



## 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 – St Helens**

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Columbia County received the attached application for a Public Road Event Permit for the 2025 Spirit of Christmas Parade, to be conducted on Sunday, December 7, 2025 (the map says December 15<sup>th</sup>, but it appears to be the map used last year). 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 St. Helens streets and County roads as outlined in the attached Route Map. The County roads that will be used for this event are Pittsburg Rd, Bachelor Flat Rd, and Gable Rd. See attached street listing and maps.

The event will begin at approximately 4:30 p.m. at Don's Rental in St. Helens, with an anticipated end time of 8:30 p.m. This event is localized to the area around the west side of St. Helens.

### **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 Kaczinski
- 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 – St Helens and authorize the Public Works to issue the permit.

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

**Attachments**

Spirit of Christmas Parade (St Helens) Public Road Event Permit Application



**PUBLIC ROAD EVENT PERMIT APPLICATION**

Name of Event: The spirit of Christmas <sup>parade/food drive</sup> Application Date: 8/26/2025  
 Sponsor: Community Connections of Oregon  
 Type of Event: Parade/food drive  
 Purpose of Event: Holiday hope & cheer  
 Date of Event: Dec 7, 2025 Beginning Time: 4:30pm  
 Expected Number of Participants: 100 Ending Time: 8:30pm  
 Location of Assembly Area(s): Dans rental area  
 Assembly Beginning Time: 3:30pm  
 Number of Volunteers: 30 Number/Type of Support Vehicles: sheriff office, plus 6 vehicles  
 Name of Applicant: Angela Wayman  
 Address: 52123 SE 3rd pl  
 Work Phone: \_\_\_\_\_ Home Phone: 971-757-0271 E-mail: ccat@oregon@gmail.com  
 Contact Person (other than applicant): Laurel Lemke  
 Address: PO Box 168 Scappoose  
 Work Phone: \_\_\_\_\_ Home Phone: 971-203-3527 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:

[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

we start on Sunset blvd

right on salmon st

left on trillium st

left on red cedar st

right on sunset blvd

left on pittsburg rd

left on Allendale

left on Macarthur dr

right on Vernonia rd

left on oakwood

right on catarin st

right on helens way

right on Vernonia rd

slight right on frantz st

right on eddies way

left on alderwood dr

left on Columbia blvd

right on matzen st

right on sykes rd

left on whitetail ave

left on gable rd

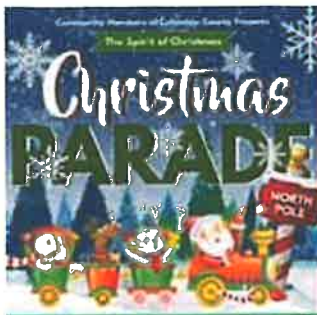
right on Parkwood dr

evergreen loop

Parkwood dr

right on gable rd

ending at st. helens high school

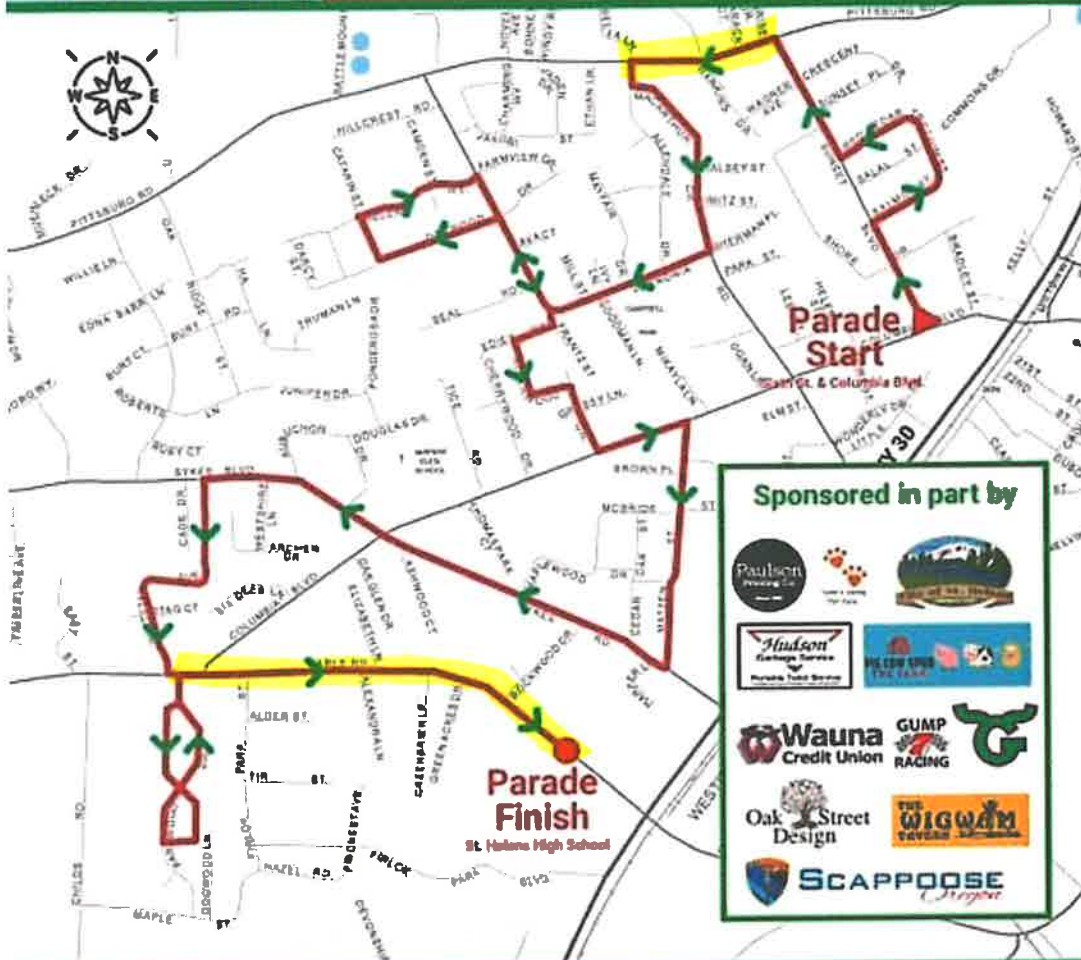


Please join Santa and his team of elves as we twist our way through the community spreading holiday cheer and the Spirit of Christmas!

We will be picking up curbside donations for the Columbia Pacific Food Bank: canned meat, cereal, canned veggies, canned fruit, and peanut butter; all donations accepted.

For more information: 971-757-0271

## ST. HELENS PARADE ROUTE



**Sponsored in part by**

- Paulson Printing Co.
- Hudson Garbage Service
- Wauna Credit Union
- Oak Street Design
- SCAPPOOSE Project
- THE WIGWAM COVER
- GUMP RACING
- THE NEW SPIRIT THE TALK

**Sunday, December 15th at 4:30 pm**



**INDEMNITY AGREEMENT**

In consideration of the issuance of a permit by Columbia County for the Public Road Event known as the Spirit of Christmas package/food drive St. Helens to be held on Dec 7, 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 of Authorized Agent

8/26/2025

Date Signed

Chair

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](mailto: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).

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

**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	<b>GENERAL LIABILITY</b>			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						MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 2,000,000
							GENERAL AGGREGATE \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG \$ 2,000,000
	<input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC						\$
	<b>AUTOMOBILE LIABILITY</b>						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) \$
							\$
	<b>UMBRELLA LIAB</b>						EACH OCCURRENCE \$
	<b>EXCESS LIAB</b>						AGGREGATE \$
							\$
	DED RETENTION \$						
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>						WC STATUTORY LIMITS OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						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	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
Saint Helens OR 97051	AUTHORIZED REPRESENTATIVE <i>Anthony Windsor</i>

ACORD 25 (2010/05)

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