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City of St. Helens
COUNCIL REGULAR SESSION AGENDA
Wednesday, May 2, 2018
City Council Chambers, 265 Strand Street, St. Helens

<p><u>City Council Members</u> Mayor Rick Scholl Council President Doug Morten Councilor Keith Locke Councilor Susan Conn Councilor Ginny Carlson</p>
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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. **CALL REGULAR SESSION TO ORDER – 7:00 p.m.**
2. **PLEDGE OF ALLEGIANCE**
3. **ANNOUNCE & AWARD PRIZES TO “If I Were Mayor...” STUDENT CONTEST WINNERS**
4. **VISITOR COMMENTS – *Limited to five (5) minutes per speaker.***
5. **DELIBERATIONS:** Easement Extinguishment at 2480 Gable Road (Luttrell)
6. **ORDINANCES – Final Reading**
 - A. **Ordinance No. 3227:** An Ordinance to Amend the City of St. Helens Zoning District Map to Add a Planned Development Overlay Zone for Certain Property
7. **AWARD EXCAVATOR PURCHASE TO PAPE MACHINERY, INC. FOR \$162,457.12**
8. **APPROVE AND/OR AUTHORIZE FOR SIGNATURE**
 - A. Contract Payments
9. **CONSENT AGENDA FOR ACCEPTANCE**
 - A. Budget Committee Minutes dated February 16, May 4 and May 11, 2017
 - B. Library Board Minutes dated January 22, 2018
 - C. Arts & Cultural Commission Minutes dated February 27, March 27 and April 11, 2018
10. **CONSENT AGENDA FOR APPROVAL**
 - A. Street Closure for Kiwanis Community Parade on June 16, 2018
 - B. Council Work Session, Executive Session, Public Hearing and Regular Session Minutes dated April 4, 2018
 - C. Accounts Payable Bill Lists
11. **MAYOR SCHOLL REPORTS**
12. **COUNCIL MEMBER REPORTS**
13. **DEPARTMENT REPORTS**
14. **OTHER BUSINESS**
15. **ADJOURN**

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

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

City of St. Helens
ORDINANCE NO. 3227

**AN ORDINANCE TO AMEND THE CITY OF ST. HELENS ZONING DISTRICT MAP
TO ADD A PLANNED DEVELOPMENT OVERLAY ZONE FOR CERTAIN PROPERTY**

WHEREAS, applicants have requested to amend the City of St. Helens Zoning District Map for property described in **Exhibit "A"** and depicted in **Exhibit "B"** attached hereto and made part of this reference to add a Planned Development Overlay Zone; and

WHEREAS, the St. Helens Planning Commission did hold a duly noticed public hearing and did conclude to recommend such a change to the City Council; and

WHEREAS, the City Council did hold a duly noticed public hearing and did find that after due consideration of all the evidence in the record compared to the criteria, that they agreed with the application; and

WHEREAS, the Council has considered the findings of compliance with criteria and law applicable to the proposal.

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

Section 1. The above recitations are true and correct and are incorporated herein by reference.

Section 2. The City of St. Helens Zoning District Map is amended to add a Planned Development Overlay Zone for the property described herein.

Section 3. In support of the aforementioned Zone District Map Amendment, the Council hereby adopts the Findings of Fact and Conclusions of Law, attached hereto as **Exhibit "C"** and made part of this reference.

Section 4. Both parcels as described in **Exhibit "A"** shall be used together as a Planned Development (not separately or individually) for the Planned Development Overlay Zone to be utilized.

Section 5. The effective date of this Ordinance shall be 30 days after approval, in accordance with the City Charter and other applicable laws.

Read the first time: April 18, 2018

Read the second time: May 2, 2018

APPROVED AND ADOPTED this 2nd day of May, 2018 by the following vote:

Ayes:

Nays:

Rick Scholl, Mayor

ATTEST:

Kathy Payne, City Recorder

EXHIBIT "A"
Legal Description

Parcel 1

Beginning at the Northeast corner of tract conveyed to Ben Harrison, et ux, by deed recorded April 11, 1955 in Book 125, page 361, Deed Records of Columbia County, Oregon, said point being South $0^{\circ}05'1/2''$ West 1316.4 feet and South $88^{\circ}53'$ East 1327.34 feet and North $0^{\circ}24'1/2''$ East 176.43 feet from the center of Section 6, Township 4 North, Range 1 West of the Willamette Meridian, Columbia County, Oregon, said point also being the Northwest corner of Government Lot 4 in said Section, Township and Range; thence North $89^{\circ}12'$ West along the North line of said Harrison, et ux, tract, a distance of 10 feet to a point; thence South $0^{\circ}24'1/2''$ West parallel with the East line of said Harrison, et ux, Tract and Southerly extension thereof, to the North right of way line of Sykes County Road No. P-214; thence Easterly along the North right of way line of said Road to the East line of Government Lot 4 in said Section, Township and Range, said point being the Southeast corner of the Ben Harrison Tract as described in Deed Book 114, page 200, Deed Records of Columbia County, Oregon; thence North along the East line of said Government Lot 4 and the East line of said Harrison Tract to the Northeast corner of said Government Lot 4, and of said Harrison Tract; thence West along the North line of said Government Lot 4, to the point of beginning.

Parcel 2

Parcel 3 of Partition Plat No. 1999-41 recorded December 1, 1999, in Fee Number 1999-15996, Records of Columbia County, Oregon.

[illegible]

5

**CITY OF ST. HELENS PLANNING DEPARTMENT
FINDINGS OF FACT AND CONCLUSIONS OF LAW
Planned Development (Overlay Zone) PD.1.18**

APPLICANT: Kessi Engineering & Consulting
OWNER: SJRE Ventures LLC (Rich Bailey Construction)

ZONING: Moderate Residential, R7
LOCATION: 4N1W-6DA-7000 & 5801
34759 Sykes Road

PROPOSAL: Planned Development (Zoning Overlay)

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

The site is approximately 4.6 acres and mostly undeveloped, except for a detached single-family dwelling (34759 Sykes Road). According to the City's utility billing records, it is connected to both City water and sewer. The site is sloped with the low point in the southeast portion of the site, where a wetland is located. The southern half of the site is heavily forested. There is a Bonneville Power Administration (BPA) easement and power lines running through the north side of the property. It is access via Sykes Road and Westboro Way. Surrounding area is developed as residential.

PUBLIC HEARING & NOTICE

Hearing dates are as follows: March 13, 2018 before the Planning Commission and April 4, 2018 before the City Council.

At their March 13, 2018 meeting the Planning Commission unanimously recommended approval of this proposal to the City Council.

Notice of this proposal was sent to surrounding property owners within 300 feet of the subject properties on February 22, 2018 via first class mail. Notice was sent to agencies by mail or e-mail on February 21, 2018. Notice was published in the The Chronicle on February 28, 2018. Notice was sent to the Department of Land Conservation and Development on February 7, 2018.

APPLICABLE CRITERIA, ANALYSIS & FINDINGS

SHMC 17.148.060 – Planned Development Allowed and Disallowed

- (1) A planned development shall not be allowed on any lands, with less than a two-acre minimum, shown on the comprehensive plan map as "developing areas".
- (2) A planned development shall not be allowed in residential zones located in areas designated as "established areas" on the comprehensive plan map, except the

commission may approve a planned development within an “established area” where the commission finds:

- (a) Development of the land in accordance with the provisions of the “established area” would:
 - (i) Result in an inefficient use of land;
 - (ii) Result in removing significant natural features; or
 - (iii) Result in a change of the character of the area surrounding a significant historic feature or building;
- (b) The planned development approach is the most feasible method of developing the area; and
- (c) The site is of a size and shape that the compatibility provisions of Chapter 17.56 SHMC can be met.

(1) Discussion: If the subject property is considered “developing,” SHMC 17.148.060(1) is the section to review for the planned development (PD) overlay consideration.

Finding(s): The proposed PD area is considered a “developing area” because it is a larger parcel and mostly vacant. It is approximately 4.6 acres in size. However, it is divided into two separate lots at approximately 1.97 acres and 2.64 acres. In order to utilize the planned development overlay zone for a development proposal, both lots shall be included in a PD proposal. The purpose of this is to ensure the PD meets the intended size requirement and to prevent leftover (excluded) area that does not meet the size requirement.

(2) Discussion: If the subject property is considered “established,” SHMC 17.148.060(2) is the section to review for the PD overlay consideration

Finding(s): The subject property is not considered “established.”

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 5, Goal 10, and Goal 12.

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.

Finding(s): 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.

Finding(s): 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 5: Natural Resources, Scenic & Historic Areas, & Open Spaces

It is the purpose of this goal to protect natural resources and conserve scenic and historic areas and open spaces. This includes riparian corridors, wetlands, wildlife habitat, natural area, and others.

Finding(s): The proposed zoning map overlay would allow for more flexible development standards to accommodate the identified wetland resource and required open space buffer in the southeast corner of the subject property. The wetland in question is officially listed on the City's Local Wetlands Inventory as **wetland MC-2, a Type II significant wetland**.

Given the flexibility of the PD overlay, that will offer protection of the identified and inventoried wetland resource, while still allowing use of the land, Goal 5 is met.

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.

Finding(s): First, a comparison of what is currently allowed versus what the PD overlay, by itself, would allow.

Number of housing types currently allowed:

- Base zone: R7
- Subject to density computations of Chapter 17.56 SHMC. Requires “net developable area” calculation divided by minimum lot size (7,000 square feet). Wetlands are removed from gross area to help determine net developable area.

How does the PD impact number of units allowed:

- Per SHMC 17.148.080(1)(a), the normal minimum lot size and dimension standards don’t apply except as they relate to density computations per Chapter 17.56 SHMC. Thus, the PD overlay, by itself, doesn’t impact the R7 zoned density (number of units possible).
- Note that R7 zoning exists on the East, South and West sides. The closest higher density zone (R5 in this case) is nearly 1,000 feet away to the East. The area to the north has a comprehensive plan designation of RSUR, where if annexed, the zoning applied it most likely to be R7 or R10.

Second, what is actually proposed:

- Per SHMC 17.148.015(8), the overlay zone can be processed separately from a specific development proposal.
- Development applications were submitted but due to necessary revisions, they were not deemed complete until March 12, 2018. Reference files SUB.1.18 and DEV.1.18. However, they did not need to be submitted in order to consider the PD overlay zone request.

This PD Overlay is about obtaining the ability to obtain base density on an irregular shaped property, which is encumbered by a wetland significant to the City. This wetland has been delineated per DSL WD # 2017-0096. The density doesn’t change based on the PD overlay itself. If the wetland wasn’t present, this PD overlay would not be necessary and it would be developed under normal subdivision standards, which doesn’t require Goal 10 analysis.

The development honors the site’s comprehensive plan designation which has been approved by the State of Oregon. It has been zoned R7 for approximately 20 years. The City’s wetland rules took effect in 2003, which are intended to protect significant wetlands such as that on the subject property. **The PD overlay in this case doesn’t change the general outcome originally intended by the City’s modern Comprehensive and Zoning schemes in regards to both density and type of dwelling unit possible.** Rather it helps allow what the R7 zoning was intended to allow, while keeping the wetland intact. Wetlands are important for ecological function and balance, of the

which human life depends. Loss of wetlands *en mass* poses detriment to human life including all income levels. Housing type is irrelevant if human life ceases.

However, in regards to economics, this proposal helps to meet the basic density allowance which helps reduce overall project costs and housing price. It will result in dwellings accessible to a greater range of income levels.

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.

Discussion: 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(s): There are no known applicable federal or state statutes or guidelines applicable to this development overlay zone request.

(c) Discussion: This criterion requires analysis of applicable comprehensive plan policies, procedures, appendices, and maps. The proposal is to add a planned development overlay zone to an existing Moderate Residential (R7) zone to allow more flexibility in development standards. This overlay zone would not change the amount of available lands for residential development.

The applicable Comprehensive Plan goals and policies are:

SHMC 19.080.060 (2) Natural factors and local resources goals and policies

(a) To maintain, and where possible, enhance the air, water, and land resources of the St. Helens area

[...]

(e) To preserve open spaces within and between urban living areas

(f) To encourage the protection of the forest area thin the urban growth boundary

[...]

SHMC 19.12.030 Suburban residential category goals and policies

(1) Goals. To establish conditions which will maintain attractive, convenient, residential living typical of moderate density semi-urban areas.

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

[...]

(b) Permit a degree of flexibility in residential site design and a mixture of housing, including multi-dwelling units, through the planned development procedures.

(c) Promote the development of homesites at a density and standard consistent with: the level of services that can reasonably be provided and the characteristics of the natural environment [...]

Finding(s): Due to the protection and required buffer of the identified wetland resource, this proposal is preserving open space and protecting a forested area within the urban area. The proposed overlay zoning district allows flexibility to accomplish adequate preservation, while still providing development at a density standard consistent with the zoning, level of services that can be provided, and the characteristics of the natural environment.

This criterion is met; the Planning Commission and Council find that the proposal is not contrary to Comprehensive Plan goals and policies.

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

Finding(s): Per SHMC Chapter 17.156.030(3)(a), a Traffic Impact Analysis shall be required to be submitted to the City with a land use application when the proposed change or comprehensive plan amendment designation results in more vehicle trips based on permitted uses.

Per Chapter 17.148.120 (2) (a), the planned development overlay zone has to meet the density requirements per Chapter 17.56 Density Computations. In other words, the overlay zone does not increase the allowed density for the site.

The overlay zone will not significantly affect an existing or planned transportation facility. A Traffic Impact Analysis is not warranted this overlay zone.

Chapter 17.40 SHMC addresses inventoried significant wetlands. SHMC 17.40.050 allows flexibility for new development or land divisions given a PD and Development Agreement. Given that **wetland MC-2** and its statutory 50 feet upland protection zone (per this Chapter) encumbers a significant portion of the property, the PD overlay makes sense, assuming compliance with all other aspects of approval.

Note that **wetland MC-2** has been delineated with Oregon DSL concurrence in May of 2017 (WD #2017-0096). Thus, the wetland area is known, not assumed.

(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.

On the Zoning Map, the property abuts existing Moderate Residential (R7), Suburban Residential (R10), and unincorporated properties. On the Comprehensive Plan Map, the property abuts R7 and Rural Suburban Unincorporated Residential (which includes R7 and R10).

Finding: This proposal does not change the underlying zoning district. The PD overlay is meant to be site specific. As such, this proposal is not a “spot zoning.”

CONCLUSION & DECISION


Based upon the facts and findings herein, the City Council approves the proposal, with the following modification:

In order to utilize the planned development overlay zone for a development proposal, both lots shall be included in a planned development proposal.

Rick Scholl, Mayor

Date

COUNCIL ACTION SHEET

To:	The Mayor and Members of City Council	
From:	Sue Nelson, Public Works Engineering Director Neal Sheppeard, Public Works Operations Director	
Date:	2 May 2018	
Subject:	Award Excavator Purchase	

Background:

The 2018/2019 City Budget includes funds for the purchase of a new excavator. The current Doosan excavator is now 10 years old and has had multiple parts rebuilt. The equipment is used primarily for rock excavation, which compounds the wear and tear. Because of the continuing decrease in productivity and rising maintenance and repair costs, it was determined that it is time to replace this critical machine.

Over the past several months, the Public Works crews and mechanics have demoed various makes and models of excavators. Having the opportunity to actually “test drive” this equipment was key in ensuring that the bid specifications were comprehensive and included the necessary required features. Based on these trial opportunities, bid specifications were developed. The low price submittal was received from Pape Machinery for a John Deere 130G FT4 Excavator through the HCAC Buy competitive bid program. The City is a member of HGAC Buy and has previously purchased equipment through them. State contracting law allows utilization of interstate cooperative procurement processes for obtaining competitive bids to streamline the purchasing process and save costs. The excavator purchase is included in the 2017/2018 approved budget for \$255,000. The submitted bid was \$193,957.12 less \$31,500 trade-in for the 2008 Doosan for a purchase total of \$162,457.12.

Public contracting rules require that the City advertise the intent to purchase through an interstate cooperative agreement for seven days. If any comments are received within that time they are to be reviewed by the City Attorney and a written determination will be made of whether it is in the City’s best interest to enter such an agreement. If no comments are received within the comment period, the purchase may be finalized.

Recommendation:

Council award bid for the John Deere 130G FT4 Excavator purchase to Pape Machinery, Inc. through the HGAC Buy purchasing program in the amount of \$162,457.12, subject to approval by City Attorney at the end of the specified comment period.

Attachment:

HGAC Buy contract pricing worksheet and trade-in value quote.



CONTRACT PRICING WORKSHEET

For Standard Equipment Purchases

Contract
No.:

EM06-17

Date
Prepared:

2/15/2018

This Worksheet is prepared by Contractor and given to End User. If a PO is issued, both documents **MUST** be faxed to H-GAC @ 713-993-4548. Therefore please type or print legibly.

Buying Agency:	City of St. Helens	Contractor:	Pape' Machinery, Inc.
Contact Person:	Brett Long	Prepared By:	Khia Branch
Phone:	503.397.7825	Phone:	503.978.3649
Fax:		Fax:	503.978.3669
Email:		Email:	kbranch@papemachinery.com

Product Code:	23B	Description:	John Deere 130G FT4 Excavator
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A. Product Item Base Unit Price Per Contractor's H-GAC Contract: 101806.72

B. Published Options - Itemize below - Attach additional sheet if necessary - Include Option Code in description if applicable
(Note: Published Options are options which were submitted and priced in Contractor's bid.)

Description	Cost	Description	Cost
PSM 36" HD DIG BKT	4407		
PSM 60" HD CU BKT 42" BUCKET	4605		
PSM HPG PG THUMB	8096		
PSM HPG PG Q/C	6112		
ADDITIONAL OPTIONS PER ATTACHED	5830.4		
		Subtotal From Additional Sheet(s):	
		Subtotal B:	29050.4

C. Unpublished Options - Itemize below - Attach additional sheet if necessary
(Note: Unpublished options are items which were not submitted and priced in Contractor's bid.)

Description	Cost	Description	Cost
BTI BX20 BREAKER	29150		
COMBO HYD LINE CONVERSION KIT	2200		
		Subtotal From Additional Sheet(s):	
		Subtotal C:	31350

Check: Total cost of Unpublished Options (C) cannot exceed 25% of the total of the Base Unit Price plus Published Options (A+B). For this transaction the percentage is: 24%

D. Total Cost before any other applicable Charges, Trade-Ins, Allowances, Discounts, Etc. (A+B+C)

Quantity Ordered:	1	X Subtotal of A + B + C:	162207.12	=	Subtotal D:	162207.12
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E. Trade-Ins / Special Discounts / Other Allowances / Freight / Installation / Miscellaneous Charges

Description	Cost	Description	Cost
INBOUND FREIGHT	7500	THUMB, Q/C, BREAKER INSTALLATION & PDI	15250
DELIVERY	2500	ASI - Required	2000
Additional Secure Extended PT+H Warranty: 84/6000	4500		
		Subtotal E:	31750

Delivery Date: 120 Days F. Total Purchase Price (D+E): 193957.12

Brett Long

From: Jeff Gardner <jgardner@papemachinery.com>
Sent: Monday, April 02, 2018 7:43 AM
To: Brett Long
Subject: FW: City of St. Helen's 130
Attachments: StHelens.130G.HGAC.0218.pdf

Importance: High

Brett,

Trade in value for the 140 Doosan SN/DHKHEBJOP30005289 with three buckets, quick coupler and Thumb.

\$31,500.00

Thanks

Jeff Gardner
Territory Manager
Papé Machinery
jgardner@papemachinery.com
Cell Phone:(503) 519-3368

www.papemachinery.com

CONTRACT PAYMENTS

City Council Meeting
May 2, 2018

Turney Excavating Inc.

Project: S-658 S. 7 th & Columbia Sewer Replacement	\$	57,902.50
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City of St. Helens
265 Strand Street, St. Helens, Oregon 97051
Phone: 503.397.6272 | Fax: 503.366.3782

Payment Request #1

CONTRACTOR:
Turney Excavating Inc

PO Box 21597

Keizer, OR 97307

PROJECT: S 7th St & Columbia Blvd Sewer Replacement

PROJECT #: S-658

DATE: 4/25/2018

DEPARTMENT: Engineering

Total Contract Amount	\$274,450.00	Total Earned This Month	\$60,950.00
Total Amount Earned To Date	\$60,950.00	Less 5% Retainage	\$3,047.50
Total Amount Due			\$57,902.50

Bid Item No.	Description	Unit	Qty	Contract Unit Price	Total Contract Price	Completed This Month	Quantity Completed This Month	Quantity Completed Prior	Quantity Completed To Date	Total Earned To-Date
1	Mobilization, Bonds, Insurance and Demobilization	LS	1	\$27,000.00	\$27,000.00	\$13,500.00	0.50		0.50	\$13,500.00
2	Replace Existing Sewer Line with New 10-inch PVC Sanitary Sewer Pipe by Open Trench Methods – Class B backfill	LF	360	\$150.00	\$54,000.00	\$13,950.00	93.00		93.00	\$13,950.00
3	Replace Existing Sewer Line with New 8-inch PVC Sanitary Sewer Pipe by Open Trench Methods – Class B backfill	LF	260	\$140.00	\$36,400.00	\$0.00			0.00	\$0.00
4	Sewer Lateral Reconnection	EA	5	\$1,000.00	\$5,000.00	\$0.00			0.00	\$0.00
5	4-inch or 6-inch Diameter Sewer Lateral Pipe, D3034, SDR35 PVC	LF	50	\$300.00	\$15,000.00	\$0.00			0.00	\$0.00
6	Replace Existing Sanitary Sewer Manhole with New 48-inch Diameter Manhole	EA	4	\$14,000.00	\$56,000.00	\$14,000.00	1.00		1.00	\$14,000.00
7	Waterline Replacement on N 6th Street									
	(a) Replace Existing 4" Waterline with New 6" DIP Waterline	LF	100	\$140.00	\$14,000.00	\$0.00			0.00	\$0.00
	(b) Install Temporary Blowoff	EA	1	\$3,100.00	\$3,100.00	\$0.00			0.00	\$0.00
8	Rock Excavation	CYD	90	\$193.00	\$17,370.00	\$0.00			0.00	\$0.00
9	Sanitary Sewer Bypass	LS	1	\$15,800.00	\$15,800.00	\$7,900.00	0.50		0.50	\$7,900.00
10	Post-Construction Cleaning & CCTV of New Sewer	LF	620	\$9.00	\$5,580.00	\$0.00			0.00	\$0.00
11	Construction Staking and As-built Survey	LS	1	\$2,000.00	\$2,000.00	\$0.00			0.00	\$0.00
12	Traffic Control	LS	1	\$23,200.00	\$23,200.00	\$11,600.00	0.50		0.50	\$11,600.00
Totals:					\$274,450.00	\$60,950.00				\$60,950.00

603-000-053010 SM

PAYMENT APPLICATION NO. 1

PROJECT NAME:

S 7th St. & Columbia Blvd Sewer Replacement

DATE:

Monday, April 23, 2018

CONTRACTOR:

Turney Excavating Inc.

PO Box 21597

Keizer, OR 97307

PROJECT NUMBER:

S-658

REFERENCE INVOICE / RECEIPT NOS:

125 #527617 2120 415110

CONTRACT BID ITEMS				CURRENT		PREVIOUS		TOTAL	
BID ITEM	DESCRIPTION	UNIT	QTY	CONTRACT UNIT PRICE	TOTAL CONTRACT PRICE	COMPLETED QUANTITIES	DUE THIS BILLING	COMPLETED QUANTITIES	BILLINGS TO DATE
1	Mobilization	LS	1	\$27,000.00	\$27,000.00	0.50	\$13,500.00	0.50	\$13,500.00
2	Replace Existing Sewer Line with New 10-inch PVC	LF	360	\$150.00	\$54,000.00	93.00	\$13,950.00	93.00	\$13,950.00
3	Replace Existing Sewer Line with New 8-inch PVC	LF	260	\$140.00	\$36,400.00		\$0.00	0.00	\$0.00
4	Sewer Lateral Reconnection	EA	5	\$1,000.00	\$5,000.00		\$0.00	0.00	\$0.00
5	4 inch/6 inch diameter sewer lateral	LF	50	\$300.00	\$15,000.00		\$0.00	0.00	\$0.00
6	replace existing manholes	EA	4	\$14,000.00	\$56,000.00	1.00	\$14,000.00	1.00	\$14,000.00
7a	water line replacement replace existing with new	LS	100	\$140.00	\$14,000.00		\$0.00	0.00	\$0.00
7b	install new temporary blow off	EA	1	\$3,100.00	\$3,100.00		\$0.00	0.00	\$0.00
8	rock excavation	CYD	90	\$193.00	\$17,370.00		\$0.00	0.00	\$0.00
9	sanitary sewer bypass	LS	1	\$15,800.00	\$15,800.00	0.50	\$7,900.00	0.50	\$7,900.00
10	post construction cleaning & CCTV of new sewer	LF	620	\$9.00	\$5,580.00		\$0.00	0.00	\$0.00
11	construction staking and as built survey	LS	1	\$2,000.00	\$2,000.00		\$0.00	0.00	\$0.00
12	traffic control	LS	1	\$23,200.00	\$23,200.00	0.50	\$11,600.00	0.50	\$11,600.00
TOTALS:					\$274,450.00		\$0.00		\$0.00

CHANGE ORDERS				CURRENT		PREVIOUS		TOTAL	
NO.	DESCRIPTION	UNIT	QTY	CONTRACT UNIT PRICE	TOTAL CONTRACT PRICE	COMPLETED QUANTITIES	DUE THIS BILLING	COMPLETED QUANTITIES	BILLINGS TO DATE
1					\$0.00		\$0.00		\$0.00
2					\$0.00		\$0.00		\$0.00
TOTALS:					\$0.00		\$0.00		\$0.00

ORIGINAL CONTRACT AMOUNT:

\$274,450.00

TOTAL CONTRACT AMOUNT:

\$274,450.00

TOTAL AMOUNT EARNED TO DATE:

\$60,950.00

TOTAL EARNED THIS MONTH:

\$60,950.00

5% RETAINAGE THIS PAY APP:

\$3,047.50

AMOUNT DUE THIS PAY APPLICATION:

\$57,902.50

PREVIOUS PAY APPLICATIONS:

PAY APP NO.	BILLING WITH RETAINAGE	RETAINAGE	AMOUNT PAID	DATE
1		\$0.00	\$0.00	
2		\$0.00	\$0.00	
3		\$0.00	\$0.00	
4		\$0.00	\$0.00	

527617

CUSTOMER'S ORDER NO. 8-658		DEPARTMENT ENG		DATE 4/25/18	
NAME Turney Exc					
ADDRESS					
CITY, STATE, ZIP					
SOLD BY T	CASH	C.O.D.	CHARGE	ON. ACCT.	PAID OUT
QUANTITY	DESCRIPTION			PRICE	AMOUNT
1	9365 #2 10" PVC SS. ✓				
2	44" N1 - NE1 4/23/18				
3	1ea #6 New 48" SS. MH ✓				
4	4/23/18 NE 1				
5					
6					
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KEEP THIS SLIP FOR REFERENCE

City of St. Helens

Budget Committee

Budget Meeting Minutes

February 16, 2017

Council & Members Present:

Rick Scholl, Mayor
Keith Locke, Councilor
Susan Conn, Councilor
Ginny Carlson, Councilor
Patrick Birkle, Committee Member
Bill Eagle, Committee Member
Garrett Lines, Committee Chair
Mike Funderburg, Committee Member

Staff Present:

John Walsh, City Administrator
Jon Ellis, Finance Director
Terry Moss, Chief of Police
Sue Nelson, Public Works Engineering Director
Neal Sheppeard, Public Works Operations Director
Jacob Graichen, City Planner
Jennifer Johnson, Committee Secretary
Melanie Payne, Assistant to City Prosecutor
Cindy Phillips, Municipal Court Judge
Laurie Selden, Prosecuting Attorney

Members Absent:

Doug Morten, Council President
Paul Barlow, Committee Member

Others:

Beth Pulito, Amani Center



Visitors Comment

Beth Pulito asked if every dollar is allocated in the budget or is there a lump sum in the general fund and community development? Finance Director Brown said there are some, but also some contingency funds set aside as well as unappropriated funds. Pulito asked at what point in the budget process someone should ask for support or money from the City. Brown said the best time is during visitor comments at Budget Committee meetings or even at regular Council meetings. Chief of Police Moss mentioned at one time the City did participate in revenue sharing with the Amani Center.

Introductions

The meeting started with introductions of new Finance Director, new Mayor Rick Scholl, new Committee Secretary Johnson, and Budget Committee Members. Brown reviewed that this was an informational meeting and no decisions were to be made. This meeting was to review Fiscal Year 15-16 and look at some highlights for what the City is looking at for next fiscal year.

Packets included:

- Agenda
- Power Point Presentation
- Budget Calendar
- Old and New Fund Structure
- Summary of the CIP for the next 5 years

Overview of the Budget Process

Finance Director Brown reviewed the budget process. He will deliver the budget document to the Committee at the May meeting. The Committee will then discuss and possibly revise the budget. The goal of the Budget Committee is to meet the goals of the City Council, approve the budget, and approve the property tax rates.

Brown reviewed the upcoming meeting dates on the budget calendar. The first official meeting is scheduled for May 4, 2017, followed by two additional meetings if needed; May 11, 2017, and May 25, 2017.

Fiscal Year 15-16 / Audit Review

Brown said the audit presentation has been completed and once all documents are signed they will be ready to be sent to the State.

Brown gave a brief overview of where everything is after the 15-16 Fiscal Year.

Finance Director Brown presented a PowerPoint presentation. A copy of the presentation is attached.

Brown would like to move the administrative services into the general fund. Councilor Carlson asked why. Brown said the main reason is to simplify the accounting structure for the City. Most other cities include those funds in the general fund. It is easier to understand when citizens and staff are looking at a budget.

Brown pointed out water revenue is slightly higher due to a more proactive approach in collection processes on water accounts. Small changes in procedures have made an impact on revenue.

Council has approved a cost of services analysis study. This will be done in the next fiscal year. The study will give a better idea of what the City can expect in the next 4-5 years, as well as if any rate increases are needed.

New Fund Structure

Brown proposed a new fund structure for the next fiscal year. A handout showed this year versus next year's structure. Changes to the fund structure included:

- Administrative services moving into the general fund.
- Break out SDC funds and Capital Projects.
- Community Enhancement fund simplified and broken out into departments.

Councilor Conn asked where Community Development was. Brown said it will be in Economic Development. Conn and Committee Member Eagle suggested changing the name to Community Development. Brown will make that change.

Direct Labor Charges/ Indirect Costs

Brown will be replacing Indirect Costs and Direct Labor Charges with general fund support services and Public Works fund support services. This is to simplify and make it easier for staff, council, and citizens to understand.

Brown has spent the last seven months rearranging tasks to get them back to the correct departments. For example, Utility Billing staff does only utility billing tasks. Costs that were split out between departments will now be lower.

Review of Revenues & Expenses

Finance Director Brown presented the Revenue and expenditure opportunities list to the Budget Committee. A copy of the list is attached.

Review Current Fee Schedules in all Departments

No comments.

Utility Bill Additional Fees

Committee Member Eagle feels this is an aggressive approach. He feels the low-income customers would be paying the same amount as the higher income customers.

Councilor Carlson said it would be better understood by citizens if it was project specific and they could see the project happening.

Local Option Levy / Food Tax

Councilor Conn mentioned this would also be more likely to pass if it was project specific. Eagle agreed it would be hard to pass without a specific project.

Mayor Scholl is concerned about the age of the Police Station. He said the men and women police officers have to share a locker-room.

Brown mentioned successful levies have help from third parties going door to door to sell the idea. He gave an example of the City of Ashland and its success with a restaurant/fast-food tax. The tax is exempt for residents. Conn asked how they know you're a resident. Brown must show your identification to avoid the tax.

Committee Member Funderburg grew up in Ashland. He said it is a very fair tax. Councilor Carlson mentioned there are quite of a few people that pass through St. Helens during events such as Hood to Coast. Brown mentioned an added cost of updating point of sale systems to accept the new tax. Money for that would need to be set aside. Conn thinks that might be a hard sell to voters. Carlson said that it is a choice, an additional fee on your water bill is not. Conn is more optimistic on the local option levy then the food tax.

Carlson would like to state for the record that whenever there is a change to a franchise fee tax it goes to the voter's mailbox. Pretty soon all your bills have gone up, isn't that the same as an extra fee on your water bill? Scholl felt it is not the same because Comcast is optional and a luxury, water is not. Carlson felt for school aged children it is a necessity for school work.

Intergovernmental services

No comments.

General Fund- Court

Councilor Conn is opposed to taking on additional services from Scappoose and Columbia City. She would like to see Municipal Court's criminal services be moved to Circuit Court.

Chief of Police Moss said the quality of the product if the City sent the cases across the street would go downhill. The District Attorney's office would not be able to take the City's caseload as short-staffed as they already are. A lot of cases would most likely be dismissed where the City might prosecute. Conn said the District Attorney's office would have to be compensated for the extra workload. Moss said if the City has to compensate the County then why not just keep them here. Moss would not be in favor of it if the quality of service would be lost. He would also need to see the numbers.

Brown does not think the City should do away with criminal cases but instead explore other sites to help mitigate some of the loss. Conn asked how many cities in Oregon are courts of record. Municipal Court Judge said there are five.

Franchise Fee (5% to 7%)

No comments.

Building Department FTE

Currently in the budget is not moving forward with .5 FTE. Councilor Conn and Mayor Scholl feel strongly about adding a part-time building inspector because of the relationships they develop. Conn would like to eliminate using the County inspector and hire a part-time inspector. Brown will add it to the budget.

Administrative Fee on Motel/Hotel Tax

The reason for adding an admin fee would be to offset the costs for Public works or City staff that would otherwise be working on other projects. Councilor Conn would like more justification on the reason for 30%.

Equipment & Storage throughout the City

No comments.

Sick leave payout VEBA (Future Employees)

Chief Moss commented that you would not see an impact from this change for several years.

Police Reimbursement of Expenses

Chief Moss thinks it is important not to have someone staying at a job they don't want waiting for a contract to expire. Moss gave examples of other cities offering cash bonus incentives for new officers. Moss would like to discuss an option of the City paying a percentage of someone's closing cost on a purchase of a new home in our City as an incentive. He feels if you are invested in our City you are more likely to stay and be a long time employee. He would like to explore some ideas.

FTE & Restructure in Finance Department

No comments.

Sidewalks and Development

City Planner Graichen talked briefly about how staff intends to use this current fee in lieu of provisions, as a preference over the old way of doing things, which will generate capital funds to improve sidewalks.

Next Meeting Date:

Budget Committee meeting date will be May 4, 2017, at 6:00 p.m. in the City Council Chambers.

■

There being no further business, the meeting was adjourned at 8:28 p.m.

ATTEST:


Garrett Lines, Chair


Matt Brown, Finance Director

Prepared by: Jennifer Johnson, Committee Secretary

PowerPoint Presentations and handout attached.

City of St. Helens

Budget Committee

Budget Meeting Minutes

May 04, 2017

Council & Members Present:

Rick Scholl, Mayor
Doug Morten, Council President
Keith Locke, Councilor
Susan Conn, Councilor
Ginny Carlson, Councilor
Patrick Birkle, Committee Member
Bill Eagle, Committee Member
Mike Funderburg, Committee Member

Staff Present:

John Walsh, City Administrator
Matt Brown, Finance Director
Terry Moss, Chief of Police
Sue Nelson, Public Works Engineering Director
Jacob Graichen, City Planner
Margaret Jeffries, Library Director
Jennifer Johnson, Committee Secretary

Members Absent:

Paul Barlow, Committee Member
Garrett Lines, Committee Chair

Others:

Kannikar Petersen, Arts and Cultural Commission
Al Petersen



Visitors Comment

- Kannikar Petersen from the Arts and Cultural Commission talked about a possible short fall to the Commission's reserve. The Commission might need to ask the City Council for a loan to finance outstanding bills. She discussed the Gateway Project Phase II will be completed August 2017. Total cost for this project is \$51,169. Peterson said they are \$12,739 short, \$2000 of that is a reimbursement grant already approved. There are two more pending grants for \$10,000 each. If the Commission does not get the grants they will not have enough money to pay the remaining costs.
- Al Petersen delivered two binders from his mother, Agnes Petersen, who was unable to attend the meeting. The binders pertain to the funding of the Municipal Court discussion.

Elect Budget Chair

Motion: Committee Member Eagle moved to appoint Committee Member Patrick Birkle as Chair. Councilor Locke seconded. All in favor; none opposed; motion carries.

Approval of Minutes

May 18, 2016, minutes have been distributed and posted online.

Motion: Councilor Locke moved to approve the May 18, 2016, minutes as written. Councilor Conn seconded. All in favor; none opposed; motion carries.

Presentation of General Fund Ending Fund Balance

Finance Director Brown reviewed the General Fund Ending Fund Balance.

- Power point is attached.

Committee Member Eagle commented that the cannabis tax is not as sustainable as he would have thought it would be. Brown estimates receiving \$30,000. The Community Impact Agreement is \$110,000 of the \$140,000 in the cannabis tax line item. City Administrator John Walsh said that the internal borrowing from the State will be satisfied before distributing taxes.

Police Department

Chief Moss explained they will be moving from iPad's to a windows based tablet. The upgrade will happen this fall.

- Emergency Management Program Traditionally, all the cities contributed but it stopped in 2009. The Council was asked to set aside some money to start contributing again. They help with things such as Spirit of Halloweentown on the emergency management side with planning, preparing, radio communication, and command post.
- Two Records Staff The police station only has one records staff. When she is on vacation or sick the Police Department has to close their doors. Is not fair to the community or the employee. Chief Moss suggests a part-time staff to help and keep the office open. The cost would be about \$22,000 per year. A job share with existing staff at City Hall is an idea.

Finance Director Brown mentioned courts outcome could impact the availability of staff.

Library

Library Director Jeffries reported that the strategic planning effort was a success. The Library has developed a five-year plan for the first time.

Finance Department

Brown reviewed the Finance Department.

- There was an increase of .5 FTE. A current employee moved to full-time. That employee spends some of her time in the court department.
- Utility Billing has taken on some extra duties such as mail processing due to the simplified processes. Electronic banking, and a lockbox are some examples. Monthly billing is going to start next fiscal year August or September.
- The Purchase Card Program started. This program cuts down on physical checks processed by Accounts Payable.

Parks

Mayor Scholl strongly disagrees with the amount of the budget for the Parks Department. He says his company would starve and fail on this budget. Brown mention there is an ongoing discussion with Council to find a funding mechanism for Parks. Scholl commented a lot more time could be spent as well.

- Parks will receive handed down vehicles from public works as they replace vehicles. This will reduce costs for Parks.

Mayor Scholl mentioned a time when the Parks Department had their own budget of two million dollars. Council President Morten commented that the Public Works teams help with the Parks. He thinks it is balanced out effectively.

Planning

City Planner Jacob Graichen discussed the Mainstreet Program funding. The program started six years ago. Funds received go to SHEDCO to fund the Mainstreet Coordinator. He said the last three years have been through the RARE program. He wanted to bring it to the attention of the Budget Committee that if the program is discontinued, would the City keep funding this? The cost is around \$25,000. per year.

Building

Brown reviewed the Building Department budget.

- A part-time building inspector will be added in this year's budget.
 - Mayor Scholl would like to see the City hire a full-time inspector instead of a part-time.

Nondepartmental

Brown reviewed the increase in facilities maintenance for improvements at City Hall. New blinds, carpet, outside façade, and HVAC are some examples.

Internal Service Funds

Brown reviewed the Internal Services Funds.

- IT fund
- Equipment Fund- New to the City vehicle replacement schedule.
- Public Works Operations Fund
- Facility Major Maintenance

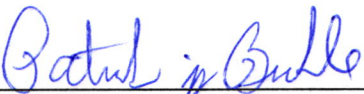
Next Meeting Date:

Budget Committee meeting date will be May 11, 2017, at 6:00 p.m. in the City Council Chambers.

■

There being no further business, the meeting was adjourned at 8:22 p.m.

ATTEST:



Patrick Birkle, Chair



Matt Brown, Finance Director

Prepared by: Jennifer Johnson, Committee Secretary

PowerPoint Presentations attached.

**City of St. Helens
Budget Committee**

Budget Meeting Minutes

May 11, 2017

Council & Members Present:

Rick Scholl, Mayor
Keith Locke, Councilor
Susan Conn, Councilor
Patrick Birkle, Committee Chair
Bill Eagle, Committee Member
Garrett Lines, Committee Member

Staff Present:

John Walsh, City Administrator
Matt Brown, Finance Director
Terry Moss, Chief of Police
Sue Nelson, Public Works Engineering Director
Neal Sheppard, Public Works Operations Director
Jacob Graichen, City Planner
Margaret Jeffries, Library Director
Jennifer Johnson, Committee Secretary

Members Absent:

Paul Barlow, Committee Member
Doug Morten, Council President
Ginny Carlson, Councilor
Mike Funderburg, Committee Member

Others:

None

■

Chair Birkle called the meeting called to order at 6 p.m.

Public Hearing Capital Improvement Program for FY 2018-2023

- No visitor comments.

Finance Director Brown handed out new budget books with updates to the Enterprise funds.

Finance Director Brown reviewed the St. Helens Capital Improvement Projects scheduled for the next 5 years. Councilor Locke asked if the City has automatic valves on the reservoir in case of an earthquake. Public Works Operations Director Sheppard said the City does not. The City does have alarms on all the valves.

Motion: Committee Member Eagle moved to adopt the CIP for fiscal year 2018-2023 as presented. Mayor Scholl seconded. All in favor; none opposed; motion carries.

Close Public Hearing

Department Budget Presentations- Special Revenue Funds

1- Visitor & Tourism

- A. Proposed a 10% services charge to recuperate some of the Administration and Public Works time costs.

- B. Equipment fund charges to cover insurance for the taxi and some art pieces.
- 2- **Community Development**
 - A. Possible new roof increase to facilities maintenance.
- 3- **Community Enhancement**
 - A. Finance Director Brown will change the title of Public Arts Department to Public Arts Commission as requested.
- 4- **Streets**
 - A. Capital projects fund going away. It will be going into street funds.

Department Budget Presentations

Enterprise Funds

Finance Director Brown said you will see about a 60% increase compared to the prior year.

1- Water & Water SDC

- A. New this year you will see water sales – residential, water sales commercial / industrial, late reconnection tamper fees and water connections separated out for better tracking.
- B. Assistance program with CAT will be started with \$5000.

2- Sewer & Sewer SDC

- A. Cost of service study is in progress that may affect some of the revenue.

3- Storm & Storm SDC

- A. Years past storm was combined into the sewer fund. Sewer would supplement Storm.

4- Parks and Recreation SDC

- A. No new projects in the works for this fiscal year.

Main Motion - Approval of Proposed Budget

Motion: Councilor Keith Locke, moved to approve expenditures for FY 2017-18 in the amount of \$40,366,730 and to establish the maximum expenditures for each fund as shown on FY 2017-18 Proposed Budget Expenditure Summary by Fund.

Discussion: Mayor Scholl expressed his concern with the Parks Department. He pointed out that the mowing expense for the new Boise property is not included in the budget. Finance Director Brown has increased some of the parks maintenance budget. Mayor Scholl said the parks are utilized by a lot of citizens. Councilor Conn asked were Mayor Scholl plans to get the extra revenue to give to the parks budget. Mayor Scholl suggested taking it from the Visitor and Tourism Fund. City Administrator John Walsh said that is a special revenue fund, expenditures are set by state guidelines on what you can use those funds on.

Mayor Scholl would like Parks to be its own department. Committee Member Eagle commented that if the budget is increased would that change the outcome of the work being done at the parks?

Mayor Scholl stated for the record that the Parks Department is way under budget.

Committee Member Eagle seconded. All in favor; none opposed; motion carries.

Motion: Committee Member Eagle moved to approve, for fiscal year 2017-18, a property tax rate of \$1.9078 per \$1,000 of assessed value for General Fund property taxes for taxes levied by the City's permanent rate. Councilor Locke seconded. All in favor; none opposed; motion carries.

■

There being no further business, the meeting was adjourned at 7:56 p.m.

ATTEST:



Patrick Birkle, Chair



Matt Brown, Finance Director

Prepared by: Jennifer Johnson, Committee Secretary

PowerPoint Presentation attached.

City of St. Helens
Library Board
Minutes from Monday, January 22, 2018
St. Helens Public Library

Members Present

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

Members Absent

Leanne Murray, Vice-Chair

Guests

Councilors in Attendance

Susan Conn

Staff Present

Margaret Jeffries, Library Director
Nicole Woodruff, Library Technician I
Dan Dieter, Library Board Secretary



CALL MEETING TO ORDER: The meeting was called to order at 7:20 p.m. by Chair Mary Ellen Funderburg.

INVITATION TO CITIZENS FOR PUBLIC COMMENT: No public comment.

PREVIOUS MEETING MINUTES: Minutes approved with no changes.

PRESENTATION ON THE EDGE INITIATIVE: Postponed until the February Meeting.

LIBRARY DIRECTOR REPORT: Director Jeffries introduced Dan Dieter as the new Library Board Secretary. Library Assistant Dan Dieter will replace Nicole Woodruff as Library Board Secretary, and Library Assistant Michelle Karmartsang will replace Library Assistant Dan Dieter as Safety Committee Secretary.

Director Jeffries reported that Library Assistant Becky Bean will leave the Library this month after being hired to work at City Hall. She still wants to run NaNoWriMo and has already mapped out the next schedule. The vacated Library Assistant position has been posted and the City is accepting applications.

Director Jeffries has been in communication with the City concerning additional funding for staffing. The Budget Committee will need to approve any staff funding that would be required in the next fiscal year. Director Jeffries is working within the current budget to allocate more time for cross training between the outgoing Library Technician II and the incoming Library Technician I. Hiring a replacement for the outgoing Library Assistant will help free up the necessary time for this training.

Director Jeffries described scheduling conflicts for the Board Meeting in April. There are several conflicts with City meetings, as the budget meetings were scheduled at the same time as events at the library. After a general discussion, the Library Board agreed to move the April 17 Library Board Meeting to April 16.

The presentation material from the Library Board Work Groups needs to be sent to Nancy Herron and Mary Ellen Funderburg by March 23. This will allow the Library Board time to work on the report material at the April 16 meeting. These reports will be included in the Library Board Annual Report to City Council at the May 2 City Council Meeting.

Director Jeffries reported that the Library is working on scheduling the next Volunteer Recognition event. This event is tentatively scheduled for Monday, April 9, which is also National Library Week. There was a general discussion concerning last year's event and possible locations for holding this year's event.

Director Jeffries reported that the City and the School District are working together to promote summer activities in the community. The Library will join these groups to request that Library summer activities be included in those promotions, and in return, will also include City and School District summer activities in Library promotions.

COUNCILOR'S REPORT: Councilor Conn is excited about the collaboration between the City and the School District. This is an opportunity to promote their facilities and activities. It also offers an opportunity to have conversations about Parks and Recreation in the community.

Councilor Conn is pleased to have Becky Bean join the City staff.

FRIENDS' REPORT: N/A

BOARD MEMBER COMMENTS: Member Herron noted that the Meeting Agenda has 2017 instead of 2018.

SUMMARIZE ACTION ITEMS: Chair Funderburg stated that the Communications Committee and the Community Partner Committee will need to decide who will write up their respective reports that are due by March 23.

NEXT MEETING: The next regularly scheduled meeting will be Tuesday, February 20, 2018 at 7:15 p.m. in the Columbia Center Auditorium.

ADJOURNMENT: Chair Funderburg adjourned the meeting at 7:50 p.m.

✍

Respectfully submitted by:

Library Board Secretary, Dan Dieter

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
07/18/2017	P	P	P	P	P	E	P	P
08/15/2017	E	E	P	P	P	P	P	P
09/18/2017	P	P	P	P	P	P	P	P
10/17/2017	P	P	P	E	P	P	E	P
11/14/2017	CANCELLED							
Special working groups mtg 11/27/17	P		P	P	P		P	E
12/12/2017	E	P	P	E	P	P	P	P
01/22/2018	P	P	P	P	P	P	P	
02/20/2018								
03/20/2018								
04/17/2018								
05/15/2018								
06/19/2018								

City of St. Helens

Arts & Cultural Commission

February 27, 2018

Members Present: Lisa Brooke
Kannikar Petersen
Kimberly O'Hanlon, Vice Chair
Janet Anderson
Jennifer Farrington, Chair

Members Absent: Leticia Juarez-Sisson

Staff Present: Jennifer Johnson, Secretary
Margaret Jeffries, Library Director
Kathy Payne, City Recorder
Susan Conn, Councilor

Others: Eric Jensen
Joan Youngberg
Wendy Provens
Woody Davis
Teresa McGrivern
Grayson

1) Call Meeting to Order

The meeting was called to order at 6:00 p.m. by Chair Farrington.

2) Visitors Address the Commission

- ♦ Eric Jensen, presented his idea for a statue of the Lewis and Clark expedition's mascot, a large Newfoundland dog named Seaman.
 - The Commission requested that he start with filling out the application for a public art proposal.
- ♦ Wendy Provens, Woody Davis, Teresa McGrivern, and Grayson from 4-H, gave a brief description about the mural project 4-H program.
 - Tillamook is currently doing a similar project.
 - They gave a description of how the project would go. They would like for the project to move forward with the support of the Arts & Cultural Commission.

3) Revisions to the Agenda

None.

4) Approval of Minutes

4.A Approval of January 23, 2018 Meeting Minutes.

Motion: Commissioner Brooke moved to approve the minutes for January 23, 2018. Vice Chair O'Hanlon seconded. All in favor; none opposed; motion carries.

5) Review Fiscal Report

- The Commission reviewed Finance Director Browns report.
- At the January meeting Finance Director Brown thought the Commission might be in the negative around \$15,000.
- Based on his spreadsheet provided to the Commission for this meeting the Commission has a balance of \$5182.
- Based on the new spreadsheet the Gateway Project Phase II the total expense was \$57,800. The amount is not \$80,000 as previously stated at the last meeting.
- Commissioner Petersen said the budget for the Gateway Project Phase II was approved at \$61,747 which means the project was actually under budget.

6) Discussion Items

6.A Oregon Public Meeting Law

City Recorder Payne reported...

- The law is there to make public meetings transparent to the public.
- We all serve the public and keep in mind we need to be transparent with everything that we do.
- Electronic means of communications such as email can constitute an illegal meeting. No deliberation on a project can take place via email.
- Chair Farrington asked if there are any transparent ways the group can communicate without physically meeting. Nothing is available at this time. Subcommittees are the only way to move projects along outside of a meeting. The Commission can meet more than once a month. A subcommittee must not have a quorum.

6.B Remaining Expenses for FY 17-18

- The interpretive sign for the Gateway Project Phase II will be in FY 18-19.
- The trash can painting competition usually costs \$1000 including awards.
- The subcommittee will work on the numbers at a separate meeting.

6.C Arts Coffee & Conversation

Chair Farrington reported...

- The first meeting is scheduled for March 8th at Sunshine Pizza.
- Chair Farrington and Commissioner Juarez-Sisson will be there. Chair Farrington invited one more member to join but would like to keep to just three to avoid a quorum.
- Kindness rock painting will take place at this event.
- There is a KOHI interview scheduled.

6.D This is Us St. Helens

Chair Farrington reported...

- Chair Farrington and Commissioner Juarez-Sisson met with Joan Youngberg to discuss dates.
- Beginning of November it would be set up and down by end of December.
- Joan Youngberg brought the project to the last council meeting.

Motion: Commissioner Petersen moved that the Arts and Cultural Commission support the This is Us St. Helens, project Commissioner Brooke seconded. All in favor; none opposed; motion carries.

- Commissioner Petersen discussed grant opportunities and sponsorship programs she could look into. Columbia County Cultural Coalition grants are a possibility.
- Tina Curry would be the best person to coordinate with.

6.E Downtown Mural Project 2018

Commissioner Lisa Brooke reported...

- She feels things are moving forward with lots of support.
- Everything at this point will be focused on turnout for the project.
- CC Rider has agreed to grant the entire round trip.
- She is asking for \$700 from the Arts & Cultural Commission Budget to support this project.
- Commissioner Petersen suggested she also apply for the grant through Columbia County Cultural Coalition.
- The Mural is 25 x 50 feet.

Motion: Commissioner Brooke moved that the Arts and Cultural Commission fund \$700 for the Downtown Mural Project 2018. Commissioner Petersen seconded. All in favor; none opposed; motion carries

6.F Blues and Folk Music Workshop

Commissioner Petersen reported...

- The grant letter has been accepted one day late.
- The grant was approved for \$2000.
- The room at the library has been reserved.
- The event flyer has been created for advertising.
- There will be a mini concert at the end of the workshop.
- She will work with Library Director Jeffries on advertising through Peach Jar.

6.G Little Free Libraries & Bike Rack

Vice Chair Kim O'Hanlon reported...

- She plans to apply for grants.
- Commissioner Petersen suggested she attend the Friends of the Library meeting the fourth Wednesday of the month.

Motion: Commissioner Brooke moved that the Arts and Cultural Commission fund \$400 for the Little Free Libraries Project. Commissioner Petersen seconded. All in favor; none opposed; motion carries

Discussion: Commissioner Petersen was asked why the Arts and Cultural Commission would work on this project. She did not have an answer. Vice Chair O'Hanlon said the class will have creative rein over the project. The plan is to have the libraries painted.

- IGA no longer wants to have the bike rack installed at their location.

- She contacted the Food Bank as an alternative location. The Food Bank will be moving locations in two years. The new location will be next to Columbia Feed and Seed. She will look into installing at that location.

6.H Trash Can Painting Contest

Commissioner Lisa Brooke reported...

- There was discussion on adding more kid's categories with prizes. There was concern there would not be enough kids participating. In the past there has not been very many kids painting.
- There will be further discussion in the subcommittee.

6.I Subcommittee Designations

- Commissioner Juarez-Sisson can work with Joan Youngberg if needed on the This is Us project.
- Commissioner Brooke can help with judging the art and giving ribbons at the county fair.
- Commissioner Brooke and Commissioner Anderson will work on the Mural project.

Annual Report

- Needs to be to Kathy by April 20th.

6.J Agenda Reports & Leadership Goals

- No discussion at this time.

6.K ACC Meeting Time Change & Reschedule June Meeting

- The June meeting was rescheduled to June 18, 2018.
- All meetings will start at 6:00 p.m.

Motion: Commissioner Petersen moved that the Arts and Cultural Commission meetings start at 6:00 p.m. Chair Farrington seconded. All in favor; none opposed; motion carries

8) Adjournment

- The meeting was adjourned at 8:17 p.m.

City of St. Helens

Arts & Cultural Commission

March 27, 2018

Members Present: Lisa Brooke
Kannikar Petersen
Leticia Juarez-Sisson
Kimberly O'Hanlon, Vice Chair
Jennifer Farrington, Chair

Members Absent: Janet Anderson

Staff Present: Margaret Jeffries, Library Director
Susan Conn, Councilor

Others: Doug Morten, Council President
Mike McCoy

1) Call Meeting to Order

The meeting was called to order at 6:00 p.m. by Chair Farrington.

2) Visitors Address the Commission

- ♦ Mike McCoy, with the St. Helens Lions Club presented their idea for a memorial bench.
 - Does not have a specific site in mind but does have a design for the bench
 - Memorializes members of the St. Helens Lions Club
 - Chair Farrington advised the bench request sounds like it falls under the Parks Commission department

3) Approval of Minutes

• Approval of February 27, 2018 Meeting Minutes

- **Changes:**
 - Chair Farrington requested to change the description of the Mural Project to Downtown Mural Project not Downtown Mural Workshop
 - Library Director Jeffries inquired on the spelling of visitor Tiffany McGuire's last name advising it may be spelled with a little g.
 - Secretary Jamie Edwards will review the visitor sign in sheet for correct spelling

Motion: Vice Chair O'Hanlon moved to approve the minutes for February 27, 2018 with changes made. Commissioner Juarez-Sisson seconded. All in favor; none opposed; motion carries.

4) Review Fiscal Report

- The Commission reviewed the fiscal report.

5) Discussion Items

5.A Parks Discussion-Council President Doug Morten

Council President Doug Morten reported...

- He is requesting the Commission make several recommendations to the City Council:
 - Associate Planner Jenny Dimsho received a grant for \$47000 to enhance the Veterans Plaza at McCormick Park
 - Shared the plans for the upgrades to the park
 - Requested the Arts and Cultural Commissions recommendation to the City Council okaying the presented design.
 - Advised the Parks Division has an abundance of painted trash cans and has a shortage on new trash cans to donate to the 4th of July. The Parks Commission would like to offer the Arts and Cultural Commission Picnic Tables to paint at the 4th of July event instead of trashcans
 - Requested the Commission report to Parks Field Supervisor Thad Houk or Public Works Operations Director Neal Shepard on any art inventory when it needs maintained or updated
 - Looking for a recommendation from the Arts and Cultural Commission to City Council to move forward with making plans on turning the Old School into some kind of Performing Arts and Fine Arts Center

Motion: Commissioner Juarez-Sission moved to recommend the City Council moved forward with the plans for the Veterans Park. Commissioner Brooke seconded. All in favor; none opposed; motion carries.

5.B Fiscal Year 18/19 Budget

- **Chair Jenn Farrington** Shared...
 - Copies of the 2018/2019 Fiscal Year Budget were handed out and included in the packet.
 - The Commission reviewed all line items on the budget and discussed updates/changes to the budget

Motion: Commissioner Juarez-Sission moved to approve the 2018/2019 Budget with suggested changes. Commissioner Brooke seconded. All in favor; none opposed; motion carries.

5.C Downtown Mural Project

Commissioner Lisa Brooke reported...

- They have 18 participants and have a field trip to Michael Curry Designs Studio Scheduled March 28, 2018
- The program is moving forward greatly

5.D Early Learning Fair/Kindness Rocks

Commissioner Lisa Brooke reported...

- 6th annual early learning fair at the St. Helens High School on April 21, 2018; Commissioner Brooke thinks this is a great opportunity to set up a booth and talk to parents about the Commission and find out what activities they would like to see.
- Commissioner Brooke will set up and be there half the day. Vice Chair O'Hanlon will try to attend and will ask Commissioner Janet Anderson

5.E Trash Can Painting Contest

Commissioner Lisa Brooke reported...

- She wants to make a decision on award prices, cost and categories.

- The Commission will think on the opportunity of painting picnic tables instead of or in addition to trash cans as well as cost and categories and discuss at the next meeting

5.F Bike Rack

Vice Chair Kim O'Hanlon reported...

- She has approval from the Columbia Pacific Food Bank to install the bike rack at the new location of the Columbia Electric Feed and Seed. Columbia Electric Feed and Seed also approved the bike rack installation on the sidewalk under their sign on Columbia BLVD.
- Commissioner Petersen advised will need to ask the City Council to waive the Public Hearing Requirement for the installation.

5.G Blues & Folk Workshop

Commissioner Kannikar Petersen reported...

- She needs a motion to change and pay for a new location for the final concert as the Library Auditorium will be too small. Petersen contacted Columbia River Reception at Meriwether to ask for a reservation on Thursday, June 28th from 7pm-9pm; asked for the total reservation be 6-10. The cost of the room reservation with a discount will be \$250
- The flyer and the registration form is already on the Commission website, the press release went out March 16th. Petersen requested the Commission members share the program on social media to try and increase involvement.
- Due to the increase in cost for the new venue Commissioner Petersen is looking for grants and sponsorships. She has applied for a grant with the Walmart Foundation Grant called Community Grant Program and requested sponsorships from St. Helens Wauna Credit Union and St. Helens Community Credit Union.
- Petersen contacted the St. Helens School District who has shared the program with the Band teachers and schools. She is also sending emails to the local private schools and homeschool programs.
- Commissioner Brooke suggested advertising in Portland if the program has not received enough sign ups.

Motion: Commissioner Petersen moved to approve expense of \$250 for the reservation of the new location. Chair Farrington seconded. All in favor; none opposed; motion carries.

5.H Arts, Coffee & Conversation

Chair Jenn Farrington reported...

- The April Arts Coffee & Conversation is set for Friday, April 13, 2018 from 5 pm – 8 pm and is combining with Joan Youngberg's "This is Us Project" at Running Dog Brewery.

6) Community News

- Commissioner Juarez-Sisson shared Cycle Columbia County is putting on 3rd annual Columbia Century Challenge on June 16, 2018. Looking for help spreading the word on this.
- Commissioner Petersen advised of Grants available.
- Library Director Jeffries shared all the libraries in Columbia County come together for Columbia County Reads

7) Adjournment

- The meeting was adjourned at 7:59 p.m.

City of St. Helens

Arts & Cultural Commission

April 11, 2018

Members Present: Lisa Brooke
Leticia Juarez-Sisson
Janet Anderson
Kimberly O'Hanlon, Vice Chair
Jennifer Farrington, Chair

Members Absent: Kannikar Petersen

Staff Present: Margaret Jeffries, Library Director
Susan Conn, Councilor

Others: None

1) Call Meeting to Order

The meeting was called to order at 6:00 p.m. by Chair Farrington.

2) Visitors Address the Commission

None

3) Discussion Items

3.A Candidates: Recommendation to Vote

Chair Jenn Farrington reported...

- In the February 27, 2018 Arts and Cultural Meeting agenda packet a subcommittee was formed for interviews. Page 58 identifies Chair Farrington and Vice Chair O'Hanlon as the subcommittee members
- They had two interviews; at one of the interviews Councilor Conn joined and the second interview Councilor Conn and Library Director Jeffries joined
- Discussed the applicants that applied and interviewed
- Vice Chair O'Hanlon reported they are recommending Patrick Nickelson

Motion: Commissioner Juarez-Sisson recommended City Council appoint Patrick Nickelson to the Arts and Cultural Commission position. Commissioner Anderson seconded. All in favor; none opposed; motion carries

3.B Subcommittee Designations: Confirm Current Subcommittees

Chair Jenn Farrington Shared...

- A spreadsheet was included in the agenda packet of all subcommittee members
- Reviewed each subcommittee and made changes and additions as needed

3.C Annual Report Production

Chair Jenn Farrington reported...

- She wants the Commission to review the annual report included in the agenda packet and advise her of any projects that are not listed that should be included

- The deadline to submit the annual report to City Recorder Kathy Payne is Friday April 20, 2018

3.D Trash Can Painting Contest

Library Director Margaret Jeffries reported...

- She is concerned about painting picnic tables during the 4th of July as that is when the most tables are needed and suggests maybe doing this project in the Spring
- Suggested they not graffiti coating the trash cans in order to re-use the oldest trash cans in future events

Commissioner Lisa Brooke reported...

- She also feels painting picnic tables it is too much of a stretch for this 4th of July and suggests to paint them next year or at a different time this year
- Agrees to not graffiti coat trash cans going forward

Councilor Susan Conn advised...

- The Parks division has an overabundance of trash cans and the picnic tables had been a suggested alternative. Maybe the Commission needs to think of a different alternative
- The Commission needs to give credit to whomever donates the trash cans

Commissioner Brooke advised...

- She thinks every year they should dispose of approximately 7 or 8 of the oldest trash cans that are damaged or worn down and continue to paint new ones
- She has gone around to all the parks and photographed the trash cans
- She needs to know if they need fresh cans, who to contact and how many the Commission needs this year

The Commission agreed to no longer graffiti coat the trash cans and they will recycle or re-use the oldest trash cans after several years. There are currently 5 ready cans at Library Director Jeffries house so the Commission would need 7 more cans.

5.E Early Learning Fair: Kindness Rocks Table

Commissioner Lisa Brooke reported...

- She needs to change the craft as it is for younger children and they think paint is not a good craft for the young children
- Commissioner Brooke and Commissioner Anderson will be looking into a different craft for the kids
- The Commission agrees it is okay to spend under \$30 for a craft
- The fair is Saturday April 21, 2018 from 10am-4pm at the St. Helens High School

4) Community News

Commissioner Leticia Juarez-Sisson shared...

- The Arts Cultural & Conversation is this Friday April 13, 2018 at Running Dog Brewery from 6pm-8pm
- Cycle Columbia County is looking for registrants; people can register at cycelcolumbiacounty.com
- There is now a co working space in Columbia County. It is one office building that houses multiple small to medium businesses that share an office space called Jubilee Collective in Scappoose

Library Director Margaret Jeffries shared...

- April 19, 2018 at 7 pm the St. Helens Public Library is hosting the 3rd installment in their 4 four part series on Civics for Adults; this is about the constitution
- April 26, 2018 at 7 pm the St. Helens Public Library is hosting Author Willy Vlautin who will be discussing Lean on Pete

7) Adjournment

- The meeting was adjourned at 7:18 p.m.

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	Columbia Blvd		
Beginning Point	Hwy 30	Ending Point	1st St
Start Date	6-16-18	End Date	6-16-18
Time to Begin Closure	11:50 am	Time to Reopen	1:00 pm ??
Purpose of Closure	Parade Kiwanis Community Parade		
Street Closure #2			
Street Name	1st St		
Beginning Point	Columbia Blvd	Ending Point	Boise Veneer
Start Date	6-16-18	End Date	6-16-18
Time to Begin Closure	12:30 pm	Time to Reopen	2:30 pm
Purpose of Closure	Parade Kiwanis Community Parade		
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)

	4/17/18		0328/18		300-18
Fire District	Date	Police Department	Date	Public Works	Date
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>Keith Locke</u>	Date Signed <u>6-3-19-18</u>
Print Name <u>Keith Locke</u>	Phone <u>503-369-0575</u>
Mailing Address <u>90 Columbia Blvd</u>	City, State, Zip <u>St Helens 97051</u>
Petitioner Signature _____	Date Signed _____
Print Name _____	Phone _____
Mailing Address _____	City, State, Zip _____

FOR OFFICIAL USE ONLY

Date Rec'd 4/17 Rec'd by _____ Date sent to CC 5/2 City Council ☐ Approved ☐ Denied Meeting date _____

Attested , City Administrator Date 4/18/18

CITY STREET CLOSURE CONSENT FORM

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

Applicant Kiwanis Keith Locke Phone 503-369-0575
 Name of Event Community Parade Date(s) of Event 6-16-18 Time(s) 5am - 3pm
 Street(s) to be closed for event Columbia Blvd - 1st Street
to Boise lot

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 _____ <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 _____
 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 _____
 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 _____
 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 _____

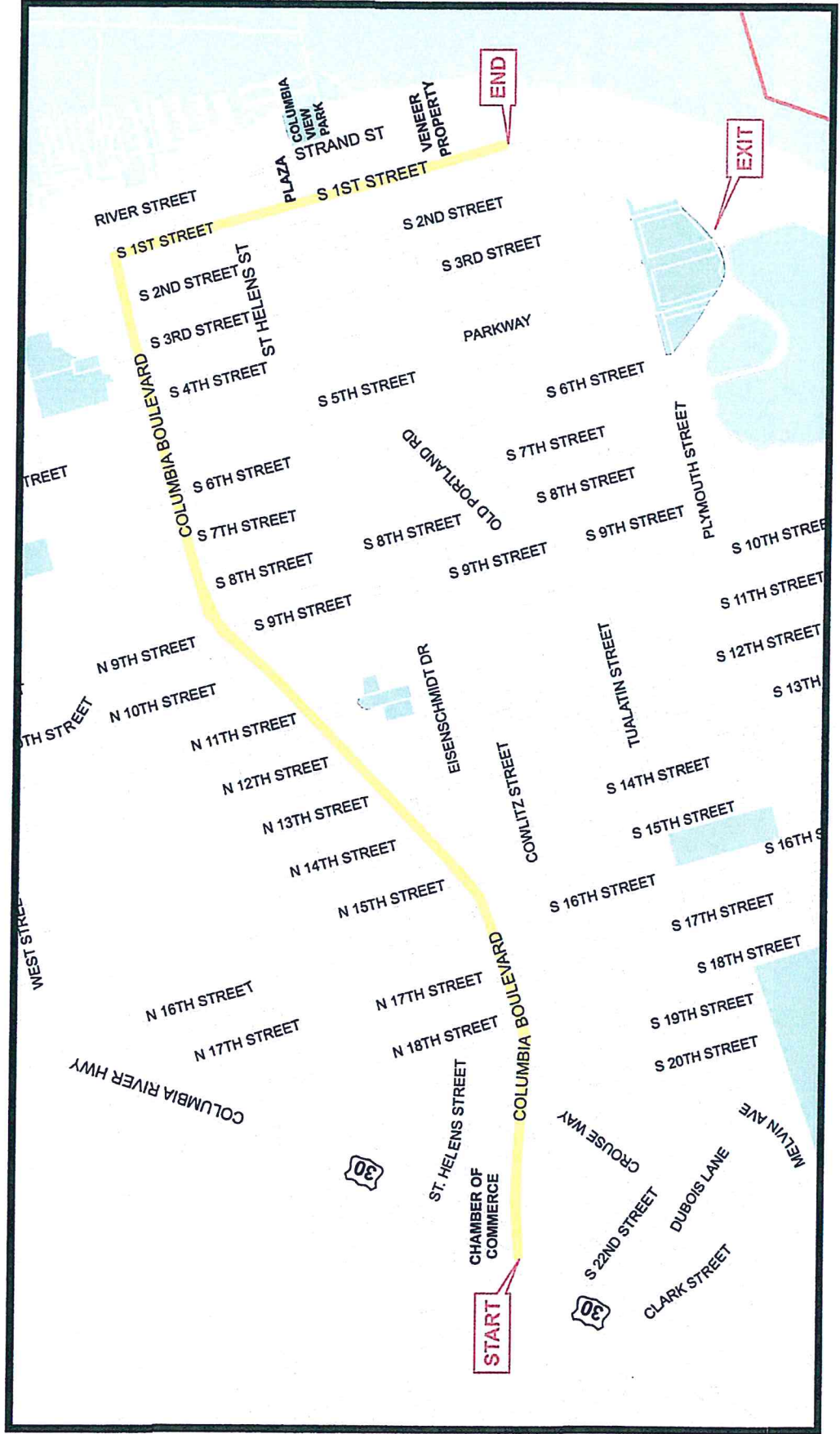
**Return this to City Hall with your
 Petition for Temporary Closure of City Street(s)**

Kiwanis Community Parade 2016

- Parade Route
- Wastewater Treatment Pond
- City Parks



NOT TO SCALE



City of St. Helens

Consent Agenda for Approval

CITY COUNCIL MINUTES

Presented for approval on this 2nd day of May, 2018 are the following Council minutes:

2018

- Work Session, Executive Session, Public Hearing, Public Hearing, and Regular Session Minutes dated April 4, 2018

After Approval of Council Minutes:

- ☐ Scan as PDF Searchable
- ☐ Make one double-sided, hole-punched copy and send to Library Reference
- ☐ Minutes related to hearings and deliberations get copied to working file
- ☐ Save PDF in Minutes folder
- ☐ Update file name of Word document in Granicus & Publish
- ☐ Copy Word document into Council minutes folder on Administration drive
- ☐ Email minutes link to distribution list
- ☐ Add minutes to HP Trim
- ☐ File Original in Vault

City of St. Helens City Council

Work Session

April 4, 2018

Members Present: Mayor Rick Scholl
Council President Doug Morten
Councilor Susan Conn
Councilor Keith Locke

Members Absent: Councilor Ginny Carlson

Staff Present: John Walsh, City Administrator
Kathy Payne, City Recorder
Matt Brown, Finance Director
Margaret Jeffries, Library Director
Jacob Graichen, City Planner
Jenny Dimsho, Associate Planner
Tina Curry, Event Manager

Others:

Herb Bailey	Mitzi Ponce
Chelsea Paschke	Darryl Swan
Joe Wonderlick	Erik Jensen
Lea Tillotson	Beth Pulito
Steve Topaz	Julie Thompson

1) **Call Work Session to Order - 1:00 p.m.**

2) **Visitor Comments - Limited to five (5) minutes per speaker**

- ◆ Erik Jensen, local sculptor. He proposed an idea to erect a statue of Lewis and Clark's Newfoundland dog, Seaman. He asked what the process was for the art on the Highway. He also asked what the ground is like on the Waterfront property.

Councilor Conn and Library Director Jeffries explained the art funding and Request for Proposals (RFP) process. Councilor Locke said the ground near the river is predominantly fill. City Planner Graichen said a geotech report would be needed to know the full extent of what is there.

- ◆ Steve Topaz. He talked about toxic waste leaving the Armstrong plant. If we have a toxic waste dump here, St. Helens would be required to have an insurance policy to guard against the toxic waste failing and flowing into the river. Do we have an insurance policy if the cooling lagoon failed?

City Administrator Walsh responded that the City has a general liability policy, which would cover that.

- ◆ Beth Pulito, Amani Center. They are holding a race on April 21. She is here to answer any questions the Council has about the Street Closure application.

There were no concerns from the Council. It is on tonight's agenda for approval.

3) **Discussion Topics**

3.A **Proposed Rates Increase for Garbage & Recycling Services - Hudson Garbage**

Herb Bailey and Joe Wonderlick of Hudson Garbage were in attendance to speak about the recycling crisis. Recycling materials are sent to China. Last summer, China dramatically changed the quality standards of what they accept. It has been a major disruption with sorting. The increase in costs have affected all of the west coast. They are proposing to pass their increased cost on to rate payers.

Council encouraged Hudson Garbage to increase public education of accepted recycling items.

3.B **City of St. Helens/St. Helens School District Recreation Collaboration - Matt**

Finance Director Brown reviewed the proposal. He distributed a draft summer schedule of activities, draft intergovernmental agreement, and a draft survey for citizens to respond with what types of programs they would participate in. The City and School District share a goal to create a better community. The recreation collaboration would help them work together. Associate Planner Jenny Dimsho applied for a \$25,000 grant through the Ford Family Foundation to partially fund the first year and the proposed part-time staff member. He hopes to hear back by May.

Council President Morten invited Brown to speak to the Parks Commission about the proposal at next week's meeting.

3.C **Letter of Request from Greater St. Helens Park and Recreation District**

Finance Director Brown reviewed the letter he received from the Greater St. Helens Park and Recreation District. A copy is included in the archive meeting packet. They are requesting reconsideration of the utility bill charges.

After discussion, the Council was in concurrence to continue discussions with the District, emphasizing the need to change their name. At this time, Council President Morten and Mayor Scholl are not in favor of giving up Civic Pride Park.

3.D **Discussion Regarding Property on Millard Road - Mayor Scholl**

City Planner Graichen reviewed the zoning map and allowed uses. Based on surrounding zoning, he recommends rezoning it from Public Lands to Moderate Residential (R7) or General Residential (R5).

Council President Morten expressed his safety concerns with traffic turning from Millard Road onto Highway 30. Graichen reported that ODOT does have a plan to install a traffic signal at that intersection.

Councilor Locke asked if this zone change could be done simultaneously with the Kaster Road zone change. Graichen urged against them being done at the same time.

3.E Review Bid Invitation for Timber Sale - John

City Administrator Walsh reviewed the bid invitation. A copy is included in the archive meeting packet. Council concurred.

4) Department Reports

4.A Administration / Community Development Department Report

Library Director Jeffries reported...

- Requested Council waive the public hearing requirement for placement of a small Arts & Cultural Commission bike rack. It is proposed to go in front of the Columbia Feed & Seed, which will soon be the location of the Columbia Pacific Food Bank. Councilor Locke emphasized the need for the donation plaque to specify that it's a bike rack because of its artistic appearance. Council President Morten was opposed to waiving the public hearing requirement.
- Submitted a grant in partnership with Scappoose Public Library. She hopes to hear back in late July.
- She will be hosting representatives from the Dollywood Foundation and the James and Shirley Rippey Family Foundation on Monday, April 16. They will be talking to interested parties in Columbia County about the Dolly Parton Imagination Library. The program provides one book per month to children ages 0-5. The cost is \$25/month per child. Studies show that kindergartners who have these books in their home are better prepared to read when they begin school. The James and Shirley Rippey Family Foundation is willing to sponsor half the cost for the first three years. Jeffries is looking for additional sponsors to cover the cost.
- The Library holds an annual recognition event for volunteers, Library Board, Friends of the Library, and Library partners. It will be held Friday, April 13.
- The Youth Librarian held the first Make It! 3D Printing & Vinyl Cutting session. It was good to see the team work between participants and high school students. The next session will be held April 9.

Finance Director Brown reported...

- Public Hearing tonight for the supplemental budget.
- Utility Billing is now generating monthly billing. Kudos to staff for their work to make it happen.
- Will present a Court report at the next meeting.
 - RFP's for Judge and Prosecutor are due by April 13.
 - They are in need of court-appointed attorneys. We pay a considerable amount less than Scappoose. He will have more information at the next meeting.
- Attended a bankruptcy court hearing for Bing's Restaurant this morning. Bing's will now be handled by a trustee to liquidate the property. The restaurant could possibly stay open. Brown hopes to see a conclusion and sale.

Events Coordinator Tina Curry reported...

- Responded to the little girl who contacted us about Sally, who lives in Spirit of Halloweentown.
- Considering a campaign to encourage people to send letters to their favorite Halloween characters.
- Festival of the Fairies
 - Tickets available online.

- Received fairy boxes.
- Small fairy doors will be placed around town as part of a scavenger hunt.
- Wauna Credit Union sign to be painted and hung.
- Free event parking on the Waterfront property and tickets to the museum.
- Cleanup is being done on S. 1st Street to beautify the downtown.
- Asked Council if businesses can post signs that parking is for customers only.
 - Council concurred as long as they meet sign regulations.
- Waterfront Development postcards have been distributed to downtown businesses.
- Appreciates questions being routed directly to her when someone is unsure of the answer.
- Thanked new sponsors:
 - Running Dogs Brewery
 - Cascadia
 - Port of St. Helens
 - Hudson Garbage – will have recycling stations during 13 Nights on the River.
 - Dino Nobel
- An AirBnB workshop will be held on April 10.
- Requested to move the bike rack that's located in front of Wild Currant over to the free parking area. Council concurred.
- Cascadia Home Loans and Hit Machine will be promoting donations for 4th of July.
- Working on a new area map to hopefully be ready in time for the Festival of the Fairies.
- Talked about an idea for coasters that would be given to yachters when they visited downtown restaurants.

City Recorder Payne reported...

- Council typically does not meet on the first Wednesday in July and August. Do they want to do that this year? Council concurred.

City Administrator Walsh reported...

- The downtown merchants have been negatively impacted by the loss of boaters visiting St. Helens due to the transient boaters harassing and stealing from them. Code enforcement has been enhanced. The yacht clubs have been notified. Councilor Locke suggested charging a fee to stay overnight. It would reduce the transient problems. Walsh will return with a proposal.
- Armstrong is closing on May 31. The City will be impacted by local residents losing their jobs, Urban Renewal Agency, utility funds, and the tax base. He's sorry to see them go.
- Serving on two League of Oregon Cities committees. Affordable housing has been a hot topic.
- The Building Official recruitment has been posted and is open until filled.
- The Building Department is very busy right now. They are doing everything they can to move things along.
- Elaborated on the tax process for the AirBnB workshop Tina mentioned.
- Working on grant funding for various City projects. Focusing on the Waterfront boardwalk right now.

5) **Council Reports**

Councilor Locke reported...

- Met with a Cascades representative about the clarifier. The parts should be in next week and hopefully running in May. They are working on site improvements.
- Met with ACSP last week. They are moving ahead.

Councilor Conn reported...

- Arts & Cultural Commission
 - Working on a budget to propose for next year.
 - Aligning their mission with the City's.
 - Making their meetings shorter and more effective.
 - Unanimous recommendation to approve the Veteran's Plaza.
 - Discussed the picnic table painting.

Council President Morten reported...

- Parks Commission has a full agenda for next Monday.
 - Proposal to lease Sand Island for camping.
 - Picnic table painting.
- Six vacancies on the Bicycle & Pedestrian Commission. He proposes to combine them with the Parks Commission. No objections from Council.

Mayor Scholl reported...

- SHEDCO Clean-Up Day is in April.
- He is receiving positive feedback about the ferry to cross the river.

6) **Other Business**

7) **Adjourn** – 3:40 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor

City of St. Helens

CITY COUNCIL

Executive Session Summary

April 4, 2018

Members Present: Rick Scholl, Mayor
Doug Morten, Council President
Keith Locke, Councilor
Susan Conn, Councilor

Members Absent: Ginny Carlson, Councilor

Staff Present: John Walsh, City Administrator
Matt Brown, Finance Director
Kathy Payne, City Recorder
Margaret Jeffries, Library Director

Others: Julie Thompson, Chronicle



Mayor Scholl opened the Executive Session at 3:45 p.m. and gave Council roll call.

The Council met in Executive Session pursuant to ORS 192.660(2)(e) Real Property Transactions to discuss various topics concerning City-owned properties and (h) Potential Litigation.

The Executive Session was adjourned at 4:10 p.m.



ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor

City of St. Helens City Council

Public Hearing Minutes

April 4, 2018

Members Present: Mayor Rick Scholl
Council President Doug Morten
Councilor Susan Conn
Councilor Keith Locke

Members Absent: Councilor Ginny Carlson

Staff Present: John Walsh, City Administrator
Kathy Payne, City Recorder
Matt Brown, Finance Director
Jenny Dimsho, Associate Planner

Others: Patrick Birkle
Rich Bailey
Ellen Bailey
Julie Thompson

1) **Open Public Hearing - 6:00 p.m.**

2) **Topic**
2.A **Proposal: Supplemental Budget - Appropriations for Fiscal Year 2017-18**
Finance Director Brown reviewed the appropriations.

Public Comment

- ♦ Patrick Birkle. He was a member of the Budget Committee during FY17-18. He wanted to clarify that there were no significant changes to revenues or expenditures and that the changes were based on restructuring of funds. Brown concurred.

3) **Close Public Hearing – 6:06 p.m.**

A resolution is included on the regular session agenda for approval.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor

City of St. Helens City Council

Public Hearing Minutes

April 4, 2018

Members Present: Mayor Rick Scholl
Council President Doug Morten
Councilor Susan Conn
Councilor Keith Locke

Members Absent: Councilor Ginny Carlson

Staff Present: John Walsh, City Administrator
Kathy Payne, City Recorder
Matt Brown, Finance Director
Margaret Jeffries, Library Director
Jenny Dimsho, Associate Planner

Others: Julie Thompson Rich Bailey
Tina Curry Ellen Bailey
Patrick Birkle Don Maywald
Hannah Stewart

Open Public Hearing - 6:15 p.m.

Topic

Proposal: Planned Development Overlay Zone

Applicant: Kessi Engineering & Consulting

Owner: Rich Bailey Construction

Location: 34759 Sykes Road

Associate Planner Dimsho presented the staff report dated March 14, 2018. There were no ex-parte contacts, conflicts of interest, or bias in this matter.

The Planning Commission recommended approval of the proposal with the following modification: In order to utilize the planned development overlay zone for a development proposal, both lots shall be included in a planned development proposal.

Applicant Testimony

- ♦ Rich Bailey. Vacant property in the area is becoming more difficult to find. Due to the wetlands and the City's restrictions, they needed to apply for a Planned Development to allow for modifications.

There was discussion of lot development.

Testimony in Favor

- ♦ Don Maywald. He and his wife own property directly north of the subject property. They are in support of the proposal and sympathize with working around the wetlands.

Testimony in Neutral

- ♦ Hannah Stewart. How will this property benefit St. Helens and how will it affect the wetlands?

Councilor Conn spoke of the desperate need for housing.

Mayor Scholl pointed out that the City's wetland buffer is more extensive than the State's. He agreed with the need for housing. It's beneficial when contractors build on the in-fill properties.

Council President Morten added that this development will benefit the community with additional housing and tax revenue. It all improves the quality of life.

Testimony in Opposition - None

Close Public Hearing – 6:30 p.m.

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

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor

City of St. Helens City Council

Regular Session Minutes

April 4, 2018

Members Present: Mayor Rick Scholl
Council President Doug Morten
Councilor Ginny Carlson
Councilor Susan Conn
Councilor Keith Locke
Youth Councilor David Ryder

Members Absent: None

Staff Present: John Walsh, City Administrator
Kathy Payne, City Recorder
Matt Brown, Finance Director
Margaret Jeffries, Library Director
Jenny Dimsho, Associate Planner
Terry Moss, Police Chief
Crystal Farnsworth, Communications Officer

Others:

Julie Thompson	Andrew Dilton
Rich Bailey	Brady Preheim
Ellen Bailey	Rosemary Clement
Patrick Birkle	Charles Castner
Hannah Stewart	Matt Phemester
Kenna Reinholdt	Alyson Blasier
Jordan Caveman	Addison Hiatt
Don Maywald	Jason Resch
Jenny Maywald	Shauna Stroup-Harrison
Savanah O.	Nick Scholl
Grace Smith	

1) **Call Regular Session to Order - 7:00 p.m.**

2) **Pledge of Allegiance**

Presentation of Plaque to Patrick Birkle, Budget Committee

Mayor Scholl thanked Patrick Birkle for his six years of service on the Budget Committee. Council members added their sentiments of appreciation to Patrick for his service to the community.

3) **Visitor Comments - Limited to five (5) minutes per speaker**

- ◆ Rosemary Clement. She read a letter into the record. A copy is included in the archive meeting packet. She holds the City Council responsible for contractors they hire and for communicating with the public. She sent an email to Mayor Scholl about the Waterfront property and never received a response. She was told by another Councilor to direct her

questions to Tina Curry but finds that unacceptable. Rosemary does not want the Spirit of Halloweentown promoted all year long. It cheapens the reputation. Also, she would like a timeline of the Waterfront development. It is the greatest asset. She encouraged the City to focus on outdoor recreation. OMIC is coming to Scappoose and she would like to see St. Helens benefit from it.

- ♦ Charlie Castner, husband of Rosemary. He does not understand the stonehenge and how it relates to Spirit of Halloweentown. There is so much opportunity to focus on natural resources. The idea of a ferry to Sand Island and Washington is great. He talked about communication with Tina Curry being difficult. He suggested the Council talk to her about being more approachable.
- ♦ Brady Preheim. He read a letter from Nancy Whitney into the record. She depends on the City government to be open and honest. She asked a staff member what the fencing was for around a portion of the Waterfront property and was told that it was secret and confidential. She is asking the Council to inform staff what is confidential and what is not. Brady added his own comments. He thinks Tina is doing a fantastic job. His criticism is more with Mr. Walsh. He understands the public can be annoying when you're busy. It's his job to explain what is happening in the City. He also holds the Council responsible for all being in attendance at the merchants meeting. They know the rules and someone should have left so there was no quorum.

Mayor Scholl apologized for not getting back to Rosemary. Calling his cell phone is the best way to reach him. Spirit of Halloweentown will not be a year-long event. The Council has been discussing the Festival of Fairies over the last few work sessions. Having all the Council at the merchant's meeting was not planned. It was a mistake and will not happen again. No decisions were being made there. It was a meeting to find out how Tina could be a better help to the merchants. Tina paid to rent the space and have it catered. She has also taken on 4th of July when they were unable to get volunteers.

Rosemary asked if Tina is being paid more money to take on additional events. Mayor Scholl responded that she is not being paid more.

Councilor Carlson added that the merchants have expressed that they want more business support. The events bring people downtown to shop and eat at restaurants.

Mayor Scholl talked about the first merchants meeting, where he and Councilor Carlson were there only Council members in attendance. It just so happened everyone showed up to the next meeting. No decisions were made. He is working for the citizens and to be of service to his community.

- ♦ Shauna Straup-Harrison. She is in favor of the ferry across the river. She is concerned about the push to build big development on the Waterfront that will not be sustainable or affordable. It will become a hindrance like the South Waterfront in Portland. She wants to see livability. The Council works for the betterment of the community. She would like to see sustainable businesses.

Councilor Conn pointed out that more Waterfront property is available for development. She encouraged Shauna to send interested developers to the City.

Mayor Scholl talked about plans for the Waterfront development and opportunities for the public to participate.

- The second Riverfront Corridor meeting is happening soon.
- The Urban Renewal District Agency has met and approved a plan.
- The City is working with a developer for the Waterfront property.
- Talking about studies for the boardwalk.

Shauna understands that things are being done but wants the opportunity to voice her concerns. Community members are here and want to be heard.

Council President Morten appreciates the visitor comments and criticism. It's the way the Council becomes aware and grows.

4) **Deliberations: Planned Development Overlay Zone at 34759 Sykes Road (Kessi Engineering & Consulting)**

Mayor Scholl is in favor of the plan. It maintains the 50 foot buffer from wetlands and works around the BPA easement.

Councilor Conn appreciates the larger buffer around the wetlands.

Council President Morten finds the plan flawless with how it has to work around all the obstacles.

City Administrator Walsh talked about the overlay. It is a tool for working with property that has obstacles.

Motion: Upon Conn's motion and Morten's second, the Council unanimously approved the Planned Development Overlay Zone at 34759 Sykes Road as recommended by the Planning Commission.

5) **Ordinances - Final Reading**

- 5.a Ordinance No. 3226: An Ordinance to Annex and Designate the Zone of Certain Property at 2130 Gable Road

Mayor Scholl read Ordinance No. 3226 by title for the final time. **Motion:** Upon Locke's motion and Carlson's second, the Council unanimously adopted Ordinance No. 3226. [AYES: Scholl, Carlson, Conn, Locke, Morten; Nays: None]

6) **Ordinances - First Reading**

- 6.a Ordinance No. 3222: An Ordinance Vacating a Portion of North First Street Right of Way and Reserving Public Utility and Construction Easements

Mayor Scholl read Ordinance No. 3222 by title for the first time. The final reading will be held at the next regular session.

7) **Resolutions**

- 7.a Resolution No. 1811: A Resolution of the Common Council of the City of St. Helens, Oregon, Adopting a Supplemental Budget for Making Appropriations for Fiscal Year 2017-18

Motion: Upon Morten's motion and Carlson's second, the Council unanimously adopted Resolution No. 1811. [AYES: Scholl, Carlson, Conn, Locke, Morten; Nays: None]

7.b Resolution No. 1812: A Resolution in Support of a Feasibility Study for Ferry Service from South Columbia County, Oregon to Washington State

Motion: Upon Conn's motion and Locke's second, the Council unanimously adopted Resolution No. 1812. [AYES: Scholl, Carlson, Conn, Locke, Morten; Nays: None]

7.c Public Comments - Proposed Increase in Garbage & Recycling Rates

No comments received.

7.d Resolution No. 1813: A Resolution Establishing Garbage & Recycling Rates and Superseding Resolution No. 1792

Discussion. Council President Morten assured citizens that Hudson Garbage has a good history of reducing rates to the rate payers if their costs are reduced. They will continue recycling even with the rising costs.

Motion: Upon Locke's motion and Carlson's second, the Council unanimously adopted Resolution No. 1813. [AYES: Scholl, Carlson, Conn, Locke, Morten; Nays: None]

8) Approve and/or Authorize for Signature

8.a [Ratify] Agreement with Miller Consulting Engineers, Inc. for Professional Structural Engineering Services

Motion: Upon Carlson's motion and Morten's second, the Council unanimously approved '8a' above.

9) Consent Agenda for Acceptance

9.a Planning Commission Minutes dated February 13, 2018

Motion: Upon Conn's motion and Locke's second, the Council unanimously approved '9a' above.

10) Consent Agenda for Approval

10.a Work Session, Executive Session, Public Hearing, and Regular Session Minutes dated March 7 & 21, 2018

10.b Declare Surplus Property - Water Filtration Facility Equipment

10.c Street Closure Request from Amani Center for Race Against Child Abuse

10.d OLCC Licenses

10.e Accounts Payable Bill Lists

Motion: Upon Carlson's motion and Conn's second, the Council unanimously approved '10a' through '10e' above.

11) Mayor Scholl Reports

- Glad to see high school students here tonight. They were able to see democracy at work. It's important to come and educate yourself when you have questions. The Council is no different than anyone else here.
- Facebook can be a place for people to just be mean and it can be easy for people to get caught up in it. He is not perfect and apologizes for any future shortcomings.

12) Council Member Reports

Council President Morten reported...

- Encouraged community members to attend Monday's Parks Commission. He is excited about a proposal that will be presented. It will have a profound effect on the Waterfront.
- He is excited about the Veteran's Plaza being developed in McCormick Park.

- Encouraged people to contact him with questions about the parks.

Councilor Conn reported...

- Welcomed everyone here tonight. She appreciates them coming. This is the forum to be heard. The Council tries to do their best.

Councilor Locke reported...

- This is his 18th year on the Council. They have been working on the Waterfront that entire time. It's a process and they don't take it lightly.

Councilor Carlson reported...

- Missed the work session earlier because of other commitments.
- Appreciates the feedback from citizens. She shares some of their same concerns. The people who live here have an expectation for the Waterfront property and their input will be considered.
- Participating in the National Alliance Mental Illness (NAMI) fundraising walk.
- Participating in a Regards to Rural event that will be held in Portland this year. It bridges the gap between rural and city divide.
- Working with Public Health to start a cancer support network for the community. They will be sponsoring and leading walks four days a week for survivors, family members, and people affected by cancer. It's a free event.

Youth Councilor Ryder reported...

- Al and Kannikar Petersen attended the last Youth Council meeting. They presented information and flyers on two upcoming events; Earth Day Cleanup and Blues & Folk Music Workshop. The flyers will be distributed at the schools.
- He attended KOHI today and talked about Chef School.

13) **Department Reports**

Chief Moss reported...

- Elijah Merkwon will be sworn in at the next work session.

Associate Planner Dimsho reported...

- Nothing to report.

Communications Officer Farnsworth reported...

- Nothing to report.

Library Director Jeffries reported...

- The Library is hosting Author Willy Vlautin as part of Columbia County Reads on Thursday, April 26 at 7 p.m. She encouraged people to come.

Finance Director Brown reported....

- Budget Committee meeting tomorrow at 6 p.m. in the Council Chambers.

City Recorder Payne reported...

- Nothing to report.

City Administrator Walsh reported...

- There was a lot of talk about the Waterfront and tourism today. The City's work on the Waterfront has been to ensure public access. If a private developer had purchased it, there wouldn't be the same level of public access. They want to draw people to the community long term. He talked about the draw of hotel industries. With the tourism events that draw thousands of people, travelers are having to stay in Portland due to the lack of hotels in St. Helens.
- There was a comment earlier about secrets and him not being available. Anyone who works with him knows that his door is always open. He welcomes people to come talk with him.

Council President Morten talked about the vision of the Waterfront. Sustainability was a key word for its development.

14) **Other Business**

15) **Adjourn – 7:57 p.m.**

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor

Accounts Payable

To Be Paid Proof List

User: jenniferj
 Printed: 04/12/2018 - 1:22PM
 Batch: 00006.04.2018 - AP 4-12-18 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									
1213	3/31/2018	509.06	0.00	04/12/2018				False	0
100-708-052001	Operating Supplies			MATERIALS 1213					
	1213 Total:	509.06							
1214	3/31/2018	35.52	0.00	04/12/2018				False	0
100-705-052001	Operating Supplies			MATERIALS 1214					
	1214 Total:	35.52							
	ACE HARDWARE Total:	544.58							
AKS ENGINEERING & FORESTRY									
001128									
4401C-03	3/14/2018	2,000.00	0.00	04/12/2018				False	0
603-000-053010	Sewer Main Replacement			S- 658 S 7TH COL SEWER REPAIR PROJECT 4401					
	4401C-03 Total:	2,000.00							
	AKS ENGINEERING & F	2,000.00							
BUREAU OF LABOR & INDUSTRIES, BOLI									
004930									
04122018	4/12/2018	274.45	0.00	04/12/2018				False	0
603-000-053010	Sewer Main Replacement			PUBLIC WORKS FEE S 7TH ST COL. BLVD SWR REPI					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
04122018 Total:		274.45							
BUREAU OF LABOR & I		274.45							
BUREAU OF LABOR AND INDUSTRIES, BOLI 004933									
04122018	4/12/2018	250.00	0.00	04/12/2018				False	0
205-000-053001 Capital Outlay				PUBLIC WORKS FEE VARIOUS LOCATIONS CITY OF					
04122018 Total:		250.00							
BUREAU OF LABOR AN		250.00							
CENTERLOGIC, INC. 011595									
45158	4/4/2018	1,154.27	0.00	04/12/2018				False	0
702-000-052005 Small Equipment				NEW COMPUTER					
45158 Total:		1,154.27							
45334	4/3/2018	43.98	0.00	04/12/2018				False	0
702-000-052001 Operating Supplies				ADAPTER CONVERTER					
45334 Total:		43.98							
45340	4/4/2018	1,205.00	0.00	04/12/2018				False	0
702-000-052019 Professional Services				IT SUPPORT					
45340 Total:		1,205.00							
45353	4/3/2018	5,727.00	0.00	04/12/2018				False	0
702-000-052006 Computer Maintenance				MSP AGREEMENT					
45353 Total:		5,727.00							
45440	4/4/2018	1,254.29	0.00	04/12/2018				False	0
702-000-052005 Small Equipment				DELL OPTIPLEX					
45440	4/4/2018	299.00	0.00	04/12/2018				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
702-000-052005 Small Equipment				DEHP LASERJET PRINTER					
45440 Total:		1,553.29							
45477	4/4/2018	757.50	0.00	04/12/2018				False	0
702-000-052006 Computer Maintenance				QUARTERLY AGREEMENT MCAFEES EMAIL PROTEC					
45477 Total:		757.50							
45558	4/5/2018	325.00	0.00	04/12/2018				False	0
702-000-052006 Computer Maintenance				SECURE BACKUP					
45558 Total:		325.00							
CENTERLOGIC, INC. To		10,766.04							
CENTURY LINK									
034002									
04042018	4/4/2018	443.10	0.00	04/12/2018				False	0
702-000-052010 Telephone				130B 967B 488B 798B CITY HALL					
04042018	4/4/2018	183.97	0.00	04/12/2018				False	0
702-000-052010 Telephone				228B 909B 579B PUBLIC WORKS					
04042018	4/4/2018	79.88	0.00	04/12/2018				False	0
603-736-052010 Telephone				600B 688B 293B 654B WWTP					
04042018	4/4/2018	79.88	0.00	04/12/2018				False	0
603-737-052010 Telephone				600B 688B 293B 654B WWTP					
04042018 Total:		786.83							
CENTURY LINK Total:		786.83							
COHEN, DONNA L.									
0084									
04112018	4/11/2018	300.00	0.00	04/12/2018				False	0
100-706-052028 Projects & Programs				CIVICS FOR ADULTS PROGRAM FEE D. COHEN					
04112018 Total:		300.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
COHEN, DONNA L. Total		300.00							
COLUMBIA CO. TREASURER									
007701									
04092018	4/9/2018	546.79	0.00	04/12/2018				False	0
100-000-020900 County Assessment				JAIL ASSESSMENT					
04092018	4/9/2018	2,191.00	0.00	04/12/2018				False	0
100-000-020800 State Assessment				COUNTY ASSESSMENT					
04092018	4/9/2018	-273.78	0.00	04/12/2018				False	0
100-000-036002 Fines - Court				COUNTY ASSESSMENT					
04092018 Total:		2,464.01							
COLUMBIA CO. TREASU		2,464.01							
COLUMBIA COUNTY CULTURAL COALITION, C/O KANNIKAR P									
007520									
04112018	4/11/2018	50.00	0.00	04/12/2018				False	0
100-706-052018 Professional Development				CAMERON BURKHART REGISTRATION FEE GRANT					
04112018 Total:		50.00							
COLUMBIA COUNTY CU		50.00							
COLUMBIA COUNTY RIDER									
007766									
16-2352	2/8/2018	6.00	0.00	04/12/2018				False	0
100-705-052001 Operating Supplies				VOUCHER ST. HELENS TO PORTLAND					
16-2352 Total:		6.00							
COLUMBIA COUNTY RI		6.00							
CREATIVE SERVICES OF NEW ENGLAND									
009341									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
D18-16981	3/30/2018	206.95	0.00	04/12/2018				False	0
100-705-052001 Operating Supplies				ROUND BADGE STICKERS					
D18-16981 Total:		206.95							
CREATIVE SERVICES O		206.95							
CRIMINAL JUSTICE TRAINING COMMISSION 035704									
201129161	11/2/2017	150.00	0.00	04/12/2018				False	0
100-705-052018 Professional Development				BRIANNE MARES TRAINING					
201129161 Total:		150.00							
CRIMINAL JUSTICE TRA		150.00							
CUSTOM HOME SERVICES LLC, CHS PAINTING 009644									
04052018	4/11/2018	4,463.50	0.00	04/12/2018				False	0
704-000-053001 Capital Outlay				DEPOSIT PAINTING COL CENTER 30%					
04052018 Total:		4,463.50							
CUSTOM HOME SERVIC		4,463.50							
DAHLGRENS DO IT BEST BUILDERS SUPPLY 009800									
03272018	3/27/2018	4.20	0.00	04/12/2018				False	0
201-000-052088 Events - Fairyland				BUILDING MATERIALS / SUPPLIES					
03272018	3/27/2018	80.53	0.00	04/12/2018				False	0
100-708-052001 Operating Supplies				BUILDING MATERIALS / SUPPLIES					
03272018	3/27/2018	86.50	0.00	04/12/2018				False	0
701-000-052001 Operating Supplies				BUILDING MATERIALS / SUPPLIES					
03272018	3/27/2018	205.90	0.00	04/12/2018				False	0
703-734-052023 Facility Maintenance				BUILDING MATERIALS / SUPPLIES					
03272018	3/27/2018	15.28	0.00	04/12/2018				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
601-731-052001 Operating Supplies					BUILDING MATERIALS / SUPPLIES				
03272018	3/27/2018	11.12	0.00	04/12/2018				False	0
100-715-052004 Office Supplies					BUILDING MATERIALS / SUPPLIES				
03272018	3/27/2018	86.80	0.00	04/12/2018				False	0
205-000-052001 Operating Supplies					BUILDING MATERIALS / SUPPLIES				
	03272018 Total:	490.33							
	DAHLGRENS DO IT BES	490.33							
DARROUX, SHARON									
009945									
04052018	4/5/2018	561.75	0.00	04/12/2018				False	0
703-733-052018 Professional Development					APWA SPRING CONF 2018 S. DARROUX MEALS / LOI				
	04052018 Total:	561.75							
	DARROUX, SHARON To	561.75							
GALLS, LLC - D.B.A BLUEMENTHAL UNIFORM									
013074									
009576638	3/22/2018	1,450.00	0.00	04/12/2018				False	0
203-705-052028 Projects & Programs					2 CARRIER				
	009576638 Total:	1,450.00							
	GALLS, LLC - D.B.A BLU	1,450.00							
HUDSON GARBAGE SERVICE									
015875									
9752057	4/1/2018	66.20	0.00	04/12/2018				False	0
100-706-052023 Facility Maintenance					1554				
	9752057 Total:	66.20							
9752179	4/1/2018	123.58	0.00	04/12/2018				False	0
603-736-052003 Utilities					8333				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
9752179	4/1/2018	123.59	0.00	04/12/2018				False	0
603-737-052003 Utilities				8333					
9752179 Total:		247.17							
9752326	4/1/2018	87.07	0.00	04/12/2018				False	0
100-715-052023 Facility Maintenance				7539					
9752326 Total:		87.07							
9752327	4/1/2018	87.07	0.00	04/12/2018				False	0
100-705-052023 Facility Maintenance				7547					
9752327 Total:		87.07							
9752328	4/1/2018	101.86	0.00	04/12/2018				False	0
703-734-052003 Utilities				7555					
9752328 Total:		101.86							
9752329	4/1/2018	420.36	0.00	04/12/2018				False	0
100-705-052003 Utilities				7598					
9752329 Total:		420.36							
9752330	4/1/2018	320.87	0.00	04/12/2018				False	0
100-715-052003 Utilities				7601					
9752330 Total:		320.87							
9752331	4/1/2018	162.82	0.00	04/12/2018				False	0
100-708-052003 Utilities				7636					
9752331 Total:		162.82							
9752805	4/1/2018	121.38	0.00	04/12/2018				False	0
202-722-052023 Facility Maintenance				1026					
9752805 Total:		121.38							
HUDSON GARBAGE SER		1,614.80							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
JORDAN RAMIS PC 030274									
145088	3/15/2018	1,614.00	0.00	04/12/2018				False	0
603-735-052019 Professional Services				LEGAL SERVICES BINGS					
145088 Total:		1,614.00							
145584	3/15/2018	490.00	0.00	04/12/2018				False	0
100-701-052019 Professional Services				LEGAL SERVICES GENERAL					
145584	3/15/2018	820.00	0.00	04/12/2018				False	0
202-723-052019 Professional Services				LEGAL SERVICES GENERAL					
145584	3/15/2018	380.00	0.00	04/12/2018				False	0
202-722-052019 Professional Services				LEGAL SERVICES GENERAL					
145584 Total:		1,690.00							
JORDAN RAMIS PC Tota		3,304.00							
KANAITEK, INC 017411									
1152	4/4/2018	720.00	0.00	04/12/2018				False	0
703-733-052006 Computer Maintenance				SUPPORT AND HOSTING LATERAL SEWER AN DSTO					
1152 Total:		720.00							
KANAITEK, INC Total:		720.00							
LANCE, CLAYTON J. 007544									
04122018	4/12/2018	1,912.00	0.00	04/12/2018				False	0
100-704-052019 Professional Services				CITY PROSECUTOR 4/5-4/12					
04122018 Total:		1,912.00							
LANCE, CLAYTON J. Tot		1,912.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
LEAGUE OF OREGON CITIES									
018100									
4135	4/10/2018	20.00	0.00	04/12/2018				False	0
100-702-052011 Public Information				BUILDING OFFICIAL JOB POSTING					
	4135 Total:	20.00							
	LEAGUE OF OREGON C	20.00							
LEAVY, JOHNNY									
LEA									
04042018	4/4/2018	187.40	0.00	04/12/2018				False	0
603-737-052064 Lab Testing				SAMPLE DELIVERY J. LEAVY MILES / MEALS REIME					
	04042018 Total:	187.40							
	LEAVY, JOHNNY Total:	187.40							
LEE, THERESA									
45311									
03312018	3/31/2018	31.50	0.00	04/12/2018				False	0
100-706-052033 Printed Materials				BOOKS					
	03312018 Total:	31.50							
	LEE, THERESA Total:	31.50							
METRO PLANNING INC.									
020291									
4644	4/6/2018	275.00	0.00	04/12/2018				False	0
100-710-052006 Computer Maintenance				GIS APRIL 2018					
4644	4/6/2018	200.00	0.00	04/12/2018				False	0
703-733-052026 Equipment Fund Charges				GIS APRIL 2018					
	4644 Total:	475.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
	METRO PLANNING INC	475.00							
MIDWEST TAPE 020427									
95956902	3/30/2018	35.69	0.00	04/12/2018				False	0
100-706-052034 Visual Materials				DVD					
	95956902 Total:	35.69							
	MIDWEST TAPE Total:	35.69							
NELSON, SUSAN 020935									
04052018	4/5/2018	635.59	0.00	04/12/2018				False	0
703-733-052018 Professional Development				APWA SPRING CONF S. NELSON MEALS / MILEAGE /					
	04052018 Total:	635.59							
	NELSON, SUSAN Total:	635.59							
NET ASSETS 020888									
95-201803	4/2/2018	173.00	0.00	04/12/2018				False	0
100-707-052019 Professional Services				TITLE AND ESCROW SERVICES					
	95-201803 Total:	173.00							
	NET ASSETS Total:	173.00							
NORTHWEST OCCUPATIONAL 021449									
03272018	3/27/2018	720.00	0.00	04/12/2018				False	0
100-705-052001 Operating Supplies				ELIJAH MERKWAN PSYCH SCREENING EVAL					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
03272018 Total:		720.00							
NORTHWEST OCCUPAT		720.00							
NUISANCE SOLUTIONS									
541112									
04102018	4/10/2018	400.00	0.00	04/12/2018				False	0
703-734-052019 Professional Services				BEAVER REMOVAL BOISE PROPERTY					
04102018 Total:		400.00							
NUISANCE SOLUTIONS		400.00							
OREGON DEPT. OF REVENUE									
023202									
04092018	4/9/2018	5,777.29	0.00	04/12/2018				False	0
100-000-020800 State Assessment				STATE					
04092018	4/9/2018	3,731.00	0.00	04/12/2018				False	0
100-000-020800 State Assessment				STATE DUII DIVERSION					
04092018	4/9/2018	1,162.50	0.00	04/12/2018				False	0
100-000-020800 State Assessment				UNITARY					
04092018	4/9/2018	90.00	0.00	04/12/2018				False	0
100-000-020800 State Assessment				STATE COURT FACILITY					
04092018	4/9/2018	56.64	0.00	04/12/2018				False	0
100-000-020800 State Assessment				LEMLA					
04092018 Total:		10,817.43							
OREGON DEPT. OF REV		10,817.43							
OREGON DMV									
023150									
61018-033018	3/30/2018	3.00	0.00	04/12/2018				False	0
100-704-052024 Miscellaneous				CERTIFIED COURT PRINT					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
61018-033018 Total:		3.00							
OREGON DMV Total:		3.00							
ORKIN									
ORKIN									
169188085	4/12/2018	89.04	0.00	04/12/2018				False	0
100-705-052023 Facility Maintenance				APRIL PEST CONTROL POLICE					
169188085 Total:		89.04							
ORKIN Total:		89.04							
PAULSON PRINTING									
025300									
D1533	3/31/2018	55.00	0.00	04/12/2018				False	0
100-703-052004 Office Supplies				BUS CARDS FOR MORTEN					
D1533 Total:		55.00							
D1541	3/31/2018	55.00	0.00	04/12/2018				False	0
201-000-052059 Events - General				BUS CARDS FOR CURRY					
D1541 Total:		55.00							
PAULSON PRINTING To		110.00							
PEACEHEALTH MEDICAL GROUP OCC.HEALTH									
025390									
03-071076	4/2/2018	260.00	0.00	04/12/2018				False	0
703-734-052019 Professional Services				R. STAUFFER E. STIRLING EXAMS					
03-071076 Total:		260.00							
PEACEHEALTH MEDICA		260.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
PORTLAND GENERAL ELECTRIC									
025702									
04112018	4/11/2018	43.87	0.00	04/12/2018				False	0
205-000-052003 Utilities				9724					
	04112018 Total:	43.87							
	PORTLAND GENERAL E	43.87							
PRECISION ENGRAVING, INC.									
026004									
58516	3/26/2018	17.60	0.00	04/12/2018				False	0
100-705-052001 Operating Supplies				MAILBOX PLATES					
	58516 Total:	17.60							
	PRECISION ENGRAVING	17.60							
RICOH USA, INC.									
027294									
100377065	4/4/2018	198.50	0.00	04/12/2018				False	0
100-705-052023 Facility Maintenance				1496666-3356313					
	100377065 Total:	198.50							
	RICOH USA, INC. Total:	198.50							
ROSE CITY BLUEPRINT									
027805									
20456	2/23/2018	69.98	0.00	04/12/2018				False	0
703-733-052004 Office Supplies				INKJET PLOTTER BOND					
	20456 Total:	69.98							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
ROSE CITY BLUEPRINT		69.98							
SAFEWAY, INC. #424, ATTN DIVISION 19 029600									
0002834	3/22/2018	114.98	0.00	04/12/2018				False	0
100-000-021000 Court Restitution Payments				RESTITUTION DISBURSEMENT M.HOWE					
0002834 Total:		114.98							
0002839	3/22/2018	8.99	0.00	04/12/2018				False	0
100-000-021000 Court Restitution Payments				RESTITUTION DISBURSEMENT ANDREW OROSCO					
0002839 Total:		8.99							
0002841	3/22/2018	225.77	0.00	04/12/2018				False	0
100-000-021000 Court Restitution Payments				RESTITUTION DISBURSEMENT RANDY ALLEN					
0002841 Total:		225.77							
0002848	3/22/2018	62.24	0.00	04/12/2018				False	0
100-000-021000 Court Restitution Payments				RESTITUTION DISBURSEMENT CINDY ANN					
0002848 Total:		62.24							
SAFEWAY, INC. #424, AT		411.98							
SCAPPOOSE SAND & GRAVEL 030050									
T25819	4/3/2018	132.59	0.00	04/12/2018				False	0
201-000-052088 Events - Fairyland				FILL SAND BY THE TON					
T25819 Total:		132.59							
SCAPPOOSE SAND & GR		132.59							
ST. HELENS MARKET FRESH IGA 029225									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
0002838	3/22/2018	10.28	0.00	04/12/2018				False	0
100-000-021000 Court Restitution Payments				RESTITUTION DISBURSEMENT PRESCOTT PREUSS					
0002838 Total:		10.28							
ST. HELENS MARKET F		10.28							
SUPERIOR TIRE SERVICES									
032774									
6469157	4/4/2018	485.32	0.00	04/12/2018				False	0
100-705-052001 Operating Supplies				TIRES					
6469157 Total:		485.32							
SUPERIOR TIRE SERVIC		485.32							
SUPRY, AMANDA									
SUPRY.A									
0002835	3/22/2018	70.00	0.00	04/12/2018				False	0
100-000-021000 Court Restitution Payments				RESTITUTION DISBURSEMENT G SCHILLER					
0002835 Total:		70.00							
SUPRY, AMANDA Total:		70.00							
TVW INC									
033827									
0034410-IN	3/30/2018	1,616.22	0.00	04/12/2018				False	0
100-715-052023 Facility Maintenance				CITY HALL					
0034410-IN Total:		1,616.22							
0034411-IN	3/30/2018	1,472.16	0.00	04/12/2018				False	0
100-706-052023 Facility Maintenance				COL CENTER					
0034411-IN Total:		1,472.16							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
0034412-IN	3/30/2018	570.37	0.00	04/12/2018				False	0
100-705-052023 Facility Maintenance				POLICE					
0034412-IN Total:		570.37							
TVW INC Total:		3,658.75							
U.S. BANK EQUIPMENT FINANCE									
033955									
354366304	3/31/2018	99.00	0.00	04/12/2018				False	0
100-715-052021 Equipment Maintenance				CONTRACT PAYMENT 1497999					
354366304 Total:		99.00							
U.S. BANK EQUIPMENT		99.00							
VERIZON WIRELESS									
000720									
9804452355	4/1/2018	168.42	0.00	04/12/2018				False	0
703-734-052010 Telephone				242060134-0001 PUBLIC WORKS					
9804452355 Total:		168.42							
VERIZON WIRELESS To		168.42							
VLAUTIN, WILLY									
023445									
04112018	4/11/2018	200.00	0.00	04/12/2018				False	0
100-706-052028 Projects & Programs				HONORARIUM FOR 2018 COL COUNTY READS AUTI					
04112018 Total:		200.00							
VLAUTIN, WILLY Total:		200.00							

WALMART

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
035395									
0002842	3/22/2018	33.88	0.00	04/12/2018				False	0
100-000-021000	Court Restitution Payments				RESTITUTION DISBURSEMENT KELSEY A BARTLET				
	0002842 Total:	33.88							
	WALMART Total:	33.88							
	Report Total:	51,873.06							

Accounts Payable

To Be Paid Proof List

User: jenniferj
Printed: 04/19/2018 - 11:55AM
Batch: 00011.04.2018 - AP 4-19-18 FY 17-18 2



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
<hr/>									
KOHI RADIO									
017679									
04192018	4/19/2018	3,500.00	0.00	04/19/2018				False	0
201-000-052011 Public Information				KOHI RADIO SPECIAL EVENTS PACKAGE					
04192018 Total:		3,500.00							
KOHI RADIO Total:		3,500.00							
Report Total:		3,500.00							

Accounts Payable

To Be Paid Proof List

User: jenniferj
 Printed: 04/19/2018 - 10:52AM
 Batch: 00009.04.2018 - AP 4-19-18 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	3/31/2018	2.36	0.00	04/19/2018				False	0
100-715-052004 Office Supplies				MATERIALS ACE ACCT 1211					
1211 Total:		2.36							
1216	3/31/2018	47.13	0.00	04/19/2018				False	0
703-734-052023 Facility Maintenance				MATERIALS ACE ACCT 1216					
1216 Total:		47.13							
1217	3/31/2018	5.76	0.00	04/19/2018				False	0
603-735-052001 Operating Supplies				MATERIALS ACE ACCT 1217					
1217	3/31/2018	49.96	0.00	04/19/2018				False	0
703-734-052023 Facility Maintenance				MATERIALS ACE ACCT 1217					
1217	3/31/2018	48.34	0.00	04/19/2018				False	0
603-736-052001 Operating Supplies				MATERIALS ACE ACCT 1217					
1217	3/31/2018	48.35	0.00	04/19/2018				False	0
603-737-052001 Operating Supplies				MATERIALS ACE ACCT 1217					
1217 Total:		152.41							
1218	3/31/2018	10.98	0.00	04/19/2018				False	0
703-734-052023 Facility Maintenance				MATERIALS ACE ACCT 1218					
1218	3/31/2018	3.00	0.00	04/19/2018				False	0
703-734-052023 Facility Maintenance				MATERIALS ACE ACCT 1218					
1218	3/31/2018	56.39	0.00	04/19/2018				False	0
201-000-052088 Events - Fairyland				MATERIALS ACE ACCT 1218					
1218	3/31/2018	9.99	0.00	04/19/2018				False	0
601-732-052001 Operating Supplies				MATERIALS ACE ACCT 1218					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
1218	3/31/2018	33.16	0.00	04/19/2018				False	0
601-732-052001 Operating Supplies				MATERIALS ACE ACCT 1218					
1218	3/31/2018	28.98	0.00	04/19/2018				False	0
601-732-052001 Operating Supplies				MATERIALS ACE ACCT 1218					
1218	3/31/2018	25.09	0.00	04/19/2018				False	0
603-735-052001 Operating Supplies				MATERIALS ACE ACCT 1218					
1218	3/31/2018	141.28	0.00	04/19/2018				False	0
601-731-052001 Operating Supplies				MATERIALS ACE ACCT 1218					
1218	3/31/2018	19.99	0.00	04/19/2018				False	0
601-731-052001 Operating Supplies				MATERIALS ACE ACCT 1218					
1218	3/31/2018	6.77	0.00	04/19/2018				False	0
601-731-052001 Operating Supplies				MATERIALS ACE ACCT 1218					
1218	3/31/2018	28.99	0.00	04/19/2018				False	0
601-731-052001 Operating Supplies				MATERIALS ACE ACCT 1218					
1218	3/31/2018	14.99	0.00	04/19/2018				False	0
601-731-052001 Operating Supplies				MATERIALS ACE ACCT 1218					
1218	3/31/2018	58.16	0.00	04/19/2018				False	0
601-731-052001 Operating Supplies				MATERIALS ACE ACCT 1218					
1218	3/31/2018	29.15	0.00	04/19/2018				False	0
601-731-052001 Operating Supplies				MATERIALS ACE ACCT 1218					
1218	3/31/2018	95.47	0.00	04/19/2018				False	0
601-731-052001 Operating Supplies				MATERIALS ACE ACCT 1218					
1218	3/31/2018	19.48	0.00	04/19/2018				False	0
601-731-052001 Operating Supplies				MATERIALS ACE ACCT 1218					
1218	3/31/2018	14.98	0.00	04/19/2018				False	0
601-731-052001 Operating Supplies				MATERIALS ACE ACCT 1218					
1218	3/31/2018	10.08	0.00	04/19/2018				False	0
703-734-052023 Facility Maintenance				MATERIALS ACE ACCT 1218					
1218 Total:		606.93							
ACE HARDWARE Total:		808.83							
ALEXIN ANALYTICAL LABS, INC.									
001650									
33080	4/12/2018	730.00	0.00	04/19/2018				False	0
601-731-052064 Lab Testing				WATER TESTING					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
33080 Total:		730.00							
ALEXIN ANALYTICAL L		730.00							
ALLIED FIRE & SECURITY									
001045									
JC1025521	3/28/2018	2,167.20	0.00	04/19/2018				False	0
704-000-052028 Projects & Programs				PROWATCH SYSTEM UPGRADE					
JC1025521 Total:		2,167.20							
ALLIED FIRE & SECURI		2,167.20							
BOISE WIITE PAPER LLC									
003720									
04152018	4/16/2018	12,500.00	0.00	04/19/2018				False	0
202-722-055001 Principal				MAY 2018 NOTE PAYMENT					
04152018 Total:		12,500.00							
BOISE WIITE PAPER LL		12,500.00							
BULLARD LAW									
004880									
33304	4/10/2018	346.50	0.00	04/19/2018				False	0
100-705-052019 Professional Services				GENERAL LEGAL SERVICES THROUGH 3/31					
33304 Total:		346.50							
BULLARD LAW Total:		346.50							
CENTURY LINK									
034002									
04052018	4/5/2018	77.20	0.00	04/19/2018				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
702-000-052010 Telephone				162B CITY HALL					
04052018	4/5/2018	78.19	0.00	04/19/2018	False0				
702-000-052010 Telephone				796B 651B CITY HALL					
04052018	4/5/2018	314.86	0.00	04/19/2018	False0				
702-000-052010 Telephone				818B WFF					
04052018	4/5/2018	47.53	0.00	04/19/2018	False0				
702-000-052010 Telephone				131B POLICE					
04052018 Total:		517.78							
CENTURY LINK Total:		517.78							
CINTAS CORPORATION-463									
006830									
463266122	4/16/2018	53.28	0.00	04/19/2018	False0				
603-736-052023 Facility Maintenance				MATS					
463266122	4/16/2018	53.28	0.00	04/19/2018	False0				
603-737-052023 Facility Maintenance				MATS					
463266122 Total:		106.56							
CINTAS CORPORATION		106.56							
COLUMBIA LEARNING CENTER									
008152									
154	3/13/2018	1,079.00	0.00	04/19/2018	False0				
100-701-052019 Professional Services				1/2 DIRECTORS AND OFFICERS INSURANCE FOR CC					
154 Total:		1,079.00							
COLUMBIA LEARNING		1,079.00							
COLUMBIA RIVER P.U.D.									
008325									
04112018	4/11/2018	398.33	0.00	04/19/2018	False0				
100-705-052003 Utilities				7493					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
04112018	4/11/2018	725.44	0.00	04/19/2018				False	0
100-706-052003 Utilities				7493					
04112018	4/11/2018	990.25	0.00	04/19/2018				False	0
100-708-052003 Utilities				7493					
04112018	4/11/2018	59.59	0.00	04/19/2018				False	0
100-708-052047 Marine Board				7493					
04112018	4/11/2018	247.39	0.00	04/19/2018				False	0
100-708-052046 Dock Services				7493					
04112018	4/11/2018	2,264.96	0.00	04/19/2018				False	0
205-000-052003 Utilities				7493					
04112018	4/11/2018	1,029.92	0.00	04/19/2018				False	0
100-715-052003 Utilities				7493					
04112018	4/11/2018	509.41	0.00	04/19/2018				False	0
703-734-052003 Utilities				7493					
04112018	4/11/2018	2,898.43	0.00	04/19/2018				False	0
601-731-052003 Utilities				7493					
04112018	4/11/2018	5,018.43	0.00	04/19/2018				False	0
601-732-052003 Utilities				7493					
04112018	4/11/2018	1,119.43	0.00	04/19/2018				False	0
603-737-052003 Utilities				7493					
04112018	4/11/2018	3,358.30	0.00	04/19/2018				False	0
603-736-052003 Utilities				7493					
04112018	4/11/2018	76.26	0.00	04/19/2018				False	0
605-000-052003 Utilities				7493					
04112018	4/11/2018	818.08	0.00	04/19/2018				False	0
603-738-052003 Utilities				7493					
04112018 Total:		19,514.22							
COLUMBIA RIVER P.U.D		19,514.22							
COMCAST									
COMCAST									
04072018	4/7/2018	113.80	0.00	04/19/2018				False	0
702-000-052003 Utilities				9144 PW					
04072018 Total:		113.80							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
04092018	4/9/2018	62.45	0.00	04/19/2018				False	0
603-736-052003 Utilities				0082 WWTP					
04092018	4/9/2018	62.45	0.00	04/19/2018				False	0
603-737-052003 Utilities				0082 WWTP					
04092018 Total:		124.90							
04122018	4/12/2018	135.35	0.00	04/19/2018				False	0
702-000-052003 Utilities				3238 WFF					
04122018 Total:		135.35							
COMCAST Total:		374.05							
FARNSWORTH, CRYSTAL									
011858									
04122018	4/12/2018	206.01	0.00	04/19/2018				False	0
100-701-052040 Communications				C. FARNSWORTH REIMB. MILEAGE POLICE ANNUA					
04122018 Total:		206.01							
FARNSWORTH, CRYSTA		206.01							
INGRAM LIBRARY SERVICES, INC.									
016240									
34099844	4/11/2018	58.09	0.00	04/19/2018				False	0
100-706-052033 Printed Materials				BOOKS 20C7921					
34099844 Total:		58.09							
34099845	4/11/2018	16.60	0.00	04/19/2018				False	0
100-706-052033 Printed Materials				BOOKS 20C7921					
34099845 Total:		16.60							
34099846	4/11/2018	13.84	0.00	04/19/2018				False	0
100-706-052033 Printed Materials				BOOKS 20C7921					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
34099846 Total:		13.84							
34099847	4/11/2018	588.53	0.00	04/19/2018				False	0
100-706-052033 Printed Materials				BOOKS 20C7921					
34099847 Total:		588.53							
INGRAM LIBRARY SERV		677.06							
LEAVY, JOHNNY									
LEA									
014122018	4/17/2018	36.46	0.00	04/19/2018				False	0
603-736-052018 Professional Development				J. LEAVY REIMB MILES / MEALS SAMPLES TO NAS.					
014122018	4/17/2018	36.46	0.00	04/19/2018				False	0
603-737-052018 Professional Development				J. LEAVY REIMB MILES / MEALS SAMPLES TO NAS.					
014122018 Total:		72.92							
LEAVY, JOHNNY Total:		72.92							
MASONIC BUILDING LLC, C/O ELLIOT MICHAEL									
012950									
04152018	4/17/2018	1,000.00	0.00	04/19/2018				False	0
201-000-052059 Events - General				MAY LEASE PAYMENT MASONIC BUILDING FOR MI					
04152018 Total:		1,000.00							
MASONIC BUILDING LL		1,000.00							
MAUL FOSTER ALONGI, INC.									
019555									
31331	4/9/2018	1,818.96	0.00	04/19/2018				False	0
202-722-052019 Professional Services				BWP ON CALL SERVICES					
31331	4/9/2018	6,473.85	0.00	04/19/2018				False	0
202-723-052019 Professional Services				WWTP LAGOON ON CALL SERVICES					
31331	4/9/2018	7,674.44	0.00	04/19/2018				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
202-721-052019 Professional Services				COMMUNITY WIDE ASSESSMENT					
31331 Total:		15,967.25							
MAUL FOSTER ALONGI		15,967.25							
METROPRESORT 020292									
501202	4/13/2018	610.12	0.00	04/19/2018				False	0
100-707-052019 Professional Services				PAST DUE UB BILLING					
501202 Total:		610.12							
METROPRESORT Total:		610.12							
MIDWEST TAPE 020427									
95980018	4/6/2018	200.91	0.00	04/19/2018				False	0
100-706-052034 Visual Materials				DVD					
95980018 Total:		200.91							
95983184	4/7/2018	22.99	0.00	04/19/2018				False	0
100-706-052034 Visual Materials				DVD					
95983184 Total:		22.99							
MIDWEST TAPE Total:		223.90							
NORTHWEST NATURAL GAS 021400									
04122018	4/12/2018	98.08	0.00	04/19/2018				False	0
100-708-052003 Utilities				3047					
04122018	4/12/2018	112.62	0.00	04/19/2018				False	0
100-705-052003 Utilities				5638					
04122018	4/12/2018	70.90	0.00	04/19/2018				False	0
603-736-052003 Utilities				5750					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
04122018	4/12/2018	70.90	0.00	04/19/2018				False	0
603-737-052003 Utilities				5750					
04122018	4/12/2018	469.62	0.00	04/19/2018				False	0
100-706-052003 Utilities				7673					
04122018	4/12/2018	19.91	0.00	04/19/2018				False	0
100-708-052003 Utilities				8563					
04122018	4/12/2018	71.60	0.00	04/19/2018				False	0
100-715-052003 Utilities				2848					
04122018	4/12/2018	1,456.47	0.00	04/19/2018				False	0
601-732-052003 Utilities				2942					
04122018	4/12/2018	7.96	0.00	04/19/2018				False	0
601-731-052003 Utilities				7720					
04122018	4/12/2018	7.96	0.00	04/19/2018				False	0
603-735-052003 Utilities				7720					
04122018	4/12/2018	174.96	0.00	04/19/2018				False	0
100-715-052003 Utilities				5285					
04122018 Total:		2,560.98							
NORTHWEST NATURAL		2,560.98							
OPUS:INTERACTIVE, INC.									
021979									
290545	4/14/2018	5.00	0.00	04/19/2018				False	0
702-000-052006 Computer Maintenance				4775					
290545 Total:		5.00							
OPUS:INTERACTIVE, IN		5.00							
PHILLIPS, CYNTHIA									
025515									
04182018	4/18/2018	2,550.00	0.00	04/19/2018				False	0
100-704-052019 Professional Services				JUDICIAL SERVICES 4/4-4/12					
04182018 Total:		2,550.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
PHILLIPS, CYNTHIA Tot		2,550.00							
PORTLAND GENERAL ELECTRIC									
025702									
04162018	4/16/2018	35.02	0.00	04/19/2018				False	0
202-722-052003 Utilities				7687					
04162018	4/16/2018	26.29	0.00	04/19/2018				False	0
202-722-052003 Utilities				9275					
04162018 Total:		61.31							
PORTLAND GENERAL E		61.31							
SHRED-IT USA, LLC									
SHRED-IT									
8124462731	3/31/2018	134.39	0.00	04/19/2018				False	0
100-705-052019 Professional Services				POLICE SHRED 13664225					
8124462731 Total:		134.39							
SHRED-IT USA, LLC Tot		134.39							
ST. FREDERIC CATHOLIC CHURCH									
ST.FRED									
04182018	4/18/2018	650.00	0.00	04/19/2018				False	0
203-705-052082 CCT - Travel Equip Other Exp				ROOM RENTAL FOR CIT					
04182018 Total:		650.00							
ST. FREDERIC CATHOLI		650.00							
VERNON, VICKI R.									
034920									
03282018	3/28/2018	244.00	0.00	04/19/2018				False	0
100-704-052019 Professional Services				MICHAEL ALLEN ALVIN					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
	03282018 Total:	244.00							
03292018	3/28/2018	184.00	0.00	04/19/2018				False	0
100-704-052019 Professional Services					LOGAN JOHANNSSEN				
	03292018 Total:	184.00							
	VERNON, VICKI R. Total	428.00							
WASHINGTON STATE UNIVERSITY, CONFERENCE MANAGEME									
035705									
04132018	4/13/2018	350.00	0.00	04/19/2018				False	0
100-702-052018 Professional Development					IV HOUSING REGISTRATION LISA SCHOLL				
	04132018 Total:	350.00							
	WASHINGTON STATE U	350.00							
WILD CURRANT RESTAURANT									
037008									
3602	4/13/2018	450.00	0.00	04/19/2018				False	0
100-706-052024 Miscellaneous					CATERING LIB. AWARD DINNER				
	3602 Total:	450.00							
	WILD CURRANT RESTA	450.00							
	Report Total:	64,091.08							

Accounts Payable

To Be Paid Proof List

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 Batch: 00013.04.2018 - AP 4-26-18 FY 17-18



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
BOOTH, MICHAEL D.									
00387									
0002853	4/23/2018	26.00	0.00	04/26/2018				False	0
100-000-036002 Fines - Court				OVERAGE REFUND M. BOOTH					
0002853 Total:		26.00							
BOOTH, MICHAEL D. To		26.00							
CARQUEST AUTO PARTS STORES									
005845									
03312018	3/31/2018	639.20	0.00	04/26/2018				False	0
701-000-052001 Operating Supplies				AUTO PARTS					
03312018	3/31/2018	294.54	0.00	04/26/2018				False	0
100-705-052001 Operating Supplies				AUTO PARTS					
03312018 Total:		933.74							
CARQUEST AUTO PART		933.74							
CENTERLOGIC, INC.									
011595									
45604	4/18/2018	531.99	0.00	04/26/2018				False	0
702-000-052001 Operating Supplies				WIRELESS ACCESS POINT					
45604 Total:		531.99							
45717	4/18/2018	75.96	0.00	04/26/2018				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
702-000-052001 Operating Supplies				VGA ADAPTER CONVERTER					
45717 Total:		75.96							
45729	4/18/2018	511.44	0.00	04/26/2018				False	0
702-000-052001 Operating Supplies				UHAUL / 2 YEAR SSL CERT POLICE					
45729	4/18/2018	2,647.50	0.00	04/26/2018				False	0
702-000-052019 Professional Services				IT SUPPORT					
45729 Total:		3,158.94							
CENTERLOGIC, INC. To		3,766.89							
CENTRAL CITY CONCERN									
006279									
03312018	3/31/2018	155.00	0.00	04/26/2018				False	0
100-705-052019 Professional Services				JOHN W BLALOCK DETOX					
03312018 Total:		155.00							
CENTRAL CITY CONCE		155.00							
CENTRO PRINTING SOLUTIONS									
006282									
215401	4/19/2018	285.27	0.00	04/26/2018				False	0
100-707-052004 Office Supplies				PAYROLL / AP CHECK STOCK					
215401 Total:		285.27							
CENTRO PRINTING SOL		285.27							
CENTURY LINK									
034002									
04172018	4/17/2018	40.71	0.00	04/26/2018				False	0
702-000-052010 Telephone				369B					
04172018	4/17/2018	20.35	0.00	04/26/2018				False	0
603-737-052010 Telephone				025B WWTP					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
04172018	4/17/2018	20.36	0.00	04/26/2018				False	0
603-736-052010 Telephone				025B WWTP					
04172018 Total:		81.42							
CENTURY LINK Total:		81.42							
CENTURY LINK- ACCESS BILLING									
034004									
04112018	4/11/2018	164.44	0.00	04/26/2018				False	0
702-000-052010 Telephone				04S3					
04112018 Total:		164.44							
04142018	4/14/2018	82.22	0.00	04/26/2018				False	0
702-000-052010 Telephone				01S3					
04142018 Total:		82.22							
CENTURY LINK- ACCES		246.66							
CINTAS CORPORATION									
037620									
8403616479	4/13/2018	14.66	0.00	04/26/2018				False	0
100-708-052001 Operating Supplies				PARKS CABINET REFILL					
8403616479 Total:		14.66							
8403616480	4/13/2018	45.94	0.00	04/26/2018				False	0
100-708-052001 Operating Supplies				PARKS CABINET REFILL					
8403616480 Total:		45.94							
8403623300	4/20/2018	61.34	0.00	04/26/2018				False	0
100-708-052001 Operating Supplies				PARKS CABINET REFILL					
8403623300 Total:		61.34							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
CINTAS CORPORATION		121.94							
CITY OF PORTLAND, ATTN: GENERAL AR									
025638									
10275318	4/18/2018	1,750.00	0.00	04/26/2018				False	0
603-736-052064 Lab Testing				LAB SERVICES JAN - MAR 2018					
10275318	4/18/2018	1,750.00	0.00	04/26/2018				False	0
603-737-052064 Lab Testing				LAB SERVICES JAN - MAR 2018					
10275318 Total:		3,500.00							
CITY OF PORTLAND, AT		3,500.00							
COLUMBIA CO. DEPT. OF COMM. JUSTICE									
007581									
20182CSH	4/11/2018	375.00	0.00	04/26/2018				False	0
703-734-052019 Professional Services				PW WORK CREW					
20182CSH	4/11/2018	750.00	0.00	04/26/2018				False	0
100-708-052019 Professional Services				PARKS WORK CREW					
20182CSH Total:		1,125.00							
20183CSH	4/11/2018	3,000.00	0.00	04/26/2018				False	0
100-708-052019 Professional Services				PARKS WORK CREW					
20183CSH	4/11/2018	375.00	0.00	04/26/2018				False	0
703-734-052019 Professional Services				PW WORK CREW					
20183CSH Total:		3,375.00							
COLUMBIA CO. DEPT. O		4,500.00							
COLUMBIA COUNTY									
007452									
04192018	4/26/2018	179.50	0.00	04/26/2018				False	0
100-710-052011 Public Information				RECORD DOC FEE STREET VACATION ORD 3222					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
	04192018 Total:	179.50							
	COLUMBIA COUNTY To	179.50							
COMCAST									
COMCAST									
04142018	4/14/2018	95.41	0.00	04/26/2018				False	0
702-000-052003 Utilities				9228					
	04142018 Total:	95.41							
	COMCAST Total:	95.41							
CONN, SUSAN									
CONN.SU									
04132018	4/13/2018	206.01	0.00	04/26/2018				False	0
100-703-052018 Professional Development				S. CONN MILES REIMB AWARD OAPC FOR CHIEF MC					
	04132018 Total:	206.01							
	CONN, SUSAN Total:	206.01							
DEPARTMENT OF CONSUMER & BUSINESS SERVICES									
023011									
0425218	4/25/2018	356.75	0.00	04/26/2018				False	0
100-000-035005 Plumbing Permits				QUARTERLY BUILDING PERMIT STATE FEES					
0425218	4/25/2018	4,819.19	0.00	04/26/2018				False	0
100-000-035003 Building Permits				QUARTERLY BUILDING PERMIT STATE FEES					
0425218	4/25/2018	582.73	0.00	04/26/2018				False	0
100-000-035006 Mechanical Permits				QUARTERLY BUILDING PERMIT STATE FEES					
	0425218 Total:	5,758.67							
	DEPARTMENT OF CONS	5,758.67							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
E2C CORPORATION									
E2C									
4230	4/24/2018	385.00	0.00	04/26/2018				False	0
201-000-052019 Professional Services				MUSEUM STAFF					
4230	4/24/2018	14,548.19	0.00	04/26/2018				False	0
201-000-052058 Events - Holloween				PROPS TALENT FEES ADVERTISING					
4230	4/24/2018	49.50	0.00	04/26/2018				False	0
201-000-052074 Events - 13 Nights				13 NIGHTS ON THE RIVER					
4230	4/24/2018	69.83	0.00	04/26/2018				False	0
201-000-052059 Events - General				MUSEUM PROPS					
4230 Total:		15,052.52							
E2C CORPORATION Total		15,052.52							
EAGLE STAR ROCK PRODUCTS, INC.									
010970									
33863	3/26/2018	226.13	0.00	04/26/2018				False	0
100-708-052001 Operating Supplies				ROCK					
33863 Total:		226.13							
33897	3/30/2018	135.22	0.00	04/26/2018				False	0
601-731-052001 Operating Supplies				ROCK					
33897 Total:		135.22							
33968	4/12/2018	134.12	0.00	04/26/2018				False	0
205-000-052001 Operating Supplies				ROCK					
33968 Total:		134.12							
33973	4/13/2018	614.62	0.00	04/26/2018				False	0
601-731-052001 Operating Supplies				ROCK					
33973 Total:		614.62							
33984	4/16/2018	292.56	0.00	04/26/2018				False	0
205-000-052001 Operating Supplies				ROCK					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	33984 Total:	292.56							
33994	4/17/2018	563.74	0.00	04/26/2018				False	0
205-000-052001	Operating Supplies			ROCK					
	33994 Total:	563.74							
34002	4/18/2018	647.28	0.00	04/26/2018				False	0
205-000-052001	Operating Supplies			ROCK					
	34002 Total:	647.28							
34009	4/19/2018	672.16	0.00	04/26/2018				False	0
205-000-052001	Operating Supplies			ROCK					
	34009 Total:	672.16							
	EAGLE STAR ROCK PRO	3,285.83							
HAMER ELECTRIC, INC.									
014475									
40661	4/12/2018	2,070.24	0.00	04/26/2018				False	0
603-736-052001	Operating Supplies			WWTP AMINTENANCE ELECTRICAL WORK					
40661	4/12/2018	2,070.24	0.00	04/26/2018				False	0
603-737-052001	Operating Supplies			WWTP AMINTENANCE ELECTRICAL WORK					
	40661 Total:	4,140.48							
	HAMER ELECTRIC, INC	4,140.48							
INGRAM LIBRARY SERVICES, INC.									
016240									
34099848	4/11/2018	266.14	0.00	04/26/2018				False	0
100-706-052033	Printed Materials			BOOKS 20C7921					
	34099848 Total:	266.14							
34111157	4/12/2018	129.07	0.00	04/26/2018				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
100-706-052035 Audio Materials				BOOKS 20C7921					
34111157 Total:		129.07							
34111158	4/12/2018	27.47	0.00	04/26/2018				False	0
100-706-052033 Printed Materials				BOOKS 20C7921					
34111158 Total:		27.47							
34111159	4/12/2018	170.72	0.00	04/26/2018				False	0
100-706-052033 Printed Materials				BOOKS 20C7921					
34111159 Total:		170.72							
34111160	4/12/2018	34.21	0.00	04/26/2018				False	0
100-706-052033 Printed Materials				BOOKS 20C7921					
34111160 Total:		34.21							
34138634	4/13/2018	31.49	0.00	04/26/2018				False	0
100-706-052033 Printed Materials				BOOKS 20C7921					
34138634 Total:		31.49							
INGRAM LIBRARY SERV		659.10							
KOLDERUP, GRETCHEN 007249									
04182018	4/18/2018	128.62	0.00	04/26/2018				False	0
100-706-052018 Professional Development				G. KOLDERUP OLA ANNUAL CONFERENCE REIMB M					
04182018 Total:		128.62							
KOLDERUP, GRETCHEN		128.62							
LAWSON PRODUCTS, INC. 018040									
9305757811	4/19/2018	260.36	0.00	04/26/2018				False	0
701-000-052001 Operating Supplies				MATERIALS					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
9305757811 Total:		260.36							
LAWSON PRODUCTS, IN		260.36							
MAILBOXES NORTHWEST									
019366									
04022018	4/2/2018	65.57	0.00	04/26/2018				False	0
100-705-052009 Postage				POSTAGE POLICE					
04022018 Total:		65.57							
040220182	4/2/2018	5.00	0.00	04/26/2018				False	0
603-736-052064 Lab Testing				POSTAGE					
040220182	4/2/2018	5.51	0.00	04/26/2018				False	0
603-737-052064 Lab Testing				POSTAGE					
040220182 Total:		10.51							
MAILBOXES NORTHWE		76.08							
MALLORY SAFETY AND SUPPLY LLC									
019378									
4424424	4/3/2018	138.27	0.00	04/26/2018				False	0
100-705-052001 Operating Supplies				MATERIALS					
4424424 Total:		138.27							
MALLORY SAFETY AND		138.27							
METROPRESORT									
020292									
501360	4/19/2018	3,059.94	0.00	04/26/2018				False	0
100-707-052019 Professional Services				UB WATER BILL PRINTING					
501360 Total:		3,059.94							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
METROPRESORT Total:		3,059.94							
MIDWEST TAPE									
020427									
96002231	4/13/2018	138.95	0.00	04/26/2018				False	0
100-706-052034 Visual Materials			DVD						
96002231 Total:		138.95							
96022604	4/20/2018	31.97	0.00	04/26/2018				False	0
100-706-052034 Visual Materials			DVD						
96022604 Total:		31.97							
MIDWEST TAPE Total:		170.92							
MISSION COMMUNICATIONS, LLC									
MISS.COM									
1019936	4/17/2018	347.40	0.00	04/26/2018				False	0
603-738-052010 Telephone			SERVICE PACKAGE M110						
1019936 Total:		347.40							
MISSION COMMUNICAT		347.40							
NORTHWEST NATURAL GAS									
021400									
04122018	4/12/2018	82.69	0.00	04/26/2018				False	0
703-734-052003 Utilities			8675						
04122018 Total:		82.69							
NORTHWEST NATURAL		82.69							

OREGON DEQ, BUSINESS OFFICE

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
022011									
04252018	4/25/2018	160.00	0.00	04/26/2018				False	0
603-736-052018 Professional Development				CERT RENEWAL AARON M KUNDERS					
04252018	4/25/2018	160.00	0.00	04/26/2018				False	0
603-737-052018 Professional Development				CERT RENEWAL STEWART F HARTLEY					
04252018 Total:		320.00							
OREGON DEQ, BUSINES		320.00							
PACIFIC STAINLESS PRODUCTS, INC.									
PACIFICS									
16396TR	3/5/2018	290.00	0.00	04/26/2018				False	0
704-000-052028 Projects & Programs				CAMERA BOX					
16396TR Total:		290.00							
PACIFIC STAINLESS PRO		290.00							
PEGASUS PRESS, INC									
025413									
24142	4/11/2018	107.70	0.00	04/26/2018				False	0
100-706-052033 Printed Materials				BOOKS					
24142 Total:		107.70							
PEGASUS PRESS, INC To		107.70							
ROOF									
ROOF									
24	4/24/2018	275.00	0.00	04/26/2018				False	0
100-702-052028 Projects & Programs				ANNUAL BOARDS AND COMMISSIONS RECEPTION					
24 Total:		275.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
ROOF Total:		275.00							
SAFEGUARD FIRE EXTINGUISHER SERVICE									
029587									
28311	4/13/2018	197.60	0.00	04/26/2018				False	0
703-734-052019 Professional Services					FIRE EXTINGUISHER SERVICE				
28311	4/13/2018	29.40	0.00	04/26/2018				False	0
601-732-052023 Facility Maintenance					FIRE EXTINGUISHER SERVICE				
28311	4/13/2018	16.80	0.00	04/26/2018				False	0
701-000-052001 Operating Supplies					FIRE EXTINGUISHER SERVICE				
28311	4/13/2018	44.10	0.00	04/26/2018				False	0
603-736-052023 Facility Maintenance					FIRE EXTINGUISHER SERVICE				
28311	4/13/2018	44.10	0.00	04/26/2018				False	0
603-737-052023 Facility Maintenance					FIRE EXTINGUISHER SERVICE				
28311	4/13/2018	75.60	0.00	04/26/2018				False	0
100-708-052019 Professional Services					FIRE EXTINGUISHER SERVICE				
28311	4/13/2018	29.40	0.00	04/26/2018				False	0
100-706-052023 Facility Maintenance					FIRE EXTINGUISHER SERVICE				
28311	4/13/2018	63.00	0.00	04/26/2018				False	0
100-715-052023 Facility Maintenance					FIRE EXTINGUISHER SERVICE				
28311 Total:		500.00							
SAFEGUARD FIRE EXTI		500.00							
SHERWIN-WILLIAMS									
031345									
04112018	4/11/2018	31.98	0.00	04/26/2018				False	0
201-000-052059 Events - General					FAIRY LAND PAINT				
04112018 Total:		31.98							
SHERWIN-WILLIAMS To		31.98							
SUNSET EQUIPMENT CO.									
032700									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
51803	4/10/2018	31.70	0.00	04/26/2018				False	0
100-708-052001 Operating Supplies				SMV EMBLEM					
51803 Total:		31.70							
SUNSET EQUIPMENT C		31.70							
TCMS, TEMP CONTROL MECHANICAL SERVICE CORP									
033013									
017793	4/16/2018	3,157.25	0.00	04/26/2018				False	0
704-000-052028 Projects & Programs				G10115					
017793 Total:		3,157.25							
017794	4/16/2018	221.25	0.00	04/26/2018				False	0
703-734-052023 Facility Maintenance				C10245					
017794 Total:		221.25							
TCMS, TEMP CONTROL		3,378.50							
TERRITORIAL SUPPLIES INC.									
033015									
13841	4/12/2018	199.60	0.00	04/26/2018				False	0
100-705-052001 Operating Supplies				NK TEST					
13841 Total:		199.60							
TERRITORIAL SUPPLIE		199.60							
TOP GEAR INC., HELMETS R US INC									
015070									
52932	4/10/2018	875.10	0.00	04/26/2018				False	0
205-000-052001 Operating Supplies				HELMETS FOR BIKE AND PED EVENT					
52932 Total:		875.10							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
	TOP GEAR INC., HELME	875.10							
U.S. BANK EQUIPMENT FINANCE 033955									
355328584	4/13/2018	150.00	0.00	04/26/2018				False	0
100-715-052021 Equipment Maintenance				CONTRACT PAYMENT					
	355328584 Total:	150.00							
	U.S. BANK EQUIPMENT	150.00							
WAYNE MARTIN FLOOR CVR., INC. 019407									
1926	4/18/2018	2,624.00	0.00	04/26/2018				False	0
704-000-052028 Projects & Programs				GRABER VERTICAL QUANTUM COUNCIL ROOM BL					
	1926 Total:	2,624.00							
1931	4/20/2018	423.00	0.00	04/26/2018				False	0
704-000-052028 Projects & Programs				CELLULAR GARDEN RETREAT BUILDING DEPT. BL					
	1931 Total:	423.00							
	WAYNE MARTIN FLOOR	3,047.00							
WEST MEYER FENCE 036320									
20020300	4/18/2018	796.00	0.00	04/26/2018				False	0
703-734-052019 Professional Services				REPAIR FENCE HIT BY VEHICLE					
	20020300 Total:	796.00							
	WEST MEYER FENCE To	796.00							

WILCOX & FLEGEL

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
037003									
0251140-IN	4/17/2018	1,481.33	0.00	04/26/2018				False	0
100-705-052022 Fuel / Oil				POLICE FUEL 513.100					
0251140-IN Total:		1,481.33							
0251773-IN	4/19/2018	1,502.12	0.00	04/26/2018				False	0
100-708-052022 Fuel / Oil				PARKS FUEL 520.300					
0251773-IN Total:		1,502.12							
WILCOX & FLEGEL Tota		2,983.45							
Report Total:		60,244.75							