

City of St. Helens
Consent Agenda for Approval

CITY COUNCIL MINUTES

Presented for approval on this 17th day of September, 2025 are the following Council minutes:

2025

- Work Session, Executive Session, Public Hearing, and Regular Session Minutes dated September 3, 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, September 03, 2025

DRAFT MINUTES

MEMBERS PRESENT

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

STAFF PRESENT

Johne Walsh, City Administrator	Suzanne Bishop, Library Director
Kathy Payne, City Recorder	Dan Dieter, Library Assistant
Lisa Scholl, Deputy City Recorder	Sharon Darroux, Engineering Manager
Crystal King, Communications Officer	Jacob Graichen, City Planner
Matthew Smith, Police Chief	Ashley Wigod, Contracted City Attorney

OTHERS

Arthur	Leslie Wilson	Brad Hendrickson
Adam	Steve Topaz	Dinae Monro
Jenn	Marci Sanders	Robyn Toschi
Erin Salisbury	Brady Preheim	Patrick Birkle

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

CLEARING CONFUSION AND SETTING THE FACTS STRAIGHT

1. Response to August 20 Visitor Comments

Mayor Massey provided a chronology regarding a citizen concern about Ordinance No. 3310, which delegates duties to the City Administrator. She explained that Section 33 of the City Charter, approved by voters in 2012, authorizes City Council to appoint officers and delegate duties. Relevant actions included:

- March 20, 2019: Resolution No. 2038 updated the authority and duties of the City Administrator
- January 5, 2022: Ordinance No. 3002 codified authority and duties of the City Administrator
- May 21, 2025: Resolution No. 2038 updated the authority and duties of the City Administrator
- August 20, 2025: Ordinance No. 3310 codified the updated duties to be consistent with Resolution 2038

Mayor Massey clarified that the City Administrator does not have authority to sell real property. Under Ordinance No. 3310 and St. Helens Municipal Code 2.12, City Council must authorize the City Administrator before the City purchases and sells real property, though the authorization may include allowing final negotiations in substantial accordance with approved terms.

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

- ◆ Steve Toschi. Expressed concern about water rights related to the Arcadia project and contracts put out for public review. He stated the City claims rights to pull 40 million gallons per day from

the Willamette River/Columbia River channel. Toschi questioned whether these water rights are attached to the property being sold to Arcadia and emphasized that the City should ensure water rights are excluded from the deed to Arcadia. He noted the contract currently states the City will provide a license for 20 million gallons a day and an easement for access to the pump station.

- ◆ Leslie Wilson. Discussed her concerns regarding the Sand Island ferry. She explained that initially there was a free ferry service to Sand Island, but later residents were told they could only use the ferry if they were campers. Wilson expressed frustration that citizens of St. Helens who pay taxes can't use the ferry to access Sand Island unless they're camping there.
- ◆ Patrick Birkle. Followed up on the Sand Island discussion, noting he recently visited the island and had concerns about the relationship between the Sand Island Campground and the City, particularly regarding the City's oversight of the campground in light of development there. He also mentioned the upcoming compensation package discussion on the agenda, suggesting the importance of clarifying what "compensation for food for family, relatives, household members" actually means.
- ◆ Steve Topaz. Mentioned that he and Art had met with Mayor Massey and City Administrator Walsh about problems with the lagoon and thanked them for providing electronic copies of the minutes. He and Art have been involved with issues of moving Portland Harbor toxic waste to the lagoon since 2014, with a presentation scheduled for October 1.
- ◆ Brady Preheim. Discussed Sand Island and concerns about policing on the island, noting that there have been incidents and the City needs to address how police would respond. He also complained about construction quality issues with the waterfront project, including cracking sidewalks with poor-quality patches, lighting that doesn't work and has been broken for three weeks, and inconsistent design elements.

DISCUSSION TOPICS

2. Employee Length of Service Recognition - Dan Dieter for 10 Years

Mayor Massey recognized Dan Dieter for his 10 years of service as a Library Assistant. Library Director Bishop shared that Dieter was the City Employee of the Year in 2017 and described how popular he is with library patrons. She noted that children come in hoping he'll tell them jokes, and he helps adults find the right books. Bishop praised his mentorship of newer employees, deep knowledge of the library, and talent for finding cost-effective solutions.

Council presented Dan with a certificate and took photos with him and Director Bishop. Library staff also took the opportunity to promote National Library Card Sign-up Month, with Mayor Massey scheduled to sign a proclamation at the regular session.

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

Council reviewed the Police Department quarterly report. Council President Chilton commented positively on the community engagement activities mentioned in the report, particularly at Avamere, and welcomed two new officers to the department.

Mayor Massey discussed the need for a police staffing study, noting the last one was done in 2012. She asked for Council consensus to pursue a new staffing study to understand appropriate staffing levels based on current population. Police Chief Smith mentioned being down three positions with three conditional offers out, and operationally down five positions, with a goal of having 15 sworn officers back

to patrol by the second quarter of next year. Smith indicated he has contacts at the Hatfield School of Government who could assist with a staffing study.

Regarding the library report, Council President Chilton expressed excitement about the upcoming genealogy conference and the expansion of the makerspace. Mayor Massey highlighted the Columbia County Genealogy Conference scheduled for September 2025, featuring nationally recognized presenters, with participation available via Zoom or in person.

4. Annual Report from the St. Helens Senior Center - *Senior Center Manager Dinae Monro*

Senior Center Manager Dinae Monro presented the annual report for the St. Helens Senior Center. She detailed significant changes over the past year, including:

- The Center faced financial difficulties that led to handing back responsibility for the meals program to Community Action Team (CAT)
- Most staff members were laid off, going from 6-7 paid staff to currently only Monro and two CAT-funded kitchen staff
- The Board transitioned from an advisory to a working Board with almost complete turnover
- The Center is financially breaking even thanks to revenue from Top Notch Thrift Store
- The Center relies heavily on approximately 256 registered volunteers

Monro emphasized the Center's critical role in providing meals, with about 200 meals distributed daily and coverage of 60% of all home-delivered meals in Columbia County. The Center serves areas from north of Deer Island to Yankton and south to Rocky Point, occasionally including parts of Multnomah County.

Key services provided include:

- Daily activities (exercise classes, art classes, tai chi, billiards, cards)
- Food pantry
- Medical equipment lending program (wheelchairs, walkers, etc.)
- Personal care products

Monro highlighted three ways the public can help:

- Financial donations
- Volunteering time (especially for meal routes)
- In-kind donations (food, garden produce)

She noted that food costs have increased by 27%, creating challenges with feeding 200 people daily. Monro mentioned that within the next few years, one in five people in Columbia County will be seniors.

Mayor Massey and Council President Chilton expressed appreciation for Monro's presentation and the stabilization of the center after recent difficulties and encouraged her to share this report with surrounding jurisdictions and increase marketing to share needs.

5. Discussion regarding the Relationship between St. Helens Sand Island Campground LLC and the City - *City Administrator John Walsh and Brad Hendrickson*

City Administrator Walsh explained that in 2019, the City entered a 10-year agreement with Sand Island Campground LLC to maintain the island, which previously had been serviced by the City with minimal maintenance.

Brad Hendrickson explained why the free shuttle service to Sand Island ended. Initially, the campground provided a free shuttle to the island, but after complaints to the Coast Guard, they were told all boat captains needed pilot's licenses. This requirement made it difficult to staff the shuttle seven days a week, leading to limited operation Thursday through Sunday primarily for campers.

Council raised questions about several aspects of the agreement:

- Whether day visitors can use the shuttle (Hendrickson indicated they currently cannot)
- The requirement for a camp host to live on the island (Hendrickson explained the host was moved due to safety concerns and physical abuse approximately two years ago)
- The number of parking spaces available for island visitors (six designated spots for 80 campsites)
- Policing and safety on the island

Council agreed to send questions to Walsh for he, Wigod, and Smith to review along with the lease agreement and prepare for further discussion at the October 15 Council meeting.

6. 13 Nights on the River Public Voting Process for Levitt Grant in Partnership with St. Helens Main Street Alliance - *Communications Officer Crystal King*

Erin Salisbury from St. Helens Main Street Alliance and Communications Officer Crystal King presented on the Levitt Grant application for 13 Nights on the River. The City has made the first cut from over 300 applications nationwide and is now in a pool of 100 applicants. Public voting will open on Friday, September 5 and run through September 15 to determine if St. Helens makes it to the next round of 50 finalists.

If awarded, the grant would provide \$40,000 per year for three years, effectively doubling the budget for 13 Nights on the River. This would allow for higher-quality musical acts, improved infrastructure, and better value for sponsors. Salisbury emphasized that Main Street is not trying to take over 13 Nights but is partnering to bring more resources to the event.

Communications Officer King outlined the promotional strategy, which includes:

- Press releases to local media
- Social media content for Facebook, Instagram, and X
- Special newsletter to be sent out when voting opens
- Outreach to partner agencies (Main Street, CET, Keep It Local, Chamber of Commerce)
- Posters and postcards for distribution

Salisbury noted that St. Helens is one of only five Pacific Northwest cities in contention (along with Applegate, Oregon; Olympia, Washington; and two Idaho cities) and encouraged widespread sharing of the voting information.

7. Review Transfer of Jurisdiction for Portions of Gable Road, Columbia Boulevard, and Bachelor Flat Road - *Engineering Manager Sharon Darroux and City Planner Jacob Graichen*

City Planner Graichen and Engineering Manager Darroux presented on the transfer of certain County roads to City jurisdiction. Graichen explained that as the city grows, road jurisdiction changes, with the last major transfer occurring in 2002.

The roads being transferred include:

- Gable Road from Highway 30 to Columbia Boulevard
- Columbia Boulevard
- Bachelor Flat Road (approximately 125 feet west of Whitetail Avenue)

Darroux detailed the condition of each road and improvements needed before transfer:

- Gable Road: Minor repairs needed to an ADA ramp, catch basin lid, and storm drain manhole
- Columbia Boulevard: No repairs required
- Bachelor Flat Road: Paving required, sidewalk panel repair, and addressing a transition at the end of sidewalk

The transfer process involves:

- County filing notice and holding a public hearing
- Creation of an Intergovernmental Agreement (IGA)
- County completing required improvements
- City accepting improvements
- City creating an ordinance to finalize the transfer

Benefits of the transfer include more coordinated planning and maintenance, with the City assuming responsibility for permits, maintenance, snow removal, and signage after the transfer.

8. Review of Erosion Prevention and Sediment Control Code Revisions - *Engineering Manager Sharon Darroux*

Engineering Manager Sharon Darroux presented updates to the Erosion Prevention and Sediment Control Code. Key changes include:

- Increasing the trigger for the main permit from 1,000 to 5,000 square feet of ground disturbance
- Maintaining the 50-foot buffer for water and wetland protection
- Adding a tiered approach for plan requirements based on site size:
 - Small sites (5,000-10,000 sq ft): Hand sketch acceptable
 - Medium sites (10,001 sq ft to 0.5 acres): Plan drawn to scale with more detail
 - Large sites (0.5 to 1 acre): More detailed plan with post-stabilization elements
 - Sites over 1 acre: DEQ 1200-C permit can serve as City permit

Exemptions include ground-disturbing activities under 5,000 square feet and general landscaping and gardening projects.

9. Staff Report for 2025 Storm Cleaning & CCTV Project (Informational Only)

Engineering Manager Darroux briefly mentioned the Storm Cleaning and CCTV Project bid was favorable. No detailed discussion occurred on this informational item.

10. Completion of Purchase & Sale of 1300 Kaster Road to Arcadia Paper Mills, LLC - *City Administrator John Walsh*

City Administrator Walsh explained that about a year ago, the Council entered into a purchase and sale agreement with Arcadia Paper Mills. The current agenda item involves approving Amendment Number 2 to the purchase and sale agreement and authorizing the City Administrator to finalize the transaction.

Council members questioned whether water rights were being transferred. Contracted City Attorney Wigod confirmed that the City is not selling its water rights but is providing a license to use the water rights. Council members indicated this was consistent with their understanding that the City would retain the water rights.

The details of Amendment Number 2 were to be reviewed in more detail before the regular session where the vote would take place.

11. Review Proposed Amendments to Police Sergeant Job Description - *Police Chief Matt Smith*

Police Chief Smith presented proposed updates to the Police Sergeant job description. The changes include:

- Removing preference to hold the rank of corporal (as this rank no longer exists)
- Increasing minimum experience from five years to eight years
- Reducing certification requirements to basic police certification with a preference for advanced certification

Chief Smith explained that the advanced certificate is a combination of experience, training hours, and/or education issued through the Department of Public Safety Standards and Training.

12. Review Resolutions Establishing Official Compensation Package for Mayor, Councilors, and Employees - *City Attorney Ashley Wigod*

Contracted City Attorney Wigod presented four resolutions addressing compensation packages following a recent Oregon Government Ethics Commission advisory opinion that meals or nominal items provided to staff or elected officials are a form of compensation and must be expressly authorized.

The resolutions formalize existing practices such as providing meals during meetings or refreshments at city events. Four separate resolutions are necessary because elected officials cannot vote on their own compensation:

1. Resolution for the Mayor's compensation (other councilors vote)
2. Resolution for Councilors Gundersen and Sundeen (Mayor and other councilors vote)
3. Resolution for Councilors Chilton and Hubbard (Mayor and other councilors vote)
4. Resolution for staff compensation

Wigod emphasized that these resolutions are intended to continue existing practices, not expand compensation.

13. Discussion Regarding Oregon Association Chiefs of Police Agency Review - *City Attorney Ashley Wigod*

Contracted City Attorney Wigod explained that during the recent police chief recruitment process, the Oregon Association of Chiefs of Police (OACP) recommended an agency review as part of the transition to a new chief. The review would provide:

- Professional assessment of police operations and management systems
- Networking opportunities
- Mentorship
- Management and leadership tools

The review typically takes up to a year, allowing time for processes to be updated and tested. The estimated cost is approximately \$500.

Police Chief Smith expressed strong support for the review and also mentioned a paid mentorship program offered by former Chief Jim Ferraris, who conducted Smith's background investigation. Smith noted that mentorship would be particularly valuable during his first year as chief.

Council members expressed support for both the agency review and exploring the mentorship opportunity, requesting more information about the mentorship costs for the next meeting.

14. Report from City Administrator John Walsh

- Joint City Council and Planning Commission meeting on September 10
- Provided a brief update on the waterfront project punch list items in response to earlier public comments:
 - Contractors have been working on cracked sections of sidewalk
 - Issues with light poles on seat walls that cause immediate cracking are being addressed
 - Bollard lighting has been vandalized twice and needs replacement
 - Contractors are proposing to extend their warranty from two years to five years

Mayor Massey requested that the punch list items be presented at the next meeting and asked about progress on the nuisance ordinance, which City Attorney Wigod confirmed is in process.

ADJOURN – 5:09 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:

Kathy Payne, City Recorder

Jennifer Massey, Mayor

City of St. Helens

CITY COUNCIL

Executive Session Summary

September 3, 2025

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

Staff Present: John Walsh, City Administrator
Kathy Payne, City Recorder

Others: Ashley Wigod, City Attorney with Jordan Ramis PC



At 5:16 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.

- **Deliberations with persons appointed to carry out Labor Negotiations, under ORS 192.660(2)(d)**
 - Update on labor negotiations with the AFSCME general employees' union.
- **Real Property Transactions, under ORS 192.660(2)(e)**
 - Update on pending purchase of property at St. Helens Industrial Business Park by Arcadia Paper Mills.
 - Update on status of potential sale of a portion of the riverfront property to interested developer.
- **Consult with Legal Counsel & Potential/Pending Litigation, under ORS 192.660(2)(h)**
 - Update on potential renegotiation of terms of existing note City holds with Shaun Land (ACSP).
- **Exempt Records/Confidential Attorney-Client Privileged Memo, under ORS 192.660(2)(f)**
 - Update on litigations regarding two public records requests.
 - Update on litigation with former Interim Police Chief Joe Hogue.

The Executive Session was adjourned at 6:06 p.m.



ATTEST:

Kathy Payne, City Recorder

Jennifer Massey, Mayor

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



COUNCIL PUBLIC HEARING

Wednesday, September 03, 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
Jacob Graichen, City Planner
Ashley Wigod, Contracted City Attorney

OTHERS

Arthur
Chuck Leahy
Susie Wilson
Brady Preheim

OPEN PUBLIC HEARING – 6:30 p.m.

TOPIC

1. Sale of City-Owned Property on Kelly Street described as:
- Tax Account No. 28848, Map No. 4N1W04-BB-03000, 9,583 Square Feet

Contracted City Attorney Wigod explained the legal framework for the sale of real property under ORS 221.725. She noted that before a City Council sells real property, it must publish a notice stating the time and place of the public hearing, a description of the property, the proposed uses, and the reasons why the Council considers it necessary or convenient to sell the property. Wigod confirmed that the City Recorder had satisfied these notice requirements and explained that the nature of the proposed sale and general terms, including appraisal or market value evidence, must be fully disclosed at the public hearing.

PUBLIC COMMENTS

- ◆ Chuck Leahy, of Leahy Investments and Ken Leahy Construction addressed the Council. He explained that the property in question was previously landlocked and of little value until his company made improvements to the surrounding property, including public storm systems and sewer systems that benefited the women's shelter in the area. Leahy noted that when they purchased the surrounding property, it cost \$1.60 per square foot and had issues with homeless camps, brush, and crime. He mentioned that the City property was "in the way" of potential development and that he had been working on developing the area since 2011.

- ◆ Susie Wilson, a realtor with Oregon First, added that they had been planning development for four years and were ready to proceed, with potential interested parties for the development.

City Planner Graichen presented maps and background information about the property. He displayed a brochure from 2013 showing the approximate location of the property, photos from 2018 and 2020, and maps illustrating how the City property is surrounded on three sides by Leahy Investments' property. Graichen noted that the area includes commercial development, with Burger King located just north of Howard Street. He explained that the Greystone Estate Subdivision created by Leahy included several residential lots (now fully developed) and two commercial lots adjacent to the City property. He confirmed the property is zoned for general commercial use, not residential.

Graichen detailed that in 2022, during a pre-application meeting, the developers had included this City property in their plans for a commercial development of approximately 20,000 square feet across four separate buildings, apparently unaware the City still owned it. He noted that while the subdivision had resolved access issues to the property, incorporating it into a larger commercial development would make the access concern irrelevant.

City Administrator Walsh explained that the proposed transaction was structured as a barter for sale. The City had conducted multiple appraisals of the land and also evaluated the fill material delivered to the site, including hauling, placement, and grading costs, determining that the fill material was of equal or greater value to the City. He confirmed there was no public use for the property, making it necessary and convenient for the City to sell it.

Councilor Hubbard expressed concern about ensuring the City received value in the soil exchange, emphasizing the need for structural fill quality. Mayor Massey echoed these concerns, questioning whether the soil was properly tested and validated as good quality structural fill free from contaminants and organics with appropriate compaction properties.

- ◆ Brady Preheim raised process concerns, referring to this as "the dirty dirt deal" and objecting to the fact that the dirt had already been delivered before the hearing and formal approval process was completed. He viewed this as procedurally backward and inappropriate.

Wigod suggested that the Council could approve the resolution conditionally, requiring Walsh confirm the quality and value of the fill material provided to the City. Mayor Massey agreed that this approach would allow them to proceed with the sale while ensuring proper due diligence regarding the quality of the dirt received.

Mayor Massey noted that Resolution No. 2051 regarding this property sale would be addressed at the Council Regular Session later that evening.

CLOSE PUBLIC HEARING – 6:49 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Jennifer Massey, Mayor



COUNCIL REGULAR SESSION

Wednesday, September 03, 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
Jacob Graichen, City Planner
Crystal King, Communications Officer
Suzanne Bishop, Library Director
Ashley Wigod, Contracted City Attorney
Matthew Smith, Police Chief
Doug Treat, Acting Police Lieutenant

Jose Castilleja, Police Sergeant
Evin Eustice, Police Sergeant
Kolten Edwards, Police Detective
Dylan Gaston, Police Officer
Jamin Coy, Police Officer
Terry Massey, Police Officer
Luke Marshall, Police Officer
Payton Rue, Police Officer
Jennifer Stratton, Police Officer

OTHERS

Arthur	Judge Nickolas Brajcich
Chuck Leahy	Family and friends of Police Chief Smith
Susie Wilson	Craig Allen
Brady Preheim	Ron Houghtelling
Nick Hellmich	Jared Houghtelling

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

PLEDGE OF ALLEGIANCE

SWEARING IN OF NEW POLICE CHIEF MATTHEW SMITH

Circuit Court Judge Nickolas Brajcich administered the oath of office to Chief Smith.

Mayor Massey thanked Chief Smith's family for their support and for sharing his time with the City. Photographs were taken with the Chief, his family, the judge, and Council members.

PROCLAMATION

1. National Library Card Sign-Up Month - September 2025

Mayor Massey read a proclamation declaring September 2025 as National Library Card Sign-Up Month, highlighting how libraries are foundational to education, imagination, and opportunity. The proclamation emphasized the St. Helens Public Library's role in providing equitable access to information, technology, and culture while supporting citizens in navigating life's challenges. Mayor Massey encouraged all residents to sign up for a library card and explore the endless possibilities it offers.

The Mayor also mentioned an upcoming Columbia County Genealogy Conference called "Many Lands, Many People" scheduled for September 20, which will feature nationally recognized presenters and will be available both in person and via Zoom.

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

- ◆ Brady Preheim. Commented on the Kelly Street property sale, stating he didn't oppose selling the property but objected to the process. He suggested the proper procedure would be to get the property appraised, sell it for cash, and then conduct an RFP if the City wanted to purchase dirt. He criticized the appearance of "dirt just showing up" without formal agreements. Preheim also commented on the Council compensation resolutions, suggesting the use of a citizen's advisory committee rather than having councilors vote on each other's compensation packages.
- ◆ Nick Hellmich. Spoke via Zoom, requesting the unredacted release of the Jim Band investigation to the public. He mentioned submitting public records requests for text messages between Council members, warned against deleting messages, and announced creating a community public freedom of information act fund. He also noted that blocking citizens from official mayoral social media accounts could violate First Amendment rights according to recent Supreme Court decisions.

DELIBERATIONS

2. Sale of City-Owned Property on Kelly Street described as:

- Tax Account No. 28848, Map No. 4N1W04-BB-03000, 9,583 Square Feet

Council President Chilton noted that previous discussions centered on ensuring the structural fill material received as compensation was both usable and of appropriate value. Contracted City Attorney Wigod explained that the City had conducted a public hearing earlier in the day where the property sale was discussed, including an appraisal showing the highest and best use would be selling to the adjacent property owner. The attorney clarified that the proposed compensation was structural fill material equivalent to or exceeding the appraised value.

Concerns had been raised about whether the structural fill material had been appropriately evaluated for both its value and environmental components. The Council expressed support for selling the property but wanted verification of the material's value and environmental compliance.

ORDINANCES – *Final Reading*

3. **Ordinance No. 3315:** An Ordinance Amending the St. Helens Municipal Code Chapter 13.30, Adding a Sunset Provision to the Public Safety Fee

Mayor Massey read Ordinance No. 3315 by title. **Motion:** Motion made by Council President Chilton and seconded by Councilor Gundersen to adopt Ordinance No. 3315. **Vote:** Yea: Mayor Massey, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

4. **Ordinance No. 3316:** An Ordinance Amending the St. Helens Municipal Code Chapter 13.32, Requiring Voter Approval Before the Establishment of New Fees on Utility Bills Unrelated to Utility Services

Mayor Massey read Ordinance No. 3316 by title. **Motion:** Motion made by Council President Chilton and seconded by Councilor Sundeen to adopt Ordinance No. 3316. **Vote:** Yea: Mayor Massey, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

ORDINANCES – First Reading

- 5. Ordinance No. 3314:** An Ordinance Revising Chapter 18.36, Environmental Protection, Erosion Prevention, and Sediment Control Rules, of the St. Helens Municipal Code to Meet the City's Requirement as a Designated Management Agency Under the DEQ's Willamette Basin Mercury Total Maximum Daily Load

Mayor Massey read Ordinance No. 3314 by title. The final reading will be held at the next meeting.

- 6. Ordinance No. 3317:** An Ordinance to Annex and Designate the Zone of Certain Property at 58506 Kavanagh Street (Avenue)

Mayor Massey read Ordinance No. 3317 by title. The final reading will be held at the next meeting.

RESOLUTIONS

- 7. Resolution No. 2051:** A Resolution of the City Council of St. Helens, Oregon Declaring City Owned Property on Kelly Street, Tax Map/Lot No. 4N1W04-BB-03000 as Surplus and Authorizing the Sale of the Property in Compliance with ORS 221.725

Mayor Massey read Resolution No. 2051 by title. **Motion:** Motion made by Councilor Sundeen and seconded by Council President Chilton to adopt Resolution No. 2051 declaring the City-owned property on Kelly Street, Tax Map Lot Number 4N1W04-BB-03000 as surplus and authorizing the sale of the property in compliance with ORS 221.725, conditional on the City Administrator confirming that the fill dirt received as compensation meets the needs for structural fill and environmental regulations. **Vote:** Yea: Mayor Massey, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

- 8. Resolution No. 2053:** A Resolution of the City Council of St. Helens, Oregon, Authorizing Amendment No. 2 to the Purchase and Sale Agreement of Property at 1300 Kaster Road, Tax Account Nos. 13249 and 13215, and Authorizing and Directing the City Administrator to Take Appropriate Steps to Effectuate Closing of the Sale of Property

Mayor Massey read Resolution No. 2053 by title.

Contracted City Attorney Wigod raised concerns about clarifying water rights aspects of the property sale to Arcadia Paper. Amendment No. 2 would extend the closing deadline to September 30, 2025, but recommended confirming details about water rights before proceeding.

Craig Allen, Mill Manager for Arcadia Paper, addressed the Council to clarify that the purchase sale agreement included 20 million gallons per day of water rights, splitting the 40-million-gallon allotment previously held by Boise White Paper and PCA. Council members and Allen discussed whether these were licenses to use the water or actual ownership of water rights.

Allen expressed concern about delays affecting their ability to close the transaction, noting that expiration of agreements with other agencies was causing complications that could impact plans to reopen the mill and bring jobs back to St. Helens.

Council President Chilton assured Allen that the City wants to proceed with the closing and ensure appropriate water rights are included.

Motion: Motion made by Council President Chilton and seconded by Councilor Gundersen to approve Resolution No. 2053, authorizing Amendment No. 2 to the Purchase and Sale Agreement of the property at 13000 Kaster Road, tax account numbers 12329 and 13215, as amended by the City Attorney, related to paragraph eight, closing, and authorizing and directing the City Administrator to take appropriate steps to effectuate closing of the sale of property, with the additional condition that the City Administrator

receive confirmation from legal counsel that the City's water rights that are not expressly licensed to the buyer remain under City ownership and use.

It was pointed out that the address and one of the tax account numbers were incorrect in the motion.

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

Motion: Motion made by Council President Chilton and seconded by Councilor Gundersen to approve Resolution No. 2053, authorizing Amendment No. 2 to the Purchase and Sale Agreement of the property at 1300 Kaster Road, tax account numbers 12349 and 13215, as amended by the City Attorney, related to paragraph eight, closing, and authorizing and directing the City Administrator to take appropriate steps to effectuate closing of the sale of property, with the additional condition that the City Administrator receive confirmation from legal counsel that the City's water rights that are not expressly licensed to the buyer remain under City ownership and use.

Wigod requested a brief recess to consult with the buyers to ensure both sides are understanding what is being approved.

After a brief recess to discuss the matter with the buyer, the Council returned with a revised motion.

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

Motion: Motion made by Council President Chilton and seconded by Councilor Gundersen to approve Resolution No. 2053 authorizing Amendment No. 2 to the Purchase and Sale agreement of the property at 1300 Kaster Road, tax account numbers 13249 and 13215 related to paragraph eight closing until September 30, 2025, and authorizing and directing the City Administrator to take appropriate steps to close the sale of property with the additional condition that the City Administrator receive confirmation from legal counsel about the City's water rights. **Vote:** Yea: Mayor Massey, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

9. Resolution No. 2054: A Resolution Establishing an Official Compensation Package for the Mayor for Food, Beverages, and other City-Related Items

Mayor Massey read Resolution No. 2054 by title.

Mayor Massey declared an actual conflict of interest and abstained from voting.

Motion: Motion made by Councilor Sundeen and seconded by Council President Chilton to adopt Resolution No. 2054. **Vote:** Yea: Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen; Abstaining: Mayor Massey

10. Resolution No. 2055: A Resolution Establishing an Official Compensation Package for the City Councilor Position Currently Held by Mark Gundersen, the City Councilor Position Currently Held by Brandon Sundeen, and Applying to Any City Councilors Subsequently Holding those Positions, for Food, Beverages, and Other City-Related Items

Mayor Massey read Resolution No. 2055 by title.

Councilor Sundeen and Councilor Gundersen declared an actual conflict of interest and abstained from voting.

Motion: Motion made by Council President Chilton and seconded by Councilor Hubbard to adopt Resolution No. 2055. **Vote:** Yea: Mayor Massey, Council President Chilton, Councilor Hubbard; Abstaining: Councilor Gundersen, Councilor Sundeen

- 11. Resolution No. 2056:** A Resolution Establishing an Official Compensation Package for the City Councilor Position Currently Held by Jessica Chilton, the City Councilor Position Currently Held by Russell Hubbard, and Applying to Any City Councilors Subsequently Holding those Positions, for Food, Beverages, and Other City-Related Items

Mayor Massey read Resolution No. 2056 by title.

Council President Chilton and Councilor Hubbard declared an actual conflict of interest and abstained from voting.

Motion: Motion made by Councilor Gundersen and seconded by Councilor Sundeen to adopt Resolution No. 2056. **Vote:** Yea: Mayor Massey, Councilor Gundersen, Councilor Sundeen; Abstaining: Council President Chilton, Councilor Hubbard

- 12. Resolution No. 2057:** A Resolution Establishing an Official Compensation Package for City of St. Helens Employees, for Food, Beverages, and Other City-Related Items

Mayor Massey read Resolution No. 2057 by title. **Motion:** Motion made by Councilor Sundeen and seconded by Councilor Gundersen to adopt Resolution No. 2057. **Vote:** Yea: Mayor Massey, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

AWARD BID/CONTRACT

13. Award Bid and Authorize Mayor to Sign Contract with Jeffries Construction, LLC for 2025 Storm Cleaning & CCTV, Project No. SD-201, in the Amount of \$63,613.00

Motion: Motion made by Council President Chilton and seconded by Councilor Gundersen to approve '13' above. **Vote:** Yea: Mayor Massey, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

APPROVE AND/OR AUTHORIZE FOR SIGNATURE

14. Agreement with Columbia County for Transfer of Jurisdiction for Portions of Gable Road, Columbia Boulevard, and Bachelor Flat Road

Motion: Motion made by Councilor Sundeen and seconded by Councilor Gundersen to approve '14' above. **Vote:** Yea: Mayor Massey, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

APPOINTMENTS TO BOARDS AND COMMISSIONS

15. Appoint Kelsey Knutson to the Library Board

Delayed until next meeting due to error in recommendation motion.

CONSENT AGENDA FOR ACCEPTANCE

16. Parks and Trails Commission Minutes dated July 14, 2025

Motion: Motion made by Councilor Sundeen and seconded by Council President Chilton to approve '16' above. **Vote:** Yea: Mayor Massey, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

CONSENT AGENDA FOR APPROVAL

17. City Council Minutes dated August 27, 2025
18. Amended Police Sergeant Job Description
19. Accounts Payable Bill Lists

Motion: Motion made by Council President Chilton and seconded by Councilor Gundersen to approve '17' through '19' above. **Vote:** Yea: Mayor Massey, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

WORK SESSION ACTION ITEMS

Oregon Association Chiefs of Police Agency Review Program

Motion: Motion made by Council President Chilton and seconded by Councilor Sundeen to direct the City Administrator and the Chief of Police to engage the Oregon Association Chiefs of Police to perform an Agency Review of the St. Helens Police Department and report back within one year about the outcome.

Clarification about the one-year timeline. The report would need to be received within a year of it being completed.

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

COUNCIL MEMBER REPORTS

Councilor Sundeen reported...

- Nothing to report.

Council President Chilton reported...

- Reported on the 911 Board meeting where serious issues with the current radio system for first responders were noted, impacting communication and safety.
- Mentioned Spirit of Halloweentown preparations, including plans for celebrity guests, and updates to the gift shop and haunted house.
- Announced the upcoming Senior Health Fair on Tuesday at Columbia River Foursquare Church, scheduled from 10:00 a.m. to 3 p.m.
- Expressed hope for a positive school year experience for local students.

Councilor Hubbard reported...

- Nothing to report.

Councilor Gundersen reported...

- Nothing to report.

MAYOR MASSEY REPORTS

- Expressed gratitude for City staff, highlighting City Recorder Payne's nomination for Recorder of the Year in Oregon. Unfortunately, she was not selected.
- Discussed the Levitt Grant being pursued by Main Street, which could add \$40,000 annually to the 13 Nights on the River event budget. Voting for the grant takes places September 5-15.
- The Library is hosting the Columbia County Genealogy Conference called "Many Lands, Many People" scheduled for September 20, featuring national presenters and available both in person and via Zoom. Preregistration is requested but not required, and participants can register online or directly at the library.

PROACTIVE ITEMS

OTHER BUSINESS

ADJOURN – 8:07 p.m.

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

ATTEST:

Kathy Payne, City Recorder

Jennifer Massey, Mayor