



MEMORANDUM

To: Board of Commissioners
From: Mike Russell, Public Works Director, Roadmaster MR
CC: Ed McGlone, Assistant County Counsel
Date: September 17, 2025

Subject: 2025 Spirit of Christmas Parade Road Event Permit – Scappoose

Columbia County received the attached application for a Public Road Event Permit for the 2025 Spirit of Christmas Parade, to be conducted on Saturday, December 6, 2025. This will be the third year of this event. The event appears to be getting bigger this year. For example, there were 20 - 25 participants last year. They are proposing 100 participants this year with 30 volunteers, 6 support vehicles, and will be using a combination of City of Scappoose streets and one County road as outlined in the attached Route Map. The County road that will be used for this event is Elm Street. See attached street listing and maps.

The event will begin at approximately 4:30 p.m. on West Lane Road (Scappoose), with an anticipated end time of 8:30 p.m. This event is localized to the area Scappoose City Limits.

Applicable Criteria:

The Columbia County Public Road Event Ordinance (Ordinance No. 2008-1, as amended), requires Board approval of public road events involving more than 25 vehicles, 50 bicycles, or 100 pedestrian participants. The event involves several parade floats including vehicles. The event organizer has indicated over 100 floats, so Board approval is required under the Ordinance.

Section 5 of the Ordinance provides, in part:

A. Standards for Issuance. The Administrator or, in the event of a large event, the Board of County Commissioners, shall issue a permit conditioned upon the applicant's written agreement to comply with the terms of such permit **unless** the Administrator or Board of County Commissioners finds that:

1. The time, route and size of the public road event will disrupt to an unreasonable extent the movement of other traffic or will endanger the safety of participants or citizens, or cause a safety hazard other than traffic.

2. The public road event is of a size or nature that requires the diversion of too many law enforcement officers, public works employees or other personnel to properly control the public road event or that allowing the public road event would deny reasonable law enforcement or other emergency service protection to citizens of the County.
3. Such public road event will interfere with another public road event for which a permit has been issued.
4. The County Public Works Director determines the public road event would damage public roads.

Staff notified affected agencies below and received the following comments:

- Columbia County Sheriff's Office, Brian Pixley -
- Columbia County Emergency Management, Corey Padron
- Columbia County Public Health, Jaime Aanensen –
- Columbia County Public Works, Tim Hancock
- Columbia County Rider, Chris Wheatley
- Columbia County, Mark Pacheco
- Columbia River Fire & Rescue, Eric Smythe - **CRFR does not have any concerns regarding either event.**
- Columbia 911, Dannell Hooper
- State Police, Dillan Kean
- Columbia County Forest, Parks & Rec., Riley Baker
- ODOT, Mark Buffington
- ODOT, Don Miller
- ODOT, Kimberly Fear - **It does not appear either one of these parades will impact travel lanes within ODOT's right of way. ODOT has no concerns or requirements for either of these events.**
- St. Helens Police, Lieutenant Douglas Treat
- St. Helens City Administrator, John Walsh
- St. Helens Public Works, Mouhamad Zaher
- St. Helens City Mayor, Jennifer Massey
- Scappoose Police, Chris Fluellen
- Scappoose City Administrator, Benjamin Bergener
- Scappoose Fire & Rescue, Jeff Pricher
- Scappoose Public Works, Dave Sukau
- Rainier Police, Gregg Griffith
- Clatskanie Fire, Bruce Holsey
- Clatskanie City Administrator, Gregory Hinkelman
- Columbia City Police, Gerald Bartolomucci
- Columbia City Administrator, Kim Karber -
- Vernonia Public Works, Jeff Burch
- Vernonia City Administrator, Josette Mitchell
- Vernonia Fire, Greg Brody
- Mist-Birkenfeld Fire & Rescue, Joe Kaczenski

- Mike Russell, Director, Road Dept. (info only)
- Ed McGlone, Assistant County Counsel (info only)
- Bill Goodwin, County Weighmaster (info only)

No issues from affected agencies have been raised, therefore, staff recommends that the Board approve this permit.

Recommended Motions:

Motion: Approve the public road event permit for the 2025 Spirit of Christmas Parade – Scappoose and authorize the Public Works to issue the permit.

If the Board approves, the Indemnity Agreement with Spirit of Christmas Parade - Scappoose will be placed on the next available Consent Calendar for the Chair to sign.

Attachments

Spirit of Christmas Parade (Scappoose) Public Road Event Permit Application



PUBLIC ROAD EVENT PERMIT APPLICATION

Name of Event: The Spirit of Christmas ^{Scenic} Application Date: 8/26/2025
 Sponsor: Community Connections of Oregon
 Type of Event: Parade / food drive
 Purpose of Event: community
 Date of Event: Dec 6, 2025 Beginning Time: 4:30pm
 Expected Number of Participants: 100 Ending Time: 8:30pm
 Location of Assembly Area(s): roads attached.
 Assembly Beginning Time: 3:30pm
 Number of Volunteers: 30 Number/Type of Support Vehicles: 6 sheriff
 Name of Applicant: Angela Wayman
 Address: 52123 SE 3rd
 Work Phone: _____ Home Phone: 971-757-0271 E-mail: ccotoregon@gmail.com
 Contact Person (other than applicant): Laurel Lemke
 Address: PO Box 168
 Work Phone: _____ Home Phone: 971-203-3927 Email: _____
 Chair/Race Director (for athletic events): _____
 Address: _____
 Work Phone: _____ Home Phone: _____ Email: _____
 Previous Experience: _____

Route: Submit a map with the route clearly drawn. Indicate starting point, direction and ending point. Also include plans for rest stops, first aid stations, support vehicles, etc.

Fee: Applicant must submit with completed application \$100 for small events (less than 300 participants) and \$300 for large events (300 or more participants).

By signing this application, sponsor agrees to all terms and conditions set forth in the Public Road Event Ordinance, and any special conditions listed in the Permit, if this application is accepted and a Permit is issued by the County.

Community Connections of Oregon
 Name of Sponsor: Oregon [Signature]
 Signature of Authorized Agent

FOR COUNTY USE ONLY:
 Application Received: 8/27/25 Insurance Certificate Received: 8/27/25
 Application Fee Paid: 8/27/25 Indemnity Agreement Signed: _____
 Permit Issued: _____ Deposit Received: _____

Public Works Director or Designee: _____ Date: _____

Safety and Traffic plan for the spirit of Christmas parade/food drive

All persons on the ground are required to wear reflective safety vests and carry flashlights. We also have assistance from the Columbia County Sheriff helping to control heavy traffic areas. We require fire extinguishers on all floats. In the event someone needs first aid we have kits available in the front, middle and back of the parade. We communicate through walkie talkies to help with safety during the parade.. Hudson garbage has donated two portable toilets for this event. We will post them up in a high traffic area. Most people gather at their homes and watch curbside which really helps keep traffic at a minimum. Please reach out with any questions.

Thanks,

Angela Wayman

Ne Second Street

left on prairie street

left on sawyer

right on Williams

right on Porter Lane

right on West Lane

right on Columbia

left on third st

left on Elm

right on third pl, go through grant watts parking lot

vine st

left on sixth st

right on elm street

right on ninth

left on icenogle loop

left on se ninth st

se davona

left on SE second st

Stop the parade in front of bimart, people on floats are required to walk across the highway. We will reline up near the movie theatre. We encourage folks to turn left on highway 30 and enter the parking lot on the others side of Mcdonalds.

resume on sw old Portland road turning right of havlik

left on sw sequoia st

right on sw fourth street

left on sw em watts road

right on sw fourth st

right on maple st, ending at Scappoose middle School. Please pull into the middle school to encourage others to do the same



INDEMNITY AGREEMENT

In consideration of the issuance of a permit by Columbia County for the Public Road Event known as the The Spirit of Christmas - Seapoose to be held on Dec 6, 2025, the undersigned sponsor/applicant for the event hereby agrees to indemnify, defend, save, and hold harmless Columbia County, its officers, agents and employees, and other affected public agencies, their officers, agents and employees (collectively, the "indemnitees") from all suits, actions, damages or claims to which the indemnitees may be subjected of any kind or nature whatsoever resulting from, caused by, and arising out of or as a consequence of such Public Road Event and the activities permitted in connection therewith.

Sponsor/applicant shall maintain commercial general liability and property damage insurance in an amount of not less than \$2 million per occurrence to protect indemnitees. Sponsor/applicant shall provide County a certificate or certificates of insurance in the amount described above, which names County, its officers, agents, and employees, and the affected public agencies, their officers, agents and employees as additional insureds. Such certificate or certificates shall be accompanied by an additional insured endorsement.

BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY

Community Connections of Oregon
Agency

[Signature]

Signature of Authorized Agent

Chair

8/24/2025
Date Signed

Date Signed

RETURN TO:
Columbia County Public Works
1054 Oregon Street
St. Helens, Oregon 97051
Phone | 503.397.5090
Fax | 503.397.7215
Email | publicworks@columbiacountyor.gov



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/16/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Cody Felder 11505 SW Pacific Highway Unit B Tigard OR 97223	CONTACT NAME: Cody Felder PHONE (A/C, No, Ext): 541-848-3030 E-MAIL ADDRESS: cfelder@farmersagent.com	FAX (A/C, No): 503-546-1848	
	INSURER(S) AFFORDING COVERAGE		NAIC #
INSURED Community Connections of Oregon PO BOX 168 Scappoose OR 97056	INSURER A: Hiscox Insurance Company Inc		10200
	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
INSURER F:			

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY			P104.027.712	10/18/2024	10/18/2025	EACH OCCURRENCE \$ 2,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	Y	Y				MED EXP (Any one person) \$ 5,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY \$ 2,000,000
	<input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC						GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS						PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS						\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	DED RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATUTORY LIMITS OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH)	Y/N					E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Without prejudice to coverage otherwise existing herein, Columbia County and all other affected public agencies, the Board of County Commissioners and the board of other affected public agencies, their officers including the Columbia County Sheriff, agents and employees are included as additional insured under this policy as to any claims or claims for injury to person, including death, or damage to property, resulting from or growing out of the activities of the named insured, including all volunteers, under the permit issued by the county for Spirit of Christmas 7-mile challenge -sponsored by: Community Connections of Oregon.

CERTIFICATE HOLDER**CANCELLATION**

Columbia County public works 1054 Oregon St Saint Helens OR 97051	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE <i>Anthony Windsor</i>

ACORD 25 (2010/05)

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