



## **CITY COUNCIL REGULAR SESSION**

**Wednesday, June 20, 2018**

265 Strand Street, St. Helens, OR 97051

[www.ci.st-helens.or.us](http://www.ci.st-helens.or.us)

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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. **Visitor Comments - Limited to five (5) minutes per speaker**
  4. **Swearing In of Two New Police Reserve Officers**
  5. **Presentation of Plaque to Outgoing Library Board Member Marsha Caton**
  6. **Deliberations: Annexation of 60110 and 60120 Barrick Lane (Zahl)**
  7. **Resolutions**
    - 7.a. Resolution No. 1820: A Resolution of the City of St. Helens Declaring the City's Election to Receive State Revenues  
[Res No 1820 - State Revenues FY18-19 PENDING 062018.pdf](#)
    - 7.b. Resolution No. 1821: A Resolution of the City of St. Helens Authorizing Extended Enterprise Zone Benefits for a Fourth and Fifth Year to Aero Investment Strategies LLC (d/b/a Composites Universal Group) Located in the South Columbia County Enterprise Zone  
[Res No 1821 - Extended EZ Benefits to Aero Investment Strategies LLC PENDING 062018.pdf](#)
    - 7.c. Resolution No. 1822: A Resolution of the City of St. Helens Authorizing Designation of the South Columbia County Enterprise Zone
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**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.**

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For more information or for an application, stop by City Hall or call 503-366-8217.**

[Res No 1822 - Redesignation of South Columbia County Enterprise Zone PENDING 062018.pdf](#)

- 7.d. Resolution No. 1823: A Resolution Authorizing A Transfer of Appropriations within a Fund for Fiscal Year 2017-2018

[Res No 1823 - Transfer Appropriations FY17-18 PENDING 062018.pdf](#)

- 7.e. Resolution No. 1824: A Resolution of the Common Council of the City of St. Helens, Oregon Adopting Budget, Making Appropriations, and Levying Taxes for the Fiscal Year Beginning July 1, 2018

[Res No 1824 - Adopt Budget FY18-19 PENDING 062018.pdf](#)

**8. Accept Abstract of Votes from May 15, 2018 Primary Election**

- 8.a. Abstract of Votes - May 15, 2018 Primary Election

[Abstract of Votes from 051518 Primary Election.pdf](#)

**9. Approve and/or Authorize for Signature**

- 9.a. Extension of Concession Agreement with World Wide-ATM LLC for ATM Machine

[Extension - World-Wide ATM - Extension No 5.pdf](#)

- 9.b. Amendment to IGA with Columbia County for Community Corrections Work Crews

[062018 Columbia County - Amend No 9 to IGA for Community Corr Work Crews.pdf](#)

- 9.c. System Development Charge Credit Agreement with St. Helens Land Company, LLC for Matzen Subdivision

[06112018 memo re Matzen SUB SDC credit agreement.pdf](#)

- 9.d. Amendment No. 1 to Personal Services Agreement with Cindy Phillips for Municipal Court Judge

[PSA - Phillips Cindy - Judicial Services - Amend No 1.pdf](#)

- 9.e. Personal Services Agreement with Amy Lindgren for Municipal Court Judge

[PSA - Lindgren, Amy - Judicial Services 2018.pdf](#)

- 9.f. Personal Services Agreement with Sam Erskine for City Prosecutor

[PSA - Erskine, Samuel - Prosecutorial Services 2018.pdf](#)

- 9.g. Extension of Agreement with Cindy Phillips for Legal Services Related to Contracts Review

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[PSA - Phillips Cindy - Legal Services - EXTENSION to 063019.pdf](#)

- 9.h. Extension of Agreement with ECONorthwest for Site Development Consulting Services

[ECONorthwest - Site Development Consulting Svcs EXTENSION to 063019.pdf](#)

- 9.i. Extension of Agreement with Mason, Bruce & Girard for Forestry Management Services

[Mason, Bruce & Girard - EXTENSION to 063019.pdf](#)

## 10. **Appointments to Boards/Commissions**

- 10.a. Appointments to City Boards and Commissions

[062018 Appts to Boards and Commissions.pdf](#)

## 11. **Consent Agenda for Acceptance**

- 11.a. Planning Commission Minutes dated May 8, 2018

[050818 PC Minutes GRANICUS APPROVED.pdf](#)

- 11.b. Parks Commission Minutes dated April 9, 2018

[Parks Minutes 4-9-18 Approved.pdf](#)

- 11.c. Arts & Cultural Commission Minutes dated April 23, 2018

[04-23-18 ACC Minutes Approved 5-22-18.pdf](#)

## 12. **Consent Agenda for Approval**

- 12.a. Animal Facility Licenses

[AFL List for Council approval on 06-20-18.pdf](#)

- 12.b. Exclusive Use Permit for Coed Softball at McCormick Park

[EUP - Coed Softball.pdf](#)

- 12.c. Street Closure for 13 Nights on the River Concerts

[Street Closure Request - 13 Nights.pdf](#)

- 12.d. Accounts Payable Bill Lists

[AP Lists.pdf](#)

- 12.e. Exclusive Use Permit for Youth Football at McCormick Park

[EUP - Youth Football.pdf](#)

## 13. **Mayor Scholl Reports**

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14. **Council Member Reports**
15. **Department Reports**
16. **Other Business**
17. **Adjourn**

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**City of St. Helens**  
**RESOLUTION NO. 1820**

**A RESOLUTION OF THE CITY OF ST. HELENS DECLARING THE  
CITY'S ELECTION TO RECEIVE STATE REVENUES**

**The City of St. Helens resolves as follows:**

**Section 1.** Pursuant to ORS 221.770, the City hereby elects to receive state revenues for fiscal year 2018-2019.

**Approved and adopted** by the City Council on June 20, 2018, by the following vote:

Ayes:

Nays:

\_\_\_\_\_  
Rick Scholl, Mayor

ATTEST:

\_\_\_\_\_  
Kathy Payne, City Recorder

**City of St. Helens**  
**RESOLUTION NO. 1821**

**A RESOLUTION OF THE CITY OF ST. HELENS AUTHORIZING EXTENDED  
ENTERPRISE ZONE BENEFITS FOR A FOURTH AND FIFTH YEAR TO AERO  
INVESTMENT STRATEGIES LLC (d/b/a Composites Universal Group) LOCATED IN  
THE SOUTH COLUMBIA COUNTY ENTERPRISE ZONE**

**WHEREAS**, the South Columbia County Enterprise Zone has six (6) co-sponsors, the City of St. Helens, the City of Scappoose, the City of Columbia City, the City of Vernonia, the Port of St. Helens, and Columbia County offering economic incentives through property tax relief to businesses and industries providing capital investments resulting in job growth; and

**WHEREAS**, Aero Investment Strategies LLC, located at 58144 Old Portland Road, Warren, Oregon 97053 has made an application to extend the three year property tax abatement by two years for a total of five years; and

**WHEREAS**, Aero Investment Strategies LLC proposes to invest \$2,050,000 in enterprise zone qualified property at their existing manufacturing operation located in Warren, Oregon resulting in the creation of a minimum of ten (10) new jobs within the South Columbia County Enterprise Zone; and

**WHEREAS**, Aero Investment Strategies LLC is required to pay employee wages and benefits at a rate of not less than 150% of the Average Annual Covered Payroll which is \$34,593, and that Average Annual Compensation Standard of 150% is \$51,890; and

**WHEREAS**, the co-sponsors and the zone manager of the Aero Investment Strategies LLC have reviewed the application and agree that the proposed investment is consistent with the Enterprise Zone Purpose.

**NOW, THEREFORE, BE IT RESOLVED**, that the City of St. Helens authorizes the two year extension request for a total of five years exemption subject to the terms and conditions set forth in the Extended Enterprise Zone Exemption Agreement hereto attached and incorporated herein by this reference; and

**IT IS FURTHER RESOLVED**, the South Columbia County Enterprise Zone, upon concurrence of all the other sub-zone sponsors, is authorized to execute the Extended Enterprise Zone Exemption Agreement with Aero Investment Strategies LLC.

**Approved and adopted** by the City Council on June 20, 2018, by the following vote:

Ayes:

Nays:

\_\_\_\_\_  
Rick Scholl, Mayor

ATTEST:

\_\_\_\_\_  
Kathy Payne, City Recorder

## Oregon Enterprise Zone Authorization Application\*

• Complete form and submit to the local enterprise zone manager **before** breaking ground or beginning work at the site.

## Applicant

Enterprise zone or rural renewable energy development zone (where business firm and property will be located) South Columbia County Enterprise Zone		Email blair.quantum@frontier.com	
Name of business firm Aero Investment Strategies LLC d/b/a Composites Universal Group		Phone (      )	
Mailing address 58144 Old Portland Road; Bldg B	City Warren	State OR	ZIP code 97053
Location of property (street address if different from above) 58144 Old Portland Road; Bldg E	City Warren	State OR	ZIP code 97053
County, TRS map ID number, and Tax lot number of site 4N1W17-00-00100 0201-15111	Contact person William H Blair	Title Managing Member	

My firm expects to first claim standard property tax exemption in the following (up to three) year(s): 2018-2019; 2019-2020 ;2020-2021

☐ Check here if your firm has or has had another exemption in this enterprise zone.

☒ Check here that your firm commits to renew this authorization application. Renew this application on or before April 1 every two calendar years, until the tax exemption on qualified property is claimed.

☒ Check here if requesting an **extended abatement** of one or two additional years of exemption. Extended abatement is subject to written agreement with local zone sponsor, and to possibly additional state or local requirements before this application is approved.

## Zone manager use only (after written agreement but before authorizing firm):

County average annual wage: \$ \_\_\_\_\_ Year \_\_\_\_\_ Total exemption period: 4 ☐ or 5 ☐ Consecutive years (check one)

## Business eligibility

**Eligible activity**—Check all activities that apply to proposed investment within the enterprise zone:

- ☒ Manufacturing   ☐ Fabrication   ☐ Bulk printing   ☐ Shipping   ☐ Agricultural production   ☐ Energy generation  
☐ Assembly   ☐ Processing   ☐ Software publishing   ☐ Storage   ☐ Back-office systems  
☐ Other—describe the activities that provide goods, products, or services to other businesses (or to other operations of your firm):

☐ Check here if your business firm does or will engage in **ineligible activities** within the enterprise zone (such as retail sales, health care, professional services, or construction). Describe below (or in an attachment) these activities and their physical separation from "eligible activities":

## Special cases—Check all that apply:

- ☐ Check here if a **hotel, motel, or destination resort** in an applicable enterprise zone.  
☐ Check here if a **retail/financial call center**. Indicate expected percent of customers in local calling area: \_\_\_\_\_ %.  
☐ Check here if a **"headquarters" facility**. (Zone sponsor must find that operations are statewide-regional in scope and locally significant)  
☐ Check here if an **electronic commerce investment** in an e-commerce enterprise zone. (May also provide for an income tax credit)

## Employment in the enterprise zone (see worksheets on last page)

**Don't count** FTEs, temporary, seasonal, construction, part-time jobs (32 hours or less per week), or employees working at ineligible operations.

**Existing Employment**—My business firm's average number of full-time employees in the zone over the past 12 months is 60

**New Employees**— • Hiring is expected to begin on (date or month and year):

April 2018

• Hiring is expected to be completed by (month and year):

December 2018

• Estimated total number of new employees to be hired with this investment is: 10

**Commitments**—By checking all boxes below, you agree to the following commitments as required by law for authorization:

- ☒ By April 1 of the first year of exemption on the proposed investment in qualified property, I will have increased existing employment within the zone by one new employee or by 10%, whichever is greater.  
☒ My firm will maintain at least the above minimum level as an annual average employment during the exemption period.  
☒ When the exemption claim is filed by April 1 following each calendar year of exemption, total employment in the zone will also not have shrunk by more than 85% at one time or by more than 50% twice in a row, compared to the highest such figure with any previous claim.  
☒ My firm will comply with local additional requirements as contained in: (1) a written agreement for an extended abatement, (2) zone sponsor resolution(s) waiving required employment increase, or (3) an **urban** enterprise zone's adopted policy, if applicable.  
☒ My firm will verify compliance with these commitments, as requested by the local zone sponsor, the county assessor or their representative, or as directed by state forms or administrative rules.  
☒ My firm will enter into a **first-source hiring agreement** before hiring new eligible employees. (This **mandatory** agreement entails an obligation to consider referrals from local job training providers for eligible job openings within the zone during at least the exemption period.)



**Oregon employment outside the enterprise zone**

**Check only those that apply:**

- ☐ Check here if yours or any commonly controlled firm will curtail operations in the state **beyond 30 miles of the zone boundary and move them into the zone**. Indicate timing, location, number of any job losses, and relationship to the proposed enterprise zone investment:
- ☒ Check here if you are transferring operations into the zone from site(s) in the state **within 30 miles of** \_\_\_\_\_  
**zone boundary:** My firm's average employment at the site(s) over the past 12 months is 7 \_\_\_\_\_ jobs.
- ☒ Check here, if applicable, that your firm commits to increase the combined employment at the site(s) (within 30 miles) and in the zone to 110% of the existing combined level by April 1 and on average during the first year of exemption.

**Proposed investment in qualified property**

**Anticipated timing—**Enter dates or months/years (non-binding)

Action	Site and building and structures			Machinery and equipment		
	Preparation	Construction*	Placed in service**	Procurement***	Installation	Placed in service**
To commence or begin on	March 2018	April 2018	September 2018	May 2018	June 2018	November 2018
To be completed on	May 2018	August 2018		June 2018	September 2018	

\* Including new reconstruction, additions to, or modifications of existing building(s) or structure(s).

\*\* This is in the calendar year directly before the very first year of exemption.

\*\*\* May precede application by up to three months (includes personal property).

**Special issues:**

- ☐ Check here for building/structure acquired/leased for which construction, reconstruction, additions, or modifications began prior to this application (attach executed lease or closing documents, and don't take up occupancy until this application is approved).
- ☐ Check here if anticipating using **Construction in process** tax exemption for qualified property that is still being constructed/installed and isn't yet placed in service and is located on site as of January 1. If so, file *Application for Construction-in-Process Enterprise Zone Exemption*, 150-310-021, by April 1 with the county assessor's office.

**Qualifying property:** Estimates of cost and details about property are not binding, but in order for property to be exempted, its basic type and any major building/structure needs to be at least represented below.

Type of property		Number of each/item	Estimated value	Check if any item will be leased
Real property	Building or structure to be newly constructed	1	\$ 1,350,000	<input checked="" type="checkbox"/>
	New addition to or modification of an existing building/structure		\$	<input type="checkbox"/>
	Heavy or affixed machinery and equipment	1	\$ 200,000	<input type="checkbox"/>
Personal property item(s) costing:	\$50,000 or more	2	\$ 500,000	<input type="checkbox"/>
	\$1,000 or more (E-commerce zone or used exclusively for tangible production)		\$	<input type="checkbox"/>
<b>Total estimated value of investment</b>			<b>\$ 2,050,000</b>	

In addition, describe below (or in an attachment) the overall nature and potential extent of your investment, including preliminary building plans and lists of property items, as appropriate and recommended by zone manager or county assessor (may be kept confidential).

Installing a new Delta H oven for curing parts and relocating the Jensen Oven from the Scappoose location.

**Declaration**

I declare under penalties of false swearing [ORS 305.990(4)] that I have examined this document and attachments, and to the best of my knowledge, they are true, correct, and complete. If any information changes, I will notify the zone manager and the county assessor and submit appropriate written amendments. I understand that my business firm will receive the tax exemption for property in the enterprise zone, only if my firm satisfies statutory requirements (ORS Chapter 285C) and complies with all local, Oregon, and federal laws that are applicable to my business.

*Must be signed by an owner, company executive, or authorized representative of the business firm*

Signature

X

Date

March 26, 2018

Title (if not an owner or executive, attach letter attesting to appropriate contractual authority)

Managing Member

**Local enterprise zone manager and county assessor must approve this application (with Enterprise Zone Authorization Approval, Form 150-303-082)**

Aero Investment Strategies LLC dba Composites Universal Group has been doing business in Columbia county since 2007. Originally formed for real estate investment focused on industrial applications, in late 2014 approached Composites Unlimited Inc about purchasing the assets of the company as the recession of 2007-2010 had severe impact on their operations. In fact, they were on the verge of declaring bankruptcy which would have left the work force of 40-45 employees at risk.

AIS took over the operations and assumed vendor and other obligations of the previous entity and started to expand the customer base and business volume. We approached the Port of St. Helens in 2015 regarding the lease of the Building B in Multnomah Business Park to handle this new volume. This was completed with a June 2016 move in to the newly remodeled building.

This left the remaining building on Highway 30 in Scappoose which housed the commercial industrial oven used in production of composites. The landlord gave notice that AIS would have to vacate this facility which led to discussions with the Port for a new building (E) located in Multnomah Industrial Park adjoining the current Building B. In addition to moving the oven AIS must purchase a secondary oven to install at building B to make sure there is no interruptions in providing the customer base with products.



## **EXTENDED ENTERPRISE ZONE EXEMPTION AGREEMENT**

This Extended Enterprise Zone Exemption Agreement (this “Agreement”) is made and entered into by and among the City of St. Helens, Oregon (“St. Helens”), the City of Columbia City, Oregon (“Columbia City”), the City of Scappoose, Oregon (“Scappoose”) Port of St. Helens (“Port”), the City of Vernonia (“Vernonia”) and Columbia County, Oregon (“Columbia”), as zone sponsors of the South Columbia County Enterprise Zone, and AERO INVENTMENT STRATEGIES LLC (“the Firm”). St. Helens, Scappoose, Port, Columbia City, Vernonia and Columbia County are sometimes referred to collectively as the “Zone Sponsor,” and the “Zone Sponsor” and the “Firm” are sometimes referred to individually as the “Party” and/or collectively as the “Parties.”

### **RECITALS**

WHEREAS, the Oregon Legislative Assembly has adopted ORS Chapter 285C creating provisions for the establishment and operation of Enterprise Zones. ORS 285C.175 provides that the qualified property of a qualified Firm shall be exempt from ad valorem property taxation under certain circumstances. ORS 285C.180 describes what kinds of property are qualified for the tax exemption provided under ORS 285C.175. ORS 285C.135 describes what kind of Firm is qualified to receive a property tax exemption under ORS 285C.175 for its qualified property; and

WHEREAS, pursuant to ORS 285C.175, the tax exemption shall apply to the first tax year for which, as of January 1 preceding the tax year, the qualified Property is in service. The exemption shall continue for the two succeeding assessment years if the property continues to be owned or leased by the qualified Firm and located in the Enterprise Zone; and

WHEREAS, pursuant to ORS 285C.160, the tax exemption, may be extended up total of five consecutive assessment years, i.e. an additional two years, if the qualified Firm agrees with the Zone Sponsor of the Enterprise Zone in writing at the time of pre-certification:

- (a) To annually compensate all new employees hired by the firm at an average rate of not less than 150 percent of the county’s average annual wage until the end of the tax exemption period, as determined at the time of authorization. If the Zone is in more than one county, the county with the highest average annual wage shall be used; and
- (b) To meet any additional requirements which the Zone Sponsor may reasonably request; and

WHEREAS, the Firm has agreed that the Firm’s property, which is located within the Enterprise Zone, will be developed as a specialty medical transportation and aircraft maintenance and that the Firm’s proposed investment is expected to provide new full-time jobs within the Enterprise Zone. The commitment made by the Firm under term (a) above, and in Section 2.3, below, is given to assure that the average annual compensation paid to all New Employees, as defined in Section 2.3 below, who work at the new facility during the exemption period shall not be less than 150 percent of the most recent average annual wage paid in Columbia County

available from the Oregon Employment Department at the time that the Firm's application for precertification is approved under the Oregon Revised Statutes; and

WHEREAS, the Oregon Business Development Department has adopted Chapter 123, Division 674 of the Oregon Administrative Rules (OAR), to administer the statutory provisions regarding Enterprise Zones; and

WHEREAS, the South Columbia County Enterprise Zone is a non-urban Enterprise Zone and pursuant to ORS Chapter 285C, the Zone Sponsor wishes to offer the Firm the extended tax exemption provided by ORS 285C.175(2)(b) in exchange for the Firm's location of qualified property within the Enterprise Zone.

NOW, THEREFORE, in consideration of the terms and conditions set forth herein, the Parties agree as follows:

#### 1. ZONE SPONSOR'S AGREEMENTS.

1.1 Approval of Authorization Application. Upon timely submission of the Firm's claim for authorization as provided by ORS 285C.220 and paragraph 2.1 below, the Zone Sponsor agrees to approve the application if the Zone Sponsor determines that the Firm is eligible under ORS 285C.135 and that the Firm has committed to meet the requirements of ORS 285C.200.

1.2 Approval of Tax Exemption Claim. Upon timely submission of the Firm's claim for tax exemption as provided by ORS 285C.220, and paragraph 2.2, below, the Columbia County Assessor shall determine whether the property for which the tax exemption is sought satisfies the requirements of ORS Chapter 285C. That determination is beyond the authority of the Zone Sponsor. However, the Zone Sponsor agrees that the three year tax exemption provided for by ORS 285C.175 shall remain in effect if the Firm remains in compliance with the other requirements for Enterprise Zones under ORS Chapter 285C and OAR Chapter 123, Division 674. Nothing in this Agreement shall modify or infringe on the regular three-year exemption or the requirements thereof.

1.3 Extended Tax Abatement. Notwithstanding ORS 285C.175, the Zone Sponsor agrees to extend the period of property tax abatement or exemption by two additional years to a total of five consecutive assessment years, subject to compliance with paragraph 2.4 below and the other requirements for Enterprise Zones under ORS Chapter 285C and OAR Chapter 123, Division 674. The Firm may separately apply for the extended five-year exemption for different portions of qualified property in the Zone that are covered by a single authorization as such portion becomes eligible for exemption pursuant to OAR 123-674-6200, and 123-674-6300.

1.4 Additional Requirements. The Zone Sponsor requires the following additional community benefit investments to qualify for the additional two years of property tax abatement:



- \$3,151.58 per year for five consecutive years payable to the Columbia County Economic Team beginning on January 1, 2019. The amount is Betterment Contribution based upon 10% of annual property tax of \$31,515.76.

## 2. THE FIRM'S AGREEMENTS.

2.1 Application for Authorization. The Firm agrees to file an application for authorization pursuant to ORS 285C.140 following adoption of this Agreement.

2.2 Notices. The Firm agrees to provide and, if necessary, file applicable notices, statements, claims or reports required by ORS Chapter 285C or OAR Chapter 123, Division 674 and shall file all claims or reports as required by ORS 285C.220.

2.3 County Average Annual Wage. As required by ORS 285C.160, the Firm agrees to annually compensate all new employees, as that term is used in ORS 285C.050(13), hired by the Firm at an average rate of not less than 150 Percent (150%) of the County Average Annual Wage until the end of the tax exemption period.

2.3.1 Pursuant to OAR 123-574-0600, to qualify for the additional one or two years of an enterprise zone exemption, all of the eligible Firm's Affected Employees, as that term is defined by OAR 123-674-0600(4), must on average receive Compensation, as that term is defined by OAR 123-674-0600(1), of not less than 150 percent of the County Average Annual Wage, as that term is defined by OAR 123-674-0100(5) during each year throughout the exemption's first three years and the additional one or two years. The firm agrees to maintain an average wage and benefits package of \$ 55,338 per year for the five years of exemption.

2.3.2 "County Average Annual Wage" is defined by OAR 123-674-0100(5) and OAR 123-674-0600 and is based on the time the application is approved, and is fixed during the entire exemption period and is defined in paragraph 2.3.1 of this Agreement.

2.3.3 "New Employees" include only employees working at jobs filled for the first time after the application for precertification is filed but prior to December 31 following the first full year of the initial exemption year and performed primarily within the current boundaries of the Zone. "New Employees" include only full-time, year-round, and non-temporary employees engaged a majority of their time in the Firm's eligible operations pursuant to ORS 285C.050(13), whether such employees are leased, contracted for, or otherwise obtained through an external agency or are employed directly by the Firm.

2.4 Election to Forego. The Firm shall have the right to elect to forego the extension of the term for two additional years by delivery of written notice of such election to the Zone Sponsor and Columbia County Assessor prior to expiration of the initial three year term, and upon delivery of said notice, this Agreement and the Firm's rights and obligations hereunder shall terminate, except that nothing in this Agreement shall modify or infringe on the regular three-year exemption or of the requirements thereof.



3. AUTHORIZATION. The Zone Sponsors have authorized and directed the Executive Director of CCET as Zone Manager to execute this Agreement pursuant to OAR 123-674-0700.

4. COUNTERPARTS. This Agreement may be executed in counterparts, each of which, when taken together, shall constitute fully executed originals. A signature sent and received by facsimile or a scanned signature sent by e-mail shall have the same effect as an original signature.

5. ENTIRE AGREEMENT. This Agreement constitutes the entire understanding and agreement of the Parties hereto with respect to the subject matter hereof and supersedes all prior and contemporaneous agreements and understandings, inducements or conditions, express or implied, written or oral, between the Parties with respect to such subject matters.

IN WITNESS WHEREOF, the Parties have executed this Agreement on the \_\_\_\_\_, day of \_\_\_\_\_, 201\_\_, which shall be known as the "effective date" of the Agreement.

SOUTH COLUMBIA COUNTY  
ENTERPRISE ZONE ENTERPRISE ZONE

AERO INVESTMENT STRATEGIES LLC

By:

\_\_\_\_\_  
Chuck Daughtry, Zone Manager

By:

\_\_\_\_\_  
Steve Ruege, Owner

**City of St. Helens**  
**RESOLUTION NO. 1822**

**A RESOLUTION OF THE CITY OF ST. HELENS AUTHORIZING  
RE-DESIGNATION OF THE SOUTH COLUMBIA COUNTY ENTERPRISE ZONE**

**WHEREAS**, the South Columbia County Enterprise Zone has six (6) co-sponsors, the City of St. Helens, the City of Scappoose, the City of Columbia City, the City of Vernonia, the Port of St. Helens, and Columbia County offering economic incentives through property tax relief to businesses and industries providing capital investments resulting in job growth; and

**WHEREAS**, the Executive Director of the Columbia County Economic Team has been designated as manager of the South Columbia County Enterprise Zone; and

**WHEREAS**, the municipal corporations, school districts and special service districts within the South Columbia County Enterprise Zone that receive operating revenue through the levying of ad valorem taxes on real and personal property in any area of the Enterprise Zone were sent notice on April 11, 2018 and invited to a public meeting on May 8, 2018 regarding its designation, in order for the co-sponsoring governments to effectively consult with the other local taxing districts; and

**WHEREAS**, the South Columbia County Enterprise Zone has a total area of 14.349 square miles; it meets other statutory limitations on size and configuration, as shown in the Map which is attached hereto as Exhibit A, and is incorporated herein by this reference; and

**WHEREAS**, the co-sponsors shall fulfill their duties and implement provisions under ORS 285C.105 or elsewhere in ORS Chapter 285C and related parts of Oregon Law, including but not limited to appointing a local enterprise zone manager, and to preparing a list or map of local, publically owned lands and buildings in this enterprise zone for purposes of ORS 285C.110; and

**WHEREAS**, designation of this enterprise zone does not grant or imply permission to develop land inside it without complying with jurisdictional zoning, regulatory and permitting processes and restrictions; nor does it indicate and intent to alter those processes or restrictions, except as otherwise done in accordance with Comprehensive Plans as acknowledged by the State of Oregon Land Conservation and Development (LCDC); and

**WHEREAS**, the availability of enterprise zone exemptions to businesses that operate hotels, motels or destination resorts would help diversify local economic activity and facilitate the expansion of accommodations for visitors, who in turn will spend time and money in the area for business, recreation or other purpose; and

**WHEREAS**, the co-sponsors are interested in encouraging new business investment, job creation, higher incomes for local residents and greater diversity of economic activity; and

**WHEREAS**, the co-sponsors appreciate the impacts that the designated enterprise zone would have and the property tax exemptions that eligible firms might receive therein.

**NOW, THEREFORE, BE IT RESOLVED**, that the City of St. Helens does hereby jointly, in cooperation with the other co-sponsors, re-designate the South Columbia County Enterprise Zone, the boundary and area of which are described in Exhibit A, and that the Executive Director of the Columbia County Economic Team shall be re-appointed as local zone manager for the South Columbia County Enterprise Zone, and that the Columbia County Economic Team (CCET) is authorized to submit documentation of this enterprise zone re-designation to Oregon Department of Business Development (OBDD) on behalf of the zone sponsors for purposes of a positive determination in favor under ORS 285C.074, and ORS 285C.070 election to permit hotels, motels or destination resorts as eligible, and that re-designation of this enterprise zone takes effect on July 1, 2018, or later as so stipulated by OBDD in its determination pursuant to any revision and resubmission of documentation,.

**Approved and adopted** by the City Council on June 20, 2018, by the following vote:

Ayes:

Nays:

---

Rick Scholl, Mayor

ATTEST:

---

Kathy Payne, City Recorder



**City of St. Helens**  
**RESOLUTION NO. 1823**

**A RESOLUTION AUTHORIZING A TRANSFER OF APPROPRIATIONS WITHIN A  
FUND FOR FISCAL YEAR 2017-2018**

**WHEREAS**, in accordance with ORS 294.456 and 294.463, City of St. Helens, Oregon may transfer appropriations within funds for Fiscal Year 2017-2018 that were authorized by the St. Helens City Council pursuant to Resolution No. 1819; and

**WHEREAS**, ORS 294.463 allows an appropriation transfer within a fund to be approved by resolution if the proposed changes do not change the total appropriations with the fund and if the transfer from contingency, if applicable, is less than 15% of the total appropriations in the fund.

**NOW, THEREFORE, THE CITY OF ST. HELENS RESOLVES** that the Finance Director is hereby authorized and directed to execute the following changes to appropriated budget amounts on behalf of the St. Helens City Council.

BUDGET RESOLUTION		DECREASE	INCREASE
603-000-058001	Contingency	50,000	-
603-000-053001	Capital Outlay	-	50,000
203-718-034028	Youth Council Sales	-	1,000
203-718-052028	Projects & Programs	-	1,000
100-715-058001	Contingency	7,000	-
100-711-052019	Professional Services	-	7,000
202-000-058001	Contingency	94,500	-
202-721-052019	Professional Services	-	30,000
202-721-052051	Urban Renewal	-	1,500
202-722-052019	Professional Services	-	25,000
202-722-052054	Offshore Lease	-	8,000
202-723-052019	Professional Services	-	30,000

**Approved and adopted** by the City Council on June 20, 2018, by the following vote:

Ayes:

Nays:

\_\_\_\_\_  
Rick Scholl, Mayor

ATTEST:

\_\_\_\_\_  
Kathy Payne, City Recorder

# City of St. Helens

## RESOLUTION NO. 1824

### A RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF ST. HELENS, OREGON ADOPTING BUDGET, MAKING APPROPRIATIONS, AND LEVYING TAXES FOR THE FISCAL YEAR BEGINNING JULY 1, 2018

**BE IT RESOLVED** that the Common Council of the City of St. Helens, Oregon, hereby adopts the budget for fiscal year 2018-19 in the total of \$43,393,798 now on file in the office of the City Recorder of said City.

**BE IT RESOLVED** that the Common Council of the City of St. Helens, Oregon, hereby imposes taxes provided for in the adopted budget at the rate of \$1.9078 per \$1,000 of assessed value for tax year 2018-19 upon the assessed value of all taxable property within the district.

	<u>Subject to the General Government Limitation</u>	<u>Excluded from the General Government Limitation</u>
General Fund	\$1.9078 / \$1,000	N/A

**BE IT RESOLVED** that the amounts for the fiscal year beginning July 1, 2018, and for the purposes shown below are hereby appropriated as follows:

<b><u>General Fund</u></b>			<b><u>Water SDC</u></b>	
Administration	\$ 410,000		Water SDC Services	\$ 685,000
City Recorder	\$ 297,000		Transfers	\$ 5,000
Council	\$ 100,650		<b>Total Water SDC Fund</b>	<b>\$ 690,000</b>
Court	\$ 362,050			
Police	\$ 3,059,500		<b><u>Sewer</u></b>	
Library	\$ 677,500		Sewer Services	\$ 3,978,500
Finance	\$ 842,500		Debt Service	\$ 697,000
Parks	\$ 354,500		Transfers	\$ 2,100,000
Recreation	\$ 78,500		Contingency	\$ 500,000
Planning	\$ 283,500		Unapp. Fund Balance	\$ 1,338,500
Building	\$ 269,000		<b>Total Sewer Fund</b>	<b>\$ 8,614,000</b>
Non Dept	\$ 198,000			
Unapp. Fund Balance	\$ 1,249,300		<b><u>Sewer SDC</u></b>	
<b>Total General Fund</b>	<b>\$ 8,182,000</b>		Sewer SDC Services	\$ 1,320,000
			Transfers	\$ 10,000
<b><u>Visitor &amp; Tourism</u></b>			<b>Total Sewer SDC Fund</b>	<b>\$ 1,330,000</b>
Tourism Services	\$ 334,000			
Transfers	\$ 240,000		<b><u>Storm</u></b>	
Contingency	\$ 71,000		Storm Services	\$ 2,058,000
<b>Total Visitor &amp; Tourism Fund</b>	<b>\$ 645,000</b>		Contingency	\$ 500,000
			Unapp. Fund Balance	\$ 1,048,000
<b><u>Community Development</u></b>			<b>Total Storm Fund</b>	<b>\$ 3,606,000</b>
CD Services	\$ 2,225,000			
Debt Service	\$ 282,500		<b><u>Storm SDC</u></b>	
Transfers	\$ 350,000		Storm SDC Services	\$ 212,500
Contingency	\$ 187,500		Transfers	\$ 2,500
<b>Total Comm. Dev. Fund</b>	<b>\$ 3,045,000</b>		<b>Total Storm SDC Fund</b>	<b>\$ 215,000</b>

<b><u>Community Enhancement</u></b>			<b><u>Parks SDC</u></b>	
CE Services	\$ 167,600		Parks SDC Services	\$ 242,500
Transfers	\$ 32,599		Transfers	\$ 2,500
<b>Total Visitor &amp; Tourism Fund</b>	<b>\$ 200,199</b>		<b>Total Parks SDC Fund</b>	<b>\$ 245,000</b>
<b><u>Streets</u></b>			<b><u>Equipment Fund</u></b>	
Street Services	\$ 1,069,500		Equipment Services	\$ 612,500
Debt Service	\$ 60,000		Contingency	\$ 523,099
Transfers	\$ 500,000		<b>Total Sewer Fund</b>	<b>\$ 1,135,599</b>
Unapp. Fund Balance	\$ 427,500			
<b>Total Street Fund</b>	<b>\$ 2,057,000</b>		<b><u>IT Services Fund</u></b>	
			IT Services	\$ 300,000
<b><u>Streets SDC</u></b>			Contingency	\$ 115,000
Street SDC Services	\$ 1,070,000		<b>Total IT Services Fund</b>	<b>\$ 415,000</b>
Transfers	\$ 5,000			
<b>Total Street SDC Fund</b>	<b>\$ 1,075,000</b>		<b><u>PW Operations Fund</u></b>	
			PW Ops Services	\$ 3,363,000
<b><u>Water</u></b>			Contingency	\$ 21,000
Water Services	\$ 3,006,500		<b>Total PW Operations Fund</b>	<b>\$ 3,384,000</b>
Debt Service	\$ 500,000			
Contingency	\$ 500,000		<b><u>Facility Maintenance Fund</u></b>	
Unapp. Fund Balance	\$ 2,748,500		Facility Services	\$ 230,000
<b>Total Water Fund</b>	<b>\$ 6,755,000</b>		Contingency	\$ 570,000
			<b>Total PW Operations Fund</b>	<b>\$ 800,000</b>
			<b>TOTAL APPROPRIATIONS</b>	<b>\$ 42,393,798</b>

**Approved and adopted** by the City Council on June 20, 2018, by the following vote:

Ayes:

Nays:

\_\_\_\_\_  
Rick Scholl, Mayor

ATTEST:

\_\_\_\_\_  
Kathy Payne, City Recorder

NUMBERED KEY CANVASS  
RUN DATE: 05/31/18 03:50 PM  
REPORT-EL52

Columbia County, Oregon  
Primary Election  
May 15, 2018

Certified Results  
PAGE 11

NonPartisan

	VOTES	PERCENT		VOTES	PERCENT
5-266 City of St. Helens (VOTE FOR) 1					
01 = Yes	2,482	88.87	03 = OVER VOTES	4	
02 = No	311	11.13	04 = UNDER VOTES	108	
	01	02	03	04	
0021 21 City St Helens One	852	106	0	37	
0024 24 City St Helens Four	787	98	2	28	
0026 26 City St Helens Six	843	107	2	43	



I hereby certify that the votes recorded on this report  
correctly summarize the tally of votes cast at the  
May 15, 2018 Primary Election (Measure 5-266).

Dated this 6th day of June 2018.

Elizabeth E. Huser  
Columbia County Clerk



## **Section 46. Keeping Groceries Tax Free In St. Helens.**

(a) The City of St. Helens or any political subdivision or public corporation created by the City of St. Helens may not adopt, collect, enact, or impose a tax, fee, or other assessment upon the sale of groceries or for the privilege of selling groceries.

### **DEFINITIONS**

(b) As used in this section:

(i) "Groceries" means any raw or processed food or beverage intended for human consumption except alcoholic beverages, marijuana products, and tobacco products.

(ii) "Sale of groceries" means any transaction for the sale or purchase of groceries with any individual or entity that:

(A) Is licensed, registered, or inspected under the Food Safety Modernization Act, U.S. Food and Drug Administration, U.S. Department of Agriculture Federal Grain Inspection Service, or any successor agency or program that provides for the safety of groceries; or

(B) Is licensed and inspected by the State Department of Agriculture's Food Safety Program or Commodity Inspection Program or any successor agency or program that provides for the safety of groceries; or

(C) Operates as a farm stand, farmers market, or food bank.

(D) is appointed by the Oregon Liquor Control Commission under ORS 471.750

(iii) "Tax, fee, or other assessment" includes, but is not limited to, a sales tax, gross receipts tax, commercial activity tax, value-added tax, excise tax, privilege tax, and any other similar tax on the sale of groceries.

(iv) "Alcoholic beverage" means any liquid or solid containing more than one-half of one percent alcohol by volume and capable of being consumed by a human being.

(v) "Marijuana product" means a product made from any part of the plant Cannabis family Cannabaceae or the seeds of the plant Cannabis family Cannabaceae.

(vi) "Tobacco products" means cigars, cigarettes, cheroots, stogies, periques, granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco, snuff, snuff flour, moist snuff, cavendish, plug and twist tobacco, fine-cut and other chewing tobaccos, shorts, refuse scraps, clippings, cuttings and sweepings of tobacco, and other kinds and forms of tobacco, prepared in such manner as to be suitable for chewing or smoking in a pipe or otherwise, or both for chewing and smoking.

### **IMPLEMENTATION**

(c) The prohibition on the imposition and collection of a tax, fee, or other assessment on the sale of groceries by subsection (1) of this section applies to taxes adopted, approved, collected, or imposed on or after September 1, 2017.

(d) It is the intent of the people that all parts of this amendment are independent and that if any part of this amendment is held unconstitutional, all remaining parts shall remain in force. (Approved by voters in primary election held May 15, 2018)

## EXTENSION OF CONCESSION AGREEMENT

This Extension is made on \_\_\_\_\_, 2018, between City of St. Helens, an Oregon municipal corporation ("St. Helens"), and **World Wide-ATM LLC** ("World Wide").

### RECITALS

**A. WHEREAS**, on or about July 2, 2013, St. Helens and World Wide entered into an agreement ("Agreement") in which World Wide would place an ATM machine at 277 Strand Street, St. Helens, and the City would receive \$0.50 per transaction; and

**B. WHEREAS**, Paragraph 5 of the Agreement provides that the agreement terminates on June 30, 2014, unless extended by mutual consent in writing signed by both parties; and

**C. WHEREAS**, on May 1, 2014, Agreement was extended to June 30, 2015, and on June 18, 2015, Agreement was extended to June 30, 2016, and on August 1, 2016, Agreement was extended to June 30, 2017, and on June 30, 2017, Agreement was extended to June 30, 2018; and

**D. WHEREAS**, St. Helens and World Wide mutually desire to extend the term of the agreement for an additional year.

### AGREEMENT

**NOW, THEREFORE**, the parties mutually agree as follows:

**1.** The termination date of the agreement signed on or about July 2, 2013, shall be amended to reflect a **termination date of June 30, 2019**, unless earlier terminated according to the terms of the Agreement.

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

**ST. HELENS:**

**CITY OF ST. HELENS**, an Oregon  
municipal corporation

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Its: \_\_\_\_\_

**WORLD WIDE:**

**WORLD WIDE-ATM LLC**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Its: \_\_\_\_\_

C36-2018

AMENDMENT NUMBER NINE TO INTERGOVERNMENTAL AGREEMENT  
BETWEEN COLUMBIA COUNTY, OREGON AND  
CITY OF ST. HELENS, OREGON

This Amendment Number Nine is to the Intergovernmental Agreement by and between Columbia County, Oregon ("County") and the City of St. Helens, Oregon ("City") for the provision of supervised Community Corrections work crews effective May 16, 2007, the ("IGA").

WHEREAS, on May 16, 2007, the County and City entered into the IGA for the provision of supervised Community Corrections work crews; and

WHEREAS, On June 25, 2009, the parties approved Amendment Number One to the IGA, amending Section 3, Compensation; and

WHEREAS, on December 17, 2009, the parties approved Amendment Number Two to the IGA, renewing the IGA for a term of one year, beginning July 1, 2009, and ending June 30, 2010; and

WHEREAS, on February 2, 2011, the parties approved Amendment Number Three to the IGA, renewing the IGA for a term of two years, beginning July 1, 2010, and ending June 30, 2012; and

WHEREAS, on September 19, 2012, the parties approved Amendment Number Four to the IGA, renewing the IGA for a term of two years, beginning July 1, 2012 and ending June 30, 2014; and

WHEREAS, on June 18, 2014, the parties approved Amendment Number Five to the IGA, renewing the IGA for a term of one year, beginning July 1, 2014 and ending June 30, 2015; and

WHEREAS, on July 15, 2015, the parties approved Amendment Number Six to the IGA, renewing the IGA for a term of one year beginning July 1, 2015 and ending June 30, 2016; and

WHEREAS, on September 14, 2016, the parties approved Amendment Number Seven to the IGA, renewing for a term of one year beginning July 1, 2016 and ending June 30, 2017; and

WHEREAS, on July 12, 2017, the parties approved Amendment Number Eight to the IGA, renewing for a term of one year beginning July 1, 2017 and ending June 30, 2018; and

WHEREAS, the parties desire to extend the term through June 30, 2020;

NOW, THEREFORE, the parties agree as follows:

1. Section VII, Term of Agreement, is hereby amended as follows:

This Agreement becomes effective on the date it is signed by the Board of Commissioners, and shall continue until June 30, 2020, unless otherwise extended upon written approval of the parties.

2. This Amendment Number Nine is effective on the date last signed below.

///

///

3. Except as specifically amended above, the IGA remains in full force and effect.

CITY OF ST. HELENS

BOARD OF COUNTY COMMISSIONERS  
FOR COLUMBIA COUNTY, OREGON

By: \_\_\_\_\_  
Rick Scholl  
Mayor

By: \_\_\_\_\_  
Margaret Magruder, Chair

By: \_\_\_\_\_  
John Walsh  
City Administrator

By: \_\_\_\_\_  
Henry Heimuller, Commissioner

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Alex Tardif, Commissioner

Date: \_\_\_\_\_

Approved as to Form

Approved as to Form

By: \_\_\_\_\_  
City Attorney

By: \_\_\_\_\_  
Office of County Counsel



## CITY OF ST. HELENS PLANNING DEPARTMENT

# MEMORANDUM

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**TO:** City Council  
**FROM:** Jacob A. Graichen, AICP, City Planner  
**RE:** Matzen Subdivision SDC credit agreement  
**DATE:** June 11, 2018

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The Planning Commission approved the Matzen Subdivision in January. This is a 5-lot commercial subdivision of the former Violette's Villa mobile home park.

A condition of the preliminary plat as follows:

**Prior to recordation of the final plat**, the applicant/owner and City need to come to an agreement of how to distribute available System Development Charge credits of what was legally existing on the subject property for future development of the subdivision lots.

Initially, the owner/developer (of at least some of the lots) wants to use all credits for Lot 5, the largest lot where an apartment complex is proposed.

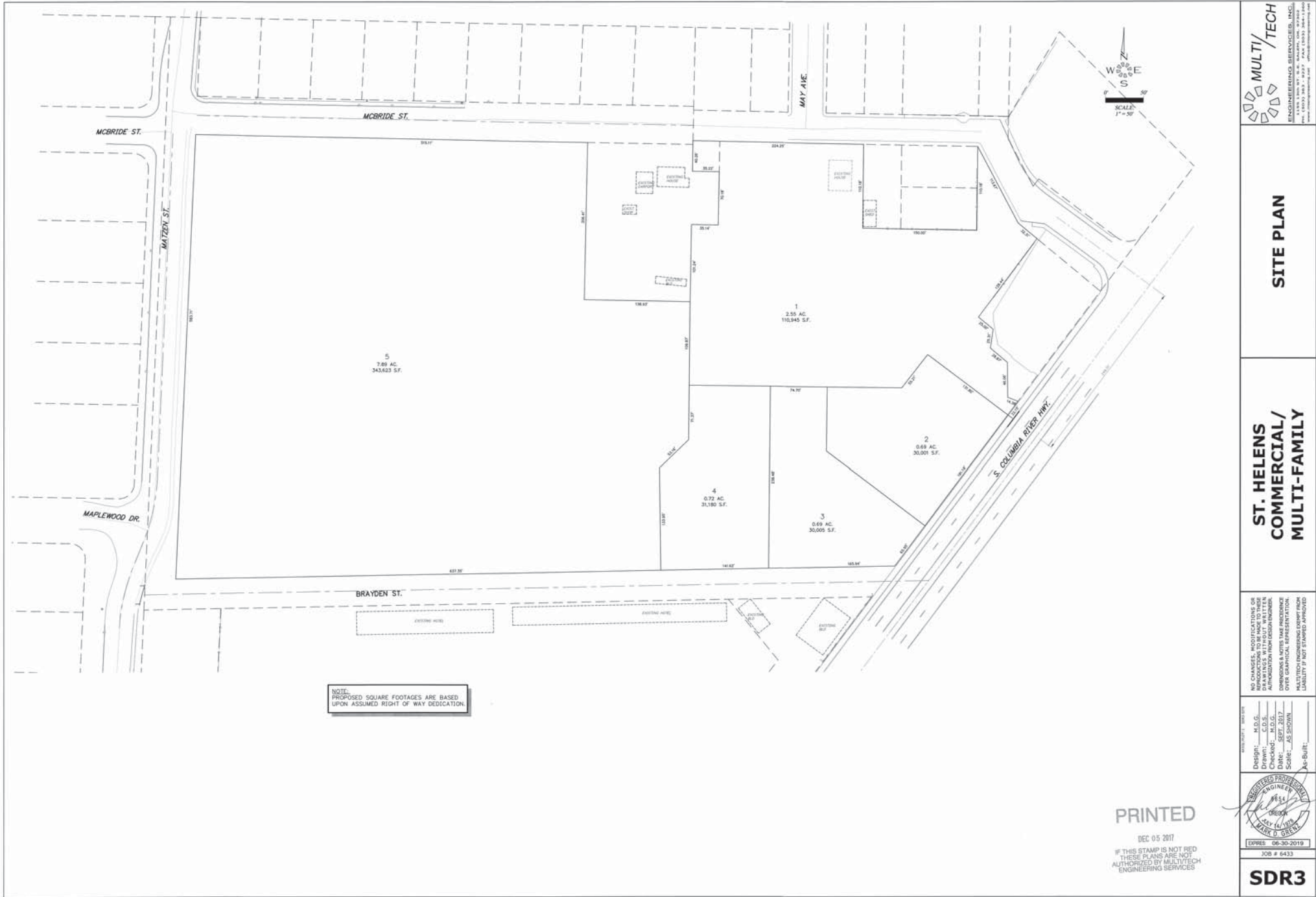
At the June 6, 2018 work session, Council favored staff's original recommendation in the subdivision preliminary plat staff report where the System Development Charge credits are applied proportionally based on lot size.

The owner/developer finds this acceptable and signed the attached.

Please see attached.

- Preliminary plat
- SDC agreement (revised from version as seen at last work session) signed by owner

**Please authorize the Mayor's signature at the June 20, 2018 regular session.**



## System Development Charge Credit Agreement Matzen Subdivision

**THIS agreement**, by and between **St. Helens Land Company, LLC**, hereinafter referred to as the "**Developer**", and the **City of St. Helens**, a municipal corporation, hereinafter referred to as the "**City**;"

**WHEREAS**, the Matzen Subdivision preliminary plat SUB.3.17 was approved by the City Planning Commission on January 10, 2018; and

**WHEREAS**, condition 8 of SUB.3.17 reads: "**Prior to recordation of the final plat**, the applicant/owner and City need to come to an agreement of how to distribute available System Development Charge credits of what was legally existing on the subject property for future development of the subdivision lots;" and

**WHEREAS**, at their June 6, 2018 work session, the City Council determined that the available System Development Charge credits shall be applied to each Lot proportionate to its size.

**NOW THEREFORE**, the City agrees to apply the following System Development Charge credits of what was legally existing on the subject property of the Matzen Subdivision before the final plat, proportionally to Lots 1-5 based on the size of the Lot:

**Table: Percentage of available SDC credit for each Lot**

Lot #	Size (s.f.)	% Credit
1	108,900	20
2	30,001	6
3	29,166	5
4	30,467	6
5	336,719	63

### **AVAILABLE SDC CREDITS:**

**Water and Sanitary Sewer SDC** credit for existing meters as follows:

- Former Violette's Villa mobile home park (495 S. Columbia River Hwy): 1 ½" meter
- Former duplex (121 and 125 McBride Street): ¾" meter

**Storm Sewer SDC** credit for preexisting impervious area as follows:

- Impervious area of past legal mobile/manufactured homes: 41,362 square feet
- Impervious area of past duplex: 1,200 square feet
- Preexisting paved area: to be determined via survey documentation (preliminary estimate of 20,000 square feet)

**Transportation and Parks SDC** credit for preexisting legal uses as follows:

- Former Violette's Villa mobile home park (495 S. Columbia River Hwy): 40 detached dwelling units
- Former duplex (121 and 125 McBride Street): 1 duplex

  
Karl Ivanov for St. Helens Land Company, LLC

  
Date

\_\_\_\_\_  
Mayor Rick Scholl for City of St. Helens

\_\_\_\_\_  
Date

AMENDMENT NUMBER 1 TO PERSONAL SERVICES AGREEMENT  
BETWEEN CITY OF ST. HELENS, OREGON AND CINDY PHILLIPS

WHEREAS, on or about July 17, 2017, City of St. Helens (City) and Cindy Phillips (Contractor) entered into a Personal Services Agreement for judicial services which was to terminate on or before June 30, 2018 (PSA 2017.33, paragraph 3); and

WHEREAS, City and Contractor have mutually agreed that Contractor will continue to provide judicial services to City up to and including July 31, 2018, unless earlier terminated by City.

NOW, THEREFORE, IT IS HEREBY AGREED AS FOLLOWS:

1. The final sentence of Paragraph 3, Term, of the above-mentioned Agreement is hereby amended to read:  
  
"Notwithstanding, this Agreement will not continue and shall terminate on July 31, 2018, unless earlier notice to terminate has been issued."
2. This Amendment shall be effective June 20, 2018.
3. All other terms and conditions of the above-mentioned Personal Services Agreement shall remain in full force and effect.

**ST. HELENS:**

**CITY OF ST. HELENS**, an Oregon  
municipal corporation

By: \_\_\_\_\_

Name: \_\_\_\_\_

Its: \_\_\_\_\_

**CONTRACTOR:**

**CINDY PHILLIPS**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Its: \_\_\_\_\_



**City of St. Helens**  
**PERSONAL SERVICES AGREEMENT**

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

**RECITALS**

- A. The City is in need of judicial services, and Contractor is qualified and prepared to provide such services.
- B. The purpose of this Agreement is to establish the services to be provided by Contractor and the compensation and terms for such services.

**AGREEMENT**

**1. ENGAGEMENT**

The City hereby engages Contractor to provide services related to **Municipal Court Judge** ("Services"), and Contractor accepts such engagement. The principal contact for Contractor shall be **Amy Lindgren**.

**2. SCOPE OF WORK**

The duties and responsibilities of Contractor are described in Attachment A, attached hereto and incorporated herein by reference. The Scope of Work and the Expectations of Work are responsibilities of Contractor. The Program Objectives are the responsibility of the department as a whole, with Contractor being responsible to communicate, cooperate and coordinate with the rest of Court staff to ensure that the Program Objectives are met to the maximum extent possible.

**3. TERM**

This Agreement shall commence once executed by both parties and continue until **July 31, 2019** unless a notice of intent to terminate the agreement has been issued pursuant to paragraph 11, below. The Agreement will automatically renew for one (1) additional year if agreed between both parties.

**4. COMPENSATION**

Contractor will provide such services as an independent contractor and not as an employee of the City. As an independent contractor, Contractor will not be entitled to any benefits generally provided to employees of St. Helens, nor will she be entitled to any reimbursement for mileage or long distance calls.

- 4.1 The compensation for this position shall be \$150.00 per hour through the end of this contract. Contractor will submit a monthly invoice for services

performed. City will make payment within 30 days of the date an invoice is received from Contractor.

- 4.2 Contractor may be entitled to reimbursement for such costs for events such as continuing legal education for judges, such as the spring and fall Oregon Municipal Judge Association (OMJA) conferences, if attendance is approved by the City in advance. Contractor will request permission for such reimbursement from the City Finance Director, in writing, before the event and provide documentation of expenses related to such reimbursement after the event. If such event falls on a judicial day or days, or if such event requires travel on a judicial day or days, Contractor will be excused from presiding over the court on that day or days. The City will also pay for an annual membership to OMJA.
- 4.3 City shall authorize a pro-tem judge designated by Contractor in the event of Contractor's conflict of interest, scheduled vacation or illness, or Contractor unavailability for C-COM calls. City shall pay the pro-tem judge the same hourly rate as Contractor for services provided.
- 4.4 Any business licenses requirements associated with Contractor's services provided pursuant to this Agreement will be paid by the City, including but not limited to the Contractor's annual Oregon State Bar dues and St. Helens business license. This Agreement shall not be deemed to prevent Contractor from entering into other or additional contracts not inconsistent with providing judicial services to City of St. Helens.

## **5. PAYMENT**

- 5.1 The City agrees to pay Contractor for and in consideration of the faithful performance of the Services, and Contractor agrees to accept from the City as and for compensation for the faithful performance of the Services.
- 5.2 Contractor shall make and keep reasonable records of work performed pursuant to this Agreement and shall provide detailed monthly billings to the City. Following approval of the City Finance Director, the City will pay the billing in the next available AP process. The City shall notify Contractor of any disputed amount within fifteen (15) days from receipt of the invoice, give reasons for the objection, and promptly pay the undisputed amount. Disputed amounts may be withheld without penalty or interest pending resolution of the dispute.
- 5.3 The City may suspend or withhold payments if Contractor fails to comply with requirements of this Agreement.
- 5.4 Contractor is engaged by the City as an independent contractor in accordance with the standards prescribed in ORS 670.600. Contractor shall not be entitled to any benefits that are provided by the City to City employees.
- 5.5 Any provision of this Agreement that is held by a court to create an obligation that violates the debt limitation provision of Article XI, Section 9 of the Oregon Constitution shall be void. The City's obligation to make payments under this

Agreement is conditioned upon appropriation of funds pursuant to ORS 294.305 through 294.565.

**6. DOCUMENT OWNERSHIP**

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

**7. NOTICES**

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

**CITY:** City Finance Director  
City of St. Helens  
PO BOX 278  
St. Helens OR 97051

**CONTRACTOR:** Amy Lindgren  
PMB 174  
6663 SW Beaverton Hillsdale Hwy  
Portland, OR 97225  
503-806-1436

**8. STANDARD OF CARE**

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

**9. CONSEQUENTIAL DAMAGES**

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

**10. INSURANCE**

- 10.1 At all times during the term of this Agreement, Contractor shall carry, maintain and keep in full force and effect a policy or policies of insurance as specified in Attachment B attached hereto and incorporated herein by reference.
- 10.2 All insurance policies shall provide that the insurance coverage shall not be canceled or reduced by the insurance carrier without thirty (30) days' prior written notice to the City. Contractor agrees that it will not cancel or reduce said insurance coverage.
- 10.3 Contractor agrees that if it does not keep the aforesaid insurance in full force and effect, the City may either immediately terminate this Agreement, or, if insurance is available at a reasonable cost, the City may take out the necessary insurance and pay, at Contractor's expense, the premium thereon. If the City procures such insurance, the City shall retain any cost incurred for the same from moneys due Contractor hereunder.

- 10.4 At all times during the term of this Agreement, Contractor shall maintain on file with the City a Certificate of Insurance or a copy of actual policies acceptable to the City showing that the aforesaid policies are in effect in the required amounts.
- 10.5 The insurance provided by Contractor shall be primary to any coverage available to the City. The insurance policies (other than worker's compensation) shall include provisions for waiver or subrogation. Contractor shall be responsible for any deductible amounts outlined in such policies.
- 10.6 Provider is currently exempt from the requirement to obtain Professional Liability Fund Insurance through the Oregon State Bar as an attorney solely doing work for a government agency. If Contractor's status changes and Contractor is no longer exempt, Contractor shall obtain, at Contractor's own expense, Professional Liability Fund insurance of not less than \$300,000 per claim.

#### **11. NO-CAUSE TERMINATION**

This Agreement may be terminated effective by either party for any reason upon ninety (90) days' written notice of the party's intent to terminate. In the event this Agreement is terminated, Contractor shall receive compensation only for Services actually performed up to the last day of work for that party.

#### **12. NO THIRD-PARTY RIGHTS**

This Agreement shall not create any rights in or inure to the benefit of any parties other than the City and Contractor.

#### **13. MODIFICATION**

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

#### **14. WAIVER**

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

#### **15. INDEMNIFICATION**

Contractor and the officers, employees, agents, and subcontractors of Contractor are not agents of the City, as those terms are used in ORS 30.265. Contractor shall defend, indemnify and hold harmless the City and its officers, employees, elected officials, volunteers and agents from any and all claims for injury to any person or damage to property caused by the negligence or other wrongful acts, omissions, or willful misconduct of Contractor or officers, employees, agents, or subcontractors of Contractor. Contractor shall not be responsible for claims caused by the sole negligence or other wrongful acts or omissions of the City or the City's officers, employees, or agents.

#### **16. GOVERNING LAWS**

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

## **17. COMPLIANCE WITH LAW**

- 17.1 Contractor shall comply with all applicable federal, state and local statutes, ordinances, administrative rules, regulations and other legal requirements in performance of this Agreement.
- 17.2 Contractor shall comply with applicable provisions of ORS 279B.020, 279B.220, 279B.225, 279B.230 and 279B.235. Pursuant to ORS 279B.235, any person employed by Contractor who performs Services shall be paid at least time and a half pay for all overtime in excess of forty (40) hours in any one (1) week, except for persons who are excluded or exempt from overtime pay under ORS 653.010 through 653.261 or under 29 USC Sections 201 through 209.
- 17.3 Contractor is a "subject employer," as defined in ORS 656.005, and shall comply with ORS 656.017.
- 17.4 Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, national origin, physical or mental disability, or disabled veteran or veteran status in violation of state or federal laws.

## **18. CONFIDENTIALITY**

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

## **19. PUBLICITY**

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

## **20. SUCCESSION**

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

## **21. ASSIGNMENT**

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

## **22. DEFAULT; TERMINATION FOR DEFAULT**

- 22.1 A party will be in default under this Agreement if that party fails to comply with any provision of this Agreement within ten (10) days after the other party gives written notice specifying the breach. If the breach specified in the notice cannot be completely cured within the ten (10)-day period, a default will not occur if the party receiving the notice diligently begins curative action within the ten (10)-day period and proceeds to cure the breach as soon as possible.
- 22.2 Notwithstanding Subsection 22.1, the City may declare a default immediately by written notice to Contractor if Contractor intentionally or repeatedly breaches

material provisions of this Agreement or if Contractor's breach of contract creates unreasonable risk of injury to any person or damage to property.

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

### **23. ATTORNEY FEES**

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

### **24. INSPECTION AND AUDIT BY THE CITY**

- 24.1 Services provided by Contractor and Contractor's performance data, financial records, and other similar documents and records of Contractor that pertain, or may pertain, to the Services under this Agreement shall be open for inspection by the City or its agents at any reasonable time during business hours. Upon request, copies of records or documents shall be provided to the City free of charge.
- 24.2 The City shall have the right to inspect and audit Contractor's financial records pertaining to the Services under this Agreement at any time during the term of this Agreement or within two (2) years following the termination of this Agreement.
- 24.3 This Section 24 is not intended to limit the right of the City to make inspections or audits as provided by law or administrative rule.

### **25. ENTIRE AGREEMENT**

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

**26. SEVERENCE**

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

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

**CITY:**

**CONTRACTOR:**

**CITY OF ST. HELENS**

**AMY LINDGREN**

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Attested:

By: \_\_\_\_\_

CITY RECORDER

## **ATTACHMENT A**

### **DUTIES AND RESPONSIBILITIES**

#### **SCOPE OF WORK**

For the term of this contract and any subsequent extensions, Contractor will provide judicial services to the City of St. Helens consisting of the following:

- Preside in court at all times court is scheduled unless excused by prior written or oral permission from the City Administrator or designee (hereinafter “City Administrator”) for that particular court day;
- Make her best efforts to be available by telephone to “C-Com” within 10 minutes of their placing the call to answer questions relating to release status and order pertaining to release for individuals who are subject to arrest either because an arrest warrant is outstanding or under circumstances leading a reasonable person to believe that a contempt of court charge or a probation violation charge may be initiated by the court;
- Be generally available, subject to reasonable notice, for meeting with the City Administrator, City Finance Director, the Mayor and/or Council pertaining to the conduct of the Court’s business, budget, performance evaluations, etc., as required by the City Administrator and/or City Finance Director.
- Submit all requested reports pertaining to the functioning of the Courts as required by the City Administrator, the Mayor and/or the City Council, as requested; and
- Such other judicial functions as may be necessary or advisable under the circumstances.
- Contractor shall not supervise or direct any City employee but may ask for assistance in the furtherance of the business of court.

#### **EXPECTATIONS OF WORK**

For the term of this contract and any subsequent extensions, Contractor will work within the following expectations of her judicial services to the City of St. Helens consisting of the following:

- Work with the City Administer, Court staff, and Prosecutor to plan Court Days accordingly and ahead of schedule as much as possible encompassing an emphasis to use days as effective and efficiently as possible.
- Work with Court Staff, Prosecutor, and Finance Director to review all Court processes and potential ideas to become more efficient and cost effective. Remain open to trying new ideas and processes with a scheduled trial period and review time during Court Staff department meetings.
- Establish and quarterly review performance measures that will include:
  1. Clearance Rates
  2. Collection of Monetary Penalties
  3. Cost Per Case



### **PROGRAM OBJECTIVES**

- To provide fair, timely, and speedy resolution of cases involving violations, infractions, and crimes in a manner which is efficient both for the City and for the residents/citizens.
- To ensure strict compliance with judicial orders, including the payment of court ordered fines and fees and the completion of court-ordered time obligations such as jail time, special counseling, classes or community service.
- To ensure timely processing of all funds received, as well as the reconciliation of these accounts and forwarding of mandatory payments to the appropriate parties (including the Oregon Department of Revenue, Columbia County, City of St. Helens General Fund and victims for whom restitution has been ordered).
- To identify and provide statistical analysis information for planning, goal setting, strategic decision-making program analysis, and resource allocation.
- Continue to review Court procedures and modify as needed to increase efficiency remaining within budget guidelines approved by Council. Continue to monitor and re-examine staff stations and other uses of current technology to increase efficiency in responding to daily duties and demands, and to increase responsiveness to the public.
- Provide an accessible, efficient and impartial forum for all participants in cases involving municipal violations and misdemeanors.
- Promote public trust in both the justice system and local government by exemplifying hard work and playing nice.
- Represent the Municipal Court and City of St. Helens in a professional manner when interacting with co-workers and the general public.

## ATTACHMENT B INSURANCE REQUIREMENTS

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

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

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

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

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

Certificates of Insurance shall be forwarded to:

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

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

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

**City of St. Helens**  
**PERSONAL SERVICES AGREEMENT**

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

**RECITALS**

- A. The City is in need of prosecutorial services, and Contractor is qualified and prepared to provide such services.
- B. The purpose of this Agreement is to establish the services to be provided by Contractor and the compensation and terms for such services.

**AGREEMENT**

**1. ENGAGEMENT**

The City hereby engages Contractor to provide services related to **Municipal Court Prosecutor** ("Services"), and Contractor accepts such engagement. The principal contact for Contractor shall be **Samuel Erskine**.

**2. SCOPE OF WORK**

The duties and responsibilities of Contractor are described in Attachment A, attached hereto and incorporated herein by reference. The Scope of Work and the Expectations of Work are responsibilities of Contractor. The Program Objectives are the responsibility of the department as a whole, with Contractor being responsible to communicate, cooperate and coordinate with the rest of court staff to ensure that the Program Objectives are met to the maximum extent possible.

**3. TERM**

This Agreement shall commence once executed by both parties and continue until June 30, 2019 unless a notice of intent to terminate the agreement has been issued pursuant to paragraph 11, below. The Agreement will automatically renew for one additional year (Expiring June 30, 2020) if both parties mutually agree to terms in this agreement.

**4. COMPENSATION**

Contractor will provide such services as an independent contractor and not as an employee of the City. As an independent contractor, Contractor will not be entitled to any benefits generally provided to employees of St. Helens, nor will he be entitled to any reimbursement for mileage or long distance calls, but may be entitled to reimbursement for such costs for events such as continuing legal education for prosecutors, if attendance is approved by the City in advance. Contractor will request permission for such reimbursement from the City Finance Director, in writing, before the event and provide documentation of expenses related to such reimbursement after the event. If such event falls on a judicial day or days, or if such event requires travel on a judicial day or days, Contractor will be excused from appearing in court on that day or days. The compensation for this position shall be \$125.00 PER HOUR with six-minute minimum billing increments through the end of this contract. Any business licenses requirements associated with Contractor's services provided pursuant to this Agreement will be paid by the City. This Agreement shall not be deemed to prevent Contractor from entering into other or additional contracts not inconsistent with providing prosecutorial services to City of St. Helens.

## 5. PAYMENT

- 5.1 The City agrees to pay Contractor for and in consideration of the faithful performance of the Services, and Contractor agrees to accept from the City as and for compensation for the faithful performance of the Services.
- 5.2 Contractor shall make and keep reasonable records of work performed pursuant to this Agreement and shall provide detailed monthly billings to the City. Following approval of the City Finance Director, the City will pay the billing in the next available AP process. The City shall notify Contractor of any disputed amount within fifteen (15) days from receipt of the invoice, give reasons for the objection, and promptly pay the undisputed amount. Disputed amounts may be withheld without penalty or interest pending resolution of the dispute.
- 5.3 The City may suspend or withhold payments if Contractor fails to comply with requirements of this Agreement.
- 5.4 Contractor is engaged by the City as an independent contractor in accordance with the standards prescribed in ORS 670.600. Contractor shall not be entitled to any benefits that are provided by the City to City employees.
- 5.5 Any provision of this Agreement that is held by a court to create an obligation that violates the debt limitation provision of Article XI, Section 9 of the Oregon Constitution shall be void. The City's obligation to make payments under this Agreement is conditioned upon appropriation of funds pursuant to ORS 294.305 through 294.565.

## 6. DOCUMENT OWNERSHIP

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

## 7. NOTICES

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

**CITY:** City Finance Director  
City of St. Helens  
PO BOX 278  
St. Helens OR 97051

**CONTRACTOR:** Samuel Erskine  
1001 SW 5<sup>th</sup> Ave, Suite 1100  
Portland, OR 97204  
503-404-3110

## 8. STANDARD OF CARE

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

## 9. CONSEQUENTIAL DAMAGES

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

## **10. INSURANCE**

- 10.1 At all times during the term of this Agreement, Contractor shall carry, maintain and keep in full force and effect a policy or policies of insurance.
- 10.2 All insurance policies shall provide that the insurance coverage shall not be canceled or reduced by the insurance carrier without thirty (30) days' prior written notice to the City. Contractor agrees that it will not cancel or reduce said insurance coverage.
- 10.3 Contractor agrees that if it does not keep the aforesaid insurance in full force and effect, the City may either immediately terminate this Agreement, or, if insurance is available at a reasonable cost, the City may take out the necessary insurance and pay, at Contractor's expense, the premium thereon. If the City procures such insurance, the City shall retain any cost incurred for the same from moneys due Contractor hereunder.
- 10.4 At all times during the term of this Agreement, Contractor shall maintain on file with the City a Certificate of Insurance or a copy of actual policies acceptable to the City showing that the aforesaid policies are in effect in the required amounts. The policies shall contain an endorsement naming the City, its officers, employees and agents, as additional insureds (except for the professional liability and workers' compensation insurance).
- 10.5 The insurance provided by Contractor shall be primary to any coverage available to the City. The insurance policies (other than worker's compensation) shall include provisions for waiver or subrogation. Contractor shall be responsible for any deductible amounts outlined in such policies.

## **11. NO-CAUSE TERMINATION**

This Agreement may be terminated by either party for any reason upon sixty (60) days' written notice of the party's intent to terminate. In the event this Agreement is terminated, Contractor shall receive compensation only for Services actually performed up to the last day of work for that party.

## **12. NO THIRD-PARTY RIGHTS**

This Agreement shall not create any rights in or inure to the benefit of any parties other than the City and Contractor.

## **13. MODIFICATION**

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

## **14. WAIVER**

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

## **15. INDEMNIFICATION**

Contractor and the officers, employees, agents, and subcontractors of Contractor are not agents of the City, as those terms are used in ORS 30.265. Contractor shall defend, indemnify and hold harmless the City and its officers, employees, elected officials, volunteers and agents from any and all claims for injury to any person or damage to property caused by the negligence or other wrongful acts, omissions, or willful misconduct of Contractor or officers, employees, agents, or subcontractors of Contractor. Contractor shall not be responsible for claims caused by the sole negligence or other wrongful acts or omissions of the City or the City's officers, employees, or agents.

## **16. GOVERNING LAWS**

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

## **17. COMPLIANCE WITH LAW**

- 17.1 Contractor shall comply with all applicable federal, state and local statutes, ordinances, administrative rules, regulations and other legal requirements in performance of this Agreement.
- 17.2 Contractor shall comply with applicable provisions of ORS 279B.020, 279B.220, 279B.225, 279B.230 and 279B.235. Pursuant to ORS 279B.235, any person employed by Contractor who performs Services shall be paid at least time and a half pay for all overtime in excess of forty (40) hours in any one (1) week, except for persons who are excluded or exempt from overtime pay under ORS 653.010 through 653.261 or under 29 USC Sections 201 through 209.
- 17.3 Contractor is a "subject employer," as defined in ORS 656.005, and shall comply with ORS 656.017.
- 17.4 Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, national origin, physical or mental disability, or disabled veteran or veteran status in violation of state or federal laws.

## **18. CONFIDENTIALITY**

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

## **19. PUBLICITY**

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

## **20. SUCCESSION**

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

## **21. ASSIGNMENT**

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

## **22. DEFAULT; TERMINATION FOR DEFAULT**

- 22.1 A party will be in default under this Agreement if that party fails to comply with any provision of this Agreement within ten (10) days after the other party gives written notice specifying the breach. If the breach specified in the notice cannot be completely cured within the ten (10)-day period, a default will not occur if the party receiving the notice diligently begins curative action within the ten (10)-day period and proceeds to cure the breach as soon as possible.
- 22.2 Notwithstanding Subsection 22.1, the City may declare a default immediately by written notice to Contractor if Contractor intentionally or repeatedly breaches material

provisions of this Agreement or if Contractor's breach of contract creates unreasonable risk of injury to any person or damage to property.

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

### **23. ATTORNEY FEES**

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

### **24. INSPECTION AND AUDIT BY THE CITY**

- 24.1 Services provided by Contractor and Contractor's performance data, financial records, and other similar documents and records of Contractor that pertain, or may pertain, to the Services under this Agreement shall be open for inspection by the City or its agents at any reasonable time during business hours. Upon request, copies of records or documents shall be provided to the City free of charge.
- 24.2 The City shall have the right to inspect and audit Contractor's financial records pertaining to the Services under this Agreement at any time during the term of this Agreement or within one (1) year following the termination of this Agreement.
- 24.3 This Section 24 is not intended to limit the right of the City to make inspections or audits as provided by law or administrative rule.

### **25. ENTIRE AGREEMENT**

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

### **26. SEVERENCE**

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

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

**CITY:**

**CITY OF ST. HELENS**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_

Attested:

By: \_\_\_\_\_

CITY RECORDER

**CONTRACTOR:**

**Samuel Erskine**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_



## **ATTACHMENT A**

### **SCOPE OF WORK**

For the term of this contract and any subsequent extensions, Contractor will provide prosecutorial services to the City of St. Helens consisting of the following:

- Attend and perform prosecutorial services during court sessions as legal representative of City.
- Review all police reports, related documents and evidence in all cases submitted for municipal prosecution.
- Screen all cases and prepare all legal documents, including criminal complaints in preparation for prosecution.
- Ensure a timely response to discovery requests and requests for information.
- Draft reasoned memoranda in support of motions.
- Develop reasoned persuasive arguments and orally present same in court.
- Analyze and apply legal precedent.
- Negotiate cases on terms in the public interest.
- Prepare and present all necessary pre-trial motions and post-trial motions and other documents to ensure enforcement of court orders.
- Document additional billings associated with hourly rate.
- Consult with City Finance Director and City Administrator in reviewing quarterly Court Department Reports to Council. Attend if necessary or available.
- Answer case questions from client (usually from Court staff and Police Department) and answer questions about criminal law or procedure to St. Helens Police Officers.

### **EXPECTATIONS OF WORK**

For the term of this contract and any subsequent extensions, Contractor will work within the following expectations of his prosecutorial services to the City of St. Helens consisting of the following:

- Work with the Judge and Court staff to assist in planning Court Days accordingly and ahead of schedule as much as possible encompassing an emphasis to use days as effective and efficiently as possible.
- Work with Court Staff, Judge, and Finance Director to review all Court processes and potential ideas to become more efficient and cost effective. Remain open to trying new ideas and processes with a scheduled trial period and review time during Court Staff department meetings.
- Review quarterly performance measures with Finance Director and staff that will include:
  1. Clearance Rates
  2. Collection of Monetary Penalties
  3. Cost Per Case
- Proper Attire: Contractor will wear court-appropriate attire during all appearances in Municipal Court and any non-appearance work tasks that may take place on City of St. Helens government premises.
- Prosecutor will be prepared consistent with professional standards.
- A copy of any written professional correspondence will be kept in courts file, electronically, or a separate binder with all professional correspondence.
- Establish and maintain professional working relationships with defense attorneys, city employees, police department personnel, city officials, County staff, and the public.
- Maintain strict confidentiality of oral and written communications including confidentiality of Law Enforcement Data System (LEDS) printouts.

- Be generally available to communicate with and answer questions of defense attorneys, city officials and employees, police department personnel, and the public, even on non-holiday work days when Court is not in session.

#### **PROGRAM OBJECTIVES**

- To provide fair, timely, and speedy resolution of cases involving violations, infractions, and crimes in a manner that is efficient both for the City and for the public.
- To ensure strict compliance with judicial orders, including the payment of court ordered fines and fees and the completion of court-ordered time obligations such as jail time, special counseling, classes or community service.
- To ensure timely processing of all funds received, as well as the reconciliation of these accounts and forwarding of mandatory payments to the appropriate parties (including the Oregon Department of Revenue, Columbia County, City of St. Helens General Fund and victims for whom restitution has been ordered).
- To identify and provide statistical analysis information for planning, goal setting, strategic decision-making program analysis, and resource allocation.
- Continue to review Court procedures and modify as needed to increase efficiency but remaining within budget guidelines approved by City Council. Continue to monitor and re-examine staff stations and other uses of current technology to increase efficiency in responding to daily duties and demands, and to increase responsiveness to the public.
- Provide an accessible, efficient and impartial forum for all participants in cases involving municipal violations and misdemeanors.
- Promote public trust in both the justice system and local government by exemplifying hard work and playing nice.
- Represent the Municipal Court and City of St. Helens in a professional manner when interacting with co-workers and the general public.

## ATTACHMENT B INSURANCE REQUIREMENTS

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

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

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

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

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

Certificates of Insurance shall be forwarded to:

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

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

The procuring of such required insurance shall not be construed to limit Contractor's liability hereunder. Notwithstanding said insurance, Contractor shall be obligated for the total amount of any damage, injury or loss caused by negligence or neglect connected with this Contract. 47

## EXTENSION OF PERSONAL SERVICES AGREEMENT

This Extension is made on \_\_\_\_\_, 2018, between City of St. Helens, an Oregon municipal corporation ("St. Helens"), and **Cindy Phillips** ("Contractor").

### RECITALS

**A. WHEREAS**, on or about June 17, 2015, St. Helens and Contractor entered into an agreement ("Agreement") in which Contractor agreed to provide services ("Services") related to legal review of City contracts and public contracting law; and

**B. WHEREAS**, Paragraph 3 of the Agreement provides that the agreement terminates on June 30, 2017, and that the City reserves the right to extend the contract for a period of two (2) years in one (1) year increments; and

**C. WHEREAS**, on May 23, 2017, the Council extended the agreement to June 30, 2018; and

**D. WHEREAS**, St. Helens and Contractor mutually desire to extend the term of the agreement for an additional year.

### AGREEMENT

**NOW, THEREFORE**, the parties mutually agree as follows:

**1.** The termination date of the agreement signed on or about June 17, 2015, shall be amended to reflect a **termination date of June 30, 2019**, unless earlier terminated according to the terms of the Agreement.

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

**ST. HELENS:**

**CONTRACTOR:**

**CITY OF ST. HELENS**, an Oregon  
municipal corporation

**CINDY PHILLIPS**

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Its: \_\_\_\_\_

Its: \_\_\_\_\_

## EXTENSION OF PERSONAL SERVICES AGREEMENT

This Extension is made on \_\_\_\_\_, 2018, between City of St. Helens, an Oregon municipal corporation (the "City"), and **ECONorthwest** ("Contractor").

### RECITALS

**A. WHEREAS**, on or about February 1, 2017, City and Contractor entered into an agreement ("Agreement") in which Contractor agreed to provide consulting services ("Services") related to site development; and

**B. WHEREAS**, Paragraph 3 of the Agreement provides that the agreement terminates on June 30, 2017, and that the City reserves the right to extend the contract for a period of two (2) months in one (1) month increments; and

**C. WHEREAS**, on November 15, 2017, the agreement was extended to June 30, 2018; and

**D. WHEREAS**, St. Helens and Contractor mutually desire to extend the term of the agreement for an additional year.

### AGREEMENT

**NOW, THEREFORE**, the parties mutually agree as follows:

**1.** Paragraph 3 of the Agreement is amended to allow an extension of the contract for a period of two (2) years in one (1) year increments.

**2.** The termination date of the agreement signed on or about February 1, 2017, shall be amended to reflect a **termination date of June 30, 2019**, unless earlier terminated according to the terms of the Agreement.

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

**ST. HELENS:**

**CONTRACTOR:**

**CITY OF ST. HELENS**, an Oregon  
municipal corporation

**ECONorthwest**

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Its: \_\_\_\_\_

Its: \_\_\_\_\_

## EXTENSION OF PERSONAL SERVICES AGREEMENT

This Extension is made on \_\_\_\_\_, 2018, between City of St. Helens, an Oregon municipal corporation ("City"), and **Mason, Bruce & Girard** ("Contractor"), an Oregon corporation.

### RECITALS

**A. WHEREAS**, on or about July 20, 2016, St. Helens and Contractor entered into an agreement ("Agreement") in which Contractor agreed to provide services ("Services") related to forestry management; and

**B. WHEREAS**, the contract is set to expire on June 30, 2018, and City wishes and Contractor agrees to extend the contract an additional year, as per the original agreement conditions.

### AGREEMENT

**NOW, THEREFORE**, the parties mutually agree as follows:

1. The term of the Agreement is extended to June 30, 2019.

#### ST. HELENS:

**CITY OF ST. HELENS**, an Oregon  
municipal corporation

By: \_\_\_\_\_

Name: \_\_\_\_\_

Its: \_\_\_\_\_

#### CONTRACTOR:

**MASON, BRUCE & GIRARD**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Its: \_\_\_\_\_

# **APPOINTMENTS TO ST. HELENS CITY BOARDS AND COMMISSIONS**

City Council Meeting ~ June 20, 2018

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**Pending applications received:**

<u>Name</u>	<u>Interest</u>	<u>Date Application Received</u>	<u>Referred by Email To Committee(s)</u>
• Jeff Vitale	Arts & Cultural or Parks Commission	2/26/18	2/26/18
• Ken Forcier	Arts & Cultural or Plng. Commission	6/7/18	6/8/18

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**Arts & Cultural Commission (3-year terms)**

- Kannikar Petersen resigned. Her term expires 9/30/2018.

**Status:** There is currently one vacancy. A press release went out on June 8, including a display ad, with a deadline of July 6. We have received two applications so far.

**Next Meeting:** June 18, 2018

**Recommendation:** None at this time.

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**Library Board (4-year terms)**

- The Board added positions.
- Marsha Caton's term expires 6/30/2018 but she doesn't wish to be reappointed.

**Status:** Currently, there are two vacancies.

**Next Meeting:** June 19, 2018

**Recommendation:** None at this time.

**City of St. Helens**  
**RESOLUTION NO. 1648**

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

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

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

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

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

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



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

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

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

Ayes: Locke, Carlson, Conn, Morten, Peterson

Nays: None

/s/ Randy Peterson  
Randy Peterson, Mayor

ATTEST:

/s/ Kathy Payne  
Kathy Payne, City Recorder

# City of St. Helens Planning Commission

Approved Minutes

May 8, 2018

**Members Present:** Chair Russell Hubbard  
Vice Chair Dan Cary  
Commissioner Kathryn Lawrence  
Commissioner Sheila Semling  
Commissioner Julie Stenberg  
Commissioner Audrey Webster

**Members Absent:** Commissioner Cohen

**Staff Present:** City Planner Jacob Graichen  
Councilor Ginny Carlson  
Associate Planner Jennifer Dimsho

**Others:** George Hafeman  
Hugh & Becky Fitzgerald  
Oscar Eisenschmidt  
Brian & Haley Sakultarawattn  
Joshua Christiansen  
Scott Richards  
Bill Craft  
Max Snook  
Eric & Linda Zahl  
Ryan & Lisa Scholl

- 1) **Call to Order and Flag Salute 7 p.m.**
- 2) **Consent Agenda: Approval of Minutes**  
2.A Draft Minutes dated April 10, 2018

**Motion:** Upon Commissioner Semling's motion and Commissioner Stenberg's second, the Planning Commission unanimously approved Draft Minutes dated April 10, 2018. [Ayes: Commissioner Lawrence, Commissioner Semling, Commissioner Stenberg, Vice Chair Cary, Commissioner Webster; Nays: None]

- 3) **Topics from the Floor: Limited to 5 minutes per topic (not on public hearing agenda)**

**Hafeman, George.** Hafeman owns a real estate office on Highway 30 next to the developing property on McBride/Matzen Street. Hafeman paved a portion of undeveloped right-of-way to increase their parking at the real estate office. It has been that way since 1983. He said they are using about half of the width of the right-of-way. This parking is very important to them. He is in favor of putting in a pedestrian path, as was approved with the subdivision, but he worries that development will impact their parking. City Planner Jacob Graichen explained the level of impact on the parking area will be determined by the development proposal of the lots next to it.

Vice Chair Cary asked if that development of the lots next to the parking area will be an administrative decision. Graichen said there is not a proposal at this time, but it will likely be administrative. Vice Chair Cary said it sounds like Hafeman should be in contact with Graichen as those lots get developed.

4) **Public Hearings (times reflect earliest start time)**

4.A 7:00 p.m. - Variance (Setback) at 58700 Magnolia Circle - Hugh & Becky Fitzgerald

Chair Hubbard opened the Public Hearing at 7:02 p.m. There were no ex-parte contacts, conflicts of interests, or bias in this matter. City Planner Graichen entered the staff report dated April 27, 2018 into the record. Graichen described the proposal and recommended conditions of approval, as presented in the staff report. Graichen noted that the City Engineer would like the additional runoff from the new structure to be directed to the street and stormwater catch basin. The Commission can add this as a condition.

Vice Chair Cary asked why the applicant has a second driveway. Graichen said the property is located on a cul-de-sac with a rolled curb. This subdivision also pre-dates the access management standards adopted with the 2011 Transportation System Plan. Commissioner Lawrence asked what the distance will be from the eave structure from the side setback. Graichen said the applicant can answer this, especially since they are proposing gutters.

**In Favor**

**Fitzgerald, Hugh. Applicant.** Fitzgerald said it will have gutters that will be routed to the stormwater system in the street. Fitzgerald said the measurements included in the site plan are for the building footprint, which does not include the eaves. Vice Chair Cary asked if the Homeowners' Association will be okay with the larger structure. Fitzgerald said it will not be a problem to get approval. Vice Chair Cary asked if there was a fence between their property and the neighbor. Fitzgerald said yes.

**Opposition**

No one spoke in opposition.

**End of Oral Testimony**

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

**Close of Public Hearing & Record**

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

**Deliberations**

The Commission feels this proposal is pretty cut and dry.

**Motion:** Upon Vice Chair Cary's motion and Commissioner Webster's second, the Planning Commission unanimously approved the Variance Permit with the additional condition regarding

stormwater. [Ayes: Commissioner Lawrence, Commissioner Semling, Commissioner Stenberg, Vice Chair Cary, Commissioner Webster; Nays: None]

**Motion:** Upon Vice Chair Cary's motion and Commissioner Semling's second, the Planning Commission unanimously approved the Chair to sign the Findings & Conclusions once prepared. [Ayes: Commissioner Lawrence, Commissioner Semling, Commissioner Stenberg, Vice Chair Cary, Commissioner Webster; Nays: None]

#### 4.B 7:30 p.m. - Sign Code Adjustment (Variance) at 25031 Millard Road - St. Helens Bible Church

Chair Hubbard opened the Public Hearing at 7:30 p.m. There were no ex-parte contacts, conflicts of interests, or bias in this matter. Graichen entered the staff report dated April 27, 2018 into the record.

Graichen described the proposal and recommended conditions of approval, as presented in the staff report. Graichen said because they are in a predominantly residential area, they have to use the residential sign code, as opposed to commercial/industrial. Residential areas are more restrictive. Graichen noted that the proposed sign location will need to change in order to stay outside of the vision clearance area, as depicted in the staff report's vision clearance exhibit.

#### In Favor

**Eisenschmidt, Oscar. Applicant.** Eisenschmidt is representing the St. Helens Bible Church as the applicant. The reason they are applying for the variance is mainly because of the speed limit along Millard Road and the visibility of the sign. In his research, he found that they recommend letters of four inches in height for 35 MPH roads and six inches on 45 MPH roads. The font size for the sign proposed is three inches. Eisenschmidt said the size of the sign was chosen because of the amount of text required to be on the sign. The height of the sign is partly because the grade of the field is about one and a half feet lower than the road. He said the sign will be about six inches higher than the maximum height if you take out the grade difference of the road. He has no problem with moving the location of the sign to meet the vision clearance requirements. Eisenschmidt was hoping to use the County's rules because they allow a maximum size of 40 square feet, and they are proposing 36 square feet. Commissioner Semling asked about the sign content. Eisenschmidt clarified that her question was about their web address. Councilor Carlson asked if it was illuminated. Eisenschmidt said no.

**Sakultarawattn, Brian.** Sakultarawattn said traffic signs may be easily visible from the road, but they do not have to comply with the vision clearance rules. This is partly why they are requesting a larger sign. He also noted that it would be difficult to find a comparable situation where there is a large lot with a building set back so far from the road.

#### In Opposition

No one spoke in opposition.

#### Further Questions of Staff

Graichen clarified that the vision clearance triangle would be measured from the property line and from the edge of the driveway. This is because the road will eventually be built out to the edge of the right-of-way.

## End of Oral Testimony

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

## Close of Public Hearing & Record

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

## Deliberations

The Commission has no problem with the proposal as presented.

**Motion:** Upon Commissioner Webster's motion and Commissioner Semling's second, the Planning Commission unanimously approved the Sign Code Adjustment. [Ayes: Commissioner Lawrence, Commissioner Semling, Commissioner Stenberg, Vice Chair Cary, Commissioner Webster; Nays: None]

**Motion:** Upon Vice Chair Cary's motion and Commissioner Stenberg's second, the Planning Commission unanimously approved the Chair to sign the Findings & Conclusions once prepared. [Ayes: Commissioner Lawrence, Commissioner Semling, Commissioner Stenberg, Vice Chair Cary, Commissioner Webster; Nays: None]

## 4.C 8:00 p.m. - Annexation at 60120 & 60110 Barrick Lane - Eric & Linda Zahl

Chair Hubbard opened the Public Hearing at 8:00 p.m. There were no ex-parte contacts, conflicts of interests, or bias in this matter. Graichen entered the staff report dated April 27, 2018 into the record.

Graichen introduced the Commission to the annexation proposal, as presented in the staff report. The Commission is to make a recommendation to City Council on whether or not to approve the annexation and what to zone the property. The purpose of the annexation is for the applicant to use our development standards. Graichen said the Comprehensive Plan designation allows for R10 or R7. It also allows for R5 or AR if the parcel is vacant and larger than two acres in size, there are adequate public services, and it is appropriate for the surrounding area. Therefore, the Commission can pick R10, R7, R5, or AR based on which zoning the Commission feels is compatible with the surrounding area. Graichen noted there is also an affordable housing policy in our Comprehensive Plan, which could be used to argue in favor of a higher density zone.

## In Favor

**Zahl, Eric. Applicant.** Zahl said they have lived on this property for over 20 years. He entered a presentation into the record that follows the narrative that was included in the staff report. He described that they would like the property to be zoned R5 because it complies with the Comprehensive Plan goals and policies related to affordable housing. He explained the various demographic shifts that are creating a higher demand for mid to lower cost housing. This is causing costs to rise. He said the Columbia County Housing Report created by Community Action Team (published February 2017) concluded that we need about 109 dwelling units per year to keep up with demand. The report also recommended a mix of housing types, including

attached single-family dwellings and smaller size housing as a way to reduce the cost of housing. Zahl said they plan on developing the property with a mix of detached and attached homes. If it were zoned R7, they would not be able to do attached homes. They could also create smaller homes with smaller lots, which is needed to create more affordable housing. He said there would also be a common greenspace for a quality neighborhood aesthetic. He noted there are not a lot of vacant large parcels of R5 zoned property in the City.

To address spot-zoning, Zahl made the argument that the large vacant property to the east could be annexed as R5, which would mean that their property is starting the R5 trend, not a spot zone. He provided a concept plan for the subdivision layout. He said the homes will be developed with quality design and traditional-style architecture. Zahl said the Development Code and Comprehensive Plan allows for R5, and he would like the Commission to consider this designation.

Vice Chair Cary asked what would happen to Barrick Lane with development. Zahl said that is to be determined with a full subdivision application. It is currently an access easement for the existing Zahl homes. It is also designated as Elk Ridge's emergency access easement. Graichen said the proposed subdivision layout is beyond the scope of the annexation.

### **Neutral**

**Scholl, Lisa.** Scholl and her husband live on Ridgeway Loop adjacent to the proposal. Scholl is not against the annexation. When they moved in, she knew that the subject property would eventually be subdivided because of the street stub. She knows that there is a need for affordable housing in the community, but she feels that the R5 zone does not fit in with the character of the surrounding zones. It is surrounded by R7. Scholl is concerned about the increase in traffic. She said there are lots of children that play throughout her subdivision. Scholl said there will be more affordable housing with apartments and other development in the City. Scholl said the City Engineer recommended R7 zoning. Scholl said it could be years before the property to the east is developed. We have no idea what it will be zoned. It is just speculation to say that it will be zoned R5. Lastly, Scholl said the visibility is difficult around Steinke Drive and Hankey Road. She explained this more in her letter, which was included in the staff report.

**Scholl, Ryan.** Scholl said the proposal would be connecting two R7 subdivisions with R5. He said you could speculate about the other property to the east, but this proposal is spot zoning today. Scholl said it is difficult to pull out onto Hankey Road from Steinke Drive. He is concerned about adding additional traffic to an already challenging intersection.

### **Rebuttal**

**Zahl, Eric. Applicant.** Zahl said the Scholls made good points. Zahl said the Emerald Meadows subdivision was changed to R5, which is closer than one mile, as Scholl noted in the letter.

Regarding spot zoning, he said the Commission needs to consider the adjacent property as a potential R5. Housing needs will continue to increase, which is why it could be likely zoned R5 in the future. Zahl said maintaining consistency is not the only goal of the Planning Commission. Maintaining the status quo does not properly use new facts and reality about housing affordability issues. The Commission is responsible for planning into the future 20, 30, and 40 years from now. Zahl feels with the right kind of design, the feel of the new subdivision will be consistent with the surrounding subdivisions.

Zahl also wanted to address the visibility problem from Steinke Drive onto Hankey Road. He agreed there is a problem, but only about half of the homes in the new development would exit that way. He does see how a 36 percent increase in traffic would address the fundamental problems of that intersection. He also noted a Traffic Impact Analysis (TIA) would be required at the time of the subdivision application and that safety concerns of that intersection would be addressed as part of the subdivision. They did not create the original problem. He described some opportunities to make visibility easier at the intersection.

**Zahl, Linda. Applicant.** Zahl said having a mix of housing makes a community better. Zahl also noted that the property to the east is owned by Weyerhaeuser and she recently learned from them that the land is not suitable for tree growth. They only re-planted because they are required to. She admitted she does not actually know when or if this will happen, but she spoke with the engineers when they replanted about four years ago. She thinks they will be selling off land for development soon.

### **Deliberations**

Vice Chair Cary asked why a TIA is not warranted at this time. Graichen said an annexation is not a zoning/comprehensive plan amendment, even though the zoning does have to be determined as part of the annexation. Vice Chair Cary asked about the definition of spot zoning. If it is a big enough property, is it still spot zoning? Graichen said the definition of spot zoning is, "rezoning 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." Vice Chair Cary said it seems like if the parcel were bigger, the proposal would not be considered spot zoning.

Commissioner Webster is in favor of R7 zoning to keep it contiguous. Vice Chair Cary said the concept design is great, but this is not the right place for it. Commissioner Lawrence agrees. The zoning should be contiguous with the surrounding two subdivisions. Commissioner Lawrence asked if the area by the DMV could be developed as R5. Graichen said yes, attached and detached single-family dwellings could be built there.

**Motion:** Upon Commissioner Lawrence's motion and Commissioner Webster's second, the Planning Commission unanimously recommended approval of the annexation with a zoning designation of R7 to the City Council. [Ayes: Commissioner Lawrence, Commissioner Semling, Commissioner Stenberg, Vice Chair Cary, Commissioner Webster; Nays: None]

## **5) Discussion Items**

### **5.A Auxiliary Dwelling Unit (ADU) Discussion**

Graichen said this is not a public hearing, but a discussion of concepts that will eventually turn into code amendments and a public hearing. Senate Bill 1051, which was passed in August 2017, states that cities with a population greater than 2,500 people must allow at least one accessory dwelling unit for areas zoned for detached single-family dwellings, subject to reasonable local regulations. He said he has never permitted an ADU in his ten years with the City, likely because the standards are too burdensome. Councilor Carlson said it is the Council's opinion that everyone deserves a home, and ADU rules are an easy way to create more housing. Graichen added that since we already have an ADU chapter, making them easier to develop will not be too burdensome.

Graichen said the first change is to amend the definition of ADU to be more consistent with the state and to change them from conditionally permitted to outright permitted. The Commission had no issue with this, as long as underlying zoning setbacks are met. Commissioner Stenberg asked if applicants would still be able to apply for variances. Graichen said yes. Vice Chair Cary asked if residents would be upset if there is not a public hearing associated with the development of an ADU. Councilor Carlson noted that people have ADUs illegally now. This will bring them to the light.

Graichen said best practices by the state and the Columbia County Housing Study recommend removal of the owner-occupancy requirement because it is impractical to enforce and creates an additional barrier to their development. The Commission is okay with this. Chair Hubbard is concerned about creating ADUs for short-term rentals, especially since the reason for allowing them is to create more affordable housing for locals. Commissioner Stenberg agreed. Graichen said he could add text that does not allow ADUs to become a short-term rental.

Regarding parking, although the literature suggests not requiring off-site parking, Graichen does not recommend this approach. He recommends leaving the code as is. It currently says that no additional space is required if it is created on a site with an existing home and abuts a street that is at least 20 feet wide. Instead of 20 feet wide, he recommended changing the rule to require a parking space if the street has no parking. If the ADU is new, one new, non-tandem parking space is required.

Regarding ADU size, the recommendation is to change the maximum size to be no more than 50 percent of the gross living area of the principal dwelling. The Commission is okay with using gross living area. Graichen said the architectural features section will remain the same. Commissioner Lawrence likes that section.

Graichen recommends not allowing ADUs within the 100-year floodplain to prevent damage to areas that are prone to flooding. The Commission agrees. The Commission also agrees that ADUs should not be allowed to impact Sensitive Lands (riparian areas, wetlands, protection zones). Graichen said that ADUs should be allowed to utilize the exceptions to a variance provided in SHMC 17.108.050 (4). Commissioner Lawrence does not like this, but the rest of the Commission agrees with Graichen. Regarding non-conforming structures, Graichen's recommendation is to allow an existing legal non-conforming structure to be converted, provided that the conversion does not increase the non-conformity. Regarding assigning an address, ADUs would use the same number as the principal dwelling. The Commission is okay with these recommendations.

Graichen said the actual code amendments will be seen by the Commission in the next few months. He also said the text amendments will make Type I Home Occupations exempt. Type II Home Occupations will still remain. There is signage, customers, and outward evidence of the business with a Type II Home Occupation.

#### **5.B      Annual Report to City Council June 6 at 1 p.m.**

Graichen asked if anyone wants to present for the Annual Report to City Council on June 6 at 1 p.m. and/or if there is anything that Council can do to better support the Commission. Councilor Carlson noted what other Commissions have asked of Council, like training, conferences, speakers, etc. Commissioner Lawrence asked for additional training sessions.



- 6) **Acceptance Agenda: Planning Administrator Site Design Review**  
6.A Site Design Review at 495 S. Columbia River Highway - New medical office building

**Motion:** Upon Commissioner Webster's motion and Vice Chair Cary's second, the Planning Commission unanimously approved the Site Design Review at 495 S. Columbia River Highway - New medical office building. [Ayes: Commissioner Lawrence, Commissioner Semling, Commissioner Stenberg, Vice Chair Cary, Commissioner Webster; Nays: None]

- 7) **Planning Director Decisions**
- a. Home Occupation (Type I) at 59552 Darcy Street - Home-based indoor OLCC-registered marijuana producer
  - b. Home Occupation (Type I) at 364 S. 6th Street - Home office for drone mapping
  - c. Home Occupation (Type II) at 174 Shore Drive - Home-based interior auto repair
  - d. Temporary Use Permit (1 Year Extension) at 555 S. Columbia River Highway - Food service trailer
  - e. Home Occupation (Type I) at 455 S. 17th Street - Online art sales
  - f. Partition at 1300 & 1400 Kaster Road - City of St. Helens
  - g. Sign Permit (Banner) at 2100 Block of Columbia Blvd. - Kiwanis Community Parade
  - h. Temporary Use Permit (Medical Hardship) at 464 Grey Cliffs Court - Caregiver living in RV
  - i. Temporary Use Permit at 2295 Gable Road - TNT Fireworks Stand
  - j. Subdivision (Final Plat) at McBride & Matzen Streets - Multi-Tech Engineering LLC

There were no comments.

- 8) **Planning Department Activity Report**  
8.A April 23, 2018 Planning Department Report

There were no comments.

- 9) **For Your Information Items**

Graichen asked the Commission if they could arrive at the next meeting on June 12 at 6:30 p.m. for a Riverfront Connector Plan work session that will be from 6:30 p.m. - 7:30 p.m. Commissioner Semling will not be in attendance.

- 10) **Next Regular Meeting - June 12, 2018**

- 11) **Adjournment**

There being no further business before the Planning Commission, the meeting was adjourned at 10:14 p.m.

Respectfully submitted,

Jennifer Dimsho  
Associate Planner

# City of St. Helens Parks Commission

April 9, 2018

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**Members Present:** Howard Blumenthal  
Stan Chiotti  
Carmin Dunn  
Jerry Belcher  
Elisa Mann

**Members Absent:** Jacob Woodruff  
John Brewington

**Staff Present:** Matt Brown  
Thad Houk  
Doug Morten  
Neal Sheppeard  
Sheri Ingram

**Others:** Rosemary Clement  
Andrew Niemi  
Brad Hendrickson

1) **Call Meeting to Order**

2) **Approval of Minutes**

**Motion:** Upon Carmin Dunn's motion and Howard Blumenthal's second, the Commission unanimously approve Minutes of February 12, 2018. [AYES: Howard Blumenthal, Stan Chiotti, Carmin Dunn, Jerry Belcher, Elisa Mann; Nays: None]

3) **Topics from the Floor: From attendees not otherwise on the agenda**

Rosemary Clement wanted to give input on the Sand Island upgrades. Her grandson said they should put a ropes course out there. It can be kept safe by elevating it up when no one is there is it's not accessible. It would provide jobs to people in the summer and be a pretty major attraction to draw people to the area. She sees this being a possibility with the proposed access to the island. Morten said they could deliberate on it but they need more information like how much it will cost and who will maintain it. Clement asked if she could bring more information back at a later meeting and Chiotti said she is welcome to do that.

Matt Brown wanted to go over some things the Budget Committee is talking about. One of the things they are looking at are Parks Use Fees. He had a handout but it's not something that needs to be decided and deliberated today. The last time they were updated was 2014/15 when the Parks Master Plan was done. This was when the filed use fees were raised from \$5

per day to \$10 per day. He did a comparison and will leave it with Morten if anyone wants to look at it.

Another thing they are looking at is kind of what they call a “reinvestment into parks” which is a potential reinvestment of \$500,000 into parks over a five year period to do capital improvement projects, particularly the Category 1 projects in the Master Plan.

The other thing he wanted to mention is the City and the School District have been working together the past few months to create a joint recreation program. There will be a press release going out tomorrow with a link to a survey for what types of programs residents would like to see. They are focusing on starting small at this point with activities that are currently going but not including youth sports. The School District and Library and other organizations have activities going on but there is no centrally located calendar or something where someone new here could look for things to do.

#### 4) **Councilor's Report**

Morten said the Council voted to integrate the Bikes & Pedestrian Commission with the Parks Commission because they were down to three people so they'd like to let it dissolve due to lack of interest for people to serve on that Commission. Chiotti is open to it as long as they can meet at our regular time.

**Motion:** Upon Howard Blumenthal's motion and Elisa Mann's second, the Commission unanimously approve integrating the Parks Commission with Bikes & Pedestrian Committee if they can meet at the Parks Commission's regularly scheduled times. [AYES: Howard Blumenthal, Stan Chiotti, Carmin Dunn, Jerry Belcher, Elisa Mann; Nays: None]

#### 5) **New Business**

##### 5.A **Picnic Table Painting**

Morten said our trash cans are limited because we have painted them all during the Fourth of July. He thought painting picnic tables sounded good and he thinks it would be a fun activity to continue on Fourth of July. He would like to have them discuss if the Arts & Cultural Commission should take this over instead of garbage cans. Houk said the biggest problem he sees is that during the Fourth of July, everyone wants tables so they don't have extra tables to paint. They already bring all the tables they can to Columbia View for that holiday. Sheppard said they have budgeted to get some new tables too. Chiotti thinks we should support the event if they only need a day to paint them. Dunn also thought they should have one table that anyone coming and going through the day could paint on. It would allow a lot of kids to participate instead of just watching.

**Motion:** Upon Carmin Dunn's motion and Elisa Mann's second, the Commission unanimously approve recommendation that the Parks Commission work with Arts & Cultural Commission on painting picnic tables on the Fourth of July and work on having one table anyone can paint and someone to monitor to make sure nothing inappropriate is painted on them. [AYES: Howard Blumenthal, Stan Chiotti, Carmin Dunn, Jerry Belcher, Elisa Mann; Nays: None]

### 5.B Sand Island Camping, Maintenance and Shuttle Agreement

Andrew Neimi and Brad Hendrickson were called to speak. Neimi stated they don't have a formal proposal put together but they gave a presentation on a proposed Sand Island shuttle & park host. They have been in discussions with the City to come up with a more organized effort for a campground and other activities on Sand Island. It seems a natural fit with the other amenities that St. Helens Marina already has in place and they would be able to monitor the activities on the island and get people back and forth.

Hendrickson stated the City had a shuttle a few years ago and by them bringing it back, the public gets access to the biggest park, they could monitor who is going over there and they would also put a camp host in a boat on the dock over there. It would be run like a normal campground where it has to be quiet after 10pm so no parties. One of the reasons the City couldn't monitor the island was there wasn't access for the police to get over there. They would now have a boat for police to get over there to take care of problems. By having a presence over there all the time, you can enforce the laws already in place. They have seen boats and tents sit over there for months at a time. By having a presence there, that gets taken care of and it's get to be more of a formal park. He is in a position to be able to handle the traffic over there and he thinks it is a win-win.

Niemi said it is all public access and will remain so. This is just an effort to provide better access in an organized effort. Currently, it is City property and if there is an incident out there, you would be relying on the sheriff's boat but this would give another option to get officers out there. He said they would come up with a proposal where part of the island would be under private lease to operate the campground and all of those details would have to be worked out. It will be a privately managed campground but still a public park for general access. It would not be a year round shuttle - maybe May through September and maybe hourly during daytime. Dunn asked who the fees would go to and Hendrickson said that will all need to be worked out but right now, the City spends a lot of money maintaining the island and they would take that over so he would have to pay people to do it and the money would have to come from somewhere but this would totally take that burden off the City so the City's money could be spent elsewhere. There was discussion on fees, access and parking among other things and Niemi said this is all in the planning stages and a lot of details have to be worked out.

**Motion:** Upon Jerry Belcher's motion and Carmin Dunn's second, the Commission unanimously approve recommendation to Council that Andrew Neimi and Brad Hendrickson go forward with producing a Sand Island Camping, Maintenance and Shuttle Agreement. [AYES: Howard Blumenthal, Stan Chiotti, Carmin Dunn, Jerry Belcher, Elisa Mann; Nays: None]

### 5.C Annual Report to Council

Ingram said the Parks Commission is scheduled to give their annual report to the City Council on June 20 at the 1:00 pm work session and asked if two people would like to volunteer to do it. Dunn said she would. Ingram will ask Brewington since he isn't at this meeting.

### 5.D Columbia View Park Plan

Blumenthal asked for update on plan that the PSU students presented. Doug said it is in flux with Urban Renewal and there are still ideas incoming. Plans will come before the Planning Commission when they are done. While we have been getting input on the development of the area, Public Works put gravel down there to make a walking trail so

people could use the property and appreciate the views. It is City property but it is not park property so we aren't going to do a lot out there until a plan is in place.

#### 5.E Parks Reports - Godfrey & Campbell

Dunn reported on Godfrey Park. She was looking through the Master Plan and found that the Priority 1 enhancement in there is for an ADA swingset and she doesn't know what the protocol is for making it happen. Morten said make a recommendation to the Council. Sheppard reminded them that there is a proposal for a grant for a natural play area in that park and some of the things Brown talked about earlier with the budget would fund those types of things. Morten suggested she make a presentation to Brown for the budget.

Belcher said they had talked about putting dirt in the lower area on the other side of the road so it looks more attractive. Sheppard has it on his list to do.

She noticed a little public lending library and wondered if everyone would be open to having one installed in Godfrey Park and what the process is to get one. Morten said they can try to get the name of the lady who came to the City asking for permission to put those in.

Brewington is not here to report on Campbell so we will save until next month. Belcher said he will do a report on Grey Cliffs at the next meeting.

### 6) Old Business

#### 6.A Veterans Memorial Plan Approval

Andrew Neimi was called to speak. They received a grant and have a plan to add additional monuments to the memorial for later conflicts. The original monuments were installed in 2011 and those are replicas they worked on with the VFW starting in 2008. They were simply replacing the monuments along the highway that were lost when the highway was widened. Back then, they had discussions about adding a second phase that would pay tribute to soldiers lost in later conflicts. This is a proposal to add those monuments. Dimsho worked hard to get a grant to pay for a majority of this and the VFW is putting in money too. He went over the drawing with them. Some current monuments will be moved around but nothing will be removed. They haven't finished the design yet but the idea is to put it out for bid early summer.

Chiotti suggested they talk to the Garden Club if they are going to move the Blue Star memorial. Niemi said they will have the final plan done in about a month and he will make sure they see it.

**Motion:** Upon Howard Blumenthal's motion and Jerry Belcher's second, the Commission unanimously approved a recommendation that Council move forward with approval of plan for Veterans Memorial expansion with future approval of relocating current memorials. [AYES: Howard Blumenthal, Stan Chiotti, Carmin Dunn, Jerry Belcher, Elisa Mann; Nays: None]

#### 6.B Lions Club Tree Planting Recommendation

Phil Roddy pledged \$1000 for trees. Ingram read last meeting minutes from Roddy saying \$1000 would not buy 100 trees so he wanted them to come up with other ideas. That was the last meeting he attended. Stan thinks someone from the City should follow up with the Lions Club since they have pledged the money to the City. The Lions should decide what to do with the money and if they still want to plant some trees, they need to follow up with the Parks Department for good places to plant them.

#### 6.C Parks Brochure Update

Ingram said she talked to Dimsho and the girl who was going to work on it hasn't been heard from. Blumenthal asked if some money could be gotten from Tourism to hire someone to make it. Sheppard said Walsh thought it would be possible to use Tourism money for at least part of it. Dunn said they should make sure the brochure matches the website.

#### 6.D Eisenschmidt Pool

Morten said the City has been furnishing the pool with water for free for years that amounts to about \$25,000 a year. Matt Brown brought it to the Council and asked why they are getting free water when we don't give water to any other organizations with their own tax bases. Brown drafted a letter to them and they responded that they would still like to not pay for water and they would like to acquire Civic Pride Park. They have their own tax district that everyone gives to and that is approaching a half millions dollars a year. They are called the Greater St. Helens Parks & Recreation District and people don't realize that none of that money goes to the City; it's only the swimming pool. It's very misleading. Brown is working on getting them to change their name. And now that the City is working with the School District on a Parks and Recreation program, that adds to the confusion.

**Motion:** Upon Howard Blumenthal's motion and Elisa Mann's second, the Commission unanimously recommended to Council that the City charge Eisenschmidt Pool for the true cost of water. [AYES: Howard Blumenthal, Stan Chiotti, Carmin Dunn, Jerry Belcher, Elisa Mann; Nays: None]

#### 7) Discussion Items

Blumenthal said they had 12 people for their work party but they only worked two hours because of weather. They planted 21 more plants that were donated by Scappoose Bay Watershed Council around the staircase. They pulled blackberries and miscellaneous stuff. A large amount of things are blooming right now.

Mann said people have brought an issue to her attention with people bringing children to the dog park and not supervising them. There was an incident with a child slapping a bigger dog in the face. The dog ran away but the owner said if her dog has bitten the child, it would have been big trouble for her dog. Some people have suggested putting an age limit of 15 to be able to go into the park. The parents are far away or on their phones and it can get scary fast. The sign says children under 12 must be supervised. Houk said you can point it out to people but it's a parent issue, not a kid issue.

Dunn said at the last meeting, they had a lady talk to them about forming a free play group at McCormick Park so she joined the Facebook group just to see what was going on and they are doing it every Thursday. She hasn't been able to go but it looks like it's growing and people are happy.

Chiotti said the Garden Club has been working at McCormick and the Triangle. There are two plant sales coming up and they will probably plant anything that is left over.

8) **Other Business**

9) **Adjournment**

Respectfully submitted by Sheri Ingram, Parks Commission Secretary.

# City of St. Helens

## Arts & Cultural Commission

Minutes

April 23, 2018

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**Members Present:** Lisa Brooke  
Leticia Juarez-Sisson  
Patrick Nickelson  
Jennifer Farrington, Chair

**Members Absent:** Janet Anderson  
Kannikar Petersen  
Kimberly O'Hanlon, Vice Chair

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

**Others:** Gea Belle  
Don Barker

- 1) **Call Meeting to Order**  
The meeting was called to order at 6:03 p.m. by Chair Farrington.
- 2) **Welcome New ACC Member**  
**Chair Farrington** introduced newly appointment Commissioner Patrick Nickelson. The Commission introduced themselves.
- 3) **Visitors Address the Commission**  
Visitor Gea Belle advised they came to the meeting learn about what the Commission is working on.
- 5) **Approval of Minutes**
  - 5.A **3/27/18 Minutes**  
**Motion:** Commissioner Sission moved to approve the March 27, 2018 minutes. Chair Farrington seconded. All in favor; none opposed; motion carries.
  - 5.B **4/11/18 Minutes**  
**Motion:** Commissioner Sission moved to approve the April 11, 2018 minutes. Commissioner Nickelson seconded. All in favor; none opposed; motion carries.
- 6) **Review Fiscal Report**
  - 6.A Fiscal report up to April 2018  
The Commission reviewed the fiscal report.
- 7) **Discussion Items**
  - 7.A **Blues & Folk Music Workshops Update: Total Sponsorships Received & Applicants Registered**



**Commissioner Petersen** submitted a Blues & Folk Music Workshop update via email that was included in the packet and displayed during the meeting.

**Commissioner Sisson** reported...

- She connected with the band teachers for St. Helens and Scappoose who have promoted the workshop with all of their students
- No registrations have been received yet
- Looking for additional sponsors and to share the workshop with others
- Sponsorship/Donations:
  - St. Helens Community Credit Union – denied
  - Wauna Federal Credit Union and Walmart Foundation are pending

**Chair Farrington** suggested having Communications Officer Crystal Farnsworth post the KOHL interview to Facebook and have the Commission share it to increase awareness and registrations.

#### 7.B [Downtown Mural Project Update: Michael Curry Studios Tour & Portland Murals Tour](#)

**Commissioner Brooke** reported...

- There are 18 participants in grades 7 -12 from St. Helens and Scappoose High School
- They have met several times and most recently went on a field trip to Portland
  - Transportation was provided by CC Rider roundtrip who went out of their way helping plan the trip
  - TriMet also provided all day bus passes
- They met with several artists and founders of two different nonprofits for Portland street art and mural festivals
- A few weeks ago they went on a field trip to Michael Curry Designs Studio
- This Wednesday, April 25 they have a meeting to decide on their mural theme

#### 7.C [Trash Can Painting Contest Update: Awards, Tasks, & Schedule](#)

**Chair Farrington** reported...

- In the agenda packet is a list of tasks for the trash can painting
- In the past, the Commission has received cans from Wilcox and Flegel and Michael Curry Designs Studio
- Chair Farrington will reach out to Michael Curry Designs Studio for a donation of new cans for this year
- The Commission has set a cap of 12 new cans every year and will retire the oldest cans
- Will no longer use anti-graffiti paint to allow the Commission to reuse oldest cans
- The subcommittee met to discuss award categories
  - Last year there was three award categories for \$150 each
    - Best Park Theme

- People's Choice
- Most Artistic
- Subcommittee is proposing changing the total award amount to \$500 from the budgeted \$450 and adding two categories for a total award amount of \$100 each
  - Add a Teen Award for ages 13-19 and a Family Award

The Commission has agreed to have five awards for a \$100 each in the following categories: Best Park Theme, Peoples Choice, Most Artistic, Teen Award and Family Award. Contestants can win multiple awards.

**Commissioner Nickelson** will create the new poster for this year and will work with Vice Chair O'Hanlon on the information for the poster and printing.

The Commission is really excited about the possibility of painting picnic tables but feel this year is a little too much for the 4<sup>th</sup> of July event. Chair Farrington will work with the Parks Commission to figure out the logistics.

#### 7.D **County Fair Art Judging Update: Past Practices & New Ideas**

**Commissioner Brooke** reported..

- There had been a misunderstanding of the prior year's award amount of \$240; in prior years the Commission spent much less but the budget has been submitted and approved for \$240
- She submitted a document to the agenda packet using the budgeted amount of \$240 to create eight gift baskets as awards; the details are documented in the attachment on the agenda packet

**Commissioner Nickelson** will help judge the fair awards with Commissioner Brooke.

#### 7.E **Early Learning Fair: Observations & Ideas for Next Year**

**Commissioner Brooke** reported it was initially her idea to participate in the Early Learning Fair but after speaking with members of the fair she found she was not prepared to attend this year. She would like to put something together for next year's fair such as a program for the parents and an age appropriate craft for the children.

**Commissioner Nickelson** and **Commissioner Sission** suggested next year the kids could create puppets and maybe putting on a play with them.

#### 8) **Community News**

**Library Director Jeffries** reported the St. Helens Public Library is hosting Columbia County Reads on Thursday, April 26 at 7 p.m.

#### 9) **Adjournment**

The meeting was adjourned at 7:19 p.m.

City of St. Helens

*Consent Agenda for Approval*

## ANIMAL FACILITIES

The following facilities have been inspected by City of St. Helens Police Department and are recommended for approval of an Animal Facility License:

<u>Owner Name</u>	<u>Location</u>	<u>Purpose</u>
♦ Katherine Shrewsbury	145 N. 5 <sup>th</sup> St.	Multiple Dogs
♦ Theresa Temple	35293 E. Aubuchon Dr.	Multiple Dogs

## City of St. Helens

P.O. Box 278 • 265 Strand Street • St. Helens, OR 97051 • 503-397-6272

Application Fee: \$40.00

## Animal Facility License Application

St. Helens Municipal Code Chapter 6.04

RECEIVED

MAY 07 2018

CITY OF ST. HELENS

If you own any of the following inside the city limits, you must have an Animal Facility License:

- More than 3 adult dogs; or
- More than 3 adult dogs and one litter of puppies; or
- More than 3 adult hens and/or ducks and 6 chicks or ducklings under 9 weeks; or
- More than 3 adult rabbits and/or 1 litter of bunnies under 9 weeks; or
- An exotic animal

Complete the application and return to the above address with the fee, copies of your dogs' licenses and a copy of your homeowners insurance. You must list each animal separately in the space provided below that you intend to keep at your facility. Your facility, including perimeter fence if required, must be inspected before your application will be forwarded to the City Council for action. The Police Department will contact you within 10 days of application to schedule an inspection. The application fee is \$40 for a two year license and must be renewed prior to expiration.

If your application is denied, you have two options to obtain compliance: 1) You meet the requirements for an animal facility license; or 2) you have only allowed animals on your property. Once you can prove that you are in compliance for a license, we can seek approval by the City Council. If you have eliminated the need for an animal facility license, you may request a refund of the application fee.

Address at which animal(s) will be kept:				
Applicant Information			Alternate Contact/In Case of Emergency	
Name: <u>Steven &amp; Katherine Shrewsbury</u>			Name: <u>Gloria Wenborn</u>	
Mailing address: <u>PO Box 1252</u>			Mailing address: <u>126 S. Tomahawk Dr. #9</u>	
City/State/Zip: <u>St. Helens, OR 97051</u>			City/State/Zip: <u>Apache Junction AZ 85119</u>	
Cell phone: <u>S. 503 410 0153 K. 503 867 3964</u>			Cell phone: <u>520 431 4114</u>	
Home phone: <u>5</u>			Home phone:	
Email: <u>rampage.kitty@yahoo.com</u>			Day/time of week that works best for you: <u>M-F 4:30 PM - 7</u>	
List each animal to be kept at the above address (attach additional paper if more than 6 animals)				
Species/Breed	Name	Sex	Age	County Dog License Expiration Date
1. <u>Cindy</u>	<u>Blue Heeler</u>	<u>F</u>	<u>7 yr</u>	<u>12.31.18</u>
2. <u>German Shepherd</u>	<u>Josie</u>	<u>F</u>	<u>8 yr</u>	<u>12.31.18</u>
3. <u>Shepherd mix</u>	<u>Cody</u>	<u>M</u>	<u>10 yr</u>	<u>12.31.18</u>
4. <u>White Shep</u>	<u>Annie</u>	<u>F</u>	<u>1 yr</u>	<u>12.2018</u>
5.				
6.				
Veterinarian Information				
Name: <u>Columbia Vet. Clinic</u>			Phone: <u>503 397 1928</u>	
Address: <u>35645 Firlock Park Blvd</u>			City/State/Zip: <u>St. Helens OR 97051</u>	
Liability Insurance Information				
Agent's Name: <u>Ryan Moore</u>			Phone: <u>503 397 5999</u>	
Insurance Company: <u>Farmers Ins</u>			Policy No.: <u>93629.90.75</u>	
Attach a copy of the policy indicating applicant is covered while maintaining the described animal(s) or have a copy available for the officer when they come to inspect your facility.				

## AUTHORIZATION

I, Katherine Shrewsbury, understand that I am applying for an animal facility license to keep the above listed animal(s) at 145 N. 5th St., St. Helens, Oregon. I have read Municipal Code Chapter 6.04 Animal Control Code, and fully understand my obligation as an animal owner and facility operator and agree to comply with the Code and applicable county, state and federal laws. I further understand that this license, if approved, is valid for a period of two years and must be renewed prior to expiration.

Katherine Shrewsbury  
Applicant Signature

5.6.2018  
Date Signed

## FOR OFFICE USE ONLY

Date received:	Officer assigned:	Date forwarded to City Recorder:
Received by:	Date/Time of inspection:	Council meeting date:
Receipt No.:	Officer recommendation:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Dated forwarded to PD:	<input type="checkbox"/> Approve <input type="checkbox"/> Deny	If approved, date license issued:
Forwarded by:		Expiration date:

# Evidence of Insurance for Mortgagee/Other Interests



This form is not the contract of insurance. It is a memorandum of coverage limited to mortgagee/other interests, provided at their request and applicable to the dwelling or building at the location below. The provisions of the policy will prevail in all respects. This certificate of insurance does not affirmatively or negatively amend, extend, or alter the coverage afforded by the insurance policy. Should the insurance policy be cancelled by the company before the expiration date thereof, notice will be given in accordance with the policy provisions.

**Policy Number:** 93629-90-75  
**Policy Type:** Next Generation Homeowners  
**Policy Status:** In Force  
**Term Effective:** 3/14/2018 12:01 AM  
**Renewal Date:** 3/14/2019 12:01 AM  
**Insured:** Steven J Shrewsbury  
 PO Box 1252  
 St Helens, OR 97051-8252

**Underwritten By:** Farmers Insurance Exchange  
 6301 Owensmouth Ave.  
 Woodland Hills, CA 91367  
**Your Farmers Agent:** Ryan Moore  
 PO Box 747  
 St Helens, OR 97051-0747  
 (503) 397-5999  
 FAX: (503) 366-0537  
 rmoore5@farmersagent.com

## Your Insured Property

*Property Address*

145 N 5th St, St Helens, OR 97051-1401

## Coverages

Coverage	Limit	Coverage	Limit
Coverage A - Dwelling	\$166,000	Coverage B - Separate Structures	\$16,600
Extended Replacement Cost	\$41,500	Coverage D - Loss of Use	\$66,400
Coverage C - Personal Property	\$124,500	Building Ordinance or Law	10%
Contents Replacement Cost	Covered	Coverage F - Medical Payments To Others	\$1,000
Identity Fraud Coverage	\$30,000		
Coverage E - Personal Liability	\$500,000		
Association Loss Assessment	Not Covered		

## Deductible

	Deductible
Applicable to each covered loss	\$500

## Evidence of Insurance for Mortgagee/Other Interests (continued)

---

### *Mortgagees and Other Interests*

1st Mortgagee  
Not Applicable

### *Premium Details*

Annual Premium: \$510.52  
Fees: \$0.00  
Total Premium: \$510.52  
Balance Due: \$0.00



\_\_\_\_\_  
Authorized Representative

5/3/2018

\_\_\_\_\_  
Date

## \*\*\* RECEIPT \*\*\*

## Columbia County Clerk

230 Strand St.  
St. Helen's, OR 97051  
(503) 397-3796

NEW ANIMAL LICENSE	Detail	Amount
RECEIPT ACTION	NEW LICENSE	
OWNER NAME	SHREWSBURY, STEVEN	
ANIMAL NAME	CODY	
RABIES EXPIRATION DATE	03/02/2019	
ANIMAL LICENSE NUMBER	34962	
LICENSE EXPIRATION DATE	12/31/2018	
LICENSE FEE	34	\$34.00
CLERK FEE	6	\$6.00
FEE ADJUSTMENT	0	
LATE FEE	0	
DONATION AMOUNT	0	
<b>ITEM TOTAL:</b>		<b>\$40.00</b>

<b>Receipt Total</b>	<b>\$120.00</b>
CHECK 1511	120.00

Receipt #: 136729      Receipt Date: 4/7/2016 1:20:27 PM  
Receipt Name: SHREWSBURY  
Comments:

Station: 16  
Cashier: HUSERB  
Page 2 of 2

## \*\*\* RECEIPT \*\*\*

## Columbia County Clerk

230 Strand St.  
St. Helen's, OR 97051  
(503) 397-3796

SHREWSBURY, STEVEN  
PO BOX 1252  
SAINT HELENS, OR 97051

RENEW ANIMAL LICENSE	Detail	Amount
RECEIPT ACTION	RENEW LICENSE	
OWNER NAME	SHREWSBURY, STEVEN	
ANIMAL NAME	CINDY	
RABIES EXPIRATION DATE	03/02/2019	
ANIMAL LICENSE NUMBER	SH03661	
LICENSE EXPIRATION DATE	12/31/2018	
LICENSE FEE	34	\$34.00
CLERK FEE	6	\$6.00
FEE ADJUSTMENT	0	
LATE FEE	0	
DONATION AMOUNT	0	
<b>ITEM TOTAL:</b>		<b>\$40.00</b>

NEW ANIMAL LICENSE	Detail	Amount
RECEIPT ACTION	NEW LICENSE	
OWNER NAME	SHREWSBURY, STEVEN	
ANIMAL NAME	JOSIE	
RABIES EXPIRATION DATE	03/02/2019	
ANIMAL LICENSE NUMBER	34961	
LICENSE EXPIRATION DATE	12/31/2018	
LICENSE FEE	34	\$34.00
CLERK FEE	6	\$6.00
FEE ADJUSTMENT	0	
LATE FEE	0	
DONATION AMOUNT	0	
<b>ITEM TOTAL:</b>		<b>\$40.00</b>

Receipt #: 136729      Receipt Date: 4/7/2016 1:20:27 PM  
Receipt Name: SHREWSBURY  
Comments:

Station: 16  
Cashier: HUSERB

Page 1 of 2





**Dog License Application**  
**Office of the Sheriff**  
Columbia County, Oregon

77  
RECEIVED  
MAY 10 2017  
Columbia County  
Sheriff's Office

Oregon Law (ORS 609.100) requires every person owning or keeping any dog having a set of permanent canine teeth, or that is six months of age (whichever comes first) to be licensed: Within 30 days after becoming the owner or keeper of said dog--and yearly thereafter--to procure from the County a license for that dog. # 39196

The Following must be included with every license application: Pd 15<sup>00</sup> 1594  
Renew 12/18

- A current **RABIES VACCINATION/INOCULATION Certificate**
- Additional Documentation will be required for Spay or Neuter Certification (for those requesting reduced fees).
- Fees for the appropriate license (including any penalty fees that are due):

Fee Type	One Year	Two Year	Three Year
Spay or Neuter Dog	\$15.00	\$30.00	\$40.00
Unfixed Dog	\$30.00	\$60.00	\$85.00
Senior Owner (65) Fixed Dog	\$5.00	\$10.00	\$10.00
Senior Owner (65) Unfixed Dog	\$15.00	\$30.00	\$40.00
LATE FEE	\$25		
Kennel Permit (10 Dogs or more)	\$250	Late fee =	\$100.00
Groomer only permit	\$100	Late fee =	\$100.00

**Applicant Information\*\*** ☒ New License ☐ License Renewal (Check appropriate box)

Have a Kait Shrewsbury 503 367 3944  
Owner Name Phone Number

145 N 5th St.  
Home Address

PO Box 1252  
Mailing Address if different

Annie F YES/NO \$ 15.00  
Name of Dog Sex Spay/Neuter Fees Paid

White Shepard white 12.19.18  
Dog Breed Dog's Colors Rabies Expiration Date (Attach Proof)

Columbia Vet. Clinic St. Helens 503 397 1928  
Veterinary Clinic (Rabies Vaccination) Veterinary Clinic City Veterinary Clinic Phone Number

\*\*Dog licenses run concurrent with rabies certificates. There is a 60-day grace period after which the owner will be subject to a late fee. Oregon law provides for citations to appear in Court and fines up to \$500 for failure to license a dog.

A license may be obtained by mailing a completed application to the Sheriff's Office or delivering the application and all required documentation to the Sheriff's Office at the Address Below:

**Dog Licensing**  
**Columbia County Sheriff**  
901 Port Ave., St. Helens, OR 97051  
(503) 366-4606

# St. Helens Police Department

## COMMUNITY PARTNER RELEASE

87  
NUMBER  
GO 33 2018-180034884

This is a copy of a St. Helens Police Department report released pursuant to the Freedom of Information Act. Sensitive or personal information may have been redacted prior to the release of this report.

COMMUNITY PARTNER RELEASE	
DATE RELEASED 06/04/2018	
AUTHORIZED BY 33AHAR-HARTLESS, ADAM J	RELEASED BY 33MDUR-DURAN, MALINDA R
BUSINESS NAME CITY COUNCIL	
NAME	
RELEASE INSTRUCTIONS	



St. Helens Police Department  
COMMUNITY PARTNER RELEASE

67 NUMBER  
GO 33 2018-180034884

GENERAL OFFENSE										
REPORTED DATE/TIME 05/24/2018 1643		OCCURRED DATE/TIME 05/24/2018 1643			REPORTING OFFICER/DEPUTY NAME & # HARTLESS, ADAM J (33AHAR)					
LOCATION OF INCIDENT 145 N 5TH ST, ST HELENS								PLACE		
COUNTY COLUMBIA		DISTRICT SH		BEAT SH		GRID 05101				
SEVERITY	FAMILY VIOLENCE No		GANG INVOLVEMENT		SPECIAL STUDY					
RELATED INCIDENT NUMBERS										
TOTAL LOSS		TOTAL RECOVERED		DAMAGED TOTAL			DRUG TOTAL			
INTERNAL STATUS NOT AN OFFENSE				APPROVED BY EUSTICE, EVIN V (44369)				APPROVED ON 06/01/2018		
OFFENSES [1]										
OFFENSE ANIMAL VIOLATION/ORD				STATUTE		PREMISE TYPE Residence/Home				
PERSON - OWNER #1										
NAME (LAST, FIRST MIDDLE) SHREWSBURY, KATHERINE MARY				SEX FEMALE		RACE WHITE		DOB 02/13/1971		AGE 47
HOME ADDRESS - STREET, CITY ZIP 145 N 5TH ST, ST HELENS OR 97051						HEIGHT 5'10	WEIGHT 150	HAIR COLOR		EYES
HOME PHONE		CELL PHONE (503) 410-0153		WORK PHONE		EMAIL ADDRESS				
DRIVERS LICENSE (STATE) 8997736 (OR)		SOCIAL SECURITY NUMBER		POB						

St. Helens Police Department  
COMMUNITY PARTNER RELEASE

CASE SUMMARY	
AUTHOR HARTLESS, ADAM J (33AHAR)	DATE/TIME 06/01/2018 1344
SUBJECT CASE SUMMARY	
On 5/24/2018 at about 1643 hours I conducted an Animal Facility License Inspection for Katherine Shrewsbury at 145 N 5th St.	
NARRATIVE	
AUTHOR HARTLESS, ADAM J (33AHAR)	DATE/TIME 06/01/2018 1349
SUBJECT NARRATIVE	
<p>On Thursday, 5/24/18 at approximately 1643 hours, I met with Ms. Katherine "Kat" Shrewsbury at her residence at 145 N 5th Street, St. Helens, OR to conduct a prescheduled Animal Facility License Application inspection. This inspection is to ensure the premises is in compliance with Ordinance 6.04.080, OAR 609.415, OAR 609.420, OAR 603-015-0025 through 603-015-0065. Included with her application was her liability insurance rider information from Farmers Insurance Exchange (Policy #93629-90-75) and information regarding where they seek veterinary care for their animals; Columbia Veterinary Clinic at 35645 Firlok Park Boulevard, St. Helens, OR.</p> <p>I noticed her home is a single family home in a residential neighborhood. Kat explained that the facility license is to allow her to have a larger number of family pets, not to run a shelter or boarding service. Kat has a total of four family dogs, all of whom appeared to be well groomed and in good health.</p> <p>I saw the residence had a spacious back yard encircled with a sturdy 6' high fence. The fence was in good condition and was adequate to keep the animals on their property and to keep other animals from entering her yard. This space has adequate runoff to prevent water pooling. During inclement weather or days of excessive heat, the dogs have access to a "doggy door" to allow them into the home. Kat told me the dogs be inside or outside as they please.</p> <p>Kat invited me into the home. The home was clean and orderly. The dogs were well-mannered and did not appear to be aggressive. They all had Columbia County Issued dog licenses. The home has working electricity, potable water and wash facilities to keep clean. The home was a comfortable 72 degrees (approximately) with both natural and artificial lighting illuminating the interior. The food was stored in a sealed plastic container to prevent vermin infestation. The food and water is served in bowls that are up off of the floor. The dog's bedding was clean and dry, being located in the garage and other rooms on the main floor of the house.</p> <p>The house and yard were clean. Kat said she cleans up regularly, putting feces into the garbage. While Kat does not have a quarantine area for possible diseased animals, she stressed she does not run a shelter or "rescue facility" and she does take her animals for veterinary care when needed.</p> <p>I am not aware of any recent complaints received by SHPD regarding noise,</p>	

St. Helens Police Department  
COMMUNITY PARTNER RELEASE

odors, stray animals, or other Ordinance violations regarding Kat.

From everything I gathered during this inspection I believe that Katherine Shrewsbury's residence is in compliance with City Ordinance 6.04.080 and should be issued an Animal Facility License Permit.

**ACTION RECOMMENDED****AUTHOR**

HARTLESS, ADAM J (33AHAR)

**DATE/TIME**

06/01/2018 1400

**SUBJECT**

ACTION RECOMMENDED

Forward to City Hall for approval.

# St. Helens Police Department

## COMMUNITY PARTNER RELEASE

 82 NUMBER  
 GO 33 2018-180034884

**IMAGE ATTACHMENT (2389632) ANIMAL FACILITY LICENSE APPLICATION**

C4LCO 5/23 1314

CN 180034884

**City of St. Helens**

P.O. Box 278 • 265 Strand Street • St. Helens, OR 97051 • 503-397-6272

Application Fee: \$40.00

**Animal Facility License Application**

St. Helens Municipal Code Chapter 6.04

If you own any of the following inside the city limits, you must have an Animal Facility License:

- More than 3 adult dogs; or
- More than 3 adult dogs and one litter of puppies; or
- More than 3 adult hens and/or ducks and 6 chicks or ducklings under 9 weeks; or
- More than 3 adult rabbits and/or 1 litter of bunnies under 9 weeks; or
- An exotic animal

RECEIVED

MAY 07 2018

CITY OF ST. HELENS

Complete the application and return to the above address with the fee, copies of your dogs' licenses and a copy of your homeowners insurance. You must list each animal separately in the space provided below that you intend to keep at your facility. Your facility, including perimeter fence if required, must be inspected before your application will be forwarded to the City Council for action. The Police Department will contact you within 10 days of application to schedule an inspection. The application fee is \$40 for a two year license and must be renewed prior to expiration.

If your application is denied, you have two options to obtain compliance: 1) You meet the requirements for an animal facility license; or 2) you have only allowed animals on your property. Once you can prove that you are in compliance for a license, we can seek approval by the City Council. If you have eliminated the need for an animal facility license, you may request a refund of the application fee.

<b>Address at which animal(s) will be kept:</b>					
<b>Applicant Information</b>			<b>Alternate Contact/In Case of Emergency</b>		
Name: <u>Steven &amp; Katherine Shrewsbury</u>			Name: <u>Gloria Wenborn</u>		
Mailing address: <u>PO Box 1252</u>			Mailing address: <u>126 S. Tomahawk Dr. #9</u>		
City/State/Zip: <u>St. Helens, OR 97051</u>			City/State/Zip: <u>Apache Junction AZ 85119</u>		
Cell phone: <u>503 410 0153 K. 503 867 3944</u>			Cell phone: <u>520 431 4114</u>		
Home phone: <u>5</u>			Home phone:		
Email: <u>rampage.kitty@yahoo.com</u>			Day/time of week that works best for you: <u>M-F 4:30 PM - 7</u>		
<b>List each animal to be kept at the above address (attach additional paper if more than 6 animals)</b>					
Species/Breed	Name	Sex	Age	County	Dog License Expiration Date
1. <u>Cindy</u>	<u>Blue Heeler</u>	<u>F</u>	<u>7 yr</u>		<u>12.31.18</u>
2. <u>German Shepard</u>	<u>Josie</u>	<u>F</u>	<u>8 yr</u>		<u>12.31.18</u>
3. <u>Shepard mix</u>	<u>Cody</u>	<u>M</u>	<u>10 yr</u>		<u>12.31.18</u>
4. <u>White Shep</u>	<u>Annie</u>	<u>F</u>	<u>1 yr</u>		<u>12.2018</u>
5.					
6.					
<b>Veterinarian Information</b>					
Name: <u>Columbia Vet. Clinic</u>			Phone: <u>503 397 1928</u>		
Address: <u>35645 Firlock Park Blvd</u>			City/State/Zip: <u>St. Helens OR 97051</u>		
<b>Liability Insurance Information</b>					
Agent's Name: <u>Ryan Moore</u>			Phone: <u>503 397 5999</u>		
Insurance Company: <u>Farmers Ins</u>			Policy No.: <u>93629.90.95</u>		
Attach a copy of the policy indicating applicant is covered while maintaining the described animal(s) or have a copy available for the officer when they come to inspect your facility.					

**AUTHORIZATION**

I, Katherine Shrewsbury, understand that I am applying for an animal facility license to keep the above listed animal(s) at 145 N. 5th St., St. Helens, Oregon. I have read Municipal Code Chapter 6.04 Animal Control Code, and fully understand my obligation as an animal owner and facility operator and agree to comply with the Code and applicable county, state and federal laws. I further understand that this license, if approved, is valid for a period of two years and must be renewed prior to expiration.

Katherine Shrewsbury  
 Applicant Signature

5.6.2018  
 Date Signed

FOR OFFICE USE ONLY		
Date received:	Officer assigned:	Date forwarded to City Recorder:
Received by:	Date/Time of inspection:	Council meeting date:
Receipt No.:	Officer recommendation:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Dated forwarded to PD:	<input type="checkbox"/> Approve <input type="checkbox"/> Deny	If approved, date license issued:
Forwarded by:		Expiration date:

Updated 3/16/2017

St. Helens Police Department  
COMMUNITY PARTNER RELEASE83 NUMBER  
GO 33 2018-180034884

\*\*\* RECEIPT \*\*\*

## Columbia County Clerk

230 Strand St.  
St. Helens, OR 97051  
(503) 397-3796

NEW ANIMAL LICENSE	Detail	Amount
RECEIPT ACTION	NEW LICENSE	
OWNER NAME	SHREWSBURY, STEVEN	
ANIMAL NAME	CODY	
RABIES EXPIRATION DATE	03/02/2019	
ANIMAL LICENSE NUMBER	34962	
LICENSE EXPIRATION DATE	12/31/2018	
LICENSE FEE	34	\$34.00
CLERK FEE	6	\$6.00
FEE ADJUSTMENT	0	
LATE FEE	0	
DONATION AMOUNT	0	
	ITEM TOTAL:	\$40.00

Receipt Total		\$120.00
CHECK	1511	120.00

Receipt #:	136729	Receipt Date:	4/7/2016 1:20:27 PM	Station:	16
Receipt Name:	SHREWSBURY	Cashier:	HUSERB		
Comments:				Page 2 of 2	


St. Helens Police Department  
COMMUNITY PARTNER RELEASE84  
NUMBER  
GO 33 2018-180034884

## Evidence of Insurance for Mortgagee/Other Interests (continued)

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**Mortgagees and Other Interests**1st Mortgagee  
Not Applicable**Premium Details**

Annual Premium:	\$510.52
Fees:	\$0.00
Total Premium:	\$510.52
Balance Due:	\$0.00



Authorized Representative

5/3/2018

Date

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farmers.com

25-8975 9-13

Page 2



St. Helens Police Department  
COMMUNITY PARTNER RELEASE

85  
NUMBER  
GO 33 2018-180034884

\*\*\* END OF HARDCOPY \*\*\*

## City of St. Helens

P.O. Box 278 • 265 Strand Street • St. Helens, OR 97051 • 503-397-6272

Application Fee: \$40.00

## Animal Facility License Application

St. Helens Municipal Code Chapter 6.04

RECEIVED

MAY 17 2018

CITY OF ST. HELENS

If you own any of the following inside the city limits, you must have an Animal Facility License:

- More than 3 adult dogs; or
- More than 3 adult dogs and one litter of puppies; or
- More than 3 adult hens and/or ducks and 6 chicks or ducklings under 9 weeks; or
- More than 3 adult rabbits and/or 1 litter of bunnies under 9 weeks; or
- An exotic animal

Complete the application and return to the above address with the fee, copies of your dogs' licenses and a copy of your homeowners insurance. You must list each animal separately in the space provided below that you intend to keep at your facility. Your facility, including perimeter fence if required, must be inspected before your application will be forwarded to the City Council for action. The Police Department will contact you within 10 days of application to schedule an inspection. The application fee is \$40 for a two year license and must be renewed prior to expiration.

If your application is denied, you have two options to obtain compliance: 1) You meet the requirements for an animal facility license; or 2) you have only allowed animals on your property. Once you can prove that you are in compliance for a license, we can seek approval by the City Council. If you have eliminated the need for an animal facility license, you may request a refund of the application fee.

<b>Address at which animal(s) will be kept:</b>				
<b>Applicant Information</b>		<b>Alternate Contact/In Case of Emergency</b>		
Name: <u>THERESA TEMPLE</u>		Name: <u>ROBERT SHAW</u>		
Mailing address: <u>35293 E. AUBUCHON DR.</u>		Mailing address: <u>35293 E. AUBUCHON DR.</u>		
City/State/Zip: <u>ST. HELENS OR. 97051</u>		City/State/Zip: ;		
Cell phone: ;		Cell phone: ;		
Home phone: ;		Home phone: <u>same</u>		
Email: <u>ts temple@comcast.net</u>		Day/time of week that works best for you: <u>MOST WEEKDAYS 9-6</u>		
<b>List each animal to be kept at the above address (attach additional paper if more than 6 animals)</b>				
Species/Breed	Name	Sex	Age	County Dog License Expiration Date
1. Canine / LABRADOR X	CYRUS	M/N	12	37484 / 4/2019
2. Canine / Boxer x CHI	BRUNO	M/N	10	39427 / 5/2019
3. Canine / LABRADOR	HOGAN	M	8	SH04210 / 4/2019
4. Canine / DACHSHUND	BIZZY	F/S	5	39426 / 3/2019
5. Canine / LABRADOR	PERCY	M/N	2	39428 / 5/2019
6.				
<b>Veterinarian Information</b>				
Name: <u>MIDWAY VETERINARY HOSPITAL</u>		Phone: <u>503-397-6470</u>		
Address: <u>34453 MCGARY LN WARREN, OR 97053</u>		City/State/Zip: ;		
<b>Liability Insurance Information</b>				
Agent's Name: ;		Phone: <u>503-256-1448</u>		
Insurance Company: ;		Policy No.: ;		
Attach a copy of the policy indicating applicant is covered while maintaining the described animal(s) or have a copy available for the officer when they come to inspect your facility.				

## AUTHORIZATION

I, THERESA TEMPLE, understand that I am applying for an animal facility license to keep the above listed animal(s) at 35293 E. AUBUCHON DR., St. Helens, Oregon. I have read Municipal Code Chapter 6.04 Animal Control Code, and fully understand my obligation as an animal owner and facility operator and agree to comply with the Code and applicable county, state and federal laws. I further understand that this license, if approved, is valid for a period of two years and must be renewed prior to expiration.

Theresa Temple  
Applicant Signature

5/9/2018  
Date Signed

FOR OFFICE USE ONLY		
Date received: <u>5-7-18</u>	Officer assigned: ;	Date forwarded to City Recorder: ;
Received by: <u>BP</u>	Date/Time of inspection: ;	Council meeting date: ;
Receipt No.: <u>1485400</u>	Officer recommendation: ;	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Dated forwarded to PD: <u>5-7-18</u>	<input type="checkbox"/> Approve <input type="checkbox"/> Deny	If approved, date license issued: ;
Forwarded by: <u>B/B</u>		Expiration date: ;

**Dog License Renewal Notice****Columbia County Sheriff's Office**

901 Port Ave.

St Helens, OR 97051

Phone: 503-366-4606

**RECEIVED**

MAY 8 2018

COLUMBIA COUNTY  
SHERIFF'S OFFICETEMPLE, THERESA  
35293 E AUBUCHON DR  
ST. HELENS, OR 97051

PD#60 VISA

1YR LIC X4

RENEW 4/2019

OWNER ID

11904

HOME PHONE

WORK PHONE

**The following animals have licenses that have or will expire.**

Date Due	License #	Dog's Name	Breed	Rabies Exp.	Age	Sex	Color
04-30-2018	37484	CYRUS	LABRADOR <del>X</del>	04-15-2019	11 yrs	N	BROWN

**BEFORE A LICENSE CAN BE ISSUED WE NEED THE FOLLOWING:**

- \* A valid rabies vaccination certificate if rabies has or will be expiring.
- \* A certificate of sterilization to receive the spay/neuter "altered" discount if not indicated on the rabies vaccination certificate.

<b>LICENSE FEES</b>	<b>ONE YEAR</b>	<b>TWO YEAR</b>	<b>THREE YEAR</b>
Spay/Neutered:	\$15.00	\$30.00	\$40.00
Un-altered dog:	\$30.00	\$60.00	\$85.00
Sr. Citizen (65) Altered dog	\$ 5.00	\$10.00	\$10.00
Sr. Citizen (65) Un-altered dog	\$15.00	\$30.00	\$40.00

Replacement Tag: \$5.00 Each

Kennel/Rescue fee \$250 Groomer fee \$100.

**LICENSES EXPIRATION DATE WILL MATCH THE RABIES EXPIRATION DATES. A LATE FEE OF \$25.00 IS ASSESSED IF PAYMENT IS NOT RECEIVED BY 60 DAYS FROM THE DATE OF THE LICENSE EXPIRATION DATE.**

Licenses may be purchased at our office, or by mail. To purchase by mail, please return this form with a copy of the required certificate(s) and correct fees to:

Dog Licensing  
Columbia County Sheriff's Office  
901 Port Ave.  
St. Helens, OR 97051**If you are not renewing the above license(s), please check one of the following boxes and return without payment:**

- ☐ This dog is deceased (If more than one license is due, please indicate which dog(s) this applies to)
- ☐ I have moved out of Columbia County.
- ☐ I no longer own this dog (If more than one license is due, please indicate which dog(s) this applies to)

Oregon Revised Statute 609.100 requires that every person owning or keeping any dog which has a set of permanent canine teeth, or is six months of age, whichever comes first, shall within thirty days after becoming the owner or keeper of the dog, and yearly thereafter, will procure from the county a license for the dog.



**Dog License Application**  
**Office of the Sheriff**  
 Columbia County, Oregon

**RECEIVED**

MAY 8 2018

COLUMBIA COUNTY  
SHERIFF'S OFFICE

*Oregon Law (ORS 609.100) requires every person owning or keeping any dog having a set of permanent canine teeth, or that is six months of age (whichever comes first) to be licensed: Within 30 days after becoming the owner or keeper of said dog--and yearly thereafter--to procure from the County a license for that dog.*

The Following must be included with every license application:

- A current **RABIES VACCINATION/INOCULATION Certificate**
- Additional Documentation will be required for Spay or Neuter Certification (for those requesting reduced fees).
- Fees for the appropriate license (including any penalty fees that are due):

Fee Type	One Year	Two Year	Three Year
Spay or Neuter Dog	\$15.00	\$30.00	\$40.00
Unfixed Dog	\$30.00	\$60.00	\$85.00
Senior Owner (65) Fixed Dog	\$5.00	\$10.00	\$10.00
Senior Owner (65) Unfixed Dog	\$15.00	\$30.00	\$40.00
LATE FEE	\$25		
Kennel Permit (10 Dogs or more)	\$250	Late fee =	\$100.00
Groomer only permit	\$100	Late fee =	\$100.00

1 YR LIC  
RENEW  
5/2019

**Applicant Information\*\***

☒ New License ☐ License Renewal (Check appropriate box)

LIC# 39427

THERESA TEMPIE  
 Owner Name \_\_\_\_\_ Phone Number \_\_\_\_\_

35293 E. AUBUCHAN DR, ST HELENS  
 Home Address \_\_\_\_\_

Mailing Address if different \_\_\_\_\_

BRUNO M YES NO \$15.00  
 Name of Dog Sex Spay/Neuter Fees Paid

POMERANIAN X RED 5-14-19  
 Dog Breed Dog's Colors Rabies Expiration Date (Attach Proof)

MIDWAY WARREN 503-397-8470  
 Veterinary Clinic (Rabies Vaccination) Veterinary Clinic City Veterinary Clinic Phone Number

**\*\*Dog licenses run concurrent with rabies certificates. There is a 60-day grace period after which the owner will be subject to a late fee. Oregon law provides for citations to appear in Court and fines up to \$500 for failure to license a dog.**

A license may be obtained by mailing a completed application to the Sheriff's Office or delivering the application and all required documentation to the Sheriff's Office at the Address Below:

**Dog Licensing**  
**Columbia County Sheriff**  
 901 Port Ave., St. Helens, OR 97051  
 (503) 366-4606

**Dog License Renewal Notice**  
**Columbia County Sheriff's Office**  
 901 Port Ave.  
 St Helens, OR 97051  
 Phone: 503-366-4606

RECEIVED  
 APR 17 2019  
 Columbia County  
 Sheriff's Office

TEMPLE, THERESA  
 35293 E AUBUCHON DR  
 ST. HELENS, OR 97051

OWNER ID  
 11904  
 HOME PHONE  
 WORK PHONE

The following animals have licenses that have or will expire.

Date Due	License #	Dog's Name	Breed	Rabies Exp.	Age	Sex	Color
02-28-2018	SH04210	HOGAN	LABRADOR	04-05-2020		M	YELLOW

**BEFORE A LICENSE CAN BE ISSUED WE NEED THE FOLLOWING:**

- \* A valid rabies vaccination certificate if rabies has or will be expiring.
- \* A certificate of sterilization to receive the spay/neuter "altered" discount if not indicated on the rabies vaccination certificate.

LICENSE FEES	ONE YEAR	TWO YEAR	THREE YEAR
Spay/Neutered:	\$15.00	\$30.00	\$40.00
Un-altered dog:	\$30.00	\$60.00	\$85.00
Sr. Citizen (65) Altered dog	\$ 5.00	\$10.00	\$10.00
Sr. Citizen (65) Un-altered dog	\$15.00	\$30.00	\$40.00
Replacement Tag: \$5.00 Each			
Kennel/Rescue fee \$250 Groomer fee \$100.			

*dog - 1 yr  
 \$30.00*

*OK #1398  
 RENEW 4/2019*

**LICENSES EXPIRATION DATE WILL MATCH THE RABIES EXPIRATION DATES. A LATE FEE OF \$25.00 IS ASSESSED IF PAYMENT IS NOT RECEIVED BY 60 DAYS FROM THE DATE OF THE LICENSE EXPIRATION DATE.**

Licenses may be purchased at our office, or by mail. To purchase by mail, please return this form with a copy of the required certificate(s) and correct fees to:

Dog Licensing  
 Columbia County Sheriff's Office  
 901 Port Ave.  
 St. Helens, OR 97051

If you are not renewing the above license(s), please check one of the following boxes and return without payment:

- ☐ This dog is deceased (If more than one license is due, please indicate which dog(s) this applies to)
- ☐ I have moved out of Columbia County.
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Oregon Revised Statute 609.100 requires that every person owning or keeping any dog which has a set of permanent canine teeth, or is six months of age, whichever comes first, shall within thirty days after becoming the owner or keeper of the dog, and yearly thereafter, will procure from the county a license for the dog.



**Dog License Application**  
**Office of the Sheriff**  
 Columbia County, Oregon

**RECEIVED**

MAY 8 2018

COLUMBIA COUNTY  
SHERIFF'S OFFICE

*Oregon Law (ORS 609.100) requires every person owning or keeping any dog having a set of permanent canine teeth, or that is six months of age (whichever comes first) to be licensed: Within 30 days after becoming the owner or keeper of said dog--and yearly thereafter--to procure from the County a license for that dog.*

The Following must be included with every license application:

- A current RABIES VACCINATION/INOCULATION Certificate
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- Fees for the appropriate license (including any penalty fees that are due):

Fee Type	One Year	Two Year	Three Year
Spay or Neuter Dog	\$15.00	\$30.00	\$40.00
Unfixed Dog	\$30.00	\$60.00	\$85.00
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Senior Owner (65) Unfixed Dog	\$15.00	\$30.00	\$40.00
LATE FEE	\$25		
Kennel Permit (10 Dogs or more)	\$250	Late fee =	\$100.00
Groomer only permit	\$100	Late fee =	\$100.00

1 YR LIC

RENEW  
3/2019

LIC# 39426

**Applicant Information\*\***    ☒ New License    ☐ License Renewal    (Check appropriate box)

THERESA TEMPLE

Owner Name

Phone Number

35293 E. AUBUCHON DR., ST. HELENS

Home Address

Mailing Address if different

B.224

Name of Dog

F

Sex

(YES) NO

Spay/Neuter

\$150

Fees Paid

DACHSHUND, WIREHAIR

Dog Breed

RED

Dog's Colors

3-26-19

Rabies Expiration Date (Attach Proof)

MIDWAY

Veterinary Clinic (Rabies Vaccination)

WARREN

Veterinary Clinic City

503-397-6420

Veterinary Clinic Phone Number

**\*\*Dog licenses run concurrent with rabies certificates. There is a 60-day grace period after which the owner will be subject to a late fee. Oregon law provides for citations to appear in Court and fines up to \$500 for failure to license a dog.**

A license may be obtained by mailing a completed application to the Sheriff's Office or delivering the application and all required documentation to the Sheriff's Office at the Address Below:

**Dog Licensing**  
**Columbia County Sheriff**  
 901 Port Ave., St. Helens, OR 97051  
 (503) 366-4606



## Dog License Application Office of the Sheriff

Columbia County, Oregon

# RECEIVED

MAY 8 2018

COLUMBIA COUNTY  
SHERIFF'S OFFICE

*Oregon Law (ORS 609.100) requires every person owning or keeping any dog having a set of permanent canine teeth, or that is six months of age (whichever comes first) to be licensed: Within 30 days after becoming the owner or keeper of said dog--and yearly thereafter--to procure from the County a license for that dog.*

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LATE FEE	\$25		
Kennel Permit (10 Dogs or more)	\$250	Late fee =	\$100.00
Groomer only permit	\$100	Late fee =	\$100.00

1 YR LIC  
RENEW  
5/2019  
LIC# 39428

### Applicant Information\*\*

☒ New License ☐ License Renewal (Check appropriate box)

THERESA TEMPLE  
Owner Name

Phone Number

35293 E. AUBUCHON DR, ST. HELENS  
Home Address

Mailing Address if different

PERCY  
Name of Dog

M Sex YES/NO Spay/Neuter

\$ 15.00 Fees Paid

LABRADOR RETRIEVER  
Dog Breed

YELLOW  
Dog's Colors

5-24-20  
Rabies Expiration Date (Attach Proof)

MIDWAY  
Veterinary Clinic (Rabies Vaccination)

WARREN  
Veterinary Clinic City

503-397-8470  
Veterinary Clinic Phone Number

**\*\*Dog licenses run concurrent with rabies certificates. There is a 60-day grace period after which the owner will be subject to a late fee. Oregon law provides for citations to appear in Court and fines up to \$500 for failure to license a dog.**

A license may be obtained by mailing a completed application to the Sheriff's Office or delivering the application and all required documentation to the Sheriff's Office at the Address Below:

**Dog Licensing  
Columbia County Sheriff  
901 Port Ave., St. Helens, OR 97051  
(503) 366-4606**

**SAFECO INSURANCE COMPANY OF OREGON**

Home Office: One Liberty Ctr, 650 N.E. Holladay St, Portland, OR 97232 (A stock insurance company.)

**HOMEOWNERS POLICY DECLARATIONS**

**POLICY NUMBER:**

**POLICY PERIOD: FROM:** JULY 23, 2017 12:01 A.M.  
**TO:** JULY 23, 2018 12:01 A.M.

**NAMED INSURED AND MAILING ADDRESS:**

THERESA TEMPLE  
35293 E AUBUCHON DR  
SAINT HELENS OR 97051-2726

**AGENT:**

CHAMBERLAIN INSURANCE AGENCY  
7831 SE STARK ST STE 102  
PORTLAND OR 97215-2357

**Valued Homeowners Customer Since:** JULY 23, 2004

**INSURED LOCATION:**

35293 E AUBUCHON DR  
ST HELENS OR 97051-2726

**POLICY SERVICE INFORMATION:**

**TELEPHONE:** (503) 256-1448  
**E-MAIL:** INFO@CHAMBERLAININSURANCE.COM  
**WEBSITE:** www.chamberlaininsurance.com

**IMPORTANT MESSAGES**

- Your policy has renewed effective July 23, 2017.
- THIS POLICY DOES NOT PROVIDE EARTHQUAKE COVERAGE.

**LIMITS OF LIABILITY**

(Policy Section I - Property Coverages and Section II - Liability Coverages)

Coverage A — Dwelling	Coverage B — Other Structures	Coverage C — Personal Property	Coverage D — Additional Living Expense	Coverage E — Personal Liability	Coverage F — Medical Payments
\$168,300	\$16,830	\$126,240	\$33,660	\$100,000	\$1,000

**DEDUCTIBLES.**

The following deductibles apply unless otherwise stated within the policy.

	<b>AMOUNT</b>
<b>Section I - Property Coverages</b>	<b>\$ 500</b>

<b>BASIC COVERAGES</b>	<b>\$ 660.00</b>
<b>OTHER COVERAGES, LIMITS AND OPTIONAL COVERAGES</b>	<b>\$ 112.00</b>
<b>DISCOUNTS AND SURCHARGES</b>	<b>\$ -142.00</b>

<b>TOTAL POLICY PREMIUM:</b>	<b>\$ 630.00</b>
------------------------------	------------------

**Premium Payer:** Servicing Mortgagee

You may pay your premium in full or in installments. There is no installment fee for the following billing plans: Full Pay. Installment fees for all other billing plans are listed below. If more than one policy is billed on the installment bill, only the highest fee is charged. The fee is:

- \$2.00 per installment for recurring automatic deduction (EFT)
- \$5.00 per installment for recurring credit card or debit card
- \$5.00 per installment for all other payment methods



# SAFECO INSURANCE COMPANY OF OREGON HOMEOWNERS POLICY DECLARATIONS

CS

CONTINUED

POLICY NUMBER: \_\_\_\_\_

Servicing Mortgagee  
JPMORGAN CHASE BANK, N.A.  
ITS SUCCESSORS & OR ASSIGNS ATIMA  
PO BOX 47020  
DORAVILLE GA 30362  
LOAN NUMBER: 1891526685

Second Mortgagee  
ONPOINT COMMUNITY C U  
P O BOX 3750  
PORTLAND OR 97208  
LOAN NUMBER: 845778-158

## POLICY LIMITS AND OTHER ADDITIONAL COVERAGES

(Unless otherwise stated, all limits and coverages are included in basic coverages)

### COVERAGE LEVEL: NEW QUALITY-PLUS

#### SECTION I - PROPERTY COVERAGES

#### COVERAGE C - PERSONAL PROPERTY - 3. SPECIAL LIMITS OF LIABILITY

a. Money, pre-paid cards...	\$ 250	h. Business Property	
b. Rare coins and currency...	\$ 3,000	On Premises...	\$ 3,000
c. Securities, debit cards...	\$ 3,000	Off Premises Sub-limit	\$ 1,000
d. Watercraft...	\$ 3,000	i. Tapes, records, discs...	\$ 500
e. Trailers...	\$ 3,000	j. Theft of rugs...	\$ 5,000
f. Theft of jewelry, watches...	\$ 3,000	k. Grave Markers...	\$ 3,000
g. Theft of silverware...	\$ 3,000		

#### OTHER INCLUDED COVERAGES/POLICY PROVISIONS

	Limit	Premium
Loss Assessment Coverage	\$ 3,000	Included
Building Ordinance or Law Coverage (100%)	\$ 168,300	\$ 66.00
Fungi, Wet or Dry Rot, or Bacteria	\$ 10,000	Included
Reasonable Repairs	\$ 5,000	Included
Fire Department Service Charge	\$ 3,000	Included
Land Stabilization	\$ 5,000	Included
Arson Reward	\$ 25,000	Included
Criminal Conviction Reward - Item a. Information	\$ 2,500	Included
Criminal Conviction Reward - Item b. Property Recovery	\$ 5,000	Included
Credit Card, Fund Transfer, Forgery & Counterfeit Money	\$ 3,000	Included
Volunteer America		Included
Section I (All Perils Coverage)		Included
Section II - Liability Coverage		Included
Section II - Property Damage	\$ 2,000	Included

#### OPTIONAL COVERAGES

	Limit	Premium
Personal Property Replacement Cost		Included
Extended Dwelling Coverage	Up to 25%	Included
Personal Offense Coverage	\$ 100,000	\$ 6.00
Special Personal Property Coverage		\$ 40.00
Additional Interest		
Section I - Property Coverages		Included

#### DISCOUNTS AND SURCHARGES

	Premium
Package Auto Discount	\$ -129.00
Renewal Discount	\$ -13.00

For information on other deductibles, coverages or discounts available in your state or to review your account online, log on to [www.safeco.com](http://www.safeco.com)

#### FORMS APPLICABLE TO THIS POLICY:

HOM-7030/OREP 4/09 - HOMEOWNERS POLICY  
HOM-7301/OREP 4/09 - PERSONAL PROPERTY REPLACEMENT COST  
HOM-7350/OREP 4/09 - PERSONAL OFFENSE COVERAGE  
HOM-7308/OREP 4/09 - SPECIAL PERSONAL PROPERTY COVERAGE  
HOM-7012/OREP 4/09 - ADDITIONAL INTEREST ENDORSEMENT  
HOM-7210/OREP 4/09 - OR SAFECO NEW QUALITY-PLUS HOMEOWNERS CVRG

CONTINUED

CITY OF ST. HELENS  
265 Strand  
St. Helens, OR 97051

94

05/17/2018 1:44 PM  
Receipt No. 01485400

ANIMAL FACILITY LIC  
ENSE - 2018 35293 E  
AUBUCHON DR 40.00

-----  
Total 40.00

Cash 0.00  
Check 1158 40.00

ROBERT E SHAW  
Customer #000000

Cashier: beckyb  
Station: CH-FROUNTCORNER

St. Helens Police Department  
COMMUNITY PARTNER RELEASE

This is a copy of a St. Helens Police Department report released pursuant to the Freedom of Information Act. Sensitive or personal information may have been redacted prior to the release of this report.

COMMUNITY PARTNER RELEASE	
DATE RELEASED 06/04/2018	
AUTHORIZED BY 33AHAR-HARTLESS, ADAM J	RELEASED BY 33MDUR-DURAN, MALINDA R
BUSINESS NAME CITY COUNCIL	
NAME	
RELEASE INSTRUCTIONS	



St. Helens Police Department  
COMMUNITY PARTNER RELEASE

GO 33 2018-180035962  
96 NUMBER

GENERAL OFFENSE									
REPORTED DATE/TIME 05/30/2018 1321		OCCURRED DATE/TIME 05/30/2018 1321			REPORTING OFFICER/DEPUTY NAME & # HARTLESS, ADAM J (33AHAR)				
LOCATION OF INCIDENT 35293 E AUBUCHON DR, ST HELENS								PLACE	
COUNTY COLUMBIA		DISTRICT SH		BEAT SH			GRID 05106		
SEVERITY		FAMILY VIOLENCE No		GANG INVOLVEMENT		SPECIAL STUDY			
RELATED INCIDENT NUMBERS									
TOTAL LOSS		TOTAL RECOVERED		DAMAGED TOTAL			DRUG TOTAL		
INTERNAL STATUS NOT AN OFFENSE				APPROVED BY CASTILLEJA, JOSE (44420)				APPROVED ON 05/31/2018	
OFFENSES [1]									
OFFENSE ANIMAL VIOLATION/ORD				STATUTE		PREMISE TYPE Residence/Home			
PERSON - OWNER #1									
NAME (LAST, FIRST MIDDLE) TEMPLE, THERESA GAIL				SEX FEMALE		RACE WHITE		DOB [ ]	
HOME ADDRESS - STREET, CITY ZIP 35293 E AUBUCHON DR, ST HELENS OR 97051				HEIGHT		WEIGHT		HAIR COLOR [ ]	
HOME PHONE		CELL PHONE		WORK PHONE		EMAIL ADDRESS			
DRIVERS LICENSE (STATE)		SOCIAL SECURITY NUMBER		POB					

St. Helens Police Department  
COMMUNITY PARTNER RELEASE16  
GO 33 2018-180035962  
NUMBER

## CASE SUMMARY

AUTHOR  
HARTLESS, ADAM J (33AHAR)DATE/TIME  
05/30/2018 1731SUBJECT  
CASE SUMMARY

On 5/30/2018 at about 1321 hours I performed an Animal Facility license Inspection at 35293 E Aubuchon Drive for Theresa Temple.

## NARRATIVE

AUTHOR  
HARTLESS, ADAM J (33AHAR)DATE/TIME  
05/30/2018 1729SUBJECT  
NARRATIVE

On Wednesday, 05/30/2018 at approximately 1321 hours, I met with Ms. Theresa Temple at her residence at 35293 E Aubuchon Dr., St. Helens, OR to conduct a prescheduled Animal Facility License Application inspection. This inspection is to ensure the premises is in compliance with Ordinance 6.04.080, OAR 609.415, OAR 609.420, OAR 603-015-0025 through 603-015-0065. Included with her application was her liability insurance rider information from Safeco Insurance Company of Oregon (Policy # ) and information regarding where she seeks veterinary care for her animals; Midway Veterinary Clinic in St. Helens, OR.

I noticed her home is a single family residence in a residential neighborhood. Theresa explained that the facility license is to allow her to have a larger number of family pets, not to run a shelter or boarding service. Theresa has a total of five family dogs, all of whom appeared to be well groomed and in good health.

I saw the residence had a spacious back yard encircled with sturdy 4' to 6' high chain link fence. The fence was in good condition and was adequate to keep the animals on their property and to keep other animals from entering her yard. This space has adequate runoff to prevent water pooling. During inclement weather or days of excessive heat, the dogs have access to a "doggy door" to allow them into the home. Theresa said the dogs are primarily indoor dogs.

Theresa invited me into the home. The home was clean and orderly. The dogs were well-mannered and did not appear to be aggressive. They all had Columbia County Issued dog licenses. The home has working electricity, potable water and wash facilities to keep clean. The home was a comfortable 72 degrees (approximately) with both natural and artificial lighting illuminating the interior. The food was stored in a sealed plastic container to prevent vermin infestation. The food and water is served in bowls that are up off of the floor. The dog's bedding was clean and dry, being located in the garage and other rooms on the main floor of the house.

The house and yard were clean. Theresa said she cleans up regularly, putting feces into the garbage. While Theresa does not have a quarantine area for possible diseased animals, she stressed she does not run a shelter or "rescue facility" and she does take their animals for veterinary care when needed.

I am not aware of any recent complaints received by SHPD regarding noise,

St. Helens Police Department  
COMMUNITY PARTNER RELEASE

odors, stray animals, or other Ordinance violations regarding Theresa's residence.

From everything I gathered during this inspection I believe Theresa's residence is in compliance with City Ordinance 6.04.080 and should be issued an Animal Facility License Permit

**ACTION RECOMMENDED**

AUTHOR HARTLESS, ADAM J (33AHAR)	DATE/TIME 05/30/2018 1733
SUBJECT ACTION RECOMMENDED	
Forward report to City Hall for approval.	

# St. Helens Police Department

## COMMUNITY PARTNER RELEASE

GO 33 2018-180035962

9 NUMBER

### IMAGE ATTACHMENT (2389693) ANIMAL FACILITY LICENSE APPLICATION

City of St. Helens

P.O. Box 278 • 265 Strand Street • St. Helens, OR 97051 • 503-397-6272

Application Fee: \$40.00

### Animal Facility License Application

St. Helens Municipal Code Chapter 6.04

If you own any of the following inside the city limits, you must have an Animal Facility License:

- More than 3 adult dogs; or
- More than 3 adult dogs and one litter of puppies; or
- More than 3 adult hens and/or ducks and 6 chicks or ducklings under 9 weeks; or
- More than 3 adult rabbits and/or 1 litter of bunnies under 9 weeks; or
- An exotic animal

RECEIVED

MAY 17 2018

Complete the application and return to the above address with the fee, copies of your dogs' licenses and a copy of your homeowners insurance. You must list each animal separately in the space provided below that you intend to keep at your facility. Your facility, including perimeter fence if required, must be inspected before your application will be forwarded to the City Council for action. The Police Department will contact you within 10 days of application to schedule an inspection. The application fee is \$40 for a two year license and must be renewed prior to expiration.

If your application is denied, you have two options to obtain compliance: 1) You meet the requirements for an animal facility license; or 2) you have only allowed animals on your property. Once you can prove that you are in compliance for a license, we can seek approval by the City Council. If you have eliminated the need for an animal facility license, you may request a refund of the application fee.

Address at which animal(s) will be kept:					
Applicant Information			Alternate Contact/In Case of Emergency		
Name: <u>THERESA TEMPLE</u>			Name: <u>ROBERT SHAW</u>		
Mailing address: <u>35293 E. AUBUCHON DR.</u>			Mailing address: <u>35293 E. AUBUCHON DR.</u>		
City/State/Zip: <u>ST. HELENS, OR, 97051</u>			City/State/Zip: <u>ST. HELENS, OR 97051</u>		
Cell phone: _____			Cell phone: _____		
Home phone: <u>SAME</u>			Home phone: <u>SAME</u>		
Email: _____			Day/time of week that works best for you: <u>MOST WEEKDAYS 9-6</u>		
List each animal to be kept at the above address (attach additional paper if more than 6 animals)					
Species/Breed	Name	Sex	Age	County/Dog License	Expiration Date
1. Canine / LABRADOR X	CYRUS	M/N	12	37484	4/2019
2. Canine / Boxer	BRUNO	M/N	10	39427	5/2019
3. Canine / LABRADOR	HOGAN	M	8	3404210	4/2019
4. Canine / DACHSHUND	BIZZY	F/S	5	39426	3/2019
5. Canine / LABRADOR	PERCY	M/N	2	39428	5/2019
6.					
Veterinarian Information					
Name: <u>MIDWAY VETERINARY HOSPITAL</u>			Phone: <u>503-397-6470</u>		
Address: <u>34453 MCGARY LN, WARREN, OR 97053</u>			City/State/Zip: _____		
Liability Insurance Information					
Agent's Name: <u>CHAMBERLAIN INSURANCE AGENCY</u>			Phone: <u>503-256-1448</u>		
Insurance Company: <u>SAFECO INSURANCE</u>			Policy No.: _____		
Attach a copy of the policy indicating applicant is covered while maintaining the described animal(s) or have a copy available for the officer when they come to inspect your facility.					

#### AUTHORIZATION

I, THERESA TEMPLE, understand that I am applying for an animal facility license to keep the above listed animal(s) at 35293 E. AUBUCHON DR., St. Helens, Oregon. I have read Municipal Code Chapter 6.04 Animal Control Code, and fully understand my obligation as an animal owner and facility operator and agree to comply with the Code and applicable county, state and federal laws. I further understand that this license, if approved, is valid for a period of two years and must be renewed prior to expiration.

Theresa Temple  
Applicant Signature

5/9/2018  
Date Signed

#### FOR OFFICE USE ONLY

Date received: <u>5-17-18</u>	Officer assigned: _____	Date forwarded to City Recorder: _____
Received by: <u>BB</u>	Date/Time of inspection: _____	Council meeting date: _____
Receipt No.: <u>1485900</u>	Officer recommendation: _____	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Dated forwarded to PD: <u>5-17-18</u>	<input type="checkbox"/> Approve <input type="checkbox"/> Deny	If approved, date license issued: _____
Forwarded by: <u>BB</u>		Expiration date: _____

Updated 3/16/2017

# St. Helens Police Department

## COMMUNITY PARTNER RELEASE

GO 33 2018-18100 NUMBER 5962

### Dog License Renewal Notice

Columbia County Sheriff's Office  
901 Port Ave.  
St Helens, OR 97051  
Phone: 503-366-4606

 RECEIVED  
MAY 8 2018  
COLUMBIA COUNTY  
SHERIFF'S OFFICE

 TEMPLE, THERESA  
35293 E AUBUCHON DR  
ST. HELENS, OR 97051

 PD \$60 VISA  
1YR LIC X 4  
RENEW 4/2019

 [ OWNER ID ]  
[ 11904 ]  
[ HOME PHONE ]  
[ WORK PHONE ]

The following animals have licenses that have or will expire.

Date Due	License #	Dog's Name	Breed	Rabies Exp.	Age	Sex	Color
04-30-2018	37484	CYRUS	LABRADOR	04-15-2019	11 yrs	N	BROWN

#### BEFORE A LICENSE CAN BE ISSUED WE NEED THE FOLLOWING:

- \* A valid rabies vaccination certificate if rabies has or will be expiring.
- \* A certificate of sterilization to receive the spay/neuter "altered" discount if not indicated on the rabies vaccination certificate.

LICENSE FEES	ONE YEAR	TWO YEAR	THREE YEAR
Spay/Neutered:	\$15.00	\$30.00	\$40.00
Un-altered dog:	\$30.00	\$60.00	\$85.00
Sr. Citizen (65) Altered dog	\$ 5.00	\$10.00	\$10.00
Sr. Citizen (65) Un-altered dog	\$15.00	\$30.00	\$40.00

Replacement Tag: \$5.00 Each

Kennel/Rescue fee \$250 Groomer fee \$100.

LICENSES EXPIRATION DATE WILL MATCH THE RABIES EXPIRATION DATES. A LATE FEE OF \$25.00 IS ASSESSED IF PAYMENT IS NOT RECEIVED BY 60 DAYS FROM THE DATE OF THE LICENSE EXPIRATION DATE.

Licenses may be purchased at our office, or by mail. To purchase by mail, please return this form with a copy of the required certificate(s) and correct fees to:

 Dog Licensing  
Columbia County Sheriff's Office  
901 Port Ave.  
St. Helens, OR 97051

If you are not renewing the above license(s), please check one of the following boxes and return without payment:

- ☐ This dog is deceased (If more than one license is due, please indicate which dog(s) this applies to)  
☐ I have moved out of Columbia County.  
☐ I no longer own this dog (If more than one license is due, please indicate which dog(s) this applies to)

Oregon Revised Statute 609.100 requires that every person owning or keeping any dog which has a set of permanent canine teeth, or is six months of age, whichever comes first, shall within thirty days after becoming the owner or keeper of the dog, and yearly thereafter, will procure from the county a license for the dog.

Columbia County Dog Control



# St. Helens Police Department

## COMMUNITY PARTNER RELEASE

GO 33 2018-18-101 NUMBER 5962



### Dog License Application

### Office of the Sheriff

Columbia County, Oregon

RECEIVED

MAY 8 2018

COLUMBIA COUNTY  
SHERIFF'S OFFICE

Oregon Law (ORS 609.100) requires every person owning or keeping any dog having a set of permanent canine teeth, or that is six months of age (whichever comes first) to be licensed: Within 30 days after becoming the owner or keeper of said dog—and yearly thereafter—to procure from the County a license for that dog.

#### The Following must be included with every license application:

- A current RABIES VACCINATION/INOCULATION Certificate
- Additional Documentation will be required for Spay or Neuter Certification (for those requesting reduced fees).
- Fees for the appropriate license (including any penalty fees that are due):

Fee Type	One Year	Two Year	Three Year
Spay or Neuter Dog	\$15.00	\$30.00	\$40.00
Unfixed Dog	\$30.00	\$60.00	\$85.00
Senior Owner (65) Fixed Dog	\$5.00	\$10.00	\$10.00
Senior Owner (65) Unfixed Dog	\$15.00	\$30.00	\$40.00
LATE FEE	\$25		
Kennel Permit (10 Dogs or more)	\$250	Late fee =	\$100.00
Groomer only permit	\$100	Late fee =	\$100.00

 1 YR LIC  
RENEW  
5/2019

#### Applicant Information\*\*

☒ New License ☐ License Renewal (Check appropriate box)

LIC# 39427

THERESA TEMPLE

Owner Name

Phone Number

35293 E. AUBUCHAN DR, ST HELENS

Home Address

Mailing Address if different

BRUNO

Name of Dog

M

Sex

YES NO

Spay/Neuter

\$15.00

Fees Paid

POMERANIAN X

Dog Breed

RED

Dog's Colors

5-14-19

Rabies Expiration Date (Attach Proof)

MIDWAY

Veterinary Clinic (Rabies Vaccination)

WARREN

Veterinary Clinic City

503-397-8470

Veterinary Clinic Phone Number

\*\*Dog licenses run concurrent with rabies certificates. There is a 60-day grace period after which the owner will be subject to a late fee. Oregon law provides for citations to appear in Court and fines up to \$500 for failure to license a dog.

A license may be obtained by mailing a completed application to the Sheriff's Office or delivering the application and all required documentation to the Sheriff's Office at the Address Below:

#### Dog Licensing

Columbia County Sheriff

901 Port Ave., St. Helens, OR 97051

(503) 366-4606

# St. Helens Police Department

## COMMUNITY PARTNER RELEASE

GO 33 2018-18

NUMBER  
5962

102

### Dog License Renewal Notice

Columbia County Sheriff's Office

901 Port Ave.

St Helens, OR 97051

Phone: 503-366-4606

RECEIVED

APR 2 2019

Columbia County  
Sheriff's Office

TEMPLE, THERESA  
35293 E AUBUCHON DR  
ST. HELENS, OR 97051

OWNER ID  
11904  
HOME PHONE  
WORK PHONE

The following animals have licenses that have or will expire.

Date Due	License #	Dog's Name	Breed	Rabies Exp.	Age	Sex	Color
02-28-2018	SH04210	HOGAN	LABRADOR	04-05-2020		M	YELLOW

**BEFORE A LICENSE CAN BE ISSUED WE NEED THE FOLLOWING:**

\* A valid rabies vaccination certificate if rabies has or will be expiring.

\* A certificate of sterilization to receive the spay/neuter "altered" discount if not indicated on the rabies vaccination certificate.

LICENSE FEES	ONE YEAR	TWO YEAR	THREE YEAR
Spay/Neutered:	\$15.00	\$30.00	\$40.00
Un-altered dog:	\$30.00	\$60.00	\$85.00
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Replacement Tag: \$5.00 Each			

Kennel/Rescue fee \$250 Groomer fee \$100.

**LICENSES EXPIRATION DATE WILL MATCH THE RABIES EXPIRATION DATES. A LATE FEE OF \$25.00 IS ASSESSED IF PAYMENT IS NOT RECEIVED BY 60 DAYS FROM THE DATE OF THE LICENSE EXPIRATION DATE.**

Licenses may be purchased at our office, or by mail. To purchase by mail, please return this form with a copy of the required certificate(s) and correct fees to:

Dog Licensing  
Columbia County Sheriff's Office  
901 Port Ave.  
St. Helens, OR 97051

If you are not renewing the above license(s), please check one of the following boxes and return without payment:

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Oregon Revised Statute 609.100 requires that every person owning or keeping any dog which has a set of permanent canine teeth, or is six months of age, whichever comes first, shall within thirty days after becoming the owner or keeper of the dog, and yearly thereafter, will procure from the county a license for the dog.

Columbia County Dog Control

# St. Helens Police Department

## COMMUNITY PARTNER RELEASE

GO 33 2018-18 103 NUMBER 5962



### Dog License Application

### Office of the Sheriff

Columbia County, Oregon

Oregon Law (ORS 609.100) requires every person owning or keeping any dog having a set of permanent canine teeth, or that is six months of age (whichever comes first) to be licensed: Within 30 days after becoming the owner or keeper of said dog--and yearly thereafter--to procure from the County a license for that dog.

RECEIVED

MAY 8 2018

COLUMBIA COUNTY  
SHERIFF'S OFFICE

The Following must be included with every license application:

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LATE FEE	\$25		
Kennel Permit (10 Dogs or more)	\$250	Late fee =	\$100.00
Groomer only permit	\$100	Late fee =	\$100.00

1 YR LIC

RENEW  
3/2019

LIC# 39426

Applicant Information\*\* ☒ New License ☐ License Renewal (Check appropriate box)

THERESA TEMPLE

Owner Name

Phone Number

35293 E. KUBUCHAN DR., ST. HELENS

Home Address

Mailing Address if different

BIZZY

Name of Dog

P

Sex

YES/NO

Spay/Neuter

\$150

Fees Paid

DACHSHUND, WIREHAIR

Dog Breed

RED

Dog's Colors

3-26-19

Rabies Expiration Date (Attach Proof)

MIDWAY

Veterinary Clinic (Rabies Vaccination)

WARREN

Veterinary Clinic City

503-397-0470

Veterinary Clinic Phone Number

\*\*Dog licenses run concurrent with rabies certificates. There is a 60-day grace period after which the owner will be subject to a late fee. Oregon law provides for citations to appear in Court and fines up to \$500 for failure to license a dog.

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### Dog Licensing

Columbia County Sheriff

901 Port Ave., St. Helens, OR 97051

(503) 366-4606

# St. Helens Police Department

## COMMUNITY PARTNER RELEASE

GO 33 2018-18

104  
NUMBER  
5962

### Dog License Application

### Office of the Sheriff

Columbia County, Oregon

RECEIVED

MAY 8 2018

Oregon Law (ORS 609.100) requires every person owning or keeping any dog having a set of permanent canine teeth, or that is six months of age (whichever comes first) to be licensed: Within 30 days after becoming the owner or keeper of said dog--and yearly thereafter--to procure from the County a license for that dog.

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Kennel Permit (10 Dogs or more)	\$250	Late fee =	\$100.00
Groomer only permit	\$100	Late fee =	\$100.00

1.1/RLIC  
RENEW  
5/2019  
LIC# 39428

**Applicant Information\*\***
☒ New License ☐ License Renewal (Check appropriate box)

OWNER NAME  
THERESA TEMPLE

HOME ADDRESS  
35293 E. AUBUCHON DR, ST. HELENS

Mailing Address if different

NAME OF DOG  
PERCY

SEX  
M

YES/NO  
YES

FEES PAID  
\$18.00

DOG BREED  
CABRADOR RETRIEVER

DOG'S COLORS  
YELLOW

Rabies Expiration Date (Attach Proof)  
5-24-20

Veterinary Clinic (Rabies Vaccination)  
MIDWAY

Veterinary Clinic City  
WAAREN

Veterinary Clinic Phone Number  
503-397-8470

\*\*Dog licenses run concurrent with rabies certificates. There is a 60-day grace period after which the owner will be subject to a late fee. Oregon law provides for citations to appear in Court and fines up to \$500 for failure to license a dog.

A license may be obtained by mailing a completed application to the Sheriff's Office or delivering the application and all required documentation to the Sheriff's Office at the Address Below:

**Dog Licensing**  
**Columbia County Sheriff**  
901 Port Ave., St. Helens, OR 97051  
(503) 366-4606

# St. Helens Police Department

## COMMUNITY PARTNER RELEASE

GO 33 2018-18

105  
NUMBER  
5962**Safeco Insurance**

A Liberty Mutual Company

**SAFECO INSURANCE COMPANY OF OREGON**

Home Office: One Liberty Ctr, 650 N.E. Holladay St, Portland, OR 97232 (A stock insurance company.)

**HOMEOWNERS POLICY DECLARATIONS****POLICY NUMBER:****POLICY PERIOD: FROM:** JULY 23, 2017 12:01 A.M.  
**TO:** JULY 23, 2018 12:01 A.M.**NAMED INSURED AND MAILING ADDRESS:**THERESA TEMPLE  
35293 E AUBUCHON DR  
SAINT HELENS OR 97051-2726**AGENT:**CHAMBERLAIN INSURANCE AGENCY  
7831 SE STARK ST STE 102  
PORTLAND OR 97215-2357

Valued Homeowners Customer Since: JULY 23, 2004

**INSURED LOCATION:**35293 E AUBUCHON DR  
ST HELENS OR 97051-2726**POLICY SERVICE INFORMATION:****TELEPHONE:** (503) 256-1448  
**E-MAIL:** INFO@CHAMBERLAININSURANCE.COM  
**WEBSITE:** www.chamberlaininsurance.com**IMPORTANT MESSAGES**

- Your policy has renewed effective July 23, 2017.
- THIS POLICY DOES NOT PROVIDE EARTHQUAKE COVERAGE.

**LIMITS OF LIABILITY**

(Policy Section I - Property Coverages and Section II - Liability Coverages)

Coverage A — Dwelling	Coverage B — Other Structures	Coverage C — Personal Property	Coverage D — Additional Living Expense	Coverage E — Personal Liability	Coverage F — Medical Payments
\$168,300	\$16,830	\$126,240	\$33,660	\$100,000	\$1,000

**DEDUCTIBLES.**

The following deductibles apply unless otherwise stated within the policy.

**Section I - Property Coverages****AMOUNT**  
\$ 500**BASIC COVERAGES****PREMIUM****OTHER COVERAGES, LIMITS AND OPTIONAL COVERAGES**

\$ 660.00

**DISCOUNTS AND SURCHARGES**

\$ 112.00

\$ -142.00

**TOTAL POLICY PREMIUM:**

\$ 630.00

**Premium Payer:** Servicing Mortgagee

You may pay your premium in full or in installments. There is no installment fee for the following billing plans: Full Pay. Installment fees for all other billing plans are listed below. If more than one policy is billed on the installment bill, only the highest fee is charged. The fee is:

\$2.00 per installment for recurring automatic deduction (EFT)

\$5.00 per installment for recurring credit card or debit card

\$5.00 per installment for all other payment methods

CONTINUED

Page 1 of 3

ORIGINAL

DATE PREPARED: JUNE 13 2017

HOM-7000/EP 1/09  
G2

0000000400050000000000079098461790

# St. Helens Police Department

## COMMUNITY PARTNER RELEASE

GO 33 2018-18

106  
NUMBER  
5962

### SAFECO INSURANCE COMPANY OF OREGON HOMEOWNERS POLICY DECLARATIONS

CONTINUED

POLICY NUMBER:

## Servicing Mortgagee

JPMORGAN CHASE BANK, N.A.  
ITS SUCCESSORS & OR ASSIGNS ATIMA  
PO BOX 47020  
DORAVILLE GA 30362  
LOAN NUMBER: 1891526685

## Second Mortgagee

ONPOINT COMMUNITY C U  
P O BOX 3750  
PORTLAND OR 97208  
LOAN NUMBER: 845778-158

## POLICY LIMITS AND OTHER ADDITIONAL COVERAGES

(Unless otherwise stated, all limits and coverages are included in basic coverages)

## COVERAGE LEVEL: NEW QUALITY-PLUS

## SECTION I - PROPERTY COVERAGES

## COVERAGE C - PERSONAL PROPERTY - 3. SPECIAL LIMITS OF LIABILITY

a. Money, pre-paid cards...	\$ 250	h. Business Property	
b. Rare coins and currency...	\$ 3,000	On Premises...	\$ 3,000
c. Securities, debit cards...	\$ 3,000	Off Premises Sub-limit	\$ 1,000
d. Watercraft...	\$ 3,000	i. Tapes, records, discs...	\$ 500
e. Trailers...	\$ 3,000	j. Theft of rugs...	\$ 5,000
f. Theft of jewelry, watches...	\$ 3,000	k. Grave Markers...	\$ 3,000
g. Theft of silverware...	\$ 3,000		

## OTHER INCLUDED COVERAGES/POLICY PROVISIONS

	Limit	Premium
Loss Assessment Coverage	\$ 3,000	Included
Building Ordinance or Law Coverage (100%)	\$ 168,300	\$ 66.00
Fungi, Wet or Dry Rot, or Bacteria	\$ 10,000	Included
Reasonable Repairs	\$ 5,000	Included
Fire Department Service Charge	\$ 3,000	Included
Land Stabilization	\$ 5,000	Included
Arson Reward	\$ 25,000	Included
Criminal Conviction Reward - Item a. Information	\$ 2,500	Included
Criminal Conviction Reward - Item b. Property Recovery	\$ 5,000	Included
Credit Card, Fund Transfer, Forgery & Counterfeit Money	\$ 3,000	Included
Volunteer America		Included
Section I (All Perils Coverage)		Included
Section II - Liability Coverage		Included
Section II - Property Damage	\$ 2,000	Included

## OPTIONAL COVERAGES

	Limit	Premium
Personal Property Replacement Cost		Included
Extended Dwelling Coverage	Up to 25%	Included
Personal Offense Coverage	\$ 100,000	\$ 6.00
Special Personal Property Coverage		\$ 40.00
Additional Interest		
Section I - Property Coverages		Included

## DISCOUNTS AND SURCHARGES

	Premium
Package Auto Discount	\$ -129.00
Renewal Discount	\$ -13.00

For information on other deductibles, coverages or discounts available in your state or to review your account online, log on to [www.safeco.com](http://www.safeco.com)

## FORMS APPLICABLE TO THIS POLICY:

HOM-7030/OREP 4/09 - HOMEOWNERS POLICY  
HOM-7301/OREP 4/09 - PERSONAL PROPERTY REPLACEMENT COST  
HOM-7350/OREP 4/09 - PERSONAL OFFENSE COVERAGE  
HOM-7308/OREP 4/09 - SPECIAL PERSONAL PROPERTY COVERAGE  
HOM-7012/OREP 4/09 - ADDITIONAL INTEREST ENDORSEMENT  
HOM-7210/OREP 4/09 - OR SAFECO NEW QUALITY-PLUS HOMEOWNERS CVRG

CONTINUED

HOM-7001/EP 1/09

Page 2 of 3

DATE PREPARED JUNE 13 2017

St. Helens Police Department  
COMMUNITY PARTNER RELEASE

GO 33 2018-18

107  
NUMBER  
5962

CITY OF ST. HELENS  
265 Strand  
St. Helens, OR 97051

05/17/2018 1:44 PM  
Receipt No. 01485400

ANIMAL FACILITY LIC  
ENSE - 2018 35293 E  
AUBUCHON DR 40.00

-----  
Total 40.00

Cash 0.00  
Check 1158 40.00

ROBERT E SHAW  
Customer #000000

Cashier: beckyb  
Station: CH-FROUNTCORNER

St. Helens Police Department  
COMMUNITY PARTNER RELEASE

GO 33 2018-18 108 : NUMBER  
15962

\*\*\* END OF HARDCOPY \*\*\*



265 Strand Street ♦ P.O. Box 278 ♦ St. Helens, Oregon 97051  
Phone: (503)397-6272 ♦ Fax: (503)397-4016  
[www.ci.st-helens.or.us](http://www.ci.st-helens.or.us)

Group/Organization Name St. Helens Coed Softball Phone 503-369-5288

Authorized Agent Name Rob Heaton Phone \_\_\_\_\_

Address 2034 Columbia Blvd. #174 City, State, Zip St. Helens OR 97051

Mailing Address (if different) \_\_\_\_\_

Park/Field	McCormick Park fields 1 & 2
------------	-----------------------------

Activity Description Softball

Term (Dates) June 4, 2018 to October 20, 2018

Days/Hours of Use: Monday 3pm – 10:30pm not on 7/2 or 9/3



Tuesday 3pm – 10:30pm not on 7/3

Wednesday 3pm – 10:30pm not on 7/4

Thursday 3pm – 10:30pm not on 7/5

Friday 3pm – 10:30pm not on 7/6

Saturday All Day 7/28, 8/18 & 10/13

Sunday           All Day 10/14          

Proof of Insurance Received ☒ Yes ☐ No

Commercial Use ☐ Authorized ☒ Not ☒ Concessions Authorized

Parks Commission ☒ Approved 6/5/18 ☐ Denied

Meeting Date Meeting Date

City Council ☐ Approved \_\_\_\_\_ ☐ Denied \_\_\_\_\_

Notes	Meeting Date	Meeting Date
Will pay for light usage at end of season		

Notes Will pay for light usage at end of season

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22. 1. 1

Approved: Neil Small 6-6-18

City of St. Helens Official \_\_\_\_\_ Date Signed \_\_\_\_\_

City of St. Helens Official \_\_\_\_\_ Date Signed \_\_\_\_\_

**This permit may be revoked at any time, upon notice to applicant, its agent, or employees, for noncompliance with the Agreements & Conditions (attached) and Rules & Regulations (attached) of this permit or for the preservation of the public peace, health, safety, or general welfare.**

Fee Type	Check All That Apply	Amount Due
----------	----------------------	------------

**Amount Paid** \$ 1960.00      **Date Paid** 6-4-18      **Receipt No.** 102521      **Initials** SLI





# Athletic Fields

Please complete this application for periods of exclusive use over two weeks.



## SECTION 1 Applicant Information

Group/Organization Name St. Helens Coed Softball Phone 503-369-5288  
 Authorized Agent Name Rob Heaton Phone 503-369-5288  
 Address ~~P.O. Box 21~~ 2034 Columbia Blvd PMB 174 City, State, Zip St. Helens OR 97051  
 Mailing Address (if different) same

## SECTION 2 Permit Information

Park/Field McCormick Park  
 Activity Description (i.e. softball, soccer, etc.) Softball  
 Dates 6/4/18 to 10/20/18  
 Days/Hours of Use:  
 Monday 3:00 - 10:30 pm Not including 7/2, 9/3  
 Tuesday 3:00 - 10:30 pm Not including 7/3  
 Wednesday 3:00 - 10:30 pm Not including 7/4  
 Thursday 3:00 - 10:30 pm Not including 7/5  
 Friday 3:00 - 10:30 pm Not including 7/6  
 Saturday 7/28, 8/18, 10/13  
 Sunday 10/14

Do you intend to sell any merchandise or service? ☐ No ☒ Yes

If "yes", describe concession stand food/drinks

Will you require use of the concessions stand? ☐ No ☒ Yes

Other Comments/Information \_\_\_\_\_

### FOR OFFICE USE

Application date 6-4-18

☒ Insurance

☒ Summary Report

☒ Fee paid

Receipt # 102521

☒ Calendar

☒ Parks → ☐ Council

### Approval dates

☒ Parks 6-5-18

☐ Council \_\_\_\_\_

☐ Permit issued \_\_\_\_\_

## DECLARATION

By signing this application, you declare that you have read and agree to the attached "Agreements and Conditions" and "Rules and Regulations" for use of City-owned properties including public right-of-ways.

Signature of Authorized Agent Rob Heaton

Date signed 5/15/18

## FEE SCHEDULE

ATHLETIC FIELDS = \$ 10 PER FIELD, PER DAY

USE OF FIELD LIGHTS, additional = \$ 10 PER FIELD, PER DAY

Athletic Fields	<input checked="" type="checkbox"/> \$ 10.00 per day X <u>2</u> fields X <u>98</u> days =	\$ <u>1960</u> <sup>00</sup>
Use of field lights (add'l fee)	<input type="checkbox"/> \$ 10.00 per day X _____ fields X _____ days =	\$ _____
TOTAL AMOUNT DUE		\$ <u>1960</u> <sup>00</sup>

20  
17  
23 19  
15

**Annual Summary Report****Exclusive Use Permit Financial Activities for** 2018

Year

Organization name St. Helens Coed SoftballAuthorized agent Rob HeatonContact # 503-369-5288Fields/Facilities used McCormick ParkDates of usage 5/2017 to 10/2017

Concession Stand gross sales	\$ <u>4000<sup>00</sup></u>
Concession Stand expenditures	<u>2500<sup>00</sup></u>
Concession Stand net receipts	<u>1500<sup>00</sup></u>
Permit Holder park improvement expenditures*	<u>800<sup>00</sup></u>
Permit Holder maintenance activities expenditures**	
Permit Holder use fees (City)	<u>≈ 3800<sup>00</sup></u>
Permit Holder lighting fees	
Other	

\*Permit Holder park improvements (please describe): Dirt, fence improvements,  
pellets for moisture on fields, equipment rental for  
field prep.

\*\*Permit Holder maintenance activities expenditures (please describe): \_\_\_\_\_

TOTAL EXPENDITURES\$ 800<sup>00</sup>TOTAL INCOME\$ 1500<sup>00</sup>TOTAL AMOUNT FORWARD TO NEXT SEASON\$ 700<sup>00</sup>

toward use fee  
for 2018

Please return this form to the City of St. Helens with your application for an Exclusive Use Permit.





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YY)  
06/04/2018

112

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

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

<b>PRODUCER</b> RPS Bollinger 150 JFK PARKWAY, 4TH FLOOR PO Box 390 SHORT HILLS, NJ 07078 PHONE: 1-800-446-5311 FAX: 973-921-8474	<b>CONTACT</b> NAME: PHONE (A/C, No. Ext): 800-446-5311 FAX (A/C, No.): 973-921-8474 E-MAIL ADDRESS: <table border="1"> <tr> <th data-bbox="787 462 1282 493">INSURER(S) AFFORDING COVERAGE</th> <th data-bbox="1282 462 1485 493">NAIC #</th> </tr> <tr> <td data-bbox="787 493 1282 525">INSURER A: Markel Insurance Company</td> <td data-bbox="1282 493 1485 525">38970</td> </tr> <tr> <td data-bbox="787 525 1282 556">INSURER B:</td> <td data-bbox="1282 525 1485 556"></td> </tr> <tr> <td data-bbox="787 556 1282 588">INSURER C:</td> <td data-bbox="1282 556 1485 588"></td> </tr> <tr> <td data-bbox="787 588 1282 619">INSURER D:</td> <td data-bbox="1282 588 1485 619"></td> </tr> <tr> <td data-bbox="787 619 1282 651">INSURER E:</td> <td data-bbox="1282 619 1485 651"></td> </tr> <tr> <td data-bbox="787 651 1282 661">INSURER F:</td> <td data-bbox="1282 651 1485 661"></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Markel Insurance Company	38970	INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
INSURER(S) AFFORDING COVERAGE	NAIC #														
INSURER A: Markel Insurance Company	38970														
INSURER B:															
INSURER C:															
INSURER D:															
INSURER E:															
INSURER F:															
<b>INSURED</b> USA Softball Adult Team Registration-Liability Insurance Program 2801 N.E. 50th Street Oklahoma City, OK 73111															

## COVERAGES

POLICY CHANGE NUMBER: ATL20172707

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR VWD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>GENERAL LIABILITY</b>						EACH OCCURRENCE \$2,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			3602AH230069	06/05/2018	01/01/2019	DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$10,000*
	<input checked="" type="checkbox"/> Participants Liab			*Non-participants only			PERSONAL & ADV INJURY \$2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC	X		Sexual Abuse & Molestation Liab per occurrence: \$2,000,000 Sexual Abuse & Molestation Aggregate limit: \$2,000,000			GENERAL AGGREGATE \$5,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE AGGREGATE \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER \$ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
	<b>OTHER</b>						No Accident insurance is provided by this certificate

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

COVERAGE UNDER THIS POLICY SHALL APPLY TO LIABILITY OF ST. HELENS ADULT SOFTBALL LEAGUE ARISING OUT OF THE ADMINISTRATION, PLAY OR PRACTICE OF AMATEUR SOFTBALL/BASEBALL, BUT ONLY FOR INCIDENTS INVOLVING BODILY INJURY, PERSONAL INJURY OR PROPERTY DAMAGE. THE CERTIFICATE HOLDER BELOW IS NAMED AS AN ADDITIONAL INSURED TO THIS POLICY. ALL UMPIRES MUST BE USA SOFTBALL REGISTERED OR THE UMPIRES AND ANY ADDITIONAL INSUREDS WILL HAVE NO COVERAGE FOR AN UMPIRE LIABILITY CLAIM. 100% REGISTRATION IN USA SOFTBALL FOR TEAMS AND UMPIRES IS REQUIRED.

## CERTIFICATE HOLDER

## CANCELLATION

City of St. Helen's Attn: Risk Management 265 Strand Street St. Helen's, OR 97051	<p>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</p> <p><i>Lois Crisp</i>            AUTHORIZED REPRESENTATIVE</p>
--	---

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# 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	Upper parking lot - The Strand		
Beginning Point	Corner of Plaza	Ending Point	Back of City Lot, across to park fence
Start Date	June 7 <sup>th</sup> , Thursday	End Date	August 30 <sup>th</sup> , Thursday
Time to Begin Closure	7:00 am	Time to Reopen	11:00 pm
Purpose of Closure	Event Space for Vendors 13 Nights on the River		
Street Closure #2			
Street Name			
Beginning Point		Ending Point	
Start Date		End Date	
Time to Begin Closure		Time to Reopen	
Purpose of Closure			
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) TOM MESS 6/11/18

Fire District	Date	Police Department	Date	Public Works	Date
270 Columbia Blvd.	503-397-2990	150 S. 13 <sup>th</sup> St.	503-397-3333	984 Oregon St.	503-397-3532

## DECLARATION

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

Petitioner Signature <u>Tina Curry</u>	Date Signed <u>4.11.2018</u>
Print Name <u>Tina CURRY</u>	Phone <u>360 241 6456</u>
Mailing Address <u>2316 NE Minnehaha St</u>	City, State, Zip <u>VANCO WA 98665</u>
Petitioner Signature _____	Date Signed _____
Print Name _____	Phone _____
Mailing Address _____	City, State, Zip _____

## FOR OFFICIAL USE ONLY

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

Attested [Signature], City Administrator Date 6/11/18



# PETITION FOR TEMPORARY CLOSURE OF CITY STREET(S)

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Start Date		End Date	
Time to Begin Closure		Time to Reopen	
Purpose of Closure			
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)

Fire District  
270 Columbia Blvd.

Date  
503-397-2990

Police Department  
150 S. 13<sup>th</sup> St.

Date  
503-397-3333

Public Works  
984 Oregon St.

Date  
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 Tina Curry Date Signed 4.11.2018  
 Print Name Tina CURRY Phone 360 241 6456  
 Mailing Address 2316 NE Minnehaha St City, State, Zip VANCO WA 98665  
 Petitioner Signature \_\_\_\_\_ Date Signed \_\_\_\_\_  
 Print Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

## FOR OFFICIAL USE ONLY

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

Attested \_\_\_\_\_, City Administrator Date \_\_\_\_\_

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Street Name			
Beginning Point		Ending Point	
Start Date		End Date	
Time to Begin Closure		Time to Reopen	
Purpose of Closure			
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)

Fire District  
270 Columbia Blvd. 503-397-2990

Police Department  
150 S. 13<sup>th</sup> St. 503-397-3333

Public Works  
984 Oregon St. 503-397-3532

*Paul Sheppard* 6-11-18  
by SLF

## 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 Tina Curry Date Signed 4.11.2018  
 Print Name Tina Curry Phone 360 241 6456  
 Mailing Address 2316 NE Minnehaha St City, State, Zip VANC WA 98665  
 Petitioner Signature \_\_\_\_\_ Date Signed \_\_\_\_\_  
 Print Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

## FOR OFFICIAL USE ONLY

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

Attested \_\_\_\_\_, City Administrator Date \_\_\_\_\_

VIEW - RIVER

① \* Handicapped Entrance

Stage

Fenced

Fencing

seating

side walk

Court House  
←

Bath room

Food Carts  
←

seating stairs

Upper Area

Food Carts Gate Entrance

BEER CART 5/4

Fenced

to parking

Strand Street

fencing

City Hall

Revised 6/11/18



## City of St. Helens

## Special Use Permit Application

➔ Applications must be **complete** when submitted, including payment, emergency response signatures, insurance certificate, event map, proof of non-profit status, and other additional applications (i.e., OLCC, street closure, concession agreement), and request to waive park use fees for non-profit organization.

As per Ordinance Nos. 2003 and 2250 and all amending ordinances.



FOR OFFICE USE	
<input type="checkbox"/> Date rec'd <u>4-24-18</u>	<input type="checkbox"/> Insurance (attach)
<input type="checkbox"/> Amount paid <u>waived</u>	<input type="checkbox"/> Event Map (attach)
<input type="checkbox"/> Receipt # _____	<input type="checkbox"/> Street Closure Petition (attach)
<input type="checkbox"/> Business License # _____	<input type="checkbox"/> ER signatures (if applicable)
<input type="checkbox"/> Additional required permits (attach)	
Non-profit organization request for Waiver of Park Reservation fees. Proof of 501(c)(3) AND request for Waiver of Park Use <u>must</u> be attached.	
<input type="checkbox"/> Approved <input type="checkbox"/> Denied by _____ Date _____	

Purpose of application (check all that apply)

- ☐ Park Use/Reservation  
(7 day notice required) Complete sections 1 & 2
- ☒ Public Assembly of 50 or more people  
(30 day notice required) Complete full application
- ☐ Parade/Run/Walk  
(45 day notice required) Complete full application
- ☐ Athletic Field(s) Reservation  
(Single use or for less than two week period)

Additional requests (check all that apply)

- ☐ camping/overnight sleeping
- ☐ commercial activity (requires separate agreement)
- ☐ amplify sound
- ☐ display signs (may require separate application)
- ☐ use during hours of closure
- ☐ use of special use area
- ☐ use of electrical connections owned by City
- ☐ street closure (requires separate application—attached)
- ☐ other \_\_\_\_\_

## SECTION 1: CONTACT INFORMATION

Applicant/Authorized agent name City of St. Helens Phone 360 241 6456

Company/Group name 13 Nights on the River Company Phone \_\_\_\_\_

Contact name & phone for day of event Tina Curry

Address 2316 NE Minnehaha St City, State, Zip Van WA 98665

Mailing address (if different) \_\_\_\_\_

## SECTION 2: LOCATION/EVENT INFORMATION

Description of proposed activity Summer Concert Series

Area/Park(s) Columbia View Park

Start date June 7<sup>th</sup> End date Aug 30 Estimated attendance 150-300

Day/Date/Hour(s) of use Include hours needed for set-up and clean-up of activity

Monday _____	Hours _ start _____ finish _____
Tuesday _____	Hours _ start _____ finish _____
Wednesday _____	Hours _ start <u>5pm</u> finish <u>12am</u>
Thursday <u>June 7, 14, 21, 28 July 4, 12, 19, 26</u>	Hours _ start <u>12pm (12)</u> finish <u>10pm</u>
Friday <u>Aug 2, 9, 16, 23, 30</u>	Hours _ start _____ finish _____
Saturday _____	Hours _ start _____ finish _____
Sunday _____	Hours _ start _____ finish _____

Concession sales? ☐ NO ☒ YES: ☒ Alcohol ☐ Food/beverage ☒ merchandise ☒ services

**IF YES, a separate Concessions Agreement, negotiated with the City Administrator, is required.**

Describe concessions Alcohol Sold in Fenced Area, Vendors sell food & products



### SECTION 3: PUBLIC ASSEMBLY, PARADE, RUN, OR WALK

Please answer all of the questions below that are applicable to your request.

1. Describe physical facility to be used (e.g. park, gazebo, ball field, street, etc.) park / amphitheater  
Gazebo, upper parking lot  
Street Closures require completion of a separate City form: Temporary Street Closure Petition
2. Attach an event map. Please describe route, assembly points, set up, parking and sanitary provisions.  
map attached
3. For overnight campers, please describe type of sleeping facility \_\_\_\_\_  
 Vehicle license plate number/s \_\_\_\_\_  
Overnight camping requires permit and fees, payable at Park on day of stay.
4. Describe number of, type, and location of sanitary and parking facilities to be used.  
Include location(s) on event map  
Public Restrooms
5. Large events or those providing/selling alcohol may require security considerations. Describe proposed security including gating, fencing and staffing. We will have a closed off  
entrance, alcohol monitors, security, police.
6. Describe preparation and inspection plan for food service\* (e.g. potluck, catering) \_\_\_\_\_  
Food vendors

**\*If your event is being catered, please provide the following Food Handler's Information for the catering crew. Attach additional pages if necessary.**

Name \_\_\_\_\_ Permit No. \_\_\_\_\_ Expiration \_\_\_\_\_  
 Name \_\_\_\_\_ Permit No. \_\_\_\_\_ Expiration \_\_\_\_\_

7. Describe medical and emergency services plan, including names. Who will call 911? Location of first aid kit?  
Tina Curry or Stephanie Patterson will call 911 - We also have
8. Name of Insurer Event Helper Phone firstad.

**All events with 50 or more participants are required to provide a Certificate of Liability Insurance/Bond, which names the City of St. Helens as an "additional insured" for the specific event, date(s) and location. Certificate and additional insured endorsement must be attached to this application when it is submitted.**

9. Local emergency response approval **REQUIRED signatures for event with 50 or more participants.**

<u>next page</u> <b>Fire District</b> 270 Columbia Blvd. 503-397-2990	<u>Tross</u> <u>5/3/18</u> <b>Police Department</b> 150 S. 13 <sup>th</sup> St. 503-397-3333	<u>[Signature]</u> <u>4-24-18</u> <b>Public Works</b> 984 Oregon St. 503-397-3532
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Other comments/information \_\_\_\_\_  
 \_\_\_\_\_



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Vehicle license plate number/s \_\_\_\_\_  
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- Local emergency response approval

*REQUIRED signatures for event with 50 or more participants.*

[Signature] 6/4/18

TJOS 5/3/18

[Signature] 4-24-18

Fire District  
270 Columbia Blvd.  
503-397-2990

Date  
Police Department  
150 S. 13<sup>th</sup> St.  
503-397-3333

Date  
Public Works  
984 Oregon St.  
503-397-3532

Other comments/information \_\_\_\_\_



## Fee Schedule

Half day = 4 hours/Full day = 5+ hours

As per Resolution No. 1789

Park Use Fee Type		Check All That Apply	# Of Days	Amount Due
McCormick Park areas *2, 3 & soccer field Campbell Park areas 1, 2 + Godfrey Park		<input type="checkbox"/> \$20 per half day		\$
		<input type="checkbox"/> \$35 per full day		\$
Columbia View Park Gazebo/Amphitheater		<input type="checkbox"/> \$30 per half day includes electrical		\$
*McCormick Park Pavilions (areas 1 and 4)		<input checked="" type="checkbox"/> \$40 per full day includes electrical	13	\$ <i>gw</i>
Athletic Fields <i>Not more than 2 weeks use</i>		<input type="checkbox"/> \$10 per day x _____ fields x _____ days		\$
ADDITIONAL FEES	Use of field lights	<input type="checkbox"/> \$10 per day x _____ fields x _____ days		\$
	Public assembly	<input checked="" type="checkbox"/> \$50		\$
	Parade/Run/Walk	<input checked="" type="checkbox"/> \$50		\$
	Engage in commercial activity	<input checked="" type="checkbox"/> \$50		\$
	Amplify sound	<input checked="" type="checkbox"/> \$50		\$
	Use during hours of closure	<input checked="" type="checkbox"/> \$50		\$
	Use of special use area	<input type="checkbox"/> \$50		\$
	Use of electrical connections	<input checked="" type="checkbox"/> \$25 per day		\$
Late Fee – General Park Use (7 business days in advance)		<input type="checkbox"/> \$10		\$
Late Fee – Public Assembly (30 business days in advance)		<input type="checkbox"/> \$25		\$
Late Fee – Parade/Run/Walk (45 business days in advance)		<input type="checkbox"/> \$50		\$
<b>TOTAL AMOUNT DUE</b>				<b>\$ 795.00</b> <i>Waived</i>

\*Groups over 100 people reserving McCormick Park Pavilion or Area 2 must reserve both areas to accommodate the large event. This is in addition to the Public Assembly and Dumpster Rental requirements.

### DECLARATION

By signing this application and **initialing the bottom of pages 5, 6 & 7** attached ("Agreements and Conditions" and "Rules and Regulations") you declare that you have read and agree to these guidelines for use of City-owned properties including public right-of-ways.

*Tina Curry*  
Signature of applicant or authorized agent

4.11.2018  
Date signed

### SPECIAL USE PERMIT APPROVAL

☒ This Special Use Application is authorized ☐ with additional conditions listed below.

This Permit can be revoked at any time, upon notice to applicant, its agent, or employees, for noncompliance with the Agreements & Conditions (attached) and Rules & Regulations (attached) of this permit or for the preservation of the public peace, health, safety, or general welfare.

Approved by *John Walsh* Date Signed 6/11/18

Print Name John Walsh Title City Administrator

Permit issued \_\_\_\_\_ Date Issued \_\_\_\_\_

# Accounts Payable

## To Be Paid Proof List

User: jenniferj  
 Printed: 06/06/2018 - 10:40AM  
 Batch: 00002.06.2018 - AP 6-6-18 FY 17-18



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
<hr/>									
PETTY CASH- JAMIE EDWARDS									
018757									
06062018	6/6/2018	250.00	0.00	06/06/2018				False	0
201-000-052074	Events - 13 Nights			TILL FOR 13 NIGHTS ON THE RIVER 1'S AND 5'S					
		<hr/>							
	06062018 Total:	250.00							
06062018-2	6/6/2018	40.00	0.00	06/06/2018				False	0
100-709-052024	Miscellaneous			PETTY CASH FOR REC PROGRAM / OPEN GYM					
		<hr/>							
	06062018-2 Total:	40.00							
		<hr/>							
	PETTY CASH- JAMIE ED	290.00							
		<hr/>							
		<hr/>							
	Report Total:	290.00							
		<hr/>							
		<hr/>							

# Accounts Payable

## To Be Paid Proof List

User: jenniferj  
 Printed: 06/07/2018 - 1:11PM  
 Batch: 00012.05.2018 - AP 6-7-18 FY 17-18



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
ACCELA, INC. #774375									
000496									
INV-ACC40220	5/31/2018	572.00	0.00	06/07/2018				False	0
100-707-052019 Professional Services				WEB PAYMENTS TRANSACTION FEE					
	INV-ACC40220 Total:	572.00							
	ACCELA, INC. #774375 T	572.00							
ACE HARDWARE									
000500									
5/18 60176	5/31/2018	29.99	0.00	06/07/2018				False	0
601-731-052001 Operating Supplies				MATERIALS ACCT 60176					
5/18 60176	5/31/2018	179.44	0.00	06/07/2018				False	0
100-708-052001 Operating Supplies				MATERIALS ACCT 60176					
5/18 60176	5/31/2018	-20.96	0.00	06/07/2018				False	0
100-708-052001 Operating Supplies				MATERIALS ACCT 60176					
	5/18 60176 Total:	188.47							
5/18 60180	5/31/2018	14.98	0.00	06/07/2018				False	0
100-706-052023 Facility Maintenance				MATERIALS ACCT 60180					
5/18 60180	5/31/2018	58.99	0.00	06/07/2018				False	0
603-736-052001 Operating Supplies				MATERIALS ACCT 60180					
5/18 60180	5/31/2018	58.99	0.00	06/07/2018				False	0
603-737-052001 Operating Supplies				MATERIALS ACCT 60180					
5/18 60180	5/31/2018	-12.30	0.00	06/07/2018				False	0
100-706-052023 Facility Maintenance				MATERIALS ACCT 60180					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
5/18 60180 Total:		120.66							
ACE HARDWARE Total:		309.13							
ART'S AUTOMOTIVE									
001838									
90981	5/3/2018	594.55	0.00	06/07/2018				False	0
701-000-052001 Operating Supplies				STARTER					
90981 Total:		594.55							
ART'S AUTOMOTIVE To		594.55							
BEMIS PRINTING									
002701									
8122	5/16/2018	1,195.00	0.00	06/07/2018				False	0
601-731-052019 Professional Services				2017 WATER QUALITY REPORT					
8122 Total:		1,195.00							
BEMIS PRINTING Total:		1,195.00							
C.R. CONTRACTING									
005222									
393	5/15/2018	68,359.95	0.00	06/07/2018				False	0
205-000-053001 Capital Outlay				MOBILIZATION CRACK SEALING					
393 Total:		68,359.95							
C.R. CONTRACTING Tot		68,359.95							
CARLSON, VIRGINIA									
CARLS.VI									
06062018	6/6/2018	113.85	0.00	06/07/2018				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
203-718-052028 Projects & Programs				REIMB ESPENSES FOR YOUTH COUNCIL G. CARLSC					
06062018 Total:		113.85							
CARLSON, VIRGINIA To		113.85							
CENTERLOGIC, INC. 011595									
46178	6/5/2018	978.30	0.00	06/07/2018				False	0
702-000-052005 Small Equipment				DELL OPTIPLEX					
46178 Total:		978.30							
46236	6/4/2018	138.00	0.00	06/07/2018				False	0
702-000-052001 Operating Supplies				BLACK TONER					
46236 Total:		138.00							
46331	6/4/2018	5,727.00	0.00	06/07/2018				False	0
702-000-052006 Computer Maintenance				MSP AGREEMENT SONIC WALL NETWORK GUARD					
46331 Total:		5,727.00							
CENTERLOGIC, INC. To		6,843.30							
CITY OF COLUMBIA CITY 007370									
05262018	5/26/2018	75.47	0.00	06/07/2018				False	0
601-732-052003 Utilities				001754-001					
05262018 Total:		75.47							
CITY OF COLUMBIA CIT		75.47							
CITY OF SCAPPOOSE SCAPPOOS									
0002885	5/29/2018	2,775.00	0.00	06/07/2018				False	0



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
100-711-052019 Professional Services					BUILDING OFFICAL SERVICE				
0002885 Total:		2,775.00							
CITY OF SCAPPOOSE To		2,775.00							
CLOUD RECORDS MANAGEMENT SOLUTION, CHAVES									
006630									
180262	6/1/2018	259.14	0.00	06/07/2018				False	0
100-702-052019 Professional Services					MONTHLY USER FEE OR 0486				
180262 Total:		259.14							
CLOUD RECORDS MAN		259.14							
COLUMBIA RIVER P.U.D.									
008325									
06042018	6/4/2018	38,980.42	0.00	06/07/2018				False	0
603-737-052003 Utilities					38633				
06042018 Total:		38,980.42							
COLUMBIA RIVER P.U.D		38,980.42							
COMCAST									
COMCAST									
05252018	5/25/2018	102.85	0.00	06/07/2018				False	0
100-708-052046 Dock Services					3930 MARINE				
05252018 Total:		102.85							
COMCAST Total:		102.85							

E2C CORPORATION  
E2C

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
4255	5/30/2018	252.69	0.00	06/07/2018				False	0
201-000-052057 Events - Fireworks				4TH OF JULY INSURANCE					
4255	5/30/2018	2,125.11	0.00	06/07/2018				False	0
201-000-052074 Events - 13 Nights				13 NIGHTS ON THE RIVER					
4255	5/30/2018	5,269.04	0.00	06/07/2018				False	0
201-000-052088 Events - Fairyland				FAIRY SUPPLIES					
4255	5/30/2018	6,350.00	0.00	06/07/2018				False	0
201-000-052058 Events - Holloween				FAIRY SUPPLIES / MUSEUM STORE SUPPLIES					
4255 Total:		13,996.84							
E2C CORPORATION Tota		13,996.84							
ETTER, TERRI R.									
ETTER.T									
05302018	5/30/2018	1,500.00	0.00	06/07/2018				False	0
100-705-052019 Professional Services				MAY 2018 60 HOURS					
05302018 Total:		1,500.00							
ETTER, TERRI R. Total:		1,500.00							
GRANTS PASS WATER LAB									
01414									
20131	5/17/2018	42.00	0.00	06/07/2018				False	0
601-732-052064 Lab Testing				TESTING					
20131 Total:		42.00							
301332	5/31/2018	350.00	0.00	06/07/2018				False	0
601-732-052064 Lab Testing				TESTING					
301332 Total:		350.00							
GRANTS PASS WATER L		392.00							

HACH COMPANY

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
014200									
10984394	6/1/2018	64.29	0.00	06/07/2018				False	0
601-731-052001 Operating Supplies				REAGENT SET CHLORINE FREE					
10984394	6/1/2018	128.60	0.00	06/07/2018				False	0
601-732-052023 Facility Maintenance				REAGENT SET CHLORINE FREE					
10984394 Total:		192.89							
HACH COMPANY Total:		192.89							
HELLER ENTERPRISES									
015064									
26159	5/30/2018	42.00	0.00	06/07/2018				False	0
100-708-052001 Operating Supplies				AG BALL BEARING					
26159 Total:		42.00							
HELLER ENTERPRISES		42.00							
HUDSON GARBAGE SERVICE									
015875									
9815767	6/1/2018	54.03	0.00	06/07/2018				False	0
100-706-052003 Utilities				1554					
9815767 Total:		54.03							
9815888	6/1/2018	129.79	0.00	06/07/2018				False	0
603-736-052003 Utilities				8333					
9815888	6/1/2018	129.80	0.00	06/07/2018				False	0
603-737-052003 Utilities				8333					
9815888 Total:		259.59							
9816034	6/1/2018	87.07	0.00	06/07/2018				False	0
100-715-052023 Facility Maintenance				7539					
9816034 Total:		87.07							
9816035	6/1/2018	87.07	0.00	06/07/2018				False	127

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
100-705-052023 Facility Maintenance				7547					
9816035 Total:		87.07							
9816036	6/1/2018	81.75	0.00	06/07/2018				False	0
703-734-052003 Utilities				7555					
9816036 Total:		81.75							
9816037	6/1/2018	420.36	0.00	06/07/2018				False	0
100-705-052003 Utilities				7598					
9816037 Total:		420.36							
9816038	6/1/2018	320.87	0.00	06/07/2018				False	0
100-715-052003 Utilities				7601					
9816038 Total:		320.87							
9816039	6/1/2018	162.82	0.00	06/07/2018				False	0
100-708-052003 Utilities				7636					
9816039 Total:		162.82							
9816533	6/1/2018	121.38	0.00	06/07/2018				False	0
202-722-052023 Facility Maintenance				1026					
9816533 Total:		121.38							
HUDSON GARBAGE SER		1,594.94							
INGRAM LIBRARY SERVICES, INC.									
016240									
34667620	5/16/2018	34.42	0.00	06/07/2018				False	0
100-706-052033 Printed Materials				BOOKS 20C7921					
34667620 Total:		34.42							
34667621	5/16/2018	88.12	0.00	06/07/2018				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			
	34667621 Total:	88.12							
34667622	5/16/2018	42.57	0.00	06/07/2018				False	0
100-706-052033 Printed Materials				BOOKS 20C7921					
	34667622 Total:	42.57							
34667623	5/16/2018	37.18	0.00	06/07/2018				False	0
100-706-052033 Printed Materials				BOOKS 20C7921					
	34667623 Total:	37.18							
34667624	5/16/2018	108.14	0.00	06/07/2018				False	0
100-706-052033 Printed Materials				BOOKS 20C7921					
	34667624 Total:	108.14							
34677950	5/16/2018	24.20	0.00	06/07/2018				False	0
100-706-052033 Printed Materials				BOOKS 20C7921					
	34677950 Total:	24.20							
34677951	5/16/2018	702.89	0.00	06/07/2018				False	0
100-706-052033 Printed Materials				BOOKS 20C7921					
	34677951 Total:	702.89							
34832206	5/25/2018	35.06	0.00	06/07/2018				False	0
100-706-052033 Printed Materials				BOOKS 20C7921					
	34832206 Total:	35.06							
34832207	5/25/2018	750.77	0.00	06/07/2018				False	0
100-706-052033 Printed Materials				BOOKS 20C7921					
	34832207 Total:	750.77							
34835913	5/27/2018	10.99	0.00	06/07/2018				False	0
100-706-052033 Printed Materials				BOOKS 20C7921					
	34835913 Total:	10.99							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
34835914	5/27/2018	263.32	0.00	06/07/2018				False	0
100-706-052033 Printed Materials				BOOKS 20C7921					
34835914 Total:		263.32							
34835915	5/27/2018	69.02	0.00	06/07/2018				False	0
100-706-052035 Audio Materials				BOOKS 20C7921					
34835915 Total:		69.02							
34877049	5/30/2018	467.35	0.00	06/07/2018				False	0
100-706-052035 Audio Materials				BOOKS 20C7921					
34877049 Total:		467.35							
INGRAM LIBRARY SERV		2,634.03							
LEAGUE OF OREGON CITIES									
018100									
4386	6/6/2018	20.00	0.00	06/07/2018				False	0
100-702-052011 Public Information				JOB POSTING POLICE CHIEF					
4386 Total:		20.00							
LEAGUE OF OREGON C		20.00							
MIDWEST TAPE									
020427									
96098570	5/15/2018	11.24	0.00	06/07/2018				False	0
100-706-052034 Visual Materials				DVD					
96098570 Total:		11.24							
96130128	5/25/2018	86.59	0.00	06/07/2018				False	0
100-706-052034 Visual Materials				DVD					
96130128 Total:		86.59							
96149893	6/1/2018	80.02	0.00	06/07/2018				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
100-706-052034 Visual Materials				DVD					
96149893 Total:		80.02							
MIDWEST TAPE Total:		177.85							
NET ASSETS									
020888									
95-201805	6/1/2018	364.00	0.00	06/07/2018				False	0
100-707-052019 Professional Services				COL CO TITLE AN DESCROW SERVICES					
95-201805 Total:		364.00							
NET ASSETS Total:		364.00							
ONE CALL CONCEPTS, INC.									
021950									
8050487	6/4/2018	79.76	0.00	06/07/2018				False	0
601-731-052019 Professional Services				REG TICKETS 142 MODEM DELIVERY 71 TICKETS					
8050487	6/4/2018	79.77	0.00	06/07/2018				False	0
603-735-052019 Professional Services				REG TICKETS 142 MODEM DELIVERY 71 TICKETS					
8050487 Total:		159.53							
ONE CALL CONCEPTS,		159.53							
ORKIN									
ORKIN									
171063451	5/25/2018	89.93	0.00	06/07/2018				False	0
100-705-052023 Facility Maintenance				PEST CONTROL JUNE					
171063451 Total:		89.93							
ORKIN Total:		89.93							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
PAPE MACHINERY									
024755									
10979104	6/1/2018	35.42	0.00	06/07/2018				False	0
701-000-052001	Operating Supplies			BACK ORDER FILL SWITCH					
10979104 Total:		35.42							
PAPE MACHINERY Total		35.42							
PAULSON PRINTING									
025300									
12015	5/25/2018	140.00	0.00	06/07/2018				False	0
100-706-052018	Professional Development			BUS. CARDS					
12015 Total:		140.00							
12017	5/25/2018	692.30	0.00	06/07/2018				False	0
100-706-052024	Miscellaneous			BOOKLETS					
12017 Total:		692.30							
PAULSON PRINTING To		832.30							
PETTY CASH- JAMIE EDWARDS									
018757									
06052018	6/5/2018	6.00	0.00	06/07/2018				False	0
603-736-052018	Professional Development			LUNCH WHILE ACWA MTG					
06052018	6/5/2018	6.45	0.00	06/07/2018				False	0
603-737-052018	Professional Development			LUNCH WHILE ACWA MTG					
06052018	6/5/2018	24.28	0.00	06/07/2018				False	0
100-715-052004	Office Supplies			PETTY CASH - BREAK ROOM SUPPLIES					
06052018	6/5/2018	3.69	0.00	06/07/2018				False	0
100-715-052004	Office Supplies			PETTY CASH - BREAK ROOM SUPPLIES					
06052018	6/5/2018	40.00	0.00	06/07/2018				False	0
100-000-034001	Dockside Services			PETTY CASH -REIMB ELECTRIC AT THE DOCKS					
06052018	6/5/2018	10.68	0.00	06/07/2018				False	0
100-715-052004	Office Supplies			PETTY CASH -REIMB BREAK ROOM CREAMER					
06052018	6/5/2018	15.00	0.00	06/07/2018				False	0



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
100-702-052018 Professional Development				PETTY CASH -REIMB OAMR MTG LUNCH					
06052018	6/5/2018	36.00	0.00	06/07/2018				False	0
603-735-052019 Professional Services				PETTY CASH -REIMB RECORD SATISFACTION OF LI					
06052018	6/5/2018	12.00	0.00	06/07/2018				False	0
703-733-052018 Professional Development				PETTY CASH -REIMB SAFE MTG DONUTS					
06052018	6/5/2018	7.14	0.00	06/07/2018				False	0
100-702-052024 Miscellaneous				PETTY CASH -REIMB BIRTHDAY CARDS					
06052018	6/5/2018	12.00	0.00	06/07/2018				False	0
100-702-052018 Professional Development				PETTY CASH -REIMB LUNCH OAMR REG MTG					
06052018 Total:		173.24							
PETTY CASH- JAMIE ED		173.24							
PRECISION ENGRAVING, INC.									
026004									
58574	5/22/2018	44.00	0.00	06/07/2018				False	0
100-705-052001 Operating Supplies				MAIL BOX PLATES					
58574 Total:		44.00							
PRECISION ENGRAVING		44.00							
RUBENS LAWN SERVICE, JENNIFER MEABE									
028033									
0001605	5/26/2018	140.00	0.00	06/07/2018				False	0
100-705-052023 Facility Maintenance				LAWN SERVICE FOR MAY 2018					
0001605 Total:		140.00							
RUBENS LAWN SERVIC		140.00							
SHRED-IT USA, LLC									
SHRED-IT									
8124871723	5/31/2018	91.90	0.00	06/07/2018				False	0
100-702-052019 Professional Services				13627551 CITY HALL SHRED					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
8124871723 Total:		91.90							
SHRED-IT USA, LLC Tot		91.90							
SONSRAY MACHINERY LLC									
031592									
P24265-10	5/30/2018	445.62	0.00	06/07/2018				False	0
701-000-052001 Operating Supplies				KNIFE / NUT FLATWASHER					
P24265-10 Total:		445.62							
SONSRAY MACHINERY		445.62							
STONER, BONNIE ANN									
ST									
0002866	6/1/2018	61.00	0.00	06/07/2018				False	0
100-000-037004 Miscellaneous - General				OVERAGE REFUND B. STONER					
0002866 Total:		61.00							
STONER, BONNIE ANN		61.00							
SUNSET EQUIPMENT CO.									
032700									
52531	5/1/2018	24.11	0.00	06/07/2018				False	0
701-000-052001 Operating Supplies				LYNCH PIN					
52531 Total:		24.11							
53647	5/30/2018	152.45	0.00	06/07/2018				False	0
605-000-052001 Operating Supplies				GRATE					
53647 Total:		152.45							
SUNSET EQUIPMENT C		176.56							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
<hr/>									
SYMBOLARTS									
032863									
0306341-IN	5/25/2018	345.00	0.00	06/07/2018				False	0
100-705-052001 Operating Supplies				BADGE / BOX BADGE					
		<hr/>							
0306341-IN Total:		345.00							
		<hr/>							
SYMBOLARTS Total:		345.00							
		<hr/>							
THE DOOR WORKS CO INC									
01522									
05302018	5/30/2018	782.00	0.00	06/07/2018				False	0
704-000-052028 Projects & Programs				DOWNPAYMENT NEW CITY HALL SIDE DOOR 40%					
		<hr/>							
05302018 Total:		782.00							
		<hr/>							
THE DOOR WORKS CO		782.00							
		<hr/>							
THE LIBRARY CORPORATION									
018420									
62933	5/29/2018	1,000.00	0.00	06/07/2018				False	0
100-706-052006 Computer Maintenance				LIB SOLUTION LICENSE					
		<hr/>							
62933 Total:		1,000.00							
		<hr/>							
THE LIBRARY CORPOR		1,000.00							
		<hr/>							
TURNEY EXCAVATING INC									
0355									
3	5/22/2018	89,372.18	0.00	06/07/2018				False	0
603-000-053010 Sewer Main Replacement				S 7TH ST COLUMBIA BLVD SWR REPLACEMNT S-65'					
		<hr/>							
3 Total:		89,372.18							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
	TURNEY EXCAVATING I	89,372.18							
TVW INC 033827									
0034021-IN	3/15/2018	1,616.22	0.00	06/07/2018				False	0
100-715-052023 Facility Maintenance				RE ISSUE CK 120555					
0034021-IN Total:		1,616.22							
0034022-IN	3/15/2018	1,472.16	0.00	06/07/2018				False	0
100-706-052023 Facility Maintenance				RE ISSUE CK 120555					
0034022-IN Total:		1,472.16							
0034023-IN	3/15/2018	570.37	0.00	06/07/2018				False	0
100-705-052023 Facility Maintenance				RE ISSUE CK 120555					
0034023-IN Total:		570.37							
TVW INC Total:		3,658.75							
U.S. BANK EQUIPMENT FINANCE 033955									
358781722	5/31/2018	99.00	0.00	06/07/2018				False	0
100-715-052021 Equipment Maintenance				CONTRACT PAYMENT KYOCERA					
358781722 Total:		99.00							
U.S. BANK EQUIPMENT		99.00							
UTILITY SERVICES ASSOCIATES LLC 034552									
125755	5/31/2018	2,633.00	0.00	06/07/2018				False	0
601-731-052019 Professional Services				WATER LINE SURVEY AND PINPOINTING PROJECT					
125755 Total:		2,633.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
UTILITY SERVICES ASS		2,633.00							
VERIZON WIRELESS									
000720									
9807614525	5/20/2018	36.20	0.00	06/07/2018				False	0
100-701-052010 Telephone				871458396-00001					
9807614525	5/20/2018	-10.33	0.00	06/07/2018				False	0
100-705-052010 Telephone				871458396-00001					
9807614525	5/20/2018	88.03	0.00	06/07/2018				False	0
100-711-052010 Telephone				871458396-00001					
9807614525	5/20/2018	133.17	0.00	06/07/2018				False	0
601-732-052010 Telephone				871458396-00001					
9807614525	5/20/2018	43.48	0.00	06/07/2018				False	0
603-736-052010 Telephone				871458396-00001					
9807614525	5/20/2018	43.48	0.00	06/07/2018				False	0
603-737-052010 Telephone				871458396-00001					
9807614525	5/20/2018	37.27	0.00	06/07/2018				False	0
603-738-052010 Telephone				871458396-00001					
9807614525	5/20/2018	80.02	0.00	06/07/2018				False	0
601-731-052010 Telephone				871458396-00001					
9807614525	5/20/2018	130.59	0.00	06/07/2018				False	0
703-733-052010 Telephone				871458396-00001					
9807614525	5/20/2018	51.83	0.00	06/07/2018				False	0
701-000-052010 Telephone				871458396-00001					
9807614525	5/20/2018	281.83	0.00	06/07/2018				False	0
703-734-052010 Telephone				871458396-00001					
9807614525 Total:		915.57							
VERIZON WIRELESS To		915.57							
WALSH, JOHN									
035390									
06012018	6/1/2018	926.04	0.00	06/07/2018				False	0
100-701-052018 Professional Development				TRAVEL EXPENSES REIMB. J. WALSH					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	06012018 Total:	926.04							
	WALSH, JOHN Total:	926.04							
WHITNEY, NANCY WHITNEYN 06052018	6/5/2018	20.00	0.00	06/07/2018				False	0
100-000-037004 Miscellaneous - General				REFUND OF PUBLIC RECORDS REQUEST DEPOSIT					
	06052018 Total:	20.00							
	WHITNEY, NANCY Total	20.00							
WILCOX & FLEGEL 037003 0265370-IN	5/29/2018	1,368.10	0.00	06/07/2018				False	0
100-708-052022 Fuel / Oil				PARKS FUEL					
	0265370-IN Total:	1,368.10							
0266206-IN	5/31/2018	3,148.31	0.00	06/07/2018				False	0
703-734-052022 Fuel / Oil				SHOP FUEL					
	0266206-IN Total:	3,148.31							
	WILCOX & FLEGEL Tota	4,516.41							
	Report Total:	247,612.66							

# Accounts Payable

## To Be Paid Proof List

User: jenniferj  
 Printed: 06/14/2018 - 8:55AM  
 Batch: 00004.06.2018 - AP 6-14-18 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									
05312018	5/31/2018	23.36	0.00	06/14/2018				False	0
100-715-052023 Facility Maintenance				MATERIALS ANT KILLER					
05312018 Total:		23.36							
05312018-60181	5/31/2018	195.72	0.00	06/14/2018				False	0
601-731-052001 Operating Supplies				MATERIALS ACCT 60181					
05312018-60181	5/31/2018	91.99	0.00	06/14/2018				False	0
703-734-052023 Facility Maintenance				MATERIALS ACCT 60181					
05312018-60181 Total:		287.71							
ACE HARDWARE Total:		311.07							
BOISE WIITE PAPER LLC									
003720									
06152018	6/15/2018	12,500.00	0.00	06/14/2018				False	0
202-722-055001 Principal				JULY 2018 NOTE PAYMENT					
06152018 Total:		12,500.00							
BOISE WIITE PAPER LL		12,500.00							
BROWN, MATTHEW									
BROWN.M									
06122018	6/12/2018	2,100.00	0.00	06/14/2018				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
100-707-052018 Professional Development				REIMB HARVARD LEADERSHIP COURSE M. BROWN					
06122018 Total:		2,100.00							
BROWN, MATTHEW Tot		2,100.00							
CENTERLOGIC, INC. 011595									
46175	6/5/2018	1,480.59	0.00	06/14/2018				False	0
702-000-052005 Small Equipment				DELL OPTIPLEX					
46175 Total:		1,480.59							
46444	6/6/2018	325.00	0.00	06/14/2018				False	0
702-000-052006 Computer Maintenance				SECURE BACKUP					
46444 Total:		325.00							
CENTERLOGIC, INC. To		1,805.59							
CENTURY LINK 034002									
06042018	6/4/2018	130.81	0.00	06/14/2018				False	0
702-000-052010 Telephone				909B					
06042018	6/4/2018	80.64	0.00	06/14/2018				False	0
702-000-052010 Telephone				579B PW					
06042018	6/4/2018	159.95	0.00	06/14/2018				False	0
702-000-052010 Telephone				228B PW					
06042018	6/4/2018	161.19	0.00	06/14/2018				False	0
603-736-052010 Telephone				600B 293B 654B 688B WWTP					
06042018	6/4/2018	161.19	0.00	06/14/2018				False	0
603-737-052010 Telephone				600B 293B 654B 688B WWTP					
06042018 Total:		693.78							
06052018	6/5/2018	956.52	0.00	06/14/2018				False	0
702-000-052010 Telephone				796B 651B 798B 488B 967B /162B 130B CR					
06052018	6/5/2018	635.70	0.00	06/14/2018				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				818B WFF					
06052018	6/5/2018	95.96	0.00	06/14/2018				False	0
702-000-052010 Telephone				95.96 POLICE					
	06052018 Total:	1,688.18							
	CENTURY LINK Total:	2,381.96							
CINTAS CORPORATION									
037620									
8403691204	6/8/2018	83.78	0.00	06/14/2018				False	0
100-715-052004 Office Supplies				CABINET REFILL CITY HALL					
	8403691204 Total:	83.78							
8403691205	6/8/2018	51.05	0.00	06/14/2018				False	0
100-708-052001 Operating Supplies				CABINET REFILL PARKS					
	8403691205 Total:	51.05							
8403695960	6/8/2018	90.37	0.00	06/14/2018				False	0
703-734-052023 Facility Maintenance				CABINET REFILL PW					
	8403695960 Total:	90.37							
	CINTAS CORPORATION	225.20							
COLUMBIA BANK									
007350									
06032018	6/3/2018	44,906.86	0.00	06/14/2018				False	0
202-723-055001 Principal				PRINCIPAL AMOUNT					
06032018	6/3/2018	17,467.82	0.00	06/14/2018				False	0
202-723-055002 Interest				INTEREST AMOUNT					
	06032018 Total:	62,374.68							
	COLUMBIA BANK Total:	62,374.68							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
COLUMBIA CO. DEPT. OF COMM. JUSTICE									
007581									
201805CSH	6/5/2018	1,500.00	0.00	06/14/2018				False	0
100-708-052019 Professional Services					PARKS WORK CREW				
201805CSH	6/5/2018	375.00	0.00	06/14/2018				False	0
703-734-052019 Professional Services					PUBLIC WORKS WORK CREW				
	201805CSH Total:	1,875.00							
	COLUMBIA CO. DEPT. O	1,875.00							
COLUMBIA COUNTY CLERK									
0075112									
06072018	6/7/2018	121.00	0.00	06/14/2018				False	0
100-710-052011 Public Information					DEDICATION DEED CITY SCHOOL DISTRICT				
06072018	6/7/2018	131.00	0.00	06/14/2018				False	0
100-710-052011 Public Information					EASEMENT AGREEMENT CITY SCHOOL DISTRICT				
	06072018 Total:	252.00							
	COLUMBIA COUNTY CL	252.00							
COLUMBIA FEED & SUPPLY									
008120									
22945	5/1/2018	306.71	0.00	06/14/2018				False	0
701-000-052001 Operating Supplies					SCREWS BLADES				
	22945 Total:	306.71							
	COLUMBIA FEED & SUP	306.71							
COUNTRY MEDIA INC.									
006800									
323183	5/30/2018	646.60	0.00	06/14/2018				False	0
100-707-052011 Public Information					SUPP BUDGET HEARING NOTICE				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	323183 Total:	646.60							
323184	5/30/2018	146.40	0.00	06/14/2018				False	0
100-707-052011	Public Information			BUDGET HEARING NOTICE					
	323184 Total:	146.40							
	COUNTRY MEDIA INC. T	793.00							
DAMON CONSULTING SERVICE									
T.DAMON									
SH1801	6/8/2018	201.81	0.00	06/14/2018				False	0
603-736-052026	Equipment Fund Charges			REPLACE RADIO / PHONE ASSISTANCE RADIO PROI					
SH1801	6/8/2018	201.82	0.00	06/14/2018				False	0
603-737-052026	Equipment Fund Charges			REPLACE RADIO / PHONE ASSISTANCE RADIO PROI					
	SH1801 Total:	403.63							
	DAMON CONSULTING S	403.63							
JORDAN RAMIS PC									
030274									
146901	5/25/2018	279.75	0.00	06/14/2018				False	0
603-735-052019	Professional Services			LEGAL SERVICES PAUL JOE					
	146901 Total:	279.75							
147517	5/25/2018	362.50	0.00	06/14/2018				False	0
100-704-052019	Professional Services			LEGAL SERVICES					
147517	5/25/2018	772.00	0.00	06/14/2018				False	0
100-701-052019	Professional Services			LEGAL SERVICES					
	147517 Total:	1,134.50							
	JORDAN RAMIS PC Tota	1,414.25							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
LAND DEVELOPMENT SERVICES, COLUMBIA COUNTY									
007550									
MAY 2018	3/7/2018	3,151.25	0.00	06/14/2018				False	0
100-711-052019 Professional Services				PLAN CHECK AND INSPECTIONS					
	MAY 2018 Total:	3,151.25							
	LAND DEVELOPMENT S	3,151.25							
MAUL FOSTER ALONGI, INC.									
019555									
31983	6/8/2018	626.75	0.00	06/14/2018				False	0
202-722-052019 Professional Services				PROJECT 0830.02.03 BWP ON CALL SERVICES					
31983	6/8/2018	7,632.50	0.00	06/14/2018				False	0
202-723-052019 Professional Services				PROJECT 0830.03.03 WWTP LAGOON ON CALL SERV.					
31983	6/8/2018	5,365.08	0.00	06/14/2018				False	0
202-721-052075 EPA Grant				PROJECT 0830.05.01 COMMUNITY WIDE ASSESSMEN					
	31983 Total:	13,624.33							
	MAUL FOSTER ALONGI	13,624.33							
NORTHSTAR CHEMICAL, INC.									
021556									
124605	6/6/2018	471.88	0.00	06/14/2018				False	0
601-732-052083 Chemicals				SODIUM HYPOCHLORITE 12.5					
	124605 Total:	471.88							
	NORTHSTAR CHEMICAL	471.88							
ONE CALL CONCEPTS, INC.									
021950									
8020486	2/28/2018	57.42	0.00	06/14/2018				False	0
601-731-052019 Professional Services				REG TICKETS 43 MODEM DILIVERY 87 TICKETS					
8020486	2/28/2018	57.42	0.00	06/14/2018				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
603-735-052019 Professional Services					REG TICKETS 43 MODEM DELIVERY 87 TICKETS				
8020486 Total:		114.84							
ONE CALL CONCEPTS,		114.84							
PAGEFREEZER SOFTWARE, INC.									
024630									
INV-4483	6/1/2018	5,388.00	0.00	06/14/2018				False	0
702-000-052006 Computer Maintenance					WEBSITE ARCHIVING SOCIAL MEDIA ARCHIVING				
INV-4483 Total:		5,388.00							
PAGEFREEZER SOFTWA		5,388.00							
PAPE MACHINERY									
024755									
10987666	6/6/2018	393.73	0.00	06/14/2018				False	0
701-000-052001 Operating Supplies					SOLENOID VAL				
10987666 Total:		393.73							
PAPE MACHINERY Total		393.73							
PAULSON PRINTING									
025300									
D1771	5/31/2018	55.00	0.00	06/14/2018				False	0
100-711-052018 Professional Development					BUS CARDS DEROIA				
D1771 Total:		55.00							
PAULSON PRINTING To		55.00							
PHILLIPS, CYNTHIA									
025515									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
06072018	6/7/2018	1,487.50	0.00	06/14/2018				False	0
100-704-052019 Professional Services				JUDICIAL SERVICES 5/30-6/7/18					
06072018 Total:		1,487.50							
PHILLIPS, CYNTHIA Tot		1,487.50							
PORT OF ST. HELENS									
025620									
06052018	6/5/2018	1,000.00	0.00	06/14/2018				False	0
601-731-052060 Lease				GROUND LEASE 2016 AND 2017 500 EACH					
06052018 Total:		1,000.00							
PORT OF ST. HELENS To		1,000.00							
PORTLAND GENERAL ELECTRIC									
025702									
06112018	6/11/2018	43.88	0.00	06/14/2018				False	0
205-000-052003 Utilities				4854421000					
06112018	6/11/2018	17.77	0.00	06/14/2018				False	0
202-722-052003 Utilities				1650931000					
06112018	6/11/2018	51.24	0.00	06/14/2018				False	0
202-722-052003 Utilities				7357701000					
06112018 Total:		112.89							
PORTLAND GENERAL E		112.89							
POSTMASTER, U.S. POSTAL SERVICES									
026000									
06122018	6/12/2018	2,125.12	0.00	06/14/2018				False	0
601-731-052019 Professional Services				POSTAGE WATER QUAILITY REPORTS					
06122018 Total:		2,125.12							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
	POSTMASTER, U.S. POS	2,125.12							
RICOH USA, INC. 027294									
100649546	6/4/2018	314.81	0.00	06/14/2018				False	0
100-705-052023 Facility Maintenance				1496666-3356313					
100649546 Total:		314.81							
RICOH USA, INC. Total:		314.81							
SHRED-IT USA, LLC SHRED-IT									
8124874896	5/31/2018	135.39	0.00	06/14/2018				False	0
100-705-052019 Professional Services				POLICE SHRED 13664225					
8124874896 Total:		135.39							
SHRED-IT USA, LLC Tot		135.39							
ST. HELENS LIONS CLUB 028990									
06132018	6/13/2018	105.00	0.00	06/14/2018				False	0
100-715-052004 Office Supplies				COMMUNITY FLAG SERVICE 2018					
06132018 Total:		105.00							
ST. HELENS LIONS CLU		105.00							
TCMS, TEMP CONTROL MECHANICAL SERVICE CORP 033013									
018000	6/11/2018	1,467.75	0.00	06/14/2018				False	0
100-715-052023 Facility Maintenance				C10630 6/1-8/31					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
018000 Total:		1,467.75							
018001	6/11/2018	396.75	0.00	06/14/2018				False	0
100-715-052023 Facility Maintenance				C10000 6/1-8/31					
018001 Total:		396.75							
018018	6/11/2018	498.50	0.00	06/14/2018				False	0
603-737-052023 Facility Maintenance				C10855 6/1-8/31					
018018 Total:		498.50							
TCMS, TEMP CONTROL		2,363.00							
TVW INC									
033827									
0035434-IN	5/31/2018	1,616.22	0.00	06/14/2018				False	0
100-715-052023 Facility Maintenance				JANITORIAL SERVICE					
0035434-IN Total:		1,616.22							
0035435-IN	5/31/2018	1,472.16	0.00	06/14/2018				False	0
100-706-052023 Facility Maintenance				JANITORIAL SERVICE					
0035435-IN Total:		1,472.16							
0035436-IN	5/31/2018	570.37	0.00	06/14/2018				False	0
100-705-052023 Facility Maintenance				JANITORIAL SERVICE					
0035436-IN Total:		570.37							
TVW INC Total:		3,658.75							
VERIZON WIRELESS									
000720									
9808157318	6/1/2018	168.42	0.00	06/14/2018				False	0
702-000-052010 Telephone				242060134-00001					



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
9808157318 Total:		168.42							
VERIZON WIRELESS To		168.42							
WAYNE MARTIN FLOOR CVR., INC.									
019407									
1635	6/12/2018	484.00	0.00	06/14/2018				False	0
704-000-052028 Projects & Programs				COMMERCIAL REMODEL					
1635 Total:		484.00							
WAYNE MARTIN FLOOR		484.00							
WILBUR-ELLIS CO.									
037000									
11741294	5/11/2018	2,738.28	0.00	06/14/2018				False	0
100-708-052001 Operating Supplies				CHEMICALS PARKS - PAUL					
11741294 Total:		2,738.28							
WILBUR-ELLIS CO. Tota		2,738.28							
WILCOX & FLEGEL									
037003									
0267855-IN	6/6/2018	2,015.22	0.00	06/14/2018				False	0
100-705-052022 Fuel / Oil				POLICE FUEL					
0267855-IN Total:		2,015.22							
0268137-IN	6/6/2018	137.34	0.00	06/14/2018				False	0
703-734-052022 Fuel / Oil				PW SHOP FUEL					
0268137-IN Total:		137.34							
WILCOX & FLEGEL Tota		2,152.56							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				

Report Total:	126,787.84
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265 Strand Street ♦ P.O. Box 278 ♦ St. Helens, Oregon 97051  
Phone: (503)397-6272 ♦ Fax: (503)397-4016  
[www.ci.st-helens.or.us](http://www.ci.st-helens.or.us)

Group/Organization Name St. Helens Youth Football Phone 503-516-1767  
Authorized Agent Name Steve Galovich Phone \_\_\_\_\_  
Address PO Box 655 City, State, Zip St. Helens, OR 97051  
Mailing Address (if different) \_\_\_\_\_

Park/Field McCormick Soccer Field

Activity Description	Football practice
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Term (Dates) Aug. 13, 2018 to Oct. 31, 2018

Days/Hours of Use:  Monday 4pm – 8pm  
 Tuesday 4pm – 8pm  
 Wednesday 4pm – 8pm  
 Thursday 4pm – 8pm  
 Friday 4pm – 8pm  
 Saturday \_\_\_\_\_  
 Sunday \_\_\_\_\_

Proof of Insurance Received ☒ Yes ☐ No  
 Commercial Use ☐ Authorized ☒ Not ☐ Concessions Authorized  
 Parks Commission ☒ Approved 6/13/18 ☐ Denied \_\_\_\_\_ Meeting Date  
 City Council ☐ Approved \_\_\_\_\_ Meeting Date ☐ Denied \_\_\_\_\_ Meeting Date

Notes \_\_\_\_\_

Approved   
City of St. Helens Official

6-14-18  
Date Signed

**This permit may be revoked at any time, upon notice to applicant, its agent, or employees, for noncompliance with the Agreements & Conditions (attached) and Rules & Regulations (attached) of this permit or for the preservation of the public peace, health, safety, or general welfare.**

Fee Type	Check All That Apply	Amount Due
Athletic Fields (not more than 2 weeks)	<input checked="" type="checkbox"/> \$10.00 per day x <u>1</u> fields x <u>58</u> days	\$580.00
Use of Field Lights (Add'l)	<input type="checkbox"/> \$10.00 per day x _____ fields x _____ days	
<b>TOTAL AMOUNT DUE:</b>		<b>\$580.00</b>

**Amount Paid** \$ 580.00      **Date Paid** 06-07-18      **Receipt No.** 102529      **Initials** SLI



## City of St. Helens

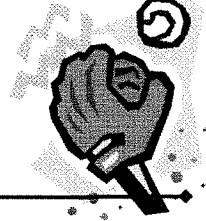
## Exclusive Use Application

As per Ordinance Nos. 2003 and 2250 and all amending ordinances.



## Athletic Fields

Please complete this application for periods  
of exclusive use over two weeks.



## SECTION 1 Applicant Information

Group/Organization Name ST. HELENS YOUTH FOOTBALL Phone 503-516-1767  
 Authorized Agent Name STEVE GALOVICH Phone \_\_\_\_\_  
 Address PO BOX 655 City, State, Zip ST. HELENS, OR 97051  
 Mailing Address (if different) \_\_\_\_\_

## SECTION 2 Permit Information

Park/Field MCCORMICK PARK / T-BALL FIELD AREA  
 Activity Description (i.e. softball, soccer, etc.) FOOTBALL PRACTICE  
 Dates AUG. 13, 2018 to OCT. 31, 2018

Days/Hours of Use:

Monday 4 PM - 8 PM  
 Tuesday 4 PM - 8 PM  
 Wednesday 4 PM - 8 PM  
 Thursday 4 PM - 8 PM  
 Friday 4 PM - 8 PM  
 Saturday \_\_\_\_\_  
 Sunday \_\_\_\_\_

Do you intend to sell any merchandise or service? ☒ No ☐ Yes

If "yes", describe \_\_\_\_\_

Will you require use of the concessions stand? ☒ No ☐ Yes

Other Comments/Information \_\_\_\_\_

## FOR OFFICE USE

Application date 6-7-18☐ Insurance☐ Summary Report☒ Fee paidReceipt # 102529☒ Calendar☒ Parks → ☐ Council

## Approval dates

☒ Parks 6-13-18☐ Council \_\_\_\_\_☐ Permit issued \_\_\_\_\_

## DECLARATION

By signing this application, you declare that you have read and agree to the attached "Agreements and Conditions" and "Rules and Regulations" for use of City-owned properties including public right-of-ways.

Signature of Authorized Agent

Date signed 6/7/2018

## FEE SCHEDULE

ATHLETIC FIELDS = \$10 PER FIELD, PER DAY

USE OF FIELD LIGHTS, additional = \$10 PER FIELD, PER DAY

Athletic Fields	<input checked="" type="checkbox"/> \$10.00 per day X <u>1</u> fields X <u>58</u> days =	\$ <u>580.00</u>
Use of field lights (add'l fee)	<input type="checkbox"/> \$10.00 per day X _____ fields X _____ days =	\$ _____
TOTAL AMOUNT DUE		\$ <u>580.00</u>