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City of St. Helens COUNCIL AGENDA

Wednesday, September 20, 2017

City Council Chambers, 265 Strand Street, St. Helens

City Council Members

Mayor Rick Scholl
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. **6:15PM – PUBLIC HEARING: Comprehensive Plan Map & Zone Change at 1160 & 1170 Deer Island Road (Everett)**
2. **6:45PM – PUBLIC HEARING: Easement Extinguishment at 2554 Columbia Blvd. (Coombs/Melton)**
3. **7:00PM - CALL REGULAR SESSION TO ORDER**
4. **PLEDGE OF ALLEGIANCE**
5. **VISITOR COMMENTS** – Limited to five (5) minutes per speaker
6. **PROTEST HEARING: Nuisance Abatement – 375 S. 13th Street (LeSollen)**
7. **DELIBERATIONS: Comprehensive Plan Map & Zone Change at 1160 & 1170 Deer Island Road (Everett)**
8. **DELIBERATIONS: Easement Extinguishment at 2554 Columbia Blvd. (Coombs/Melton)**
9. **ORDINANCES – First Reading**
 - A. **Ordinance No. 3218:** An Ordinance Amending St. Helens Municipal Code Chapters 15.04 and 15.20 Relating to Oregon State Building Codes and the Code for Abatement of Dangerous Buildings
 - B. **Ordinance No. 3219:** An Ordinance Relating to the Universal Fee Schedule and Parking Fines, Amending St. Helens Municipal Code Sections 2.32.030, 3.16.020, 5.08.140, 5.08.240(5), 10.04.240, 12.32.030, 12.32.030, 15.08.100, and 10.04.380
10. **RESOLUTIONS**

Public Comments – Proposed Increase in Drop Box Rates

 - A. **Resolution No. 1799:** A Resolution Establishing Drop Box Rates and Superseding Resolution No. 1761
11. **APPROVE AND/OR AUTHORIZE FOR SIGNATURE**
 - A. IGA with ODOT for TGM Grant for St. Helens Riverfront Connector Plan
 - B. Final Plat for Land Partition at 2554 Columbia Blvd.
12. **CONSENT AGENDA FOR ACCEPTANCE**
 - A. Library Board Minutes dated June 20 and July 18, 2017
 - B. Planning Commission Minutes dated August 8, 2017

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.

13. **CONSENT AGENDA FOR APPROVAL**

- A. Street Closure Requests
- B. Accounts Payable Bill Lists

14. **MAYOR SCHOLL REPORTS**

15. **COUNCIL MEMBER REPORTS**

16. **DEPARTMENT REPORTS**

17. **ADJOURN**

**CITY OF ST. HELENS PLANNING DEPARTMENT
STAFF REPORT
CPZA.1.17**

DATE: September 12, 2017
TO: City Council
FROM: Jacob A. Graichen, AICP, City Planner
Jennifer Dimsho, Associate Planner
APPLICANT: Lesley Everett
OWNER: Lesley Everett
Peter & Elaine Frank
ZONING: Light Industrial (LI)
LOCATION: 4N1W-33-DB-500 & a portion of 5N1W-33DB-100
1160 & 1170 Deer Island Road
PROPOSAL: Zone Map Amendment from Light Industrial (LI) to Apartment Residential (AR)
and Comprehensive Plan Amendment from Light Industrial (LI) to General
Residential (GR)

The 120-day rule (ORS 227.178) for final action for this land use decision is not applicable per ORS 227.178(7).

SITE INFORMATION / BACKGROUND

1160 Deer Island Road (duplex dwelling unit) and 1170 Deer Island Road (detached single-family dwelling unit) are located on a 0.4 acre site. According to the Columbia County Assessor, these dwellings were built between 1938 and 1942. The small single-family dwelling unit was recently damaged by a fire and is in very poor condition due to the age of the building. In order to demolish and re-build the unit, the applicant must request a zone change from Light Industrial to residential because of our City's non-conforming use rules. In addition, if either dwelling unit were destroyed, they could not be rebuilt with current Light Industrial zoning. The applicant would also have to apply for a land partition because the City's residential zones only allow one principal building per lot or parcel (except for multi-dwelling units).

Both addresses have access from Deer Island Road with two gravel driveway approaches and gravel parking areas. Deer Island Road is a developed road, but does not have frontage improvements (sidewalks, curbs, etc.) on the subject property side. Deer Island Road is classified as a minor arterial, which requires a minimum right-of-way width of 60 feet. This is met.

The site is located across the street from the Columbia County Transit Center (CC Rider) and adjacent to the City of St. Helens Public Works Shops property. This request includes a portion of City-owned property that was formally used to access the Public Works Shops. Per the May 17, 2017 City Council Work Session, the City Council was willing to entertain the inclusion of the portion of the City-owned property in this zone change request because the additional access to the Public Works Shop is no longer needed, as noted by Public Works staff. All other dwellings adjacent to the property are detached single-family dwelling units.



*Duplex dwelling unit (1160 Deer Island Road) with
gravel driveway on left*
*City-owned gravel access to Public Works Shop on
right*



*Detached single-family dwelling unit (1170 Deer
Island Road) with gravel driveway on left*
Duplex can be seen on the right

PUBLIC HEARING & NOTICE

Hearing dates are as follows: August 8, 2017 before the Planning Commission and September 20, 2017 before the City Council.

At their meeting, the Planning Commission unanimously recommended the Council approve this proposal.

Notice of this proposal was sent to surrounding property owners within 300 feet of the subject properties on July 19, 2017 via first class mail. Notice was sent to agencies by mail or e-mail on July 19, 2017. Notice was published in the The Chronicle on July 26, 2017. Notice was sent to the Oregon Department of Land Conservation and Development on June 29, 2017.

AGENCY REFERRALS & COMMENTS

As of the date of this staff report, there have been no relevant agency comments.

APPLICABLE CRITERIA, ANALYSIS & FINDINGS

SHMC 17.20.120(1) – Standards for Legislative Decision

The recommendation by the commission and the decision by the council shall be based on consideration of the following factors:

- (a) The statewide planning goals and guidelines adopted under ORS Chapter 197;
- (b) Any federal or state statutes or guidelines found applicable;
- (c) The applicable comprehensive plan policies, procedures, appendices and maps; and
- (d) The applicable provisions of the implementing ordinances.
- (e) A proposed change to the St. Helens Zoning District Map that constitutes a spot zoning is prohibited. A proposed change to the St. Helens Comprehensive Plan Map that facilitates a spot zoning is prohibited.

(a) Discussion: This criterion requires analysis of the applicable statewide planning goals. The applicable goals in this case are Goal 1, Goal 2, Goal 10, and Goal 12.

Finding (s):

Statewide Planning Goal 1: Citizen Involvement.

Goal 1 requires the development of a citizen involvement program that is widespread, allows two-way communication, provides for citizen involvement through all planning phases, and is understandable, responsive, and funded.

Generally, Goal 1 is satisfied when a local government follows the public involvement procedures set out in the statutes and in its acknowledged comprehensive plan and land use regulations.

The City's Development Code is consistent with State law with regards to notification requirements. Pursuant to SHMC 17.20.080 at least one public hearing before the Planning Commission and City Council is required. Legal notice in a newspaper of general circulation is required too. Notice of this proposal was sent to surrounding property owners within 300 feet of the subject properties. The City has met these requirements and notified DLCD of the proposal.

Given the public vetting for the plan, scheduled public hearings, and notice provided, Goal 1 is satisfied.

Statewide Planning Goal 2: Land Use Planning.

This goal requires that a land use planning process and policy framework be established as a basis for all decisions and actions relating to the use of land. All local governments and state agencies involved in the land use action must coordinate with each other. City, county, state and federal agency and special districts plans and actions related to land use must be consistent with the comprehensive plans of cities and counties and regional plans adopted under Oregon Revised Statutes (ORS) Chapter 268.

The City and State (i.e., DLCD) coordinated with regard to the adoption of this proposal. The City notified DLCD as required by state law prior to the public hearings to consider the proposal.

There are no known federal or regional documents that apply to this proposal. Comprehensive Plan consistency is addressed further below.

Given the inclusion of local, state, regional and federal documents, laws, participation and opportunity for feedback as applicable, Goal 2 is satisfied.

Statewide Planning Goal 10: Housing

This goal is about meeting the housing needs of citizens of the state. Buildable lands for residential use shall be inventoried and plans shall encourage the availability of adequate numbers of needed housing units at price ranges and rent levels which are commensurate

with the financial capabilities of Oregon households and allow for flexibility of housing location, type and density.

The City's most recent analysis of this sort is from the Period Review Work Task #1, Land Use Inventory from 1998. This calls for 35% of total residential lands to be zoned for multi-family dwelling units. Of all current residential lands (zones AR, R5, R7, R10, and MHR), 9.8% is zoned AR. AR is the only zone that allows for multi-family dwelling units as a permitted use and is the City's highest density zone. Given the disparity between the target percentage and the current, this proposal advances the City's identified housing needs **if it can find that the loss of Light Industrial zoning at this location is acceptable**. Goal 10 is satisfied.

Statewide Planning Goal 12: Transportation

Goal 12 requires local governments to "provide and encourage a safe, convenient and economic transportation system." Goal 12 is implemented through DLCD's Transportation Planning Rule (TPR), OAR 660, Division 12. The TPR requires that where an amendment to a functional plan, an acknowledged comprehensive plan, or a land use regulation would significantly affect an existing or planned transportation facility, the local government shall put in place measures to assure that allowed land uses are consistent with the identified function, capacity, and performance standards of the facility.

A traffic impact analysis shall be submitted with a plan amendment or zone change application, **as applicable**, pursuant to Chapter 17.156 SHMC. See Section (d) for a more detailed discussion of the TPR and implementing ordinances.

(b) Discussion: This criterion requires analysis of any applicable federal or state statutes or guidelines in regards to the residential zone change request.

Finding: There are no known applicable federal or state statutes or guidelines applicable to this zone change request.

(c) Discussion: This criterion requires analysis of applicable comprehensive plan policies, procedures, appendices, and maps. The applicable Comprehensive Plan goals and policies are:

19.08.020 Economic goals and policies.

[...]

(3) Policies. It is the policy of the city of St. Helens to:

[...]

(j) Allocate adequate amounts of land for economic growth and support the creation of commercial and industrial focal points.

[...]

19.08.050 Housing goals and policies.

(1) Preface. Residents of the city of St. Helens are demographically in different stages of socioeconomics. As such, they vary in their family sizes, economic capabilities and interests and will desire different types of housing. The strategy is to ensure that sufficient lands are designated for those different phases and desires of current and

future residents and to encourage policies and decisions to allow all residents the ability to find affordable housing.

(2) Goals.

(a) To promote safe, adequate, and affordable housing for all current and future members of the community.

(b) To locate housing so that it is fully integrated with land use, transportation and public facilities as set forth in the Comprehensive Plan.

(3) Policies. It is the policy of the city of St. Helens to:

(a) Maintain adequate development and building codes to achieve the city's housing goals.

(b) Encourage the distribution of low income and/or multifamily housing throughout the city rather than limiting them to a few large concentrations.

[...]

(d) Encourage and cooperate with all efforts to provide adequate housing for those with special needs.

[...]

(h) Encourage energy-efficient housing patterns in residential developments.

19.12.090 Light industrial category goals and policies.

(1) Goals. To provide a place for smaller and/or less intensive industrial activities where their service and transportation requirements can be met, and where their environmental effects will have minimal impact upon the community.

(2) Policies. It is the policy of the city of St. Helens to:

(a) Apply this category where light industrial concerns have become established and where vacant industrial sites have been set aside for this purpose.

(b) Encourage preserving such designated areas for light manufacturing, wholesaling, processing and similar operations by excluding unrelated uses which would reduce available land and restrict the growth and expansion of industry.

(c) Ensure that light industry operations have adequate space with respect to employee and truck parking, loading, maneuvering and storage.

(d) Follow a site design review process for light industrial activity to ensure proper setbacks as well as screening and buffering, particularly for unsightly areas which can be viewed from arterials or from adjoining residential areas; in contemplating the setbacks, consideration should be given to the effect of the activity on significant fish and wildlife areas.

19.12.020 General residential category goals and policies.

(1) Goals. To create conditions suitable for higher concentrations of people in proximity to public services, shopping, transportation and other conveniences.

(2) Policies. It is the policy of the city of St. Helens to:

(a) Require undeveloped public ways of record to be improved to applicable city standards as a condition to the issuance of building permits for lots that front these ways.

(b) Encourage the infilling of areas presently undeveloped due to topographical limitations to achieve a more efficient use of the land.

- (c) Allow for the convenient location of grocery stores by the conditional use process.*
- (d) Develop rules for multifamily dwellings which are consistent with housing policies.*
- (e) Designate general residential lands as R-5, General Residential or AR, Apartment Residential on the city zoning map.*

(c) Discussion: The proposal is to amend the Zoning Map from Light Industrial (LI) to Apartment Residential (AR), and the Comprehensive Plan Map from Light Industrial (LI) to General Residential (GR), in order to accommodate AR zoning.

The Light Industrial zoning district policy states, “Apply this category where light industrial concerns have become established and where vacant industrial sites have been set aside for this purpose.” In this case, light industrial uses have never been established in this location, and the site is not vacant. Nevertheless, the site has been zoned Light Industrial since at least 1978. The assumption for this is consistent zoning patterns. Irregular zoning patterns of conflicting zones can have a negative impact by restricting growth and expansion of industry.

According to the 2008 Economic Opportunities Analysis (Ord. 3101), St. Helens should have no shortage of industrial land over the next 20 years. Projections of future employment and industry demand indicate that St. Helens has a surplus of industrial zoned lands and parcels of at least 78 acres. Since 2008, the City has moved 25 acres of Heavy Industrial to the Riverfront District zoning district (Ord. 3215). This means there is still a 53-acre industrial land surplus. This proposal is requesting the removal of less than one acre from Light Industrial to Apartment Residential.

Finding (s): There is a surplus of industrial land and an increasing demand for housing. This proposal is not contrary to Comprehensive Plan goals and policies, provided the Planning Commission and City Council can find that removing Light Industrial zoning in this area will not have a negative impact on growth and expansion of industry.

(d) Discussion: This criterion requires that the proposal not conflict with the applicable provisions of the implementing ordinances.

Duplexes and single-family dwelling units are allowed in the AR zoning and GR comprehensive zoning districts.

In addition, the Commission found that this location is more appropriate for AR zoning given the immediate proximity to Columbia County Rider Transit Center (across the street) and, per uses possible in the current and proposed zoning, the potential of a neighborhood market which is possible in the AR zone but not the LI zone. Note that if the CC Rider Transit Center property was still a mill (the use existing when zoned in the 1970’s until the early part of the 21st century), the Commission’s finding would likely differ. Thus, an aspect of the Commission’s favorable stance on this issue is how the current CC Rider Transit Center property has changed over time.

Per Chapter 17.156 Per SHMC, a Traffic Impact Analysis shall be required to be submitted to the City with a land use application when the proposed change in zoning or Comprehensive Plan designation will result in more vehicle trips based on permitted uses.

According to the 9th ed. of the Institute of Transportation Engineers (ITE), one of the worst case development scenarios using the permitted nursery use for the 0.58 acres lot under LI zoning would generate 63 ADTs. Under AR zoning, the net developable area for multi-dwelling units per SHMC Chapter 17.56 Density Computations is 0.38 acres. The worst case development scenario using permitted uses is a 9-unit multi-dwelling unit. The ITE states this would generate 60 ADTs, which is less than the LI zoning scenario. Therefore, a Transportation Impact Analysis will not be required for this proposal.

Finding: This proposal will not significantly affect an existing or planned transportation facility. A Traffic Impact Analysis will not be required for this proposal.

(e) Discussion: This criterion requires that the proposed change is not a spot zone. The definition of “spot zoning” per Chapter 17.16 SHMC:

Rezoning of a lot or parcel of land to benefit an owner for a use incompatible with surrounding uses and not for the purpose or effect of furthering the comprehensive plan.

Finding: The property abuts existing AR and R5 on the Zoning Map. On the Comprehensive Plan Map, the properties surrounding the zone change proposal are zoned GR and LI. This proposal does not appear to be a spot zone, depending on how the Planning Commission and the City Council views the impact on adjacent industrial uses.

CONCLUSION & RECOMMENDATION

Based upon the facts and findings herein, the Planning Commission recommends the City Council approve the proposal.

Attachment(s): *Maps (3)*

Applicant's Narrative

City Council Work Session Minutes Dated 05/17/17

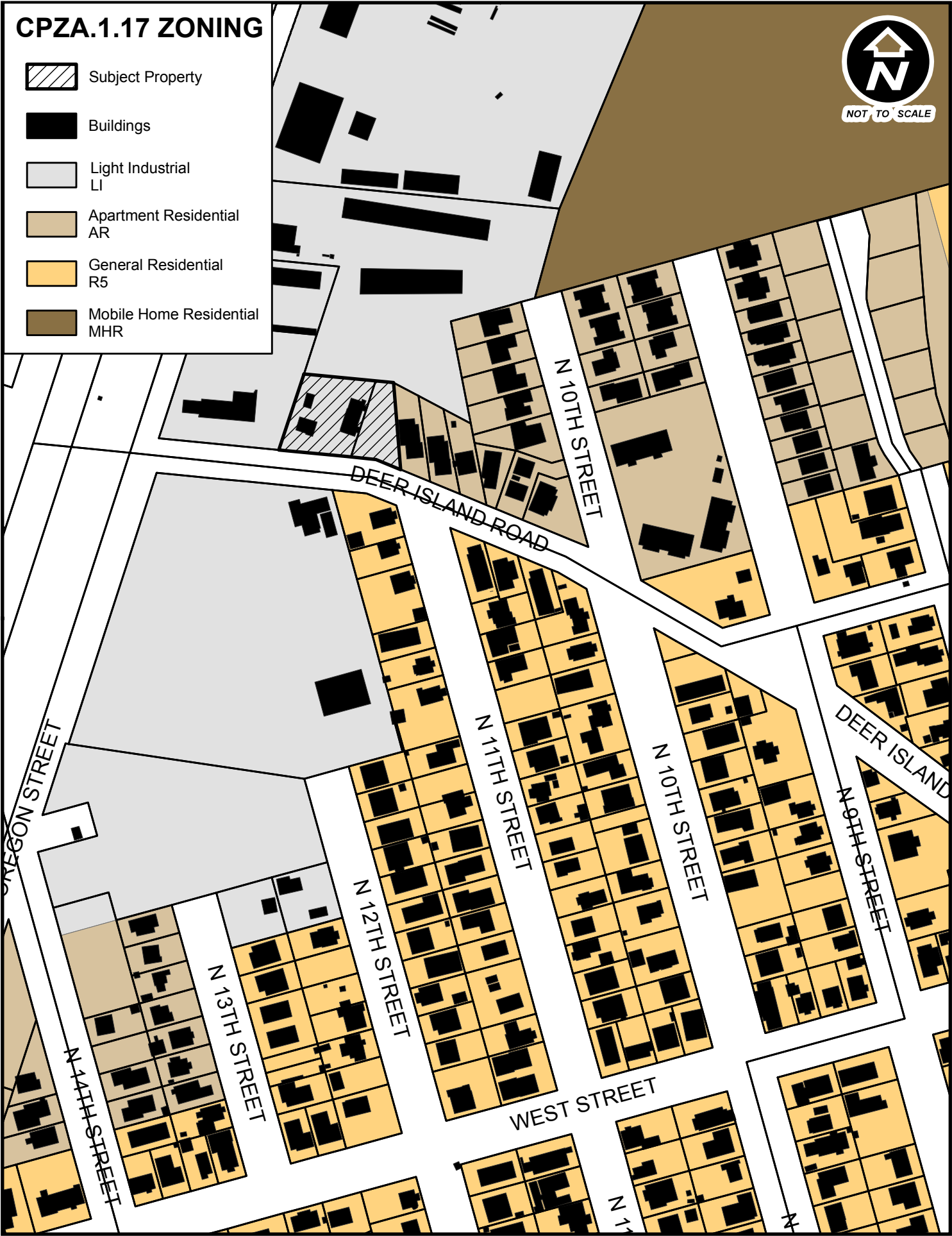
**CPZA.1.17
AERIAL (2009)**

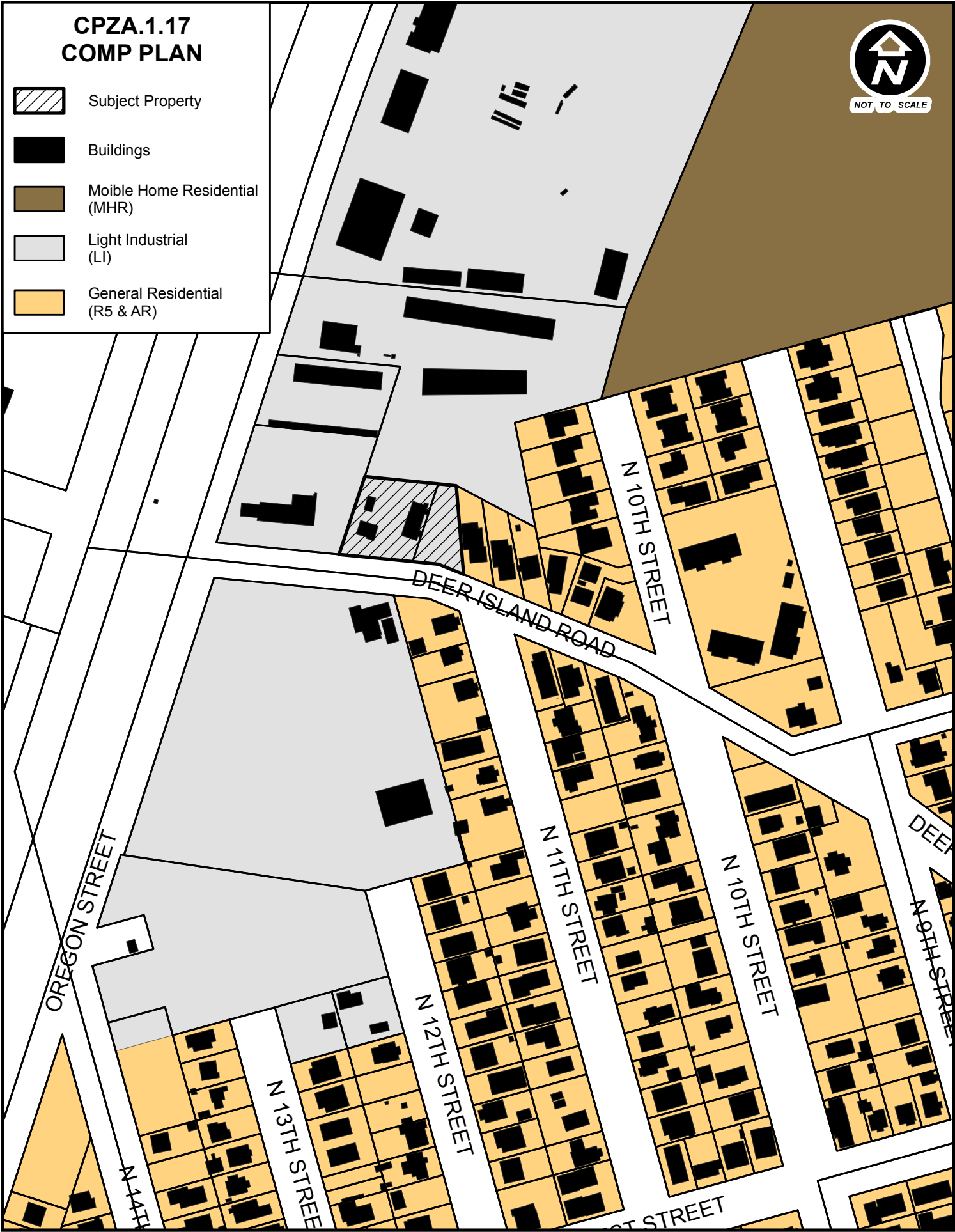


Subject Property



NOT TO SCALE





ADDENDUM

The subject property consists of a residential duplex and a small single residence, both of which have been Grandfathered in to the current zoning of Light Industrial.

The Duplex is currently occupied by two families. The small house was recently damaged by fire but even though considered repairable under the current zoning, was in very poor condition due to the age of the building.

To enable the use as a residential dwelling, we find it necessary to request a re-zoning of the subject property as stated on the General Land Use Application. This would enable us to demolish the small house and build new affordable housing, in keeping with the remaining neighborhoods. We have already begun improvements and the intent is to continue this effort.

According to the Community Development Code Title 17, it would appear that the site easily qualifies to the requirements of section 17.32.080 (Apartment Residential Zone) and also section 17.32.070 (General Residential Zone) for the building of a small single or duplex residence, which is our intention.

Our plan is to provide housing that will be affordable, fully integrated with the adjacent neighborhoods, and will allow further distribution of low income families. In reviewing the Comprehensive Plan (Title 19) Section 19.08.050 (Housing Goals and Policies) (ref. Statewide Planning Goal 10) subsection (2) and (3b), this would appear to also be the goal of the city.

Request for Council Consideration Regarding Property Off Deer Island Road

Leslie Everett, Elaine Frank and her husband are co-owners of the subject property. They are requesting the rental property be rezoned. It was purchased in 2013 with a house and duplex on it. She showed photos of the property. The residences are a nonconforming use because they are now zoned Light Industrial. There is a driveway to access City property adjacent to their property. They are now challenged with a tenant that did significant damage to the small house, which was discovered after a house fire. They have been working hard to clean up the property. The current zoning prohibits them from replacing the house. They are requesting a zone change to allow them the opportunity to rebuild and improve the neighborhood and offer affordable housing.

Public Works Operations Sheppard pointed out that the owners have done a fantastic job cleaning the property.

City Planner Graichen said the property has been zoned Light Industrial for over 30 years. It is subject to nonconforming use rules. In order to replace the dwelling unit, they need to change the zoning and apply for a land partition. Normally, they wouldn't come to the Council but would go through the application process. Graichen pointed out the proximity to the City's driveway access. He suggested the property owners approach the Council about including that piece of City property with the re-zone request.

Council liked the idea of adding more affordable housing in close proximity to the transit station.

Department Reports

Police Chief Moss reported...

- Referring back to the earlier discussion on pedestrian safety, ODOT defines a school zone as a minimum of 200 feet from the school property line.
- Tonight's agenda includes two declarations of surplus property.
- The CERT graduation was held last Thursday.
- He, Finance Director Brown, and Communications Officer Farnsworth reviewed a mobile app program last week. It would give the community direct access to the Police Department. It would also benefit Public Works and Communications. Brown is doing further research on the finance side of it.
- The Cops Grant application is opening soon. It will pay up to 75% of a police officer for three years. The City is responsible for the cost the fourth year. Brown reviewed the cost and the City would be paying about \$27,000 a year. There is definitely a need. There were 3,000 applicants last year. Only 900 were awarded. It's a competitive process. One area of funding the City qualifies to apply under is an additional school resource officer. He will meet with the Superintendent Scott Stockwell to review needs. Consensus of the Council to proceed with the application.

Public Works Engineering Director Nelson reported...

- Still working on the LED light exchange project. Columbia River PUD is about 75% of the way done. Anticipate it being done by the end of the month.
- Next week is National Public Works Week. Council and staff are invited to breakfast at the City Shops on Friday, May 26th beginning at 7:30 a.m.

Public Works Operations Director Sheppard reported...

- The slab will be poured for the new pavilion at McCormick Park tomorrow.
- They will be participating in Big Rig Day at McBride Elementary School on Friday.

**CITY OF ST. HELENS PLANNING DEPARTMENT
STAFF REPORT
Easement Extinguishment**

DATE: September 12, 2017
To: City Council
FROM: Jacob A. Graichen, AICP, City Planner

APPLICANT (OWNER)/LOCATION:

Craig and Ronda Melton, and David Coombs / 2554 Columbia Boulevard (4N1W 5DA 2300)

PROPOSAL: Removal of public easement on property identified above.

APPLICABLE LAW & PROCESS

221.725 Sale of city real property; publication of notice; public hearing.

(1) Except as provided in ORS 221.727, when a city council considers it necessary or convenient to sell real property or any interest therein, the city council shall publish a notice of the proposed sale in a newspaper of general circulation in the city, and shall hold a public hearing concerning the sale prior to the sale.

(2) The notice required by subsection (1) of this section shall be published at least once during the week prior to the public hearing required under this section. The notice shall state the time and place of the public hearing, a description of the property or interest to be sold, the proposed uses for the property and the reasons why the city council considers it necessary or convenient to sell the property. Proof of publication of the notice may be made as provided by ORS 193.070.

(3) Not earlier than five days after publication of the notice, the public hearing concerning the sale shall be held at the time and place stated in the notice. Nothing in this section prevents a city council from holding the hearing at any regular or special meeting of the city council as part of its regular agenda.

(4) The nature of the proposed sale and the general terms thereof, including an appraisal or other evidence of the market value of the property, shall be fully disclosed by the city council at the public hearing. Any resident of the city shall be given an opportunity to present written or oral testimony at the hearing.

(5) As used in this section and ORS 221.727, "sale" includes a lease-option agreement under which the lessee has the right to buy the leased real property in accordance with the terms specified in the agreement.

To remove a public easement, the City has typically used a Quit Claim Deed and Release (extinguishment) from each party who benefits from an easement (e.g., utility companies, the City) that is recorded in public records. This requires a public hearing with notice as described per the ORS above.

PUBLIC HEARING & NOTICE

Hearing date before the City Council: September 20, 2017.

Publish date for the notice of this hearing is via the The Chronicle on September 13, 2017.

BACKGROUND

The applicant is currently working to divide the subject property which is approximately 0.75 acres in size (ref file PT.1.17). During this process their surveyor noted a storm drain easement (Deed Book 140, Page 62) recorded in 1959 on the property benefiting the City.

This easement appears to be under a the single-family dwelling which according to County Assessor records was built in 1963.

A 10 foot easement was granted between two property owners in 1983 (Deed Book 247, Page 855). Via Partition plat 1999-22 the same area as the 1983 easement was dedicated to the public for sewer and drainage. This is 10 feet wide.

The applicant wishes to remove the easement encumbrance under the dwelling at 2554 Columbia Boulevard and maximize the development footprint of the proposed parcel to be separated from the parcel that will retain said dwelling (ref. file PT.1.17).

According to public works, there is no infrastructure in the 1959 easement.

Affected parties: No other utility provider would be affected by this proposal. The only affected party is the City (public).

CONCLUSION

The easement created by Deed Book 140, Page 62, recorded in 1959 does not appear to be needed for any known purpose. Thus, it is assumed that extinguishment would not be contrary to public interest.

Attachment(s): Draft final plat (RE City file PT.1.17) excerpt with easement notes
Preliminary plat (RE City file PT.1.17)

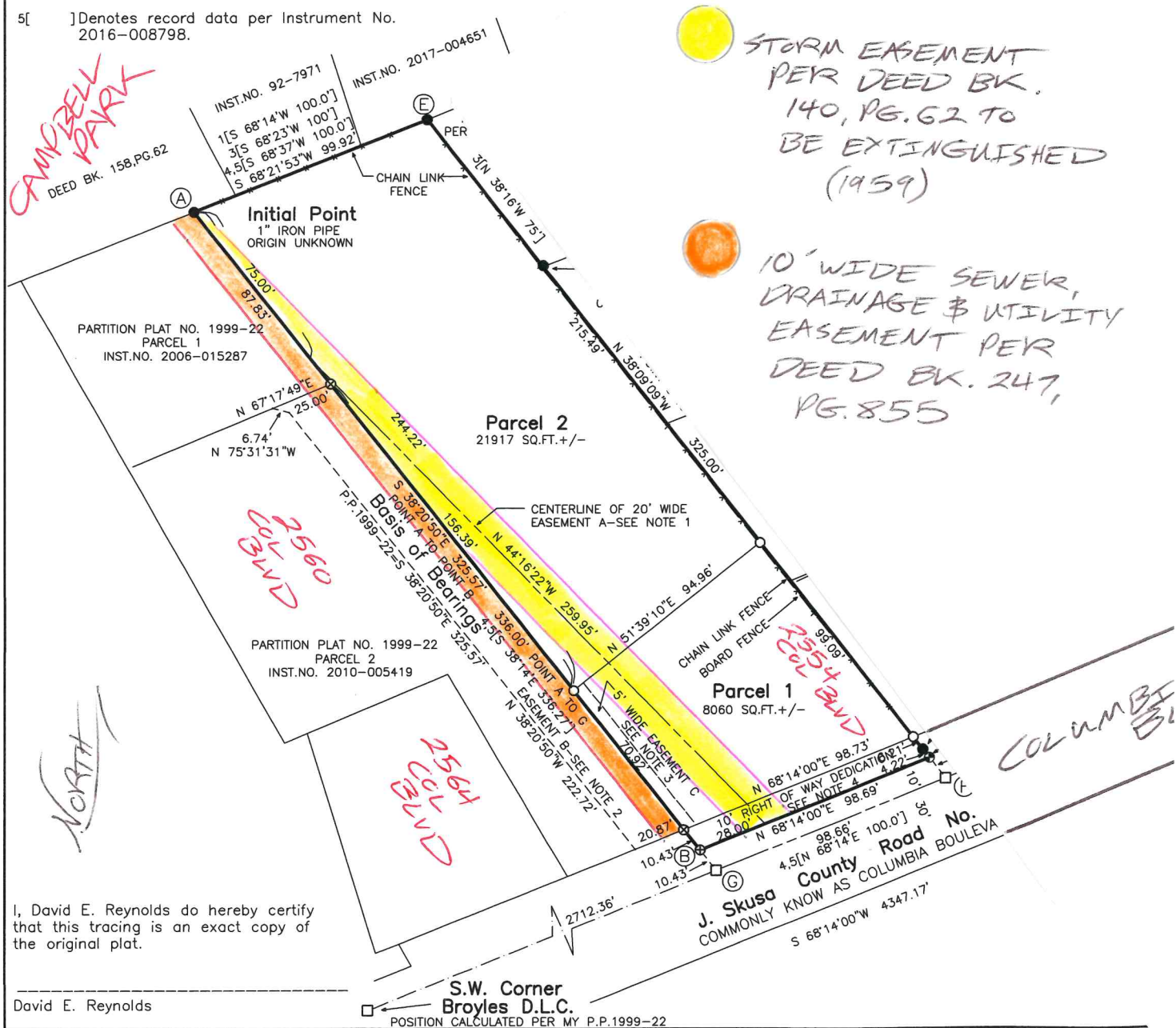
- 1] Denotes record data per County Survey No. 951 (Wagner, September 1951, Also Stamped by Dewey)
- 2] Denotes record data per County Survey No. L-1603 (Dewey, September 1982)
- 3] Denotes record data per County Survey No. 2053 (Swaney, February 1968)
- 4] Denotes record data per County Survey No. 1791 (No surveyor or date listed, it appears to be a VanOrshoven work map)
- 5] Denotes record data per Instrument No. 2016-008798.

1. Easement A is a 20' wide easement for storm drain to the City of St. Helens per Deed Bk. 140, Pg. 62.
2. Easement B is an easement for ingress, egress and utilities for the benefit of Parcel 2 of this partition as granted per Instrument No. _____. Easement B is covered by a Road Maintenance Agreement per Instrument No. _____. Easement B is also a Public Utility Easement and an Easement for Emergency Vehicles as granted per Instrument No. _____.
3. Easement C is hereby granted as a 5' wide Public Utility Easement.
4. The Southerly 5' of the 10' wide additional right of way dedication is covered by an easement to the City of St. Helens for right of way for street purposes and access per Deed Bk. 150, Page 66.

The purpose of this survey is to facilitate a 2 part
land described in Instrument No. 2016-008798.

Basis of bearings is my survey for Partition
monuments found at points A and B. I
S.E. corners of the subject tract. I
the N.E. corner. I held the monument
East line. This monument fit the
set the monument at C at the
Donation Land Claim Line
The City of St. Helens

Partition Plat No
Recorded As Instrument
For Meltons and
Situated In The
Section 5, T.4N. R
City of St
Columbia C
Ju'



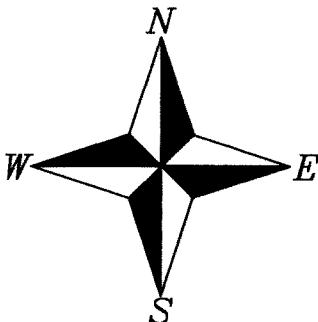
Preliminary Plat-Partition In Tax Lot 4105-DA-02300

REGISTERED
PROFESSIONAL
LAND SURVEYOR

David E. Reynolds

OREGON
JULY 26, 1985
DAVID E. REYNOLDS
2157

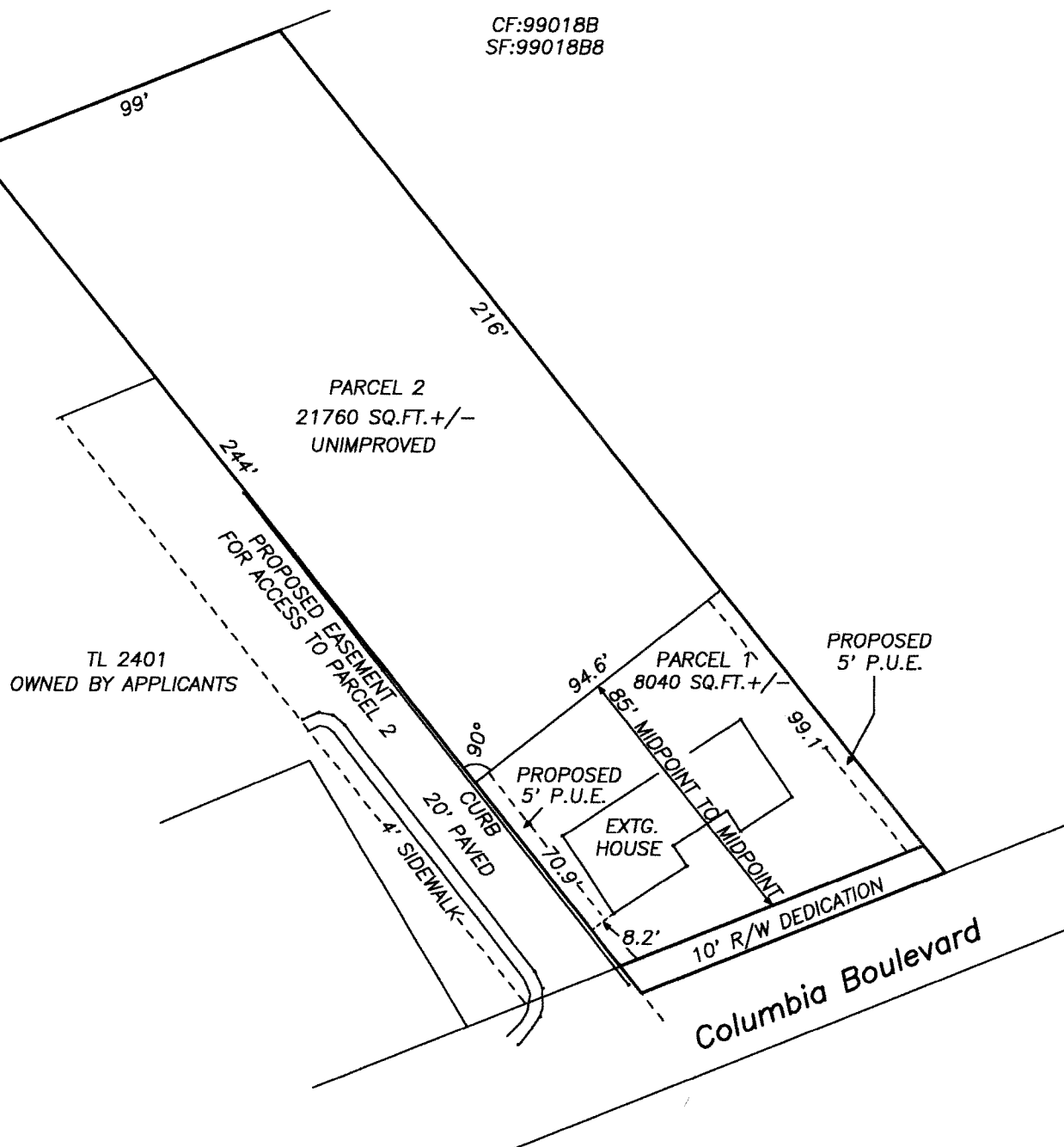
RENEWAL DATE: 12-31-2018



Scale: 1"=50'

Reynolds
Land Surveying, Inc.
32990 Stone Road
Warren, Oregon 97053
(503) 397-5516

CF:99018B
SF:99018B8



RECEIVED

AUG 16 2017

CITY OF ST. HELENS

City of St. Helens

P.O. Box 278

St. Helens, OR 97051

Navigate using Bookmarks or by clicking on an agenda item.

375 S. 13th Street

St. Helens, OR 97051

August 16, 2017

R&E: Invoice of August 8, 2017

On 05/24/2017 a crew of 2 men worked a total of 2 hrs. $\$25. \times 2 \times 2 \text{ hrs.} = \$100.$

On 05/31/2017 a crew of 2 men worked a total of $\frac{1}{2}$ hrs. (loading a pile of wood that was down, by the road) $\$25. \times 2 \times \frac{1}{2} \text{ hr} = \$25.$

On 06/07/2017 a crew of 2 men worked a total of 2 hrs. $\$25. \times 2 \times 2 \text{ hrs.} = \$100.$

labor total \rightarrow $\$225.$

Please, amend these costs.

Additionally, I want you to know that a costly set of textile paints, 3 metal lawn chairs & 3 stacks of terra cotta pots were thrown away, without reason.

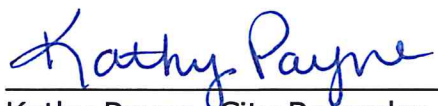
Sincerely,
Janet J. LeSollen

AFFIDAVIT OF MAILING

STATE OF OREGON)
)
County of Columbia)ss.
)
City of St. Helens)

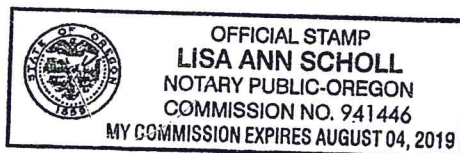
I, Kathy Payne, being first duly sworn on oath, depose and say:

1. That I hereby certify that I mailed copies of the attached document(s) to the affected/interested parties listed on the attached sheet(s); and
2. That I served said notices by depositing copies thereof in the United States Mail at St. Helens, Oregon on **August 8, 2017**. I further state that said copies were enclosed in envelopes with postage thereon prepaid and that one copy was sent via First Class Mail and one was sent via Certified Mail.



Kathy Payne, City Recorder

Subscribed and sworn to before me this 8th day of August, 2017.





Notary Public for Oregon



P.O. Box 278, St. Helens, OR 97051
Phone: (503) 397-6272 Fax: (503) 397-4016
www.ci.st-helens.or.us

August 8, 2017

Steven & Janet LeSollen
375 S. 13th Street
St. Helens, OR 97051

**Re: Abatement of Nuisance Property
375 S. 13th Street, St. Helens, OR 97051**

In accordance with St. Helens Municipal Code Chapter 8.12 General Abatement, the City Council determined the property at 375 S. 13th Street, St. Helens, Oregon to be a nuisance and required that the property be cleaned up. You, as property owner, did not clean the property up in due time, therefore, the City of St. Helens abated the nuisance.

The total costs associated with cleaning up the property is \$872.21 (reference attached). Please make payment payable to the City of St. Helens and mail to:

City of St. Helens
Attn: City Recorder
P.O. Box 278
St. Helens, OR 97051

Failure to make payment within 30 days of this notice will result in the City bringing appropriate legal action and/or such costs will become a lien against the property. If you object to the cost of the abatement as indicated, you may file a notice of objection with the city recorder within 10 days from the date of this notice.

The City Council meeting of Wednesday, September 20, 2017 on or after 7:00 p.m. has been set aside for Council's consideration of any written protest received or resolution to proceed with further collection actions if payment or written protest are not received within stipulated timelines.

If you have any questions, please contact me.

Respectfully,

Kathy Payne
City Recorder
503-366-8217
kathy@ci.st-helens.or.us

City of St. Helens

P.O. Box 278
265 Strand Street
St. Helens, OR 97051
Phone: (503) 397-6272



INVOICE

DATE: AUGUST 8, 2017

To: **Steven & Janet LeSollen**
375 S. 13th Street
St. Helens, OR 97051

375 S. 13TH STREET

DESCRIPTION	AMOUNT
Abatement Costs – Alonzo Yard Maintenance – Invoice Attached	\$ 272.49
Abatement Costs – Alonzo Yard Maintenance – Invoice Attached	235.70
Abatement Costs – Alonzo Yard Maintenance – Invoice Attached	322.49
City Administrative Cost (5%)	41.53
TOTAL	\$ 872.21

Make check payable to **City of St. Helens.**

Payment is due within 30 days.

Please address your envelope to:

City of St. Helens

Attn: City Recorder

P.O. Box 278

St. Helens, OR 97051

If you have any questions, please contact Kathy Payne | 503-366-8217.

Alonzo Yard Maintenance LLC
 430 Weown Ct.
 Columbia City, OR 97018
 503.410.5632
 alonzoyard@yahoo.com

Invoice

BILL TO

Kathy Payne
 City of St. Helens
 P.O. Box 278
 265 Strand St.
 St. Helens, OR 97051

INVOICE #	DATE	TOTAL DUE	DUE DATE	ENCLOSED
	05/24/2017	\$272.49	06/23/2017	

SITE LOCATION:
 375 S 13th

ACTIVITY	RATE	AMOUNT
#1 person (\$25 per hour per person)	100.00	100.00
#2 person (\$25 per hour per person)	100.00	100.00
Columbia county transfer station (Waste)	72.49	72.49
BALANCE DUE		\$272.49

Columbia County Transfer Station Ticket #: 001-0000485891

1821 Railroad Ave, St Helena, OR 97051

(503) 866-2213

5/24/2017

IN Bound Columbia County 100%

Scale In: 34:461/Out : 12:01:03

Customer : Cash Customer

Vehicle : cash 2 alonzo

Gross Wt: 8,120.00 Tare Wt: 7,000.00 Net Wt: 1,120.00

Columbia County

(MSW)Mun Solid Waste

9.56 TON @ \$129.45/TON = \$72.49

Net Amount: \$72.49 \$0.00 Total Due : \$72.49

Signature: _____

Hrs: Mon-Sat, 8:00am to 5:00pm

Paid in Full Credit Card

Alonzo Yard Maintenance LLC
 430 Weown Ct.
 Columbia City, OR 97018
 503.410.5632
 alonzoyard@yahoo.com

Invoice

BILL TO

Kathy Payne
 City of St. Helens
 P.O. Box 278
 265 Strand St.
 St. Helens, OR 97051

INVOICE #	DATE	TOTAL DUE	DUE DATE	ENCLOSED
	05/31/2017	\$235.70	05/31/2017	

SITE LOCATION:

375 S 13th

ACTIVITY	RATE	AMOUNT
#1 person (\$25 per hour per person)	100.00	100.00
#1 person (\$25 per hour per person)	100.00	100.00
CCTS (Solid Waste)	35.70	35.70

BALANCE DUE

\$235.70

Columbia County Transfer Station Ticket #: 001-0000486802

1501 Railroad Ave. St. Helena, OR 97051
(503) 366-2613

5/31/2017

Scale In: 01:331/Out : 11:41:30

IN Bound Columbia County 100%

Customer : Cash Customer

Vehicle : CASH St. Helena

Gross Wt: 2,468.00 Tare Wt: 1,068.00 Net Wt: 1,400.00

Columbia County
(YRD) Yard Debris/Wood 0.70 TON @ \$51.00/TON = \$35.70

Net Amount: \$35.70 \$0.00 Total Due : \$35.70

Signature: _____

Hrs: Mon-Sat, 8:00am to 5:00pm

Paid in Full Credit Card

2 person.
4 hrs.
375 S 13

Alonzo Yard Maintenance LLC
 430 Weown Ct.
 Columbia City, OR 97018
 503.410.5632
 alonzoyard@yahoo.com

Invoice

BILL TO
Kathy Payne City of St. Helens P.O. Box 278 265 Strand St. St. Helens, OR 97051

RECEIVED
 JUL 24 2017
 CITY OF ST. HELENS

INVOICE #	DATE	TOTAL DUE	DUE DATE	ENCLOSED
	06/07/2017	\$322.49	06/16/2017	

SITE LOCATION:
 375 S. 13

ACTIVITY	RATE	AMOUNT
#1 person (\$25 per hour per person)	125.00	125.00
#1 person (\$25 per hour per person)	125.00	125.00
CCTS (Solid Waste)	72.49	72.49

BALANCE DUE

\$322.49

Columbia County Transfer Station Ticket #: 001-0300427917

1861 Railroad Ave, St Helens, OR 97051

(503) 365-8613

6/7/2017

IN Bound Columbia County 100%

Arrival: 13:00:53 / Out: 13:40:37

Customer : Cash Customer

Vehicle : cash & alonzo

Gross Wt: 6,100.00 Tare Wt: 5,980.00 Net Wt: 1,120.00

Columbia County
(MSW) Non Solid Waste

0.55 TON @ \$129.45/TON = \$72.49

Net Amount: \$72.49 \$0.00 Total Due: \$72.49

Signature: _____

Hrs: Mon-Sat, 8:00am to 5:00pm

Paid in Full Credit Card

2 person
5 hrs
375 S. B.

City of St. Helens
ORDINANCE NO. 3218

**AN ORDINANCE AMENDING ST. HELENS MUNICIPAL CODE CHAPTERS
15.04 AND 15.20 RELATING TO OREGON STATE BUILDING CODES
AND THE CODE FOR THE ABATEMENT OF DANGEROUS BUILDINGS**

WHEREAS, Chapters 15.04 and 15.20 are in need to updating to reflect current state law and best practices in building and abatement of dangerous buildings

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

Section 1. SHMC 15.04.110 is hereby amended to read as follows (additions underlined; deletions ~~stricken~~):

15.04.110 Structural Code.

(1) Enforcement of State Code. The ~~2007~~ currently adopted Oregon Structural Specialty Code, as amended, as adopted by OAR 918-460-0010 through 918-460-0016, except as modified in this chapter, is enforced as part of this code. The following ~~appendix is~~ appendices are specifically adopted: ~~Appendix~~Appendices J, and F. The following appendices are excluded from this adoption: Appendices A, B, D, E, ~~F~~, G, H, I and K.

(2) Excavation and Grading/Erosion Control. Appendix ~~Chapter 33 J~~ Chapter 33 J of the ~~2007~~ currently adopted Oregon Structural Specialty Code, as adopted above, govern excavation and grading/erosion control. ~~In addition, the Fee Tables 33-A and 33-B from the 1997 Uniform Building Code Appendix Chapter 33 from The fees set forth in the currently adopted St Helens Fee Schedule are adopted and enforced as part of this code shall apply.~~ All references to Figure ~~J108.1~~ 1808.7.1 entitled "Foundation Clearance From Slopes," in the ~~2004~~ currently adopted Oregon Structural Specialty Code and shall refer to Figure R403.1.9.1, entitled "Foundation Clearance From Slopes," of the ~~2005~~ currently adopted Oregon Residential Specialty Code are adopted and enforced as part of this code.

Section 2. SHMC 15.04.120 is hereby amended to read as follows (additions underlined; deletions ~~stricken~~):

15.04.120 Mechanical code.

(1) Enforcement of State Rules. The ~~2007 Edition~~ currently adopted edition of the Oregon Mechanical Specialty Code, as adopted by OAR 918-440-0010 through 918-440-0015, except as modified in this chapter, is adopted and enforced as part of this code.

Section 3. SHMC 15.04.130 is hereby amended to read as follows (additions underlined; deletions ~~stricken~~):

15.04.130 Plumbing code.

(1) Enforcement of State Code. The ~~2008~~ currently adopted Oregon Plumbing Specialty Code, as adopted by OAR 918-750-0010 through 918-750-0190, except as modified in this chapter, is enforced as part of this code.

Section 4. SHMC 15.04.140 is hereby amended to read as follows (additions underlined; deletions ~~stricken~~):

15.04.140 Electrical code.

(1) Enforcement of State Code. The currently adopted edition of the Oregon Electrical Specialty Code, ~~2008 Edition~~, as adopted by OAR 918-305-0000 through 918-305-0700, except as modified in this chapter, is enforced as part of this code.

Section 5. SHMC 15.04.150 is hereby amended to read as follows (additions underlined; deletions ~~stricken~~):

15.04.150 One- and two-family dwelling code.

(1) Enforcement of State Code. The ~~2008~~ currently adopted Oregon Residential Specialty Code, as adopted by OAR 918-480-0005 through 918-480-0130, including Mechanical and Structural Sections and all appendices, except as modified in this chapter, are enforced as part of this code.

(2) Notwithstanding R602 (Wall Construction) of the above-referenced Residential Specialty Code, the upper limit of the moisture content of lumber shall not exceed 19 percent as recognized in the AF&PA's NDS.

Section 6. SHMC 15.04.160 is hereby amended to read as follows (additions underlined; deletions ~~stricken~~):

15.04.160 Manufactured dwelling code.

(1) Parks.

(a) Enforcement of State Rules. The ~~2002 Edition~~ currently adopted edition of the Oregon Manufactured Dwelling and Park Specialty Code, as adopted by OAR 918-600-0005 through 918-600-0030, except as modified in this chapter, is adopted and enforced as part of this code.

(2) Manufactured Home Installations.

(a) Enforcement of State Rules. The current edition of the Oregon Manufactured Dwelling Installation Specialty Code Rules, adopted by OAR 918-500-0005 through 918-500-0470, 918-525-0005 through 918-525-0520, and 918-530-0005 through 918-530-0340, except as modified in this chapter, is adopted and enforced as part of this code.

Section 7. SHMC 15.04.180 is hereby amended to read as follows (additions underlined; deletions ~~stricken~~):

15.04.180 Dangerous buildings code.

(1) Unsafe Buildings.

(a) All buildings or structures regulated by this code which are structurally unsafe, fail to provide adequate means of egress, constitute a fire hazard, or are otherwise dangerous to human life are, for the purpose of this section, unsafe. Any use of buildings or structures constituting a hazard to safety, health or public welfare by reason of inadequate maintenance, dilapidation, obsolescence, fire hazard, disaster, damage or abandonment is, for the purpose of this section, an unsafe use. Parapet walls, cornices, spires, towers, tanks, statuary and other appendages or structural members which are supported by, attached to, or a part of a building and which are in deteriorated condition or otherwise unable to sustain the design loads which are specified in this code are hereby designated as unsafe building appendages.

(b) All such unsafe buildings, structures or appendages are hereby declared to be public nuisances and shall be abated by repair, rehabilitation, demolition or removal in accordance with the procedures set forth in the Dangerous Buildings Code or such alternate procedures as may have been or as may be adopted by this jurisdiction. As an alternative, the building official, or another employee or official of the city of St. Helens as designated by the governing body, may institute any other appropriate action to prevent, restrain, correct or abate the violation.

(2) Adoption of Uniform Code for the Abatement of Dangerous Buildings. The currently adopted edition of the International Existing Building Code ~~1997 ICBO Uniform Code for the Abatement of Dangerous Buildings~~ is hereby adopted and will be enforced as part of this code. References to the currently adopted edition of the International Existing Building Code ~~Uniform Building Code in the Uniform Code for the Abatement of Dangerous Buildings~~, Chapter 15.20 SHMC, shall be to the corresponding sections in the applicable adopted specialty code, including but not limited to the Oregon Structural Specialty Code and the International Existing Building Code.

Section 8. SHMC Chapter 15.20 is hereby amended to read as follows (additions underlined; deletions ~~stricken~~):

Chapter 15.20

~~UNIFORM CODE FOR THE ABATEMENT OF DANGEROUS BUILDINGS~~

Sections:

15.20.010 ~~1997 Uniform Code for the Abatement of Dangerous Buildings~~ Currently adopted edition of the International Existing Building Code.

~~15.20.010 1997 Uniform Code for the Abatement of Dangerous Buildings~~ **Currently adopted edition of the International Existing Building Code.**

(1) Preface. The provisions of this code were developed to afford jurisdictions reasonable procedures for the classification and abatement of dangerous buildings.

This code is designed to be compatible with the ~~Uniform~~ International Existing Building Code and the ~~Uniform Housing Code~~. While the housing code is applicable only to residential buildings, the ~~Uniform Code for the Abatement of Dangerous~~ International Existing Buildings Code is designed to apply to all types of buildings and structures. The notices, orders and appeals procedures specified have been found to be workable and are referenced by the Uniform Building Code.

If properly followed, the provisions of this code will provide the building official with the proper legal steps in abating dilapidated, defective buildings which endanger life, health property and public safety within concepts of fair play and justice.

(2) ~~Uniform~~ Code for the Abatement of Dangerous Buildings.

Chapter 1

TITLE AND SCOPE

SECTION 101 — TITLE

These regulations shall be known as the ~~Uniform~~ Code for the Abatement of Dangerous Buildings, may be cited as such, and will be referred to herein as "this code."

SECTION 102 — PURPOSE AND SCOPE

102.1 Purpose. It is the purpose of this code to provide a just, equitable and practicable method, to be cumulative with and in addition to any other remedy provided by the Building Code, Housing Code or otherwise available by law, whereby buildings or structures which from any cause endanger the life, limb, health, morals, property, safety or welfare of the general public or their occupants may be required to be repaired, vacated or demolished.

The purpose of this code is not to create or otherwise establish or designate any particular class or group of persons who will or should be especially protected or benefited by the terms of this code.

102.2 Scope. The provisions of this code shall apply to all dangerous buildings, as herein defined, which are now in existence or which may hereafter become dangerous in this jurisdiction.

SECTION 103 — ALTERATIONS, ADDITIONS AND REPAIRS

All buildings or structures which are required to be repaired under the provisions of this code shall be subject to the provisions of ~~Section 3403~~ of the currently adopted edition of the International Existing Building Code.

Chapter 2

ENFORCEMENT

SECTION 201 — GENERAL

201.1 Administration. The building official is hereby authorized to enforce the provisions of this code.

The building official shall have the power to render interpretations of this code and to adopt and enforce rules and supplemental regulations in order to clarify the application of its provisions. Such interpretations, rules and regulations shall be in conformity with the intent and purpose of this code.

201.2 Inspections. The health officer, the fire marshal and the building official are hereby authorized to make such inspections and take such actions as may be required to enforce the provisions of this code.

201.3 Right of Entry. When it is necessary to make an inspection to enforce the provisions of this code, or when the building official or the building official's authorized representative has reasonable cause to believe that there exists in a building or upon a premises a condition which is contrary to or in violation of this code which makes the building or premises unsafe, dangerous or hazardous, the building official may enter the building or premises at reasonable times to inspect or to perform the duties imposed by this code, provided that if such building or premises be occupied that credentials be presented to the occupant and entry requested. If such building or premises be unoccupied, the building official shall first make a reasonable effort to locate the owner or other persons having charge or control of the building or premises and request entry. If entry is refused, the building official shall have recourse to the remedies provided by law to secure entry.

"Authorized representative" shall include the officers named in Section 201.2 and their authorized inspection personnel.

SECTION 202 — ABATEMENT OF DANGEROUS BUILDINGS

All buildings or portions thereof which are determined after inspection by the building official to be dangerous as defined in this code are hereby declared to be public

nuisances and shall be abated by repair, rehabilitation, demolition or removal in accordance with the procedure specified in Section 401 of this code.

SECTION 203 — VIOLATIONS

It shall be unlawful for any person, firm or corporation to erect, construct, enlarge, alter, repair, move, improve, remove, convert or demolish, equip, use, occupy or maintain any building or structure or cause or permit the same to be done in violation of this code.

SECTION 204 — INSPECTION OF WORK

All buildings or structures within the scope of this code and all construction or work for which a permit is required shall be subject to inspection by the building official in accordance with and in the manner provided by this code and Sections ~~108~~ 110 and 1701 of the Building currently adopted edition of the Oregon Structural Specialty Code and Section R109 of the currently adopted edition of the Oregon Residential Specialty Code.

SECTION 205 — BOARD OF APPEALS

205.1 General. In order to hear and decide appeals of orders, decisions or determinations made by the building official relative to the application and interpretations of this code, there shall be and is hereby created a board of appeals consisting of members who are qualified by experience and training to pass upon matters pertaining to building construction and who are not employees of the jurisdiction. The building official shall be an ex officio member and shall act as secretary to said board but shall have no vote upon any matter before the board. The board of appeals shall be appointed by the governing body and shall hold office at its pleasure. The board shall adopt rules of procedure for conducting its business and shall render all decisions and findings in writing to the appellant, with a duplicate copy to the building official. Appeals to the board shall be processed in accordance with the provisions contained in Section 501 of this code. Copies of all rules or regulations adopted by the board shall be delivered to the building official, who shall make them freely accessible to the public.

205.2 Limitations of Authority. The board of appeals shall have no authority relative to interpretation of the administrative provisions of this code nor shall the board be empowered to waive requirements of this code.

Chapter 3

DEFINITIONS

SECTION 301 — GENERAL

For the purpose of this code, certain terms, phrases, words and their derivatives shall be construed as specified in either this chapter or as specified in the Building Code or

the Housing Code. Where terms are not defined, they shall have their ordinary accepted meanings within the context with which they are used. Webster's Third New International Dictionary of the English Language, Unabridged, copyright 1986, shall be construed as providing ordinary accepted meanings. Words used in the singular include the plural and the plural the singular. Words used in the masculine gender include the feminine and the feminine the masculine.

BUILDING CODE is the currently adopted edition of the International Existing Uniform Building Code ~~promulgated by the International Conference of Building Officials~~, as adopted by this jurisdiction.

DANGEROUS BUILDING is any building or structure deemed to be dangerous under the provisions of Section 302 of this code.

HOUSING CODE is the currently adopted edition of the International Existing Building Uniform Housing Code ~~promulgated by the International Conference of Building Officials~~, as adopted by this jurisdiction.

SECTION 302 — DANGEROUS BUILDING

For the purpose of this code any building or structure which has any or all of the conditions or defects hereinafter described shall be deemed to be a dangerous building, provided that such conditions or defects exist to the extent that the life, health, property or safety of the public or its occupants are endangered.

1. Whenever any door, aisle, passageway, stairway or other means of exit is not of sufficient width or size or is not so arranged as to provide safe and adequate means of exit in case of fire or panic.
2. Whenever the walking surface of any aisle, stairway or other means of exit is so warped, worn, loose, torn or otherwise unsafe as to not provide safe and adequate means of exit in case of fire or panic.
3. Whenever the stress in any materials, member or portion thereof, due to all dead and live loads, is more than one and one half times the working stress or stresses allowed in the Building Code for new buildings of similar structure, purpose or location.
4. Whenever any portion thereof has been damaged by fire, earthquake, wind, flood or by any other cause, to such an extent that the structural strength or stability thereof is materially less than it was before such catastrophe and is less than the minimum requirements of the Building Code for new buildings of similar structure, purpose or location.
5. Whenever any portion or member or appurtenance thereof likely to fail, or to become detached or dislodged, or to collapse and hereby injure persons or damage property.
6. Whenever any portion of a building, or any member, appurtenance or ornamentation on the exterior thereof is not of sufficient strength or stability, or is not so anchored,

attached or fastened in place so as to be capable of resisting a wind pressure of one half of that specified in the Building Code for new buildings of similar structure, purpose or location without exceeding the work stresses permitted in the Building Code for such buildings.

7. Whenever any portion thereof has wracked, warped, buckled or settled to such an extent that walls or other structural portions have materially less resistance to winds or earthquakes than is required in the case of similar new construction.

8. Whenever the building or structure, or any portion thereof, because of (i) dilapidation, deterioration or decay; (ii) faulty construction; (iii) the removal, movement or instability of any portion of the ground necessary for the purpose of supporting such building; (iv) the deterioration, decay or inadequacy of its foundation; or (v) any other cause, is likely to partially or completely collapse.

9. Whenever, for any reason, the building or structure, or portion thereof, is manifestly unsafe for the purpose for which it is being used.

10. Whenever the exterior walls or other vertical structural members list, lean or buckle to such an extent that a plumb line passing through the center of gravity does not fall inside the middle one third of the base.

11. Whenever the building or structure, exclusive of the foundation, shows 33 percent or more damage or deterioration of its supporting member or members, or 50 percent damage or deterioration of its nonsupporting members, enclosing or outside walls or coverings.

12. Whenever the building or structure has been so damaged by fire, wind, earthquake or flood, or has become so dilapidated or deteriorated as to become (i) an attractive nuisance to children; (ii) a harbor for vagrants, criminals or immoral persons; or as to (iii) enable persons to resort thereto for the purpose of committing unlawful or immoral acts.

13. Whenever any building or structure has been constructed, exists or is maintained in violation of any specific requirement or prohibition applicable to such building or structure provided by the building regulations of this jurisdiction, as specified in the Building Code or Housing Code, or of any law or ordinance of this state or jurisdiction relating to the condition, location or structure of buildings.

14. Whenever any building or structure which, whether or not erected in accordance with all applicable laws and ordinances, has in any nonsupporting part, member or portion less than 50 percent, or in any supporting part, member or portion less than 66 percent of the (i) strength, (ii) fire-resisting qualities or characteristics, or (iii) weather-resisting qualities or characteristics required by law in the case of a newly constructed building of like area, height and occupancy in the same location.

15. Whenever a building or structure, used or intended to be used for dwelling purposes, because of inadequate maintenance, dilapidation, decay, damage, faulty construction or arrangement, inadequate light, air or sanitation facilities, or otherwise, is determined by the health officer to be unsanitary, unfit for human habitation or in such a condition that is likely to cause sickness or disease.

16. Whenever any building or structure, because of obsolescence, dilapidated condition, deterioration, damage, inadequate exits, lack of sufficient fire resistant construction, faulty electric wiring, gas connections or heating apparatus, or other cause, is determined by the fire marshal to be a fire hazard.

17. Whenever any building or structure is in such a condition as to constitute a public nuisance known to common law or in equity jurisprudence.

18. Whenever any portion of a building or structure remains on a site after the demolition or destruction of the building or structure or whenever any building or structure is abandoned for a period in excess of six months so as to constitute such building or portion thereof an attractive nuisance or hazard to the public.

Chapter 4

NOTICES AND ORDERS OF BUILDING OFFICIAL

SECTION 401 — GENERAL

401.1 Commencement of Proceedings. When the building official has inspected or caused to be inspected any building and has found and determined that such building is dangerous building, the building official shall commence proceedings to cause the repair, vacation or demolition of the building.

401.2 Notice and Order. The building official shall issue a notice and order directed to the record owner of the building. The notice and order shall contain:

1. The street address and a legal description sufficient for identification of the premises upon which the building is located.
2. A statement that the building official has found the building to be dangerous with a brief and concise description of the conditions found to render the building dangerous under the provisions of Section 302 of this code.
3. A statement of the action required to be taken as determined by the building official.

3.1 If the building official has determined that the building or structure must be repaired, the order shall require that all required permits be secured therefor and the work physically commenced within such time (not to exceed 60 days from the date of the order) and completed within such time as the building official shall determine is reasonable under all of the circumstances.

3.2 If the building official has determined that the building or structure must be vacated, the order shall require that the building or structure shall be vacated within a time certain from the date of the order as determined by the building official to be reasonable.

3.3 If the building official has determined that the building or structure must be demolished, the order shall require that the building be vacated within such time as the building official shall determine is reasonable (not to exceed 60 days from the date of the order); that all required permits be secured therefor within 60 days from the date of the order; and that the demolition be completed within such time as the building official shall determine is reasonable.

4. Statements advising that if any required repair or demolition work (without vacation also being required) is not commenced within the time specified, the building official (i) will order the building vacated and posted to prevent further occupancy until the work is completed, and (ii) may proceed to cause the work to be done and charge the costs thereof against the property or its owner.

5. Statements advising (i) that any person having any record title or legal interest in the building may appeal from the notice and order or any action of the building official to the board of appeals, provided the appeal is made in writing as provided in this code and filed with the building official within 30 days from the date of service of such notice and order; and (ii) that failure to appeal will constitute a waiver of all right to an administrative hearing and determination of the matter.

401.3 Service of Notice and Order. The notice and order, and any amended or supplemental notice and order, shall be served upon the record owner and posted on the property; and one copy thereof shall be served on each of the following if known to the building official or disclosed from official public records: the holder of any mortgage or deed of trust or other lien or encumbrance of record; the owner or holder of any lease of record; and the holder of any other estate or legal interest of record in or to the building or the land on which it is located. The failure of the building official to serve any person required herein to be served shall not invalidate any proceedings hereunder as to any other person duly served or relieve any such person from any duty or obligation imposed by the provisions of this section.

401.4 Method of Service. Service of the notice and order shall be made upon all persons entitled thereto either personally or by mailing a copy of such notice and order by certified mail, postage prepaid, return receipt requested, to each such person at their address as it appears on the last equalized assessment roll of the county or as known to the building official. If no address of any such person so appears or is known to the building official, then a copy of the notice and order shall be so mailed, addressed to such person, at the address of the building involved in the proceedings. The failure of any such person to receive such notice shall not affect the validity of any proceedings taken under this section. Service by certified mail in the manner herein provided shall be effective on the date of mailing.

401.5 Proof of Service. Proof of service of the notice and order shall be certified to at the time of service by a written declaration under penalty of perjury executed by the persons effecting service, declaring the time, date and manner in which service was made. The declaration, together with any receipt card returned in acknowledgment of receipt by certified mail shall be affixed to the copy of the notice and order retained by the building official.

SECTION 402 — RECORDATION OF NOTICE AND ORDER

If compliance is not had with the order within the time specified therein, and no appeal has been properly and timely filed, the building official shall file in the office of the county recorder a certificate describing the property and certifying (i) that the building is a dangerous building and (ii) that the owner has been so notified. Whenever the corrections ordered shall thereafter have been completed or the building demolished so that it no longer exists as a dangerous building on the property described in the certificate, the building official shall file a new certificate with the county recorder certifying that the building has been demolished or all required corrections have been made so that the building is no longer dangerous, whichever is appropriate.

SECTION 403 — REPAIR, VACATION AND DEMOLITION

The following standards shall be followed by the building official (and by the board of appeals if an appeal is taken) in ordering the repair, vacation or demolition or any dangerous building or structure:

1. Any building declared a dangerous building under this code shall be made to comply with one of the following:
 - 1.1 The building shall be repaired in accordance with the current building code or other current code applicable to the type of substandard conditions requiring repair; or
 - 1.2 The building shall be demolished at the option of the building owner; or
 - 1.3 If the building does not constitute an immediate danger to the life, limb, property or safety of the public it may be vacated, secured and maintained against entry.
2. If the building or structure is in such condition as to make it immediately dangerous to the life, limb, property or safety of the public or its occupants, it shall be ordered to be vacated.

SECTION 404 — NOTICE TO VACATE

404.1 Posting. Every notice to vacate shall, in addition to being served as provided in Section 401.3, be posted at or upon each exit of the building and shall be in substantially the following form:

DO NOT ENTER

UNSAFE TO OCCUPY

It is a misdemeanor to occupy this building, or to remove or deface this notice.

Building Official

.....of.....

404.2 Compliance. Whenever such notice is posted, the building official shall include a notification thereof in the notice and order issued under Section 401.2, reciting the emergency and specifying the conditions which necessitate the posting. No person shall remain or enter any building which has been so posted, except that entry may be made to repair, demolish, or remove such building under permit. No person shall remove or deface any such notice after it is posted until the required repairs, demolition or removal have been completed and a certificate of occupancy issued pursuant to the provisions of the Building Code.

Chapter 5

APPEAL

501.1 Form of Appeal. Any person entitled to service under Section 401.3 may appeal from any notice and order or any action of the building official under this code by filing at the office of the building official a written appeal containing:

1. A heading in the words: "Before the board of appeals of the of"
2. A caption reading: "Appeal of, " giving the names of all appellants participating in the appeal.
3. A brief statement setting forth the legal interest of each of the appellants in the building or the land involved in the notice and order.
4. A brief statement in ordinary and concise language of the specific order or action protested, together with any material facts claimed to support the contentions of the appellant.
5. A brief statement in ordinary and concise language of the relief sought and the reasons why it is claimed the protested order or action should be reversed, modified or otherwise set aside.
6. The signatures of all parties named as appellants and their official mailing addresses.
7. The verification (by declaration under penalty of perjury) of at least one appellant as to the truth of the matters stated in the appeal.

The appeal shall be filed within 30 days from the date of the service of such order or action of the building official; provided, however, that if the building or structure is in such condition as to make it immediately dangerous to the life, limb, property or safety

of the public or adjacent property and is ordered vacated and is posted in accordance with Section 404, such appeal shall be filed within 10 days from the date of the service of the notice and order of the building official.

501.2 Processing of Appeal. Upon receipt of any appeal filed pursuant to this section, the building official shall present it at the next regular or special meeting of the board of appeals.

501.3 Scheduling and Noticing Appeal for Hearing. As soon as practicable after receiving the written appeal, the board of appeals shall fix a date, time and place for the hearing of the appeal by the board. Such date shall not be less than 10 days nor more than 60 days from the date the appeal was filed with the building official. Written notice of the time and place of the hearing shall be given at least 10 days prior to the date of the hearing to each appellant by the secretary of the board either by causing a copy of such notice to be delivered to the appellant personally or by mailing a copy thereof, postage prepaid, addressed to the appellant at the address shown on the appeal.

SECTION 502 — EFFECT OF FAILURE TO APPEAL

Failure of any person to file an appeal in accordance with the provisions of Section 501 shall constitute a waiver of the right to an administrative hearing and adjudication of the notice and order or any portion thereof.

SECTION 503 — SCOPE OF HEARING ON APPEAL

Only those matters or issues specifically raised by the appellant shall be considered in the hearing of the appeal.

SECTION 504 — STAYING OF ORDER UNDER APPEAL

Except for vacation orders made pursuant to Section 404, enforcement of any notice and order of the building official issued under this code shall be stayed during the pendency of an appeal therefrom which is properly and timely filed.

Chapter 6

PROCEDURES FOR CONDUCT OF HEARING APPEALS

SECTION 601 — GENERAL

601.1 Hearing Examiners. The board may appoint one or more hearing examiners or designate one or more of its members to serve as hearing examiners to conduct the hearings. The examiner hearing the case shall exercise all powers relating to the conduct of hearings until it is submitted to the board for decision.

601.2 Record. A record of the entire proceedings shall be made by tape recording or by any other means of permanent recording determined to be appropriate by the board.

601.3 Reporting. The proceedings at the hearing shall also be reported by a phonographic reporter if requested by any party thereto. A transcript of the proceedings shall be made available to all parties upon request and upon payment of the fee prescribed therefor. Such fees may be established by the board, but shall in no event be greater than the cost involved.

601.4 Continuances. The board may grant continuances for good cause shown; however, when a hearing examiner has been assigned to such hearing, no continuances may be granted except by the examiner for good cause shown so long as the matter remains before the examiner.

601.5 Oaths – Certification. In any proceedings under this chapter, the board, any board member, or the hearing examiner has the power to administer oaths and affirmations and to certify to official acts.

601.6 Reasonable Dispatch. The board and its representatives shall proceed with reasonable dispatch to conclude any matter before it. Due regard shall be shown for the convenience and necessity of any parties or their representatives.

SECTION 602 — FORM OF NOTICE OF HEARING

The notice to appellant shall be substantially in the following form, but may include other information:

"You are hereby notified that a hearing will be held before (the board of appeals or name of hearing examiner) at.....on the day of, 2....., at the hour, upon the notice and order served upon you. You may be present at the hearing. You may be, but need not be, represented by counsel. You may present any relevant evidence and will be given full opportunity to cross-examine all witnesses testifying against you. You may request the issuance of subpoenas to compel the attendance of witnesses and the production of books, documents or other things by filing an affidavit therefor with (board of appeals or name of hearing examiner)."

SECTION 603 — SUBPOENAS

603.1 Filing of Affidavit. The board or examiner may obtain the issuance and service of a subpoena for the attendance of witnesses or the production of other evidence at a hearing upon the request of a member of the board or upon the written demand of any party. The issuance and service of such subpoena shall be obtained upon the filing of an affidavit therefor which states the name and address of the proposed witness; specifies the exact things sought to be produced and the materiality thereof in detail to the issues involved; and states that the witness has the desired things in possession or under control. A subpoena need not be issued when the affidavit is defective in any particular.

603.2 Cases Referred to Examiner. In cases where a hearing is referred to an examiner, all subpoenas shall be obtained through the examiner.

603.3 Penalties. Any person who refuses without lawful excuse to attend any hearing or to produce material evidence which the person possesses or controls as required by any subpoena served upon such person as provided for herein shall be guilty of a misdemeanor.

SECTION 604 — CONDUCT OF HEARING

604.1 Rules. Hearings need not be conducted according to the technical rules relating to evidence and witnesses.

604.2 Oral Evidence. Oral evidence shall be taken only on oath or affirmation.

604.3 Hearsay Evidence. Hearsay evidence may be used for the purpose of supplementing or explaining any direct evidence, but shall not be sufficient in itself to support a finding unless it would be admissible over objection in civil actions in courts of competent jurisdiction in this state.

604.4 Admissibility of Evidence. Any relevant evidence shall be admitted if it is the type of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs, regardless of the existence of any common law or statutory rule which might make improper the admission of such evidence over objection in civil actions in courts of competent jurisdiction in this state.

604.5 Exclusion of Evidence. Irrelevant and unduly repetitious evidence shall be excluded.

604.6 Rights of Parties. Each party shall have these rights, among others:

1. To call and examine witnesses on any matter relevant to the issues of the hearing;
2. To introduce documentary and physical evidence;
3. To cross-examine opposing witnesses on any matter relevant to the issues of the hearing;
4. To impeach any witness regardless of which party first called the witness to testify;
5. To rebut the evidence; and
6. To be represented by anyone who is lawfully permitted to do so.

604.7 Official Notice.

604.7.1 What may be noticed. In reaching a decision, official notice may be taken, either before or after submission of the case for decision, of any fact which may be judicially noticed by the courts of this state or of official records of the board or departments and ordinances of the city or rules and regulations of the board.

604.7.2 Parties to be notified. Parties present at the hearing informed of the matters to be noticed, and these matters noted in the record, referred to therein, or appended thereto.

Chapter 7

ENFORCEMENT OF THE ORDER OF THE BUILDING OFFICIAL OR THE BOARD OF APPEALS

SECTION 701 — COMPLIANCE

701.1 General. After any order of the building official or the board of appeals made pursuant to this code shall have become final, no person to whom any such order is directed shall fail, neglect or refuse to obey any such order. Any such person who fails to comply with any such order is guilty of a misdemeanor.

701.2 Failure to Obey Order. If, after any order of the building official or board of appeals made pursuant to this code has become final, the person to whom such order is directed shall fail, neglect or refuse to obey such order, the building official may (i) cause such person to be prosecuted under Section 701.1 or (ii) institute any appropriate action to abate such building as a public nuisance.

701.3 Failure to Commence Work. Whenever the required repair or demolition is not commenced within 30 days after any final notice and order issued under this code becomes effective:

1. The building official shall cause the building described in such notice and order to be vacated by posting at each entrance thereto a notice reading:

DANGEROUS BUILDING

DO NOT OCCUPY

It is a misdemeanor to occupy this building, or to remove or deface this notice.

Building Official

.....of.....

2. No person shall occupy any building which has been posted as specified in this section. No person shall remove or deface any such notice so posted until the repairs, demolition or removal ordered by the building official have been completed and a certificate of occupancy issued pursuant to the provisions of the Building Code.

3. The building official may, in addition to any other remedy herein provided, cause the building to be repaired to the extent necessary to correct the conditions which render the building dangerous as set forth in the notice and order; or, if the notice and order required demolition, to cause the building to be sold and demolished or demolished and the materials, rubble and debris therefrom removed and the lot cleaned. Any such

repair or demolition work shall be accomplished and the cost thereof paid and recovered in the manner hereinafter provided in this code. Any surplus realized from the sale of any such building, or from the demolition thereof, over and above the cost of demolition and of cleaning the lot, shall be paid over to the person or persons lawfully entitled thereto.

SECTION 702 — EXTENSION OF TIME TO PERFORM WORK

Upon receipt of an application from the person required to conform to the order and by agreement of such person to comply with the order if allowed additional time, the building official may grant an extension of time, not to exceed an additional 120 days, within which to complete said repair, rehabilitation or demolition, if the building official determines that such an extension of time will not create or perpetuate a situation imminently dangerous to life or property. The building official's authority to extend time is limited to the physical repair, rehabilitation or demolition of the premises and will not in any way affect the time to appeal the notice and order.

SECTION 703 — INTERFERENCE WITH REPAIR OR DEMOLITION WORK PROHIBITED

No person shall obstruct, impede or interfere with any officer, employee, contractor or authorized representative of this jurisdiction or with any person who owns or holds any estate or interest in any building which has been ordered repaired, vacated or demolished under the provisions of this code; or with any person to whom such building has been lawfully sold pursuant to the provisions of this code, whenever such officer, employee, contractor or authorized representative of this jurisdiction, person having an interest or estate in such building or structure, or purchaser is engaged in the work of repairing, vacating and repairing, or demolishing any such building, pursuant to the provisions of this code, or in performing any necessary act preliminary to or incidental to such work or authorized or directed pursuant to this code.

Chapter 8

PERFORMANCE OF WORK OF REPAIR OR DEMOLITION

SECTION 801 — GENERAL

801.1 Procedure. When any work of repair or demolition is to be done pursuant to Section 701.3, Item 3, of this code, the building official shall, issue an order therefor to the director of public works and the work shall be accomplished by personnel of this jurisdiction or by private contract under the direction of said director. Plans and specifications therefor may be prepared by said director, or the director may employ such architectural and engineering assistance on a contract basis as deemed reasonably necessary. If any part of the work is to be accomplished by private contract, standard public works contractual procedures shall be followed.

801.2 Costs. The cost of such work shall be paid from the repair and demolition fund, and may be made a special assessment against the property involved, or may be made

a personal obligation of the property owner, whichever the legislative body of this jurisdiction shall determine is appropriate.

SECTION 802 — REPAIR AND DEMOLITION FUND

802.1 General. The legislative body of this jurisdiction shall establish a special revolving fund to be designated as the repair and demolition fund. Payments shall be made out of said fund upon the demand of the director of public works to defray the costs and expenses which may be incurred by this jurisdiction in doing or causing to be done the necessary work of repair or demolition of dangerous buildings.

802.2 Maintenance of Fund. The legislative body may at any time transfer to the repair and demolition fund, out of any money in the general fund of this jurisdiction, such sums as it may deem necessary in order to expedite the performance of the work of repair or demolition, and any sum so transferred shall be deemed a loan to the repair and demolition fund and shall be repaid out of the proceeds of the collections hereinafter provided for. All funds collected under the proceedings hereinafter provided for shall be paid to the treasurer of this jurisdiction who shall credit the same to the repair and demolition fund.

Chapter 9

RECOVERY OF COST OF REPAIR OR DEMOLITION

SECTION 901 — ACCOUNT OF EXPENSE, FILING OF REPORT

The director of public works shall keep an itemized account of the expense incurred by this jurisdiction in the repair or demolition of any building done pursuant to the provisions of Section 701.3, Item 3, of this code. Upon the completion of the work of repair or demolition, said director shall prepare and file with the clerk of this jurisdiction a report specifying the work done, the itemized and total cost of the work, a description of the real property upon which the building or structure is or was located, and the names and addresses of the persons entitled to notice pursuant to Section 401.3.

SECTION 902 — NOTICE OF HEARING

Upon receipt of said report, the clerk of this jurisdiction shall present it to the legislative body of this jurisdiction for consideration. The legislative body of this jurisdiction shall fix a time, date and place for hearing said report and any protests or objections thereto. The clerk of this jurisdiction shall cause notice of said hearing to be posted upon the property involved, published once in a newspaper of general circulation in this jurisdiction, and served by certified mail, postage prepaid, addressed to the owner of the property as the owner's name and address appears on the last equalized assessment roll of the county, if such so appears, or as known to the clerk. Such notice shall be given at least 10 days prior to the date set for the hearing and shall specify the day, hour and place when the legislative body will hear and pass upon the director's

report, together with any objections or protests which may be filed as hereinafter provided by any person interested in or affected by the proposed charge.

SECTION 903 — PROTESTS AND OBJECTIONS

Any person interested in or affected by the proposed charge may file written protests or objections with the clerk of this jurisdiction at any time prior to the time set for the hearing on the report of the director. Each such protest or objection must contain a description of the property in which the signer thereof is interested and the grounds of such protest or objection. The clerk of this jurisdiction shall endorse on every such protest or objection the date of receipt. The clerk shall present such protests or objections to the legislative body of this jurisdiction at the time set for the hearing, and no other protests or objections shall be considered.

SECTION 904 — HEARING OF PROTESTS

Upon the day and hour fixed for the hearing, the legislative body of this jurisdiction shall hear and pass upon the report of the director together with any such objections or protests. The legislative body may make such revision, correction or modification in the report or the charge as it may deem just; and when the legislative body is satisfied with the correctness of the charge, the report (as submitted or as revised, corrected or modified) together with the charge, shall be confirmed or rejected. The decision of the legislative body of this jurisdiction on the report and the charge, and on all protests or objections, shall be final and conclusive.

SECTION 905 — PERSONAL OBLIGATION OR SPECIAL ASSESSMENT

905.1 General. The legislative body of this jurisdiction may thereupon order that said charge shall be made a personal obligation of the property owner or assess said charge against the property involved.

905.2 Personal Obligation. If the legislative body of this jurisdiction orders that the charge shall be a personal obligation of the property owner, it shall direct the attorney for this jurisdiction to collect the same on behalf of this jurisdiction by use of all appropriate legal remedies.

905.3 Special Assessment. If the legislative body of this jurisdiction orders that the charge shall be assessed against the property, it shall confirm the assessment, cause the same to be recorded on the assessment roll, and thereafter said assessment shall constitute a special assessment against and a lien upon the property.

SECTION 906 — CONTEST

The validity of any assessment made under the provisions of this chapter shall not be contested in any action or proceeding unless the same is commenced within 30 days after the assessment is placed upon the assessment roll as provided herein. Any appeal

from a final judgment in such action or proceeding must be perfected within 30 days after the entry of such judgment.

SECTION 907 — AUTHORITY FOR INSTALLMENT PAYMENT OF ASSESSMENTS WITH INTEREST

The legislative body of this jurisdiction, in its discretion, may determine that assessments in amounts of \$500.00 or more shall be payable in not to exceed five equal annual installments. The legislative body's determination to allow payment of such assessments in installments, the number of installments, whether they shall bear interest, and the rate thereof shall be by a resolution adopted prior to the confirmation of the assessment.

SECTION 908 — LIEN OF ASSESSMENT

908.1 Priority. Immediately upon its being placed on the assessment roll, the assessment shall be deemed to be complete, the several amounts assessed shall be payable, and the assessments shall be liens against the lots or parcels of land assessed, respectively. The lien shall be subordinate to all existing special assessment liens previously imposed upon the same property and shall be paramount to all other liens except for state, county and property taxes with which it shall be upon a parity. The lien shall continue until the assessment and all interest due and payable thereon are paid.

908.2 Interest. All such assessments remaining unpaid after 30 days from the date of recording on the assessment roll shall become delinquent and shall bear interest at the rate of 7 percent per annum from and after said date.

SECTION 909 — REPORT TO ASSESSOR AND TAX COLLECTOR: ADDITION OF ASSESSMENT TO TAX BILL

After confirmation of the report, certified copies of the assessment shall be given to the assessor and the tax collector for this jurisdiction, who shall add the amount of the assessment to the next regular tax bill levied against the parcel for municipal purposes.

SECTION 910 — FILING COPY OF REPORT WITH COUNTY AUDITOR

If the county assessor and the county tax collector assess property and collect taxes for this jurisdiction, a certified copy of the assessment shall be filed with the county auditor on or before August 10th. The descriptions of the parcels reported shall be those used for the same parcels on the county assessor's map books for the current year.

SECTION 911 — COLLECTION OF ASSESSMENT PENALTIES FOR FORECLOSURE

The amount of the assessment shall be collected at the same time and in the same manner as ordinary property taxes are collected and shall be subject to the same penalties and procedure and sale in case of delinquency as provided for ordinary

property taxes. All laws applicable to the levy, collection and enforcement of property taxes shall be applicable to such assessment.

If the legislative body of this jurisdiction has determined that the assessment shall be paid in installments, each installment and any interest thereon shall be collected in the same manner as ordinary property taxes in successive years. If any installment is delinquent, the amount thereof is subject to the same penalties and procedure for sale as provided for ordinary property taxes.

SECTION 912 — REPAYMENT OF REPAIR AND DEMOLITION FUND

All money recovered by payment of the charge or assessment or from the sale of the property at foreclosure sale shall be paid to the treasurer of this jurisdiction, who shall credit the same to the repair and demolition fund.

Section 9. Any and all sections of Chapter 15.04 and 15.20 not specifically amended by reference herein remain unamended and in full force and effect.

Read the first time: September 20, 2017

Read the second time: October 4, 2017

APPROVED AND ADOPTED by the City Council this 4th day of October, 2017, by the following vote:

Ayes:

Nays:

Rick Scholl, Mayor

ATTEST:

Kathy Payne, City Recorder

City of St. Helens
ORDINANCE NO. 3219

AN ORDINANCE RELATING TO THE UNIVERSAL FEE SCHEDULE AND
PARKING FINES, AMENDING ST. HELENS MUNICIPAL CODE SECTIONS
2.32.030, 3.16.020, 5.08.140, 5.08.240(5), 10.04.240, 12.32.030,
15.08.100, AND 10.04.380

WHEREAS, Council has adopted a Universal Fee Schedule by resolution and has directed that every fee established and imposed by the City be integrated into said structure; and

WHEREAS, the code sections referred to in this ordinance have not yet been integrated into the Universal Fee Schedule; and

WHEREAS, the fine for parking in violation of the Code should be \$25.00 instead of \$10.00.

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

Section 1. SHMC 2.32.030 is hereby amended to read as follows (underlined language is added; stricken language is removed):

2.32.030 Declaration fee. The fee for declarations of candidacy for city office shall be as set forth in the most recent Universal Fee Schedule adopted by Council. ~~\$50.00 if a nominating petition is not used~~

Section 2. SHMC 3.16.020 is hereby amended to read as follows (underlined language is added; stricken language is removed):

"3.16.020 False alarm response fees. A fee ~~of \$50.00~~ shall be charged the tenant, owner or other person in charge of the premises for each false alarm, exceeding two within any 12-month period, to which the police department responds by sending police officers to investigate. A fee ~~of \$125.00~~ will be charged for each false alarm, of four or more, in any 12-month period. The fees described herein shall be as set forth in the most recent Universal Fee Schedule adopted by Council."

Section 3. SHMC 5.08.140(3) is hereby amended to read as follows (underlined language is added; stricken language is removed):

"5.08.140 Driver's permit approved and posting requirements.

(3) Upon presentation of convincing evidence that a taxicab driver's permit has been lost or destroyed and payment of a replacement fee of \$10.00 as set forth in the most recent Universal Fee Schedule adopted by Council, the city recorder shall issue a replacement permit."

Section 4. SHMC 8.12.240(5) is hereby amended to read as follows (underlined language is added; ~~stricken language~~ is removed):

"8.12.240 Special abatement.

(5) Instruct the public works department that if the illegal notices or advertisements are reclaimed by the owner, installer or their representative, at least a per notice or advertisement handling fee of \$10.00 as set forth in the most recent Universal Fee Schedule adopted by Council ~~per notice or advertisement~~ is due prior to release of the property."

Section 5. SHMC 10.04.240(6) is hereby amended to read as follows (underlined language is added; ~~stricken language~~ is removed):

"10.04.240 Impounding of bicycles.

(6) Except as provided in subsection (4) of this section, a fee of \$1.00 as set forth in the most recent Universal Fee Schedule adopted by Council shall be charged to the owner of a bicycle impounded under this section."

Section 6. SHMC 12.32.030(3) is hereby amended to read as follows (underlined language is added; ~~stricken language~~ is removed):

"12.32.030 Permit issuance or denial, maintenance.

(3) There shall be a per bench annual inspection fee for all advertising benches as set forth in the most recent Universal Fee Schedule adopted by Council ~~\$5.00 per bench annual inspection fee for all advertising benches~~. For benches where no advertising or other message will be displayed, annual permit fees shall be waived."

Section 7. SHMC 15.08.100 is hereby amended to read as follows (underlined language is added; ~~stricken language~~ is removed):

"15.08.100 Penalties.

(6) Reinspection Fee. A reinspection fee of \$50.00 may be invoiced by the Columbia River Fire and Rescue District to persons who cause repeated reinspections due to noncompliance with provisions of the code. The chief may direct the fee to be charged following the second noncomplying reinspection."

Section 8. SHMC 10.04.380(2) is hereby amended to read as follows (underlined language is added; ~~stricken language~~ is removed):

"10.04.380 Penalties.

(2) Violation of SHMC 10.04.140 and 10.04.150(1) except handicap zone violations shall be ~~\$10~~25.00. Any fine not paid within 30 calendar days after the date of the citation shall be ~~\$20~~50.00 per citation."

Section 8. All provisions of the St. Helens Municipal Code not specifically amended herein remain unchanged and in full force and effect.

Read the first time: September 20, 2017
Read the second time: October 4, 2017

APPROVED AND ADOPTED by the City Council this 4th day of October, 2017, by the following vote:

Ayes:

Nays:

Rick Scholl, Mayor

ATTEST:

Kathy Payne, City Recorder

City of St. Helens
RESOLUTION NO. 1799

**A RESOLUTION ESTABLISHING DROP BOX RATES
AND SUPERSEDING RESOLUTION NO. 1761**

WHEREAS, according to Ordinance No. 3140, Section 8, Annual Rate Adjustment, commercial drop box franchise holder, Waste Management of Oregon, Inc., may adjust rates annually by a percentage equal to one-half of the annual percent change in the Consumer Price Index (CPI), not to exceed one and one-half percent (1.5%); and

WHEREAS, this year's CPI index was 148.691, up from 145.850 in July of 2016, which was an annual change of 1.948%; and

WHEREAS, one-half of the annual percent change in the CPI for this year would be 0.974%; and

WHEREAS, it is essential that this expense to the City's commercial drop box franchise holder be passed on to their customers effective October 1, 2017.

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

Section 1. Effective October 1, 2017, commercial drop box rates for the City of St. Helens at the Columbia County Transfer Station disposal site are hereby adopted as follows:

PICK-UP, DELIVERY AND DISPOSAL FEES

<u>Box Size</u>	<u>Fees</u>
40 yards	\$ 143.01
30 yards	\$ 143.01
20 yards	\$ 135.85
10 yards	\$ 129.38

COMPACTED PICK-UP, DELIVERY AND DISPOSAL FEES

<u>Box Size</u>	<u>Fees</u>
30 yards	\$272.40 plus 5% franchise fee plus \$89.00 disposal fee per ton

MISCELLANEOUS FEES

Rental per day – all sizes	\$ 4.35
Rental per month – all sizes	\$ 87.16
Mileage – all sizes	\$ 1.72
Disposal fee per ton	\$ 89.00

Plus a 5% franchise fee is added to total monthly charge.

Section 2. Resolution No. 1761 is hereby superseded by this Resolution.

Approved and adopted by the City Council on September 20, 2017, by the following vote:

Ayes:

Nays:

Rick Scholl, Mayor

ATTEST:

Kathy Payne, City Recorder

INTERGOVERNMENTAL AGREEMENT

City of St. Helens, St. Helens Riverfront Connector Plan

THIS INTERGOVERNMENTAL AGREEMENT (“Agreement”) is made and entered into by and between the STATE OF OREGON, acting by and through its Department of Transportation (“ODOT” or “Agency”), and the City of St. Helens (“City” or “Grantee”).

RECITALS

1. The Transportation and Growth Management (“TGM”) Program is a joint program of ODOT and the Oregon Department of Land Conservation and Development.

2. The TGM Program includes a program of grants for local governments for planning projects. The objective of these projects is to better integrate transportation and land use planning and develop new ways to manage growth in order to achieve compact pedestrian, bicycle, and transit friendly urban development.

3. This TGM Grant (as defined below) is financed with federal Fixing America’s Surface Transportation Act (“FAST Act”) funds. Local funds are used as match for FAST Act funds.

4. By authority granted in Oregon Revised Statutes (“ORS”) 190.110, state agencies may enter into agreements with units of local government or other state agencies to perform any functions and activities that the parties to the agreement or their officers or agents have the duty or authority to perform.

5. City has been awarded a TGM Grant which is conditional upon the execution of this Agreement.

6. The parties desire to enter into this Agreement for their mutual benefit.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

SECTION 1. DEFINITIONS

Unless the context requires otherwise, the following terms, when used in this Agreement, shall have the meanings assigned to them below:

A. “City's Amount” means the portion of the Grant Amount payable by ODOT to City for performing the tasks indicated in Exhibit A as being the responsibility of City.

B. “City's Matching Amount” means the amount of matching funds which City is required to expend to fund the Project.

C. “City's Project Manager” means the individual designated by City as its project manager for the Project.

D. “Consultant” means the personal services contractor(s) (if any) hired by ODOT to do the tasks indicated in Exhibit A as being the responsibility of such contractor(s).

E. “Consultant’s Amount” means the portion of the Grant Amount payable by ODOT to the Consultant for the deliverables described in Exhibit A for which the Consultant is responsible.

F. “Direct Project Costs” means those costs which are directly associated with the Project. These may include the salaries and benefits of personnel assigned to the Project and the cost of supplies, postage, travel, and printing. General administrative costs, capital costs, and overhead are not Direct Project Costs. Any jurisdiction or metropolitan planning organization that has federally approved indirect cost plans may treat such indirect costs as Direct Project Costs.

G. “Federally Eligible Costs” means those costs which are Direct Project Costs of the type listed in Exhibit D incurred by City and Consultant during the term of this Agreement.

H. “Grant Amount” or “Grant” means the total amount of financial assistance disbursed under this Agreement, which consists of the City's Amount and the Consultant’s Amount.

I. “ODOT’s Contract Administrator” means the individual designated by ODOT to be its contract administrator for this Agreement.

J. “PSK” means the personal services contract(s) executed between ODOT and the Consultant related to the portion of the Project that is the responsibility of the Consultant.

K. “Project” means the project described in Exhibit A.

L. “Termination Date” has the meaning set forth in Section 2.A below.

M. “Total Project Costs” means the total amount of money required to complete the Project.

N. “Work Product” has the meaning set forth in Section 5.I below.

SECTION 2. TERMS OF AGREEMENT

A. Term. This Agreement becomes effective on the date on which all parties have signed this Agreement and all approvals (if any) required to be obtained by ODOT have been received. This Agreement terminates on November 30, 2019 (“Termination Date”).

B. Grant Amount. The Grant Amount shall not exceed \$208,550.

C. City's Amount. The City's Amount shall not exceed \$0.

D. Consultant’s Amount. The Consultant’s Amount shall not exceed \$208,550.

E. City's Matching Amount. The City's Matching Amount is \$28,470 or 12.01% of the Total Project Costs.

SECTION 3. CITY’S MATCHING AMOUNT

A. Subject to submission by City of such documentation of costs and progress on the Project (including deliverables) as are satisfactory to ODOT, the City may use as part of the City’s Matching Amount, only Direct Project Costs that are Federally Eligible Costs that City incurs after the execution of this Agreement. Generally accepted accounting principles and definitions of ORS 294.311 shall be applied to clearly document verifiable costs that are incurred.

B. City shall present cost reports, progress reports, and deliverables to ODOT’s Contract Administrator no less than every other month. City shall submit cost reports for 100% of City’s Federally Eligible Costs.

C. ODOT shall limit use, as part of the City’s Matching Amount, travel expenses in accordance with current State of Oregon Accounting Manual, General Travel Rules, effective on the date the expenses are incurred.

SECTION 4. CITY'S REPRESENTATIONS, WARRANTIES, AND CERTIFICATION

A. City represents and warrants to ODOT as follows:

1. It is a municipality duly organized and existing under the laws of the State of Oregon.

2. It has full legal right and authority to execute and deliver this Agreement and to observe and perform its duties, obligations, covenants and agreements hereunder and to undertake and complete the Project.

3. All official action required to be taken to authorize this Agreement has been taken, adopted and authorized in accordance with applicable state law and the organizational documents of City.

4. This Agreement has been executed and delivered by an authorized officer(s) of City and constitutes the legal, valid and binding obligation of City enforceable against it in accordance with its terms.

5. The authorization, execution and delivery of this Agreement by City, the observation and performance of its duties, obligations, covenants and agreements hereunder, and the undertaking and completion of the Project do not and will not contravene any existing law, rule or regulation or any existing order, injunction, judgment, or decree of any court or governmental or administrative agency, authority or person having jurisdiction over it or its property or violate or breach any provision of any agreement, instrument or indenture by which City or its property is bound.

6. The statement of work attached to this Agreement as Exhibit A has been reviewed and approved by the necessary official(s) of City.

B. As federal funds are involved in this Grant, Grantee, by execution of this Agreement, makes the certifications set forth in Exhibits B and C. For purposes of the certifications in Exhibits B and C, references to "Contractor" shall be deemed references to City.

C. City understands and agrees that ODOT's obligation hereunder is contingent on ODOT having received funding, appropriations, limitations or other

expenditure authority sufficient to allow ODOT, in the exercise of its reasonable administrative discretion, to continue to make payments for performance of this Agreement.

SECTION 5. GENERAL COVENANTS OF CITY

A. Grantee shall be responsible for the City's Matching Amount, and that portion of the Total Project Costs in excess of the Grant Amount. City shall complete the Project; provided, however, that City shall not be liable for the quality or completion of that part of the Project which Exhibit A describes as the responsibility of the Consultant.

B. City shall, in a good and workmanlike manner, perform the work on the Project, and provide the deliverables for which City is identified in Exhibit A as being responsible.

C. City shall perform such work identified in Exhibit A as City's responsibility as an independent contractor and shall be exclusively responsible for all costs and expenses related to its employment of individuals to perform such work. City shall also be responsible for providing for employment-related benefits and deductions that are required by law, including, but not limited to, federal and state income tax withholdings, unemployment taxes, workers' compensation coverage, and contributions to any retirement system.

D. All employers, including City, that employ subject workers who work under this Agreement in the State of Oregon shall comply with ORS 656.017 and provide the required Workers' Compensation coverage unless such employers are exempt under ORS 656.126(2). Employers Liability insurance with coverage limits of not less than \$500,000 must be included. City shall require each of its subcontractors, if any, to comply with, and shall ensure that each of its subcontractors, if any, complies with these requirements.

E. City shall not enter into any subcontracts to accomplish any of the work described in Exhibit A, unless it first obtains written approval from ODOT.

F. City agrees to cooperate with ODOT's Contract Administrator. At the request of ODOT's Contract Administrator, City agrees to:

- (1) Meet with the ODOT's Contract Administrator; and
- (2) Form a project steering committee (which shall include ODOT's Contract Administrator) to oversee the Project.

G. City shall comply with all federal, state and local laws, regulations, executive orders and ordinances applicable to the work under this Agreement, including, without limitation, applicable provisions of the Oregon Public Contracting Code. Without limiting the generality of the foregoing, City expressly agrees to comply with: (1) Title VI of Civil Rights Act of 1964; (2) Title V of the Rehabilitation Act of 1973; (3) the Americans with Disabilities Act of 1990 and ORS 659A.142; (4) all regulations and administrative rules established pursuant to the foregoing laws; and (5) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations.

H. City shall maintain all fiscal records relating to this Agreement in accordance with generally accepted accounting principles. In addition, City shall maintain any other records pertinent to this Agreement in such a manner as to clearly document City's performance. City acknowledges and agrees that ODOT, the Oregon Secretary of State's Office and the federal government and their duly authorized representatives shall have access to such fiscal records and other books, documents, papers, plans, and writings of City that are pertinent to this Agreement to perform examinations and audits and make copies, excerpts and transcripts.

City shall retain and keep accessible all such fiscal records, books, documents, papers, plans, and writings for a minimum of six (6) years, or such longer period as may be required by applicable law, following final payment and termination of this Agreement, or until the conclusion of any audit, controversy or litigation arising out of or related to this Agreement, whichever date is later.

I. (1) All of City's work product related to the Project that results from this Agreement ("Work Product") is the exclusive property of ODOT. ODOT and City intend that such Work Product be deemed "work made for hire" of which ODOT shall be deemed the author. If, for any reason, such Work Product is not deemed "work made for hire", City hereby irrevocably assigns to ODOT all of its rights, title, and interest in and to any and all of the Work Product, whether arising from copyright, patent, trademark, trade secret, or any other state or federal intellectual property law or doctrine. City shall execute such further documents and instruments as ODOT may reasonably request in order to fully vest such rights in ODOT. City forever waives any and all rights relating to the Work Product, including without limitation, any and all rights arising under 17 USC §106A or any other rights of identification of authorship or rights of approval, restriction or limitation on use or subsequent modifications.

(2) ODOT hereby grants to City a royalty free, non-exclusive license to reproduce any Work Product for distribution upon request to members of the public.

(3) City shall ensure that any work products produced pursuant to this Agreement include the following statement:

“This project is partially funded by a grant from the Transportation and Growth Management (TGM) Program, a joint program of the Oregon Department of Transportation and the Oregon Department of Land Conservation and Development. This TGM grant is financed, in part, by the federal Fixing America’s Surface Transportation Act (“FAST Act”), local government, and State of Oregon funds.

“The contents of this document do not necessarily reflect views or policies of the State of Oregon.”

(4) The Oregon Department of Land Conservation and Development and ODOT may each display appropriate products on its “home page”.

J. Single Audit Act Requirements. The TGM Program receives FAST Act grant funds through the Catalog of Federal Domestic Assistance (“CFDA”) No. 20.205: Highway Planning and Construction and is subject to the regulations of the U.S. Department of Transportation (“USDOT”). City is a sub-recipient.

(1) Subrecipients receiving federal funds in excess of \$750,000 in the subrecipient’s fiscal year are subject to audit conducted in accordance with the provisions of 2 CFR part 200, subpart F. The Grantee, if subject to this requirement, shall at its own expense submit to ODOT a copy of, or electronic link to, its annual audit subject to this requirement covering the funds expended under this Agreement and shall submit or cause to be submitted to ODOT the annual audit of any subrecipient(s), contractor(s), or subcontractor(s) of the Grantee responsible for the financial management of funds received under this Agreement.

(2) Audit costs for audits not required in accordance with 2 CFR part 200, subpart F are unallowable. If the Grantee did not expend \$750,000 or more in Federal funds in its fiscal year, but contracted with a certified public accountant to perform an audit, costs for performance of that audit shall not be charged to the grant received under this Agreement.

(3) The Grantee shall save, protect and hold harmless ODOT from the cost of any audits or special investigations performed by the Federal awarding agency or any federal agency with respect to the funds expended under this Agreement. The Grantee acknowledges and agrees that any audit costs incurred by the Grantee as a result of allegations of fraud, waste or abuse are ineligible for reimbursement under this or any other agreement between the Grantee and the State of Oregon.

Exhibit E sets out the information required by 2 CFR 200331(a)(1). Records must be available as provided in Section 5.H. above..

K. Unless otherwise specified in Exhibit A, City shall submit all final products produced in accordance with this Agreement to ODOT's Contract Administrator in the following form:

- (1) two hard copies; and
- (2) in electronic form using generally available word processing or graphics programs for personal computers via e-mail or on compact diskettes.

L. Within 30 days after the Termination Date, City shall

- (1) pay to ODOT City's Matching Amount less Direct Project Costs that are Federally Eligible Costs previously reported as City's Matching Amount. ODOT may use any funds paid to it under this Section 5.L (1) or any of the City's Matching Amount that is applied to the Project pursuant to Section 3.A to substitute for an equal amount of the federal FAST Act funds used for the Project or use such funds as matching funds; and
- (2) provide to ODOT's Contract Administrator, in a format provided by ODOT, a completion report. This completion report shall contain:
 - (a) The permanent location of Project records (which may be subject to audit);
 - (b) A summary of the Total Project Costs, including a breakdown of those Project costs that are being treated by City as City's Matching Amount; and
 - (c) A list of final deliverables.

SECTION 6. CONSULTANT

If the Grant provided pursuant to this Agreement includes a Consultant's Amount, ODOT shall enter into a PSK with the Consultant to accomplish the work described in Exhibit A as being the responsibility of the Consultant. In such a case, even though ODOT, rather than City is the party to the PSK with the Consultant, ODOT and City agree that as between themselves:

- A. Selection of the Consultant will be conducted by ODOT in accordance with ODOT procedures with the participation and input of City;
- B. ODOT will review and approve Consultant's work, billings and progress reports after having obtained input from City;
- C. City shall be responsible for prompt communication to ODOT's Contract Administrator of its comments regarding (A) and (B) above; and
- D. City will appoint a Project Manager to:
 - (1) be City's principal contact person for ODOT's Contract Administrator and the Consultant on all matters dealing with the Project;
 - (2) monitor the work of the Consultant and coordinate the work of the Consultant with ODOT's Contract Administrator and City personnel, as necessary;
 - (3) review any deliverables produced by the Consultant and communicate any concerns it may have to ODOT's Contract Administrator; and
 - (4) review disbursement requests and advise ODOT's Contract Administrator regarding payments to Consultant.

SECTION 7. ODOT'S REPRESENTATIONS AND COVENANTS

- A. [Reserved]
- B. ODOT represents that the statement of work attached to this Agreement as Exhibit A has been reviewed and approved by the necessary official(s) of ODOT.
- C. ODOT will assign a Contract Administrator for this Agreement who will be ODOT's principal contact person regarding administration of this Agreement and will participate in the selection of the Consultant, the monitoring of the Consultant's work, and the review and approval of the Consultant's work, billings and progress reports.
- D. If the Grant provided pursuant to this Agreement includes a Consultant's Amount, ODOT shall enter into a PSK with the Consultant to perform the work described in Exhibit A designated as being the responsibility of the Consultant, and in such a case ODOT agrees to pay the Consultant in accordance with the terms of the PSK up to the Consultant's Amount.

SECTION 8. TERMINATION

This Agreement may be terminated by mutual written consent of all parties. ODOT may terminate this Agreement effective upon delivery of written notice to City, or at such later date as may be established by ODOT under, but not limited to, any of the following conditions:

A. City fails to complete work specified in Exhibit A as its responsibility, in accordance with the terms of this Agreement and within the time specified in this Agreement, including any extensions thereof, or fails to perform any of the provisions of this Agreement and does not correct any such failure within 10 days of receipt of written notice or the date specified by ODOT in such written notice.

B. Consultant fails to complete work specified in Exhibit A as its responsibility, in accordance with the terms of this Agreement and within the time specified in this Agreement, including any extensions thereof, and does not correct any such failure within 10 days of receipt of written notice or the date specified by ODOT in such written notice.

C. If federal or state laws, regulations or guidelines are modified or interpreted in such a way that either the work under this Agreement is prohibited or ODOT is prohibited from paying for such work from the planned funding source.

D. If ODOT fails to receive funding, appropriations, limitations or other expenditure authority sufficient to allow ODOT, in the exercise of its reasonable administrative discretion, to continue to make payments for performance of this Agreement.

In the case of termination pursuant to A, B, C or D above, ODOT shall have any remedy at law or in equity, including but not limited to termination of any further disbursements hereunder. Any termination of this Agreement shall not prejudice any right or obligations accrued to the parties prior to termination.

SECTION 9. GENERAL PROVISIONS

A. Time is of the essence of this Agreement.

B. Except as otherwise expressly provided in this Agreement, any notices to be given hereunder shall be given in writing by personal delivery, facsimile, or mailing the same, postage prepaid, to ODOT or City at the address or number set forth on the signature page of this Agreement, or to such other addresses or numbers as either party may hereafter indicate pursuant to this Section. Any communication or notice so

addressed and mailed is in effect five (5) days after the date postmarked. Any communication or notice delivered by facsimile shall be deemed to be given when receipt of the transmission is generated by the transmitting machine. To be effective against ODOT, such facsimile transmission must be confirmed by telephone notice to ODOT's Contract Administrator. Any communication or notice by personal delivery shall be deemed to be given when actually delivered.

C. ODOT and City are the only parties to this Agreement and are the only parties entitled to enforce the terms of this Agreement. Nothing in this Agreement gives, is intended to give, or shall be construed to give or provide any benefit or right not held by or made generally available to the public, whether directly, indirectly or otherwise, to third persons (including but not limited to any Consultant) unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of the terms of this Agreement.

D. Sections 5(H), 5(I), and 9 of this Agreement and any other provision which by its terms is intended to survive termination of this Agreement shall survive.

E. The parties agree as follows:

(a) Contribution.

If any third party makes any claim or brings any action, suit or proceeding alleging a tort as now or hereafter defined in ORS 30.260 ("Third Party Claim") against ODOT or Grantee ("Notified Party") with respect to which the other party ("Other Party") may have liability, the Notified Party must promptly notify the Other Party in writing of the Third Party Claim and deliver to the Other Party a copy of the claim, process, and all legal pleadings with respect to the Third Party Claim. Each party is entitled to participate in the defense of a Third Party Claim, and to defend a Third Party Claim with counsel of its own choosing. Receipt by the Other Party of the notice and copies required in this paragraph and meaningful opportunity for the Other Party to participate in the investigation, defense and settlement of the Third Party Claim with counsel of its own choosing are conditions precedent to the Other Party's contribution obligation under this Section 9(E) with respect to the Third Party Claim.

With respect to a Third Party Claim for which ODOT is jointly liable with the Grantee (or would be if joined in the Third Party Claim), ODOT shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by the Grantee in such proportion as is appropriate to reflect the relative fault of ODOT on the one hand and of the Grantee on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable

considerations. The relative fault of ODOT on the one hand and of the Grantee on the other hand shall be determined by reference to, among other things, the parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. ODOT's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law, including but not limited to the Oregon Tort Claims Act, ORS 30.260 to 30.300, if ODOT had sole liability in the proceeding.

With respect to a Third Party Claim for which the Grantee is jointly liable with ODOT (or would be if joined in the Third Party Claim), the Grantee shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by ODOT in such proportion as is appropriate to reflect the relative fault of the Grantee on the one hand and of ODOT on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of the Grantee on the one hand and of ODOT on the other hand shall be determined by reference to, among other things, the parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. The Grantee's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law, including but not limited to the Oregon Tort Claims Act, ORS 30.260 to 30.300, if it had sole liability in the proceeding.

(b) Choice of Law; Designation of Forum; Federal Forum.

(1) The laws of the State of Oregon (without giving effect to its conflicts of law principles) govern all matters arising out of or relating to this Agreement, including, without limitation, its validity, interpretation, construction, performance, and enforcement.

(2) Any party bringing a legal action or proceeding against any other party arising out of or relating to this Agreement shall bring the legal action or proceeding in the Circuit Court of the State of Oregon for Marion County (unless Oregon law requires that it be brought and conducted in another county). Each party hereby consents to the exclusive jurisdiction of such court, waives any objection to venue, and waives any claim that such forum is an inconvenient forum.

(3) Notwithstanding Section 9.E (b)(2), if a claim must be brought in a federal forum, then it must be brought and adjudicated solely and exclusively within the United States District Court for the District of Oregon. This Section 9.E(b)(3) applies to a claim brought against the State of Oregon only to the extent Congress has appropriately

abrogated the State of Oregon's sovereign immunity and is not consent by the State of Oregon to be sued in federal court. This Section 9.E(b)(3) is also not a waiver by the State of Oregon of any form of defense or immunity, including but not limited to sovereign immunity and immunity based on the Eleventh Amendment to the Constitution of the United States.

(c) Alternative Dispute Resolution.

The parties shall attempt in good faith to resolve any dispute arising out of this Agreement. This may be done at any management level, including at a level higher than persons directly responsible for administration of the Agreement. In addition, the parties may agree to utilize a jointly selected mediator or arbitrator (for non-binding mediation or non-binding arbitration) to resolve the dispute short of litigation.

F. This Agreement and attached Exhibits (which are by this reference incorporated herein) constitute the entire agreement between the parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. No modification or change of terms of this Agreement shall bind either party unless in writing and signed by all parties and all necessary approvals have been obtained. Budget modifications and adjustments from the work described in Exhibit A must be processed as an amendment(s) to this Agreement and the PSK. No waiver or consent shall be effective unless in writing and signed by the party against whom such waiver or consent is asserted. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. The failure of ODOT to enforce any provision of this Agreement shall not constitute a waiver by ODOT of that or any other provision.

G. This Agreement may be executed in several counterparts (facsimile or otherwise), all of which when taken together shall constitute one agreement binding on all parties, notwithstanding that all parties are not signatories to the same counterpart. Each copy of this Agreement so executed shall constitute an original.

THE PARTIES, by execution of this Agreement, hereby acknowledge that their signing representatives are duly authorized, have read this Agreement, understand it, and agree to be bound by its terms and conditions.

TGM Grant Agreement No. 32060
TGM File Code 2D-16
EA # TG16LA69

City

City of St. Helens

By: _____
(Official's Signature)

(Printed Name and Title of Official)

Date: _____

ODOT

STATE OF OREGON, by and through
its Department of Transportation

By: _____
Jerri Bohard, Division Administrator or
designee
Transportation Development Division

Date: _____

ATTORNEY GENERAL'S OFFICE

Approved as to legal sufficiency by the
Attorney General's office.

By: Marvin Fjordbeck
(Official's Signature)

Date: by email August 30, 2017

Contact Names:

Jacob Graichen
City of St. Helens
PO Box 278
St. Helens, OR 97051
Phone: 5033668204
Fax: 503-397-4016
E-Mail: jacobg@ci.st-helens.or.us

Naomi Zwerdling, Contract Administrator
Transportation and Growth Management Program
455 Airport Rd. SE Bldg. B,
Salem, OR 97310-5395
Phone: 503-986-2836
Fax: 503-986-2840
E-Mail: Naomi.zwerdling@odot.state.or.us

Exhibit A
STATEMENT of WORK and DELIVERY SCHEDULE
for
TGM 2D-16
City of St. Helens
Riverfront Connector Plan

Name: Address: Phone: Fax: Email:	<u>Agency Project Manager (APM)</u> Naomi Zwerdling ODOT Region 2 455 Airport Rd SE Bldg B Salem, OR 97301 503-986-2836 503-986-2840 Naomi.ZWERDLING@odot.state.or.us	Name: Address: Phone: Fax: Email:	<u>Consultant Project Manager</u> Chris Brehmer, PE Kittelson & Associates, Inc. 610 SW Alder St, Suite 700 Portland OR 97205 503.535.7433 503-273-8169 CBREHMER@kittelson.com
Name: Address: Phone: Fax: Email:	<u>City Project Manager</u> <u>Jacob Graichen, AICP</u> PO Box 278 St. Helens, OR 97051 503-366-8204 503-397-4016 jacob@ci.st-helens.or.us		Agency Contract Administrator is the same person as Agency Project Manager.

Definitions:

Agency/ODOT – Oregon Department of Transportation

APM – Agency Project Manager

City – City of St. Helens

COOLPPL - Committee Overseeing Overt Long-range Passageway Planning

GIS – Geographic Information System

PMT – Project Management Team

Project – City of St. Helens Riverfront Connector Plan

TPAU – Transportation Planning Analysis Unit

TSP – Transportation System Plan

WOC – Work Order Contract

PROJECT DESCRIPTION and OVERVIEW of SERVICES

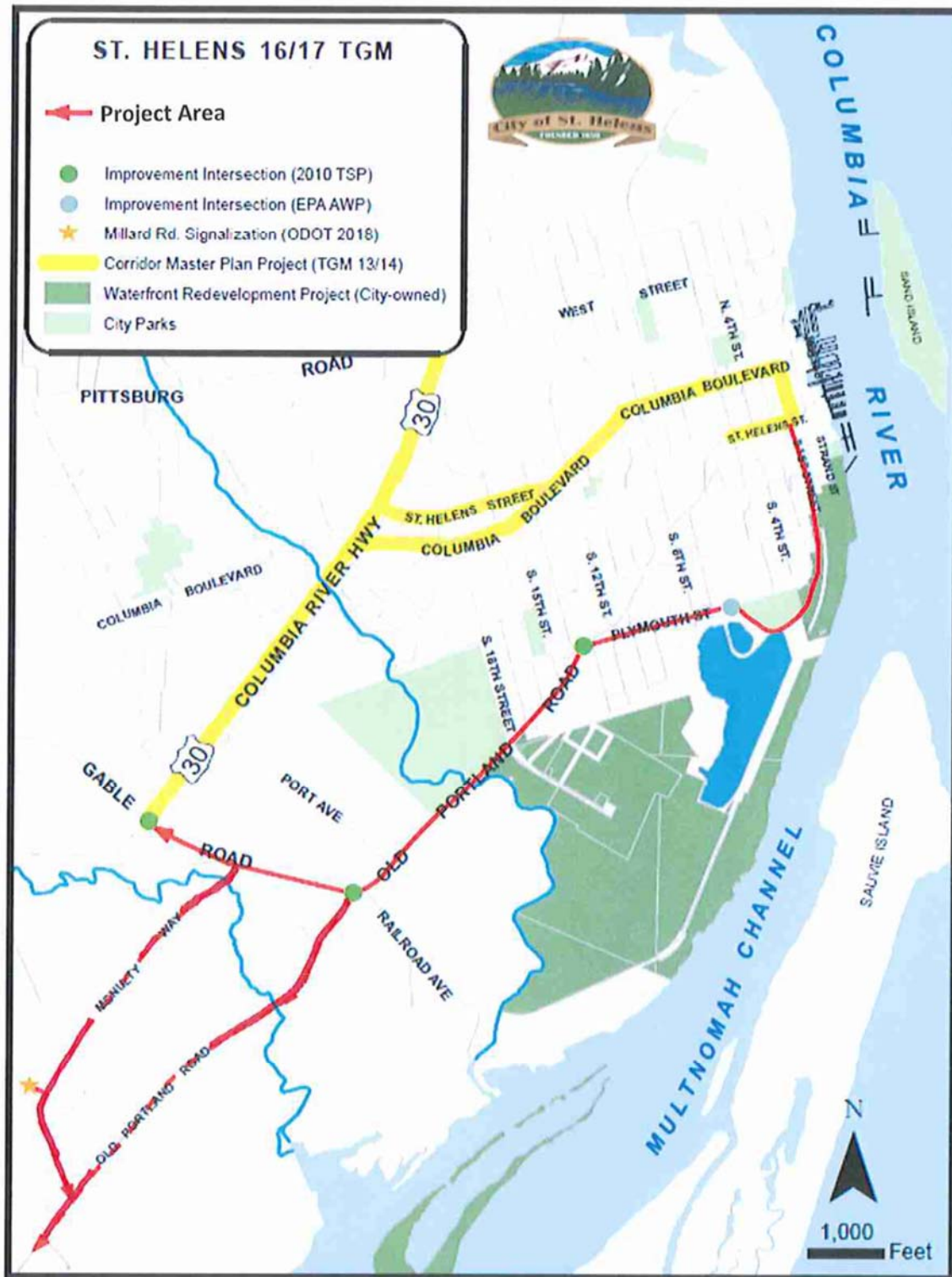
Agency is contracting with Consultant for Services in connection with the following project (the “Project”):

Project Purpose and Transportation Relationship and Benefits

Under this Statement of Work and Delivery Schedule (this “SOW”), Consultant shall develop a “Riverfront Connector Plan” for the City of St. Helens from US 30 to the waterfront redevelopment area, building upon the guiding principles for waterfront development that were developed through the City’s Waterfront Redevelopment Project. The Riverfront Connector Plan will complete the City’s business loop planning concept included in the US 30 & Columbia Blvd./St. Helens Street Corridor Master Plan, adopted in 2015, and the City’s Transportation System Plan adopted in 2011. In The Riverfront Connector Plan, Consultant shall plan for a cohesive, multi-modal, inviting loop through the downtown, along the waterfront, and connecting to US 30.

Project Area

The “Project Area” includes the following Project area corridors - South 1st Street (South of St. Helens Street), Plymouth Street, Old Portland Road, McNulty Way, Millard Road and Gable Road (East of US 30) – and the adjacent properties. Project Area will be refined during Task 1.



Prepared 3/9/16
JD

Background

In 2015, the City purchased over 230 acres of underutilized industrial waterfront property. This included an approximate 25-acre property immediately adjacent to the City's historic downtown (Riverfront District). This 25-acre property was purchased with the goal of improving public access to the Columbia River and redeveloping the former industrial property with a mix of commercial, industrial, and residential uses. In August 2015, the City was awarded an EPA Brownfields Area-Wide Planning Grant for \$200,000 to develop a framework plan for the waterfront. Initial work on that project resulted in a transportation analysis that identified deficiencies along key intersections leading to the Waterfront Redevelopment Project area.

Consultant shall address these transportation deficiencies in the Project Area with detailed streetscape recommendations, intersection improvements, and bicycle and pedestrian enhancements along this key corridor. It is anticipated that once completed, the City will adopt The Riverfront Connector Plan as an addendum to its 2011 TSP.

SOW Objectives

1. Build upon the guiding principles that were developed through the City's Waterfront Redevelopment Project.
2. Redevelopment should connect the various St. Helens neighborhoods together, the people back to the waterfront, and create a connection to the greater local region.
3. Encourage green and sustainable development.
4. Ensure safe and secure public access to greenspace.
5. Provide a platform for economic development.
6. Ensure the Project Area serves the traveling public through better street connectivity and design and accommodates the orderly development of adjacent lands.
7. Ensure multi-modal access to the Project Area.

Expectations about Written and Graphic Deliverables:

All written (text) and graphic deliverables must be provided in electronic format. All documents must be written in plain language and use an easily understood format. Any deliverables specified for posting on the Project website must be submitted in pdf format.

Electronic versions of written (text) deliverables must be in MS Word. Written deliverables must include the Project name, a title that refers to the contract deliverable, draft number, subtask number, and date of preparation.

Graphic deliverables must be in software compatible with software currently used at ODOT, including AutoCAD, SketchUp, ArcMap, Adobe Illustrator, InDesign, PcMaps, and Geographic Information System ("GIS") software, as appropriate to the deliverable. The GIS software must be compatible with ESRI software currently used at ODOT. All graphic deliverables must be well documented, with Project name, a title that corresponds to the contract deliverable, draft number, a legend, and the date of preparation. Electronic versions of base and plan maps must be in color and display-sized maps must be printed in color when important to public comprehension. Color deliverables must be readable when reproduced in black and white. Consultant shall provide GIS deliverables with data sets or updated data sets to City and Agency's Project Manager ("APM").

Consultant shall perform the main portion of the technical work. [ODOT,] Project Management Team (“PMT”), and the Committee Overseeing Overt Long-range Passageway Planning (“COOLPPL”) shall review Consultant’s Work Product. Consultant shall use professional judgment to incorporate input received.

Consultant shall prepare final, adoption-ready plans and amendments to plans as final policy statements of the local government, and must not include conditional language such as “it is recommended...” or “City should...” Consultant shall prepare new and amended code language as final, adoption-ready regulatory statements of the City. Final plan, plan amendments, code, and code amendments must include all necessary amendments or deletions to existing City plans and codes to avoid conflicts and enable full integration of the proposed Riverfront Connector Plan with existing City documents.

Final plans and amendments must exclude Consultant names and logos, Transportation and Growth Management Program [references?], and ODOT logos or project codes throughout the document including in headers, footers, and graphics. These informational items must only appear on the acknowledgement page.

Consultant shall ensure that any work products produced pursuant to this WOC include the following statement:

This Project is partially funded by a grant from the Transportation and Growth Management (TGM) Program, a joint program of the Oregon Department of Transportation and the Oregon Department of Land Conservation and Development. This TGM grant is financed, in part, by the federal Fixing America’s Surface Transportation Act (“FAST Act”), local government, and the State of Oregon funds.

The contents of this document do not necessarily reflect views or policies of the State of Oregon.

Meeting Requirements

Consultant shall: schedule meeting dates and times with meeting participants, prepare agendas and meeting materials, make presentation, and facilitate discussion of relevant issues.

City shall: reserves meeting location, places advertisements in local media, and posts notices in public locations (such as City buildings and libraries).

Traffic Analysis

Consultant shall submit all of its data calculations and supporting documents to City Project Manager and APM for review and record keeping. Electronic file copies of analysis data are required. These written and electronic deliverables must be in ODOT and City compatible formats.

When required, in its traffic analysis, Consultant shall comply with the following requirements:

- An Oregon-registered professional engineer (civil or traffic) must perform or oversee all traffic analysis services. Final memoranda containing traffic analysis must be stamped by a Professional Engineer.
- Traffic analysis software must follow Highway Capacity Manual 2010 procedures. Signalized intersection volume to capacity ratios require Highway Capacity Manual 2000 for computation.

Traffic analysis must comply with ODOT's Analysis Procedures Manual available at:

<http://www.oregon.gov/ODOT/TD/TP/Pages/apm.aspx>.

- Traffic analysis at non-state intersections must be compatible with ODOT procedures and must follow standard engineering procedures and practices.
- Results reported must include volume to capacity ratios for key intersections along with any queuing analysis where needed. Agency mobility targets in the 1999 (Amended through May 2015) Oregon Highway Plan and the 2012 Highway Design Manual to evaluate traffic operations must be used.
- Consultant shall detail traffic analysis methodologies, procedures and assumptions, which must be submitted to ODOT's Transportation Planning Analysis Unit ("TPAU") and Region 2 Traffic for review and comment. Appropriate drawings with traffic volume development must be included.

Public Involvement Requirements

[Consultant's] Public Involvement arrangements must allow residents and business owners of City and its environs an opportunity to provide input into the Project. City shall consider environmental justice issues, which is the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies. **Fair treatment** means that no group of people, including a racial, ethnic, or a socioeconomic group, should bear a disproportionate share of the negative environmental consequences resulting from industrial, municipal, and commercial operations or the execution of federal, state, local, and tribal programs and policies. **Meaningful involvement** means that: (1) potentially affected community residents have an appropriate opportunity to participate in decisions about a proposed activity that affects their environment or health; (2) the public's contribution can influence the regulatory agency's decision; (3) the concerns of all participants involved will be considered in the decision making process; and (4) the decision makers seek out and facilitate the involvement of those potentially affected.

[Consultant's] public involvement program must include specific steps to provide opportunities for participation by federal Title VI communities. City and Consultant shall utilize the ODOT Title VI (1964 Civil Rights Act) Plan guidance to identify Title VI populations, formulate public involvement strategies, and report outreach efforts to and participation by Title VI communities.

Throughout Project, City shall provide information and prepare updates on the Project and announce meetings in the community newspaper, on the Project Website, on the City website, and via email to local organizations.

In addition to public meetings, City may present Project to other groups interested in civic affairs in an effort to raise awareness of the planning process. Examples of these groups may include Rotary, Lions, chamber of commerce, local bodies representing low-income or disadvantaged groups, or other groups that may be interested in the Project.

TASKS, DELIVERABLES and SCHEDULE

Unless the WOC is terminated or suspended, Consultant shall complete all tasks and provide all deliverables (collectively, the "Services") included in this WOC and in accordance with the performance

requirements and delivery schedules included in this WOC. For purposes of standardization, the task numbering in this SOW may be non-sequential.

The delivery schedule is consolidated in a table at the end of Section E.

Task 1: Project Start-Up and Management

Subtasks:

1.1 PMT Roster: City shall form the PMT and prepare a roster of team members including e-mail contact information. PMT is expected to consist of:

- a. City Project Manager;
- b. APM; and
- c. Consultant Project Manager.

The purpose of the PMT is to review the Consultant's deliverables and ensure that final deliverables reflect input from COOLPPL, Project stakeholders, Planning Commission and the general public. PMT meetings are listed in the Tasks in which they occur.

1.2 Background Documents: City shall compile "Background Documents" (as defined below) and provide to Consultant in hard copy or electronic version (preferred) prior to or at PMT Meeting #1. Background Documents means, at a minimum, the following documents for the Project Area:

- a. Most recent aerial photos of Project Area.
- b. Relevant, up-to-date GIS data, including (as available), but not limited to: tax lot parcels with Columbia County assessor's data, address points, sewer, water and stormwater utility line locations and sizes, building footprints (with height data), curb lines, zoning designations, comprehensive plan designations, land uses, roadway centerlines, right of way line, driveway locations, traffic signal locations, railroad tracks, bodies of water (including wetlands), designated bike routes, crosswalk locations, city boundary, Urban Growth Boundary, Project Area important landmarks (schools, etc.), shopping areas, parks, transit routes and stops, easements, and speed zones.
- c. Completed Traffic Impact Studies for approved developments that have not yet been constructed and occupied in Project Area.
- d. St. Helens Municipal Code (includes Community Development Code, Comprehensive Plan, Engineering Standards Manual, Public Services, Streets Sidewalks and Public Spaces, and Vehicles and Traffic, Chapter 12.06 Street Trees and Street Improvements); Waterfront Redevelopment Project work to date; 2011 TSP including background documents, traffic analysis and models; 2015 St. Helens - US 30 & Columbia Blvd./St. Helens St. Corridor Master Plan; 2015 Parks and Trail Master Plan; 2007 Tourism Plan; 1997 *A Vision for St. Helens in the Year 2020*, 2005 City's Strategic Plan; 2007 Economic Development Plan, 2009 Lower Columbia River Rail Corridor Rail Safety Study; 2009 Columbia County Community Wide Transit Plan and US 30 Transit Access Plan; 2012 St. Helens Architectural Design Guidelines for Olde Towne; and Waterfront Framework Plan (2016).
- e. Current development proposals (locations, type, and stage of planning process).
- f. Franchise Utility Data, if needed by Consultant and readily available in GIS format.
- g. Stormwater management plans and standards.
- h. Locations of Title VI populations.

City shall provide additional documents as agreed upon at PMT Meeting #1.

- 1.3 Project Area GIS: Consultant shall prepare Project Area GIS, including an integrated GIS data file, and maps for Project Area. Consultant shall build on existing layers provided by the City in Subtask 1.2 and add any available GIS layers from ODOT highway inventory reports. Consultant shall distribute Project Area GIS to PMT for review at PMT Meeting #1. Note: Consultant-created data layers must show approximate locations; Consultant will not perform survey work in connection with this task.
- 1.4 PMT Meeting #1: Consultant shall conduct PMT Meeting #1 at City offices. The purpose of PMT Meeting #1 is to assure that the City Project Manager, Consultant and key City personnel involved clearly understand Project Objectives, SOW, roles, assignments, and deliverables. Tasks at PMT Meeting #1 must include:
- Project Area must be discussed, refined and finalized.
 - Consultant shall prepare in advance and discuss a draft schedule of activities including target dates for PMT, COOLPPL meetings, neighborhood meetings, City Council updates and Planning Commission work sessions and public meetings.
 - PMT shall discuss COOLPPL membership
 - PMT shall discuss the content of materials for the COOLPPL Meeting #1 and identify sites of interest to include in the virtual tour or overview of the Project Area, both in Task 2.
 - PMT shall identify other Background Documents or data to be provided to Consultant by the City.
- City shall schedule PMT Meeting #1 and distribute materials. Consultant shall prepare the agenda and meeting summary.
- 1.5 Refined Project Schedule: Consultant shall prepare Refined Project Schedule, a work program spreadsheet, including the following within two weeks after PMT Meeting #1:
- Task list with Project timing of each deliverable;
 - Responsible parties of each deliverable; and
 - Draft calendar of PMT meetings, COOLPPL meetings, neighborhood meetings, Planning Commission and City Council updates and Planning Commission work sessions and public meetings.
- 1.6 Project Area Map: Consultant shall prepare Project Area Map that outlines the geographic extent of the Project Area as agreed upon at PMT Meeting #1, within two weeks following PMT Meeting #1.
- 1.7 Project Website: Consultant shall develop and maintain Project Website within two weeks following PMT Meeting #1. Project website must include the following:
- Up to date information regarding Project;
 - Project schedule and calendar;
 - Meeting agendas and summaries;
 - Background maps;
 - Riverfront Connector design option maps;
 - Draft and final reports;

- City staff contact information;
- COOLPPL roster; and
- Opportunity to submit email comments on the Project website, including comments about specific locations within the Project Area using an interactive mapping tool.

Project related information must be approved by APM prior to posting on the Project Website.

City Deliverables

- 1A PMT Roster
- 1B Background Documents
- 1C PMT Meeting #1
- 1D Project Website Link

Consultant Deliverables

- 1A Project Area GIS
- 1B PMT Meeting #1
- 1C Refined Project Schedule
- 1D Project Area Map
- 1E Project Website

Task 2: Citizen, Public and Agency Involvement and Project Kick-Off

Subtasks:

- 2.1 Stakeholder Mailing List: City shall develop and maintain Stakeholder Mailing List of all interested and involved citizens, business owners and property owners for the purposes of providing information and updates on the Project.
- 2.2 COOLPPL Roster: City shall identify and invite key stakeholders to serve on COOLPPL, the technical and primary citizen reviewers throughout the Project, and prepare COOLPPL Roster, including e-mail addresses. COOLPPL is expected to include (as willing and available):
 - a. City Council and Planning Commission members
 - b. Business leaders
 - c. Property owners
 - d. Community members
 - e. PMT
 - f. City
 - g. Columbia County Representatives (Road Department and Transit Division)
 - h. Department of Land Conservation and Development
 - i. ODOT Region 2
 - j. ODOT Rail
 - k. Portland & Western Railroad
 - l. Port of St. Helens
 - m. Other agencies and service providers as deemed appropriate by PMT

COOLPPL meetings are listed under the Tasks in which they occur.

- 2.3 Draft Technical Memo #1: Consultant shall prepare draft Technical Memo #1 summarizing the plans and policies from Background Documents as well as City and ODOT policies, standards and practices for access management, highway design, signals, crosswalks, street lighting, and landscaping. Draft Technical Memo #1 must build on similar work conducted during the 2011 TSP process, 2015 US 30 & Columbia Blvd./St. Helens Street Corridor Master Plan, and the Waterfront Redevelopment Project. Consultant shall include the following ODOT documents in the review, in addition to the documents provided by the City:

- a. Access Management Rules (Oregon Administrative Rules chapter 734 division 51)
- b. 2006 Oregon Transportation Plan
- c. 1999 Oregon Highway Plan and amendments
- d. 2016 Oregon Bicycle and Pedestrian Plan
- e. 2012 Highway Design Manual and amendments
- f. 2016 ODOT Traffic Manual
- g. Oregon Administrative Rules 734, Division 20 for traffic signal approval and operation

Consultant shall provide Draft Technical Memo #1 and all supporting files and documents to PMT for review and for distribution to the COOLPPL at COOLPPL Meeting #1.

- 2.4 Neighborhood Meeting #1: City shall arrange and Consultant shall conduct Neighborhood Meeting #1 with property owners within or adjacent to Project Area which is intended to engage the neighborhood in the Project Area in the process, gather information on the usage of their property accesses, and determine their needs and desires for the Project Area in the future. City shall highlight key decision points and later meeting dates from Refined Project Schedule. Consultant shall prepare meeting summary of feedback provided and decisions made.

- 2.5 COOLPPL Meeting #1: Consultant shall conduct COOLPPL Meeting #1, a kick-off meeting to introduce Project, orient members to conditions in the Project Area, discuss COOLPPL members' needs and desires for the future of the Project Area and to identify potential opportunities, concerns and problems to address. Consultant shall describe Project Objectives, Refined Project Schedule and statement of work requirements to COOLPPL. Consultant shall prepare and distribute handouts that include the following:

- a. A discussion of the public involvement activities and the COOLPPL role and responsibilities;
- b. A virtual tour or overview of the Project Area, using maps or similar software with Consultant complying with applicable rules for usage according to the software that is used;
- c. A basic overview, "Corridor Master Planning 101," to ensure that COOLPPL participants understand the nature of the planning process, including a primer on roadway functional classifications and management objectives, streetscape design, benefits of access management regulations and techniques (safety and operations), roadway design standards, site and urban design, planning, zoning and facilitation of multiple travel modes.
- d. Solicit input on transportation safety and mobility, future property owners' plans or expectations, multimodal access, connectivity and streetscape aesthetics and economic

revitalization for the development of the Project's Vision and Goals so the input can be incorporated into the Draft Vision and Goals and Guiding Principles in Task 3.

Consultant shall discuss how the Project will be incorporated into the City's Comprehensive Plan, Development Code, and Capital Improvement Program to guide future land development and transportation improvements in Project Area. Consultant shall prepare meeting summary.

City Deliverables

- 2A Stakeholder Mailing List
- 2B COOLPPL Roster
- 2C Neighborhood Meeting #1
- 2D COOLPPL Meeting # 1
- 2E Consolidated comments on each Task 2 draft Consultant deliverable

Consultant Deliverables

- 2A Draft Technical Memo #1
- 2B Neighborhood Meeting #1
- 2C COOLPPL Meeting # 1

Task 3: Develop Project Vision and Goals and Guiding Principles

Subtasks

- 3.1 Draft Vision and Goals and Guiding Principles: Consultant shall prepare draft Vision and Goals and Guiding Principles, which must build upon Project Objectives and Waterfront Redevelopment Project and incorporate Task 2 input. Consultant shall distribute draft Vision and Goals and Guiding Principles to PMT for review and for City distribution to COOLPPL. Consultant shall post Draft Vision and Goals and Guiding Principles to Project Website along with an input mechanism to get feedback from the Public.
- 3.2 Revised Vision and Goals and Guiding Principles: Consultant shall revise the Draft Vision and Goals and Guiding Principles, based on feedback from City, COOLPPL and Public from the Project Website. Consultant shall provide Revised Vision and Goals and Guiding Principles to PMT.

City Deliverables

- 3A Distribution of Draft Vision and Goals and Guiding Principle
- 3B Consolidated comments on Task 3 draft Consultant deliverable

Consultant Deliverables

- 3A Draft Vision and Goals and Guiding Principles
- 3B Revised Vision and Goals and Guiding Principles

Task 4: Existing Conditions, Opportunities and Constraints

Subtasks:

- 4.1 Draft Technical Memo #2: Consultant shall develop Draft Technical Memo #2 to analyze existing transportation system conditions along Project Area roadways and summarize the results

on a map and table that identify problem locations. Consultant shall provide Draft Technical Memo #2 and all supporting files and documents to PMT for review, comment and City distribution to COOLPPL.

Draft Technical Memo #2 will build upon the existing conditions analysis from the 2011 TSP as the starting point to document the existing system and needs. ODOT will provide Traffic analysis for 14 study intersections using new traffic count data. Draft Technical Memo #2 must address transportation facilities for vehicular, pedestrian, and bicycle travel within and across Project Area Corridors. Draft Technical Memo #2 must include:

- a. Traffic and transportation data from 2011 TSP. City shall provide this information to the Consultant.
- b. Safety Analysis. Consultant shall obtain the most recent available five years of crash data from ODOT's Crash Analysis and Reporting Unit for Project Area Corridors. Consultant shall assemble an inventory and identify crash patterns in the history of collisions on the transportation system among all users (for example, trucks, autos, buses, pedestrians, and bicyclists). Inventory must include the following:
 1. Location;
 2. Crash type and characteristics;
 3. Severity (property damage, injury, or fatality);
 4. Summary review of pedestrian/bicycle crashes; and
 5. Summary review of fatal crashes.

Consultant's data for state highways must include locations of top 5% and 10% Safety Priority Index System sites.

Consultant shall calculate study intersections crash rates. Critical crash rates must be calculated for the study intersections based on the methodology outlined in Part B of the Highway Safety Manual. If a critical crash rate cannot be calculated due to limited data, a crash rate per million entering vehicles must be calculated and compared to the published 90th percentile rates shown in Table 4-1 of the ODOT Analysis Procedure Manual. Consultant shall calculate the crash rate of study segments and compare them to Table II in the statewide Crash Rate Book to identify study segments with more crashes than other similar facilities in Oregon.

Consultant shall identify and present crash patterns and potential mitigation measures for intersections and roadway segments that exceed the critical crash rate, 90th percentile rate, or the Table II rate. Consultant shall use Crash Modification Factors from the Highway Safety Manual or the Crash Modification Factors Clearinghouse with a star rating of 3 or better for summarizing the potential crash reduction of each mitigation measure.

- c. Pedestrian and Bicycle Facility Conditions: Consultant shall summarize the pedestrian and bicycle inventory information, including transit facilities, and the bicycle and pedestrian facility needs (gaps) as they relate to Project Area. Consultant shall prepare an

assessment of Pedestrian and Bicyclist Level of Traffic Stress for Project Area Corridors in Project Area.

- d. Transportation Operating Conditions: Consultant shall obtain 16-hour classification counts with pedestrian and bicycle movements for the following 14 intersections in 15-minute breakdowns from ODOT.
 - i. Old Portland Road/Millard Road
 - ii. US 30/Millard Road
 - iii. US 30/Gable Road
 - iv. McNulty Way/Gable Road
 - v. Old Portland Road/Gable Road
 - vi. Railroad Avenue/Gable Road
 - vii. Port Avenue/Old Portland Road
 - viii. S. 18th Street/ Old Portland Road
 - ix. S. 15th Street/ Old Portland Road
 - x. Old Portland Road/Plymouth Street
 - xi. S. 12th Street/ Old Portland Road
 - xii. S. 8th Street/ Old Portland Road
 - xiii. S. 1st Street/ St. Helens Street
 - xiv. Millard Road/McNulty Way

ODOT will provide a saturation flow rate study of the US 30/Gable Road intersection during the 7:00-9:00 AM and 4:00-6:00 PM periods.

Consultant shall summarize the count data to provide traffic volume profiles at the intersections that will be used to inform the planning process as to time-of-day traffic patterns.

Using the 16-hour traffic count data provided by ODOT, Consultant shall identify a peak 1-hour traffic analysis period for operations analysis review at all 14 study intersections (assumed to be the weekday PM peak hour based on the 2011 TSP).

In addition to the PM peak 1-hour, Consultant shall analyze weekday AM peak hour conditions at the following 5 intersections to ensure that the PM peak hour captures peak intersection demand

- i. US 30/Millard Road
- ii. US 30/Gable Road
- iii. Old Portland Road/Gable Road
- iv. S. 18th Street/ Old Portland Road
- v. Old Portland Road/Plymouth Street

Consultant shall provide Draft Technical Memo #2 and all supporting files and documents to PMT for review, comment and City distribution to COOLPPL.

- 4.2 Draft Technical Memo #3: Consultant shall prepare Draft Technical Memo #3 which documents future transportation conditions and analysis results on a map and table and provides a summary of problem locations, planned improvements for those locations, and evaluates whether the planned improvements are sufficient to address future conditions.

Draft Technical Memo #3 must build upon the future (20-year), no-build conditions analysis from the 2011 TSP as the starting point to document the projected future transportation system and needs. Consultant shall modify the year 2031 future traffic conditions analysis in the TSP to account for additional growth anticipated in the Riverfront and Port areas as determined from land use data to be developed during the planning process. Land use assumptions must be documented in Technical Memo #4. Draft Technical Memo #3 must address transportation facilities for vehicular, pedestrian, and bicycle travel within and across Project Area Corridors. This transportation facilities analysis for the 2031 future traffic conditions analysis is expected to focus exclusively on the weekday PM peak hour for consistency with the 2011 TSP.

Consultant shall provide Draft Technical Memo #3 and all supporting files and documents to PMT for review, comment and City distribution to COOLPPL.

- 4.3 Draft Technical Memo #4: Consultant shall prepare Draft Technical Memo #4, a land use and urban design analysis of the existing and future conditions within Project Area. Future land uses must be based on assumptions used in developing the 2011 TSP, as updated by Consultant based on results of the Waterfront Redevelopment project and any other anticipated changes in future land use conditions identified by the City. Updated land use conditions will be based on readily available information from existing planning documents or planning level assumptions related to projected land uses, housing units or employees in areas within or adjacent to the Project Area.

In addition to updating assumptions about future development projections, the land use and urban design analysis must generally describe the different land uses, types of non-conforming uses, code violations, landscaping, zoning, building, and site design characteristics (including signage) of the existing development within Project Area. Regarding non-conforming uses, City shall identify specific areas of concern, or specific geographic areas and parcels, and types of violations that the recommendations must address. Draft Technical Memo #4 will not be a parcel-by-parcel survey, but must identify and describe typical characteristics using tools such as photographs and diagrams that must directly inform Technical Memo #5. Consultant shall provide Draft Technical Memo #4 and all supporting files and documents to PMT for review, comment and City distribution to COOLPPL.

- 4.4 Draft Technical Memo #5: Consultant shall prepare Draft Technical Memo #5, Design Ideas Report, intended to summarize the findings of earlier memos for the public. Draft Technical Memo #5 must:

- Describe and illustrate different approaches to street design within the Project Area that can be used to meet the Project Objectives.
- Identify specific locations where enhanced access management, roadway changes, building orientation, and bicycle and pedestrian friendly design standards could improve safety and mobility.

Consultant shall develop a toolbox of technical design and planning and land use strategies, and identify sections of the Project Area Corridors or intersections where technical design and planning options could be considered. Consultant shall develop and evaluate up to two design concepts at up to eight study intersections. The technical design and planning for the intersections of Gable Road and Millard Road with US 30 must be in compliance with ODOT design standards or be clearly identified as non-standard. Recommended improvements to the intersection of Gable Road and Millard Road with US 30 shall be coordinated with ODOT Region 2 Traffic.

Design ideas must be related to the following aspects of Project Area Corridors and land uses in Project Area:

- a. Streetscape.
- b. Lane widths.
- c. Curb extensions: designs, dimensions, uses of additional space, landscaping.
- d. Mid-block curb extensions: wider sidewalks, potential pedestrian crossings.
- e. Crosswalk enhancements: paving, pavement markings, signs, advance stop bars, lighting.
- f. Sidewalk paving: materials and patterns.
- g. Street trees: locations, grates or pavers, species.
- h. Street lights: pole design, banner hangers, flower baskets.
- i. Street furniture: locations, benches, trash cans, and style.
- j. Driveways and curb cuts (a.k.a. access management).
- k. Direction signs & wayfinding.
- l. Gateway treatments.
- m. Pedestrian and bicycle connections between commercial, public and residential uses
- n. Pedestrian and bicycle facilities
- o. Public art locations.
- p. Architectural design.
- q. Setbacks.
- r. Building height and massing.
- s. Building street interface and presence, including orientation, windows, awnings and overhangs.
- t. Parking and parking lot landscaping and design.
- u. Walls and fences.
- v. Special opportunity areas that can include small plazas.
- w. Mixed use development.
- x. On-site stormwater management that can include green streets strategies.

Consultant shall prepare graphics to clearly explain opportunities to members of the public. Consultant shall provide Draft Technical Memo #5 and all supporting files and documents to PMT for review, comment and City distribution to COOLPPL.

The Design Ideas Report developed for this task will build from and include relevant aspects of the Streetscape Design Toolkit that was developed as part of the St. Helens – U.S. 30 & Columbia Blvd./St. Helens St. Corridor Master Plan.

- 4.5 COOLPPL Meeting #2: City shall arrange and Consultant shall conduct COOLPPL Meeting #2 to gather input on technical memos and provide an update on Project processes. Consultant shall:
- Discuss major findings, opportunities and constraints for streetscape and transportation facility improvements, access management, urban design, and site development in Project Area contained in Draft Technical Memos #1, 2, 3, 4, & 5.
 - Provide handouts of figures from Draft Technical Memos #2, 3, 4, and 5 to illustrate key features of existing and future conditions analysis.
 - Lead discussion to determine if there are outstanding data gaps, inaccuracies or other issues to be addressed.
 - Present the Revised Vision and Goals and Guiding Principles.

Consultant shall prepare meeting summary.

- 4.6 Neighborhood Meeting #2: City shall arrange and Consultant shall conduct a workshop with property owners within or adjacent to Project Area to discuss opportunities and constraints regarding future streetscape and site design, including reactions to Draft Technical Memo #5: Design Ideas Report. Participants also will discuss general strategies for access management to help address safety and mobility objectives. Consultant shall use “visual preference survey” or a similar type of method to obtain response on the vision for the future of the Project Area from Task 2. Neighborhood Meeting #2 must occur on the same day as Public Meeting #1. Consultant shall prepare meeting summary.

- 4.7 Joint Planning Commission Work Session and Public Meeting #1: City shall arrange and Consultant shall conduct Joint Planning Commission Work Session and Public Meeting #1. Consultant shall:

- Explain Project Purpose, Project Objectives, and the Revised Vision and Goals and Guiding Principles developed in Task 3.
- Present findings of Draft Technical Memos #1 through 5.
- Give a “Corridor Master Planning 101” presentation.

City shall mail meeting notification to Stakeholder Mailing List, publish ad in the local newspaper(s), send emails to interested parties, and post information on the City’s website for Joint Planning Commission Work Session and Public Meeting #1. The City shall provide meeting notification to COOLPPL members and other citizens to provide information about the meeting and encourage attendance via Facebook posts and other social media. Consultant shall prepare graphic displays and handouts to present Project information, and may include an electronic presentation. Consultant shall document public comments at Joint Planning Commission Work Session and Public Meeting #1.

Meeting materials must be incorporated in an online open house, providing other community members to review and comment on the materials and respond to the same questions as participants in the Joint Planning Commission Work Session and Public Meeting. Links to the online open house must be provided in the City and Project websites. City shall prepare official minutes of the meeting. Consultant shall summarize results of the online open house.

- 4.8 Final Technical Memos #1, #2, #3, #4, and #5: Consultant shall incorporate feedback from COOLPPL, Planning Commission, Neighborhood Meeting #2 and public and prepare Final

Technical Memos #1, 2, 3, 4 & 5. Consultant shall provide Final Technical Memos #1, 2, 3, 4 & 5 to the PMT.

- 4.9 Project Website Update: Consultant shall post deliverables prepared to date, agenda and meeting summaries for Neighborhood Meetings #1 and #2, COOLPPL Meetings #1 and #2, and Joint Planning Commission Work Session and Public Meeting #1 on the Project Website. Project information must be approved by APM prior to posting on the Project Website.
- 4.10 City Council Update #1: City shall brief City Council on the Project work to date at a regularly scheduled City Council meeting.

City Deliverables

- 4A Distribution of Draft Technical Memo #2
- 4B Distribution of Draft Technical Memo #3
- 4C Distribution of Draft Technical Memo #4
- 4D Distribution of Draft Technical Memo #5
- 4E COOLPPL Meeting #2
- 4F Neighborhood Meeting #2
- 4G Joint Planning Commission Work Session and Public Meeting #1
- 4H City Council Update #1
- 4I Consolidated comments on each Task 4 draft Consultant deliverable

Consultant Deliverables

- 4A Draft Technical Memo #2
- 4B Draft Technical Memo #3
- 4C Draft Technical Memo #4
- 4D Draft Technical Memo #5
- 4E COOLPPL Meeting #2
- 4F Neighborhood Meeting #2
- 4G Joint Planning Commission Work Session and Public Meeting # 1
- 4H Final Technical Memos #1, #2, #3, #4, & #5
- 4I Project Website Update

Milestone

APM will review the summaries of COOLPPL Meeting #1, Neighborhood Meeting #2, Joint Planning Commission Work Session and Public Meeting #1, and City Council Update #1 to determine if there is sufficient consensus on major Project components to make it appropriate to proceed with remaining tasks. Work on Task 5 must not commence without prior written authorization by APM to Consultant.

Task 5: Draft Riverfront Connector Plan Design Options and Implementation Strategy

Subtasks:

- 5.1 Draft Riverfront Connector Plan Design Options: Consultant shall prepare Draft Riverfront Connector Plan Design Options, including alternative design options for subareas and intersections within the Project Area that will help achieve the project goals and incorporate elements of the Design Ideas Report in Final Technical Memo #5, the Project Objectives and the Revised Draft Vision and Goals and Guiding Principles. Project Design Options must focus on

the physical placement of design elements within the Project Area. For each option, Consultant shall describe the purpose and general attributes, prepare concept level diagrams with a narrative description, and identify potential impacts and benefits for travel for all modes within and across Project Area Corridors.

Consultant shall prepare the following alternative design options for sub-areas and intersections within the Project Area. The number of options in each sub-area may be adjusted if approved by the City and ODOT and agreed to by the Consultant.

Corridor sections and design concepts

- Waterfront area: Extension of 1st Street – one cross-section, consistent with recommendations in the Waterfront Plan
- Waterfront area: 1st Street to Plymouth Street – two to three alternative cross-sections
- Plymouth Street: two alternative cross-sections
- Old Portland Road: two alternative cross-sections at least a low cost concept incorporate existing, built-out facility
- Gable Road: one alternative cross-section, consistent with the TSP design, and up to three options in the area between US 30 and McNulty Way

Intersection improvements (assume two concepts in each location, except as noted)

- Plymouth Street (east end)
- Plymouth Street/Old Portland Road (minimum of two and up to four options)
- Old Portland Road/Gable Road
- Gable Road/US 30
- 18th Street/Kaster Road /Old Portland Road
- McNulty Way/Gable Road

Prior to beginning development of Draft Riverfront Connector Plan Design Options, City and APM shall conduct a conference call with Consultant to discuss and select the design options for Consultant to use in this task.

As part of preparing Draft Riverfront Connector Plan Design Options, Consultant shall provide an early version to APM, who will distribute Draft Riverfront Connector Plan Design Options to ODOT for review and comment to identify any elements which could necessitate a “design exception” to 2012 Highway Design Manual standards to construct the US 30 and Gable Road intersection improvements. The ODOT Region 2 Traffic Unit will review and comment on improvements needing formal approval such as traffic signals and crosswalks. APM will consolidate comments and provide to Consultant for incorporation into the “final” Draft Riverfront Connector Plan Design Options.

Consultant shall distribute Draft Riverfront Connector Plan Design Options to PMT for review and City’s distribution to the COOLPPL, Neighborhood, Planning Commission and Public. Consultant shall post Draft Riverfront Connector Plan Design Options to Project Website.

- 5.2 COOLPPL Meeting #3: City shall arrange and Consultant shall conduct COOLPPL Meeting #3 to discuss key aspects of Draft Riverfront Connector Plan Design Options, discuss how the design options would implement the Revised Draft Vision and Goals and Guiding Principles, and

solicit COOLPPL input. City shall distribute Draft Riverfront Connector Plan Design Options. Consultant shall prepare the agenda and meeting summary.

- 5.3 Neighborhood Meeting #3: City shall arrange and Consultant shall conduct Neighborhood Meeting #3 with property owners within or adjacent to Project Area to further discuss the feasibility and attractiveness of potential access consolidation opportunities. At Neighborhood Meeting #3, Consultant shall present key elements of Final Technical Memos #1-5 and Draft Riverfront Connector Plan Design Options. Consultant shall lead a discussion to determine participants' opinions of the design options. Neighborhood Meeting #3 must occur on the same day as COOLPPL Meeting #3. City shall distribute Technical Memos #1-5 and Draft Riverfront Connector Plan Design Options. Consultant shall prepare agenda and meeting summary.
- 5.4 Joint Planning Commission Work Session and Public Meeting #2: City shall arrange and Consultant shall conduct Joint Planning Commission Work Session and Public Meeting #2. The City shall provide advisory committee members and other citizens information about the meeting and encourage attendance via Facebook posts and other social media. Consultant shall present information on the Draft Riverfront Connector Plan Design Options. Consultant shall provide graphic materials illustrating design options. At the discretion of City Project Manager and APM, Joint Planning Commission Work Session and Public Meeting #2 presentations may include verbal presentation of information in a large or small-group format. Opportunities for citizen comments on the Draft Riverfront Connector Design Options must be provided. Consultant shall document public comments at the meeting. City shall distribute Draft Riverfront Connector Design Options and prepare official minutes. Consultant shall prepare agenda and meeting summary.

Meeting materials must be incorporated in an online open house, providing other community members to review and comment on the materials and respond to the same questions as participants in the Joint Planning Commission Work Session and Public Meeting. Links to the online open house must be provided in the City and Project Websites. Consultant shall summarize results of the online open house.
- 5.5 Project Website Update: Consultant shall post deliverables prepared to date, agendas and meeting summaries for COOLPPL Meeting #3, Neighborhood Meeting #3 and Joint Planning Commission Work Session and Public Meeting #2 on the Project Website. Project information must be approved by APM prior to posting on the Project Website.
- 5.6 City Council Update #2: City shall update City Council on the Project work to date at a regularly scheduled City Council meeting.

City Deliverables

- 5A Draft Riverfront Connector Plan Design Options Conference Call
- 5B COOLPPL Meeting #3
- 5C Neighborhood Meeting #3
- 5D Joint Planning Commission Work Session and Public Meeting #2
- 5E City Council Update #2
- 5F Consolidated comments on each Task 5 draft Consultant deliverable

Consultant Deliverables

- 5A Draft Riverfront Connector Plan Design Options
- 5B COOLPPL Meeting #3
- 5C Neighborhood Meeting #3
- 5D Joint Planning Commission Work Session and Public Meeting # 2
- 5E Project Website Update

Milestone

APM will review the summaries of COOLPPL Meeting #3, Neighborhood Meeting #3, Joint Planning Commission Work Session and Public Meeting #2 and City Council Update #2 to determine if there is sufficient consensus on major Project components to make it appropriate to proceed with remaining tasks. Work on Task 6 must not commence without prior written authorization by APM to Consultant.

Task 6: Riverfront Connector Plan Design Options Evaluation

Subtasks:

- 6.1 PMT Meeting #2: Consultant shall arrange and conduct PMT Meeting #2 to consider recommendations from the following on the Draft Riverfront Connector Plan Design Options:
- COOLPPL;
 - Neighborhood;
 - Planning Commission; and
 - Public

Consultant shall advise on the preparation of the Draft and Final Riverfront Connector Plan Design Option and Evaluation Report and Visual Simulations described in the following subtasks. Consultant shall prepare agenda and meeting summary.

- 6.2 Draft Riverfront Connector Plan Design Options and Evaluation Report: Consultant shall prepare Draft Riverfront Connector Plan Design Option and Evaluation Report. Consultant shall:
- a. identify (based on the evaluation of the street design options using the goals and guiding principles developed in Task 3 and recommendations from COOLPPL, Neighborhood, Planning Commission and public) a recommended Design Option for each segment of Project Area Corridors, and discuss outstanding issues or concerns, if any; and
 - b. identify a preliminary list of policy and regulatory changes that may be necessary to implement the recommended Design Options. Draft Riverfront Connector Plan Design Options and Evaluation Report must consider expected land use changes and their impacts on the recommended Design Options. Any proposed deviations or exceptions from ODOT standards must be identified for coordination with Agency. Consultant shall obtain approval of analysis and conclusions from TPAU and Region 2 Traffic Section prior to submitting the Draft Riverfront Connector Plan Design Options and Evaluation Report.

Consultant shall provide Draft Riverfront Connector Plan Design Options and Evaluation Report to PMT for review and comment and City distribution to COOLPPL.

- 6.3 COOLPPL Meeting #4: City shall arrange and Consultant shall conduct COOLPPL Meeting #4 to present Draft Riverfront Connector Plan Design Option and Evaluation Report, documenting comments of attendees. City shall distribute materials. Consultant shall prepare agenda and meeting summary.
- 6.4 Joint Planning Commission Work Session and Public Meeting #3: City shall arrange and Consultant shall conduct Joint Planning Commission Work Session and Public Meeting #3 to present Draft Riverfront Connector Plan Design Options and Evaluation Report to the public and get input on the recommended Design Option. City shall mail notification to all property owners in Project Area and to all parties listed on the Stakeholder Mailing List. The City shall provide COOLPPL members and other citizens information about the meeting and encourage attendance via Facebook posts and other social media. Consultant shall present Draft Riverfront Connector Plan Design Options and Evaluation Report and provide graphic material (e.g., visual simulations or other graphics) illustrating evaluation results. At the discretion of City's Project Manager and APM, presentations may include verbal presentation of information in a large or small-group format. Consultant shall document public comments. City shall distribute materials and prepare official minutes. Consultant shall prepare agenda and meeting summary.

Consultant shall include meeting materials an online open house to allow other community members to review and comment on the materials and respond to the same questions as participants in the Joint Planning Commission work session and Public Meeting. City and Project websites must include links to the online open house. Consultant shall summarize results of the online open house.

- 6.5 Final Riverfront Connector Plan Design Options and Evaluation Report: Consultant shall prepare Final Riverfront Connector Plan Design Options and Evaluation Report, which must include visual simulations. The visual simulations must illustrate the preferred streetscape design option for each segment of Project Area Corridors. Visual simulations must include two to four 3-D renderings, photo simulations, or other refined graphics. Graphics must be provided in electronic and hard copy format, with hard copies provided in sizes suitable for use as displays in Public Meetings.

Consultant shall incorporate input received from COOLPPL, Planning Commission, and the public on Draft Riverfront Connector Plan Design Options and Evaluation Report: City shall reconcile conflicting input.

Consultant shall distribute Final Riverfront Connector Plan Design Options and Evaluation Report and Visual Simulations to PMT.

- 6.6 Project Website Update: Consultant shall post deliverables prepared to date, agenda and meeting summaries for COOLPPL Meeting #4 and Joint Planning Commission Work Session and Public Meeting #3. Project information must be approved by APM prior to posting on the Project Website.
- 6.7 City Council Update #3: City shall brief City Council on the Project work to date at a regularly scheduled City Council meeting.

City Deliverables

- 6A PMT Meeting #2
- 6B COOLPPL Meeting #4
- 6C Joint Planning Commission Work Session and Public Meeting #3
- 6D City Council Update #3
- 6E Consolidated comments on each Task 6 draft Consultant deliverable

Consultant Deliverables

- 6A PMT Meeting #2
- 6B Draft Riverfront Connector Plan Design Options and Evaluation Report
- 6C COOLPPL Meeting #4
- 6D Joint Planning Commission Work Session and Public Meeting #3
- 6E Final Riverfront Connector Plan Design Options and Evaluation Report
- 6F Project Website Update

Milestone

APM will review the summaries of COOLPPL Meeting #4, Joint Planning Commission Work Session and Public Meeting #3 and City Council Update #3 to determine if there is sufficient consensus on major Project components to make it appropriate to proceed with remaining tasks. Work on Task 7 and Task 8 must not commence without prior written authorization from APM to Consultant.

Task 7: Refinement of Riverfront Connector Plan and Implementation Report

Subtasks:

- 7.1 PMT Meeting #3: City shall arrange and Consultant shall conduct PMT Meeting #3 to get input from PMT for Consultant preparation of draft Riverfront Connector Plan. Consultant shall solicit input on technical and planning design features and issues in Final Riverfront Connector Plan Design Options and Evaluation Report and Visual Simulations that require further refinement. City shall distribute materials. Consultant shall prepare agenda and meeting summary.
- 7.2 Draft Implementing Policies and Ordinances: Consultant shall prepare Draft Implementing Policies and Ordinances. Draft Implementing Policies and Ordinances must include proposed amendments to City Comprehensive Plan and Development Code to implement the recommended site and urban design elements. Site and urban design elements must include recommended provisions for the following:
 - Pedestrian and bicycle connections between commercial, public and residential uses
 - Building street interface and presence, including orientations, windows, awnings and overhangs
 - Architectural design
 - Building height and massing
 - Streetscape
 - Lane widths
 - Mid-block Curb Extensions: Wider sidewalks, potential pedestrian crossings
 - Curb extensions: designs, dimensions, uses of additional space, landscaping

- Crosswalk enhancements: paving, pavement markings, signs, advance stop bars, lighting
- Driveways and curbcuts (aka access management)
- Sidewalk paving: materials and patterns
- Street trees: locations, grates or pavers, species
- Setbacks
- Parking and parking lot landscaping and design
- Gateway treatments
- Direction signs & wayfinding
- Pedestrian and bicycle facilities
- Public art locations
- Street lights: pole design, banner hangers, flower baskets
- Street furniture: locations, benches, trash cans, and style
- Walls and fences
- Special opportunity areas that can include small plazas
- Mixed use development
- On-site stormwater management that can include green streets strategies

Consultant shall provide Draft Implementing Policies and Ordinances to PMT for review, comment and City distribution to COOLPPL.

7.3 COOLPPL Meeting #5: City shall arrange and Consultant shall conduct COOLPPL Meeting #5 to present Draft Implementing Policies and Ordinances. Consultant shall document comments from attendees. City shall distribute materials. Consultant shall prepare agenda and meeting summary.

7.4 Draft Riverfront Connector Plan: Consultant shall prepare Draft Riverfront Connector Plan, which integrates the technical memoranda, maps and reports produced throughout Project, and may include but not be limited to the following elements:

- i. Acknowledgements
- ii. Table of Contents
- iii. Introduction
- iv. Planning Process, Public and Agency Involvement
- v. Plan Goals and Objectives, Vision and Goals and Guiding Principles
- vi. Existing Conditions and Opportunities
- vii. Design recommendations
- viii. Final technical design options
- ix. Recommended designs
- x. List of Figures, Tables and Photographs (including visual simulations)
- xi. Appendices (Technical Memos)

Consultant shall provide to PMT for review and comment and City distribution to Planning Commission and City Council for Joint Planning Commission and City Council Work Session in Task 8.

- 7.5 Project Website Update: Consultant shall post deliverables prepared to date, agenda and meeting summary for COOLPPL Meeting #5 on the Project Website. Project information must be approved by APM prior to posting on the Project Website.
- 7.6 City Council Update #4: City shall brief City Council on the Project work to date at a regularly scheduled City Council meeting.

City Deliverables

- 7A PMT Meeting #3
- 7B Distribution of Draft Implementing Policies and Ordinances
- 7C COOLPPL Meeting #5
- 7D City Council Update #4
- 7E Consolidated comments on each Task 7 draft Consultant deliverable

Consultant Deliverables

- 7A PMT Meeting #3
- 7B Draft Implementing Policies and Ordinances
- 7C COOLPPL Meeting #5
- 7D Draft Riverfront Connector Plan
- 7E Project Website Update

Task 8: Adoption

Subtasks:

- 8.1 Joint Planning Commission and City Council Work Session: City shall arrange and conduct a Joint Planning Commission and City Council Work Session to present the Draft Riverfront Connector Plan and Draft Implementing Policies and Ordinances and solicit feedback. Consultant shall prepare presentation-scale graphics or slide presentation and handouts to communicate the key findings and recommendations in Draft Riverfront Connector Plan.
- Consultant shall prepare agenda and distribute electronically to City for review and comment prior to the Joint Planning Commission and City Council Work Session. City shall schedule, provide legal notice, and distribute agenda and copies of the Draft Riverfront Connector Plan to all members of the Planning Commission and City Council at least one week (two weeks preferred) prior to Joint Planning Commission and City Council Work Session. City shall prepare meeting summary of Joint Planning Commission and City Council Work Session and distribute meeting summary electronically to PMT.
- 8.2 Adoption Draft Riverfront Connector Plan and Adoption Draft Implementing Policies and Ordinances: Consultant shall prepare Adoption Draft Riverfront Connector Plan and Adoption Draft Implementing Policies and Ordinances, revisions to reflect input received at the Joint Planning Commission and City Council Work Session. Consultant shall distribute Adoption Draft Riverfront Connector Plan and Adoption Draft Implementing Policies and Ordinances electronically to PMT.
- 8.3 Findings of Fact and Recommendation: City shall prepare Findings of Fact and Recommendation as a decision document for the Planning Commission and City Council approval.

- 8.4 Department of Land Conservation and Development Notice: City shall submit a copy of the Adoption Draft Riverfront Connector Plan and Adoption Draft Implementing Policies and Ordinances to the Department of Land Conservation and Development at least 35 days prior to the first evidentiary hearing as directed by Oregon Revised Statutes 197.610 and OAR 660-018-020.
- 8.5 Planning Commission Public Hearing: City shall arrange and conduct Planning Commission Public Hearing to present Adoption Draft Riverfront Connector Plan and Adoption Draft Implementing Policies and Ordinances. Consultant shall attend and be available to answer questions as necessary. City shall schedule, provide legal notice, and prepare and distribute agenda and staff packets including Adoption Draft Riverfront Connector Plan and Adoption Draft Implementing Policies and Ordinances, Findings of Fact and Recommendation, and a proposed adoption schedule to Planning Commission members. City shall prepare meeting summary and distribute meeting summary electronically to PMT.
- 8.6 City Council Public Hearing: City shall arrange and conduct City Council Public Hearing to present the Adoption Draft Riverfront Connector Plan and Adoption Draft Implementing Policies and Ordinances. Consultant shall attend and be available to answer questions as necessary. City tasks for City Council Public Hearing must include the following:
- Schedule City Council Public Hearing
 - Provide legal notice
 - Prepare and distribute agenda and staff packets including Adoption Draft Riverfront Connector Plan and Adoption Draft Implementing Policies and Ordinances, a log of specific changes suggested by Planning Commission at its hearing, Findings of Fact and Recommendation to City Council members.
 - Prepare meeting summary and distribute electronically to PMT.
- 8.7 Final Riverfront Connector Plan and Final Implementing Policies and Ordinances: Consultant shall prepare Final Riverfront Connector Plan and Final Implementing Policies and Ordinances, which incorporates City Council actions. Consultant shall provide Final Riverfront Connector Plan and Final Implementing Policies and Ordinances electronically to PMT.
- Consultant shall provide three hard color copies and two CDs or USB flash drives of these deliverables to both APM and City. Electronic versions must be provided in both MS Word and pdf formats.
- 8.8 Title VI Report: Consultant shall prepare and submit to APM a report delineating Title VI activities, documenting Project process and outreach for all low income, race, gender, and age groups.
- 8.9 Project Website Update: Consultant shall post deliverables prepared to date, agenda and meeting summaries from Joint Planning Commission and City Council Work Session, Planning Commission Public Hearing, City Council Public Hearing. Project information must be approved by APM prior to posting on the Project Website.

City Deliverables:

- 8A Joint Planning Commission and City Council Work Session
- 8B Findings of Fact and Recommendation
- 8C Department of Land Conservation and Development Notice
- 8D Planning Commission Public Hearing
- 8E City Council Public Hearing

Consultant Deliverables:

- 8A Joint Planning Commission and City Council Work Session
- 8B Adoption Draft Riverfront Connector Plan
- 8C Adoption Draft Implementing Policies and Ordinances
- 8D Planning Commission Public Hearing
- 8E City Council Public Hearing
- 8F Final Riverfront Connector Plan
- 8G Final Implementing Policies and Ordinances
- 8H Title VI Report
- 8I Project Website Update

Schedule

Task # & Description	Project Schedule
Task 1: Project Start-Up & Management	October 2017
Task 2: Citizen, Public & Agency Involvement & Project Kick-Off	October 2017 - December 2017
Task 3: Develop Project Vision & Goals & Guiding Principles	December 2017 – February 2018
Task 4: Existing Conditions, Opportunities & Constraints	February 2018 – May 2018
Task 5: Draft Riverfront Connector Plan Design Options & Implementation Strategy	June 2018 – August 2018
Task 6: Riverfront Connector Plan Design Option Evaluation	September 2018 – November 2018
Task 7: Refinement of Riverfront Connector Plan & Implementation Report	December 2018 – February 2019
Task 8: Adoption	March 2019 – June 2019

CONSULTANT AMOUNTS PER DELIVERABLE

<i>Task</i>	<i>Description</i>	<i>Total Fixed Amount Per Deliverable</i>	<i>Total Amount Per Task</i>
1	Project Start-Up & Management		
1A	Project Area GIS	\$3,230	
1B	PMT Meeting #1	\$3,850	
1C	Refined Project Schedule	\$1,160	
1D	Project Area Map	\$1,860	
1E	Project Website	\$3,570	
	Subtotal		\$13,670
2	Citizen, Public & Agency Involvement & Project Kick-Off		
2A	Draft Technical Memo #1	\$2,840	
2B	Neighborhood Meeting #1	\$2,990	
2C	COOLPPL Meeting # 1	\$3,860	
	Subtotal		\$9,690
3	Develop Project Vision & Goals & Guiding Principles		
3A	Draft Vision and Goals and Guiding Principles	\$1,970	
3B	Revised Vision and Goals and Guiding Principles	\$870	
	Subtotal		\$2,840
4	Existing Conditions, Opportunities & Constraints		
4A	Draft Technical Memo #2	\$17,080	
4B	Draft Technical Memo #3	\$10,620	
4C	Draft Technical Memo #4	\$7,790	
4D	Draft Technical Memo #5	\$19,880	
4E	COOLPPL Meeting # 2	\$2,720	
4F	Neighborhood Meeting #2	\$1,920	
4G	Joint Planning Commission Work Session and Public Meeting # 1	\$4,230	
4H	Final Technical Memos #1, #2, #3, #4 & #5	\$5,680	
4I	Project Website Update	\$1,290	
	Subtotal		\$71,210
5	Draft Riverfront Connector Plan Design Options & Implementation Strategy		
5A	Draft Riverfront Connector Plan Design Options	\$26,120	
5B	COOLPPL Meeting #3	\$2,190	
5C	Neighborhood Meeting #3	\$1,680	
5D	Joint Planning Commission Work Session and Public Meeting # 2	\$4,230	
5E	Project Website Update	\$1,290	
	Subtotal		\$35,510

<i>Task</i>	<i>Description</i>	<i>Total Fixed Amount Per Deliverable</i>	<i>Total Amount Per Task</i>
6	Riverfront Connector Plan Design Options Evaluation		
6A	PMT Meeting #2	\$2,210	
6B	Draft Riverfront Connector Plan Design Options and Evaluation Report	\$19,520	
6C	COOLPPL Meeting #4	\$2,190	
6D	Joint Planning Commission Work Session and Public Meeting #3	\$3,630	
6E	Final Riverfront Connector Plan Design Options and Evaluation Report	\$9,570	
6F	Project Website Update	\$1,290	
	Subtotal		\$38,410
7	Refinement of Riverfront Connector Plan and Implementation Report		
7A	PMT Meeting #3	\$1,810	
7B	Draft Implementing Policies and Ordinances	\$7,190	
7C	COOLPPL Meeting #5	\$1,970	
7D	Draft Riverfront Connector Plan	\$9,210	
7E	Project Website Update	\$1,290	
	Subtotal		\$21,470
8	Adoption		
8A	Joint Planning Commission and City Council Work Session	\$3,270	
8B	Adoption Draft Riverfront Connector Plan	\$3,870	
8C	Adoption Draft Implementing Policies and Ordinances	\$1,790	
8D	Planning Commission Public Hearing	\$1,170	
8E	City Council Public Hearing	\$1,170	
8F	Final Riverfront Connector Plan	\$1,560	
8G	Final Implementing Policies and Ordinances	\$970	
8H	Title VI Report	\$660	
8I	Project Website Update	\$1,290	
	Subtotal		\$15,750
	Project Total		\$208,550

EXHIBIT B (Local Agency or State Agency)

CONTRACTOR CERTIFICATION

Contractor certifies by signing this contract that Contractor has not:

- (a) Employed or retained for a commission, percentage, brokerage, contingency fee or other consideration, any firm or person (other than a bona fide employee working solely for me or the above consultant) to solicit or secure this contract,
- (b) agreed, as an express or implied condition for obtaining this contract, to employ or retain the services of any firm or person in connection with carrying out the contract, or
- (c) paid or agreed to pay, to any firm, organization or person (other than a bona fide employee working solely for me or the above consultant), any fee, contribution, donation or consideration of any kind for or in connection with, procuring or carrying out the contract, except as here expressly stated (if any):

Contractor further acknowledges that this certificate is to be furnished to the Federal Highway Administration, and is subject to applicable State and Federal laws, both criminal and civil.

AGENCY OFFICIAL CERTIFICATION (ODOT)

Department official likewise certifies by signing this contract that Contractor or his/her representative has not been required directly or indirectly as an expression of implied condition in connection with obtaining or carrying out this contract to:

- (a) Employ, retain or agree to employ or retain, any firm or person or
- (b) pay or agree to pay, to any firm, person or organization, any fee, contribution, donation or consideration of any kind except as here expressly stated (if any):

Department official further acknowledges this certificate is to be furnished to the Federal Highway Administration, and is subject to applicable State and Federal laws, both criminal and civil.

EXHIBIT C

Federal Provisions
Oregon Department of Transportation

I. CERTIFICATION OF NONINVOLVEMENT IN ANY DEBARMENT AND SUSPENSION

Contractor certifies by signing this contract that to the best of its knowledge and belief, it and its principals:

- | | |
|---|---|
| 1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency; | contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery falsification or destruction of records, making false statements or receiving stolen property; |
| 2. Have not within a three-year period preceding this contract been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (federal, state or local) transaction or | 3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and |

4. Have not within a three-year period preceding this contract had one or more public transactions (federal, state or local) terminated for cause or default.

Where the Contractor is unable to certify to any of the statements in this certification, such prospective participant shall submit a written explanation to Department.

List exceptions. For each exception noted, indicate to whom the exception applies, initiating agency, and dates of action. If additional space is required, attach another page with the following heading: Certification Exceptions continued, Contract Insert.

EXCEPTIONS:

Exceptions will not necessarily result in denial of award, but will be considered in determining Contractor responsibility. Providing false information may result in criminal prosecution or administrative sanctions.

The Contractor is advised that by signing this contract, the Contractor is deemed to have signed this certification.

II. INSTRUCTIONS FOR CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS—PRIMARY COVERED TRANSACTIONS

1. By signing this contract, the Contractor is providing the certification set out below.
2. The inability to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The Contractor shall explain why he or she cannot provide the certification set out below. This explanation will be considered in connection with the Oregon Department of Transportation determination to enter into this transaction. Failure to furnish an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the Department determined to enter into this transaction. If it is later determined that the Contractor knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government or the Department may terminate this transaction for cause or default.
4. The Contractor shall provide immediate written notice to the Department if at any time the Contractor learns that its certification was

erroneous when submitted or has become erroneous by reason of changed circumstances.

5. The terms "covered transaction", "debarred", "suspended", "ineligible", "lower tier covered transaction", "participant", "person", "primary covered transaction", "principal", and "voluntarily excluded", as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the Department's Program Section (Tel. (503) 986-3400) to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The Contractor agrees by entering into this contract that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transactions with a person who is debarred, suspended, declared ineligible or voluntarily excluded from participation in this covered transaction, unless authorized by the Department or agency entering into this transaction.
7. The Contractor further agrees by entering into this contract that it will include the Addendum to Form FHWA-1273 titled, "Appendix B--Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions", provided by the Department entering into this covered transaction without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List published by the U. S. General Services Administration.
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government or the Department, the Department may terminate this transaction for cause or default.

III. ADDENDUM TO FORM FHWA-1273, REQUIRED CONTRACT PROVISIONS

This certification applies to subcontractors, material suppliers, vendors, and other lower tier participants.

- Appendix B of 49 CFR Part 29 -

Appendix B--Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion--Lower Tier Covered Transactions

Instructions for Certification

1. By signing and submitting this contract, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this contract is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction", "debarred", "suspended", "ineligible", "lower tier covered transaction", "participant", "person", "primary covered transaction", "principal", "proposal", and "voluntarily excluded", as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this contract is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this contract that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this contract that it will include this clause titled, "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transaction", without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the nonprocurement list.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion--Lower Tier Covered Transactions

- a. The prospective lower tier participant certifies, by submission of this proposal, that neither it

nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal department or agency.

- b. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall submit a written explanation to Department.

IV. EMPLOYMENT

1. Contractor warrants that he has not employed or retained any company or person, other than a bona fide employee working solely for Contractor, to solicit or secure this contract and that he has not paid or agreed to pay any company or person, other than a bona fide employee working solely for Contractors, any fee, commission, percentage, brokerage fee, gifts or any other consideration contingent upon or resulting from the award or making of this contract. For breach or violation of this warranting, Department shall have the right to annul this contract without liability or in its discretion to deduct from the contract price or consideration or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift or contingent fee.
2. Contractor shall not engage, on a full or part-time basis or other basis, during the period of the contract, any professional or technical personnel who are or have been at any time during the period of this contract, in the employ of Department, except regularly retired employees, without written consent of the public employer of such person.
3. Contractor agrees to perform consulting services with that standard of care, skill and diligence normally provided by a professional in the performance of such consulting services on work similar to that hereunder. Department shall be entitled to rely on the accuracy, competence, and completeness of Contractor's services.

V. NONDISCRIMINATION

During the performance of this contract, Contractor, for himself, his assignees and successors in interest, hereinafter referred to as Contractor, agrees as follows:

1. Compliance with Regulations. Contractor agrees to comply with Title VI of the Civil Rights Act of 1964, and Section 162(a) of the Federal-Aid Highway Act of 1973 and the Civil Rights

Restoration Act of 1987. Contractor shall comply with the regulations of the Department of Transportation relative to nondiscrimination in Federally assisted programs of the Department of Transportation, Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time (hereinafter referred to as the Regulations), which are incorporated by reference and made a part of this contract. Contractor, with regard to the work performed after award and prior to completion of the contract work, shall not discriminate on grounds of race, creed, color, sex or national origin in the selection and retention of subcontractors, including procurement of materials and leases of equipment. Contractor shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices, when the contract covers a program set forth in Appendix B of the Regulations.

2. Solicitation for Subcontractors, including Procurement of Materials and Equipment. In all solicitations, either by competitive bidding or negotiations made by Contractor for work to be performed under a subcontract, including procurement of materials and equipment, each potential subcontractor or supplier shall be notified by Contractor of Contractor's obligations under this contract and regulations relative to nondiscrimination on the grounds of race, creed, color, sex or national origin.
3. Nondiscrimination in Employment (Title VII of the 1964 Civil Rights Act). During the performance of this contract, Contractor agrees as follows:
 - a. Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex or national origin. Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, creed, color, sex or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notice setting forth the provisions of this nondiscrimination clause.

- b. Contractor will, in all solicitations or advertisements for employees placed by or on behalf of Contractor, state that all qualified applicants will receive consideration for employment without regard to race, creed, color, sex or national origin.

4. Information and Reports. Contractor will provide all information and reports required by the Regulations or orders and instructions issued pursuant thereto, and will permit access to his books, records, accounts, other sources of information, and his facilities as may be determined by Department or FHWA as appropriate, and shall set forth what efforts he has made to obtain the information.

5. Sanctions for Noncompliance. In the event of Contractor's noncompliance with the nondiscrimination provisions of the contract, Department shall impose such agreement sanctions as it or the FHWA may determine to be appropriate, including, but not limited to:

- a. Withholding of payments to Contractor under the agreement until Contractor complies; and/or
- b. Cancellation, termination or suspension of the agreement in whole or in part.

6. Incorporation of Provisions. Contractor will include the provisions of paragraphs 1 through 6 of this section in every subcontract, including procurement of materials and leases of equipment, unless exempt from Regulations, orders or instructions issued pursuant thereto. Contractor shall take such action with respect to any subcontractor or procurement as Department or FHWA may direct as a means of enforcing such provisions, including sanctions for noncompliance; provided, however, that in the event Contractor becomes involved in or is threatened with litigation with a subcontractor or supplier as a result of such direction, Department may, at its option, enter into such litigation to protect the interests of Department, and, in addition, Contractor may request Department to enter into such litigation to protect the interests of the State of Oregon.

VI. DISADVANTAGED BUSINESS ENTERPRISE (DBE) POLICY

In accordance with Title 49, Code of Federal Regulations, Part 26, Contractor shall agree to abide by and take all necessary and reasonable steps to comply with the following statement:

DBE POLICY STATEMENT

DBE Policy. It is the policy of the United States Department of Transportation (USDOT) to practice nondiscrimination on the basis of race, color, sex and/or national origin in the award and administration of USDOT assist contracts. Consequently, the DBE requirements of 49 CFR 26 apply to this contract.

Required Statement For USDOT Financial

Assistance Agreement. If as a condition of assistance the Agency has submitted and the US Department of Transportation has approved a Disadvantaged Business Enterprise Affirmative Action Program which the Agency agrees to carry out, this affirmative action program is incorporated into the financial assistance agreement by reference.

DBE Obligations. The Oregon Department of Transportation (ODOT) and its contractor agree to ensure that Disadvantaged Business Enterprises as defined in 49 CFR 26 have the opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with Federal funds. In this regard, Contractor shall take all necessary and reasonable steps in accordance with 49 CFR 26 to ensure that Disadvantaged Business Enterprises have the opportunity to compete for and perform contracts. Neither ODOT nor its contractors shall discriminate on the basis of race, color, national origin or sex in the award and performance of federally-assisted contracts. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of such contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as ODOT deems appropriate.

The DBE Policy Statement and Obligations shall be included in all subcontracts entered into under this contract.

Records and Reports. Contractor shall provide monthly documentation to Department that it is subcontracting with or purchasing materials from the DBEs identified to meet contract goals. Contractor shall notify Department and obtain its written approval before replacing a DBE or making any change in the DBE participation listed. If a DBE is unable to fulfill the original obligation to the contract, Contractor must demonstrate to Department the Affirmative Action steps taken to replace the DBE with another DBE. Failure to do so will result in withholding payment on those items. The monthly documentation will not be

required after the DBE goal commitment is satisfactory to Department.

Any DBE participation attained after the DBE goal has been satisfied should be reported to the Departments.

DBE Definition. Only firms DBE certified by the State of Oregon, Department of Consumer & Business Services, Office of Minority, Women & Emerging Small Business, may be utilized to satisfy this obligation.

CONTRACTOR'S DBE CONTRACT GOAL

DBE GOAL 0 %

By signing this contract, Contractor assures that good faith efforts have been made to meet the goal for the DBE participation specified in the contract for this project as required by ORS 200.045, and 49 CFR 26.53 and 49 CFR, Part 26, Appendix A.

VII. LOBBYING

The Contractor certifies, by signing this agreement to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with this agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering

into this transaction imposed by Section 1352, Title 31, U. S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Contractor also agrees by signing this agreement that he or she shall require that the language of this certification be included in all lower tier subagreements, which exceed \$100,000 and that all such subrecipients shall certify and disclose accordingly.

FOR INQUIRY CONCERNING ODOT'S
DBE PROGRAM REQUIREMENT
CONTACT OFFICE OF CIVIL RIGHTS
AT (503)986-4354.

EXHIBIT D
ELIGIBLE PARTICIPATING COST
DESCRIPTION
PERSONNEL SERVICES
<i>Salaries</i> - Straight time pay for regular working hours in a monthly period. Includes standard labor distributions like Social Security Taxes, Workers' Compensation Assessments and Medical, Dental, Life Insurance. Excludes mass transit tax, vacation leave, sick leave and compensatory time taken.
<i>Overtime</i> - Payments to employees for work performed in excess of their regular work shift.
<i>Shift Differential</i> - Payments to employees, in addition to regular pay, for shift differential work as described in labor contracts or Personnel Rules.
<i>Travel Differential</i> - Payments to employees, in addition to regular pay, for travel time to and from work on projects in excess and beyond an 8 hour day as described in labor contracts or Personnel Rules.
SERVICES AND SUPPLIES
In-State Travel - Per Rates Identified in State Travel Handbook
<i>Meals & Misc.</i> - Payment for meals incurred while traveling within the State of Oregon.
<i>Lodging & Room Tax</i> - Payment for lodging, including room taxes, incurred while traveling within the State of Oregon.
Fares, Taxi, Bus, Air, Etc.
<i>Per Diem</i> - Payment for per diem, incurred while traveling within the State of Oregon.
<i>Other</i> - Payment for other miscellaneous expense, incurred while traveling within the State of Oregon.
<i>Private Car Mileage</i> - Payment for private car mileage while traveling within the State of Oregon.
Office Expense
<i>Direct Project Expenses Including:</i>
<i>Photo, Video & Microfilm Supplies</i> - Payment for photography, video and microfilm supplies such as film for cameras, blank video tapes, storage folders, etc.
<i>Printing, Reproduction & Duplication</i> - Expenditures for services to copy, print, reproduce and/or duplicate documents.
<i>Postage</i> - Payment for direct project postage.
<i>Freight & Express Mail</i> - Payment for direct project freight services on outgoing shipments.
Telecommunications
<i>Phone Toll Charges (long-distance)</i> - Payment for telephone long distance charges.
Publicity & Publication
<i>Publish & Print Photos</i> - Payment for printing and publishing photographs to development of publicity and publications.
<i>Conferences</i> (costs to put on conference or seminars)
Equipment \$250 - \$4,999
NOT ELIGIBLE
Employee Training, Excluding Travel
NOT ELIGIBLE
Training In-State Travel
NOT ELIGIBLE
CAPITOL OUTLAY
NOT ELIGIBLE

EXHIBIT E

Information Required by 2 CFR 200331(a) (1)

1. Federal Award Identification: 0000(253)
2. Grantee Name (which must match the name associated with 3 below): City of St. Helens
3. Grantee's unique entity identifier (i.e. DUNS number): 076401504
4. Federal Award Identification Number (FAIN): 0000(253)
5. Federal Award Date: September 9, 2016
6. Period of Performance Start and End Date: From September 2017 to November 2019
7. Total Amount of Federal Funds Obligated by this Agreement: \$208,550

A. Total Amount of Federal Award: \$208,550

Federal award project description: 2015-17 Transportation and Growth Management

Program

Name of Federal awarding agency: FHWA

Contact information for awarding official: Linda Swan

Indirect cost rate: 10%

i.a. CFDA Number and Name: 20.205 - Highway Planning and Construction

i.b. Amount: \$208,550

ii.a. CFDA Number and Name: _____

ii.b. Amount: _____

iii.a. CFDA Number and Name: _____

iii.b. Amount: _____

B. Total Amount of Federal Award: _____

Federal award project description: _____

Name of Federal awarding agency: _____

Contact information for awarding official: _____

Indirect cost rate: _____

i.a. CFDA Number and Name: _____

i.b. Amount: _____

ii.a. CFDA Number and Name: _____

ii.b. Amount: _____

iii.a. CFDA Number and Name: _____

iii.b. Amount: _____

C. Total Amount of Federal Award: _____

Federal award project description: _____

Name of Federal awarding agency: _____

Contact information for awarding official:

Indirect cost rate: _____

i.a. CFDA Number and Name: _____

i.b. Amount: _____

ii.a. CFDA Number and Name: _____

ii.b. Amount: _____

iii.a CFDA Number and Name: _____

iii.b Amount: _____

8. Total Amount of Federal Funds Obligated to Grantee: \$208,550

9. Is Award R&D? ☐ Yes ☒ No



CITY OF ST. HELENS PLANNING DEPARTMENT

MEMORANDUM

TO: City Council
FROM: Jacob A. Graichen, AICP, City Planner
RE: Authorize Mayor to sign final plat for Land Partition at 2554 Columbia Blvd
DATE: September 14, 2017

The final plat is the formal document that is ultimately recorded with the County, making the partition official.

In addition to meeting many substantive and technical requirements, the final plat also requires several signatures.

If right-of-way dedication is included, the Mayor's signature is required.

In this case, some dedication was required per City law for the benefit of Columbia Boulevard.

Staff has determined that all necessary requirements have been met for the purpose of signing the final plat. Note however that the attached final plat requires some minor corrections. For time sake, staff is seeking signature authorization for the revised final plat yet to come. This way it doesn't have to wait to the October 4, 2017 meeting.

Please authorize the Mayor to sign the final plat for this Partition.

Legend

- Denotes monument found as noted.
- ⊗ Denotes 5/8" iron rod with "REYNOLDS LAND SURVEYING INC" yellow plastic cap found per P.P. 1999-22.
- ⊕ Denotes mag nail with 1 1/2" brass washer stamped "REYNOLDS LS 2157" in sidewalk found per P.P. 1999-22.
- Denotes 5/8"x30" iron rod with yellow plastic marked "REYNOLDS LAND SURVEYING INC" set.
- ⊙ Denotes 1" copper disc stamped "REYNOLDS LS 2157" set in sidewalk.
- Denotes calculated position.
- 1[] Denotes record data per County Survey No. 951 (Wagner, September 1951, Also Stamped by Dewey)
- 2[] Denotes record data per County Survey No. L-1603 (Dewey, September 1982)
- 3[] Denotes record data per County Survey No. 2053 (Swaney, February 1968)
- 4[] Denotes record data per County Survey No. 1791 (No surveyor or date listed, it appears to be a Van Orshoven work map.
- 5[] Denotes record data per Instrument No. 2016-008798.

Notes

1. Easement A is a 20' wide easement for storm drain to the City of St. Helens per Deed Bk. 140, Pg. 62. The easement goes under the existing house on Parcel 1. The City of St. Helens has begun the process of extinguishing the easement.
2. Easement B is an easment for ingress, egress and utilities for the benefit of Parcel 2 of this partition as granted in Instrument No. . Easement B is covered by a Road Maintenance Agreement per Instrument No. . Easement B is also a Public Utility Easement as granted in Instrument No. .
3. Easement C is hereby granted as a 5' wide Utility Easement for the benefit of Parcel 2 of this Partition.
4. Easement D is hereby granted as a 15' Utility Easement for the benefit of Parcel 2 of this Partition.
5. The Southerly 5' of the 10' wide additional right of way dedication is covered by an easement to the City of St. Helens for right of way for street purposes and access per Deed Bk. 150, Page 66.

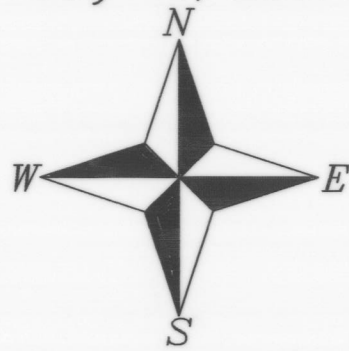
Narrative

The purpose of this survey is to facilitate a 2 parcel partition of the tract of land described in Instrument No. 2016-008798.

Basis of bearings is my survey for Partition Plat No. 1999-22 between monuments found at points A and B. I held said monuments for the N.E. and S.E. corners of the subject tract. I held the monument found at point E for the N.E. corner. I held the monument found at point D for alignment of the East line. This monument fit the possession line as evidenced by the fence. I set the monument at C at the extension of line E-D at 10' from the Donation Land Claim Line. I monumented the partition corners as shown. The City of St. Helens file number for this partition is PT.1.17.

Partition Plat No. _____ Recorded As Instrument No. _____

For Meltons and Coombs
Situated In The S.E. 1/4
Section 5, T.4N., R.1W., W.M.
City of St. Helens
Columbia County, Oregon
July 14, 2017



Scale: 1"=40'

CF:99018B
SF:99018B9
JN:17014C
FB:116

REGISTERED
PROFESSIONAL
LAND SURVEYOR

OREGON
JULY 26, 1985
DAVID E. REYNOLDS
2157

RENEWAL DATE: 12-31-2018

Reynolds
Land Surveying, Inc.
32990 Stone Road
Warren, Oregon 97053
(503) 397-5516

Surveyor's Certificate

I, David E. Reynolds, a Registered Professional Land Surveyor in the State of Oregon, do hereby certify that I have correctly surveyed and marked with proper monuments the land represented on the attached Partition Map with the boundaries being described as follows:

Beginning at the Initial Point which is marked with a 1" iron pipe found at the Northwest corner of the Craig J. Melton, Ronda L. Melton and David R. Coombs tract as described in Instrument No. 2016-008798 recorded on October 10, 2016 in the Clerk's Records of Columbia County, Oregon, said Initial Point being called South 68°14' West 1534.81 feet and North 38°16' West 335.61 feet and South 68°37' West 100.0 feet from that corner of the Aaron Broyles Donation Land Claim that is given as 13.00 chains West of the Southeast corner of said Broyles Donation Land Claim, said Initial Point also being the Northeast corner of Parcel 1 of Partition Plat No. 1999-22 as recorded on June 30, 1999 in the Clerk's Records of Columbia County, Oregon; thence South 38°20'50" East, along the West line of said Melton and Coombs tract and along the East line of said Partition Plat No. 1999-22, a distance of 325.57 feet to the Northerly right of way line of J. Skusa County Road No. 194 (commonly known as Columbia Boulevard); thence North 68°14'00" East, along said Northerly right of way line, a distance of 98.69 feet to the Southeast corner of said Melton and Coombs tract; thence North 38°09'09" West, along the East line of said Melton and Coombs tract, a distance of 325.00 feet to the Northeast corner thereof; thence South 68°21'53" West, along the North line of said Melton and Coombs tract, a distance of 99.92 feet to the Initial Point.

Declaration

Know all people by these presents that we, Craig J. Melton, Ronda L. Melton and David R. Coombs are the owners of the land represented on the annexed partition map and more particularly described in the accompanying Surveyor's Certificate and have caused the same to be partitioned into parcels as shown on the annexed map, in accordance with ORS Chapter 92 and do hereby grant the easement as shown and noted for the purposes as shown and noted hereon and do hereby dedicate the 10 foot wide additional right of way to the Public.

Craig J. Melton Craig J. Melton Ronda L. Melton Ronda L. Melton

David R. Coombs David R. Coombs

Acknowledgment

State of Oregon }
County of Columbia } S.S.

This instrument was acknowledged before me on this 31st day of August, 2017 by Craig J. Melton, Ronda L. Melton and David R. Coombs

Notary Public-Signed Nina J. Reed

Notary Public-Printed NINA J. REED

Notary Public-State of Oregon

Commission No. 952882

My Commission Expires 7-26-2020

Approvals

Approved this _____ day of _____, 201____

By: _____
Planning Director, City of St. Helens

Approved this _____ day of _____, 201____

By: _____
Columbia County Surveyor

All taxes, fees, assessments, or other charges as provided for by O.R.S. 92.095 have been paid through _____, 201____

By: _____
Columbia County Tax Collector

Approved this _____ day of _____, 201____

By: _____

By: _____

By: _____

Columbia County Board of Commissioners

State of Oregon }
County of Columbia } S.S.

I do hereby certify that the attached Partition Plat

was received for recording on the _____ day of _____, 201____ at _____ O'clock

____M., Instrument No. _____ and
recorded as Partition Plat No. _____

Columbia County Clerk

By: _____

I, David E. Reynolds do hereby certify that this tracing is an exact copy of the original plat.

David E. Reynolds
David E. Reynolds

S.W. Corner
Broyles D.L.C.
POSITION CALCULATED PER MY P.P. 1999-22

"13 Chains Corner"
Broyles D.L.C.
POSITION CALCULATED PER
MY P.P. 1999-22

J. Skusa
County Road No. 194
COMMONLY KNOWN AS COLUMBIA BOULEVARD

City of St. Helens
Library Board
Minutes from Tuesday, June 20, 2017
Columbia Center Auditorium

Members Present

Nancy Herron, Chair
Mary Ellen Funderburg, Vice-Chair
Heather Anderson-Bibler
Amanda Heynemann
Melisa Gaelrun-Maggi
Marsha Caton, Past-Chair

Members Absent

Barbara Lines
Leanne Murray

Guests

Councilors in Attendance

Susan Conn

Staff Present

Margaret Jeffries, Library Director
Nicole Woodruff, Library Secretary



CALL MEETING TO ORDER: The meeting was called to order at 7:24 p.m. by Chair Nancy Herron.

INVITATION TO CITIZENS FOR PUBLIC COMMENT: No public comment.

PREVIOUS MEETING MINUTES: Minutes approved as written.

VOTE FOR BOARD MEMBERS' TERM RENEWALS: Terms for members Lines and Anderson-Bibler expire June 30, 2017. Both members are eligible to serve another term. Vice-Chair Funderburg moved to approve Lines and Anderson-Bibler for a new term. The Board voted unanimously to approve the motion.

REPORT FROM WORKING GROUPS:

- **FACILITIES** – The facilities group is going to the Wilsonville Public Library on Tuesday, June 27. The group will also plan a meeting with the architects. Councilor Conn would like to be included in the meeting.

Director Jeffries spoke with the Columbia Learning Center about signs for the building. The need to rethink how storage space in the building was currently being used was also part of the discussion. Jeffries stated that the Library and

the Friends of the Library would need to be more selective about what should be stored for future use.

The facilities group will schedule a meeting to determine what building necessities should be included in plans for an expansion of the Library.

COMMUNITY PARTNERS – Director Jeffries will give the community partners group a list of past and current partnerships. The group has also been tasked with identifying if any organizations in the community are involved with providing adult literacy assistance.

The facilities group will schedule a meeting for a date in July.

ACCESS – The library access group is planning to present proposed changes to the Library fines and fees schedule to City Council in September.

COMMUNICATIONS – The communications group met and reviewed the City's media policy and is planning to build a case for in-house control of social media communications.

CALENDAR – FUTURE BOARD MEETINGS:

- The September 2017 Library Board meeting will be moved from Tuesday, September 19, 2017 to Monday, September 18, 2017.
- The November 2017 Library Board meeting will be moved from Tuesday, November 21, 2017 to Tuesday, November 14, 2017.
- The December 2017 Library Board meeting will be moved from Tuesday, December 19, 2017 to Tuesday, December 12, 2017.

The meeting times will remain 7:15 p.m. and the location of the meetings will remain the Columbia Center Auditorium.

LIBRARY DIRECTOR REPORT: Stats will be on the Library Board agenda quarterly, starting July 2017.

Director Jeffries and Reference Librarian Herren-Kenaga have been researching the cost/benefit of installing patron counters on the exterior doors of the building.

Reference Librarian Herren-Kenaga was selected to be a member of The Statewide Database Licensing Advisory Committee (SDLAC). Herren-Kenaga's position represents public libraries serving fewer than 25,000 patrons. During her tenure, the committee will be evaluating RFPs of database packages paid for by the State of Oregon Library's budget for the coming fiscal year.

Youth Librarian Kolderup will attend the annual summer American Library Association meeting as part of her YALSA Board membership. The meeting will conclude her term.

The Summer Reading Program started on June 19, 2017.

Upcoming programs-

- International Day of Yoga on June 21 at 5:15 p.m.
- Fiber Fanatics – As a result of the Library's World Wide Knit in Public Day program, the Library will now host a weekly group for individuals who work with yarn and fiber. They will meet in the Armstrong Room on Thursdays from 10-12 through the summer, and if there is strong interest, into the fall.
- Civics for Adults – This is a series of four workshops about enhancing civic knowledge and inspiring political engagement. The first workshop will be on Thursday, September 21, 2017 at 7:00 p.m.
- The Space Between Us – This is a Conversation Project Program about refugees and immigrants in Oregon and will take place Tuesday, August 8, 2017 at 7:00 p.m.
- The Rollin' on the River program generated a lot of interest. Director Jeffries would like to identify other similar subjects for future program ideas.

COUNCILOR'S REPORT: N/A

FRIENDS' REPORT: N/A

BOARD MEMBER COMMENTS: Chair Herron suggested either using existing reader boards on the highway or the possibility of the Library having its own reader board as a way to communicate with citizens about Library events.

SUMMARIZE ACTION ITEMS:

- Before the July meeting the facilities group, library access group, and community partners group will try to schedule times to meet.
- Director Jeffries will create a current list of community partners by July 4, 2017.

NEXT MEETING: The next regularly scheduled meeting will be Tuesday, July 18, 2017 at 7:15 p.m. in the Columbia Center Auditorium.

Members need to bring all relevant materials to each meeting.

ADJOURNMENT:

Chair Herron adjourned the meeting at 9:06 p.m.



Respectfully submitted by:

Library Board Secretary, Nicole Woodruff

2016-2017 Library Board Attendance Record

P=Present E=Excused Absence U=Unexcused Absence

Date	Anderson-Bibler	Caton	Funderburg	Gaelrun-Maggi	Herron	Heynemann	Lines	Murray
03/21/2017	P	E	P	E	P	P	P	P
04/18/2017	P	P	P	P	P	P	P	P
05/16/2017	P	P	P	P	E	P	P	P
06/20/2017	P	P	P	P	P	P	E	E
Date								
07/18/2017								
08/15/2017								
09/18/2017								
10/17/2017								
11/14/2017								
12/12/2017								
01/16/2018								
02/20/2018								
03/20/2018								
04/17/2018								
05/15/2018								
06/19/2018								

City of St. Helens
Library Board
Minutes from Tuesday, July 18, 2017
Columbia Center Auditorium

Members Present

Nancy Herron, Chair
Mary Ellen Funderburg, Vice-Chair
Heather Anderson-Bibler
Barbara Lines
Leanne Murray
Melisa Gaelrun-Maggi
Marsha Caton, Past-Chair

Members Absent

Amanda Heynemann
Susan Conn

Guests

Councilors in Attendance

Staff Present

Margaret Jeffries, Library Director
Nicole Woodruff, Library Secretary



CALL MEETING TO ORDER: The meeting was called to order at 7:20 p.m. by Chair Nancy Herron.

INVITATION TO CITIZENS FOR PUBLIC COMMENT: No public comment.

PREVIOUS MEETING MINUTES: Minutes approved as written.

VOTE TO ELECT NEW CHAIR AND VICE CHAIR: Member Murray made a motion to nominate Vice-Chair Funderburg for the position of Library Board Chair. Member Caton seconded the motion. Vice-Chair Funderburg accepted the nomination. The motion was passed by unanimous vote.

New Chair Funderburg made a motion to nominate Member Murry for the position of Library Board Vice-Chair. Seconded by the rest of the Board in attendance. Murray accepted the nomination. The motion was passed by unanimous vote.

REPORT FROM WORKING GROUPS:

- **FACILITIES** – The facilities group went to the Wilsonville Public Library on Tuesday, June 27. They saw the results of a previous remodel as well as learning about plans for the current remodel. The group was struck by how

much art was on the wall, and how spacious the building felt.

Wilsonville also had a separate space for a Friends' bookstore. Inventory was made up entirely of donations. Withdrawn library books are given away, not sold by the Friends.

After visiting Wilsonville, the facilities group added the following to a wish list for the St. Helens Public Library:

- increased workspace
- a separate children's room
- increased storage space

Director Jeffries has instructed the facilities group to start compiling a "do now" list of small improvements that can be made to the facility.

The facilities group has a meeting planned for Friday, July 21, 2017.

Chair-Elect Funderburg suggested that Library staff create a wish list of facility improvements.

COMMUNITY PARTNERS – Director Jeffries provided a list of past and current community partners to the working group. Community partners that need to be added to the list include CASA, SAFE, and Community Action Team.

Columbia County Mental Health has reserved the hallway Monday afternoons for board games, as a way to reach out to more of their clients.

Riverside Training Center uses tables in the hall as a place to create crafts with their clients.

The community partners group will schedule a time to meet before the next Board meeting.

ACCESS – The access group met Thursday, July 13. They are schedule to present a proposal to City Council on September 6, 2017. The proposal will include recommendations on fines, non-resident cards fees, lost item charges, the Passport Program, meeting room access, and damaged item fees. The group is going to schedule a time to meet with Councilor Conn and Finance Director Brown, prior to September 6.

COMMUNICATIONS – A flat-screen monitor was ordered to use in the Young Adult windows to run a PowerPoint slideshow of Library events.

Director Jeffries wants to update the Library website with strategic plan progress by September.

REVIEW LIBRARY STATISTICS FOR FISCAL YEAR 2016-2017:

When looking at the prior 4 years, the decrease in patron numbers and items circulating is likely due to the end of the LSTA grant on June 30, 2015. There is also a correlation between an inflating economy and a decreased urgency for computer services to conduct job searches and to supplement patron needs for programs and materials that are outside their current means.

The Library purchased above-the-door people counters. Their installation will result in a more accurate count of people using the Library and the facility in general.

Volunteer hours are down. Volunteer coordinator Dieter is building a database of individuals who have skills or talents that could benefit and enrich the community. He has also streamlined the application and interview process.

LIBRARY DIRECTOR REPORT: Director Jeffries reported that the Library is hosting two new groups, the Fiber Fanatics who meet on Thursday mornings in the Armstrong Room and a group from Columbia County Mental Health that meets on Monday afternoons in the hallway to play board games.

Director Jeffries also reported the Library finished the end-of-year spending.

COUNCILOR'S REPORT: N/A

FRIENDS' REPORT: N/A

BOARD MEMBER COMMENTS: Chair-elect Funderburg suggested that each working group designate a member to take minutes and a member to report on progress at each Library Board meeting.

Vice Chair-elect Murray would like to start a Library book club. Member Gaelrun-Maggi suggested reading books that share a theme as opposed to everyone reading the same book. That way the Library would not have to purchase multiple copies of the same book. The Board was enthusiastic about the suggestion and Secretary Woodruff offered to show Murray how to search the Library online catalog by theme and how to create lists of book suggestions.

SUMMARIZE ACTION ITEMS:

- Murray and Gaelrun-Maggi will discuss and move forward with the book club.
- Working groups need to be ready to have accomplishments ready for the website by the September meeting.

NEXT MEETING: The next regularly scheduled meeting will be Tuesday, August 22, 2017 at 7:15 p.m. in the Columbia Center Auditorium. Please note this is the fourth Tuesday in August.

Members need to bring all relevant materials to each meeting.

ADJOURNMENT:

Chair Herron adjourned the meeting at 9:06 p.m.



Respectfully submitted by:

Library Board Secretary, Nicole Woodruff

2016-2017 Library Board Attendance Record

P=Present E=Excused Absence U=Unexcused Absence

Date	Anderson-Bibler	Caton	Funderburg	Gaelrun-Maggi	Herron	Heynemann	Lines	Murray
03/21/2017	P	E	P	E	P	P	P	P
04/18/2017	P	P	P	P	P	P	P	P
05/16/2017	P	P	P	P	E	P	P	P
06/20/2017	P	P	P	P	P	P	E	E
Date	Anderson-Bibler	Caton	Funderburg	Gaelrun-Maggi	Herron	Heynemann	Lines	Murray
07/18/2017	P	P	P	P	P	E	P	P
08/15/2017								
09/18/2017								
10/17/2017								
11/14/2017								
12/12/2017								
01/16/2018								
02/20/2018								
03/20/2018								
04/17/2018								
05/15/2018								
06/19/2018								

City of St. Helens

Planning Commission Meeting

August 8, 2017

Minutes

Members Present: Al Petersen, Chair
Dan Cary, Vice Chair
Greg Cohen, Commissioner
Sheila Semling, Commissioner
Audrey Webster, Commissioner
Kathryn Lawrence, Commissioner
Russell Hubbard, Commissioner

Members Absent: None

Staff Present: Jacob Graichen, City Planner
Jennifer Dimsho, Associate Planner

Councilors Present: Ginny Carlson, City Council Liaison

Others Present: Lesley Everett
Peter & Elaine Frank

The Planning Commission meeting was called to order by Chair Al Petersen at 7:00 p.m. Chair Petersen led the flag salute.

□

Consent Agenda

Approval of Minutes

Commissioner Semling moved to approve the minutes of the July 11, 2017 Planning Commission meeting. Commissioner Webster seconded the motion. Motion carried with all in favor. Chair Petersen did not vote as per operating rules.

□

Topics From The Floor

There were no topics from the floor.

□

Public Hearing

Lesley Everett

Comprehensive & Zone Map Amendments/ CPZA.1.17 1160 & 1170 Deer Island Road

It is now 7:01 p.m. and Chair Petersen opened the public hearing. There were no ex-parte contacts, conflicts of interest or bias in this matter.

City Planner Jacob Graichen entered the following items into the record:

- Staff report packet dated July 27, 2017 with attachments

Graichen introduced the Commission to the proposal, as presented in the staff report. He said the Commission is making a recommendation to Council tonight. A small portion of the property being considered for a zone change is owned by the City. Graichen said the proposal is to change the zone of the property from Light Industrial to Apartment Residential and amend the Comprehensive Plan zoning to General Residential from Light Industrial. He said there are two non-conforming residential buildings (one duplex and one detached single-family dwelling) on the property.

Vice Chair Cary asked if any commercial uses are allowed in Apartment Residential. Graichen said neighborhood stores are allowed in Apartment Residential (via Conditional Use Permit). Graichen said, overall, Light Industrial is not very favorable to commercial uses.

Commissioner Cohen asked how many dwelling units would be allowed on the property with Apartment Residential zoning. Graichen said about 15 units if it was developed with multi-family dwellings.

Commissioner Webster asked about the City's portion of the property. Graichen said the City's portion is not being used how it used to be. It used to be an important access to the City's Public Works Shops, but now the shops are accessed via Oregon Street. Graichen said one of the benefits of including the City's portion in this proposal is that it removes a Light Industrial island, allowing for a more consistent Apartment Residential-zoned area.

Commissioner Semling asked how the zone change will affect the City's use of their property. Graichen said the City's property has only been used as an access point. Since it is not a key access point to the Public Works Shop any longer, the zone change will not affect operations. Commissioner Hubbard asked if it would be buildable. Graichen said yes, it could potentially be purchased and/or combined with adjoining properties. Vice Chair Cary clarified that the zone change would not inhibit the City using it as an access. Graichen said that is correct.

IN FAVOR

Frank, Elaine. Property Owner. Frank said when they inherited the property, it had a non-conforming duplex and single-family dwelling unit. In September 2016, the small single-family dwelling caught fire and caused a lot of water and smoke damage inside. Frank said the insurance company would pay for damages, but the estimates to bring the unit up to code were higher than it would be to just tear it down and rebuild. That is when they said they approached Graichen about rebuilding a new home. Frank said the previous tenant was very hostile and it took a long time to clean out all of the junk he had left. Frank said they considered the industrial options for redevelopment, but they thought St. Helens did not need more storage units. Frank said they had many people ask them if they could rent the dwelling unit when it was repaired. Frank said they are considering options for how to rebuild the site. They are considering a single-family dwelling or, if they can afford it, a duplex to match the existing one. They like working with NOAH and

would like to keep working with them. Frank said they would still need to divide the lot in order to develop it.

Franklin, Patty. 60745 Robinette Road. Franklin has been a realtor for 27 years. She has lived in this area for 10 years. Franklin's business is primarily in the Portland-Metro area. She said development surrounding transit centers in other locations is usually multi-family. She thinks it does not make sense for that area to be zoned industrial. Franklin asked if the City considers the access point abandoned. Graichen said he would not consider it abandoned, but it does not have the use it once did. Franklin said it has been this way for over 10 years.

IN OPPOSITION

No one spoke in opposition.

END OF ORAL TESTIMONY

There were no requests to continue the hearing or leave the record open.

CLOSE PUBLIC HEARING & RECORD

The applicant waived the opportunity to submit final written argument after the close of the record

DELIBERATIONS

Vice Chair Cary said multi-family development makes sense adjacent to the transit center. Chair Petersen agreed that it makes more sense as Apartment Residential than Light Industrial.

MOTION

Commissioner Cohen moved to recommend approval of the Zoning Map and Comprehensive Plan Amendment. Commissioner Semling seconded. All in favor; none opposed; motion carries.

□

Draft Branding & Wayfinding Master Plan

Associate Planner Dimsho discussed the Branding & Wayfinding Master Plan project with the Commission. She said that she is not asking for a formal recommendation, but just feedback. The final Master Plan will go before City Council in September for adoption by resolution. The Travel Oregon grant reporting deadline is the end of the September, which is why the Commission is reviewing an incomplete version of the Master Plan. This draft does not contain the Design Intent package, the Sign Location Plan, and the Demolition and Relocation Plan for Highway 30 because they are forthcoming from the consultant. She asked if anyone was interested in these additional documents via email. The Commission said yes.

Commissioner Cohen said he would like the Welcome to St. Helens sign with the Community Achievement Award on Highway 30 to be relocated somewhere where it can still be seen by the public, like in a park. Chair Petersen noted that all signage on the highway will have to comply with ODOT and ODOT Rail, depending on their location in the right-of-ways.

Vice Chair Cary asked if the sign blades will be three dimensional, depending on where the destination is located. Dimsho said yes. Vice Chair Cary asked if signage will be installed on trails and in parks. Dimsho

said yes, but not with this Master Plan effort. This Master Plan includes the design package for park and trail signs, but only recommends locations along priority routes.

She said as part of the completion of the project, temporary corrugated plastic signage for about four locations will be installed in October. One of them includes a kiosk. The life-size temporary signage will be showcased at the upcoming Citizens Day in the Park from 12 p.m. to 3 p.m. at McCormick Park on August 12. Staff will be there to answer questions and discuss the project with the general public. Dimsho said the temporary wayfinding signage will be installed through the month of October for all of the incoming Spirit of Halloweentown tourists. Permanent wayfinding signage will be installed as grants and funding are available.

□

Acceptance Agenda: Planning Administrator Site Design Review

- a. Site Design Review at 2105 Columbia Blvd. - El Tapatio Mexican Restaurant re-model

Commissioner Webster moved to accept the acceptance agenda. Commissioner Semling seconded. All in favor; none opposed; motion carries.

□

Planning Director Decisions

- a. Accessory Structure at 197 N. 3rd Street - New garage

There were no comments.

□

Planning Department Activity Reports

There were no comments.

□

For Your Information Items

Graichen said the St. Helens Middle School public hearing will be at the next meeting.

□

There being no further business before the Planning Commission, the meeting was adjourned at 7:50 p.m.

Respectfully submitted,

Jennifer Dimsho
Associate Planner

2017 Planning Commission Attendance Record

P=Present A=Absent Can=Cancelled

Date	Petersen	Hubbard	Lawrence	Cohen	Cary	Semling	Webster
01/10/17	P	P	A	P	P	P	P
02/14/17	P	P	P	P	A	P	P
03/14/17	P	P	A	P	P	P	P
04/11/17	P	P	P	P	P	P	P
05/09/17	P	P	P	A	P	P	P
06/13/17	P	P	P	P	P	P	P
07/11/17	A	P	P	P	P	P	P
08/08/17	P	P	P	P	P	P	P
09/12/17							
10/10/17							
11/14/17							
12/12/17							

City of St. Helens

Consent Agenda for Approval

STREET CLOSURE REQUESTS

The following organization(s) have requested street closures: *(supporting documentation attached)*

South Columbia County Chamber of Commerce – Gretchen Williams

Spirit of Halloweentown Parade

Request:

- Close Milton Way from Port Avenue to St. Helens Street
- Close Columbia Blvd. from Highway 30 to 1st Street
- Close 1st Street from Columbia Blvd. to Veneer property

Event date/closure time: Saturday, October 7, 1:30PM to end of parade

City of St. Helens – Tina Cannard

Spirit of Halloweentown Events

Request:

- Close 1st Street from St. Helens Street to Veneer property

Event dates/closure times:

- October 14 at 12AM to October 15 at 10PM
- October 21 at 12AM to October 22 at 10PM (only St. Helens to Cowlitz)

Request:

- Close Plaza Square
- Close Strand Street from Plaza Square to Cowlitz Street

Event dates/closure times:

- Weekends only from October 1 to November 1
- Saturdays at 12AM to Sundays at 10PM

PETITION FOR TEMPORARY CLOSURE OF CITY STREET(S)

You must attach a map of street area to be closed.

I/we, the undersigned, request that the St. Helens City Council allow temporary closure of the following streets.

Street Closure #1			
Street Name	S. 1st St.		
Beginning Point	St. Helens St.	Ending Point	End of S. 1st @ Dockside
Start Date	Sat + Sun only 10-7-2017	End Date	10-28-2017
Time to Begin Closure	12am 10-14-17	Time to Reopen	10pm, 10-15-17
Purpose of Closure	Celebration Activities Halloweentown		
Street Closure #2			
Street Name	Strand Street		
Beginning Point	Cowlitz St.	Ending Point	Plaza Square
Start Date	Sat + Sun only 10-7-2017	End Date	10-28-2017
Time to Begin Closure	12am 10-14-17	Time to Reopen	10pm 10-15-17
Purpose of Closure	Celebration Activities - Halloweentown		
Street Closure #3			
Street Name			
Beginning Point		Ending Point	
Start Date		End Date	
Time to Begin Closure		Time to Reopen	
Purpose of Closure			

Approval of emergency responders: (required)

<u>see attached</u>	<u>T-053</u>	<u>8/16/17</u>	<u>[Signature]</u>	<u>8-30-17</u>
Fire District	Date	Police Department	Date	Public Works
270 Columbia Blvd.	503-397-2990	150 S. 13 th St.	503-397-3333	984 Oregon St.
				503-397-3532

DECLARATION

I/we understand that any barricades or other devices to close off the street must be provided at my (our) expense or may be provided by the City at my/our expense for specific times and dates. I/we also understand that arrangements for placement of barricades/devices must be made with the Public Works Department (503.397.3532). I/we certify that I/we have notified all affected property owners, business owners and/or tenants in person or in writing of my/our intent to close the street/s listed above and that written consents of each are attached. It is my/our belief that there are no major conflicts with this closure.

Petitioner Signature <u>Tina Cannard</u>	Date Signed <u>6-19-2017</u>
Print Name <u>Tina Cannard</u>	Phone <u>360-241-6456</u>
Mailing Address <u>2316 NE Minnehaha St.</u>	City, State, Zip <u>98665</u>
Petitioner Signature _____	Date Signed _____
Print Name _____	Phone _____
Mailing Address _____	City, State, Zip _____

FOR OFFICIAL USE ONLY

Date Rec'd _____ Rec'd by _____ Date sent to CC _____ City Council ☐ Approved ☐ Denied Meeting date _____

Attested [Signature], City Administrator Date 9/1/17

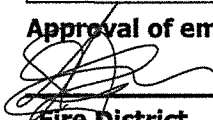
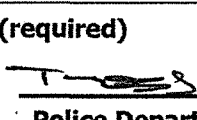

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Street Closure #1			
Street Name	S. 1st St.		
Beginning Point	St. Helens St.	Ending Point	End of S. 1st @ Dock side
Start Date	Sat + Sun only 10-7-2017	End Date	10-28-2017
Time to Begin Closure	12am 10-14-17	Time to Reopen	10pm 10-15-17
Purpose of Closure	Celebration Activities Halloweentown		
Street Closure #2			
Street Name	Strand Street		
Beginning Point	Cowlitz St.	Ending Point	Plaza Square
Start Date	Sat + Sun only 10-7-2017	End Date	10-28-2017
Time to Begin Closure	12am 10-14-17	Time to Reopen	10pm 10-15-17
Purpose of Closure	Celebration Activities - Halloweentown		
Street Closure #3			
Street Name			
Beginning Point		Ending Point	
Start Date		End Date	
Time to Begin Closure		Time to Reopen	
Purpose of Closure			

Approval of emergency responders: (required)

		
7/1/17	8/16/17	8-30-17
Fire District	Police Department	Public Works
270 Columbia Blvd.	150 S. 13 th St.	984 Oregon St.
503-397-2990	503-397-3333	503-397-3532

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Print Name _____	Phone _____
Mailing Address _____	City, State, Zip _____

FOR OFFICIAL USE ONLY

Date Rec'd _____ Rec'd by _____ Date sent to CC _____ City Council ☐ Approved ☐ Denied Meeting date _____

Attested _____, City Administrator Date _____

CITY STREET CLOSURE CONSENT FORM

Applicant must take this form to each affected business for consent signatures.

Applicant Tina Cannard Phone 360-241-6456
Name of Event Spirit of Halloween Date(s) of Event weekends only
Street(s) to be closed for event S. 1st / Plaza Square / Strand St. month of Oct!

The following affected businesses/individuals have been contacted and informed of the event listed above and have marked whether they consent or not to the closure of the street(s) listed above on the date(s) listed above:

Business name <u>Artifacts</u>
<input checked="" type="checkbox"/> I/We consent to street closure
<input type="checkbox"/> I/We DO NOT consent to street closure
Signature <u>[Signature]</u>
Printed name <u>PHYLLIS FORBES</u>
Date signed <u>7/13/17</u>

Business name <u>2C's Vendor Mall</u>
<input checked="" type="checkbox"/> I/We consent to street closure
<input type="checkbox"/> I/We DO NOT consent to street closure
Signature <u>[Signature]</u>
Printed name <u>Mitzi Ponce</u>
Date signed <u>30 June 2017</u>

Business name <u>Cuts +</u>
<input checked="" type="checkbox"/> I/We consent to street closure
<input type="checkbox"/> I/We DO NOT consent to street closure
Signature <u>[Signature]</u>
Printed name <u>Babbie Crousser</u>
Date signed <u>6-30-17</u>

Business name <u>Columbia Theater</u>
<input type="checkbox"/> I/We consent to street closure
<input type="checkbox"/> I/We DO NOT consent to street closure
Signature <u>[Signature]</u>
Printed name <u>Leah Tillotson</u>
Date signed <u>6.30.17</u>

Business name <u>Crossfit St Helens</u>
<input checked="" type="checkbox"/> I/We consent to street closure
<input type="checkbox"/> I/We DO NOT consent to street closure
Signature <u>[Signature]</u>
Printed name <u>Carleen Mathews</u>
Date signed <u>6/30/17</u>

Business name <u>Woodland Cottage</u>
<input type="checkbox"/> I/We consent to street closure
<input type="checkbox"/> I/We DO NOT consent to street closure
Signature <u>[Signature]</u>
Printed name <u>[Signature]</u>
Date signed <u>[Signature]</u>

Business name <u>Jilly's</u>
<input type="checkbox"/> I/We consent to street closure
<input type="checkbox"/> I/We DO NOT consent to street closure
Signature <u>[Signature]</u>
Printed name <u>Jill Owens</u>
Date signed <u>7/4/17</u>

Business name <u>Comm. Access Services</u>
<input type="checkbox"/> I/We consent to street closure
<input type="checkbox"/> I/We DO NOT consent to street closure
Signature <u>[Signature]</u>
Printed name <u>[Signature]</u>
Date signed <u>[Signature]</u>

**Return this to City Hall with your
Petition for Temporary Closure of City Street(s)**

CITY STREET CLOSURE CONSENT FORM

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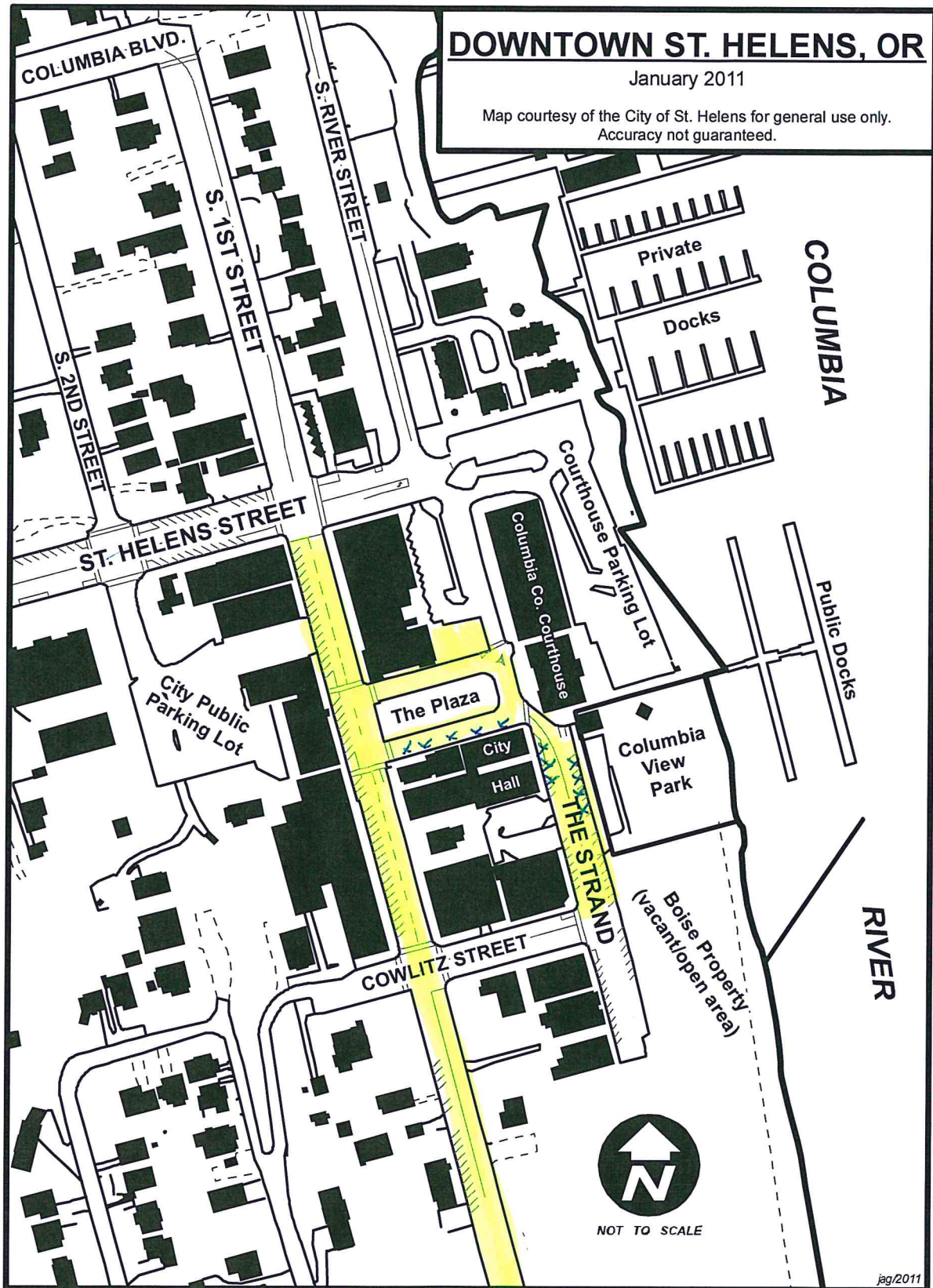
Applicant Tina Cannard Phone 360-241-6456
 Name of Event Spirit of Halloweentown Date(s) of Event _____ Time(s) Weekends only
 Street(s) to be closed for event S. 1st / Plaza Square / Strand St. Month of Oct

The following affected businesses/individuals have been contacted and informed of the event listed above and have marked whether they consent or not to the closure of the street(s) listed above on the date(s) listed above:

Business name <u>Klondike</u> <input checked="" type="checkbox"/> I/We consent to street closure <input type="checkbox"/> I/We DO NOT consent to street closure Signature <u>[Signature]</u> Printed name <u>V. Bantle</u> Date signed _____
Business name <u>Dockside</u> <input checked="" type="checkbox"/> I/We consent to street closure <input type="checkbox"/> I/We DO NOT consent to street closure Signature <u>[Signature]</u> Printed name <u>Louie Sant</u> Date signed <u>6/30/17</u>
Business name <u>SH Computer Center</u> <input type="checkbox"/> I/We consent to street closure <input type="checkbox"/> I/We DO NOT consent to street closure Signature _____ Printed name _____ Date signed _____
Business name <u>Roy Thai</u> <input checked="" type="checkbox"/> I/We consent to street closure <input type="checkbox"/> I/We DO NOT consent to street closure Signature <u>[Signature]</u> Printed name <u>THANENATH THONUSING</u> Date signed _____

Business name <u>Scandalous</u> <input checked="" type="checkbox"/> I/We consent to street closure <input type="checkbox"/> I/We DO NOT consent to street closure Signature <u>[Signature]</u> Printed name <u>Cathy Miller</u> Date signed <u>6-30-17</u>
Business name <u>Tap Into Wine</u> <input checked="" type="checkbox"/> I/We consent to street closure <input type="checkbox"/> I/We DO NOT consent to street closure Signature <u>[Signature]</u> Printed name <u>Mari Sanders</u> Date signed <u>6/30/17</u>
Business name _____ <input type="checkbox"/> I/We consent to street closure <input type="checkbox"/> I/We DO NOT consent to street closure Signature _____ Printed name _____ Date signed _____
Business name _____ <input type="checkbox"/> I/We consent to street closure <input type="checkbox"/> I/We DO NOT consent to street closure Signature _____ Printed name _____ Date signed _____

**Return this to City Hall with your
 Petition for Temporary Closure of City Street(s)**



Plaza Closure 10-1 - 11-1, 2017 Weekends
Strand Closure 10-1 - 11-1, 2017 Weekends
S. 1st Street - 10.14-15, 2017, 10/21-22

x = vendor
carts

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I/we, the undersigned, request that the St. Helens City Council allow temporary closure of the following streets.

Street Closure #1			
Street Name	Milton Way to Port Ave (Port Ave Open)		
Beginning Point	Columbia Blvd	Ending Point	Port Ave
Start Date	10-7-2017	End Date	10-7-2017
Time to Begin Closure	1:30 PM	Time to Reopen	End of Parade
Purpose of Closure	Spirit of Halloweentown Parade		
Street Closure #2			
Street Name	Columbia Blvd. & 1st Street to Veneer Prop.		
Beginning Point	Hwy 30	Ending Point	South 1st Street
Start Date	10-7-2017	End Date	10-7-2017
Time to Begin Closure	2:50 PM	Time to Reopen	End of Parade
Purpose of Closure	Spirit of Halloweentown Parade		
Street Closure #3			
Street Name	Crouse Way Milton Way		
Beginning Point	St. Helens Street	Ending Point	Columbia Blvd.
Start Date	10-7-2017	End Date	10-7-2017
Time to Begin Closure	1:30 PM	Time to Reopen	End of Parade
Purpose of Closure	Spirit of Halloweentown Parade		

Approval of emergency responders: (required)

Attached separately	submitted electronically	Neal Sheppard
Fire District	Police Department	Public Works
270 Columbia Blvd.	150 S. 13th St.	984 Oregon St.
503-397-2990	503-397-3333	503-397-3532

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Petitioner Signature Gretchen Williams Date Signed 05-19-2017
 Print Name Gretchen Williams Phone 503-880-8399
 Mailing Address P.O. Box 1109 City, State, Zip St. Helens, OR 97051

Petitioner Signature _____ Date Signed _____
 Print Name _____ Phone _____
 Mailing Address _____ City, State, Zip _____

FOR OFFICIAL USE ONLY

Date Rec'd _____ Rec'd by _____ Date sent to CC _____ City Council ☐ Approved ☐ Denied Meeting date _____
 Attested [Signature], City Administrator Date 9/5/17

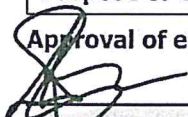
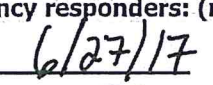

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Purpose of Closure	Spirit of HalloweenTown Parade		
Street Closure #2			
Street Name	Columbia Blvd. & 1st St. to Veneer Prop.		
Beginning Point	Hwy 30	Ending Point	South 1st Street
Start Date	10-7-2017	End Date	10-7-2017
Time to Begin Closure	2:50 PM	Time to Reopen	End of Parade
Purpose of Closure	Spirit of HalloweenTown Parade		
Street Closure #3			
Street Name	Crouse Way Milton Way		
Beginning Point	St. Helens Street	Ending Point	Columbia Blvd.
Start Date	10-7-2017	End Date	10-7-2017
Time to Begin Closure	1:30 PM	Time to Reopen	End of Parade
Purpose of Closure	Spirit of HalloweenTown Parade		

Approval of emergency responders: (required)

Submitted electronically Attached Separately

Fire District	Date	Police Department	Date	Public Works	Date
270 Columbia Blvd.	503-397-2990	150 S. 13th St.	503-397-3333	984 Oregon St.	503-397-3532

DECLARATION

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 Print Name Gretchen Williams Phone 503-880-8399
 Mailing Address P.O. Box 1109 City, State, Zip St. Helens, OR 97051

Petitioner Signature _____ Date Signed _____
 Print Name _____ Phone _____
 Mailing Address _____ City, State, Zip _____

FOR OFFICIAL USE ONLY

Date Rec'd _____ Rec'd by _____ Date sent to CC _____ City Council ☐ Approved ☐ Denied Meeting date _____

Attested _____, City Administrator Date _____

Heidi Davis

From: Terry Moss
Sent: Thursday, June 22, 2017 3:00 PM
To: Gretchen Williams
Cc: Heidi Davis
Subject: RE: Spirit of Halloweetown Parade

Let's save some time here and do this whole thing by email. I've cc'd Heidi Davis at City Hall. She will use this email as my acknowledgement and take care of it when you turn in the application. Thanks

Terry

Chief Terry Moss
St. Helens Police Department
150 S. 13th Street
St. Helens Oregon 97051
503-397-3333 ext 219

From: Gretchen Williams [<mailto:sohtparade2017@gmail.com>]
Sent: Thursday, June 22, 2017 2:57 PM
To: Terry Moss <TerryM@ci.st-helens.or.us>
Subject: Re: Spirit of Halloweetown Parade

Hello Chief Moss.

I am writing to you today about the 2017 Spirit of Halloweetown Parade, which is scheduled for 10/07/17 @3:00PM. The parade will follow the same route as the Kiwanis Parade-beginning at the Chamber of Commerce building and ending at the veneer property.

I need a couple signatures from you for the city's parade application. If you could sign the attached application forms and email them back to me, I would be very appreciative. I stopped by the station yesterday to have this done and found that the station was closed for the rest of the week.

I have attached the forms that I need signed, as well as some additional information, in case you may need it. Please let me know if you will be needing anything else from me.

Thank you for your assistance.
-Gretchen Williams

 .pdf

 .pdf

 .pdf

CITY STREET CLOSURE CONSENT FORM

Applicant must take this form to each affected business for consent signatures.

Applicant Gretchen Williams Phone 503-880-8399
 Name of Event Spirit of Halloween Town Parade Date(s) of Event 10-7-2017 Time(s) 2:50pm-end of
 Street(s) to be closed for event Crouse Way, Milton Way, Columbia Blvd, parade
South 1st Street

The following affected businesses/individuals have been contacted and informed of the event listed above and have marked whether they consent or not to the closure of the street(s) listed above on the date(s) listed above:

Business name <u>D.R. Garrison, CPA, PC</u> <input checked="" type="checkbox"/> I/We consent to street closure <input type="checkbox"/> I/We DO NOT consent to street closure Signature <u>[Signature]</u> Printed name <u>KORIE PHILLIPS</u> Date signed <u>6-21-17</u>
Business name <u>Emmet Motors</u> <input type="checkbox"/> I/We consent to street closure <input type="checkbox"/> I/We DO NOT consent to street closure Signature <u>[Signature]</u> Printed name <u>Scott Carpenter</u> Date signed <u>6-21-17</u>
Business name _____ <input checked="" type="checkbox"/> I/We consent to street closure <input type="checkbox"/> I/We DO NOT consent to street closure Signature <u>Brenda Stoddard</u> Printed name <u>Brenda Stoddard</u> Date signed <u>6/21/17</u>
Business name <u>Alterations by Heather</u> <input checked="" type="checkbox"/> I/We consent to street closure <input type="checkbox"/> I/We DO NOT consent to street closure Signature <u>[Signature]</u> Printed name <u>Heather Clark</u> Date signed <u>6-21-17</u>

Business name <u>Bertucci's</u> <input checked="" type="checkbox"/> I/We consent to street closure <input type="checkbox"/> I/We DO NOT consent to street closure Signature <u>[Signature]</u> Printed name <u>Shannon Vaerewyck</u> Date signed <u>6-21-17</u>
Business name <u>Vanderwall's Vendormall</u> <input checked="" type="checkbox"/> I/We consent to street closure <input type="checkbox"/> I/We DO NOT consent to street closure Signature <u>[Signature]</u> Printed name <u>Kyrin Vanderwall</u> Date signed <u>6/21/17</u>
Business name _____ <input checked="" type="checkbox"/> I/We consent to street closure <input type="checkbox"/> I/We DO NOT consent to street closure Signature <u>[Signature]</u> Printed name <u>Ryan B Moore</u> Date signed <u>6-21-17</u>
Business name <u>SW Curmutter Assoc</u> <input checked="" type="checkbox"/> I/We consent to street closure <input type="checkbox"/> I/We DO NOT consent to street closure Signature <u>[Signature]</u> Printed name <u>Lisa Henderson</u> Date signed <u>6-21-17</u>

**Return this to City Hall with your
 Petition for Temporary Closure of City Street(s)**

CITY STREET CLOSURE CONSENT FORM

Applicant must take this form to each affected business for consent signatures.

Applicant Gretchen Williams Phone 503-880-8399

Name of Event Spirit of Halloween ^{Halloween} ~~Parade~~ Date(s) of Event 10-7-17 Time(s) 2:50pm - end of Parade

Street(s) to be closed for event Crouse Way, Columbia Blvd, Milton
12 Street way

The following affected businesses/individuals have been contacted and informed of the event listed above and have marked whether they consent or not to the closure of the street(s) listed above on the date(s) listed above:

Business name <u>St. Helens Auto Parts</u> <input checked="" type="checkbox"/> I/We consent to street closure <input type="checkbox"/> I/We DO NOT consent to street closure Signature <u>[Signature]</u> Printed name <u>Ron Summers</u> Date signed <u>6/21/17</u>
Business name <u>Kandice</u> <input checked="" type="checkbox"/> I/We consent to street closure <input type="checkbox"/> I/We DO NOT consent to street closure Signature <u>V. Burtlett</u> Printed name <u>V. Burtlett</u> Date signed <u>6/21/17</u>
Business name <u>Orange Bird</u> <input checked="" type="checkbox"/> I/We consent to street closure <input type="checkbox"/> I/We DO NOT consent to street closure Signature <u>V. Burtlett</u> Printed name <u>V. Burtlett</u> Date signed <u>6/21/17</u>
Business name <u>Rt. 30 Liquidators</u> <input checked="" type="checkbox"/> I/We consent to street closure <input type="checkbox"/> I/We DO NOT consent to street closure Signature <u>Josh Weaver</u> Printed name <u>Josh Weaver</u> Date signed <u>6-21-2017</u>

Business name <u>20's Vendor</u> <input checked="" type="checkbox"/> I/We consent to street closure <input type="checkbox"/> I/We DO NOT consent to street closure Signature <u>[Signature]</u> Printed name <u>Kathleen Carley for Mitzy Ponce</u> Date signed <u>6/21/17</u> <u>Mitzy Ponce</u>
Business name <u>[Signature]</u> <input checked="" type="checkbox"/> I/We consent to street closure <input type="checkbox"/> I/We DO NOT consent to street closure Signature <u>[Signature]</u> Printed name <u>PATRICIA FORBES</u> Date signed <u>June 21, 2007</u>
Business name <u>Bobbie's Cuts</u> <input checked="" type="checkbox"/> I/We consent to street closure <input type="checkbox"/> I/We DO NOT consent to street closure Signature <u>[Signature]</u> Printed name <u>Bobbie Crouser</u> Date signed <u>6-21-17</u>
Business name <u>Bemis Prentiss</u> <input checked="" type="checkbox"/> I/We consent to street closure <input type="checkbox"/> I/We DO NOT consent to street closure Signature <u>[Signature]</u> Printed name <u>Andrew Blex</u> Date signed <u>6/21/17</u>

Return this to City Hall with your
Petition for Temporary Closure of City Street(s)

Accounts Payable

To Be Paid Proof List

User: jenniferj
 Printed: 09/14/2017 - 11:14AM
 Batch: 00002.09.2017 - AP 9/15/17 FY 17-18



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
ACE HARDWARE									
000500									
1211	8/31/2017	3.78	0.00	09/15/2017				False	0
704-000-052028 Projects & Programs				MATERIALS					
1211 Total:		3.78							
1213	8/31/2017	59.99	0.00	09/15/2017				False	0
205-000-052001 Operating Supplies				MATERIALS					
1213	8/31/2017	24.72	0.00	09/15/2017				False	0
704-000-053012 Parks - Nob Hill				MATERIALS NOB HILL					
1213	8/31/2017	392.89	0.00	09/15/2017				False	0
100-708-052001 Operating Supplies				MATERIALS					
1213 Total:		477.60							
1216	8/31/2017	99.98	0.00	09/15/2017				False	0
205-000-052001 Operating Supplies				MATERIALS					
1216 Total:		99.98							
1217	8/31/2017	22.99	0.00	09/15/2017				False	0
603-735-052001 Operating Supplies				MATERIALS					
1217	8/31/2017	8.99	0.00	09/15/2017				False	0
100-715-052004 Office Supplies				MATERIALS					
1217	8/31/2017	233.23	0.00	09/15/2017				False	0
603-736-052001 Operating Supplies				MATERIALS					
1217 Total:		265.21							
1218	8/31/2017	110.10	0.00	09/15/2017				False	0
601-732-052001 Operating Supplies				MATERIALS					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
1218	8/31/2017	19.54	0.00	09/15/2017				False	0
100-715-052004 Office Supplies				MATERIALS					
1218	8/31/2017	3.98	0.00	09/15/2017				False	0
205-000-052001 Operating Supplies				MATERIALS					
1218	8/31/2017	199.14	0.00	09/15/2017				False	0
601-731-052001 Operating Supplies				MATERIALS					
1218	8/31/2017	125.39	0.00	09/15/2017				False	0
703-734-052001 Operating Supplies				MATERIALS					
1218	8/31/2017	28.95	0.00	09/15/2017				False	0
703-734-052001 Operating Supplies				MATERIALS					
1218 Total:		487.10							
ACE HARDWARE Total:		1,333.67							
BEMIS PRINTING									
002701									
7660	8/9/2017	50.95	0.00	09/15/2017				False	0
100-702-052018 Professional Development				NOTARY STAMP / ENVELOPES					
7660 Total:		50.95							
BEMIS PRINTING Total:		50.95							
Boise White Paper, LLC									
003720									
09152017	9/15/2017	12,500.00	0.00	09/15/2017				False	0
202-722-055001 Principal				OCTOBER 2017 NOTE PAYMENT					
09152017 Total:		12,500.00							
Boise White Paper, LLC To		12,500.00							
CASCADE CONCRETE PRODUCTS, INC.									
005925									
68684	8/31/2017	360.00	0.00	09/15/2017				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
605-000-052001 Operating Supplies					BLUELINE GROUT				
68684 Total:		360.00							
CASCADE CONCRETE P		360.00							
CENTERLOGIC, INC.									
011595									
41865	8/18/2017	1,680.00	0.00	09/15/2017				False	0
702-000-052019 Professional Services					IT SUPPORT CH/ PD/ LIB				
41865	8/18/2017	42.00	0.00	09/15/2017				False	0
702-000-052001 Operating Supplies					SWITCH FOR PD CAMERAS				
41865 Total:		1,722.00							
CENTERLOGIC, INC. To		1,722.00							
CENTURY LINK									
034002									
09042017	9/4/2017	39.85	0.00	09/15/2017				False	0
702-000-052010 Telephone					579B				
09042017	9/4/2017	19.92	0.00	09/15/2017				False	0
603-737-052010 Telephone					688B WWTP				
09042017	9/4/2017	19.93	0.00	09/15/2017				False	0
603-736-052010 Telephone					688B WWTP				
09042017	9/4/2017	212.37	0.00	09/15/2017				False	0
702-000-052010 Telephone					488B LIB				
09042017	9/4/2017	19.92	0.00	09/15/2017				False	0
603-736-052010 Telephone					293B WWTP				
09042017	9/4/2017	19.93	0.00	09/15/2017				False	0
603-737-052010 Telephone					293B WWTP				
09042017	9/4/2017	19.92	0.00	09/15/2017				False	0
603-737-052010 Telephone					654B WWTP				
09042017	9/4/2017	19.93	0.00	09/15/2017				False	0
603-736-052010 Telephone					654B WWTP				
09042017	9/4/2017	64.14	0.00	09/15/2017				False	0
702-000-052010 Telephone					909B WATER PW				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
09042017	9/4/2017	79.02	0.00	09/15/2017				False	0
702-000-052010 Telephone				228B PUBLIC WORKS					
09042017	9/4/2017	47.44	0.00	09/15/2017				False	0
702-000-052010 Telephone				130B CITY HALL					
09042017	9/4/2017	98.07	0.00	09/15/2017				False	0
702-000-052010 Telephone				967B CITY HALL					
09042017	9/4/2017	85.02	0.00	09/15/2017				False	0
702-000-052010 Telephone				798B CITY HALL					
09042017	9/4/2017	19.92	0.00	09/15/2017				False	0
603-736-052010 Telephone				600B WWTP					
09042017	9/4/2017	19.93	0.00	09/15/2017				False	0
603-737-052010 Telephone				600B WWTP					
09042017	9/5/2017	77.00	0.00	09/15/2017				False	0
702-000-052010 Telephone				162B					
09042017	9/5/2017	39.18	0.00	09/15/2017				False	0
702-000-052010 Telephone				796B					
09042017	9/5/2017	314.05	0.00	09/15/2017				False	0
702-000-052010 Telephone				818B					
09042017	9/5/2017	38.83	0.00	09/15/2017				False	0
702-000-052010 Telephone				651B					
09042017	9/5/2017	47.44	0.00	09/15/2017				False	0
702-000-052010 Telephone				131B					
09042017 Total:		1,301.81							
CENTURY LINK Total:		1,301.81							
CINTAS CORPORATION-463									
006830									
463118171	7/3/2017	51.61	0.00	09/15/2017				False	0
100-705-052001 Operating Supplies				MATS / SAFEWASHER					
463118171 Total:		51.61							
463121654	7/10/2017	35.00	0.00	09/15/2017				False	0
100-705-052001 Operating Supplies				MATS / SAFEWASHER					
463121654 Total:		35.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
463125156	7/17/2017	100.79	0.00	09/15/2017				False	0
100-705-052001 Operating Supplies				MATS / SAFEWASHER					
463125156 Total:		100.79							
463128650	7/24/2017	35.00	0.00	09/15/2017				False	0
100-705-052001 Operating Supplies				MATS / SAFEWASHER					
463128650 Total:		35.00							
463150341	9/4/2017	48.61	0.00	09/15/2017				False	0
703-734-052023 Facility Maintenance				MATS					
463150341 Total:		48.61							
CINTAS CORPORATION		271.01							
COLUMBIA CO. DEPT. OF COMM. JUSTICE 007581									
201708CSH	9/1/2017	375.00	0.00	09/15/2017				False	0
100-708-052019 Professional Services				PARKS WORK CREW					
201708CSH	9/1/2017	375.00	0.00	09/15/2017				False	0
703-734-052019 Professional Services				PUBLIC WORKS WORK CREW					
201708CSH Total:		750.00							
COLUMBIA CO. DEPT. O		750.00							
COLUMBIA RIVER P.U.D. 008325									
09012017	9/1/2017	44,198.48	0.00	09/15/2017				False	0
603-737-052003 Utilities				38633					
09012017 Total:		44,198.48							
COLUMBIA RIVER P.U.D		44,198.48							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
COMCAST									
COMCAST									
09072017	9/7/2017	94.85	0.00	09/15/2017				False	0
702-000-052003 Utilities				9144 PUBLIC WORKS					
	09072017 Total:	94.85							
	COMCAST Total:	94.85							
CONSOLIDATED SUPPLY									
009000									
S8360823.001	8/17/2017	282.87	0.00	09/15/2017				False	0
601-731-052001 Operating Supplies				SINGLE SS STRAP SADDLE					
	S8360823.001 Total:	282.87							
S8374086.001	8/24/2017	44.72	0.00	09/15/2017				False	0
205-000-052001 Operating Supplies				QUICK CAP					
	S8374086.001 Total:	44.72							
S8391273.001	8/31/2017	1,120.34	0.00	09/15/2017				False	0
601-731-052001 Operating Supplies				STRAIGHT DEAL CHECK MUELLER					
	S8391273.001 Total:	1,120.34							
S8391273.002	8/31/2017	-1,120.34	0.00	09/15/2017				False	0
601-731-052001 Operating Supplies				STRAIGHT DEAL CHECK MUELLER CREDIT					
	S8391273.002 Total:	-1,120.34							
S8393299.001	8/31/2017	435.53	0.00	09/15/2017				False	0
601-731-052001 Operating Supplies				ANGLE DEAL CHECK HUELLER					
	S8393299.001 Total:	435.53							
	CONSOLIDATED SUPPL	763.12							
CORE & MAIN LP									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
020916									
H739155	9/5/2017	717.08	0.00	09/15/2017				False	0
601-731-052001	Operating Supplies			B09 3/4 CONC BOX ONLY					
	H739155 Total:	717.08							
	CORE & MAIN LP Total:	717.08							
DAHLGRENS DO IT BEST BUILDERS SUPPLY									
009800									
08252017	8/25/2017	181.43	0.00	09/15/2017				False	0
703-734-052023	Facility Maintenance			296 N 6TH ST BOARDED UP					
08252017	8/25/2017	11.96	0.00	09/15/2017				False	0
601-000-056101	Water Main Replacement			MATERIALS					
08252017	8/25/2017	489.97	0.00	09/15/2017				False	0
704-000-052028	Projects & Programs			ROOF TILES CHAMBERS					
08252017	8/25/2017	11.94	0.00	09/15/2017				False	0
703-734-052001	Operating Supplies			MATERIALS					
08252017	8/25/2017	10.99	0.00	09/15/2017				False	0
205-000-052001	Operating Supplies			MATERIALS					
08252017	8/25/2017	52.82	0.00	09/15/2017				False	0
601-731-052001	Operating Supplies			MATERIALS					
08252017	8/25/2017	1,422.07	0.00	09/15/2017				False	0
704-000-053012	Parks - Nob Hill			MATERIALS KNOW HILL STEPS					
	08252017 Total:	2,181.18							
	DAHLGRENS DO IT BES	2,181.18							
E2C CORPORATION									
E2C									
4113	9/11/2017	6,800.61	0.00	09/15/2017				False	0
201-000-052058	Events - Holloween			PROPS / TENTS / AIR / LIGHTING / U LINE CROWD C					
	4113 Total:	6,800.61							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
E2C CORPORATION Tota		6,800.61							
EATON'S TIRE AND SERVICE CENTER									
011000									
68596	9/7/2017	171.86	0.00	09/15/2017				False	0
701-000-052001 Operating Supplies				ST2 TIRES					
68596 Total:		171.86							
EATON'S TIRE AND SER		171.86							
EMMERT MOTORS, INC.									
020693									
132287	8/7/2017	140.70	0.00	09/15/2017				False	0
100-705-052004 Office Supplies				LAMP POLICE					
132287 Total:		140.70							
EMMERT MOTORS, INC		140.70							
HAMER ELECTRIC, INC.									
014475									
09112017	9/11/2017	3,326.51	0.00	09/15/2017				False	0
203-716-052076 Gateway Project - Phase 2				ACC SALMON TREE CYCLE GATEWAY PHASE 2					
09112017 Total:		3,326.51							
39938	8/29/2017	436.50	0.00	09/15/2017				False	0
603-738-052021 Equipment Maintenance				LIFT STATION PUMP CONNECT					
39938 Total:		436.50							
39941	8/29/2017	170.84	0.00	09/15/2017				False	0
100-715-052023 Facility Maintenance				CITY HALL BREAKER					
39941 Total:		170.84							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
<hr/>									
HAMER ELECTRIC, INC		3,933.85	X						
<hr/>									
HITECH SYSTEMS, INC.									
015382									
7126	6/5/2017	788.29	0.00	09/15/2017				False	0
100-705-052019 Professional Services				SAFETYNET SOFTWARE MAINT					
7126 Total:		788.29							
<hr/>									
HITECH SYSTEMS, INC.		788.29	X						
<hr/>									
INEXPENSIVE TREE CARE									
016160									
165505	9/7/2017	800.00	0.00	09/15/2017				False	0
205-000-052019 Professional Services				N 3RD ST MAPLE CLUMP DOWN THE RAVINE IN PIE					
165505 Total:		800.00							
<hr/>									
165506	9/7/2017	1,650.00	0.00	09/15/2017				False	0
205-000-052019 Professional Services				REMOVE LARGE OAK AT HEINIE HEUMANN PARK					
165506 Total:		1,650.00							
<hr/>									
INEXPENSIVE TREE CA		2,450.00	X						
<hr/>									
KNIFE RIVER									
017628									
1755028	8/15/2017	185.17	0.00	09/15/2017				False	0
704-000-053012 Parks - Nob Hill				ROCK - NOB HILL STEPS					
1755028 Total:		185.17							
<hr/>									
KNIFE RIVER Total:		185.17	X						

LANCE, CLAYTON J.

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
007544									
8	9/14/2017	3,485.00	0.00	09/15/2017				False	0
100-704-052019 Professional Services					CITY PROSECUTOR 9/3-9/14				
8 Total:		3,485.00							
LANCE, CLAYTON J. Tot		3,485.00							
LEAVY, JOHNNY									
LEA									
09112017	9/11/2017	30.45	0.00	09/15/2017				False	0
603-736-052018 Professional Development					J. LEAVY MILEAGE / MEAL CONF. PRETREATMENT				
09112017	9/11/2017	30.45	0.00	09/15/2017				False	0
603-737-052018 Professional Development					J. LEAVY MILEAGE / MEAL CONF. PRETREATMENT				
09112017 Total:		60.90							
LEAVY, JOHNNY Total:		60.90							
MAILBOXES NORTHWEST									
019366									
08032017	8/3/2017	51.04	0.00	09/15/2017				False	0
100-705-052009 Postage					FORENSICS LAB SHIPPING				
08032017 Total:		51.04							
MAILBOXES NORTHWE		51.04							
METROPRESORT									
020292									
495788	9/7/2017	2,973.50	0.00	09/15/2017				False	0
100-707-052019 Professional Services					BILL PRINTING SERVICES				
495788 Total:		2,973.50							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
METROPRESORT Total:		2,973.50							
NORTHWEST CONTROL CO.									
021166									
33489	7/7/2017	650.60	0.00	09/15/2017				False	0
601-732-052023 Facility Maintenance				HVAC WFF REPAIR					
33489 Total:		650.60							
NORTHWEST CONTROL		650.60							
NORTHWEST DELI DISTRIBUTION INC									
021184									
307312	8/29/2017	55.16	0.00	09/15/2017				False	0
100-708-052001 Operating Supplies				SPONGE SCRUBBER LT DUTY WHITE CS					
307312 Total:		55.16							
NORTHWEST DELI DIST		55.16							
OREGON DMV									
023150									
61018	8/31/2017	12.00	0.00	09/15/2017				False	0
100-702-052024 Miscellaneous				CERTIFIED COURT PRINT					
61018 Total:		12.00							
OREGON DMV Total:		12.00							
ORTON, KELLIE									
024033									
09072017	9/7/2017	93.75	0.00	09/15/2017				False	0
100-000-037004 Miscellaneous - General				E BOX PAYMENT REFUND KELLIE ORTON					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
09072017 Total:		93.75							
ORTON, KELLIE Total:		93.75							
PAULSON PRINTING									
025300									
D11932	8/31/2017	55.00	0.00	09/15/2017				False	0
100-705-052004 Office Supplies					BUS CARDS THOMPSON				
D11932 Total:		55.00							
PAULSON PRINTING To		55.00							
PEACEHEALTH MEDICAL GROUP OCC.HEALTH									
025390									
03-068619	9/1/2017	240.00	0.00	09/15/2017				False	0
703-734-052019 Professional Services					JOEL BEEHLER / SCOTT WILLIAMS / DOT PHYSICIAN				
03-068619 Total:		240.00							
PEACEHEALTH MEDICA		240.00							
PETERSEN, KANNIKAR									
PETER.KA									
09112017	9/11/2017	2,608.77	0.00	09/15/2017				False	0
203-716-052076 Gateway Project - Phase 2					REIMBURSEMENT INTERPRETIVE SIGN / GALVANIZ				
09112017 Total:		2,608.77							
PETERSEN, KANNIKAR		2,608.77							
PHILLIPS, CYNTHIA									
025515									
09122017	9/12/2017	1,338.75	0.00	09/15/2017				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
100-704-052019 Professional Services					JUDICIAL SERVICES 9/1-9/12				
09122017 Total:		1,338.75							
PHILLIPS, CYNTHIA Tot		1,338.75							
PORTLAND GENERAL ELECTRIC									
025702									
09112017	9/11/2017	42.94	0.00	09/15/2017				False	0
205-000-052003 Utilities				9724					
09112017 Total:		42.94							
09122017	9/12/2017	56.23	0.00	09/15/2017				False	0
202-722-052003 Utilities				7687					
09122017	9/12/2017	16.72	0.00	09/15/2017				False	0
202-722-052003 Utilities				9275					
09122017 Total:		72.95							
PORTLAND GENERAL E		115.89							
PRINTING SOLUTIONS									
02620									
PS-18333	8/25/2017	505.43	0.00	09/15/2017				False	0
100-705-052001 Operating Supplies					PARKING CITATION BOOKS				
PS-18333 Total:		505.43							
PRINTING SOLUTIONS		505.43							
RICOH USA, INC.									
027294									
99354266	9/4/2017	211.33	0.00	09/15/2017				False	0
100-705-052023 Facility Maintenance					1496666-3356313 POLICE				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
<hr/>									
99354266 Total:		211.33							
RICOH USA, INC. Total:		211.33							
<hr/>									
SECURE PACIFIC CORPORATION									
001384									
139512	8/30/2017	876.00	0.00	09/15/2017				False	0
100-706-052023 Facility Maintenance					LIBRARY SERVICE REQUEST CONNECT NEW PHONI				
139512 Total:		876.00							
SECURE PACIFIC CORP		876.00							
SHRED-IT USA, LLC									
SHRED-IT									
8123056989	8/31/2017	89.90	0.00	09/15/2017				False	0
100-702-052019 Professional Services					CITY HALL SHRED				
8123056989 Total:		89.90							
8123060373	8/31/2017	268.78	0.00	09/15/2017				False	0
100-705-052019 Professional Services					POLICE SHRED				
8123060373 Total:		268.78							
SHRED-IT USA, LLC Tot		358.68							
ST. HELENS MARINA, L.L.C.									
029000									
006812	9/5/2017	9.88	0.00	09/15/2017				False	0
100-708-052022 Fuel / Oil					2.6 GALS GAS				
006812 Total:		9.88							
006813	9/6/2017	311.50	0.00	09/15/2017				False	0
603-736-052001 Operating Supplies					4 RINGS 3 JACKETS				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
006813	9/6/2017	311.50	0.00	09/15/2017				False	0
603-737-052001 Operating Supplies				4 RINGS 3 JACKETS					
006813 Total:		623.00							
ST. HELENS MARINA, L		632.88							
SUNSET EQUIPMENT CO.									
032700									
47521	8/22/2017	130.00	0.00	09/15/2017				False	0
704-000-053012 Parks - Nob Hill				NOB HILL STEPS 4 HYW W SOCK 100					
47521 Total:		130.00							
SUNSET EQUIPMENT C		130.00							
TCMS, TEMP CONTROL MECHANICAL SERVICE CORP									
033013									
016873	9/5/2017	1,425.00	0.00	09/15/2017				False	0
100-715-052023 Facility Maintenance				C10630					
016873 Total:		1,425.00							
016874	9/5/2017	385.25	0.00	09/15/2017				False	0
100-715-052023 Facility Maintenance				C10000					
016874 Total:		385.25							
016891	9/5/2017	484.00	0.00	09/15/2017				False	0
603-737-052023 Facility Maintenance				C10855					
016891 Total:		484.00							
TCMS, TEMP CONTROL		2,294.25							
THE AUTOMATION GROUP									
45321									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
00002565	9/7/2017	2,475.00	0.00	09/15/2017				False	0
601-732-052023 Facility Maintenance				HMI SERVICE CALL WTP IGNITION					
00002565 Total:		2,475.00							
THE AUTOMATION GRO		2,475.00							
TRAFFIC SAFETY SUPPLY CO., INC									
033600									
131774	8/10/2017	345.29	0.00	09/15/2017				False	0
203-716-052075 Gateway Project - Phase 1				SIGNS 1887					
131774 Total:		345.29							
TRAFFIC SAFETY SUPP		345.29							
TVW INC									
033827									
0031117-IN	8/31/2017	1,472.16	0.00	09/15/2017				False	0
100-706-052023 Facility Maintenance				JANITORIAL SERVICE COL CENTER					
0031117-IN Total:		1,472.16							
0031118-IN	8/31/2017	570.37	0.00	09/15/2017				False	0
100-705-052023 Facility Maintenance				JANITORIAL SERVICE POLICE					
0031118-IN Total:		570.37							
003116-IN	8/31/2017	1,616.22	0.00	09/15/2017				False	0
100-715-052023 Facility Maintenance				JANITORIAL SERVICE CITY HALL					
003116-IN Total:		1,616.22							
TVW INC Total:		3,658.75							
VERIZON WIRELESS									
000720									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
9791872585	9/1/2017	167.92	0.00	09/15/2017				False	0
702-000-052010 Telephone				242060134-00001 PUBLIC WORKS					
9791872585 Total:		167.92							
VERIZON WIRELESS To		167.92							
WEASER, JASON UB*01183									
09082017	9/8/2017	39.50	0.00	09/15/2017				False	0
100-705-052024 Miscellaneous				REIMB TO REPLACE LOST OR ID J. WEASER					
09082017 Total:		39.50							
WEASER, JASON Total:		39.50							
WILCOX & FLEGEL 037003									
0178609-IN	9/8/2017	89.30	0.00	09/15/2017				False	0
703-734-052022 Fuel / Oil				PW FUEL 2.000					
0178609-IN Total:		89.30							
C022427-IN	8/24/2017	98.62	0.00	09/15/2017				False	0
100-708-052022 Fuel / Oil				PARKS FUEL					
C022427-IN Total:		98.62							
C022795-IN	8/31/2017	2,586.25	0.00	09/15/2017				False	0
703-734-052022 Fuel / Oil				SHOP FUEL					
C022795-IN Total:		2,586.25							
C022797-IN	8/31/2017	1,321.53	0.00	09/15/2017				False	0
100-705-052022 Fuel / Oil				POLICE FUEL					
C022797-IN Total:		1,321.53							
C022798-IN	8/31/2017	1,258.60	0.00	09/15/2017				False	0

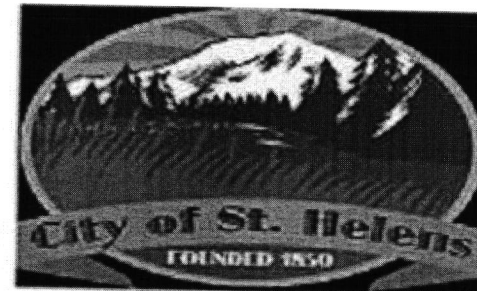
Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
100-708-052022 Fuel / Oil					PARKS DEPT FUEL				
	C022798-IN Total:	1,258.60							
	WILCOX & FLEGEL Tota	5,354.30							
	Report Total:	109,504.32							


Accounts Payable

To Be Paid Proof List

User: jenniferj
 Printed: 09/05/2017 - 4:10PM
 Batch: 00001.09.2017 - AP 9/5/17 FY 17-18

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Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
MASONIC BUILDING LLC, C/O ELLIOT MICHAEL									
012950									
09012017	9/1/2017	2,000.00	0.00	09/05/2017				False	0
201-000-052058 Events - Halloween				LEASE TWO MONTHS 9/1-10/31/2017 231 S 1ST STRE					
09012017 Total:		2,000.00							
MASONIC BUILDING LL		2,000.00							
Report Total:		2,000.00							

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Accounts Payable

To Be Paid Proof List

User: jenniferj
 Printed: 09/07/2017 - 4:24PM
 Batch: 00018.08.2017 - AP 9/7/17 FY 17-18

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Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
ACCELA, INC. #774375 000496								False	0
INV-ACC33737	8/31/2017	150.00	0.00	09/07/2017	WEB PAYMENTS TRANSACTION FEE				
100-707-052020 Bank Service Fees									
INV-ACC33737 Total:		150.00							
ACCELA, INC. #774375 T		150.00							
ACE HARDWARE 000500								False	0
0002777	8/31/2017	40.00	0.00	09/07/2017	RESTITUTION WADE PAUL II GOODWIN				
100-000-021000 Court Restitution Payments									
0002777 Total:		40.00							
ACE HARDWARE Total:		40.00							
ALTA PLANNING AND DESIGN INC 00138								False	0
00-2017-040-5	8/31/2017	28,364.53	0.00	09/07/2017	BRANDING AND WAYFINDING MASTER PLAN 00-20				
201-000-052056 Branding and Way Finding									
00-2017-040-5 Total:		28,364.53							
ALTA PLANNING AND D		28,364.53							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
<hr/>									
AMERICA'S BEST VALUE INN									
001201									0
0002767	8/31/2017	15.00	0.00	09/07/2017	RESTITUTION ANDREW R WALKER			False	
100-000-021000 Court Restitution Payments									
	0002767 Total:	15.00							
AMERICA'S BEST VALU		15.00							
<hr/>									
ANDERSON, TARA LYNN									
ANDER.TA								False	0
0002789	8/30/2017	20.00	0.00	09/07/2017	RESTITUTION ELIZABETH V SNIDER				
100-000-021000 Court Restitution Payments									
	0002789 Total:	20.00							
ANDERSON, TARA LYNN		20.00							
<hr/>									
ART'S AUTOMOTIVE									
001838								False	0
85460	8/15/2017	396.58	0.00	09/07/2017	REBUILD GENERATOR / NEW REGULATOR				
701-000-052001 Operating Supplies									
	85460 Total:	396.58							
ART'S AUTOMOTIVE To		396.58							
<hr/>									
AUTOMOTIVE SERVICE SOLUTIONS LLC									
45282								False	0
082817-01	8/28/2017	707.57	0.00	09/07/2017	TURN TABLE CYLINDER				
701-000-052023 Facility Maintenance									
	082817-01 Total:	707.57							
AUTOMOTIVE SERVICE		707.57							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
BAVARSAD, FARSHAD									
1453									
0002775	8/30/2017	80.00	0.00	09/07/2017				False	0
100-000-021000	Court Restitution Payments			RESTITUTION PATRICIA K FULTZ					
	0002775 Total:	80.00							
	BAVARSAD, FARSHAD T	80.00							
CANON SOLUTIONS AMERICA, INC									
021694									
4023553187	8/31/2017	12.61	0.00	09/07/2017				False	0
100-706-052024	Miscellaneous			CONTRACT 1539734					
	4023553187 Total:	12.61							
	CANON SOLUTIONS AM	12.61							
CARQUEST AUTO PARTS STORES									
005845									
08242017	8/24/2017	571.79	0.00	09/07/2017				False	0
701-000-052001	Operating Supplies			AUTO PARTS 315752					
	08242017 Total:	571.79							
	CARQUEST AUTO PART	571.79							
CENTERLOGIC, INC.									
011595									
41746	8/11/2017	94.00	0.00	09/07/2017				False	0
100-704-052004	Office Supplies			BLACK TONER COURT					
	41746 Total:	94.00							
41760	8/18/2017	1,466.83	0.00	09/07/2017				False	0
702-000-052006	Computer Maintenance			WINDOWS 7 OFFICE RAM / WARRANTY					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
41760 Total:		1,466.83							
42004	9/5/2017	372.50	0.00	09/07/2017	IT SUPPORT			False	0
702-000-052019 Professional Services									
42004 Total:		372.50							
42103	9/5/2017	325.00	0.00	09/07/2017	SECURE BACKUP UNLIMITED GB			False	0
702-000-052006 Computer Maintenance									
42103 Total:		325.00							
72022	9/5/2017	5,702.00	0.00	09/07/2017	MSP AGREEMENT SONCI WALL FAAS			False	0
702-000-052006 Computer Maintenance									
72022 Total:		5,702.00							
CENTERLOGIC, INC. To		7,960.33							
CENTURY LINK									
034002									
09252017	9/25/2017	346.15	0.00	09/07/2017	966B CITY HALL			False	0
702-000-052010 Telephone									
09252017 Total:		346.15							
CENTURY LINK Total:		346.15							
CENTURY LINK- ACCESS BILLING									
034004									
3263X201S17226	8/14/2017	82.22	0.00	09/07/2017	01S3 WFF			False	0
702-000-052010 Telephone									
3263X201S17226 Total:		82.22							
CENTURY LINK- ACCES		82.22							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
CINTAS CORPORATION-463									
006830									
463139482	8/14/2017	100.79	0.00	09/07/2017				False	0
100-705-052023 Facility Maintenance				MAT SAFEWASHER POLICE					
463139482 Total:		100.79							
463146731	8/28/2017	100.79	0.00	09/07/2017				False	0
100-705-052023 Facility Maintenance				MAT SAFEWASHER POLICE					
463146731 Total:		100.79							
463150343	9/4/2017	53.28	0.00	09/07/2017				False	0
603-736-052023 Facility Maintenance				MAT SAFEWASHER POLICE					
463150343	9/4/2017	53.28	0.00	09/07/2017				False	0
603-737-052023 Facility Maintenance				MAT SAFEWASHER POLICE					
463150343 Total:		106.56							
CINTAS CORPORATION		308.14							
CITY OF COLUMBIA CITY									
007370									
08262017	8/26/2017	75.47	0.00	09/07/2017				False	0
601-732-052003 Utilities				001754-001					
08262017 Total:		75.47							
CITY OF COLUMBIA CIT		75.47							
CITY OF ST. HELENS									
ST.HELEN									
08282017	8/28/2017	10.00	0.00	09/07/2017				False	0
100-701-052040 Communications				FACEBOOK CONTEST DISCOUNT WINNER 024476-00					
08282017 Total:		10.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
<hr/>									
	CITY OF ST. HELENS To	10.00							
CLARK SIGNS									
006875									
083017-8	8/30/2017	2,200.00	0.00	09/07/2017				False	0
203-716-052076 Gateway Project - Phase 2				GATEWAY SCULPTURE PROJECT INSTALL ART PIEC					
	083017-8 Total:	2,200.00							
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	CLARK SIGNS Total:	2,200.00							
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CLOUD RECORDS MANAGEMENT SOLUTION, CHAVES									
006630									
170355	9/1/2017	259.14	0.00	09/07/2017				False	0
100-702-052019 Professional Services				MONTHLY USER FEE OR 0486 ERMS SAAS					
	170355 Total:	259.14							
<hr/>									
	CLOUD RECORDS MAN	259.14							
<hr/>									
COLUMBIA CO. TREASURER									
007701									
APRIL 2017	8/30/2017	-45.80	0.00	09/07/2017				False	0
100-000-036002 Fines - Court				CITY COURT COSTS					
APRIL 2017	8/30/2017	342.00	0.00	09/07/2017				False	0
100-000-020800 State Assessment				COUNTY ASSESSMENT					
APRIL 2017	8/30/2017	116.00	0.00	09/07/2017				False	0
100-000-020900 County Assessment				JAIL ASSESSMENT					
	APRIL 2017 Total:	412.20							
<hr/>									
FEB 2017	8/30/2017	-57.13	0.00	09/07/2017				False	0
100-000-036002 Fines - Court				CITY COURT COSTS					
FEB 2017	8/30/2017	455.25	0.00	09/07/2017				False	0
100-000-020800 State Assessment				COUNTY ASSESSMENT					
FEB 2017	8/30/2017	116.00	0.00	09/07/2017				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
100-000-020900 County Assessment					JAIL ASSESSMENT				
	FEB 2017 Total:	514.12							
JAN 2017	8/30/2017	136.36	0.00	09/07/2017				False	0
100-000-020900 County Assessment					JAIL ASSESSMENT				
JAN 2017	8/30/2017	278.00	0.00	09/07/2017				False	0
100-000-020800 State Assessment					COUNTY ASSESSMENT				
JAN 2017	8/30/2017	-41.44	0.00	09/07/2017				False	0
100-000-036002 Fines - Court					CITY COURT COSTS				
	JAN 2017 Total:	372.92							
JULY 2017	8/30/2017	166.00	0.00	09/07/2017				False	0
100-000-020900 County Assessment					JAIL ASSESSMENT				
JULY 2017	8/30/2017	609.07	0.00	09/07/2017				False	0
100-000-020800 State Assessment					COUNTY ASSESSMENT				
JULY 2017	8/30/2017	-77.51	0.00	09/07/2017				False	0
100-000-036002 Fines - Court					CITY COURT COSTS				
	JULY 2017 Total:	697.56							
JUNE 2017	8/30/2017	-167.99	0.00	09/07/2017				False	0
100-000-036002 Fines - Court					CITY COURT COSTS				
JUNE 2017	8/30/2017	725.93	0.00	09/07/2017				False	0
100-000-020800 State Assessment					COUNTY ASSESSMENT				
JUNE 2017	8/30/2017	954.00	0.00	09/07/2017				False	0
100-000-020900 County Assessment					JAIL ASSESSMENT				
	JUNE 2017 Total:	1,511.94							
MARCH 2017	8/30/2017	359.20	0.00	09/07/2017				False	0
100-000-020900 County Assessment					JAIL ASSESSMENT				
MARCH 2017	8/30/2017	519.75	0.00	09/07/2017				False	0
100-000-020800 State Assessment					COUNTY ASSESSMENT				
MARCH 2017	8/30/2017	-87.90	0.00	09/07/2017				False	0
100-000-036002 Fines - Court					CITY COURT COSTS				
	MARCH 2017 Total:	791.05							
MAY 2017	8/30/2017	54.80	0.00	09/07/2017				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
100-000-020900 County Assessment					JAIL ASSESSMENT				
MAY 2017	8/30/2017	340.00	0.00	09/07/2017				False	0
100-000-020800 State Assessment					COUNTY ASSESSMENT				
MAY 2017	8/30/2017	-39.48	0.00	09/07/2017				False	0
100-000-036002 Fines - Court					CITY COURT COSTS				
	MAY 2017 Total:	355.32							
	COLUMBIA CO. TREASU	4,655.11							
COLUMBIA COMM MENTAL HEALTH									
007430									
08252017	8/25/2017	40.00	0.00	09/07/2017				False	0
100-000-037002 Miscellaneous - Parks					REFUND PARK USE FEE NOON PROFIT INFO SUBMI				
	08252017 Total:	40.00							
	COLUMBIA COMM MEN	40.00							
COLUMBIA RIVER P.U.D.									
008325									
0002774	8/30/2017	165.00	0.00	09/07/2017				False	0
100-000-021000 Court Restitution Payments					RESTITUTION LORI A BRADFORD				
	0002774 Total:	165.00							
	COLUMBIA RIVER P.U.D	165.00							
COMCAST									
COMCAST									
08212017	8/21/2017	1,071.63	0.00	09/07/2017				False	0
702-000-052003 Utilities					4669 CITY HALL / LIB/ POLICE / DOCKS				
	08212017 Total:	1,071.63							
08252017	8/25/2017	102.85	0.00	09/07/2017				False	0
702-000-052003 Utilities					3930 MARINE DOCKS				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
08252017 Total:		102.85							
COMCAST Total:		1,174.48							
CONSOLIDATED SUPPLY									
009000									
S8349423.002	8/15/2017	92.04	0.00	09/07/2017				False	0
601-731-052001 Operating Supplies				SINGLE SS STRAP					
S8349423.002 Total:		92.04							
S8358757.002	8/10/2017	321.82	0.00	09/07/2017				False	0
603-735-052001 Operating Supplies				PVC SEWER					
S8358757.002 Total:		321.82							
S8360347.001	8/11/2017	503.51	0.00	09/07/2017				False	0
601-731-052001 Operating Supplies				MATERIALS					
S8360347.001 Total:		503.51							
S8366511.001	8/15/2017	205.63	0.00	09/07/2017				False	0
601-731-052001 Operating Supplies				BRASS NIPPLE					
S8366511.001 Total:		205.63							
S8366511.002	8/18/2017	27.61	0.00	09/07/2017				False	0
601-731-052001 Operating Supplies				BRASS NIPPLE					
S8366511.002 Total:		27.61							
S8367859.001	8/15/2017	572.76	0.00	09/07/2017				False	0
601-731-052001 Operating Supplies				SOFT COPPER TUBE					
S8367859.001 Total:		572.76							
CONSOLIDATED SUPPL		1,723.37							

CORRECT EQUIPMENT

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
009210									
35756	8/16/2017	2,215.60	0.00	09/07/2017				False	0
603-738-052001	Operating Supplies				RTU WIRELESS REAL TIME ALARM				
	35756 Total:	2,215.60							
	CORRECT EQUIPMENT	2,215.60							
DAMON, THOMAS									
T.DAMON									
SH1701	8/30/2017	1,859.63	0.00	09/07/2017				False	0
603-736-052021	Equipment Maintenance				SCADA CHECKUP / TRAVEL				
	SH1701 Total:	1,859.63							
	DAMON, THOMAS Total	1,859.63							
DAY WIRELESS SYSTEMS									
010117									
444324	8/28/2017	56.75	0.00	09/07/2017				False	0
100-705-052021	Equipment Maintenance				REPAIR RADIO				
	444324 Total:	56.75							
	DAY WIRELESS SYSTEM	56.75							
DEWITT, DERRICK									
2458736									
0002779	8/31/2017	692.50	0.00	09/07/2017				False	0
100-000-021000	Court Restitution Payments				RESTITUTION JOSHUA C WHITE				
	0002779 Total:	692.50							
	DEWITT, DERRICK Tota	692.50							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
<hr/>									
DONOVAN ENTERPRISES INC									
010744									
1187	9/1/2017	949.59	0.00	09/07/2017				False	0
602-000-052019 Professional Services				SDC RES EDITS					
		<hr/>							
1187 Total:		949.59							
		<hr/>							
DONOVAN ENTERPRISE		949.59							
DURAN, MALINDA R.									
010948									
08312017	8/31/2017	67.51	0.00	09/07/2017				False	0
100-705-052018 Professional Development				OSP STATEWIDE CJIS TRAINING MALINDA DURAN I					
		<hr/>							
08312017 Total:		67.51							
		<hr/>							
DURAN, MALINDA R. To		67.51							
E2C CORPORATION									
e2c									
4111	9/6/2017	1,550.91	0.00	09/07/2017				False	0
201-000-052019 Professional Services				TRAVEL / JILLYS PROPS					
		<hr/>							
4111 Total:		1,550.91							
		<hr/>							
E2C CORPORATION Tota		1,550.91							
EAGLE STAR ROCK PRODUCTS, INC.									
010970									
32862	8/18/2017	259.08	0.00	09/07/2017				False	0
605-000-052001 Operating Supplies				ROCK					
		<hr/>							
32862 Total:		259.08							
32880	8/23/2017	126.76	0.00	09/07/2017				False	0
601-731-052001 Operating Supplies				ROCK					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description					Reference			
32880 Total:		126.76							
32891	8/25/2017	260.40	0.00	09/07/2017				False	0
605-000-052001 Operating Supplies					ROCK LEMONT STREET				
32891 Total:		260.40							
32906	8/29/2017	121.99	0.00	09/07/2017				False	0
605-000-052001 Operating Supplies					ROCK STRAND ST STORE				
32906 Total:		121.99							
32912	8/30/2017	130.05	0.00	09/07/2017				False	0
605-000-052001 Operating Supplies					ROCK				
32912 Total:		130.05							
32927	9/1/2017	384.67	0.00	09/07/2017				False	0
605-000-052001 Operating Supplies					ROCK				
32927 Total:		384.67							
EAGLE STAR ROCK PRO		1,282.95							
EMERY & SONS CONSTRUCTION GROUP									
02068									
02	8/29/2017	102,271.30	0.00	09/07/2017				False	0
603-000-053009 South Trunk Upgrades					2017 SAN SWR REHAB PROJECT S-644				
02 Total:		102,271.30							
EMERY & SONS CONST		102,271.30							
EVERBANK COMMERCIAL FINANCE INC									
03522									
08212017	8/21/2017	150.00	0.00	09/07/2017				False	0
100-715-052021 Equipment Maintenance					CONTRACT 41452028				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
08212017 Total:		150.00							
EVERBANK COMMERC		150.00							
GRANTS PASS WATER LAB									
01414									
17863	8/17/2017	42.00	0.00	09/07/2017				False	0
601-732-052064 Lab Testing				TESTING					
17863 Total:		42.00							
301231	8/30/2017	350.00	0.00	09/07/2017				False	0
601-732-052064 Lab Testing				TESTING					
301231 Total:		350.00							
GRANTS PASS WATER L		392.00							
GREEN, CAROL L.									
014160									
09052017	9/5/2017	19.25	0.00	09/07/2017				False	0
100-707-052018 Professional Development				PARKING FEE / GAS / ACCELA CONF					
09052017 Total:		19.25							
GREEN, CAROL L. Total:		19.25							
HACH COMPANY									
014200									
10613886	8/31/2017	62.49	0.00	09/07/2017				False	0
601-731-052001 Operating Supplies				REAGENT SET CHLORINE FREE					
10613886	8/31/2017	124.97	0.00	09/07/2017				False	0
601-732-052083 Chemicals				REAGENT SET CHLORINE FREE					
10613886 Total:		187.46							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
HACH COMPANY Total:		187.46							
HASA 014771 527259	8/31/2017	4,097.26	0.00	09/07/2017				False	0
603-736-052083 Chemicals				MULTI-CHLOR 4741					
527259 Total:		4,097.26							
HASA Total:		4,097.26							
HUDSON GARBAGE SERVICE									
015875 9447245	9/1/2017	54.03	0.00	09/07/2017				False	0
100-706-052003 Utilities				1554					
9447245 Total:		54.03							
9447362	9/1/2017	93.49	0.00	09/07/2017				False	0
603-737-052003 Utilities				8333					
9447362	9/1/2017	93.49	0.00	09/07/2017				False	0
603-736-052003 Utilities				8333					
9447362 Total:		186.98							
9447517	9/1/2017	87.07	0.00	09/07/2017				False	0
100-715-052003 Utilities				7539					
9447517 Total:		87.07							
9447518	9/1/2017	87.07	0.00	09/07/2017				False	0
100-705-052003 Utilities				7547					
9447518 Total:		87.07							
9447519	9/1/2017	81.75	0.00	09/07/2017				False	0
703-734-052003 Utilities				7555					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
9447519 Total:		81.75							
9447520	9/1/2017	435.44	0.00	09/07/2017				False	0
100-708-052003 Utilities				7598					
9447520 Total:		435.44							
9447521	9/1/2017	320.87	0.00	09/07/2017				False	0
100-715-052003 Utilities				7601					
9447521 Total:		320.87							
9447522	9/1/2017	179.38	0.00	09/07/2017				False	0
100-708-052003 Utilities				7636					
9447522 Total:		179.38							
9448028	9/1/2017	115.26	0.00	09/07/2017				False	0
202-722-052023 Facility Maintenance				1026					
9448028 Total:		115.26							
HUDSON GARBAGE SER		1,547.85							
INEXPENSIVE TREE CARE									
016160									
165501	8/25/2017	1,400.00	0.00	09/07/2017				False	0
100-708-052019 Professional Services				REMOVE FALLEN HAZARD TREE					
165501 Total:		1,400.00							
INEXPENSIVE TREE CA		1,400.00							
JOHANNSEN, STEVE									
031467									
0002780	8/31/2017	526.50	0.00	09/07/2017				False	0
100-000-021000 Court Restitution Payments				RESTITUTION SHENE LORIN GARRISON					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
0002780 Total:		526.50							
JOHANNSEN, STEVE To		526.50							
JORDAN RAMIS PC									
030274									
135422	8/23/2017	34.00	0.00	09/07/2017				False	0
100-701-052019 Professional Services				LEGAL SERVICES GUSDOL FORCLOSURE					
135422 Total:		34.00							
135423	8/23/2017	896.00	0.00	09/07/2017				False	0
603-735-052019 Professional Services				LEGAL SERVICES BIMGS					
135423 Total:		896.00							
135607	8/23/2017	100.00	0.00	09/07/2017				False	0
202-722-052019 Professional Services				LEGAL SERVICES BOISE WHITE PAPER					
135607 Total:		100.00							
136021	8/23/2017	360.00	0.00	09/07/2017				False	0
602-000-052019 Professional Services				LEGAL SERVICES GENERAL					
136021 Total:		360.00							
JORDAN RAMIS PC Tota		1,390.00							
KELCH, LARAE									
KEL									
0002769	8/31/2017	50.00	0.00	09/07/2017				False	0
100-000-021000 Court Restitution Payments				RESTITUTION JEFFREY LINN RITCHIE					
0002769 Total:		50.00							
KELCH, LARAE Total:		50.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
KLS SURVEYING INC									
017622									
17195	8/29/2017	1,650.00	0.00	09/07/2017				False	0
605-000-053011	Storm Main Replacement			SERVEYING SERVICES					
	17195 Total:	1,650.00							
	KLS SURVEYING INC To	1,650.00							
LAND DEVELOPMENT SERVICES, COLUMBIA COUNTY									
007550									
JULY 2017	8/23/2017	225.00	0.00	09/07/2017				False	0
100-711-052019	Professional Services			MIKE SMITH BUILDING INSPECTIONS JULY					
	JULY 2017 Total:	225.00							
	LAND DEVELOPMENT S	225.00							
LANDRETH, KENNY L.									
LANDRE.K									
0002772	8/30/2017	200.00	0.00	09/07/2017				False	0
100-000-021000	Court Restitution Payments			RESTITUTION ASHLEY R GRAY					
	0002772 Total:	200.00							
	LANDRETH, KENNY L. T	200.00							
LAW ENFORCEMENT SERVICES, INC									
018023									
17-0519	8/16/2017	125.00	0.00	09/07/2017				False	0
100-705-052019	Professional Services			YEARLY RENEWAL AAI					
	17-0519 Total:	125.00							
	LAW ENFORCEMENT SE	125.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
NET ASSETS									
020888									
95-201708	9/1/2017	42.00	0.00	09/07/2017				False	0
100-707-052019 Professional Services				ESCROW SERVICES					
	95-201708 Total:	42.00							
	NET ASSETS Total:	42.00							
NET TRANSCRIPTS, INC.									
020976									
0014609-IN	8/15/2017	111.44	0.00	09/07/2017				False	0
100-705-052019 Professional Services				SHAN CUPP					
	0014609-IN Total:	111.44							
	NET TRANSCRIPTS, INC	111.44							
NORTHSTAR CHEMICAL, INC.									
021556									
108658	8/31/2017	414.09	0.00	09/07/2017				False	0
601-732-052083 Chemicals				SODIUM HYPOCHLORITE 12.5					
	108658 Total:	414.09							
	NORTHSTAR CHEMICAL	414.09							
ODOT HIGHWAY BUDGET-CAO COORDINATOR MS#22									
ODOT.H.B									
0002781	8/31/2017	75.00	0.00	09/07/2017				False	0
100-000-021000 Court Restitution Payments				RESTITUTION SCOTT ALLARD CONGER					
	0002781 Total:	75.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
<hr/>									
	ODOT HIGHWAY BUDGE	75.00							
OPUS:INTERACTIVE, INC.									
021979									
288341	8/15/2017	19.50	0.00	09/07/2017				False	0
603-736-052003 Utilities				4775 OTI-DSL WWTP					
288341	8/15/2017	19.50	0.00	09/07/2017				False	0
603-737-052003 Utilities				4775 OTI-DSL WWTP					
	288341 Total:	39.00							
288391	8/15/2017	5.00	0.00	09/07/2017				False	0
702-000-052006 Computer Maintenance				DNS HOSTING					
	288391 Total:	5.00							
288411	8/15/2017	5.00	0.00	09/07/2017				False	0
702-000-052006 Computer Maintenance				5951 POLICE EMAIL					
	288411 Total:	5.00							
	OPUS:INTERACTIVE, IN	49.00							
OREGON ACCREDITATION ALLIANCE									
021998									
1531	8/12/2017	1,050.00	0.00	09/07/2017				False	0
100-705-052019 Professional Services				SIZE B ANNUAL CONTRINUATION FEE 9/1-8/31					
	1531 Total:	1,050.00							
	OREGON ACCREDITATI	1,050.00							
OREGON DEPT. OF REVENUE									
023202									
APRIL 2017	8/30/2017	958.02	0.00	09/07/2017				False	0
100-000-020800 State Assessment				STATE					
APRIL 2017	8/30/2017	1,995.00	0.00	09/07/2017				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
100-000-020800 State Assessment				STATE DUII DIVERSION					
APRIL 2017	8/30/2017	14.00	0.00	09/07/2017				False	0
100-000-020800 State Assessment				STATE COURT FACILITY					
APRIL 2017	8/30/2017	15.00	0.00	09/07/2017				False	0
100-000-020800 State Assessment				LEMLA					
APRIL 2017 Total:		2,982.02							
FEB 2017	8/30/2017	1,590.69	0.00	09/07/2017				False	0
100-000-020800 State Assessment				STATE					
FEB 2017	8/30/2017	840.00	0.00	09/07/2017				False	0
100-000-020800 State Assessment				STATE DUII DIVERSION					
FEB 2017	8/30/2017	66.50	0.00	09/07/2017				False	0
100-000-020800 State Assessment				UNITARY					
FEB 2017	8/30/2017	17.00	0.00	09/07/2017				False	0
100-000-020800 State Assessment				STATE COURT FACILITY					
FEB 2017	8/30/2017	25.00	0.00	09/07/2017				False	0
100-000-020800 State Assessment				INTOXICATED DRIVER					
FEB 2017	8/30/2017	11.00	0.00	09/07/2017				False	0
100-000-020800 State Assessment				LEMLA					
FEB 2017 Total:		2,550.19							
JAN 2017	8/30/2017	1,180.50	0.00	09/07/2017				False	0
100-000-020800 State Assessment				STATE					
JAN 2017	8/30/2017	1,060.00	0.00	09/07/2017				False	0
100-000-020800 State Assessment				STATE DUII DIVERSION					
JAN 2017	8/30/2017	895.29	0.00	09/07/2017				False	0
100-000-020800 State Assessment				UNITARY					
JAN 2017	8/30/2017	7.00	0.00	09/07/2017				False	0
100-000-020800 State Assessment				STATE COURT FACILITY					
JAN 2017	8/30/2017	20.00	0.00	09/07/2017				False	0
100-000-020800 State Assessment				LEMLA					
JAN 2017 Total:		3,162.79							
JULY 2017	8/30/2017	2,335.63	0.00	09/07/2017				False	0
100-000-020800 State Assessment				STATE					
JULY 2017	8/30/2017	945.00	0.00	09/07/2017				False	0
100-000-020800 State Assessment				STATE DUII DIVERSION					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
JULY 2017	8/30/2017	124.00	0.00	09/07/2017				False	0
100-000-020800 State Assessment				UNITARY					
JULY 2017	8/30/2017	30.00	0.00	09/07/2017				False	0
100-000-020800 State Assessment				STATE COURT FACILITY					
JULY 2017	8/30/2017	16.00	0.00	09/07/2017				False	0
100-000-020800 State Assessment				LEMLA					
JULY 2017 Total:		3,450.63							
JUNE 2017	8/30/2017	1,834.75	0.00	09/07/2017				False	0
100-000-020800 State Assessment				STATE					
JUNE 2017	8/30/2017	720.00	0.00	09/07/2017				False	0
100-000-020800 State Assessment				STATE DUII DIVERSION					
JUNE 2017	8/30/2017	2,268.76	0.00	09/07/2017				False	0
100-000-020800 State Assessment				UNITARY					
JUNE 2017	8/30/2017	144.21	0.00	09/07/2017				False	0
100-000-020800 State Assessment				STATE COURT FACILITY					
JUNE 2017	8/30/2017	93.00	0.00	09/07/2017				False	0
100-000-020800 State Assessment				LEMLA					
JUNE 2017 Total:		5,060.72							
MARCH 2017	8/30/2017	1,898.46	0.00	09/07/2017				False	0
100-000-020800 State Assessment				STATE					
MARCH 2017	8/30/2017	730.00	0.00	09/07/2017				False	0
100-000-020800 State Assessment				STATE DUII DIVERSION					
MARCH 2017	8/30/2017	370.50	0.00	09/07/2017				False	0
100-000-020800 State Assessment				UNITARY					
MARCH 2017	8/30/2017	50.00	0.00	09/07/2017				False	0
100-000-020800 State Assessment				STATE COURT FACILITY					
MARCH 2017	8/30/2017	28.00	0.00	09/07/2017				False	0
100-000-020800 State Assessment				LEMLA					
MARCH 2017 Total:		3,076.96							
MAY 2017	8/30/2017	1,333.25	0.00	09/07/2017				False	0
100-000-020800 State Assessment				STATE					
MAY 2017	8/30/2017	1,305.00	0.00	09/07/2017				False	0
100-000-020800 State Assessment				STATE DUII DIVERSION					
MAY 2017	8/30/2017	604.00	0.00	09/07/2017				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
100-000-020800 State Assessment				UNITARY					
MAY 2017	8/30/2017	5.00	0.00	09/07/2017				False	0
100-000-020800 State Assessment				STATE COURT FACILITY					
MAY 2017	8/30/2017	18.00	0.00	09/07/2017				False	0
100-000-020800 State Assessment				INTOXICATED DRIVER					
MAY 2017	8/30/2017	8.55	0.00	09/07/2017				False	0
100-000-020800 State Assessment				LEMLA					
MAY 2017 Total:		3,273.80							
OREGON DEPT. OF REV		23,557.11							
OREGON DMV									
023150									
67431-073117	7/31/2017	23.00	0.00	09/07/2017				False	0
100-705-052001 Operating Supplies				SUSPENSION PACKAGE					
67431-073117 Total:		23.00							
OREGON DMV Total:		23.00							
ORKIN									
ORKIN									
161234442	9/1/2017	89.04	0.00	09/07/2017				False	0
100-705-052023 Facility Maintenance				PEST CONTROL POLICE					
161234442 Total:		89.04							
ORKIN Total:		89.04							
PAMPLIN MEDIA GROUP, COMMUNITY NEWSPAPERS/									
031685									
15911644	8/4/2017	136.50	0.00	09/07/2017				False	0
100-702-052011 Public Information				RESERVE POLICE OFFICER ADVERTISING					
15911644 Total:		136.50							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
PAMPLIN MEDIA GROU		136.50							
PAPE MATERIAL HANDLING 024755									
10588333	8/22/2017	1,011.05	0.00	09/07/2017	TB700 C 1040 TOOL STANDAR			False	0
701-000-052001 Operating Supplies									
10588333 Total:		1,011.05							
7879150	8/22/2017	1,247.27	0.00	09/07/2017	7144701 TOOL			False	0
701-000-052001 Operating Supplies									
7879150 Total:		1,247.27							
PAPE MATERIAL HAND		2,258.32							
PAULSON PRINTING 025300									
D11833	7/31/2017	60.00	0.00	09/07/2017	MILTICH BUS CARDS 500			False	0
100-705-052001 Operating Supplies									
D11833 Total:		60.00							
PAULSON PRINTING To		60.00							
PETTY CASH- JAMIE EDWARDS 018757									
08312017	8/31/2017	9.25	0.00	09/07/2017	LUNCH DURING ACWA MTG / PARKING			False	0
603-736-052018 Professional Development									
08312017	8/31/2017	9.25	0.00	09/07/2017	LUNCH DURING ACWA MTG / PARKING			False	0
603-737-052018 Professional Development									
08312017	8/31/2017	10.00	0.00	09/07/2017	REFUND PEDESTALS DOCK NOT WORKING			False	0
100-000-034001 Dockside Services									
08312017	8/31/2017	12.00	0.00	09/07/2017	SAFETY MEETING DONUTS			False	0
703-733-052018 Professional Development									
08312017	8/31/2017	20.00	0.00	09/07/2017				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
100-000-034001 Dockside Services					REFUND ELECTRIC AT DOCKS				
08312017 Total:		60.50							
PETTY CASH- JAMIE ED		60.50							
REICHELT, JESSICA M. REICH.J									
0002771	8/31/2017	40.00	0.00	09/07/2017				False	0
100-000-021000 Court Restitution Payments					RESTITUTION YVONNE M WALLIN				
0002771 Total:		40.00							
REICHELT, JESSICA M. T		40.00							
RITE AID CORPORATION RITE AID									
0002782	8/31/2017	187.30	0.00	09/07/2017				False	0
100-000-021000 Court Restitution Payments					RESTITUTION DAWN R PIERCE				
0002782 Total:		187.30							
RITE AID CORPORATIO		187.30							
RUBENS LAWN SERVICE, JENNIFER MEABE 028033									
0001126	7/25/2017	70.00	0.00	09/07/2017				False	0
100-705-052023 Facility Maintenance					LAWN SERVICE FOR MONTH OF JULY				
0001126 Total:		70.00							
0001155	8/24/2017	90.00	0.00	09/07/2017				False	0
100-705-052023 Facility Maintenance					LAWN SERVICE FOR MONTH OF AUG				
0001155 Total:		90.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
	RUBENS LAWN SERVIC	160.00							
SAFEWAY									
SAFEWAY									
0002768	8/30/2017	51.00	0.00	09/07/2017				False	0
100-000-021000	Court Restitution Payments			RESTITUTION DALLAS LISA M SMITH					
	0002768 Total:	51.00							
0002773	8/30/2017	25.00	0.00	09/07/2017				False	0
100-000-021000	Court Restitution Payments			RESTITUTION NICOLE M LOHMAN					
	0002773 Total:	25.00							
0002778	8/30/2017	8.99	0.00	09/07/2017				False	0
100-000-021000	Court Restitution Payments			RESTITUTION WADE PAUL II GOODWIN					
	0002778 Total:	8.99							
0002783	8/30/2017	25.00	0.00	09/07/2017				False	0
100-000-021000	Court Restitution Payments			RESTITUTION JOHN WILLIAM WALL					
	0002783 Total:	25.00							
0002784	8/30/2017	13.98	0.00	09/07/2017				False	0
100-000-021000	Court Restitution Payments			RESTITUTION AARON L SCHINDLER					
	0002784 Total:	13.98							
0002786	8/30/2017	60.00	0.00	09/07/2017				False	0
100-000-021000	Court Restitution Payments			RESTITUTION CINDY A WEDGE					
	0002786 Total:	60.00							
0002788	8/30/2017	89.98	0.00	09/07/2017				False	0
100-000-021000	Court Restitution Payments			RESTITUTION RITA M RONEY					
	0002788 Total:	89.98							
0002791	8/30/2017	11.25	0.00	09/07/2017				False	0
100-000-021000	Court Restitution Payments			RESTITUTION SHERYL ODETTE FITZWILLIAMS					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
0002791 Total:		11.25							
SAFEWAY Total:		285.20							
ST. HELENS SENIOR CENTER									
029275									
0002787	8/30/2017	31.00	0.00	09/07/2017				False	0
100-000-021000 Court Restitution Payments				RESTITUTION MISTY JEAN PETERSEN					
0002787 Total:		31.00							
ST. HELENS SENIOR CE		31.00							
ST. HELENS-SCAPPOOSE SEPTIC									
029351									
7381	8/22/2017	525.00	0.00	09/07/2017				False	0
100-705-052019 Professional Services				PUMP MCCORMICK PARK SEPTIC TANK					
7381 Total:		525.00							
ST. HELENS-SCAPPOOS		525.00							
SUNSET EQUIPMENT CO.									
032700									
47340	8/16/2017	21.12	0.00	09/07/2017				False	0
704-000-053012 Parks - Nob Hill				SUPER 20 SHISEL CHAIN - NOB HILL STEPS					
47340 Total:		21.12							
47382	8/17/2017	21.12	0.00	09/07/2017				False	0
704-000-053012 Parks - Nob Hill				SUPER 20 SHISEL CHAIN - NOB HILL STEPS					
47382 Total:		21.12							
47445	8/18/2017	42.24	0.00	09/07/2017				False	0
704-000-053012 Parks - Nob Hill				SUPER 20 SHISEL CHAIN - NOB HILL STEPS					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
47445 Total:		42.24							
SUNSET EQUIPMENT C		84.48							
SUPRY, AMANDA SUPRY.A 0002770	8/31/2017	150.00	0.00	09/07/2017				False	0
100-000-021000 Court Restitution Payments				RESTITUTION	GEORGETTE LINS SCHILLER				
0002770 Total:		150.00							
SUPRY, AMANDA Total:		150.00							
THE AUTOMATION GROUP 45321 00002236	7/10/2017	1,877.18	0.00	09/07/2017				False	0
601-732-052001 Operating Supplies				WFF IGNITION HMI SERVICE CALL					
00002236 Total:		1,877.18							
THE AUTOMATION GRO		1,877.18							
TOP NOTCH THRIFT STORE 4521 0002766	8/30/2017	75.00	0.00	09/07/2017				False	0
100-000-021000 Court Restitution Payments				RESTITUTION	DONALD HARLEY WILSON				
0002766 Total:		75.00							
0002776	8/30/2017	62.25	0.00	09/07/2017				False	0
100-000-021000 Court Restitution Payments				RESTITUTION	COLE M ROBISON				
0002776 Total:		62.25							
TOP NOTCH THRIFT STO		137.25							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
TRIANGLE PUMP & EQUIPMENT, INC.									
033725									
11963	8/17/2017	511.90	0.00	09/07/2017				False	0
601-732-052001	Operating Supplies			MARCH MAGNETIC PUMP					
	11963 Total:	511.90							
	TRIANGLE PUMP & EQU	511.90							
TWIN CITY SERVICE									
5125									
08242017	8/24/2017	40.00	0.00	09/07/2017				False	0
100-000-035002	Business Licenses			REFUND OVERPAYMENT BUS LIC					
	08242017 Total:	40.00							
	TWIN CITY SERVICE To	40.00							
U.S. BANK EQUIPMENT FINANCE									
033955									
337656094	8/18/2017	99.00	0.00	09/07/2017				False	0
100-715-052021	Equipment Maintenance			KYOCERA 500-0499497-000					
	337656094 Total:	99.00							
	U.S. BANK EQUIPMENT	99.00							
VALERIA, JACK									
VAL									
0002790	8/30/2017	21.00	0.00	09/07/2017				False	0
100-000-021000	Court Restitution Payments			RESTITUTION NICHOLAS AGUILAR ROSE					
	0002790 Total:	21.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
VALERIA, JACK Total:		21.00							
VERIZON WIRELESS									
000720									
9791313733	8/20/2017	1,514.95	0.00	09/07/2017				False	0
702-000-052010 Telephone				271826771-00001 POLICE					
9791313733 Total:		1,514.95							
9791366036	8/20/2017	869.19	0.00	09/07/2017				False	0
702-000-052010 Telephone				871458396-00001					
9791366036	8/20/2017	62.06	0.00	09/07/2017				False	0
603-736-052010 Telephone				871458396-00001					
9791366036	8/20/2017	62.06	0.00	09/07/2017				False	0
603-737-052010 Telephone				871458396-00001					
9791366036 Total:		993.31							
VERIZON WIRELESS To		2,508.26							
WEBER, SHAWN									
WEB									
0002785	8/31/2017	55.00	0.00	09/07/2017				False	0
100-000-021000 Court Restitution Payments				RESTITUTION MICHAEL WADE THOMPSON					
0002785 Total:		55.00							
WEBER, SHAWN Total:		55.00							
WEST COAST WIRE ROPE & RIGGING INC									
036310									
5409414	8/9/2017	64.00	0.00	09/07/2017				False	0
701-000-052001 Operating Supplies				RATCHET STRAP WITH WIRE HOOK					
5409414 Total:		64.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
	WEST COAST WIRE ROP	64.00							
WILCOX & FLEGEL 037003									
C022716-IN	8/30/2017	114.91	0.00	09/07/2017				False	0
703-734-052022 Fuel / Oil				PW FUEL 53.7000					
C022716-IN Total:		114.91							
WILCOX & FLEGEL Tota		114.91							
Report Total:		207,082.03							