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City of St. Helens COUNCIL AGENDA

Wednesday, November 4, 2015

City Council Chambers, 265 Strand Street, St. Helens

City Council Members

Mayor Randy Peterson
Council President Doug Morten
Councilor Keith Locke
Councilor Susan Conn
Councilor Ginny Carlson

Welcome!

All persons planning to address the Council, please sign-in at the back of the room. When invited to provide comment regarding items not on tonight's agenda, please raise your hand to be recognized, walk to the podium in the front of the room to the right, and state your name only. You are not required to give your address when speaking to the City Council. If you wish to address a specific item on the agenda, you should make your request known to the Mayor as soon as possible before the item comes up. The Council has the authority to grant or deny your request. Agenda times and order of items are estimated and are subject to change without notice.

1. **6:30PM – PUBLIC FORUM: Proposed 2016 Utility Rates**
2. **7:00PM - CALL REGULAR SESSION TO ORDER**
3. **PLEDGE OF ALLEGIANCE**
4. **INVITATION TO CITIZENS FOR PUBLIC COMMENT – *Limited to five (5) minutes per speaker.***
5. **DELIBERATIONS – Proposed 2016 Utility Rates**
6. **ORDINANCES – First Reading**
 - A. **Ordinance No. 3199:** An Ordinance to Repeal St. Helens Municipal Code Chapter 2.60, Tourism Committee
7. **RESOLUTIONS**
 - A. **Resolution No. 1721:** A Resolution Establishing a Reserve Account for Library Grant Continuation
 - B. **Resolution No. 1722:** A Resolution Increasing Building Fund Reserve and Transferring Appropriations
8. **APPROVE AND/OR AUTHORIZE FOR SIGNATURE**
 - A. Amendment No. 3 to ECONorthwest Agreement for Boise Site Consultation Services
 - B. Agreement with Finksinc Marketing + Communications for Support of Halloweentown Events
 - C. Contract Payments
9. **APPOINTMENTS TO CITY BOARDS & COMMISSIONS**
10. **CONSENT AGENDA FOR ACCEPTANCE**
 - A. Parks Commission Minutes dated August 17, 2015
 - B. Library Board Minutes dated September 15, 2015
 - C. Accounts Payable Bill List
11. **CONSENT AGENDA FOR APPROVAL**
 - A. Community Impact Agreement Form for Marijuana Related Businesses
 - B. Work Session, Public Hearing and Regular Session Minutes dated October 7 and 21, 2015
 - C. Accounts Payable Bill List
12. **MAYOR PETERSON REPORTS**
13. **COUNCIL MEMBER REPORTS**
14. **DEPARTMENT REPORTS**
15. **ADJOURN**

The St. Helens City Council Chambers are handicapped accessible. If you wish to participate or attend the meeting and need special accommodation, please contact City Hall at 503-397-6272 in advance of the meeting.

Be a part of the vision...get involved with your City...volunteer for a City of St. Helens Board or Commission!
For more information or for an application, stop by City Hall or call 503-366-8217.

Proposed
**Water, Sewer, Storm Utility
Rate Increases
for Calendar Year 2016**

**City of St. Helens
Public Forum 11-04-15**

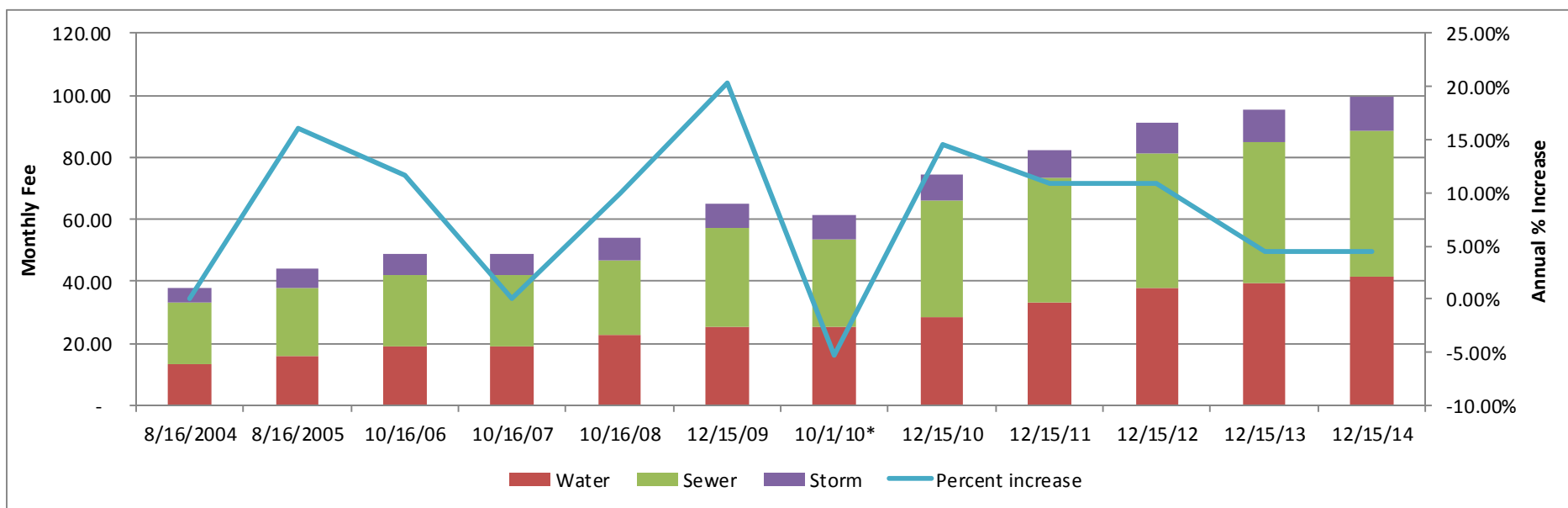
Presented by
John Walsh
City Administrator



Rate History

Substantial Rate increase over the past 10 years

History of Residential Customer Utility Rates



Residential

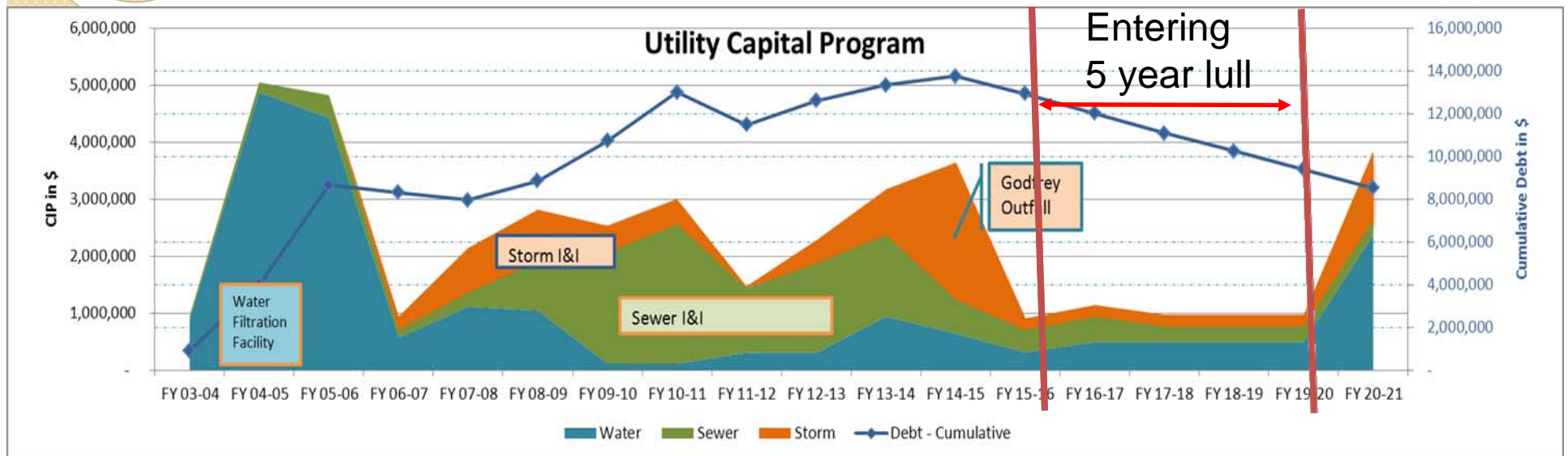
Billing Effective	8/16/2004	8/16/2005	10/16/06	10/16/07	10/16/08	12/15/09	10/1/10*	12/15/10	12/15/11	12/15/12	12/15/13	12/15/14
Water	13.27	15.91	19.10	19.10	22.93	25.48	25.48	28.53	32.94	37.90	39.61	41.39
Sewer	20.03	22.03	23.02	23.02	24.06	31.76	28.32	37.40	40.24	43.31	45.26	47.30
Storm	4.54	6.00	6.90	6.90	6.90	7.59	7.59	8.35	9.14	10.01	10.46	10.93
Total	37.84	43.94	49.02	49.02	53.89	64.83	61.39	74.28	82.32	91.22	95.32	99.61
Percent increase		16.12%	11.56%	0.00%	9.93%	20.30%	-5.31%	14.57%	10.83%	10.81%	4.50%	4.50%

* Changed sewer billing from a fixed cost to winter averaging.

Assumes average water usage of 6.0 Hundred Cubic Feet (CCF) and sewer (winter average) usage of 5.5 Hundred Cubic Feet (CCF).

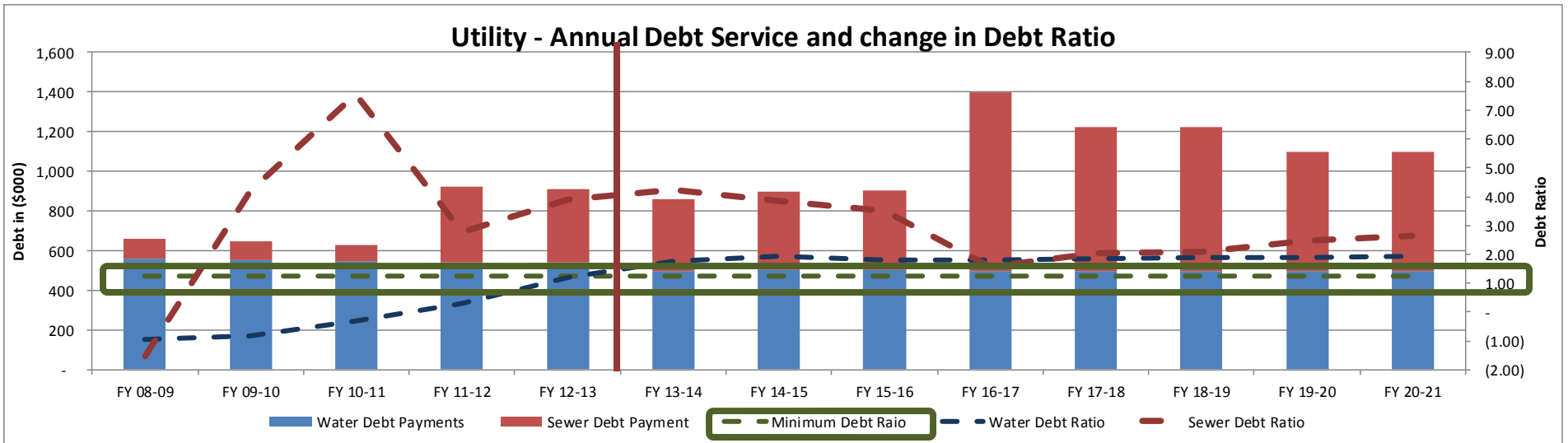
Primary Reason for Rate Increases

- Capital Infrastructure improvements required by state and federal mandates (regulations associated with the Clean Water Act)



- 2004-06 \$11 M - Water Filtration Facility
 - 2007-15 \$10 M - Inflow and Infiltration (I & I)
 - 2015 \$2.2 M – Godfrey Park Storm Drain Outfall
- Funded – Mostly Debt – Some Pay-As-You-Go

Debt – Bond Covenants



	FY 08-09	FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21
Water	(0.94)	(0.80)	(0.31)	0.31	1.22	1.75	1.93	1.79	1.82	1.85	1.87	1.90	1.93
Sewer	(1.52)	4.21	7.56	2.78	3.91	4.24	3.85	3.53	1.58	2.06	2.09	2.49	2.63

- Bond Covenants – agreement with Bond Holders to safeguard their investment
- Reserve requirements and Debt Ratio
- Debt Ratio – Net Operating Income should exceed Annual Debt Service (Should not draw on reserves).

Proposed Utility Rate

Set rates at less than Inflation

- Model Assumed 2.25%

CPI Charts				
Index	2013	2014	2015	2015
US City Average (U)	1.80%	2.10%	0.10%	0.00%
Portland-Salem	2.20%	2.60%	1.30%	1.30%
ENR - construction	2.70%	2.70%	3.10%	3.10%
ENR - materials	3.25%	-0.30%	3.71%	3.71%

- Rates set at
 - Base 2.25% less estimated unanticipated growth
 - Water reduced \$50K or 1.5% - proposed increase **.75%**
 - Sewer/Storm \$100K or 2% - proposed increase **.25%**

Impact of proposed rates

Table 2 - Average Customer by Classification				Increase	
Customer Class / Utility	Volumetric Characteristics	Current	Proposed 12/15/15	Amount	Percent
Residential					
Water Bill	6.0 CCF	41.48	41.79	0.31	0.75%
Sewer Bill	5.5 CCF	47.41	47.52	0.12	0.25%
Storm Drainage	1 EDU	10.95	10.98	0.03	0.25%
Total Monthly Bill		99.84	100.29	0.46	0.46%
Multifamily - Duplex					
Water Bill	7.8 CCF	49.40	49.77	0.37	0.75%
Sewer Bill	7.0 CCF	47.92	48.04	0.12	0.25%
Storm Drainage	1.5 EDU	16.43	16.47	0.04	0.25%
Total Monthly Bill		113.75	114.28	0.53	0.47%
Multifamily - Apt					
Water Bill	266 CCF	1,313.80	1,323.65	9.85	0.75%
Sewer Bill	266 CCF	1,209.57	1,212.59	3.02	0.25%
Storm Drainage	8 EDU	87.60	87.82	0.22	0.25%
Total Monthly Bill		2,610.97	2,624.07	13.10	0.50%
Commercial (low)					
Water Bill	46 CCF	203.60	205.13	1.53	0.75%
Sewer Bill	46 CCF	256.73	257.37	0.64	0.25%
Storm Drainage	11 EDU	720.51	722.31	1.80	0.25%
Total Monthly Bill		1,180.84	1,184.81	3.97	0.34%

Rate Survey

Residential Utility Rate Comparison September 2, 2015

Monthly Fees for Service

Rank	Location	Effective Date	Monthly Fees for Service			Total Utility	Added Fees	Total Billing	Property Tax Rate
			Water ⁽¹⁾	Sewer ⁽²⁾	Storm ⁽³⁾				
1	Dallas	July-15	\$ 27.82	\$ 43.93	\$ -	\$ 71.75	\$ -	\$ 71.75	5.12
2	Hillsboro	October-15	\$ 25.53	\$ 35.31	\$ 6.75	\$ 67.59	\$6.10	\$ 73.69	5.39
3	McMinnville	July-14	\$ 30.17	\$ 45.67	\$ -	\$ 75.84	\$ -	\$ 75.84	5.70
4	Keizer	January-16	\$ 19.45	\$ 46.63	\$11.57	\$ 77.64	\$ -	\$ 77.64	2.08
5	Beaverton	July-15	\$ 30.82	\$ 38.37	\$ 9.25	\$ 78.44	\$ -	\$ 78.44	4.18
6	Scappose	November-15	\$ 47.76	\$ 43.36	\$ -	\$ 91.12	\$ -	\$ 91.12	3.31
7	Columbia City	February-15	\$ 50.00	\$ 41.61	\$ -	\$ 91.61	\$ -	\$ 91.61	1.80
8	Gresham	January-15	\$ 34.26	\$ 43.22	\$10.09	\$ 87.57	\$7.50	\$ 95.07	3.61
9	Sherwood	July-15	\$ 43.73	\$ 35.95	\$14.27	\$ 93.95	\$5.53	\$ 99.48	3.96
10	St Helens	December-14	\$ 41.48	\$ 47.41	\$10.95	\$ 99.84	\$ -	\$ 99.84	1.91
10	St Helens	January-16	\$ 41.79	\$ 47.52	\$10.98	\$100.29	\$ -	\$100.29	1.91
11	Willisonville	January-16	\$ 36.85	\$ 50.82	\$ 8.65	\$ 96.32	\$6.92	\$103.24	2.69
12	Cornelius	July-15	\$ 41.78	\$ 43.72	\$12.65	\$ 98.15	\$9.00	\$107.15	3.98
13	Newberg	January-16	\$ 36.81	\$ 65.71	\$ 8.67	\$111.19	\$4.50	\$115.69	4.67
14	Portland	July-15	\$ 41.51	\$ 70.12	\$17.28	\$128.91	\$ -	\$128.91	7.69

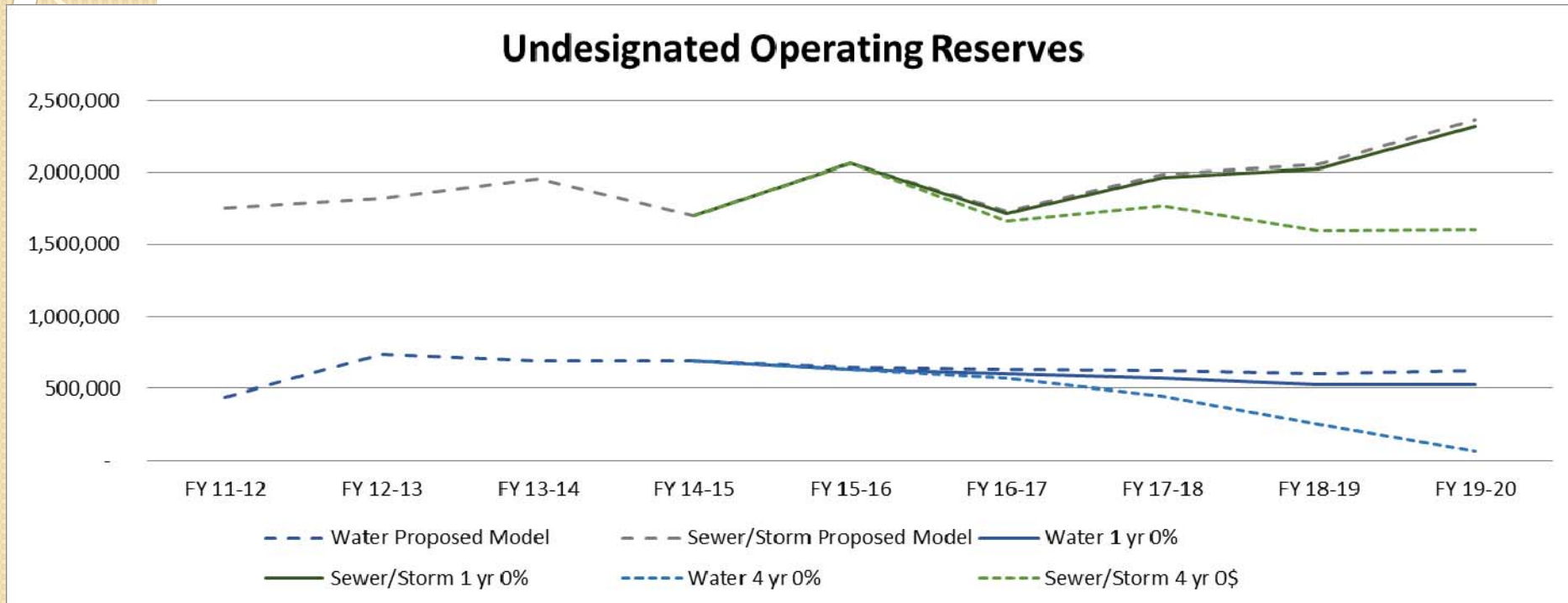
Volume Assumptions in CCF per month 6.0 5.5

⁽¹⁾ Residential water fees based on average water consumption of 6.0 ccf. One ccf (hundred cubic feet) equals 748 gallons. Summer irrigation will exceed this average. Some cities have tiered rates or irrigation rates.

⁽²⁾ Residential sewer fees for a sewer base of 5.5 ccf reflecting average residential winter water consumption.

⁽³⁾ Single family residential stormwater, standardized on 1 EDU, approximately 2,500 square feet of impervious area.

What If Scenarios?



- Sewer Undesignated Operating Reserves are running around 50% of operating expenditures in FY 14-15
- Water Undesignated Operating Reserves are running around 25% of operating expenditures in FY 14-15

Other Factors

- **Conversion to Monthly Billings**
 - Staffing // Equipment
- **Tiered Rates**
 - Enhance conservation savings
- **Cost of Service Analysis (COSA)**
 - Next year review – every 5 years
 - Assess equity among users
- **CIP – Pay As You Go (PAYG) vs Debt**
- **Environmental Regulation changes**

Public Comments



City of St. Helens
ORDINANCE NO. 3199

AN ORDINANCE TO REPEAL ST. HELENS MUNICIPAL CODE
CHAPTER 2.60, TOURISM COMMITTEE

THE CITY OF ST. HELENS ORDAINS AS FOLLOWS:

Section 1. St. Helens Municipal Code Chapter 2.60, Tourism Committee, is hereby repealed.

Chapter 2.60
TOURISM COMMITTEE

Sections:

- ~~2.60.010~~ Establishment.
- ~~2.60.020~~ Definition of tourism.
- ~~2.60.030~~ Membership.
- ~~2.60.040~~ Terms of office.
- ~~2.60.050~~ Vacancies and removals.
- ~~2.60.060~~ Meetings – Quorum.
- ~~2.60.070~~ Responsibilities, powers, and duties.

~~2.60.010 Establishment:~~

~~There is hereby created a tourism committee for the city of St. Helens, Oregon. (Ord. 3046 § 1, 2007)~~

~~2.60.020 Definition of tourism:~~

~~“Tourism” means the business of attracting and providing services and accommodations to those persons who are traveling for recreational or cultural purposes. (Ord. 3046 § 2, 2007)~~

~~2.60.030 Membership:~~

~~The tourism committee shall consist of nine members appointed by the city council. The committee shall consist of one member who is a current St. Helens city councilor, one member who is an owner of a hotel, motel, RV park, or bed and breakfast establishment in St. Helens, one member of the board of directors of the South Columbia County Chamber of Commerce, and six at-large members. The city administrator and city finance director shall act as ex officio members of the committee and shall have no voting rights. (Ord. 3161 § 1, 2012; Ord. 3160 § 1, 2012; Ord. 3102 § 1, 2009; Ord. 3070 § 1, 2007; Ord. 3046 § 3, 2007)~~

~~2.60.040 Terms of office:~~

~~All members shall serve at the pleasure of the city council. Members shall be appointed for three-year terms. (Ord. 3046 § 4, 2007)~~

~~2.60.050 Vacancies and removals:~~

~~Any vacancies on the committee shall be filled for the unexpired term by appointment by the mayor and approval by the council. A member of the committee who is absent from three consecutive~~

meetings without approval of the committee is subject to removal by the city council and a new member may be appointed to complete the term. (Ord. 3161 § 1, 2012; Ord. 3046 § 5, 2007)

~~2.60.060 Meetings — Quorum.~~

~~The committee shall adopt its own rules for appointment of officers and the frequency and conduct of its meetings. All meetings are subject to the requirements of the Oregon Public Meetings Law (ORS 192.610 to 192.690). A majority of the members of the commission shall constitute a quorum for the conduct of business and the concurrence of a majority of those members present shall be required to decide any matter. Minutes shall be forwarded to the council after adoption by the committee for acceptance by the city council. (Ord. 3046 § 6, 2007)~~

~~2.60.070 Responsibilities, powers, and duties.~~

~~The tourism committee shall have the responsibilities, obligations and duties of an advisory public body as provided for in laws of the state of Oregon and the laws of the city of St. Helens. The tourism committee shall have authority to:~~

- ~~(1) Adopt rules for the appointment of officers and the frequency and conduct of its meetings; provided, that the tourism committee meets at least once every calendar month or as directed by city council.~~
- ~~(2) Develop a proposed budget using estimated resources from the transient room fee ordinance for recommendation to the budget committee.~~
- ~~(3) Develop a long-range business/strategic plan that increases tourism in the city through the use of a transient room tax.~~
- ~~(4) Recommend to the city council programs or staffing for which the use of transient room tax fees would be appropriate.~~
- ~~(5) Coordinate with a tourism director and city staff on tourism issues.~~
- ~~(6) Recommend rules and regulations for the operation of a city-owned convention center. (Ord. 3046 § 7, 2007)~~

Read the first time: November 4, 2015

Read the second time: November 18, 2015

APPROVED AND ADOPTED by the City Council this 4th day of November, 2015, by the following vote:

Ayes:

Nays:

Randy Peterson, Mayor

ATTEST:

Kathy Payne, City Recorder

City of St. Helens
RESOLUTION NO. 1721

**A RESOLUTION ESTABLISHING A RESERVE ACCOUNT
FOR LIBRARY GRANT CONTINUATION**

Whereas, the City of St. Helens was awarded a Library Services and Technology Act (LSTA) Grant for Fiscal Year 2014-15; and

Whereas, LSTA grant program is to extend library services to children ages birth through high school in households within the St. Helens School District but outside the city limits; and

Whereas, grant funds are designated to reimburse the City for direct program costs and provide assistance to outside the City of St. Helens households that meet the program parameters to purchase a City of St. Helens Library Card; and

Whereas, staff anticipates that this program will result in an increase of outside the City limits library cardholder revenues and that the net revenue increase be set aside in a reserve account to support continuation of this program in future years; and

Whereas, the net increase from issuance of library cards to outside city limits families totaled \$3,970 in Fiscal Year 2014-15.

Now, therefore, the City of St. Helens resolves as follows:

Section 1. The City Council authorizes the Finance Director to implement a Library Grant Continuation Reserve account and deposit \$3,970 to the Library Grant Continuation Reserve account.

Approved and adopted by the City Council on November 4, 2015, by the following vote:

Ayes:

Nays:

Randy Peterson, Mayor

ATTEST:

Kathy Payne, City Recorder

**City of St Helens
Non-Residency Cards**

Calculation of Reserve Amount

FY 14-15

Base Line - Number of Non-Residence Cards in FY 12-13	180	7,200	a
Non-Residence cards issued FY 14-15 without LSTA Funding	94	3,760	b
Non-Residence cards issued FY 14-15 with LSTA Funding	190	7,410	c
Total Non-Residence cards issued FY 14-15	284	11,170	d = (b+c)
Net Non-Residence Cards Issued above Base	192	3,970	e = (d - a)

City of St. Helens
RESOLUTION NO. 1722

A RESOLUTION INCREASING BUILDING FUND RESERVE AND
TRANSFERRING APPROPRIATIONS

WHEREAS, fiscal year 2013-14 the City merged the building fund with general fund due to the continued operational funding shortfalls; and

WHEREAS, in fiscal year 2013-14 there was a spike of building activity resulting in a surplus of building revenues; and

WHEREAS, in accordance with State Regulations, any revenues collected in excess of operational costs are to be restricted for exclusive use of the City's Building Services division resulting in the adoption of Resolution 1682 establishing a building Fund Reserve; and

WHEREAS, in fiscal year 2014-15 building activity continued to experience a surplus of building revenues (reference exhibit A); and

NOW, THEREFORE, THE CITY OF ST. HELENS RESOLVES AS FOLLOWS:

Section 1. That the City Council Authorizes the Finance Director to deposit \$81,760 to the Building Reserve account, and

Section 2. Authorize the following transferring of appropriations:

<u>General Fund</u>		
001-000-692000 – Transfer out		\$ 81,760
001-000-596000 – Contingency		(\$81,760)
<u>Building Reserve</u>		
009-213-392000 – Transfer in		(\$81,760)
009-213-692000 – Transfer out		\$ 81,760

Approved and adopted by the City Council on November 4, 2015, by the following vote:

Ayes:

Nays:

Randy Peterson, Mayor

ATTEST:

Kathy Payne, City Recorder

City of St Helens				
Building Activity for FY 2014-15 and 1st Quarter FY 2015-16				
Classification	Acct	Account Description	Adopted FY 2014-15	UnAudited FY 2014-15
Revenues				
Licenses and permits				
	312000	Building permits	101,500.00	107,779.57
	313000	Plumbing permit fees	35,530.00	32,186.24
	314000	Mechanical permit fee	11,170.00	12,476.90
	315000	Plan check fees	55,830.00	71,775.79
Licenses and permits Total			204,030.00	224,218.50
Total Revenues			204,030.00	224,218.50
Expenditures				
Personnel Services				
	401000	Salary	78,870.00	-
	415000	SSI taxes	6,030.00	-
	416000	Retirement	19,960.00	-
	417000	Workers comp	730.00	-
	418000	Medical benefits	6,760.00	-
	419000	Disability/life ins	210.00	-
	438000	Veba	1,080.00	-
	449100	Direct labor charge	43,900.00	52,785.81
	449200	Direct labor charge	(7,410.00)	-
	471000	PF health	480.00	-
Personnel Services Total			150,610.00	52,785.81
Materials & Services				
	454000	Attorney expense	2,000.00	80.00
	455000	Insurance	-	-
	457000	Office supplies	2,000.00	1,229.12
	458000	Telephone expense	800.00	-
	473000	Miscellaneous	1,000.00	-
	490000	Professional development	2,500.00	922.54
	500000	Information services	7,420.00	7,045.12
	502000	Vehicle expense	-	-
	531000	Gasoline	-	-
	554000	Professional services	15,600.00	62,818.75
	579100	Indirect cost allocation	18,490.00	17,572.62
Materials & Services Total			49,810.00	89,668.15
Total Expenditures			200,420.00	142,453.96
Net Income / (Expense)			3,610.00	81,764.54
Transfer (To)/From Building Reserves			(3,610.00)	(81,764.54)
Building Reserve Balance July 1				61,450.00
Building Reserve Balance June 30				143,214.54

**AMENDMENT NO. 3 TO
PERSONAL SERVICES AGREEMENT**

This Amendment is made on _____, 2015, between City of St. Helens, an Oregon municipal corporation (“City”), and **ECONorthwest** (“Contractor”).

RECITALS

A. WHEREAS, on or about November 2, 2012, City and Contractor entered into an agreement (“Agreement”) in which Contractor agreed to provide consulting services (“Services”) related to the Boise Cascade Site; and

B. WHEREAS, Paragraph 3 of the Agreement provides that the agreement terminates on June 30, 2013, and that the City reserves the right to extend the contract for a period of two (2) years in one (1) year increments; and

C. WHEREAS, the parties wish to continue this agreement beyond the 2 year extensions agreed to at the inception of the contract; and

D. WHEREAS, City and Contractor mutually desire to amend the contract to remove the language “for a period of (2) years” in Paragraph 3 of the agreement and to extend the term of the agreement for an additional year, to June 30, 2016.

AGREEMENT

NOW, THEREFORE, the parties mutually agree as follows:

1. Paragraph 3 of the original agreement is hereby amended to delete the following language: “for a period of (2) years”.

2. The termination date of the agreement signed on or about November 2, 2012, shall be amended to reflect a **termination date of June 30, 2016**, unless earlier terminated according to the terms of the Agreement.

3. All other terms and conditions of the Agreement, as previously amended, shall remain in full force and effect other than as specifically amended herein.

CITY OF ST. HELENS, an Oregon
municipal corporation

ECONorthwest

By: _____

By: _____

Name: _____

Name: _____

Its: _____

Its: _____

PERSONAL SERVICES AGREEMENT

This PERSONAL SERVICES AGREEMENT (this "Agreement") is made and entered into by and between the **City of St. Helens** (the "City"), an Oregon municipal corporation, and **Finksinc Marketing + Communications** ("Contractor").

RECITALS

A. The City is in need of consulting services to media relations, marketing, and event support and Contractor is qualified and prepared to provide such services.

B. The purpose of this Agreement is to establish the services to be provided by Contractor and the compensation and terms for such services.

AGREEMENT

1. Engagement. The City hereby engages Contractor to provide services ("Services") related to marketing, media relations and event support for Spirit of Halloweentown, and Contractor accepts such engagement. The principal contact for Contractor shall be Chris Finks, dba Finksinc Marketing + Communications, phone : 503-998-0231.

2. Scope of Work. The duties and responsibilities of Contractor, including a schedule of performance, shall be as described in Attachment A attached hereto and incorporated herein by reference.

3. Term. Subject to the termination provisions of Section 11 of this Agreement, this Agreement shall commence once executed by both parties and shall terminate on November 3, 2015. The City reserves the exclusive right to extend the contract for a period of two (2) years in one (1) year increments. Such extensions shall be in writing with terms acceptable to both parties. Any increase in compensation for the extended term shall be as agreed to by the parties but shall not exceed five percent (5%) of the then-current fees.

4. Compensation. The terms of compensation for the initial term shall be as provided in Attachment C.

5. Payment.

5.1 The City agrees to pay Contractor for and in consideration of the faithful performance of the Services, and Contractor agrees to accept from the City as and for compensation for the faithful performance of the Services, the fees outlined in Attachment C, except that the hourly fee shall include all local travel, local telephone expense, computer expense, and routine document copying. Reimbursable expenses shall be billed at cost without markup and shall include travel and related expenses in compliance with the City's travel and expense policy, reproduction of documents or reports with prior written approval, and long-distance telephone expenses. Contractor's cost for approved sub-consultants may be marked up a maximum of five percent (5%) by Contractor for management and handling expenses.

5.2 Contractor shall make and keep reasonable records of work performed pursuant to this Agreement and shall provide detailed monthly billings to the City. Following approval by the City Administrator, billings shall be paid in full within thirty (30) days of receipt thereof. The City shall notify Contractor of any disputed amount within fifteen (15) days from receipt of the invoice, give reasons for the objection, and promptly pay the undisputed amount. Disputed amounts may be withheld without penalty or interest pending resolution of the dispute.

5.3 The City may suspend or withhold payments if Contractor fails to comply with requirements of this Agreement.

5.4 Contractor is engaged by the City as an independent contractor in accordance with the standards prescribed in ORS 670.600. Contractor shall not be entitled to any benefits that are provided by the City to City employees.

5.5 Any provision of this Agreement that is held by a court to create an obligation that violates the debt limitation provision of Article XI, Section 9 of the Oregon Constitution shall be void. The City’s obligation to make payments under this Agreement is conditioned upon appropriation of funds pursuant to ORS 294.305 through 294.565.

6. **Document Ownership.** Upon acceptance of the Services and payment for such Services by the City, all work products, including, but not limited to, documents, drawings, papers, computer programs and photographs, performed or produced by Contractor for the benefit of the City under this Agreement shall become the property of the City. Any reuse or alteration of any work produced under this Agreement, except as contemplated herein, shall be at the City’s sole risk.

7. **Notices.** All notices, bills and payments shall be made in writing and may be given by personal delivery or by mail. Notices, bills and payments sent by mail should be addressed as follows:

CITY: City of St. Helens
Attn: City Administrator
PO Box 278
St. Helens OR 97051

CONTRACTOR: **Finksinc Marketing + Communications**
Attn: Chris Finks
14000 NW 29th Avenue
Vancouver, WA 98685

When so addressed, such notices, bills and payments shall be deemed given upon deposit in the United States mail, postage-prepaid.

8. **Standard of Care.** Contractor shall comply with applicable standards of professional care in the performance of the Services. Contractor shall prepare materials and deliverables in accordance with generally accepted standards of professional practice for the intended use of the project.

9. Consequential Damages. Neither party shall be liable to the other for consequential damages, including, without limitation, loss of use or loss of profits incurred by one another or their subsidiaries or successors, regardless of whether such damages are caused by either party's breach of contract, willful misconduct, negligent act or omission, or other wrongful act.

10. Insurance.

10.1 At all times during the term of this Agreement, Contractor shall carry, maintain and keep in full force and effect a policy or policies of insurance as specified in Attachment B attached hereto and incorporated herein by reference.

10.2 All insurance policies shall provide that the insurance coverage shall not be canceled or reduced by the insurance carrier without thirty (30) days' prior written notice to the City. Contractor agrees that it will not cancel or reduce said insurance coverage.

10.3 Contractor agrees that if it does not keep the aforesaid insurance in full force and effect, the City may either immediately terminate this Agreement or, if insurance is available at a reasonable cost, the City may take out the necessary insurance and pay, at Contractor's expense, the premium thereon. If the City procures such insurance, the City shall retain any cost incurred for same from moneys due Contractor hereunder.

10.4 At all times during the term of this Agreement, Contractor shall maintain on file with the City a Certificate of Insurance or a copy of actual policies acceptable to the City showing that the aforesaid policies are in effect in the required amounts. The policies shall contain an endorsement naming the City, its officers, employees and agents, as additional insureds (except for the professional liability and workers' compensation insurance).

10.5 The insurance provided by Contractor shall be primary to any coverage available to the City. The insurance policies (other than workers' compensation) shall include provisions for waiver of subrogation. Contractor shall be responsible for any deductible amounts outlined in such policies.

11. Termination. Either party may terminate this Agreement upon seven (7) days' written notice if one of the following occurs: (a) the other party fails to substantially perform in accordance with the terms of this Agreement; or (b) the City, in its sole discretion, decides to abandon the project. If either party terminates this Agreement, Contractor shall receive compensation only for Services actually performed up to the date of termination.

12. No Third-Party Rights. This Agreement shall not create any rights in or inure to the benefit of any parties other than the City and Contractor.

13. Modification. Any modification of the provisions of this Agreement shall be set forth in writing and signed by the parties.

14. Waiver. A waiver by a party of any breach by the other shall not be deemed to be a waiver of any subsequent breach.

15. Indemnification. Contractor and the officers, employees, agents and subcontractors of Contractor are not agents of the City, as those terms are used in ORS 30.265. Contractor shall defend, indemnify and hold harmless the City and its officers, employees,

elected officials, volunteers and agents from any and all claims for injury to any person or damage to property caused by the negligence or other wrongful acts, omissions, or willful misconduct of Contractor or officers, employees, agents, or subcontractors of Contractor. Contractor shall not be responsible for claims caused by the negligence or other wrongful acts or omissions of the City or the City's officers, employees, or agents.

16. Governing Laws. This Agreement shall be governed by the laws of the State of Oregon. Venue shall be in the Circuit Court for Columbia County, Oregon.

17. Compliance with Law.

17.1 Contractor shall comply with all applicable federal, state and local statutes, ordinances, administrative rules, regulations and other legal requirements in performance of this Agreement.

17.2 Contractor shall comply with applicable provisions of ORS 279B.020, 279B.220, 279B.225, 279B.230 and 279B.235. Pursuant to ORS 279B.235, any person employed by Contractor who performs Services shall be paid at least time and a half pay for all overtime in excess of forty (40) hours in any one (1) week, except for persons who are excluded or exempt from overtime pay under ORS 653.010 through 653.261 or under 29 USC Sections 201 through 209.

17.3 Contractor is a "subject employer," as defined in ORS 656.005, and shall comply with ORS 656.017.

17.4 Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, national origin, physical or mental disability, or disabled veteran or veteran status in violation of state or federal laws.

17.5 Contractor certifies that it currently has a City business license or will obtain one prior to delivering services under this Agreement. [Business License No. 4256]

18. Confidentiality. Contractor shall maintain the confidentiality, both external and internal, of that confidential information to which it is exposed by reason of this Agreement. Contractor warrants that its employees assigned to this Agreement shall maintain necessary confidentiality.

19. Publicity. Contractor shall not use any data, pictures, or other representations of the City in its external advertising, marketing programs, or other promotional efforts except with prior specific written authorization from the City.

20. Succession. This Agreement shall inure to the benefit of and shall be binding upon each of the parties hereto and such parties' partners, successors, executors, administrators and assigns.

21. Assignment. This Agreement shall not be assigned by Contractor without the express written consent of the City. Contractor shall not assign Contractor's interest in this Agreement or enter into subcontracts for any part of the Services without the prior written consent of the City.

22. Default.

22.1 A party will be in default under this Agreement if that party fails to comply with any provision of this Agreement within ten (10) days after the other party gives written notice specifying the breach. If the breach specified in the notice cannot be completely cured within the ten (10)-day period, a default will not occur if the party receiving the notice diligently begins curative action within the ten (10)-day period and proceeds to cure the breach as soon as practicable.

22.2 Notwithstanding Subsection 22.1, the City may declare a default immediately by written notice to Contractor if Contractor intentionally or repeatedly breaches material provisions of this Agreement or if Contractor's breach of contract creates unreasonable risk of injury to any person or damage to property.

22.3 Should a dispute arise between the parties to this Agreement, it is agreed that such dispute will be submitted to a mediator prior to any litigation. The parties shall exercise good-faith efforts to select a mediator who shall be compensated equally by both parties. Mediation shall be conducted in St. Helens, Oregon, unless both parties agree in writing otherwise. Both parties agree to exercise good-faith efforts to resolve disputes covered by this section through the mediation process. If a party requests mediation and the other party fails to respond within ten (10) days, a mediator shall be appointed by the presiding judge of the Circuit Court of the State of Oregon for Columbia County upon request of either party. The parties shall have any rights at law or in equity with respect to any dispute not covered by this section. Nothing in this section shall preclude a party from seeking equitable relief to enjoin a violation of this Agreement.

22.4 If a default occurs, the party injured by the default may terminate this Agreement and enforce any remedies available under Oregon law. Litigation shall be conducted in the Circuit Court of the State of Oregon for Columbia County. Litigation initiated by the City must be authorized by the St. Helens City Council.

23. Attorney Fees. If legal action is commenced in connection with this Agreement, the prevailing party in such action shall be entitled to recover its reasonable attorney fees and costs incurred herein at trial and on appeal.

24. Inspection and Audit by the City.

24.1 Services provided by Contractor and Contractor's performance data, financial records, and other similar documents and records of Contractor that pertain, or may pertain, to the Services under this Agreement shall be open for inspection by the City or its agents at any reasonable time during business hours. Upon request, copies of records or documents shall be provided to the City free of charge.

24.2 The City shall have the right to inspect and audit Contractor's financial records pertaining to the Services under this Agreement at any time during the term of this Agreement or within two (2) years following the termination of this Agreement.

24.3 This Section 24 is not intended to limit the right of the City to make inspections or audits as provided by law or administrative rule.

25. Entire Agreement. This Agreement contains the entire agreement between the parties and supersedes all prior written or oral discussions or agreements regarding the Services described herein.

26. Severance. If any provision of this Agreement is held to be invalid, it will not affect the validity of any other provision. This Agreement will be construed as if the invalid provision had never been included.

IN WITNESS WHEREOF, the City has caused this Agreement to be executed in duplicate originals by its duly authorized undersigned agents, and Contractor has executed this Agreement on the date written below.

CITY:

CONTRACTOR:

CITY OF ST. HELENS
Council Meeting Date: _____

Finksinc Marketing + Communications

Signature: _____

Signature:  _____

Print: _____

Print: Chris Finks _____

Title: _____

Title: Principal _____

Date: _____

Date: October 1, 2015

APPROVED AS TO FORM:

By: _____

City Attorney

ATTACHMENT A Scope of Work

This Contractor shall provide the City with a range of marketing, communications and event support services and other duties as assigned by the City Administrator. The intent of the contract is to promote and support the City via the Spirit of Halloweentown and to enhance its image throughout the region.

1. Promote, manage, track and market media opportunities to support the City of St Helens via the Spirit of Halloweentown
2. Provide event production/consultant support to the Spirit of Halloweentown
3. Maintain recognition of the City of St. Helens and Spirit of Halloweentown through regional partnerships and media such as social networks, on-line events calendars, broadcast (e.g. news editorial and/or video production support) and submitting content to the City's web page, or other tourism sites.
4. Prepare and administer a media and event activity summary report.
5. Collaborate with the City Administrator, City Communications Officer and Event Production Contractor execute to coordinate, maximize, manage media opportunities

ATTACHMENT B INSURANCE REQUIREMENTS

Contractor and its subcontractors shall maintain insurance acceptable to the City in full force and effect throughout the term of this Contract.

It is agreed that any insurance maintained by the City shall apply in excess of, and not contribute toward, insurance provided by Contractor. The policy or policies of insurance maintained by Contractor and its subcontractors shall provide at least the following limits and coverage:

TYPE OF INSURANCE	LIMITS OF LIABILITY		REQUIRED FOR THIS CONTRACT
General Liability	Each occurrence	\$1,000,000	YES
	General Aggregate	\$2,000,000	
	Products/Comp Ops Aggregate	\$2,000,000	
	Personal and Advertising Injury	\$1,000,000	
w/umbrella or \$1,500,000 w/o umbrella			
Please indicate if Claims Made or Occurrence			
Automobile Liability	Combined Single – covering any vehicle used on City business	\$2,000,000	YES
Workers' Compensation	Per Oregon State Statutes If workers compensation is not applicable please initial here _____. State the reason it is not applicable: _____		NO
Professional Liability	Per occurrence	\$500,000	NO
	Annual Aggregate	or per contract \$500,000 or per contract	

Contractor's general liability and automobile liability insurance must be evidenced by certificates from the insurers. The policies shall name the City, its officers, agents and employees, as additional insureds and shall provide the City with a thirty (30)-day notice of cancellation.

Workers' compensation insurance must be evidenced by a certificate from the insurer. The certificate need not name the City as an additional insured, but must list the City as a certificate holder and provide a thirty (30)-day notice of cancellation to the City.

Certificates of Insurance shall be forwarded to:

City Administrator
City of St. Helens
P.O. Box 278
St. Helens, OR 97051

Contractor agrees to deposit with the City, at the time the executed Contract is returned, Certificates of Insurance and Binders of Insurance if the policy is new or has expired, sufficient to satisfy the City that the insurance provisions of this Contract have been complied with and to keep such insurance in effect and the certificates and/or binders thereof on deposit with the City during the entire term of this Contract. Such certificates and/or binders must be delivered prior to commencement of the Work.

The procuring of such required insurance shall not be construed to limit Contractor's liability hereunder. Notwithstanding said insurance, Contractor shall be obligated for the total amount of any damage, injury or loss caused by negligence or neglect connected with this Contract.

PROGRESSIVE
P.O. BOX 6807
CLEVELAND, OH 44101



SHIRLEY K SHEN-FINKS
CHRISTOPHER FINKS
703 NW 151ST ST
VANCOUVER, WA 98685

Policy Number: 75952130-9

Underwritten by:
Progressive Northwestern Ins Co
June 23, 2015
Policy Period: May 5, 2015 - Nov 5, 2015
Page 1 of 2

progressiveagent.com

Online Service
Make payments, check billing activity, update
policy information or check status of a claim.

1-800-876-5581

For customer service and claims service,
24 hours a day, 7 days a week.

Auto Insurance Coverage Summary

This is your Declarations Page Your coverage has changed

Your coverage began on May 5, 2015 at 12:01 a.m. This policy expires on November 5, 2015 at 12:01 a.m.

This coverage summary replaces your prior one. Your insurance policy and any policy endorsements contain a full explanation of your coverage. The policy limits shown for a vehicle may not be combined with the limits for the same coverage on another vehicle. The policy contract is form 9611A WA (10/14).

Policy changes effective June 22, 2015

Changes requested on:	Jun 22, 2015 05:58 p.m.
Requested by:	CHRISTOPHER FINKS
Premium change:	\$78.00
Changes:	Coverage has been changed on your policy.

Drivers and household residents

	Additional information
SHIRLEY K SHEN-FINKS	Named insured
CHRISTOPHER FINKS	Named insured

Outline of coverage

1997 Mercedes-Benz E320 4D

VIN WDBJF55F7VJ026883

Primary use of the vehicle: Commute

	Limits	Deductible	Premium
Liability To Others			\$161
Bodily Injury and Property Damage Liability	\$500,000 combined single limit each accident		
Additional Personal Injury Protection	\$35,000	\$0	49
Underinsured Motorist	\$500,000 combined single limit each accident		46
Underinsured Motorist Property Damage	\$10,000 each accident	\$100 \$300 hit & run	12
Comprehensive	Actual Cash Value	\$250	47
Collision	Actual Cash Value	\$500	88
Rental Reimbursement	up to \$40 each day/maximum 30 days		25
Total premium for 1997 Mercedes-Benz			\$428

Policy Number: 75952130-9

SHIRLEY K SHEN-FINKS
CHRISTOPHER FINKS

Page 2 of 2

2010 Mercedes-Benz E3504m Awd 4D

VIN WDDHF8HB1AA159469

Primary use of the vehicle: Commute

	Limits	Deductible	Premium
Liability To Others			\$217
Bodily Injury and Property Damage Liability	\$500,000 combined single limit each accident		
Additional Personal Injury Protection	\$35,000	\$0	62
Underinsured Motorist	\$500,000 combined single limit each accident		46
Underinsured Motorist Property Damage	\$10,000 each accident	\$100 \$300 hit & run	12
Comprehensive	Actual Cash Value	\$250	78
Collision	Actual Cash Value	\$500	163
Rental Reimbursement	up to \$40 each day/maximum 30 days		25
Total premium for 2010 Mercedes-Benz			\$603
Subtotal policy premium			\$1,031.00
Policy fee			30.00
Total 6 month policy premium and fees			\$1,061.00

Premium discounts

Policy

75952130-9

Home Owner, Multi-Car and Electronic Funds Transfer (EFT)

Lienholder information

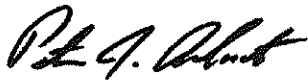
Vehicle

2010 Mercedes-Benz E3504m Awd 4D
WDDHF8HB1AA159469

Lienholder

MERCEDES BENZ CR
ROANOKE, TX 76262

Company officers



Secretary

ATTACHMENT C
Terms of Compensation

Contractor shall be paid for the services performed, at the rate of **\$100.00 per hour**. The total amount paid under this contract shall not exceed \$4,000.00 for the term. Any services to be performed outside the scope of this contract shall be agreed upon in writing by the City Administrator prior to the services being performed and billed at a rate of \$100/hr.

Payment schedule shall be as follows

October 9, 2015

November 6, 2015

CONTRACT PAYMENTS

City Council Meeting
November 4, 2015

Correct Equipment

Project: S-636 Pump Station #7 Upgrade (Inv#32159) \$ **15,945.00**

Duke's Root Control, Inc.

Project: S-601E 2015 Derooting Project (Inv#11436) \$ **8,687.39**

Firwood Design Group, LLC

Project: S-636 Pump Station #7 Upgrade (Inv#10979) \$ **1,810.00**

Murray, Smith & Associates, Inc.

Project: SD-146 Godfrey Park Storm Drain (Inv#09-1078-68) \$ **5,551.80**

Hamer Electric, Inc.

Project: M-434A Courthouse Docks Utility Upgrade (Inv#21986*5) 11,275.76

Project: M-434A Courthouse Docks Utility Upgrade (Inv#102615) 11,380.75

Total \$ 22,656.51

Pacific Excavation, Inc.

Project: W-441 2015 Watermain Replacement (Inv#1431.03) \$ **6,188.25**



KP

V 009210

Invoice

14576 NE 95th St
Redmond, WA 98052

Date	Invoice #
10/21/2015	32159

Bill To
City of St Helens PO Box 278 St Helens, OR 97051 <div style="text-align: center;"> <p>RECEIVED</p> <p>OCT 26 2015</p> <p>CITY OF ST. HELENS</p> </div>

Ship To
City of St Helens 451 Plymouth St St Helens, OR 97051 Attn: Aaron 503-397-2344

Job Name		P.O. No.	Terms	Due Date	Ship Via			
		S-636	NET 30 Days	11/20/2015	Best Way			
Item	Description	Qty	Rate	Ordered	Prev. Invo...	Backordered	Serial #	Amount
Wilo	Quote# 1507096KW Quantity two (2) WILO model No. FA10.34E, 4-in discharge pump, 50-ft cables, 15.5-hp, 1,740-rpm, 230 volts, 3 phase, 60 hertz, Class F insulation, 1.10 Service Factor. ACCESSORIES INCLUDED: 2 - Moisture Sensor & cable 4 - Guide Rail, 1.25in x 20ft, 304SS 2 - Thermal Sensors 2 - Lifting Chain, 0.25in x 30ft, 304SS 2 - Wet-Pit Base Discharge Elbow, Coupling, Upper Bracket 1 - Cable holder, 304SS 2 - Thermal relay 2 - Moisture relay	1	15,945.00	1	0	0		15,945.00

All charges not paid within 30 days from date of this invoice are subject to a 1.5% late fee and legal collections.

010-303-653306

S-636 Pump Station #7 Upgrade

APPROVED FOR PAYMENT

INIT

ACCOUNTS PAYABLE

[Signature]

FINANCE
SUPERVISOR

DATE

10-24-15
10-28-15

Sales Tax	\$0.00
Total	\$15,945.00
Payments/Credits	\$0.00
Balance Due	\$15,945.00

Phone # 425.869.1233

Fax # 425.869.1033

www.correctequipment.com

KP



INVOICE

No. 11436

1020 Hiawatha Blvd, West
 Syracuse, NY 13204-1131
 (800) 447-6687
 (315) 472-4781
 (315) 475-4203 (FAX)

RECEIVED

OCT 26 2015

CITY OF ST. HELENS

SOLD TO

ACCOUNTS PAYABLE
 CITY OF ST. HELENS
 P.O. BOX 278
 SAINT HELENS, OR 97051-0278

Auth By SHARON DARROUX

Dept. SEWER MAITENANCE

Job Number	Cust #	Invoice Date	Customer PO #	Ship Via	Product Code
15-0867	M6AUB	10/19/2015	N/A	N/A	401
QUANTITY	UNIT	DESCRIPTION		PRICE	AMOUNT
1,205.00	FEET	6" PIPE SEWER ROOT CONTROL		1.59	1,915.95
914.00	FEET	8" PIPE SEWER ROOT CONTROL		1.59	1,453.26
556.00	FEET	10" PIPE SEWER ROOT CONTROL		1.76	978.56
413.00	FEET	12" PIPE SEWER ROOT CONTROL		1.92	792.96
968.00	FEET	15" PIPE SEWER ROOT CONTROL		2.73	2,642.64
183.00	FEET	21" PIPE SEWER ROOT CONTROL		4.94	904.02
Federal Tax Number: 75-3026801					

APPROVED FOR PAYMENT

INIT _____ DATE _____

 ACCOUNTS PAYABLE
 FINANCE
 SUPERVISOR

10-28-15
 10-28-15

018-018-554000
 S-601E 2015 Derooting Project

TERMS: NET 30 DAYS
 INVOICES NOT PAID WITHIN 30 DAYS ARE SUBJECT TO A SERVICE CHARGE OF 1 1/2% PER MONTH, WHICH IS AN ANNUAL RATE OF 18%

NET INVOICE	8,687.39
FREIGHT	0.00
SALES TAX	0.00
TOTAL	8,687.39

KP



Firwood Design Group, LLC
SURVEYING • ENGINEERING • PLANNING

INVOICE

Invoice # 10979

To: City of St. Helens
Attn: City Administrator
PO Box 278
St. Helens, OR 97051

RECEIVED
Jill
OCT 19 2015

October 10, 2015

CITY OF ST. HELENS

Project: E15-009

Engineering Services

For engineering services related to requested improvements on wastewater pump station, Lift Station No. 7. Services are for the period between September 1, 2015 and September 30, 2015. This is a progress billing.

Engineering Services:

Senior Project Engineer, 16 hrs. @ \$105.00/hr.	=	\$ 1,680.00
Reimbursable: R&W Engineering Inv. #237454	=	\$ <u>130.00</u>

Total Amount Due

\$ 1,810.00

Payment is appreciated upon receipt of this invoice.

For your convenience, we accept payment by Visa/MasterCard/American Express.

010-303-653306

S-636 Pump Station #7 Upgrade

APPROVED FOR PAYMENT

<u>INIT</u>	<u>DATE</u>
<u><i>Jill</i></u>	<u>10-28-15</u>
ACCOUNTS PAYABLE	
FINANCE	<u>10-28-15</u>
SUPERVISOR	



E15-009

Firwood Design Group
Erik Hoovestol
39065 Pioneer Blvd, Suite 104
Sandy, OR 97055

Invoice number 237454
Date 09/25/2015

Project 1179007 Lift Station #7 Upgrade

Project # 1179.007.001 Lift Station #7 Upgrade - Replace pumps and electrical controls for sewer lift station

001 Design

Labor

Sr. Engineer - II

	Hours	Rate	Billed Amount
	1.00	130.00	130.00

Invoice total 130.00

Approved by:

Gregg H. Scholz, P.E.

KP



Murray, Smith & Associates, Inc.
Engineers/Planners

RECEIVED
OCT 15 2015
CITY OF ST. HELENS

121 S.W. Salmon, Suite 900 ■ Portland, Oregon 97204-2919 ■ PHONE 503.225.9010 ■ FAX 503.225.9022

Ms. Sue Nelson
City Engineering Supervisor
City of St. Helens
PO Box 278
St. Helens, OR 97051

October 13, 2015
Invoice No: 09-1078 - 68

Project 09-1078 Sanitary Sewer Rehabilitation Program

For professional engineering services performed through September 30, 2015

Task 330 Environmental & Cultural Research - Godfrey Park

Consultant

SWCA Environmental Consultants	584.85	
Consultant Subtotal	584.85	584.85
Task Total		\$584.85

Task 370 Engineering Support Services during Construction - Godfrey Park

Labor

	Hours	Rate	Amount	
Principal Engineer III	3.00	194.00	582.00	
Professional Engineer V	31.50	138.00	4,347.00	
Total	34.50		4,929.00	
Labor Subtotal				4,929.00

In-House Reimbursable

Mileage			37.95	
In-House Reimbursable Subtotal			37.95	37.95
Task Total				\$4,966.95

Invoice Total **\$5,551.80**

010-304-653409
SD-146

Godfrey Park Storm Drain

APPROVED FOR PAYMENT

INIT	ACCOUNTS PAYABLE	DATE
<i>[Signature]</i>	FINANCE	10.28.15
<i>[Signature]</i>	SUPERVISOR	10-28-15

KP

HAMER ELECTRIC, INC.
 126 INDUSTRIAL WAY
 LONGVIEW, WA 98632
 360 636-2227

RECEIVED

OCT 29 2015

Invoice 21986*05

CITY OF ST. HELENS

Bill to: CITY OF ST. HELENS PO BOX 278 ST. HELENS, OR 97051	Job: 21986 CITY OF ST HELENS CITY OF ST. HELENS BOAT DOCK
--	---

Invoice #: 21986*05 Date: 10/26/15 Payment Terms: NET 10 DAYS Customer Code: STH02	Customer P.O. #: Salesperson:
---	----------------------------------

Remarks: FROM DRAW REQUEST BILLING ENTRY

Quantity	Description	U/M	Unit Price	Extension
	CONTRACT BILLING			11,057.35
	CARD READER CONTROL PANEL		<i>marine Boat Maintenance</i>	231.95
	RAMP KELLUMS GRIPS			579.92
Subtotal:				11,869.22
Total:				11,869.22
Less Retention:				-593.46
Current Due:				11,275.76

PAST DUE INVOICES ARE SUBJECT TO A 1.5% FINANCE CHARGE PER MONTH

\$ 10,463.89 009-207-652950
 \$ 811.87 001-005-509000
 M-434A Courthouse Dock
 Utility Upgrade

APPROVED FOR PAYMENT

INIT	DATE
<i>[Signature]</i>	<i>10-29-15</i>
ACCOUNTS PAYABLE	
FINANCE	<i>10-29-15</i>
SUPERVISOR	<i>10-29-15</i>

Application and Certificate For Payment

To: CITY OF ST. HELENS PO BOX 278 ST. HELENS, OR 97051	Project: CITY OF ST HELENS CITY OF ST. HELENS BOAT DOCK	Application No: 5 Date: 10/26/15
From: HAMER ELECTRIC, INC. 126 INDUSTRIAL WAY LONGVIEW, WA 98632	Contractor Job Number: 21986	Period To: 10/26/15 Contract Date:
Phone: 360 636-2227		

Original contract sum	221,147.00
Net change by change orders (as per attached breakdown)	6,467.92
Contract sum to date	227,614.92
Completed to date (as per attached breakdown)	227,614.92
Stored material (as per attached breakdown)	0.00
Total completed and stored to date	227,614.92
Total retainage (5.0%)	11,380.75
Total earned less retainage	216,234.17
Less previous certificates of payment	204,958.41
Subtotal	11,275.76
Sales tax at 0.000% on 0.00	0.00

Amount of this request **11,275.76**

Certificate of the Subcontractor:

I hereby certify that the work performed and the materials supplied to date as shown on the above represent the actual value of accomplishment under the terms of the contract (and all authorized changes thereto) between the undersigned and CITY OF ST. HELENS relating to the above-referenced project.

I also certify that Payments, less applicable retention, have been made through the period covered by previous payments received from the contractor, to (1) all my subcontractors (sub-subcontractors) and (2) for all materials and labor used in connection with the performance of this contract.

I further certify I have complied with Federal, State and Local tax laws, including Social Security laws and unemployment laws and Workmen's Compensation laws insofar as applicable to the performance of this contract.

Furthermore, in consideration of this request of the payments received and upon receipt of the amount of this request, the undersigned does hereby waive, release, and relinquish all claims or right of lien which the undersigned may now have upon the premises above described except for claims or right of lien for contract and/or change order work performed to the extent that payment is being retained or will subsequently become due.

Date: _____
 Subscribed and sworn to before me this _____ day

of _____ (year).

Notary public: _____

My commission expires _____.

Contractor: HAMER ELECTRIC, INC.

By: Richard Pettent

Title: Accounting

Application and Certificate For Payment -- page 2

To: CITY OF ST. HELENS
 From (Subcontractor): HAMER ELECTRIC, INC.
 Project: CITY OF ST HELENS

Application No: 5
 Period To: 10/26/15
 Contractor's Job Number: 21986

Date: 10/26/15

Item Number	Description	Scheduled Value	Work Completed		Materials Presently Stored	Completed and Stored to Date	%	Balance to Finish	Retention	Memo
			Previous Application	This Period						
001	CONTRACT BILLING	221,147.00	210,089.65	11,057.35	0.00	221,147.00	100.00	0.00	11,057.35	
CO01	REPLACE DAMAGED SUPPORTS	1,249.00	1,249.00	0.00	0.00	1,249.00	100.00	0.00	62.45	
	Billing Total									
CO02	CARD READER CONTROL PANEL	4,639.00	4,407.05	231.95	0.00	4,639.00	100.00	0.00	231.95	
CO03	RAMP KELLUMS GRIPS	579.92	0.00	579.92	0.00	579.92	100.00	0.00	29.00	
	Application Total	227,614.92	215,745.70	11,869.22	0.00	227,614.92	100.00	0.00	11,380.75	

KP

HAMER ELECTRIC, INC.
126 INDUSTRIAL WAY
LONGVIEW, WA 98632
360 636-2227

Retention Invoice 102615

Bill to: CITY OF ST. HELENS PO BOX 278 ST. HELENS, OR 97051	Job: 21986 CITY OF ST HELENS CITY OF ST. HELENS BOAT DOCK
--	---

Date: 10/26/15 Payment Terms: NET 10 DAYS Customer Code: STH02	Salesperson:
--	--------------

Invoice #	Type	Retention Amount	Previous Billed	Current Due
21986*01	I	2,211.47	0.00	2,211.47
21986*02	I	2,179.39	0.00	2,179.39
21986*03	I	3,868.98	0.00	3,868.98
21986*04	I	2,527.45	0.00	2,527.45
21986*05	I	593.46	0.00	593.46

Total Retention: 11,380.75
0.00

PAST DUE INVOICES ARE SUBJECT TO A 1.5% FINANCE CHARGE PER MONTH

Total: 11,380.75

009-202-652950
 M-434A Courthouse Dock
 Utility Upgrade

APPROVED FOR PAYMENT

INIT		DATE
	ACCOUNTS PAYABLE	10-29-15
	FINANCE	10-29-15
	SUPERVISOR	10-29-15

KP



CCB: 135018

Progress Bill

To: City of ST. Helens
 265 Strand St
 St. Helens, OR 97051

Invoice: 1431.03
 Date: 10/30/15
 Application #: 3

Contract: 1431. St. Helens Waterline

Invoice Due Date: 11/29/15
 Payment Terms: Net 30 days

Item	Description	Contract Amount	Contract Quantity	U/M	Quantity JTD	Unit Price	Materials On-Site	Total Completed And Stored To Date	%	Amount Previous	Quantity This Period	Amount This Period
10	MOBILIZATION	11,000.00	0.000	LS	0.000	0.000000	0.00	11,000.00	100.00%	11,000.00	0.000	0.00
20	TRAFFIC CONTROL	15,000.00	0.000	LS	0.000	0.000000	0.00	15,000.00	100.00%	15,000.00	0.000	0.00
30	6" CI 50 DIP W/GRAVEL SURFACE RESTORATION	28,512.00	452.000	LF	472.000	66.000000	0.00	31,152.00	109.26%	31,152.00	0.000	0.00
40	6" CI 50 DIP W/AC SURFACE RESTORATION	31,213.00	343.000	LF	343.000	91.000000	0.00	31,213.00	100.00%	31,213.00	0.000	0.00
50	RECONNECT 3/4" COPPER WATER SERVICE	6,850.00	13.000	EA	14.000	450.000000	0.00	6,300.00	107.69%	6,300.00	0.000	0.00
60	INSTALL NEW FIRE HYDRANT ASSEMBLY	12,000.00	3.000	EA	3.000	4,000.000000	0.00	12,000.00	100.00%	12,000.00	0.000	0.00
70	INSTALL NEW PARTIAL HYDRANT ASSEMBLY W/O GATE VALV	3,500.00	1.000	EA	1.000	3,500.000000	0.00	3,500.00	100.00%	3,500.00	0.000	0.00
80	INSTALL NEW TEMP BLOWOFF ASSEMBLY	2,000.00	2.000	EA	2.000	1,000.000000	0.00	2,000.00	100.00%	2,000.00	0.000	0.00
90	INSTALL NEW 6 INCH GATE VALVE	1,000.00	1.000	EA	2.000	1,000.000000	0.00	2,000.00	200.00%	2,000.00	0.000	0.00
100	ROCK EXCAVATION	8,400.00	140.000	CY	160.000	60.000000	0.00	9,600.00	114.29%	9,600.00	0.000	0.00
110	Retainage	0.00						0		0	1	6,188.25
										<u>123,765.00</u>		<u>123,765.00</u>
												<u>6,188.25</u>
												<u>123,765.00</u>

Total Billed To Date:

Less Retainage: 0.00
Less Previous Applications: 117,576.75

6,188.25

Total Due This Invoice:

Page 1 of 1

010-302-653201

W-441 2015 Waterman

Replacement

APPROVED FOR PAYMENT

INIT: [Signature] DATE: 10-30-15
ACCOUNTS PAYABLE: [Signature]
FINANCE: 10-30-15
SUPERVISOR: 10-30-15

APPOINTMENTS TO ST. HELENS CITY BOARDS AND COMMISSIONS

City Council Meeting ~ November 4, 2015

Pending applications received:

<u>Name</u>	<u>Interest</u>	<u>Date Application Received</u>	<u>Referred by Email To Committee(s)</u>
• Laura Byrd	Arts & Cultural Commission	10/5/15	10/6/15
• Diane Dunn	Arts & Cultural Commission	10/8/15	10/8/15
• Nancy Bowers	Arts & Cultural Commission	10/12/15	10/12/15
• Sally O'Dell	Arts & Cultural Commission	10/14/15	10/15/15

Arts & Cultural Commission (3-year terms)

- Luanne Kreutzer, Joan Youngberg and Kannikar Petersen's terms expire 9/30/2015. Luanne and Joan do not wish to be reappointed.

Status: A press release was sent out on September 28 to recruit new members. To date, we have received four applications. They ACC has formed a subcommittee to interview candidates.

Next Meeting: November 24, 2015

Recommendation: None at this time.

Bicycle & Pedestrian Commission (3-year terms)

- Dave Ehrenkranz resigned. His term expires 12/31/2015.
- Matt Freeman resigned. His term expires 12/31/2015.
- Ray Scholl resigned. His term expires 12/31/2015.
- Dave Woulet resigned. His term expired 12/31/2014.
- Angela Barlow resigned. Her term expires 12/31/2016.
- Simon Date resigned. His term expires 12/31/2016.
- Martin Kennedy resigned. His term expires 12/31/2016.

Status: Currently, the Commission has 5 members and 5 vacancies.

Next Meeting: December 31, 2015

Recommendation: None at this time.

Parks Commission (4-year terms)

- Howard Blumenthal's term expires 12/31/2015. He has not served a full term and would like to be reappointed.

Status: At their October 19 meeting, the Parks Commission requested that the Council reappoint Howard Blumenthal.

Next Meeting: December 21, 2015

Recommendation: Reappoint Howard Blumenthal to a 4-year term. His term will expire 12/31/2019.

Planning Commission (4-year terms)

- Kathryn Lawrence's term expires 12/31/2015. She has expressed a desire to be reappointed.

Status: Kathryn was appointed on July 17, 2013 to fill a vacant seat. Therefore, she has not filled a full term and is able to be reappointed without advertising.

Next Meeting: November 10, 2015

Recommendation: Reappoint Kathryn Lawrence to an additional 4-year term. Her term would expire 12/31/2019.

City of St. Helens
RESOLUTION NO. 1648

**A RESOLUTION ESTABLISHING GUIDELINES FOR THE APPOINTMENT
OF ST. HELENS BOARD, COMMITTEE AND COMMISSION MEMBERS,
SUPERSEDING RESOLUTION NO. 1521**

WHEREAS, the City Council wished to establish the same guidelines for recruitment, interviews and appointments for all City boards, committees and commissions, and adopted Resolution No. 1521 on August 12, 2009; and

WHEREAS, Resolution No. 1521 established general recruitment, selection and appointment guidelines for appointments to the City of St. Helens boards, committees and commissions; and

WHEREAS, the Council wishes to update the guidelines adopted in Resolution No. 1521 to better meet the needs of the City.

NOW, THEREFORE, THE COMMON COUNCIL OF THE CITY OF ST. HELENS RESOLVES AS FOLLOWS:

1. The City Recorder shall send a press release to the local newspaper of record announcing all board, committee and commission vacancies as they become available. A "vacancy" is defined as an unoccupied position, resulting from a voluntary resignation or involuntary termination. A member whose term expired does not create a vacancy, unless that member is resigning at the end of his/her term or the majority of the board, committee or commission wishes to terminate said member.
2. Any individual or group is encouraged to submit names for consideration to the City.
3. All new applicants shall submit a written application to the City Recorder's Office.
4. Members wishing to continue their appointment for another term will inform the City Recorder but need not submit a new application. If a member has served two consecutive full terms, a press release shall be sent to the local newspaper of record, each subsequent term expiration thereafter, to solicit new applications for that position. The incumbent may be reappointed at the discretion of the interview panel and City board, committee or commission. If an individual has been off a City board, committee or commission for a year or more, they must complete a new application.
5. The recruitment period to the board, committee or commission shall be for a finite period. At the end of the advertising period, the Council liaison shall determine if the pool of candidates is sufficient to continue with the selection process or may continue the recruitment period for a set or unlimited period until it is determined there is a sufficient pool of candidates.
6. The Council liaison to the board, committee or commission shall be responsible to assemble an interview committee. The interview committee shall be responsible to make recommendations via the Council liaison to the Mayor and City Council.
7. Appointments must comply with any ordinances, bylaws, Charter provisions, or state or federal laws concerning the board, committee or commission. In the event of any inconsistency between these policies and a chapter relating to a specific board, committee or commission, the specific chapter shall control.
8. In order to become more familiar with each applicant's qualifications, the interview committee may interview all or a shortlist of applicants for a position. The number of applicants to be interviewed is at the interview committee's discretion. The interview committee also has the discretion to reject

all applications in favor of re-advertising if no applicants are found to be suitable for the board, committee or commission.

9. Reappointments to a City board, committee or commission shall be considered in accordance with the guidelines listed in this section, together with the type of service the individual has already given to the board, committee or commission and his/her stated willingness to continue.
10. Consideration should be given to residents outside the City when the board, committee or commission or function serves residents outside City boundaries.
11. Board, committee or commission members shall not participate in any proceeding or action in which there may be a direct or substantial financial interest to the member, the member's relative or a business with which the member or a relative is associated, including any business in which the member is serving on their board or has served within the previous two years; or any business with which the member is negotiating for or has an arrangement or understanding concerning prospective partnership or employment. Any actual or potential conflict of interest shall be disclosed at the meeting where the action is being taken.
12. Board, committee or commission vacancies are filled by appointment of the Mayor with the consent of Council. Board, committee or commission members shall serve without compensation except the Planning Commission that may receive a monthly stipend at the discretion of the City Council.
13. Individuals appointed to one City board, committee or commission shall not serve on any other City board, committee or commission during the term of their appointment; provided, that the Council may waive this limitation if it is in the public interest to do so.

PASSED AND ADOPTED by the City Council on this 18th day of December, 2013, by the following vote:

Ayes: Locke, Carlson, Conn, Morten, Peterson

Nays: None

/s/ Randy Peterson
Randy Peterson, Mayor

ATTEST:

/s/ Kathy Payne
Kathy Payne, City Recorder

ST. HELENS PARKS COMMISSION

Minutes for Meeting of August 17, 2015

Council Chambers, City Hall

MEMBERS PRESENT

Jacob Woodruff, Chair
Howard Blumenthal, Vice Chair
Phillip Roddy, Commissioner
Elisa Mann, Commissioner
Stan Chiotti, Commissioner
John Brewington, Commissioner
Jerry Belcher, Commissioner

STAFF PRESENT

Thad Houk, Parks Supervisor
Neal Sheppard, Public Works Supervisor
Sue Nelson, Engineering Supervisor
Jacob Graichen, City Planner
Jenny Dimsho, Assistant Planner
Sheri Ingram, Secretary

MEMBERS ABSENT

COUNCILORS IN ATTENDANCE

Doug Morten
Ginny Carlson

GUESTS

■ ■ ■

CALL TO ORDER

The meeting was called to order by Chair Woodruff at 4:00 p.m.

APPROVAL OF MINUTES

Chiotti made a **motion** to approve the minutes of the June 15, 2015 meeting. Motion was seconded by Roddy and approved unanimously.

TOPICS FROM THE FLOOR

NEW BUSINESS

New Commissioner: Woodruff welcomed new Commissioner Jerry Belcher. Belcher said he is glad to serve on the Commission. He has lived here since 1974 and was the head football coach and teacher at the high school. He has served on other Commissions and has ideas to make the parks better. He thinks we have an outstanding park system in St. Helens.

Right-of-Ways Through Parks: Graichen said way back when they put a street grid on paper, it didn't always make sense because of topography. The ROW through Godfrey Park was vacated in 1961. Half of Civic Pride Park has ROW that has never been vacated. The City has control so they have never worried much about it. Nob Hill has three ROWs that have never been streets because of the topography and they have never been vacated. The Millard Rd. property has no existing ROWs but the Transportation Plan shows it so it could be done in the future. It was designated as public lands in the 1970s but there has been a collector street plan in there since the 1990s. Belcher said when the School District built McBride, they used it for wetland mitigation so there is a wetland area and huge collection area farther back. Graichen said that is why it is zig-zagged in the 2010 version of the Transportation Plan.

Blumenthal said at the last meeting, Locke was talking about the possibility of putting a through street at the end of the block but he thinks some of that property was dedicated back to the property owners. Morten said that was made a nature park so it could be cleaned up and enforced by the police. Nob Hill was referred to as "surplus property" and Council agreed to make it a nature park. He thinks Locke was concerned about the flexibility of the Master Plan when it comes to the waterfront development. If there is any egress in that area, that potential shouldn't be waived. Graichen said the map shows Plymouth as a straight line but the street actually curves around the outside of the park. Blumenthal said the neighborhood is small and quiet. There are only two ways in and out. Neighbors have a hard time when it snows. One street usually gets closed and the other one has a steep hill with no shoulders to walk on. Morten said they have a group who will possibly come up with some kind of plan. They want to be transparent and they will bring it to the Parks Commission and that would be the time to weigh in on it.

6th Street Field: Susan Hirchi sent a letter requesting that the City add her father's name, John Warren, to the park sign. He was an umpire for 35 years and she wanted him to be honored for his love and loyalty to Little League. After some discussion, it was thought to be a better idea to name one of the fields after him and put a plaque up like they have at Campbell Park. Roddy made a **motion** to recommend that Council name Field One at 6th Street after him and put up a plaque in his honor. Motion was seconded by Brewington and approved unanimously.

OLD BUSINESS

Pay Station Updates: Nelson said the pay stations are supposed to be operational tomorrow morning. The tech has been working on it every day.

DISCUSSION ITEMS

Dimsho had a letter of support that most of them had approved for a grant that she is applying for from Oregon Public Health Institute. It is for \$5000 to install a kiosk in Columbia View Park, updating the parks brochure and to get "No Smoking" signs for the parks. She will know in early September if we get it and will come back for input on the brochure and kiosk. She said the contracts were also signed today for the pedestrian bridge at McCormick Park. It will take four to six weeks to build and will be weathered steel with pine decking.

Houk said he has a Boy Scout leader who would like to stay at McCormick with 100 boys and play games after dark on October 2nd & 3rd. Park rules say it closes at sunset so do they make an exception? Woodruff asked if we do it for them, do we then have to do it for everyone else. They could use the big area down by the creek. The leader told Houk they did it last year but Houk wasn't aware of it. Sheppard said he thinks they did something on Sand Island last year. Sheppard asked when camping closes and Houk said October 31st.

Morten said he was going to recommend a ban on camping. Sand Island is getting out of hand and they should ban McCormick just for the fire danger. There are a myriad of problems including the barge of garbage every week. There are needles and dirty diapers and fist fights. People who live close can hear commotion over there all night long on the weekends and 911 gets a lot of calls about it. City police can't respond because we don't have a boat. Belcher said we could leave it like it is or ban camping or make people pay for permits. Regardless of the plan, we will have to have someone enforce it. Can City police go over on a regular basis? Sheppard said the City does not own the far side of the island where fishermen camp. We can enforce City rules because it is in the City limits but not Park rules. Woodruff asked if we could put this on the agenda to discuss at the next meeting.

Brewington made a **motion** to recommend that the Boy Scouts apply for a Special Use Permit so they could specify days and areas that they want. Motion was seconded by Chiotti and approved unanimously.

Houk said the campground is filling up with homeless people. They are paying the fees but getting around time limits. They have clothes lines up and blue tarps. Houk said they leave garbage and make messes in the restrooms. The police were there today making sure the people who were supposed to leave were leaving. He has had people complain that they don't want to come to the park because that element is there. Mann said she has noticed campfires in other areas of the park too. Since the risk of fire is so high right now, could we cancel camping for the rest of the season? Houk said it is posted "No Open Fires" so if they see that, they should report it right away. He said they had people from out of state stay the night before and then moved on and that is what it's designed for. We don't have shelters or designated homeless camps for people so this is where they go.

Brewington made a **motion** that they recommend banning camping right now in the interest of public safety. Motion was seconded by Chiotti and approved unanimously. Morten said in an emergency situation, he can meet with Sheppard, Nelson and Walsh and they can close camping due to fire danger. The Commission can then discuss it at the next meeting to decide what to do for the long-term.

Carlson said the homeless campers are driving people away from the other features of the park. The other thing she thought of that might curb some of that is she camps all over Oregon and there are places with coin-operated showers. As a resident who sees the rising water rates, she wonders what their input is on that idea. Houk said camping or not, when the showers are open, people will just drive in to use them. She also wonders if anything could be done about the swings at Godfrey Park. The hinge at the top sounds like its grinding away and very rusted. Houk said he would look at them. He also said it sounds like we are going to get the handicap swing grant.

Roddy said at one point they had discussed putting up something at the shelter in McCormick to protect the signs. To give an example that may push the issue further, he put up a copy of the permit for the Lions picnic three days before the event and on the day of the picnic, it was gone. There were people there having a picnic when he came to unload his van and they left when he talked to them but he could see that being a problem at some point. Houk said they have a board that they are working on just for that purpose.

Houk said the summer helpers have been painting a lot. They also made a sign for Campbell Park. He was also asked to make a sign for the off-leash area saying "Dogs May Jump On Cars – Beware". The dogs get very excited when their friends show up and they know which cars they are in. Mann said the fleas in the dog park are getting bad. Even dogs that are treated end up taking some home. She was wondering if they could get some diatomaceous earth to sprinkle on the ground. It's not harmful to the environment and won't harm the plants or animals but it will kill the fleas. The powder is sharp to fleas so it cuts through their exoskeleton and they dehydrate and die. She thought it may be better than a pesticide.

Chiotti asked if the splash park got fixed and Houk said the City plumber worked on it and it has been working fine.

COUNCILOR'S REPORT

Morten said when they get the new Master Plan, he would like to see each commissioner be responsible for reporting on certain parks. He would like them to think about each park's potential, upkeep and needs are. Maybe they could report on a quarterly or semi-annual basis so nothing gets passed up.

Maybe they could team up and work together. He thinks it is a more effective way to monitor the parks. If they don't want to do that as a Commission, that is fine but this is just his recommendation.

In 2013, he attended the National Conference of the League of Cities and sat in on a two-day presentation on incorporating youth into City Government. He did a report on it to Council and Margaret Jeffries said she was already doing that at the library. They had a youth that sat on the Library Board and it's working well. Now Carlson and Locke are working with the Youth Council and he would like to encourage one of them to sit in on Parks Commission. He will be working on that.

OTHER MATTERS

Blumenthal said last year he asked the City to pay for the Intertwine Alliance membership of \$25 and it got authorized. He should have asked if they could get reimbursed yearly so he I asking that now. Chiotti made a **motion** to extend the reimbursement to an annual thing. Motion was seconded by Brewington and approved unanimously.

ADJOURNMENT

The meeting was adjourned at 5:35 p.m. The next meeting is scheduled for Monday, October 19, 2015, at 4:00 p.m., in the Council Chambers at City Hall.

Respectfully Submitted,

Sheri Ingram
Secretary

2015 ATTENDANCE RECORD							
P = PRESENT / E = EXCUSED ABSENCE/U = UNEXCUSED ABSENCE							
Meeting Date	John Brewington	VACANT	Jacob Woodruff	VACANT	Stan Chiotti	Howard Blumenthal	Phillip Roddy
2/09	P		P		P	P	P
4/20	P	Elisa Mann	P	Jerry Belcher	P	P	P
6/15	E	P	P	E	E	P	P
8/17	P	P	P	P	P	P	P

City of St. Helens
Library Board
Minutes from Tuesday, September 15, 2015
Columbia Center Auditorium

Members Present

Barbara Lines, Past-Chair
An Der Chang
Marsha Caton, Chair
Vanessa Jones
Mary Ellen Funderburg

Members Absent

Nancy Herron, Vice-Chair
An Der Chang

Guests

Councilors in Attendance

Susan Conn

Staff Present

Margaret Jeffries, Library Director



CALL MEETING TO ORDER: The meeting was called to order at 7:19 p.m. by Chair Marsha Caton.

INVITATION TO CITIZENS FOR PUBLIC COMMENT: No public comment.

PREVIOUS MEETING MINUTES: Minutes approved with no change.

AGENDA REVISIONS: No revisions.

OREGON LIBRARY ASSOCIATION'S PUBLIC LIBRARY DIVISION FUNDRAISING WORKSHOP: Director Jeffries registered interested parties for the OLA Fundraising Workshop on October 24, 2015. The cost for the Workshop is \$15 per person.

REVIEW OF LIBRARY STANDARDS: The Board began reviewing the Standards to gain familiarity with them and to answer any questions. The Board will form subcommittees to use the Standards as a guide for the 5-year-plan.

Referring to page 2 of the Standards for Oregon Public Libraries (Standards), Director Jeffries recommends finding the original ALA statements and re-adopting all of them. The original statements can be read online by the Members, then discussed and formally re-adopted at a future meeting.

Pages 3 and 4 - Policies and Procedures. Past-Chair Lines and Member Funderburg will review these Standards as part of the Policies and Procedures sub-committee.

Pages 5 and 6 - Ethics. The St. Helens Public Library meets all standards.

Pages 7 through 9 - Staffing. The Library meets most of the Essential and Enhanced Standards.

Pages 9 and 10 – Diversity. One area in which the Standards are not being met is Diversity. The Library is investigating ways to reach out to community members that are currently being underserved.

Pages 10 and 11 - Staff Duties and Responsibilities. The library meets the Essential and Enhanced Standards.

Pages 11 and 12 – Staff Development and Learning. The concern about the lack of funding for staff development was discussed at length. Director Jeffries explained staying open with adequate staffing was a higher budgetary need for the past five years. Currently, there is only \$750 in the Library Budget for staff development. Increasing the budget for Staff Development could be something to advocate for in the coming fiscal years.

Pages 13 and 14 - Materials. The Library meets most of the Essential Standards. Director Jeffries explained the Library's plan to stay current with technological needs. The Library is waiting for a new server to be built and installed. After the server is updated, the website can be updated as well, allowing for enhanced searching in the catalog. One area that needs attention is marketing the Library through its website more effectively.

Pages 15 and 16 – Services and Programs. The Library currently meets most of the Essential, Enhanced and Exemplary Standards.

The Board will resume the review of the Standards at its next meeting, starting on page 17 - Technology.

LIBRARY DIRECTOR'S REPORT: Director Jeffries informed the Board that some of the end-of-the-year Library transactions were counted as part of the 2014-2015. The Library finished the fiscal year 2014-2015, \$9,856 under budget, mostly due to changes in anticipated labor costs.

COUNCILOR'S REPORT: The City Council will recognize outgoing Board and Commission Members on September 16, 2015 at 7:00 p.m.

FRIENDS' REPORT: The Friends will have a fall book sale on October 17, 2015 from 10:00 a.m. until 2:00 p.m. at the St. Helens Public Library. The St. Helens Garden Club will be holding a bulb sale during the same time on the front porch of the Columbia Learning Center.

NEXT MEETING:

The next regular meeting is scheduled for Tuesday, October 20, at 7:15 p.m. in the Auditorium.

Members need to bring all relevant materials to each meeting.

ADJOURNMENT:

The meeting was adjourned at 9:08 p.m. by Chair Caton.

CR

Respectfully submitted by:

Library Director, Margaret Jeffries

2014-2015 Library Board Attendance Record

P=Present E=Excused Absence U=Unexcused Absence

Date	Bensen	Caton	Chang	Jolissaint	Lines	Mann	Woiccak
01/15/15	P	P	E	E	P	P	E
02/19/15	P	P	E	E	P	E	P
03/19/15	P	P	E	P	P	P	P
04/16/15	P	P	E	P	P	P	P
05/21/15	P	E	E	P	P	P	P
06/16/15	E	P	P	E	P	P	P
Date	Caton	Chang	Funderburg	Herron	Jolissaint	Jones	Lines
07/14/15	E	P	P	P	P	P	P
08/18/15	P	P	P	P	E	P	P
09/17/15	P	E	P	E	P	P	P
10/15/15							
11/19/15							
12/17/15							
01/21/16							
02/18/16							

Accounts Payable

To Be Paid Proof List

User: jenniferj
 Printed: 10/22/2015 - 1:46PM
 Batch: 00016.10.2015 - 10/23 FY 15-16



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
AMAZON.COM									
PO BOX 530958									
ATLANTA, GA 30353-0958									
001145									
079450413339	10/10/2015	17.56	0.00	10/23/2015				False	0
001-004-511000 Printed Materials					MATERIALS				
079450413339 Total:		17.56							
230952549194	10/10/2015	19.80	0.00	10/23/2015				False	0
001-004-457000 Office Supplies					MATERIALS				
230952549194 Total:		19.80							
230955267810	10/10/2015	22.10	0.00	10/23/2015				False	0
001-004-481000 Visual Materials					MATERIALS				
230955267810 Total:		22.10							
230957896155	10/10/2015	10.86	0.00	10/23/2015				False	0
001-004-511000 Printed Materials					MATERIALS				
230957896155 Total:		10.86							
AMAZON.COM Total:		70.32							
BEMIS PRINTING									
267 S 1ST STREET									
ST. HELENS, OR 97051									
002701									
6475	10/12/2015	108.00	0.00	10/23/2015				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
001-100-558100 Grants and awards					REFLECTOR AWARENESS POSTERS				
	6475 Total:	108.00							
	BEMIS PRINTING Total:	108.00							
BURCHAM, BEVERLY 33541 TIDE CREEK ROAD DEER ISLAND, OR 97054 BURCHAM									
OCT 2015	10/22/2015	50.00	0.00	10/23/2015				False	0
008-008-558104 Events					PET COSTUME CONTEST				
	OCT 2015 Total:	50.00							
	BURCHAM, BEVERLY T	50.00							
CENTERLOGIC, INC. 7414 NE HAZEL DELL AVE SUITE B VANCOUVER, WA 98665 011595									
31752	10/19/2015	136.30	0.00	10/23/2015				False	0
012-101-500000 Information services					IT SUPPORT				
31752	10/19/2015	90.87	0.00	10/23/2015				False	0
001-100-500000 Information services					IT SUPPORT				
31752	10/19/2015	181.91	0.00	10/23/2015				False	0
001-103-500000 Information services					IT SUPPORT				
31752	10/19/2015	90.87	0.00	10/23/2015				False	0
001-104-500000 Information services					IT SUPPORT				
31752	10/19/2015	235.00	0.00	10/23/2015				False	0
001-002-500000 Computer System Maint.					IT SUPPORT				
31752	10/19/2015	150.00	0.00	10/23/2015				False	0
001-004-500000 Computer Maintenance					IT SUPPORT				
31752	10/19/2015	172.75	0.00	10/23/2015				False	0
001-105-500000 Information services					IT SUPPORT				
31752	10/19/2015	200.04	0.00	10/23/2015				False	0
012-102-500000 Information services					IT SUPPORT				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
31752	10/19/2015	481.80	0.00	10/23/2015				False	0
012-106-500000	Information services			IT SUPPORT					
31752	10/19/2015	372.96	0.00	10/23/2015				False	0
013-402-500000	Information services			IT SUPPORT					
31752	10/19/2015	455.00	0.00	10/23/2015				False	0
018-019-500000	Computer System Maint.			IT SUPPORT					
31752 Total:		2,567.50							
CENTERLOGIC, INC. To		2,567.50							
CENTRAL CITY CONCERN									
232 NW 6TH AVE									
PORTLAND, OR 97209									
006279									
SEPT 2015	9/30/2015	145.00	0.00	10/23/2015				False	0
001-002-473000	Miscellaneous Expense			CODY JACKSON					
SEPT 2015 Total:		145.00							
CENTRAL CITY CONCE		145.00							
CENTURY LINK									
P O BOX 29080									
PHOENIX, AZ 85038-9080									
034004									
OCT 2015	10/11/2015	88.40	0.00	10/23/2015				False	0
001-002-458000	Telephone Expense			ACCT 1664					
OCT 2015 Total:		88.40							
CENTURY LINK Total:		88.40							
CHARLIE'S PRODUCE									
P.O. BOX 24606									
SEATTLE, WA 98124									
CHARLIES									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
6390382	10/16/2015	322.25	0.00	10/23/2015				False	0
008-008-558104 Events				PUMPKINS					
	6390382 Total:	322.25							
	CHARLIE'S PRODUCE T	322.25							
CINTAS CORPORATION-463 PO BOX 650838 DALLAS, TX 75265-0838 006830									
463558742	10/19/2015	38.84	0.00	10/23/2015				False	0
013-403-470000 Building				MATS					
	463558742 Total:	38.84							
	CINTAS CORPORATION	38.84							
COASTWIDE LABORATORIES 39554 TREASURE CENTER CHICAGO, IL 60694-9500 007159									
2817901	10/14/2015	95.85	0.00	10/23/2015				False	0
012-107-457000 Office supplies				TP / PAPER TOWELS					
	2817901 Total:	95.85							
	COASTWIDE LABORATO	95.85							
COLUMBIA COUNTY TRANSFER STATION 230 STRAND STREET ST. HELENS, OR 97051 007579									
358847	9/3/2015	29.39	0.00	10/23/2015				False	0
001-005-509000 Marine board expense				MUN SOLID WASTE					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	358847 Total:	29.39							
359717	9/10/2015	30.67	0.00	10/23/2015				False	0
001-005-509000	Marine board expense			MUN SOLID WASTE					
	359717 Total:	30.67							
360141	9/14/2015	29.39	0.00	10/23/2015				False	0
001-005-509000	Marine board expense			MUN SOLID WASTE					
	360141 Total:	29.39							
360919	9/21/2015	40.90	0.00	10/23/2015				False	0
001-005-509000	Marine board expense			MUN SOLID WASTE					
	360919 Total:	40.90							
	COLUMBIA COUNTY TR	130.35							
DAY WIRELESS SYSTEMS 39 INTERNATIONAL WAY LONGVIEW, WA 98632 010117									
396681	10/9/2015	510.48	0.00	10/23/2015				False	0
001-002-522000	Radio & radar maint			RADIO EQUIPMENT REPAIR					
	396681 Total:	510.48							
396813	10/9/2015	1,188.00	0.00	10/23/2015				False	0
001-002-522000	Radio & radar maint			RADIO EQUIPMENT REPAIR					
	396813 Total:	1,188.00							
397079	10/9/2015	402.98	0.00	10/23/2015				False	0
001-002-522000	Radio & radar maint			RADIO EQUIPMENT REPAIR					
	397079 Total:	402.98							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
		2,101.46							
DAY WIRELESS SYSTEM									
DEMCO, INC. PO BOX 8048 MADISON, WI, 53708-8048 010130									
5712224	10/12/2015	122.56	0.00	10/23/2015				False	0
001-004-457000 Office Supplies									
CUSTOM LABELS 500/ ROLL, DRAWCORD TOTE - FR									
5712224 Total:		122.56							
DEMCO, INC. Total:		122.56							
DOCKSIDE STEAK & PASTA 343 S. 1ST STREET ST. HELENS, OR 97051 DOCKSIDE									
OCT 2015	10/13/2015	250.00	0.00	10/23/2015				False	0
008-008-558104 Events									
WHITE TENT HALLOWEENTOWN EVENT									
OCT 2015 Total:		250.00							
DOCKSIDE STEAK & PA		250.00							
DON'S RENTAL 2274 COLUMBIA BLVD. ST. HELENS, OR, 97051 010700									
477538	10/11/2015	120.00	0.00	10/23/2015				False	0
008-008-558104 Events									
HALLOWEENTOWN MATERIALS									
477538 Total:		120.00							
DON'S RENTAL Total:		120.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
DUKE'S ROOT CONTROL, INC. 1020 HIAWATHA BLVD WEST SYRACUSE, NY 13204-1131 010933									
OCT 2015	10/15/2015	194.12	0.00	10/23/2015				False	0
017-000-206000	Balance Dep Payable			HYDRANT METER DEPOSIT REFUND					
OCT 2015 Total:		194.12							
DUKE'S ROOT CONTRO		194.12							
DUNKIN, ED & MARY 58686 NOBLE ROAD ST. HELENS, OR 97051 DUNKIN.E									
OCT 2015	10/22/2015	50.00	0.00	10/23/2015				False	0
008-008-558104	Events			CAR WINNER					
OCT 2015 Total:		50.00							
DUNKIN, ED & MARY T		50.00							
E2C CORPORATION 2316 NE MINNEHAHA STREET VANCOUVER, WA 98665 E2C									
3801	10/16/2015	252.45	0.00	10/23/2015				False	0
008-008-558104	Events			ADDITIONAL EXPENSES SPIRIT OF HALLOWEENTO					
3801 Total:		252.45							
OCT 2015	10/21/2015	270.00	0.00	10/23/2015				False	0
008-008-558104	Events			YOUTH COUNCIL SERVICES PROVIDED WEEKEND I					
OCT 2015 Total:		270.00							
E2C CORPORATION Tota		522.45							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
EAGLE STAR ROCK PRODUCTS, INC. P.O. BOX 750 ST. HELENS, OR 97051 010970									
30000	10/6/2015	129.12	0.00	10/23/2015	ROCK- N 19TH ST STORM			False	0
018-021-501000 Operating Materials & Supplies									
30000 Total:		129.12							
30017	10/9/2015	671.64	0.00	10/23/2015	ROCK- TREE FARM			False	0
017-517-546000 Forestry preservation									
30017 Total:		671.64							
30021	10/12/2015	400.00	0.00	10/23/2015	ROCK- TREE FARM			False	0
017-517-546000 Forestry preservation									
30021 Total:		400.00							
30027	10/13/2015	114.74	0.00	10/23/2015	ROCK- TREE FARM			False	0
017-517-546000 Forestry preservation									
30027 Total:		114.74							
30034	10/14/2015	622.14	0.00	10/23/2015	BOISE PROPERTY ROCK			False	0
009-209-554000 Contract Services									
30034 Total:		622.14							
30042	10/15/2015	494.76	0.00	10/23/2015	BOISE PROPERTY ROCK			False	0
009-209-554000 Contract Services									
30042 Total:		494.76							
EAGLE STAR ROCK PRO		2,432.40							

ECONORTHWEST
SUITE 1600
222 SW COLUMBIA STREET
PORTLAND, OR 97201

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
011130 AUG 2015 009-209-554130 Transportation Plng Port Grant	8/31/2015	4,413.75	0.00	10/23/2015	ST. HELENS WATERFRONT ECONOMIC ANALYSIS			False	0
	AUG 2015 Total:	4,413.75							
OCT 2015 009-209-554130 Transportation Plng Port Grant	9/30/2015	4,882.50	0.00	10/23/2015	ST. HELENS WATERFRONT ECONOMIC ANALYSIS			False	0
	OCT 2015 Total:	4,882.50							
	ECONORTHWEST Total:	9,296.25							
EDWARDS, EVE 2736 NW 9TH WAY CAMAS, WA 98607 EDWARD.E									
OCT 2015 008-008-558104 Events	10/22/2015	50.00	0.00	10/23/2015	PET COSTUME CONTEST			False	0
	OCT 2015 Total:	50.00							
	EDWARDS, EVE Total:	50.00							
FINKSINC MARKETING & COMMUNICATIONS 14000 NW 29TH AVENUE VANCOUVER, WA 98685 012206									
OCT 2015 008-008-554000 Consulting/Contractual	10/16/2015	2,425.00	0.00	10/23/2015	MARKETING COMMUNICATIONS , VIDEO PRODUCT			False	0
	OCT 2015 Total:	2,425.00							
	FINKSINC MARKETING	2,425.00							
FOREST CLEANING, INC. P.O. BOX 19592									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
PORTLAND, OR 97280									
FOREST.C									
000327	10/13/2015	970.00	0.00	10/23/2015				False	0
008-008-558104 Events									
HALLOWEEN TOWN PHOTOGRAPHY									
000327 Total:		970.00							
FOREST CLEANING, INC									
		970.00							
GIRL SCOUTS									
C/O DEBBIE MORGAN									
2600 GABLE RD., APT 49									
ST. HELENS, OR 97051									
GIRLSCO									
OCT 2015	9/29/2015	150.00	0.00	10/23/2015				False	0
008-008-558104 Events									
COTTON CANDY									
OCT 2015 Total:		150.00							
GIRL SCOUTS Total:		150.00							
GRAICHEN, JACOB A.									
21716 LINDBERG ROAD									
CLATSKANIE, OR 97016									
014039									
OCT 2015	10/15/2015	364.00	0.00	10/23/2015				False	0
001-104-490000 Professional development									
TRAVEL EXPENSE OAPA 2015 PLANNING CONFERENCE									
OCT 2015 Total:		364.00							
GRAICHEN, JACOB A. T		364.00							
HACH COMPANY									
2207 COLLECTIONS CENTER DRIV									
CHICAGO,, IL 60693									
014200									
9620173	10/13/2015	21.78	0.00	10/23/2015				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
017-017-501000	Operating Materials & Sup.			MATERIALS					
	9620173 Total:	21.78							
	HACH COMPANY Total:	21.78							
HAMILTON, SUSAN 10421 26TH AVENUE SW SEATTLE, WA 98146 HAMIL.SU									
0000010	10/16/2015	500.00	0.00	10/23/2015				False	0
008-008-558104 Events HAUNTED BUS PHOTO BACKDROP									
	0000010 Total:	500.00							
	HAMILTON, SUSAN Total	500.00							
JOHNSON, JANICE 1118 SE CHELSEA AVENUE VANCOUVER, WA 98664 JOHN.JAN									
OCT 2015	10/22/2015	50.00	0.00	10/23/2015				False	0
008-008-558104 Events FUNNIEST PET COSTUME									
	OCT 2015 Total:	50.00							
	JOHNSON, JANICE Total	50.00							
KIRK, ROD 35110 NE HAZEN ROAD LA CENTER, WA 98629 KIRK.ROD									
OCT 2015	10/22/2015	250.00	0.00	10/23/2015				False	0
008-008-558104 Events CAR WINNER									
	OCT 2015 Total:	250.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
KIRK, ROD Total:		250.00							
KOLDKIST BOTTLED WATER 909 N. COLUMBIA BLVD. PORTLAND, OR 97217 007248									
SEPT 2015	9/30/2015	29.00	0.00	10/23/2015	WATER SERVICE			False	0
001-002-473000 Miscellaneous Expense									
SEPT 2015 Total:		29.00							
KOLDKIST BOTTLED W		29.00							
LAND DEVELOPMENT SERVICES, COLUMBIA COUNTY 230 STRAND STREET ST. HELENS, OR 97051 007550									
OCT 2015	10/8/2015	5,613.75	0.00	10/23/2015	MIKE SMITH BUILDING INSPECTIONS			False	0
001-105-554000 Contract Services									
OCT 2015 Total:		5,613.75							
LAND DEVELOPMENT S		5,613.75							
LANG, ATTORNEY AT LAW, MARK J. P.O. BOX 1611 ST. HELENS, OR 97051 018006									
1545	10/12/2015	120.00	0.00	10/23/2015	MICHAEL ANDERSON			False	0
001-103-554000 Contractual/consulting serv									
1545 Total:		120.00							
LANG, ATTORNEY AT LA		120.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
LAW ENFORCEMENT SERVICES, INC 3409-A WEST WENDOVER AVE GREENSBORO, NC 27407 018023									
15-0594	9/30/2015	100.00	0.00	10/23/2015				False	0
001-002-473000	Miscellaneous Expense			ONLINE PHQ M. BRADY D. KING					
15-0594 Total:		100.00							
LAW ENFORCEMENT SE		100.00							
MAUL FOSTER ALONGI, INC. 400 E. MILL PLAIN BLVD SUITE 400 VANCOUVER, WA 98660 019555									
24170	10/9/2015	2,026.25	0.00	10/23/2015				False	0
009-209-554100	Environmental review			BOISE CASCADE WATERFRONT PROP DUE DILIGEN					
24170 Total:		2,026.25							
24171	10/9/2015	667.50	0.00	10/23/2015				False	0
009-209-554100	Environmental review			BOISE WHITE PAPER					
24171 Total:		667.50							
24172	10/9/2015	7,332.50	0.00	10/23/2015				False	0
009-209-554150	Sediment Repository Analysis			SEDIMENT REPOSITORY FEASIBILITY EVALUATION					
24172 Total:		7,332.50							
24173	10/9/2015	942.50	0.00	10/23/2015				False	0
009-209-554100	Environmental review			AREA WIDE PLANNING WATERFRONT PROJECT					
24173 Total:		942.50							
MAUL FOSTER ALONGI		10,968.75							

MOSIMAN, MATT

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
001-002-500000	Computer System Maint.				ACCT 4775				
	272724 Total:	5.00							
	OPUS:INTERACTIVE, IN	44.00							
OREGON AMERICAN PLANNING ASSOCIATION									
PO BOX 28454									
PORTLAND, OR 97228									
022031									
OCT 2015	10/14/2015	95.00	0.00	10/23/2015				False	0
001-104-490000	Professional development				2015 LEGAL ISSUES WORKSHOP JACOB GRAICHEN				
OCT 2015	10/14/2015	125.00	0.00	10/23/2015				False	0
001-104-490000	Professional development				2015 LEGAL ISSUES WORKSHOP JENNIFER DIMSHO				
	OCT 2015 Total:	220.00							
	OREGON AMERICAN PL	220.00							
ORKIN									
P.O. BOX 7161									
PASADENA, CA 91109-7161									
ORKIN									
104763204	9/30/2015	86.00	0.00	10/23/2015				False	0
001-002-470000	Building Expense				PEST CONTROL				
	104763204 Total:	86.00							
	ORKIN Total:	86.00							
PAMPLIN MEDIA GROUP, COMMUNITY NEWSPAPERS/									
PO BOX 22109									
PORTLAND, OR 97269-2109									
031685									
15801640	10/15/2015	378.00	0.00	10/23/2015				False	0
012-102-526000	Advertisements				HELP WANTED POLICE OFFICER				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
	15801640 Total:	378.00							
	PAMPLIN MEDIA GROU	378.00							
PHILLIPS, CYNTHIA 11220 SW APALACHEE STREET TUALATIN, OR 97062 025515									
	103115	1,592.00	0.00	10/23/2015				False	0
	001-103-554000 Contractual/consulting serv				MUNICIPAL COURT JUDGE 10/16-10/31				
	103115 Total:	1,592.00							
OCT 2015									
	1019/2015	350.00	0.00	10/23/2015				False	0
	012-101-454000 Attorney				CONTRACTING SERVICES 9/10-10/19				
OCT 2015									
	1019/2015	10.00	0.00	10/23/2015				False	0
	017-017-454000 Attorney Expense				CONTRACTING SERVICES 9/10-10/19				
OCT 2015									
	1019/2015	370.00	0.00	10/23/2015				False	0
	018-018-454000 Attorney Expense				CONTRACTING SERVICES 9/10-10/19				
	OCT 2015 Total:	730.00							
	PHILLIPS, CYNTHIA Tot	2,322.00							
SELDEN, LAURIE 9765 SW IMPERIAL DRIVE PORTLAND, OR 97225 030715									
	1019/2015	2,948.00	0.00	10/23/2015				False	0
	001-103-554000 Contractual/consulting serv				CRIMINAL PROSECUTORIAL SERVICES 10/15-10/27				
	OCT 2015 Total:	2,948.00							
	SELDEN, LAURIE Total:	2,948.00							

SHRED-IT USA, LLC

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
23166 NETWORK PLACE CHICAGO, IL 60673-1252 SHRED-IT									
8120403869	9/30/2015	265.44	0.00	10/23/2015				False	0
001-002-473000	Miscellaneous Expense			ACCT 4225 POLICE SHRED					
8120403869 Total:		265.44							
SHRED-IT USA, LLC Tot		265.44							
SOLUTIONS YES 7409 SW TECH CENTER DRIVE SUITE 100 PORTLAND, OR 97223 013581									
INV53570	10/19/2015	547.02	0.00	10/23/2015				False	0
012-107-502000	Equipment expense			ACCT C002 COPIER					
INV53570 Total:		547.02							
SOLUTIONS YES Total:		547.02							
SPRINGBROOK NATIONAL USER GROUP, INC. 147 SE 102nd AVE. PORTLAND, OR 97216 031691									
443	10/15/2015	100.00	0.00	10/23/2015				False	0
012-106-490000	Professional development			USER GROUP MEMBERSHIP					
443 Total:		100.00							
SPRINGBROOK NATION		100.00							
STACHOWIAK, MICHAEL 2306 SW 6TH STREET BATTLE GROUND, WA 98604 STACHO.M									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
OCT 2015	10/21/2015	100.00	0.00	10/23/2015				False	0
009-201-558112 Spirit of hollowcentown					PUMPKIN CONTEST WINNER				
	OCT 2015 Total:	100.00							
	STACHOWIAK, MICHAEL	100.00							
TCMS CORPORATION									
PO BOX 11005									
PORTLAND, OR, 97211									
033013									
013637	10/1/2015	1,786.00	0.00	10/23/2015				False	0
001-004-470000 Building Expense					LIBRARY CONTRACT HVAC				
013637	10/1/2015	1,190.00	0.00	10/23/2015				False	0
009-202-470000 Building expense					LIBRARY CONTRACT HVAC				
	013637 Total:	2,976.00							
013638	10/1/2015	208.50	0.00	10/23/2015				False	0
013-403-470000 Building					PUBLIC WORKS CONTRACT HVAC C10245				
	013638 Total:	208.50							
	TCMS CORPORATION T	3,184.50							
THE FAMILY HANDYMAN									
P. O. BOX 6110									
HARLAN, IA 51593-1610									
011705									
OCT 2015	10/21/2015	18.00	0.00	10/23/2015				False	0
001-004-512000 Periodicals					SUBSCRIPTION				
	OCT 2015 Total:	18.00							
	THE FAMILY HANDYMA	18.00							

UPS

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
P.O. BOX 894820 LOS ANGELES, CA 90189-4820 033900									
00006550XW415	10/10/2015	9.18	0.00	10/23/2015				False	0
013-403-457000 Office supplies				SHIPPING TO STATE OF OREGON OSHA AV LIBRARY					
00006550XW415 Total:		9.18							
UPS Total:		9.18							
WEIGHT WATCHERS PO BOX 6243 HARLAN, IA 51593 036256									
OCT 2015	10/15/2015	14.95	0.00	10/23/2015				False	0
001-004-512000 Periodicals				SUBSCRIPTIONS					
OCT 2015 Total:		14.95							
WEIGHT WATCHERS Tot		14.95							
WILCOX & FLEGEL P O BOX 69 LONGVIEW, WA, 98632 037003									
C168541-IN	10/13/2015	2,387.18	0.00	10/23/2015				False	0
013-403-531000 Gasoline				GAS 699.2 DIESEL 471.0					
C168541-IN Total:		2,387.18							
WILCOX & FLEGEL Tota		2,387.18							
Report Total:		57,987.76							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
20102 NE 101st LOOP BATTLEGROUND, WA 98604 MOSIMAN									
OCT 2015	10/22/2015	100.00	0.00	10/23/2015				False	0
008-008-558104 Events				CAR WINNER					
	OCT 2015 Total:	100.00							
	MOSIMAN, MATT Total:	100.00							
NORTHERN SAFETY CO., INC. P.O. BOX 4250 UTICA, NY 13504-4250 021152									
901640575	10/6/2015	541.50	0.00	10/23/2015				False	0
013-403-501000 Operating materials/supplies				MATERIALS GLV, RAINWARE, EYEWR					
	901640575 Total:	541.50							
	NORTHERN SAFETY CO	541.50							
NORTHSTAR CHEMICAL, INC. P.O. BOX 6860 PORTLAND,, OR 97228-6860 021556									
66375	10/9/2015	4,009.85	0.00	10/23/2015				False	0
017-417-527000 Chlorine				SODIUM HYDROXIDE					
	66375 Total:	4,009.85							
	NORTHSTAR CHEMICAL	4,009.85							
NORTHWEST NATURAL GAS P.O. BOX 6017 PORTLAND,, OR 97228-6017 021400									
OCT 2015	10/13/2015	15.68	0.00	10/23/2015				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
013-403-459000 Utilities				GAS 8675					
OCT 2015	10/13/2015	18.87	0.00	10/23/2015				False	0
001-005-459000 Utilities				GAS 3047					
OCT 2015	10/13/2015	15.68	0.00	10/23/2015				False	0
001-002-459000 Utilities				GAS 5638					
OCT 2015	10/13/2015	18.57	0.00	10/23/2015				False	0
018-019-459000 Utilites				GAS 5750					
OCT 2015	10/13/2015	18.57	0.00	10/23/2015				False	0
018-020-459000 Utilities				GAS 5750					
OCT 2015	10/13/2015	138.40	0.00	10/23/2015				False	0
001-004-459000 Utilities				GAS 7673					
OCT 2015	10/13/2015	91.83	0.00	10/23/2015				False	0
001-005-459000 Utilities				GAS 8563					
OCT 2015	10/13/2015	25.96	0.00	10/23/2015				False	0
012-107-459000 Utilitites				GAS 2848					
OCT 2015	10/13/2015	15.68	0.00	10/23/2015				False	0
012-107-459000 Utilitites				GAS 5285					
OCT 2015	10/13/2015	19.19	0.00	10/23/2015				False	0
017-417-459000 Utilities				GAS 2942					
OCT 2015	10/13/2015	7.84	0.00	10/23/2015				False	0
017-017-459000 Utilities				GAS 7720					
OCT 2015	10/13/2015	7.84	0.00	10/23/2015				False	0
018-018-501000 Operating Materials & Supplies				GAS 7720					
	OCT 2015 Total:	394.11							
	NORTHWEST NATURAL	394.11							
<p>OPUS:INTERACTIVE, INC. 1225 W BURNSIDE STREET SUITE 310 PORTLAND, OR 97209 021979</p>									
272331	10/15/2015	39.00	0.00	10/23/2015				False	0
012-102-473000 Miscellaneous				ACC 5951 WTP					
	272331 Total:	39.00							
272724	10/15/2015	5.00	0.00	10/23/2015				False	0

Accounts Payable

To Be Paid Proof List

User: jenniferj
 Printed: 10/30/2015 - 1:21PM
 Batch: 00021.10.2015 - 10/30 FY 15-16



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
ACCELA, INC. #774375 4375 SOLUTIONS CENTER CHICAGO, IL 60677-4003 000496									
INV30669	5/31/2015	1,190.00	0.00	10/30/2015				False	0
012-106-490000	Professional development			SPRINGBROOK USER CONFERENCE JENN, SHANNA					
INV30669 Total:		1,190.00							
INV30718	4/30/2015	61.00	0.00	10/30/2015				False	0
012-106-554000	Contractual/consulting serv			IVR 4/1-4/30					
INV30718 Total:		61.00							
INV31723	9/30/2015	326.00	0.00	10/30/2015				False	0
012-106-554000	Contractual/consulting serv			IVR TELEWORKS SUBSCRIPTION					
INV31723 Total:		326.00							
ACCELA, INC. #774375 T		1,577.00							
AMERICAN PLANNING ASSOC. P.O. BOX 4291 CAROL STREAM,, IL 60197-4291 001374									
165281-15104	10/15/2015	435.00	0.00	10/30/2015				False	0
001-104-490000	Professional development			APA MEMBERSHIP CAT E AICP MEMBERSHIP CAT E					
165281-15104 Total:		435.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
		435.00							
AMERICAN PLANNING									
CENTURY LINK									
PO BOX 91155									
SEATTLE, WA 98111-9255									
034002									
OCT 2015	10/17/2015	40.71	0.00	10/30/2015				False	0
				017-017-458000 Telephone Expense	ACCT 369B				
OCT 2015	10/17/2015	20.35	0.00	10/30/2015				False	0
				018-019-458000 Telecommunication Expense	ACCT 025B				
OCT 2015	10/17/2015	20.36	0.00	10/30/2015				False	0
				018-020-458000 Telecommunication Expense	ACCT 025B				
OCT 2015 Total:		81.42							
CENTURY LINK Total:		81.42							
CENTURY LINK									
P O BOX 29080									
PHOENIX, AZ 85038-9080									
034004									
B111665839-1528	10/15/2015	88.40	0.00	10/30/2015				False	0
				017-417-458000 Telephone expense	ACCT 1665				
B111665839-1528 Total:		88.40							
CENTURY LINK Total:		88.40							
CINTAS CORPORATION									
CINTAS FIRST AID & SAFETY									
PO BOX 631025									
CINCINNATI, OH 45263-1025									
037620									
5003880921	10/27/2015	42.42	0.00	10/30/2015				False	0
				012-107-554000 Contractual/consulting serv	CITY HALL CABINET REFILL				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
	5003880921 Total:	42.42							
	CINTAS CORPORATION	42.42							
CITY OF PORTLAND ACCOUNTING DIVISION 1120 SW 5TH, ROOM 1250 PORTLAND,, OR 97204 025636									
10196498	10/14/2015	2,067.50	0.00	10/30/2015				False	0
	018-019-472000 Lab Testing				LAB SERVICES JUL-SEPT				
10196498	10/14/2015	2,067.50	0.00	10/30/2015				False	0
	018-020-472000 Lab Testing				LAB SERVICES JUL-SEPT				
	10196498 Total:	4,135.00							
	CITY OF PORTLAND Tot	4,135.00							
CITY OF SCAPPOOSE 33568 E COLUMBIA AVE SCAPPOOSE, OR 97056 SCAPPOOS									
0000065	10/27/2015	2,910.60	0.00	10/30/2015				False	0
	001-105-554000 Contract Services				BUILDING OFFICIAL SERVICES D. SALLEE				
	0000065 Total:	2,910.60							
	CITY OF SCAPPOOSE To	2,910.60							
CODE PUBLISHING, INC. 9410 ROOSEVELT WAY NE SEATTLE, WA 98115-2844 007162									
51224	10/23/2015	75.00	0.00	10/30/2015				False	0
	012-102-554000 Contractual/consulting serv				JULY - OCT MUNICIPAL CODE ORD ALERT SERVICE				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
	51224 Total:	75.00							
	CODE PUBLISHING, INC	75.00							
COLUMBIA RIVER P.U.D.									
P. O. BOX 1193									
ST. HELENS, OR, 97051									
008325									
SEPT 2015	10/19/2015	407.23	0.00	10/30/2015				False	0
001-002-459000	Utilities				ACCT 7493				
SEPT 2015	10/19/2015	814.80	0.00	10/30/2015				False	0
001-004-459000	Utilities				ACCT 7493				
SEPT 2015	10/19/2015	1,277.20	0.00	10/30/2015				False	0
001-005-459000	Utilities				ACCT 7493				
SEPT 2015	10/19/2015	165.20	0.00	10/30/2015				False	0
001-005-509000	Marine board expense				ACCT 7493				
SEPT 2015	10/19/2015	5,318.02	0.00	10/30/2015				False	0
011-011-453000	Street Lighting				ACCT 7493				
SEPT 2015	10/19/2015	747.26	0.00	10/30/2015				False	0
012-107-459000	Utilities				ACCT 7493				
SEPT 2015	10/19/2015	283.64	0.00	10/30/2015				False	0
013-403-459000	Utilities				ACCT 7493				
SEPT 2015	10/19/2015	2,184.88	0.00	10/30/2015				False	0
017-017-459000	Utilities				ACCT 7493				
SEPT 2015	10/19/2015	4,247.10	0.00	10/30/2015				False	0
017-417-459000	Utilities				ACCT 7493				
SEPT 2015	10/19/2015	878.45	0.00	10/30/2015				False	0
018-019-534000	Electrical Energy				ACCT 7493				
SEPT 2015	10/19/2015	2,635.34	0.00	10/30/2015				False	0
018-020-534000	Electrical Energy				ACCT 7493				
SEPT 2015	10/19/2015	26.32	0.00	10/30/2015				False	0
018-021-459000	Utilities				ACCT 7493				
SEPT 2015	10/19/2015	508.97	0.00	10/30/2015				False	0
018-022-459000	Utilities				ACCT 7493				
	SEPT 2015 Total:	19,494.41							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
	COLUMBIA RIVER P.U.D	19,494.41							
COMCAST									
PO BOX 34744									
SEATTLE, WA 98124-1744									
COMCAST									
OCT 2015	10/27/2015	117.02	0.00	10/30/2015				False	0
001-005-458000 Telephone Expense				ACCT 9228 PARKS					
OCT 2015 Total:		117.02							
COMCAST Total:		117.02							
CONSOLIDATED SUPPLY									
P O BOX 5788									
PORTLAND, OR, 97228									
009000									
S7507558.001	10/20/2015	987.54	0.00	10/30/2015				False	0
017-017-501000 Operating Materials & Sup.				MATERIALS					
S7507558.001 Total:		987.54							
CONSOLIDATED SUPPL		987.54							
COUNTRY MEDIA INC.									
PO BOX 9278									
PORTLAND, OR 97207									
006800									
199974	10/14/2015	1,264.65	0.00	10/30/2015				False	0
008-008-451000 Media Expense				HALLOWEEN					
199974 Total:		1,264.65							
COUNTRY MEDIA INC. T		1,264.65							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
DAVIS, HEIDI P.O. BOX 502 ST. HELENS, OR 97051 H.DAVIS									
OCT 2015	10/29/2015	126.94	0.00	10/30/2015				False	0
001-105-490000	Professional development				OPTA MILAGE PER DIEM				
OCT 2015 Total:		126.94							
DAVIS, HEIDI Total:		126.94							
DEQ, OREGON BUSINESS OFFICE 811 SW 6TH AVE PORTLAND,, OR 97204-1390 010137									
HSRAF-16-0688	10/22/2015	332.50	0.00	10/30/2015				False	0
009-209-554000	Contract Services				BOISE VENEER PLAN CITY OF ST. HELENS PPA				
HSRAF-16-0688 Total:		332.50							
DEQ, OREGON Total:		332.50							
E2C CORPORATION 2316 NE MINNEHAHA STREET VANCOUVER, WA 98665 E2C									
3763	9/30/2015	359.97	0.00	10/30/2015				False	0
008-008-558104	Events				ST. HELENS ASCAP LICENSE FEE / FACEBOOK PURC				
3763 Total:		359.97							
3810	10/27/2015	598.68	0.00	10/30/2015				False	0
008-008-558104	Events				HOKUS POKUS SANDERSON SISTERS EXPENSES				
3810 Total:		598.68							
3812	10/27/2015	350.00	0.00	10/30/2015				False	0
008-008-558104	Events				MONTHLY MANAGEMENT COL COUNTY EVENTS				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
	3812 Total:	350.00							
OCT 2015	10/27/2015	132.13	0.00	10/30/2015				False	0
008-008-558104	Events				RECONCILIATION OF 3500 ADVANCE FOR SUPPLIES				
OCT 2015	10/27/2015	160.00	0.00	10/30/2015				False	0
008-008-558104	Events				COSTUME CONTEST PRIZES				
OCT 2015	10/27/2015	100.65	0.00	10/30/2015				False	0
008-008-558104	Events				SUPPLES				
	OCT 2015 Total:	392.78							
	E2C CORPORATION Tota	1,701.43							
EAGLE STAR ROCK PRODUCTS, INC.									
P.O. BOX 750									
ST. HELENS, OR 97051									
010970									
30069	10/20/2015	135.49	0.00	10/30/2015				False	0
017-017-501000	Operating Materials & Sup.				FRANTZ STREET WATER				
	30069 Total:	135.49							
30087	10/22/2015	138.77	0.00	10/30/2015				False	0
017-017-501000	Operating Materials & Sup.				FRANTZ STREET WATER				
	30087 Total:	138.77							
	EAGLE STAR ROCK PRO	274.26							
GRAND HOTEL IN SALEM									
201 LIBERTY ST. SE									
SALEM, OR 97301									
GR.HOTEL									
OCT 2015	10/27/2015	239.80	0.00	10/30/2015				False	0
001-105-490000	Professional development				OPTA CONFERENCE IN SALEM H. DAVIS				
	OCT 2015 Total:	239.80							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
		239.80							
GRAND HOTEL IN SALE									
HACH COMPANY									
2207 COLLECTIONS CENTER DRIV									
CHICAGO,, IL 60693									
014200									
9615020	10/8/2015	348.38	0.00	10/30/2015				False	0
018-020-501000 Operating Materials & Supplies					MATERIALS				
9615020	10/8/2015	348.39	0.00	10/30/2015				False	0
018-019-501000 Operating Materials					MATERIALS				
9615020 Total:		696.77							
HACH COMPANY Total:		696.77							
HOWELL, JEREMY L.									
P.O. BOX 1348									
RAINIER, OR 97048									
015810									
OCT 2015	10/27/2015	30.00	0.00	10/30/2015				False	0
001-002-490000 Police Training/Supplies					TRAVEL EXPENSE CNT TRAINING				
OCT 2015 Total:		30.00							
HOWELL, JEREMY L. To		30.00							
INGRAM LIBRARY SERVICES, INC.									
INGRAM BOOK COMPANY									
P.O. BOX 502779									
ST. LOUIS, MO 63150									
016240									
89713766	10/8/2015	49.44	0.00	10/30/2015				False	0
001-004-511000 Printed Materials					BOOKS				
89713766 Total:		49.44							
89713767	10/8/2015	191.64	0.00	10/30/2015				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
001-004-511000 Printed Materials					BOOKS				
	89713767 Total:	191.64							
89713768	10/8/2015	20.57	0.00	10/30/2015				False	0
001-004-517000 Library Program					LIBRARY PROGRAMS				
	89713768 Total:	20.57							
89722490	10/8/2015	264.14	0.00	10/30/2015				False	0
001-004-483000 Audio Materials					AUDIO BOOKS				
	89722490 Total:	264.14							
89722491	10/8/2015	600.27	0.00	10/30/2015				False	0
001-004-511000 Printed Materials					BOOKS				
	89722491 Total:	600.27							
89722492	10/8/2015	37.39	0.00	10/30/2015				False	0
001-004-511000 Printed Materials					BOOKS				
	89722492 Total:	37.39							
89722493	10/8/2015	13.03	0.00	10/30/2015				False	0
001-004-511000 Printed Materials					BOOKS				
	89722493 Total:	13.03							
89722494	10/8/2015	52.79	0.00	10/30/2015				False	0
001-004-511000 Printed Materials					BOOKS				
	89722494 Total:	52.79							
89722495	10/12/2015	131.64	0.00	10/30/2015				False	0
001-004-511000 Printed Materials					BOOKS				
	89722495 Total:	131.64							
89759071	10/12/2015	799.94	0.00	10/30/2015				False	0
001-004-511000 Printed Materials					BOOKS				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
89759071 Total:		799.94							
89759072	10/12/2015	46.27	0.00	10/30/2015				False	0
001-004-511000 Printed Materials				BOOKS					
89759072 Total:		46.27							
INGRAM LIBRARY SERV		2,207.12							
INTEGRA TELECOM, INC.									
PO BOX 2966									
MILWAUKEE, WI 53201									
016479									
OCT 2015	10/21/2015	391.30	0.00	10/30/2015				False	0
001-002-458000 Telephone Expense				ACCT 13385232 TELEPHONE					
OCT 2015	10/21/2015	58.19	0.00	10/30/2015				False	0
012-106-480000 Postage				ACCT 13385232 TELEPHONE					
OCT 2015	10/21/2015	1,224.50	0.00	10/30/2015				False	0
012-107-458000 Telecommunication expense				ACCT 13385232 TELEPHONE					
OCT 2015	10/21/2015	293.39	0.00	10/30/2015				False	0
001-004-458000 Telephone Expense				ACCT 13385232 TELEPHONE					
OCT 2015	10/21/2015	48.77	0.00	10/30/2015				False	0
017-017-458000 Telephone Expense				ACCT 13385232 TELEPHONE					
OCT 2015	10/21/2015	558.24	0.00	10/30/2015				False	0
017-417-458000 Telephone expense				ACCT 13385232 TELEPHONE					
OCT 2015	10/21/2015	198.50	0.00	10/30/2015				False	0
013-403-458000 Telecommunication expense				ACCT 13385232 TELEPHONE					
OCT 2015	10/21/2015	175.80	0.00	10/30/2015				False	0
018-019-458000 Telecommunication Expense				ACCT 13385232 TELEPHONE					
OCT 2015	10/21/2015	175.80	0.00	10/30/2015				False	0
018-020-458000 Telecommunication Expense				ACCT 13385232 TELEPHONE					
OCT 2015	10/21/2015	708.16	0.00	10/30/2015				False	0
018-022-458000 Telecommunication expense				ACCT 13385232 TELEPHONE					
OCT 2015 Total:		3,832.65							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
		3,832.65							
INTEGRA TELECOM, IN									
MASON, BRUCE, & GIRARD, INC. NATURAL RESOURCE CONSULTAN 707 SW WASHINGTON SUITE 1300 PORTLAND, OR 97205-3035 019413									
20235	10/12/2015	1,423.34	0.00	10/30/2015				False	0
017-517-546000 Forestry preservation				MILTON CREEK FOREST INVENTORY					
20235 Total:		1,423.34							
MASON, BRUCE, & GIR									
		1,423.34							
MILTICH, ANTHONY P.O. BOX 1476 SCAPPOOSE, OR 97056 020530									
OCT 2015	10/27/2015	28.37	0.00	10/30/2015				False	0
001-002-490000 Police Training/Supplies				TRAVEL EXPENSE PACIFIC NW CRISIS NEG. SEM.					
OCT 2015 Total:		28.37							
MILTICH, ANTHONY To									
		28.37							
NELSON, SUSAN 64773 GREEN ROAD DEER ISLAND, OR 97054 020935									
OCT 2015	10/27/2015	284.60	0.00	10/30/2015				False	0
013-402-490000 Professional development				AMERICAN PUBLIC WORKS ASSOCIATION OR CHAI					
OCT 2015 Total:		284.60							
NELSON, SUSAN Total:									
		284.60							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
NORTHWEST OCCUPATIONAL 9400 SW BEAVERTON-HILLSDALE SUITE 205 BEAVERTON, OR 97005 021449									
OCT 2015	10/13/2015	720.00	0.00	10/30/2015				False	0
001-002-473000	Miscellaneous Expense				MEDICAL PSYCHOLOGICAL SCREENING EVALUATI				
OCT 2015 Total:		720.00							
NORTHWEST OCCUPAT		720.00							
OREGON DEPT. OF STATE LANDS 775 SUMMER STREET NE SUITE 100 SALEM, OR 97301 023199									
16154	10/1/2015	720.00	0.00	10/30/2015				False	0
010-304-653409	Godfrey Outfall				SD-146 GODFREY PARK STORM				
16154 Total:		720.00							
OREGON DEPT. OF STAT		720.00							
PENTAIR VALVES & CONTROL DEPT. 0789 P.O.BOX 120001 DALLAS, TX 75312-0789 PENTAIR									
7339683-00	10/14/2015	1,097.99	0.00	10/30/2015				False	0
017-417-501000	Operating materials and suppli				VALVES FOR RACKS				
7339683-00 Total:		1,097.99							
PENTAIR VALVES & CO		1,097.99							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
PRECISION ENGRAVING, INC. 33097 ONNA WAY SCAPPOOSE, OR 97056 026004									
57628	10/21/2015	54.00	0.00	10/30/2015	PLAQUE FOR KREUTZER			False	0
001-100-473000	Miscellaneous								
57628 Total:		54.00							
PRECISION ENGRAVING		54.00							
SELDEN, LAURIE 9765 SW IMPERIAL DRIVE PORTLAND, OR 97225 030715									
OCT 2015	10/27/2015	2,948.00	0.00	10/30/2015	CRIMINAL PROSECUTORIAL SERVICES			False	0
001-103-554000	Contractual/consulting serv								
OCT 2015 Total:		2,948.00							
SELDEN, LAURIE Total:		2,948.00							
STAPLES BUSINESS ADVANTAGE DEPT LA PO BOX 83689 CHICAGO, IL 60696 031983									
3281390186	10/17/2015	136.11	0.00	10/30/2015	OFFICE SUPPLIES			False	0
012-107-457000	Office supplies								
3281390186 Total:		136.11							
STAPLES BUSINESS AD		136.11							
TRAFFIC SAFETY SUPPLY CO., INC 2324 S.E. UMATILLA ST. PORTLAND, OR, 97202									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
033600									
103152	10/19/2015	153.46	0.00	10/30/2015				False	0
011-011-501000	Operating Materials & Supp			SIGNS					
103152	10/19/2015	153.47	0.00	10/30/2015				False	0
001-005-501000	Operating Materials & Supp			SIGNS					
	103152 Total:	306.93							
999893	10/12/2015	-13.05	0.00	10/30/2015				False	0
017-517-546000	Forestry preservation			CREDIT FIRE DANGER SIGNS					
	999893 Total:	-13.05							
	TRAFFIC SAFETY SUPP	293.88							
	Report Total:	48,356.22							



COMMUNITY IMPACT AGREEMENT

This Community Impact Agreement ("Agreement") is entered into between the City of St. Helens, an Oregon municipal corporation ("City") and _____, a _____, ("Marijuana Related Business") collectively "the Parties."

RECITALS

WHEREAS, the St. Helens City Council approved Ordinance No. 3196 on October 7, 2015, amending St. Helens Municipal Code ("SHMC") Chapter 5.30 to allow Marijuana Related Businesses to operate in the City; and

WHEREAS, SHMC 5.30.020 requires Marijuana Related Businesses to obtain a Marijuana Related Business License from the City in order to legally operate in the City; and

WHEREAS, an executed community impact agreement is one requirement to obtain a Marijuana Related Business License from the City; and

WHEREAS, the Parties jointly wish to enter into this Agreement.

Now, THEREFORE, in consideration for the mutual covenants and agreements herein, the sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. PURPOSE. The purpose of this Agreement is to seek to mitigate the public safety and public health impacts of the Marijuana Related Business on the St. Helens community.
2. DEFINITIONS. As used in this Agreement, unless the context requires otherwise:
 - a. "Administrator" means the Finance Director for the City of St. Helens or his/her designee.
 - b. "Gross Sales" means the total amount received in money, credits, property or other consideration from sales of marijuana, medical marijuana and marijuana-infused products.
 - c. "Marijuana" means all parts of the plant of the Cannabis family Moraceae, whether growing or not; the resin extracted from any part of the plant; and every compound, manufacture, salt, derivative, mixture, or preparation of the plant or its resin, as may be defined by Oregon Revised Statutes as they currently exist or may from time to time be amended. It does not include the mature stalks of the plant, fiber produced from the stalks, oil or cake made from the seeds of the plant, any other compound, manufacture, salt, derivative, mixture, or preparation of the mature stalks (except the resin extracted there from), fiber, oil, or cake, or the sterilized seed of the plant which is incapable of germination.
 - d. "Person" means natural person, joint venture, joint stock company, partnership, association, club, company, corporation, business, trust, organization, or any group or combination acting as a unit, including the United States of America, the

State of Oregon and any political subdivision thereof, or the manager, lessee, agent, servant, officer or employee of any of them.

- e. "Purchase or Sale" means the acquisition or furnishing for consideration by any person of marijuana or marijuana-infused products within the City.
 - f. "Retail sale" means the transfer of goods or services in exchange for any valuable consideration.
3. CITY FINDINGS. The City hereby finds that the operation of the Marijuana Related Business in the City will contribute to the economic development of the City, but may also increase the demand on City services resulting from the use of marijuana, specifically on public safety and public health. The City therefore intends, by this Agreement, to increase support to public safety, enforcement, and health related programs in the City and broader community which are impacted by increased marijuana usage.
4. TERM. The term of this Agreement shall commence upon the approval of this Agreement by the City Council and execution by the Mayor and shall continue for five (5) years unless (i) sooner terminated as provided in this Agreement or (ii) extended as mutually agreed upon, in writing, by the Parties.
5. COMMUNITY IMPACT PAYMENTS. The Marijuana Related Business recognizes and acknowledges that the City may experience direct and indirect impacts resulting from the use of marijuana, specifically on public safety and public health. In order to mitigate those impacts, Marijuana Related Business shall make quarterly Community Impact Payments to City in the amount described in Section 6 of this Agreement. City shall appropriate funds from the Community Impact Payments to public safety and marijuana related programs in the City.
6. AMOUNT OF COMMUNITY IMPACT PAYMENTS.
- a. Marijuana Related Business shall pay to the City fifteen percent (15%) of the gross sale amount paid to the Marijuana Related Business of marijuana and marijuana-infused products.
 - b. The following deductions shall be allowed against sales received by the Marijuana Related Business providing marijuana or marijuana-infused products:
 - i. Refunds of sales actually returned to any purchaser.
 - ii. Any adjustments in sales which amount to a refund to a purchaser, providing such adjustment pertains to the actual sale of marijuana or marijuana-infused products and does not include any adjustments for other services furnished by Marijuana Related Business.

7. METHOD AND TIMING OF PAYMENTS.

- a. Marijuana Related Business shall, on or before the last day of the month following the end of each calendar quarter (in the months of April, July, October and January) make a return to the Administrator, on forms provided by the City, specifying the total sales pursuant to this Agreement and the amount of the Community Impact Payment.
- b. Marijuana Related Business shall be entitled to retain one percent (1%) of the amount due to defray the costs of bookkeeping and remittance.
- c. Marijuana Related Business must keep and preserve in an accounting format established by the Administrator records of all sales and such other books or accounts as may be required by the Administrator. All such books, invoices and other records shall be retained for a period of three (3) years. The Administrator shall have the right to inspect all such records at all reasonable times.

8. REFUNDS.

- a. Whenever the amount of the Community Impact Payment has been overpaid or paid more than once, or has been erroneously collected or received by the City, it may be refunded as provided in subsection b. of this section, provided a claim in writing, stating under penalty of perjury the specific grounds upon which the claim is founded, is filed with the Administrator within one year of the date of payment. The claim shall be on forms furnished by the Administrator.
- b. The Administrator shall have twenty (20) calendar days from the date of receipt of a claim to review the claim and make a determination in writing as to the validity of the claim. The Administrator shall notify the Marijuana Related Business in writing of the Administrator's determination. Such notice shall be mailed to the address provided on the claim form. In the event a claim is determined by the Administrator to be a valid claim, Marijuana Related Business may claim a refund, or take as credit against future Community Impact Payments in the amount overpaid, paid more than once, or erroneously collected or received. Marijuana Related Business shall notify Administrator of its choice no later than fifteen (15) days following the date Administrator mailed the determination. In the event Marijuana Related Business has not notified the Administrator of its choice within the fifteen (15) day period and Marijuana Related Business is still in business, a credit will be granted against the Community Impact Payment for the next quarter. If the Marijuana Related Business is no longer in business, a refund check will be mailed to the address provided in the claim form. Any credit for erroneous overpayment taken on a subsequent Community Impact Payment for refund of an amount erroneously overpaid by Marijuana Related Business must be so taken or filed within three (3) years after the date on which the overpayment was made to the City.

- c. No refund shall be paid under the provisions of this section unless the Marijuana Related Business established the right by written records showing entitlement to such refund and the Administrator acknowledged the validity of the claim.
9. TERMINATION. This Agreement shall be terminated:
 - a. At any time upon mutual agreement of the Parties.
 - b. If Marijuana Related Business breaches this Agreement and fails to cure the breach within thirty (30) calendar days' notice from the City. Termination shall be effective immediately following the time to cure.
 - c. Pursuant to SHMC 5.30.035, should federal or state statutes, regulations, or guidelines be modified, changed, or interpreted in such a way by state or federal law enforcement officials so as to prohibit legal operation of a Marijuana Related Business.
 - d. If the City revokes the Marijuana Related Business License, pursuant to SHMC 5.30.035(2).
10. CONFIDENTIALITY. Except as otherwise required by law, it shall be unlawful for the City, any officer, employee or agent to divulge, release or make known in any manner any financial information submitted or disclosed to the City under the terms of this Agreement. Nothing in this section shall prohibit:
 - a. The disclosure of the names and addresses of any person who is operating Marijuana Related Business; or
 - b. The disclosure of general statistics in a form which would not reveal Marijuana Related Business' financial information; or
 - c. The disclosure of information when such disclosure of conditionally exempt information is ordered under public records law procedures.
11. AUDIT OF BOOKS, RECORDS, OR PERSONS.
 - a. The City, for the purpose of determining the correctness of the Community Impact Payment, may examine or may cause to be examined by an agent or representative designated by the City for that purpose, any books, papers, records, or memoranda, including copies of Marijuana Related Business' state and federal income tax return. All books, invoices, accounts and other records shall be made available within the city limits and be open at any time during regular business hours for examination by the Administrator or an authorized agent of the Administrator.
 - b. If the examinations or investigations disclose that any reports of Marijuana Related Business filed with the Administrator pursuant to the requirements herein have shown incorrectly the amount of the Community Impact Payment

accruing, the Administrator may make such changes in subsequent reports and payments, or make such refunds, as may be necessary to correct the errors disclosed by its examinations or investigations.

- c. Marijuana Related Business shall reimburse the City for reasonable costs of the examination or investigation if the action disclosed that the Marijuana Related Business paid ninety five percent (95%) or less of the amount owing for the period of the examination or investigation. In the event that such examination or investigation results in an assessment by and an additional payment due to the City, such additional payment shall be subject to interest at the rate of nine percent (9%) per year from the date the original payment was due.
 - d. Marijuana Related Business shall keep a record in such form as may be prescribed by the Administrator of all sales of marijuana and marijuana-infused products. The records shall at all times during the business hours of the day be subject to inspection by the Administrator or authorized officers or agents of the Administrator.
 - e. Marijuana Related Business shall maintain and keep, for a period of three (3) years, all records of marijuana and marijuana-infused products sold.
12. FORMS. City shall provide to Marijuana Related Business a form on which Marijuana Related Business shall report the sales of marijuana and marijuana-infused products to City and determination of the Community Impact Payment.
13. AMENDMENTS. Amendments to this Agreement must be made in writing and approved by all Parties.
14. NON-ASSIGNMENT. This Agreement may not be assigned by any of the Parties without written consent of the other Parties.
15. ENTIRE AGREEMENT. This Agreement incorporates by reference SHMC Chapter 5.30 and constitutes the entire agreement between the Parties.
16. SEVERABILITY. The Parties agree that, if any term of this Agreement is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms will not be affected.

[Signature Page to Follow]

CITY:

CITY OF ST. HELENS, a municipal corporation of the State of Oregon

By: _____

Name: _____

Its: City Administrator

Date: _____

MARIJUANA RELATED BUSINESS:

By: _____

Name: _____

Its: _____

Date: _____

APPROVED AS TO FORM:

By: _____

City Attorney

City of St. Helens
Consent Agenda for Approval

CITY COUNCIL MINUTES

Presented for approval on this 4th day of November, 2015 are the following Council minutes:

2015

- Work Session, Public Hearing and Regular Session Minutes dated October 7, 2015
- Work Session and Regular Session Minutes dated October 21, 2015

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 of Word document
- Copy Word document into Council minutes folder on Administration drive
- Post PDFs to website
- Email minutes to distribution list
- Add minutes to HP Trim
- File Original in Vault

City of St. Helens CITY COUNCIL

Work Session Minutes

October 7, 2015

Members Present: Doug Morten, Council President
Keith Locke, Councilor
Susan Conn, Councilor
Ginny Carlson, Councilor

Members Absent: Randy Peterson, Mayor

Staff Present: John Walsh, City Administrator
Jon Ellis, Finance Director
Kathy Payne, City Recorder
Terry Moss, Police Chief
Sue Nelson, Public Works Engineering Director

Others: Larry VanDolah Al Petersen
Steve Topaz Kannikar Petersen

Council President Morten called the meeting to order at 1 p.m.

Visitor Comments

◆Steve Topaz. The agenda indicates someone is protesting the sewer lateral replacement. He has had a lot of dealings with that. Several of his neighbors have dug them up and found nothing wrong with them. In the past, City Council required that the drainage in his area take care of sewer, surface water and ground water because of standing water. That law has since changed. He has also heard that citizens are not to be told what contractors are doing on the jobsite. He has found that the groundwater drainage and the original springs affect his property, as well as other low lying properties. It seems the City makes their own rules.

◆Al Petersen. He is here for a couple of things. 1) St. Helens Economic Development Corporation (SHEDCO) completed the banner project by raising funds through a grant from CCCC. Banners are now installed all along First Street, more installed on St. Helens Street and a couple were replaced. 2) SHEDCO submitted a request to the City for a letter of support for a dog walk in St. Helens. The idea is that plywood cutouts would be painted and displayed on the streets of St. Helens; much like the cow project done in Chicago in 1999. They will apply to CCCC for a grant. The total cost should be around \$5,000.

Employee Length of Service Award

We have one employee who has reached a big milestone in his employment with the City of St. Helens. The following individual will receive a certificate and pin at the October 7 Council work session.

15 Years

Aaron Kundert began working for the City in September of 2000 as a WWTP Operator II. Three years later he became an Operator III and moved to Operator IV two years after that. Then, in June 2009, after Greg Zielinski retired, Aaron took over the role of Superintendent where he has served since.

Congratulations to Aaron, and **thank you** for your service!

Public Comments on Drop Box Rate Increase

Waste Management is allowed by franchise agreement to increase their rates based upon the published Consumer Price Index, for All Urban Consumers for West-C, as prepared by the United States Department of Labor, Bureau of Labor Statistics from July of 2014 to July 2015. This year's CPI index was 144.917, up from 144.435 in July of 2014, which was an annual change of 0.334%. Per agreement, Waste Management is allowed 50% of this annual change, not to exceed 1.5%, which results in a 0.167% increase.

No comments received.

Protest on Sewer Lateral Replacement – 184 N. Vernonia Road

Background: On September 2, 2015 the Council approved a resolution to declare certain properties within the city to be in violation of sections of the Municipal Code in regards to deficient sewer laterals and that a nuisance exists on such properties. On September 8, 2015 a letter was sent to each of the affected property owners advising them of the nuisance determination. In accordance with the Code, property owners have 10 days to provide a written protest of the notice. On September 18, a protest was submitted by the owner of 184 N. Vernonia Road. The packet includes a timeline of activity for this property with regards to the sewer lateral. Also included in the packet are letters, inspection reports and notices.

This item has been postponed until November 4, 2015.

ACC Gateway Sculpture Project Phase 2 Stage 1 Request

Summary: The Arts and Cultural Commission (ACC) recommends the selection of the Gateway Sculpture Project proposal – Salmon Tree Cycle - by the firm Rhiza A + D and also requests approval to spend \$2,000 for the selected firm to provide illustrations of the sculptures showing the surrounding landscape of the site.

The illustrations will be used for project promotion and fundraising. This represents Stage 1 of the work described in the Request for Proposal and Qualification for The St. Helens Gateway Sculpture Project – Phase 2.

Background: At the ACC meeting immediately following the September 22 public hearing for the Gateway Sculpture Project, the Commissioners evaluated the proposal presented by Rhiza A + D and voted to recommend its selection to the City Council.

The design of Salmon Tree Cycle was inspired by the life cycle of the salmon and its relationship to trees in a river environment – fallen trees provide habitat for fish in the river and salmon at the end of their life provide nutrients for trees along the riverbank.

The ACC wishes to proceed with Stage 1 in order to enhance their fundraising opportunities for grants and possible crowd funding options.

Motion: Carlson moved to approve moving ahead with the project as proposed and allow the \$2,000 expenditure. Locke seconded.

Question. Council President Morten asked where the money is coming from. Kannikar Petersen explained that the more than half of the funds were raised through fundraising and in-kind donations.

Vote: All in favor; none opposed; motion carries.

Councilor Carlson expressed appreciation for Kannikar's dedication and hard work.

Donation of Historical Newspapers to Columbia County Museum Assn.

Background: The City of St. Helens owns a collection of bound copies of historical newspapers that are currently being stored at the Stimson Building. These newspapers have been stored in a variety of locations throughout the City but none of them have enabled their protection, preservation or access.

Columbia County now benefits from a museum association that has as its mission to "...collect, display, preserve, and safeguard various artifacts, ephemera, photographs and research materials about all aspects of the history of Columbia County." This mission and their expertise make the museum an ideal repository for this important newspaper collection.

Recommendation: The Library Director requests the Council's approval to donate the City's collection of historical newspapers to the Columbia County Museum Association. The City of St. Helens would reserve the right to transfer these newspapers to an alternate format (i.e. digitized for online access), if at any time in the future, the removal of copyright restrictions and funding made it possible.

Motion: Conn moved to donate the City's collection of historical newspapers to the Columbia County Museum Association. Carlson seconded.

Discussion. Councilor Locke spoke of the CCTV tapes in storage. The museum association would like to view those and possible take them as well. Morten said that has already been done.

Vote: All in favor; none opposed; motion carries.

Review Finance/Municipal Court Staff Request

Finance Director Ellis presented his request, outlined in a memo dated October 1, 2015, which is included in the packet for this meeting.

Option No. 1 is adding one full-time Accountant position, reclassifying the Office Assistant to an Accounting Assistant, and bringing in a .4 FTE (2 days a week) Office Assistant to support Court. The cost is \$124,000 of which \$58,000 is funded by the General Fund.

Option No. 2 proposes shifting responsibilities between the Finance Director and the Accounting Tech associated with account reconciliations, have the reclassified Accounting Assistant perform monthly processing of payroll, and hire a .8 FTE Office Assistant to provide support two days a week in Court and two days a week for utility customer service. The cost is \$45,800 of which \$28,800 is funded by the General Fund.

Option No. 3 proposes what was requested in the FY 15-16 budget process that was not adopted. In reflection (4 months in rearview mirror), this would help but is really insufficient.

Staff recommends Option No. 1, however, Option No. 2 can assist in maintaining service levels for an interim period until such time as a new Finance Director is recruited.

Council President Morten would like to inform the Budget Committee of whatever the Council

decides.

Continuation of deliberations on this matter will be on October 21, 2015.

Discussion Regarding Utility Rates

In his memo dated October 1, 2015, Finance Director Ellis requested direction from the Council in setting parameters associated with development of proposed calendar year 2016 and calendar year 2017 water, sewer, and stormwater utility rates. He presented a PowerPoint presentation.

Background: The City water, sewer and stormwater utility rates have doubled over the last 10 years (2005 to 2015) primarily as a result of capital improvement projects required to meet federal regulations associated with the Clean Water Act.

The City has finally reached the plateau whereby many of the significant capital improvement projects to meet the last round of regulatory requirements have been completed, replacement program on aged infrastructure is well established and underway, and the limited growth impacts are primarily covered through SDC fees.

Debt utilized to fund capital project is also approaching a plateau and revenues streams are such to assure maintaining bond covenants requirements of minimum service reserve balances and debt ratio tied to net operating income compared to annual debt service (absent inflationary increases to operation costs). Therefore, rate increases over the next couple of years will primarily be contingent to inflationary pressures to operating cost and/or any new environmental regulatory standards.

Council talked about their positions on a rate increase. Council President Morten would like to keep the rate under \$100. Councilor Carlson would like to give rate payers a break. She suggests anywhere between zero to a half percent increase for the next year. We can review it over that year and come to a conclusion. Councilor Locke suggests no increase for a year. Councilor Conn is concerned if they don't do some kind of increase that a larger one will have to be done later. City Administrator Walsh pointed out that anything less than inflation will be made up at some point. It does not get easier to make up in the future.

Ellis will return to the next meeting with a rate proposal based on various scenarios.

Discussion Regarding Camping on Sand Island

Council President Morten reported that there is no fee for camping on Sand Island. However, the maintenance costs are high.

Public Works Operations Director Sue Nelson handed out a document entitled Staff Discussion on Sand Island Camping Options dated September 9, 2015. She reviewed the options. The most viable option would be to have a parks host on site 24/7. That is also recommended in the Parks Master Plan.

Councilor Conn likes option three. She suggests adding an online reservation program. Councilor Carlson suggested partnering with the store at the marina to help sell camping permits. Councilor Locke sees a strong need to have a caretaker on site. Sand Island is a great asset. He would like to see it become more accessible as the waterfront property is development.

Nelson explained that the biggest obstacle will be cost. Park use fees will not be enough to

cover the maintenance cost.

Council President Morten expressed concerns for safety and police enforcement if problems arise on the Island. Police Chief Moss likes the idea of a dedicated host on site but has concerns with the lack of access to the island. If they need immediate help, it can take time to get an officer over there. They currently send two officers over to the island at a time for safety reasons. He suggested a park ranger that has interest in law enforcement. This could even be someone who oversaw all the parks; such as McCormick Park camping as well.

This will be added to the October 19 Parks Commission agenda for discussion.

Update on Spirit of Halloweentown Activities

Tina Curry was in attendance to update the Council on Spirit of Halloweentown. As of 11:30 p.m. yesterday, 977,521 people have visited the Spirit of Halloweentown page. 928,471 people found the page from other places. Huge numbers are expected to attend the pumpkin lighting on Saturday. Six weeks ago, the Facebook page had over 11,000 followers. Today, it has over 30,000 followers. Additionally, over 100,000 people have visited the Discover Columbia County website. With staff's help, they have been able to prepare for Saturday's event. A group photo shoot will be taken with Marnie, as well as event video clips to use for future promotions. The Marnie photo opportunities have sold out. Spirit of Halloweentown t-shirts have been designed and are available for online purchase. Activities will be happening all month. The response to all the new activities has been really positive.

Department Reports

Police Chief Moss reported...

- A press release was distributed announcing the grant they received for the Crisis Intervention Training (CIT). Part of the grant is to hire staff to administer the program. It's a collaborate effort between the City, CCMH, Sheriff's Office and community partners. He will return with more information on the temporary position. Assistant Planner Jenny Dimsho played a vital part in writing the grant.
- Interviews occurred a couple weeks for police officer position. They identified a couple candidates. He hopes to have one on board by November 1.

Public Works Engineering Director Nelson reported...

- There are a few projects coming up.
 - Semi-annual asphalt patching project.
 - Small storm drain extension located in a side yard off South 4th Street.
 - Constructing concrete abutments for McCormick Park Pedestrian Bridge.
- She will not be here at the next Council meeting. She will be attending APWA Fall Conference.

Finance Director Ellis reported...

- He will bring a report to the next meeting outlining monthly utility billing.
- There is a public hearing at 6:45 p.m. for the special procurement determination of the Boise Veneer and Boise White Paper property. Walsh added that state purchasing rules are very complex. Judge Phillips will be here tonight to talk about the process.

City Recorder Payne reported...

- Oregon Climate gave a presentation at the September 2 meeting. The presenter requested the Council adopt a resolution for the carbon dividends. Payne is looking for direction from Council. It was the consensus of the Council to discuss this at a future work session.
- There are two amended State Waterway Leases in the regular session packet. Everything

stays the same except the area is extended. The State believes it was an oversight on their part.

- Tonight's agenda also includes an intergovernmental agreement with the Port of Portland from them to use our docks while they're doing the dredging. They pay \$10 to stay at the docks.
- The letter of support will be included in tonight's supplemental packet.
- Tiffany from the Dockside just brought in an application for the Dark and Dank Disco on Saturday. She is asking for the \$50 fee to be waived. We have only waived fees for the events Tina is organizing on behalf of the City. We have not waived fees for the Monster Dash or other parties. Based on past practice, it was the consensus of the Council to not waive the fees.

City Administrator Walsh reported...

- He has been on a conference binge the last few weeks.
 - Brownsfield Conference in Chicago. It was part of the requirement as part of the area-wide planning grant.
 - League of Oregon Cities (LOC) Conference in Bend.
 - International City Managers Conference in Seattle. It was his first time attending. Education and training was high level.
- They have received over a dozen letters of interest for the phone system RFP. It was a much better response this time.
- Tonight's agenda includes:
 - The first reading of an ordinance for a franchise agreement with Astound Broadband.
 - Presentation of a resolution for the City to support a transportation district.
 - A resolution to accept the Millard Road property.

Council Reports

Postponed until tonight's regular session meeting.

Executive Session

ORS 192.660(2)(e) Real Property Transactions

Motion: At 4:00 p.m., upon Locke's motion and Conn's second, the Council unanimously voted to move into executive session under ORS 192.660(2)(e) Real Property Transactions.

Motion: At 4:26 p.m., upon completion of the executive session, Conn moved to go back into work session, seconded by Carlson, and unanimously approved.

Other Business

No other business.



There being no further business, the meeting was adjourned at 4:27 p.m.

ATTEST:

Kathy Payne, City Recorder

Doug Morten, Council President

City of St. Helens CITY COUNCIL

Public Hearing Minutes

October 7, 2015

Members Present: Randy Peterson, Mayor
Doug Morten, Council President
Keith Locke, Councilor
Susan Conn, Councilor
Ginny Carlson, Councilor

Staff Present: John Walsh, City Administrator
Jon Ellis, Finance Director
Kathy Payne, City Recorder
Sue Nelson, Public Works Engineering Director
Cindy Phillips, Contract Attorney

Others: Amanda Frink

Public Hearing **LOCAL CONTRACT REVIEW BOARD** **Approve Class Special Procurement**

At 6:45 p.m., Mayor Peterson opened the public hearing.

Staff Report

Cindy Phillips, the City's contract attorney, was in attendance to present the Board with the request.

In a memo from Finance Director Ellis dated October 1, 2015...

The acquisition and development of the Boise Property (BP) project is on the move! However, the efforts to fulfill this outstanding opportunity for the City of St. Helens and the public involve a myriad of tasks which had not been contemplated in this detail in the recent past. Examples of this are the consultant contracts with such firms as Maul, Foster & Alongi, the Brownfields reparation tasks necessary to rehabilitate this property to meet its full potential, the ecological and environmental contracts with such firms as ECO Northwest, and mitigation assessment on the City's Secondary Wastewater Treatment lagoon, just to name a few. Contracts, such as these, are almost impossible to fit into the usual public contracting model as the model requires that the City have some sort of estimate to know which contracting process the City should follow to select a contractor, such as direct appointment, competitive quotations or a full blown RFQ for goods and/or services.

The default method under the public contracting laws is the full blown bidding process of Request for Proposals (RFP's). That would mean, however, that before any of the BP contracts could be let, the City would have to prepare the documents, including a detailed scope of work, publicize the procurement for at least one month, and compare and contrast the results, sometimes like comparing apples to oranges, to determine which bidder is the most responsible and responsive for that contract. The contract may then need to be negotiated but would

certainly have to be set for the next Council meeting to award the contract. By that time, two - three months have elapsed since the need for the contract was discovered.

However, state law and the local contracting rules provide a method by which the City can comply with public contracting laws without having to spend the time and money required to engage in competitive bidding for each and every contract. This mechanism is the Class Special Procurement, see ORS 279B.085, OAR 137-047-0285 and SHMC 2.04.011. Therefore, staff submits this request of this Board to authorize a class special procurement for all contracts needed to complete the BP project. Details are as follows:

The class of contracts would be all those contracts necessary to complete the BP project. The applicable procedure to enter into a contract for the BP project would be any manner which the City Administrator or his designee, deems appropriate to the city's needs, including by direct appointment or purchase, or by obtaining at least three competitive quotations for the goods and/or services. The City Administrator, or designee, shall make a record of the method of selecting the best contractor. The City Administrator, or his designee, shall also be authorized to award all BP projects for which the contract price does not exceed \$110,000. Contracts for which the contract price exceeds \$110,000 shall be awarded by City Council.

If this class special procurement exemption is approved, the expense and delay inherent in following the usual competitive procurement processes contained the local public contracting rules procedures would be avoided, saving the City time and money without violating public procurement laws.

In order for this Board to approve a class special procurement, the Board must first review this written request for such special procurement, hold a hearing and make certain findings. Specifically, the Board must find that:

1. The class special procurement is unlikely to encourage favoritism in the award of public contracts or to substantially diminish competition for public contracts, and
2. The class special procurement is
 - a. reasonably expected to result in substantial cost savings to the contracting agency or to the public; or
 - b. would otherwise substantially promote the public interest in a manner that could not practicably be realized by complying with requirements that are applicable under ORS 279B.055, 279B.060, 279B.065 or 279B.070 or under any rules adopted thereunder.

Staff proposes that only the contracts necessary to effectuate the BP project be included in this class special procurement. The contracts needed for this project are fairly unique and require specialized expertise and coordination with other contractors on the project. Since the class is easily defined, there is little or no issue about encouraging favoritism or substantially diminishing competition for other city projects. And since the City Administrator will be in charge of the method of selection of the contractor – whether that would be by direct award or purchase or by comparing three competitive quotes - the issue of favoritism and/or substantially diminishing competition can be addressed in his report to Council on the methods of selection.

The potential for time and money savings by using this method of procurement instead of the usual bidding or RFP procedures are obvious. What may not be as obvious is the question, "What do the other contractors do on this project while they are waiting for the city to comply with its public contracting procedures?" Since a bid or an RFP can take from six weeks to two

or three months, it is likely that the other contractors would cease forward movement on the project and go on to other projects for other clients. Getting the contractors back together again is likely to have its own delay built in – mobilization and demobilization costs will have to be paid somehow. There is a cost savings by streamlining and simplifying the process.

Finally, while it is not necessary to show that both cost savings and promotion of the public interest would be the result of this designation, the fact is that the public interest in the BP Project is huge and anything that can be done to keep this project moving forward is definitely in the best interests of the public. For too long some of the best waterfront (river and channel) property in Columbia County has been under private ownership and not in the public domain. Designating a class special procurement so that contracts needed to bring this project to fruition can be awarded quickly would be of great benefit to the city and to the public.

Public Comments

No comments received.

Close Public Hearing – 6:55 p.m.

Deliberations will be held during the regular session following this hearing.



ATTEST:

Kathy Payne, City Recorder

Randy Peterson, Mayor

DRAFT

City of St. Helens CITY COUNCIL

Regular Session Minutes

October 7, 2015

Members Present: Randy Peterson, Mayor
Doug Morten, Council President
Keith Locke, Councilor
Susan Conn, Councilor
Ginny Carlson, Councilor

Staff Present: John Walsh, City Administrator
Jon Ellis, Finance Director
Kathy Payne, City Recorder
Terry Moss, Police Chief
Sue Nelson, Public Works Engineering Director

Others: Cheryl VanDomelen
Joel Warner
Jennifer Plahn
Victoria Worrall
Gus Metropolis
Tammy Maygra
Coy Golson Jr.
Baylee Crawford
John Chabala
John H.
Kathryn Loundree
C. Golson
Hannah Jordan
Lauren Terry
Brady Preheim

7:00PM – Call Regular Session to Order – Mayor Peterson

Pledge of Allegiance – Mayor Peterson

Proclamation

Reflector Awareness Month - October 2015

WHEREAS, statistics from the National Highway Traffic Safety Administration show that in the United States 4,735 pedestrians were killed in traffic crashes, accounting for fourteen percent (14%) of all traffic fatalities in motor vehicle traffic crashes in 2013; and

WHEREAS, forty-nine percent (49%) of pedestrian fatalities occurred between the hours of 6:00 p.m. and 11:59 p.m. in 2013, proving that most pedestrian-involved accidents occur after the sun goes down; and

WHEREAS, it has also been proven that wearing some sort of reflective material or lighting device increases your visibility as a pedestrian or bicyclist and can make a life-saving difference; and

WHEREAS, wearing light or white clothes is not enough. Drivers first see pedestrians wearing blue at 55 feet, wearing red at 80 feet, wearing yellow at 129 feet, and wearing white at 180 feet. But it takes 260 feet for a vehicle going 60 mph to stop; and

WHEREAS, according to the Federal Highway Administration, a person dressed in black, wearing a thumb-sized reflector, is detected at longer distances than a person dressed completely in white; and

WHEREAS, pedestrians and bicyclists should wear reflective material, be cautious night and day when sharing the road with vehicles and never assume a driver sees you.

NOW, THEREFORE, I, Randy Peterson, Mayor of the City of St. Helens, do recognize the month of October 2015 as REFLECTOR AWARENESS MONTH, and encourage all citizens of the city to join in this observance by wearing proper reflective material or lighting devices when walking or bicycling after the sun goes down.

Invitation to Citizens for Public Comment

♦Thelma Bonar. She is here to talk about the hospital property. She is asking that the City not sell the property. Maybe there could be a hospital there someday. She was chief petitioner and it was hard work. The City would not have it today if it wasn't for what she did. It needs to be used for the entire community.

Mayor Peterson agreed. There are no plans at this time to do anything with the property. The Council has talked about using it for the public good.

Thelma asked for support with the CC rider initiative. We cannot keep asking tax payers to pay for more. She's proposing surface mining rates be increased to help fund CC Rider, roads and bridges. CC Rider would receive \$0.25. Roads and bridges would receive \$0.10. They already receive \$0.25. She fixed it so you cannot spend the money on anything else.

♦Tammy Maygra. Brady Preheim is stuck in traffic. He had a comment about the property if you would be willing to let him speak when he arrives. The City talked about the need for public transportation to bring businesses. Thelma's initiative is the way to go. Tammy thinks the hospital district property should be sold and the money returned to the tax payers. St. Helens should not be the only one benefitting. The majority of the people voted and the majority of the people's wishes should be carried out. She personally did what she could to carry out their wishes. She's ashamed of the City of St. Helens for being greedy with the property.

♦Baylee Crawford and John Chabala, representing St. Helens Youth Council. They are happy to announce their first big project. They have organized a Halloween Party and Dance for students in 6-12 grade. It will be a fun and safe event. Meriwether Place is owned by the parents of Nate Bilton, who also serves on the Youth Council. They have graciously donated the building for the event. Youth Council is requesting \$300 to help fund the event. They will be selling snacks to recoup the cost. They can either refund the City the money or place it in a fund for future Youth Council expenses.

Mayor Peterson suggested treating this as a grant. Money they raise can then be put into a fund for future events.

MOTION: Upon Carlson's motion and Conn's second, the Council unanimously approved granting \$300 to the St. Helens Youth Council as requested.

Deliberations

LOCAL CONTRACT REVIEW BOARD
Approve Class Special Procurement

MOTION: Upon Locke's motion and Morten's second, the Council unanimously approved the Local Contract Review Board Order No. 225, with an amendment to Attachment A to change \$110,000 to \$75,000.

Ordinances – Final Readings

- A. **Ordinance No. 3196:** An Ordinance Amending the St. Helens Municipal Code Chapter 5.04 and Chapter 5.30 to Allow Business Licenses for Marijuana Related Businesses and Require Marijuana Business Licenses

Mayor Peterson read Ordinance No. 3196 by title for the final time.

Motion: Locke moved to adopt Ordinance No. 3196. Conn seconded.

Question. Council President Morten asked what the status is of the community impact fee negotiations. City Administrator Walsh said if this is approved it will give them 30 days to finalize that.

Vote: Locke, Carlson, Conn, Morten, and Peterson in favor; none opposed; motion carries.

Ordinances – First Readings

- A. **Ordinance No. 3197:** An Ordinance Amending the St. Helens Municipal Code Chapters 17.32 and 17.80

Mayor Peterson read Ordinance No. 3197 by title for the first time. The final reading will be held at the next regular session.

- B. **Ordinance No. 3198:** An Ordinance Granting to Astound Broadband, LLC, A Washington Limited Liability Company and Wholly-Owned Subsidiary of Wave Division Holdings, LLC, a Non-Exclusive Franchise and Right to Construct, Operate, and Maintain a Data Communications Service Facility and Provide Telecommunication Services in the City of St. Helens, Oregon

Mayor Peterson read Ordinance No. 3198 by title for the first time. The final reading will be held at the next regular session.

Resolutions

- A. **Resolution No. 1718:** A Resolution Establishing Drop Box Rates and Superseding Resolution No. 1635

Mayor Peterson read Resolution No. 1718 by title. **Motion:** Upon Morten's motion and Locke's second, the Council unanimously adopted Resolution No. 1718. [Ayes: Locke, Carlson, Conn, Morten, Peterson; Nays: None]

- B. **Resolution No. 1719:** A Resolution Approving a County Order to Form a Transportation District with a Permanent Tax Rate

Mayor Peterson read Resolution No. 1719 by title. **Motion:** Upon Locke's motion and Conn's second, the Council unanimously adopted Resolution No. 1719. [Ayes: Locke, Carlson, Conn, Morten, Peterson; Nays: None]

- C. **Resolution No. 1720:** A Resolution of the City of St. Helens to Authorize the City of St. Helens to Accept a Quitclaim Deed for Certain Real Property

Mayor Peterson read Resolution No. 1720 by title.

Motion: Conn moved to adopt Resolution No. 1720. Carlson seconded.

Discussion. Council President Morten asked to give Brady Preheim the opportunity to speak since he arrived late. Brady informed the Council that the property is still titled under his name as the trustee. According to the County Clerk, the only way to change that is with a separate court order or if he and the co-trustee sign the deed over. That's not happening. That's what was voted on and that's what is fair. He has approached the Council multiple times to discuss mediation and they have not yet.

Vote: Locke, Carlson, Conn, Morten, and Peterson in favor; none opposed; motion carries.

Award Purchase of Backhoe to Pape Machinery Inc.

Motion: Morten moved to award the purchase of the backhoe to Pape Machinery Inc. in the amount of \$95,000. Carlson seconded.

Question. Morten asked how much was budgeted for the purchase. Public Works Engineering Director Nelson said that \$145,000 was budgeted.

Vote: All in favor; none opposed; motion carries.

Approve and/or Authorize for Signature

- A. Amended State Waterway Lease 42848-ML – Wyeth Street ROW
- B. Amended State Waterway Lease 42849-ML – Willamette Street ROW
- C. Intergovernmental Agreement with Port of Portland for Moorage at City Docks
- D. Conveyance of Real Property from Board of County Commissioners of Columbia County, acting as Trustees of Columbia Health District
- E. Amendment No. 1 to 2008-2013 Fund Exchange Agreement with State of Oregon for Various City Streets Improvement Projects
- F. Contract Payments
- G. Letter of Support for SHEDCO's Grant Application to Columbia County Cultural Coalition for "Dog Walk" Art Project

Motion: Carlson moved to approve 'A' through 'G' above.

Discussion. Councilor Locke asked if there is a cost to the waterway leases. City Recorder Payne said there is an additional cost. We sub-lease those to St. Helens Marina and Dillard's Marina. That cost is passed on to them and they are aware of the increase.

Morten spoke of the Columbia Health District property testimony. We heard requests for the property to be used for the good of the public. He would like to keep that in mind.

Vote: All in favor; none opposed; motion carries.

Consent Agenda for Acceptance

- A. Library Board Minutes dated August 18, 2015

Motion: Upon Conn's motion and Conn's second, the Council unanimously accepted 'A' above.

Consent Agenda for Approval

- A. Street Closure for SHEDCO Walking Dead Tour – Close Milton Way from Columbia Blvd. to St. Helens Street – October 23, 24 and 30, 2015
- B. Street Closure for Monster Dash Fundraiser – Close Cowlitz from Strand to First and Close First from Cowlitz to St. Helens – October 10, 2015

- C. Council Work Session and Regular Session Minutes dated September 2, 2015
- D. Council Work Session, Public Hearing and Regular Session Minutes dated September 16, 2015
- E. ~~Local Contract Review Board Order Approving Class Special Procurement~~
- F. Accounts Payable Bill List

Motion: Upon Conn's motion and Morten's second, the Council unanimously approved 'A' through 'F' above, except for E which was approved earlier in the meeting.

Council Reports

Mayor Peterson reported...

- Nothing to report.

Councilor Conn reported...

- She attended the LOC Conference. The education is very beneficial. She was struck by a presentation on homelessness. It's important to find a way to deal with the public and find ways to help them.

Council President Morten reported...

- He attended the LOC Conference. One of the sessions included a wonderful presentation of teamwork and effective communication amongst the board members. It was very valuable. He also attended two marijuana dispensary workshops. He came away with a wealth of knowledge of what to expect and dilemmas we may face.
- He attended the Oregon Joint Utilities Use Association Meeting. It reports directly to the Utilities Commission. He was impressed by some of the presentations.
- City Talk will air live on KOHI on the third Friday of every month.

Councilor Carlson reported...

- He attended the LOC Conference. She appreciated the sessions and tours.
- Thanked Youth Council for all of their hard work. She appreciates them taking their weekend to help the community.

Councilor Locke reported...

- Thanked Neal Sheppard and Public Works for their great work on the waterfront trail. It has been getting a lot of use. He would like to see some picnic tables and garbage cans on site.
- Baylee Crawford and John Chabala are the City Council liaisons representing Youth Council. John has taken on the reflectors as his senior project. City Council has vowed to take on the project as well. He is happy to see it continue on.
- We need to talk about funding in the near future. It may be time to look at a police or parks levy.
- He was elected as vice chair at the last CAT Meeting. It's a six year commitment.

Department Reports

Police Chief Moss reported...

- Nothing to report.

Public Works Engineering Director Nelson reported...

- There are six foreclosed and vacant properties involved in the sewer lateral abatement process. She is proposing to cap off the sewer line for properties that have defective sewer laterals. Their water meter has been pulled as well. The new owner would have to replace the water meter and repair the sewer lateral before making it habitable. A contractor would

perform the work and a lien would be placed on the property. Council concurred, as long as the owner will be aware of this before they purchase the property.

- Victoria Worrall gave an excellent presentation at the Traffic Safety Commission meeting this morning on reflector projects. Funds raised by selling them is used to purchase more and give them away free to kindergarten students. Victoria requested \$100 to pay for printing posters.

MOTION: Upon Locke's motion and Conn's second, the Council unanimously approved granting \$100 to Victoria Worrall to cover poster printing costs.

Finance Director Ellis reported...

- Nothing to report.

City Recorder Payne reported...

- Nothing to report.

City Administrator Walsh reported...

- St. Helens will be busy with Spirit of Halloweentown on Saturday. Decorations will continue going up this week.
- Staff is working on the marijuana business license forms. How would the Council like to see the Community Impact Agreement established? It was the consensus of the Council for staff to draft the agreement and bring it back to Council for approval.

Adjourn - There being no further business, the meeting adjourned at 7:49 p.m.

ATTEST:

Kathy Payne, City Recorder

Randy Peterson, Mayor

City of St. Helens CITY COUNCIL

Work Session Minutes

October 21, 2015

Members Present: Randy Peterson, Mayor
Doug Morten, Council President
Keith Locke, Councilor
Susan Conn, Councilor
Ginny Carlson, Councilor

Staff Present: John Walsh, City Administrator
Jon Ellis, Finance Director
Lisa Scholl, Deputy City Recorder
Margaret Jeffries, Library Director
Terry Moss, Police Chief – left early
Crystal Farnsworth, Communications Officer
Riki Frappier, Interim Municipal Court Clerk

Others: Tina Curry Steve Topaz Colleen DeShazer
Bing Theobald Eric Jensen Ed Burgmans
John Harper CJ Peterson Page Atchison

Mayor Randy Peterson called the meeting to order at 1 p.m.

Visitor Comments

◆Steve Topaz. Distributed a handout that listed what he thought went wrong with the pumpkin lighting celebration. A copy is included in the archive meeting packet. St. Helens likes to have big events to showcase the City but they need to find a way to work with other agencies. When he worked on the Maritime and 4th of July events, they had to follow rules and fill out forms. That doesn't seem to have happened for the pumpkin lighting. There were kids everywhere and no traffic control when it was dark. He was concerned that there was only one way in and out of the Boise Veneer lot and cars were traveling the same path as pedestrians. Safety needs to be improved. The Maritime team set the standard high but no one seemed to follow it. The City lacked communication with businesses and restaurants.

Discuss Requests for Staffing Additions/Modifications

Finance Director Ellis reviewed the staffing needs as included in the archive meeting packet.

Councilor Locke asked if the surplus funds are from the reduced staffing at the Police Department. Ellis cannot say for sure. He will return to the next meeting with a report. Locke would like to use those saved funds to keep Scott Williams working full-time as code enforcement. Councilor Conn was concerned about the impact that would have on Public Works. Ellis agreed that would have an impact on service levels.

Mayor Peterson would like to spend a couple more weeks reviewing the request and then address it at the next meeting. There are needs in every department. Ellis reminded Council that he will be retiring June 30. He would like to have a replacement sooner than that for training purposes.

Councilor Locke asked what the financial status is of Municipal Court. Ellis said they are in line with the budget but still require about \$130,000 in General Fund resources. More information will be included in the next quarterly report.

It was the consensus of the Council to continue discussion at the November 4 work session.

Spirit of Halloweentown Activities Update

Tina Curry with E2C Corporation was in attendance to give Council an update. Tina talked about how successful the events have gone. There has been an influx of visitors from out of town. She addressed the pumpkin lighting event. The parking was not horrible. Photographers, Marnie and other visitors seemed to make it here fine. Just like Trailblazer games, you're going to have a backup of traffic when there's an influx of people coming. Ideally, the Monster Dash and pumpkin lighting would not have been on the same day. They had no idea how big it would get when it was first announced that Marnie would be attending. Another concern was the bathroom situation. Unfortunately, they did not have a good phone number to contact Hudson to have the port-a-potties emptied. They now have it for future events.

New activities were added this year and continue to be added for the coming weekends. Unfortunately, we cannot control websites giving incorrect event information. Restaurants have had phenomenal sales and are gearing up for record crowds. Tina distributed and reviewed a plan of action for 2016. A copy is included in the archive meeting packet.

Councilor Conn suggested working with the Kiwanis to help with parking. They manage the parking during the fair.

Presentation by Community Advocate for Spirit of Halloweentown Planning

Stephanie Patterson was in attendance to present her ideas for Spirit of Halloweentown next year. She distributed and reviewed a proposal. A copy is included in the archive meeting packet.

She thanked the Council and Tina for their work on the Spirit of Halloweentown. She would like to establish a task force of Chamber members, SHEDCO and business owners. The community needs to be involved. Stephanie talked about Halloweentown activities that began in 1998 and what can be done in the future.

Stephanie spoke of two other cities that have taken advantage of marketing and are thriving; Leavenworth, Washington and Sleepy Hollow, New York.

We have a lot to be proud of in this town.

Presentation by Eric Jensen for Proposed Dog Sculpture

Eric Jensen was in attendance to present the Council with his idea for a dog sculpture in St. Helens. He briefly reviewed the history of Lewis and Clark's dog, Seaman. He showed Council samples of other projects he has worked on.

Eric's proposal places the sculpture near the river in old town. He displayed a drawing of what it would look like. Funds would be raised through foundation grants and managed by a committee. The project would create civic pride.

Eric would like to leave the drawing here on display until Monday. The next steps would be to

gain agreement from the Council and then create a committee.

Mayor Peterson asked what kind of timeline is anticipated. Eric believes it would be a year. It will depend on funding. Peterson informed Eric that this will need to go to the Arts & Cultural Commission.

Council President Morten said this fits uniquely in the vision of the waterfront. However, it's too soon right now to make any decisions for that property.

Communications FY14/15 4th Quarter and FY15/16 1st Quarter Reports

Crystal Farnsworth presented her reports, copies of which are included in the archive packet for this meeting.

Discussion Regarding Carbon Pricing

Page Atchison from Oregon Climate was in attendance to answer any questions.

Council President Morten suggested Page work with League of Oregon Cities (LOC). Page reviewed the other agencies that have adopted resolutions.

No decisions were made.

Review Draft Marijuana Related Business License Form and Community Impact Agreement

City Administrator Walsh reviewed the form and agreement. Copies are included in the archive meeting packet.

Council President Morten asked if the percentages are the same for retail and grow operations. Walsh confirmed it is the same. They would be separate business licenses.

♦Ed Burgmans, Alternative Medical Consulting. The State has already mandated a 17% tax. They will be giving 3% back to counties and cities. Is the City taxing the actual product? If so, he does not believe you can tax medication.

Mayor Peterson confirmed that the tax is based on gross sales.

♦John Harper. He is a local business owner and represents GEO Enterprises. Is the City's tax in addition to what you will receive from the State?

Walsh confirmed it is. John H. does not believe the City will need that much as an impact. Adding that tax is going to drive people to the street. Council President Morten said they were suggested higher percentages from another applicant. John H. said they are going to be competing against the street. These businesses are not eligible for tax deductions for rent, labor, wages, utilities, etc. He would advise them to stay out of the City if these taxes are approved.

Ed urged the Council to work individually with each business when setting rates.

John H. suggested the Council reduce the percentage or make it a flat rate fee for the first year. It can be adjusted in a year if needed.

♦CJ Peterson. This provides jobs. We live in a town where half of the people use food stamp cards. We have bigger things to deal with than 15% tax. He owns a nonprofit in town that

helps homeless and abused kids. Some of his money will go towards helping them. He is a professional grower when he is not teaching. Our City is not that great. We have a huge problem with meth and heroine. The cannabis users are willing to come in and clean it up. It's not the weed users that are killing people.

♦**Bing Theobald**. She is an applicant for a marijuana business license. Morten mentioned that an applicant was willing to pay higher taxes. If she is thinking of the same person, he is not involved in the business. She was out of the country and did not know what was happening. Bing would like to make this business successful. She will be meeting with Walsh tomorrow to review business data.

Review Utility Rates Proposal for 2016

Finance Director Ellis reviewed his PowerPoint presentation. A copy is included in the archive meeting packet.

Council President Morten asked to combine our tax base and utility costs to compare with other cities. We have one of the lowest tax bases in Oregon. That would be helpful to show the public. The public also needs to know about all the projects that have been done to come into compliance with state and federal laws. Ellis can have that information available at the public forum.

Department Reports

Library Director Jeffries reported...

- The Library has hosted four Conversation Project programs. The next one will be talking about dying. It is a sensitive subject and will be held in an intimate setting.
- National Novel Writing Month occurs in November. St. Helens had the ninth highest word count in the nation. The kick-off will be held October 29 at 5 p.m.
- Lego play day will be held today at the Library.
- The Youth Librarian will be attending the Kiwanis Children's Fair on October 31. They will be talking to families about what the Library offers.
- Pumpkin painting will be held on October 30 at 3 p.m. in the auditorium.

Finance Director Ellis reported...

- Nothing to report.

Deputy City Recorder Scholl reported...

- Nothing to report.

City Administrator Walsh reported...

- People are in the plaza all day visiting the pumpkin and taking advantage of photo opportunities. The restaurants and downtown businesses are doing very well.
- Tina Curry will also coordinate the Christmas tree lighting.
- Fireworks was mentioned earlier today. A lead agency is still needed.

Council Reports

Mayor Peterson reported...

- Nothing to report.

Councilor Conn reported...

- We are in the top five proposals for STIP funding. The deadline is the 20th. Walsh added that the Gable Road sidewalk project is ranked number four in our transportation region.
- Crisis Intervention Training is happening right now. It's a 40 hour training for first

responders. Two people from the City are attending. Chief Moss is presenting at it this afternoon.

- Attended a Brown Bag lunch at the Port of St. Helens yesterday.
- Attended an ODOT meeting for the Millard Road intersection proposal with Walsh.

Council President Morten reported...

- The Parks and Trails Master Plan was distributed to the Parks Commission at Monday's meeting. Assistant Planner Jenny Dimsho did a great job reviewing the plan. The parks were individually assigned to various members. They will report back at each meeting.
- The Parks Commission recommended waiving permit fees for community events for nonprofits and events sponsored by the City. Conn asked for clarification on when fees are waived. Deputy City Recorder Scholl said that park use fees are waived for nonprofits. Any additional fees are either paid or need to come to Council to be waived. Discussion of the need to have a written policy.
- The Parks Commission reviewed camping. They support a staff study on the impacts of camping on Sand Island and McCormick Park.
- Thanked Mayor Peterson for his appearance on the first airing of City Talk on KOHI. John Walsh and Tina Curry joined him and spoke about Spirit of Halloweentown activities. He would like other departments to speak in the future.

Councilor Carlson reported...

- The number of people coming in to visit the Spirit of Halloweentown has been astounding.
- St. Helens Youth Council has made a lot of gains.
- A Planning Commission training will be held in Scappoose.
- A Hallow "Teen" dance and party will be held on Saturday at the Meriwether Place. It is for 6th – 12th graders. It is sponsored by the St. Helens Youth Council.
- Two Youth Council members are involved in the Ford Leadership program.
- Youth Council has been assisting with Spirit of Halloweentown activities on the weekends.

Councilor Locke reported...

- Mike Stone contacted him about the Christmas Ships. Last year, Morten made a suggestion for the City to fund it instead of just asking for donations from local restaurants. Locke considered approaching the restaurants and telling them we will pay for their supplies and they donate their time. Morten heard from two restaurant owners that said they didn't think they could do it again. Carlson heard from one as well. Peterson said we need to compile a list of how many people are participating and then put it out to all the restaurants for proposals. Morten suggested getting the Chamber involved as well.
- Spoke with Jim Calnon, who works for the Corps of Engineers. They will be filling both ends of the island. Jim gave him a number for a contact to talk about taking ownership of Sand Island.
- He will not be at the next meeting.
- Council members participating in Youth Council meetings and events need to go through a background check.

Executive Session

ORS 192.660(2)(e) Real Property Transactions

Motion: At 3:47 p.m., upon Locke's motion and Morten's second, the Council unanimously voted to move into executive session under ORS 192.660(2)(e) Real Property Transactions.

Motion: At 4:09 p.m., upon completion of the executive session, Locke moved to go back into work session, seconded by Morten, and unanimously approved.

Other Business

Boy Scouts will be here at 6:30 p.m. to meet with Mayor Peterson.



There being no further business, the meeting was adjourned at 4:09 p.m.

ATTEST:

Lisa Scholl, Deputy City Recorder

Randy Peterson, Mayor

DRAFT

City of St. Helens CITY COUNCIL

Regular Session Minutes

October 21, 2015

Members Present: Randy Peterson, Mayor
Doug Morten, Council President
Keith Locke, Councilor
Susan Conn, Councilor
Ginny Carlson, Councilor

Staff Present: John Walsh, City Administrator
Jon Ellis, Finance Director
Crystal Farnsworth, Communications Officer
Margaret Jeffries, Library Director
Terry Moss, Police Chief

Others: Nicole Thill, Spotlight
Ed Burgmans
Austin P. Tim Navarro
Eric Prochnow
Jacob Leal E. Torres
Taylor Leal

7:00PM – Call Regular Session to Order – Mayor Peterson

Pledge of Allegiance – Mayor Peterson

Invitation to Citizens for Public Comment

No public comment.

Ordinances – Final Readings

A. **Ordinance No. 3197:** An Ordinance Amending the St. Helens Municipal Code Chapters 17.32 and 17.80

Mayor Peterson read Ordinance No. 3197 by title for the final time. **Motion:** Upon Locke's motion and Morten's second, the Council unanimously adopted Ordinance No. 3197. [Ayes: Locke, Carlson, Conn, Morten, Peterson; Nays: None]

B. **Ordinance No. 3198:** An Ordinance Granting to Astound Broadband, LLC, A Washington Limited Liability Company and Wholly-Owned Subsidiary of Wave Division Holdings, LLC, a Non-Exclusive Franchise and Right to Construct, Operate, and Maintain a Data Communications Service Facility and Provide Telecommunication Services in the City of St. Helens, Oregon

Mayor Peterson read Ordinance No. 3198 by title for the final time. **Motion:** Upon Morten's motion and Carlson's second, the Council unanimously adopted Ordinance No. 3198. [Ayes: Locke, Carlson, Conn, Morten, Peterson; Nays: None]

Award Bid for S. 4th Street & Park Way Storm Drain Reroute Project to Semling Construction, Inc.

Background:

The homes located on S. 4th Street between Cowlitz Street and Park Way have had a longstanding issue with storm runoff building up in the backyards. In 2014, a new sanitary pipe was constructed as part of the I&I Project, and the old sanitary line was converted to a storm drain and diverted to the existing storm system on S. 4th Street. However, the converted line was in such disrepair that it did not function as intended. However, there is a relatively simple solution that will utilize the new catch basin that was installed in 2014 and divert the storm water through a side yard out to the existing storm system on S. 4th Street.

Plans and specifications for this option were developed by the Engineering Department and a Request for Quotes (RFQ) was issued on September 23, 2015 with a submittal deadline of October 14, 2015. The following quotes were received:

FIRM	LOCATION	QUOTE
Semling Construction, Inc.	St. Helens, OR	\$23,938.00
TFT Construction, Inc.	Scappoose, OR	\$27,600.00
Landis & Landis Construction, LLC	Marylhurst, OR	\$43,970.00
Pacific Excavation, Inc.	Eugene, OR	\$49,800.00

The pre-bid estimate range was \$28,000 to \$35,000. The project is part of the projects identified in the 2015/2016 approved budget as Storm Drain Capital Improvements, GL 010-304-653400, with a total budgeted amount of \$100,000.

Recommendation:

Award the contract for the South 4th Street & Park Way Storm Drain Reroute Project, SD-156, to Semling Construction, Inc. as the lowest responsive bidder and authorize the Mayor to execute a Construction Contract for the South 4th Street & Park Way Storm Drain Reroute Project, SD-156. Contract will be at the rate prescribed in that firm’s submitted bid, plus standard contingency.

Motion: Upon Locke’s motion and Carlson’s second, the Council unanimously awarded the contract for the South 4th Street and Park Way Storm Drain Reroute project to Semling Construction, Inc.

Award Contract for 2015 Asphalt Patching Project to S-2 Contractors, Inc.

Background:

Each year the Public Works Department compiles a list of locations where asphalt repair is required. These are typically areas where the Public Works crews have completed repairs, such as fixing a watermain break, or where new pipe has been installed, such as extending a storm drain line. Placing permanent asphalt after each repair or project is completed is not cost effective, so temporary asphalt is placed to restore use of the road until the permanent asphalt can be applied. Once there is enough work to develop a project, the Engineering Department prepares the project documents and collects quotes from qualified contractors to place the permanent asphalt and properly complete the repair of the roads.

A Request for Quotes (RFQ), including plans and specifications, was issued on October 5, 2015 with a submittal deadline of October 15, 2015. The following quotes were received:

FIRM	LOCATION	QUOTE
S-2 Contractors, Inc.	Aurora, OR	\$21,809.80

TFT Construction, Inc.	Scappoose, OR	\$25,417.90
ME Moore Construction, Inc.	St. Helens, OR	No Bid

The project is identified in the 2015/2016 approved budget as Road Patching Projects in Streets Operations and Maintenance, GL 011-011-523000, with a total annual budgeted amount of \$40,000.

Recommendation:

Award the contract for the 2015 Asphalt Patching Project, R-627, to S-2 Contractors, Inc. as the lowest responsive bidder and authorize the Mayor to execute a Materials & Services Contract for the 2015 Asphalt Patching Project, R-627. Contract will be at the rate prescribed in that firm's submitted bid, plus standard contingency.

Motion: Upon Conn's motion and Morten's second, the Council unanimously awarded the contract for the 2015 Asphalt Patching project to S-2 Contractors, Inc.

Approve and/or Authorize for Signature

A. Contract Payments

Motion: Upon Locke's motion and Carlson's second, the Council unanimously approved 'A' above.

Consent Agenda for Acceptance

- A. Planning Commission Minutes dated August 11 and September 8, 2015
- B. Accounts Payable Bill List

Motion: Upon Carlson's motion and Morten's second, the Council unanimously accepted 'A' through 'B' above.

Consent Agenda for Approval

- A. Street Closure for Lil Spooks Parade – Close St. Helens Street from 1st to 3rd, 1st Street from St. Helens to Cowlitz and Cowlitz Street from 1st to Strand – October 31, 2015
- B. Marijuana Related Business License Application Form
- C. Community Impact Agreement Form for Marijuana Related Businesses
- D. Accounts Payable Bill List

Mayor Peterson tabled item 'C' for additional review.

Motion: Upon Conn's motion and Carlson's second, the Council unanimously approved 'A,' 'B' and 'D' above.

Council Reports

Mayor Peterson reported...

- Nothing to report.

Councilor Conn reported...

- Nothing to report.

Council President Morten reported...

- Thanked the Boy Scouts for attending tonight's meeting.

Councilor Carlson reported...

- Invited all 6th to 12th graders to attend the St. Helens Youth Council Hallow "Teen" event on

October 24 at the Meriwether Place.

- Thanked Chief Moss for his service during the pumpkin lighting evening. She was very proud to call him the City's Police Chief after witnessing his conduct and calm during the evening.

Councilor Locke reported...

- There were many interesting comments heard from different groups today regarding Spirit of Halloweentown. He thinks it's time that all local groups get together to have a discussion. City Administrator Walsh was delegated with arranging for the groups to meet (SHEDCO, Chamber, and St. Helens Community Foundation). It was the consensus of the Council to hold a special meeting for discussion.

Department Reports

Police Chief Moss reported...

- Nothing to report.

Library Director Jeffries reported...

- Nothing to report.

Finance Director Ellis reported...

- A public forum for rate setting of the utility billing fees will be held November 4 at 6:30 p.m.

Communications Officer Farnsworth reported...

- Nothing to report.

City Administrator Walsh reported...

- Commended Police Chief Moss for his service at the pumpkin lighting. The Police Department and Public Works did a great job.

Adjourn - There being no further business, the meeting adjourned at 7:10 p.m.

ATTEST:

Crystal Farnsworth, Communications Officer

Randy Peterson, Mayor

Accounts Payable

To Be Paid Proof List

User: jenniferj
 Printed: 10/16/2015 - 9:45AM
 Batch: 00010.10.2015 - 10/16 FY 15-16



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
AIRGAS USA, LLC P O BOX 7423 PASADENA, CA 91109-7423									
AIRGAS 9930564920	9/30/2015	52.53	0.00	10/16/2015				False	0
017-017-501000 Operating Materials & Sup.					CO2				
9930564920 Total:		52.53							
AIRGAS USA, LLC Total:		52.53							
AMERICAN SECURITY ALARMS, INC. 5411 S.E. McLOUGHLIN BLVD. PORTLAND,, OR 97202-001384									
75439	10/1/2015	52.50	0.00	10/16/2015				False	0
013-403-470000 Building					24HR ALAMR SERV. OCT-DEC 2015 CITY SHOP				
75439 Total:		52.50							
75440	10/1/2015	119.85	0.00	10/16/2015				False	0
001-004-470000 Building Expense					24HR ALAMR SERV. OCT-DEC 2015 COL CENTER				
75440 Total:		119.85							
75441	10/1/2015	98.70	0.00	10/16/2015				False	0
001-005-501000 Operating Materials & Supp					24HR ALAMR SERV. OCT-DEC 2015 PARKS				
75441 Total:		98.70							
75442	10/1/2015	89.85	0.00	10/16/2015				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
001-002-473000	Miscellaneous Expense				24HR ALAMR SERV. OCT-DEC 2015 POLICE				
	75442 Total:	89.85							
75443	10/1/2015	89.70	0.00	10/16/2015				False	0
018-019-470000	Building Expense				24HR ALAMR SERV. OCT-DEC 2015 WWTP				
	75443 Total:	89.70							
75444	10/1/2015	149.70	0.00	10/16/2015				False	0
017-417-470000	Building expense				24HR ALAMR SERV. OCT-DEC 2015 WF				
	75444 Total:	149.70							
	AMERICAN SECURITY A	600.30							
BANKCARD CENTER									
PO BOX 4021									
ALAMEDA, CA 94501-0421									
002197									
OCT 2015 0819	9/4/2015	185.00	0.00	10/16/2015				False	0
018-019-490000	Schools & Conventions				PNCWA CONFERENCE STEWART HARTLEY INV 2013				
OCT 2015 0819	9/4/2015	185.00	0.00	10/16/2015				False	0
018-020-490000	Schools & Conventions				PNCWA CONFERENCE STEWART HARTLEY INV 2013				
OCT 2015 0819	9/23/2015	56.00	0.00	10/16/2015				False	0
012-106-457000	Office supplies				JUST BLINDS - BLINDS FOR WATER DEPT. WINDOW				
	OCT 2015 0819 Total:	426.00							
OCT 2015 4863	9/16/2015	681.84	0.00	10/16/2015				False	0
001-002-490000	Police Training/Supplies				THE RIVERHOUSE R. GRAHAM T. MOSS				
OCT 2015 4863	9/16/2015	27.00	0.00	10/16/2015				False	0
001-002-490000	Police Training/Supplies				LES SCHWAB WHEEL SPIN BLANCE				
OCT 2015 4863	9/17/2015	310.00	0.00	10/16/2015				False	0
001-002-502000	Equipment Expense				SYMBOL ARTS BADGE				
OCT 2015 4863	9/18/2015	85.00	0.00	10/16/2015				False	0
001-002-502000	Equipment Expense				SYMBOL ARTS				
OCT 2015 4863	9/15/2015	105.00	0.00	10/16/2015				False	0
001-002-502000	Equipment Expense				SYMBOL ARTS				
OCT 2015 4863	9/21/2015	116.29	0.00	10/16/2015				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
001-002-457000 Office Supplies					BARCODE PLANET				
OCT 2015 4863	9/21/2015	59.47	0.00	10/16/2015				False	0
001-002-473000 Miscellaneous Expense					KURIG				
OCT 2015 4863	7/29/2015	19.99	0.00	10/16/2015				False	0
012-107-457000 Office supplies					REVERSE DOUBLE CREDIT				
OCT 2015 4863	9/9/2015	80.99	0.00	10/16/2015				False	0
001-002-473000 Miscellaneous Expense					WALMART CANDY				
OCT 2015 4863	9/18/2015	29.00	0.00	10/16/2015				False	0
001-002-490000 Police Training/Supplies					FUEL				
OCT 2015 4863	9/18/2015	21.10	0.00	10/16/2015				False	0
001-002-490000 Police Training/Supplies					FUEL				
OCT 2015 4863	8/27/2015	273.90	0.00	10/16/2015				False	0
001-002-490000 Police Training/Supplies					PHOENIX INN SUITES J. HOWELL				
OCT 2015 4863	8/27/2015	-10.96	0.00	10/16/2015				False	0
001-002-490000 Police Training/Supplies					PHOENIX INN SUITES J. HOWELL CREDIT				
OCT 2015 4863 Total:		1,798.62							
OCT 2015 7727	8/31/2015	88.45	0.00	10/16/2015				False	0
013-403-457000 Office supplies					STAPLES				
OCT 2015 7727	9/1/2015	131.46	0.00	10/16/2015				False	0
013-403-457000 Office supplies					STAPLES				
OCT 2015 7727	9/1/2015	187.59	0.00	10/16/2015				False	0
017-017-501000 Operating Materials & Sup.					UNLINE				
OCT 2015 7727	9/4/2015	17.00	0.00	10/16/2015				False	0
013-403-457000 Office supplies					AMAZON - PHONE HOLDER				
OCT 2015 7727	9/10/2015	299.00	0.00	10/16/2015				False	0
017-417-490000 Professional development					PNWS-AWWA CONFERENCE - GUY DAVIS				
OCT 2015 7727	9/15/2015	446.99	0.00	10/16/2015				False	0
013-403-457000 Office supplies					STAPLES				
OCT 2015 7727	9/23/2015	36.54	0.00	10/16/2015				False	0
013-403-457000 Office supplies					WALMART				
OCT 2015 7727 Total:		1,207.03							
OCT 2015 8267	8/31/2015	62.00	0.00	10/16/2015				False	0
012-101-490000 Professional development					AIRPORT EXPRESS CHICAGO IL J. WALSH				
OCT 2015 8267	8/31/2015	25.00	0.00	10/16/2015				False	0
012-101-490000 Professional development					AMERICAN AIR J. WALSH				
OCT 2015 8267	8/31/2015	189.26	0.00	10/16/2015				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
012-101-490000 Professional development					HILTON HOTELS CHICAGO J. WALSH				
OCT 2015 8267	9/1/2015	145.00	0.00	10/16/2015				False	0
012-102-526000 Advertisements					NATIONAL MINORITY UPDATE				
OCT 2015 8267	9/2/2015	120.47	0.00	10/16/2015				False	0
012-102-526000 Advertisements					INDEED				
OCT 2015 8267	9/3/2015	15.00	0.00	10/16/2015				False	0
012-101-490000 Professional development					HILTON CONCIERGE CHICAGO J. WALSH				
OCT 2015 8267	9/3/2015	175.00	0.00	10/16/2015				False	0
012-102-526000 Advertisements					OREGON LIVE				
OCT 2015 8267	9/4/2015	677.46	0.00	10/16/2015				False	0
012-101-490000 Professional development					HILTON HOTELS CHICAGO J. WALSH				
OCT 2015 8267	9/4/2015	25.00	0.00	10/16/2015				False	0
012-101-490000 Professional development					AMERICAN AIR CHICAGO J. WALSH				
OCT 2015 8267	9/4/2015	32.04	0.00	10/16/2015				False	0
012-101-490000 Professional development					CHICAGO FROM THE LAKE J. WALSH				
OCT 2015 8267	9/10/2015	350.00	0.00	10/16/2015				False	0
013-402-490000 Professional development					APWA S. NELSON CONF. REG				
OCT 2015 8267	9/10/2015	350.00	0.00	10/16/2015				False	0
013-403-490000 Professional development					APWA S. NELSON CONF. REG				
OCT 2015 8267	9/23/2015	1,858.20	0.00	10/16/2015				False	0
001-100-490000 Professional development					RIVERHOUSE HOTEL BEND LOC CONF				
OCT 2015 8267	9/23/2015	478.47	0.00	10/16/2015				False	0
012-101-490000 Professional development					RIVERHOUSE HOTEL BEND J. WALSH				
OCT 2015 8267	9/24/2015	29.00	0.00	10/16/2015				False	0
012-101-490000 Professional development					AMERLIBASSOC BRIGHTKEY J WALSH				
OCT 2015 8267 Total:		4,531.90							
BANKCARD CENTER To		7,963.55							
BIO-MED TESTING SERVICE, INC.									
3110 25TH STREET SE									
SALEM, OR, 97302-									
003505									
45461	10/7/2015	47.00	0.00	10/16/2015				False	0
012-102-554000 Contractual/consulting serv					PRE-EMPLOYMENT TEST S. HARRINGTON				
45461 Total:		47.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
		47.00							
BIO-MED TESTING SERV									
CANON SOLUTIONS AMERICA, INC 15004 COLLECTIONS CENTER DR CHICAGO, IL 60693 021694									
4017118521	9/30/2015	11.92	0.00	10/16/2015				False	0
001-004-473000 Misc Expense				COPIER					
4017118521 Total:		11.92							
4017186395	10/1/2015	146.39	0.00	10/16/2015				False	0
012-107-502000 Equipment expense				COPIER					
4017186395 Total:		146.39							
CANON SOLUTIONS AM		158.31							
CINTAS CORPORATION-463 PO BOX 650838 DALLAS, TX 75265-0838 006830									
463551900	10/5/2015	44.11	0.00	10/16/2015				False	0
018-019-501000 Operating Materials				MATS					
463551900	10/5/2015	44.12	0.00	10/16/2015				False	0
018-020-501000 Operating Materials & Supplies				MATS					
463551900 Total:		88.23							
463551901	10/5/2015	38.84	0.00	10/16/2015				False	0
013-403-470000 Building				MATS					
463551901 Total:		38.84							
CINTAS CORPORATION		127.07							

COMCAST

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
PO BOX 34744 SEATTLE, WA 98124-1744 COMCAST OCT 2015									
	10/14/2015	94.85	0.00	10/16/2015				False	0
013-403-458000 Telecommunication expense				PUBLIC WORKS 9144					
OCT 2015 Total:		94.85							
COMCAST Total:		94.85							
CORPORATION DIVISION 255 CAPITOL STREET NE STE. 151 SALEM, OR 97310-1327 025908 OCT 2015									
	10/13/2015	100.00	0.00	10/16/2015				False	0
012-102-473000 Miscellaneous				RENEW TRADEMARK REG NOS 29974 AND 29975					
OCT 2015 Total:		100.00							
CORPORATION DIVISIO		100.00							
COUNTRY MEDIA INC. PO BOX 9278 PORTLAND, OR 97207 006800 198773									
	9/30/2015	119.04	0.00	10/16/2015				False	0
001-104-493000 Legal notices				NOTICE OF DELIBERATIONS					
198773 Total:		119.04							
198774	9/30/2015	105.72	0.00	10/16/2015				False	0
001-104-493000 Legal notices				NOTICE OF PUBLIC HEARING					
198774 Total:		105.72							
198775	9/30/2015	37.50	0.00	10/16/2015				False	0
001-100-461000 Public meetings				NOTICE OF COUNCIL PUBLIC HEARING					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
	198775 Total:	37.50							
	COUNTRY MEDIA INC. T	262.26							
EAGLE STAR ROCK PRODUCTS, INC. P.O. BOX 750 ST. HELENS, OR 97051									
010970									
29929	9/23/2015	125.64	0.00	10/16/2015	ROCK - N 19TH STREET			False	0
	018-021-501000 Operating Materials & Supplies								
	29929 Total:	125.64							
29972	9/30/2015	97.47	0.00	10/16/2015	ROCK - N 19TH STREET			False	0
	018-021-501000 Operating Materials & Supplies								
	29972 Total:	97.47							
29994	10/5/2015	132.50	0.00	10/16/2015	ROCK - N 19TH STREET			False	0
	018-021-501000 Operating Materials & Supplies								
	29994 Total:	132.50							
	EAGLE STAR ROCK PRO	355.61							
ENVISIONWARE, INC. 2855 PREMIERE PARKWAY, STE. A DULUTH, GA 30097-5201									
011480									
INV-US-22444	8/13/2015	655.35	0.00	10/16/2015	ENVISIONWARE			False	0
	001-004-500000 Computer Maintenance								
	INV-US-22444 Total:	655.35							
	ENVISIONWARE, INC. T	655.35							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
FLAG FACTORY NW P. O. BOX 2415 AUBURN, WA 98071-2415 012242									
158087	10/9/2015	68.17	0.00	10/16/2015				False	0
018-019-501000	Operating Materials				NYLON FLAGS / POW FLAGS				
158087	10/9/2015	68.18	0.00	10/16/2015				False	0
018-020-501000	Operating Materials & Supplies				NYLON FLAGS / POW FLAGS				
158087 Total:		136.35							
FLAG FACTORY NW Tot		136.35							
FLINT TRADING, INC. PO BOX 160 THOMASVILLE, NC 27361-0160 012250									
184398	6/26/2015	3,277.58	0.00	10/16/2015				False	0
011-011-501000	Operating Materials & Supp				12' WHITE LINE 8'SCHOOL				
184398 Total:		3,277.58							
FLINT TRADING, INC. T		3,277.58							
GRAICHEN, JACOB A. 21716 LINDBERG ROAD CLATSKANIE, OR 97016 014039									
OCT 2015	10/13/2015	364.00	0.00	10/16/2015				False	0
001-104-490000	Professional development				TRAVEL EXPENSE OREGON MAIN STREET CONFERI				
OCT 2015	10/13/2015	185.30	0.00	10/16/2015				False	0
001-104-558321	Main street				TRAVEL EXPENSE OREGON MAIN STREET CONFERI				
OCT 2015 Total:		549.30							
GRAICHEN, JACOB A. T		549.30							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
HACH COMPANY 2207 COLLECTIONS CENTER DRIV CHICAGO,, IL 60693 014200									
9603230	10/1/2015	399.89	0.00	10/16/2015				False	0
				017-017-501000 Operating Materials & Sup.	MATERIALS				
		9603230 Total:	399.89						
9607745	10/5/2015	57.08	0.00	10/16/2015				False	0
				017-017-501000 Operating Materials & Sup.	MATERIALS				
9607745	10/5/2015	114.16	0.00	10/16/2015				False	0
				017-417-472000 Lab testing	MATERIALS				
		9607745 Total:	171.24						
		HACH COMPANY Total:	571.13						
HASA 23119 DRAYTON STREET SAUGUS, CA 91350 014771									
478422	10/1/2015	4,296.56	0.00	10/16/2015				False	0
				018-020-527000 Hypochlorite Expense	MULTI CHLOR				
		478422 Total:	4,296.56						
		HASA Total:	4,296.56						
INTELLIGENT PRODUCTS, INC PO BOX 626 BURLINGTON, KY 41005 I.P.INC									
199341A	9/28/2015	1,075.59	0.00	10/16/2015				False	0
				001-005-501000 Operating Materials & Supp	MUTT MITT SINGLES				
		199341A Total:	1,075.59						
199536A	10/1/2015	324.48	0.00	10/16/2015				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
001-005-501000	Operating Materials & Supp			MUTT MITT DISPENSOR					
	199536A Total:	324.48							
	INTELLIGENT PRODUC	1,400.07							
KINNEAR SPECIALTIES INC. P.O. BOX 776 ST. HELENS, OR 97051 017537									
5019992	10/5/2015	450.10	0.00	10/16/2015					
015-015-501000	Operating Materials & Supp			OIL SUCTION HOSE					
	5019992 Total:	450.10							
	KINNEAR SPECIALTIES	450.10							
LEAGUE OF OREGON CITIES 1201 COURT ST.NE,SUITE 200 SALEM, OR 97301 018100									
200375	10/9/2015	1,395.00	0.00	10/16/2015					
001-100-490000	Professional development			CONFERENCE S. CONN J. WALSH V, CARLSON D. MC					
200375	10/9/2015	410.00	0.00	10/16/2015					
012-101-490000	Professional development			CONFERENCE S. CONN J. WALSH V, CARLSON D. MC					
	200375 Total:	1,805.00							
	LEAGUE OF OREGON C	1,805.00							
MAILBOXES NORTHWEST 2034 COLUMBIA BLVD. ST. HELENS, OR 97051 019366									
OCT 2015	10/2/2015	11.87	0.00	10/16/2015					
012-106-480000	Postage			SHIPMENT ELECTRONIC DATA SOLUTIONS					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
	OCT 2015 Total:	11.87							
	MAILBOXES NORTHWE	11.87							
MOUCHA, ANYA 8316 N. FESSENDEN STREET PORTLAND, OR 97203 MOUCHA.A									
OCT 2015	10/15/2015	140.82	0.00	10/16/2015				False	0
001-104-558321	Main street				TRAVEL EXPENSE OREGON MAIN STREET CONFERI				
	OCT 2015 Total:	140.82							
	MOUCHA, ANYA Total:	140.82							
NORTHSTAR CHEMICAL, INC. P.O. BOX 6860 PORTLAND,, OR 97228-6860 021556									
66292	10/7/2015	426.68	0.00	10/16/2015				False	0
017-417-527000	Chlorine				SODIUM HYPOCHLORITE				
	66292 Total:	426.68							
	NORTHSTAR CHEMICAL	426.68							
NORTHWEST STAPLE SUPPLY 6600 McEWAN ROAD LAKE OSWEGO, OR 97035 021485									
1320034	9/28/2015	750.00	0.00	10/16/2015				False	0
001-005-501000	Operating Materials & Supp				GRAFFITI REMOVER				
	1320034 Total:	750.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
	NORTHWEST STAPLE S	750.00							
OGDEN PUBLICATIONS 1503 SW 42ND ST TOPEKA, KS 66609-1265 OGDEN									
OCT 2015	10/12/2015	27.00	0.00	10/16/2015				False	0
	001-004-512000 Periodicals				SUBSCRIPTION				
	OCT 2015 Total:	27.00							
	OGDEN PUBLICATIONS	27.00							
PAGEFREEZER SOFTWARE, INC. 500-311 WATER STREE VANCOUVER CANADA, BC V6B-1B8 024630									
INV-2152	9/2/2015	1,000.00	0.00	10/16/2015				False	0
	012-102-554000 Contractual/consulting serv				SOCIAL MEDIA ARCHIVING FOR GOV AGENCIES				
	INV-2152 Total:	1,000.00							
	PAGEFREEZER SOFTWA	1,000.00							
PAMPLIN MEDIA GROUP, COMMUNITY NEWSPAPERS/ PO BOX 22109 PORTLAND, OR 97269-2109 031685									
15802716	9/30/2015	100.00	0.00	10/16/2015				False	0
	012-101-527000 Communications				EMERGENCY PREPAAREDNESS FLYER				
	15802716 Total:	100.00							
	PAMPLIN MEDIA GROU	100.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
PAULSON PRINTING 125 N. 19TH ST. ST. HELENS, OR, 97051 025300									
C8374	9/30/2015	55.00	0.00	10/16/2015				False	0
012-102-457000	Office supplies			BUS. CARDS NELSON / SCHOLL					
C8374	9/30/2015	55.00	0.00	10/16/2015				False	0
013-402-457000	Office supplies			BUS. CARDS NELSON / SCHOLL					
C8374 Total:		110.00							
PAULSON PRINTING To		110.00							
PEAK ELECTRIC GROUP, LLC 57096 S MORSE ROAD WARREN, OR 97053 PEAK.ELE									
150180	9/25/2015	163.50	0.00	10/16/2015				False	0
012-107-502000	Equipment expense			CITY HALL LIGHT SWITCH IN BATHROOM					
150180	9/25/2015	279.50	0.00	10/16/2015				False	0
001-004-470000	Building Expense			LIB REPLACE BALLASTS 2 FLOURESCENT LAMPS 2					
150180 Total:		443.00							
PEAK ELECTRIC GROU		443.00							
PERMA-BOUND 617 EAST VANDALIA ROAD JACKSONVILLE, IL 62650-3599 025410									
1648755-00	9/28/2015	218.39	0.00	10/16/2015				False	0
001-004-511000	Printed Materials			MATERIALS					
1648755-00 Total:		218.39							
PERMA-BOUND Total:		218.39							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
PETTY CASH- SHANNA DUGGAN									
018757									
OCT 2015	10/1/2015	36.00	0.00	10/16/2015				False	0
001-110-473000	Miscellaneous				RECORDING FEE L. SCHOLL				
OCT 2015	10/5/2015	12.19	0.00	10/16/2015				False	0
001-100-473000	Miscellaneous				YOUTH COUNCIL SNACKS				
OCT 2015	10/7/2015	11.70	0.00	10/16/2015				False	0
001-100-473000	Miscellaneous				COUNCIL MEETING SNACKS L. SCHOLL				
OCT 2015	10/8/2015	90.00	0.00	10/16/2015				False	0
017-000-202000	Accounts Payable				UB DEPOSIT ERROR PAM RENSH TO KATHLEEN SIN				
OCT 2015	10/8/2015	10.00	0.00	10/16/2015				False	0
009-209-554110	Economic and Market assessmen				PARKING MEEETING DOWNTOWN PDX WATERFROI				
OCT 2015	10/12/2015	11.26	0.00	10/16/2015				False	0
001-100-473000	Miscellaneous				YOUTH COUNCIL SNACKS L.SCHOLL				
OCT 2015	10/14/2015	75.00	0.00	10/16/2015				False	0
008-008-558104	Events				YOUGHT COUNCIL SPOOKY SAND ISLAND MAKUP				
OCT 2015	10/6/2015	9.88	0.00	10/16/2015				False	0
001-002-502000	Equipment Expense				B.YON CHARGER REIMBURSEMENT				
OCT 2015	10/14/2015	300.00	0.00	10/16/2015				False	0
001-100-558100	Grants and awards				YOUTH COUNCIL GRANT AUTH				
OCT 2015 Total:		556.03							
PETTY CASH- SHANNA		556.03							
PORTLAND GENERAL ELECTRIC									
WESTERN REGION									
PO BOX 4438									
PORTLAND, OR, 97208-4438									
025702									
OCT 2015	10/14/2015	46.52	0.00	10/16/2015				False	0
011-011-453000	Street Lighting				STREET LIGHTS 9724				
OCT 2015 Total:		46.52							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	PORTLAND GENERAL E	46.52							
PR DIAMOND PRODUCTS, INC. 4488 WAGON TRAIL AVE LAS VEGAS, NV 89118 026005									
0038396-IN	9/30/2015	390.00	0.00	10/16/2015				False	0
	017-017-501000 Operating Materials & Sup.			ASPHALT / CONCRETE					
	0038396-IN Total:	390.00							
	PR DIAMOND PRODUCT	390.00							
RICOH USA INC PO BOX 31001-0850 PASADENA, CA 91110-0850 027295									
5038368016	10/5/2015	87.97	0.00	10/16/2015				False	0
	012-107-502000 Equipment expense			COPIES- CUSTOMER # 15120165					
	5038368016 Total:	87.97							
	RICOH USA INC Total:	87.97							
RICOH USA, INC. PO BOX 650073 DALLAS, TX 75265-0073 027294									
95564033	10/2/2015	215.07	0.00	10/16/2015				False	0
	001-002-502000 Equipment Expense			POLICE COPIER RENT ACCT 6313					
	95564033 Total:	215.07							
	RICOH USA, INC. Total:	215.07							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
STAPLES BUSINESS ADVANTAGE									
DEPT LA									
PO BOX 83689									
CHICAGO, IL 60696									
031983									
3280267008	10/3/2015	55.89	0.00	10/16/2015				False	0
001-103-457000	Office supplies			OFFICE SUPPLIES					
3280267008 Total:		55.89							
3280267009	9/29/2015	96.98	0.00	10/16/2015				False	0
001-103-457000	Office supplies			OFFICE SUPPLIES					
3280267009	9/29/2015	22.59	0.00	10/16/2015				False	0
013-402-457000	Office supplies			OFFICE SUPPLIES					
3280267009	9/29/2015	17.01	0.00	10/16/2015				False	0
013-402-457000	Office supplies			OFFICE SUPPLIES					
3280267009	9/29/2015	39.87	0.00	10/16/2015				False	0
013-402-457000	Office supplies			OFFICE SUPPLIES					
3280267009 Total:		176.45							
STAPLES BUSINESS AD		232.34							
VERIZON WIRELESS									
PO BOX 660108									
DALLAS, TX 75266-0108									
000720									
9753122703	10/12/2015	167.54	0.00	10/16/2015				False	0
017-017-459000	Utilities			ACCT 242060134-00001					
9753122703 Total:		167.54							
VERIZON WIRELESS To		167.54							
VERNON, VICKI R.									
ATTORNEY AT LAW									
10211 SW BARBUR BLVD.STE.207A									
PORTLAND, OR 97219									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
034920									
OCT 2015	10/12/2015	284.00	0.00	10/16/2015	JEANNE REY RICHMOND			False	0
001-103-554000	Contractual/consulting serv								
	OCT 2015 Total:	284.00							
	VERNON, VICKI R. Total	284.00							
WATERMAN GARAGE DOORS									
264 NORTH 5TH STREET									
ST. HELENS, OR 97051									
035795									
1021117	9/20/2015	1,838.03	0.00	10/16/2015	GARAGE DOOR / OPENER			False	0
001-005-501000	Operating Materials & Supp								
	1021117 Total:	1,838.03							
	WATERMAN GARAGE D	1,838.03							
WOLFE, WILLIAM J.									
734 CEDAROAK STREET									
ST. HELENS, OR 97051									
WOLF.WM									
0002587	10/13/2015	590.00	0.00	10/16/2015	BOND REFUND ORIG 1250.00 REC 1394121 9/10/15			False	0
001-000-204000	Bail Deposit								
	0002587 Total:	590.00							
	WOLFE, WILLIAM J. Tot	590.00							
	Report Total:	30,538.18							

Accounts Payable

GL Distribution Report

User: Shellym
 Printed: 10/23/2015 - 9:52 AM
 Batch: 00017.10.2015 - 10/23 OVER 10K FY 15-16
 Fiscal Period: 4
 JE Date: 10/23/15

JE # 151



Section 1	DR Amount	CR Amount	Account Number	Description
010 Capital Projects				
	0.00	678,808.06	010-000-202000	Accounts Payable
	15,352.00	0.00	010-300-652970	McCormick Pk Ped Bridge
	48,544.81	0.00	010-303-653301	Sewer main replacement
	7,220.00	0.00	010-303-653301	Sewer main replacement
	512,691.25	0.00	010-304-653409	Godfrey Outfall
	95,000.00	0.00	010-305-653501	Heavy equipment - backhoe
	<u>678,808.06</u>	<u>678,808.06</u>		
Grand Total:	<u>678,808.06</u>	<u>678,808.06</u>		

Accounts Payable

To Be Paid Proof List

User: jenniferj
 Printed: 10/22/2015 - 10:32AM
 Batch: 00017.10.2015 - 10/23 OVER 10K FY 15-16



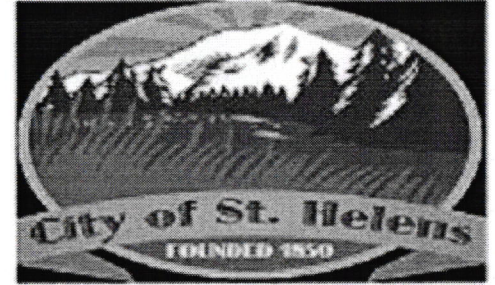
Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
BRIDGE BROTHERS 57 OLD IVY SQUARE ATLANTA, GA 30342 004383									
03	10/2/2015	15,352.00	0.00	10/23/2015				False	0
010-300-652970 McCormick Pk Ped Bridge				DEPOSIT PROGRESS BILLING 40% FINAL PAYMENT					
03 Total:		15,352.00							
BRIDGE BROTHERS Tot		15,352.00							
Iron Horse Group P.O. Box 789 Fairview, OR 97024 016685									
OCT 2015	10/6/2015	7,220.00	0.00	10/23/2015				False	0
010-303-653301 Sewer main replacement				2015 SOUTH TRUNK SANITARY SEWER CLEANING A					
OCT 2015	10/2/2015	48,544.81	0.00	10/23/2015				False	0
010-303-653301 Sewer main replacement				2015 SOUTH TRUNK SANITARY SEWER CLEANING A					
OCT 2015 Total:		55,764.81							
Iron Horse Group Total:		55,764.81							
JAMES W. FOWLER CO. 12775 WESTVIEW DRIVE DALLAS, OREGON, 97338 012675									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
OCT 2015	10/5/2015	512,691.25	0.00	10/23/2015				False	0
010-304-653409 Godfrey Outfall				GODFREYPARK STORM SD-146					
	OCT 2015 Total:	512,691.25							
	JAMES W. FOWLER CO.	512,691.25							
PAPE' MACHINERY EXCHANGE P.O. BOX 5077 PORTLAND, OR 97208-5077 024755									
171070 S	10/14/2015	95,000.00	0.00	10/23/2015				False	0
010-305-653501 Heavy equipment - backhoe				2015 JOHN DEERE 410L BACKHOE					
	171070 S Total:	95,000.00							
	PAPE' MACHINERY EXC	95,000.00							
	Report Total:	678,808.06							

Accounts Payable

To Be Paid Proof List

User: jenniferj
 Printed: 10/30/2015 - 1:21PM
 Batch: 00024.10.2015 - 10/30 FY 15-16 OVER 10K



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
Boise White Paper, LLC 1111 W. Jefferson St. Boise, ID 83703 003720									
OCT 2015	10/30/2015	12,500.00	0.00	10/30/2015				False	0
009-209-563000 Debt service					OCTOBER 2015 NOTE PAYMENT				
OCT 2015	10/30/2015	12,500.00	0.00	10/30/2015				False	0
009-209-563000 Debt service					NOVEMBER 2015 NOTE PAYMENT				
	OCT 2015 Total:	<u>25,000.00</u>							
	Boise White Paper, LLC To	<u>25,000.00</u>							
	Report Total:	<u><u>25,000.00</u></u>							