not be accepted. Proposals received after the RFP deadline will not be opened or reviewed.

The proposal must state that the Consultant is an Equal Opportunity Employer and will comply with all Federal, State, and local laws, rules, and regulations.

5.3 Transmittal Letter and Executive Summary

Transmittal letter and executive summary (maximum two pages) shall include the name of the proposing firm, full legal name of the proposing business entity, and must specify who will be the proposer’s signatory to any contract documents executed with the City.

The letter shall include principal business address and phone number where the relationship will be managed and be signed by a representative of the Proposer who is authorized to sign and to commit the Proposer to the obligations contained in the Proposal, including name, address, phone number, and email address. The letter should address the Proposer’s willingness and commitment, if selected, to provide the services offered and a description of

why the Proposer believes it should be selected. The letter shall name the person(s) authorized to represent the consultant in any negotiations and the name of the person(s) authorized to sign any contract or agreement, which may result. The letter of interest must be signed by a legal representative of the firm or institution authorized to bind the firm or institution in contractual matters.

A statement in the letter shall specifically stipulate that the Proposer accepts all terms and conditions contained in the RFP and the Personal Services Agreement.

5.4 Proposal Signature Page

Proposal shall include the [Proposal Signature Page \(Section 8\)](#). Proposals submitted without the Proposal Signature Page shall not be considered.

5.5 Proposer Experience

Consultant shall describe the firm's and any key sub consultant's firm size, office locations, and relevant capabilities and resources in relation to this project. Only experience on completed projects should be included in this section. (Maximum two pages.)

5.6 Project Team Experience

Consultant shall identify the team to be assigned to the project by name, including at a minimum the principal, project manager, key staff, and any key sub-consultants. Consultant shall describe the project team's qualifications and experience on completed projects related to this specific project. Consultant shall explain the project team's expertise regarding all tasks associated with the scope of work. section should include approximate number of people to be assigned to the project, extent of principal/project manager involvement, roles and responsibilities of key staff on the project. (Maximum three pages.)

Consultant may submit individual resumes of key staff for this project. Individual resumes are considered an attachment to the Proposal and are not subject to the page limitations of this section.

5.7 Project Understanding and Approach

Consultant shall describe the firm's understanding of the requirements, what the major issues specific to the project will be, and a listing of the major tasks that will be performed, and the approach to perform the tasks.

At a minimum, this section shall,

- Identify understanding of key issues and challenges for the study
- Describe approach to addressing key issues and challenges identified in the RFP.

- Provide approach to meeting the City’s project goals identified in the RFP.
- Describe the tasks and activities and the methodology that will be used to accomplish them, and which team members will work on each task.
- Describe the tools your team will maintain to effectively manage the project. Provide process for making and documenting decisions.
- Describe management and organizational capabilities to ensure staffing availability to meet schedule.
- Estimated time frame to complete each task

Consultants are invited to suggest additional (optional) work tasks that could be performed in conjunction with or subsequent to the Scope of Work in Section 2.1. Such tasks are to be described as optional and the benefits of performing such tasks shall be described. Optional tasks will not be included in the initial short list selection but may be considered by the City for relevancy during final consultant selection process. (Maximum four pages.)

5.8 Cost Management Approach

Provide details on cost management approach and methodology for the project, including describing the Consultant’s process and milestones for evaluating the budget and alternatives. (Maximum one page.)

5.9 Project Schedule

Describe the process and schedule for project including City staff and City Council involvement in decisions and community engagement. Identify key tasks and milestone dates and their associated duration. The maximum paper size for the project schedule shall be 11”x17”. (Maximum one page.)

5.10 Past Projects

Consultant shall provide project descriptions of up to three completed projects. Consultant shall list its role on each project, shall list the firm(s) and project team member(s) that worked on the listed projects. Each project description shall include the date of work, contract value, location, key project elements, and project contact. Consultant shall ensure that project contact information is accurate and up to date. (Maximum one page.)

5.11 Price Proposal

Price proposal shall not be submitted as part of the proposal but shall be submitted only when requested by the City. Price proposals shall be requested only of these proposers who have been short-listed by the proposal selection committee during the initial evaluation, pursuant to ORS 279C.110(5).

When requested, the Consultant shall submit a detailed price proposal to the City within three (3) business days of the date of the City's request. The City may disqualify a Proposer for a late submission of the Price Information.

Price proposal shall include,

- A schedule of hourly rates that the Proposer will charge for the work of each individual or each labor classification that will perform the professional services required for Project, in the form of an offer that is irrevocable for not less than ninety (90) days after the date of the proposal
- A reasonable estimate of hours that Proposer will require to perform the Project's professional services
- For each activity described in the Scope of Work, the Price Proposal must include identifiable costs, time estimates for completing each activity, and a summary of all proposed costs
- A list of each individual or labor classification that will perform each Project task, together with the hourly rate that applies to the individual or labor classification
- A list of expenses, including travel expenses, that the Proposer expects to incur in connection with completing Project's professional service. Include separate line items for personnel, travel, supplies, other costs, and administrative and overhead charges

SECTION 6 – PROPOSAL EVALUATION & SELECTION

6.1 Evaluation Process

The City intends to select a Consultant who is fully qualified and has assembled a project team that can provide satisfactory service. The City will be the sole judge of whether a Consultant is considered to be fully qualified for the purpose of this RFP and will determine if the proposals are complete and meet the requirements as described in this RFP.

A selection committee assembled by the City will review and evaluate submitted proposals meeting the mandatory requirements of this RFP.

The first review of proposals will be evaluated in accordance with the evaluation criteria set forth in Section 6.4. A short list of up to three qualified candidates will be compiled.

Short-listed candidates will be asked to submit Price Proposals per Section 5.11 and may be asked to make a presentation of their proposal to the proposal selection team. Short-list candidates will be evaluated and reviewed by the evaluation criteria set forth in Section 6.5.

6.2 Clarification of Proposals

The City reserves the right to obtain clarification of any point regarding a proposal or to obtain additional information necessary to properly evaluate a particular proposal. Failure of a Proposer to respond to such a request for additional information or clarification could result in rejection of their proposal.

6.3 Proposer Selection

Following the selection committee's final determination of the highest scored Proposer, the City will issue a Notice of Intent to Award and begin contract negotiations. The City will attempt to reach a final agreement with the highest scoring Proposer. However, the City may, in its sole discretion, terminate negotiations and reject the proposal if it appears agreement cannot be reached. The City may then attempt to reach a final agreement with the second highest scoring Proposer and may continue, in the same manner, with remaining proposers until an agreement is reached.

6.4 Evaluation Criteria – First Review

The criteria listed below will be used to evaluate proposals and determine the short list of candidates. The Selection Review Committee will rate each proposal as follows,

CRITERIA	MAXIMUM POINTS
Transmittal Letter and Executive Summary	Pass/Fail
Proposal Signature Page (Section 8)	Pass/Fail
Technical Approach and Methodology	30 Points
Firm Qualifications and Relevant Experience	25 Points
Project Team and Key Personnel	20 points
Stakeholder Engagement and Public Outreach Approach	15 Points
Project Schedule	10 Points
Maximum Total Evaluation Points	100 Points

6.5 Final Evaluation Criteria (Short-List Candidates)

The criteria listed below will be used to evaluate proposals of short list of candidates. The Selection Review Committee will rate each proposal as follows,

CRITERIA	MAXIMUM POINTS
Transmittal Letter and Executive Summary	Pass/Fail
Proposal Signature Page (Section 8)	Pass/Fail
Technical Approach and Methodology	30 Points
Firm Qualifications and Relevant Experience	25 Points
Project Team and Key Personnel	20 points
Stakeholder Engagement and Public Outreach Approach	15 Points
Project Schedule	10 Points
Fee and Rate Proposal	15 Points
Short-List Interview	15 Points
Maximum Total Evaluation Points	130 Points

SECTION 7 – CONTRACT REQUIREMENTS

7.1 General Requirements

The successful Consultant will execute a Personal Services Contract with the City which shall incorporate the Scope of Work, a list of tasks, a work schedule, price proposal, and certificates of insurance.

The City will issue the Notice to Proceed after the execution of the Contract.

The Contract shall not be assigned in part or in total and the Consultant shall be solely responsible for the work of sub-consultants.

The successful Consultant will be required to obtain a City of St. Helens business license.

7.2 Contract Payment Schedule

Payment for work will be made monthly upon receipt of Consultant's billing statement, consistent with City procedures. Each statement must include a summary of progress made through the date of the billing and shall be submitted to the Project Manager. Monthly payments will be based on the costs incurred as summarized in the progress report.

7.3 Insurance Coverage

The selected Consultant will be required to provide Errors and Omissions, Professional Liability Insurance, Worker's Compensation, General Liability, and Automobile insurance as required for compliance with the City's minimum standards for personal services contracts. The Consultant shall include the City, its' officers, agents, and employees as additionally insured on insurance policies issued for this project or shall furnish an additional insured endorsement naming the same as an additional insured to the Consultant's existing public liability and property damage insurance.

Before the Contract is executed, the Consultant shall furnish to the City a certificate of insurance which is to be in force and applicable to the project

SECTION 8 – PROPOSAL SIGNATURE PAGE

The undersigned hereby submits this proposal to furnish all work, services systems, materials, and labor as indicated herein and agrees to be bound by the following documents: Request for Proposal, Personal Services Contract, and associated inclusions and references, specifications, Proposal Form, Consultant response, mutually agreed clarifications, exceptions which are acceptable to the City, and all other Consultant submittals.

The undersigned hereby certifies and represents that the Consultant: has examined and is thoroughly familiar with the Request for Proposal; has examined and is thoroughly familiar with the Personal Services Contract, and agrees to accept the contract terms, and execute such contract upon award; understands that the City reserves the right to accept a proposal or reject all proposals if deemed in the best interest of the City understands that all information included in, attached to, or required by this RFP shall be public record subject to disclosure within the context of the federal Freedom of Information Act and Oregon Revised Statutes (ORS) 192.501 and ORS 192.502.

Receipt of Addenda

Consultant acknowledges that ADDENDA NUMBERED _____ THROUGH _____ have been reviewed as part of the Request for Proposal.

Signature

The Consultant hereby certifies that the information contained in these certifications and representations is accurate, complete, and current. We therefore offer and make this proposal to furnish services herein in fulfillment of the attached requirements and specifications of the City.

FIRM NAME

CONTACT PERSON NAME/ TITLE

MAILING ADDRESS, CITY, STATE, AND ZIP CODE

FIRM TELEPHONE NUMBER CONTACT PERSON TELEPHONE CONTACT PERSON EMAIL ADDRESS

IF CORPORATION, ATTEST: _____
(CORPORATE OFFICER)

CORPORATION PARTNERSHIP INDIVIDUAL OTHER, _____

FEDERAL TAX IDENTIFICATION NUMBER (TIN): _____

PRINT NAME AND TITLE OF FIRM'S AUTHORIZED REPRESENTATIVE SIGNATURE OF FIRM'S AUTHORIZED REPRESENTATIVE DATE

APPENDIX A – PERSONAL SERVICES AGREEMENT

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

RECITALS

- A. The City is in need of personal services for _____, and Contractor represents that it is qualified and prepared to provide such services.
- B. The purpose of this Agreement is to establish the services to be provided by Contractor and the compensation and terms for such services.

AGREEMENT

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

2. **Scope of Work.** The duties and responsibilities of Contractor, including a schedule of performance, shall be as described in Attachment A attached hereto and incorporated herein by reference, and Exhibit 1 for General Engineering Consultant Services.

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

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

5. **Payment.**

5.1 The City agrees to pay Contractor for and in consideration of the faithful performance of the Services, and Contractor agrees to accept from the City as and for compensation for the faithful performance of the Services, the fees outlined in Attachment C, except that the hourly fee shall include all local travel, local telephone expense, computer expense, and routine document copying. Reimbursable expenses shall be billed at cost without markup and shall include travel and related expenses in compliance with the City’s travel and expense policy, reproduction of documents or reports with prior written approval, and long-distance telephone expenses. Contractor’s cost for approved sub-consultants may be marked up a maximum of five percent (5%) by Contractor for management and handling expenses.

5.2 Contractor shall make and keep reasonable records of work performed pursuant to this Agreement and shall provide detailed monthly billings to the City. Following approval by the City Administrator, billings shall be paid in full within thirty (30) days of receipt thereof. The City shall notify Contractor of any disputed amount within fifteen (15) days from

receipt of the invoice, give reasons for the objection, and promptly pay the undisputed amount. Disputed amounts may be withheld without penalty or interest pending resolution of the dispute.

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

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

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

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

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

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

CONTRACTOR: _____
Attn: _____

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

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

9. **Insurance.**

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

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

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

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

9.5 The insurance provided by Contractor shall be primary to any coverage available to the City. The insurance policies (other than workers' compensation) shall include provisions for waiver of subrogation. Contractor shall be responsible for any deductible amounts outlined in such policies.

10. Termination.

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

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

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

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

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

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

10.2 Breach of Agreement

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

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

10.2.3 Pending a decision to terminate all or part of this Agreement, City unilaterally may order Contractor to suspend all or part of the services under this Agreement. If City terminates all or part of the Agreement pursuant to this Section 10.2, Contractor shall be entitled to compensation only for services rendered prior to the date of termination, but not for any services rendered after City ordered suspension of those services. If City suspends certain services under this Agreement and later orders Contractor to resume those services after determining Contractor was not at fault, Contractor shall be entitled to reasonable damages actually incurred, if any, as a result of the suspension.

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

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

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

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

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

14. Indemnification.

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

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

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

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

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

16. Compliance with Law.

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

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

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

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

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

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

16.7 If the Contractor fails, neglects or refuses to pay a person that provides labor or materials in connection with the Agreement within 30 days after receiving payment from the City, the Contractor owes the person the amount due plus interest charges that begin at the end of the 10-day period within which payment is due under ORS 279C.580 (4) and that end upon final payment, unless payment is subject to a good faith dispute as defined in ORS 279C.580. The rate of interest on the amount due is nine percent per annum. The amount of interest may not be waived.

16.8 Contractor shall promptly, as due, make payment to any person, copartnership, association, or corporation, furnishing medical, surgical and hospital care or other needed care and attention, incident to sickness or injury, to employees of such Contractor, of all sums which the Contractor agrees to pay for such services and all monies and sums which the Contractor collected or deducted from the wages of employees pursuant to any law, contract or agreement for the purpose of providing or paying for such service.

16.9 No person may not be employed for more than 10 hours in any one day, or 40 hours in any one week, except in cases of necessity, emergency or when the public policy absolutely requires it, and in such cases the employee shall be paid at least time and a half pay:

16.9.1 Either:

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

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

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

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

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

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

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

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

16.14 Contractor certifies that it has not and will not discriminate against a subcontractor in awarding a subcontract because the subcontractor is a disadvantaged business enterprise, a minority-owned business, a woman-owned business, a business that a service-disabled veteran owns or an emerging small business that is certified under ORS 200.055. Without limiting the foregoing, Contractor expressly agrees to comply with: (i) Title VI of the Civil Rights Act of 1964; (ii) Section V of the Rehabilitation Act of 1973; (iii) the Americans with Disabilities Act of 1990, (iv) ORS 659.425, (v) all regulations and administrative rules established pursuant to those laws; and (vi) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations.

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

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

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

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

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

16.20 Contractor is a "subject employer," as defined in ORS 656.005, and shall comply with ORS 656.017.

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

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

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

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

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

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

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

21. Mediation/Dispute Resolution

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

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

23. Records, Inspection and Audit by the City.

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

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

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

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

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

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

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

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

CITY:

CONTRACTOR:

CITY OF ST. HELENS

Council Meeting Date:

Signature: _____

Signature: _____

Print: _____

Print: _____

Title: _____

Title: _____

Date: _____

Date: _____

APPROVED AS TO FORM:

By: _____

City Attorney

DRAFT

Attachment A Scope of Work

[TBD]

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Attachment B Insurance Requirements

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

TYPE OF INSURANCE	LIMITS OF LIABILITY		REQUIRED FOR THIS CONTRACT
General Liability	Each occurrence General Aggregate Products/Comp Ops Aggregate Personal and Advertising Injury	\$1,000,000 \$2,000,000 \$2,000,000 \$1,000,000 w/umbrella or \$1,500,000 w/o umbrella	YES
Please indicate if Claims Made or Occurrence			
Automobile Liability	Combined Single – covering any vehicle used on City business	\$2,000,000	YES
Workers' Compensation	Per Oregon State Statutes If workers compensation is not applicable please initial here _____. State the reason it is not applicable: _____		YES
Professional Liability	Per occurrence Annual Aggregate	\$500,000 or per contract \$500,000 or per contract	YES

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

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

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

Certificates of Insurance shall be forwarded to:
City Administrator
City of St. Helens
265 Strand Street
St. Helens, OR 97051

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

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

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Attachment C Terms of Compensation

[TBD]

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Expense Approval Register

Packet: APPKT01187 - COURT AP 1.31.25



St. Helens, OR

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL FUND					
Childers, Gregory Wallace	INV0007613	01/24/2025	Court Over Payment - Childer...	100-000-36002	75.00
			Fund 100 - GENERAL FUND Total:		75.00
			Grand Total:		75.00

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	75.00
Grand Total:	75.00

Account Summary

Account Number	Account Name	Expense Amount
100-000-36002	Fines - Court	75.00
	Grand Total:	75.00

Project Account Summary

Project Account Key	Expense Amount
None	75.00
Grand Total:	75.00

Expense Approval Register

Packet: APPKT01186 - WAUNA AP 1.31.25



St. Helens, OR

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 201 - VISITOR TOURISM COLUMBIA RIVER PUD	01.22.25 94111	01/31/2025	94111	201-000-52131	250.83
				Fund 201 - VISITOR TOURISM Total:	250.83
				Grand Total:	250.83

Fund Summary

Fund	Expense Amount
201 - VISITOR TOURISM	250.83
Grand Total:	250.83

Account Summary

Account Number	Account Name	Expense Amount
201-000-52131	Contracted Building Leas...	250.83
Grand Total:		250.83

Project Account Summary

Project Account Key	Expense Amount
None	250.83
Grand Total:	250.83

Expense Approval Register

Packet: APPKT01185 - AP 1.31.25



St. Helens, OR

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL FUND					
MELISSA RYDJESKI	0.10.25	01/29/2025	JURY DUTY PAY	100-704-52019	10.00
LUCILLE FROST	01.01.25	01/29/2025	JURY DUTY PAY	100-704-52019	10.00
BRIAN BIGHAM	01.10.25	01/29/2025	JURY DUTY PAY	100-704-52019	10.00
MICHAEL RAY	01.10.25	01/29/2025	JURY DUTY PAY	100-704-52019	10.00
BLAKE KELLY	01.10.25	01/29/2025	JURY DUTY PAY	100-704-52019	10.00
JOSEPH LOENNIG	01.10.25	01/29/2025	JURY DUTY PAY	100-704-52019	10.00
HUBERT HANCOCK JR	01.10.25	01/29/2025	JURY DUTY PAY	100-704-52019	10.00
DAVID FISHER	01.10.25	01/29/2025	JURY DUTY PAY	100-704-52019	10.00
LINDA DANCHOK	01.10.25	01/29/2025	JURY DUTY PAY	100-704-52019	10.00
THOMAS JACQUETTE	01.10.25	01/29/2025	JURY DUTY PAY	100-704-52019	10.00
JOHN BELLISLE	01.10.25	01/29/2025	JURY DUTY PAY	100-704-52019	10.00
CINDY CRANDALL	01.10.25	01/29/2025	JURY DUTY PAY	100-704-52019	10.00
JAMES WARDE	01.10.25	01/29/2025	JURY DUTY PAY	100-704-52019	10.00
MONICA JACQUETTE	01.10.25	01/29/2025	JURY DUTY PAY	100-704-52019	10.00
LINDA TORREZ	01.10.25	01/29/2025	JURY DUTY PAY	100-704-52019	10.00
CLIFFORD WARNER	01.10.25	01/29/2025	JURY DUTY PAY	100-704-52019	10.00
JOHN MCGHIE	01.10.25	01/29/2025	JURY DUTY PAY	100-704-52019	10.00
AMY MOORE	01.29.25	01/29/2025	RE-ISSUE LOST CHECK #1258...	100-709-52019	130.00
RICH GREEN	1.10.25	01/29/2025	JURY DUTY PAY	100-704-52019	10.00
CLEAR TRAIL CPAS LLC	1001	01/29/2025	AUDIT FEE FY24	100-707-52019	33,300.00
CLEAR TRAIL CPAS LLC	1001	01/29/2025	AUP FEE FY24	100-707-52019	800.00
WEX BANK	102324836	01/29/2025	POLICE FUEL PURCHASES	100-705-52022	4,310.47
WEX BANK	102324836	01/29/2025	BUILDING FUEL PURCHASES ...	100-711-52022	54.24
WEX BANK	102324836	01/29/2025	FINANCE CHARGE	100-715-52022	918.36
ALLSTREAM	21221678	01/29/2025	ALLSTREAM PHONE ACCT 75...	100-712-52010	178.13
AT&T MOBILITY	287302289330	01/29/2025	287302289330 POLICE PHON...	100-705-52010	1,909.61
SOLUTIONS YES	INV433902	01/29/2025	CONTRACT C14093-01 ST HE...	100-706-52019	81.29
STEVEN LESKIN	00396	01/30/2025	COURT ATTORNEY FEES	100-704-52019	3,000.00
SEAN MCGONIGAL	01.10.25	01/30/2025	JURY DUTY PAY	100-704-52019	10.00
GAYLE CROWDER	01.10.25	01/30/2025	JURY DUTY PAY	100-704-52019	10.00
TYLER BUSINESS FORMS	101356	01/30/2025	TAX END OF YEAR FORMS W...	100-707-52001	37.99
BEMIS	11127	01/30/2025	BUSINESS CARDS-J WALSH	100-701-52001	45.00
BEMIS	11127	01/30/2025	BUSINESS CARDS-COUNCIL	100-703-52001	225.00
STEVEN R SCHARFSTEIN	175	01/30/2025	COURT ATTORNEY FEES	100-704-52019	3,000.00
EAGLE STAR ROCK PRODUCTS..	403590	01/30/2025	ROCK FOR DOG PARK PARKI...	100-708-52001	555.56
MIDWEST TAPE	506649533	01/30/2025	DVD / ABD 2000010011	100-706-52034	11.24
MIDWEST TAPE	506653635	01/30/2025	DVD / ABD 2000010011	100-706-52034	26.99
DON'S RENTAL	600720	01/30/2025	MUD MIXER	100-708-52001	45.90
VERIZON	6104104001	01/30/2025	John Walsh 1273	100-701-52010	158.66
VERIZON	6104104001	01/30/2025	JOHN WALSH 9898	100-701-52010	40.81
VERIZON	6104104001	01/30/2025	CRYSTAL KING 0103	100-701-52010	46.43
VERIZON	6104104001	01/30/2025	HOT SPOT -8190	100-701-52010	47.10
VERIZON	6104104001	01/30/2025	MAYOR SCHOLL IPAD 9627	100-703-52001	-25.00
VERIZON	6104104001	01/30/2025	Russell Hubbard 1907	100-704-52001	106.67
VERIZON	6104104001	01/30/2025	Jennifer Massey	100-704-52001	41.33
VERIZON	6104104001	01/30/2025	Brandon Sundeen 1179	100-704-52001	106.67
VERIZON	6104104001	01/30/2025	Jessica Chilton 1699	100-704-52001	106.67
VERIZON	6104104001	01/30/2025	Mark Gunderson 1908	100-704-52001	106.67
VERIZON	6104104001	01/30/2025	PD JETPACK2 - 8538	100-705-52010	40.81
VERIZON	6104104001	01/30/2025	PD JETPACK1 - 8886	100-705-52010	40.81
VERIZON	6104104001	01/30/2025	SUZANNE BISHOP 1313	100-706-52003	41.33
VERIZON	6104104001	01/30/2025	GLORIA BUTSCH 1986	100-707-52001	41.33
VERIZON	6104104001	01/30/2025	GLORIA BUTSCH HOT SPOT	100-707-52001	40.81

Expense Approval Register

Packet: APPKT01

Item #16

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
VERIZON	6104104001	01/30/2025	CAMERON PAGE 5027	100-708-52010	41.33
VERIZON	6104104001	01/30/2025	TORY SHELBY 6366	100-708-52010	41.33
VERIZON	6104104001	01/30/2025	Rec Center 2566	100-709-52010	41.33
VERIZON	6104104001	01/30/2025	RECREATION IPHONE 1068	100-709-52010	41.33
VERIZON	6104104001	01/30/2025	REC PHONE 5093	100-709-52010	42.21
VERIZON	6104104001	01/30/2025	RECREATION CENTER 1108	100-709-52010	41.33
VERIZON	6104104001	01/30/2025	BUILDING DEPT IPAD 4081	100-711-52010	40.81
VERIZON	6104104001	01/30/2025	MIKE DEROIA 2686	100-711-52010	46.43
VERIZON	6104104001	01/30/2025	Arlo 2 971-668-9722	100-712-52010	40.81
VERIZON	6104104001	01/30/2025	Arlo 1 971-668-9721	100-712-52010	40.81
VERIZON	6104104001	01/30/2025	DARIN COX 1016	100-712-52010	46.43
INGRAM LIBRARY SERVICES	86278979	01/30/2025	BOOKS 20C7921	100-706-52033	62.51
INGRAM LIBRARY SERVICES	86278980	01/30/2025	BOOKS 20C7921	100-706-52033	620.64
INGRAM LIBRARY SERVICES	86278981	01/30/2025	BOOKS 20C7921	100-706-52033	425.99
RA BARRY CONSULTING LLC	COSH.1	01/30/2025	COMMUNITY SURVEY & WO...	100-701-52019	3,420.86
CODE PUBLISHING	GC00128885	01/30/2025	MUNI CODE WEB UPDATE	100-702-52019	940.00
ABC TRANSCRIPTION SERVI...	STHPC0125001	01/30/2025	TRANSCRIPTION SERVICE-PL...	100-710-52019	1,197.70
PATI RUIZ -	01.28.25	01/31/2025	REIMBURSEMENT FOR OFFIC...	100-705-52001	34.57
CARDINAL SERVICES INC	018045	01/31/2025	TEMPORARY EMPLOYMENT	100-705-52023	384.04
CARDINAL SERVICES INC	018045	01/31/2025	TEMPORARY EMPLOYMENT	100-706-52023	523.69
CARDINAL SERVICES INC	018045	01/31/2025	TEMPORARY EMPLOYMENT	100-708-52023	69.83
CARDINAL SERVICES INC	018045	01/31/2025	TEMPORARY EMPLOYMENT	100-709-52023	116.38
CARDINAL SERVICES INC	018045	01/31/2025	TEMPORARY EMPLOYMENT	100-715-52023	476.00
CARDINAL SERVICES INC	018430	01/31/2025	TEMPORARY EMPLOYMENT	100-705-52023	186.20
CARDINAL SERVICES INC	018430	01/31/2025	TEMPORARY EMPLOYMENT	100-706-52023	232.75
CARDINAL SERVICES INC	018430	01/31/2025	TEMPORARY EMPLOYMENT	100-708-52023	46.55
CARDINAL SERVICES INC	018430	01/31/2025	TEMPORARY EMPLOYMENT	100-709-52023	58.19
CARDINAL SERVICES INC	018430	01/31/2025	TEMPORARY EMPLOYMENT	100-715-52023	476.00
WILCOX	0924573-IN	01/31/2025	FUEL PARKS DEPT	100-708-52022	373.56
DAVIS & STANTON PROMOT...	152795	01/31/2025	POLICE AWARDS	100-705-52002	616.00
Fund 100 - GENERAL FUND Total:					60,496.49

Fund: 202 - COMMUNITY DEVELOPMENT

OTAK INC	000112400492	01/29/2025	1ST AND STRAND ST P 01982...	202-723-53102	11,089.45
OTAK INC	00012500147	01/29/2025	1ST AND STRAND ST P 01982...	202-723-53102	11,967.06
MOORE EXCAVATION INC	P-525 PAYMENT #24	01/29/2025	S 1ST AND STRAND ROAD A...	202-723-53102	749,496.51
PROPANE NORTHWEST	1515890511	01/30/2025	PROPANE	202-722-52019	669.22
PROPANE NORTHWEST	1516121963	01/30/2025	PROPANE	202-722-52019	801.07
MAYER REED INC	15538	01/30/2025	ST HELENS RIVERWALK	202-723-53103	4,345.90
Fund 202 - COMMUNITY DEVELOPMENT Total:					778,369.21

Fund: 203 - COMMUNITY ENHANCEMENT

DEVAN LEE	01.29.25	01/29/2025	BASKETBALL REFEREE 1-11-2...	203-709-52028	190.00
ZACHARIAH LIEBELT	01.29.25	01/29/2025	BASKETBALL REFEREE 20 PER...	203-709-52028	120.00
D'AYE S DAVIDSON	01.29.25	01/29/2025	BASKETBALL REFEREE 1-11-2...	203-709-52028	185.00
GIBSON ROBERT TOLLES	01.29.25	01/29/2025	BASKETBALL REFEREE 1.11.25..	203-709-52028	190.00
ISABELLA MEUCHEL	01.29.25	01/29/2025	BASKETBALL REFEREE 1-11-2...	203-709-52028	195.00
MADELYN HANCOCK	01.29.25	01/29/2025	BASKETBALL REFEREE 1-11-2...	203-709-52028	205.00
KAIDEN LEE	01.29.25	01/29/2025	BASKETBALL REFEREE 1-11-2...	203-709-52028	205.00
LIBBY A HASENKAMP	01.29.25	01/29/2025	BASKETBALL REFEREE 1-11-2...	203-709-52028	180.00
KEEGAN MOTHERWAY	01.29.25	01/29/2025	BASKETBALL REFEREE 1.11.25..	203-709-52028	105.00
LOGAN KIRK	01.29.25	01/29/2025	BASKETBALL REFEREE 20 PER...	203-709-52028	120.00
KELLEN WROBLEWSKI	01.29.25	01/29/2025	BASKETBALL REFEREE 1-11-2...	203-709-52028	180.00
CARDINAL SERVICES INC	018106	01/29/2025	TEMPORARY EMPLOYMENT	203-709-52028	498.30
CARDINAL SERVICES INC	018045	01/31/2025	TEMPORARY EMPLOYMENT	203-709-52028	3,842.38
CARDINAL SERVICES INC	018430	01/31/2025	TEMPORARY EMPLOYMENT	203-709-52028	3,521.65
Fund 203 - COMMUNITY ENHANCEMENT Total:					9,737.33

Fund: 601 - WATER

EAGLE STAR ROCK PRODUCTS..	403562	01/30/2025	13TH ST ROCK	601-731-52001	261.79
EAGLE STAR ROCK PRODUCTS..	403599	01/30/2025	13TH ST ROCK	601-731-52001	223.46
VERIZON	6104104001	01/30/2025	JOHN DEWEY 1914	601-732-52010	41.33

Expense Approval Register

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
CORE & MAIN	INV0013057	01/30/2025	MATERIALS	601-732-52001	138.09
CORE & MAIN	W328695	01/30/2025	MATERIALS	601-731-52001	909.45
GRANICH ENGINEERED PRO...	BI-0375991	01/31/2025	PUMP REPAIR	601-732-53302	6,850.50
Fund 601 - WATER Total:					8,424.62

Fund: 603 - SEWER

ALLSTREAM	21221678	01/29/2025	ALLSTREAM PHONE ACCT 75...	603-736-52010	89.07
ALLSTREAM	21221678	01/29/2025	ALLSTREAM PHONE ACCT 75...	603-737-52010	89.07
CITY OF ST. HELENS	1.29.25	01/30/2025	PLUMBING PERMITP-PROJEC...	603-000-53402	116.32
BLACK & VEATCH CORPORAT...	1453354	01/30/2025	ST HELENS NPDES PERMIT S...	603-738-52019	2,318.67
VERIZON	6104104001	01/30/2025	AARON KUNDERS 6376	603-736-52010	13.77
VERIZON	6104104001	01/30/2025	SAM ORTIZ 1801	603-736-52010	13.76
VERIZON	6104104001	01/30/2025	TYLER HILLS 6492	603-736-52010	13.76
VERIZON	6104104001	01/30/2025	TYLER HILLS 6492	603-737-52010	13.77
VERIZON	6104104001	01/30/2025	AARON KUNDERS 6376	603-737-52010	13.76
VERIZON	6104104001	01/30/2025	SAM ORTIZ 1801	603-737-52010	13.80
VERIZON	6104104001	01/30/2025	TYLER HILLS 6492	603-738-52010	13.80
VERIZON	6104104001	01/30/2025	AARON KUNDERS 6376	603-738-52010	13.80
VERIZON	6104104001	01/30/2025	SAM ORTIZ 1801	603-738-52010	13.77
OREGON ASSOCIATION OF C...	8879	01/30/2025	2025 MEMBERSHIP TO ACWA	603-738-52019	1,110.00
CARDINAL SERVICES INC	018045	01/31/2025	TEMPORARY EMPLOYMENT	603-736-52023	29.09
CARDINAL SERVICES INC	018045	01/31/2025	TEMPORARY EMPLOYMENT	603-737-52023	29.08
ADVANCED LOCKING SOLUTI...	38530	01/31/2025	PADLOCK TO BE KEYED TO X...	603-738-52001	686.06
Fund 603 - SEWER Total:					4,591.35

Fund: 605 - STORM

EAGLE STAR ROCK PRODUCTS..	403603	01/30/2025	ROCK 7TH ST STORM	605-000-52001	767.73
Fund 605 - STORM Total:					767.73

Fund: 703 - PW OPERATIONS

WEX BANK	102324836	01/29/2025	PW CHEROKEE 5478	703-734-52022	444.12
LAWRENCE OIL COMPANY	065220 & 065297	01/30/2025	065297	703-734-52022	174.00
LAWRENCE OIL COMPANY	065220 & 065297	01/30/2025	065220	703-734-52022	137.50
OREGON OCCUPATIONAL M...	125940	01/30/2025	EXAM	703-734-52019	109.00
LES SCHWAB TIRE CENTER	22900639011	01/30/2025	CHAINS	703-739-52099	138.58
KINNEAR SPECIALTIES INC	5035954	01/30/2025	PARTS	703-739-52099	33.43
VERIZON	6104104001	01/30/2025	TIM UNDERWOOD 8524	703-733-52010	41.33
VERIZON	6104104001	01/30/2025	PW CONSTRUCTION INSPEC...	703-733-52010	40.81
VERIZON	6104104001	01/30/2025	BASHAR 1971	703-733-52010	41.33
VERIZON	6104104001	01/30/2025	SHARON DARROUX 0813	703-733-52010	74.62
VERIZON	6104104001	01/30/2025	PW FACILITY MAINTENANCE...	703-734-52010	40.81
VERIZON	6104104001	01/30/2025	BRETT LONG 3607	703-734-52010	41.33
VERIZON	6104104001	01/30/2025	PW UTILITY 1 - 9922	703-734-52010	40.81
VERIZON	6104104001	01/30/2025	PW UTILITY 3 - 9924	703-734-52010	40.81
VERIZON	6104104001	01/30/2025	BUCK TUPPER 3371	703-734-52010	46.43
VERIZON	6104104001	01/30/2025	ETHAN STERLING 6282	703-734-52010	41.33
VERIZON	6104104001	01/30/2025	PW UTILITY 2 - 9923	703-734-52010	40.81
VERIZON	6104104001	01/30/2025	ALEX BIRD - 9081	703-734-52010	40.81
VERIZON	6104104001	01/30/2025	DAVE ELDER 8523	703-734-52010	-17.25
VERIZON	6104104001	01/30/2025	PW SPARE 4 - 8741	703-734-52010	40.81
VERIZON	6104104001	01/30/2025	ALEX BIRD 2000	703-734-52010	41.33
VERIZON	6104104001	01/30/2025	CURT LEMONT-2217	703-734-52010	41.33
VERIZON	6104104001	01/30/2025	RYAN POWERS 7116	703-734-52010	41.33
VERIZON	6104104001	01/30/2025	MOUHAMAD ZAHER 3068	703-734-52010	61.16
VERIZON	6104104001	01/30/2025	PW OPERATIONS 3856	703-734-52010	40.81
VERIZON	6104104001	01/30/2025	SCOTT HARRINGTON 8048	703-734-52010	23.85
VERIZON	6104104001	01/30/2025	PW ENGINEERING 0940	703-734-52010	40.81
VERIZON	6104104001	01/30/2025	JULIAN ZIRKLE 6229	703-734-52010	41.33
VERIZON	6104104001	01/30/2025	SCOTT WILLIAMS 0621	703-734-52010	41.33
VERIZON	6104104001	01/30/2025	ROGER STAUFFER 9662	703-734-52010	41.33
WILCOX	0924573-IN	01/31/2025	BIO DIESEL	703-739-52022	756.21
ADVANCED LOCKING SOLUTI...	38534	01/31/2025	KNOBSET & M'A KEYS	703-734-52023	317.86

Expense Approval Register

Packet: APPKT05
Item #16.

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ADVANCED LOCKING SOLUTI...	38540	01/31/2025	BACKSET LATCHES FOR 6K SE...	703-734-52023	114.61
				Fund 703 - PW OPERATIONS Total:	3,194.71
Fund: 706 - PUBLIC SAFETY					
U.S. BANK ST. PAUL	2760900	01/29/2025	FULL FAITH & CREDIT OBLIG...	706-000-55002	248,699.93
				Fund 706 - PUBLIC SAFETY Total:	248,699.93
Grand Total:					1,114,281.37

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	60,496.49
202 - COMMUNITY DEVELOPMENT	778,369.21
203 - COMMUNITY ENHANCEMENT	9,737.33
601 - WATER	8,424.62
603 - SEWER	4,591.35
605 - STORM	767.73
703 - PW OPERATIONS	3,194.71
706 - PUBLIC SAFETY	248,699.93
Grand Total:	1,114,281.37

Account Summary

Account Number	Account Name	Expense Amount
100-701-52001	Operating Supplies	45.00
100-701-52010	Telephone	293.00
100-701-52019	Professional Services	3,420.86
100-702-52019	Professional Services	940.00
100-703-52001	Operating Supplies	200.00
100-704-52001	Operating Supplies	468.01
100-704-52019	Professional Services	6,200.00
100-705-52001	Operating Supplies	34.57
100-705-52002	Personnel Uniforms Equ...	616.00
100-705-52010	Telephone	1,991.23
100-705-52022	Fuel	4,310.47
100-705-52023	Facility Maintenance	570.24
100-706-52003	Utilities	41.33
100-706-52019	Professional Services	81.29
100-706-52023	Facility Maintenance	756.44
100-706-52033	Printed Materials	1,109.14
100-706-52034	Visual Materials	38.23
100-707-52001	Operating Supplies	120.13
100-707-52019	Professional Services	34,100.00
100-708-52001	Operating Supplies	601.46
100-708-52010	Telephone	82.66
100-708-52022	Fuel	373.56
100-708-52023	Facility Maintenance	116.38
100-709-52010	Telephone	166.20
100-709-52019	Professional Services	130.00
100-709-52023	Facility Maintenance	174.57
100-710-52019	Professional Services	1,197.70
100-711-52010	Telephone	87.24
100-711-52022	Fuel	54.24
100-712-52010	Telephone	306.18
100-715-52022	Fuel	918.36
100-715-52023	Facility Maintenance	952.00
202-722-52019	Professional Services	1,470.29
202-723-53102	Downtown Infrastructure	772,553.02
202-723-53103	Riverwalk Construction	4,345.90
203-709-52028	Projects & Programs	9,737.33
601-731-52001	Operating Supplies	1,394.70
601-732-52001	Operating Supplies	138.09
601-732-52010	Telephone	41.33
601-732-53302	ANNUAL MAINT- OPS	6,850.50
603-000-53402	Annual Maint Ops	116.32
603-736-52010	Telephone	130.36
603-736-52023	Facility Maintenance	29.09
603-737-52010	Telephone	130.40
603-737-52023	Facility Maintenance	29.08
603-738-52001	Operating Supplies	686.06
603-738-52010	Telephone	41.37

Account Summary

Account Number	Account Name	Expense Amount
603-738-52019	Professional Services	3,428.67
605-000-52001	Operating Supplies	767.73
703-733-52010	Telephone	198.09
703-734-52010	Telephone	771.31
703-734-52019	Professional Services	109.00
703-734-52022	Fuel	755.62
703-734-52023	Facility Maintenance	432.47
703-739-52022	Fuel	756.21
703-739-52099	Equipment Operations	172.01
706-000-55002	Interest	248,699.93
	Grand Total:	1,114,281.37

Project Account Summary

Project Account Key	Expense Amount
None	1,114,281.37
	Grand Total:
	1,114,281.37

Expense Approval Register

Packet: APPKT01189 - AP 2.3.25



St. Helens, OR

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL FUND					
COMCAST	01.21.25 4669	02/03/2025	COMCAST CABLE 877810899...	100-712-52003	2,016.46
ERSKINE LAW PRACTICE LLC	02.03.25	02/03/2025	CITY PROSECUTOR JAN 2025	100-704-52019	7,149.23
JAMES H BAND	2025-1	02/03/2025	INVESTIGATION SERVICES - ST..	100-705-52019	8,915.00
COMCAST BUSINESS	232830614	02/03/2025	FIBER INTERNET ACCT 93457...	100-712-52003	4,882.88
NET ASSETS CORPORATION	95-202501	02/03/2025	ESCROW TITLE SERVICES	100-707-52019	273.00
Fund 100 - GENERAL FUND Total:					23,236.57
Fund: 601 - WATER					
LAWRENCE OIL COMPANY	CFSI-25344	02/03/2025	247752 WATER	601-732-52022	142.77
Fund 601 - WATER Total:					142.77
Fund: 603 - SEWER					
CITY OF ST. HELENS	2.3.25	02/03/2025	REMAINING PAYMENT PERM...	603-000-53402	49.30
Fund 603 - SEWER Total:					49.30
Fund: 703 - PW OPERATIONS					
LAWRENCE OIL COMPANY	CFSI-25344	02/03/2025	247750 PUBLIC WORKS	703-734-52022	98.38
LAWRENCE OIL COMPANY	CFSI-25344	02/03/2025	247748 PUBLIC WORKS	703-734-52022	923.24
Fund 703 - PW OPERATIONS Total:					1,021.62
Grand Total:					24,450.26

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	23,236.57
601 - WATER	142.77
603 - SEWER	49.30
703 - PW OPERATIONS	<u>1,021.62</u>
Grand Total:	24,450.26

Account Summary

Account Number	Account Name	Expense Amount
100-704-52019	Professional Services	7,149.23
100-705-52019	Professional Services	8,915.00
100-707-52019	Professional Services	273.00
100-712-52003	Utilities	6,899.34
601-732-52022	Fuel	142.77
603-000-53402	Annual Maint Ops	49.30
703-734-52022	Fuel	<u>1,021.62</u>
Grand Total:		24,450.26

Project Account Summary

Project Account Key	Expense Amount
None	<u>24,450.26</u>
Grand Total:	24,450.26