



COUNCIL REGULAR SESSION

Wednesday, February 18, 2026 at 7:00 PM

COUNCIL MEMBERS:

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

LOCATION & CONTACT:

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

AGENDA

CALL REGULAR SESSION TO ORDER

PLEDGE OF ALLEGIANCE

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

ORDINANCES – *Final Reading*

1. **Ordinance No. 3319:** An Ordinance to Annex and Designate the Zone of Certain Property Located Between the Northern Terminus of Morten Lane and the South Side of Sykes County Road
2. **Ordinance No. 3320:** An Ordinance Authorizing the Operation of Class IV All-Terrain Vehicles on Streets located within the City of St. Helens, Oregon, and Providing a Penalty for the Violation Thereof

APPROVE AND/OR AUTHORIZE FOR SIGNATURE

3. Amendment No. 1 to Contract with Hasa, Inc. to Extend Contract for Delivery of Bulk Sodium Hypochlorite to the Wastewater Treatment Plant
4. Ratify AFSCME Collective Bargaining Agreement for 7/1/25-6/30/28 [placeholder]
5. First Amendment to Keller Associates, Inc. Agreement for the Reservoir Siting Study Project No. W-484
6. Intergovernmental Agreement with the Oregon Department of Transportation for the Transportation System Management Plan Update
7. Right-of-Way Dedication Deed for 80 S. 21st Street
8. Subgrant Agreement with City of Scappoose for Continued Implementation of the Growing Rural Oregon (GRO) Initiative Grant

APPOINTMENTS TO CITY BOARDS AND COMMISSIONS

9. Appoint Lori Baker to the Parks & Trails Commission

CONSENT AGENDA FOR ACCEPTANCE

10. Library Board Minutes dated January 12 and 28, 2026
11. Parks & Trails Commission Minutes dated January 12, 2026

12. Planning Commission Minutes dated January 13, 2026

CONSENT AGENDA FOR APPROVAL

13. OLCC Licenses

14. Accounts Payable Bill Lists

WORK SESSION ACTION ITEMS**COUNCIL MEMBER REPORTS****MAYOR MASSEY REPORTS****PROACTIVE ITEMS****OTHER BUSINESS****ADJOURN****VIRTUAL MEETING DETAILS**

Join: <https://us02web.zoom.us/j/82229910092?pwd=d5gjV71uf0FqWQP5gaHcwNxZd663Cw.1>

Passcode:788959

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.

City of St. Helens
ORDINANCE NO. 3319

AN ORDINANCE TO ANNEX AND DESIGNATE THE ZONE OF CERTAIN PROPERTY LOCATED BETWEEN THE NORTHERN TERMINUS OF MORTEN LANE AND THE SOUTH SIDE OF SYKES COUNTY ROAD

WHEREAS, applicant Susan L. A. Stutzman has requested to annex to the City of St. Helens certain undeveloped property located south of Sykes Road about 300 feet west of where the BPA lines intersect with Sykes Road, and north of the Morten Lane terminus next to 58990 Morten Lane. This property is also described per **Exhibit A** and depicted per **Exhibit B**; and

WHEREAS, the applicant and the other owner, Katherin M. A. Johnson, have consented in writing to the proposed annexation; and

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

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

WHEREAS, appropriate notice has been given and a public hearing was held January 21, 2026 on the annexation proposal; and

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

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

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

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

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

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

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

Section 6. In support of the above annexation and amendments described herein, the Council hereby adopts the Annexation A.1.25 Findings of Fact and Conclusions of Law, attached hereto as **Exhibit C** and made part of this reference.

Section 7. The effective date of this Ordinance shall be 30 days after approval, in accordance with the City Charter and other applicable laws.

Read the first time: February 4, 2026
Read the second time: February 18, 2026

APPROVED AND ADOPTED this 18th day of February, 2026 by the following vote:

Ayes:
Nays:
Abstain:

Jennifer Massey, Mayor

ATTEST:

Kathy Payne, City Recorder

EXHIBIT A

LEGAL DESCRIPTION

A parcel of land located in the SW ¼ of the SE ¼ of Section 6, Township 4 N., Range 1 W., Willamette Meridian, Columbia County, Oregon, more specifically described as follows:

Beginning at a point, which is the Northwest corner of Lot 1 of Meadow View Estates, Columbia County, Oregon, also the **True Point of Beginning**;

Thence, Southerly along the East right-of-way line of Morten Lane a distance of 1' to a point;

Thence, Westerly across the Morten Lane right-of-way to a point on the West right-of-way line of Morten Lane that is 1' South of the Northeast corner of Tract A of Meadow View Estates, Columbia County, Oregon;

Thence, Northerly along the West right-of-way line of Morten Lane a distance of 1' to the Northeast corner of said Tract A;

Thence, South 88°49' East to a point that is 144.87' from the Northwest corner of said tract A;

Thence, North 00°05-½' East to the Southerly right-of-way line of the Sykes County Road No. P-214 right-of-way;

Thence, Easterly along said Southerly right-of-way line a distance of 227.37' to a point;

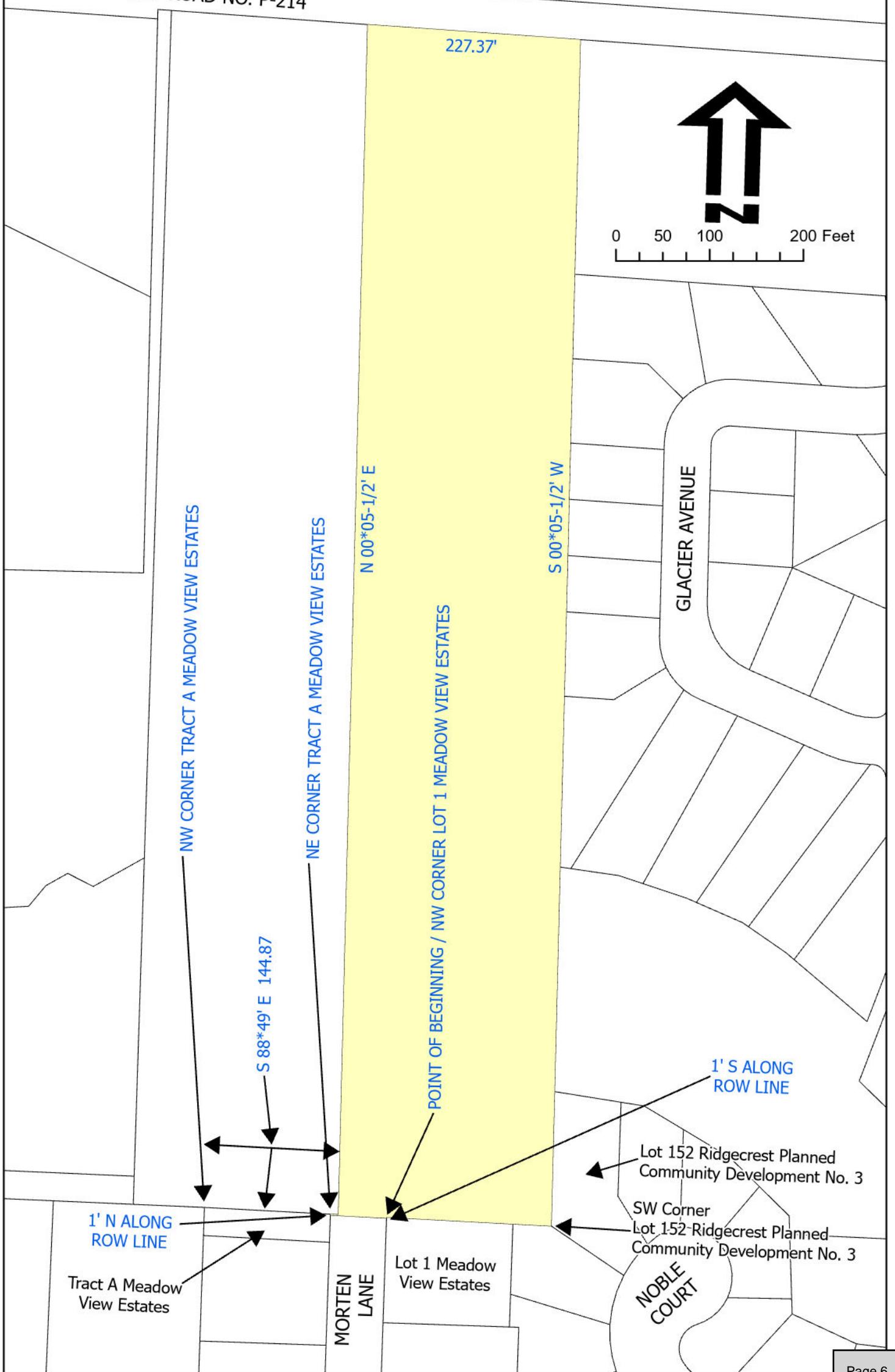
Thence, South 00°05-½' West to the Southwest corner of Lot 152 of Ridgecrest Planned Community Development No. 3, City of St. Helens, Columbia County, Oregon;

Thence, Westerly in a straight line to the **True Point of Beginning**.

EXHIBIT B

S.W.1/4 S.E.1/4 SEC.6 T.4N. R.1W W.M.
COLUMBIA COUNTY

SYKES COUNTY ROAD NO. P-214



CITY OF ST. HELENS PLANNING DEPARTMENT
FINDINGS OF FACT AND CONCLUSIONS OF LAW
Annexation A.1.25

APPLICANT: Susan L. A. Stutzman
OWNER: JOHNSON KATHRYN M A & STUTZMAN SUSAN L A
ZONING: Columbia County's R-10
LOCATION: Property south of Sykes Road about 300 feet west of where the BPA lines intersection with Sykes Road, and north of the Morten Lane terminus next to 58990 Morten Lane
PROPOSAL: Annexation of approximately 6.57 acres to the City of St. Helens

SITE INFORMATION / BACKGROUND

The property is undeveloped. There is a ravine with Wetland MC-9 and Riparian Area R-MC-16(a), both that are significant per the city's Development Code in the southern half of the site. The northern half of the site has less extreme topography and includes a 100' wide BPA easement that cuts a swath through several subdivisions on the west side of St. Helens.

The subject property could have access from Sykes Road on the north side and/or from Morten Lane on the south side. Given the ravine, it probably needs access from both sides because building a road through/over the ravine may not be practical. The property includes Tract B of the Meadow View Estates Subdivision, which is the Morten Lane "street plug." Street plugs (e.g., one-foot-deep strips of land at the end of rights-of-way) are typically publicly owned and an old way of reserving/controlling road extensions. If the street plug was owned by another party, the property would not have access to Morten Lane.

Rectangular in shape, though not all abutting properties are within the city's municipal limits, a portion of each of the four sides abuts city limits. The subject property does not abut but is close to the city's Urban Growth Boundary (UGB): along the north side of Sykes Road, the UGB is less than 50 feet away, and along the south side of Sykes Road the UGB is approximately 225 feet away.

PUBLIC HEARING & NOTICE

Public hearing before the Planning Commission for *recommendation to the City Council*: December 9, 2025. Public hearing before the City Council: January 21, 2026.

Notice of this proposal was sent to the Oregon Department of Land Conservation and Development on October 27, 2025 through their PAPA Online Submittal website.

Notice of this proposal was sent to surrounding property owners within 300 feet of the subject property(ies) on November 7, 2025 via first class mail. Notice was sent to agencies by mail or e-mail on the same date.

Notice was published on November 14, 2025 in the Columbia County Spotlight newspaper.

AGENCY REFERRALS & COMMENTS

Columbia County Public Works: Columbia County Public Works has reviewed the proposed annexation and has no comment on this proposal.

McNulty Water: The property owner should be aware that McNulty PUD has a waterline along the southern frontage of the property in question.

APPLICABLE CRITERIA, ANALYSIS & FINDINGS

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

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

Discussion: (a)(i) The Comprehensive Plan designation for the subject property is Rural Suburban Unincorporated Residential (RSUR). Applicable designation and zoning district for annexation are discussed later.

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

Note that SHMC 19.08.030 discusses public services and facilities and includes utility provisions (e.g., water and sewer) as well as services such as police and library. In sum, all services are intertwined; the consent to annexation allows connection to city sewer to support existing and future development on the subject property, and, once annexed, all other city services/facilities. Sewer and water capacity to serve this property is addressed in more detail under SHMC 17.28.030(1) below. By this review process, the proposal complies with this aspect of the Comprehensive Plan.

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

There is no known conflict with the addendums to the Comprehensive Plan which includes the Waterfront Prioritization Plan (Ord. No. 3148), the Transportation Systems Plan (Ord. No. 3150), the Corridor Master Plan (Ord. No 3181), the Parks & Trails Master Plan (Ord. No. 3191), the Riverfront Connector Plan (Ord. No. 3241), the Housing Needs Analysis (Ord. No. 3244), and the Economic Opportunities Analysis, Stormwater Master Plan, Wastewater Master Plan, and Water Master Plan (Ord. No. 3308).

However, there are applicable Comprehensive Plan policies and the Housing Needs Analysis applies to the applicable designation and zoning district for annexation. These are discussed further below.

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

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

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

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

The property is within the St. Helens UGB, is subject to the St. Helens Comprehensive Plan, is contiguous to city limits on all four sides, and conforms with other city requirements. As this proposal meets these criteria, this property will **not** be subject to a majority vote among the electorate.

Other provisions applicable to this proposal are discussed elsewhere herein.

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

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

SHMC 17.08.060 – Transportation planning rule compliance

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

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

"Significant" means the proposal would:

- (a) Change the functional classification of an existing or planned transportation facility (exclusive of correction of map errors in an adopted plan);
- (b) Change standards implementing a functional classification system; or
- (c) As measured at the end of the planning period identified in the adopted transportation system plan:
 - (i) Allow land uses or levels of development that would result in types or levels of travel or access that are inconsistent with the functional classification of an existing or planned transportation facility;
 - (ii) Reduce the performance of an existing or planned transportation facility below the minimum acceptable performance standard identified in the TSP; or
 - (iii) Worsen the performance of an existing or planned transportation facility that is otherwise projected to perform below the minimum acceptable performance standard identified in the TSP or comprehensive plan.

(2) Amendments That Affect Transportation Facilities. Comprehensive plan amendments, zone changes or land use regulations that significantly affect a transportation facility shall ensure that allowed land uses are consistent with the function, capacity, and level of service of the facility identified in the TSP. This shall be accomplished by one or a combination of the following:

- (a) Adopting measures that demonstrate allowed land uses are consistent with the planned function, capacity, and performance standards of the transportation facility.
- (b) Amending the TSP or comprehensive plan to provide transportation facilities, improvements or services adequate to support the proposed land uses consistent with the requirements of OAR 660-012-0060.
- (c) Altering land use designations, densities, or design requirements to reduce demand for vehicle travel and meet travel needs through other modes of transportation.
- (d) Amending the TSP to modify the planned function, capacity or performance standards of the transportation facility.

(3) Traffic Impact Analysis. A traffic impact analysis shall be submitted with a plan amendment or zone change application, as applicable, pursuant to Chapter 17.156 SHMC.

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

Generally, when comparing potential land use impact on transportation facilities, the ***reasonable worst case scenario*** for the existing and proposed designation/zone are considered. The potential land uses are very similar for both the City and County for R7 and R10 zoning districts. The City's zoning is comparable to the County with regards to the possible intensity of uses allowed and potential vehicular trips generated. Thus, this proposal will not affect an existing or planned transportation facility.

There are ***special considerations*** for zoning properties R5 or AR upon annexation. These are discussed under SHMC 17.28.030(2) below. City R5 and AR zoning allows 5,000 and 4,000 square feet, respectively, for single-family dwellings, while County R-10 zoning requires 10,000 square feet. For purposes of the TPR, this doubles the potential intensity of use of the property. If

R5 or AR zoning is considered for all or a portion of the subject property as part of this annexation, a transportation impact analysis would be warranted. No such analysis has been provided to support AR or R5 zoning. However, the city will have the opportunity to require a traffic impact analysis with any future subdivision proposal.

Finding: Transportation facilities will not be significantly affected by this proposal based on the City Council's decision to apply the R7 zone.

SHMC 17.28.030(1) – Annexation criteria

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

Discussion: (a) Adequate public facilities.

Water – The site is within the McNulty Water District. The nearest city water is approximately 500 feet away to the west within the Sykes Road right-of-way. The city has an Urban Services Agreement with McNulty (2013 Resolution No. 1634) to determine which water provider is used.

The City's current water capacity is 6 million gallons/day and the peak flow, usually in the summer, is 3 to 4 million gallons/day. Additionally, the city has the capacity of approximately 10 million gallons to meet future demands. Any additional uses that occur on the subject property can be accommodated by the City's municipal water system as infrastructure has substantial capacity available.

McNulty Water noted that they have a water infrastructure on the south side of the property.

Sanitary Sewer – City sanitary sewer is available to the property from Sykes Road where there is an 8" sewer main.

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

With regards to *conveyance*, the city adopted a new **Wastewater Master Plan (WWMP)** in November 2021 that identifies undersized trunk lines already operating at or above capacity that

further development of the subject property (e.g., land division creating new parcels) would depend on. The WWMP can be found here:

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

The city is actively addressing this issue, which could impact future development of the property regardless of its status of being in or outside of city limits. This annexation does not by itself create additional sanitary sewer impact.

Transportation - Transportation facilities will not be significantly affected by this proposal based on the City Council's decision to apply the R7 zone.

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

(b) Comply with comprehensive plan amendment standards, zoning ordinance amendment standards, Comprehensive Plan policies and implementing ordinances.

The land use of the subject property is entirely vacant. Zoning considerations are discussed under SHMC 17.28.030(2) below.

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

(c) Compliance with state laws.

There are several state laws applicable to annexations. **City annexations of territory must be undertaken consistent with ORS 222.111 to 222.183.**

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

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

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

Per ORS 222.173(1) only statements of consent to annexation which are filed within any one-year period shall be effective, unless a separate written agreement waiving the one-year period or

prescribing some other period has been entered into between an owner of land or an elector and the city. The consent to annex filed with the city is dated August 2025.

The owners also signed an Electors Consent document including the one-year waiver, though this annexation is being processed within the first year.

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

- **Statewide Planning Goal 1: Citizen Involvement.**

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

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

The City's Development Code is consistent with State law with 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 also required. The city has met these requirements and notified DLCD of the proposal.

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

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

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

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

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

The site is within the McNulty Water District. The nearest City water is approximately 500 feet away to the west within the Sykes Road right-of-way. The city has an Urban Services Agreement with McNulty to determine which water provider is used.

City sewer is available from Sykes Road.

Public water and sanitary sewer are key elements for urban density.

- ***Statewide Planning Goal 10: Housing***

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

This Goal must be addressed 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.

Based on these two projects alone, the high-density deficiency is resolved. The city's adopted land-wise need for housing is met, and does not need to be considered further for this annexation.

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

As explained later in this report, the City Council can consider R10 or R7 zoning, but also R5 and AR. Since the fundamentals of the Housing Needs Analysis (HNA) are met, the city is not compelled to consider R5 or AR over R10 or R7. However, choosing R5 and/or AR would increase the type of housing in this area, as these zonings allow multifamily development (3 or more units per lot/parcel) and attached single-family dwellings, whereas the R10 and R7 zones don't.

The Council chose to apply the R7 zoning.

But even if zoned R7 or R10, urban services like water and sewer are necessary for urban density and per SHMC 13.02.020(10), no connection for new service outside city limits for water, sanitary sewer or storm sewer shall be installed unless a signed consent to annex has been received by the planning department. So, this annexation facilitates use for urban services, that without them, would limit the property to large lot development served by individual on-site sanitary sewerage accommodation (e.g., septic systems).

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

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

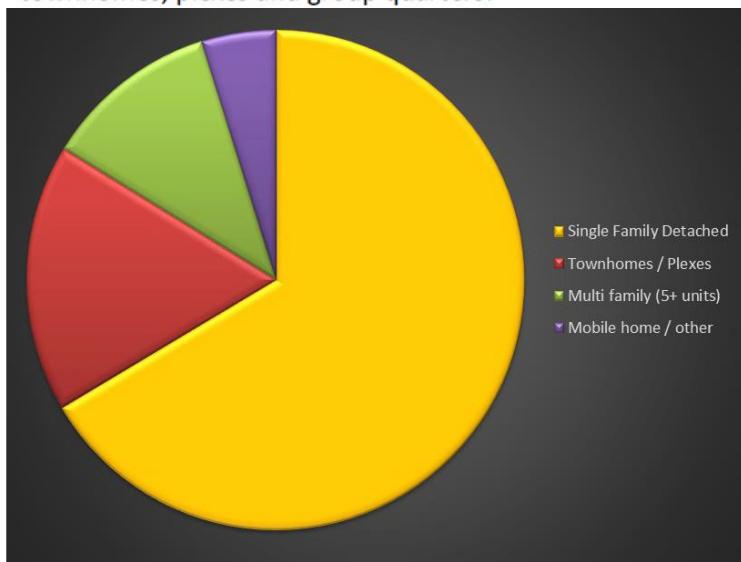
Upper Left: Table showing the city's 2019 HNA findings. St. Helens has adequate land across most categories. The high-density deficit of 8 acres can be addressed in the commercial/mixed use land surplus and there are development projects since the HNA adoption that have done so, exceeding 8 acres.

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

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

The proposal adds options for residential use by facilitating urban density for the >6 acre subject property. Annexation is one of the elements to allow connection to urban services and without city sewer, only large lot development with individual on-site systems would be possible.

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



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

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

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

Traffic impacts and the city’s provisions that address the TPR are explained above. This proposal will not significantly affect an existing or planned transportation facility because the Council chose to apply the R7 zone.

(d) Abutting roads must meet city standards or property owner will be required to sign and record an irrevocable consent to local improvement district.

The subject property abuts both the south side of Sykes Road on the north side and the end of Morten Lane on the south side. Sykes Road is underdeveloped for urban purposes lacking frontage improvements such as a sidewalk. Morten Lane could potentially be extended into the property.

However, this property not the subject of a current development land use review, which provides the legal nexus and proportionality to require such improvements or right-of-way dedications. As such, no improvements are warranted with this proposal.

(e) Property exceeding 10 acres in gross size must show a need on the part of the city.

The subject property is 6.57 acres.

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

SHMC 17.28.030(2) – Annexation criteria

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

Discussion: The Comprehensive Plan designation is currently Rural Suburban Unincorporated Residential (RSUR). Upon annexation, the subject property’s Comprehensive Plan designation shall be Suburban Residential (Incorporated) SR.

The City’s zoning options upon annexation are R7, R10, or under *special circumstances*, R5 or AR. See SHMC 19.12.060(2)(c) below for the special circumstances.

Per SHMC 19.12.060 Rural Suburban Unincorporated Residential Goals and Policies:

- (1) Goals. To provide sufficient area for urban development that will accommodate a variety of housing types.

(2) Policies. It is the policy of the city of St. Helens to:

- (a) Work with the county on partition and subdivision applications for these lands to ensure that they are divided in a manner that does not hinder future urbanization.
- (b) Zone the rural suburban-unincorporated residential at R7 or R10 upon annexation to the city unless circumstances listed in subsection (2)(c) of this section exist.
- (c) **Consider zoning lands with the rural suburban-unincorporated residential category for R5 or AR if the following conditions are found:**
 - (i) The parcel is vacant and larger than two acres in size.
 - (ii) The carrying capacity of the public services, including but not limited to streets, sewer, and water, are sufficient for higher density development.
 - (iii) The county and city determine, due to the pattern of development in the city and within the urban growth area, that other lands are more appropriate for these designations.

The parcel is larger than two acres in size and the public services are available. The city may consider if this area warrants higher density than R7 or R10 by looking at the pattern of development in the city and within the Urban Growth Boundary.

Because the properties within city limits surrounding the subject property on all four sides are zoned R7 and the city's housing needs are technically met based on the Housing Needs Analysis as described previously, staff and the Planning Commission recommend R7 zoning.

Finding: The Council agrees with staff and the Planning Commission that upon annexation, the subject property's Comprehensive Plan designation shall be Suburban Residential (Incorporated), SR and zoned Moderate Residential, R7.

SHMC 17.112.030 – Established & Developed Area Classification criteria

Per SHMC 17.112.030:

- (1) All land which is annexed to the city shall be classified as an established area or as a developing area on the plan map and on the zoning map.
- (2) The decision shall be based on definition of the areas as set forth in SHMC 17.112.020.

The definitions per SHMC 17.112.020:

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

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

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

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

OAR 660-008-0005 generally defines “Buildable Land” as vacant residential property not constrained by natural hazards or resources, and typically not publicly owned.

There are areas on the property which are subject to natural resource protection measures (locally significant wetlands and riparian areas). However, there is still ample land classified as buildable for it to be deemed “developing.”

Finding: The subject property should be designated as a “developing area.”

CONCLUSION & DECISION

Based upon the facts and findings herein, the City Council approves this annexation and that upon annexation, the subject property have a Comprehensive Plan designation of Suburban Residential (Incorporated) SR and be zoned Moderate Residential, R7, and be designated as “developing.”

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

Jennifer Massey, Mayor

Date

City of St. Helens
ORDINANCE NO. 3320

**AN ORDINANCE AUTHORIZING THE OPERATION OF CLASS IV
ALL-TERRAIN VEHICLES ON STREETS LOCATED WITHIN THE
CITY OF ST. HELENS, OREGON, AND PROVIDING A
PENALTY FOR THE VIOLATION THEREOF**

WHEREAS, the City of St. Helens desires to authorize Class IV All-Terrain Vehicles (ATVs), also known as side-by-side (SxS) vehicles, on designated City streets to allow for the use of alternative transportation; and

WHEREAS, the City of St. Helens Charter authorizes the City to have all powers which the constitutions, statutes, and common laws of the United States and of Oregon expressly or impliedly grant or allow the City, as fully as though this Charter specifically enumerated each of those powers, which include the powers to manage the right-of-way; and

WHEREAS, ORS 810.010(3) provides that the governing body of an incorporated city is the road authority for all highways, roads, streets and alleys, other than state highways, within the boundaries of the incorporated city; and

WHEREAS, ORS 810.200(2)(c) establishes an exemption from the general prohibition on operating all-terrain vehicles on highways and provides that an all-terrain vehicle may be lawfully operated on a highway where posted to permit all-terrain vehicles; and

WHEREAS, the City desires to establish a city ordinance to allow Class IV All-Terrain vehicles to operate on City streets in accordance with Oregon law, including to establish clear regulations and safety standards for the safe and responsible Class IV ATV usage; and

WHEREAS, the St. Helens City Council has determined that it is a necessary and proper public purpose to impose certain restrictions on the operation of all-terrain vehicles on such City streets for the purpose of protecting the interest and safety of the general public.

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

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

Section 2. Chapter 10.24 of the City of St. Helens Municipal Code is hereby added to be read as follows:

Chapter 10.24: Class IV All-Terrain Vehicles

10.24.010 Title.

This chapter shall be known as the "Class IV All-Terrain Vehicles" for the City of St. Helens.

10.24.020 Purpose.

The purpose of this Chapter is to authorize the operation of Class IV All-Terrain Vehicles on City Streets, as defined, within the City of St. Helens subject to the terms, provisions, rights and responsibilities as set forth in this Chapter.

10.24.030 Definitions.

For the purpose of this Chapter, the following definitions are hereby established:

- (1) *Class IV All-Terrain Vehicle (Class IV ATVs).* As defined in ORS 801.194, any motorized vehicle that (a) travels on four or more pneumatic tires that are six inches or more in width and that are designed for use on wheels with a rim diameter of 14 inches or less, (b) is designed for or capable of cross-country travel on or immediately over, land, water, snow, ice, marsh, swampland, or other natural terrain, (c) has non-straddle seating, (d) has a steering wheel for steering control, (e) has a dry weight of 1,800 pounds or less; and (f) is 65 inches wide or less at its widest point, or current manufacturing standards of width and weight from the factory. Class IV ATVs may also be known as side-by-sides (SXS).
- (2) *Motorcycle Helmet.* As defined in ORS 801.366, a Motorcycle Helmet is a protective covering for the head consisting of a hard, outer shell, padding adjacent to and inside the outer shell, and a chin-strap type retention system with a sticker indicating that the motorcycle helmet meets standards established by the United States Department of Transportation.
- (3) *Traffic Law(s).* Any and all Oregon statutes and regulations relating in any way to the operation or use of motorized vehicles, including, without limitation, the Oregon Vehicle Code (ORS Chapters 801 to 826) and any regulations or administrative rules promulgated thereunder.
- (4) *Street(s).* For the purposes of this Chapter, Streets shall mean public right-of-way, roads, and alleys within the City of St. Helens, that are open, used or intended for the use of the general public for vehicles or vehicular traffic, and not including Highway 30.

10.24.040 Class IV All-Terrain Vehicles Authorized on City Streets, Not Including Highway 30.

- (1) Subject to the provisions of this Chapter, Class IV ATVs may be operated on Streets in the City of St. Helens, except on Highway 30, unless specifically designated for crossing.
- (2) Class I, II, and III ATVs (as defined in state law) are prohibited from operating on the Streets in the City of St. Helens.

10.24.050 Regulations for Operation of Class IV All-Terrain Vehicles.

- (1) **Compliance with all laws.** Class IV ATVs operating under this Chapter must be operated in compliance with all applicable federal, state, and local laws, regulations, and ordinances, including, without limitation, all applicable Traffic Law requirements (including, without limitation, ORS 811.255) and all posted speed limits.
- (2) **State of Oregon Permit issued under ORS 390.577 Required.** A person operating a Class IV All-Terrain Vehicle under this Chapter must hold a valid Class IV ATV Operator Permit issued under ORS 390.577 and an ATV Safety Education Card issued upon completion of an Oregon Parks and Recreation Departments approved ATV Safety Education course and passage of the minimum standards test of ATV Safety Education competency as established by the Oregon Parks and Recreation Department as set forth in OAR 736-004-0015(10).
- (3) **Financial Responsibility Requirements.** All-terrain vehicles operated under this Chapter must meet the financial responsibility requirements under ORS Chapter 806. For the purposes of this section, Financial Responsibility Requirements means maintaining liability insurance that meets or exceeds the minimum financial responsibility requirements set forth in ORS 806.010 and ORS 806.070 and the ability to respond to damages for liability, on account of accidents arising out of the ownership, operation, maintenance, and/or use of an ATV, in a manner provided under ORS 806. The minimum limits of coverage for the purposes of demonstrating Financial Responsibility under this section are set forth in [ORS 806.070 \(Minimum payment schedule\)](#). The exemption in 806.020 does not apply to this Chapter.
- (4) **Licensed Driver 18 Years or Older.** A person operating a Class IV ATV must be 18 years of age or older and hold a valid Driver License.
- (5) **Safety Equipment Requirements.** Class IV ATVs must be equipped with the following:
 - i. Safety equipment required under all applicable Traffic Laws, including, without limitation, ORS 821.030 and OAR 735-116-000;
 - ii. Rear facing mirror.
 - iii. A muffler, brakes, and windshield in compliance with ORS 821.040.
 - iv. Brake lights as required in ORS 816.100.
 - v. Turn signals as required in ORS 816.120
 - vi. Back up lights as required in ORS 816.110;
 - vii. Headlights (ORS 816.050) and Taillights (ORS 816.080) as required in this Chapter;
 - viii. A functioning horn;
 - ix. A rollover protection system; and
 - x. Class IV ATVs shall comply with ORS 816.350 (Prohibitions on number and kind of lights for certain vehicles) and no exemptions shall apply.
- (6) **Personal Protection**
 - i. **Helmets:** All persons operating or riding in a Class IV ATV must wear a Motorcycle Helmet with a fastened chin strap.

- ii. **Eye Protection:** Eye protection is required for operators or passengers in Class IV ATV without a windshield.

(7) **Safety Belt Requirements.** A person must be properly secured with a safety belt or safety harness while operating or riding as a passenger in an ATV in the same manner as required in ORS 811.210, which includes the requirements under ORS 811.210(2) as follows: (a) A person who is under two years of age must be properly secured with a child safety system in a rear-facing position; (b) A person who weighs 40 pounds or less must be properly secured with a child safety system that meets the minimum standards and specifications established by the Department of Transportation under ORS 815.055 for child safety systems designed for children weighing 40 pounds or less; and (c) Except as provided in subsection (3) of this section, a person who weighs more than 40 pounds and who is four feet nine inches or shorter must be properly secured with a child safety system that elevates the person so that a safety belt or safety harness properly fits the person. The exemption provided in ORS 811.215(2) does not apply.

(8) **Location of Operation.**

- i. Class IV ATVs are prohibited from operating on Highway 30 except that a person may, while operating a Class IV ATV, cross Highway 30 at Gable Road, as permitted under applicable Oregon law, including, without limitation, ORS 821.200.
- ii. In addition to all requirements applicable under Oregon law, the crossing authorized above must be made at an angle of approximately 90 degrees to the direction of the highway or railroad right of way; the crossing must be made at a place where no obstruction prevents a quick and safe crossing; and the vehicle must be brought to a complete stop before entering the highway or railroad right of way.

(9) **Hours of Operation.**

- i. Class IV ATVs may be operated during daylight hours, which are one hour before sunrise to one hour after sunset.
- ii. Class IV ATVs shall not be operated during hours of darkness, which commence one hour after sunset through one hour before sunrise, and when limited visibility conditions exist, unless equipped with lighting equipment required for a motor vehicle under ORS 816.320 (including but not limited to high and low beam headlights, taillights, turn signals, and brake lights).

(10) **Speed Limits.** Class IV ATVs operated under this Chapter must be operated in compliance with all posted speed limits and may not be operated (a) at a rate of speed greater than reasonable and proper under the existing conditions, or (b) in a negligent manner so as to endanger or cause injury, death, and/or damage to the operator or person or property of another.

(11) Prohibition on Operating All-Terrain Vehicles While Driving Privileges

Suspended. A person may not operate an ATV under this Chapter while the person's driving privileges (i.e., Driver License) are suspended or revoked.

(12) Snowmobiles. Nothing contained in this Chapter applies to the operation of snowmobiles as that term is defined by ORS 801.490.

10.24.080 Posting.

The City of St. Helens will post signs giving notice that the operation of ATVs is permitted upon Streets under the provisions of this Chapter. The City of St. Helens will post such signs at locations necessary to inform the public that ATVs are permitted upon Streets, which sign locations will be determined by the City of St. Helens in its sole discretion.

10.24.090 Liability.

The operation of a Class IV ATV will be undertaken at the sole risk and responsibility of the owner and/or operator. The City of St. Helens assumes no responsibility for the operation of Class IV ATVs and to the extent permitted under Oregon law, the owner/operator agrees to hold the City harmless in any action arising from the operation of such ATVs on or off any public way within the City limits, including, without limitation, Streets and Highway 30.

10.24.100 Enforcement.

(1) Any violation of this Chapter that constitutes a violation of a Traffic Law, the enforcement shall be the same as provided for by Oregon statute. Any other violation of this Chapter shall be enforced by the issuance of a citation and shall be prosecuted in the St. Helens Municipal Court as a City Violation as now in effect or as may be amended from time to time. The Chief of Police or designee is authorized to enforce the provisions of this chapter.

(2) City Violations shall be subject to a fine of as follows:

- a. \$100.00 for the first violation;
- b. \$250.00 for the second violation;
- c. \$500.00 for the third or subsequent violation of this Chapter by the same person, unless superseded by state law.

10.24.110 Reference Statutes and Rules.

All reference to particular laws, statutes, or rules include that law, statute, or rule as now in effect or as may be amended from time to time.

10.24.120 Modifications.

The Chief of Police of the City of St. Helens has the authority to modify the provisions of this Chapter as a result of the occurrence of special events. Such modifications shall be temporary in nature and shall not violate Traffic Laws.

Section 3. Severability. If any section, phrase, sentence or portion of this Ordinance is for any reason held invalid or unconstitutional by any Court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

Section 4. Codification. Provisions of this Ordinance shall be incorporated in the City Code and the word "ordinance" may be changed to "code", "article," "section," or other word, and the sections of this Ordinance may be renumbered, or relettered provided however that Section 3 and 4 need not be codified.

Read the first time: February 4, 2026
Read the second time: February 18, 2026

APPROVED AND ADOPTED by the City Council this 18th day of February 2026, by the following vote:

Ayes:
Nays:
Abstains:

Jennifer Massey, Mayor

ATTEST:

Kathy Payne, City Recorder

City of St. Helens
AMENDMENT NO. 1 TO
MATERIALS AND SERVICES CONTRACT

This Extension is made on February 18, 2026, between City of St. Helens, an Oregon municipal corporation (“St. Helens”), and **Hasa, Inc.** (“Contractor”).

RECITALS

A. WHEREAS, on or about March 5, 2025, St. Helens and Contractor entered into a contract (“Contract”) in which Contractor agreed to provide services (“Services”) related to delivery of minimum 12.5% sodium hypochlorite to the Wastewater Treatment Plant; and

B. WHEREAS, Paragraph 6 of the Contract provides that the Contract terminates on March 31, 2026, and that the parties may agree to extend the contract for two (2) successive periods of twelve (12) months each; and

C. WHEREAS, St. Helens and Contractor mutually desire to extend the term of the contract an additional year, as per the original contract conditions; and

D. WHEREAS, Contractor has increased their price based on the Consumer Price Index (CPI) inflation rate from \$2.11 per gallon to \$2.13 per gallon.

AGREEMENT

NOW, THEREFORE, the parties mutually agree as follows:

1. The termination date of the Contract signed on or about March 5, 2025, shall be extended to March 31, 2027, unless earlier terminated according to the terms of the Contract.

2. The price per gallon will be increased to \$2.13.

3. All other terms and conditions of the Contract, as previously amended, 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:

HASA, INC.

By: _____
Name: _____
Its: _____

**FIRST AMENDMENT TO
Keller Associates Personal Service Agreement
St. Helens Reservoir Siting Study Project No. W-484**

This agreement is entered into this 18th day of February 2026, by and between the City, (hereinafter "City"), and Keller Associates, Inc. (hereinafter "Contractor").

RECITALS

- A. City and Contractor entered into a Personal Service Agreement on July 11, 2025, and said contract, hereinafter "original contract", is on file at St. Helens City Hall.
- B. The term of the original contract expires on June 30, 2026.
- C. The Contractor has provided Amendment No. 1 to the Scope of Work for property acquisition services for the selected site identified in the Reservoir Siting Study, and the City desires to retain the Contractor to provide such services in accordance with the terms of this Agreement.

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. The contract expiration date shall be extended to June 30, 2027.
- 3. Additional compensation for Amendment No. 1 shall be a not to exceed amount of \$12,000.00.
- 4. All other terms of the original contract not specifically amended by this agreement remain in full force and effect.

Dated this 18th day of February 2026.

Contractor

 Digitally signed by
Peter Olsen
Date: 2026.02.10
09:14:38-08'00'

Date: 02/10/2026

City

Jennifer Massey, Mayor
Date: _____

Attest:

By: _____
Kathy Payne, City Recorder

AMENDMENT TO OWNER-CONSULTANT AGREEMENT

Amendment No. 01

Background Data:

Effective Date of Owner-Consultant Agreement:	July 10, 2025
Effective Date of this Amendment:	January 16, 2026
Owner:	City of St. Helens
Consultant:	Keller Associates, Inc.
Project:	City of St. Helens Reservoir Siting Study
	KA # 225054-001

Nature of Amendment:

The City of St. Helens requested the expansion of the scope of services identified in the original Owner-Consultant agreement to add property acquisition services. These services are intended to complement the added contingency task 2.6 – Property Valuation Support from the original agreement.

Description of Modifications:

ADD Task 6 – Property Acquisition Services as described below.

TASK 6: PROPERTY ACQUISITION SERVICES

Consultant Responsibilities:

6.1. Property Acquisition Services.

- a. Consultant will utilize the services of a Subconsultant, Commonstreet Consulting, LLC for all property acquisition services.
- b. Consultant will order Preliminary Title Reports (PTR) and review title reports for accuracy. Consultant will perform title review for parcels, inform City of anticipated complexities, and provide title clearing recommendations. Consultant will work with property owners and obtain title clearing documents.
- c. Upon Notice to Proceed, Consultant will deliver General Information Notices (GINs) to owners and occupants via certified mail and regular mail.
- d. All right of way (ROW) will be acquired in the name of the City of St. Helens and offer documents will be on City letterhead. Consultant will conduct negotiations on behalf of the City, in good faith and in compliance with federal and state laws and regulations. Consultant will prepare and present offers in person when possible. When presenting offers in person is not possible, owner offer packet will be mailed certified mail, return receipt requested. Landowners will be provided a minimum of 40 calendar days to review offer. Consultant will make no less than 3 and no more than 6 attempts to acquire the needed rights expeditiously by negotiations. The consultant includes the services from one (1) of the following items 1-3, depending upon the property owner response to the offer packet.
 - 1) IF OFFER is ACCEPTED, Consultant will present a Final Report Packet to include the acquisition of ROW to City for final approval, payment, conveyance of title and recording.
 - 2) IF a COUNTER OFFER is received, Consultant will submit the proposed COUNTER OFFER (exceeding the estimate of just compensation) with a justification memo and owner supplied supporting documentation to City for approval. If accepted, Consultant will generate a Final Report Packet for City final approval, payment, conveyance of title, and recording.

3) IF an acceptable agreement is not reached, Consultant will prepare a Recommendation for Condemnation Transmittal.

e. Consultant will maintain written diary with property owners to document verbal and written communication and events, such as: delivery of required notices, efforts to achieve amicable settlements, owner's suggestions for changes in plans, and responses to owner's counterproposals.

Owner Responsibilities:

- Provide templates for all ROW Task documents as well as deed templates.

Assumptions:

- Consultant does not guarantee possession of the required land rights.
- Schedule will be twelve (12) months from execution of this agreement.
- Up to one (1) offer packet and negotiations will be facilitated by Consultant.
- No residential relocations will be facilitated by Consultant.
- No non-residential relocations will be facilitated by Consultant.
- No personal property only relocations may be facilitated by Consultant.
- Title clearing will be required on one (1) file and it is assumed to require six hours per file.
- No design changes will affect the acquisition assignment.

Deliverables:

- Provide Preliminary Title Reports electronically for up to one (1) parcel.
- Provide title clearing recommendations for up to one (1) files.
- Title clearing and closing documents, as needed.
- Provide up to one (1) General Information Notice (GIN) packet electronically to City and up to one (1) GIN hard copy to landowners and occupants. GIN packet will be on City letterhead and packets will include general information notice, acquisition and relocation brochures, ROW acquisition map or sketch map, an owner information sheet, and a self-addressed, stamped return envelope.
- Provide up to one (1) Proof of Delivery documentation for GINs.
- Up to one (1) copy of owner offer packet. Owner offer packets will include the offer letter, conveyance document, relocation benefit summary, acquisition summary, appraisal, W9, acquisition and relocation brochures, other supporting documentation, and a self-addressed stamped return envelope.
- Up to one (1) Justification Memo, if counter offer is received and Justification Memo is needed.
- Up to one (1) Final Report Transmittal or Recommendation for Condemnation Transmittals. Final Report Transmittal will include original executed conveyance documents, supporting documentation to support the closing process, copies of offer documents, and diary. Recommendation for Condemnation Transmittal to include negotiation summary, all offer documents, supporting documentation, and diary.
- Up to one (1) landowner diary.

Schedule:

- MODIFY project completion schedule to complete in February of 2027. This schedule is approximate and assumes timely delivery of requested information, City reviews as necessary, and coordination.

Compensation Summary:

Task	Billing Basis	Original Agreement	Prior Amendments	This Amendment	Total
<u>Base Tasks</u>					
Task 1 – Project Management	LS	\$10,900	-	-	\$10,900
Task 2.1 – Siting Study Data Collection	LS	\$2,700	-	-	\$2,700
Tasks 2.2 thru 2.6, 2.8 – Siting Study Primary Analysis	LS	\$130,500	-	-	\$130,500
Tasks 2.9 thru 2.11 – Siting Study Final Analysis	LS	\$91,100	-	-	\$91,100
Task 3 – Technical Memorandum	LS	\$27,300	-	-	\$27,300
Task 4 – City Council Presentations	LS	\$ 6,300	-	-	\$ 6,300
TOTAL BASE COST	-	\$268,600	-	-	\$268,600
<u>Contingency Tasks</u>					
Task 2.7 (Contingency Task) – Property Valuation Support	LS	\$ 11,900	-	-	\$ 11,900
Task 5 (Contingency Task) – Management Reserve	T&M	\$ 13,400	-	-	\$ 13,400
TOTAL CONTINGENCY COST	-	\$25,300	-	-	\$25,300
<u>Added Tasks</u>					
Task 6 – Parcel Acquisition	LS	-	-	\$12,000	\$12,000
TOTAL ADDED TASKS	-	-	-	\$12,000	\$12,000
Total Cost (Base, Contingency, and Added Tasks)	-	\$294,100	-	\$12,000	\$306,100

LS = Lump Sum; T&M = Time and Materials

All provisions of the Agreement not modified by this or previous amendments remain in effect. In witness thereof, the parties hereto have executed or caused to be executed by their duly authorized officials this Amendment to the Agreement on the respective dates indicated below.

OWNER: CITY OF ST. HELENS

CONSULTANT: KELLER ASSOCIATES, INC.

Signature: _____

Signature: _____

Name: _____

Name: Peter Olsen

Title: _____

Title: Principal

Address: _____

Address: 245 Commercial St SE, Suite 210

Salem, OR 97301

Telephone: _____

Telephone: (503) 364-2002

Date: _____

Date: 02/10/2026

 Digitally signed by
 Peter Olsen
 Date: 2026.02.10
 09:15:05-08'00'

INTERGOVERNMENTAL AGREEMENT

City of St. Helens, Transportation System Management Plan Update

THIS INTERGOVERNMENTAL AGREEMENT (“Agreement”) is made and entered into by and between the STATE OF OREGON, acting by and through its Department of Transportation (“ODOT” or “Agency”), and the City of St. Helens (“City” or “Grantee”).

BACKGROUND

1. The Transportation and Growth Management (“TGM”) Program is a joint program of ODOT and the Oregon Department of Land Conservation and Development.
2. The TGM Program includes a program of grants for local governments for planning projects. The objective of these projects is to better integrate transportation and land use planning and develop new ways to manage growth in order to achieve compact pedestrian, bicycle, and transit friendly urban development.
3. This TGM Grant (as defined below) is financed with Federal Highway Administration (“FHWA”) funds. Local funds are used as match for federal funds.
4. By authority granted in Oregon Revised Statutes (“ORS”) 190.110, state agencies may enter into agreements with units of local government or other state agencies to perform any functions and activities that the parties to the agreement or their officers or agents have the duty or authority to perform.
5. ODOT has awarded the City an in-kind grant under the TGM Program (the “TGM Grant”) which is conditional upon the execution of this Agreement.
6. The parties desire to enter into this Agreement for their mutual benefit.

SECTION 1. DEFINITIONS

Unless the context requires otherwise, the following terms, when used in this Agreement, shall have the meanings assigned to them below:

- A. “City’s Amount” means the portion of the Grant Amount payable by ODOT to City for performing the tasks indicated in Exhibit A as being the responsibility of City.
- B. “City’s Matching Amount” means the amount of matching funds which City is required to expend to fund the Project.
- C. “City’s Project Manager” means the individual designated by City as its project manager for the Project.

D. "Consultant" means the personal services contractor(s) (if any) hired by ODOT to do the tasks indicated in Exhibit A as being the responsibility of such contractor(s).

E. "Consultant's Amount" means the portion of the Grant Amount payable by ODOT to the Consultant for the deliverables described in Exhibit A for which the Consultant is responsible.

F. "Direct Project Costs" means those costs which are directly associated with the Project. These may include the salaries and benefits of personnel assigned to the Project and the cost of supplies, postage, travel, and printing. General administrative costs, capital costs, and overhead are not Direct Project Costs.

G. "Federally Eligible Costs" means those costs which are Direct Project Costs of the type listed in Exhibit C incurred by City and ODOT's Consultant during the term of this Agreement.

H. "Grant Amount" or "Grant" means the total amount of financial assistance contributed by ODOT under this Agreement.

I. "ODOT's Contract Administrator" means the individual designated by ODOT to be its contract administrator for this Agreement.

J. "PSK" means the personal services contract(s) executed between ODOT and the Consultant related to the portion of the Project that is the responsibility of the Consultant.

K. "Project" means the project described in Exhibit A.

L. "Termination Date" has the meaning set forth in Section 2.A below.

M. "Total Project Costs" means the total amount of money required to complete the Project.

N. "Work Product" has the meaning set forth in Section 5.J below.

SECTION 2. TERMS OF AGREEMENT

A. Term. This Agreement becomes effective on the date on which all parties have signed this Agreement and all approvals (if any) required to be obtained by ODOT have been received. This Agreement terminates on May 31,2027 ("Termination Date"), unless terminated earlier in accordance with Section 8 of this Agreement.

B. Grant Amount. The Grant Amount shall not exceed \$301,900.

C. City's Amount. The City's Amount shall not exceed \$0.

- D. Consultant's Amount. The Consultant's Amount shall not exceed \$301,900.
- E. City's Matching Amount. City's Matching Amount is \$34,554 or 10.27% of the Total Project Costs.

SECTION 3. CITY'S MATCHING AMOUNT

A. City shall meet the Matching Amount through documentation of Direct Project Costs that incurs after the execution of this Agreement and monetized volunteer hours. Direct Project Costs shall not be paid for with Federal funds.

B. City shall document progress toward City's Matching Amount through submission of a cost report and a progress report to ODOT's Contract Administrator no later than April 30th, July 31st, October 31st and January 31st for the prior calendar quarter, with the final cost report and progress report due 30 days after the Termination Date. Cost reports shall include 100% of City's Direct Project Costs incurred after the execution of this Agreement. Generally accepted accounting principles and definitions of ORS 294.311 shall be applied to clearly document verifiable costs that are incurred. This Section 3 survives termination of the Agreement.

C. Any travel expenses that City designates as Direct Project Costs to which 's Matching Amount will be applied must comply with State of Oregon Accounting Manual, General Travel Rules, as effective on the date the expenses are incurred.

SECTION 4. CITY'S REPRESENTATIONS, WARRANTIES, AND CERTIFICATION

A. City represents and warrants to ODOT as follows:

- 1. It is a municipality or intergovernmental entity duly organized and existing under the laws of the State of Oregon.
- 2. It has full legal right and authority to execute and deliver this Agreement and to observe and perform its duties, obligations, covenants and agreements hereunder and to undertake and complete the Project.
- 3. All official action required to be taken to authorize this Agreement has been taken, adopted and authorized in accordance with applicable state law and the organizational documents of the City.

4. This Agreement has been executed and delivered by an authorized officer(s) of the City and constitutes the legal, valid and binding obligation of the City enforceable against it in accordance with its terms.

5. The authorization, execution and delivery of this Agreement by the City, the observation and performance of its duties, obligations, covenants and agreements hereunder, and the undertaking and completion of the Project do not and will not contravene any existing law, rule or regulation or any existing order, injunction, judgment, or decree of any court or governmental or administrative agency, authority or person having jurisdiction over it or its property or violate or breach any provision of any agreement, instrument or indenture by which or its property is bound.

6. The Project Activities attached to this Agreement as Exhibit A have been reviewed and approved by the necessary official(s) of the City.

B. City understands and agrees that ODOT's obligation hereunder is contingent on ODOT having received funding, appropriations, limitations or other expenditure authority sufficient to allow ODOT, in the exercise of its reasonable administrative discretion, to continue to make payments for performance of this Agreement.

SECTION 5. GENERAL COVENANTS OF CITY

A. City shall be responsible for the portion of the Total Project Costs in excess of the Grant Amount. City shall complete the Project; provided, however, that City shall not be liable for the quality or completion of that part of the Project which Exhibit A describes as the responsibility of the Consultant.

B. City shall, in a good and workmanlike manner, perform the work on the Project, and provide the deliverables for which City is identified in Exhibit A as being responsible.

C. City shall perform the Project Activities identified in Exhibit A as City's responsibility as an independent contractor and shall be exclusively responsible for all costs and expenses related to its employment of individuals to perform such work. City shall also be responsible for providing for employment-related benefits and deductions that are required by law, including, but not limited to, federal and state income tax withholdings, unemployment taxes, workers' compensation coverage, and contributions to any retirement system.

D. City understands and agrees that all employers, including City, that employ subject workers who work under this Agreement in the State of Oregon shall comply with ORS 656.017 and provide the required Workers' Compensation coverage unless such employers are exempt under ORS 656.126(2). Employers Liability insurance with coverage limits of not less

than \$500,000 must be included. City shall require each of its subcontractors, if any, to comply with, and shall ensure that each of its subcontractors, if any, complies with these requirements.

E. City shall not enter into any subcontracts to accomplish any of the work described in Exhibit A, unless it first obtains written approval from ODOT.

F. City agrees to cooperate with ODOT's Contract Administrator. At the request of ODOT's Contract Administrator, City agrees to:

(1) Meet with ODOT's Contract Administrator; and

(2) Form a project steering committee (which shall include ODOT's Contract Administrator) to oversee the Project.

G. City shall comply with all federal, state and local laws, regulations, executive orders and ordinances applicable to the work under this Agreement, including, without limitation, applicable provisions of the Oregon Public Contracting Code. Without limiting the generality of the foregoing, City expressly agrees to comply with: (1) Title VI of Civil Rights Act of 1964; (2) Title V of the Rehabilitation Act of 1973; (3) the Americans with Disabilities Act of 1990 and ORS 659A.142; (4) all regulations and administrative rules established pursuant to the foregoing laws; and (5) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations.

H. City shall maintain all fiscal records relating to this Agreement in accordance with generally accepted accounting principles. In addition, City shall maintain any other records pertinent to this Agreement in such a manner as to clearly document City's performance. City acknowledges and agrees that ODOT, the Oregon Secretary of State's Office and the federal government and their duly authorized representatives shall have access to such fiscal records and other books, documents, papers, plans, and writings of City that are pertinent to this Agreement to perform examinations and audits and make copies, excerpts and transcripts.

I. City shall retain and keep accessible all such fiscal records, books, documents, papers, plans, and writings for a minimum of six (6) years, or such longer period as may be required by applicable law, following final payment and termination of this Agreement, or until the conclusion of any audit, controversy or litigation arising out of or related to this Agreement, whichever date is later.

J. (1) All of City's work product related to the Project that results from this Agreement (collectively, "Work Product") is the exclusive property of ODOT. ODOT and City intend that such Work Product be deemed "work made for hire" of which ODOT shall be deemed the author. If, for any reason, such Work Product is not deemed "work made for hire", City hereby irrevocably assigns to ODOT all of its rights, title, and interest in and to any and all of the Work Product, whether arising from copyright, patent, trademark, trade secret, or any

other state or federal intellectual property law or doctrine. City shall execute such further documents and instruments as ODOT may reasonably request in order to fully vest such rights in ODOT. City forever waives any and all rights relating to the Work Product, including without limitation, any and all rights arising under 17 USC §106A or any other rights of identification of authorship or rights of approval, restriction or limitation on use or subsequent modifications.

(2) ODOT hereby grants to City a perpetual royalty-free, non-exclusive license to use and to reproduce any Work Product for distribution upon request to members of the public or publish the Work Product on its official website.

(3) City shall ensure that any Work Product produced pursuant to this Agreement includes the following statement:

"This project is partially funded by a grant from the Transportation and Growth Management (TGM) Program, a joint program of the Oregon Department of Transportation and the Oregon Department of Land Conservation and Development. This TGM grant is financed, in part, with Federal Highway Administration, local government, and State of Oregon funds.

"The contents of this document do not necessarily reflect the views or policies of the State of Oregon."

K. Unless otherwise specified in Exhibit A, City shall submit all final Work Product produced in accordance with this Agreement to ODOT's Contract Administrator in the following form:

(1) two hard copies; and

(2) in electronic form using generally available word processing or graphics programs for personal computers via e-mail or on compact diskettes.

L. Within 30 days after the Termination Date, City shall (1) pay to ODOT City's Matching Amount less Direct Project Costs that are Federally Eligible Costs previously reported as City's Matching Amount. ODOT may use any funds paid to it under this Section 5.L (1) or any of the City's Matching Amount that is applied to the Project pursuant to Section 3 to substitute for an equal amount of the Federal Highway Administration funds used for the Project or use such funds as matching funds; and (2) provide to ODOT's Contract Administrator, in a format prescribed by ODOT, a completion report. This completion report shall contain:

(a) The permanent location of Project records (which may be subject to audit);

(b) A summary of the Total Project Costs, including a breakdown of those Project costs that are being treated by City as City's Matching Amount. City shall attest that generally accepted accounting principles, State of Oregon Accounting Manual, General Travel Rules and the definitions of ORS 294.311 were applied and that federal funds were not used to meet the Matching Amount;

and

(c) A list of completed Project Activities.

SECTION 6. CONSULTANT

If the Grant provided pursuant to this Agreement includes a Consultant's Amount, ODOT shall enter into a PSK with a Consultant to accomplish the work described in Exhibit A. In such a case, even though ODOT, rather than the City, is the party to the PSK with the Consultant, ODOT and the City agree that, as between themselves:

- A. Selection of the Consultant will be conducted by ODOT in accordance with ODOT procedures with the participation and input of the City, to the extent permitted by applicable law;
- B. ODOT will review and approve Consultant's work, billings and progress reports after having obtained input from the City;
- C. ODOT shall serve as the lead contracting agency and contract administrator for the PSK related to the work under this Agreement, including monitoring the work of its Consultant.
- D. The City shall be responsible for prompt communication to ODOT's Contract Administrator of its comments regarding (A) and (B) above; and
- E. The City will appoint a Project Manager to:
 - (1) be City's principal contact person for ODOT's Contract Administrator on all matters dealing with the Project;
 - (2) collaborate with ODOT's Contract Administrator regarding coordination of work as described in Exhibit A and City personnel, as necessary; and
 - (3) review invoices forwarded to City from ODOT's Contract Administrator on any deliverables produced by ODOT's Consultant and communicate any concerns the City may have to ODOT's Contract Administrator.

SECTION 7. ODOT'S REPRESENTATIONS AND COVENANTS

A. ODOT represents that, at the time ODOT executes this Agreement, sufficient funds are authorized and available for expenditure to finance ODOT's portion of this Agreement within the appropriation or limitation of its current biennial budget.

B. ODOT represents that the Project Activities attached to this Agreement as Exhibit A have been reviewed and approved by the necessary official(s) of ODOT.

C. ODOT will assign a Contract Administrator for this Agreement who will be ODOT's principal contact person regarding administration of this Agreement and will participate in the selection of the Consultant, the monitoring of the Consultant's work, and the review and approval of the Consultant's work, billings and progress reports.

D. If the TGM Grant provided pursuant to this Agreement includes a Consultant's Amount, ODOT shall enter into a PSK with the Consultant to perform the work described in Exhibit A designated as being the responsibility of the Consultant, and in such a case ODOT agrees to pay the Consultant in accordance with the terms of the PSK up to the Consultant's Amount.

SECTION 8. TERMINATION

This Agreement may be terminated by mutual written consent of all parties, or by ODOT effective 30 days following written notice to the City. In addition, ODOT may terminate this Agreement effective upon delivery of written notice to City, or at such later date as may be established by ODOT, under any of the following conditions:

A. City fails to complete work specified in Exhibit A as its responsibility, in accordance with the terms of this Agreement and within the time specified in this Agreement, including any extensions thereof, or fails to perform any of the provisions of this Agreement and does not correct any such failure within 10 calendar days of receipt of written notice or by the date specified by ODOT in such written notice.

B. Consultant fails to complete work specified in Exhibit A as its responsibility, in accordance with the terms of this Agreement and within the time specified in this Agreement, including any extensions thereof, and does not correct any such failure within 10 calendar days of receipt of written notice or by the date specified by ODOT in such written notice.

C. If federal or state laws, regulations or guidelines are modified or interpreted in such a way that either the work under this Agreement is prohibited or ODOT is prohibited from paying for such work from the planned funding source.

D. If ODOT fails to receive funding, appropriations, limitations or other expenditure authority sufficient to allow ODOT, in the exercise of its reasonable administrative discretion, to continue to make payments for performance of this Agreement.

In the event of termination, ODOT shall have any remedy available to it under this Agreement, at law, or in equity, including but not limited to withholding of or setoff against any disbursements otherwise due under this Agreement. Any termination of this Agreement shall not prejudice any right or obligations accrued to the parties prior to termination.

SECTION 9. GENERAL PROVISIONS

A. Time is of the essence of this Agreement.

B. Except as otherwise expressly provided in this Agreement, any notices to be given hereunder shall be given in writing by personal delivery, facsimile, email, or mailing the same, postage prepaid, to ODOT or City at the address or number set forth in Exhibit B to this Agreement, or to such other addresses or numbers as either party may hereafter indicate pursuant to this Section. Any communication or notice so addressed and mailed is in effect five (5) days after the date postmarked. Any communication or notice delivered by facsimile shall be deemed to be given when receipt of the transmission is generated by the transmitting machine. Any communication or notice delivered by email shall be deemed to be given when confirmation of the transmission is generated by the transmitting computer. To be effective against ODOT, such facsimile or email transmission must be confirmed by telephone notice to ODOT's Contract Administrator. Any communication or notice by personal delivery shall be deemed to be given when actually delivered.

C. ODOT and the City are the only parties to this Agreement and are the only parties entitled to enforce the terms of this Agreement. Nothing in this Agreement gives, is intended to give, or shall be construed to give or provide any benefit or right not held by or made generally available to the public, whether directly, indirectly or otherwise, to third persons (including but not limited to any Consultant) unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of the terms of this Agreement.

D. Sections 5(H), 5(I), 5(K) and 9 of this Agreement and any other provision which by its terms is intended to survive termination of this Agreement shall survive.

E. The parties agree as follows:

(a) Contribution.

(1) If any third party makes any claim or brings any action, suit or proceeding alleging a tort as now or hereafter defined in ORS 30.260 ("Third Party Claim") against ODOT or Grantee ("Notified Party") with respect to which the other party ("Other Party") may have liability, the Notified Party must promptly notify the Other Party in writing of the Third Party Claim and deliver to the Other Party a copy of the claim, process, and all legal pleadings with respect to the Third Party Claim. Each party is entitled to participate in the defense of a Third Party Claim, and to defend a Third Party Claim with counsel of its own choosing. Receipt by the Other Party of the notice and copies required in this paragraph and meaningful opportunity for the Other Party to participate in the investigation, defense and settlement of the Third Party Claim with counsel of its own choosing are conditions precedent to the Other Party's contribution obligation under this Section 9(E) with respect to the Third Party Claim.

(2) With respect to a Third Party Claim for which ODOT is jointly liable with the Grantee (or would be if joined in the Third Party Claim), ODOT shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by the Grantee in such proportion as is appropriate to reflect the relative fault of ODOT on the one hand and of the Grantee on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of ODOT on the one hand and of the Grantee on the other hand shall be determined by reference to, among other things, the parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. ODOT's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law, including but not limited to the Oregon Tort Claims Act, ORS 30.260 to 30.300, if ODOT had sole liability in the proceeding.

(3) With respect to a Third Party Claim for which the Grantee is jointly liable with ODOT (or would be if joined in the Third Party Claim), the Grantee shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by ODOT in such proportion as is appropriate to reflect the relative fault of the Grantee on the one hand and of ODOT on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of the Grantee on the one hand and of ODOT on the other hand shall be determined by reference to, among other things, the parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. The Grantee's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law, including but not limited to the Oregon Tort Claims Act, ORS 30.260 to 30.300, if it had sole liability in the proceeding.

(b) Choice of Law; Designation of Forum; Federal Forum.

(1) The laws of the State of Oregon (without giving effect to its conflicts of law principles) govern all matters arising out of or relating to this Agreement, including, without limitation, its validity, interpretation, construction, performance, and enforcement.

(2) Any party bringing a legal action or proceeding against any other party arising out of or relating to this Agreement shall bring the legal action or proceeding in the Circuit Court of the State of Oregon for Marion County (unless Oregon law requires that it be brought and conducted in another county). Each party hereby consents to the exclusive jurisdiction of such court, waives any objection to venue, and waives any claim that such forum is an inconvenient forum.

(3) Notwithstanding Section 9.E (b)(2), if a claim must be brought in a federal forum, then it must be brought and adjudicated solely and exclusively within the United States District Court for the District of Oregon. This Section 9.E(b)(3) applies to a claim brought against the State of Oregon only to the extent Congress has appropriately abrogated the State of Oregon's sovereign immunity and is not consent by the State of Oregon to be sued in federal court. This Section 9.E(b)(3) is also not a waiver by the State of Oregon of any form of defense or immunity, including but not limited to sovereign immunity and immunity based on the Eleventh Amendment to the Constitution of the United States.

(c) Alternative Dispute Resolution.

The parties shall attempt in good faith to resolve any dispute arising out of this Agreement. This may be done at any management level, including at a level higher than persons directly responsible for administration of the Agreement. In addition, the parties may agree to utilize a jointly selected mediator or arbitrator (for non-binding mediation or non-binding arbitration) to resolve the dispute short of litigation.

F. This Agreement and attached Exhibits (which are by this reference incorporated herein) constitute the entire agreement between the parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. No modification or change of terms of this Agreement shall bind either party unless in writing and signed by all parties and all necessary approvals have been obtained. Budget modifications and adjustments from the work described in Exhibit A must be processed as an amendment(s) to this Agreement and the PSK. No waiver or consent shall be effective unless in writing and signed by the party against whom such waiver or consent is asserted. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. The failure of any party to enforce any provision of this Agreement shall not constitute a waiver by any party of that or any other provision.

G. This Agreement may be executed in several counterparts (facsimile or otherwise), all of which when taken together shall constitute one agreement binding on all

parties, notwithstanding that all parties are not signatories to the same counterpart. Each copy of this Agreement so executed shall constitute an original. Electronic signatures and copies of signatures by facsimile, electronic scan, or other electronic means will be considered original signatures.

THE PARTIES, by execution of this Agreement, hereby acknowledge that their signing representatives are duly authorized, have read this Agreement, understand it, and agree to be bound by its terms and conditions.

City of St. Helens

By: _____

Jennifer Massey, Mayor

Date: _____

ODOT

STATE OF OREGON, by and through its
Department of Transportation

By: _____
Amanda Pietz, Division Administrator or
designee
Policy, Data & Analysis Division

Date: _____

ATTORNEY GENERAL'S OFFICE

Approved as to legal sufficiency by Senior
Assistant Attorney General, _____,
via email dated _____.

EXHIBIT A

Project Activities

City understands that the Consultant has significant tasks related to, and involvement with the Project. As such Agency has entered into a separate PSK (B38914 W11 / PO-73000-00005658:5) ("Project Contract") with the Consultant to provide Services to the Project as described in the Statement of Work and Delivery Schedule of the Project Contract. The City shall work closely with Agency or its Consultant to perform the Project Activities related to this Project set forth below. City shall perform such work described in the Statement of Work and Delivery Schedule of the Project Contract and identified as City's responsibility. Information regarding the Consultant deliverables and responsibilities is for informational purposes only and are not the responsibility of the City.

Project Purpose, Transportation Relationship, and Benefit

The Transportation System Plan Update (the "Project" or "Updated TSP") will provide an evaluation of prior transportation system plans, current system conditions, areas of interest, and projected future needs for serving build-out within the City of St. Helen's ("City") Urban Growth Boundary ("UGB"). The Project will update the City's Transportation System Plan ("TSP") adopted in 2011, ("Current TSP") and be consistent with the policies, plans, laws, and rules of the State of Oregon ("State"). The Updated TSP must be compliant with Oregon Administrative Rules ("OAR") Chapter 660, Division 12, commonly known as the TPR. The Updated TSP must be in harmony with the City Engineering Standards Manual and Standard Drawings, the City Development Code, the latest version of the Oregon Standard Specifications for Construction, and other adopted regional transportation plans including the Columbia County ("County") TSP, adopted in 2017.

Project Objectives

Key objectives for the Project include the following:

- Develop a framework for community mobility through safe, accessible, multi-modal options, while addressing congestion, freight mobility, and creating a balanced transportation system.
- Improve connectivity in the City's transportation network for all modes of travel, with an emphasis on walking, biking, and public transit. Focus transportation investments in older and underserved areas of the City.
- Enhancing community livability, including improving health and safety, infrastructure upgrades, and neighborhood traffic safety. Plan and design streets that reflect their intended use and are compatible with surrounding neighborhoods.
- Assessing roadway functional classifications and design standards and ensure there are no inconsistencies between local and State jurisdictions.
- Ensure compatibility of planned transportation improvements with the City's Comprehensive plan and development code updates.
- Addressing the need for a pavement management system to provide a systemic approach to maintain safe drivable roads in the City including a review and update of the City's Street pavement index.

- Analyzing the need for the City to adopt and begin moving forward with a mobility transition plan that meets the Americans with Disabilities Act of 1990 (“ADA”) requirements.
- Identify transportation system operational costs for the City. Identify modifications or additions necessary to address the predicted future needs for operations and maintenance.
- Create a more sustainable street tree planting and maintenance program to enhance and promote environmental stewardship through sustainable land use and transportation planning.
- Updating the City’s Transportation Capital Improvement Plan, including project prioritization and incorporating projects from previous transportation refinement studies and plans.
- Coordinate with law enforcement and emergency services to improve access and emergency response operations.
- Identify access solutions for industrial and commercial sites within the City’s UGB.
- Integrate Updated TSP with other plans that have been updated since the development of the Current TSP.
- Resolve the inconsistencies between the Current TSP and specific area plans.
- Update Current TSP capital project lists, including project cost estimates, and determine the amount of funding available over the planning horizon.

Required Project Activities and General Project Delivery Schedule

City shall complete the deliverables listed as set forth in Exhibit A of the Statement of Work of the Project Contract.

Task #	Task Name	Month(s) Following Agency's Issuance of NTP
1	Project Management and Initiation	Within 3 months
2	Transportation System Goals, Conditions, Deficiencies, and Needs	3-6 months
3	Public Event #1	6 months
4	Transportation System Improvements	7-10 months
5	Public Event #2	11 months
6	Implementation Measures	12-14 months
7	Adoption	14-18 months

EXHIBIT B
PARTIES CONTACT INFORMATION

Agency's Project Manager ("APM") for the Agreement		Agency's Contract Administrator for the Agreement	
Name:	Michael Duncan	Name:	Same as APM
Address:	Transportation and Growth Management Program 350 W Marine Dr. Astoria, OR 97103	Phone:	
Phone:	971-239-3670	Email:	
Email:	michael.w.duncan@odot.oregon.gov		
Consultant's Project Manager ("PM") for the Project Contract		Alternate Contact for Consultant	
Name:	Carl Springer	Name:	N/A
Address:	1050 SW 6th AVE, Suite 600 Portland, OR 97204	Phone:	
Phone:	503-753-8991	Email:	
Email:	carl.springer@dksassociates.com		
City of St. Helens' Project Manager ("CPM") for the Agreement		Alternate Contact for City	
Name:	Alex Bird	Name:	Sharon Darroux
Address:	City of St. Helens 265 Strand Street St. Helens, OR 97051	Phone:	(503) 366-8243
Phone:	503-366-8223	Email:	sdarroux@sthelensoregon.gov
Email:	abird@sthelensoregon.gov		

* ODOT may change the APM designation by promptly sending written notice (e-mail acceptable) to City, with a copy to tgmcentral@odot.oregon.gov. Changes to ODOT's Contract Administrator must be done by amendment to this Agreement.

**Any changes to the PM or CPM must be approved in writing (e-mail acceptable) by ODOT.

EXHIBIT C
ELIGIBLE PARTICIPATING COST

DESCRIPTION

PERSONNEL SERVICES

Salaries - Straight time pay for regular working hours in a monthly period. Includes standard labor distributions like Social Security Taxes, Workers' Compensation Assessments and Medical, Dental, Life Insurance. Excludes mass transit tax, vacation leave, sick leave and compensatory time taken.

Overtime - Payments to employees for work performed in excess of their regular work shift.

Shift Differential - Payments to employees, in addition to regular pay, for shift differential work as described in labor contracts or Personnel Rules.

Travel Differential - Payments to employees, in addition to regular pay, for travel time to and from work on projects in excess and beyond an 8 hour day as described in labor contracts or Personnel Rules.

SERVICES AND SUPPLIES

In-State Travel - Per Rates Identified in State Travel Handbook

Meals & Misc. - Payment for meals incurred while traveling within the State of Oregon.

Lodging & Room Tax - Payment for lodging, including room taxes, incurred while traveling within the State of Oregon. Fares, Taxi, Bus, Air, Etc.

Per Diem - Payment for per diem, incurred while traveling within the State of Oregon.

Other - Payment for other miscellaneous expense, incurred while traveling within the State of Oregon.

Private Car Mileage - Payment for private car mileage while traveling within the State of Oregon.

Office Expense

Direct Project Expenses Including:

Photo, Video & Microfilm Supplies - Payment for photography, video and microfilm supplies such as film for cameras, blank video tapes, storage folders, etc.

Printing, Reproduction & Duplication - Expenditures for services to copy, print, reproduce and/or duplicate documents.

Postage - Payment for direct project postage.

Freight & Express Mail - Payment for direct project freight services on outgoing shipments.

Telecommunications

Phone Toll Charges (long-distance) - Payment for telephone long distance charges.

Publicity & Publication

Publish & Print Photos - Payment for printing and publishing photographs to development of publicity and publications.

Conferences (costs to put on conference or seminars)

Equipment \$250 - \$4,999

NOT ELIGIBLE

Employee Training, Excluding Travel

NOT ELIGIBLE

Training In-State Travel

NOT ELIGIBLE

CAPITAL OUTLAY

NOT ELIGIBLE



STAFF REPORT (Item Specific)

Item #7.

Meeting Date: February 18, 2026
Author: Jacob Graichen, AICP, City Planner
Department: Community Development
Division: Planning
Subject: ROW Dedication Acceptance
Type of Item: Authorization of Mayor's Signature
CC: City Administrator John Walsh

Introduction: A partition at 80 S. 21st Street is nearly complete. The Mayor recently signed the partition plat.

There is also a Lot Line Adjustment (LLA) associated with this project and those are completed differently than a partition. LLA's usually require a survey to be recorded, and this project is no exception to that. However, in this case the survey is also the partition plat, complicating things.

The right-of-way dedication for the adjusted lot has to be done by a deed and not via the plat declaration.

The request to the Council is authorization of the Mayor's signature.

Background: Right of way dedication is proposed along S 21st Street. The Mayor's recent signature on the plat only addressed half of the area proposed for dedication.

The other half of the area needs a right-of-way dedication deed and this is why this matter is coming back to the Council.

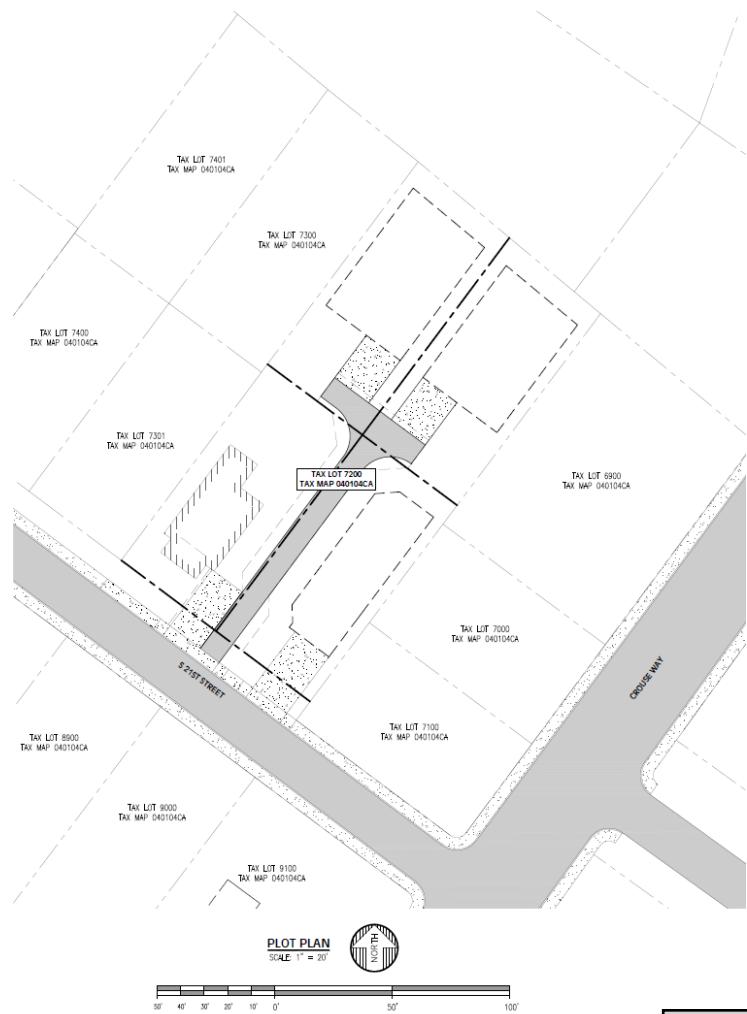
This illustrates the concept and location→

Staff Analysis: Staff has determined that all necessary requirements have been met for the purpose of the Mayor signing the dedication deed.

The applicant's surveyor had prepared the legal description for the dedication 18 months ago in August of 2024, but for reasons unknown, the document was obtained only after the city reached out to the surveyor earlier this month.

Budget Impact: None.

Alternatives: Not applicable.



Requested Action: Please authorize the Mayor to sign the right-of-way dedication deed.

Attachments:

- Right-of-way dedication deed signed and notarized by the owner.

GRANTOR:

Vintage Friends, LLC
134 North River Street
St. Helens OR 97051

AFTER RECORDING, RETURN TO GRANTEE:

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

▲This Space for Recorder's Use Only ▲

DEDICATION DEED

Vintage Friends, LLC, hereinafter "Grantor," does hereby forever conveys and dedicates to the City of St. Helens, an Oregon municipal corporation, "Grantee," the following described real property, for the use of the public as a public way:

See Exhibit A, attached hereto and hereby incorporated by reference.

BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON TRANSFERRING FEE TITLE SHOULD INQUIRE ABOUT THE PERSON'S RIGHTS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010. THIS INSTRUMENT DOES NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY THAT THE UNIT OF LAND BEING TRANSFERRED IS A LAWFULLY ESTABLISHED LOT OR PARCEL, AS DEFINED IN ORS 92.010 OR 215.010, TO VERIFY THE APPROVED USES OF THE LOT OR PARCEL, TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES, AS DEFINED IN ORS 30.930, AND TO INQUIRE ABOUT THE RIGHTS OF NEIGHBORING PROPERTY OWNERS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTION 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010.

The true consideration for this conveyance is \$0.00, stated in terms of dollars.

To have and to hold, the above-described and granted real property for the purposes hereinbefore set forth unto the public forever.

[Acceptance and Acknowledgement Page Follows]

IN WITNESS WHEREOF, the GRANTOR has caused this instrument to be executed this

11 day of FEBRUARY, 2026.

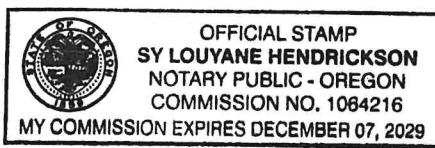
VINTAGE FRIENDS, LLC

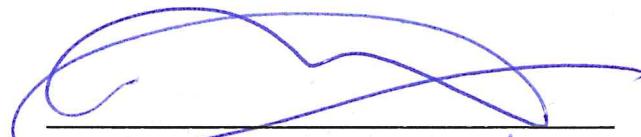
By Brad Hendrickson


(Signature)

STATE OF Oregon)
COUNTY OF Columbia)
ss.

On this 11th day of February, 2026, personally appeared before me the above-named Brad Hendrickson as Registered Agent and Manager of Vintage Friends, LLC and acknowledged the foregoing instrument to be his/her voluntary act and deed.




NOTARY PUBLIC FOR OREGON
My Commission Expires: 12/07/2029

The foregoing conveyance is hereby ACCEPTED:

By: _____

Date: _____

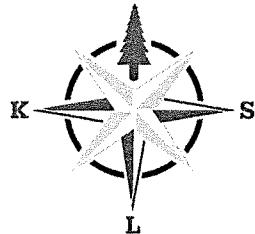
Jennifer Massey, Mayor

City of St. Helens

STATE OF OREGON)
) ss.
County of _____)

This instrument was acknowledged before me on _____, _____, by Jennifer Massey as Mayor of the City of St. Helens.

NOTARY PUBLIC FOR OREGON
My Commission Expires: _____



KLS Surveying Inc.

1224 Alder Street
Vernonia, OR 97064

Phone: (503) 429-6115
Fax: (866) 297-1402
Email: dwallace_kls@msn.com

Item #7.

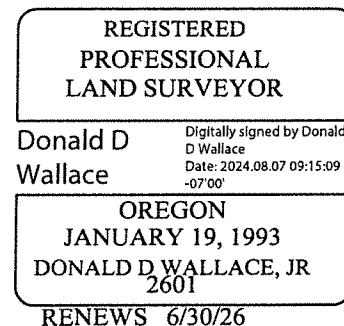
EXHIBIT A

10.00 Foot Right of Way Dedication

A portion of that tract of land conveyed to Vintage Friends LLC in deed recorded as Instrument No. 223-05772, Columbia County Deed Records lying in the Southwest quarter of Section 4, Township 4 North, Range 1 West of the Willamette Meridian, City of St. Helens, Columbia County, Oregon being more particularly described as follows:

- Beginning at the Southwest corner of said Vintage Friends LLC tract being a 12" iron pipe;
- thence South 51°51'10" East along the South line of said Vintage Friends LLC tract, 50.35 feet to a 5/8" iron rod with a yellow plastic cap marked "KLS SURVEYING INC";
- thence North 35°01'44" East 10.00 feet to a 5/8" iron rod with a yellow plastic cap marked "KLS SURVEYING INC.:";
- thence North 54°51'10" West 50.33 feet to a 5/8" iron rod on the West line of said Vintage Friends LLC tract;
- thence South 35°08'15" West 10.00 feet to the point of beginning.

Containing 503 Square Feet more or less.



Subgrant Agreement

This Subgrant Agreement (“Agreement”), entered into as of the date last provided on the signature page (“Effective Date”), is between the City of Scappoose, hereinafter referred to as “Scappoose,” whose address is 33568 E. Columbia Ave, Scappoose, Oregon 97056, and the City of St. Helens, hereinafter referred to as “St. Helens,” whose address is at 265 Strand Street, St. Helens, Oregon 97051. Scappoose and St. Helens are collectively referred to herein as the “parties” and each individually as a “party.”

1. St. Helens was selected by the Ford Family Foundation for inclusion in its Growing Rural Oregon (“GRO”) initiative that is developing entrepreneurial ecosystems in rural communities throughout the state. Ford Family Foundation awarded St. Helens a \$100,000 grant on October 31, 2022 (the “Grant”) for program and small business entrepreneurial ecosystem development (the “Purpose”). St. Helens shall have the opportunity to apply for continuing Grant funds to support the Purpose annually, for the next two years.
2. Columbia Economic Team (“CET”) was a 501(C)(6) nonprofit entity. CET was engaged in the St. Helens GRO initiative. St. Helens executed a Memorandum of Understanding with CET on February 23, 2023 (the “MOU”) to pass through certain Grant funds to CET, to further perform the Purpose.
3. CET announced its intent to dissolve in December 2025 and has since been working to distribute its programs and resources to partners within Columbia County who may continue these programs. Scappoose desires to undertake certain roles and responsibilities that CET fulfilled within Columbia County via a county-wide business collaboration housed in Scappoose (the “Program”).
4. Small business advising, facilitation, marketing, promotion, and support are core competencies and the focus of the Program. Further, the Program is closely aligned with the GRO program framework and Grant Purpose.
5. St. Helens desires to pass through certain Grant funds to Scappoose in order to pay for Program related services.

NOW, THEREFORE, based on the mutual covenants set forth in this Agreement, the parties agree to the following terms and conditions.

1. Pass-through of Grant Funds.
 - a. Upon the Effective Date, St. Helens shall provide all remaining Grant funds to Scappoose for Scappoose to use in connection with the Program. Scappoose

represents to St. Helens that the Program aligns with the Grant Purpose. Scappoose shall comply with all terms of the Grant for the term of this Agreement.

- b. Scappoose shall assist St. Helens in annually applying for continuing Grant funds in connection with the Purpose. If St. Helens is awarded Grant funds in 2027 and 2028, St. Helens shall immediately pass these Grants funds through to Scappoose in accordance with Section 1.a. The provision and use of all Grant funds shall be subject to the terms of this Agreement.

2. Term and Termination. The Agreement shall continue in full force and effect for the term of the Grant, as amended by subsequent awards of funds, unless written notification by either party is presented to the other party on or before September 30 of intent to terminate this Agreement effective on December 31 of the year of said termination notice.

3. Indemnification. To the maximum extent permitted by law, the parties shall defend, indemnify, and hold each other, their elected and appointed officials, agents, and employees harmless from and against any claims, damages, losses, and expenses, including attorneys' fees, which arise out of the action or inaction of the parties, their elected or appointed officials, agents, or employees in the performance of this Agreement.

4. Miscellaneous. This Agreement includes the entire agreement of the parties and supersedes any prior discussions or agreements regarding the same subject. This Agreement may be modified in writing by a modification that has been signed by individuals authorized to bind each of the parties contractually. Neither party may assign this Agreement without the written consent of the other party. If any provision of this Agreement is held to be invalid, unconstitutional, or preempted, the remaining provisions will remain in full force and effect.

St. Helens, Oregon

By: _____

Name: _____

Title: _____

Date: _____

Scappoose, Oregon

By: _____

Name: _____

Title: _____

Date: _____

APPOINTMENTS TO ST. HELENS CITY BOARDS AND COMMISSIONS

Item #9.

City Council Meeting ~ February 18, 2026

Pending applications received:

<u>Name</u>	<u>Interest</u>	<u>Date Application Received</u>	<u>Referred by Email To Committee(s)</u>
• Lori Baker	Parks & Trails Commission	1/12/26	1/28/26

Parks & Trails Commission (4-year terms)

- Dana Lathrop's term expires 12/31/2025. She does not wish to be reappointed.

Status: A press release was sent out on November 25 with a December 23 deadline. One application was received on January 12. The Commission interviewed this candidate on February 9.

Next Meeting: March 9, 2026

Recommendation: At their February 9 meeting the Commission voted unanimously to recommend that the Council appoint Lori Baker to a 4-year term, expiring 12/31/2029.

Item #9.

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. Item #9.

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 12, 2026, at 7:15 PM

Virtually over Zoom

APPROVED MINUTES

Members Present

Chair Fatima Salas
 Member Rob Dunn
 Member Ellen Jacobson
 Member Kelsey Knutson
 Member Jana Mann
 Member Lynne Pettit
 Member Erin Wheeldon

Members Absent

Vice Chair Aaron Martin
 Member Jay Echternach

Council Liaison in Attendance

N/A

Visitors

None

Staff Present

Library Board Secretary Dan Dieter

Staff Absent

Library Director Suzanne Bishop

CALL TO ORDER

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

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

No visitor comments.

APPROVAL OF MINUTES

1. Minutes from the regular board meeting, December 8, 2025, were reviewed and amended.

Motion: Upon Member Dunn's motion and Member Pettit's second, the Library Board unanimously approved the regular board meeting minutes dated December 8, 2025, as amended. [Yea: Chair Salas, Member Dunn, Member Jacobson, Member Knutson, Member Mann, Member Pettit, Member Wheeldon; Nay: none]

OLD BUSINESS

2. STRATEGIC PLAN SUBCOMMITTEE REPORT: No report available.

3. MAKERSPACE FUNDRAISING SUBCOMMITTEE REPORT: No report available

NEW BUSINESS

No new business.

LIBRARY DIRECTOR'S REPORT

No Library Director report available.

COUNCIL LIAISON REPORT

No council report available.

OTHER BUSINESS

Member Jacobson and Member Mann described the writer's festival and FebWordary events that will be coming up in February. There was a recent press release that covered the pertinent information.

SUMMARIZE ACTION ITEMS

No action items were summarized.

ADJOURNMENT

Chair Salas adjourned the meeting at 7:21 p.m.

Respectfully submitted by,
Dan Dieter
Library Board Secretary

ST. HELENS PUBLIC LIBRARY SPECIAL BOARD MEETING

Monday, January 28, 2026 at 7:15 PM

Virtually over Zoom

APPROVED MINUTES

Members Present

Chair Fatima Salas
 Vice Chair Aaron Martin
 Member Rob Dunn
 Member Jay Echternach
 Member Ellen Jacobson
 Member Kelsey Knutson
 Member Jana Mann
 Member Lynne Pettit
 Member Erin Wheeldon

Members Absent

Council Liason in Attendance

Mayor Jennifer Massey

Visitors

None

Staff Present

City Administrator John Walsh
 Library Director Suzanne Bishop
 Library Board Secretary Dan Dieter

CALL TO ORDER

Meeting was called to order at 7:15 pm by Chair Salas.

NEW BUSINESS

1. FY 2026 REPORT: Library Director Bishop introduced City Administrator John Walsh for the discussion of the 2026/2027 budget. Administrator Walsh described how the general fund city departments, including the library. The city is currently on a trajectory that will exhaust the reserve fund and leave a negative balance of about \$150,000, if changes aren't made by the end of the fiscal year (June 30). Looking at solutions on the revenue side, we've extensively explored our options. On the expense side we don't know if it's going to be furlough days like you see all around us with the county and the school districts, layoffs, or some other cost-saving measures. We came into this year with a particularly low reserve. The Council usually sets a target of around 20% and over the last two years we have dropped to 15% and then 6%. We wanted to sustain services by adding some timber sales income instead of economic development activities, selling property and putting it into the general fund. We are at a point now where we are looking at putting a fee or property tax on the May ballot to fund the general fund and return the reserves to 10% to 20%. Mayor Massey stated that the issue is being looked at holistically, as there are services in every single department that are equally important. We're really going to have to come together for a campaign to educate citizens on the importance of the services that are being provided. Departments are running pretty lean in general. There is hope as the new Cascade tissue group comes back online it will add recurring revenue as a utility user. Member Dunn asked if this would be a utility fee, for water, power or what? Mayor Massey stated that it would not be a utility fee, it would be a general service fee that would be collected on the utility bill. It wouldn't be presented as something that is above and beyond, it just enough to get to the

right reserve and sustain city services. Mayor Massey and Member Echternach discussed a plan to develop city property into a sports complex. Director Bishop asked if the Mayor could describe the budget process. Mayor Massey described the budget committee and the budget process, and the possibility of adding a general service fee that would have a sunset date. Member Martin asked since we have big budget issues to deal with, is the library board going to be asked to gather information to provide to City Council about how those potential cuts will affect the library so we can inform the council who can inform the city or the voters how this would affect them? Director Bishop stated that the library isn't the only department that will look at potential cuts and that the management team has been working with Administrator Walsh about the budget process and the impact on all city departments. A memo from the Library Director to Administrator Walsh was shared on the screen and was in the packet. The library is a small department with a small budget but the types of folks that we serve and the types of services that we provide at the library have a profound impact on the community. The FY 2027 budget process starts in April. Member Jacobson asked if there is any impact on the current vacancy right now. Director Bishop stated that the vacancy will not be filled as a contribution to helping reduce the budget for this year.

OTHER BUSINESS

No other business.

ADJOURNMENT

Chair Salas adjourned the meeting at 7:52 pm.

Respectfully submitted by,

Dan Dieter
Library Board Secretary



PARKS AND TRAILS COMMISSION

Monday, January 12, 2026 at 4:00 PM

APPROVED MINUTES

PRESENT

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

STAFF PRESENT

City Administrator, John Walsh
 City Councilor, Brandon Sundeen
 Billing Admin Specialist, Dawn Richardson
 Billing Admin Specialist, Jamie Ford

STAFF ABSENT

Facilities Maintenance Supervisor, Buck Tupper

OTHERS

Sean Williams

CALL TO ORDER – 4:00 PM

APPROVAL OF MINUTES

1. Approve Minutes of December 8, 2025

Motion to approve the minutes of December 8, 2025, made by Commissioner Jacobson, Seconded by Commissioner Green.

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

Voting Abstaining: Commissioner Pettit

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

Chair Blumenthal noted there were no attendees wishing to speak on topics not on the agenda.

NEW BUSINESS

2. Additional Application Press Release for Parks & Trails Positions

Chair Blumenthal introduced the topic, noting that the Commission needed to provide direction to City staff regarding advertising for the vacant Parks & Trails Commission position. After brief discussion, the Commission directed staff to advertise the position again in the same manner as before.

3. Elect Chair & Vice Chair

Chair Blumenthal opened the discussion about electing a new Chair and Vice Chair. Commission members discussed the traditional succession pattern where the Vice Chair moves up to Chair position.

Commissioner Jacobson noted that historically, the Vice Chair would become Chair and then a new Vice Chair would be elected. Some Commissioners questioned whether this pattern should continue or if a different approach should be taken.

Chair Blumenthal mentioned that Commissioner Pettit had suggested via email that Commissioner Barlow be elected Chair with Blumenthal remaining as Vice Chair.

Vice Chair Barlow expressed concerns about his ability to attend all meetings in person, noting that he sometimes has grandchildren to watch, which might affect his availability.

After further discussion about the procedure and preferences, the Commission decided to maintain the tradition of having the Vice Chair move to Chair.

Motion to elect Blumenthal as Chair and Barlow as Vice Chair made by Commissioner Woodruff, Seconded by Commissioner Jacobson.

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

Voting Abstaining: Commissioner Pettit

4. Chapter Six Review

The Commission began a review of Chapter Six of the Parks and Trails Master Plan to determine what projects had been completed and what remained to be done. Chair Blumenthal noted some confusion regarding the layout and page numbering of the different versions of the plan, but the Commission proceeded with the review.

The Commission reviewed recommendations for several parks:

1. **Sixth Street Park:** The Commission discussed items from the Master Plan including the need for permanent handicap accessible restrooms with drinking fountain. Commissioners noted that these facilities are still lacking, despite heavy use during baseball and other sporting events. The Commission decided to keep these recommendations in the Master Plan.

2. **McCormick Park:** The Commission discussed recommendations including expanding the Veterans Memorial, installing a multi-sports basketball court, and adding more covered picnic shelters. City Administrator John Walsh noted significant upgrades to the electrical infrastructure had been completed. The Commission agreed to remove items #11 and #12 from the Master Plan, which related to parking improvements that had already been completed.

Vice Chair Barlow raised concerns about drainage issues at the BMX track area of McCormick Park, noting that a culvert installed years ago may be blocked, causing flooding in the winter months. The Commission agreed to add drainage improvement to their list of recommendations.

3. **Godfrey Park:** The Commission discussed enhancing the playground with a natural play area and installing ADA-approved swing sets. Commissioner Woodruff emphasized that swing sets should be a priority for this park. There was also discussion about possibly designating a dog area within the park.

4. **Civic Pride:** The Commission discussed several recommendations including a splash park. Commissioner Pettit noted that Civic Pride Park currently has no water service, which would be

needed for many of the proposed improvements. She also shared that she and her husband had done maintenance work at the park, removing blackberry bushes, and that maintenance staff had subsequently sprayed to prevent regrowth. Commissioner Pettit also mentioned plans to work with the museum to add historical information to the park.

The Commission agreed to continue reviewing the remaining parks at the next meeting.

5. Concepts of Excellent Trails - Belcher

Commissioner Belcher shared information from a National Geographic article about professional trail builders. He noted several key points:

1. Trails can support tourism and economic development, pointing out that the article mentioned how "funding affordable ways to bring people back in touch with nature not only boosts their happiness, but also represents a solid investment for tourism."
2. The article provided technical guidelines about trail construction, including advice against lining trails with small pebbles, as this can trap water and discourage hikers from staying on the trail.
3. The article emphasized the importance of variation in trails to maintain interest, which Commissioner Belcher noted is a strength of the Urban Trail in St. Helens.
4. Commissioner Belcher mentioned the article's suggestion to use large boulders as trail markers instead of signs, which can be expensive and are often damaged. He noted that Tupper (Parks Maintenance) had indicated they have boulders available for this purpose.

Commissioner Jacobson mentioned an upcoming Trail College event at Cascade Locks at the end of April, which might be valuable for Commissioners to attend.

OLD BUSINESS

6. Master Plan - Standing Item

This item was discussed in conjunction with the Chapter Six Review under New Business.

The Commission also discussed their park assessment process. Commissioner Jacobson expressed disappointment that some Commissioners had not participated in the assessment process as agreed. Several Commissioners shared differing views on the effectiveness and utility of the assessments:

- Commissioner Barlow expressed concern about creating extra work for staff without clear benefits.
- Commissioner Green supported the assessment tool but felt it should be voluntary rather than mandatory.
- Commissioner Pettit stated that she believed the assessment experiment had failed because the information hadn't reached the appropriate staff members.

After discussion, Commissioner Belcher proposed that between the current meeting and the February meeting, all Commissioners visit Grey Cliffs Park individually and come prepared to discuss their observations. **This was approved as a non-binding motion.**

Motion to visit Great Cliffs Park made by Commissioner Belcher, Seconded by Commissioner Jacobson. Voting Yea: Chair Blumenthal, Vice Chair Barlow, Commissioner Belcher, Commissioner Green, Commissioner Jacobson, Commissioner Pettit, Commissioner Stanley
Voting Abstained: Commissioner Woodruff

7. Milton Creek Reserve - Standing Item

Commissioner Green announced that the Port would be having their annual open house on Wednesday at 8:30 AM, which would include a presentation on their portion of the Milton Creek project.

Commissioner Jacobson reported that he and Commissioner Green had met with Elliot and Lindsay the previous week to discuss grant opportunities for the Open Top site. He also mentioned plans for a site visit on January 24th but noted that this might conflict with Senator Ron Wyden's event in Scappoose on the same day. The Commission agreed to consider rescheduling.

City Administrator John Walsh informed the Commission that the City is working with the Marine Board and ODFW on designs for a motorized boat launch and fishing pier at Grey Cliffs Park. He also suggested considering an extension of the river walk along the waterfront at Grey Cliffs Park.

STAFF REPORT

City Administrator John Walsh offered to have City staff review the Parks and Trails Master Plan and mark off completed projects to help the Commission in their review process. He also noted significant improvements that have been made to the parks over the past 10-12 years.

When asked about the potential golf course project mentioned by Commissioner Jacobson, City Administrator John Walsh indicated that the Urban Renewal Agency could be a good funding source, particularly when matched with other grants.

COUNCILOR'S REPORT

Councilor Sundeen had no report to share.

DISCUSSION ITEMS

Commissioner Pettit asked about the City's current relationship with Dalton Lake. She explained that the property is owned by ODOT, with a cooperative management agreement that ends in 2029. City Administrator John Walsh noted that the City had explored purchasing the property, but the appraisal came in higher than expected.

Commissioner Pettit added that ODOT was planning to address ivy removal in the 56-acre area between now and February at a cost of \$10,000-15,000. She explained that as a wetland mitigation area, any future use would need to be passive, with limited improvements such as kiosks, benches, and bike racks permitted.

Chair Blumenthal reported that volunteers had contributed 340 hours to Nob Hill Park in the previous year, with 156 hours in spring and summer (including 50 hours for a work party) and 104 hours in fall and winter (including 30 hours for a work party).

ADJOURNMENT

The meeting was adjourned at 5:53 PM

Respectfully submitted by Jamie Ford, Administrative Billing Specialist



PLANNING COMMISSION

Tuesday, January 13, 2026 at 6:30 PM

APPROVED MINUTES

Members Present:

Vice Chair Brooke Sisco
 Commissioner David B Rosengard
 Commissioner Charles Castner
 Commissioner Scott Jacobson
 Commissioner Reid Herman
 Commissioner Trina Kingsbury

Members Absent: None

Staff Present: City Planner Jacob Graichen
 Communications Officer Crystal King
 Community Development Administrative Assistant Angelica Artero

Council Members:

Councilor Mark Gundersen
 Councilor Russ Hubbard

Others: Nick Hellmich (Zoom)
 Jay Echternach (Zoom)
 Patrick Birkle

1. 6:30 P.M. CALL TO ORDER

2. TOPICS FROM THE FLOOR (Not on Public Hearing Agenda): Limited to five minutes per topic
 None.

3. CONSENT AGENDA

A. Draft Minutes dated December 9, 2025

Motion: Upon Commissioner Rosengard motion and Commissioner Castner's second, the Planning Commission voted to approve the draft minutes dated December 9, 2025.

AYES: Commissioner Jacobson, Commissioner Kingsbury, Commissioner Rosengard

ABSTAINS: Vice Chair Sisco, Commissioner Herman, Commissioner Castner **NAYS:** None.

4. PLANNING DIRECTOR DECISIONS (previously e-mailed to the Commission)

No discussion or questions.

5. DISCUSSION ITEMS

Interview with Patrick Birkle

Birkle, Patrick introduced himself as a 33-year resident of St. Helens who previously served on the City Council as well as the liaison to the Planning Commission. He described his background, including his work at St. Frederick's Catholic Church, 25 years in public school teaching (now semi-retired and substituting), and service on various community boards including the St. Helens School Board, City Budget Committee, and City Council.

When asked about the impact he'd like to have on the Planning Commission, Mr. Birkle expressed interest in handling the business brought before the Commission by planning staff while also being more proactively involved in developing items. He noted his interest in environmental concerns related to development, particularly making the community more resilient to climate change and improving areas like the Holton Business District through better planning.

Mr. Birkle shared that his legacy would be helping make St. Helens better than when he arrived, specifically creating a welcoming community with a beautiful waterfront and inviting entrance from Highway 30. When asked about historic preservation, Mr. Birkle expressed strong support for preserving historic buildings and features in St. Helens, including potentially getting the city's staircases recognized as historic features. He noted the importance of supporting property owners of historic buildings through grants and other economic assistance.

Interview with Jay Echternach

Echternach, Jay introduced himself as a four-year resident of St. Helens with professional experience including 30 years in publishing as VP of sales. His community involvement included serving on the Gresham Barlow School Board, budget committee, curriculum committee, and foundation board for 10 years. He also ran youth baseball programs including Gresham Little League and currently serves as a high school baseball umpire.

When asked about his desired impact on the Planning Commission, Mr. Echternach discussed his interest in being part of a group solving community problems. He noted that he found the St. Helens Building Department to be cooperative and helpful when he built an Airbnb in town, contrasting this with the difficulties builders face in larger cities. He expressed his desire to contribute to maintaining this cooperative approach.

Mr. Echternach highlighted his sales background as bringing problem-solving skills to the Commission. He emphasized his experience dealing with complex information and working with the public to find common ground. He also mentioned his current service on the St. Helens Library Board.

Deliberations

All commissioners agreed both candidates were excellent choices. After discussion about the relative strengths of each candidate, some commissioners noting Mr. Echternach's professional background and others highlighting Mr. Birkle's institutional knowledge and experience, a vote was taken.

Motion: Upon Commissioner Jacobson's motion and Commissioner Rosengard's second, the Planning Commission moved to recommend Patrick Birkle to the City Council for appointment to the Planning Commission.

AYES: Commissioner Castner, Commissioner Rosengard, Commissioner Jacobson, Commissioner Reid, Commissioner Kingsbury **NAYS:** None.

Chair and Vice Chair Appointments

Motion: Upon a motion by Commissioner Castner, seconded by Commissioner Rosengard, the Planning Commission appointed Vice Chair Brooke Sisco as Chair of the Planning Commission.

AYES: Commissioner Castner, Commissioner Rosengard, Commissioner Jacobson, Commissioner Reid, Commissioner Kingsbury **NAYS:** None.

Motion: Upon Commissioner Jacobson's motion, seconded by Commissioner Castner, the planning Commission to appoint Commissioner Rosengard to Vice Chair of the Planning Commission.

AYES: Commissioner Castner, Commissioner Jacobson, Commissioner Reid, Commissioner Kingsbury
NAYS: None.

End of Year Summary Report

City Planner Graichen presented the end of year report with numbers from the past 10 years. He noted that 2025 had seen fewer applications than typical, with only about 80 land-use files compared to the 96 per year average files over the past decade. The lower numbers were attributed to less development happening now, which Graichen suggested might be a good thing given current staffing levels.

Joint Planning Commission/City Council Meetings Update

Graichen reported that when the Planning Commission's preference for annual joint meetings with the City Council was presented, Mayor Massey felt strongly that at least two meetings per year would be beneficial. The Council subsequently scheduled joint meetings for March and September for 2026.

6. PROACTIVE ITEMS

F. Architectural Standards

No updates provided

G. Vacant and Underutilized Storefronts

Commissioner Jacobson reported that he had recently started working on this issue again and hoped to provide more information at the next meeting.

7. CITY COUNCIL LIAISON REPORT

Councilor Hubbard reported on the waterfront development negotiations with Romano. He explained that while the process might take approximately five years to get something built, the developers were working on conceptual plans and would be providing more details in about three weeks.

Councilor Hubbard also provided an update on the police station project, reporting that the City now has a lease on the property which will turn into a purchase. The site has been cleaned and vacated, and it is ready for demolition this year with construction to follow.

8. FOR YOUR INFORMATION ITEMS

9. ADJOURNMENT

There being no further business before the Planning Commission, the meeting was adjourned at 8:04p.m.

Respectfully submitted,

Angelica Artero

Community Development Administrative Assistant

City of St. Helens
Consent Agenda for Approval
OLCC LICENSES

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

2026 RENEWALS

<u>Licensee</u>	<u>Tradename</u>	<u>Location</u>	<u>Purpose</u>
Thai Jasmine LLC	Oriental Café	555 S. Col. Rv. HWY	Renewal
C & D Beverage Inc	1028-St Helens Liquor Store	420 Columbia Blvd	Renewal
Safeway Inc	Safeway # 0424	795 S. Col Rv HWY	Renewal
Pastime Tavern	Pastime Tavern	2019 Col. Blvd.	Renewal

2026 NEW & CHANGE IN PRIVILEGE OR OWNERSHIP

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

<u>Licensee</u>	<u>Tradename</u>	<u>Location</u>	<u>Purpose</u>
Pretty Nice LLC	Pretty Nice Deli and Pantry	290 S 1 st St	New License
Little Man LLC	Grocery Outlet of St. Helens	205 Brayden St	New Owner



St. Helens, OR

Item #14.
Expense Approval Request

Packet: APPKT01471 - AP 1.23.26-1.29.26

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL FUND					
COLUMBIA COUNTY ANIMAL...	1.20.26	01/22/2026	RESTITUTION CASE#25TR218...	100-000-21000	50.00
ORKIN	290451024	01/22/2026	265 STRAND PEST SERVICE CI...	100-715-52023	146.51
ORKIN	290451842	01/22/2026	375 S 18TH ST LIBRARY	100-706-52023	188.77
SAR ENTERPRISE INC	83425	01/22/2026	BENCH REPAIR	100-705-52019	84.00
SAR ENTERPRISE INC	83968	01/22/2026	REMOVE & INSTALL NEW TM	100-705-52019	2,925.13
DEPARTMENT OF TRANSPOR...	L0073422819	01/22/2026	DMV SERVICES ACCT 67431	100-705-52019	24.50
LEXISNEXIS	01.02.26	01/27/2026	REFUND PUBLIC RECORDS R...	100-000-36002	20.00
KIMBERLY BAQUERA	01.02.26	01/27/2026	REFUND PUBLIC RECORDS R...	100-000-36002	20.00
SUWANNA KAPELL	01.12.26	01/27/2026	RESTITUTION 23CR233 ANNE...	100-000-21000	20.00
DOUGLAS WILLIS	01.12.26	01/27/2026	REFUND PUBLIC RECORDS R...	100-000-36002	20.00
NW NATURAL GAS	01.14.26	01/27/2026	256563-8	100-705-52003	82.12
NW NATURAL GAS	01.14.26	01/27/2026	258767-3	100-706-52003	1,604.26
NW NATURAL GAS	01.14.26	01/27/2026	256304-7	100-708-52003	125.67
NW NATURAL GAS	01.14.26	01/27/2026	259856-3	100-708-52003	31.53
NW NATURAL GAS	01.14.26	01/27/2026	4157643-0	100-709-52003	503.18
NW NATURAL GAS	01.14.26	01/27/2026	3707010-9	100-709-52003	228.52
NW NATURAL GAS	01.14.26	01/27/2026	1323284-8	100-715-52003	240.29
NW NATURAL GAS	01.14.26	01/27/2026	1359528-5	100-715-52003	263.87
COLUMBIA RIVER PUD	01.15.26 7493	01/27/2026	150 S 13 ST POLICE STATION ...	100-705-52003	696.56
COLUMBIA RIVER PUD	01.15.26 7493	01/27/2026	150 S 13TH ST - POLICE	100-705-52003	217.92
COLUMBIA RIVER PUD	01.15.26 7493	01/27/2026	375 S 18TH ST COLUMBIA CE...	100-706-52003	716.16
COLUMBIA RIVER PUD	01.15.26 7493	01/27/2026	200 N RIVER ST - GREY CLIFFS...	100-708-52003	95.17
COLUMBIA RIVER PUD	01.15.26 7493	01/27/2026	299 N 6TH ST - PARKS	100-708-52003	39.90
COLUMBIA RIVER PUD	01.15.26 7493	01/27/2026	475 S 18 ST METER 10220167	100-708-52003	160.79
COLUMBIA RIVER PUD	01.15.26 7493	01/27/2026	475 S 18TH ST	100-708-52003	181.74
COLUMBIA RIVER PUD	01.15.26 7493	01/27/2026	475 S 18TH ST - MCCORMICK...	100-708-52003	114.83
COLUMBIA RIVER PUD	01.15.26 7493	01/27/2026	162 MCMICHAEL ST - CAMPB...	100-708-52003	158.84
COLUMBIA RIVER PUD	01.15.26 7493	01/27/2026	475 S 18TH ST	100-708-52003	189.77
COLUMBIA RIVER PUD	01.15.26 7493	01/27/2026	50 PLAZA SQ- PLAZA OUTLETS	100-708-52003	115.11
COLUMBIA RIVER PUD	01.15.26 7493	01/27/2026	200 N 7TH ST - PARK	100-708-52003	39.31
COLUMBIA RIVER PUD	01.15.26 7493	01/27/2026	475 S 18TH ST- MCCORMICK ...	100-708-52003	40.91
COLUMBIA RIVER PUD	01.15.26 7493	01/27/2026	264 STRAND ST- PARKS/ GAZ...	100-708-52046	162.14
COLUMBIA RIVER PUD	01.15.26 7493	01/27/2026	265 STRAND ST. - DOCKS	100-708-52046	476.81
COLUMBIA RIVER PUD	01.15.26 7493	01/27/2026	2625 GABLE RD REC CENTER	100-709-52003	203.97
COLUMBIA RIVER PUD	01.15.26 7493	01/27/2026	265 STRAND ST- CITY HALL ...	100-715-52003	222.21
COLUMBIA RIVER PUD	01.15.26 7493	01/27/2026	277 STRAND ST- CITY HALL U...	100-715-52003	83.48
COLUMBIA RIVER PUD	01.15.26 7493	01/27/2026	277 STRAND ST -	100-715-52003	38.89
COLUMBIA RIVER PUD	01.15.26 7493	01/27/2026	275 STRAND ST- CITY HALL U...	100-715-52003	115.87
COLUMBIA RIVER PUD	01.15.26 7493	01/27/2026	265 STRAND ST- CITY HALL ...	100-715-52003	745.60
CARDINAL SERVICES INC	035507	01/27/2026	TEMPORARY EMPLOYMENT	100-705-52023	325.85
CARDINAL SERVICES INC	035507	01/27/2026	TEMPORARY EMPLOYMENT	100-706-52023	616.79
CARDINAL SERVICES INC	035507	01/27/2026	TEMPORARY EMPLOYMENT	100-708-52023	46.55
CARDINAL SERVICES INC	035507	01/27/2026	TEMPORARY EMPLOYMENT	100-709-52023	139.65
CARDINAL SERVICES INC	035507	01/27/2026	TEMPORARY EMPLOYMENT	100-715-52023	476.00
MAILBOXES NORTHWEST	1.10.26	01/27/2026	POSTAGE 2801 ACCT 1 PD	100-705-52001	338.18
SARA HOYT	1.2.26	01/27/2026	REFUND PRR FOR EDDIE PHIL...	100-000-36002	60.00
THE KENZIE GROUP	1.2.26	01/27/2026	REFUND PRR 2007 DODGE C...	100-000-36002	20.00
OREGON OCCUPATIONAL M...	133206	01/27/2026	EXAM	100-705-52019	959.00
OCCUPATIONAL SAFETY HEA...	1871	01/27/2026	SET UP FEE/NEW EMPLOYEE ...	100-705-52019	91.00
ALLSTREAM	22143971	01/27/2026	ALLSTREAM PHONE ACCT 75...	100-712-52010	252.00
AT&T MOBILITY	287302289330x01232026	01/27/2026	287302289330 POLICE PHON...	100-705-52010	1,186.15
ORKIN	287331844	01/27/2026	265 STRAND PEST SERVICE CI...	100-715-52023	130.00
ORKIN	287332703	01/27/2026	375 S 18TH ST LIBRARY	100-706-52023	169.00

Expense Approval Register

Packet: APPKT01471 - A

Item #14.

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
STEVEN R SCHARFSTEIN	313	01/27/2026	COURT ATTORNEY FEES	100-704-52019	3,000.00
QWEST DBA CENTURYLINK A...	3263X204-S-26011	01/27/2026	5163X204S3	100-712-52010	80.33
OREGON ASSOCIATION CHIE...	7183	01/27/2026	MEMBERSHIP RENEWAL M ...	100-705-52018	1,025.00
CINTAS	8408044944	01/27/2026	PARKS FIRST AID CABINET SE...	100-708-52001	64.84
CINTAS	8408044945	01/27/2026	CITY HALL FIRST AID CABINET...	100-715-52001	55.47
L.N CURTIS AND SONS	INV1030530	01/27/2026	POLICE UNIFORMS	100-705-52102	121.32
L.N CURTIS AND SONS	INV1030543	01/27/2026	POLICE UNIFORMS	100-705-52102	155.37
L.N CURTIS AND SONS	INV1030632	01/27/2026	POLICE UNIFORMS	100-705-52102	234.27
L.N CURTIS AND SONS	INV1030939	01/27/2026	POLICE UNIFORMS	100-705-52102	102.95
EMPLOYMENT TAX -STATE OF..	L0015430899	01/27/2026	UNEMPLOYMENT 4TH QUAR...	100-706-51015	1,386.51
LOIS HUDSON	01.09.26	01/28/2026	JURY DUTY PAY	100-704-52019	10.00
JOHN FRANKLIN	01.09.26	01/28/2026	JURY DUTY PAY	100-704-52019	10.00
VICTORIA KING	01.09.26	01/28/2026	JURY DUTY PAY	100-704-52019	10.00
JESSE BJORNSTORM	01.09.26	01/28/2026	JURY DUTY PAY	100-704-52019	10.00
KEVIN NOVAK	01.09.26	01/28/2026	JURY DUTY PAY	100-704-52019	10.00
KALENA KEKAHUNA	01.09.26	01/28/2026	JURY DUTY PAY	100-704-52019	10.00
EDDIE GUNN	01.09.26	01/28/2026	JURY DUTY PAY	100-704-52019	10.00
DIANA MESSENGER	01.09.26	01/28/2026	JURY DUTY PAY	100-704-52019	10.00
SUSAN TAYLOR	01.09.26	01/28/2026	JURY DUTY PAY	100-704-52019	10.00
JULIE LONGTAIN	01.09.26	01/28/2026	JURY DUTY PAY	100-704-52019	10.00
ELLEN NAIRN	01.09.26	01/28/2026	JURY DUTY PAY	100-704-52019	10.00
KATELYNN LEONARD	01.09.26	01/28/2026	JURY DUTY PAY	100-704-52019	10.00
COREY SMITH	01.09.26	01/28/2026	JURY DUTY PAY	100-704-52019	10.00
ZACHARY DAVIS	01.09.26	01/28/2026	JURY DUTY PAY	100-704-52019	10.00
LESLIE CAIREL	01.09.26	01/28/2026	JURY DUTY PAY	100-704-52019	10.00
ALYSSA WARD	01.09.26	01/28/2026	JURY DUTY PAY	100-704-52019	10.00
PITNEY BOWES BANK INC PU...	01.11.26	01/28/2026	POSTAGE METER	100-715-52009	1,000.00
DCBS FISCAL SERVICES	01.22.26	01/28/2026	4TH QUARTER 2025 STATE S...	100-000-20700	4,299.67
JAMIE ALLEN	01.26.26	01/28/2026	REFUND PRR CASE 25R67682...	100-000-36002	20.00
ST. HELENS SCHOOL DISTRICT	1.22.26	01/28/2026	4TH QUARTER CET PAYMENT	100-000-20400	9,144.93
BEMIS	11452	01/28/2026	DOOR HANGERS	100-707-52001	271.50
MORE POWER TECHNOLOGY...	18027	01/28/2026	MICROSOFT 365 BUS STAND...	100-712-52006	2,858.40
CENTURY LINK BUSINESS SER...	768507237	01/28/2026	ACCT 88035002	100-712-52010	148.41
OMA	01.28.26	01/29/2026	MAYOR MASSEY 2026 MEM...	100-703-52013	228.00
Fund 100 - GENERAL FUND Total:					40,561.47

Fund: 202 - COMMUNITY DEVELOPMENT

MASON BRUCE & GIRARD INC	38240	01/27/2026	PROJECT 0107184- ST HELEN...	202-724-52019	1,208.58
Fund 202 - COMMUNITY DEVELOPMENT Total:					1,208.58

Fund: 203 - COMMUNITY ENHANCEMENT

CARDINAL SERVICES INC	035507	01/27/2026	TEMPORARY EMPLOYMENT	203-709-52140	4,995.41
DEVAN DIANNE PERRY	1.23.26	01/27/2026	MCBRIDE 21ST CCLC 2ND CO...	203-709-52140	564.20
Fund 203 - COMMUNITY ENHANCEMENT Total:					5,559.61

Fund: 205 - STREETS

COLUMBIA RIVER PUD	01.15.26 7493	01/27/2026	ABT 298 STRAND ST	205-000-52003	74.39
COLUMBIA RIVER PUD	01.15.26 7493	01/27/2026	40 ST HELENS ST	205-000-52003	51.75
COLUMBIA RIVER PUD	01.15.26 7493	01/27/2026	ABT 398 S 1ST	205-000-52003	75.90
COLUMBIA RIVER PUD	01.15.26 7493	01/27/2026	1370 COLUMBIA BLVD.- FOU...	205-000-52003	49.82
COLUMBIA RIVER PUD	01.15.26 7493	01/27/2026	191 N MILTON WAY- LANDS...	205-000-52003	39.22
COLUMBIA RIVER PUD	01.15.26 7493	01/27/2026	1800 COLUMBIA BLVD - SIG...	205-000-52003	125.37
COLUMBIA RIVER PUD	01.15.26 7493	01/27/2026	191 N MILTON WAY - SIGNAL	205-000-52003	49.82
COLUMBIA RIVER PUD	01.15.26 7493	01/27/2026	2198 COLUMBIA BLVD - SIG...	205-000-52003	56.22
COLUMBIA RIVER PUD	01.15.26 7493	01/27/2026	495 S 18TH ST - LIGHT SIGNAL	205-000-52003	65.56
COLUMBIA RIVER PUD	01.15.26 7493	01/27/2026	265 STRAND ST	205-000-52003	3,161.35
COLUMBIA RIVER PUD	01.15.26 7493	01/27/2026	715 S COLUMBIA RIVER HWY ..	205-000-52003	51.16
COLUMBIA RIVER PUD	01.15.26 7493	01/27/2026	58651 COL HWY GATEWAY A...	205-000-52003	40.00
COLUMBIA RIVER PUD	01.15.26 7493	01/27/2026	35320 SYKES RD	205-000-52003	47.30
Fund 205 - STREETS Total:					3,887.86

Fund: 601 - WATER

TYLER HILLS	1.20.26	01/22/2026	REIMBURSEMENT PESTICIDE ...	601-732-52018	16.33
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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
NEWCO INC	927956	01/22/2026	CITRIC ACID 50%	601-732-52083	3,130.00
NW NATURAL GAS	01.14.26	01/27/2026	1583294-2	601-732-52003	1,139.53
COLUMBIA RIVER PUD	01.15.26 7493	01/27/2026	35261 PITTSBURG RD- PW W...	601-731-52003	41.75
COLUMBIA RIVER PUD	01.15.26 7493	01/27/2026	62420 COLUMBIA RIVER HWY..	601-731-52003	364.76
COLUMBIA RIVER PUD	01.15.26 7493	01/27/2026	2300 STRAND ST - WELL 2	601-731-52003	742.30
COLUMBIA RIVER PUD	01.15.26 7493	01/27/2026	END OF KESTREL VIEW DRIVE	601-731-52003	206.85
COLUMBIA RIVER PUD	01.15.26 7493	01/27/2026	57500 OLD PORTLAND RD - ...	601-731-52003	134.05
COLUMBIA RIVER PUD	01.15.26 7493	01/27/2026	1680 1 ST -	601-731-52003	2,318.46
COLUMBIA RIVER PUD	01.15.26 7493	01/27/2026	1215 FOURTH ST - WFF	601-732-52003	5,357.22
COLUMBIA RIVER PUD	01.15.26 7493	01/27/2026	SODIUM HYPOCHLORITE 12....	601-732-52083	1,760.00
NORTHSTAR CHEMICAL	331614	01/27/2026	ROCK 16TH STREET WATER	601-731-52001	253.17
EAGLE STAR ROCK PRODUCTS..	409721	01/27/2026	TS BACKWASH FLOWMETER	601-732-52019	768.50
PACIFIC NORTHERN ENVIRO...	50527	01/27/2026	COLOR PRINTS	601-732-52083	28.16
PAULSON PRINTING CO.	6791	01/27/2026	247752 WATER	601-732-52022	84.60
LAWRENCE OIL COMPANY	CFSI-32269	01/27/2026	MATERIALS	601-731-52001	801.46
CORE & MAIN	Y293863	01/27/2026	ROCK 16TH STREET WATER	601-731-52001	282.90
EAGLE STAR ROCK PRODUCTS..	409737	01/28/2026			
					Fund 601 - WATER Total:
					17,430.04

Fund: 603 - SEWER

TYLER HILLS	1.20.26	01/22/2026	REIMBURSEMENT PESTICIDE ...	603-736-52018	16.33
TYLER HILLS	1.20.26	01/22/2026	REIMBURSEMENT PESTICIDE ...	603-737-52018	16.34
NW NATURAL GAS	01.14.26	01/27/2026	258575-0	603-736-52003	229.79
NW NATURAL GAS	01.14.26	01/27/2026	258575-0	603-737-52003	229.78
COLUMBIA RIVER PUD	01.15.26 7493	01/27/2026	240 CLARK ST PUMP STATION	603-735-52003	39.31
COLUMBIA RIVER PUD	01.15.26 7493	01/27/2026	451 PLYMOTH ST - WWTP L...	603-736-52003	1,652.58
COLUMBIA RIVER PUD	01.15.26 7493	01/27/2026	451 PLYMOTH ST - WWTP L...	603-737-52003	1,652.59
COLUMBIA RIVER PUD	01.15.26 7493	01/27/2026	134 N 1ST- PS 2 8873519	603-738-52003	350.93
COLUMBIA RIVER PUD	01.15.26 7493	01/27/2026	169 S 4TH ST WATER FLOW ...	603-738-52003	46.29
COLUMBIA RIVER PUD	01.15.26 7493	01/27/2026	110 S 4TH ST - PS 3	603-738-52003	65.22
COLUMBIA RIVER PUD	01.15.26 7493	01/27/2026	240 MADRONA CT	603-738-52003	291.36
COLUMBIA RIVER PUD	01.15.26 7493	01/27/2026	35120 MAPLE ST. - PS 11	603-738-52003	175.03
COLUMBIA RIVER PUD	01.15.26 7493	01/27/2026	58360 OLD PORTLAND RD - P...	603-738-52003	434.34
COLUMBIA RIVER PUD	01.15.26 7493	01/27/2026	58791 58725 COL RIV HWY P...	603-738-52003	60.66
COLUMBIA RIVER PUD	01.15.26 7493	01/27/2026	505 S 1ST ST PUMP STATION	603-738-52003	167.28
CARDINAL SERVICES INC	035507	01/27/2026	TEMPORARY EMPLOYMENT	603-736-52023	34.91
CARDINAL SERVICES INC	035507	01/27/2026	TEMPORARY EMPLOYMENT	603-737-52023	34.92
HASA	1095740	01/27/2026	MULTI CHLOR	603-736-52083	10,704.03
ALLSTREAM	22143971	01/27/2026	ALLSTREAM PHONE ACCT 75...	603-736-52010	126.00
ALLSTREAM	22143971	01/27/2026	ALLSTREAM PHONE ACCT 75...	603-737-52010	126.00
OREGON ASSOCIATION OF C...	9016	01/27/2026	MEMBERSHIP DUES	603-736-52019	1,140.00
PEAK ELECTRIC GROUP LLC	I10942	01/27/2026	ELECTRICAL WORK WWTP	603-738-52001	736.36
PEAK ELECTRIC GROUP LLC	I10942	01/27/2026	ELECTRICAL WORK WWTP	603-738-52019	1,330.00
					Fund 603 - SEWER Total:
					19,660.05

Fund: 703 - PW OPERATIONS

NW NATURAL GAS	01.14.26	01/27/2026	1960772-0	703-734-52003	23.34
NW NATURAL GAS	01.14.26	01/27/2026	114867-5	703-734-52003	163.32
COLUMBIA RIVER PUD	01.15.26 7493	01/27/2026	650 OREGON ST - LEMONT P...	703-734-52003	322.49
COLUMBIA RIVER PUD	01.15.26 7493	01/27/2026	1230 DEER ISLAND RD - PW	703-734-52003	218.13
COLUMBIA RIVER PUD	01.15.26 7493	01/27/2026	984 OREGON ST - PW SHOP	703-734-52003	204.20
COLUMBIA RIVER PUD	01.15.26 7493	01/27/2026	984 OREGON ST	703-734-52003	839.84
CARDINAL SERVICES INC	035507	01/27/2026	TEMPORARY EMPLOYMENT	703-739-52019	785.40
LAWRENCE OIL COMPANY	067164	01/27/2026	247750 PUBLIC WORKS	703-734-52022	145.04
LAWRENCE OIL COMPANY	CFSI-32269	01/27/2026	247748 PUBLIC WORKS	703-734-52022	1,077.85
PEAK ELECTRIC GROUP LLC	I10946	01/27/2026	ELECTRICAL WORK JOINT MA...	703-739-52120	193.62
EAGLE STAR ROCK PRODUCTS..	409700	01/28/2026	ROCK PUBLIC WORKS SHOP	703-734-52001	567.86
PEAK ELECTRIC GROUP LLC	I10994	01/28/2026	ELECTRICAL WORK ST HELENS..	703-739-52120	533.95
PEAK ELECTRIC GROUP LLC	I10995	01/28/2026	ELECTRICAL WORK PW OFFICE	703-739-52023	236.07
					Fund 703 - PW OPERATIONS Total:
					5,311.11

Fund: 706 - PUBLIC SAFETY

1771 Columbia BLVD LLC	01.26.25	01/26/2026	GROUND LEASE 1771 COLU...	706-000-52130	6,250.00
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Expense Approval Register

Packet: APPKT01471 - A

Item #14.

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
U.S. BANK ST. PAUL	3093322	01/27/2026	FF&CO SERIES 2021 ACCOUN...	706-000-55002	243,499.76
				Fund 706 - PUBLIC SAFETY Total:	249,749.76
Fund: 801 - URBAN RENEWAL AGENCY					
CLEAR TRAIL CPAS LLC	1210	01/27/2026	FYE 2025 AUDIT FEES FOR U...	801-000-52019	5,400.00
				Fund 801 - URBAN RENEWAL AGENCY Total:	5,400.00
				Grand Total:	348,768.48

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	40,561.47
202 - COMMUNITY DEVELOPMENT	1,208.58
203 - COMMUNITY ENHANCEMENT	5,559.61
205 - STREETS	3,887.86
601 - WATER	17,430.04
603 - SEWER	19,660.05
703 - PW OPERATIONS	5,311.11
706 - PUBLIC SAFETY	249,749.76
801 - URBAN RENEWAL AGENCY	5,400.00
Grand Total:	348,768.48

Account Summary

Account Number	Account Name	Expense Amount
100-000-20400	Building - Excise Tax	9,144.93
100-000-20700	Building - State Surcharge	4,299.67
100-000-21000	Court - Restitution	70.00
100-000-36002	Fines - Court	160.00
100-703-52013	Membership	228.00
100-704-52019	Professional Services	3,160.00
100-705-52001	Operating Supplies	338.18
100-705-52003	Utilities	996.60
100-705-52010	Telephone	1,186.15
100-705-52018	Professional Developme...	1,025.00
100-705-52019	Professional Services	4,083.63
100-705-52023	Facility Maintenance	325.85
100-705-52102	New Hire Equipment	613.91
100-706-51015	Other Benefits	1,386.51
100-706-52003	Utilities	2,320.42
100-706-52023	Facility Maintenance	974.56
100-707-52001	Operating Supplies	271.50
100-708-52001	Operating Supplies	64.84
100-708-52003	Utilities	1,293.57
100-708-52023	Facility Maintenance	46.55
100-708-52046	Dock Services	638.95
100-709-52003	Utilities	935.67
100-709-52023	Facility Maintenance	139.65
100-712-52006	Computer Maintenance	2,858.40
100-712-52010	Telephone	480.74
100-715-52001	Operating Supplies	55.47
100-715-52003	Utilities	1,710.21
100-715-52009	Postage	1,000.00
100-715-52023	Facility Maintenance	752.51
202-724-52019	Professional Services	1,208.58
203-709-52140	Contract Programs	5,559.61
205-000-52003	Utilities	3,887.86
601-731-52001	Operating Supplies	1,337.53
601-731-52003	Utilities	3,808.17
601-732-52003	Utilities	6,496.75
601-732-52018	Professional Developme...	16.33
601-732-52019	Professional Services	768.50
601-732-52022	Fuel	84.60
601-732-52083	Chemicals	4,918.16
603-735-52003	Utilities	39.31
603-736-52003	Utilities	1,882.37
603-736-52010	Telephone	126.00
603-736-52018	Professional Developme...	16.33
603-736-52019	Professional Services	1,140.00
603-736-52023	Facility Maintenance	34.91
603-736-52083	Chemicals	10,704.03

Account Summary

Account Number	Account Name	Expense Amount
603-737-52003	Utilities	1,882.37
603-737-52010	Telephone	126.00
603-737-52018	Professional Developme...	16.34
603-737-52023	Facility Maintenance	34.92
603-738-52001	Operating Supplies	736.36
603-738-52003	Utilities	1,591.11
603-738-52019	Professional Services	1,330.00
703-734-52001	Operating Supplies	567.86
703-734-52003	Utilities	1,771.32
703-734-52022	Fuel	1,222.89
703-739-52019	Professional Services	785.40
703-739-52023	Facility Maintenance	236.07
703-739-52120	Facility Maintenance Ot...	727.57
706-000-52130	Lease Expense	6,250.00
706-000-55002	Interest	243,499.76
801-000-52019	URA PROFESSIONAL SE...	5,400.00
Grand Total:		348,768.48

Project Account Summary

Project Account Key	Expense Amount	
None	348,768.48	
Grand Total:		348,768.48



St. Helens, OR

Expense Approval Form

Item #14.

Packet: APPKT01473 - Wauna AP 1.29.26

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 201 - VISITOR TOURISM					
NW NATURAL GAS	01.14.26 3946961-4	01/28/2026	NATURAL GAS- MASONIC BU...	201-000-52131	637.66
COLUMBIA RIVER PUD	01.22.26	01/28/2026	94111	201-000-52131	238.92
CITY OF ST. HELENS	01.22.26	01/28/2026	01-00178-001 MASONIC BUI...	201-000-52131	65.34
HUDSON GARBAGE SERVICE	158056005046	01/28/2026	TRASH 2046-71936039	201-000-52131	223.60
TREADWAY EVENTS & ENTER...	2128	01/28/2026	ST HELENS TOURISM EVENT ...	201-000-52039	15,966.67
TREADWAY EVENTS & ENTER...	2129	01/28/2026	DIGITAL MARKETING SERVIC...	201-000-52028	8,500.00
Fund 201 - VISITOR TOURISM Total:					25,632.19
Grand Total:					25,632.19

Fund Summary		
Fund		Expense Amount
201 - VISITOR TOURISM		25,632.19
	Grand Total:	25,632.19

Account Summary

Account Number	Account Name	Expense Amount
201-000-52028	Projects & Programs	8,500.00
201-000-52039	Contracted Events-Profe...	15,966.67
201-000-52131	Contracted Building Leas...	1,165.52
	Grand Total:	25,632.19

Project Account Summary

Project Account Key	Expense Amount
None	25,632.19
	Grand Total: 25,632.19



St. Helens, OR

Expense Approval Form

Item #14.

arket: APPKT01476 - Court AP 2.4.26 from 1.20.26

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL FUND					
Mercer, Monte Wayne	INV0008423	01/20/2026	Bail Refund - Mercer, Monte...	100-000-20200	175.00
Fund 100 - GENERAL FUND Total:					
					175.00
				Grand Total:	175.00

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	175.00
Grand Total:	175.00

Account Summary

Account Number	Account Name	Expense Amount
100-000-20200	Court - Bail	175.00
Grand Total:	175.00	

Project Account Summary

Project Account Key	Expense Amount
None	175.00
Grand Total:	175.00



St. Helens, OR

Expense Approval Form

Item #14.

Packet: APPKT01475 - AP 2.6.26

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL FUND					
PRIORITY PAYMENT SYSTEMS	01.01.26	02/03/2026	MERCHANT SERVICES FOR R...	100-708-52020	61.10
PRIORITY PAYMENT SYSTEMS	01.01.26	02/03/2026	MERCHANT SERVICES FOR R...	100-709-52020	345.94
US BANK	01.31.2026	02/03/2026	MERCHANT SERVICES-ACCEL...	100-711-52020	198.08
PAMELA PARSONS	2.3.26	02/03/2026	JURY DUTY PAY	100-704-52019	20.00
STEVEN LESKIN	00550	02/04/2026	COURT ATTORNEY FEES	100-704-52019	3,000.00
PATH POINT MERCHANT SER...	01.31.26 4520	02/04/2026	UTILITY BILLING MERCHANT ...	100-707-52020	3,806.80
PATH POINT MERCHANT SER...	1.31.26 3040	02/04/2026	GENERAL SERVICE MERCHANT...	100-707-52020	393.97
AMY LINDGREN LAW LLC	713	02/04/2026	JUDICIAL SERVICES	100-704-52019	7,750.00
PEAK ELECTRIC GROUP LLC	I11044	02/04/2026	CITY HALL ELECTRIC WORK	100-715-52023	381.52
L.N CURTIS AND SONS	INV1034223	02/04/2026	POLICE UNIFORMS	100-705-52002	119.07
L.N CURTIS AND SONS	INV1034792	02/04/2026	POLICE UNIFORMS	100-705-52002	123.05
POWERDMS INC	INV-152965	02/04/2026	POWERTIME SUBSCRIPTION	100-705-52029	1,970.52
XPRESS SOLUTIONS INC	INV-XPR032630	02/04/2026	CARD TRANSACTION FEES M...	100-707-52020	3,448.11
COMCAST	01.21.26	02/05/2026	COMCAST CABLE 877810899...	100-712-52003	2,188.46
ACE HARDWARE - ST. HELENS	01.31.26 60181	02/05/2026	ACE MATERIALS ACCT 60181	100-708-52047	4.94
ACE HARDWARE - ST. HELENS	01.31.26 60181	02/05/2026	ACE MATERIALS ACCT 60181	100-709-52023	59.95
WELLS FARGO	01.31.26	02/05/2026	DOCK MERCHANT SERVICES ...	100-708-52046	50.56
ERSKINE LAW PRACTICE LLC	02.02.26	02/05/2026	CITY PROSECUTOR JANUARY ...	100-704-52019	8,554.51
SHRED-IT C/O STERICYCLE INC	1000228363	02/05/2026	SHRED SERVICE POLICE	100-705-52001	232.73
SHRED-IT C/O STERICYCLE INC	1000228363	02/05/2026	CITY HALL SHRED SERVICE	100-715-52001	611.50
HUDSON GARBAGE SERVICE	158809235046	02/05/2026	2046-1001554	100-706-52003	102.40
HUDSON GARBAGE SERVICE	15881075046	02/05/2026	2046-1287547	100-705-52023	130.50
HUDSON GARBAGE SERVICE	15881095046	02/05/2026	2046-1287598	100-708-52023	638.20
HUDSON GARBAGE SERVICE	158811065049	02/05/2026	2046-1287539	100-715-52023	252.10
HUDSON GARBAGE SERVICE	158811105046	02/05/2026	2046-1287601	100-715-52023	275.60
HUDSON GARBAGE SERVICE	158811115046	02/05/2026	2046-1287636	100-708-52023	223.60
HUDSON GARBAGE SERVICE	15881459046	02/05/2026	2046-71887056	100-705-52023	14.20
HUDSON GARBAGE SERVICE	158815395046	02/05/2026	2046-71905273	100-709-52023	85.00
VERIZON	6134054590	02/05/2026	JOHN WALSH	100-701-52001	38.27
VERIZON	6134054590	02/05/2026	JOHN WALSH 9898	100-701-52010	40.81
VERIZON	6134054590	02/05/2026	HOT SPOT- 8190	100-701-52010	47.12
VERIZON	6134054590	02/05/2026	CRYSTAL KING 0621	100-701-52010	38.27
VERIZON	6134054590	02/05/2026	BRANDON SUNDEEN 1179	100-703-52001	38.27
VERIZON	6134054590	02/05/2026	JENNIFER MASSEY 1992	100-703-52001	38.27
VERIZON	6134054590	02/05/2026	MARK GUNDERSEN 1908	100-703-52001	38.27
VERIZON	6134054590	02/05/2026	RUSSELL HUBBARD 1907	100-703-52001	38.27
VERIZON	6134054590	02/05/2026	JESSICA CHILTON	100-703-52001	38.27
VERIZON	6134054590	02/05/2026	PD JETPACK2 8538	100-705-52010	40.81
VERIZON	6134054590	02/05/2026	PD JETPACK1 8886	100-705-52010	40.81
VERIZON	6134054590	02/05/2026	SUZANNE BISHOP 1313	100-706-52003	38.27
VERIZON	6134054590	02/05/2026	GLORIA BUTSCH 1986	100-707-52001	38.27
VERIZON	6134054590	02/05/2026	GLORI BUTSCH HOT SPOT	100-707-52001	40.81
VERIZON	6134054590	02/05/2026	CAMERON PAGE 5027	100-708-52010	38.27
VERIZON	6134054590	02/05/2026	TORY SHELBY 6366	100-708-52010	38.27
VERIZON	6134054590	02/05/2026	REC PHONE 5093	100-709-52010	39.14
VERIZON	6134054590	02/05/2026	RECREATION CENTER 2566	100-709-52010	38.27
VERIZON	6134054590	02/05/2026	RECREATION iPHONE 1068	100-709-52010	38.27
VERIZON	6134054590	02/05/2026	RECREATION 1108	100-709-52010	38.27
VERIZON	6134054590	02/05/2026	MIKE DEROIA 2686	100-711-52010	38.27
VERIZON	6134054590	02/05/2026	BUILDING DEPARTMENT IPAD..	100-711-52010	40.81
VERIZON	6134054590	02/05/2026	DARIN COX 1016	100-712-52010	38.27
LOCAL GOVERNMENT LAW ...	73596	02/05/2026	LEGAL REPRESENTATION WI...	100-705-52019	6,385.00
METRO PRESORT	IN684079	02/05/2026	UB BILL PRINTING -POSTAGE	100-707-52009	412.00

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
METRO PRESORT	IN684079	02/05/2026	UB BILL PRINTING	100-707-52019	144.66
COLUMBIA COUNTY SHERIFF...	JAN2026-SHPD	02/05/2026	FIRING RANGE USAGE	100-705-52018	200.00
DAHLGREN'S DO IT BEST BUI...	01.26.26 10026	02/06/2026	BUILDING SUPPLIES ACCT 10...	100-708-52001	27.61
DAHLGREN'S DO IT BEST BUI...	01.26.26 10026	02/06/2026	BUILDING SUPPLIES ACCT 10...	100-709-52023	809.98
WEX BANK	110127724	02/06/2026	POLICE FUEL PURCHASES	100-705-52022	4,123.53
WEX BANK	110127724	02/06/2026	CITY HALL FUEL 0256	100-715-52022	27.21
WEX BANK	110127724	02/06/2026	CITY HALL FUEL PURCHASES ...	100-715-52022	47.96
OREGON PATROL SERVICE	11884	02/06/2026	COURT SERVICES	100-704-52019	1,472.00
DONOVAN ENTERPRISES INC	1718	02/06/2026	RATE STUDY	100-707-52019	959.00
COMCAST BUSINESS	262975351	02/06/2026	FIBER INTERNET ACCT 93457...	100-712-52003	5,028.35
CENTRALSSQUARE TECHNOL...	456249	02/06/2026	RMS	100-705-52115	1,757.34
U.S BANK EQUIPMENT FINA...	573329067	02/06/2026	KYOCERA COPIER CONTRACT...	100-705-52001	188.87
METRO PLANNING INC	6861	02/06/2026	WEB GIS	100-710-52001	275.00
EATONS TIRE AND AUTO REP...	88135	02/06/2026	REPAIR BRAKE LINE	100-705-52001	163.80
EATONS TIRE AND AUTO REP...	89107	02/06/2026	BRAKES	100-705-52098	1,048.01
CULLIGAN	CD3305414	02/06/2026	BOTTLED WATER POLICE	100-705-52019	116.25
CULLIGAN	CD3322269	02/06/2026	BOTTLED WATER POLICE	100-705-52019	84.43
COLUMBIA COUNTY COMM. ...	CSH 12/25 1/26	02/06/2026	WORK CREW	100-708-52019	3,750.00
CODE PUBLISHING	GC00133995	02/06/2026	MUNI CODE WEB UPDATE	100-702-52019	940.00
SOLUTIONS YES	INV472647	02/06/2026	POLICE DEPARTMENT COPIER..	100-705-52001	197.88
SOLUTIONS YES	INV476227	02/06/2026	POLICE CONTRACT C14576-01	100-705-52001	51.81
					Fund 100 - GENERAL FUND Total: 64,155.73

Fund: 203 - COMMUNITY ENHANCEMENT

KEEGAN MOTHERWAY	02.03.26	02/04/2026	BASKETBALL REFEREE 20 PER...	203-709-52028	100.00
LIBBY A HASENKAMP	02.03.26	02/04/2026	BASKETBALL REFEREE 20 PER...	203-709-52028	100.00
COLIN WENTWORTH	02.03.26	02/04/2026	BASKETBALL REFEREE 20 PER...	203-709-52028	100.00
KAIDEN LEE	02.03.26	02/04/2026	BASKETBALL REFEREE 20 PER...	203-709-52028	120.00
DEVAN LEE	02.03.26	02/04/2026	BASKETBALL REFEREE 20 PER...	203-709-52028	240.00
LOGAN KIRK	02.03.26	02/04/2026	BASKETBALL REFEREE 20 PER...	203-709-52028	160.00
MADELYN HANCOCK	02.03.26	02/04/2026	BASKETBALL REFEREE 20 PER...	203-709-52028	240.00
D'AYE S DAVIDSON	2.3.26	02/04/2026	BASKETBALL REFEREE 20 PER...	203-709-52028	240.00
KELLEN WROBLEWSKI	02.05.26	02/05/2026	BASKETBALL REFEREE 20 PER...	203-709-52028	220.00
CLAIRE GRACE YOUNGBERG	01.28.26	02/06/2026	21ST CCLC GRANT-COLUMBIA..	203-709-52140	564.20
					Fund 203 - COMMUNITY ENHANCEMENT Total: 2,084.20

Fund: 205 - STREETS

LAKESIDE INDUSTRIES INC	348155	02/06/2026	EZ STREET ASPHALT	205-000-52001	1,654.85
					Fund 205 - STREETS Total: 1,654.85

Fund: 601 - WATER

CITY OF COLUMBIA CITY	01.26.26	02/05/2026	001754-001	601-732-52003	196.06
ACE HARDWARE - ST. HELENS	01.31.26 60181	02/05/2026	ACE MATERIALS ACCT 60181	601-731-52001	149.86
ACE HARDWARE - ST. HELENS	01.31.26 60181	02/05/2026	ACE MATERIALS ACCT 60181	601-731-52001	-21.97
ONE CALL CONCEPTS INC	6010477	02/05/2026	REGULAR / MODEM DELIVER...	601-731-52019	78.89
VERIZON	6134054590	02/05/2026	JOHN DEWEY 1914	601-732-52010	38.27
DAHLGREN'S DO IT BEST BUI...	01.26.26 10026	02/06/2026	BUILDING SUPPLIES ACCT 10...	601-731-52001	450.51
DAHLGREN'S DO IT BEST BUI...	01.26.26 10026	02/06/2026	BUILDING SUPPLIES ACCT 10...	601-731-53302	260.44
ADVANCED ELECTRICAL	221562	02/06/2026	1215 4 THS T WORK	601-732-52019	643.08
DAHLGREN'S DO IT BEST BUI...	409744	02/06/2026	ROCK 16TH STREET WATER	601-731-52001	267.73
LAWRENCE OIL COMPANY	CFSI-33137	02/06/2026	247752 WATER	601-732-52022	107.55
CORE & MAIN	Y426561	02/06/2026	MATERIALS	601-731-52001	2,975.40
					Fund 601 - WATER Total: 5,145.82

Fund: 603 - SEWER

SUNSET AUTO PARTS INC - N...	01.31.26	02/05/2026	AUTO PARTS ACCT 6355	603-738-52001	669.36
COLUMBIA RIVER PUD	02.02.26 38633	02/05/2026	38633 594 S 9 ST POWER	603-737-52003	15,792.53
HUDSON GARBAGE SERVICE	158810025046	02/05/2026	2046-1008333	603-736-52023	305.30
HUDSON GARBAGE SERVICE	158810025046	02/05/2026	2046-1008333	603-737-52023	305.30
ONE CALL CONCEPTS INC	6010477	02/05/2026	REGULAR / MODEM DELIVER...	603-735-52019	78.89
VERIZON	6134054590	02/05/2026	SAM ORTIZ 1801	603-736-52010	19.13
VERIZON	6134054590	02/05/2026	AARON KUNDERS 6376	603-736-52010	19.13
VERIZON	6134054590	02/05/2026	TYLER HILLS 6492	603-736-52010	19.13

Expense Approval Register

Packet: APPKTC

Item #14.

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
VERIZON	6134054590	02/05/2026	AARON KUNDERS 6376	603-737-52010	19.14
VERIZON	6134054590	02/05/2026	SAM ORTIZ 1801	603-737-52010	19.14
VERIZON	6134054590	02/05/2026	TYLER HILLS 6492	603-737-52010	19.14
Fund 603 - SEWER Total:					17,266.19

Fund: 703 - PW OPERATIONS

SUNSET AUTO PARTS INC - N...	01.31.26	02/05/2026	AUTO PARTS ACCT 6355	703-734-52022	76.96
SUNSET AUTO PARTS INC - N...	01.31.26	02/05/2026	AUTO PARTS ACCT 6355	703-739-52099	713.07
HUDSON GARBAGE SERVICE	15881108S046	02/05/2026	2046-1287555	703-734-52023	105.60
COLUMBIA RIVER FIRE AND ...	2.2.26	02/05/2026	SHARED COST JOINT MAINT ...	703-739-52099	1,030.75
KINNEAR SPECIALTIES INC	5037399	02/05/2026	PARTS	703-739-52099	313.88
VERIZON	6134054590	02/05/2026	TIM UNDERWOOD 8524	703-733-52010	56.68
VERIZON	6134054590	02/05/2026	SHARON DARROUX 0813	703-733-52010	38.27
VERIZON	6134054590	02/05/2026	PW CONSTRUCTION INSPEC...	703-733-52010	60.55
VERIZON	6134054590	02/05/2026	BASHAR 1971	703-733-52010	38.27
VERIZON	6134054590	02/05/2026	BUCK TUPPER 3371	703-734-52010	38.27
VERIZON	6134054590	02/05/2026	BRETT LONG 3607	703-734-52010	38.27
VERIZON	6134054590	02/05/2026	ETHAN STERLING 6282	703-734-52010	38.27
VERIZON	6134054590	02/05/2026	SCOTT WILLIAMS 0621	703-734-52010	38.27
VERIZON	6134054590	02/05/2026	RYAN POWERS 7116	703-734-52010	38.27
VERIZON	6134054590	02/05/2026	PW UTILITY 1 9922	703-734-52010	40.81
VERIZON	6134054590	02/05/2026	PW FACILITY MAINTENANCE ...	703-734-52010	40.81
VERIZON	6134054590	02/05/2026	ALEX BIRD 2000	703-734-52010	38.27
VERIZON	6134054590	02/05/2026	JULIAN ZIRKLE 629	703-734-52010	38.27
VERIZON	6134054590	02/05/2026	PUBLIC WORKS 8523	703-734-52010	38.27
VERIZON	6134054590	02/05/2026	MOUHAMAD ZAHER 3068	703-734-52010	38.27
VERIZON	6134054590	02/05/2026	PW SPARE 4 8741	703-734-52010	40.81
VERIZON	6134054590	02/05/2026	CURT LEMONT 2217	703-734-52010	38.27
VERIZON	6134054590	02/05/2026	BASHAR AL-DAOMI I PAD	703-734-52010	40.81
VERIZON	6134054590	02/05/2026	PW OPERATIONS 3856	703-734-52010	40.81
VERIZON	6134054590	02/05/2026	PW UTILITY 2 9923	703-734-52010	40.81
VERIZON	6134054590	02/05/2026	PW UTILITY 3 9924	703-734-52010	40.81
VERIZON	6134054590	02/05/2026	PW ENGINEERING 0940	703-734-52010	40.81
VERIZON	6134054590	02/05/2026	ROGER STAUFFER 9662	703-734-52010	56.68
VERIZON	6134054590	02/05/2026	ALEX BIRD 9081	703-734-52010	40.81
VERIZON	6134054590	02/05/2026	JOEL BEEHLER 1926	703-734-52010	38.27
LES SCHWAB TIRE CENTER	000243676	02/06/2026	REPLACE TIRES	703-739-52099	1,803.88
LAWRENCE OIL COMPANY	0067211	02/06/2026	EXCAVATOR	703-734-52022	165.20
DAHLGREN'S DO IT BEST BUI...	01.26.26 10026	02/06/2026	BUILDING SUPPLIES ACCT 10...	703-734-52001	21.58
WEX BANK	110127724	02/06/2026	PW CHEROKEE 5478	703-734-52022	562.30
AMERICAN EXTERMINATION ...	191206	02/06/2026	SENIOR CENTER PEST CONT...	703-739-52120	151.00
EAGLE STAR ROCK PRODUCTS..	409751	02/06/2026	ROCK SHOP	703-734-52001	531.16
METRO PLANNING INC	6861	02/06/2026	WEB GIS	703-733-52019	275.00
CINTAS	8408066022	02/06/2026	FIRST AID CABINET SERVICE	703-734-52019	93.25
SAIF CORPORATION	8869479	02/06/2026	NONDISABLING CLAIM B AL ...	703-733-51015	1,758.56
LAWRENCE OIL COMPANY	CFSI-33137	02/06/2026	247748 PUBLIC WORKS	703-734-52022	1,440.35
COLUMBIA COUNTY COMM. ...	CSH 12/25 1/26	02/06/2026	WORK CREW	703-734-52019	375.00

Fund 703 - PW OPERATIONS Total: **10,456.25****Fund: 706 - PUBLIC SAFETY**

CIS	PO-STH-I2025-02	02/06/2026	PROPERTY LIABILITY INSURA...	706-000-52019	80.83
Fund 706 - PUBLIC SAFETY Total:					80.83
Grand Total:					100,843.87

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	64,155.73
203 - COMMUNITY ENHANCEMENT	2,084.20
205 - STREETS	1,654.85
601 - WATER	5,145.82
603 - SEWER	17,266.19
703 - PW OPERATIONS	10,456.25
706 - PUBLIC SAFETY	80.83
Grand Total:	100,843.87

Account Summary

Account Number	Account Name	Expense Amount
100-701-52001	Operating Supplies	38.27
100-701-52010	Telephone	126.20
100-702-52019	Professional Services	940.00
100-703-52001	Operating Supplies	191.35
100-704-52019	Professional Services	20,796.51
100-705-52001	Operating Supplies	835.09
100-705-52002	Personnel Uniforms Equ...	242.12
100-705-52010	Telephone	81.62
100-705-52018	Professional Developme...	200.00
100-705-52019	Professional Services	6,585.68
100-705-52022	Fuel	4,123.53
100-705-52023	Facility Maintenance	144.70
100-705-52029	CCET	1,970.52
100-705-52098	Enterprise Fleet Mainte...	1,048.01
100-705-52115	REPORT WRITING	1,757.34
100-706-52003	Utilities	140.67
100-707-52001	Operating Supplies	79.08
100-707-52009	Postage	412.00
100-707-52019	Professional Services	1,103.66
100-707-52020	Bank Service Fees	7,648.88
100-708-52001	Operating Supplies	27.61
100-708-52010	Telephone	76.54
100-708-52019	Professional Services	3,750.00
100-708-52020	Bank Service Fees	61.10
100-708-52023	Facility Maintenance	861.80
100-708-52046	Dock Services	50.56
100-708-52047	Marine Board	4.94
100-709-52010	Telephone	153.95
100-709-52020	Bank Service Fees	345.94
100-709-52023	Facility Maintenance	954.93
100-710-52001	Operating Supplies	275.00
100-711-52010	Telephone	79.08
100-711-52020	Bank Service Fees	198.08
100-712-52003	Utilities	7,216.81
100-712-52010	Telephone	38.27
100-715-52001	Operating Supplies	611.50
100-715-52022	Fuel	75.17
100-715-52023	Facility Maintenance	909.22
203-709-52028	Projects & Programs	1,520.00
203-709-52140	Contract Programs	564.20
205-000-52001	Operating Supplies	1,654.85
601-731-52001	Operating Supplies	3,821.53
601-731-52019	Professional Services	78.89
601-731-53302	Annual Maintenance	260.44
601-732-52003	Utilities	196.06
601-732-52010	Telephone	38.27
601-732-52019	Professional Services	643.08
601-732-52022	Fuel	107.55

Account Summary

Account Number	Account Name	Expense Amount
603-735-52019	Professional Services	78.89
603-736-52010	Telephone	57.39
603-736-52023	Facility Maintenance	305.30
603-737-52003	Utilities	15,792.53
603-737-52010	Telephone	57.42
603-737-52023	Facility Maintenance	305.30
603-738-52001	Operating Supplies	669.36
703-733-51015	Other Benefits	1,758.56
703-733-52010	Telephone	193.77
703-733-52019	Professional Services	275.00
703-734-52001	Operating Supplies	552.74
703-734-52010	Telephone	844.94
703-734-52019	Professional Services	468.25
703-734-52022	Fuel	2,244.81
703-734-52023	Facility Maintenance	105.60
703-739-52099	Equipment Operations	3,861.58
703-739-52120	Facility Maintenance Ot...	151.00
706-000-52019	Professional Services	80.83
Grand Total:		100,843.87

Project Account Summary

Project Account Key	Expense Amount	
None	100,843.87	
Grand Total:		100,843.87