



CITY COUNCIL REGULAR SESSION

Wednesday, July 18, 2018

265 Strand Street, St. Helens, OR 97051

www.ci.st-helens.or.us

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 New Municipal Court Judge Amy Lindgren**
5. **Deliberations - Comprehensive Plan & Zone Map Amendment - Firlok Park Blvd. (Allen)**
6. **Ordinances - First Reading**
 - 6.a. Ordinance No. 3228: An Ordinance to Annex and Designate the Zone of Certain Property at 60110 and 60120 Barrick Lane
[Ord No 3228 - Annex 60110 & 60120 Barrick Lane PENDING 081518.pdf](#)
 - 6.b. Ordinance No. 3229: An Ordinance Creating the Parks and Trails Commission, Adopting Regulations Therefore and Repealing St. Helens Municipal Code Chapters 2.16 and 2.64
[Ord No 3229 - Creating a Parks & Trails Commission PENDING 081518.pdf](#)
 - 6.c. Ordinance No. 3230: An Ordinance to Amend St. Helens Municipal Code Chapter 5.30 Regarding Community Impact Agreements for Retail Marijuana Related Businesses
[Ord No 3230 - Repeal Marijuana Community Impact Agreement PENDING](#)

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.**

7. Resolutions

- 7.a. Resolution No. 1825: A Resolution to Appoint a Presiding Municipal Court Judge
[Res No 1825 - Appoint Presiding Muni Court Judge PENDING 071818.pdf](#)

8. Approve and/or Authorize for Signature

- 8.a. [RATIFY] Flowing Solutions Terms & Conditions for Riverfront Trail Technical Assistance
[Flowing Solutions Terms & Conditions.pdf](#)
- 8.b. Amendment No. 5 to IGA with City of Carlton for Communications Personnel Services
[2013.55 City of Carlton - Communications - AMEND NO 5.pdf](#)
- 8.c. Commercial Lease with St. Helens Alano Club at 215 N. 6th Street
[2018 Lease - Alano Club.pdf](#)
- 8.d. Contract Payments
[071818 Contract Payments.pdf](#)

9. Consent Agenda for Acceptance

- 9.a. Library Board Minutes dated March 20 and May 1, 2018
[030218 LB Minutes APPROVED.pdf](#)
[050118 LB Minutes APPROVED.pdf](#)
- 9.b. Planning Commission Minutes dated June 12, 2018
[061218 PC Minutes APPROVED.pdf](#)

10. Consent Agenda for Approval

- 10.a. Animal Facility Licenses
[AFL List for Council approval on 07-18-18.pdf](#)
- 10.b. Council Work Session, Executive Session, Public Hearing, Public Forum, and Regular Session Minutes dated May 16, June 6, June 20, and June 26, 2018
[071818 Council Minutes TO BE APPROVED.pdf](#)
- 10.c. Accounts Payable Bill Lists
[10C. AP Lists.pdf](#)

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11. **Mayor Scholl Reports**
12. **Council Member Reports**
13. **Department Reports**
14. **Other Business**
15. **Adjourn**

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City of St. Helens
ORDINANCE NO. 3228

**AN ORDINANCE TO ANNEX AND DESIGNATE THE ZONE OF CERTAIN
PROPERTY AT 60110 and 60120 BARRICK LANE**

WHEREAS, applicant Eric L. Zahl and Linda M. Zahl have requested to annex to the City of St. Helens certain property at 60110 and 60120 Barrick Lane. This property is also described per **Exhibit A** and depicted per **Exhibit B**; and

WHEREAS, the applicant has consented in writing to the proposed annexation; and

WHEREAS, the applicant constitutes 1) all the owners of the property to be annexed, and 2) more than half of the owners of the property to be annexed own more than half of such property representing more than half of the assessed value pursuant to ORS 222.170(1); and

WHEREAS, the City Council must determine the incorporated Comprehensive Plan Map designation and the Zone Map designation; and

WHEREAS, appropriate notice has been given and a public hearing was held June 20, 2018 on the annexation proposal; and

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

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

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

Section 2. The property described in **Exhibit A** and depicted in **Exhibit B** is hereby accepted for annexation to the City of St. Helens.

Section 3. The St. Helens Zoning Ordinance Map is hereby amended to reflect that the property described herein shall be zoned Moderate Residential, R7.

Section 4. The St. Helens Comprehensive Plan Map is hereby amended to reflect that the property described herein shall be designated as Suburban Residential, SR.

Section 5. The land is classified as "Developing" in accordance with Chapter 17.112 of the St. Helens Community Development Code (SHMC Title 17) and OAR 660-08-0005.

Section 6. In support of the above annexation and amendments described herein, the Council hereby adopts the Annexation A.1.18 Findings of Fact and Conclusions of Law, attached hereto as **Exhibit C** and made part of this reference.

Section 7. The effective date of this Ordinance shall be 30 days after approval, in accordance with the City Charter and other applicable laws.

Read the first time: July 18, 2018
Read the second time: August 15, 2018

APPROVED AND ADOPTED this 15th day of August, 2018 by the following vote:

Ayes:

Nays:

Rick Scholl, Mayor

ATTEST:

Kathy Payne, City Recorder

EXHIBIT A
LEGAL DESCRIPTION

Parcels 1 and 2 of Partition Plat No. 1999-16, Columbia County, Oregon;

And, a Parcel (hereinafter called Parcel 3) bounded by the following:

The South side of the Elk Ridge Estates, Phase 2 and Phase 5 Subdivisions, City of St. Helens, Columbia County, Oregon, along the North side of Parcel 3;

The North/Northwest side of Parcel 2 of Partition Plat No. 1999-16, Columbia County, Oregon, along the East and South sides of Parcel 3;

The East side of the Hankey County Road No. P-128 right-of-way along the West side of Parcel 3.

Partition Plat No. 1999-16
For Eric & Linda Zahl
 Situated In The Francis Perry D.
 In The S.E. 1/4
 Section 32, T.5N., R.1W., W.M.
 Columbia County, Oregon
 April 8, 1999

Scale: 1"=80'

CF:99053Z
SF:99053Z
FB:25

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

Notes

This partition is subject to a 15' wide "right of way for road purposes" per D.B. 44, Pg. 144. Exact location not defined.

Adequate water supply and sewage disposal has not been proven for Parcels 1 and 2 of this partition.

N.E. Corner—
Francis Perry
D.L.C. No. 57
Iron Pipe with 2 1/2"

ELK RIDGE
ESTATES
PHASE 2

BEARING & DISTANCE FROM
POINT A TO POINT F
S 00°06'44"W 1741.72'
4.8[S 00°06'40"E 1742.19']
ROTATE RECORD BEARINGS
RIGHT TO FIT MY BEARING
SYSTEM (SEE NARRATIVE)

COURSE	BEARING	DISTANCE
L-1	N 38°54'10"W	70.32'
L-2	N 38°54'10"W	32.08'
L-3	N 38°54'10"W	38.25'
L-4	N 4°15'24"E	4.82'
L-5	N 38°54'10"W S [S 36°26'18"E]	70.32'
L-6	N 51°05'50"E	20.00'
L-7	N 51°05'50"E	20.00'
L-8	N 40°38'54"W	14.51'

Line Data

COURSE	BEARING	DISTANCE
L-1	N 38°54'10"W	70.32'
L-2	N 38°54'10"W	32.08'
L-3	N 38°54'10"W	38.25'
L-4	N 4°15'24"E	4.82'
L-5	N 38°54'10"W S [S 36°26'18"E]	70.32'
L-6	N 51°05'50"E	20.00'
L-7	N 51°05'50"E	20.00'
L-8	N 40°38'54"W	14.51'

The Zahls challenge the legitimacy of the deed transfer.

16' WIDE ROAD EASEMENT
FOR THE BENEFIT OF SUBJECT
TRACT PER INST. NO. 98-0523

NORTHERLY LINE OF EASEMENTS
PER INSTRUMENT NO. 98-05233 &
98-05234

Parcel 2
0.034 Acres +/-

SOUTHEASTERLY LINE OF A TEMPORARY
CONSTRUCTION & SLOPE EASEMENT
PER INSTRUMENT NO. 98-05233
BEARINGS ARE ROTATED 0°13'24" RIGHT
(SEE NARRATIVE)

EASTERLY LINE OF UTILITIES &
SIDEWALK EASEMENT PER
INSTRUMENT NO. 98-05234
BEARINGS ARE ROTATED 0°13'24"
(SEE NARRATIVE)

Parcel 1
2.143 Acres +/-

Initial Point

P.P. No. 1997-55
Parcel 3

1,2,8[S 88°48'E 614.72']
6[S 88°45'04"E 615.04']

P.P. No. 1998-06

FOUND N 88°48'07"W 0.05'
FIELD FOR ALIGNMENT (SEE NARRATIVE)

City of St. Helens
Geodetic Control
Monument—Sta. No. 89
3 1/2" U.S.C.&G.S. Brass—
Disc in concrete stamped
"B-204"

**S.E. Corner
Francis Perry
D.L.C. No. 57**

Legend

○ Denotes monument found as noted.

Denotes 5/8" iron rod with 1 1/2" aluminum cap stamped "REYNOLDS LAND SURVEY INC" found per C.S. No. 4423 (Hankey Road Survey). Caps are stamped with numbers per C.S. No. 4423.

Denotes 5/8" iron rod found per C.S. No. L-368.

Denotes 5/8" iron rod found with yellow plastic cap marked "MARTINEZ LS 2536" per proposed future development of parcel of land North of subject tract. Origin as yet unrecorded.

Denotes 5/8" iron rod with yellow plastic cap marked "REYNOLDS LAND SURVEYING, INC" set. Length of iron rod is 30" unless otherwise noted in parenthesis.

• Denotes Mag Nail with 1 1/2" brass washer stamped "REYNOLDS L.S. 2157" set in bedrock.

□ Denotes calculated position.

11[] Denotes record data per C.S. No. L-368.

2f] Denotes record data per C.S. No. L-385.

J Denotes record data per C.S. No. L-977.

Denotes record data per C.S. No. 4337.

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100 101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120 121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140 141 142 143 144 145 146 147 148 149 150 151 152 153 154 155 156 157 158 159 160 161 162 163 164 165 166 167 168 169 170 171 172 173 174 175 176 177 178 179 180 181 182 183 184 185 186 187 188 189 190 191 192 193 194 195 196 197 198 199 200 201 202 203 204 205 206 207 208 209 210 211 212 213 214 215 216 217 218 219 220 221 222 223 224 225 226 227 228 229 230 231 232 233 234 235 236 237 238 239 240 241 242 243 244 245 246 247 248 249 250 251 252 253 254 255 256 257 258 259 260 261 262 263 264 265 266 267 268 269 270 271 272 273 274 275 276 277 278 279 280 281 282 283 284 285 286 287 288 289 290 291 292 293 294 295 296 297 298 299 300 301 302 303 304 305 306 307 308 309 310 311 312 313 314 315 316 317 318 319 320 321 322 323 324 325 326 327 328 329 330 331 332 333 334 335 336 337 338 339 340 341 342 343 344 345 346 347 348 349 350 351 352 353 354 355 356 357 358 359 360 361 362 363 364 365 366 367 368 369 370 371 372 373 374 375 376 377 378 379 380 381 382 383 384 385 386 387 388 389 390 391 392 393 394 395 396 397 398 399 400 401 402 403 404 405 406 407 408 409 410 411 412 413 414 415 416 417 418 419 420 421 422 423 424 425 426 427 428 429 430 431 432 433 434 435 436 437 438 439 440 441 442 443 444 445 446 447 448 449 450 451 452 453 454 455 456 457 458 459 460 461 462 463 464 465 466 467 468 469 470 471 472 473 474 475 476 477 478 479 480 481 482 483 484 485 486 487 488 489 490 491 492 493 494 495 496 497 498 499 500 501 502 503 504 505 506 507 508 509 510 511 512 513 514 515 516 517 518 519 520 521 522 523 524 525 526 527 528 529 530 531 532 533 534 535 536 537 538 539 540 541 542 543 544 545 546 547 548 549 550 551 552 553 554 555 556 557 558 559 560 561 562 563 564 565 566 567 568 569 570 571 572 573 574 575 576 577 578 579 580 581 582 583 584 585 586 587 588 589 590 591 592 593 594 595 596 597 598 599 600 601 602 603 604 605 606 607 608 609 610 611 612 613 614 615 616 617 618 619 620 621 622 623 624 625 626 627 628 629 630 631 632 633 634 635 636 637 638 639 640 641 642 643 644 645 646 647 648 649 650 651 652 653 654 655 656 657 658 659 660 661 662 663 664 665 666 667 668 669 670 671 672 673 674 675 676 677 678 679 680 681 682 683 684 685 686 687 688 689 690 691 692 693 694 695 696 697 698 699 700 701 702 703 704 705 706 707 708 709 710 711 712 713 714 715 716 717 718 719 720 721 722 723 724 725 726 727 728 729 730 731 732 733 734 735 736 737 738 739 740 741 742 743 744 745 746 747 748 749 750 751 752 753 754 755 756 757 758 759 760 761 762 763 764 765 766 767 768 769 770 771 772 773 774 775 776 777 778 779 780 781 782 783 784 785 786 787 788 789 790 791 792 793 794 795 796 797 798 799 800 801 802 803 804 805 806 807 808 809 810 811 812 813 814 815 816 817 818 819 820 821 822 823 824 825 826 827 828 829 830 831 832 833 834 835 836 837 838 839 840 841 842 843 844 845 846 847 848 849 850 851 852 853 854 855 856 857 858 859 860 861 862 863 864 865 866 867 868 869 870 871 872 873 874 875 876 877 878 879 880 881 882 883 884 885 886 887 888 889 890 891 892 893 894 895 896 897 898 899 900 901 902 903 904 905 906 907 908 909 910 911 912 913 914 915 916 917 918 919 920 921 922 923 924 925 926 927 928 929 930 931 932 933 934 935 936 937 938 939 940 941 942 943 944 945 946 947 948 949 950 951 952 953 954 955 956 957 958 959 960 961 962 963 964 965 966 967 968 969 970 971 972 973 974 975 976 977 978 979 980 981 982 983 984 985 986 987 988 989 990 991 992 993 994 995 996 997 998 999 1000 1001 1002 1003 1004 1005 1006 1007 1008 1009 1010 1011 1012 1013 1014 1015 1016 1017 1018 1019 1020 1021 1022 1023 1024 1025 1026 1027 1028 1029 1030 1031 1032 1033 1034 1035 1036 1037 1038 1039 1040 1

	Denotes record data per	C S No	D D	08	NE
M	7				

7 Denotes record data per Instrument No 98-05

description or exception).

**CITY OF ST. HELENS PLANNING DEPARTMENT
FINDINGS OF FACT AND CONCLUSIONS OF LAW
Annexation A.1.18**

APPLICANT: Eric & Linda Zahl
OWNERS: Same
ZONING: Columbia County's Single-Family Residential, R-10 Zoning
LOCATION: 5N1W-32DC-1900 & 2000
PROPOSAL: The property owner filed consent to annex to develop the property using City development standards

SITE INFORMATION / BACKGROUND

The subject property contains two adjacent parcels that total approximately 6.64 acres. The parcels are accessed by Barrick Lane, which is a driveway and variable width access easement originally described in Instrument No. 98-05237 as 16 feet in width. The variable access easement was widened with Elk Ridge Estates Phase 2. The location of the access easement appears to coincide with the actual location of the driveway. The driveway is gravel, except for a small asphalt portion adjacent to Hankey Road. Hankey Road has sidewalks and curb for the entire length of the subject properties. There are two street stubs that terminate on the subject properties, one off Wapiti Drive in the Elk Ridge Estates subdivision to the north and one off Skyline Drive in the Sunrise Heights subdivision to the south.

Each parcel is developed with a detached single-family dwelling and other smaller accessory buildings. The parcels slope generally towards the northwest property line with a cliff drop off down to Hankey Road below. There are multiple large, mature trees on the property. The property is bordered on the east with Weyerhaeuser-owned property which is zoned County Primary Forest. The other three borders of the property are zoned the City's Moderate Residential, R7 zone.

PUBLIC HEARING & NOTICE

Hearing dates are as follows: May 8, 2018 before the Planning Commission and June 20, 2018 before the City Council.

At their May 8, 2018 public hearing, the Commission unanimously recommended approval of the annexation and that the property be zoned R7.

Notice of this proposal was sent to surrounding property owners within 300 feet of the subject property(ies) on April 25, 2018 via first class mail. Notice was sent to agencies by mail or e-mail on the same date. Notice was published in the The Chronicle on April 25, 2018. Notice was sent to the Oregon Department of Land Conservation and Development on March 29, 2018 via e-mail.

APPLICABLE CRITERIA, ANALYSIS & FINDINGS

SHMC 17.20.120 – Standards for Legislative Decision

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

- (a) The statewide planning goals and guidelines adopted under ORS Chapter 197, including compliance with the Transportation Planning Rule (TPR) as described in SHMC 17.08.060
- (b) Any federal or state statutes or guidelines found applicable;
- (c) The applicable comprehensive plan policies, procedures, appendices and maps; and
- (d) The applicable provisions of the implementing ordinances; and
- (e) A proposed change to the St. Helens zoning district map that constitutes a spot zoning is prohibited. A proposed change to the St. Helens comprehensive plan map that facilitates a spot zoning is prohibited.

(2) Consideration may also be given to:

- (a) Proof of a change in the neighborhood or community or a mistake or inconsistency in the comprehensive plan or implementing ordinance which is the subject of the application.

Findings:

(1)(a) The statewide planning goals and compliance with the Transportation Planning Rule (TPR) are addressed later.

(1)(b) Section 3 of the City's Charter states that "annexation, delayed or otherwise, to the City of St. Helens, may only be approved by a prior majority vote among the electorate." However, during the 2016 Legislative Assembly, Senate Bill 1578 was passed. It states that a City shall annex the territory without submitting the proposal to the electors if certain criteria are met:

- 1. Property is within the UGB
- 2. Property will be subject to the City's Comprehensive Plan
- 3. Property is contiguous to the City limits or is separated by only a public right of way or body of water
- 4. Property conforms to all other City requirements

As this proposal meets these criteria, this property will not be subject to a majority vote among the electorate.

There are no other known federal or state statutes applicable to this proposal.

(1)(c) The Comprehensive Plan designation for the subject property is Rural Suburban Unincorporated Residential (RSUR). Applicable designation and zoning district for annexation are discussed later.

There is no known conflict with the general Comprehensive Plan policies identified in Chapter 19.08 SHMC. Note that SHMC 19.08.030 discusses public services and facilities and includes utility provisions (e.g., water and sewer) as well as services such as police and library. In sum, all services are intertwined; the consent to annexation allows connection to City sewer to support existing and future development on the subject property, and, once annexed, all other City services/facilities. By this process, the proposal complies with this aspect of the Comprehensive Plan.

There is no known conflict with the addendums to the Comprehensive Plan which includes Economic Opportunities Analysis (Ord. No. 3101), Waterfront Prioritization Plan (Ord. No. 3148), the Transportation Systems Plan (Ord. No. 3150), the Corridor Master Plan (Ord. No. 3181), and the Parks & Trails Master Plan (Ord. No. 3191).

Finally, there is no evidence that this proposal will be contrary to the health, safety and welfare of the community.

(1)(d) Relevant implementing ordinances are discussed later in the annexation criteria.

(1)(e) This criteria prohibits spot zoning. The Development Code defines “spot zoning” as:

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

The Planning Commission recommended the R7 zoning so that it does not constitute a spot zoning. The Planning Commission finds any other zoning would be incompatible with the surrounding area because the (1) subject property is too small to warrant a different zoning district than that surrounding it, (2) there is R7 zoning on multiple sides, and (3) there is no contiguous other zoning.

The Council agrees with the Planning Commission. In addition to the Commission’s findings the Council finds that the R5 zoning requested by the owner would allow uses not compatible with the area dominated by R7 zoning; R5 would not be an appropriate fit for the area. The Council also finds that due to poor visibility of intersections at Hankey Road, allowing a higher residential density would exacerbate that problem, whereas R7 is fair because it is consistent with the area. Allowing a lower density (i.e., R10) due to potential transportation issues would not be fair given the preponderance of R7.

(2)(a) There is no evidence of a change in neighborhood, or mistake or inconstancy in the Comprehensive Plan or Zoning Map.

SHMC 17.08.060 – Transportation planning rule compliance

- (1) Review of Applications for Effect on Transportation Facilities. A proposed comprehensive plan amendment, zone change or land use regulation change, whether initiated by the city or by a private interest, shall be reviewed to determine whether it significantly affects a transportation facility, in accordance with OAR 660-012-0060 (the Transportation Planning Rule (“TPR”).

“Significant” means the proposal would:

- (a) Change the functional classification of an existing or planned transportation facility (exclusive of correction of map errors in an adopted plan);
- (b) Change standards implementing a functional classification system; or
- (c) As measured at the end of the planning period identified in the adopted transportation system plan:
 - (i) Allow land uses or levels of development that would result in types or levels of travel or access that are inconsistent with the functional classification of an existing or planned transportation facility;

- (ii) Reduce the performance of an existing or planned transportation facility below the minimum acceptable performance standard identified in the TSP; or
 - (iii) Worsen the performance of an existing or planned transportation facility that is otherwise projected to perform below the minimum acceptable performance standard identified in the TSP or comprehensive plan.
- (2) Amendments That Affect Transportation Facilities. Comprehensive plan amendments, zone changes or land use regulations that significantly affect a transportation facility shall ensure that allowed land uses are consistent with the function, capacity, and level of service of the facility identified in the TSP. This shall be accomplished by one or a combination of the following:
 - (a) Adopting measures that demonstrate allowed land uses are consistent with the planned function, capacity, and performance standards of the transportation facility.
 - (b) Amending the TSP or comprehensive plan to provide transportation facilities, improvements or services adequate to support the proposed land uses consistent with the requirements of OAR 660-012-0060.
 - (c) Altering land use designations, densities, or design requirements to reduce demand for vehicle travel and meet travel needs through other modes of transportation.
 - (d) Amending the TSP to modify the planned function, capacity or performance standards of the transportation facility.
- (3) Traffic Impact Analysis. A traffic impact analysis shall be submitted with a plan amendment or zone change application, as applicable, pursuant to Chapter 17.156 SHMC.

Discussion: This section reflects State law regarding the Transportation Planning Rule (TPR): Transportation Planning Rule (TPR), OAR 660, Division 12. The TPR requires that where an amendment to a functional plan, an acknowledged comprehensive plan, or a land use regulation would significantly affect an existing or planned transportation facility, the local government shall put in place measures to assure that allowed land uses are consistent with the identified function, capacity, and performance standards of the facility. **This proposal is an annexation, not a zone change or a Comprehensive Plan amendment.**

Finding: No traffic impact analysis is warranted at this time.

SHMC 17.28.030 (1) – Annexation criteria

- (a) Adequate public facilities are available to the area and have sufficient capacity to provide service for the proposed annexation area; and
- (b) Comply with comprehensive plan amendment standards and zoning ordinance amendment standards and not be in conflict with applicable comprehensive plan policies and implementing ordinances; and
- (c) Complies with state laws; and
- (d) Abutting roads must meet city standards or property owner will be required to sign and record an irrevocable consent to local improvement district; and
- (e) Property exceeding 10 acres in gross size must show a need on the part of the city for such land if it is designated residential (e.g., less than five years' supply of like designated lands in current city limits).

Findings:

(a) City water is available to the site from Hankey Road to the west, Wapiti Drive to the north, and Skyline Drive to the south. The City's current water capacity is 6 million gallons/day and the peak flow, usually in the summer, is 3 to 4 million gallons/day. Additionally, the City has the capacity of approximately 10 million gallons to meet future demands. Any additional uses that

occur on the subject property can be accommodated by the City's municipal water system as infrastructure has substantial capacity available.

City sanitary sewer is available from the same rights-of-way as water. Should the property owner wish to connect to City sanitary sewer, the City's waste water treatment plant currently has the capacity (physically and as permitted by DEQ) to handle 50,000 pounds of Biochemical Oxygen Demand (BOD), which is the "loading" or potency of the wastewater received by the plant. The average daily BOD is well below this at only 1,500 pounds. Thus, any potential uses that occur on the subject property can be accommodated by the City's sanitary sewer system as infrastructure is in place or can be upgraded and there is substantial capacity available.

Regarding **transportation**, as described above, this annexation does not warrant a transportation impact analysis at this time. Should the property be subdivided in the future for development, a transportation impact analysis would likely be required at that time.

Adequate public facilities are available to the area and have sufficient capacity to provide service for the proposed annexation area.

(b) The subject property is surrounded by the City's Moderate Residential, R7 zone on three sides and County Primary Forest, PF-80 on the east side. The City's Comprehensive Plan designation for the subject property is Rural Suburban Unincorporated Residential (RSUR).

Per SHMC 19.12.060 Rural Suburban Unincorporated Residential Goals and Policies:

- (1) Goals. To provide sufficient area for urban development that will accommodate a variety of housing types.
- (2) Policies. It is the policy of the city of St. Helens to:
 - (a) Work with the county on partition and subdivision applications for these lands to ensure that they are divided in a manner that does not hinder future urbanization.
 - (b) Zone the rural suburban-unincorporated residential at R7 or R10 upon annexation to the city unless circumstances listed in subsection (2)(c) of this section exist.
 - (c) Consider zoning lands with the rural suburban-unincorporated residential category for R5 or AR if the following conditions are found:
 - (i) The parcel is vacant and larger than two acres in size.
 - (ii) The carrying capacity of the public services, including but not limited to streets, sewer, and water, are sufficient for higher density development.
 - (iii) The county and city determine, due to the pattern of development in the city and within the urban growth area, that other lands are more appropriate for these designations.

The Comprehensive Plan requires that upon annexation, Rural Suburban Unincorporated Residential, RSUR would be (incorporated) Suburban Residential, RS. There are two zoning options under that designation: Suburban Residential, R10 or Moderate Residential, R7, unless criteria under (2)(c) are met. Excluding the developed portions of the sites, the property is larger than two acres, so (2)(c)(i) is met. As noted above, the carrying capacity of the public services is also sufficient for the higher density development, so (2)(c)(ii) is met. In order to meet (2)(c)(iii), the Planning Commission and City Council must determine the zoning designation (R10, R7, R5 or AR) that follows the development pattern within the urban growth area and in the City to ensure it will not conflict with the City's Comprehensive Plan policies.

The Council finds that R7 is the most appropriate zoning district (see above).

The existing uses (detached single-family dwelling and manufactured home) are possible with all possible City residential zoning designations upon annexation.

(c) With regards to Oregon Revised Statutes (ORS), city annexations of territory must be undertaken consistent with ORS 222.111 to 222.183.

Pursuant to ORS 222.111(1), a City may only annex territory that is not within another City, and the territory must either be contiguous to the annexing City or be separated from the City only by a body of water or public right-of-way. The subject property is not within another City's jurisdiction and City of St. Helens corporate limits lies on three sides of the subject property.

Although undertaking an annexation is authorized by state law, the manner in which a city proceeds with annexation is also dictated in the city charter. ORS 222.111(1) references a city's charter as well as other ORS. St. Helens' Charter requirements pertaining to annexations are noted above.

Per ORS 222.111(2) an annexation may be initiated by the owner of real property or the city council. This annexation request was initiated by the property owners. Further, ORS 222.125 requires that that all property owners of the subject property to be annexed and at least half of the electors residing on the property consent in writing to the annexation. These documents were submitted with the annexation application.

ORS 197.175(1) suggests that all annexations are subject to the statewide planning goals.

The statewide planning goals that could technically apply or relate to this proposal are Goals 1, 2, 11 and 12.

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

Generally, Goal 1 is satisfied when a local government follows the public involvement procedures set out in the statutes and in its acknowledged comprehensive plan and land use regulations. The City's Development Code is consistent with State law with regards to notification requirements. Pursuant to SHMC 17.20.080 at least one public hearing before the Planning Commission and City Council is required. Legal notice in a newspaper of general circulation is also required. The City has met these requirements and notified DLCD of the proposal.

- ***Statewide Planning Goal 2: Land Use Planning.***
Goal 2 requires that a land use planning process and policy framework be established as a basis for all decisions and actions relating to the use of land. All local governments and state agencies involved in the land use action must coordinate with each other. City, county, state and federal agency and special districts plans and actions related to land

use must be consistent with the comprehensive plans of cities and counties and regional plans adopted under Oregon Revised Statutes (ORS) Chapter 268.

Generally, Goal 2 requires that actions related to land use be consistent with acknowledged Comprehensive Plans and coordination with affected governments and agencies and be based on an adequate factual base. The City has an adopted Comprehensive Plan, compliance of this proposal which is addressed herein. Moreover, explanation and proof of coordination with affected agencies and factual base are described herein, as well, including inventory, needs, etc.

- ***Statewide Planning Goal 11: Public Facilities and Services.***

Goal 11 requires cities and counties to plan and develop a timely, orderly and efficient arrangement of public facilities and services to serve as a framework for urban and rural development. The goal requires that urban and rural development be "guided and supported by types and levels of urban and rural public facilities and services appropriate for, but limited to, the needs and requirements of the urban, urbanizable and rural areas to be served."

City water and sewer capacities are adequate to serve the subject property. This is explained above. Moreover, there is no evidence that adequate infrastructure cannot be made available to serve the annexed area if redeveloped. The existing development is adequately served.

- ***Statewide Planning Goal 12: Transportation.***

Goal 12 requires cities, counties, metropolitan planning organizations, and ODOT to provide and encourage a "safe, convenient and economic transportation system." This is accomplished through development of Transportation System Plans based on inventories of local, regional and state transportation needs. Goal 12 is implemented through OAR 660, Division 12, also known as the Transportation Planning Rule ("TPR"). The TPR contains numerous requirements governing transportation planning and project development.

Traffic impacts and the City's provisions that address the TPR are explained above. This proposal does not warrant a transportation impact analysis at this time.

(d) The subject property abuts Hankey Road, which is a County road at this location.

The City's Transportation Systems Plan designates Hankey Road as a Minor Arterial and is subject to Minor Arterial standards. Hankey Road was allowed to be developed to an alternate standard based on subdivisions that have been developed. This alternate standard is met and will be reviewed further when the subject property is developed. At a minimum, some right-of-way dedication is anticipated around the Hankey Road/Barrick Lane intersection.

(e) The subject property is not greater than 10 acres in size, so this criterion does not apply.

Finding: The annexation approval criteria are met for this proposal.

SHMC 17.28.030 (2) – Annexation criteria

The plan designation and the zoning designation placed on the property shall be the city's zoning district which most closely implements the city's comprehensive plan map designation.

Finding: As noted above the Planning Commission and City Council finds that the R7 zone most closely implements the SR comprehensive plan designation at this location.

SHMC 17.112.020 – Established & Developed Area Classification criteria

- (1) Established Area.
 - (a) An “established area” is an area where the land is not classified as buildable land under OAR 660-08-0005;
 - (b) An established area may include some small tracts of vacant land (tracts less than an acre in size) provided the tracts are surrounded by land which is not classified as buildable land; and
 - (c) An area shown on a zone map or overlay map as an established area.
- (2) Developing Area. A “developing area” is an area which is included in the city's buildable land inventory under the provisions of OAR except as provided by subsection (1)(b) of this section.

Discussion: OAR 660-008-0005 generally defines “Buildable Land” as vacant residential property not constrained by natural hazards or resources, and typically not publicly owned. The subject property is considered “buildable.”

Finding: The subject property should be designated as “developing.”

CONCLUSION & DECISION

Based upon the facts and findings herein, the Council approves this annexation and that upon annexation: the subject property have a Comprehensive Plan designation of Suburban Residential, SR, be zoned Moderate Residential, R7, and designated as “developing.”

Rick Scholl, Mayor

Date

City of St. Helens
ORDINANCE NO. 3229

AN ORDINANCE CREATING THE PARKS AND TRAILS COMMISSION,
ADOPTING REGULATIONS THEREFORE AND REPEALING
ST. HELENS MUNICIPAL CODE CHAPTERS 2.16 AND 2.64

WHEREAS, the Bicycle and Pedestrian Commission has had a difficult time filling vacant positions on their commission, which caused problems with having quorums for meetings, thereby cancelling many of their every other month meetings; and

WHEREAS, the City Council requested that the Parks Commission consider allowing the Bicycle and Pedestrian Commission to merge with the Parks Commission since many of the bicycle and pedestrian paths are located in parks, of which they agreed that it would be a benefit to the City; and

WHEREAS, the City Council was in favor of creating one commission out of the two commissions.

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

Section 1. There is hereby created within the City of St. Helens a Parks and Trails Commission. Rules and regulations for such commission are hereby enacted and shall read as follows:

Chapter 2.74

PARKS AND TRAILS COMMISSION

Sections:

2.74.010 Creation of commission.

2.74.020 Membership.

2.74.030 Terms of office.

2.74.040 Vacancies.

2.74.050 Removal/resignation.

2.74.060 Officers.

2.74.070 Secretary.

2.74.080 Meetings.

2.74.090 Responsibilities, powers and duties.

2.74.010 Creation of commission.

There is hereby created within the city of St. Helens a parks and trails commission.

2.74.020 Membership.

The parks and trails commission shall consist of ten members, including one council member and nine at-large members. One of the ten members shall be the member of the city council annually designated as parks and trails commissioner and council liaison to the public works (including parks) department by the mayor. The council member shall be an ex officio, nonvoting member of the commission. No less than six of the at-large members shall be residents of the city of St. Helens. At-large members are appointed by the mayor with the consent of the city council. Parks and trails commission membership is an unpaid voluntary appointed position and members shall receive no compensation for their service except for expenses specifically budgeted and authorized by the city council.

2.74.030 Terms of office.

The terms of office of each at-large parks and trails commissioner shall be for a period of four years with no more than two full term commissioners being replaced each year. Appointments are normally made in December with terms of office to commence on January 1st. The provisions of the ordinance amending this section do not alter the terms of office of current commissioners and said positions shall continue in accordance with their terms.

2.74.040 Vacancies.

Any vacancies on the parks and trails commission shall be filled by appointment of the mayor at any time, with the consent of the council. Said appointment shall be for the remainder of the unexpired term of the vacated commissioner position.

2.74.050 Removal/resignation.

An at-large parks and trails commissioner may be removed from the commission, for cause, following a hearing before the city council. A commissioner may resign in lieu of removal following a hearing. Cause for removal includes but is not limited to misconduct in office or nonperformance of official duties, violation of government standards and practices, conviction of a crime, including the crime of official misconduct, as well as any other actions or conduct by the commissioner which is detrimental to the reputation and good will of the city of St. Helens. Notwithstanding the above provisions for removal, a parks and trails commissioner who is absent from three consecutive regular parks and trails commission meetings without an excused absence as approved by the commission shall be deemed to have resigned his/her position on the commission. In the event of such resignation, the council shall be notified, the position declared vacant and reappointment procedures commenced. Nothing herein prohibits a commissioner who has resigned by operation of this section from being reappointed to the commission.

2.74.060 Officers.

At the first meeting of each calendar year, the parks and trails commission shall elect a chairman and a vice-chairman to serve a one-year term.

2.74.070 Secretary.

The city council may provide a secretary to the parks and trails commission and assign such other staff and consultant services as may be appropriate. In the event that the city staff cannot be provided, the parks and trails commission may designate one of its members or a volunteer as secretary to keep an accurate record of meetings of the parks and trails commission. The designated secretary need not be a member of the parks and trails commission.

2.74.080 Meetings.

The parks and trails commission shall meet as often as deemed appropriate by the commission but not less than once every other calendar month or as otherwise directed by the city council. All meetings of the parks and trails commission shall be open to the public and shall in all respects fully comply with Oregon public meetings law. Special meetings of the commission shall require not less than 24 hours' notice to local newspapers and posting of meeting notice in public places reasonably calculated to give notice to interested parties. The parks and trails commission shall have the authority to make and alter written rules for the conduct of its business, including rules of procedure for conduct of public meetings and public hearings. The adoption of bylaws is expressly authorized, subject to the consent of the city council. For purposes of conducting business, a quorum shall require the attendance of a majority of the at-large commissioners that are currently appointed to the parks and trails commission at the time of the meeting. Minutes of parks and trails commission meetings and activities shall be regularly submitted to the city council for review and acceptance.

2.74.090 Responsibilities, powers and duties.

The parks and trails commissioners shall have the responsibilities, obligations and duties of appointed public officers and the parks and trails commission shall have the responsibilities, obligations and duties of an advisory public body as provided for in laws of the state of Oregon and the laws of the city of St. Helens. The parks and trails commission shall have the power to act in an advisory capacity to the city council in all matters pertaining to the operation, planning, development, improvement, beautification, equipment and maintenance of public parks, trails, public bicycle and/or pedestrian ways, vacant park properties, public squares, public recreational facilities and publicly accessible buildings and associated grounds. The parks and trails commission shall have authority:

(1) To review and call to the attention of the city council any deteriorating condition of city public parks, trails, bicycle and/or pedestrian ways, vacant park properties, public squares and publicly accessible buildings and associated grounds, public recreational facilities, and their associated infrastructure improvements including but not limited to access roads, equipment, athletic fields, gardens, landscape areas, open spaces, natural areas, playgrounds, and parking areas.

- (2) To review and call to the attention of the city council the effectiveness, or lack thereof, of parks, trails, public bicycle and/or pedestrian ways, and recreation programs conducted by or for the city of St. Helens.
- (3) To review and make recommendations to the city council on the operation, administration, maintenance and equipment needs of the public works department relative to parks, trails, public bicycle and/or pedestrian ways and recreation and the other public facilities identified in this section.
- (4) To review and make recommendations to the city council on the annual budget of the public works department relative to parks, trails, public bicycle and/or pedestrian ways, and recreation and the other public facilities identified in this section.
- (5) To review and make recommendations to the city council on master plans and capital improvement plans for parks, trails, public bicycle and/or pedestrian ways, and recreation and the other public facilities identified in this section.
- (6) To review and make recommendations to the city council on public park, public bicycle and/or pedestrian ways and recreation facility development plans, construction plans, recreation use or development proposals, and such other park related activities as deemed advisable by the city council.
- (7) To make periodic site visits and inspections, in accordance with public meetings law, and with the approval of the city engineering director, of city park and recreation facilities, public bicycle and/or pedestrian ways and other public facilities identified herein, as are necessary for the parks and trails commission to carry out its assigned duties.
- (8) To request that the city council assign or direct staff to prepare reports and compile information necessary for the parks and trails commission to carry out its assigned duties.

Section 2. Repeal of SHMC Chapters 2.16 and 2.64. Having merged the Parks Commission provided for in SHMC Chapter 2.16 with the Bicycle and Pedestrian Commission provided for in Chapter 2.64 by this ordinance, Chapters 2.16 and 2.64 of the SHMC are no longer needed and are hereby repealed.

Section 3. Severability. Each Section of this ordinance, and any part thereof, is severable. If any part of this ordinance is held to be invalid by a court of competent jurisdiction, the remainder of this ordinance remains in full force and effect.

Read the first time: July 18, 2018
Read the second time: August 15, 2018

APPROVED AND ADOPTED this 15th day of August, 2018, by the following vote:

Ayes:

Nays:

Rick Scholl, Mayor

ATTEST:

Kathy Payne, City Recorder

City of St. Helens
ORDINANCE NO. 3230

**AN ORDINANCE TO AMEND ST. HELENS MUNICIPAL CODE
CHAPTER 5.30 REGARDING COMMUNITY IMPACT AGREEMENTS
FOR RETAIL MARIJUANA RELATED BUSINESSES**

WHEREAS, the Community Impact Agreement was implemented prior to the voter approved tax on marijuana; and

WHEREAS, the City finds the voter approved tax sufficient to mitigate marijuana impacts on the St. Helens community; and

WHEREAS, the City desires to repeal the Community Impact Agreement.

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

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

Section 2. Amendment. The St. Helens Municipal Code Chapter 5.30 is hereby amended as follows: (underlined language is added; ~~stricken language~~ is removed)

~~5.30.030 Community impact agreement for retail marijuana related businesses.~~

~~In addition to the license requirements of SHMC 5.30.025, all retail marijuana related businesses shall jointly negotiate and execute a community impact agreement. The community impact agreement shall seek to mitigate the public safety and public health impacts of the retail marijuana related business on the community and shall include the payment of a fee to the city for the mitigation efforts.~~

~~(1) The fee shall be calculated based on the impacts to the community and increased burden on the city from the marijuana related business.~~

~~(2) Proceeds from the fee shall be dedicated to fund public safety and marijuana related programs.~~

~~(3) The community impact agreement shall be approved by the city council prior to becoming effective.~~

~~(4) The business license fee paid to the city, pursuant to SHMC 5.30.020, may be deducted from any payment due to the city as part of a community impact agreement.~~

5.30.035 Characteristics of license.

(2) Term. A license issued pursuant to this chapter shall remain in effect until such time as:

(c) The person who obtained the marijuana related business license ceases to comply with the provisions of Chapter 5.04 SHMC or this chapter, ~~or the terms of the community impact agreement~~; or

Read the first time: July 18, 2018
Read the second time: August 15, 2018

APPROVED AND ADOPTED by the City Council this 15th day of August, 2018, by the following vote:

Ayes:

Nays:

Rick Scholl, Mayor

ATTEST:

Kathy Payne, City Recorder

City of St. Helens
RESOLUTION NO. 1825

**A RESOLUTION TO APPOINT A
PRESIDING MUNICIPAL COURT JUDGE**

WHEREAS, the City of St. Helens desires to provide the services of a Municipal Court Judge to perform the duties of a City judicial officer for its citizens; and

WHEREAS, Section 2.20.050 of the St. Helens Municipal Code, states that "*The term of office of the St. Helens municipal court judge shall be stated in the resolution appointing the judge pursuant to this chapter. The term shall be two years from the date of initial appointment when the appointment is made in an odd numbered year. Otherwise, the appointment is for one year or the unexpired term of the departing judge.*"

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

Section 1. Amy Lindgren shall be appointed presiding Municipal Court Judge of the Municipal Court of the City of St. Helens until July 31, 2019, with all the authority, responsibility, and duties of that office under state law, municipal charter and ordinances.

Section 2. All prior resolutions regarding appointment of a municipal court judge or judges pro tem are hereby repealed.

Section 3. This resolution becomes effective on August 1, 2018.

Approved and adopted by the City Council on July 18, 2018, by the following vote:

Ayes:

Nays:

Randy Peterson, Mayor

ATTEST:

Kathy Payne, City Recorder



3305 SW 87th
Portland, OR 97225
(503) 297-6311P
(503) 297-6053F

June 12, 2018

Jenny Dimsho
City of St. Helens
P.O. Box 278
St. Helens, Oregon 97051

RE: Boardwalk Build Application Technical Assistance

Dear Jenny,

We are pleased to provide this proposal for river-related technical assistance for the City of St. Helens riverfront trail project. This project will help reconnect the residents of the area with the river, provide an added attraction for visitors, as well as act as a catalyst for new development.

Our firm has extensive experience working on similar projects along the Columbia and Willamette, transforming historic industrial lands to more urban landscape within the cities they are located. Projects span from Hood River to Eugene, and extensive experience in Portland and Vancouver.

We have served in many capacities starting with initial planning and feasibility, continuing on with primary permit responsibility, through design and construction administration. Most recent roles focus on being a trusted advisor directly to project owners/cities to help them interpret the development risks and challenges with urban waterfront redevelopment. These projects are typically more complex than upland development due to the multiple overlapping jurisdictions of the Corp of Engineers, National Marine Fisheries, Department of State Lands, DEQ, Oregon Department of Fish and Wildlife, FEMA and several other agencies. Our direct experience with permitting has afforded us with a detailed understanding of the complexities and typical sticking points most projects encounter. We can most accurately be described as a river guide helping you become aware of what is coming, and allowing you understand the options and be best prepared for the rapids of development.

In addition to professional work experience, I was a City of Portland Design Review Commissioner for 8 years serving on the quasi-judicial board helping establish and implement planning-related guidelines throughout the City of Portland. Much of this work focused on enhancing the public realm and pedestrian experience in the city, while encouraging effective sub-district plans and site master development plans, similar to the St. Helens site work. While our work is typically along the waterfront, our experience does extend into the upland areas.

While developing a detailed scope at this point is not practical, we shall provide general areas of expertise and familiarity that you may wish to draw upon. We would propose working on an hourly basis, at your direction, and would only complete work when authorized by you.



3305 SW 87th
Portland, OR 97225
(503) 297-6311P
(503) 297-6053F

Areas of expertise include:

- Shoreline bank stabilization
- Riparian restoration/fish habitat enhancement
- Docks, Marinas, public beaches and walkways
- Greenway path engineering/technical expertise
- Grading/volume calculations using CAD Civil3d
- Basic grading visualization for planning (not presentation)
- Regulatory permitting (COE, NMFS, DSL, DEQ, etc)
- In water leases and proprietary issues with DSL
- Site contamination
- Cost estimating for elements listed above (not architectural elements)
- Construction feasibility/phasing and logistics of heavy civil

As we have discussed, our role would be as an advisor to the City and supplement your existing consulting team where needed, and provided deeper levels of information in our area of expertise. We propose a budget of up to \$5,000 for 20 hours of work, to be billed monthly at our hourly rate of \$250, which includes expenses.

Please review this proposal and contact me at (503) 297-6311 if you have any questions. We understand you have a short form contract which we have provided suggested modifications to for this letter to be included as an exhibit.

Sincerely,

A handwritten signature in black ink that reads "Andrew Jansky". The signature is written in a cursive, flowing style.

Andrew Jansky, P.E., M.S.
Principal
Flowing Solutions, LLC
www.flowingsolutions.com





3305 SW 87th
 Portland, OR 97225
 (503) 297-6311P
 (503) 297-6053F

EXHIBIT A- TERMS AND CONDITIONS

Flowing Solutions, shall perform the services outlined in this agreement for the stated fee arrangement.

Access To Site

Unless otherwise stated, Flowing Solutions, will have access to the site for activities necessary for the performance of the services.

Fee

The total fee shall be understood to be an estimate, based upon the Scope of Services, and shall not be exceeded by more than 10 percent without approval of the Client.

Billings/Payments

Invoices will be submitted monthly for services and are due when rendered. Invoices shall be considered PAST DUE if not paid within 30 days after the invoice date and Flowing Solutions,, may, without waiving any claims or right against the Client and without liability whatsoever to the Client, terminate the performance of the service. A monthly service charge of 1.5% of the unpaid balance (18% true annual rate) will be added to the PAST DUE accounts. In the event any portion or all of an account remains unpaid 90 days after billing, the Client shall pay cost of collection, including reasonable attorney's fees.

Hidden Conditions

Flowing Solutions shall not be responsible for the condition of the existing structure and systems (except where verification can be made by simple visual observation). When advised by Flowing Solutions of suspect hidden conditions, investigation of conditions may be authorized and paid for by the Client.

Risk Allocation

In recognition of the relative risks, rewards, and benefits of the project to both the Client and Flowing Solutions the risks have been allocated so that the Client agrees that, to the fullest extent permitted by law, Flowing Solutions total liability to the Client for any and all injuries, claims, losses, expenses, damages or claim expenses arising out of this agreement, from any cause or causes, shall not exceed the total amount of \$50,000 or the amount of Flowing Solutions fee (whichever is greater). Such causes include, but are not limited to, Flowing Solutions negligence, errors, omissions, strict liability, breach of contract or breach of warranty. Higher limits are available at additional cost prior to commencement of services.

Acknowledgment of Risk

Projects located on or near waterways are subject to uncontrolled forces of nature. As such these forces must be estimated as part of design. Flowing Solutions does not warrant that estimated loads will be the largest ever encountered. Proper maintenance during events is required to minimize risk of damage.

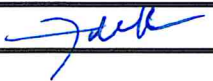
Termination of Services

This agreement may be terminated by the Client or Flowing Solutions by written notice. In the event of termination, the Client shall pay Flowing Solutions for all services rendered to the date of termination, and all reimbursable expenses.

Applicable Law

Unless otherwise specified, this agreement shall be governed by the laws of the State of Oregon.

Client Initials/Date:

 , City Administrator

AMENDMENT NO. 5 TO INTERGOVERNMENTAL AGREEMENT

This Amendment is made on July 18, 2018, between City of St. Helens, an Oregon municipal corporation (“St. Helens”), and the **City of Carlton** (“Carlton”), an Oregon municipal corporation.

RECITALS

A. WHEREAS, on or about November 6, 2013, St. Helens and Carlton entered into an agreement (“Agreement”) in which St. Helens agreed to provide personnel services (“Services”) related to communications and public information; and

B. WHEREAS, on June 18, 2014, the agreement was extended to June 30, 2015 and on August 10, 2015, it was extended to June 30, 2016, and on June 20, 2016, it was extended to June 30, 2017, and on June 7, 2017, it was extended to June 30, 2018; and

C. WHEREAS, 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.
- 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:

CITY OF ST. HELENS, an Oregon
municipal corporation

By: _____

Name: _____

Its: _____

CARLTON:

CITY OF CARLTON, an Oregon
municipal corporation

By: _____

Name: _____

Its: _____

COMMERCIAL LEASE

215 N. 6th Street Building

Date: July 1, 2018

Between: City of St. Helens ("Landlord")
P.O. Box 278
St. Helens, Oregon 97051

And: St. Helens Alano Club ("Tenant")
Carmen Kauffman, President
215 N. 6th Street
St. Helens, Oregon 97051

Landlord leases to Tenant and Tenant leases from Landlord the following described property (the "Premises") on the terms and conditions stated below:

The former Jaycees Building located at 215 N. 6th Street, St. Helens, OR 97051. Such building consists of approximately 2,400 square feet of floor area. Included in the leased area is the area immediately adjacent to the building used for parking, as more particularly shown on Exhibit B, attached to and made a portion of this lease by this reference.

Section 1. Occupancy

1.1 Original Term. The initial term of this lease shall be for five (5) years and shall commence July 1, 2018, and continue through June 30, 2023, unless sooner terminated as hereinafter provided. The parties may, by mutual agreement, extend the provisions of this lease for one (1) additional term of five (5) years, subject to the provisions in Section 1.3, below.

1.2 Possession. Tenant's right to possession and obligations under the lease shall commence on July 1, 2018.

1.3 Renewal Option. If the lease is not in default nor has been otherwise terminated as of June 30, 2023, Tenant shall have the option to renew this lease for one (1) additional term of five (5) years, as follows:

- (1) The renewal term shall commence on the day following expiration of the Lease.
- (2) The option may be exercised by written notice to Landlord given not less than thirty (30) days prior to the last day of the expiring term. The giving of such notice shall be sufficient to make the lease binding for the renewal term without further act of the parties. Landlord and Tenant shall then be bound to take the steps required in connection with the determination of rent as specified below.
- (3) The terms and conditions of the lease for the renewal term shall be identical with the original term except for rent and except that Tenant will no longer have any option to renew this lease. Rent for the renewal term shall be the greater of (a) the rental during the original term or (b) a reasonable rental for the ensuing term.

(4) If the parties do not agree on the rent within thirty (30) days after notice of election to renew, the rent shall be determined by a qualified, independent real property appraiser familiar with commercial rental values in the area. The appraiser shall be chosen by Tenant from a list of not fewer than three such individuals submitted by Landlord. If Tenant does not make the choice within five days after submission of the list, Landlord may do so. If Landlord does not submit such a list within ten (10) days after written request from Tenant to do so, Tenant may name as an arbitrator any individual with such qualifications. Within thirty (30) days after his/her appointment, the appraiser shall return his/her decision, which shall be final and binding upon both parties. The cost of the appraisal shall be borne equally by both parties.

Section 2. Rent

2.1 Base Rent. During the original term, Tenant shall pay to Landlord as base rent the sum of \$0.00 per month. Rent shall be payable on the first day of each month in advance at the office of the City Administrator, 265 Strand Street, St. Helens, Oregon except that rent for the first month has been paid upon the execution of this lease, and Landlord acknowledges receipt of this sum.

2.2 Security Deposit. To secure Tenant's compliance with all terms of this lease, Tenant shall pay Landlord the sum of five hundred dollars (\$500.00) as a deposit. Said deposit shall be made at the same time as the rental payment for the lease, at the option of the Landlord. The deposit shall be a debt from Landlord to Tenant, refundable within thirty (30) days after expiration of the lease term or other termination not caused by Tenant's default. Landlord shall have the right to offset against the deposit any sums owing from Tenant to Landlord and not paid when due, any damages caused by Tenant's default, the cost of curing any default by Tenant should Landlord elect to do so, and the cost of performing any repair or cleanup that is Tenant's responsibility under this lease. Offset against the deposit shall not be an exclusive remedy in any of the above cases, but may be invoked by Landlord, at its option, in addition to any other remedy provided by law or this lease for Tenant's nonperformance. Landlord shall give notice to Tenant each time an offset is claimed against the deposit, and, unless the lease is terminated, Tenant shall within ten (10) days after such notice deposit with Landlord a sum equal to the amount of the offset so that the total deposit amount, net of offset, shall remain constant throughout the lease term.

2.3 Additional Rent. All taxes, insurance costs and utility charges that Tenant is required to pay by this lease, and any other sum that Tenant is required to pay to Landlord or third parties shall be additional rent.

Section 3. Use of the Premises

3.1 Permitted Use. The Premises shall be used for meeting and gathering space for twelve step or similar programs and for no other purpose without the consent of Landlord, which consent shall not be withheld unreasonably. Residential use of the Premises is expressly prohibited.

3.2 Restrictions on Use. In connection with the use of the Premises, Tenant shall:

(1) Conform to all applicable laws and regulations of any public authority affecting the premises and the use, and correct at Tenant's own expense any failure of compliance created through Tenant's fault or by reason of Tenant's use, but Tenant shall not be required to make any structural changes to effect such compliance.

(2) Refrain from any activity that would make it impossible to insure the Premises against casualty, would increase the insurance rate, or would prevent Landlord from taking advantage of any ruling of the Oregon Insurance Rating Bureau, or its successor, allowing Landlord to obtain reduced premium rates for long-term fire insurance policies, unless Tenant pays the additional cost of the insurance.

(3) Refrain from any use that would be reasonably offensive to other tenants or owners or users of neighboring premises or that would tend to create a nuisance or damage the reputation of the premises.

(4) Refrain from loading the electrical system or floors beyond the point considered safe by a competent engineer or architect selected by Landlord.

(5) Refrain from making any marks on or attaching any sign, insignia, antenna, aerial, or other device to the exterior walls, windows, or roof of the premises without the written consent of Landlord.

3.3 Hazardous Substances. Tenant shall not cause or permit any Hazardous Substance to be spilled, leaked, disposed of, or otherwise released on or under the Premises. Tenant may use or otherwise handle on the Premises only those Hazardous Substances typically used or sold in the prudent and safe operation of the use specified in Section 3.1. Tenant may store such Hazardous Substances on the Premises only in quantities necessary to satisfy Tenant's reasonably anticipated needs. Tenant shall comply with all Environmental Laws and exercise the highest degree of care in the use, handling, and storage of Hazardous Substances and shall take all practicable measures to minimize the quantity and toxicity of Hazardous Substances used, handled, or stored on the Premises. Upon the expiration or termination of this Lease, Tenant shall remove all Hazardous Substances from the Premises. The term "Environmental Law" shall mean any federal, state, or local statute, regulation, or ordinance or any judicial or other governmental order pertaining to the protection of health, safety or the environment. The term "Hazardous Substance" shall mean any hazardous, toxic, infectious or radioactive substance, waste, and material as defined or listed by any Environmental Law and shall include, without limitation, petroleum oil and its fractions.

Section 4. Repairs and Maintenance

4.1 Landlord's Obligations. The following shall be the responsibility of Landlord:

(1) Repairs and maintenance of the roof and gutters, exterior walls (excluding painting and cleaning), bearing walls, structural members, floor slabs, and foundation.

(2) Repair of sidewalks, driveways, curbs, parking areas, and areas used in common by Tenant and Landlord or tenants of other portions of the same building.

(3) Repair and maintenance of exterior water, sewage, gas, and electrical services up to the point of entry to the leased Premises.

(4) Repair of the heating and air conditioning system other than ordinary maintenance.

4.2 Tenant's Obligations. The following shall be the responsibility of Tenant:

(1) Repair of interior walls, ceilings, doors, interior and exterior windows and door glass, and related hardware, light fixtures, switches, and wiring and plumbing from the point of entry to the premises.

(2) Any repairs necessitated by the negligence of Tenant, its agents, employees, and invitees, but including repairs that would otherwise be the responsibility of Landlord under Section 4.1.

(3) Ordinary maintenance of the heating and air conditioning system and any repairs necessary because of improper maintenance.

(4) Any repairs or alterations required under Tenant's obligation to comply with laws and regulations as set forth in Section 3.2(1).

(5) All other repairs to the premises which Landlord is not required to make under Section 4.1.

(6) Maintenance of the outside of the building exterior walls (painting and cleaning), maintenance of the surrounding grounds as shown on Exhibit B, including keeping the area free of garbage, debris and noxious weeds.

4.3 Landlord's Interference with Tenant. In performing any repairs, replacements, alterations, or other work performed on or around the Premises, Landlord shall not cause unreasonable interference with use of the Premises by Tenant. Tenant shall have no right to an abatement of rent nor any claim against Landlord for any inconvenience or disturbance resulting from Landlord's activities performed in conformance with the requirement of this provision.

4.4 Inspection of Premises. Landlord shall have the right to inspect the Premises at any reasonable time or times to determine the necessity of repair. Whether or not such inspection is made, the duty of Landlord to make repairs shall not mature until a reasonable time after Landlord has received from Tenant written notice of the repairs that are required. Nothing in this section shall restrict the police from making necessary inspections during the course of normal police work.

Section 5. Alterations

5.1 Alterations Prohibited. Tenant shall make no improvements or alterations on the Premises of any kind without first obtaining Landlord's written consent. All alterations shall be made in a good and workmanlike manner, and in compliance with applicable laws and building codes. As used herein, "alterations" includes the installation of computer and telecommunications wiring, cables, and conduit.

5.2 Alterations Required. The improvements and alterations delineated on the work sheet attached to and made a part of this lease shall be performed by the party designated and within the time stated in the work sheet.

5.3 Ownership and Removal of Alterations. All improvements and alterations performed on the Premises by either Landlord or Tenant shall be the property of Landlord when installed unless the applicable Landlord's consent or work sheet specifically provides otherwise.

Improvements and alterations installed by Tenant shall, at Landlord's option, be removed by Tenant and the premises restored unless the applicable Landlord's consent or work sheet specifically provides otherwise.

5.4 Waiver. Landlord may condition its consent to installation of a work of visual art in the Premises, as defined in the Visual Artists Rights Act of 1990 (VARA) at 17 USC §101, on Tenant's delivery to Landlord of a written waiver of moral rights under the VARA executed by the artist and to be executed by Landlord acknowledging that the work may be subject to destruction upon removal.

Section 6. Insurance

6.1 Liability Insurance. Landlord shall keep the Premises insured at Landlord's expense against fire and other risks covered by a standard fire insurance policy with an endorsement for extended coverage. Tenant shall carry similar insurance insuring the property of Tenant on the Premises against such risks, as more fully specified herein. Tenant shall also provide Liability Insurance, at Tenant's expense, in the amount of \$2,000,000 and name the City as an additional insured on the policy.

6.2 Waiver of Subrogation. Neither party shall be liable to the other (or to the other's successors or assigns) for any loss or damage caused by fire or any of the risks enumerated in a standard fire insurance policy with an extended coverage endorsement, and in the event of insured loss, neither party's insurance company shall have a subrogated claim against the other.

Section 7. Taxes; Utilities

7.1 Property Taxes. Tenant shall pay as due all taxes on its personal property located on the Premises, if applicable taxes apply. Landlord shall pay as due all real property taxes and special assessments levied against the Premises. As used herein, real property taxes includes any fee or charge relating to the ownership, use, or rental of the Premises, other than taxes on the net income of Landlord or Tenant.

7.2 Special Assessments. If an assessment for a public improvement is made against the Premises, Landlord may elect to cause such assessment to be paid in installments, in which case all of the installments payable with respect to the lease term shall be treated the same as general real property taxes for purposes of Section 7.1.

7.3 Contest of Taxes. Tenant shall be permitted to contest the amount of any tax or assessment as long as such contest is conducted in a manner that does not cause any risk that Landlord's interest in the Premises will be foreclosed for nonpayment. Landlord shall cooperate in any reasonable manner with such contest by Tenant.

7.4 Payment of Utilities Charges. Tenant shall pay when due all charges for services and utilities incurred in connection with the use, occupancy, operation, and maintenance of the Premises, including (but not limited to) charges for fuel, water, gas, electricity, sewage

disposal, power, refrigeration, air conditioning, telephone, and janitorial services. If the charges are not separately metered or stated, Landlord shall apportion the charges on an equitable basis, and Tenant shall pay its apportioned share on demand.

Section 8. Damage and Destruction

8.1 Partial Damage. If the Premises are partly damaged and Section 8.2 does not apply, the Premises shall be repaired by Landlord at Landlord's expense. Repairs shall be accomplished with all reasonable dispatch subject to interruptions and delays from labor disputes and matters beyond the control of Landlord, including the availability of budgeted funds or insurance proceeds and shall be performed in accordance with the provisions of Section 4.3.

8.2 Destruction. If the Premises are destroyed or damaged such that the cost of repair exceeds 25% of the value of the structure before the damage, either party may elect to terminate the lease as of the date of the damage or destruction by notice given to the other in writing not more than thirty (30) days following the date of damage. In such event all rights and obligations of the parties shall cease as of the date of termination, and Tenant shall be entitled to the reimbursement of any prepaid amounts paid by Tenant and attributable to the anticipated term. If neither party elects to terminate, Landlord shall proceed to restore the Premises to substantially the same form as prior to the damage or destruction. Work shall be commenced as soon as reasonably possible and thereafter shall proceed without interruption except for work stoppages on account of labor disputes and matters beyond Landlord's reasonable control and including the availability of budgeted funds or insurance proceeds.

8.3 Rent Abatement. Rent shall be abated during the repair of any damage to the extent the premises are untenantable, except that there shall be no rent abatement where the damage occurred as the result of the fault of Tenant or Tenant's guests and invitees.

Section 9. Liability and Indemnity

9.1 Liens

(1) Except with respect to activities for which Landlord is responsible, Tenant shall pay as due all claims for work done on and for services rendered or material furnished to the Premises, and shall keep the Premises free from any liens. If Tenant fails to pay any such claims or to discharge any lien, Landlord may do so and collect the cost as additional rent. Any amount so added shall bear interest at the rate of 9% per annum from the date expended by Landlord and shall be payable on demand. Such action by Landlord shall not constitute a waiver of any right or remedy which Landlord may have on account of Tenant's default.

(2) Tenant may withhold payment of any claim in connection with a good-faith dispute over the obligation to pay, as long as Landlord's property interests are not jeopardized. If a lien is filed as a result of nonpayment, Tenant shall, within ten (10) days after knowledge of the filing, secure the discharge of the lien or deposit with Landlord cash or sufficient corporate surety bond or other surety satisfactory to Landlord in an amount sufficient to discharge the lien plus any costs, attorney fees, and other charges that could accrue as a result of a foreclosure or sale under the lien.

9.2 Indemnification. Tenant shall indemnify and defend Landlord from any claim, loss, or liability arising out of or related to any activity of Tenant on the Premises or any condition of the Premises in the possession or under the control of Tenant including any such claim, loss, or liability that may be caused or contributed to in whole or in part by Landlord's own negligence or failure to effect any repair or maintenance required by this lease. Landlord shall have no liability to Tenant for any injury, loss, or damage caused by third parties, or by any condition of the Premises except to the extent caused by Landlord's negligence or breach of duty under this lease.

9.3 Liability Insurance. Before going into possession of the Premises, Tenant shall procure and thereafter during the term of the lease shall continue to carry the following insurance at Tenant's cost: commercial general liability policy with an "A" rated company with coverage for bodily injury, property damage liability, personal and advertising injury liability with a general aggregate limit of not less than \$2,000,000 and a per occurrence limit of not less than \$2,000,000. Medical expense shall also be provided at not less than \$10,000 per person. Such insurance shall cover all risks arising directly or indirectly out of Tenant's activities on or any condition of the premises whether or not related to an occurrence caused or contributed to by Landlord's negligence. Such insurance shall protect Tenant against the claims of Landlord on account of the obligations assumed by Tenant under Section 9.2, and shall name Landlord as an additional insured. Certificates evidencing such insurance and bearing endorsements requiring ten (10) days' written notice to Landlord prior to any change or cancellation shall be furnished to Landlord prior to Tenant's occupancy of the property.

Section 10. Quiet Enjoyment; Mortgage Priority

10.1 Landlord's Warranty. Landlord warrants that it is the owner of the Premises and has the right to lease them free of all encumbrances. Landlord will defend Tenant's right to quiet enjoyment of the Premises from the lawful claims of all persons during the lease term.

Section 11. Assignment and Subletting

No part of the Premises may be assigned, mortgaged, or subleased, nor may a right of use of any portion of the property be conferred on any third person by any other means, without the prior written consent of Landlord. This provision shall apply to all transfers by operation of law. If Tenant is a corporation or partnership, this provision shall apply to any transfer of a majority voting interest in stock or partnership interest of Tenant. No consent in one instance shall prevent the provision from applying to a subsequent instance. Landlord may withhold or condition such consent in its sole discretion.

Section 12. Default

The following shall be events of default:

12.1 Default in Rent. Failure of Tenant to pay any rent or other charge within ten (10) days after it is due.

12.2 Default in Other Covenants. Failure of Tenant to comply with any term or condition or fulfill any obligation of the lease (other than the payment of rent or other charges) within twenty (20) days after written notice by Landlord specifying the nature of the default with reasonable particularity. If the default is of such a nature that it cannot be completely remedied within the 20-day period, this provision shall be complied with if Tenant begins correction of the default within the 20-day period and thereafter proceeds with reasonable diligence and in good faith to effect the remedy as soon as practicable.

12.3 Insolvency. Insolvency of Tenant; an assignment by Tenant for the benefit of creditors; the filing by Tenant of a voluntary petition in bankruptcy; an adjudication that Tenant is bankrupt or the appointment of a receiver of the properties of Tenant; the filing of any involuntary petition of bankruptcy and failure of Tenant to secure a dismissal of the petition within thirty (30) days after filing; attachment of or the levying of execution on the leasehold interest and failure of Tenant to secure discharge of the attachment or release of the levy of execution within ten (10) days shall constitute a default. If Tenant consists of two or more individuals or business entities, the events of default specified in this Section shall apply to each individual unless within ten (10) days after an event of default occurs, the remaining individuals produce evidence satisfactory to Landlord that they have unconditionally acquired the interest of the one causing the default. If the lease has been assigned, the events of default so specified shall apply only with respect to the one then exercising the rights of Tenant under the lease.

12.4 Abandonment. Failure of Tenant for fifteen (15) days or more to occupy the Premises for one or more of the purposes permitted under this lease, unless such failure is excused under other provisions of this lease.

12.5 Mutual Termination. Notwithstanding any other provision of this lease, either party may terminate this lease upon ninety (90) days written notice to the other party with or without cause.

Section 13. Remedies on Default

13.1 Termination. In the event of a default the lease may be terminated at the option of Landlord by written notice to Tenant. Whether or not the lease is terminated by the election of Landlord or otherwise, Landlord shall be entitled to recover damages from Tenant for the default, and Landlord may reenter, take possession of the premises, and remove any persons or property by legal action or by self-help with the use of reasonable force and without liability for damages and without having accepted a surrender.

13.2 Reletting. Following reentry or abandonment, Landlord may relet the Premises and in that connection may make any suitable alterations or refurbish the Premises, or both, or change the character or use of the Premises, but Landlord shall not be required to relet for any use or purpose other than that specified in the lease or which Landlord may reasonably consider injurious to the Premises, or to any tenant that Landlord may reasonably consider objectionable. Landlord may relet all or part of the Premises, alone or in conjunction with other properties, for a term longer or shorter than the term of this lease, upon any reasonable terms and conditions, including the granting of some rent-free occupancy or other rent concession.

13.3 Damages. In the event of termination or retaking of possession following default, Landlord shall be entitled to recover immediately, without waiting until the due date of any future rent or until the date fixed for expiration of the lease term, the following amounts as damages:

(1) The loss of rental from the date of default until a new tenant is, or with the exercise of reasonable efforts could have been, secured and paying out.

(2) The reasonable costs of reentry and reletting including without limitation the cost of any cleanup, refurbishing, removal of Tenant's property and fixtures, costs incurred under Section 13.5, or any other expense occasioned by Tenant's default including but not limited to, any remodeling or repair costs, attorney fees, court costs, broker commissions, and advertising costs.

(3) Any excess of the value of the rent and all of Tenant's other obligations under this lease over the reasonable expected return from the premises for the period commencing on the earlier of the date of trial or the date the premises are relet, and continuing through the end of the term. The present value of future amounts will be computed using a discount rate equal to the prime loan rate of major Oregon banks in effect on the date of trial.

13.4 Right to Sue More than Once. Landlord may sue periodically to recover damages during the period corresponding to the remainder of the lease term, and no action for damages shall bar a later action for damages subsequently accruing.

13.5 Landlord's Right to Cure Defaults. If Tenant fails to perform any obligation under this lease, Landlord shall have the option to do so after thirty (30) days' written notice to Tenant. All of Landlord's expenditures to correct the default shall be reimbursed by Tenant on demand with interest at the rate of 9% annum from the date of expenditure by Landlord. Such action by Landlord shall not waive any other remedies available to Landlord because of the default.

13.6 Remedies Cumulative. The foregoing remedies shall be in addition to and shall not exclude any other remedy available to Landlord under applicable law.

Section 14. Surrender at Expiration

14.1 Condition of Premises. Upon expiration of the lease term or earlier termination on account of default, Tenant shall deliver all keys to Landlord and surrender the Premises in first-class condition and broom clean. Alterations constructed by Tenant with permission from Landlord shall not be removed or restored to the original condition unless the terms of permission for the alteration so require. Depreciation and wear from ordinary use for the purpose for which the Premises are leased shall be excepted but repairs for which Tenant is responsible shall be completed to the latest practical date prior to such surrender. Tenant's obligations under this section shall be subordinate to the provisions of Section 8 relating to destruction.

14.2 Fixtures

(1) All fixtures placed upon the Premises during the term, other than Tenant's trade fixtures, shall, at Landlord's option, become the property of Landlord. If Landlord so elects, Tenant shall remove any or all fixtures that would otherwise remain the property of Landlord, and shall repair any physical damage resulting from the removal. If Tenant fails to remove such fixtures, Landlord may do so and charge the cost to Tenant with interest at the legal rate from the date of expenditure.

(2) Prior to expiration or other termination of the lease term Tenant shall remove all furnishings, furniture, and trade fixtures that remain its property. If Tenant fails to do so, this shall be an abandonment of the property, and Landlord may retain the property and all rights of Tenant with respect to it shall cease or, by notice in writing given to Tenant within twenty (20) days after removal was required, Landlord may elect to hold Tenant to its obligation of removal. If Landlord elects to require Tenant to remove, Landlord may effect a removal and place the property in public storage for Tenant's account. Tenant shall be liable to Landlord for the cost of removal, transportation to storage, and storage, with interest at the legal rate on all such expenses from the date of expenditure by Landlord.

14.3 Holdover

(1) If Tenant does not vacate the Premises at the time required, Landlord shall have the option to treat Tenant as a tenant from month to month, subject to all of the provisions of this lease except the provisions for term and renewal and at a rental rate equal to 150 percent of the rent last paid by Tenant during the original term, or to eject Tenant from the Premises and recover damages caused by wrongful holdover. Failure of Tenant to remove fixtures, furniture, furnishings, or trade fixtures that Tenant is required to remove under this lease shall constitute a failure to vacate to which this section shall apply if the property not removed will substantially interfere with occupancy of the Premises by another tenant or with occupancy by Landlord for any purpose including preparation for a new tenant.

(2) If a month-to-month tenancy results from a holdover by Tenant under this Section, the tenancy shall be terminable at the end of any monthly rental period on written notice from Landlord given not less than thirty (30) days prior to the termination date which shall be specified in the notice. Tenant waives any notice that would otherwise be provided by law with respect to a month-to-month tenancy.

Section 15. Miscellaneous

15.1 Nonwaiver. Waiver by either party of strict performance of any provision of this lease shall not be a waiver of or prejudice the party's right to require strict performance of the same provision in the future or of any other provision.

15.2 Attorney Fees. If suit or action is instituted in connection with any controversy arising out of this lease, the prevailing party shall be entitled to recover in addition to costs such sum as the court may adjudge reasonable as attorney fees at trial, on petition for review, and on appeal.

15.3 Notices. Any notice required or permitted under this lease shall be given when actually delivered or 48 hours after deposited in United States mail as certified mail addressed to

the address first given in this lease or to such other address as may be specified from time to time by either of the parties in writing.

15.4 Succession. Subject to the above-stated limitations on transfer of Tenant's interest, this lease shall be binding on and inure to the benefit of the parties and their respective successors and assigns.

15.5 Recordation. This lease shall not be recorded without the written consent of Landlord.

15.6 Entry for Inspection. Landlord shall have the right to enter upon the Premises at any time to determine Tenant's compliance with this lease, to make necessary repairs to the building or to the Premises, or to show the Premises to any prospective tenant or purchaser, and in addition shall have the right, at any time during the last two (2) months of the term of this lease, to place and maintain upon the Premises notices for leasing or selling of the Premises.

15.7 Interest on Rent and Other Charges. Any rent or other payment required of Tenant by this lease shall, if not paid within ten (10) days after it is due, bear interest at the rate of 9% per annum (but not in any event at a rate greater than the maximum rate of interest permitted by law) from the due date until paid. In addition, if Tenant fails to make any rent or other payment required by this lease to be paid to Landlord within five days after it is due, Landlord may elect to impose a late charge of five cents per dollar of the overdue payment to reimburse Landlord for the costs of collecting the overdue payment. Tenant shall pay the late charge upon demand by Landlord. Landlord may levy and collect a late charge in addition to all other remedies available for Tenant's default, and collection of a late charge shall not waive the breach caused by the late payment.

15.8 Proration of Rent. In the event of commencement or termination of this lease at a time other than the beginning or end of one of the specified rental periods, then the rent shall be prorated as of the date of commencement or termination and in the event of termination for reasons other than default, all prepaid rent shall be refunded to Tenant or paid on its account.

15.9 Time of Essence. Time is of the essence of the performance of each of Tenant's obligations under this lease.

Section 16. Arbitration

16.1 Disputes to Be Arbitrated. If any dispute arises between the parties, either party may request arbitration and appoint as an arbitrator an independent real estate appraiser having knowledge of valuation of rental properties comparable to the premises. The other party shall also choose an arbitrator with such qualifications, and the two arbitrators shall choose a third. If the choice of the second or third arbitrator is not made within ten (10) days of the choosing of the prior arbitrator, then either party may apply to the presiding judge of the judicial district where the premises are located to appoint the required arbitrator.

16.2 Procedure for Arbitration. The arbitrator shall proceed according to the Oregon statutes governing arbitration, and the award of the arbitrators shall have the effect therein provided. The arbitration shall take place in Columbia County.

Costs of the arbitration shall be shared equally by the parties, but each party shall pay its own attorney fees incurred in connection with the arbitration.

LANDLORD:

City of St. Helens

Approved by the City Council on _____

By: _____

Doug Morten, Council President

TENANT:

St. Helens Alano Club

By: _____

Carmen Kauffman, President

ATTEST:

Kathy Payne, City Recorder

APPROVED AS TO FORM:

City Attorney for Contracts

CONTRACT PAYMENTS

City Council Meeting
July 18, 2018

Due to the need to take this money out of the 17/18 budget year before the Finance Director closes the year out, the following invoices have been paid but need Council ratification:

Turney Excavating Inc.

Project: S-658 S. 7th & Columbia Sewer Replacement (PR#4) \$ **13,168.80**



City of St. Helens
265 Strand Street, St. Helens, Oregon 97051
Phone: 503.397.6272 | Fax: 503.366.3782

Payment Request #4 - Final

CONTRACTOR:

Turney Excavating Inc

PO Box 21597

Keizer, OR 97307

PROJECT: **S 7th St & Columbia Blvd Sewer Replacement**

PROJECT #: S-658

DATE: 6/21/2018

DEPARTMENT: Engineering

Total Contract Amount	\$276,439.27	Total Earned This Month	\$2,000.00
Total Amount Earned To Date	\$225,375.98	Less 5% Retainage	\$100.00

Previous Payment Requests

PP#	Previous Billing With Retainage	Retainage	Previous Amounts Paid	Invoice Date
1	\$60,950.00	\$3,047.50	\$57,902.50	04/25/18
2	\$68,350.00	\$3,417.50	\$64,932.50	05/08/18
3	\$94,075.98	\$4,703.80	\$89,372.18	05/22/18

Less Total of Previously Earned \$212,207.18

Total Retainage of Previous Payments \$11,168.80

Total Amount Due w/ Retainage

\$13,168.80

Bid Item No.	Description	Unit	Qty	Contract Unit Price	Total Contract Price	Total Earned This Month	Quantity Completed This Month	Quantity Completed Prior	Quantity Completed To Date	Total Earned To-Date
1	Mobilization, Bonds, Insurance and Demobilization	LS	1	\$27,000.00	\$27,000.00	\$0.00		1.00	1.00	\$27,000.00
2	Replace Existing Sewer Line with New 10-inch PVC Sanitary Sewer Pipe by Open Trench Methods – Class B backfill	LF	360	\$150.00	\$54,000.00	\$0.00		362.00	362.00	\$54,300.00
3	Replace Existing Sewer Line with New 8-inch PVC Sanitary Sewer Pipe by Open Trench Methods – Class B backfill	LF	260	\$140.00	\$36,400.00	\$0.00		201.00	201.00	\$28,140.00
4	Sewer Lateral Reconnection	EA	5	\$1,000.00	\$5,000.00	\$0.00		3.00	3.00	\$3,000.00
5	4-inch or 6-inch Diameter Sewer Lateral Pipe, D3034, SDR35 PVC	LF	50	\$300.00	\$15,000.00	\$0.00		14.15	14.15	\$4,245.00
6	Replace Existing Sanitary Sewer Manhole with New 48-inch Diameter Manhole	EA	4	\$14,000.00	\$56,000.00	\$0.00		4.00	4.00	\$56,000.00
7	Waterline Replacement on N 6th Street									
	(a) Replace Existing 4" Waterline with New 6" DIP Waterline	LF	100	\$140.00	\$14,000.00	\$0.00			0.00	\$0.00
	(b) Install Temporary Blowoff	EA	1	\$3,100.00	\$3,100.00	\$0.00			0.00	\$0.00
8	Rock Excavation	CYD	90	\$193.00	\$17,370.00	\$0.00		13.43	13.43	\$2,591.99
9	Sanitary Sewer Bypass	LS	1	\$15,800.00	\$15,800.00	\$0.00		1.00	1.00	\$15,800.00
10	Post-Construction Cleaning & CCTV of New Sewer	LF	620	\$9.00	\$5,580.00	\$0.00		563.00	563.00	\$5,067.00
11	Construction Staking and As-built Survey	LS	1	\$2,000.00	\$2,000.00	\$2,000.00	1.00		1.00	\$2,000.00
12	Traffic Control	LS	1	\$23,200.00	\$23,200.00	\$0.00		1.00	1.00	\$23,200.00
Totals:					\$274,450.00	\$2,000.00				\$221,343.99

Contract Change Orders

Item No.	Description	Unit	Qty	Unit Price	Contract Price	Total Earned This Month	Quantity Completed This Month	Quantity Completed Prior Billing	Quantity Completed To Date	Total Earned To-Date
14	Rehab Manhole (CO#1)	EA	2	\$390.48	\$780.96	\$0.00		2.00	2.00	\$780.96
15	Channel Manhole (CO#1)	EA	1	\$1,021.36	\$1,021.36	\$0.00		3.00	3.00	\$3,064.08
16	Over-excavation (CO#2)	CYD	1.8	\$103.86	\$186.95	\$0.00		1.80	1.80	\$186.95
Totals:					\$1,989.27	\$0.00				\$4,031.99

APPROVED FOR PAYMENT

INIT

DATE

ACCOUNTS PAYABLE

FINANCE

SUPERVISOR

6/21/18

7-9-18

FY 17/18

603-000-053010

PAYMENT APPLICATION NO. 4

PROJECT NAME:

S 7th St. & Columbia Blvd Sewer Replacement

DATE:

Tuesday, June 12, 2018

CONTRACTOR:

Turney Excavating Inc.
PO Box 21597
Keizer, OR 97307

PROJECT NUMBER:

S-658

REFERENCE INVOICE / RECEIPT NOS:

1168

CONTRACT BID ITEMS										CURRENT		PREVIOUS		TOTAL	
BID ITEM	DESCRIPTION	UNIT	QTY	CONTRACT UNIT PRICE	TOTAL CONTRACT PRICE	COMPLETED QUANTITIES	DUE THIS BILLING	COMPLETED QUANTITIES	BILLINGS TO DATE	COMPLETED QUANTITIES	BILLINGS TO DATE	PERCENT COMPLETE			
1	Mobilization	LS	1	\$27,000.00	\$27,000.00		\$0.00	1.00	\$27,000.00	1.00	\$27,000.00	100%			
2	Replace Existing Sewer Line with New 10-inch PVC	LF	360	\$150.00	\$54,000.00		\$0.00	362.00	\$54,300.00	362.00	\$54,300.00	101%			
3	Replace Existing Sewer Line with New 8-inch PVC	LF	260	\$140.00	\$36,400.00		\$0.00	201.00	\$28,140.00	201.00	\$28,140.00	77%			
4	Sewer Lateral Reconnection	EA	5	\$1,000.00	\$5,000.00		\$0.00	3.00	\$3,000.00	3.00	\$3,000.00	60%			
5	4 inch/6 inch diameter sewer lateral	LF	50	\$300.00	\$15,000.00		\$0.00	14.15	\$4,245.00	14.15	\$4,245.00	28%			
6	replace existing manholes	EA	4	\$14,000.00	\$56,000.00		\$0.00	4.00	\$56,000.00	4.00	\$56,000.00	100%			
7a	water line replacement replace existing with new	LS	100	\$140.00	\$14,000.00		\$0.00		\$0.00	0.00	\$0.00	0%			
7b	install new temporary blow off	EA	1	\$3,100.00	\$3,100.00		\$0.00		\$0.00	0.00	\$0.00	0%			
8	rock excavation	CYD	90	\$193.00	\$17,370.00		\$0.00	13.43	\$2,591.99	13.43	\$2,591.99	15%			
9	sanitary sewer bypass	LS	1	\$15,800.00	\$15,800.00		\$0.00	1.00	\$15,800.00	1.00	\$15,800.00	100%			
10	post construction cleaning & CCTV of new sewer	LF	620	\$9.00	\$5,580.00		\$0.00	563.00	\$5,067.00	563.00	\$5,067.00	91%			
11	construction staking and as built survey	LS	1	\$2,000.00	\$2,000.00	1.00	\$2,000.00		\$0.00	1.00	\$2,000.00	100%			
12	traffic control	LS	1	\$23,200.00	\$23,200.00		\$0.00	1.00	\$23,200.00	1.00	\$23,200.00	100%			
TOTALS:							\$2,000.00		\$0.00	0.00	\$0.00	#DIV/0!			
							\$2,000.00		\$219,343.99		\$221,343.99				

CHANGE ORDERS

1	rehab manhole	EA	2	\$390.48	\$780.96		\$0.00	2	\$780.96	100%
1	channel manhole	EA	1	\$1,021.36	\$1,021.36		\$0.00	3	\$3,064.08	300%
2	Over Excavating	CYD	1.80	\$103.86	\$186.95		\$0.00	1.80	\$186.95	100%
TOTALS:					\$1,989.27		\$0.00		\$4,031.99	

ORIGINAL CONTRACT AMOUNT:

\$274,450.00

TOTAL CONTRACT AMOUNT:

\$276,439.27

TOTAL AMOUNT EARNED TO DATE:

\$225,375.98

TOTAL EARNED THIS MONTH:

\$2,000.00

5% RETAINAGE THIS PAY APP:

\$0.00

AMOUNT DUE THIS PAY APPLICATION:

\$2,000.00

PREVIOUS PAY APPLICATIONS:

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



Turney Excavating Inc. CCB #214481
PO Box 21597
Keizer, OR 97307
503-307-7522
mitch@turneyexcavating.com

INVOICE

BILL TO

City of Saint Helens
265 Strand Street
St. Helens, OR 97051

INVOICE # 1168**DATE** 06/12/2018**DUE DATE** 07/12/2018**TERMS** Net 30**ACTIVITY****AMOUNT****Sales**

2,000.00

Item 11: Construction Staking and As Builts

BALANCE DUE**\$2,000.00**



Turney Excavating Inc. CCB #214481
 PO Box 21597
 Keizer, OR 97307
 503-307-7522
 mitch@turneyexcavating.com

INVOICE

BILL TO

City of Saint Helens
 265 Strand Street
 St. Helens, OR 97051

INVOICE # 1169

DATE 06/12/2018

DUE DATE 07/12/2018

TERMS Net 30

ACTIVITY	AMOUNT
Sales	
Retention Invoice 1	3,047.50
Sales	
Retention Invoice 2	3,417.50
Sales	
Retention Invoice 3	4,703.80

BALANCE DUE

\$11,168.80

Retainage ✓

City of St. Helens
Library Board
Minutes from Tuesday, March 20, 2018
St. Helens Public Library

Members Present

Nancy Herron, Past Chair
Mary Ellen Funderburg, Chair
Amanda Heynemann
Marsha Caton
Barbara Lines
Leanne Murray, Vice Chair

Members Absent

Heather Anderson-Bibler
Melisa Gaelrun-Maggi

Guests

Colton Hendrickson

Councilors in Attendance

Staff Present

Margaret Jeffries, Library Director
Brenda Herren-Kenaga, Reference Librarian
Dan Dieter, Library Board Secretary



CALL MEETING TO ORDER: The meeting was called to order at 7:18 p.m. by Chair Mary Ellen Funderburg.

INVITATION TO CITIZENS FOR PUBLIC COMMENT: No public comment.

PREVIOUS MEETING MINUTES: Minutes approved with no changes.

PRESENTATION ON THE EDGE INITIATIVE: Reference Librarian Brenda Herren-Kenaga presented information about the EDGE Initiative, a program that the St Helens Public Library has been involved with over the last year. The EDGE Initiative is an interactive web based data tool that libraries can subscribe to. The State Library of Oregon sponsored our participation in the Initiative. This is the first year for a dedicated rural library cohort. After filling out a lengthy questionnaire the Library would be able to determine how it compares to other similar libraries in Oregon as well as across the U.S.. After completing the questionnaire, the Library was given recommendations, ranging in the degree of implementation difficulty. The Library selected 13 action items to work on to align with these recommendations. For example, it was recommended that the Library offer the ability for patrons to scan documents to a USB storage device. As a result of this recommendation, the Library now offers this service. Another recommendation was to comply with World Wide Web Consortium's Web Accessibility Initiative (WAI) standard for website construction that

allows for the option to “read / speak” website content, so that users who are vision impaired can use a website. The City has worked with Aha to modify the City’s website to allow this option.

The Board discussed several components of the Initiative.

How does the Initiative compare to the Library’s current strategic plan? There was a discussion about how the Initiative aligns with the strategic plan, especially the goals concerning online resource availability.

How much does the Initiative cost, including staff time? The State Library of Oregon paid for the Initiative subscription costs and staff time is kept low through the use of an online toolkit.

What other Oregon libraries are in this rural cohort? There are libraries in Eastern Oregon and Southern Oregon that are participating.

How are small businesses being helped? There was a discussion about ‘clickable links’ that will be available on the website which allow patrons access to online resources.

How long will the cohort last? There was a discussion about the one year program and how even after the subscription expires, the contacts made can still be used to carry on communication with other participants. This also allows the Library to keep track of standards as they change.

REVIEW OF LIBRARY STATISTICS: Reference Librarian Brenda Herren-Kenaga distributed a page of statistics comparing data from October, November, and December 2016, to the same period in 2017.

The Board discussed the data as presented in the statistics. The discussion included comments on the variability of patrons using the library, the number of participants who use the rooms available in the Columbia Center building, the number of participants in ‘off site’ visits such as school visits by the Youth Librarian, and the number of people who use the ‘wifi’ that is available in the building as well as the porch areas.

The Board discussed the possible ways to break down usage statistics to better reflect the areas where the Library may be seeing increases in usage.

There were also discussions about how to include information in the Library’s summer reading challenge for new programs like the new Quarterly Non-Resident Card and the Passport Program.

When it comes to how our data compares to other libraries, PEW research suggests that participation is down across the U.S., partly because of investment (because of the recession). However, 76% of Americans still value the library. Other reporting suggests that the downturn in usage corresponds to the downturn in revenue. Libraries

that are better funded are better used. More funding would typically mean more staff, materials, and programs, which in turn would lead to higher usage.

DEVELOPMENT OF ANNUAL REPORT: The Board discussed the Annual Report that will be presented to the City on May 2. The report will be a highlight of activities and accomplishments over the past year. Board Chair Funderburg asked that committees assign a person to get the information to the Board so that the report can be put together. There was also a question concerning the status of purchasing items that had been previously discussed by the Community Outreach Committee.

LIBRARY DIRECTOR REPORT: Library Director Margaret Jeffries gave the following report. Local author Willy Vlautin will be at the Library on April 26 to talk about his novel "Lean on Pete".

The Library is adding a new part-time Library Assistant at 20 hours per week, as well as increasing Library Assistant Michele Karmartsang's hours from 10 to 20 hours per week. The new part time Library Assistant is Cameron Burkhart and he was hired through June 30, 2018. In order to make changes for the new fiscal year, requests will need to be presented to the Budget Committee. The budget process is different this year, and Director Jeffries will be asking for a change to keep Library Technician II Diane Barbee at 20 hours per week for two years. This will allow Library Technician I Nicole Woodruff the necessary time to train as a Library Technician.

There was a discussion about having volunteers take up some of the slack for the Library Assistants.

Library Director Jeffries is working with Jeff Weiss, the Library Director at the Scappoose Public Library to apply for a grant through the State Library to build a new library catalog that would be shared between the two libraries. The Scappoose Public Library would like to change to The Library Corporation (TLC) software, which is the system that the St Helens Public Library is currently using. Combining catalogs will facilitate resource sharing and reduce costs and can serve as a building block for future resource sharing with other libraries in our county. Director Jeffries has been meeting with City Council, the Finance Director, and the Mayor to describe the benefits of a shared system. There will be some determination on the grant by June 2018, and if the grant is approved the plan would be to go live with the new system by November 2018.

Chair Funderburg asked "What about the Strategic Plan? Will it be put on hold? So what should we report on?" Past Chair Herron asked "What about the Facilities Group [one of the Strategic Plan committees]? Will it need to be put on hold?" There was a discussion about the priority of the new combined catalog and how the timing would affect the Board's reporting on Strategic Plan implementation. Director Jeffries reported that there are quotes being developed for doors, windows and lighting, as well as bids for painting the exterior of the building. The slat wall material that was going to be used to increase the public information spaces in the hallway is no longer available, and another plan will need to be developed. For the Library Board annual report to the City

Council, it was decided to report all working group activities under the heading of strategic plan accomplishments.

COUNCILOR'S REPORT: N/A

FRIENDS' REPORT: N/A

BOARD MEMBER COMMENTS: N/A

SUMMARIZE ACTION ITEMS: N/A

NEXT MEETING: The next regularly scheduled meeting will be Monday, April 16, 2018 at 7:15 p.m. in the Columbia Center Auditorium.

ADJOURNMENT: Chair Funderburg adjourned the meeting at 9:30 p.m.

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Respectfully submitted by:

Library Board Secretary, Dan Dieter

2016-2017 Library Board Attendance Record

P=Present E=Excused Absence U=Unexcused Absence

Date	Anderson-Bibler	Caton	Funderburg	Gaelrun-Maggi	Herron	Heynemann	Lines	Murray
07/18/2017	P	P	P	P	P	E	P	P
08/15/2017	E	E	P	P	P	P	P	P
09/18/2017	P	P	P	P	P	P	P	P
10/17/2017	P	P	P	E	P	P	E	P
11/14/2017	CANCELLED							
Special working groups mtg 11/27/17	P	P	P	P	P	P	P	E
12/12/2017	E	P	P	E	P	P	P	P
01/22/2018	P	P	P	P	P	P	P	E
02/20/2018	CANCELLED							
03/20/2018		P	P	E	P	P	P	P
04/16/2018								
05/15/2018								
06/19/2018								

City of St. Helens
Library Board
Minutes from Tuesday, May 1, 2018
St. Helens Public Library

Members Present

Nancy Herron, Past Chair
Mary Ellen Funderburg, Chair
Amanda Heynemann
Marsha Caton
Barbara Lines
Leanne Murray, Vice Chair
Melisa Gaelrun-Maggi

Members Absent

Heather Anderson-Bibler

Guests

Councilors in Attendance

Susan Conn

Staff Present

Margaret Jeffries, Library Director
Dan Dieter, Library Board Secretary

OR

CALL MEETING TO ORDER: The meeting was called to order at 7:16 pm by Chair Mary Ellen Funderburg.

INVITATION TO CITIZENS FOR PUBLIC COMMENT: No public comment.

PREVIOUS MEETING MINUTES: Board Secretary Dieter reported some minor corrections to the minutes that were suggested by Reference Librarian Herron-Kenaga. There was a discussion concerning the summary format of the minutes, and Member Lines was concerned that the minutes did not reflect an answer to a question that was asked by Chair Funderburg, viz., "Will the Strategic Plan be put on hold?" Minutes from prior meeting were not approved.

ANNUAL REPORT: Member Herron described the report that has been submitted to the City Council for the May 2, 2018 City Council Meeting. She also described how the report will be presented, and that the presentation will also include information about the Library Board Book Club.

LIBRARY BOARD TERMS: Chair Funderburg asked about the expiring terms of two board members. Member Heynemann stated that she would like to continue her membership, and Member Caton stated that she would not. Chair Funderburg asked who would be interested in recruiting new board members. Member Murray agreed to

be a recruiter. Member Murray made a motion to add another term for Member Heynemann. [no second to the motion and no vote taken] Member Caton's seat will become vacant at the end of June and will need to be filled.

LIBRARY DIRECTOR'S REPORT: Library Director Jeffries described the Dolly Parton's Imagination Library program, which is in the planning process here in Columbia County. Among the participants are United Way of Columbia County, the Women, Infants and Children (WIC) program, Head Start, Kiwanis, Rotary and Lions Clubs as well as Library Friends Groups. This program is an effort to give books to all children from birth up to age 5. The Dolly Parton program will require matching funds to be raised locally through grants and donations. United Way of Columbia County will act as the fiscal agent to hold funds that are raised. There will be an eight (8) person advisory group that will seek funding through grants and requests. The board discussed the benefit of having this program in the community.

The director of the Northwest STEM Hub, which serves Clatsop, Columbia, and Tillamook Counties, has been in communication with Youth Librarian Kolderup. They are very interested in the youth programs being offered at the Library and are interested in job shadow and internship programs. The Oregon Community Foundation is offering funds as part of an opportunity to meet community and industry career counseling needs.

The Library is currently seeing its online presence increase through a dedicated Facebook page. The City's Communications Officer, Crystal Farnsworth is slowly rolling out the new page just in time for this year's Summer Reading Challenge. The Board discussed the idea of a Facebook page versus posting community events through traditional methods. Crystal also has the capacity to use content and graphics to create slides for the new flat screen and the Library's webpage. The Board discussed the idea of unified communication, and the concern about getting follow-up after activities have happened.

The Board discussed the amount of activity in the hallway. Director Jeffries has asked the Police Department about having a higher frequency of casual 'walk-throughs'. The Board discussed the building layout and line-of-site for monitoring questionable conduct. Also discussed was how Community Action Team and other local support groups might be able to assist homeless persons with bathing and shelter. There is currently a very limited number of places for people to 'hang out'. The Board discussed the idea of increasing signage and reducing the number of tables that are available. Perhaps there could be a time limit for using the tables in the hallway. The question was raised about who would be responsible for monitoring table usage? The Library currently shuts off the public Wi-Fi in an effort to reduce afterhours usage of the porch and exterior areas of the building. This has been some discussion about increasing the number of cameras, adding some in the back and on the sides of the building. There was more discussion concerning posting the Rules of Conduct in the hallway.

Director Jeffries reported that statistics for Library usage from the new counters indicate that there are about 1200 visits per month to the building that do not include a visit to the Library. There was a discussion about recruiting a volunteer to 'work' in the hallway to monitor activity, or about having a resource officer or security guard to monitor the Columbia Center. This raised the question about what this presence would say about the Library. There was the suggestion that it would make it safer. There was a question about whether or not staff presence made a difference, and the answer was that it doesn't appear to make a difference. Member Lines asked about how other areas of the City handle public spaces.

COUNCILOR'S REPORT: Councilor Conn reported collaboration between the City and the School District has increased through the development of the recreation program. School District representatives working on this joint program were impressed with the number of the Library's offerings. Use of the Quarterly Card at the Library was well received.

FRIENDS' REPORT: N/A

BOARD MEMBER COMMENTS: Member Lines wanted to know why the board members were not more involved with meetings with Scappoose Library about combining catalogs. Director Jeffries stated that it was a matter of a tight timeline, that the project was already underway. In order to fold into the grant application timeline, Director Jeffries had to work with several groups – the City Councilors, the City Administrator, the Finance Director, the State Library, the Scappoose Public Library and our software vendor.

Member Lines expressed concern about the relationship between the Board and the Library Director. Member Lines was also concerned that the draft minutes did not state an answer to a question that Board Chair Funderburg asked, specifically, that the Strategic Plan would be delayed because of the new priority of combining catalogs with the Scappoose Public Library. The question that Member Lines felt was not answered concerned a delay in the Strategic Plan. The Library Director's response had to do with the duration of the catalog conversion project, not a delay in the Strategic Plan. Board Secretary Dieter stated that the draft minutes would be reviewed and resubmitted for approval, with any corrections, at the next board meeting.

Member Lines understands that the timing of the catalog conversion made it a priority but felt that this could have been communicated with the Board, perhaps an email, to keep them as informed as the City Council.

SUMMARIZE ACTION ITEMS: Board presentation to the City Council on May 2, 2018.

NEXT MEETING: The next regularly scheduled meeting will be Tuesday, June 19, 2018 at 7:15 p.m. in the Columbia Center Auditorium.

ADJOURNMENT: Chair Funderburg adjourned the meeting at 9:05 p.m.

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Respectfully submitted by:

Library Board Secretary, Dan Dieter

2016-2017 Library Board Attendance Record

P=Present E=Excused Absence U=Unexcused Absence

Date	Anderson-Bibler	Caton	Funderburg	Gaelrun-Maggi	Herron	Heynemann	Lines	Murray
07/18/2017	P	P	P	P	P	E	P	P
08/15/2017	E	E	P	P	P	P	P	P
09/18/2017	P	P	P	P	P	P	P	P
10/17/2017	P	P	P	E	P	P	E	P
11/14/2017	CANCELLED							
Special working groups mtg 11/27/17	P	P	P	P	P	P	P	E
12/12/2017	E	P	P	E	P	P	P	P
01/22/2018	P	P	P	P	P	P	P	E
02/20/2018	CANCELLED							
03/20/2018		P	P	E	P	P	P	P
04/16/2018	NO QUORUM – RESCHEDULED FOR 5/1/18							
05/1/2018	E	P	P	P	P	P	P	P
05/15/2018	CANCELLED							
06/19/2018								

City of St. Helens Planning Commission

Approved Minutes

June 12, 2018

Members Present: Chair Russell Hubbard
Vice Chair Dan Cary
Commissioner Greg Cohen
Commissioner Kathryn Lawrence
Commissioner Julie Stenberg
Commissioner Audrey Webster

Members Absent: Commissioner Sheila Semling

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

Others: Elliot Michael
Dennis Schad
Cindy Colter
Rocky Allen
Jim Clackum
Lynn Henry

- 1) **7:49 p.m. Call to Order and Flag Salute**
- 2) **Consent Agenda: Approval of Minutes**
2.A Draft Minutes dated May 8, 2018

Motion: Upon Commissioner Webster's motion and Commissioner Lawrence's second, the Planning Commission unanimously approved Draft Minutes dated May 8, 2018. Commissioner Cohen did not vote due to his absence from that meeting. [Ayes: Vice Chair Cary, Commissioner Lawrence, Commissioner Stenberg, Commissioner Webster; Nays: None]

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

There were no topics from the floor.

- 4) **Public Hearings (times reflect earliest start time)**
4.A 7:30 p.m. - Comprehensive Plan & Zoning Map Amendment at Firlock Park Blvd. - Rocky Alley

Chair Hubbard opened the Public Hearing at 7:50 p.m. There were no ex-parte contacts, conflicts of interests, or bias in this matter. City Planner Jacob Graichen entered the staff report dated June 1, 2018 into the record.

Graichen described the proposal and recommended conditions of approval, as presented in the staff report. In terms of City-wide zoning, Graichen noted that between Millard Road and Pittsburg Road, there is a stretch of 11,000 linear feet of Highway Commercial (HC) zoning. The depth of the HC zoning ranges from about 200 and 800 feet, except for two segments. One segment is north of Columbia Boulevard and there is Mixed Use, not residential behind it. The second segment is this proposal's location, which has a depth of only 85 feet at one point. From this standpoint, the zone change request makes sense. Regarding the Transportation Planning Rule, if the zone change generates more trips, Graichen said you have to do an analysis. In this case, one was not required because of a mistake in the Comprehensive Zone map that showed this property already as HC. The error was discovered and corrected only after the Transportation System Plan analyses, which means HC Comprehensive Plan designation was used in projected traffic assumptions.

Graichen also said if this zone change is approved, there will be one property remaining that is zoned Moderate Residential, R7. Normally you would want to avoid this, but in this case, staff supports the zone change because of the reasons identified above. Vice Chair Cary asked why that remaining property would not be re-zoned too. Graichen said this is not a City-initiated zone change, it is a request by the applicant.

In Favor

Allen, Rocky. Applicant. His request is to change the zoning from Moderate Residential, R7 to Highway Commercial, HC. He would like to build a commercial business on the property.

Commissioner Cohen asked about the difference between Unincorporated HC and HC. Graichen said the only difference is whether or not you are in the City. Commissioner Cohen clarified that the entire property is within the City. Graichen said yes.

Neutral

Clackum, Jim. He and his wife own and live on the small piece of property adjacent to the site. It is zoned Moderate Residential, R7. He said his home is surrounded by the subject property on three sides. He is concerned that the property will become a sea of concrete. He is not opposed to development, but he is curious what they plan to develop. He is concerned about property values. Graichen said there is riparian area that will prevent a portion of the property from being developed. He also said that commercial development adjacent to residential development requires screening and buffering.

Henry, Lynn. She lives on the property next to Mr. Clackum's property. She thought her property had already been annexed but it had not been. Graichen said the City could force annexation, but he has never used or seen this provision used. Graichen explained that if they ever wanted to connect to City water, they would have to annex into the City. He also said that they could annex if they want to use our development rules. She said she has been there for three years. There are beavers, eagles, heron, and deer along the creek. Her hope is that none of that will change, but it will partly depend on what is developed on the proposed site.

In Opposition

No one spoke in opposition.

End of Oral Testimony

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

Close of Public Hearing & Record

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

Deliberations

Commissioner Cohen asked if this was a recommendation to City Council. Graichen said yes. Commissioner Cohen asked if they could consider buffers at this time. Graichen said buffers are not considered at this point. Commissioner Cohen said the proposal seems pretty cut and dry.

Motion: Upon Commissioner Cohen's motion and Commissioner Webster's second, the Planning Commission unanimously recommended approval of the Comprehensive Plan & Zoning Map Amendment. [AYES: Vice Chair Cary, Commissioner Cohen, Commissioner Lawrence, Commissioner Stenberg, Commissioner Webster; Nays: None]

4.B 8:00 p.m. - Conditional Use Permit at 231 S. 1st Street - Establish a child care facility

Chair Hubbard opened the Public Hearing at 8:21 p.m. There were no ex-parte contacts, conflicts of interests, or bias in this matter. Graichen entered the staff report dated June 1, 2018 into the record. Graichen introduced the proposal and recommended conditions of approval to the Commission, as described in the staff report. He said since the proposal is within a commercial area, a way to encourage compatibility with surrounding uses would be to require drop-in services for shoppers with children. This could be facilitated with a condition that requires a plan for how they would require drop-in childcare facilities, similar to requiring a trash management plan. Commissioner Cohen is concerned that this could change their business model. He is also concerned that there is no outdoor facility area for children to play.

In Favor

Michael, Elliot. Applicant. Michael explained that he owns several buildings in St. Helens. He only considers uses that enhance the community. Childcare is a huge need for the community. Unfortunately, the tenant who will run the childcare facility could not be here tonight. Michael said she is very passionate about providing a service to the families in the community. He feels this location is central and will enhance the downtown by increasing foot traffic to the businesses. Many businesses come and go because there is not enough foot traffic to generate income. He feels this proposal will enable a sustainable traffic pattern. He feels this will not generate a parking problem because customers drop off their children and leave quickly.

Regarding drop-in services, the tenant will be registering their facility through Oregon Department of Human Services if they can renovate the building for "E" Occupancy (Building Code). The tenant said it is important to have the correct number of staff for drop-in services. She is not against the idea, but she is concerned about it being a requirement of approval. Michael said they would likely want to expand to accept drop-in clients because it would increase her revenue, but she may not be able to provide the service right away.

Regarding outdoor space, Michael said they do not have any, but the building is 5,000 square feet. The interior space is divided for different activities. It is mainly designed for indoor after-school activities, like artwork. He mentioned potentially doing a mural project on the side of the building. He will be painting the facilities in the back of the building when he has the funds. He thinks there is room under an overhang in the back of the building for garbage bins. They may not need a dumpster. Graichen asked if the bins would be screened from public view. Michael said the trash cans would stay inside until trash day.

Commissioner Lawrence asked about drop off and pick up of children. Michael said there is ample area on-street and on the side of the building. Michael said the children will be school age, not pre-school age. Michael said the child to staff ratio is mandated by the state, and by the occupancy set by building code. He said during the summer, they will have extended hours, but they will generally be open until 6 p.m. Vice Chair Cary asked if her intended clients are from all over the City. Michael said yes, she intends to have children bussed to the facility after school.

Commissioner Webster said the Monkey Tree does not have an outdoor area either. Councilor Carlson said it is very common in Portland too. Commissioner Stenberg asked about the floor plan. Michael said there are two existing ADA restrooms. The floor plan in the staff report is what is existing, not what is proposed. Michael said that will come later. Commissioner Hubbard asked where the access to the second floor is. Michael said it has a separate external entry.

In Opposition

No one spoke in opposition.

End of Oral Testimony

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

Close of Public Hearing & Record

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

Deliberations

Commissioner Cohen said if the Oregon Department of Human Services has to approve it, he has no problem with approval. Vice Chair Cary said he did not support requiring drop-in services. The Commission agreed.

Motion: Upon Commissioner Cohen's motion and Commissioner Lawrence's second, the Planning Commission unanimously approved the Conditional Use Permit with no additional conditions and the removal of condition #2 for a trash management plan. [AYES: Vice Chair Cary, Commissioner Cohen, Commissioner Lawrence, Commissioner Stenberg, Commissioner Webster; Nays: None]

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

- 5) **Acceptance Agenda: Planning Administrator Site Design Review**
- a. Site Design Review (Major) at 343 S. Columbia River Highway - Establish eating/drinking establishment in an existing commercial suite
 - b. Site Design Review (Minor) at 58640 McNulty Way - Parking lot expansion
 - c. Site Design Review (Major) at 2560 Columbia Blvd. - New 9-unit multi-dwelling complex

Motion: Upon Commissioner Cohen's motion and Commissioner Webster's second, the Planning Commission unanimously approved the Acceptance Agenda: Planning Administrator Site Design Review. [AYES: Vice Chair Cary, Commissioner Cohen, Commissioner Lawrence, Commissioner Stenberg, Commissioner Webster; Nays: None]

- 6) **Planning Director Decisions**
- a. Accessory Structure Permit at 34830 Willie Lane - New storage shed
 - b. Accessory Structure Permit at 59050 Elizabeth Lane - New covered porch area
 - c. Sign Permit at 58640 McNulty Way - New ground-mounted sign
 - d. Accessory Structure at 58700 Magnolia Circle - New carport
 - e. Home Occupation (Type I) at 434 Grey Cliffs Court - Home office for structural engineering consulting

There were no comments.

7) **Planning Department Activity Report**

There were no comments.

8) **For Your Information Items**

Vice Chair Cary asked about the wetland/riparian rule changes he heard about. Graichen said the City created a local wetland inventory and adopted significant upland protection zone rules in 2003. Now the City owns property that have a variety of wetlands. City Council discussed changing the rules to be less prohibitive to development, so the text amendments might include changes to the protection zone. Councilor Carlson suggested a joint field trip or meeting with Council and the Commission. The Commission agreed. Councilor Carlson will ask staff and bring up the idea of a joint meeting or field trip at the next Council meeting.

9) **Next Regular Meeting - July 10, 2018**

10) **Adjournment**

There being no further business before the Planning Commission, the meeting was adjourned at 9:11 p.m.

Respectfully submitted,

Jennifer Dimsho
Associate Planner

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>
♦ Jessica Lundgren	474 S. 16 th Street	Multiple Dogs

The following facilities have been inspected by City of St. Helens Police Department and are being presented to the City Council for approval or denial of an Animal Facility License:

<u>Owner Name</u>	<u>Location</u>	<u>Purpose</u>
♦ Mylissa Snider	314 N. 4 th Street	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 22 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>Jessica Lundgren</u>			Name: <u>Christopher Lundgren</u>	
Mailing address: <u>474 S 16th St</u>			Mailing address: <u>474 S 16th St</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: _____			Home phone: _____	
Email: _____			Day/time of week that works best for you: _____	
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. Border Collie	Riker	M/N	6	
2. Dachshund	Rica	F/S	13	
3. Dachshund	Tula Belle	F	2	
4. Dachshund	Hannah	F	10 months	
5.				
6.				
Veterinarian Information				
Name: <u>Midway Vet Hospital</u>			Phone: <u>503-397-6470</u>	
Address: <u>34453 McGarlin</u>			City/State/Zip: <u>Warren OR 97053</u>	
Liability Insurance Information				
Agent's Name: _____			Phone: _____	
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

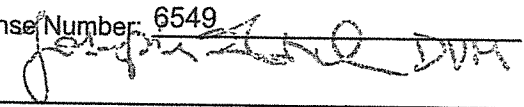
I, Jessica Lundgren, understand that I am applying for an animal facility license to keep the above listed animal(s) at 474 S 16th St, St. Helens, Oregon. I have read Municipal Code Chapter 6.04 Animal Control Code, and fully understand my obligation as an animal owner and facility operator and agree 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.

Jessica Lundgren
Applicant Signature

5/21/18
Date Signed

FOR OFFICE USE ONLY		
Date received: <u>5-22-18</u>	Officer assigned: _____	Date forwarded to City Recorder: _____
Received by: <u>OB</u>	Date/Time of inspection: _____	Council meeting date: _____
Receipt No.: <u>1485768</u>	Officer recommendation: _____	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Dated forwarded to PD: <u>5-22-18</u>	<input type="checkbox"/> Approve <input type="checkbox"/> Deny	If approved, date license issued: _____
Forwarded by: <u>OB</u>		Expiration date: _____

RABIES VACCINATION CERTIFICATE
 NASPHV FORM 51 (revised 2007)

Owner's Name & Address Print Clearly LAST FIRST M.I. Lundgren Jessica				RABIES TAG #	
				MICROCHIP #	
				TELEPHONE #	
NO.		STREET		CITY	STATE ZIP
474		South 16th Street		St.Helens	Or 97051
SPECIES Dog <input checked="" type="checkbox"/> Cat <input type="checkbox"/> Ferret <input type="checkbox"/> Other: <input type="checkbox"/> (specify)		AGE 5 Months <input type="checkbox"/> Years <input checked="" type="checkbox"/> SEX <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female <input checked="" type="checkbox"/> Neutered		SIZE Under 20 lbs. <input type="checkbox"/> 20 - 50 lbs. <input type="checkbox"/> Over 50 lbs. <input checked="" type="checkbox"/>	
Animal Control License <input type="checkbox"/> 1 Yr <input type="checkbox"/> 3 Yr <input type="checkbox"/> Other		PREDOMINANT BREED Border Collie		PREDOMINANT COLORS/MARKINGS Black and White	
DATE VACCINATED 11/13/2016 Month / Day / Year		Product Name: Defensor Manufacturer: P F I (First 3 letters)		ANIMAL NAME Riker	
NEXT VACCINATION DUE BY: 11/13/2019 Month / Day / Year		<input type="checkbox"/> 1 Yr USDA Licensed Vaccine <input checked="" type="checkbox"/> 3 Yr USDA Licensed Vaccine <input type="checkbox"/> 4 Yr USDA Licensed Vaccine <input type="checkbox"/> Initial dose <input checked="" type="checkbox"/> Booster dose Vaccine Serial (lot) Number <u>SN 136109B</u>		Veterinarian's Name: Dr.Gold License Number: 6549  Veterinarian's Signature Address: Columbia Humane Society 2084 Oregon Street St.Helens, Oregon, 97051	


Rabies Vaccine \$10.00
 DHLPP Vaccine \$12.00
 Bordatella Vaccine \$12.00
 Luekemia Vaccine \$15.00
 FVRCP Vaccine \$15.00
 Combo Vaccine \$15.00
 Microchip \$25.00
 Altered Dog \$15.00 \$30.00 \$40.00
 Unaltered Dog \$30.00 \$60.00 \$85.00
 Senior (65) Altered \$15.00 \$10.00 \$10.00
 Late Fee \$25.00 per family
 Kennel License \$250.00
 Groomer Permit \$100.00

Midway Veterinary Hospital

4453 McGary Lane
 Varren, Oregon 97053
 03-397-6470

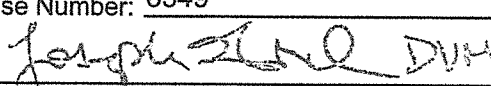
CURRENT VACCINATION CERTIFICATE

Date: 05/18/2018

Jessica & Chris Lundgren 474 S 16th Street St. Helens OR 97051	RIKER CANINE Collie, Border Tag: None	Age: 6 Sex: MN	
Acc. No: 16434 Phone:	Weight: 45.00	Doctor: Dr. Jessica Freese, Sml Animal	

Vaccinated for:	DHLPP Booster on 09/05/2017 Due for: DHLPP Booster on 09/05/2018 Doctor: Dr. Jessica Freese, Sml Animal License: 7412	Status: Current
Vaccinated for:	Bordetella Oral on 09/05/2017 Due for: Bordetella Oral on 09/05/2018 Doctor: Dr. Jessica Freese, Sml Animal License: 7412	Status: Current

RABIES VACCINATION CERTIFICATE
 NASPHV FORM 51 (revised 2007)

Owner's Name & Address Print Clearly LAST FIRST M.I. Lundgren Jessica				RABIES TAG #	
				MICROCHIP #	
NO. STREET CITY STATE ZIP 474 South 16th Street St.Helens Or 97051				TELEPHONE # !	
SPECIES Dog <input checked="" type="checkbox"/> Cat <input type="checkbox"/> Ferret <input type="checkbox"/> Other: <input type="checkbox"/> (specify)		AGE 11 Months <input type="checkbox"/> Years <input checked="" type="checkbox"/> SEX <input type="checkbox"/> Male <input checked="" type="checkbox"/> Female <input checked="" type="checkbox"/> Neutered		SIZE Under 20 lbs. <input checked="" type="checkbox"/> 20 - 50 lbs. <input type="checkbox"/> Over 50 lbs. <input type="checkbox"/>	
Animal Control License <input type="checkbox"/> 1 Yr <input type="checkbox"/> 3 Yr <input type="checkbox"/> Other		PREDOMINANT BREED Mini Doxy		PREDOMINANT COLORS/MARKINGS Red	
DATE VACCINATED 11/13/2016 Month / Day / Year		Product Name: Defensor Manufacturer: (First 3 letters) P F I		ANIMAL NAME Rica	
NEXT VACCINATION DUE BY: 11/13/2019 Month / Day / Year		<input type="checkbox"/> 1 Yr USDA Licensed Vaccine <input checked="" type="checkbox"/> 3 Yr USDA Licensed Vaccine <input type="checkbox"/> 4 Yr USDA Licensed Vaccine <input type="checkbox"/> Initial dose <input checked="" type="checkbox"/> Booster dose SN 136109 B Vaccine Serial (lot) Number		Veterinarian's Name: Dr. Gold License Number: 6549  Veterinarian's Signature Address: Columbia Humane Society 2084 Oregon Street St.Helens, Oregon, 97051	

Rabies Vaccine \$10.00
 DHLPP Vaccine \$12.00 - *DDAPP No Lepto*
 Bordatella Vaccine \$12.00
 Luekemia Vaccine \$15.00
 FVRCP Vaccine \$15.00
 Combo Vaccine \$15.00
 Microchip \$25.00
 Altered Dog \$15.00 \$30.00 \$40.00
 Unaltered Dog \$30.00 \$60.00 \$85.00
 Senior (65) Altered \$15.00 \$10.00 \$10.00
 Late Fee \$25.00 per family
 Kennel License \$250.00
 Groomer Permit \$100.00

Midway Veterinary Hospital

4453 McGary Lane
 Varren, Oregon 97053
 503-397-6470

CURRENT VACCINATION CERTIFICATE

Date: 05/18/2018

Jessica & Chris Lundgren 474 S 16th Street St. Helens OR 97051 Acc. No: _____ Phone: _____	RICA CANINE Dachshund, Longhair Tag: None Doctor: Dr. Jessica Freese, Sml Animal	Age: 13 Sex: FS Weight: 13.80	
--	--	---	--

Vaccinated for: Bordetella Oral on 09/05/2017
 Due for: Bordetella Oral on 09/05/2018
 Doctor: Dr. Jessica Freese, Sml Animal License: 7412
 Status: Current

Vaccinated for: DHPP Booster on 01/25/2012
 Due for: DHPP Booster on 09/21/2018
 Status: Current

Vaccinated for: Rabies 3 Year Booster on 06/19/2010
 Due for: Rabies 3 Year Booster on 11/01/2019
 Status: Current

Midway Veterinary Hospital

34453 McGary Lane
 Warren, Oregon 97053
 503-397-6470

CURRENT VACCINATION CERTIFICATE

Date: 05/18/2018

Jessica & Chris Lundgren 474 S 16th Street St. Helens OR 97051 Acc. No: _____ Phone: _____	TULA BELLE CANINE Dachshund, Smooth Tag: 2018 Doctor: Dr. Jessica Freese, Sml Animal	Age: 2 Sex: FE Weight: 9.60	
--	--	---------------------------------------	--

Vaccinated for: Bordetella Oral on 02/28/2018
 Due for: Bordetella Oral on 02/28/2019
 Doctor: Dr. Jessica Freese, Sml Animal License: 7412
 Status: Current

Vaccinated for: Rabies 3 Year Booster on 02/28/2018 Tag Id#: 2018
 Due for: Rabies 3 Year Booster on 02/27/2021
 Doctor: Dr. Jessica Freese, Sml Animal License: 7412
 Status: Current

Vaccinated for: DHPP Booster on 09/05/2017
 Due for: DHPP Booster on 09/05/2018
 Doctor: Dr. Jessica Freese, Sml Animal License: 7412
 Status: Current



Dog License Application

Office of the Sheriff

Columbia County, Oregon

RECEIVED

MAY 22 REC'D
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	<u>\$60.00</u>	\$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

PD \$150
2YR x 3
1YR x 1

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

Jessica Lundgren _____
Owner Name Phone Number

474 S 16th St St Helens, OR 97051 _____
Home Address

Mailing Address if different

Tula Belle _____ F _____ YES/NO _____ \$ _____
Name of Dog Sex Spay/Neuter Fees Paid

Dachshund _____ Red _____ 2/27/2021 _____
Dog Breed Dog's Colors Rabies Expiration Date (Attach Proof)

Midway Vet Hospital Warren, OR _____ 503-397-6470 _____
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

Midway Veterinary Hospital

4453 McGary Lane
 Warren, Oregon 97053
 503-397-6470

CURRENT VACCINATION CERTIFICATE

Date: 05/18/2018

Jessica & Chris Lundgren 474 S 16th Street St. Helens OR 97051 Acc. No: Phone:	HANNAH CANINE Dachshund, Smooth Tag: 2018 Doctor: Dr. Jessica Freese, Sml Animal	Age: 9m Sex: FE Weight: 10.00	
--	--	---	--

Vaccinated for:	DHPP Booster on 02/20/2018 Due for: DHPP Booster on 02/20/2019 Doctor: Dr. Jessica Freese, Sml Animal License: 7412	Status: Current
Vaccinated for:	Bordetella Oral on 02/20/2018 Due for: Bordetella Oral on 02/20/2019 Doctor: Dr. Jessica Freese, Sml Animal License: 7412	Status: Current
Vaccinated for:	Rabies 1 Year Vaccination on 02/20/2018 Tag Id#: 2018 Due for: Rabies 3 Year Booster on 02/20/2019 Doctor: Dr. Jessica Freese, Sml Animal License: 7412	Status: Current



Dog License Application
Office of the Sheriff
 Columbia County, Oregon

RECEIVED
 MAY 22 REC'D
 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	<u>\$30.00</u>	\$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

*PD #150 CASH
 RICA 2y \$30
 RIKER 2y \$30
 TULLABELL 2y \$60
 LIC 39490 \$30
 HANNAH 1y \$30
 LIC 39489*

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

Jessica Lundgren

Owner Name

Phone Number

474 S 16th St St Helens, OR 97051

Home Address

Mailing Address if different

Hannah

Name of Dog

Sex

YES/NO
 Spay/Neuter

\$

Fees Paid

Dachshund

Dog Breed

Dog's Colors

isabella and cream Dapple

Rabies Expiration Date (Attach Proof)

2/20/2019

Midway Vet Hospital

Veterinary Clinic (Rabies Vaccination)

Warren, OR

Veterinary Clinic City

503-397-6470

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

Renewal Homeowners Policy Declarations

Your policy effective date is December 24, 2017



Page 1 of 3

Total Premium for the Premium Period (Your bill will be mailed separately)

Premium for property insured \$543.29

Total \$543.29

Your bill will be mailed separately. Before making a payment, please refer to your latest bill, which includes payment options and installment fee information. If you do not pay in full, you will be charged an installment fee(s). If you do not pay your bill by the due date shown on your billing statement, you may be charged a late fee.

Discounts (included in your total premium)

Claim Free	19%	Protective Device	3%
Home and Auto	35%		

Location of property insured

474 S. 16th, St Helens, OR 97051-2208

Rating Information*

Please review and verify the information regarding your insured property. Please refer to the Important Notice (X67831-1) for additional coverage information. Contact us if you have any changes.

The dwelling is of frame construction and is occupied by 1 family

Your dwelling is 1 mile to the fire department

Dwelling Style:

Built in 1923; 1 family; 850 sq. ft.; 1 story

Foundation:

Unexcavated crawl space, 100%

Attached structure:

One 1-car attached garage

Interior details:

One basic kitchen

One basic full bath

Exterior wall type:

100% wood siding

Interior wall partition:

100% drywall

Heating and cooling:

Average cost heating system, 100%

Additional details:

Information as of November 7, 2017

Summary

Named Insured(s)

Christopher & Jessica A Lundgren

Mailing address

474 S. 16th

St Helens OR 97051-2208

Your policy provided by

Allstate Property and Casualty Insurance Company

Policy period

Begins on **December 24, 2017** at 12:01 A.M. standard time, with no fixed date of expiration

Premium period

Beginning **December 24, 2017** through **December 24, 2018** at 12:01 A.M. standard time

Your Allstate agency is

Some or all of the information on your Policy Declarations is used in the rating of your policy or it could affect your eligibility for certain coverages. Please notify us immediately if you believe that any information on your Policy Declarations is incorrect. We will make corrections once you have notified us, and any resulting rate adjustments, will be made only for the current policy period or for future policy periods. Please also notify us immediately if you believe any coverages are not listed or are inaccurately listed.

(continued)



Renewal Homeowners Policy Declarations

Policy number:

Policy effective date: December 24, 2017

Rating Information* (continued)

Interior wall height - 10 ft, 100%

Fire protection details:

Fire department subscription - no 1 mile to fire department

Roof surface material type:

Composition

- 100% asphalt / fiberglass shingle

**This is a partial list of property details. If the interior of your property includes custom construction, finishes, buildup, specialties or systems, please contact your Allstate representative for a complete description of additional property details.*

Mortgagee

WELLS FARGO BANK NA 708 ITS SUCCESSORS &/OR ASSIGNS

P O Box 5708, Springfield, OH 45501-5708

Loan number: 0218442218

Additional Interested Party

None

Coverage detail for the property insured

Coverage	Limits of Liability	Applicable Deductible(s)
Dwelling Protection - with Building Structure Reimbursement Extended Limits	\$150,462	▪ \$500 All peril
Other Structures Protection	\$15,046	▪ \$500 All peril
Personal Property Protection - Reimbursement Provision	\$90,278	▪ \$500 All peril
Additional Living Expense	Up to 12 months not to exceed \$15,046	
Family Liability Protection	\$100,000 each occurrence	
Guest Medical Protection	\$1,000 each person	
Building Codes	\$15,046	
Water Back-Up	Not purchased*	

Renewal Homeowners Policy Declarations
 Policy number: _____
 Policy effective date: December 24, 2017

Page 3 of 3



► Other Coverages Not Purchased:

- Business Property Protection*
- Business Pursuits*
- Cellular Communication System*
- Electronic Data Processing Equipment*
- Electronic Data Recovery*
- Extended Coverage on Cameras*
- Extended Coverage on Jewelry, Watches and Furs*
- Extended Coverage on Musical Instruments*
- Extended Coverage on Sports Equipment*
- Fire Department Charges*
- Golf Cart*
- Home Day Care*
- Identity Theft Expenses*
- Incidental Office, Private School Or Studio*
- Increased Coverage on Money*
- Increased Coverage on Securities*
- Increased Silverware Theft Limit*
- Loss Assessments*
- Satellite Dish Antennas*

*** This coverage can provide you with valuable protection. To help you stay current with your insurance needs, contact your agent to discuss available coverage options and other products and services that can help protect you.**

Scheduled Personal Property Coverage

Your policy does not include Scheduled Personal Property Coverage. This coverage can provide you with valuable protection. To help you stay current with your insurance needs, contact your agent to discuss available coverage options and other products and services that can help protect you.

Your policy documents

Your Homeowners policy consists of the Policy Declarations and the following documents. Please keep them together.

- Homeowners Policy - _____
- Oregon Homeowners Policy Amendatory Endorsement - APC222-2
- Lender's Loss Payable Endorsement - AU319
- Oregon Standard Fire Policy Provisions - APC234
- Building Structure Reimbursement Extended Limits Endorsement - APC198

Important payment and coverage information

Here is some additional, helpful information related to your coverage and paying your bill:

- A \$10.00 late fee may be assessed if payment is received after the due date.
- Coverage A - Dwelling Protection Limit includes an approximate increase of \$4,566 due to the Property Insurance Adjustment provision. Coverage B - Other Structures Protection and Coverage C - Personal Property Protection adjusted accordingly.
- Do not pay. Mortgagee has been billed.

Allstate Property and Casualty Insurance Company's Secretary and President have signed this policy with legal authority at Northbrook, Illinois.

Steven P. Sorenson
President

Susan L. Lees
Secretary



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

73

05/22/2018 1:04 PM
Receipt No. 01485768

ANIMAL FACILITY LIC
ENSE - 474 S 16TH S
T 2018 40.00

Total 40.00

Cash 0.00
VISA 40.00

JESSICA LUNDGREN
Customer #000000

Cashier: beckyb
Station: CH-FROUNTCORNER

St. Helens Police Department

COMMUNITY PARTNER RELEASE

74
CASE NUMBER
GO 33 2018-180040478

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 06/26/2018	
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

75
NUMBER
GO 33 2018-180040478

GENERAL OFFENSE

REPORTED DATE/TIME 06/22/2018 1510	OCCURRED DATE/TIME 06/22/2018 1510	REPORTING OFFICER/DEPUTY NAME & # HARTLESS, ADAM J (33AHAR)			
LOCATION OF INCIDENT 474 S 16TH ST, ST HELENS					PLACE
COUNTY COLUMBIA	DISTRICT SH	BEAT SH	GRID 05110		
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 06/23/2018
OFFENSES [1]					
OFFENSE ANIMAL VIOLATION/ORD		STATUTE	PREMISE TYPE Residence/Home		
PERSON - OWNER #1					
NAME (LAST, FIRST MIDDLE) LUNDGREN, JESSICA ANNE		SEX FEMALE	RACE		
HOME ADDRESS - STREET, CITY ZIP 474 S 16TH ST, ST. HELENS OR 97051		HEIGHT	WEIGHT	HAIR COLOR	EYES
HOME PHONE		WORK PHONE	EMAIL ADDRESS		
SOCIAL SECURITY NUMBER		POB			

St. Helens Police Department
COMMUNITY PARTNER RELEASE976
JUL NUMBER
GO 33 2018-180040478

CASE SUMMARY

AUTHOR
HARTLESS, ADAM J (33AHAR)DATE/TIME
06/23/2018 0957SUBJECT
CASE SUMMARY

On 6/22/2018 at about 1510hrs I conduted an Animal Facility License Inspection for Jessica Lundgren at 474 S 16th St.

NARRATIVE

AUTHOR
HARTLESS, ADAM J (33AHAR)DATE/TIME
06/23/2018 1028SUBJECT
NARRATIVE

On Friday, 6/22/18 at approximately 1510 hours, I met with Ms. Jessica Lundgren at her residence at 474 S 16th 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 Allstate Property and Casualty Insurance Company and information regarding where they seek veterinary care for their animals; Midway Veterinary Clinic.

I noticed her home is a single family home in a residential neighborhood. Jessica 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. Jessica has a total of four 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 a sturdy 6' chain link fence. The fence was in good condition. This space has adequate runoff to prevent water pooling. Jessica told me that the dogs are allowed to be inside and out as they please.

Jessica invited me into the home. 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). The food was stored in a sealed plastic container to prevent vermin infestation. The food and water is served in bowls sitting on the floor. Jessica explained that the dogs mainly stayed with her in the living with her as that's where she sleeps and spends most of her time.

The house and yard were clean and orderly. Jessica said she cleans up feces regularly, putting it into the garbage. While Jessica 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.

I am not aware of any recent complaints received by SHPD regarding noise, odors, stray animals, or other Ordinance violations regarding Jessica or her residence. In my opinion I think that Jessica Lundgren should be granted her Animal Facility License.

St. Helens Police Department
COMMUNITY PARTNER RELEASE77 NUMBER
GO 33 2018-180040478

ACTION RECOMMENDED	
AUTHOR HARTLESS, ADAM J (33AHAR)	DATE/TIME 06/23/2018 1029
SUBJECT ACTION RECOMMENDED	
Forward to City Hall for review by City Council.	

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 08 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>Melissa Snider</u>			Name: <u>Myra Snider</u>	
Mailing address: <u>314 North 4th St</u>			Mailing address: <u>314 North 4th St</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: _____			Home phone: _____	
Email: <u>sassaparilla@st-helens.org</u>			Day/time of week that works best for you: <u>Any</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>Chihuahua</u>	<u>Itsu</u>	<u>F</u>	<u>7 months</u>	<u>3/1/19</u>
2. <u>Labrador Retriever</u>	<u>Koda</u>	<u>M</u>	<u>1 year 3 months</u>	<u>3/4/33</u>
3. <u>Shepherd X</u>	<u>Divan</u>	<u>F</u>	<u>3 years</u>	<u>3/4/32</u>
4. <u>Chihuahua</u>	<u>Speedy</u>	<u>M</u>	<u>3 years</u>	<u>3/4/31</u>
5. <u>Chihuahua</u>	<u>Wing</u>	<u>F</u>	<u>3 years</u>	<u>3/4/30</u>
6. <u>Chihuahua X</u>	<u>Roxy</u>	<u>F</u>	<u>7 months</u>	<u>3/6/36</u>
Veterinarian Information				
Name: <u>See page 2</u>			Phone: <u>52</u>	
Address: _____			City/State/Zip: _____	
Liability Insurance Information				
Agent's Name: _____			Phone: _____	
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, Melissa Snider, understand that I am applying for an animal facility license to keep the above listed animal(s) at 314 North 4th 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.

Melissa Snider
Applicant Signature

5/9/18
Date Signed

FOR OFFICE USE ONLY

Date received: <u>5-8-18</u>	Officer assigned: _____	Date forwarded to City Recorder: _____
Received by: <u>Becky Bean</u>	Date/Time of inspection: _____	Council meeting date: _____
Receipt No.: <u>01483788</u>	Officer recommendation: _____	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Dated forwarded to PD: <u>05-09-18</u>	<input type="checkbox"/> Approve <input type="checkbox"/> Deny	If approved, date license issued: _____
Forwarded by: <u>Becky Bean</u>		Expiration date: _____

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 08 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.

Address at which animal(s) will be kept:**Applicant Information****Alternate Contact/In Case of Emergency**

Name:

Name:

Mailing address:

Mailing address:

City/State/Zip:

City/State/Zip:

Cell phone:

Cell phone:

Home phone:

Home phone:

Email:

Day/time of week that works best for you:

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. Dachsund	Bobo	Male	13 years	36537
2. Chihuahua	Buddy	Male	5 years	39435
3.				
4.				
5.				
6.				

Veterinarian Information

Name: Scappoose Companion Pet/Midway

Phone:

Address:

City/State/Zip:

Liability Insurance Information

Agent's Name:

Phone:

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, _____, understand that I am applying for an animal facility license to keep the above listed animal(s) at _____, 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.

M. K. S.
Applicant Signature

5/9/18
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:



AMERICAN FAMILY INSURANCE
33608 E COLUMBIA AVE STE 100
SCAPPOOSE OR 97056-3441

AmFam.com

1-800-MY AMFAM (627-6262)

Your Insurance Coverage Summary

SNIDER, MARK
314 N 4TH ST
ST HELENS OR 97051-1540

April 16, 2018

PLEASE KEEP THIS IMPORTANT INFORMATION WITH YOUR POLICY.

Thank you for being our customer. This policy with American Family Mutual Insurance Company, S.I. is up for renewal. Please review the coverage and limits outlined on this summary to make sure they fit your needs. If you have made any recent home improvements or major purchases, have questions or would like to make any changes to this policy, please contact your American Family agent listed below:

AARON STOKER

Phone:

E-mail:

Property Location

314 N 4TH ST
ST HELENS OR 97051-1540

Policy Term

05/10/2018 to 05/10/2019

Policy Number

Policy Type

Homeowners Renters Broad Form 4

This is not a bill. Policy Information Only.

Discounts Applied to Your Premium

- Age of Customer
- Customer Longevity
- Claims Free
- Home and Auto

Your Discounts Saved You:

\$85.00

Total Renewal Premium After Discounts:

\$181.00

Coverage Description - Section I

Personal Property: On Premises
Personal Property: Off Premises

Fungi or Bacteria
Loss of Use

Deductible Amount - All Peril

Old Limits

\$20,600
100% Subject to
Limitations
\$5,000
Actual Loss
Within 12 Months
\$500

New Limits

\$20,600
100% Subject to
Limitations
\$5,000
Actual Loss
Within 12 Months
\$500

Liability Coverages - Section II

Personal Liability
Dangerous Dog and Exotic Animal Liability
Medical Expense

\$1,000,000
\$25,000
\$25,000

\$1,000,000
\$25,000
\$25,000

Please see reverse side for additional information concerning your policy.



RECEIVED

MAY 08 2018

Columbia County
Sheriff's Office

Owner Detail

Owner 14367

Name: SNIDER, MYLISSA
 Senior Citizen: FALSE
 Kennel: ☐ Inspection Date: Expiration Date: Limit:

Street Address: 314 N 4TH
 ST. HELENS, OR 97051
 Mailing Address:

Phone:

Notes:

9/7/17 NOTICE SENT

Adoption Notes:

Disallow Adoption: ☐

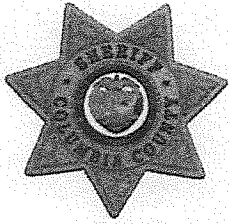
Animals:

ID	Name	Breed	Color	License	Issue Date	Exp. Date
25905	ROXY	CHIHUAHUA X	BLACK	36536	1/11/2018	1/30/2019
25915	BOBO	DACHSHUND	TAN	36537	10/9/2017	1/1/2019
28079	KODA	LABRADOR RETRIEVER	BLACK			
28080	DIVA	SHEPHERD X	BLONDE			
28081	SPEEDY	CHIHUAHUA	TAN			
28083	LUNA	CHIHUAHUA X	TAN			

Complaints:

RECEIVED

MAY 08 REC'D

Columbia County
Sheriff's Office

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.

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

39434
Renew 3/19

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

mylissa Snider
Owner Name _____ Phone Number _____

314 North 4th St
Home Address _____

Mailing Address if different _____

Itsy F YES/NO \$ _____
Name of Dog Sex Spay/Neuter Fees Paid

chiffonier brown _____
Dog Breed Dog's Colors Rabies Expiration Date (Attach Proof)

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

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 06/26/2018	
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

84 NUMBER
GO 33 2018-180035947

GENERAL OFFENSE

REPORTED DATE/TIME 05/30/2018 1220	OCCURRED DATE/TIME 05/30/2018 1220	REPORTING OFFICER/DEPUTY NAME & # HARTLESS, ADAM J (33AHAR)	
LOCATION OF INCIDENT 314 N 4TH 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 CASTILLEJA, JOSE (44420)	APPROVED ON 06/23/2018
OFFENSES [1]			
OFFENSE ANIMAL VIOLATION/ORD	STATUTE	PREMISE TYPE Residence/Home	
PERSON - OWNER #1			
NAME (LAST, FIRST MIDDLE) SNIDER, MYLISSA L	SEX FEMALE	RACE WHITE	DOB AGE
HOME ADDRESS - STREET, CITY ZIP 314 N 4TH ST, ST HELENS OR 97051		HEIGHT WEIGHT	HAIR COLOR EYES BROWN
HOME PHONE	CELL PHONE	WORK PHONE	EMAIL ADDRESS PROUDMOMMA3006@GMAIL.COM
DRIVERS LICENSE (STATE)	SOCIAL SECURITY NUMBER	POB	

St. Helens Police Department
COMMUNITY PARTNER RELEASE

CASE SUMMARY

AUTHOR HARTLESS, ADAM J (33AHAR)	DATE/TIME 06/22/2018 1630
SUBJECT CASE SUMMARY	
On 05/30/2018 at about 1220 hours I conducted an Animal Facility License Inspection at 314 n 4th st for Mylisa Sinder.	

NARRATIVE

AUTHOR HARTLESS, ADAM J (33AHAR)	DATE/TIME 06/22/2018 1630
SUBJECT NARRATIVE	
<p>On Wednesday, 5/30/18 at approximately 1230 hours, I met with Ms. Mylissa Snider at her residence at 314 N 4th 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 American Family Insurance _____ and information regarding where they seek veterinary care for their animals; Scappoose Companion Veterinary Clinic and Midway Veterinary Clinic.</p> <p>I noticed her home is a single family home in a residential neighborhood. Mylissa 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. Mylissa has a total of eight 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 chain link fence. The fence was in good condition except for two spots on the bottom of the front gate that were big enough for the small dogs to get out of. I checked back with Mylissa the following Wednesday and the spots were repaired. This space has adequate runoff to prevent water pooling. Mylissa told me that the dogs are allowed to be inside and out as they please.</p> <p>Mylissa invited me into the home. The home was cluttered and smelled of ammonia, consistent with the smell of urine. I noticed many stains and a general filth on the carpet. 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) though the house was dark because the lights were dim and all the windows were covered with drapes and curtains. The food was stored in a sealed plastic container to prevent vermin infestation. The food and water is served in bowls sitting on the floor. The dog's bedding areas were stained but appeared dry, being located on the main floor of the house.</p> <p>The house was cluttered and unkempt but the yard was clean. Mylissa said she cleans up feces regularly, putting it into the garbage. While Mylissa 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>	

St. Helens Police Department
COMMUNITY PARTNER RELEASE86 NUMBER
GO 33 2018-180035947

I am not aware of any recent complaints received by SHPD regarding noise, odors, stray animals, or other Ordinance violations regarding Mylissa.

ACTION RECOMMENDED

AUTHOR

HARTLESS, ADAM J (33AHAR)

DATE/TIME

06/22/2018 1632

SUBJECT

ACTION RECCOMENDED

Forward to City Hall for review.

City of St. Helens
Consent Agenda for Approval

CITY COUNCIL MINUTES

Presented for approval on this 18th day of July, 2018 are the following Council minutes:

2018

- Work Session, Executive Session, Public Hearing, and Regular Session Minutes dated May 16, 2018
- Work Session, Executive Session, Public Hearings, and Regular Session Minutes dated June 6, 2018
- Work Session, Executive Session, Public Hearings, Public Forum, and Regular Session Minutes dated June 20, 2018
- Executive Session Minutes dated June 26, 2018

After Approval of Council Minutes:

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

City of St. Helens City Council

Work Session Minutes

May 16, 2018

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

Members Absent: None

Staff Present: John Walsh, City Administrator
Kathy Payne, City Recorder
Matt Brown, Finance Director
Margaret Jeffries, Library Director
Neal Sheppard, Public Works Operations Director
Sue Nelson, Public Works Engineering Director
Terry Moss, Police Chief
Jacob Graichen, City Planner
Thad Houk, Parks Field Supervisor
Tina Curry, Events Manager

Others: Judy Thompson Julie Thompson
Brent Keller Nicole Thill
Teresa Knight

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

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

- ◆ Judy Thompson. She thanked Councilor's Carlson and Conn for their long-time support of the Columbia County National Alliance of Mental Illness (NAMI) walking team. Her team has been active since 2011 and has raised over \$50,000. Those funds support mental health programs in the community. Participating on the team is an easy way to support mental health. She encouraged everyone to sign up.

Councilor Conn added that NAMI has been a great supporter of the CIT program. Councilor Carlson thanked Judy for the awareness of mental health struggles she has brought to the community. Mayor Scholl thanked Judy as well. He also informed Chief Moss that Officer Luedke paid out of his own pocket for a taxi to send someone in a mental health crisis to services in Portland.

3) **Length of Service Award to Thad Houk for 20 Years**

3.A Thad Houk - 20 years

There is one employee who has reached a milestone in his employment with the City of St. Helens. The following individual will receive a certificate and pin at the May 16 Council work session.

Thad Houk came to work for the City as a Utility Worker I in April of 1998. In May of 2001, he became a Utility Worker II and then in April of 2008, he was promoted to the Parks Field Supervisor position. Thad and his small crew work hard to make the parks beautiful and clean.

Congratulations, Thad, and **thank you** for your service!

4) **Discussion Topics**

4.A **Bid Results for 'Section-28' Timber Sale - Brent Keller from MB&G**

Brent Keller reviewed the bid results. A copy is included in the archive meeting packet. He recommends accepting the high bid and awarding the 'Section-28' sale to High Cascade, Inc. It is included on tonight's agenda for approval.

Discussion of Mayor Scholl and/or Council Locke working with Brent to inventory the mill property for logging.

4.B **Request to Waive Permit and Concession Agreement Fees for Spring Into Arts Show**

Teresa Knight reviewed her request to waive the permit and concession agreement fees for the Spring Into Arts Show. A copy is included in the archive meeting packet. In the future, they will work on getting sponsors and paid advertising to increase attendance.

Motion: Upon Locke's motion and Carlson's second, the Council unanimously waived the permit and concession agreement fees for the Spring Into Arts Show.

Referring back to the logging discussion, City Planner Graichen pointed out the difference between logging the Watershed property in the County and the mill property is the wetland rules. There are significant wetlands on the mill property with protection zones.

Motion: Upon Locke's motion and Carlson's second, the Council unanimously directed staff to move forward on evaluating the wetlands on the Boise mill property.

4.C **Proposed Development Code Amendments for Auxiliary Dwelling Units and Home Occupations - Jacob**

City Planner Graichen reviewed his memo outlining auxiliary dwelling unit options. A copy is included in the archive meeting packet. As far as home occupations, he recommends eliminating the requirement when there is no outward appearance of a business being operated at the residence.

Motion: Upon Carlson's motion and Conn's second, the Council directed Graichen to proceed with the proposed Development Code Amendments for Auxiliary Dwelling Units and Home Occupations.

4.D **Review Recreation Program Job Descriptions - Matt**

Finance Director Brown reviewed the job descriptions. Copies are included in the archive meeting packet. The union has requested that if a current employee gets the recreation program coordinator position and it creates a job sharing position, that they be able to maintain rights and benefits as a union member. The attorney is working on the memorandum and will be presented to the Council for approval. Programs and events are scheduled to begin in June before the budget approval. He requested positing the job announcement immediately to get someone in as soon as possible. No objection from Council.

Library Director Jeffries asked if the budget would need to be revised to cover benefits if one of her part-time library assistants were to get the job. Brown responded that the Council would need to approve it in a supplemental budget. Anyone applying for a secondary job would have to seek approval from their supervisor. He suggested reviewing it further after they receive applications.

4.E Review Resolution Establishing Local Limits for Discharge of Pollutants - Sue
Removed from agenda.

5) Department Reports

5.A Public Works Department Summary

Chief Moss reported...

- Judy Thompson and NAMI have had a profound impact on the Police Department. With Judy's help, they sent officers to other counties for CIT training. They have since been able to start their own local CIT program. The approach of working with people in crisis is a result of work done by Judy, Councilor Conn, and many others. Moss will be participating in the NAMI walk. Judy's team is one of the top three fundraising teams in the entire program.
- He and Nelson lead an employee customer service training for all staff about eight years ago. It was very successful. They would like to do it again for employees who were not here at that time.

Public Works Engineering Director Nelson reported...

- Completed a couple big projects. Very happy with the work done on Columbia Blvd.

Public Works Operations Director Sheppard reported...

- Hired a new Public Works Utility Worker I, Bryson Takemoto. He has worked for the City as a Summer Labor employee in the past.

Library Director Jeffries reported...

- Communications Officer Farnsworth has been working with the Library to have their own social media presence.
- The Friends of the Library has a quarterly art show. The display cases are in the lobby. The show includes local sketches.
- The collaborative efforts to bring Dolly Parton's Imagination Library to Columbia County is going very well. They have people representing various organizations from Vernonia, Scappoose, Columbia City, and St. Helens. They are seeking grant funding to sustain the program for the first two years. To secure the 50% match they have to enroll the first child by the end of June. The program better prepares children for school.

Finance Director Brown reported...

- Council will be receiving a questionnaire from the audit team. They can be returned to the auditors, Walsh, or himself.
- Still do not have a prosecutor for Court. He proposes moving Cindy Phillips into a pro-tem prosecutor position until they determine the future of that department. Requested volunteers to participate in the judge RFP interviews. Locke and Conn will participate.
- Recreation Program
 - Begins in June.

- Program guides will be distributed to all residential mailing addresses in St. Helens, Columbia City, and Warren.
- Recreation page on the website <https://www.ci.st-helens.or.us/recreation>.
- Using Eventbrite for class registrations.
- Working with Farnsworth for social media outreach.

City Recorder Payne reported...

- Acknowledged the social media campaign for National Police Week.
- Next week is Public Works week.
- The Public Works breakfast is this Friday morning.

Event Manager Tina Curry reported...

- Thanked Chief Moss and Councilors Carlson and Conn for taking an active role in NAMI. She supports their team.
- Merchants meeting was held on Monday.
 - Almost 20 people in attendance.
 - Merchants appreciate the resource.
 - May be able to put signs up sooner than expected.
 - Will be emailing all merchants about the social media campaign to update websites and have correct information for tourists.
 - Parking was a hot topic. A number of retail staff members are parking in front of their stores instead of in the free public parking lot. Merchants will be talking to their staff about parking elsewhere. In the meantime, the City will be researching parking options.
 - Discussed the Waterfront Development and the future it has of bringing new commerce to the area. They are looking forward to that.
 - Updated the map. It should be ready within a couple weeks.
- 4th of July
 - Lots of food vendors
 - Elks
 - Trashcan painting
 - Bell ringing
 - Patriotic singers
 - Flag raising
 - Hit Machine
 - Will fireworks be set from Sand Island or the Waterfront property?
 - Does the Council want to keep Festival of the Fairies open as part of their tailgating parking passes?

Discussion. There will be an increased cost to move the fireworks from the Waterfront property to Sand Island. Mayor Scholl is opposed to keeping the Festival of the Fairies. He would like to know actual costs for the fireworks before making a decision. Councilor Conn is in favor of moving the fireworks to Sand Island. Councilor Carlson encouraged Tina to talk to Holly Haebe about CERT team helping with traffic control.

- Festival of the Fairies
 - Approximately 500 people attended from out of town.
 - The biggest comment was that businesses downtown were not open.
 - 2C's was very busy, especially the second week.
 - Running Dogs Brewery was also busy.

Discussion. Council President Morten suggested moving the festival to McCormick Park. It's more scenic and kid-friendly there. Tina pointed out that it would be more expensive in McCormick Park because of fencing. Holding the festival downtown also draws visitors to restaurants and shops. Morten, Walsh, and Farnsworth met with some downtown business owners about the event. They provided positive criticism for the event. They would have liked to have a schedule to distribute to customers. People not on social media are not finding out what is happening. Morten also suggested additional event signage. Councilor Carlson expressed that the festival would be a valuable addition to 4th of July activities. Mayor Scholl argued that people are not coming to 4th of July for the Festival of the Fairies. They're coming for the fireworks. After much discussion, it was the consensus of the Council to take the Festival of the Fairies down.

City Administrator Walsh reported...

- Thanks to Public Works for the work they're doing on the roof of the Columbia View Park gazebo.
- The new Building Official begins June 1.
- Will be submitting a DLCD Housing Needs Grant application.
- Will be applying for the Build America Block Grant for rural communities. Funding will be used towards the Waterfront boardwalk. He would like assistance from the consultants because of the complexity of the application.
- The St. Helens census tract was selected as one of 86 to move forward for an opportunities zone. It allows for community investment. He is working with EcoNorthwest and the developer to determine what that means and how it affects the Waterfront development.
- Discussed community events and how they can be communicated to the public. Needs to be retitled on the City's home page and linked directly to upcoming events.
- Addressed a couple comments made about camping on Sand Island.
 - Sand Island would be subject to transient fees.
 - Asked the Council for ideas on changing the current five days in and 30 days out. Discussion ensued about transient boaters.
- Communicating with the Marine Board about what it would take to allow small cruise vessels on the outer dock.

6) Council Reports

Councilor Locke reported...

- Cascades is working on the purifier. He hopes it will be back online within a month.
- Cascades is cleaning up the brown paper from the parking lot.
- Working with Comcast to get a data line into the ACSP company so they can get their OLCC permit. However, Jordan Ramis has still not completed the contract. He asked staff to contact the attorney and encourage it be done soon.
- Ken talked to the Council at the last meeting about the canoe. Willow Bill will be here in the middle of June. Mayor Scholl added that Ken wants to do an event at Running Dogs Brewery. Locke went on to say that Ken will be at tonight's meeting to discuss their itinerary to take the canoe up and down the river. Council needs to be thinking about what they want to do with the canoe. He's been the keeper of it. Over 600 children and 200 adults from the community helped build it. Council President Morten would like to see it placed in a display case on the Waterfront property as it is developed. Discussion ensued about placement and insurance.
- Have had two Court meetings. They talked about how they can work together and make all of the courts better for the community. One idea is to have a quarterly meeting

between court personnel and law enforcement agencies to strategize ways to collaborate.

Councilor Carlson reported...

- Attended a school violence presentation at the high school last night. They are working on programs to capture the youth that are struggling from drugs, alcohol, mental health issues, etc. She was encouraged to see the partnership.
- The Youth Council is excited about being involved in the Recreation Program.
- Thanked Judy for all she does for people struggling with mental health in the community.
- She suggested the parks brochure include an explanation of park names. Many of our parks are historic and there's reasons behind the names. Council President Morten will take that suggestion back to the Parks Commission for signage.

Councilor Conn reported...

- Arts & Cultural Commission
 - Kannikar Petersen has submitted her resignation. Conn thanked her for her years of service and dedication.
 - Arts & Cultural & Conversation event yesterday at Starbucks. They painted "This is Us" houses and discussed what kind of art and creative projects are desired in St. Helens.
- Requested moving the mission statement to be visible for all the Council to see. It's important to keep in mind as decisions are being made. Brown will make it happen.
- Suggested that an independent legal consultant analyze current Court systems and provide feedback. She would like to see it be done before any decisions are made.

Council President Morten reported...

- Met with concerned business owners and staff about issues downtown. Some of their concerns and suggestions were:
 - Effectively communicate events.
 - Requested a temporary day-use parking lot at the end of Strand Street. Parking is affecting their businesses. Discussion ensued.
- Andrew and Brad will be making a presentation at the June 6 Council work session for the Sand Island camping and day use shuttle proposal.

Mayor Scholl reported...

- Only a few more days to burn in St. Helens.
- Received a request from Girl Scout Troop 10333 to hang wooden bird houses in the McCormick Park trees. Council concurred.
- Concerned about the time tourism is taking up for staff. There are a lot of bigger projects that need to be taken care of.
- Thank you to Public Works for fixing the gravel on the Waterfront property. It's much improved for walking.

7) **Other Business**

8) **Adjourn** – 3:20 p.m.

Executive Session

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor

City of St. Helens

CITY COUNCIL

Executive Session Summary

May 16, 2018

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

Staff Present: John Walsh, City Administrator
Matt Brown, Finance Director
Kathy Payne, City Recorder
Neal Sheppeard, PW Operations Director
Sue Nelson, PW Engineering Director
Terry Moss, Police Chief

Others: Nicole Thill, Spotlight



Mayor Scholl opened the Executive Session at 3:23 p.m. and gave Council roll call.

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

The Executive Session was adjourned at 3:53 p.m.



ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor

City of St. Helens City Council

Public Hearing Minutes

May 16, 2018

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

Members Absent: None

Staff Present: John Walsh, City Administrator
Kathy Payne, City Recorder
Jacob Graichen, City Planner
Neal Sheppard, Public Works Operations Director
Sue Nelson, Public Works Engineering Director
Matt Brown, Finance Director
Jacob Graichen, City Planner

Others:

Rich Bailey	Nicole Palton	Dan Koepke
Eric Zahl	Shauna Harrison	Ethan Wallace
Erin Wallace	Ken Forcier	Carl Brogli
David Fix	James Kessi	Ellen Bailey

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

2) **Topic**

2.A Proposal: 18 Lot Subdivision / Planned Development
Applicant: Kessi Engineering & Consulting
Owner: Rich Bailey Construction, LLC / SJRE Ventures, LLC
Location: 34759 Sykes Road and surrounding undeveloped property

City Planner Graichen presented the staff report dated May 4, 2018. A copy is included in the archive meeting packet. There were no ex-parte contacts, conflicts of interest, or bias in this matter.

The Planning Commission voted unanimously to recommend approval to the City Council. Graichen reviewed the recommended conditions and elaborated on the Development Agreement.

Applicant Testimony

- ♦ Rich Bailey. He is the builder. The engineer is in route. They have met all the applicable criteria. The HOA will be funded from the beginning. It will be a nice development. Each house will be different because all of the lots are different. He doesn't build track homes.

Council President Morten is concerned about the wetland. What is the monitoring term per Division of State Lands (DSL)? Bailey does not know. A wetland specialist has been hired to create the plan based on criteria. The HOA will be responsible for maintaining it.

Council posed questions about the wetlands and backyard depth. Bailey responded that the wetland areas will be marked with a fence. Some houses will have smaller backyards due to the wetlands. In response to a question about house size, Bailey said houses will average from 1,800 – 2,300 sq. ft.

Testimony in Favor - None

Testimony in Neutral - None

Testimony in Opposition

- ♦ Daniel Koepke. He lives on Westboro Way. He reviewed his concerns:
 - Has had a hard time finding the laws for zoning overlays. It appears that it was supposed to be used for one or two lots and not an entire development. The zoning overlay is being abused.
 - Putting 18 lots there is an abomination.
 - His street and house were built on property that was never okayed by Bonneville.
 - This does not fit with the surrounding area.
 - Their road is already falling apart, the sidewalk by the wetland is falling in, it's not a stable area.
 - They don't even have the final okay for what they will do with the water from the wetland.
 - It can legally be done but it's not a good idea.
 - There is not clear vision when exiting the road with potential for an accident.
 - He pointed out that Council must consider the public's input.
 - There's a lot of children in the area. He suggested putting in a speed bump.

Council President Morten asked Daniel what the restrictive conditions are that Bonneville imposes on development. Daniel responded that they have not given permission. They were not made aware of the proposal.

Rebuttal

- ♦ Rich Bailey. They are not doing anything illegal. They could have actually developed smaller lots. He cannot blame the builder next door who built houses in the wetlands. His will not be and those concerns will be addressed. Bonneville requires them to keep a clear path with no fences. His lots range from 6,000 – 8,000 sq. ft.

Councilor Carlson asked Public Works Engineering Director Nelson if his proposal will affect the existing houses on Westboro Way. Nelson responded that there is potential if they didn't take measures to counteract it. The preliminary work shows wetland mitigation and improvements that will retain and detain some of the runoff from that development. Code requires that they keep water on their site and release it at a slower rate than what came off of the property before development. The preliminary work shows that it exceeds that requirement.

The applicant's engineer arrived late. Graichen recommended re-opening public testimony.

Applicant Testimony/Testimony In Favor

- ♦ James Kessi, Project Manager and Project Engineer for Kessi Consulting. The project complies with all the wetland criteria, development criteria, and subdivision criteria. The final wetland mitigation plan will be designed in accordance to meet the City and State regulations. They will comply with monitoring periods. They will work with City staff to install a fence that creates separation of the wetland. The HOA will be funded and have by-laws.

Testimony in Neutral

- ♦ Shauna Stroup-Harrison. She is a real estate agent. Are there going to be sidewalk improvements on Sykes Road to accommodate this development?

Graichen responded that the portion of Sykes Road that abuts the subject property will be required to develop frontage improvements, including a sidewalk.

Shauna also heard mention of an R7 zone, however the smallest lot is under 7,000 sq. ft. Graichen explained that planned developments allow for flexibility with lot sizes, dimensions, setbacks, and yards. Shauna wants to see that livability infrastructure improvements are made to accommodate all the growth happening here. She asked where the storm drain system will drain? Graichen said the applicant can address that during rebuttal. Shauna also asked if there a price point?

Testimony in Opposition

- ♦ Daniel Koepke. The storm drain is a big issue. What happens if Bonneville does say no to this?

Graichen said that legal counsel would have to be sought to address that. There are many subdivisions in town that have a Bonneville easement through them with roads. In past conversations with Bonneville, their issue is with buildings.

Graichen reviewed the public notice requirements.

Rebuttal

- ♦ James Kessi. Addressed testimony concerns:
 - Sidewalks will be constructed along the property frontage of Sykes Road.
 - There will be a pedestrian connection from the end of the cul-de-sac to Sykes Road.
 - The overlay zone was adopted by Council with an underlying zone of 7,000 sq. ft. The average lot size is over 7,000 sq. ft. They are just asking for flexibility.
 - The stormwater does drain to the wetland where it currently goes. They have designed a stormwater system to collect all the water on the site. It will be treated in accordance with City regulations and released to the wetlands.
 - Rich Bailey owns the land with a BPA easement over it. Structures will not be placed in the easement. They are just doing what has been done in other developments.

Council President Morten asked Graichen if he was certain that notice requirements were met. Graichen heard concerns like that when Emerald Meadows was proposed. The City takes notice requirements very seriously. There is a 300 foot radius requirement plus notice must be published in the Chronicle. The file includes an affidavit of notice that was distributed.

3) **Close Public Hearing** – 7:03 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor

City of St. Helens City Council

Regular Session May 16, 2018

May 16, 2018

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

Members Absent: None

Staff Present: John Walsh, City Administrator
Kathy Payne, City Recorder
Matt Brown, Finance Director
Neal Sheppard, Public Works Operations Director
Sue Nelson, Public Works Engineering Director
Jacob Graichen, City Planner
Tina Curry, Event Manager

Others:

Al Petersen	Amanda Normine	Destiny Ryder
Rich Bailey	Ellen Bailey	Daniel Koepke
Brenda Stoddard	Doug Boyes	Kannikar Petersen
James Kessi	Shawna Stroup-Harrison	Stephanie Patterson
Paul Barlow	Trina Romero-Hash	Ken Forcier
Garrett Lines		

1) **Call Regular Session to Order - 7:06 p.m.**

2) **Pledge of Allegiance**

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

- ◆ Al Petersen. Reviewed a slideshow presentation from SHEDCO. A copy is included in the archive meeting packet. They are rolling out a new mobile app. It's a cross between a trivia game, Pokémon Go, and a treasure hunt bringing people into local businesses. They have partnered with the Columbia County Museum Association. They also plan to partner with Columbia County Keep it Local to take it county-wide. The Columbia County Cultural Coalition Board is very excited about this going county-wide. The app walks you around town. You earn points to win prizes. The name of the app is Actionbound. It will be very helpful to visitors. He encouraged Council to try it.

Mayor Scholl asked if SHEDCO will be working with the merchants to offer special deals in their stores. Amanda Normine said they are working with the businesses. The first step is reaching out and making them aware of the use of technology and mobile devices. Amanda would like to see it added to Discover Columbia County and be promoted by the City. They are also looking for sponsors, if the City is interested.

- ◆ Ken Forcier. He spoke with the Council a couple weeks ago about the Flying Eagle canoe. He distributed a request to use the canoe.

Council was concerned about the liability insurance. Council directed Finance Director Brown to look into the insurance and get back to Ken. Discussion of canoe ensued.

- ◆ Garrett Lines. He is here to address something that came up in the second to last Budget Committee meeting. Quite a bit of time was spent discussing funds for parks maintenance and improvements. One idea was an assessment on utility bills. The Committee was informed that a survey would go out asking for input on that idea. However, the survey that was released asked how much users would be willing to pay for recreation. It did not indicate that it would be an assessment on their bill. He felt that was misleading. He would like it to be more direct for how it's billed and what it's for.

Councilor Conn clarified that the survey was for recreation and not parks maintenance. Mayor Scholl concurred. Council acknowledged the funding confusion. Discussion ensued.

4) **Annual Report from Bicycle & Pedestrian Commission (BPC) - Paul Barlow**

Paul Barlow reviewed his report.

- Participated in the May Bicycle Safety Month by visiting fifth graders at McBride and Lewis & Clark elementary schools. Helmets were distributed to those who needed them. They talk about rules of the road, visibility, and safety. They distribute about 100 helmets between the two schools.
- Plan to participate in Citizens Day in the Park again this year.
- Plan to participate in the October bike ride/scavenger hunt again this year.
- Columbia Century Challenge begins and ends in Scappoose this year.
- Ben Tiscareno is working with Associate Planner Dimsho on a bike rack inventory along Mainstreet. Have identified a grant to install additional bike racks.
- Ben Tiscareno is going to attend a Grant Writing Workshop on May 23.
- Provide input for park trails.
- Will be merging with the Parks Commission.

Councilor Carlson asked about the BMX track? Barlow responded that they had an issue with the gate system that delayed the opening. They plan to start racing this Saturday.

Barlow talked about the importance of BPC members making a difference in the community, such as the school partnership. When recommendations go to the Council, it would be nice to have follow-up.

Councilor Conn asked if the BPC has any suggestions on how to handle bicyclists riding on the sidewalks or against traffic in the Houlton area. Barlow responded that it's likely to avoid the hill on St. Helens Street. Enforcement is hard.

5) **Deliberations: 18 Lot Subdivision / Planned Development at 34759 Sykes Road and Surrounding Undeveloped Property (Bailey)**

Mayor Scholl expressed how the development meets Code requirements. He finds it shocking that neighbors resist vacant property being developed. St. Helens is growing.

Councilor Conn acknowledged the Planning Commission's unanimous recommendation of approval with conditions.

Council President Morten appreciates Daniel's sincere testimony. However, it lacked concrete Code references. Morten is in support of the applicant.

Councilor Carlson pointed out that the proposal meets Code requirements. They have to make their decision based on those Codes.

Councilor Locke announced his resignation effective the end of this year. He's now living here and Salem. The lots are smaller and more expensive in Salem.

Motion: Upon Conn's motion and Morten's second, the Council unanimously accepted the Planning Commission's recommendation of approval with conditions.

6) Proclamations

- 6.a National Police Week - May 13-19, 2018 / Peace Officers Memorial Day - May 15, 2018
- 6.b National Public Works Week - May 20-26, 2018

Mayor Scholl read the proclamations into the record.

7) Resolutions - DELETED FROM AGENDA

- 7.a Resolution No. 1814: A Resolution Establishing Local Limits for Discharge of Pollutants into the City of St. Helens' Publicly Owned Treatment Works

8) Approve and/or Authorize for Signature

- 8.a Contract with High Cascade Inc. for 'Section-28' Timber Sale
- 8.b Contract with CXT, Inc. for Purchase of Pre-Fabricated Restroom for Grey Cliffs Park
- 8.c Contract Payments

Motion: Upon Conn's motion and Locke's second, the Council unanimously approved '8a' through '8c' above

9) Re-Appoint Margaret Jeffries to Columbia Foundation Board

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

10) Consent Agenda for Acceptance

- 10.a Planning Commission Minutes dated April 10, 2018

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

11) Consent Agenda for Approval

- 11.a Council Work Session, Executive Session, Public Hearing, & Regular Session Minutes dated April 16, 2018 and May 2, 2018
- 11.b Recreation Coordinator Job Description
- 11.c Recreation Assistant Job Description
- 11.d Accounts Payable Bill Lists

Motion: Upon Carlson's motion and Conn's second, the Council unanimously approved '11a' through '11d' above.

12) Mayor Scholl Reports

- Thanked Police and Public Works for their service.

13) Council Member Reports

Council President Morten reported...

- Approaching graduations. Excited about attending the senior assembly and presenting the Columbia Learning Center Chance to Become Award.

Councilor Conn reported...

- Nothing to report.

Councilor Carlson reported...

- Thanked the audience members for attending. The testimony was meaningful. She appreciates seeing participation in the process.
- Thanked Paul Barlow for his participation on the BPC.

Councilor Locke reported...

- Congratulations to SHEDCO for coming up with a great program and following their mission.

Youth Councilor Ryder reported...

- Need a banner to display at events. He will be working with Bemis to have it made.
- Partnering with the school district to assist with the Recreation program.

14) Department Reports

City Administrator Walsh reported...

- Nothing to report.

City Recorder Payne reported...

- Nothing to report.

Finance Director Brown reported...

- Almost 700 responses have been received for the survey. There was discussion at the Budget Committee about the demographics being reached. He believes that every demographic was reached with the large number of responses.
- Asked the Council to think about when they would like to hold a Recreation Program Public Forum. He suggests moving to a larger facility.
- The Budget Committee discussed property taxes and the cost to residents. He reviewed the General Fund revenue and the cost to property owners.

Library Director Jeffries reported...

- Nothing to report.

Public Works Operations Director Sheppard reported...

- Nothing to report.

Public Works Engineering Director Nelson reported...

- Thanked Council for the proclamations.
- Very proud of Public Works crews and the great work they do.
- Public Works Appreciation breakfast on Friday morning.

15) **Other Business**

- ♦ Tina Curry. Contacted Western Fireworks and they cannot guarantee the ability to do it on Sand Island. They recommend doing it on the Waterfront property this year. They would have to repack all of the fireworks and re-assign staff if it was moved. In addition, Coast Guard needs 120 day notice to approve the permit.
- ♦ Trina Romero-Hash. She owns a building and business in the Houlton District. She would like St. Helens to have more than just Spirit of Halloweentown. The Festival of the Fairies was something new and different. She hears from visitors at her business who want more activities such as the Pirate Festival and Festival of the Fairies. Columbia River is amazing and needs to be shown off. Life and fun need to be brought back.

Councilor Conn agreed with the need to have more festivals in town. She would also like to see public step forward and bring the activities, like what was done in the past.

16) **Adjourn** – 8:25 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor

City of St. Helens City Council

Work Session Minutes

June 6, 2018

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

Members Absent: Councilor Ginny Carlson

Staff Present: John Walsh, City Administrator
Kathy Payne, City Recorder
Matt Brown, Finance Director
Sue Nelson, Public Works Engineering Director
Neal Sheppeard, Public Works Operations Director
Jacob Graichen, City Planner
Terry Moss, Police Chief
Mike De Roia, Building Official
Jenny Dimsho, Associate Planner
Tina Curry, Event Manager

Others:

Ben Pray	Nancy Whitney	Les Watters
Nina Reed	Chuck Daughtry	Bill Blank
Jennifer Anderson	Casey Mitchell	Robert Shadley
Mary Hubbard	Lesley Everett	Andrew Niemi
Brad Hendrickson	Ken Forcier	Julie Thompson
Steve Topaz	Nicole Thill	

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

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

- ◆ Nancy Whitney. She has a difference of opinion with the City. She distributed a handout and asked the Council to review. A copy is included in the archive meeting packet.
- ◆ Les Watters, representing the Columbia County Museum Association. He distributed information about an upcoming project. It's a walking tour of the historic downtown that is lead through your smartphone. He hopes to see it grow as more information is added. It's a free program. Discussion ensued about historical data.
- ◆ Robert Shadley. He asked who gives permission to surveyors to cross private land. He found a surveyor on his property twice.

Public Works Engineering Director Nelson explained that State law allows surveyors to go onto private property without requesting permission. It's regulated by the State.

◆ Steve Topaz.

1. Will we have fireworks on the 4th of July?
2. How much public access will be eliminated if a hotel is constructed on the Waterfront?
3. Is the City still planning on using our lagoon as a dump site for the Portland harbor?
4. Is anyone familiar with the tale of William Tell? Jimmy Dillard used to have cans all over the town to collect money for the fireworks. It involved everyone in fundraising and made a way for everyone to know what was happening.

Introduction of new Building Official Mike De Roia

Mayor Scholl introduced the new building official. Welcome, Mike!

3) Discussion Topics

3.A Semi-Annual Columbia County Economic Team (CCET) Report - Chuck Daughtry

Chuck Daughtry reviewed his report:

- Re-authorization of the South Columbia Enterprise Zone is on tonight's agenda for approval. Explained how enterprise zones function.
- Three enterprise zone applications will be submitted to the City tomorrow.
- Identified a potential purchaser for the Armstrong site. It's a sad situation but Armstrong has done a great job transitioning their employees.
- The Calloway building on Port Avenue is being marketed.
- Planning for the St. Helens Industrial site.
- Suggests there be an industrial economic development committee working for the City to identify and research potential properties.
- Planning to retire in May 2019. Brian Little will be assisting.
- Working on the Regional Cooperative Tourism Program. It's a County-wide tourism program. They'll be working with local communities and private vendor operators.
- Updated the Council on OMIC. It's moving forward and is the largest project he has ever participated in.

Mayor Scholl expressed his desire for industry in St. Helens and the appearance that Scappoose is receiving all the benefit of enterprise zones.

3.B Request to Waive SDCs for Columbia County Self-Help Housing Project - Nina Reed

Nina Reed is the President of Self-Help Inc. She is partnered with Community Action Team (CAT) to help low-income families and homeless. The City has been a fantastic partner to create transitional housing. They are putting in 16 housing units and one office building on 18th Street. She is requesting the SDC fees be waived. A copy of her request is included in the archive meeting packet.

Public Works Engineering Director Nelson pointed out that the SDC fees have not been thoroughly reviewed by staff. After initial review, they will likely be more than what is included on the worksheets. City Administrator Walsh added that the fees are still paid from somewhere in-house. They don't go away.

Councilor Locke excused himself from the discussion because he is on the CAT Board.

Councilor Conn is in favor of waiving the fees.

It was the consensus of the Council to discuss it further at tonight's regular session when Councilor Carlson is in attendance.

3.C Request to Waive SDCs for Next Habitat for Humanity Home - Jennifer Anderson

Jennifer Anderson is the Executive Director and Bill Blank is the Development Director of Habitat for Humanity. They are requesting SDC fees be waived for the new home on N. 7th Street. A copy of the request is included in the archive meeting packet. Jennifer talked about the need for affordable housing, overcrowding, and unsafe living conditions. Bill added that local contractors are used for building. The money is going back into the community.

Mayor Scholl agreed with the need for affordable housing.

It was the consensus of the Council to discuss it further at tonight's regular session when Councilor Carlson is in attendance.

3.D Discussion Regarding Sand Island Camping Plan - Brad Hendrickson & Andrew Niemi

Brad and Andrew distributed proposed lease agreement conditions. A copy is included in the archive meeting packet. Updated the Council on their recent findings:

- Proposing to begin with the existing 37 campsites.
- They are proposing to add eight parking spaces between the most recent RV expansion and Dillard's Moorage.
- Shuttle to access the island.

Council President Morten asked if Public Works Operations Director Sheppard had any concerns about the maintenance. Sheppard expressed the relief that having someone else maintain the island will have on the Parks Division. Sheppard added that the City's barge is not in great working order, it will be as-is.

Mayor Scholl suggested a day be designated for the Recreation Program.

Discussion ensued about the proposed lease agreement conditions. Brad and Andrew will work with staff on a lease agreement and bring it back to Council for review.

3.E Discuss Parking Around Strand Street and S. First Street

Public Works Engineering Director Nelson reviewed one option. For a temporary use, they could likely block in an area at the end of Strand Street using the ecology blocks. Vehicles would access it from Strand Street. Pedestrians would also have access to the Waterfront property and S. First Street. She approximates it would cost about \$15,000 to develop.

Council President Morten talked about some of the parking issues; such as vehicles that are parked and don't move for months. Nelson explained that as long as the vehicle is operational, has current tags, and is not parked in a limit duration space, they can't ticket it or tow. However; boats, trailers, and RV's are limited to five days in the public right-of-way.

Discussed ensued about parking. No decision was made.

3.F Discuss Configuration of Recreation Program – Matt
Finance Director Brown will report on this during Department Reports.

3.G Annual Planning/Historic Landmarks Commission Report – Jacob
City Planner Graichen reviewed his report. A copy is included in the archive meeting packet.

3.H Discuss Property Line Adjustment & Purchase Request of City-Owned Property off Deer Island Road - Jacob
City Planner Graichen reviewed the request and various scenarios. A copy is included in the archive meeting packet.

Leslie Everett reviewed their proposal to build affordable housing in that area.

Discussion ensued. It was the consensus of the Council for an appraisal of the property to be done. They want to know what the property is worth before making a decision.

3.I Review Matzen Subdivision SDC Credit Agreement - Jacob
City Planner Graichen reviewed the memo, map, and proposed agreement. Copies are included in the archive meeting packet.

Discussion ensued. Council recommended distributing the SDC credits evenly across all the lots.

Graichen requested City Recorder Payne remove the proposed agreement from tonight's agenda.

3.J Review Public ROW Dedications from St. Helens School District - Jacob
City Planner Graichen reviewed his memo. A copy is included in the archive meeting packet.

Discussion ensued. Council concurred with Graichen's recommendation. The dedication deed will be on tonight's agenda for signature authorization.

3.K Review Access Easements for Middle School Project - Jacob
City Planner Graichen reviewed his memo. A copy is included in the archive meeting packet.

Discussion ensued. Council concurred with Graichen's recommendation. The easement agreement will be on tonight's agenda for signature authorization.

3.L Review Final Plat for Matzen Subdivision - Jacob
City Planner Graichen reviewed his memo. A copy is included in the archive meeting packet.

Discussion ensued. The final plat will be on tonight's agenda for signature authorization.

3.M Update on Status of Canoe Schedule
Discussion ensued. City Recorder Payne confirmed that the canoe has been added to the City's insurance. The City's insurance provider expressed concerns about some of the existing language in the waiver.

Ken Forcier reported that this will be the 11th year the canoe has gone out without mishap. The waiver is the same as past years. He does plan to perform routine maintenance and make some repairs before it's used. Ken discussed the schedule with Council.

City Recorder Payne will be sending the waiver and recommended language from the insurance provider to the City's attorney for review.

4) **Department Reports**

4.A Administration/Community Development Department Report

Chief Moss reported...

- Tonight's agenda includes a resolution for the residential incentive program. There has been interest over the last few days. He's looking forward to its approval.

Public Works Engineering Director Nelson reported...

- Received a \$135,000 grant from the Regional Disaster Preparedness Organization for a portable water filtration facility. They won't have the trailer for about 18 months.

Public Works Operations Director Sheppard reported...

- There was a water leak on N. 7th Street on Saturday. Crews spent about four hours repairing it. A nice young girl sent a card thanking them for their work.

Finance Director Brown reported...

- Judge Phillips will be retiring at the end of June. Interviews were conducted. They would like to move forward on a contract with Amy Lindgren. Interviews were also conducted for the prosecuting attorney position. They would like to move forward on a contract with Sam Erskine. It was the consensus of the Council to enter into one-year contracts with longer extensions, based on the annual report.
- Have reached out to the National Center for State Courts in Denver, Colorado to find out what it would take for them to review Municipal Court and make recommendations for improvements. It will cost about \$13,000. Amy recommended waiting to do the study until she and Sam start working. Amy has already come across some improvements that could be made.
- Based on the incentive program Chief Moss spoke about, one officer has already submitted a letter of interest to participate.
- They have had some very successful Recreation Program events. He clarified that the program falls under the Administration Department. It is completely separate from the Parks Division, other than using Parks facilities.
- The FARA building has been discussed in the past. One idea that he and Shanna have discussed is using it as a recreation facility. The partnership with St. Helens School District allows for use of their facilities but it may be more limited when school resumes. He requested permission to tour the facility and come back with a proposal. Council concurred.

City Recorder Payne reported...

- She referred to the earlier requests for waving the SDC fees. What does the Council want to do tonight? Council would like to see a breakdown of the SDC fees and also have Councilor Carlson participate in the discussion. Nelson will work on it after this meeting.

Event Manager Tina Curry reported...

- Went to every downtown business to find out how many employees are parking on the street. She believes there is a simple solution but would like Councilor Carlson in attendance during discussion.
- She is almost done with the map being co-sponsored by Cascadia Home Loans.
- 4th of July
 - Fireworks
 - Bell ringing
 - Music
 - Activities
 - Cake
 - Raising funds for Fireworks
- There are nonprofit and for profit groups who want to have access to the 13 Nights on the River audience. Some nonprofit groups pay to be there. She suggests making a policy on how to handle those.

City Administrator Walsh reported...

- Very happy to have the new Building Official on board. He seems to be very solution orientated.
- The Build America Federal Grant is very extensive. Alta Planning and Design will be helping with it. They have a good success rate in attaining these grants.
- Talked about the dock regulations earlier. The current maximum stay is five days in a 30 day period. Is there a desire to change that? Discussion ensued. No recommendation was made.

5) **Council Reports**

Postponed until tonight's meeting.

6) **Other Business**

7) **Adjourn** – 4:27 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor

City of St. Helens

CITY COUNCIL

Executive Session Summary

June 6, 2018

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

Members Absent: Ginny Carlson, Councilor

Staff Present: John Walsh, City Administrator
Matt Brown, Finance Director
Kathy Payne, City Recorder
Sue Nelson, PW Engineering Director
Terry Moss, Police Chief

Others: Nicole Thill, Spotlight



Mayor Scholl opened the Executive Session at 4:30 p.m. and gave Council roll call.

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

The Executive Session was adjourned at 4:55 p.m.



ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor

City of St. Helens City Council

Public Hearing Minutes

June 6, 2018

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

Members Absent: None

Staff Present: John Walsh, City Administrator
Kathy Payne, City Recorder
Matt Brown, Finance Director
Neal Sheppeard, Public Works Operations Director
Sue Nelson, Public Works Engineering Director
Margaret Jeffries, Library Director
Terry Moss, Police Chief
Jenny Dimsho, Associate Planner

Others: Casey Wheeler
Nicole Thill

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

2) **Topic**

2.A 2018 Community Development Block Grant Notice of Intent for Food Bank

Associate Planner Jenny Dimsho read the Public Notice into the record. There was a discrepancy with the published hearing time and agenda hearing time. The hearing will remain open through 6:45 p.m. to allow for public comment.

Casey Wheeler, Columbia Pacific Food Bank Executive Director. He thanked City Administrator Walsh and Associate Planner Dimsho for their assistance with this project. They are the second smallest regional food bank warehouse in the state of Oregon. The new location will allow them to do so much more, such as:

- Re-packaging bulk products.
- Put in a kitchen and offer more cooking classes.
- Sample recipes for clients to taste test and take the recipe.
- Enclosure for fresh produce distribution.
- More handicap accessible.
- Improve appearance on S. 14th Street.

One in every five residents qualify for assistance. Not everyone comes every month. The ones they see on a regular basis are the elderly and people with a type of disability. He really appreciates the City's support.

3) **Close Public Hearing** – 6:46 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor

City of St. Helens City Council

Public Hearing Minutes

June 6, 2018

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

Members Absent: None

Staff Present: John Walsh, City Administrator
Kathy Payne, City Recorder
Matt Brown, Finance Director
Neal Sheppard, Public Works Operations Director
Sue Nelson, Public Works Engineering Director
Margaret Jeffries, Library Director
Terry Moss, Police Chief
Jenny Dimsho, Associate Planner

Others: Casey Wheeler
Nicole Thill

1) **Open Public Hearing - 6:15 p.m.**

2) **Topic**

2.A FY 2017/18 Supplemental Budget

Finance Director Brown reviewed the FY 2017/18 Supplemental Budget. He noted a couple changes.

There were no public comments.

3) **Close Public Hearing – 6:18 p.m.**

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor

City of St. Helens City Council

Public Hearing Minutes

June 6, 2018

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

Members Absent: None

Staff Present: John Walsh, City Administrator
Kathy Payne, City Recorder
Matt Brown, Finance Director
Neal Sheppard, Public Works Operations Director
Sue Nelson, Public Works Engineering Director
Margaret Jeffries, Library Director
Terry Moss, Police Chief
Jenny Dimsho, Associate Planner

Others: Casey Wheeler
Nicole Thill

1) **Open Public Hearing - 6:30 p.m.**

2) **Topic**

2.A FY 2018/19 State Revenue Sharing & Budget

Finance Director Brown reviewed the FY 2018/19 State Revenue Sharing & Budget.

There were no public comments.

3) **Close Public Hearing** – 6:32 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor

City of St. Helens City Council

Regular Session Minutes

June 6, 2018

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

Members Absent: None

Staff Present: John Walsh, City Administrator
Kathy Payne, City Recorder
Matt Brown, Finance Director
Neal Sheppard, Public Works Operations Director
Sue Nelson, Public Works Engineering Director
Margaret Jeffries, Library Director
Terry Moss, Police Chief
Jenny Dimsho, Associate Planner
Tina Curry, Event Manager

Others: Leah Tillotson Eric Zahl
Nicole Thill Nina Reed
Aaron Martin

12) **Call Regular Session to Order – 7:00 p.m.**

2) **Pledge of Allegiance**

3) **Visitor Comments – Limited to five (5) minutes per speaker** – None

4) **DELIBERATIONS: 2018 Community Development Block Grant Notice of Intent for Food Bank**

Discussion of the need to expand and support the Food Bank. It was the consensus of the Council to move forward with the Grant process.

5) **DELIBERATIONS: FY 2017/18 Supplemental Budget**

No concerns from Council. The resolution is on tonight's agenda for approval.

6) **DELIBERATIONS: FY 2018/19 State Revenue Sharing & Budget**

Discussion of State Revenue Sharing funds and those being available throughout the year by the discretion of Council. The resolution is on tonight's agenda for approval.

7) **Resolutions**

7.a Resolution No. 1814: A Resolution of the City of St. Helens Supporting the Fair Housing Program

Motion: Upon Conn's motion and Morten's second, the Council unanimously adopted Resolution No. 1814. [AYES: Scholl, Carlson, Conn, Locke, Morten; Nays: None]

7.b Resolution No. 1815: A Resolution Establishing a Police Officer Career Commitment, Residency & Longevity Reward Program

Motion: Conn moved to adopt Resolution No. 1815. Locke seconded.

Discussion. Chief Moss explained the program.

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

7.c Resolution No. 1816: A Resolution Authorizing an Interfund Loan in the Amount of \$240,000 between the General Fund and Visitor and Tourism Fund for Fiscal Year 2017-18

Motion: Upon Locke's motion and Carlson's second, the Council unanimously adopted Resolution No. 1816. [AYES: Scholl, Carlson, Conn, Locke, Morten; Nays: None]

7.d Resolution No. 1817: A Resolution Authorizing an Interfund Loan in the Amount of \$1,700,000 between the Storm Fund and Sewer Fund for Fiscal Year 2017-18

Motion: Upon Morten's motion and Conn's second, the Council unanimously adopted Resolution No. 1817. [AYES: Scholl, Carlson, Conn, Locke, Morten; Nays: None]

7.e Resolution No. 1818: A Resolution of the City of St. Helens Authorizing Designation of the South Columbia County Enterprise Zone

Motion: Conn moved to adopt Resolution No. 1818. Carlson seconded.

Discussion. Mayor Scholl is hesitant because St. Helens does not seem to get the same attention as other agencies. Council President Morten agreed. The draw for industrial businesses is Scappoose. The state senator and the airport in Scappoose make a big difference.

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

7.f Resolution No. 1819: A Resolution of the Common Council of the City of St. Helens, Oregon, Adopting a Supplemental Budget for Making Appropriations for Fiscal Year 2017-18

Motion: Upon Locke's motion and Carlson's second, the Council unanimously adopted Resolution No. 1819. [AYES: Scholl, Carlson, Conn, Locke, Morten; Nays: None]

8) **Award Bid/Contract**

8.a Annual Street Striping Project to Apply-A-Line, Inc. for \$21,651

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

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

- 9.a Extension of Contract with Metro Presort Inc. for Bill Printing and Mailing Services
- 9.b Contract with Duke's Root Control, Inc. for Sanitary Sewer De-Rooting Services
- ~~9.c Matzen Subdivision System Development Charge Credit Agreement~~
- 9.d Dedication Deed to Accept Public ROWs from the St. Helens School District
- 9.e Final Plat for the Matzen Subdivision
- 9.f Access Easement Agreement with St. Helens School District
- 9.g Contract Payments
- 9.h [RATIFY] Agreement with Alta Planning + Design, Inc. for Grant Writing Services for a BUILD FY 2019 Grant Application for Funding Riverfront Boardwalk Project

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

10) **Consent Agenda for Approval**

- 10.a OLCC Licenses
- 10.b Accounts Payable Bill Lists

Motion: Upon Conn's motion and Morten's second, the Council unanimously approved '10a' and '10b' above.

11) **Mayor Scholl Reports**

- A Portland Community College meeting is scheduled to discuss building a facility in Columbia County. It's a long overdue process.

12) **Council Member Reports**

Council President Morten reported...

- Asked for a status update of the parking on S. 1st Street. He would like to be able to inform business owners. Public Works Engineering Director Nelson will report at the next meeting with proposals, including cost involved. Morten also would like to review the time limitations to park vehicles in the City right-of-way. Nelson responded that there is no time limit, unless it's posted otherwise, as long as the car is operational and has current tags.
- Spoke of public comments made during meetings. In the past, visitors have asked questions and were not addressed right then. He thinks it would be appropriate to deliberate and respond at the time it comes up. Councilor Carlson was not at the work session earlier so doesn't know what came up but she said immediate responses should depend on the questions that come up. Discussion ensued.

Deliberations on the Requests to Waive SDCs that was brought up at the work session. The Council wanted to wait until Councilor Carlson was in attendance. Public Works Engineering Director Nelson distributed and reviewed an updated SDC worksheet.

Motion: Conn moved to waive the SDCs for Columbia County Self-Help Housing Project and the next Habitat for Humanity home. Morten seconded. Conn, Morten, Carlson, and Scholl in favor; Locke abstained; none opposed; motion carries.

Councilor Locke reported...

- Need to set up a special meeting for a sales contract. A public hearing will be scheduled for June 20, 2018 at 5:45 p.m.
- Public Works is performing work on the St. Helens Industrial site.
- Cascades was able to get the clarifier going this afternoon. They should not be dumping into the pond anymore.

Councilor Carlson reported...

- There were more people than she expected to see at the first movie night. Youth Council made about \$200 selling snacks. It's good to see the partnership between the City, school district, and community.
- Chief Moss will be presenting an inspiring message to the eighth graders at the middle school.
- Kiwanis Parade is next Saturday. She hopes to have the City truck for the Youth Council to ride. It was the consensus for Scholl or Morten to drive the truck, and Youth Council and Shanna representing the Recreation Program to ride in the back.
- Attended a parade in Portland today. It's a good show of community support.

Councilor Conn reported...

- The Arts & Cultural Commission held a public hearing for the art bike rack proposed to be placed at the future site of the Food Bank. There were no comments. They recommended proceeding with the installation. Council concurred.
- She, Carlson, and Moss attended the NAMI walk to help fund mental health resources. She encouraged everyone to add it to next year's calendar.
- Attended the City County Dinner hosted by the Port of St. Helens. There were fewer than normal in attendance. St. Helens will be hosting next time.
- Participating in the Suicide Prevention Taskforce. A presentation was held last week that reviewed the benefits. It's focused on decreasing violence and bullying, finding support, networking, etc.

Youth Councilor Ryder reported...

- Youth Council sold concessions during Saturday's movie night. He thanked Mayor Scholl for letting them borrow his ice chest. More of the most popular snacks will be purchased for the next movie night. Thank you to Brown and the other volunteers for helping at the event.
- They will be volunteering at 13 Nights on the River tomorrow.

Mayor Scholl acknowledged Aaron Martin who entered the meeting late.

- ♦ Aaron Martin, attorney in St. Helens. He addressed homeless camping on public property in the City. An arrest was made and all of the belongings were thrown away. After being released there was nowhere to go.

Councilor Carlson was concerned about the belongings being thrown away. She understands that storing it is difficult. Other communities have used funding to supply a clean sleeping bag. That way they're not released empty-handed. Councilor Locke added that the Police Department does have policies in place to hold their belongings until they're released. They don't always come back for them.

13) Department Reports

Chief Moss reported...

- Agreed with what Locke stated about Police Department policy. They have multiple backpacks, bags, shopping carts full of belongings, etc. They are sympathetic to the issue.
- Addressed the Suicide Prevention Taskforce that Conn talked about. Just in the last three or four years, this community has really evolved with support. There's a lot to be proud of. Thank you to Conn for being part of that.
- He appreciates the Council approving the resolution in support of police officer retention. He looks forward to seeing how that evolves.
- Last week, Joe Errante passed away. He was one of the very first CERT volunteers. He attends almost every event CERT participates in. He was a true public servant.

Public Works Engineering Director Nelson reported...

- Nothing to report.

Public Works Operations Director Sheppard reported...

- Nothing to report.

Library Director Jeffries reported...

- The Library has its own Facebook and Twitter account now. Communications Officer Crystal Farnsworth is doing a fantastic job. It's nice to have the social media presence. Jeffries thanked Council for restructuring her duties and availability to work directly with departments.

Finance Director Brown reported...

- The recreation coordinator and assistant positions close on Friday. Is anyone interested in participating on the interview panels? Conn volunteered.
- He and Utility Billing, Banking, and Court Specialist Shanna Duggan are excited to view the FARA building and see what the potentials are for a community/recreation center. He hopes to return with a sustainable proposal at the next meeting. Morten volunteered to visit the building with staff.

City Recorder Payne reported...

- Nothing to report.

Event Manager Curry reported...

- Talked about nonprofit groups wanting to be involved in 13 Nights and 4th of July. Some of them are asking for fees to be waived. Discussion. Councilor Locke said he used to allow nonprofits to participate for free. It can be a problem if there's too many. He suggested that the number be limited and they take turns.
- Asked if there is a policy in place for businesses in town to be made a priority. For instance, she tries to find a business in town first. If there's not one available, she'll reach outside of town. Council agreed that businesses in town are given the priority, as long as the cost is double. Discussion of towing companies ensued. Morten suggested staff conduct further research.
- Visited businesses around town about parking. Will report at a future meeting.

City Administrator Walsh reported...

- Suggested parking be managed more efficiently before creating additional parking at the end of Strand Street. Need to work with merchants to create a program of efficient parking.

14) **Other Business**

15) **Adjourn** – 8:32 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor

City of St. Helens City Council

Work Session Minutes

June 20, 2018

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

Members Absent: None

Staff Present: Kathy Payne, City Recorder
Matt Brown, Finance Director
Margaret Jeffries, Library Director
Neal Sheppard, Public Works Operations Director
Sue Nelson, Public Works Engineering Director
Terry Moss, Police Chief
Jenny Dimsho, Associate Planner
Sam Erskine, Prosecuting Attorney
Tina Curry, Event Manager

Others:

Alexis Cole	Chris Iverson	Nicole Thill
Patrick Birkle	Susan Wagner	Julie Thompson
Janis Walters	Carmin Dunn	Ron Schlumpberger
Tracie Murray		

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

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

- ◆ Patrick Birkle. He is advocating for the Council to end afternoon work sessions in order to increase transparency, accountability, and provide greater opportunity for citizen participation. He reminded the Council that retreats also fall under public meetings law. Researching other jurisdictions, he found that many have work sessions that start shortly before regular meetings and are short in duration. Presentations and deliberations seem to be done in work sessions here, which excludes public participation. He also pointed that daytime meetings may deter interested people from running for a Council position. He thanked the Council and asked them to consider his recommendation.

Discussion ensued. Meetings are streamed live on the City's website. Council thanked Patrick for the information.

- ◆ Steve Topaz. Agreed with Patrick. He attended the Connection meeting and found some of the statements troubling.
 - Limited parallel parking on the Waterfront property.
 - Bike paths on both sides.

- No parking for the entrance to Nob Hill Nature Park. It's become a private park for people who live up there.
- Bicyclists would have to go up hill past Nob Hill Nature Park.
- No sidewalks because of the drop-off. He suggested a wall with a sidewalk on the top.
- Not decided to make the Highway 30, Gable Road, Old Portland Road, Plymouth Street, the main route coming into town.
- The trucks could not get around the turn-abouts.
- What kind of industry is expected?
- Peak travel will be 5:30-7:30 p.m., which is basically commuters coming from Portland.
- Rumors about a hotel on the Waterfront. That will limit local people having access to the Waterfront and eliminates industry.
- What is the City's overall plan?
- There is no way of building a reasonable ferry system out of St. Helens with a patchwork road.

Mayor Scholl pointed out that Associate Planner Dimsho will be reporting on the Riverfront Connector Plan later this afternoon. Council President Morten added that Nob Hill Nature Park is zoned residential.

Mayor Scholl stepped down and joined the audience. Council President Morten took over chairing the meeting.

- ◆ Rick Scholl. He owns property on the N. 9th Street rock bluff. He is in the process of collecting signatures for a Street Vacation. He is requesting the City's signature. The City used to be an automatic signature but it changed several years ago. It's difficult when the adjacent owner wants to mine their property.

City Planner Graichen further explained that State law requires two-thirds consent from surrounding property owners within the 200 and 400 foot surrounding area. Like Rick said, the City used to assume that City-owned property within that area was an automatic consent because if the City approves it, then they're giving their consent. That was contested by an attorney and determined that the applicant now has to request the City's signature on the consent form.

Discussion ensued. This is a new process. This will be the case for all Street Vacations with City-owned property within the affected area. The Council is not granting approval. They would only be giving their consent to move forward with the application, like any other affected property owner.

Council concurred with giving the City's signature.

Mayor Scholl resumed chairing the meeting.

- ◆ Tina Curry. Here to give feedback about parking after visiting the downtown merchants. They currently use 45 spaces. Many of the businesses have a parking policy for their employees. However, their policy is that they can't park in front of their own business. This will be discussed at the next merchant's meeting. She suggests a policy that employees park in the public parking lot behind 2C's or across from City Hall.

3) **Discussion Topics**

3.A Annual Insurance Agent Report - Chris Iverson of Hagan Hamilton Insurance

Chris Iverson reviewed his report. A copy is included in the archive meeting packet. There is an increase in premium cost. That is because the City is growing. Chris talked about an option to add cyber insurance. Council President Morten directed staff to find out what would be covered by our I.T. consultants.

Discussion ensued about the insurance coverage for the canoe. The City and volunteers would be covered. However, if it's just given to someone and they fill it with kids, that may not be covered.

3.B Annual CDBG Revolving Loan Fund Program Report - Susan Wagner of C.A.T.

Susan Wagner from Community Action Team reviewed her report. A copy is included in the archive meeting packet.

3.C Annual Parks Commission Report - John Brewington & Carmin Dunn

Carmin Dunn of the Parks Commission gave a report.

- Nob Hill Nature
 - Volunteer clean-up and maintenance
 - Native plant walk
 - Built staircase
 - Scappoose Watershed donating plants
 - Kiosk with park name added
- Heinie Heumann Park
 - Fenced dog park with bench, picnic tables, and water
- McCormick Park
 - Dog park
 - Creek area utilized during nice weather
 - Disc golf course getting a lot of use
 - Would like to add tennis and basketball courts
 - Would like to add restrooms
 - Trails in good shape
 - Cannon is back
 - Hope to have upgrades done at the Veteran's Memorial in time for Veteran's Day this year. Funding is from the State Parks Grant and local Veteran's group.
- Walnut Tree Park
 - Kiwanis Club mows it
- Grey Cliffs Park
 - Grant received to install restrooms
 - Would like to fence the dog park
 - Would like to fix the trail from Wyeth Street, adding sand to the far end
 - Would like to add signage and pave the existing gravel parking area
- 6th Street Park
 - The dugouts need some work
 - Need additional parking
- Godfrey Park
 - Exploring potential for a natural playground
- Sand Island

- Camp host and shuttle preliminary interest. Seeking more information and public input.
- Dog parks
 - Suggested improvements
- Campbell Park
 - Used by softball teams
 - Priority to upgrade the existing restroom amenities
 - Need to upgrade the existing picnic shelters with utilities
 - Need to upgrade the tennis courts and playground equipment
- Boise property
 - Toured by the Commission last summer
 - Recommend moving forward with an RV park, day park, and trails
- The Parks Commission is willing to work with the Arts & Cultural Commission to paint picnic tables if there is still interest.
- Thank you to the Parks employees who are doing a great job maintaining and keeping the parks nice and functional
- Combining the Parks Commission and Bicycle & Pedestrian Commission
- Creating a subcommittee for a walking trail/urban hiking trail
- Defining what the Friends of Parks groups mean
- The Parks brochure needs to be updated
- Encouraged by the St. Helens Recreation Program and the increase use of parks
- Conversations about improvements to the Dalton Lake trail
- Focusing on priority one improvements
- Looking forward to the Waterfront property development and connectivity from Columbia View Park with a boardwalk along the water's edge
- Rich in property and poor in manpower
- Recommendation to review the park use fees
- Confusion with the Greater St. Helens Parks & Recreation District and it not being affiliated with the City
- Concerns about the swimming pool receiving free water
- Grants will help with funding limitations. Thank you to City staff who seek those out and spend time applying for them.

Council acknowledged their appreciation of the Parks Commission and the in-depth report.

3.D Follow-up Regarding FARA Building - Tracie Murray

Mayor Scholl talked about the facility being City-owned now. The Council is tasked with serving the community and need to determine the best use of the facility. It was the consensus of the Council to have the ability to use it as part of the Recreation Program.

Tracie Murray and Janis Walters were in attendance representing FARA. Janis agreed with the Recreation Program using it. She talked about the history of the FARA building. Boise purchased the property and it was turned into a fitness facility for employees and their families in the mid 1980's. With the closure of the mill and changes, it was opened to the public. She does not have a problem with the City taking it over for the Recreation Program but believes that users who frequent it will be disappointed. The bottom line is that it's City property.

Mayor Scholl asked what they will do with the equipment. Janis said someone services it once or twice a year. They would likely ask him to give an estimate of value and sell it. Council

President Morten asked where the income would go from the sale. Janis replied that their articles of incorporation designate that those funds be donated to various charities.

Discussion ensued about the possibility of overlap for current users to continue using it to finish out their paid memberships. Mayor Scholl directed Finance Director Brown to investigate insurance costs to add the FARA building as its currently being used. Consensus of Council to make prior arrangements so notice gets posted when the gym is being used.

3.E Update on Riverfront Connector Plan - Jenny

Associate Planner Dimsho reviewed the Riverfront Connector Plan. A copy is included in the archive meeting packet.

3.F Discussion Regarding Parking at End of Strand Street

Public Works Engineering Director Nelson reviewed her memo and drawing of a temporary gravel parking area. A copy is included in the archive meeting packet. It will cost between \$18,000 – 23,000. That comes out to about \$859 per parking space that would be eliminated as soon as the property is developed.

Councilor Conn referred to Tina's earlier comments about business parking. She would like to look at it further.

Council President Morten is not in favor of proceeding at that cost. However, he would like to ensure we have proper signage, enforcement, and Ordinances.

Councilor Carlson talked about other areas that businesses complain about parking. It would set a bad precedent. A consistent policy and enforcement is important.

3.G Discussion Regarding Parking Time Limits

Public Works Engineering Director Nelson talked about changes that could be made to the Code that limit on-street parking time for vehicles. Council President Morten added that parking permits could be issued for residents who live in the adjacent buildings to park there. He would like staff to look into this further.

3.H Introduction of New Prosecutor Sam Erskine

Finance Director Brown introduced Sam Erskine to the Council. Sam approached the Council and talked about his job history. He suggested the Prosecutor's Office regularly report to Council once a quarter. Council liked that idea and appreciates staying informed.

4) Department Reports

4.A Public Works Department Report

Chief Moss reported...

- The two new reserve officers will be sworn in tonight.

Public Works Engineering Director Nelson reported...

- A contractor will be coming to do some maintenance on the City docks.

Public Works Operations Director Sheppeard reported...

- Most of the summer help is on board.

Library Director Jeffries reported...

- The Summer Library Challenge kicked off on Monday. They have had 261 signups over the last two days. Just under 700 people registered last year.
- Announced upcoming youth activities.

Finance Director Brown reported...

- Chris Iverson mentioned a potential increase to crime coverage. They currently have about \$200,000 liability on crime coverage. That covers theft and financial crimes, like what happened at the County. The auditors recently suggested that be increased to \$500,000. That will cost us about \$1,000. He asked for the Council to think about it and let him know.
- He distributed a document titled, "Tax Story." It is meant to inform citizens about what their property taxes pay for and what they don't pay for. A copy is included in the archive meeting packet. He asked the Council to review it and provide feedback.
- Building Maintenance Utility Worker Roger Stauffer joined him and several others for the FARA building visit. Stauffer pointed out some needed repairs. They approximate \$50,000 in repairs to bring it up to a public used facility. Possible funding sources:
 - Part of the \$500,000 re-investment in parks
 - Phase the improvements as needed
 - Grants (will do this first)

Council President Morten asked if the Recreation Program falls under Parks. Brown responded that it is under the Administration Department. Morten went on to ask why money would come from Parks to fund Recreation. Brown explained that it's available money and already budgeted. After reviewing the Parks Master Plan and the top priorities, it makes it a possible funding source. Morten argued that the additional money was supposed to be used to fund Parks.

- He and Nelson received an email from Columbia River PUD about the LED rates effective July 1. The new rates increase about 72%. Brown reviewed the report from Ameresco about lighting. A copy is included in the archive meeting packet. Brown has been in communications with CRPUD to talk about the impact. He is waiting to hear back from the General Manager. Council expressed concerns over that extreme increase without opportunity for public comment. Nelson added that she forwarded the rate increase to Ameresco who responded with shock and also wants to set up a meeting with CRPUD management. CRPUD indicated an approximate increase of 5% but never the 72%.

City Recorder Payne reported...

- Nothing to report.

Event Manager Tina Curry reported...

- 4th of July
 - Tailgating on the Waterfront property for \$10
 - Additional officers will be on site
 - Trash can painting in the morning
 - Music by a DJ in the morning
 - Face painting
 - Recreation Program activities
 - Bell ringing
 - Free cake
 - Winn Alexander Band at 3 p.m.
 - Flag raising and National Anthem at 4 p.m.

- Happy Hour music with Matt Brown at 5 p.m.
- Beer Garden
- Hit Machine at 8 p.m.
- Fireworks at 10 p.m.

5) Council Reports

Councilor Locke reported...

- He and Walsh met with Senator Betsy Johnson last week.
 - OLCC time limitations – Betsy called OLCC and was informed that the time limit is a guideline and as long as they continue working towards a goal, they will extend the deadline.
 - Will help with grants for the Waterfront boardwalk.
 - Will help with a partnership with Scappoose for water and sewer.
 - Moving forward on the treatment pond project.
 - Will help with the PGE issues at the Mill.
 - Betsy asked us to approach her more often for assistance.

Councilor Carlson reported...

- Chief Moss gave a keynote address to the eighth grade students at St. Helens Middle School. It was a well-received message. Moss is leaving big shoes to fill.
- Recreation Coordinator Shanna Duggan and a representative of Arts & Cultural Commission attended the recent Youth Council meeting. They talked about ways to make Youth Council more interactive and appealing.
- She would like a way to market all the work being done with Parks and Recreation. People who work in Portland may not be aware of all the great amenities here.

Councilor Conn reported...

- Thanked Public Works Operations Director Sheppard for responding quickly to a repair at Campbell Park.
- Received a ribbon at the Kiwanis Community Parade. Thanked Morten for providing the chicken lunch.
- Attended the annual CASA breakfast yesterday. She would love to see more people volunteer and donate to the organization. They are a voice for youth victims in Court.
- CIT training is July 16-20. She is requesting up to \$400 to purchase snacks. Council concurred.

Council President Morten reported...

- Addressed Steve's question:
 - Vision of Waterfront – raising the bar for quality of life. Has to be a service-based economy if it's going to revolve around people. It was on the market for five or six years as an industrial property before the City moved forward to obtain the property. It's a good investment for the citizens and livability. Citizens will have access to the river front.
- Addressed Patrick's concern:
 - Suggests Council look at holding evening work sessions once a month or every other month. There is potential to move away from day-time work sessions.
- Great presentation from Carmin. Each Parks Commission member is assigned a park and they report on it. The Bicycle and Pedestrian Commission now add to what is reported.

- Have a final plan for the McCormick Park Veteran's Plaza. Citizens, veterans, staff, and professional engineers have contributed to the project with in-kind services. This all started with Associate Planner Dimsho. Grand opening will be November 11, 2018 at 11 a.m.
- Sand Island is moving forward. Waiting for the attorney's review.

Mayor Scholl reported...

- The waterfront is very active.
- The parade was a lot of fun.
- Citizens Day in the Park is August 11. He has most of the sponsors on board. Requested a budget of \$1,000 for the event. Will be using the sound equipment from 13 Nights on the River. Council concurred with using \$1,000 from Council discretionary funds.
- Need to hold a retreat to discuss the City County Dinner. Councilor Conn strongly recommends a moderator if they hold another retreat.
- Businesses are lacking in St. Helens. They had five mills with over 1,000 living wage jobs, paying taxes and utilities.

6) **Other Business**

7) **Adjourn** – 3:55 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor

City of St. Helens

CITY COUNCIL

Executive Session Summary

June 20, 2018

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

Staff Present: Matt Brown, Finance Director
Kathy Payne, City Recorder

Others: Nicole Thill, Spotlight
Julie Thompson, Chronicle



Mayor Scholl opened the Executive Session at 4:01 p.m. and gave Council roll call.

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

The Executive Session was adjourned at 4:06 p.m.



ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor

City of St. Helens City Council

Public Hearing Minutes

June 20, 2018

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

Members Absent: None

Staff Present: Kathy Payne, City Recorder
Terry Moss, Police Chief
Sue Nelson, Public Works Engineering Director
Neal Sheppard, Public Works Operations Director
Margaret Jeffries, Library Director
Matt Brown, Finance Director
Jacob Graichen, City Planner
Jenny Dimsho, Associate Planner

Others:	Joshua Larsen	Alex Reverman	Gina Sisco
Keith Sisco	Melody Knight	Alina Vick	Linda Zahl
Megan Fitzsimmon	Ken McFarland	Eric Zahl	Floyd Vance
Arline Vance	Marilyn West	Tom West	Josh Jarvis
Amanda Jarvis	Aric Trip	Oscar Garza	Janis Cimdins
Susannah Garza	Ryan Scholl	Lisa Scholl	Rhys Robbins
Shawna Robbins	Pamella Cimdins	Michelle King	Sandon King
Todd Cathers	Tricia Cathers	Daniel Houghtelling	David Nelson
Camille Houghtelling	Debra Parsons	Christine Sternadel	Anna Hanson
Doug Walker	Larry Karnoski	Robin Smith	Adam Smith
Julie Hinkle	Brady Preheim	Howard Blumenthal	Amy Lindgren
Jan Andrews	Ray Andrews	Jenny Skorney	J.S. Skorney

1) **Open Public Hearing - 5:45 p.m.**

2) **Topic**
2.A **Sale of City-Owned Property - approximate 8.21 acre parcel located in the southeast corner, more-or-less, of the paper mill property at 1300 Kaster Road**

City Planner Graichen reviewed the proposal to sell the property. A copy is included in the archive meeting packet. In order to sell the property, they need to conduct a land partition. There are some things to work out:

- Access/utility easement and maintenance agreement.
- Agreement to extend water line.

- Agreement for sanitary sewer line.
- Storm water requirements with DEQ.
- Agreement for the infrastructure.
- Wetlands identified on City maps.
- Retain an access to the other side of railroad tracks.
- Vehicle turnaround area at the railroad tracks.
- The purchaser has been working on the existing buildings to prepare them for marijuana production. Oregon law does not allow marijuana production on public land. The 50 year lease that was originally intended to solve that did not work, so they have to do the partition.
- Landfill from the old mill.

The purchase price is just under \$3.5 million. There will also be:

- A community benefit fee; which is \$2,000/month for the first 60 months for charities of the City's choosing.
- Public safety, education, and parks fund; which is \$1,000/month for every 10,000 sq. ft. of canopy while it's producing. There is a clause for increases based on inflation.

Councilor Locke added that he has been pushing this project along. The City purchased the paper mill property a few years ago. It's been a lot of work to make it productive for the City. This is a good fit to bring in money and get it ready for other industries to come into town. This company has been a good partner. The long-term plan is to use between 50-80 acres of the 200 acres. It could be 400-500 jobs in the future.

No public comment.

3) **Close Public Hearing** – 5: 56 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor

City of St. Helens City Council

Public Hearing Minutes

June 20, 2018

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

Members Absent: None

Staff Present: Kathy Payne, City Recorder
Terry Moss, Police Chief
Sue Nelson, Public Works Engineering Director
Neal Sheppard, Public Works Operations Director
Margaret Jeffries, Library Director
Matt Brown, Finance Director
Jacob Graichen, City Planner
Jenny Dimsho, Associate Planner

Others:	Joshua Larsen	Alex Reverman	Gina Sisco
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Arline Vance	Marilyn West	Tom West	Josh Jarvis
Amanda Jarvis	Aric Trip	Oscar Garza	Janis Cimdins
Susannah Garza	Ryan Scholl	Lisa Scholl	Rhys Robbins
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Doug Walker	Larry Karnoski	Robin Smith	Adam Smith
Julie Hinkle	Brady Preheim	Howard Blumenthal	Marsha Caton
Jan Andrews	Ray Andrews	Jenny Skorney	J.S. Skorney
Willow Bill	Amy Lindgren		

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

2) **Topic**

2.A Annexation of 60110 and 60120 Barrick Lane (Zahl)

City Planner Graichen presented the staff report dated June 11, 2018. A copy is included in the archive meeting packet. There were no ex-parte contacts, conflicts of interest, or bias in this matter.

The Planning Commission voted unanimously to recommend approval of the annexation with an R7 zoning. Graichen elaborated on the zoning options based on the Comprehensive Plan.

Council President Morten asked if a mixed zoning can be done? Graichen said it can be done as long as it's logical.

Applicant's Presentation

- ♦ Eric and Linda Zahl. Thanked the neighbors for attending. They did try to go door-to-door but many people weren't home. They're neighbors and they want this to be a good program.

Eric reviewed their presentation. A copy is included in the staff report on file. They are requesting R5 zoning to allow for the benefits of mixed single family attached and detached homes. This will allow for more affordable housing, higher profit margins, and common green space. The R5 zoning does fit what is allowed by Code and the Comprehensive Plan. They urged the Council to consider R5 zoning for their property.

Council President Morten asked the Zahl's why the Planning Commission recommended R7? Eric said he heard one response that R7 fits better. Linda added that there was a comment about zoning remaining the same and there's a lot of housing in the works already.

Morten asked how many units are proposed in the R5 concept? Eric responded that they are proposing 22 detached and eight attached units, which would be four and four. Morten asked Graichen how many units would be likely in R7 zoning? Graichen is not sure because this is not for the development. Eric said it would be 20 units if they keep the park. Without the park it would be 21 or 22 units. The trees would come down if they develop the park. Campbell Park is the closest park. Pocket parks bring neighborhoods together.

Graichen added that a letter was submitted from Doug Walker this week. Copies were distributed to the Council and is included in the archive meeting packet.

Graichen pointed out that this hearing is for an annexation to determine zoning. They are not designing a subdivision tonight. He explained the allowed uses for R5 and R7 zones.

Testimony in Support - None

Testimony in Neutral

- ♦ Jim Skorney. Was there a study done on another egress? He has lived in Sunset Heights for 18 years. It was meant to be a high-end subdivision. Promises were made in their subdivision that were not fulfilled. He has seen so many near accidents at the bottom of Steinke Drive. He organized and installed two mirrors at the bottom. All were vandalized not long after installation. He lives two-thirds up the hill on Steinke Drive. He moved out here to get away from the traffic and this would double the traffic going up his hill. He recently had a house fire and had to move to Oakwood Drive off of N. Vernonia Road. They were duplexes and had cars lining the streets and parking in lawns. Why should the existing owners lose value for their benefit? He appreciates the wonderful things they want to do for the City but why not build their own egress. Make a walkway or bike path to connect the two.

- ◆ Lisa Scholl. She is neutral because she doesn't oppose the annexation. She just wants it to be zoned R7 to remain consistent and not set a precedent of spot zoning. She really recommends the R7 zone.
- ◆ Josh Jarvis. He lives in Sunset Heights. Any given night, you can look out and see 15 kids playing in the loop. His concern is his kids. He's not opposed to them building homes on their land. He's not okay with an influx of cars ripping through his neighborhood to get to another neighborhood.
- ◆ Camille Houghtelling. She lives in Sunset Heights also and agrees with Josh. She doesn't care if they annex but disagrees with their proposal. Her biggest concerns are the egress and influx of traffic. They would not benefit from their HOA park. Their neighborhood is a park. Our kids are close. The parents are outside late in the evening talking. This plan would just hurt them and their current quality of life. There is no regard to the community that currently lives there. It wouldn't be so bad if they had their own access off of Hankey Road.
- ◆ Michelle King. She showed pictures of Steinke Drive and Hankey Road. When they first moved in there were rules that you could not park on the street overnight, you couldn't have yard sales, etc. The agreement only lasted for 10 years. Since then, the neighborhood has fully developed. Turning from Steinke Drive to Hankey Road is a blind corner. It's a dangerous intersection and is their only access and egress. They also share the road with a quarry and rock haulers. She is also concerned about the devaluing of their homes. She knew the neighborhoods would eventually be connected but was under the impression that they would maintain their existing access.
- ◆ Daniel Houghtelling. The plan looked nice in R5. The \$230,000 range is a low estimate for construction costs. If R5 is so good, why not change everything to that zoning? Is there a limit to attached and detached dwellings? Is it possible for all of them to be attached? It's also possible for apartments to go in R5. Once it's zoned R5, there's not much leeway to make changes. It's all about the money. If he really wanted to benefit the community, he could donate the land to Habitat for Humanity to build sweat equity homes.
- ◆ Shauna Stroup-Harrison. Her big deal is infrastructure. The City is doing all kinds of building but isn't doing any improvements to the infrastructure. Moving rock in and out of Hankey Road is extremely dangerous. The Council is rezoning everything to suit the builders and not the community they serve. We are a commuter city. They are coming in droves.
- ◆ Robin Smith. She lives in Sunset Heights. She's fine with them building. She grew up here. She's seen it very small and then came back later to see how much it grew, so she sees the need for homes. It's hard to see to turn from Steinke Drive to Hankey Road. There is a huge concern for egress. She hopes that additional egress routes will be created. She encouraged people to teaching a student to drive to come up there and try it. It's very unsafe.
- ◆ Janis Cimdins. He lives on Skyline Drive and his property abuts Hankey Road and Steinke Drive. They didn't talk about how the zoning will affect the neighborhood. He

has developed a lot of property and knows what it takes. It has never worked to have two upper class communities with lower income in the middle. He suggested they talk to the developers off of Pittsburg Road to build their concept there. His moving truck was not able to make it up to his house. How will construction vehicles get in and out? Access and egress is horrible. He understands that spot zoning is prohibited.

- ♦ Susannah Garza. She lives in the very last house on Skyline Drive. If a road is cut through, not only will the new development use that road, but people in Elk Ridge will use that road as well. It will be easier to cut through.

Testimony in Opposition

- ♦ Ryan Scholl. Eric Zahl presented a good sales pitch. Eric told him that it was going to be 28 detached homes and two attached homes and now it's 22 detached homes and eight attached homes. Could that change to all of them being attached in the future? It's R7 above and below. All the citizens here are asking for it to be R7, not R5. The bottom line is profit for him. R7 would dip into his profit margin and his design. Consider all the current people living there.
- ♦ David Nelson. He lives in Elk Ridge. He is the fourth home owner of the existing 70 homes. During the summer he sets up his 12 foot movie screen and projector. Neighbors bring out their grills and they watch movies. Connecting that will be a detriment. He knows it's inevitable with the stub there. With the stubs there it would fall under spot zoning with an R5 zone. It has to stay R7. If the zone is changed to R5, can the bigger lots stay that way? An additional 200 homes will be developed above them. All of that traffic has one access and egress onto Hankey Road. That will be overwhelming. They need to look at another way out.
- ♦ Anna Hanson. She lives in Elk Ridge. She's trying to keep the emotion out of this. The Zahl's gave them a different story than what was presented tonight. She's now very suspicious. She agreed with what's been said about traffic and emergency services. She added that they also have horrible water pressure issues. Her and her husband worked hard to build their home. They intentionally built on a dead-end. These will not be affordable homes unless you put multiple renters in them. She questioned the private road onto the property. From her understanding, Elk Ridge owns it. She suggested making a deal to use that as their own entrance and not opening it up. They also have a DEQ site near Barrick Lane. Their developer is battling with the City and DEQ. It was supposed to be a park and water runoff area. Who will take it over?
- ♦ Doug Walker. He lives in Sunset Heights. He agreed with the comments made about traffic and needing an additional access and egress. Putting an R5 development between two R7's is spot zoning. It should not be done. They are in the beginning of a growing economy. There will be higher priced homes and higher incomes. St. Helens needs more family wage jobs. You can't work at McDonald's and buy an R5 or R7 home.
- ♦ Ken McFarland. He lives in Elk Ridge. He values the Zahl's right to develop their property and their privilege to make money from it. They are going to perform their own architectural design, hire and lead their own construction lead, and perform all

contracting leverages. He estimates that between an R5 and R7 zone it's about \$650,000 – 750,000. They're still going to make more than \$2.5 million developing as R7. City statute does not allow for spot zoning. The Planning Commission recommends R7 because that's what's existing on both sides. It's a large assumption to say that the forested property will be annexed and developed in the near future. Eric is a hobbyist architect. What happens when this fails? This is a project to keep an eye on. This should start with limiting the number of houses developed. It would be a detriment to surrounding neighbors and St. Helens to let it be developed as R5.

- ♦ Larry Karnosky. Why doesn't the City pursue building on buildable lots in the city? Why does the City have a blind eye to that?
- ♦ Gina Sisco. She lives on Steinke Drive in Sunset Heights. She is opposed to R5. It does not make sense to sandwich it in where it does not fit. They need to look at having their own access.
- ♦ Marilyn West. She lives in Sunset Heights. They didn't get notice of the zone change, so didn't have time to look into it further. Why can't they use their private road instead of Steinke Drive?
- ♦ Todd Cathers. The Zahl's came around when they first started it. He must have misunderstood their proposal. He bought his house in that area because it was a high-end development. He bought it as an investment 13 years ago. He has friends who have tried to get houses and loans. The surrounding houses make a big difference when the appraisal is done. He doesn't plan on staying in St. Helens. There was a fire on Steinke Drive and it trapped everyone in for several hours in the middle of the night. If it would have happened during the day, where would all the cars go. He had four cars when his two daughters were at home and driving. He is for the R7 but not the R5. This is about investments, retirements, and safety. Consider what everyone has said.
- ♦ Ray Andrews. He lives in the last house on Wapiti Drive. This will have a major effect on them because they'll go from almost no traffic to all kinds of traffic. He has the same concerns about the value of his house. It changes why he moved there and selected that lot.

Rebuttal by the Applicant

- ♦ Linda and Eric Zahl. Two big fears were expressed; traffic and home values. A traffic study will take place. They will abide by what the traffic study recommends. Unfortunately, the accesses were placed poorly from Hankey Road into both subdivisions. Elk Ridge has a plan for another entrance when the upper area is developed. They pointed out the view to turn from Steinke Drive to Hankey Road. The position of the telephone pole only makes matters worse. It's reasonable for them to assume some of the burden for making improvements at the intersection. There were concerns about emergency access. They will be providing another access for each subdivision. There were concerns about egress. They don't own Barrick Lane. It's an easement that's owned by the Elk Ridge HOA. It's possible to work out a deal. They understand the traffic concerns. It's reasonable to assume they will make improves on Steinke Drive because it's really bad. Elk Meadows is not

quite as bad. He encouraged them to think of ways to work together. It's not fair for a 30-unit subdivision to fix the traffic problems of a 210-unit subdivision.

They have lived there for 22 years and have seen both subdivisions be developed. They actually supported the reduction from 10,000 sq. ft. lots to 7,000 sq. ft. lots. They are part of the community. They worked with the Road Department to get the barricade at the bottom of Steinke Drive. She worked with the loggers behind their property to give them a buffer.

They talked about the fear factor when people hear "affordable housing." They want people who have \$60,000 jobs to be able to buy a home. They're not talking about bringing down home prices. There was a comment about mixed uses not working and bringing property values down. It can be true. He gave examples of areas it has worked and have high values.

When the properties were divided and developed, there was always an intention to connect them. It's unfortunate that people purchased their homes without understanding that. Those barricades are signs that indicate the road will be extended. They want to develop in a manner that makes a very nice neighborhood. They will remain living there.

Wages are not keeping up with housing prices. They hope it gets better but need to make plans for it to not.

There was a concern about water runoff. That will be addressed during the development proposal.

The numbers in the proposal were just an estimate of the difference in profit between R5 and R7. They were not indicating overall profit. They believe there will be a difference of \$400,000 - 450,000 between R5 and R7. They will not be making \$3.5 million in profit. There are a lot of unknowns.

Graichen pointed out that this is only about the annexation and zoning. This hearing is not about the development.

Council President Morten asked if the Fire District signs off before developments are approved. Graichen confirmed that all development is subject to fire marshal review.

3) **Close Public Hearing** – 8:11 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor

City of St. Helens City Council

Public Forum Minutes

June 20, 2018

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

Members Absent: None

Staff Present: Kathy Payne, City Recorder
Terry Moss, Police Chief
Sue Nelson, Public Works Engineering Director
Neal Sheppeard, Public Works Operations Director
Margaret Jeffries, Library Director
Matt Brown, Finance Director
Jacob Graichen, City Planner
Jenny Dimsho, Associate Planner

Others:	Joshua Larsen	Alex Reverman	Gina Sisco
Keith Sisco	Melody Knight	Alina Vick	Linda Zahl
Megan Fitzsimmon	Ken McFarland	Eric Zahl	Floyd Vance
Arline Vance	Marilyn West	Tom West	Josh Jarvis
Amanda Jarvis	Aric Trip	Oscar Garza	Janis Cimdins
Susannah Garza	Ryan Scholl	Lisa Scholl	Rhys Robbins
Shawna Robbins	Pamella Cimdins	Michelle King	Sandon King
Todd Cathers	Tricia Cathers	Daniel Houghtelling	David Nelson
Camille Houghtelling	Debra Parsons	Christine Sternadel	Anna Hanson
Doug Walker	Larry Karnoski	Robin Smith	Adam Smith
Julie Hinkle	Brady Preheim	Howard Blumenthal	Marsha Caton
Jan Andrews	Ray Andrews	Jenny Skorney	J.S. Skorney
Willow Bill	Amy Lindgren		

1) **Open Public Forum - 8:15 p.m.**

2) **Topic**

2.A **Zoning Option Discussion for Millard Road Property**

City Planner Graichen reviewed the packet. A copy is included in the archive meeting packet.
The reasons for the public forum:

1. The hospital project was controversial. There's a lot of passion and emotion.
2. It's been in the hands of both the County and City, so there's a lot of politics involved.
3. Potential change in the City's long-range plans in the Comprehensive Plan, Parks Plan, and Transportation Plan.
4. Need focus before beginning the process.

The hospital property includes only the southern third portion, about eight acres. There is a utility and access easement from 2009. There is a provision that the grantors can terminate the private access, but not the utility easement, after 11 years of no development, which is March 2020. Graichen continued to review the drawings and zoning options included in the packet.

Graichen read a letter into the record from the County Commissioners. A copy is included the packet. They recommend a multi-use zone to include moderate and low income housing, senior housing, a park, transportation services, and vibrant pedestrian and bicycle flow.

Public Comments

- ◆ Larry Karnosky. He recommends zoning the property R10. He's in a rural area with that feeling. He doesn't need R5, hotels, or row housing. The Council needs to take into account the existing way of life. What about an assisted living facility?
- ◆ Betsy Penzoil. She has lived within two miles of this property for 50 years. She was lucky enough to have the creek in her backyard and would love to see more kids have that opportunity. She would love to see the whole property or at least part of it be saved as park land. The streets are very busy and there's no sidewalks. If they are going to build on it, she recommends R10.
- ◆ Brady Preheim. The property was in his name before the City stole it. The City did want it. They fought for over four years to steal it from the County. He is not happy about the City ending up with it. He elaborated on the process of the property changing hands. He recommends a mixed use zone with low-income housing, a park, or something else that is not profit making but would benefit the entire county.
- ◆ Howard Blumenthal. He'd like to see the property used for the public's benefit and stop considering how much money the taxing district will put in their wallet.
- ◆ Shauna Stroup-Harrison. She supports R10 because this is in a rural area. She would also like to see a park that incorporates the wetlands.
- ◆ Linda Zahl. She doesn't live right there. She's speaking as a member of our community. This is a great opportunity. She agreed with using the property for the public, such as a community center. She agreed with the County Commissioners recommendation.

3) Close Public Hearing – 9 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor

City of St. Helens

City Council

Regular Session Minutes

June 20, 2018

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

Members Absent: None

Staff Present: Kathy Payne, City Recorder
Terry Moss, Police Chief
Sue Nelson, Public Works Engineering Director
Neal Sheppard, Public Works Operations Director
Margaret Jeffries, Library Director
Matt Brown, Finance Director
Jacob Graichen, City Planner
Jenny Dimsho, Associate Planner
Cindy Phillips, Municipal Court Judge

Others:	Joshua Larsen	Alex Reverman	Gina Sisco
Keith Sisco	Melody Knight	Alina Vick	Linda Zahl
Megan Fitzsimmon	Ken McFarland	Eric Zahl	Floyd Vance
Arline Vance	Marilyn West	Tom West	Josh Jarvis
Amanda Jarvis	Aric Trip	Oscar Garza	Janis Cimdins
Susannah Garza	Ryan Scholl	Lisa Scholl	Rhys Robbins
Shawna Robbins	Pamella Cimdins	Michelle King	Sandon King
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Doug Walker	Larry Karnoski	Robin Smith	Adam Smith
Julie Hinkle	Brady Preheim	Howard Blumenthal	Marsha Caton
Jan Andrews	Ray Andrews	Jenny Skorney	J.S. Skorney
Willow Bill	Amy Lindgren		

- 1) **Call Regular Session to Order - 9:00 p.m.**
- 2) **Pledge of Allegiance**
- 3) **Visitor Comments - Limited to five (5) minutes per speaker – None**

Introduction of New Municipal Court Judge Amy Lindgren

Amy has been a prosecutor and in criminal law for 15 years. She spent most of her career in Clackamas County. She is excited about the transition to judge, managing a case load, and the

functions of the court. She hopes to start in August. Amy is a prosecutor in West Linn, Molalla, and Happy Valley. She gave her notice to West Linn to focus on this position.

4) **Swearing In of Two New Police Reserve Officers**

Municipal Court Judge Cindy Phillips swore in our new Police Reserve Officers, Terry Massey and Brian Herigstad. Welcome aboard, Terry and Brian!

Visitor Comments Continued:

- ♦ Willow Bill. He has been using the canoe for the past 11 years. In 2006, it was taken to St. Louis Missouri. The US Coast Guard commented that it was very safe. He distributed a schedule to the Council. A copy is included in the archive meeting packet.

5) **Presentation of Plaque to Outgoing Library Board Member Marsha Caton**

Mayor Scholl presented a plaque and thanked Marsha Caton for her seven years of service on the Library Board.

6) **Deliberations: Annexation of 60110 and 60120 Barrick Lane (Zahl)**

Discussion. City Planner Graichen compared this proposal with Emerald Meadows and talked about what the Council should consider as they make a decision.

Councilor Carlson always wants to side with affordable housing and inclusion. That being said, Emerald Meadows has more access to infrastructure and amenities. Hankey Road is a tough hill to climb. It's not going to be fixed enough to keep bicyclists and kids safe. She likes their ideas but does not agree with R5 there.

Councilor Locke agreed with Carlson. He's the Chair of the Community Action Team (CAT) Board and affordable housing is their number one goal but R5 does not fit that area.

Council President Morten spoke of the Zahl's convictions and goals. They swam an uphill battle tonight. They have to listen to the concerns from a room full of public comments. He has to go with what the people have said.

Mayor Scholl acknowledged the tight-knit community that the Zahl's will become a part of. The Planning Commission spends a lot of time on the recommendations they make.

Councilor Conn acknowledged the Zahl's great presentation. She really likes their design. She is a firm believer in higher density zoning to meet the needs of families. However, she is concerned about the traffic issues that were raised. It's hard to agree with the higher density without more access. She agreed with the R7 zoning.

Motion: Upon Carlson's motion and Morten's second, the Council unanimously approved the Annexation of 60110 and 60120 Barrick Lane and designating it as R7 zoning.

7) **Resolutions**

7.a **Resolution No. 1820: A Resolution of the City of St. Helens Declaring the City's Election to Receive State Revenues**

Motion: Upon Carlson's motion and Locke's second, the Council unanimously adopted Resolution No. 1820. [AYES: Scholl, Carlson, Conn, Locke, Morten; Nays: None]

- 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

Motion: Upon Conn's motion and Carlson's second, the Council unanimously adopted Resolution No. 1821. [AYES: Scholl, Carlson, Conn, Locke, Morten; Nays: None]

- 7.c Resolution No. 1822: A Resolution of the City of St. Helens Authorizing Designation of the South Columbia County Enterprise Zone

Motion: Upon Locke's motion and Carlson's second, the Council unanimously adopted Resolution No. 1822. [AYES: Scholl, Carlson, Conn, Locke, Morten; Nays: None]

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

Motion: Upon Conn's motion and Carlson's second, the Council unanimously adopted Resolution No. 1823. [AYES: Scholl, Carlson, Conn, Locke, Morten; Nays: None]

- 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

Motion: Upon Conn's motion and Locke's second, the Council adopted Resolution No. 1824. [Ayes: Scholl, Carlson, Conn, Locke; Nays: Councilor Morten]

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

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

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

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

- 9.a Extension of Concession Agreement with World Wide-ATM LLC for ATM Machine
- 9.b Amendment to IGA with Columbia County for Community Corrections Work Crews
- 9.c System Development Charge Credit Agreement with St. Helens Land Company, LLC for Matzen Subdivision
- 9.d Amendment No. 1 to Personal Services Agreement with Cindy Phillips for Municipal Court Judge
- 9.e Personal Services Agreement with Amy Lindgren for Municipal Court Judge
- 9.f Personal Services Agreement with Sam Erskine for City Prosecutor
- 9.g Extension of Agreement with Cindy Phillips for Legal Services Related to Contracts Review
- 9.h Extension of Agreement with ECONorthwest for Site Development Consulting Services
- 9.i Extension of Agreement with Mason, Bruce & Girard for Forestry Management Services

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

10) **Appointments to Boards/Commissions**

- 10.a Appointments to City Boards and Commissions

Motion: Upon Conn's motion and Morten's second, the Council unanimously reappointed Amanda Heynemann to the Library Board.

11) Consent Agenda for Acceptance

- 11.a Planning Commission Minutes dated May 8, 2018
- 11.b Parks Commission Minutes dated April 9, 2018
- 11.c Arts & Cultural Commission Minutes dated April 23, 2018

Motion: Upon Locke's motion and Conn's second, the Council unanimously accepted '11a' through '11c' above.

12) Consent Agenda for Approval

- 12.a Animal Facility Licenses
- 12.b Exclusive Use Permit for Coed Softball at McCormick Park
- 12.c Street Closure for 13 Nights on the River Concerts
- 12.d Accounts Payable Bill Lists
- 12.e Exclusive Use Permit for Youth Football at McCormick Park

Motion: Upon Morten's motion and Locke's second, the Council unanimously approved '12a' through '12e' above.

13) Mayor Scholl Reports

- Planning Commission has seen a lot of residential development proposals come through.
- Have a safe 4th of July.

14) Council Member Reports

Council President Morten reported...

- Nothing to report.

Councilor Conn reported...

- Had a question about an item on the consent agenda. She will bring it up next year.

Councilor Carlson reported...

- Thanked Chief Moss for his service. She appreciates his presence and what he has done for the community. He will be missed.
- Thanked City Planner Graichen for helping navigate the public hearing process. The feedback is important to hear.
- Enjoy the 4th of July activities.
- Lots of summer activities coming up.

Councilor Locke reported...

- Will abstain but needs Council to authorize City Administrator Walsh to sign a contract.

Motion: Upon Conn's motion and Carlson's second, the Council authorized City Administrator Walsh to sign the contract after it's been adjusted.

[Secretary's note: the contract is for the purchase and sale agreement with ACSP.]

Discussion. Council President Morten encouraged the Council to stop by Walsh's desk to review the document.

Vote: Scholl, Carlson, Conn, Morten in favor; Locke abstained; none opposed; motion carries.

15) **Department Reports**

Chief Moss reported...

- Nothing to report.

Public Works Engineering Director Nelson reported...

- Thanked Chief Moss for his years of service. She will miss him sitting next to her.
- Last week, she and Moss completed the first of the last two customer service courses for staff. The second will be held next week. Council is invited but it is a two day commitment.

Public Works Operations Director Sheppeard reported...

- Thanked Chief Moss for his service.
- Go Beavers!

Library Director Jeffries reported...

- Thanked Chief Moss. She has enjoyed working with him.
- Time to sign up for the summer reading program.

Finance Director Brown reported...

- The City offered Shanna Duggan the Recreation Coordinator position. She is a great fit.
- The Recreation Program has scheduled activities on 4th of July.

City Recorder Payne reported...

- Nothing to report.

Councilor Locke added to his report...

- Congratulations to the two new reserve officers. He hopes they are not used to fill staff positions too soon.

16) **Other Business**

17) **Adjourn** – 9:40 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor

City of St. Helens

CITY COUNCIL

Executive Session Summary

June 26, 2018

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

Staff Present: John Walsh, City Administrator
Kathy Payne, City Recorder

Others: Nicole Thill, Spotlight
Julie Thompson, Chronicle



Mayor Scholl opened the Executive Session at 1:00 p.m. and gave Council roll call.

The Council met in Executive Session pursuant to ORS 192.660(2)(a) Consider Employment of a Public Officer/Employee to conduct interviews of the four top Police Chief finalists.

The Executive Session was recessed at 5:05 p.m.

The Executive Session was reconvened at 7:30 p.m.

The Executive Session was adjourned at 8:12 p.m.



ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor

Accounts Payable

To Be Paid Proof List

User: jenniferj
 Printed: 06/21/2018 - 8:40AM
 Batch: 00007.06.2018 - AP 6-21-18 FY 17-18



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
<hr/>									
ACE HARDWARE 000500									
05312018- 60179	5/31/2018	58.03	0.00	06/21/2018				False	0
205-000-052001	Operating Supplies			MATERIALS					
		<hr/>							
05312018- 60179 Total:		58.03							
		<hr/>							
ACE HARDWARE Total:		58.03							
BARBEE, DIANE 017100									
06132018	6/13/2018	14.96	0.00	06/21/2018				False	0
100-706-052034	Visual Materials			DVD REIMB D. BARBEE					
		<hr/>							
06132018 Total:		14.96							
		<hr/>							
BARBEE, DIANE Total:		14.96							
BIO-MED TESTING SERVICE, INC. 003505									
64197	6/7/2018	45.00	0.00	06/21/2018				False	0
100-702-052019	Professional Services			PRE EMPLOYMENT TEST TAKEMOTO					
		<hr/>							
64197 Total:		45.00							
		<hr/>							
BIO-MED TESTING SERV		45.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
BROCK, SARAH A. BR 0002868	6/12/2018	130.00	0.00	06/21/2018				False	0
100-000-020200 Bail Deposit				S BROCK BOND TRANSFER					
0002868 Total:		130.00							
BROCK, SARAH A. Total		130.00							
CARY, DAN CARYD 06142018	6/14/2018	90.00	0.00	06/21/2018				False	0
100-710-052011 Public Information				PLANNING COMMISSION STIPENDS					
06142018 Total:		90.00							
CARY, DAN Total:		90.00							
CENTERLOGIC, INC. 011595 46649	6/19/2018	3,410.65	0.00	06/21/2018				False	0
702-000-052019 Professional Services				IT SUPPORT					
46649 Total:		3,410.65							
CENTERLOGIC, INC. To		3,410.65							
CENTURY LINK- ACCESS BILLING 034004 3263X204S18162	6/11/2018	82.22	0.00	06/21/2018				False	0
702-000-052010 Telephone				04S3					
3263X204S18162 Total:		82.22							
CENTURY LINK- ACCES		82.22							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
COHEN, GREG COHEN									
06142018	6/14/2018	60.00	0.00	06/21/2018				False	0
100-710-052011 Public Information				PLANNING COMMISSION STIPENDS					
	06142018 Total:	60.00							
	COHEN, GREG Total:	60.00							
COLUMBIA RIVER P.U.D. 008325									
06122018	6/12/2018	464.45	0.00	06/21/2018				False	0
100-705-052003 Utilities				7493					
06122018	6/12/2018	858.65	0.00	06/21/2018				False	0
100-706-052003 Utilities				7493					
06122018	6/12/2018	1,467.45	0.00	06/21/2018				False	0
100-708-052003 Utilities				7493					
06122018	6/12/2018	39.31	0.00	06/21/2018				False	0
100-708-052047 Marine Board				7493					
06122018	6/12/2018	233.99	0.00	06/21/2018				False	0
100-708-052046 Dock Services				7493					
06122018	6/12/2018	2,289.29	0.00	06/21/2018				False	0
205-000-052003 Utilities				7493					
06122018	6/12/2018	879.01	0.00	06/21/2018				False	0
100-715-052003 Utilities				7493					
06122018	6/12/2018	319.48	0.00	06/21/2018				False	0
703-734-052003 Utilities				7493					
06122018	6/12/2018	3,188.58	0.00	06/21/2018				False	0
601-731-052003 Utilities				7493					
06122018	6/12/2018	5,710.77	0.00	06/21/2018				False	0
601-732-052003 Utilities				7493					
06122018	6/12/2018	1,441.51	0.00	06/21/2018				False	0
603-737-052003 Utilities				7493					
06122018	6/12/2018	4,324.54	0.00	06/21/2018				False	0
603-736-052003 Utilities				7493					
06122018	6/12/2018	36.11	0.00	06/21/2018				False	0
605-000-052003 Utilities				7493					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
06122018	6/12/2018	612.70	0.00	06/21/2018				False	0
603-738-052003 Utilities				7493					
06122018 Total:		21,865.84							
COLUMBIA RIVER P.U.D		21,865.84							
COMCAST									
COMCAST									
06072018	6/7/2018	113.80	0.00	06/21/2018				False	0
702-000-052003 Utilities				9144 PUBLIC WORKS					
06072018 Total:		113.80							
06092018	6/9/2018	62.45	0.00	06/21/2018				False	0
603-736-052003 Utilities				0082					
06092018	6/9/2018	62.45	0.00	06/21/2018				False	0
603-737-052003 Utilities				0082					
06092018 Total:		124.90							
06122018	6/12/2018	119.88	0.00	06/21/2018				False	0
702-000-052003 Utilities				3238					
06122018 Total:		119.88							
COMCAST Total:		358.58							
E2C CORPORATION									
E2C									
4260	6/18/2018	7,951.04	0.00	06/21/2018				False	0
201-000-052074 Events - 13 Nights				ENTERTAINMENT LIQUOR ICE FOOD EQUIPMENT P					
4260 Total:		7,951.04							
E2C CORPORATION Tota		7,951.04							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
EAGLE STAR ROCK PRODUCTS, INC.									
010970									
34299	6/8/2018	133.04	0.00	06/21/2018				False	0
202-722-052023 Facility Maintenance				ROCK BOISE JOB					
34299 Total:		133.04							
34312	6/11/2018	141.99	0.00	06/21/2018				False	0
202-722-052023 Facility Maintenance				ROCK BOISE JOB					
34312 Total:		141.99							
EAGLE STAR ROCK PRO		275.03							
ENVIRO-CLEAN EQUIPMENT									
011455									
S18-061509	6/15/2018	46.38	0.00	06/21/2018				False	0
701-000-052001 Operating Supplies				SWITCH ACTUATOR UP DOWN SPIN					
S18-061509 Total:		46.38							
S18-061805	6/18/2018	49.21	0.00	06/21/2018				False	0
701-000-052001 Operating Supplies				SWITCH DP					
S18-061805 Total:		49.21							
S18-061909	6/19/2018	57.58	0.00	06/21/2018				False	0
701-000-052001 Operating Supplies				SWITCH ACTUATOR					
S18-061909 Total:		57.58							
ENVIRO-CLEAN EQUIPM		153.17							
ENVIRONMENTAL RESOURCE ASSOC.									
011470									
868221	5/31/2018	81.00	0.00	06/21/2018				False	0
603-736-052064 Lab Testing				SIMPLE NUTRIENTS WASTE WATER					
868221	5/31/2018	81.00	0.00	06/21/2018				False	0
603-737-052064 Lab Testing				SIMPLE NUTRIENTS WASTE WATER					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
868221 Total:		162.00							
C427901	3/23/2018	512.62	0.00	06/21/2018				False	0
603-737-052064 Lab Testing				TESTING COLIFORMS DMR MINI SET					
C427901	3/23/2018	512.62	0.00	06/21/2018				False	0
603-736-052064 Lab Testing				TESTING COLIFORMS DMR MINI SET					
C427901 Total:		1,025.24							
ENVIRONMENTAL RESO		1,187.24							
GALLS, LLC - D.B.A BLUEMENTHAL UNIFORM 013074									
009606788	3/28/2018	725.00	0.00	06/21/2018				False	0
203-705-052028 Projects & Programs				SURVIVAL ARMOR / SAC PD CARRIER					
009606788 Total:		725.00							
GALLS, LLC - D.B.A BLU		725.00							
GREENHOUSE YELLOWDOOR 15413									
06152018	6/15/2018	308.00	0.00	06/21/2018				False	0
100-709-052019 Professional Services				TERRARIUM CLASS 6/4					
06152018 Total:		308.00							
GREENHOUSE YELLOW		308.00							
HAEBE, HOLLY 014222									
05102018	5/10/2018	550.26	0.00	06/21/2018				False	0
100-705-052043 CERT				CERT TRAINING EXPENCES REIMB H. HAEBE					
05102018 Total:		550.26							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
HAEBE, HOLLY Total:		550.26							
HEIL, CRYSTAL G.									
04521									
06142018	6/14/2018	245.00	0.00	06/21/2018				False	0
100-709-052019 Professional Services				PAINT CLASS 6/13/18 REC PROGRAM					
06142018 Total:		245.00							
HEIL, CRYSTAL G. Total:		245.00							
HORTON ELECTRIC CO.									
015763									
7680	6/18/2018	126.52	0.00	06/21/2018				False	0
203-716-052070 Maintenance of Public Art				BRIDGE ART INSPECT WIRING REPLACE PHOTCELL					
7680 Total:		126.52							
7681	6/18/2018	243.37	0.00	06/21/2018				False	0
203-716-052070 Maintenance of Public Art				BRIDGE ART REMOVE GFCI RECEP AND HARDWIRE					
7681 Total:		243.37							
HORTON ELECTRIC CO		369.89							
HUBBARD, RUSSELL									
HUBBAR.R									
06142018	6/14/2018	90.00	0.00	06/21/2018				False	0
100-710-052011 Public Information				PLANNING COMMISSION STIPENDS					
06142018 Total:		90.00							
HUBBARD, RUSSELL To		90.00							

JOHNSON CONTROLS FIRE PROTECTION LP

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
84213									
20231634	5/22/2018	538.91	0.00	06/21/2018				False	0
100-706-052023 Facility Maintenance				SPRINKLER TEST AND INSPECT					
20231634 Total:		538.91							
20282693	6/6/2018	1,859.32	0.00	06/21/2018				False	0
100-706-052023 Facility Maintenance				FIRE ALARM / SPRINKLER TEST AND INSPECT					
20282693 Total:		1,859.32							
JOHNSON CONTROLS F		2,398.23							
LAWRENCE, KATHRYN LAWREN.K									
06142018	6/14/2018	90.00	0.00	06/21/2018				False	0
100-710-052011 Public Information				PLANNING COMMISSION STIPENDS					
06142018 Total:		90.00							
LAWRENCE, KATHRYN		90.00							
MASONIC BUILDING LLC, C/O ELLIOT MICHAEL 012950									
06152018	6/15/2018	1,000.00	0.00	06/21/2018				False	0
201-000-052059 Events - General				JULY LEASE PAYMENT					
06152018 Total:		1,000.00							
MASONIC BUILDING LL		1,000.00							
NORTHWEST NATURAL GAS 021400									
06122018	6/12/2018	0.95	0.00	06/21/2018				False	0
100-715-052003 Utilities				5285					
06122018	6/12/2018	11.39	0.00	06/21/2018				False	0
100-715-052003 Utilities				2848					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
06122018	6/12/2018	21.24	0.00	06/21/2018				False	0
100-708-052003 Utilities				8563					
06122018	6/12/2018	2.42	0.00	06/21/2018				False	0
100-706-052003 Utilities				7673					
06122018	6/12/2018	7.96	0.00	06/21/2018				False	0
603-735-052003 Utilities				7720					
06122018	6/12/2018	7.96	0.00	06/21/2018				False	0
601-731-052003 Utilities				7720					
06122018	6/12/2018	2.69	0.00	06/21/2018				False	0
603-736-052003 Utilities				5750					
06122018	6/12/2018	6.73	0.00	06/21/2018				False	0
100-708-052003 Utilities				3047					
06122018	6/12/2018	4.60	0.00	06/21/2018				False	0
703-734-052003 Utilities				8675					
06122018 Total:		65.94							
NORTHWEST NATURAL		65.94							
OREGON DMV									
023150									
67431-053118	5/31/2018	63.50	0.00	06/21/2018				False	0
100-705-052001 Operating Supplies				SUSPENSION PACKAGE					
67431-053118 Total:		63.50							
OREGON DMV Total:		63.50							
OREGON TRAVEL EXPERIENCE									
OR.TRAVE									
92015	6/15/2018	73.00	0.00	06/21/2018				False	0
201-000-052011 Public Information				NATL DOWNTOWN HISTORIC DISTRICT SIGN PROG					
92015 Total:		73.00							
OREGON TRAVEL EXPE		73.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
PAULSON PRINTING									
025300									
D1737	5/31/2018	121.50	0.00	06/21/2018				False	0
100-705-052001 Operating Supplies				BUS CARDS GASTON AND MERKWAN					
	D1737 Total:	121.50							
	PAULSON PRINTING To	121.50							
POWER SYSTEMS WEST									
033021									
191790	6/12/2018	682.36	0.00	06/21/2018				False	0
100-705-052019 Professional Services				PERFORM ANNUAL MAINTENANCE ON GENERATOR					
	191790 Total:	682.36							
192050	6/13/2018	916.42	0.00	06/21/2018				False	0
100-705-052019 Professional Services				REPLACE BELT HOSES AND COOLANT ON GENERATOR					
	192050 Total:	916.42							
	POWER SYSTEMS WEST	1,598.78							
PRECISION ENGRAVING, INC.									
026004									
58588	6/6/2018	70.00	0.00	06/21/2018				False	0
203-705-052028 Projects & Programs				ACADEMY PLAQUES					
	58588 Total:	70.00							
	PRECISION ENGRAVING	70.00							
RADLER WHITE PARKS & ALEXANDER LLP									
02600									
16968	5/31/2018	2,220.00	0.00	06/21/2018				False	0
100-701-052019 Professional Services				RELEVANT BUILDING 7TH STREET					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
16968 Total:		2,220.00							
RADLER WHITE PARKS		2,220.00							
RECORDED BOOKS INC 027019									
75798498	6/6/2018	1,500.00	0.00	06/21/2018				False	0
100-706-052031 Periodicals				ZINIO VALUE COLLECTION					
75798498 Total:		1,500.00							
RECORDED BOOKS INC		1,500.00							
RED YARN PRODUCTIONS 8211									
06182018	6/18/2018	375.00	0.00	06/21/2018				False	0
203-706-052079 CCC Library Expenses				YOUTH LIB PROGRAM					
06182018 Total:		375.00							
RED YARN PRODUCTIO		375.00							
SEMLING, SHIELA SMLNG.SH									
06142018	6/14/2018	60.00	0.00	06/21/2018				False	0
100-710-052011 Public Information				PLANNING COMMISSION STIPENDS					
06142018 Total:		60.00							
SEMLING, SHIELA Total		60.00							
SPECIALTY CONCRETE LLC 031456									
11186	6/12/2018	524.00	0.00	06/21/2018				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
202-722-052023 Facility Maintenance				CONCRETE					
11186 Total:		524.00							
SPECIALTY CONCRETE		524.00							
STAT PADS LLC 021973									
1145605	4/1/2018	297.00	0.00	06/21/2018				False	0
100-705-052001 Operating Supplies				3 YEAR RENEWAL STAT PADS					
1145605 Total:		297.00							
STAT PADS LLC Total:		297.00							
STENBERG, JULIE 5412									
06142018	6/14/2018	90.00	0.00	06/21/2018				False	0
100-710-052011 Public Information				PLANNING COMMISSION STIPENDS					
06142018 Total:		90.00							
STENBERG, JULIE Total:		90.00							
TIN CAN DAISY 033233									
06192018	6/19/2018	260.00	0.00	06/21/2018				False	0
100-709-052019 Professional Services				SCRAPE PAINTING CLASS FOR REC PROGRAM					
06192018 Total:		260.00							
TIN CAN DAISY Total:		260.00							

WAYNE MARTIN FLOOR CVR., INC.
019407

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
1628	6/1/2018	3,440.00	0.00	06/21/2018				False	0
704-000-052028 Projects & Programs				COMMERCIAL REMODEL					
1628 Total:		3,440.00							
WAYNE MARTIN FLOOR		3,440.00							
WEBSTER, AUDREY									
WEBSTERA									
06142018	6/14/2018	90.00	0.00	06/21/2018				False	0
100-710-052011 Public Information				PLANNING COMMISSION STIPENDS					
06142018 Total:		90.00							
WEBSTER, AUDREY Tot		90.00							
Report Total:		52,306.86							

Accounts Payable

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 Batch: 00010.06.2018 - AP 6-28-18 FY 17-18



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #	
Account Number				Description	Reference					
ADVANCED AMERICAN CONSTRUCTION INC.										
ADV.AM.C										
7776	6/20/2018	2,075.00	0.00	06/28/2018					False	0
704-000-053001 Capital Outlay				INSPECTION OF CITY DOCKS						
7776 Total:		2,075.00								
ADVANCED AMERICAN		2,075.00								
BEMIS PRINTING										
002701										
8154	6/12/2018	18.65	0.00	06/28/2018					False	0
100-704-052019 Professional Services				PLASTIC SIGN AMY LINGREN						
8154 Total:		18.65								
8159	6/14/2018	30.00	0.00	06/28/2018					False	0
203-718-052028 Projects & Programs				YOUTH COUNCIL						
8159 Total:		30.00								
BEMIS PRINTING Total:		48.65								
BENJOEMUSIC LLC										
45122										
06262018	6/26/2018	4,000.00	0.00	06/28/2018					False	0
203-716-052089 Event - Folk Blues Workshop				COORDINATION AND PROGRAM DESIGN / INSTRUC						

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
06262018 Total:		4,000.00							
BENJOEMUSIC LLC Tota		4,000.00							
BROOKE, LISA									
4531									
06212018	6/21/2018	10.00	0.00	06/28/2018	False0				
203-716-052069 Summer Arts in the Park				REIMB. PAINT CONTAINERS KINDNESS ROCKS L. BI					
06212018 Total:		10.00							
BROOKE, LISA Total:		10.00							
CENTERLOGIC, INC.									
011595									
46657	6/21/2018	941.42	0.00	06/28/2018	False0				
702-000-052005 Small Equipment				BATTERY CARTRIDGE / COMPUTER					
46657 Total:		941.42							
CENTERLOGIC, INC. To		941.42							
CENTURY LINK									
034002									
06172018	6/17/2018	20.35	0.00	06/28/2018	False0				
603-736-052010 Telephone				025B WWTP					
06172018	6/17/2018	20.36	0.00	06/28/2018	False0				
603-737-052010 Telephone				025B WWTP					
06172018	6/17/2018	40.71	0.00	06/28/2018	False0				
702-000-052010 Telephone				369B PW					
06172018 Total:		81.42							
CENTURY LINK Total:		81.42							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
CENTURY LINK- ACCESS BILLING									
034004									
3263X201S18165	6/14/2018	82.22	0.00	06/28/2018				False	0
702-000-052010 Telephone				01S3					
3263X201S18165 Total:		82.22							
CENTURY LINK- ACCES		82.22							
CENTURYLINK, BUSINESS SERVICES									
45215									
1442938420	6/11/2018	206.35	0.00	06/28/2018				False	0
702-000-052010 Telephone				88035002 LONG DISTANCE SERVICES FOR ALL LINE					
1442938420 Total:		206.35							
CENTURYLINK, BUSINE		206.35							
CODE PUBLISHING, INC.									
007162									
60412	6/18/2018	68.85	0.00	06/28/2018				False	0
100-702-052019 Professional Services				MUNICIPAL CODE WEB UPDATE					
60412 Total:		68.85							
CODE PUBLISHING, INC		68.85							
COLUMBIA COUNTY TRANSFER STATION									
007579									
6117	5/31/2018	96.99	0.00	06/28/2018				False	0
100-708-052001 Operating Supplies				MUN SOLID WASTE 17					
6117	5/31/2018	48.84	0.00	06/28/2018				False	0
703-734-052001 Operating Supplies				MUN SOLID WASTE 17					
6117 Total:		145.83							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
	COLUMBIA COUNTY TR	145.83							
COLUMBIA RIVER RECEPTIONS & EVENTS 008379									
06272018	6/27/2018	250.00	0.00	06/28/2018				False	0
203-716-052089 Event - Folk Blues Workshop					EVENT SPACE RENTAL - WORKSHOP CONCERT				
	06272018 Total:	250.00							
	COLUMBIA RIVER REC	250.00							
COMCAST COMCAST									
06142018	6/14/2018	95.41	0.00	06/28/2018				False	0
702-000-052003 Utilities					9228				
	06142018 Total:	95.41							
	COMCAST Total:	95.41							
DIETER, DAN 48596									
06272018	6/27/2018	30.00	0.00	06/28/2018				False	0
100-706-052018 Professional Development					REIMB. OREGON LIB ASSOC MEMBERSHIP				
	06272018 Total:	30.00							
	DIETER, DAN Total:	30.00							
ELDER, DAVE 011191									
06262018	6/26/2018	125.00	0.00	06/28/2018				False	0
703-734-052019 Professional Services					REIMB FOR DOT PHYSICAL D. ELDER				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	06262018 Total:	125.00							
	ELDER, DAVE Total:	125.00							
ETTER, TERRI R. ETTER.T 06262018	6/26/2018	875.00	0.00	06/28/2018				False	0
100-705-052019 Professional Services				JUNE 2018 35 HOURS					
	06262018 Total:	875.00							
	ETTER, TERRI R. Total:	875.00							
H.D. FOWLER CO. 012650 14865018	6/21/2018	8,226.65	0.00	06/28/2018				False	0
601-731-052001 Operating Supplies				REGISTER (45) / REGISTERS (5) AND STOPPER PINS					
	14865018 Total:	8,226.65							
	H.D. FOWLER CO. Total:	8,226.65							
INGRAM LIBRARY SERVICES, INC. 016240 34964607	6/5/2018	-16.80	0.00	06/28/2018				False	0
100-706-052033 Printed Materials				BOOKS 20C7921					
	34964607 Total:	-16.80							
35013852	6/8/2018	-21.54	0.00	06/28/2018				False	0
100-706-052033 Printed Materials				BOOKS 20C7921					
	35013852 Total:	-21.54							
35128863	6/18/2018	11.05	0.00	06/28/2018				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			
35128863 Total:		11.05							
35128864	6/18/2018	52.39	0.00	06/28/2018				False	0
100-706-052035 Audio Materials				BOOKS 20C7921					
35128864 Total:		52.39							
35128865	6/18/2018	129.07	0.00	06/28/2018				False	0
100-706-052033 Printed Materials				BOOKS 20C7921					
35128865 Total:		129.07							
35128866	6/18/2018	301.08	0.00	06/28/2018				False	0
100-706-052033 Printed Materials				BOOKS 20C7921					
35128866 Total:		301.08							
35184237	6/21/2018	798.47	0.00	06/28/2018				False	0
100-706-052033 Printed Materials				BOOKS 20C7921					
35184237 Total:		798.47							
35186137	6/21/2018	-16.80	0.00	06/28/2018				False	0
100-706-052033 Printed Materials				BOOKS 20C7921					
35186137 Total:		-16.80							
INGRAM LIBRARY SERV		1,236.92							
METROPRESORT 020292									
502865	6/26/2018	3,488.51	0.00	06/28/2018				False	0
100-707-052019 Professional Services				UB BILL PRINTING					
502865 Total:		3,488.51							
METROPRESORT Total:		3,488.51							

MIDWEST TAPE

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
020427									
96188539	6/14/2018	130.17	0.00	06/28/2018				False	0
100-706-052035 Audio Materials				ADB					
96188539 Total:		130.17							
MIDWEST TAPE Total:		130.17							
PEAK ELECTRIC GROUP, LLC									
PEAK.ELE									
180087	6/22/2018	522.50	0.00	06/28/2018				False	0
703-734-052019 Professional Services				WIRED AIR COMPRESSOR CITY SHOP					
180087 Total:		522.50							
180133	6/25/2018	599.00	0.00	06/28/2018				False	0
100-715-052023 Facility Maintenance				BATHROOM FANS REPLACED					
180133 Total:		599.00							
180214	6/22/2018	300.00	0.00	06/28/2018				False	0
100-715-052023 Facility Maintenance				REPAIRED LIGHT FIXTURES AT CITY HALL					
180214 Total:		300.00							
PEAK ELECTRIC GROU		1,421.50							
PHILLIPS, CYNTHIA									
025515									
06232018	6/23/2018	1,147.50	0.00	06/28/2018				False	0
100-704-052019 Professional Services				JUDICIAL SERVICES 6/13-6/19					
06232018 Total:		1,147.50							
PHILLIPS, CYNTHIA Tot		1,147.50							

SECURE PACIFIC CORPORATION

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
001384									
06282018	6/28/2018	989.00	0.00	06/28/2018				False	0
100-706-052023 Facility Maintenance				DEPOSIT DUE IN ADVANCE LIB SEC CAMERAS					
06282018	6/28/2018	1,759.00	0.00	06/28/2018				False	0
100-706-052023 Facility Maintenance				DEPOSIT DUE IN ADVANCE LIB SEC CAMERAS					
	06282018 Total:	2,748.00							
	SECURE PACIFIC CORP	2,748.00							
TIAA COMMERCIAL FINANCE INC									
03521									
5363710	6/21/2018	150.00	0.00	06/28/2018				False	0
100-715-052021 Equipment Maintenance				CONTRACT PAYMENT 41452028					
	5363710 Total:	150.00							
	TIAA COMMERCIAL FIN	150.00							
U.S. BANK EQUIPMENT FINANCE									
033955									
359812690	6/14/2018	150.00	0.00	06/28/2018				False	0
100-715-052021 Equipment Maintenance				CONTRACT PAYMENT KYOCERA					
	359812690 Total:	150.00							
360145130	6/19/2018	99.00	0.00	06/28/2018				False	0
100-715-052021 Equipment Maintenance				CONTRACT PAYMENT KYOCERA					
	360145130 Total:	99.00							
	U.S. BANK EQUIPMENT	249.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			

Report Total:	27,833.40
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Accounts Payable

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Batch: 00001.07.2018 - AP 7/2/18 FY 18-19



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
<hr/>									
PETTY CASH - MATT BROWN									
027959									
07022018	7/2/2018	550.00	0.00	07/02/2018				False	0
201-000-052074 Events - 13 Nights				CASH DRAWER 4TH OF JULY PARKING					
		<hr/>							
	07022018 Total:	550.00							
		<hr/>							
	PETTY CASH - MATT BR	550.00							
		<hr/>							
		<hr/>							
	Report Total:	550.00							
		<hr/>							

Accounts Payable

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User: jenniferj
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 Batch: 00002.07.2018 - AP 7/3/18 FY 18-19



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
ACCELA, INC. #774375									
000496									
INV-ACC40122	5/31/2018	25,416.77	0.00	07/03/2018				False	0
702-000-052006 Computer Maintenance				7/1-6/30/2019 YEARLY FEE					
	INV-ACC40122 Total:	25,416.77							
	ACCELA, INC. #774375 T	25,416.77							
CIS TRUST									
011090									
STH-I2018-00	6/29/2018	45,000.00	0.00	07/03/2018				False	0
701-000-052016 Insurance - General				2018-2019 RENEWAL PROPERTY / LIABILITY					
STH-I2018-00	6/29/2018	44,000.00	0.00	07/03/2018				False	0
601-731-052016 Insurance - General				2018-2019 RENEWAL PROPERTY / LIABILITY					
STH-I2018-00	6/29/2018	31,000.00	0.00	07/03/2018				False	0
603-736-052016 Insurance - General				2018-2019 RENEWAL PROPERTY / LIABILITY					
STH-I2018-00	6/29/2018	31,000.00	0.00	07/03/2018				False	0
603-737-052016 Insurance - General				2018-2019 RENEWAL PROPERTY / LIABILITY					
STH-I2018-00	6/29/2018	98,000.00	0.00	07/03/2018				False	0
703-734-052016 Insurance - General				2018-2019 RENEWAL PROPERTY / LIABILITY					
STH-I2018-00	6/29/2018	74,369.25	0.00	07/03/2018				False	0
100-715-052016 Insurance - General				2018-2019 RENEWAL PROPERTY / LIABILITY					
	STH-I2018-00 Total:	323,369.25							
	CIS TRUST Total:	323,369.25							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
COMCAST									
COMCAST									
06212018	6/21/2018	1,052.10	0.00	07/03/2018				False	0
702-000-052003 Utilities				4669 LIB / CH / POLICE					
06212018 Total:		1,052.10							
COMCAST Total:		1,052.10							
JORDAN RAMIS PC									
030274									
147822	6/25/2018	161.00	0.00	07/03/2018				False	0
603-735-052019 Professional Services				PAUL JOE BINGS RESTAURANT BANKRUPTCY					
147822 Total:		161.00							
147823	6/25/2018	240.00	0.00	07/03/2018				False	0
603-735-052019 Professional Services				GUSDAL FORECLOSURE					
147823 Total:		240.00							
148019	6/25/2018	2,507.00	0.00	07/03/2018				False	0
202-721-052019 Professional Services				BOISE CASCADE PROP LEGAL SERVICES					
148019 Total:		2,507.00							
148231	6/25/2018	234.00	0.00	07/03/2018				False	0
100-702-052019 Professional Services				LEGAL SERVICES GENERAL SERVICES					
148231	6/25/2018	2,365.00	0.00	07/03/2018				False	0
100-701-052019 Professional Services				LEGAL SERVICES GENERAL SERVICES					
148231	6/25/2018	117.00	0.00	07/03/2018				False	0
100-705-052019 Professional Services				LEGAL SERVICES GENERAL SERVICES					
148231	6/25/2018	400.00	0.00	07/03/2018				False	0
703-734-052019 Professional Services				LEGAL SERVICES GENERAL SERVICES					
148231 Total:		3,116.00							
148232	6/25/2018	136.50	0.00	07/03/2018				False	0
100-707-052019 Professional Services				LEGAL SERVICES AUDIT					
148232	6/25/2018	401.50	0.00	07/03/2018				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				LEGAL SERVICES AUDIT					
148232 Total:		538.00							
JORDAN RAMIS PC Tota		6,562.00							
MUNICIPAL CODE CORPORATION									
0206899									
00311964	6/12/2018	3,000.00	0.00	07/03/2018				False	0
702-000-052006 Computer Maintenance				ANNUAL WEBSITE HOSTING MAINT SUPPORT					
00311964 Total:		3,000.00							
MUNICIPAL CODE COR		3,000.00							
WESTERN DISPLAY FIREWORKS LTD									
036426									
07022018	7/2/2018	9,000.00	0.00	07/03/2018				False	0
201-000-052057 Events - Fireworks				2018 FIREWORKS REMAINING BALANCE					
07022018 Total:		9,000.00							
WESTERN DISPLAY FIR		9,000.00							
WHELESS CONSTRUCTION									
036120									
02062018	2/6/2018	2,500.00	0.00	07/03/2018				False	0
704-000-053001 Capital Outlay				DEPOSIT -REMOVE CAP METAL CITY HALL INV BA					
02062018 Total:		2,500.00							
WHELESS CONSTRUCT		2,500.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			

Report Total:	370,900.12
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Accounts Payable

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User: jenniferj
 Printed: 07/03/2018 - 10:30AM
 Batch: 00011.06.2018 - AP 7-3-18 FY 17-18



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
ALLSTREAM									
016479									
15405370	6/21/2018	48.83	0.00	07/03/2018				False	0
702-000-052010 Telephone				754802					
15405370	6/21/2018	24.41	0.00	07/03/2018				False	0
603-736-052010 Telephone				754802					
15405370	6/21/2018	24.42	0.00	07/03/2018				False	0
603-737-052010 Telephone				754802					
									</

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
06262018 Total:		75.47							
CITY OF COLUMBIA CIT		75.47							
CITY OF SCAPPOOSE									
SCAPPOOS									
0003052	6/26/2018	750.00	0.00	07/03/2018	False0				
100-711-052019 Professional Services				BUILDING OFFICIAL CONTRACT SERVICES					
0003052 Total:		750.00							
CITY OF SCAPPOOSE To		750.00							
COLUMBIA COMM MENTAL HEALTH, CCMH									
007430									
06302018	6/30/2018	17,661.98	0.00	07/03/2018	False0				
203-705-052081 CCT - Contract Personnel				DOJ GRANT REIMBURSEMENT					
06302018 Total:		17,661.98							
COLUMBIA COMM MEN		17,661.98							
DAHLGRENS DO IT BEST BUILDERS SUPPLY									
009800									
06262018	6/26/2018	751.75	0.00	07/03/2018	False0				
100-706-052023 Facility Maintenance				BUILDING MATERIALS ACCT 10026					
06262018	6/26/2018	701.40	0.00	07/03/2018	False0				
202-722-052023 Facility Maintenance				BUILDING MATERIALS ACCT 10026					
06262018	6/26/2018	26.96	0.00	07/03/2018	False0				
100-715-052004 Office Supplies				BUILDING MATERIALS ACCT 10026					
06262018	6/26/2018	59.24	0.00	07/03/2018	False0				
100-708-052001 Operating Supplies				BUILDING MATERIALS ACCT 10026					
06262018	6/26/2018	48.09	0.00	07/03/2018	False0				
603-737-052001 Operating Supplies				BUILDING MATERIALS ACCT 10026					
06262018	6/26/2018	48.09	0.00	07/03/2018	False0				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
603-736-052001 Operating Supplies					BUILDING MATERIALS ACCT 10026				
06262018	6/26/2018	8.98	0.00	07/03/2018				False	0
202-722-052023 Facility Maintenance					BUILDING MATERIALS ACCT 10026				
06262018	6/26/2018	3.57	0.00	07/03/2018				False	0
100-708-052001 Operating Supplies					BUILDING MATERIALS ACCT 10026				
06262018	6/26/2018	11.96	0.00	07/03/2018				False	0
100-708-052001 Operating Supplies					BUILDING MATERIALS ACCT 10026				
06262018	6/26/2018	49.94	0.00	07/03/2018				False	0
601-731-052001 Operating Supplies					BUILDING MATERIALS ACCT 10026				
06262018	6/26/2018	15.28	0.00	07/03/2018				False	0
601-731-052001 Operating Supplies					BUILDING MATERIALS ACCT 10026				
06262018 Total:		1,725.26							
DAHLGRENS DO IT BES		1,725.26							
DON'S RENTAL									
010700									
515261	6/27/2018	13.95	0.00	07/03/2018				False	0
703-734-052001 Operating Supplies					PROPANE				
515261 Total:		13.95							
DON'S RENTAL Total:		13.95							
EMMERT MOTORS, INC.									
020693									
22069	6/5/2018	313.61	0.00	07/03/2018				False	0
100-705-052021 Equipment Maintenance					CHEV CAPRICE REPAIR POLICE				
22069 Total:		313.61							
EMMERT MOTORS, INC		313.61							
FARRINGTON, JENN									
FAR									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
06272018	6/27/2018	8.85	0.00	07/03/2018				False	0
203-716-052069 Summer Arts in the Park				FOAM CORE TRASH CAN PAINTING COMP REIMB. J.					
06272018	6/27/2018	14.00	0.00	07/03/2018				False	0
203-716-052073 Free Art & Craft Workshops				CHALK FREE ART AND CRAFT REIMB. J. FARRINGTON					
06272018	6/27/2018	29.91	0.00	07/03/2018				False	0
203-716-052073 Free Art & Craft Workshops				SUPPLIES FOR KINDNESS ROCKS REIMB. J. FARRINGTON					
06272018 Total:		52.76							
FARRINGTON, JENN Tot		52.76							
GRANTS PASS WATER LAB									
01414									
20371	6/14/2018	42.00	0.00	07/03/2018				False	0
601-732-052064 Lab Testing				TESTING					
20371 Total:		42.00							
301349	6/28/2018	350.00	0.00	07/03/2018				False	0
601-732-052064 Lab Testing				TESTING					
301349 Total:		350.00							
301350	6/28/2018	450.00	0.00	07/03/2018				False	0
601-732-052064 Lab Testing				TESTING					
301350 Total:		450.00							
GRANTS PASS WATER L		842.00							
GREENWAY, BRIAN									
GREE									
07022018	7/2/2018	1,000.00	0.00	07/03/2018				False	0
100-705-052018 Professional Development				REIMB POLICE CHIEF INTERVIEW TRAVEL B. GREE					
07022018 Total:		1,000.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
GREENWAY, BRIAN Tot		1,000.00							
H.D. FOWLER CO.									
012650									
14872880	6/28/2018	1,018.60	0.00	07/03/2018				False	0
601-731-052001	Operating Supplies			METER BOX					
14872880 Total:		1,018.60							
14872882	6/28/2018	7,542.59	0.00	07/03/2018				False	0
601-731-052001	Operating Supplies			WATER METERS					
14872882 Total:		7,542.59							
H.D. FOWLER CO. Total:		8,561.19							
HACH COMPANY									
014200									
11019224	6/26/2018	64.29	0.00	07/03/2018				False	0
601-731-052001	Operating Supplies			REAGENT SET CHLORINE FREE					
11019224	6/26/2018	128.60	0.00	07/03/2018				False	0
601-732-052023	Facility Maintenance			REAGENT SET CHLORINE FREE					
11019224 Total:		192.89							
HACH COMPANY Total:		192.89							
HAMER ELECTRIC, INC.									
014475									
40797	6/8/2018	1,419.54	0.00	07/03/2018				False	0
603-737-052001	Operating Supplies			WWTP MAINTENANCE					
40797 Total:		1,419.54							
HAMER ELECTRIC, INC		1,419.54							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
INEXPENSIVE TREE CARE									
016160									
165541	6/25/2018	1,000.00	0.00	07/03/2018				False	0
205-000-052019 Professional Services				REMOVE DEAD OAK 534 N 11TH ST					
165541 Total:		1,000.00							
165542	6/25/2018	350.00	0.00	07/03/2018				False	0
205-000-052019 Professional Services				REMOVE ASH 345 S 13TH ST					
165542 Total:		350.00							
165543	6/25/2018	1,200.00	0.00	07/03/2018				False	0
205-000-052019 Professional Services				REMOVE ASH 35264 JUNIPER LN					
165543 Total:		1,200.00							
INEXPENSIVE TREE CA		2,550.00							
INGRAM LIBRARY SERVICES, INC.									
016240									
35278161	6/28/2018	10.54	0.00	07/03/2018				False	0
100-706-052033 Printed Materials				BOOKS 20C7921					
35278161 Total:		10.54							
35278162	6/28/2018	673.53	0.00	07/03/2018				False	0
100-706-052033 Printed Materials				BOOKS 20C7921					
35278162 Total:		673.53							
35278163	6/28/2018	204.67	0.00	07/03/2018				False	0
100-706-052033 Printed Materials				BOOKS 20C7921					
35278163 Total:		204.67							
INGRAM LIBRARY SERV		888.74							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
INTERSTATE BATTERY OF									
016626									
40041468	6/6/2018	222.20	0.00	07/03/2018				False	0
701-000-052001	Operating Supplies			BATTERIES					
40041468 Total:		222.20							
INTERSTATE BATTERY		222.20							
LEAGUE OF OREGON CITIES									
018100									
4544	6/28/2018	20.00	0.00	07/03/2018				False	0
100-702-052011	Public Information			JOB POSTINGPOLICE OFFICER					
4544 Total:		20.00							
LEAGUE OF OREGON C		20.00							
MEREDITH READING FITNESS & YOGA									
96411									
07022018	7/2/2018	120.00	0.00	07/03/2018				False	0
100-709-052019	Professional Services			YOGA IN THE PARK AND FAMILY YOGA					
07022018 Total:		120.00							
MEREDITH READING F		120.00							
METRO PLANNING INC.									
020291									
4695	6/30/2018	225.00	0.00	07/03/2018				False	0
100-710-052006	Computer Maintenance			WEB GIS HOSTING					
4695	6/30/2018	75.00	0.00	07/03/2018				False	0
703-733-052026	Equipment Fund Charges			WEB GIS HOSTING					
4695 Total:		300.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
	METRO PLANNING INC	300.00							
NORTHWEST CONTROL CO. 021166									
39599	6/25/2018	9,844.52	0.00	07/03/2018				False	0
601-732-052023 Facility Maintenance					NORTH OUTDOOR CONDENSING UNIT REPAIRS WF				
39599 Total:		9,844.52							
NORTHWEST CONTROL		9,844.52							
PETTY CASH- JAMIE EDWARDS 018757									
06292018	6/29/2018	10.00	0.00	07/03/2018				False	0
100-707-052024 Miscellaneous					PETTY CASH REIMB - CASH DRAWER SHORT				
06292018	6/29/2018	25.00	0.00	07/03/2018				False	0
100-702-052018 Professional Development					PETTY CASH REIMB -				
06292018	6/29/2018	30.00	0.00	07/03/2018				False	0
100-000-037002 Miscellaneous - Parks					PETTY CASH REIMB -				
06292018	6/29/2018	65.00	0.00	07/03/2018				False	0
100-000-035002 Business Licenses					PETTY CASH REIMB -				
06292018	6/29/2018	12.00	0.00	07/03/2018				False	0
703-733-052018 Professional Development					PETTY CASH REIMB -				
06292018	6/29/2018	5.94	0.00	07/03/2018				False	0
100-702-052024 Miscellaneous					PETTY CASH REIMB -				
06292018 Total:		147.94							
PETTY CASH- JAMIE ED		147.94							
PETTY CASH LIBRARY JAMIE EDWARDS 018754									
06272018	6/27/2018	30.00	0.00	07/03/2018				False	0
100-706-052028 Projects & Programs					PETTY CASH REIMB. GIFT CERTS				
06272018	6/27/2018	31.59	0.00	07/03/2018				False	0
100-706-052028 Projects & Programs					PETTY CASH REIMB. ADULT SUMMER READING SU				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
06272018 Total:		61.59							
PETTY CASH LIBRARY		61.59							
SHRED-IT USA, LLC									
SHRED-IT									
8125079467	6/30/2018	91.90	0.00	07/03/2018				False	0
100-702-052019 Professional Services				13627551 CITY HALL SHRED					
8125079467 Total:		91.90							
SHRED-IT USA, LLC Tot		91.90							
ST. HELENS SCHOOL DISTRICT									
028955									
06302018	6/30/2018	13,283.56	0.00	07/03/2018				False	0
100-000-020400 School Excise Tax				4TH QUARTER SCHOOL EXCISE TAX					
06302018 Total:		13,283.56							
ST. HELENS SCHOOL DI		13,283.56							
SUPERIOR TIRE SERVICES									
032774									
6474596	6/28/2018	281.96	0.00	07/03/2018				False	0
701-000-052001 Operating Supplies				TIRES					
6474596 Total:		281.96							
6476001	6/28/2018	721.32	0.00	07/03/2018				False	0
701-000-052001 Operating Supplies				TIRES					
6476001 Total:		721.32							
6476002	6/28/2018	607.56	0.00	07/03/2018				False	0
701-000-052001 Operating Supplies				TIRES					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
6476002 Total:		607.56							
SUPERIOR TIRE SERVIC		1,610.84							
VERIZON WIRELESS									
000720									
9809410789	6/20/2018	1,273.32	0.00	07/03/2018	False0				
100-705-052010 Telephone				271826771-00001 POLICE					
9809410789 Total:		1,273.32							
9809465029	6/20/2018	36.23	0.00	07/03/2018	False0				
100-701-052010 Telephone				871458396-00001					
9809465029	6/20/2018	88.00	0.00	07/03/2018	False0				
100-711-052010 Telephone				871458396-00001					
9809465029	6/20/2018	133.17	0.00	07/03/2018	False0				
601-732-052010 Telephone				871458396-00001					
9809465029	6/20/2018	43.48	0.00	07/03/2018	False0				
603-736-052010 Telephone				871458396-00001					
9809465029	6/20/2018	43.48	0.00	07/03/2018	False0				
603-737-052010 Telephone				871458396-00001					
9809465029	6/20/2018	37.27	0.00	07/03/2018	False0				
603-738-052010 Telephone				871458396-00001					
9809465029	6/20/2018	80.02	0.00	07/03/2018	False0				
601-731-052010 Telephone				871458396-00001					
9809465029	6/20/2018	130.59	0.00	07/03/2018	False0				
703-733-052010 Telephone				871458396-00001					
9809465029	6/20/2018	51.83	0.00	07/03/2018	False0				
701-000-052010 Telephone				871458396-00001					
9809465029	6/20/2018	281.81	0.00	07/03/2018	False0				
703-734-052010 Telephone				871458396-00001					
9809465029	6/20/2018	173.23	0.00	07/03/2018	False0				
100-709-052010 Telephone				871458396-00001					
9809465029 Total:		1,099.11							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	VERIZON WIRELESS To	2,372.43							
WILCOX & FLEGEL 037003									
0273567-IN	6/21/2018	663.45	0.00	07/03/2018				False	0
603-738-052001 Operating Supplies				WWTP FUEL GENERATORS					
	0273567-IN Total:	663.45							
0274370-IN	6/21/2018	175.00	0.00	07/03/2018				False	0
703-734-052022 Fuel / Oil				EQUIPMENT SALES FUEL GRIP					
	0274370-IN Total:	175.00							
0275188-IN	6/26/2018	2,199.78	0.00	07/03/2018				False	0
100-705-052022 Fuel / Oil				POLICE FUEL					
	0275188-IN Total:	2,199.78							
0275344-IN	6/26/2018	118.16	0.00	07/03/2018				False	0
703-734-052022 Fuel / Oil				SHOP FUEL					
	0275344-IN Total:	118.16							
	WILCOX & FLEGEL Tota	3,156.39							
	Report Total:	67,722.54							

Accounts Payable

To Be Paid Proof List

User: jenniferj
 Printed: 07/12/2018 - 8:59AM
 Batch: 00008.07.2018 - AP 7/13/18 FY 18-19



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
<hr/>									
A & E IMAGING, INC.									
000047									
82790	7/5/2018	341.50	0.00	07/13/2018				False	0
702-000-052019 Professional Services				HP DESIGNJET SERVICE					
82790 Total:		341.50							
A & E IMAGING, INC. To		341.50							
ACCELA, INC. #774375									
000496									
INV-ACC40807	6/30/2018	574.00	0.00	07/13/2018				False	0
100-707-052020 Bank Service Fees				WEB PAYMENTS TRAN FEE					
INV-ACC40807 Total:		574.00							
ACCELA, INC. #774375 T		574.00							
ANDERSON, ALAN H.									
A.ANDERS									
07052018	7/5/2018	130.00	0.00	07/13/2018				False	0
203-716-052069 Summer Arts in the Park				MODIFY BARRELS FOR TRASH CAN PAINTING ACC					
07052018 Total:		130.00							
ANDERSON, ALAN H. T		130.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
BROOKE, LISA									
4531									
07052018	7/5/2018	10.00	0.00	07/13/2018				False	0
203-716-052069	Summer Arts in the Park			REIMB FOR PAINT CONTAINERS KINDNESS ROCKS					
	07052018 Total:	10.00							
	BROOKE, LISA Total:	10.00							
CENTERLOGIC, INC.									
011595									
46665	7/5/2018	430.58	0.00	07/13/2018				False	0
702-000-052006	Computer Maintenance			ADOBE ACROBAT PRO					
	46665 Total:	430.58							
46678	7/4/2018	5,823.00	0.00	07/13/2018				False	0
702-000-052006	Computer Maintenance			MSP AGREEMENT SONICWALL					
	46678 Total:	5,823.00							
46817	7/4/2018	757.50	0.00	07/13/2018				False	0
702-000-052006	Computer Maintenance			MSP AGREEMENT SONICWALL					
	46817 Total:	757.50							
46917	7/3/2018	416.30	0.00	07/13/2018				False	0
702-000-052001	Operating Supplies			TONER					
	46917 Total:	416.30							
	CENTERLOGIC, INC. To	7,427.38							
CHRISTIAN, VISHAL									
CHRIS									
07092018	7/9/2018	100.00	0.00	07/13/2018				False	0
203-716-052069	Summer Arts in the Park			TRASH CAN PAINT COMP WINNER TEEN AWARD					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
07092018 Total:		100.00							
CHRISTIAN, VISHAL To		100.00							
CINTAS CORPORATION									
037620									
5011005378	7/3/2018	24.55	0.00	07/13/2018				False	0
603-736-052001 Operating Supplies				CABINET REFILL WWTP					
5011005378	7/3/2018	24.55	0.00	07/13/2018				False	0
603-737-052001 Operating Supplies				CABINET REFILL WWTP					
5011005378 Total:		49.10							
8403726707	7/6/2018	54.22	0.00	07/13/2018				False	0
100-708-052001 Operating Supplies				CABINET REFILL PARKS					
8403726707 Total:		54.22							
8403726708	7/6/2018	54.48	0.00	07/13/2018				False	0
100-715-052004 Office Supplies				CABINET REFILL CITY HALL					
8403726708 Total:		54.48							
CINTAS CORPORATION		157.80							
CLOUD RECORDS MANAGEMENT SOLUTION, CHAVES									
006630									
180320	7/2/2018	259.14	0.00	07/13/2018				False	0
100-702-052019 Professional Services				MONTHLY USER FEE OR 0486 ERMS SAAS					
180320 Total:		259.14							
CLOUD RECORDS MAN		259.14							
COMCAST									
COMCAST									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
06252018	6/25/2018	102.85	0.00	07/13/2018				False	0
100-708-052046 Dock Services				3930 MARINE					
06252018 Total:		102.85							
COMCAST Total:		102.85							
E2C CORPORATION									
E2C									
4263	7/3/2018	10,000.00	0.00	07/13/2018				False	0
201-000-052019 Professional Services				TINA CURRY CONSULTING MONTHLY JULY 2018					
4263 Total:		10,000.00							
4264	7/3/2018	5,076.61	0.00	07/13/2018				False	0
201-000-052057 Events - Fireworks				FOOD PRODUCT PURCHASE / REPAIRS					
4264	7/3/2018	3,141.68	0.00	07/13/2018				False	0
201-000-052074 Events - 13 Nights				ENTERTAINMENT / PROPS ADVERTISING					
4264 Total:		8,218.29							
E2C CORPORATION Tota		18,218.29							
GOVERNMENT LEASING AND FINANCE INC									
03377									
360601405	6/25/2018	59,474.43	0.00	07/13/2018				False	0
205-000-055001 Principle				LED STREET LIGHTS CONTRACT PAYMENT					
360601405 Total:		59,474.43							
GOVERNMENT LEASIN		59,474.43							
HOUK, THAD									
015757									
07092018	7/9/2018	168.30	0.00	07/13/2018				False	0
100-702-052028 Projects & Programs				REIMB. FOR PARKS PICNIC T. HOUCK FOOD WINCO					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
07092018 Total:		168.30							
HOUK, THAD Total:		168.30							
I & E CONSTRUCTION INC									
IECO									
07062018	7/6/2018	82.10	0.00	07/13/2018				False	0
601-000-037004 Miscellaneous - General				HYDRANT METER RENTAL REFUND					
07062018 Total:		82.10							
I & E CONSTRUCTION I		82.10							
LAWRENCE COMPANY									
018028									
07012018	7/1/2018	100.00	0.00	07/13/2018				False	0
100-715-052019 Professional Services				7/1-9/30 UNEMPLOYMENT SERVICES					
07012018 Total:		100.00							
LAWRENCE COMPANY		100.00							
MASON, BRUCE, & GIRARD, INC.									
019413									
23980	6/15/2018	18,269.47	0.00	07/13/2018				False	0
202-724-052019 Professional Services				0100308 MILTON CREEK FOREST INV PLANNING ML					
23980 Total:		18,269.47							
MASON, BRUCE, & GIR		18,269.47							
MUSEUM OF NATURAL AND CULTURAL HISTORY, ATTN: EDUC									
0208452									
UOMNCH 18-130	7/3/2018	188.00	0.00	07/13/2018				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
100-706-052028 Projects & Programs				YOUTH LIBRARY PROGRAM					
	UOMNCH 18-130 Total:	188.00							
	MUSEUM OF NATURAL	188.00							
ORKIN									
ORKIN									
171656000	7/10/2018	89.93	0.00	07/13/2018				False	0
100-705-052023 Facility Maintenance				PEST CONTROL JULY					
	171656000 Total:	89.93							
	ORKIN Total:	89.93							
PORTLAND STATE UNIVERSITY, INNOVATION & INTELLECTUA									
PSU									
IIP19022	7/3/2018	1,500.00	0.00	07/13/2018				False	0
100-707-052019 Professional Services				COST OF COMPENSATION STUDY ACCESS AGREEM					
	IIP19022 Total:	1,500.00							
	PORTLAND STATE UNIV	1,500.00							
RICOH USA, INC.									
027294									
100773223	7/4/2018	245.94	0.00	07/13/2018				False	0
100-705-052023 Facility Maintenance				1496666-3356313					
	100773223 Total:	245.94							
	RICOH USA, INC. Total:	245.94							
RS MEDIA									
020017									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
3354	7/7/2018	75.00	0.00	07/13/2018				False	0
100-705-052001 Operating Supplies				DECAL POLICE					
3354 Total:		75.00							
RS MEDIA Total:		75.00							
SCAPPOOSE ADVENTIST SCHOOL S.A.S.									
07092018	7/10/2018	100.00	0.00	07/13/2018				False	0
203-716-052069 Summer Arts in the Park				TRASH CAN PAINT COMP WINNER ARTISTIC MERIT					
07092018	7/10/2018	100.00	0.00	07/13/2018				False	0
203-716-052069 Summer Arts in the Park				TRASH CAN PAINT COMP WINNER BEST PARK THEM					
07092018 Total:		200.00							
SCAPPOOSE ADVENTIS		200.00							
SECURE PACIFIC CORPORATION 001384									
180999	7/1/2018	67.58	0.00	07/13/2018				False	0
100-706-052023 Facility Maintenance				MONITORING 7/1-9/30/18					
180999 Total:		67.58							
181000	7/1/2018	98.70	0.00	07/13/2018				False	0
100-708-052023 Facility Maintenance				MONITORING 7/1-9/30/18					
181000 Total:		98.70							
181001	7/1/2018	89.85	0.00	07/13/2018				False	0
100-705-052023 Facility Maintenance				MONITORING 7/1-9/30/18					
181001 Total:		89.85							
181002	7/1/2018	44.85	0.00	07/13/2018				False	0
603-736-052023 Facility Maintenance				MONITORING 7/1-9/30/18					
181002	7/1/2018	44.85	0.00	07/13/2018				False	0
603-737-052023 Facility Maintenance				MONITORING 7/1-9/30/18					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
181002 Total:		89.70							
181003	7/1/2018	149.70	0.00	07/13/2018				False	0
601-732-052023 Facility Maintenance				MONITORING 7/1-9/30/18					
181003 Total:		149.70							
SECURE PACIFIC CORP		495.53							
ST. HELENS CERT 014301									
07062018	7/6/2018	1,400.00	0.00	07/13/2018				False	0
201-000-052057 Events - Fireworks				CERT % OF PARKING					
07062018 Total:		1,400.00							
ST. HELENS CERT Total:		1,400.00							
TERRITORIAL SUPPLIES INC. 033015									
13921	7/5/2018	149.25	0.00	07/13/2018				False	0
100-705-052001 Operating Supplies				NK TEST OPIUM ALKALOIDS					
13921 Total:		149.25							
TERRITORIAL SUPPLIE		149.25							
TVW INC 033827									
0035966-IN	6/29/2018	1,616.22	0.00	07/13/2018				False	0
100-715-052023 Facility Maintenance				JANITORIAL SERVICE CITY HALL JULY 2018					
0035966-IN Total:		1,616.22							
0035967-IN	6/29/2018	1,472.16	0.00	07/13/2018				False	0
100-706-052023 Facility Maintenance				JANITORIAL SERVICE COLUMBIA CENTER JULY 20					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	0035967-IN Total:	1,472.16							
0035968-IN	6/29/2018	570.37	0.00	07/13/2018				False	0
100-705-052023 Facility Maintenance				JANITORIAL SERVICE POLICE JULY 2018					
	0035968-IN Total:	570.37							
	TVW INC Total:	3,658.75							
WEST WOOD LLC, DBA MAD SCIENCE OF PORTLAND & VANC									
MADSCIEN									
34987	7/3/2018	370.95	0.00	07/13/2018				False	0
100-706-052028 Projects & Programs				YOUTH LIB PROGRAM 7/28 ASSEMBLY SHOW					
	34987 Total:	370.95							
	WEST WOOD LLC, DBA	370.95							
YOUNGBERG, JOAN									
YOUNGBER									
07092018	7/10/2018	100.00	0.00	07/13/2018				False	0
203-716-052069 Summer Arts in the Park				TRASH CAN PAINT COMP WINNER PEOPLES CHOIC					
07092018	7/10/2018	100.00	0.00	07/13/2018				False	0
203-716-052069 Summer Arts in the Park				TRASH CAN PAINT COMP WINNER FAMILY TEAM TI					
	07092018 Total:	200.00							
	YOUNGBERG, JOAN Tot	200.00							
	Report Total:	113,988.61							

Accounts Payable

To Be Paid Proof List

User: jenniferj
 Printed: 07/13/2018 - 8:57AM
 Batch: 00009.07.2018 - AP 7/13/18 FY 17-18



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
<hr/>									
ACE HARDWARE									
000500									
40110- JUNE	6/30/2018	1.99	0.00	07/13/2018				False	0
100-708-052001 Operating Supplies				MATERIALS					
		<hr/>							
40110- JUNE Total:		1.99							
60174- JUNE	6/30/2018	20.97	0.00	07/13/2018				False	0
100-715-052023 Facility Maintenance				MATERIALS					
		<hr/>							
60174- JUNE Total:		20.97							
60176- JUNE	6/30/2018	540.24	0.00	07/13/2018				False	0
100-708-052001 Operating Supplies				MATERIALS					
		<hr/>							
60176- JUNE Total:		540.24							
60177- JUNE	6/30/2018	58.61	0.00	07/13/2018				False	0
100-705-052001 Operating Supplies				MATERIALS POLICE					
		<hr/>							
60177- JUNE Total:		58.61							
60180- JUNE	6/30/2018	247.38	0.00	07/13/2018				False	0
603-736-052001 Operating Supplies				MATERIALS					
60180- JUNE	6/30/2018	247.38	0.00	07/13/2018				False	0
603-737-052001 Operating Supplies				MATERIALS					
60180- JUNE	6/30/2018	33.57	0.00	07/13/2018				False	0
603-735-052001 Operating Supplies				MATERIALS					
60180- JUNE	6/30/2018	7.99	0.00	07/13/2018				False	0
601-731-052001 Operating Supplies				MATERIALS					
60180- JUNE	6/30/2018	61.38	0.00	07/13/2018				False	0
701-000-052001 Operating Supplies				MATERIALS					1

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
60180- JUNE	6/30/2018	37.89	0.00	07/13/2018				False	0
603-736-052001 Operating Supplies				MATERIALS					
60180- JUNE	6/30/2018	86.28	0.00	07/13/2018				False	0
603-738-052001 Operating Supplies				MATERIALS					
60180- JUNE Total:		721.87							
60181- JUNE	6/30/2018	40.78	0.00	07/13/2018				False	0
100-708-052047 Marine Board				MATERIALS					
60181- JUNE	6/30/2018	49.95	0.00	07/13/2018				False	0
703-734-052001 Operating Supplies				MATERIALS					
60181- JUNE	6/30/2018	29.92	0.00	07/13/2018				False	0
205-000-052001 Operating Supplies				MATERIALS					
60181- JUNE	6/30/2018	47.13	0.00	07/13/2018				False	0
601-731-052001 Operating Supplies				MATERIALS					
60181- JUNE	6/30/2018	37.22	0.00	07/13/2018				False	0
601-732-052022 Fuel / Oil				MATERIALS					
60181- JUNE Total:		205.00							
ACE HARDWARE Total:		1,548.68							
ALEXIN ANALYTICAL LABS, INC.									
001650									
33863	6/30/2018	743.00	0.00	07/13/2018				False	0
601-731-052064 Lab Testing				TESTING					
33863 Total:		743.00							
ALEXIN ANALYTICAL L		743.00							
ALS GROUP USA, CORP									
001328									
51-431747-0	7/3/2018	75.00	0.00	07/13/2018				False	0
603-736-052064 Lab Testing				TESTING					
51-431747-0 Total:		75.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
51-431750-0	7/3/2018	101.00	0.00	07/13/2018				False	0
603-736-052064	Lab Testing			TESTING					
51-431750-0 Total:		101.00							
ALS GROUP USA, CORP		176.00							
BEAVER BARK, INC.									
002520									
191066	6/3/2018	190.00	0.00	07/13/2018				False	0
603-736-052001	Operating Supplies			FRESH HEMLOCK					
191066	6/3/2018	190.00	0.00	07/13/2018				False	0
603-737-052001	Operating Supplies			FRESH HEMLOCK					
191066 Total:		380.00							
BEAVER BARK, INC. Tot		380.00							
BEMIS PRINTING									
002701									
8178	6/28/2018	88.00	0.00	07/13/2018				False	0
100-709-052004	Office Supplies			BUSINESS CARDS SHANNA DUGGAN / SIGN					
8178	6/28/2018	33.30	0.00	07/13/2018				False	0
100-704-052004	Office Supplies			STAMP					
8178 Total:		121.30							
BEMIS PRINTING Total:		121.30							
CENTERLOGIC, INC.									
011595									
47003	7/3/2018	1,172.50	0.00	07/13/2018				False	0
702-000-052019	Professional Services			IT SUPPORT					
47003 Total:		1,172.50							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
	CENTERLOGIC, INC. To	1,172.50							
COLUMBIA RIVER P.U.D. 008325									
07022018	7/2/2018	41,407.46	0.00	07/13/2018				False	0
603-737-052003 Utilities				38633					
07022018 Total:		41,407.46							
COLUMBIA RIVER P.U.D		41,407.46							
ERSKINE LAW PRACTICE LLC 011522									
06292018	6/29/2018	2,125.00	0.00	07/13/2018				False	0
100-704-052019 Professional Services				CITY PROSECUTOR 6/26-6/30					
06292018 Total:		2,125.00							
ERSKINE LAW PRACTIC		2,125.00							
HUDSON GARBAGE SERVICE 015875									
9855353	7/1/2018	57.49	0.00	07/13/2018				False	0
100-706-052003 Utilities				1554					
9855353 Total:		57.49							
9855474	7/1/2018	137.70	0.00	07/13/2018				False	0
603-736-052003 Utilities				8333					
9855474	7/1/2018	137.71	0.00	07/13/2018				False	0
603-737-052003 Utilities				8333					
9855474 Total:		275.41							
9855619	7/1/2018	92.64	0.00	07/13/2018				False	0
100-715-052023 Facility Maintenance				7539					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	9855619 Total:	92.64							
9855620	7/1/2018	92.64	0.00	07/13/2018				False	0
100-705-052023	Facility Maintenance			7539					
	9855620 Total:	92.64							
9855621	7/1/2018	86.99	0.00	07/13/2018				False	0
703-734-052003	Utilities			7555					
	9855621 Total:	86.99							
9855622	7/1/2018	447.27	0.00	07/13/2018				False	0
100-705-052003	Utilities			7598					
	9855622 Total:	447.27							
9855623	7/1/2018	341.44	0.00	07/13/2018				False	0
100-715-052023	Facility Maintenance			7601					
	9855623 Total:	341.44							
9855624	7/1/2018	173.24	0.00	07/13/2018				False	0
100-708-052003	Utilities			7636					
	9855624 Total:	173.24							
9856132	7/1/2018	121.38	0.00	07/13/2018				False	0
202-722-052023	Facility Maintenance			1026					
	9856132 Total:	121.38							
	HUDSON GARBAGE SER	1,688.50							
INGRAM LIBRARY SERVICES, INC.									
016240									
35282290	6/29/2018	36.40	0.00	07/13/2018				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		
35282290 Total:		36.40							
35282291	6/29/2018	26.86	0.00	07/13/2018				False	0
100-706-052035 Audio Materials				BOOKS 20C7921					
35282291 Total:		26.86							
35282292	6/29/2018	128.60	0.00	07/13/2018				False	0
100-706-052033 Printed Materials				BOOKS 20C7921					
35282292 Total:		128.60							
35282293	6/29/2018	123.72	0.00	07/13/2018				False	0
100-706-052033 Printed Materials				BOOKS 20C7921					
35282293 Total:		123.72							
35282294	6/29/2018	40.98	0.00	07/13/2018				False	0
100-706-052033 Printed Materials				BOOKS 20C7921					
35282294 Total:		40.98							
INGRAM LIBRARY SERV		356.56							
KINNEAR SPECIALTIES INC.									
017537									
5025367	6/27/2018	36.01	0.00	07/13/2018				False	0
701-000-052001 Operating Supplies				HOSE ASSEMBLY					
5025367 Total:		36.01							
KINNEAR SPECIALTIES		36.01							
MILLER CONSULTING ENGINEERS									
020333									
35897	6/27/2018	14,940.00	0.00	07/13/2018				False	0
100-711-052019 Professional Services				MIDDLE SCHOOL PLAN REVIEW PROJECT 180408					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
35897 Total:		14,940.00							
35905	6/27/2018	1,440.00	0.00	07/13/2018				False	0
100-711-052019 Professional Services		MULT INDUSTRIAL PARK BUILDING E PLAN REVIEW							
35905 Total:		1,440.00							
MILLER CONSULTING E		16,380.00							
NET ASSETS									
020888									
95-201806	7/2/2018	483.00	0.00	07/13/2018				False	0
100-707-052019 Professional Services		TITLE AND ESCROW SERVICES							
95-201806 Total:		483.00							
NET ASSETS Total:		483.00							
NORTHSIDE FORD									
021530									
48648	6/30/2018	44,221.00	0.00	07/13/2018				False	0
701-000-053001 Capital Outlay		NEW DUMP TRUCK PURCHASE 2018 F350 CHASSIS							
48648 Total:		44,221.00							
NORTHSIDE FORD Total		44,221.00							
NORTHSTAR CHEMICAL, INC.									
021556									
125679	6/29/2018	7,077.20	0.00	07/13/2018				False	0
601-732-052083 Chemicals		SODIUM HYDROXIDE							
125679 Total:		7,077.20							
125680	6/29/2018	509.05	0.00	07/13/2018				False	0
601-732-052083 Chemicals		SODIUM HYPOCHLORITE							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
	125680 Total:	509.05							
	NORTHSTAR CHEMICAL	7,586.25							
PAPE MACHINERY 024755									
5319006	6/30/2018	2,240.28	0.00	07/13/2018				False	0
701-000-052001 Operating Supplies				OIL LEAK REPAIR					
	5319006 Total:	2,240.28							
	PAPE MACHINERY Total	2,240.28							
PAULSON PRINTING 025300									
D1894	6/30/2018	72.00	0.00	07/13/2018				False	0
100-705-052009 Postage				EUSTICE BUS CARDS					
	D1894 Total:	72.00							
	PAULSON PRINTING To	72.00							
PEACEHEALTH MEDICAL GROUP OCC.HEALTH 025390									
03-072095	7/2/2018	130.00	0.00	07/13/2018				False	0
703-734-052019 Professional Services				SCOTT JAURON DOT PHYSICAL EXAM					
	03-072095 Total:	130.00							
	PEACEHEALTH MEDICA	130.00							
PEAK ELECTRIC GROUP, LLC PEAK.ELE									
180278	6/29/2018	2,692.00	0.00	07/13/2018				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
100-706-052023 Facility Maintenance				ELECTRICIAN LED FIXTURES					
180278 Total:		2,692.00							
PEAK ELECTRIC GROU		2,692.00							
PHILLIPS, CYNTHIA 025515									
06282018	6/28/2018	807.50	0.00	07/13/2018				False	0
100-704-052019 Professional Services				JUDICIAL SERVICES 6/27-6/28					
06282018 Total:		807.50							
PHILLIPS, CYNTHIA Tot		807.50							
PORTLAND GENERAL ELECTRIC 025702									
07112018	7/11/2018	43.88	0.00	07/13/2018				False	0
205-000-052003 Utilities				4854421000					
07112018 Total:		43.88							
PORTLAND GENERAL E		43.88							
REED ELECTRIC CO. 027100									
92655	7/2/2018	8,980.00	0.00	07/13/2018				False	0
603-737-052001 Operating Supplies				REWIND BEARINGS BALANCE PARTS					
92655 Total:		8,980.00							
REED ELECTRIC CO. To		8,980.00							
ROGERS MACHINERY COMPANY, INC 027589									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
1131597	6/28/2018	607.51	0.00	07/13/2018				False	0
601-732-052001 Operating Supplies				SERVICE CALL					
1131597 Total:		607.51							
1131859	6/29/2018	1,022.50	0.00	07/13/2018				False	0
601-732-052001 Operating Supplies				SERVICE CALL					
1131859 Total:		1,022.50							
ROGERS MACHINERY C		1,630.01							
RUBENS LAWN SERVICE, JENNIFER MEABE									
028033									
0001694	6/30/2018	140.00	0.00	07/13/2018				False	0
100-705-052023 Facility Maintenance				JUNE LAWN SERVICE					
0001694 Total:		140.00							
RUBENS LAWN SERVIC		140.00							
ST. HELENS AUTO BODY, WALTER E. CROSS									
028470									
06282018	6/28/2018	1,164.15	0.00	07/13/2018				False	0
100-705-052021 Equipment Maintenance				AUTO BODY WORK POLICE CAR					
06282018 Total:		1,164.15							
ST. HELENS AUTO BOD		1,164.15							
TURNERY EXCAVATING INC									
0355									
4	6/21/2018	13,168.80	0.00	07/13/2018				False	0
603-000-053010 Sewer Main Replacement				7TH ST SWR REPLACEMENT S-658					
4 Total:		13,168.80							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
	TURNEY EXCAVATING I	13,168.80							
VERIZON WIRELESS									
000720									
9810005163	7/1/2018	168.16	0.00	07/13/2018				False	0
702-000-052010 Telephone				242060134-00001					
	9810005163 Total:	168.16							
	VERIZON WIRELESS To	168.16							
WILCOX & FLEGEL									
037003									
0276132-IN	6/28/2018	3,395.54	0.00	07/13/2018				False	0
703-734-052022 Fuel / Oil				SHOP FUEL					
	0276132-IN Total:	3,395.54							
	WILCOX & FLEGEL Tota	3,395.54							
	Report Total:	153,057.58							