

City of St. Helens

Consent Agenda for Approval

CITY COUNCIL MINUTES

Presented for approval on this 3rd day of December, 2025 are the following Council minutes:

2025

- Work Session, Executive Session, and Regular Session Minutes dated November 5, 2025
- Special Session Minutes dated November 14, 2025

After Approval of Council Minutes:

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



COUNCIL WORK SESSION

Wednesday, November 05, 2025

DRAFT MINUTES

MEMBERS PRESENT

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

STAFF PRESENT

John Walsh, City Administrator
Lisa Scholl, Deputy City Recorder
Crystal King, Communications Officer
Doug Treat, Police Lieutenant
Ashley Wigod, Contracted City Attorney

OTHERS

Howard Blumenthal	Brady Preheim
Rob Hamilton	Jim Coleman
Eddie Dunton	Steve Topaz
Adam St. Pierre	

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

CLEARING CONFUSION AND SETTING THE FACTS STRAIGHT

1. Response to October 15 Visitor Comments

Mayor Massey noted there were no responses to the October 15 visitor comments.

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

- ◆ Howard Blumenthal. Provided an update on the work party held at Nob Hill Nature Park over the weekend. He reported that 13 people participated, contributing approximately 30 hours of volunteer time pulling weeds, ivy, and blackberries, and planting new vegetation. He mentioned that gravel had been delivered for the next bench to be placed along the S. 5th Street right-of-way trail, which would be the Lions Club's 100th bench. He also expressed concerns about Spirit of Halloweentown parking issues in his neighborhood. While he appreciated the "No Event Parking" signs provided by the City, he reported that some residents on the hill were charging \$20 for parking in their yards, with cars extending into the public right-of-way, around corners, and near fire hydrants. He requested the City take a more proactive approach to control parking in public rights-of-way during the event.
- ◆ Brady Preheim. Criticized Mayor Massey for allegedly using "a dead girl" to help with her election and questioned if the Mayor had donated money as promised. He also expressed disapproval about the Mayor's name being added to a waterfront plaque instead of former Mayor Rick Scholl's name, and questioned what happened to a plaque for "Joe's father" that had been removed from

the waterfront. Preheim further questioned Mayor Massey, Council President Chilton, and City Administrator Walsh about approaching the School Board regarding not selling property without prior Council discussion or decision.

- ◆ Steve Topaz. Shared concerns regarding accuracy in the minutes of the last council meeting, noting that important points he had made were either mistranslated or missed. He also questioned the process by which the Council developed responses to previous visitor comments, suggesting this might involve improper meetings or procedures that weren't being properly documented.
- ◆ Adam St. Pierre. Expressed frustration about what he characterized as continuous attacks against Mayor Massey. He suggested these attacks were made by individuals trying to establish their relevance rather than working productively with the Council and City employees.

DISCUSSION TOPICS

2. Quarterly Reports from City Departments/Divisions - Finance and Municipal Court (Informational)

Mayor Massey and Council reviewed the Finance Division's quarterly report. The Mayor commended Finance Director Butsch for the thoroughness of the report, particularly appreciating the information provided about tourism funds in response to public questions. Mayor Massey also noted that utility funds were performing well, with expenditures at or under 25% of budget.

No discussion occurred regarding the Municipal Court report.

3. Review Amendment with Otak for Police Station Project - *City Administration John Walsh*

City Administrator Walsh presented the fifth amendment to the agreement with Otak for owner's representative services for the police station project. He explained that most previous amendments had been time extensions due to the project's lengthy timeline and changes in site location. This amendment would cover services for the Columbia Blvd. site through the duration of the project and was already included in the project's \$12.6 million budget.

Councilor Hubbard commented that additional costs were incurred due to the City exploring different potential sites, noting that now they had settled on a solid site to work with.

4. Review request for Leak Adjustment at 2375 Columbia Blvd. - *City Administrator John Walsh*

City Administrator Walsh and Finance Director Butsch explained that the leak adjustment request exceeded \$1,000, which is why it was coming before the Council. Finance Director Butsch noted that the City typically approves leak adjustment requests for up to two months, and the cost is usually shared between the City and the customer based on their average usage. This request was unusual as it covered three months and asked for a full adjustment without cost sharing.

Council discussed the nature of the leak, which was identified as a failed fill valve in a toilet at an apartment complex. Mayor Massey and Councilor Hubbard expressed concern that a maintenance person should have caught such an issue earlier, especially in an apartment building, and questioned the substantial amount of the bill for what appeared to be a relatively minor repair of approximately \$495.

City Administrator Walsh noted that another similar leak adjustment request from a different company would be coming to a future meeting, but in that case the repair was more significant.

5. Request for Donation to Merchants' Toy N Joy Auction

City Administrator Walsh explained that for several years the City has donated utility bill credits for the Merchants' Toy N Joy Auction. Deputy City Recorder Scholl added that they typically offer two \$100 utility credits, which have been popular auction items.

6. Report from City Administrator John Walsh

- The Streets and Utility Project was awarded Project of the Year by the American Public Works Association in the \$5-25 million category for a transportation project. The City also received an award for the Riverwalk Project from the Oregon Recreation and Parks Association. These recognitions help with future phases, grant applications, and attracting investors.
- Columbia County Board of Realtors has invited City staff to give a presentation on the waterfront development project on November 20.
- The police station project is progressing with pre-application meetings and weekly progress meetings. Construction is expected to begin in April/May with a move-in target of September 15, 2027, though it could potentially be earlier. In response to Council requests, Administrator Walsh agreed to provide monthly schedule and budget updates for public transparency.
 - Councilor Hubbard, as the liaison for the police station project, reported on design meetings where valuable engineering opportunities were identified, including relocating planned EV chargers and addressing sewer line concerns. He mentioned his suggestion to incorporate Columbia River basalt on the building facade to enhance its appearance.
- Spirit of Halloweentown wrapped up despite rainy weekends. The notice of intent to renew the event has been issued, and Treadway will give a presentation at the December 3 meeting.
- Christmas decorations will begin being installed on November 19 in preparation for the Christmas Ships event, with adjustments made to avoid creating muddy conditions in the Plaza.
- City staff met with PGE regarding the substation project at the mill, working to clarify roles and responsibilities for the \$2.3 million grant that will fund the station pad and environmental work.
- Meetings are planned with Maul Foster regarding the wastewater treatment project proposal and to discuss waterfront development options using federal appropriation funds.
- Next week, staff will meet with Romano to kick off the 180-day exclusive negotiating period for development projects.
 - Councilor Gundersen volunteered to serve as Council liaison for the remodel projects, similar to Councilor Hubbard's role with the police station project.
- Walsh, Mayor Massey, and Council President Chilton attended a School Board meeting to encourage reconsideration of selling the Ross Road property. Mayor Massey noted this property is central to the vision for a ballpark, as the school's 10 acres are situated between City-owned parcels. She emphasized that a sports complex on this site could generate revenue for the City while enhancing quality of life for residents.
- Work continues on the Sand Island campground lease agreement, with a meeting planned with the operator to address public access and safety concerns. Walsh committed to providing an update by the December 17 meeting.
- Attended the Joint City Council and Parks & Trails Commission meeting. The Parks & Trails Commission would like more involvement in planning for future park improvements and master planning.
- Walsh reported on his attendance at the International City Managers Association Conference, where he learned about common challenges facing municipalities including employee burnout, staffing challenges (with 52% of municipal employees considering leaving their positions and only 7% of employees under 30), and the potential impact of artificial intelligence on government operations. He also highlighted presentations on community development, conflict resolution, and citizen engagement programs like citizen academies.

Mayor Massey expressed interest in exploring a Youth Councilor position similar to what the School Board has implemented. She suggested this could be considered for the 2026 goals, noting that other cities like Happy Valley have successful programs.

ADJOURN – 3:44 p.m.

EXECUTIVE SESSION

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

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

ATTEST:

Lisa Scholl, Deputy City Recorder

Jennifer Massey, Mayor

City of St. Helens

CITY COUNCIL

Executive Session Summary

November 5, 2025

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

Staff Present: John Walsh, City Administrator
Lisa Scholl, Deputy City Recorder

Others: Ashley Wigod, City Attorney with Jordan Ramis PC
David Rabbino, City Attorney with Jordan Ramis PC (left at 4:26 p.m.)



At 3:49 p.m., Mayor Massey opened the Executive Session pursuant to the ORS numbers listed below and then gave roll call. Other than Labor Negotiations, representatives of the news media, designated staff, and other persons as approved shall be allowed to attend the Executive Session. All other members of the audience are asked to leave the Council Chambers. Representatives of the news media were specifically directed not to report on or otherwise disclose any of the deliberations or anything said about these subjects during the executive session, except to state the general subject of the session as previously announced. No decision may be made in executive session. Any person in attendance, including the news media, who has a recording device is directed to turn it off.

- **Consult with Legal Counsel & Potential/Pending Litigation, under ORS 192.660(2)(h)**
- **Deliberations with persons appointed to carry out Labor Negotiations, under ORS 192.660(2)(d)**
- **Real Property Transactions, under ORS 192.660(2)(e)**
 - Nothing was discussed under this provision.
- **Exempt Records/Confidential Attorney-Client Privileged Memo, under ORS 192.660(2)(f)**
 - Nothing was discussed under this provision.

The Executive Session was adjourned at 4:47 p.m.



ATTEST:

Lisa Scholl, Deputy City Recorder

Jennifer Massey, Mayor

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



COUNCIL REGULAR SESSION

Wednesday, November 05, 2025

DRAFT MINUTES

MEMBERS PRESENT

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

STAFF PRESENT

John Walsh, City Administrator
Lisa Scholl, Deputy City Recorder
Crystal King, Communications Officer
Doug Treat, Police Lieutenant
Ashley Wigod, Contracted City Attorney

OTHERS

Lyle King	Joe S.	Roger Trudeau
Frank Davis	Mike Sacry	Brady Preheim
Tammy Maygra	T. Curry	Nick Hellmich
Mandy Hawkins	Michael Jahn	Eddie Dunton
Adam St. Pierre		

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

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Lyle King, a Vietnam veteran who served with the 101st and 82nd Airborne Division in 1966-67. King shared briefly about his military service and noted that he has lived in St. Helens since 1964.

PROCLAMATION

1. National Veterans and Military Families Month - November 2025

Mayor Massey read the proclamation for National Veterans and Military Families Month, recognizing the service, patriotism, and sacrifices made by veterans, active military personnel, and their families. The proclamation acknowledged that veterans and military families represent the best of America and that the nation owes them a debt of gratitude. The mayor called upon the people of St. Helens to honor veterans, active-duty personnel, and military families with heartfelt gratitude throughout the month of November. Following the proclamation, a group photo was taken with members of the American Legion who were in attendance.

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

- ◆ Tammy Maygra. Expressed concern about the destruction of a plaque presented to a former mayor by businesses and questioned why City representatives were at a School Board meeting discussing a sports event center given the City's financial constraints and unfinished projects.

- ◆ Brady Preheim. Criticized Mayor Massey about the recent OPB Hush episode that talks about her using “dead girl” for political motivations. Massey saying and posting online that she didn’t want her name on a plaque is “stupid.” Preheim questioned Councilor Hubbard's statements about electric police cars and expressed concerns about Council members meeting with the School District without prior Council discussion.
- ◆ Nick Hellmich. Thanked Deputy City Recorder Scholl, Contracted City Attorney Wigod, and City Recorder Payne for waiving legal fees for his FOIA request and thanked Mayor Massey for their conversation about targeted FOIA requests to reduce costs. Hellmich congratulated Massey for the DOJ decision about not colluding with police. He noted his appreciation for the veterans' proclamation and mentioned his sobriety achievement.
- ◆ Adam St. Pierre. Expressed gratitude to the American Legion members present and defended the City Council against what he characterized as unsubstantiated claims and emotional attacks.
- ◆ Mandy Hopkins, owner of Black Wing Bodywork LLC, shared concerns about how Spirit of Halloweentown activities have affected downtown businesses, particularly those operating by appointment. She explained that clients with mobility issues have had to walk long distances due to parking problems and suggested that local businesses might have dedicated parking spots during the busy September-October period.

ORDINANCES – Final Reading

2. **Ordinance No. 3318:** An Ordinance to Amend St. Helens Municipal Code Chapter 13.02, Utility Service Administration

Mayor Massey read Ordinance No. 3318 by title. **Motion:** Motion made by Council President Chilton and seconded by Councilor Gundersen to adopt Ordinance No. 3318. **Vote:** Yea: Mayor Massey, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

APPROVE AND/OR AUTHORIZE FOR SIGNATURE

3. Amendment No. 5 to Agreement with Otak CPM for the Public Safety Building Project related to the Columbia Blvd. Site Selection
4. Intergovernmental Agreement with the City of Lake Oswego to Provide Judicial Services by Amy Lindgren to the Cities of Oregon City, Gladstone, and St. Helens

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

APPOINTMENT TO CITY BOARDS AND COMMISSIONS

5. Reappoint Brooke Sisco to the Planning Commission

Motion: Motion made by Councilor Sundeen and seconded by Councilor Gundersen to reappoint Brooke Sico to the Planning Commission. **Vote:** Yea: Mayor Massey, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

CONSENT AGENDA FOR ACCEPTANCE

6. Parks & Trails Commission Minutes dated September 8, 2025
7. Library Board Minutes dated September 8, 2025

Motion: Motion made by Council President Chilton and seconded by Councilor Sundeen to accept '6' and '7' above. **Vote:** Yea: Mayor Massey, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

CONSENT AGENDA FOR APPROVAL

8. City Council Minutes dated October 15, 2025
9. Purchase of New Water Filtration Modules from AriaFiltr in the amount of \$281,134.38, as Budgeted in the 2025/26 Capital Improvement Plan
10. OLCC Licenses
11. Accounts Payable Bill Lists

Motion: Motion made by Councilor Sundeen and seconded by Councilor Hubbard to approve '8' through '11' above. **Vote:** Yea: Mayor Massey, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

WORK SESSION ACTION ITEMS

Leak Adjustment Request at 2375 Columbia Blvd.

Motion: Motion made by Councilor Sundeen and seconded by Councilor Gundersen to adjust the utility bill for 2375 Columbia Blvd. with a credit of \$5,411.68. **Vote:** Yea: Mayor Massey, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen; Nay: Council President Chilton

Merchants' Toy N Joy Auction Donation Request

Motion: Motion made by Council President Chilton and seconded by Councilor Gundersen to donate two \$100 utility bills credits to the Merchants' Toy N Joy auction. **Vote:** Yea: Mayor Massey, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

Council Liaison Assignment

Motion: Motion made by Council President Chilton and seconded by Councilor Hubbard that Councilor Gundersen be assigned as the Council liaison to the police station project.

Discussion. Councilor Hubbard would like to serve as a liaison as well. It was pointed out that the motion was made for the incorrect project. It should be for the Romano project and not the police station project.

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

Motion: Motion made by Council President Chilton and seconded by Councilor Sundeen that Councilor Gundersen and Councilor Hubbard be assigned as Council liaisons to the Romano Project.

Discussion. Councilor Hubbard would like all communication to be forwarded to them so they have all the information at the beginning.

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

COUNCIL MEMBER REPORTS

Councilor Sundeen reported...

- Thanked volunteers who put in approximately 30 hours of work at Nob Hill Nature Park over the weekend.
- Announced a "wind phone" project coming to McCormick Park, a concept that originated in Japan to help people through the grief process by providing a disconnected phone where people can talk to lost loved ones.

- Provided an update on Fourth of July planning meetings, noting good attendance from various community organizations for events planned from Memorial Day through July 4.
- Reminded everyone about the upcoming Veterans Day ceremony on Tuesday, November 11 at 10:50 a.m. in McCormick Park.

Council President Chilton reported...

- Acknowledged the end of Spirit of Halloweentown season, thanking local businesses and residents for their patience with the increased tourism.
- Announced an upcoming bazaar at Avamere on December 13, encouraging support for local small businesses.

Councilor Hubbard reported...

- Project Arcadia is moving forward with finalizing details.
- The police station project is progressing with architects and engineers working on final plans and elevations.
- Regarding electric police cars, he clarified that they are planning responsibly by installing conduits for future electric service while not spending money unnecessarily in the present.

Councilor Gundersen reported...

- Nothing to report.

MAYOR MASSEY REPORTS

- Expressed gratitude to the City staff for their dedication and hard work.
- Repulsed by people coming to comment at meetings and calling someone a "dead girl." Her name should be used.
- People have been saying vile things and lies that have been disrespectful to the Council. She will not be stepping down and will continue to serve the Council.
- She referenced the Oregon Department of Justice's conclusion, which found no evidence of improper collusion between herself, former Police Chief Greenway, or the St. Helens Police Association. This decision came in light of allegations brought by a former mayoral candidate. This outcome supports her initial stance that the accusations were false and without merit.
- Thanked the Councilors for everything they do every day.

PROACTIVE ITEMS

1. Public Records Policy

- Mayor Massey inquired about the possibility of developing more transparent criteria for public records requests.
- She highlighted the need for clear criteria including fee reductions and guidelines on when legal fees would be assessed.
- Contracted City Attorney Wigod explained that while overarching laws govern public records requests, cities often establish their own detailed policies to support the implementation of these laws.
- Staff is reportedly in the process of updating forms and procedures, aiming for completion by the end of the year, to enhance transparency and efficiency.

2. Sports Complex Exploration

- Mayor Massey clarified that discussions with the School District regarding a potential sports complex were merely exploratory.
- The focus was on evaluating revenue-generating opportunities using properties owned by both the City and School District.
- She emphasized that other cities have successfully generated revenue through similar facilities.

- Fiscal responsibility was underscored in these exploratory measures, ensuring that any future plans would be sustainable and beneficial.
- Council President Chilton added that it's also about improving the lives of kids in the community and future generations. She proposed hosting a public presentation with the School District.

3. Side-by-Side Ordinance

- Mayor Massey would like to see a side-by-side ordinance on the December agenda.

OTHER BUSINESS

ADJOURN – 7:45 p.m.

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

ATTEST:

Lisa Scholl, Deputy City Recorder

Jennifer Massey, Mayor



COUNCIL SPECIAL SESSION

Friday, November 14, 2025

DRAFT MINUTES

MEMBERS PRESENT

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

STAFF PRESENT

John Walsh, City Administrator
Kathy Payne, City Recorder
Lisa Scholl, Deputy City Recorder
Ashley Wigod, Contracted City Attorney

OTHERS

None

CALL SPECIAL SESSION TO ORDER – 9:01 a.m.

DISCUSSION TOPICS

1. Review Financing Contract with Oregon Business Development Department for Semiconductor Industrial Lands Loan for Kaster Sub-Station Design and Construction Project

City Administrator Walsh explained that the City had been working on this project for over a year with Oregon Business Development Department through the Strategic Industrial Lands Readiness Program (SIL). He noted that the original plan was to first secure a site agreement with PGE and then obligate the financing agreement, but PGE had been slow to finalize the site agreement paperwork despite progress on the project scope of work.

Walsh expressed concern that the funding might be at risk of being clawed back by the State if not obligated soon, as other similar projects around the state had recently lost their funding. He recommended entering into the financing agreement now but not taking any financial actions until the PGE site agreement was in place.

Mayor Massey raised concerns about the contract's specific requirement that the funding be used for semiconductor industrial uses, questioning whether the substation project would actually qualify since there were no plans to use the site for semiconductor manufacturing. She was concerned that if the project didn't meet the semiconductor requirement, the loan would not be forgivable, and taxpayers could be responsible for repaying approximately \$2 million plus interest at 3.74%.

Councilor Hubbard expressed concern about potential public risk if the project failed to meet requirements, noting that the existing substation's capacity was already partially allocated to Arcadia, and questioned why PGE wasn't funding the replacement with their own resources as other utilities do.

Contracted City Attorney Wigod clarified that the financing agreement included an initial disbursement of \$314,000 with the remaining \$2 million as reimbursement. She explained that PGE had committed to

covering the entire project cost of approximately \$14.9 million and would be responsible for repaying the loan if required. She suggested that if the Council moved forward, the funds could be placed in a segregated account and not spent until the PGE agreement was finalized.

Council President Chilton emphasized that Columbia County lacked sufficient power for industrial growth, making the substation project necessary for future development.

The Council came to consensus that while they supported the substation project, they wanted assurance that taxpayers would not be at risk. Mayor Massey requested that when the issue returns to Council, staff provide a comprehensive risk assessment and clear explanation of how taxpayers would be protected if the project did not qualify for loan forgiveness.

APPROVE AND AUTHORIZE FOR SIGNATURE

2. Financing Contract with Oregon Business Development Department for Semiconductor Industrial Lands Loan for Kaster Sub-Station Design and Construction Project

Motion: Motion made by Councilor Gundersen and seconded by Councilor Sundeen to approve '2' above.

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

OTHER BUSINESS

ADJOURN – 9:28 a.m.

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

ATTEST:

Kathy Payne, City Recorder

Jennifer Massey, Mayor