



COUNCIL WORK SESSION

Wednesday, May 21, 2025 at 3:00 PM

COUNCIL MEMBERS:

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

LOCATION & CONTACT:

HYBRID: Council Chambers & Zoom (details below)
Website | www.sthelensoregon.gov
Email | kpayne@sthelensoregon.gov
Phone | 503-397-6272
Fax | 503-397-4016

AGENDA

CALL WORK SESSION TO ORDER

CLEARING CONFUSION AND SETTING THE FACTS STRAIGHT

1. Response to May 7 Visitor Comments

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

DISCUSSION TOPICS

2. 3:10PM - Quarterly Reports from City Departments/Divisions (Informational)
3. 3:20PM - Main Street Alliance Annual Report to Council - *Board President Erin Salisbury*
4. 3:35PM - Review Proposed Seasonal Library Intern Job Description - *Library Director Suzanne Bishop*
5. 3:45PM - Review Proposed Updated Governing Policy and City Code Revisions - *City Attorney Ashley Wigod*
6. 4:05PM - Police Station Site Deliberations - *City Administrator John Walsh*
7. 4:25PM - Report from City Administrator John Walsh

ADJOURN

EXECUTIVE SESSION

Following the conclusion of the Council Work Session, an Executive Session is scheduled to take place to discuss:

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

Representatives of the news media, 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.

FOR YOUR INFORMATION

Upcoming Dates to Remember:

- May 15, 6:00PM, Budget Committee, Council Chambers/Zoom
- May 21, 3:00PM, Council Work Session, Council Chambers/Zoom
- May 21, 6:00PM, Council Public Forum, Council Chambers/Zoom
- May 21, 7:00PM, Council Regular Session, Council Chambers/Zoom
- May 29, 6:00PM, Budget Committee, Council Chambers/Zoom (TENTATIVE)

Future Public Hearing(s)/Forum(s):

- PF: May 21, 6:00PM, Wastewater Capacity Improvement Project
- PH: June 4, 6:15PM, Annexation of 35636 Fir Street (McFeron)
- PH: June 4, 6:30PM, Annexation of 58909 Firlok Park Street (Pyl)
- PH: June 4, 6:45PM, Annexation of 58209 Columbia River Hwy. & 35369 Millard Rd. (Joe/Decker)

VIRTUAL MEETING DETAILS

Join: <https://us02web.zoom.us/j/87198024716?pwd=DuKuL0XEnLWi9a9JKtLdJoNv8BpJzB.1>

Passcode: 021390

Phone one-tap: +16699009128

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.

CLARIFICATION MEMO TO PUBLIC COMMENT



For City Council Meetings held on May 7, 2025

1. **Rules on posting No Loitering signs**

A No Loitering sign may be posted on private property as long as it is not erected in a vision clearance area and does not exceed eight square feet in area and six feet in height. This type of sign is exempt from sign permit rules ([SHMC 17.88.040\(10\)](#)).

2. **Tourism Fund to Date**

The St. Helens tourism fund income statement as of March 31, 2025, is attached. It is accompanied by a summary report from Finance Director Gloria Butsch and profit/loss summary reports for Spirit of Halloweentown 2024 and Holiday in the Plaza 2024.

QUARTERLY REPORT TO COUNCIL



Meeting Date: May 7, 2025
Prepared by: Gloria Butsch
Department: Finance
Division: Administration
Reporting Period: 3rd Quarter FY2025
CC: City Administrator John Walsh

1. Tourism Fund

Attached is the Income Statement for the Tourism Fund for FY2025 as of March 31, 2025.

- A. The Income Statement is for the Visitor Tourism Fund and is for all activities from July 1, 2024, through March 31, 2025. It includes all transactions related to tourism and events, including contract-managed events.

Contracted Event Revenue is net of merchant fees, which are broken out in the attached Profit and Loss Detail Statements.

Event Revenue of \$30,325 is for 13 Nights for Summer 2024.

The transfers of \$200,000 is the interfund loan from the Community Development Fund used for start up of the Wauna account.

Professional services are primarily attorneys' fees related to the prior event contractor.

Aside from Spirit of Halloweentown and Holiday in the Plaza, Projects & Programs includes the repayment of the interfund loan used for start up of the Wauna account and 13 Nights for Summer 2024.

- B. The attached Profit and Loss Detail Statements for Spirit of Halloweentown and Holiday in the Plaza are a reconciliation of the events' activity in the Wauna Credit Union account.

Per the contract with Treadway, the city shares 5% of net profit with the contractor as an incentive.

- C. All contracted event receipts are deposited in the Wauna account and all expenditures related to contracted events are paid from the Wauna account.

All receipts, including Lodging Taxes and expenditures that are not related to the contracted events are recorded in the city's Wells Fargo account.

As of March 31, 2025 the Wauna account balance was \$269,321.25 and the amount allocated to the Visitor Tourism Fund from the Wells Fargo account was \$21,466.91.

Attachments (If Applicable)

- Income Statement – Visitor Tourism Fund for FY2025 as of March 31, 2025
- Spirit of Halloweentown Profit and Loss Detail for FY2025
- Holiday in the Plaza Profit and Loss Detail for FY2025

Income Statement



St. Helens, OR

FY2025 as of Mar 31, 2025

Fund: 201 - VISITOR TOURISM

Revenue		
201-000-32002	Motel Hotel Tax	112,839.93
201-000-37001	Interest	7,971.29
201-000-37004	Tourism Miscellaneous	-
201-000-37015	Event Revenue	30,325.00
201-000-37016	Contracted Events Revenue	1,132,441.78
201-000-38002	Transfers	200,000.00
	Revenue Total:	\$ 1,483,578.00
Expense		
201-000-52019	Professional Services	65,704.35
201-000-52025	GFSS	75,000.00
201-000-52028	Projects & Programs	682,923.67
201-000-52039	Contracted Events-Professional Services	385,231.97
201-000-52130	Building Lease & Utilities	1,864.95
201-000-52131	Contracted Building Lease & Utilities	57,944.63
201-000-58001	Contingency	-
	Expense Total:	\$ 1,268,669.57
	Fund: 201 - VISITOR TOURISM Surplus (Deficit):	\$ 214,908.43

Spirit of Halloweentown
Profit and Loss Detail
January - December 2024

	Amount	Balance
Ordinary Income/Expenses		
Income		
Ticket Sales	\$ 1,028,004.45	
Refunds/Chargebacks - Ticket Sales	<u>(11,427.33)</u>	
Total Ticket Sales	\$ 1,016,577.12	
Vendor Registration - Booth Fees	70,500.00	
Event Sponsors	8,300.00	
Parking Revenue	43,920.88	
Portland Spirit Event Tickets	4,520.00	
Alcohol Sales Revenue	38,474.75	
Gift Shop Sales	23,337.03	
Total Income		\$ 1,205,629.78
Cost of Goods Sold		
EVENT EXPENSES		
Event Permits & Fees	1,000.03	
Build & Production Supplies	4,492.32	
Equipment & Event Rentals	108,645.25	
Props & Décor	4,118.46	
Job Supplies	3,091.45	
Restrooms & Sanitation	17,200.00	
Film Licensing Fees	5,000.00	
Trash Disposal & Janitorial	5,554.27	
Photo Op Supplies	2,269.00	
Neighbors on 4th Street	<u>2,211.58</u>	
TOTAL EVENT EXPENSES		\$ 153,582.36
EVENT ADVERTISING & MARKETING		
Signage & Printing	7,813.68	
Billboard Advertising	12,525.00	
Radio Advertising	11,650.00	
Social Media & Digital Advertising	<u>30,353.66</u>	
TOTAL EVENT ADVERTISING & MARKETING		\$ 62,342.34

CONTRACT EVENT SERVICES**Event Planning Services**

<i>Treadway Events & Entertainment</i>	38,320.00
<i>Treadway Events & Entertainment</i>	38,320.00
<i>Treadway Events & Entertainment</i>	<u>38,320.00</u>

Total Event Planning Services **114,960.00**

Contract Event Labor **45,789.34**

Talent & Performer Fees **119,056.10**

Website Design & Management **2,000.00**

Audio/Video Services **22,625.00**

Photography & Videography **8,450.00**

Lighting **4,960.00**

Security & Staffing **46,056.00**

Transportation Services **22,820.45**

Graphic Design **1,950.20**

TOTAL CONTRACT EVENT SERVICES **388,667.09**

Total for Cost of Goods Sold **\$ 604,591.79**

Gross Profit **\$ 601,037.99**

Expenses**ADMINISTRATIVE EXPENSES**

Software & Apps **826.75**

TOTAL ADMINISTRATIVE EXPENSES **\$ 826.75**

ADVERTISING & MARKETING

Advertising & Marketing - Ops **7.00**

TOTAL ADVERTISING & MARKETING **\$ 7.00**

OTHER BUSINESS EXPENSES

Small Tools or Equipment **2,219.97**

Cast/Talent Meals & Expenses **1,160.30**

TOTAL OTHER BUSINESS EXPENSES **\$ 3,380.27**

FACILITY EXPENSES**Rent & Lease**

09/23/2024 Check 106 Masonic Hall St Helens **16,500.00**

Total Rent & Lease **16,500.00**

Internet & Wi-Fi services **165.30**

Building Utilities (Masonic) **2,097.45**

TOTAL FACILITY EXPENSES **\$ 18,762.75**

AUTO EXPENSE			
Fuel		<u>277.68</u>	
TOTAL AUTO EXPENSE	\$	277.68	
TRAVEL EXPENSES			
Airfare		6,950.21	
Hotels & Lodging		5,852.83	
Mileage Reimbursement		<u>26.80</u>	
TOTAL TRAVEL EXPENSES	\$	12,829.84	
BANK & MERCHANT FEES			
Shopify Merchant Fees		2,815.04	
Stripe Merchant Fees		27,059.12	
Afton Fees		46,048.76	
Merchant Charges		<u>39.00</u>	
TOTAL BANK & MERCHANT FEES	\$	75,961.92	
Total for Expenses			<u>\$ 112,046.21</u>
Net Ordinary Income			\$ 488,991.78
Other Income/Expense			
Other Income			
Interest earned		<u>161.18</u>	
Net Other Income		<u>161.18</u>	
Net Income			\$ 489,152.96
	5% Profit Share	24,457.65	
	City of St. Helens	<u>\$ 464,695.31</u>	

Holiday in the Plaza

Profit and Loss Detail

January - December 2024

	Amount	Balance
Ordinary Income/Expenses		
Income		
Merchandise Sales		
Total Merchandise Sales	\$ 697.00	
Total Income		\$ 697.00
Cost of Goods Sold		
EVENT EXPENSES		
Equipment & Event Rentals	9,374.23	
Props & Décor	14,064.56	
Job Supplies	356.63	
Restrooms & Sanitation	1,350.00	
TOTAL EVENT EXPENSES		\$ 25,145.42
EVENT ADVERTISING & MARKETING		
Signage & Printing	1,805.82	
Social Media & Digital Advertising	1,394.12	
TOTAL EVENT ADVERTISING & MARKETING		\$ 3,199.94
CONTRACT EVENT SERVICES		
Event Planning Services		
11/01/2024 Bill 1637 Treadway Events & Entertainment	38,320.00	
12/01/2024 Bill 1638 Treadway Events & Entertainment	38,320.00	
Event Planning Services	76,640.00	
Talent & Performer Fees	1,803.00	
Audio/Video Services	3,622.50	
Photography & Videography	1,200.00	
Catering & Food Service	1,827.00	
TOTAL CONTRACT EVENT SERVICES		\$ 85,092.50
Total Cost of Goods Sold		\$ 113,437.86
Gross Profit (Loss)		\$ (112,740.86)
Expenses		
Software & Apps	437.50	
Shopify Merchant Fees	29.03	
Total Expenses		\$ 466.53
Net Income		\$ (113,207.39)

MONTHLY REPORT TO COUNCIL



Meeting Date: 5/21/2025
Prepared by: Mouhamad Zaher
Department: Public Works
Reporting Period: April 2025
CC: City Administrator John Walsh

1. General Operations

- The Engineering team along with ODOT narrowed down the consultant selection to DKS and Kittelson for the TSP (Transportation Master Plan) update.
- Keller Associates has been selected to perform the St. Helens Reservoir Siting Study. The project team is working on finetuning the project Scope with an anticipated start date in June.
- TFT Construction will work with the City Engineering Team to install a much-needed and much-requested Rectangular Rapid Flashing Beacon (RRFB) at Gable Rd near Broadleaf Apts.
- Lumen's delay to underground their facilities on the Waterfront project continues to be a challenge. Next steps are already stated Section 4 of the Resolution No. 2016
- Sewer challenges in the Firlock area and we will have to take definitive steps very soon on how to manage the continuing septic tank failures in the area.

PW OPS:

- Water meters and heavy users' readings.
- We've replaced 6 meters that were damaged.
- We've replaced meter box and backfilled a resident on 475 S. 11th St.
- We've replaced meter box and backfilled in front of Chronicle office Poured concrete on S. 13th St.
- Prepped and replaced shutoff in S. 1st St. alley.
- Team supported with S. 13th waterline project – 6 days.
- Team supported & replaced meter boxes at Chronicle & 425 S. 11th St.
- Team replaced manhole lid at 141 Allendale Prepped for concrete in pipe shop.
- Team replaced irrigation service at St. Frederics Church.
- Team picked up plates and equipment from Cowlitz St. & took to S. 6th St. job Worked on N. 6th St. storm – 7 days.
- Team cleaned up jobsite at S. 13th St & Cowlitz St.
- Team measured patch paving for Engineering support.
- Team trimmed trees at N. 2nd & West St. and N. 5th St & Wyeth St.
- Team hydro excavated waterline by Humane Society
- Team demolished old shed at 6th Street Field and hauled away – 2 days
- Team worked on new shed at Boise ballfield – 5 days

Pretreatment

- Team inspected and checked grease traps and visited Mr. Goose, Domino's, American Market, Crooked Creek, MOD Pizza, Plymouth Pub, and the school district.
- Meeting with Pacific Stainless regarding the stormwater connected to the sewer.

Wastewater Plant

- Replaced batteries in Solar Bees A & C.
- Team Cleaned South contact tank.
- The team took Screen #1 off to fix the leaking solenoid valve.
- Contact tank flash mixer failed and won't stay running. The team pulled and found large number of rags wrapped around impeller.
- Team cleaned North contact tank.

Water Filtration Facility

- Ongoing facility/grounds maintenance.
- We've updated rack 5 LRV calculations to reflect additional filters.
- Weve received Hypo delivery.

Pump Stations

- PS#11- Team cleaned check valves and cleaned the area.
- PS#1 & 9- Team cleaned grease off floats.
- PS#1-Team lowered low-level float and repositioned.
- PS#1- Team cleaned wet well.
- PS#1-Team lowered low level float more and investigated other possible fixes.
- PS#7- Team pressure washed equipment and cleaned area.
- PS#5-Team pressure washed equipment and cleaned area.
- PS#8-Channel 5 and 6 input wiring faults. No call out.

Sodium Hypochlorite System

- 4/17-Hypo delivery.
- 3146 gallons were used this month.
- 4026 gallons were used last month.

Callouts

- Stop sign hit at 5th St. & Columbia Blvd. No water at Broadleaf Arbor Dead cat at 2nd St. & Columbia Blvd.
- Water off for leak at 100 Melvin Ave.
- Water on after repair at 100 Melvin Ave.
- Close road for Fire Dept. at S. 12th St & OPR
- PS#9 High level alarm. We found one pump not working correctly.
- PS#1 Low level alarm. Everything was okay.
- PS#1 Low level alarm. Everything was fine, but we turned that channel off until it can be addressed.
- PS#1 Low level alarm.
- 4/10-1920-PS#1 Low level alarm.
- 4/19-0140-WFF Low pH alarm. Tyler accessed from laptop and adjusted settings.

- WFF Backwash Recovery alarm came in twice.

2. Staffing & Personnel

- The Public Works Construction Inspector role has been put ON HOLD due to budget constraints until further notice. This is a backfill position within budget, not a new one.
- The role of **Utility Worker I** role has been offered to a qualified candidate; however, HR rescinded the job offer due to budget constraints. This role will be ON HOLD until further notice.

3. Projects

- **GREAT NEWS!!:** South 1st and Strand Street / South 1st St – St Helens Intersection Improvements has opened a head of schedule.
- **P-525:** Plants are in. Lots of cleanup and punch list work to complete. The Engineering team walked to the site and generated the first office punch list.
- **R-685:** Otak will be onsite on May 20th with their subs to complete their project inspection.
- **R-685A:** The Landis & Landis contract has been closed out.
- **M-532:** CRPUD has completed moving lines underground. MEI's sub is completing connections.
- **Sanitary Sewer Capacity Upgrades:** Continue to work with Consor on getting the project ready for bid. The cost estimates are much higher than anticipated and we may have to stage the projects.
- We've successfully completed a major infrastructure project for the Water Filtration Facility by replacing 59 total membrane racks (Full Stack).

Projects Under warranty:

W-478	Sherman Waterline Improvements	Warranty period ends 6/5/2025
S-676	S 3rd St / Tualatin St Sewer Improvements	Warranty period ends 8/9/2025
SD-197	N 15th St Storm Improvements	Warranty period ends 8/31/2025
SD-196	S 2nd St Storm Improvements	Warranty period ends 11/6/2025
R-679	Columbia Blvd Culvert & Sidewalk	Warranty period ends 12/31/2025
P-515	Broadleaf Public Improvements	Warranty period ends 3/7/2026
P-538	Burger King Public Improvements	Warranty period ends 3/12/2026
P-515	Broadleaf (Paving only)	Warranty period ends 6/24/2026
P-496	Houlton Hollows Development	Warranty period ends 8/26/2026

R-718	Pavement Patching	Warranty period ends 9/4/2026
S-684	N 5th St/Columbia Blvd Sewer	Warranty period ends 11/8/2026

4. Upcoming Events:

- **Public Works National Week**
 - **May 18 – 24.**
 - **The PW** Team will celebrate with an appreciation lunch for the entire hardworking team on May 22nd.
- **Memorial Service for Dave Elder**
 - PW works Team will attend Mr. Elder funeral service on Monday, May 19th
- **Ceremony Ribbon Cutting: (Largest Project in the City’s History)**
 - The date has been secured for Thursday, June 26, 2025.
 - In the processes of sending out RSVP for the VIP list.

Other Department Activities:

- Jurisdictional transfer of Gable Rd from US30- Columbia Blvd/ Columbia Blvd from Sykes Rd to Gable Rd/and Bachelor Flat Rd from Gable Rd/Columbia Blvd 430 west, just past Whitetail Ave in progress.
- DEQ SRF Loan documents - In Progress to wrap up project administration work.
- We received End of Life notice for our Mitel system. Our racked phone switches onsite have an end-of-sale date of 3/31/24 and Mitel will no longer be selling any hardware or software for our system after 12/31/2024. Will need to decide about our phone system for the future.

SIEM– SOC for PD CJIS requirement ‘25

- Stands for Security Information and Event Management, and is a technological solution that collects, monitors, and analyzes data to detect and respond to security incidents. SIEMs can aggregate data from many sources, including firewalls, intrusion detection systems, and antivirus solutions. They can also use machine learning and data analytics to detect trends and classify threats.
- Stands for Security Operations Center and is a people-driven solution that uses a team of security experts to monitor and respond to security incidents. SOCs are typically more focused on real-time threat detection and response.
- SIEM and SOC are both important components of an organization's cybersecurity framework. They are designed to work together, and it's possible that a business could

be vulnerable without a SIEM. However, the right solution for an organization depends on its security maturity, business requirements, and budget.



MAIN STREET

St. Helens Main Street Alliance

CITY COUNCIL PARTNER REPORT 2025

WHO WE ARE

- Main Street is in alignment with the City's mission; our efforts benefit the City directly.
 - We're making a difference for the City's historic downtown & uptown commercial corridors.
 - We're doing it because we believe in the City, we believe in the revitalization project, & we love this community.
 - We're on-mission, & we're doing it with all volunteers, on a limited budget.

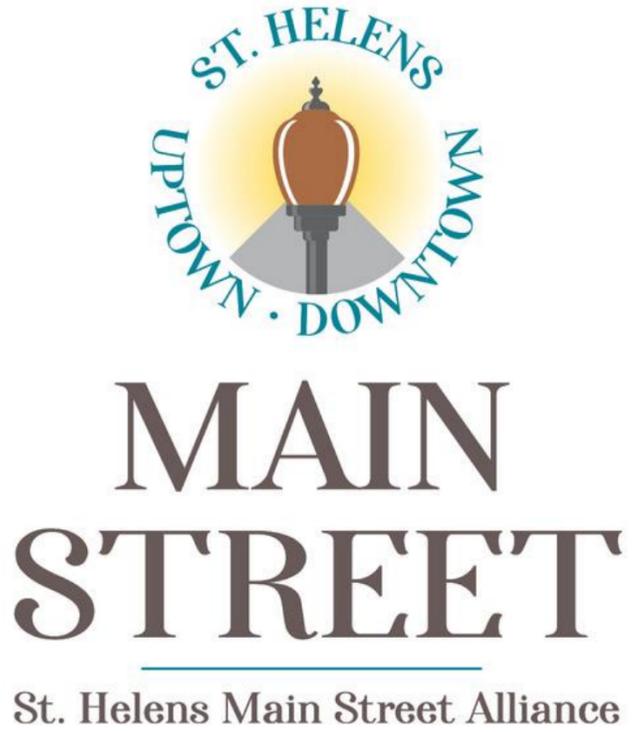


MAIN STREET

St. Helens Main Street Alliance

PROGRAM AREA BOUNDARY





The Main Street Approach™ is a strategy-driven framework that guides downtown revitalization using social, physical, cultural, & economic assets that set a place apart.

Oregon Main Street works with communities to develop localized & comprehensive revitalization strategies based on the Main Street America™ methodology.

OREGON MAIN STREET



Accredited Main Street

- Albany Astoria
- Bandon
- Klamath Falls
- La Grande
- McMinnville
- Oregon City
- West Linn

Designated Main Street

- Baker City
- Beaverton
- Coos Bay
- Estacada
- Hillsboro
- Pendleton
- The Dalles
- Tigard

Affiliated Main Street

Bend	Milton-Freewater	Monmouth
Canyonville		Mosier
Cascade Locks		North Bend
Coburg		Port Orford
Corvallis		Reedsport
Cottage Grove		Riddle
Dallas Dayton		Sherwood
Forest Grove		
Gold Beach		St. Helens
Gresham		Stayton
Independence		Union
Lebanon		Yamhill
Medford		

Rural Regional Hub
OFCC: Antelope, Arlington, Condon, Fossil, Grass Valley, Mitchell, Moro, Rufus, Spray, Wasco
WCCC: Enterprise, Joseph, Wallowa

2025
OREGON MAIN STREET NETWORK
Participating Communities



WHY MAIN STREET

- Oregon Main Street (OMS) holds St. Helens Main Street Alliance accountable:
 - to OMS & Main Street America standards
 - with project & quarterly reporting
 - through required attendance at:
 - regional OMS networking meetings
 - Astoria, May 2025
 - Pendleton, July 2025
 - statewide OMS meetings
 - Albany, October 2025
 - regular virtual OMS meetings & trainings

ECONOMIC VITALITY IMPACT



- Our work supports private development
 - Completion of 4 successful Oregon Revitalization Grants:
 - Crooked Creek project **COMPLETE**
 - Houlton Hollow project **COMPLETE**
 - Klondike project **COMPLETE**
 - Columbia Theatre project **COMPLETE**

CROOKED CREEK





HOULTON HOLLOW



KLONDIKE

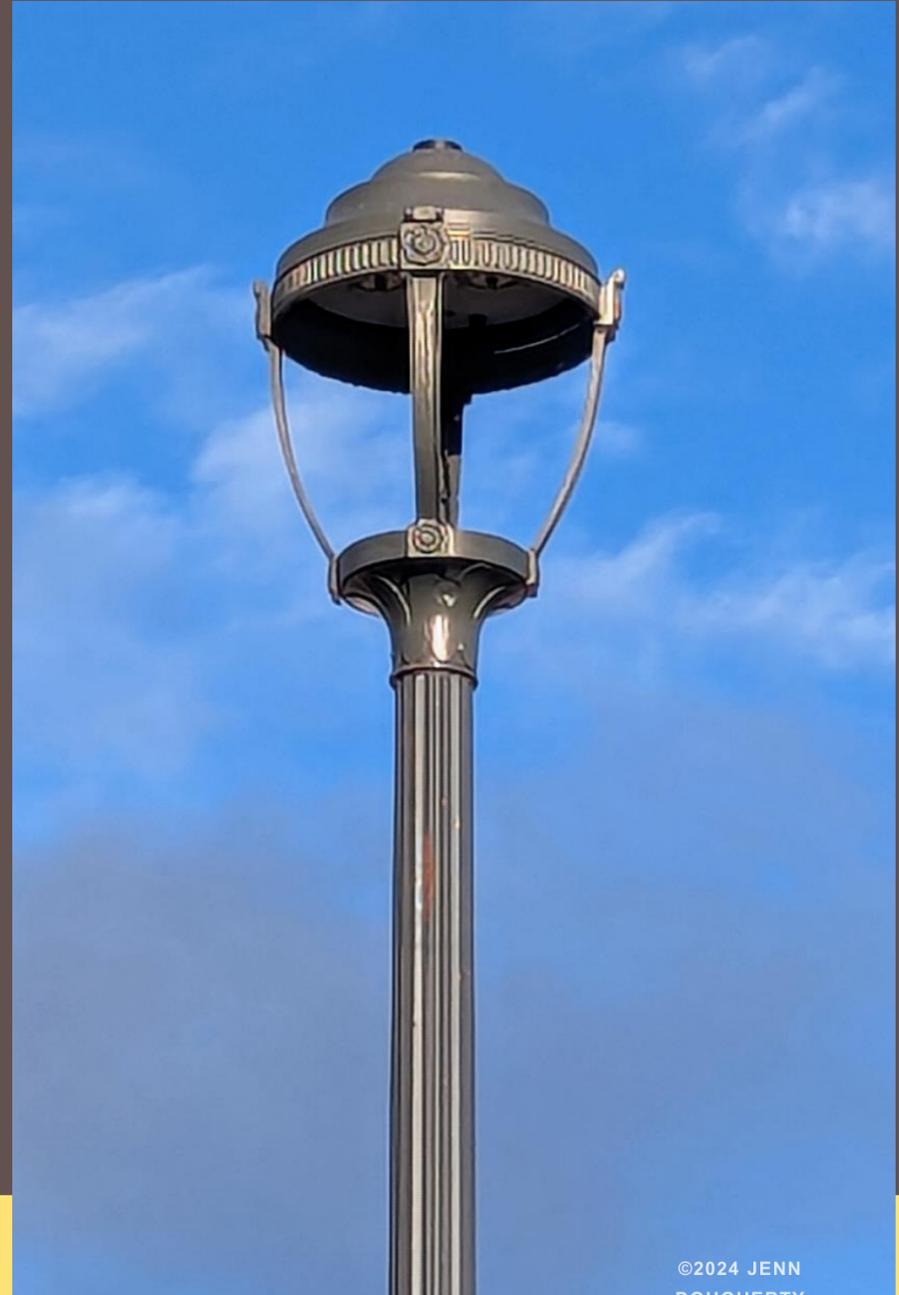


2025 OREGON MAIN STREET REVITALIZATION GRANT

- We submitted a new project for this grant cycle, results will arrive in June
 - The parameters of the grant application this year:
 - \$400,000 + matching funds by owner
 - Main Street admin fee can be counted as match funds
 - Heavy competition this year
- We continue to bring a variety of grant money into the community

ACCESS & AGILITY of a NON-GOVERNMENTAL ORGANIZATION

- We're able to do things as a nonprofit –specifically as a Main Street organization– that city government by itself cannot do
- Access programs that the City can not
- Collect data & document changes
- We can be another voice at the table
 - Economic Opportunity Assessment
 - CET Business Owners Survey
 - Volunteering to solve problems for businesses and residents



FLYING EAGLE EAGLE



DONATION OF CITY PROPERTY



The City of St. Helens, Oregon, hereby donates to the St. Helens Main Street Alliance, a non-profit organization (Tax ID 46-1845537), the following described City-owned surplus property:

Flying Eagle Canoe and accompanying trailer



The undersigned affirms that they have the authority to make this donation on behalf of the City of St. Helens. This donation is made AS-IS, without warranties of any kind.

Dated this 18th day of April 2024.

CITY OF ST. HELENS

Signed [Signature]
Print Name John Walsh
Title City Administrator

Acceptance of City Property

The St. Helens Main Street Alliance hereby accepts the donation from the City of St. Helens described above. St. Helens Main Street Alliance agrees to indemnify, defend, and hold the City of St. Helens harmless from any liability, damages, and/or claims of damage and/or liability, in connection with said property to the extent such liability, damages, and/or claims stem from occurrences on or after the date of this acceptance. This agreement is subject to the limits and provisions of ORS 30.260 to 30.300, the Oregon Tort Claims Act, and Article XI, Section 10 of the Oregon Constitution.

Dated this 18th day of April 2024

ST. HELENS MAIN STREET ALLIANCE

Signed [Signature]
Print Name Erin Salisbury
Title President

VOLUNTEER

- Main Street's dedicated group of grassroots volunteers is consistently providing outsized results in economic development for the City of St Helens.
 - We're all doing this work on our own time, as volunteers
 - Main Street provides a place for volunteer connection
 - We're a plug-&-play volunteer base for the City
 - Halloweentown
 - Citizen's Day in the Park

COLLABORATIVE ENERGY

- City of St Helens
- Travel Oregon
- Treadway
- CET / Keep it Local



MARKETING | BRANDING | PROJECTS

- I Dig St. Helens
 - Main Street concept, design, & project launched fall 2024
 - Revived & adapted to support current City needs during ongoing waterfront construction
- North of West Music Fest
 - Project launched September 2024
 - Collaboration with downtown businesses
 - All music venues on private commercial properties
 - 2025 date set for September 20, expanding into uptown
- St. Helens Waterfront Highway 30 sign
 - collaboration with Travel Oregon in progress

I DIG ST. HELENS

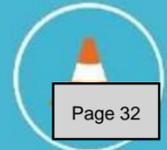


MY PERFECT FRIDAY IN DOWNTOWN ST HELENS



A LATTE FROM **BEYOND THE FOREST** WHILE I BROWSE THE WARES AT **2C'S VENDORS MALL**, AND **JILLY'S**. GRAB A HOT DOG LUNCH FROM **BIG RIVER TAPROOM**. BEFORE ENJOYING A LITTLE CULTURE AT **SPILT INK GALLERY** AND **ENDLESS SOUND RECORDS**. HAPPY HOUR DRINK AND FOOD SPECIALS AT **PLYMOUTH PUB** REALLY HIT THE SPOT. NOW DON'T FORGET TO GRAB A TREAT FROM **LIGHTNING CUPCAKES** BEFORE HEADING TO **CROOKED CREEK** FOR DINNER AND MUSIC! A NIGHT CAP AT **THE KLONDIKE** ROUNDS OUT MY PERFECT ST HELENS FRIDAY.

THERE'S REALLY SO MUCH TO DO DOWNTOWN!
COME SEE AND DON'T FORGET YOUR
I DIG ST HELENS CARDS!



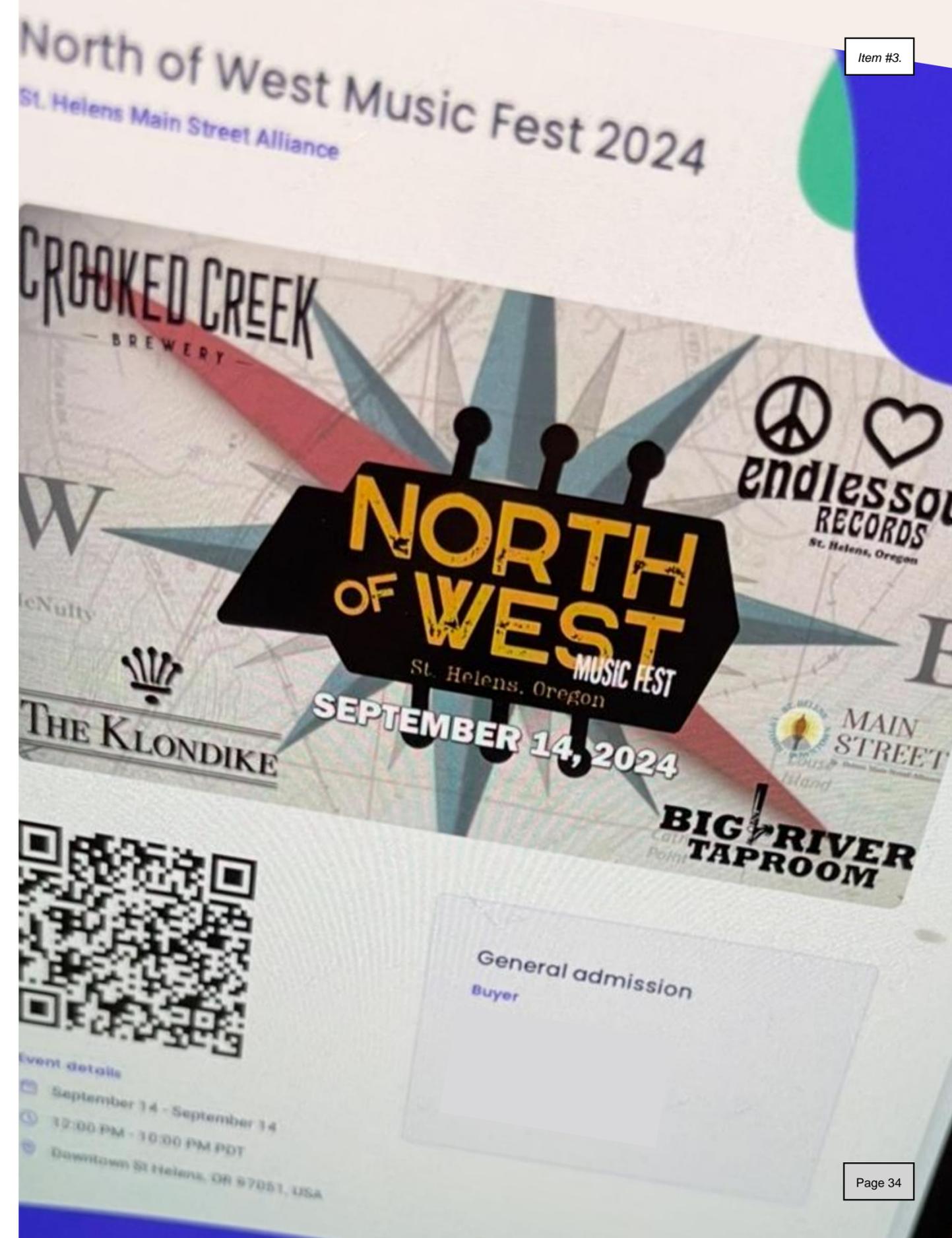
NORTH OF WEST MUSIC FEST

- The North of West Music Fest is a one-day music festival held within a variety of businesses in the St. Helens Main Street Corridor.
- The original goal for this project was to build community and boost economic vitality, specifically in the Riverfront District.
- The event was created in 2024 by local Riverfront business owners and St. Helens Main Street Alliance, in response to construction for The City's Waterfront Redevelopment Project.
- Months of construction significantly reduced foot traffic and forced the relocation of the popular summer music series, *13 Nights on the River*, away from the Riverfront that year.
- Main Street Alliance coordinated and convened the festival, in collaboration with four participating businesses who organized their own bands and managed their own social media promotions.



NORTH OF WEST 2024

- 8 bands
- 4 venues
- 216 tickets sold
- It was a highly successful proof-of-concept event, despite ongoing construction, and without organized advertising efforts.
- We received overwhelmingly positive feedback from the community about the event.
- Businesses in the Riverfront District reported a significant boost in sales that day.
- Locations that weren't officially participating in the festival also benefited financially from the event.



2024



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Item #3.



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WE'VE GOT PLANS | GOALS IN THE NEXT YEAR

- Main Street America
 - Attending the Main Street America event, spring of 2026
- North of West Music Fest
 - Growing the venues, musicians, & attendance
- Administrative systems
 - Streamlining workflows
 - Membership structure
 - Online revamp & relaunch



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CONTACT

WEBSITE

StHelensMainStreet.org

EMAIL

outreach@StHelensMainStreet.org

THANK YOU





Seasonal Library Intern

DEPARTMENT: Library
DIVISION: N/A
SUPERVISOR: Library Director
CLASSIFICATION: Non-Exempt
UNION: No
CONFIDENTIAL: No

POSITION SUMMARY

Contribute to the design and delivery of a connected learning project, working with mentors. Connected learning combines personal interests, supportive relationships, and learning opportunities. During this internship, the intern will learn about the scope of library work and identify how their interests and skills match that work. The intern is expected to learn basic principles, practices, and goals of library operations and youth volunteerism.

SUPERVISION RECEIVED

Works under the supervision of the Library Director and receives technical and functional direction from the Youth and Makerspace Librarian.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

- Develops and implements a Teen Advisory Council program.
- Supports Summer Library Challenge, including program design, preparation, and support.
- Development of Connected Learning Project. Projects must have a community-facing element and relate to overall library goals.
- Plans and coordinates project milestones and identifies project resources.
- Documents and presents project outcomes and learning.
- Keeps supervisor and designated library staff accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.
- Attends meetings and training sessions for summer youth and Summer Reading programs.
- Completes reports, surveys, and other documentation as required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of this position.

PERIPHERAL DUTIES

Intern may also be responsible for:

- Performing project research and recommendations.

- Preparing information and/or supporting documents for meetings or projects.
- Providing program assistance.
- Participating in community outreach.
- Facilitating internal and/or external customer service.

The intern will be expected to spend dedicated time writing, reflecting, and sharing about their experience.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- a. Sufficient education to ensure the ability to read and write the English language.

KNOWLEDGE, SKILLS, AND ABILITIES

- a. Ability to operate a computer. Ability to navigate and use the internet.
- b. Ability to communicate effectively in oral and written form with people on an individual or group basis.
- c. Ability to understand and carry out complex oral and written instructions.
- d. Ability to maintain effective working relationships with co-workers, volunteers, partner agencies, and the general public.

SPECIAL REQUIREMENTS

- Must be 16 years of age or older.
- Possession of a valid state driver's license.
- Willingness to work nights and weekends.

TOOLS AND EQUIPMENT USED

- Use of computer or laptop for use in word processing, spreadsheets, databases, and other related software.
- Copier, printer, and fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an intern to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the intern is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl and talk or hear. The intern is frequently required to sit. The intern is occasionally required to climb or balance. The intern must regularly lift and/or move up to 10 pounds and push/pull up to 16-20 pounds initially, 10-15 pounds sustained. Specific vision

abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those intern encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

Duties of this position are performed mostly in an indoor environment, involving heavy public contact, frequent interruption, and usually with a moderate noise level.

INTERN ACKNOWLEDGMENT

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and intern and is subject to change by the employer as the needs of the employer and requirements of the job change.

I acknowledge that I have received a copy of the **Seasonal Library Intern** job description. I understand that it is my responsibility to adhere to the Essential Duties and Responsibilities as outlined within this job description.

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, the minimum education and experience required of the position, and the physical demands of the position.

Signatures:

Seasonal Library Intern

Date

Print Name: _____

Library Director

Date

Print Name: _____

MEMORANDUM

Date: May 14, 2025

To: St. Helens Mayor and City Council

From: Ashley Wigod, City Attorney 

Re: Revisions to the Governing Policy and SHMC 2.12.030

Purpose: To review proposed revisions to the Governing Policy and SHMC 2.12.030

Background: On March 17, 2025, City Council held a Work Session to discuss general recommended revisions to the Governing Policy. On May 7, 2025, City Council held another Work Session to discuss the text of the Governing Policy and proposed revisions to SHMC 2.12.030, City Administrator.

Attachments: Included with this memorandum are proposed revisions to the Draft Governing Policy and SHMC 2.12.030, made as a result of the discussions in the May 7, 2025, City Council Work Session. The below chart explains the proposed revisions and the reasons for them.

GOVERNING POLICY	
Proposed Revisions to 5-7-2025 Draft	Explanation
<p>Governing Structure. Delete: “No Councilor shall act individually, other than by expressions of opinion, recommendation, and motions stated during the conduct of City Council meetings.”</p>	<p>This statement applies to Councilors actions at a City Council meeting and is too restrictive to be included in the general Governing Policy framework. It is a statement more appropriate for Council Rules related to City Council meetings.</p>
<p>Collaborative Decision Making on Policy Issues. Delete this section in its entirety.</p>	<p>This section delegates authority to individual Council liaisons to have policy discussions with staff instead of involving the entire Council. City Council expressed the desire for the entire City Council to be involved in questions of policy. Therefore, this section is deleted.</p>
<p>Personnel Hiring, Supervision, Discipline, and Termination. Specify that Department Heads will be hired by the City Administrator by either an internal or external hiring process in accordance with the City’s hiring policies.</p>	<p>City Council discussed having a clear process to fill Department head vacancies. A survey of several other cities found that cities either provide for an internal or external recruitment process to fill department head vacancies and that they have regular hiring procedures. It was reported to be rare that a direct appointment for a department head has been made. Therefore, this section has been</p>

May 14, 2025, Memo to St. Helens City Council re: Governing Policy and SHMC 3.12.030

Page 1 of 3

	revised to require that Department heads be hired through an internal or external process in accordance with the City’s hiring policies.
<p>Personnel Hiring, Supervision, Discipline, and Termination. Delete “Department Heads may be fired by the City Administrator in accordance with any applicable employment contract and the City’s personal policies.”</p>	This statement duplicated the statement above it.
<p>Personnel Evaluations – City Administrator Clarify that the City Administrator’s performance evaluation will be guided by City Council and administered by the City Recorder. Clarify that performance evaluations will be at least annually.</p>	<p>The prior draft proposed having a Council liaison oversee the process. The Council prefers the City Recorder to perform this function.</p> <p>Council discussed not wanting the requirement for annual performance reviews to limit more frequent reviews if necessary. This addition supports that option.</p>
<p>Personnel Evaluations – Department Heads Clarify that Department Head’s performance evaluations will be guided by the City Administrator and then administered by the City Recorder.</p>	<p>The prior draft proposed having a Council liaison involved in the evaluation process. The Council prefers that the City Council liaison be removed from this process and requested that the City Recorder perform this function.</p> <p>Council discussed not wanting the requirement for annual performance reviews to limit more frequent reviews if necessary. This addition supports that option.</p> <p>Some councilors proposed that they be provided a copy of the performance evaluation. This recommendation was not included in this final draft as it is under review to determine if that practice is consistent with employment law practices.</p>

SHMC 2.12.030, City Administrator: Power and Authority - Duties	
Proposed Revisions to 5-7-2025 draft shown in highlight	Explanation
2.12.030(e) The City Administrator shall be responsible for preparing and submitting to the Budget Officer and such information and reports as that Budget Officer requests;	Clarifies that the City Administrator is responsible for preparing information and reports at the request of the Budget Officer, but that the City Administrator is not

	necessarily responsible for preparing the budget, unless appointed by the City Council per ORS 294.331 to do so.
2.12.030(g) Encourage and support regional and intergovernmental cooperation	Recommended as a responsibility for the City Administrator by League of Oregon Cities.
2.12.030(h) Promote cooperation among the council, staff and citizens in developing city policies and building a sense of community.	Recommended as a responsibility for the City Administrator by League of Oregon Cities.

Next Steps: At the May 21, 2025, Work Session, City Council to have an opportunity to review and discuss these proposed revisions. If desired, the Governing Policy and revisions to SHMC 2.12.030, with any revisions discussed, may be placed on the City Council Agenda for adoption.

CITY OF ST. HELENS GOVERNING POLICY

1. **Purpose:** The purpose of this policy is to establish guidelines for a governing structure to be used by City Councilors, the City Administrator, and staff, and to delegate responsibilities and authority to implement the guidelines.
2. **Governing Structure:** The City Council shall operate in a manner consistent with the City Charter. The City Council shall exercise its legislative and administrative authority by establishing policies through the adoption of ordinances and resolutions. The City Administrator shall be responsible for the proper administration of the daily affairs of the City of St. Helens, by carrying out these policies established by the City Council. ~~No Councilor shall act individually, other than by expressions of opinion, recommendation, and motions stated during the conduct of City Council meetings.~~

~~3. Collaborative Decision-Making on Policy Issues:~~

- ~~a. Regular and emergency administrative decisions that apply adopted City policies shall be made by the City Administrator or City staff, as delegated to city staff by the City Administrator.~~
- ~~b. Decisions requiring policy interpretation of significant consequence or probable controversy shall be made in a collaborative process involving discussion and resolution between the Councilor Liaison assigned to the department, the City Administrator, and the Department Head. When a consensus cannot be reached related to such a policy interpretation, the City Administrator shall refer the question to the Council.~~

4.3. Personnel Hiring, Supervision, Discipline, and Termination: Subject to the City's adopted personnel rules, supervisory the City Administrator and Department Heads authority shall be as follows:

- a. City Administrator
 - i. The Council shall appoint, supervise, discipline, and as necessary, remove the City Administrator in accordance with the City Charter and St. Helens Municipal Code.
 - ii. The City Administrator shall carry out the duties set forth in the Charter, this Governing Policy, City Code and/or as otherwise directed by the Council.
- b. Department Heads and Employees
 - i. Department Heads shall be selected by the City Administrator by an internal or external recruitment in accordance with the City's hiring policies which a recruitment and selection process or if not described as determined by the

~~City Administrator, who~~ shall weigh the public interests, value of a national or regional search and recruitment, and the value of preserving internal career development and promotional opportunities for well-qualified, tenured and experienced employees. The City Administrator shall hire the selected Department Head candidate, subject to confirmation by a majority of the Council.

- ii. Department Heads shall be supervised by the City Administrator and as necessary, Department Heads may be disciplined and separated from City employment by the City Administrator in accordance with City's personnel policies ~~and any applicable employment Contract.~~

~~a. Department Heads may be fired by the City Administrator in accordance with any applicable employment contract and the City's personnel policies.~~

- iii. Decisions regarding hiring and termination of department employees, and the supervision and discipline of employees, shall be performed by Department Heads in consultation with the City Administrator.

- c. No member of the council shall directly or indirectly, by suggestion or otherwise, attempt to influence or coerce the City Administrator or Department Heads in the making of any hiring, firing, or discipline decisions of any employee, or attempt to exact any promise relative to any hiring from any candidate. Nothing in this section prohibits, however, the Council, in open session, from fully and freely discussing with or suggesting to the City Administrator anything pertaining to city affairs or the interests of the city.

5.4. Personnel Evaluations: Subject to the City's adopted personnel rules, responsibility for personnel evaluations shall be as follows:

- a. The performance and accountability of the City Administrator shall be evaluated at least annually by the City Council. ~~One Councilor will be selected by City Council to~~ City Council will provide guidance to the City Recorder about the scope and methods for the performance evaluation, who will work with a suitable human resource professional, ~~who will be~~ either a contractor or employee, to administer a cost-effective performance evaluation process. Evaluations shall be written in a form approved by the Council. The City Administrator may be asked to prepare a self-assessment that identifies major accomplishments during the evaluation period.
- b. The performance and accountability of Department heads shall be evaluated at least annually by the City Administrator, ~~with involvement from the Council liaison.~~ The City Administrator shall will provide guidance to the City Recorder about the scope and methods for the performance evaluation, who will work with a suitable human resource professional, ~~who will be~~ either a contractor or

employee, to administer ~~an effective and a~~ cost-effective performance evaluation process. The Department ~~headheads~~ may be asked to prepare a self-assessment that identifies major accomplishments during the evaluation period.

- c. Department employees shall be evaluated at least annually by their supervisors subject to review and approval by each Department Head.
- d. Upon completion, evaluations shall be communicated with the employee and referred to the City Administrator for retention in secured personnel files in accordance with all public records and public meetings laws.

6.5. Personnel and Merit Principles: Nothing in this Governing Policy shall be interpreted or applied in a manner which contravenes or is inconsistent with the St. Helens City Charter and the City's rules governing recruitment, selection, promotion, transfer, demotion, suspension, layoff, and dismissal of city employees based on merit and fitness.

DRAFT

CITY OF ST. HELENS GOVERNING POLICY

1. **Purpose:** The purpose of this policy is to establish guidelines for a governing structure to be used by City Councilors, the City Administrator, and staff, and to delegate responsibilities and authority to implement the guidelines.
2. **Governing Structure:** The City Council shall operate in a manner consistent with the City Charter. The City Council shall exercise its legislative and administrative authority by establishing policies through the adoption of ordinances and resolutions. The City Administrator shall be responsible for the proper administration of the daily affairs of the City of St. Helens, by carrying out these policies established by the City Council.
3. **Personnel Hiring, Supervision, Discipline, and Termination:** Subject to the City's adopted personnel rules, the City Administrator and Department Heads' authority shall be as follows:
 - a. City Administrator
 - i. The Council shall appoint, supervise, discipline, and as necessary, remove the City Administrator in accordance with the City Charter and St. Helens Municipal Code.
 - ii. The City Administrator shall carry out the duties set forth in the Charter, this Governing Policy, City Code and as otherwise directed by the Council.
 - b. Department Heads and Employees
 - i. Department Heads shall be selected by the City Administrator by an internal or external recruitment in accordance with the City's hiring policies, which shall weigh the public interests, value of a national or regional search and recruitment, and the value of preserving internal career development and promotional opportunities for well-qualified, tenured and experienced employees. The City Administrator shall hire the selected Department Head candidates, subject to confirmation by a majority of the Council.
 - ii. Department Heads shall be supervised by the City Administrator and as necessary, Department Heads may be disciplined and separated from City employment by the City Administrator in accordance with the City's personnel policies and any applicable employment Contract.
 - iii. Decisions regarding hiring and termination of department employees, and the supervision and discipline of employees, shall be performed by Department Heads in consultation with the City Administrator.

- c. No member of the council shall directly or indirectly, by suggestion or otherwise, attempt to influence or coerce the City Administrator or Department Heads in the making of any hiring, firing, or discipline decisions of any employee, or attempt to exact any promise relative to any hiring from any candidate. Nothing in this section prohibits, however, the Council, in open session, from fully and freely discussing with or suggesting to the City Administrator anything pertaining to city affairs or the interests of the city.

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- b. The performance and accountability of Department heads shall be evaluated at least annually by the City Administrator. The City Administrator will provide guidance to the City Recorder about the scope and methods for the performance evaluation, who will work with a suitable human resource professional, either a contractor or employee, to administer a cost-effective performance evaluation process. The Department heads may be asked to prepare a self-assessment that identifies major accomplishments during the evaluation period.
- c. Department employees shall be evaluated at least annually by their supervisors subject to review and approval by each Department Head.
- d. Upon completion, evaluations shall be communicated with the employee and referred to the City Administrator for retention in secured personnel files in accordance with all public records and public meetings laws.

5. Personnel and Merit Principles: Nothing in this Governing Policy shall be interpreted or applied in a manner which contravenes or is inconsistent with the St. Helens City Charter and the City's rules governing recruitment, selection, promotion, transfer, demotion, suspension, layoff, and dismissal of city employees based on merit and fitness.

CHAPTER 2.12 CITY ADMINISTRATOR

2.12.030 Power and authority – Duties.

(1) The Ceity Aadministrator shall exercise all authority and power herein delegated, or hereinafter delegated, to them by the Ceity Ceouncil. The duties of the Ceity Aadministrator are listed ~~herein and~~ in any employment agreement the job description that is approved by Ceity Ceouncil. The duties and responsibilities ~~hereinabove~~ listed shall not be interpreted as limiting the authority of the city administrator but shall be interpreted as merely a partial definition of their responsibilities.

(2) The powers and duties of the City Administrator shall be as follows:

(a) The City Administrator shall devote their entire working time to the discharge of their official duties, attend all meetings of the Council unless excused therefrom by the Council, keep the Council advised at all times of the affairs and needs of the City, make reports annually, or more frequently if requested by the Council, of all the affairs and departments of the City;

(b) The City Administrator shall see that all ordinances are enforced and that the provisions of all franchises, leases, contracts, permits and privileges granted by the City are observed;

(c) The City Administrator shall appoint, supervise, and remove city employees as required, including designating a custodian of records, and except as the Charter or Governing Policy otherwise provides. The City Administrator shall have general supervision and control over them and their work with power to transfer an employee from one department to another. The City Administrator shall supervise the departments to the end of obtaining the utmost efficiency in each of them. The City Administrator shall delegate duties, but remain responsible for actions of all subordinates;

(d) The City Administrator shall ensure that all expenditures of public funds, including the purchase of goods and services, are made in accordance with City policies, State budget and public contract law, and generally accepted financial management practices;

(e) The City Administrator shall be responsible for preparing and submitting to the Budget Officer and Budget Committee the annual budget estimates and such information and reports as that Budget Officer body requests;

(f) The City Administrator shall supervise the operation of all public utilities owned and operated by the City and shall have a general supervision over all City property;

(g) Encourage and support regional and intergovernmental cooperation;

(h) Promote cooperation among the Council, staff and citizens in developing city policies and building a sense of community; and

(g) The City Administrator shall perform other duties as direct by the Council.



City of St. Helens
St. Helens Police Station
City Council Update | 04.02.2025

IMPORTANCE FACTOR SCORING MATRIX - INDIVIDUAL SCORES

CRITERIA RANK 1 (least suited) OR 2 (best suited)	MAYOR		COMMISSIONER		COUNCILOR		COMMISSIONER		COUNCILOR		COMMISSIONER		COMMISSIONER		COUNCILOR		COUNCILOR		ADMINISTRATOR	
	Massey		David Rosengard		Brandon Sundeen		Scott Jacobson		Mark Gundersen		Brooke Sisco		Jennifer Shoemaker		Jessica Chilton		Russ Hubbard		John Walsh	
	1771	Gable	1771	Gable	1771	Gable	1771	Gable	1771	Gable	1771	Gable	1771	Gable	1771	Gable	1771	Gable	1771	Gable
1 Cost of Land/Site Developments	2	1	1	2	1	2	1	2	1	2	2	1	2	1	1	2	2	1	2	1
2 Size of Site	2	1	1	1	1	2	2	2	2	1	2	1	2	2	1	2	2	1	2	1
3 Shape of Site	2	1	1	1	2	1	2	1	2	1	1	1	2	1	1	2	2	1	1	1
4 Existing Design Reuse	2	1	1	1	2	1	1	1	2	1	2	1	2	1	1	2	2	1	1	1
5 Public Access to Site - Vehicle	2	1	2	1	1	1	2	1	2	1	2	2	2	1	2	1	2	1	2	1
6 Public Access to Site - Transit	2	1	2	1	1	1	2	1	2	1	2	2	2	1	2	1	2	1	2	1
7 Public Access to Site - Pedestrian/Bicycle	2	1	2	1	2	1	2	1	2	1	2	2	2	1	2	1	2	1	2	1
8 Visibility and Prominence	2	1	2	1	2	1	2	1	2	1	2	1	2	1	2	1	2	1	2	1
9 Proximity to Government Functions	2	1	2	1	2	1	2	1	2	1	2	1	2	1	2	2	2	1	2	1
10 Neighborhood Context	2	1	2	1	2	1	2	1	2	1	2	1	2	1	1	2	2	1	2	1
11 Positioning on Site	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
12 Security	2	1	2	1	2	1	2	1	2	1	2	1	2	1	1	2	2	1	2	1
13 Traffic Congestion	1	1	1	1	1	1	2	1	2	1	2	1	2	1	1	2	2	1	2	1
14 Flood Plain Impact	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
15 Proximity to Geographic Center	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
16 Current Ownership	1	2	2	1	1	2	1	1	2	1	1	2	2	1	1	2	2	1	1	1
17 Land Use	2	1	2	1	2	1	2	1	2	1	2	1	1	1	1	1	2	1	2	1
18 Response Time	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
ASSESSMENT SCORE	30	19	27	19	26	21	29	20	31	19	30	22	31	19	23	27	32	18	29	18
CUMULATIVE RANK (BASED ON SCORE)	1	2	1	2	1	2	1	2	1	2	1	2	1	2	2	1	1	2	1	2

TOTAL SCORE: 1771 COLUMBIA 288 1st
 TOTAL SCORE: GABLE RD 202 2nd

Not Present: Charles Castner and Reid Harman

Appraisal Justification for 1771 Columbia Site

3/27/2025

Estimated Project Cost for various Sites

Item	Columbia Site	Gable Road Site	New Greenfield Site	Existing Police Site	Sheriff Site	Notes
	HSW 3.2 Estimate	12 months land use	Assumes correct zoning	New Design needed	Flood Plain issue	New Design needed for Existing Police site. Others reuse existing Kaster Design
Hard Cost	\$ 11,440,000.00	\$ 12,355,200.00	\$ 11,897,600.00	\$ 11,897,600.00	\$ 11,897,600.00	Green field is HSW 3.2 Columbia Estimate with Escalation for 6 months minimum at 4%. Gable Site is HSW 3.2 for 1 year at 8% due to land use
Offsite			\$ 100,000.00		\$ -	potential half street
Onsite			\$ 100,000.00		\$ 200,000.00	potential rock ex or grade issues
Building Demo	Included	\$ 80,000.00	\$ -	\$ 80,000.00	\$ -	Existing Police Demo
Professional Services	\$ 1,913,000.00	\$ 1,913,000.00	\$ 1,913,000.00	\$ 1,913,000.00	\$ 1,913,000.00	includes new Survey and Geotech but needs to be done [added] on all sites
Additional Landuse Civil and Landscape work	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	new site evaluation/ assumes reuse of the existing plans
New Building design due to Site constraints				\$ 500,000.00		Needs new design due to site size and constraints
City Costs	\$ 2,445,000.00	\$ 2,445,000.00	\$ 2,445,000.00	\$ 2,445,000.00	\$ 2,445,000.00	
Extensive issues with Police Operations relocation				\$ 400,000.00	\$ -	Police Relocation Cost. 2 moves. Temp Com Does rental space exist? School modulars? Utility Connections are needed Parking Site purchase
Grand Total marginal additional Cost	\$ 15,848,000.00	\$ 16,843,200.00	\$ 16,505,600.00	\$ 17,285,600.00	\$ 16,505,600.00	
Difference between Columbia site build and other sites		\$ 995,200.00	\$ 657,600.00	\$ 1,437,600.00	\$ 657,600.00	
Purchase Price Ask	\$ 1,250,000.00				\$17,885,600	
Appraised Price for Columbia Site	\$ 700,000.00				\$2,037,600	
Differertial between Ask and Appraisal	\$ 550,000.00					



LEGEND

Major Street 

City Limits 

Site 

- SITE 1: 1771 Columbia Boulevard
- SITE 2: 1271 Columbia Boulevard (Existing Police Site)
- SITE 3: Columbia County Sheriff's Office
- SITE 4: 2675 Gable Road



LOCATION

- 1771 Columbia Blvd. St. Helens, OR
- Tax Lots: 4104-CA-20900, 21000, 21100, 21200, 21300, 21400

SIZE

- 1.04 Acres

ZONING

- Houlton Business District (HBD) for northern 1/4 lots abutting Columbia Blvd. Allows “Public safety and support facilities” and “Public facilities, major” outright
- General Commercial (GC) for the southern 3/4. Allows “Public facilities, major” as Conditional Use but does not list “Public safety and support facilities”

TRANSPORTATION ACCESS

- Pedestrian
- Bike

DEVELOPMENT STANDARDS

- Building Setbacks: Maximum front yard of zero in HBD zone (no setback standards elsewhere)
- Maximum Building Coverage: 90%
- Minimum Landscaping Area: 10%
- Max. Building Height: 45 feet
- Minimum Parking Ratio: 1 space for every employee on largest shift using “Public Safety Services” category

SCHEDULE CONSIDERATIONS

- SANITARY SEWER LINE RELOCATION

LAND USE APPROVAL PROCESS

- CITY PLANNING STAFF RECOMMEND A ZONE CHANGE (FOR THE SOUTHERN 3/4 CURRENTLY ZONED AS GC) TO HBD ZONE SINCE IT PERMITS PUBLIC SAFETY AND SUPPORT FACILITIES OUTRIGHT
- ASSUMING ZONE CHANGE IS APPROVED, PROJECT WOULD REQUIRE SITE DEVELOPMENT REVIEW APPROVAL BY PLANNING DIRECTOR PRIOR TO BUILDING PERMITSW



SITE 2: 1271 COLUMBIA BLVD

LOCATION

- 1271 Columbia Blvd
St. Helens, OR
- Tax Lot: 4N1W-4AC-1000, 902, 900 & 701

SIZE

- 1.5 Acres

ZONING

- Houlton Business District (HBD)

TRANSPORTATION ACCESS

- Bus
- Bike

SITE INFORMATION

- Building Setbacks: Maximum front yard of zero
- Maximum Building Coverage: 90%
- Max. Building Height: 45 ft
- Minimum Parking Ratio:
No maximum. Minimum is 1 space for every employee on largest shift using "Public Safety Services" category

PROGRAM

- One story Police Facility
- Some covered secured parking
- Separate public and secured parking

PROS

- Property already owned by the City
- Entire parking program can be accommodated on site
- Directly adjacent to Fire Station
- Adjacent on-street parking could count towards public parking

CONS

- Project must be phased due to proximity of existing Police Facility
- Legal lot definition coordination with Fire Station
- New building design might have to be modified in order to accommodate a drive aisle to connect the two secure parking areas
- Will require relocation of police operations during construction



SITE 3: COLUMBIA COUNTY SHERIFF'S OFFICE

LOCATION

- 901 Port Avenue St. Helens, OR
- Tax Lot: 4N1W-9B-200

SIZE

- 10.67 Acres

ZONING

- Heavy Industrial (HI)

TRANSPORTATION ACCESS

- Bus

SITE INFORMATION

- Building Setbacks: No specific yard (setback) requirement in HI zone.
- Maximum Building Coverage: No basic standard for HI zone.
- Max. Building Height: 75'
- Minimum Parking Ratio: No maximum. Minimum is 1 space for every employee on largest shift using "Public Safety Services" category. Additional spaces should be considered for areas open to the public.
- Allowed Use: Conditional Use in the HI zone.
- No frontage improvements anticipated.

PROGRAM

- One story Police Facility
- Shared secured parking
- Shared separate public and secured parking

PROS

- Entire parking program can be accommodated on site provided sharing with Sheriff is allowed
- Minimal site work due to existing use
- Existing police building design can be utilized with minimal re-design

CONS

- Portion of building and parking in flood plain
- Limited access to site during flood events

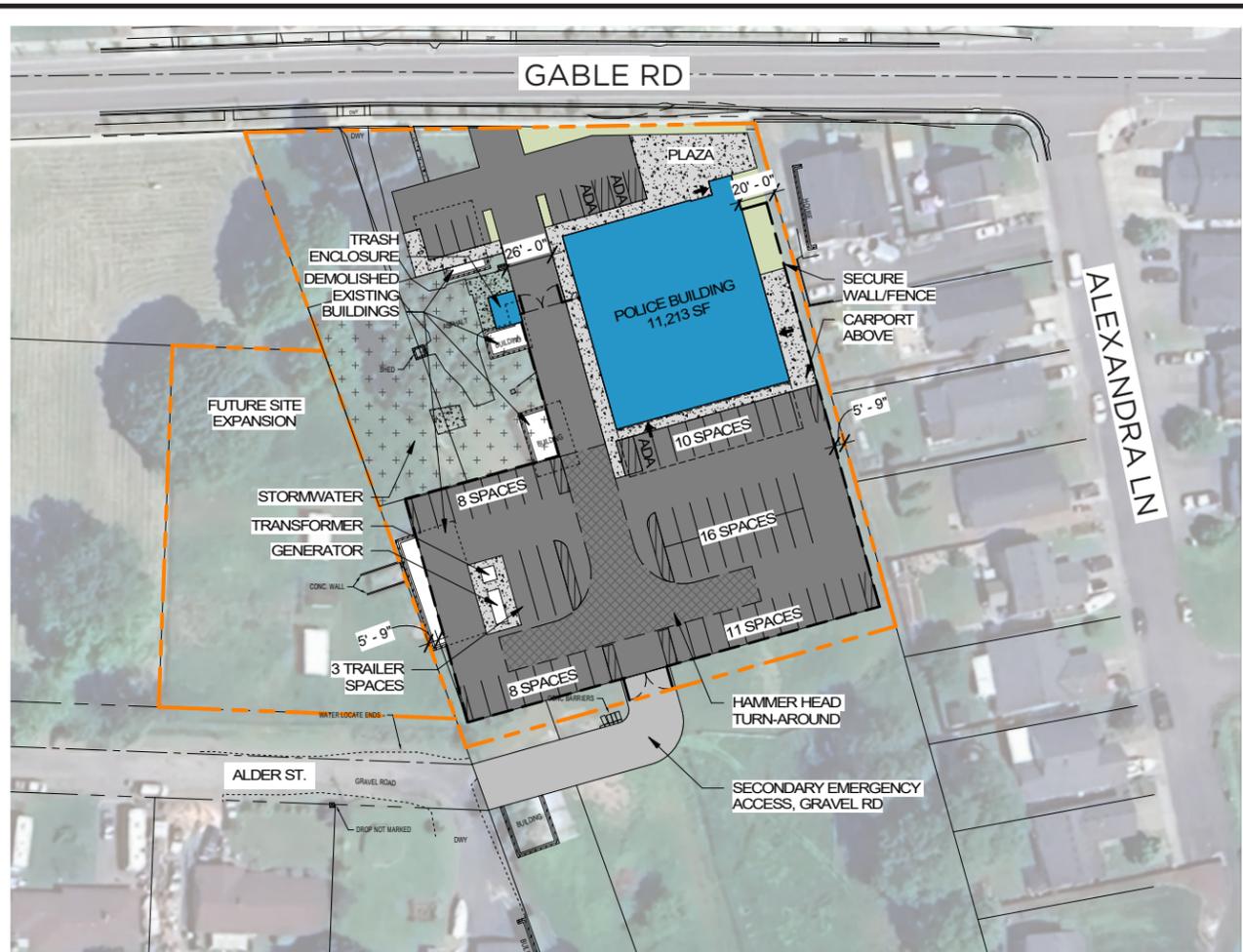
- Potential need to expand secure parking to accommodate demand for both Sheriff and Police parking requirement
- Construction will need to be phased to enable continued operation of facility and access/egress to and from site
- May require raising grade above the flood plain elevation, which could affect public parking and entry access of existing Sheriff's building

SCHEDULE CONSIDERATIONS

- UNKNOWN IMPACTS WITH NEIGHBORS
- WETLANDS IMPACTS WOULD REQUIRE PERMITS FROM OREGON DEPARTMENT OF STATE LANDS AND/OR US ARMY CORPS OF ENGINEERS

LAND USE APPROVAL PROCESS

- CITY PLANNING STAFF RECOMMEND A ZONE CHANGE TO ONE THAT LISTS PUBLIC SAFETY AND SUPPORT FACILITIES (E.G. PUBLIC LANDS (PL) OR RESIDENTIAL-5 (R-5))
- ASSUMING ZONE CHANGE IS APPROVED, PROJECT WOULD REQUIRE CONDITIONAL USE PERMIT APPROVAL BY PLANNING COMMISSION PRIOR TO BUILDING PERMITS
- PARTITION OR LOT LINE ADJUSTMENT MAY ALSO BE REQUIRED
- ANY DEVELOPMENT ON THE COUNTY-ZONED PARCEL WOULD REQUIRE ANNEXATION AND CITY ZONING



LOCATION

- 2675 Gable Road
St. Helens, OR
- Tax Lots: 4108-BA-03800, 03900, and 4108-BB-01400

SIZE

- 1.71 Acres

ZONING

- Eastern 2 parcels are zoned Apartment Residential (AR) by City. Allows "Public facilities, major" as Conditional Use but does not list "Public safety and support facilities"
- Western parcel is zoned Multiple Family Residential (MFR) by Columbia County. Does not permit police facilities

TRANSPORTATION ACCESS

- Pedestrian
- Bike

DEVELOPMENT STANDARDS

- Building Setbacks:
Minimum front yard of 20 feet
Minimum rear yard of 10 feet
Minimum interior yard of 6 feet
- Maximum Building Coverage: 50%
- Minimum Landscaping Area: 25%
- Max. Building Height: 35 feet
- Minimum Parking Ratio:
1 space for every employee on largest shift using "Public Safety Services" category