

# City of St. Helens

## *Consent Agenda for Approval*

### CITY COUNCIL MINUTES

Presented for approval on this 5<sup>th</sup> day of November, 2025 are the following Council minutes:

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2025

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- Work Session, Executive Session, and Regular Session Minutes dated October 15, 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, October 15, 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	Mike De Roia, Building Official
Kathy Payne, City Recorder	Jacob Graichen, City Planner
Lisa Scholl, Deputy City Recorder	Sharon Darroux, Engineering Manager
Gloria Butsch, Finance Director	Ashley Wigod, Contracted City Attorney
Mouhamad Zaher, Public Works Director	

### OTHERS

Brady Preheim	Steve Topaz	Steve Donovan
R. Hamilton	Erin Salisbury	Arthur
Brittany Gainer	Tina C.	Jenn Dougherty
Jacob Cunningham	Steve Toschi	Robyn
Eddie Dunton	Paul Vogel	David Lintz

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

### CLEARING CONFUSION AND SETTING THE FACTS STRAIGHT

#### 1. Response to October 1 Visitor Comments

Mayor Massey reported there were no October 1 visitor comments to address.

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

- ◆ Brittany Gainer & Jacob Cunningham, from Pig Cow Spud. Addressed the Council regarding their liquor license application. They explained their paperwork was submitted on September 2 but has not been approved yet. They estimated losing \$4,000-7,000 in revenue over the past three weeks due to being unable to serve alcohol. They noted the application was on today's evening agenda and requested the Council consider waiving or significantly reducing the associated fee due to the financial losses already incurred.
- ◆ Brady Preheim. Shared concerns about Columbia County Economic Team Executive Director Paul Vogel, stating he had allegedly bullied staff and that Michael Sykes from Columbia River PUD had called for him to be placed on administrative leave. Preheim also expressed concerns about extending the Treadway contract before seeing this year's financial performance, and suggested the City was overpaying for IT services. Reminded the Council that they cannot afford a new police station.

- ◆ Steve Topaz. Thanked the Council for accurately recording his previous presentation. He expressed concerns about development on the waterfront due to toxic contamination issues and reminded the Council about historical pollution from the mills. He questioned property ownership aspects related to future development and urged against residential development on potentially contaminated land.
- ◆ Erin Salisbury, President of St. Helens Main Street Alliance. Reported on several activities including submission of the Levitt Grant application and attendance by three board members at the Oregon Main Street Conference. She announced that the Houlton Hollow building had won an award for best new construction in a downtown program, crediting the Hubbard's for their attention to detail in creating a beautiful building that enhances downtown.
- ◆ Steve Toschi. Questioned the timing of the Treadway contract extension before having complete financial information. He noted the contract requires notice of intent to extend by 60 days before December 31 but suggested the Council should issue the notice of intent without authorizing negotiations until financial reports are available. He also raised concerns about Treadway having trademarked the website.

## DISCUSSION TOPICS

### 2. Quarterly Reports from City Departments/Divisions - Building & Planning (Informational)

City Planner Jacob Graichen and Building Official Mike De Roia presented their reports. A significant issue raised was staffing levels, with Graichen noting he is currently the only planner for the first time in ten years, causing customer service to suffer.

The Building Division has processed 93 permits totaling \$67,977 in the quarter and conducted 310 inspections. When questioned by Mayor Massey, De Roia explained that most inspections are performed by the Building Division, with some Engineering inspections for certain projects. Councilor Hubbard inquired about the archiving process, specifically whether Building records are microfiched. De Roia clarified that the paper copies are retained per Oregon rules for residential and nonresidential properties until the retention timelines allow destruction. Microfiche has not been mentioned as a method they use.

Graichen indicated there has been a slowdown in land division activity over the last couple of years, affecting residential development, which he attributed partly to sewer capacity issues. He expressed concern about being understaffed when development activity increases. The position for a new entry-level planner is in the budget, and discussions are ongoing about filling it.

Mayor Massey emphasized the need for better communication with citizens about staffing limitations and the importance of gathering metrics on turnaround times to support future staffing decisions.

### 3. Presentation of Oregon Recreation and Parks Association Award for Design and Construction for the St. Helens Riverwalk Project

City Administrator John Walsh shared that he and other staff members had traveled to Eugene to receive a design award from Oregon Recreation and Parks Association for the St. Helens Riverwalk Project. A video showcased the project, highlighting improvements to accessibility, reconnecting the community with the river, and public involvement in the planning process. Mayor Massey congratulated everyone who worked on the project and suggested adding the award and video to the City website.

Video link: [https://drive.google.com/file/d/1Gr7yTWq53oxOeEC\\_AkDcC-cXPWi6fJeP/view](https://drive.google.com/file/d/1Gr7yTWq53oxOeEC_AkDcC-cXPWi6fJeP/view)

#### **4. Presentation on Utilities Rate Study - *Consultant Steve Donovan***

Steve Donovan presented findings from the utility rate study. He recommended the following annual rate increases:

- Water: 6.35% per year
- Stormwater: 4.79% per year
- Wastewater: 4.64% per year

These increases would raise the average monthly bill from \$143 to \$151 (a 5.4% overall increase). Donovan explained the increases were necessary to fund critical infrastructure projects including a \$25 million sewer capacity expansion and a \$15 million water reservoir.

Donovan noted that despite these increases, St. Helens' rates remained competitive regionally. He highlighted that the City had built up healthy fund balances (\$3.6 million for water operations, \$4.7 million for sewer operations) through previous rate planning. He explained the strategy of timing new debt service to replace expiring bonds in 2029, keeping rate increases more manageable.

The presentation also included discussion of System Development Charges (SDCs), with Donovan cautioning about the implications of waiving SDCs for development and the importance of growth paying for growth.

Council members asked questions about regulatory requirements and acknowledged that while rate increases are never welcome, they are necessary for infrastructure maintenance and expansion. There was consensus to accept the proposed rates for the 2026-27 budget preparation, increase communication with the public, with a follow-up meeting planned before the end of the year.

#### **5. Annual Report from Columbia Economic Team - *Executive Director Paul Vogel***

Paul Vogel presented the Columbia Economic Team's semi-annual report. Key updates included:

- Project Spice, a potential development, ultimately stayed in France due to power advantages there despite Columbia County being a finalist.
- Energy initiatives including grants for the Kaster Road substation and formation of a workgroup to address transmission constraints, with BPA having 67 gigawatts of transmission requests.
- Tourism activities including participation in the Oregon Tourism Leadership Academy, support for the Main Street Alliance, and various grants (though they did not receive a \$150,000 marketing grant).
- Small business development through the newly rebranded Small Business Resource Center (SBRC), which withdrew from the statewide SBDC network to gain more flexibility. The SBRC has served 130 new clients in 2024 alone, with over 350 total clients and 40+ receiving extensive advising.
- Establishment of an innovation hub for Columbia, Clatsop, and Tillamook counties, with collaboration with OMIC R&D to provide services to local businesses.
- Deployment of \$30,000 in technical assistance grants and facilitation of 13 Grow Loans totaling \$700,000 (averaging \$50,000 each).
- Continuation of the "Keep it Local Columbia County" program with plans for an e-gift program and the second annual holiday bazaar on November 29.

#### **6. Review Update to Universal Fee Schedule (New Engineering Fees) - *Engineering Manager Sharon Darroux***

Engineering Manager Sharon Darroux presented two fee updates for the Engineering Division. The first was for erosion control permits, which will go into effect on Friday.

She also proposed a new moratorium street cut fee to discourage cutting into newly paved streets. The proposed fees would be:

- \$2,500 for arterial or collector streets
- \$2,000 for the Riverfront District (due to complex concrete work)

- \$1,200 for local streets

These fees would go into the Street Fund to help maintain roadways. The Council appeared supportive of the proposed fee structure.

**7. Review Amendments to SHMC Chapter 13.02, Utility Service Administration - Finance Director Gloria Butsch**

Finance Director Gloria Butsch presented what she called a "housekeeping item" to update the Municipal Code regarding utility billing. She explained that while administrative rules had been updated by resolution when billing changed from bimonthly to monthly (around 2019), the Municipal Code itself had not been updated, causing confusion among customers. The amendments would align the Code with current administrative practices regarding billing cycles, due dates, late fees, and service discontinuance.

**8. Review Notice of Intent to Extend Contract with Treadway Events & Entertainment LLC for One-Year Extension - City Administrator John Walsh**

City Administrator John Walsh explained that the City's contract with Treadway Events and Entertainment LLC expires December 31 and requires a 60-day notice of intent to extend. The next Council meeting would be past this deadline, necessitating action now.

Mayor Massey emphasized that providing notice of intent did not commit the City to renewing the contract but allows time for financial review and contract negotiations. There was discussion about the timing challenges, as Spirit of Halloweentown was still in progress and complete financial information wouldn't be available until mid to late November.

Finance Director Gloria Butsch advised waiting until at least early December for a financial review to ensure accuracy of the data. The Council consensus was to proceed with the notice of intent while planning for a financial presentation in early December before finalizing any contract extension.

**9. Update on Police Station Project - City Administrator John Walsh**

City Administrator John Walsh and project representative David Lintz provided an update on the police station project. The 90-day due diligence period for the property at 1771 Columbia Boulevard is nearing completion, with no significant issues identified.

Lintz presented findings from the geotechnical report, site survey, and utility assessments. He explained that the existing sanitary sewer line would be rerouted through the parking lot in a C-shaped configuration rather than being moved to the street. The building has been positioned to avoid relocating a power line along the property edge, though they will seek a variance to pull the building back from the property line.

The project timeline shows design development concluding by the end of October, with land use review extending to April 2026, construction documents completed by February, and construction anticipated to begin in June 2026. Lintz estimated construction would take 12-14 months.

Mayor Massey requested a monthly dashboard to track schedule and budget progress, and suggested installing signage and planning public engagement once the ground lease is finalized. The project team agreed to provide regular updates.

**10. Discussion regarding Allowing Non-Profits to Rent Office Space at the Community Center - City Administrator John Walsh**

City Administrator John Walsh sought Council direction on allowing nonprofits to rent office space at the Community Center. A nonprofit serving adults with disabilities has requested space, which could provide revenue for the center.

Walsh noted the City doesn't currently have a policy for leasing Community Center space. The Council discussed concerns about establishing criteria for selecting lessees and potential impacts on the building's nonprofit status. Contracted City Attorney Ashley Wigod clarified that the City has discretion in leasing its property, with no state law mandating specific procedures.

The Council expressed general support for allowing nonprofit leases while requesting legal guidance on developing appropriate criteria. Walsh was directed to continue exploring the possibility with appropriate safeguards.

### **11. Update on Public Works Projects Punch List - *Public Works Director Mouhamad Zaher***

Public Works Director Mouhamad Zaher reported that 60-75% of concrete cracks throughout the City have been addressed. He highlighted several completed items including:

- Removal of the last standing hole for electrical wiring, with all utilities now underground
- Addressing bollard slides along the trail by ordering replacement parts
- Pressure washing of planters

He noted that two of the four waterfront project contracts have been closed, with two pending completion of punch list items. The remaining contracts are the R-685 street intersection and the P-525 utility intersection. Zaher also mentioned that concrete caps are being manufactured to address cracking issues.

In response to Mayor Massey's question about the splash pad fencing, City Administrator Walsh confirmed that design professionals had prepared a conceptual rendering for an 18-inch decorative fence. While immediate action wasn't necessary with the splash pad season over, the project remains on the agenda for implementation before next season.

### **12. Discussion regarding IT Services - *Public Works Director Mouhamad Zaher***

Public Works Director Mouhamad Zaher presented options for the City's IT services contract, which expires in December. He outlined three alternatives:

1. Issue an RFP for a new provider, which would risk service disruption during transition
2. Renew the contract with the current provider (MorePower) for one to two years, with a proposed 5% price increase
3. Partner with the County for IT services, which he did not recommend due to lack of response from County officials

Zaher also discussed the ideal option of creating an internal IT department, which would require two to three positions but is not currently feasible due to budget constraints. He rated the current provider's service as "7 out of 10," noting some response issues but overall reliable emergency support, especially during recent outages.

After discussion, the consensus was to pursue a one-year renewal with conditions for service improvement, while researching other options and planning longer-term for possibly bringing IT services in-house.

### **13. Discussion regarding Ideas for Organizing the Celebration of the 250th Birthday of the United States of America - *Councilor Brandon Sundeen***

Councilor Brandon Sundeen reported on early planning efforts for America's 250th birthday celebration in 2026. He met with City Recorder Kathy Payne to discuss the potential for a temporary committee, and subsequently met with Judy Thompson, Margaret Trenchard-Smith, and Charlene Basine of Kiwanis.

Judy Thompson is organizing an initial planning meeting on November 3 at the Chamber of Commerce for interested community members. Various organizations are being contacted including Main Street, Chamber of Commerce, American Legion, and VFW.

Rather than focusing solely on July 4th, the group envisions a series of events over several months. Ideas include window decorating contests for local businesses, car shows, art displays, and student exhibits. There was also discussion about coordinating with the 100th anniversary of the mill, which coincides with the national celebration in 2026.

#### **14. Review Request for Proposals for Human Resources Professional Services**

City Recorder and HR Coordinator Kathy Payne presented the draft RFP for HR professional services. She outlined the proposed timeline:

- If approved, the RFP would be advertised starting tomorrow
- Proposals due by November 20
- Evaluation committee to review and interview finalists by December 11
- Selection presented to Council on December 17
- Services to start January 1, 2026

The RFP divides services into priority tasks (updating personnel policies, creating recruitment processes, updating job descriptions, etc.) and strategic tasks (to be performed on an as-needed basis). The evaluation criteria includes experience and qualifications (30%), understanding of scope and approach (30%), cost effectiveness (20%), and references (20%).

Payne explained the RFP would be distributed through the Daily Journal of Commerce, The Oregonian, the Spotlight, and direct emails to about 20 firms. The Council expressed support for the RFP as presented.

#### **15. Discuss Opportunity to Establish Policy on when to Implement Request for Proposals** **- Mayor Jennifer Massey**

Mayor Massey presented a concept for establishing formal RFP policies to guide when and how the City should implement competitive bidding processes. Her draft proposal categorized contracts into three types:

1. Short-term (under 18 months)
2. Medium-term (up to three years, with up to two two-year renewals for a maximum of seven years)
3. Long-term (up to five years, with two renewal terms up to five years each for a maximum of 15 years)

Each category would have specific requirements for performance reviews and renewal processes.

Contracted City Attorney Ashley Wigod noted that state law already provides significant guidance on public contracting through the Public Contracting Rules, which divide procurements into categories (goods, services, personal services, and public improvements) with different requirements based on dollar thresholds.

The Council expressed interest in better understanding existing requirements and possibly developing a more streamlined guide or chart to help staff and Council navigate procurement decisions. It was agreed this topic should be scheduled for further discussion in 2026, including potential staff training on procurement procedures.

#### **16. Report from City Administrator John Walsh**

- An internal food drive competition among City departments for Thanksgiving and Christmas
- Spirit of Halloweentown continuing strongly despite recent rainy weather
- Plans to reschedule the Sand Island lease discussion to allow for a more coordinated approach regarding safety and access issues
- Progress on Project Arcadia (the paper mill), which is nearing completion of DEQ processes

- Discussions with Romano Capital regarding waterfront development following the exclusive negotiating agreement
- Various meetings attended, including the League of Oregon Cities conference, Columbia River PUD dinner, and a meeting with the School District Superintendent
- Upcoming follow-up meetings on lagoon funding

Mayor Massey emphasized the importance of public involvement in any future waterfront development plans, noting that the Romano Capital agreement is exploratory and no final decisions have been made.

**ADJOURN – 6:15 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:

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Kathy Payne, City Recorder

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Jennifer Massey, Mayor



# City of St. Helens

## CITY COUNCIL

### Executive Session Summary

October 15, 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 6:25 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)**
- **Real Property Transactions, under ORS 192.660(2)(e)**
- **Deliberations with persons appointed to carry out Labor Negotiations, under ORS 192.660(2)(d)**
  - 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 7:00 p.m.



ATTEST:

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Kathy Payne, City Recorder

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Jennifer Massey, Mayor

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



# COUNCIL REGULAR SESSION

Wednesday, October 15, 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

Brittney Michelle	Holcombe Waller
Janelle Adams	Rob Hamilton
Brady Preheim	Adam St. Pierre
Paul Carroll	

### CALL REGULAR SESSION TO ORDER – 7:04 p.m.

### PLEDGE OF ALLEGIANCE

### PROCLAMATION

#### 1. Domestic Violence Awareness Month - October 2025

Mayor Massey read a proclamation declaring October 2025 as Domestic Violence Awareness Month. The proclamation highlighted that domestic violence affects people of all genders, ages, ethnicities, religions, and economic statuses, with statistics showing one in three women, one in nine men, and more than half of all trans and nonbinary individuals experiencing domestic or sexual violence in their lifetimes. The proclamation emphasized that exposure to domestic violence can have long-term negative effects on children and encouraged the community to support survivors, promote healthy relationships, and work toward eliminating all forms of domestic abuse.

Janelle Adams was present at the meeting and was thanked by Mayor Massey for her educational contributions about domestic violence. Adams provided "swag bags" to the Council members, noting that teal represents sexual assault response and purple represents domestic violence awareness. Mayor Massey mentioned that a domestic violence awareness walk would take place on October 18, 2025, at 10:00 a.m. at McCormick Park.

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

- ◆ Holcombe Waller, owner of the Klondike. Spoke about Spirit of Halloweentown and shared feedback from business owners. He stated that restaurant owner Chris from Plymouth Pub had reached out to organize local restaurants to create a pamphlet and map since this had not been

done by the event organizers this year. Waller requested two main improvements: (1) earlier communication with local businesses to discuss event plans and sponsorship opportunities, and (2) an earlier special use permit deadline, suggesting June submission with approval by the end of July to allow businesses to better prepare.

- ◆ Rob Hamilton, lifelong St. Helens resident. Expressed concerns about the City's sewer plant and the 800,000 metric yards of hazardous waste. He shared his experience working with the lagoon system and warned about potential contamination beyond human waste in the wastewater, citing a past incident involving a contractor dumping harmful waste into the surface water drain. Hamilton urged the Council to mitigate existing issues rather than partnering with Portland.
- ◆ Brady Preheim. Commented on Treadway Events, stating that the local businesses were not meeting their expected numbers during Spirit of Halloweentown. He read a negative online review from a visitor claiming the event had become too commercialized compared to previous years, with favorite attractions missing and replaced by vendor stands. Preheim questioned whether Council President Chilton wanted the event to fail, claiming she had previously expressed dislike for Spirit of Halloweentown, and emphasized the importance of the event to local businesses.
- ◆ Adam St. Pierre. Shared that while he personally did not like Spirit of Halloweentown, he attended for the first time this year. He noted that despite claims that no talent would return to the event, he observed long lines for celebrity signatures. He reported that while the first weekend was disappointing for businesses, the second and third weekends improved. St. Pierre mentioned that one server at a local restaurant had their best single day ever during the event. He concluded that while he was unsure if Treadway was the right vendor, staff and businesses seemed happier overall than in previous years.

### **ORDINANCES – First 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. The final reading will be held at the next meeting.

### **RESOLUTIONS**

3. **Resolution No. 2062:** A Resolution Adopting a Universal Fee Schedule, and Superseding Resolution No. 2048

Mayor Massey read Resolution No. 2062 by title. **Motion:** Motion made by Council President Chilton and seconded by Councilor Sundeen to adopt Resolution No. 2062. **Vote:** Yea: Mayor Massey, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

### **APPROVE AND/OR AUTHORIZE FOR SIGNATURE**

4. New Agreement with Columbia County for Permit Data Compilation Services

**Motion:** Motion made by Council President Chilton and seconded by Councilor Gundersen to approve '4' above.

During discussion, Mayor Massey requested clarification on what the data compilation services entailed. City Administrator Walsh explained that it was a GIS service where the County maintains one map with information provided by the City.

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

5. Issue a Notice of Intent to Extend to Treadway Events & Entertainment LLC for a One-year Extension to the Agreement and Submit an Amendment to the Agreement for City Council Approval

**Motion:** Motion made by Council President Chilton and seconded by Councilor Gundersen for the City to issue a Notice of Intent to Extend the Agreement and negotiate an amendment to extend the Agreement to submit to City Council for approval. **Vote:** Yea: Mayor Massey, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

Mayor Massey clarified that this was only a letter of intent and not the actual contract extension. Contracted City Attorney Wigod confirmed this was a non-binding notice of intent required by the contract, and that the next step would be for the City and Treadway to discuss the prior term and develop an amendment for the following year, allowing for review of financials and other aspects.

### **APPOINTMENTS TO CITY BOARDS AND COMMISSIONS**

6. Appointment to the Parks & Trails Commission

**Motion:** Motion made by Councilor Sundeen and seconded by Councilor Gundersen to appoint Ashley Stanley to the Parks & Trails Commission. **Vote:** Yea: Mayor Massey, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

### **CONSENT AGENDA FOR APPROVAL**

7. City Council Minutes dated September 17, September 22, and October 1, 2025
8. Request for Proposals for Human Resources Professional Services
9. OLCC Licenses
10. Accounts Payable Bill Lists

**Motion:** Motion made by Councilor Sundeen and seconded by Councilor Gundersen to approve '7' through '10' above.

During discussion, there was a question about the OLCC license for Pig Cow Spud. Council members noted they would address this separately during the Work Session Action Items.

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

### **WORK SESSION ACTION ITEMS**

#### **Pig Cow Spud OLCC Fee Waiver Request**

Council discussed the OLCC license application for Pig Cow Spud, which had been delayed. City Administrator Walsh explained that the application was submitted on September 2, 2025, and had been delayed for six weeks, missing two possible meeting dates.

Council President Chilton asked about the normal processing time for OLCC licenses and whether there was an unusual delay in this case. Walsh indicated that applications are typically processed within a month, suggesting this case was an anomaly.

After discussion about the \$100 license fee, the Council determined that the delay was not the applicant's fault.

**Motion:** Motion made by Council President Chilton and seconded by Councilor Gundersen to waive the \$100 fee for the OLCC license for Pig Cow Spud. **Vote:** Yea: Mayor Massey, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

**Police Station at 1771 Columbia Blvd.**

**Motion:** Motion made by Councilor Gundersen and seconded by Council President Chilton that the City waive the Diligence Conditions per Section 2(b) of the Purchase and Sale Agreement with 1771ColumbiaBlvd, LLC, and execute the Ground Lease per Section 2(c). **Vote:** Yea: Mayor Massey, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

**Invitation for Mayor to Join Task Force**

Mayor Massey requested consensus from the Council to participate in Columbia County's Transmission and Load Planning Task Force. The Council unanimously agreed that the Mayor should participate in this task force.

**COUNCIL MEMBER REPORTS**

Councilor Sundeen reported...

- Thanked law enforcement officers for their work.
- Reported on meeting with Police Chief and Lieutenant.
- Announced Parks and Trails Commission's recommendation of Ashley Stanley for their vacancy.
- Mentioned plans for the Commission's upcoming joint meeting with the Council, covering:
  - Bylaw changes.
  - Parks assessment tool for safety concerns.
  - Milton Creek Woodland Reserve project.

Council President Chilton reported...

- Reported conclusion of adult softball leagues for the season.
  - Highlighted the leagues at McCormick and Campbell parks.
  - Thanked City staff for maintaining fields and facilities.
  - Acknowledged local businesses sponsoring teams, including her sponsor, Crooked Creek.

Councilor Hubbard reported...

- Briefly mentioned early stages of work on police station and reservoir projects.

Councilor Gundersen reported...

- Nothing to report.

**MAYOR MASSEY REPORTS**

- Thanked City staff for their efforts.
- Reiterated details about the domestic violence awareness walk on October 18.
- Reported on the Library Board meeting, highlighting:
  - New local authors and special collection section planned for February 2026.
  - Historic digitization project with the museum for online access to the Chronicle.
  - Recruitment for an assistant librarian position.
  - Strong participation in programs like youth reading and genealogy research.
  - Ongoing efforts to secure grants and fundraising resources.
- Discussed meeting with St. Helens School District about the Ross Road property for sale.
  - Explained the property's position between city-owned parcels, suggesting a 27.48-acre sports complex.
  - Outlined potential revenue from the development (\$250,000 to over \$1 million annually).
  - City Administrator Walsh provided historical context about the property.
- Addressed previous trust issues with City Administrator Walsh, affirming a now positive working relationship.
- Expressed appreciation for the City Council's collaborative work.

**PROACTIVE ITEMS**

**OTHER BUSINESS**

**ADJOURN – 7:49 p.m.**

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

ATTEST:

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Kathy Payne, City Recorder

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Jennifer Massey, Mayor