



CITY COUNCIL REGULAR SESSION

Wednesday, October 17, 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. **Resolutions**
 - 4.a. Resolution No. 1830: A Resolution Determining that a Nuisance Exists Upon Property Located at 115 Little Street within the City of St. Helens and Directing that a Notice to Abate the Nuisance be Posted on Said Premises
[04A. Res No 1830 - Existence of Nuisance Posting of Notice PENDING 101718.pdf](#)
5. **Approve and/or Authorize for Signature**
 - 5.a. Request for Proposals for Wayfinding Signage
[05A. Final RFP - Wayfinding Implementation Phase I.pdf](#)
 - 5.b. Letter of Agreement with Columbia Pacific Coordinated Care Organization for \$20,000 Award
[05B. LOA CPCCO & City of St. Helens Recreation Program - Approved.pdf](#)
 - 5.c. Intergovernmental Agreement with Scappoose Rural Fire Protection District for Fire, Life, and Safety Plan Review Services and Inspections
[05C. SRFD-St. Helens IGA for Fire Life Safety Inspection services..pdf](#)

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

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

- 5.d. [Ratify] Memorandum of Understanding with AFSCME for Communications Officer Wage Scale
[AFSCME MOU - Communications Officer.pdf](#)

6. **Appointments to Boards/Commissions**

- 6.a. Appointments to City Boards & Commissions
[06. 101718 Appts to Boards and Commissions.pdf](#)

7. **Consent Agenda for Acceptance**

- 7.a. Parks Commission Minutes dated August 13, 2018
[07A. 081318 Parks Minutes Approved 10-8-18.pdf](#)
- 7.b. Planning Commission Minutes dated September 11, 2018
[07B. 091118 PC Minutes GRANICUS APPROVED.pdf](#)

8. **Consent Agenda for Approval**

- 8.a. Council Work Session, Executive Session, Public Hearing, and Regular Session Minutes dated September 19 and October 3, 2018
[08A. 101718 Council Minutes TO BE APPROVED.pdf](#)
- 8.b. Accounts Payable Bill Lists
[08B. Accounts Payable Bill Lists.pdf](#)

9. **Mayor Scholl Reports**

10. **Council Member Reports**

11. **Department Reports**

12. **Other Business**

13. **Adjourn**

Executive Session - *Following the conclusion of the Council Regular Session, an Executive Session is scheduled to take place to discuss Real Property Transactions, under ORS 192.660(2)(e) and Consult with Counsel/Potential Litigation, under ORS 192.660(2)(h). Representatives of the news media, staff and other persons as approved, shall be allowed to attend the Executive Session. All other members of the audience are asked to leave the Council Chambers.*

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City of St. Helens
RESOLUTION NO. 1830

**A RESOLUTION DETERMINING THAT A NUISANCE EXISTS UPON PROPERTY
LOCATED AT 115 LITTLE STREET WITHIN THE CITY OF ST. HELENS AND
DIRECTING THAT NOTICE TO ABATE THE NUISANCE BE POSTED ON SAID
PREMISES**

WHEREAS, St. Helens Municipal Code (SHMC) Section 8.12.050(2) provides that “Debris on Private Property. All accumulations of debris, trash, garbage, rubbish, manure and other refuse located on private property or sidewalks abutting thereon, and which has not been removed within a reasonable time and which is unsightly or which affects the health, safety or welfare of the city;” and

WHEREAS, St. Helens Municipal Code (SHMC) Section 8.12.070(1) provides that “No person in charge of any premises shall permit: (a) To remain unguarded upon said premises any machinery, automobile bodies or parts thereof, equipment, structures, buildings or other devices having the characteristic of an attractive nuisance or which is liable to attract children;” and

WHEREAS, St. Helens Municipal Code (SHMC) Section 15.20.010 SECTION 302(3)(4)(5)(7)(8)(12)(14)(15)(18) – Dangerous Building states that “For the purpose of this code any building or structure which has any or all of the conditions or defects [hereinafter described] shall be deemed to be a dangerous building, provided that such conditions or defects exist to the extent that the life, health, property or safety of the public or its occupants are endangered.

WHEREAS, the structure located at 115 Little Street, St. Helens, Oregon, used as a dwelling unit has been damaged by fire and is determined by the Building Official to be in violation of one or more provisions of Chapters 8.12 and 15.20 of the St. Helens Municipal Code and therefore a nuisance pursuant to the ordinance.

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

Section 1. The structure at 115 Little Street, St. Helens, Oregon constitutes a nuisance under SHMC Chapters 8.12 and 15.20, based on the photographs of the premises, attached hereto and incorporated herein by reference, and information from the Building Official. Council finds that the photographs show a structure damaged by fire and has deteriorated to the extent it is now a dangerous building as defined in SHMC 15.20.010 Section 302. The structure is now in a state where risk of a full or partial collapse is likely. The fire also damaged the roofing and siding of the structure exposing the structure, in many areas, to the weather which has caused further deterioration. The building is not secure at the exterior to prevent the infestation of vermin and growth of organic materials, rendering the building unsanitary to the occupants, neighboring properties and the public. Additionally, there is debris, rubbish and vehicles that have accumulated on the property creating attractive nuisances and nuisances that are affecting the public health. Council hereby directs that the property owner(s) or the person(s) in charge of the property attain the required permits to demolish the structures and remove all building debris, rubbish, debris, vehicles, and any other materials that present the attractive nuisance.

Section 2. Council hereby directs a notice to be posted at 115 Little Street, St. Helens, Oregon which contains: a description of the real property, by street address or otherwise; a direction to remove the nuisance within 30 days of the date of the notice; a description of the nuisance; a statement that unless the debris is removed, the City will perform nuisance abatement and that the costs shall be a lien against the property; furthermore, unless a permanent abatement of the nuisance is performed within 30 days of this resolution, the City will permanently remove the nuisance and a statement that the person

in charge of the property may protest the action by giving notice to the City Recorder within ten (10) days from the date of the notice.

Section 3. The City Recorder shall cause a copy of said notice to be forwarded by registered or certified mail, postage prepaid, to the person in charge of the property at the last known address of such person. That notice shall contain all the elements listed in Section 2, supra, that is, the posting. If the person responsible for the nuisance is not the owner, an additional notice shall be sent to the owner, stating that the cost of abatement not paid by the person responsible may be assessed to and become a lien on the property.

Approved and adopted by the City Council on October 17, 2018, by the following vote:

Ayes:

Nays:

Rick Scholl, Mayor

ATTEST:

Kathy Payne, City Recorder









REQUEST FOR PROPOSALS

1. Purpose

The City of St. Helens, Oregon (“the City”) seeks proposals from qualified fabrication and installation teams to fabricate and deliver twelve (12) bicycle/pedestrian scale directional signs, seven (7) turn/confirmation signs, three (3) vehicular scale directional signs, and one (1) informational kiosk. The selected firm will also install the vehicular scale directional signs and the informational kiosk. Interested parties should submit a proposal that includes pertinent experience in building and installing such improvements as further described in this RFP.

Contact

Jennifer Dimsho
(503) 366-8207

jdimsho@ci.st-helens.or.us

Submit Responses To

St. Helens Planning Department
Jennifer Dimsho
PO Box 278
St. Helens, OR 97051

**Proposals Due
November 15, 2018, 3 p.m.**

1. Overview

In October 2017, the City adopted a Branding & Wayfinding Master Plan that defined a citywide wayfinding system. It included a Design Intent package for all of the sign types. It also includes sign content and approximate sign locations for Phase I of signage implementation. A Design Intent and Sign Location Plan have been included as attachments to this RFP.

The selected firm will be responsible to prepare construction-ready shop drawings (including any required engineering) for three types of signs and one kiosk based on the Design Intent attachment. The selected firm will fabricate and deliver approximately 12 bicycle/pedestrian scale directional signs, 7 turn/confirmation signs, 3 vehicular scale directional signs, and 1 informational kiosk. The selected firm will be responsible for installation of the vehicular directional signs and the informational kiosk. All other signs will be installed by the City. Prevailing wage (BOLI) is applicable to this project.

Proposals are being solicited only from qualified and established firms known to be experienced and regularly engaged in the work of signage fabrication and installation. Satisfactory evidence that the proposer and their team has the necessary capital, equipment, and personnel to the work may be required.

2. Funding

The City has been awarded a grant from Travel Oregon's 2018-2020 Medium Grants Program to help fund this project. The exact number of signs may be adjusted, depending on available funds for the project.

3. Project Scope of Work

The City will work with the selected consultant to develop a more detailed Scope of Work. However, the City desires to receive, at a minimum, the following items from the selected firm:

1. **Shop drawings** for the bicycle/pedestrian scale directional signs, turn/confirmation signs, vehicular directional signs, and an information kiosk. Changes of the Design Intent drawings are welcome if they result in a more efficient use of funds and result in a similar product. These refined drawings shall be subject to review and approval by the City. Final shop drawings to be signed and sealed by a licensed Engineer, as needed.
2. Coordinate with City Engineering and Planning Departments on a more detailed **sign locations** for the 3 vehicular directional signs and the informational kiosk.
2. **Fabrication and delivery** of 12 bicycle/pedestrian scale directional signs and poles, 7 turn/confirmation signs and poles, 3 vehicular scale directional signs, and 1 informational kiosk. City will be responsible for any and all local permitting, as needed. City to install pre-assembled 12 bicycle/pedestrian scale directional signs and 7 turn/confirmation signs. Demolition/removal/replacement of any existing signs will be conducted by the City.
3. **Site preparation and installation** of 3 vehicular directional signs and 1 informational kiosk to be completed by the selected firm. Kiosk illumination is the responsibility of the selected firm.

4. Project Timeline

Item	Date
RFP Opens	October 18, 2018
Deadline for submitting questions	November 1, 2018
Proposals Due	November 15, 2018
Evaluation by Selection Committee	November 26 - 30, 2018
Project Awarded	December 5, 2018
Finalize Scope of Work/Budget - Contracts Signed	December 19, 2018
Project Kickoff	January 2019
Project Complete	August 2019

5. Submission Requirements

Five (5) copies of your responses must be received by mail or hand delivered, no later than November 15, 2018 at 3 p.m. PST. Late proposals will not be considered.

Proposals shall be no longer than 10 pages (5 double-sided) on standard 8.5" x 11" paper. Size constraint does not apply to cover sheets. Respondents take full responsibility for City's receipt of the proposal.

Mailing Address	Hand Delivery
St. Helens Planning Department Jennifer Dimsho PO Box 278 St. Helens, OR 97051	City Hall Attn: Jennifer Dimsho 265 Strand Street St. Helens, OR 97051

6. Project Selection Evaluation

The firm will be selected by a selection committee made up of staff from the Planning Department, Public Works Department, Engineering Department, and/or Administration Department using the following evaluation criteria.

Cover Letter/Introduction

State your interest in the project, a brief description of the firm, including firm address, and phone number/email of the contact for the response

Project Team Qualifications (50 points)

Include a profile of the project team. Identify the Project Manager and roles of each team member. This should include very brief, relevant personal resumes. The profile of the project team should clearly convey previous relevant experience of each team member. Provide detailed information about prior projects that demonstrate your past experience and capabilities with the following:

- Experience with civic wayfinding signage design, fabrication and installation
- Familiarity with relevant signage materials, fabrication and maintenance needs

Include samples/photos of relevant previous work completed by the firm and key team members. This may include links to external sites. **Include up to three references for similar or relevant projects for projects within the last five years.** If the firm intends to use any subcontractors, list their name, role, and references, if any.

Project Approach/Proposal (50 points)

Demonstrate your ability to meet the City's needs and criteria identified in the scope of work. Describe durability of products used and use of current technology. Provide details about pricing, cost efficiency, and manufacturer warranties (if any). Describe your methodology for maintaining cost control throughout the project. Propose a detailed timeline for shop drawing preparation, fabrication, delivery, and installation. Describe your past experience and methods for ensuring timely delivery.

7. Additional Information

In addition to and not in lieu of any other warranties, the selected firm shall make all necessary repairs and replacements to remedy, in a manner satisfactory to the City and at no cost to the City, any and all defects, breaks, or failures of the work occurring within two year following the date of completion due to faulty or inadequate materials or workmanship. The two-year warranty period shall, with relation to such required repair, be extended one year from the date of completion of such repair.

The City is committed to providing equal opportunities to State of Oregon certified Minority, Disadvantaged and Women's Business Enterprises in contracting activities. The City reserves the right to cancel this request, reject any and all responses submitted, or waive any minor formalities of this request and award this contract to the respondent that best meets the selection criteria if the best interest of the City would be served.

All respondents will be informed of the decision made about the consultant selected. Respondents will not be provided with detailed information about the rating of their response of the relative rating ranking of respondents. Respondents must comply with relevant federal, state, and local laws, regulations, rules and other requirements.

8. Attachments

St. Helens Wayfinding Design Intent Drawings

St. Helens Wayfinding Sign Location Plan

Questions regarding this RFP may be directed to:

Jenny Dimsho, Associate Planner
265 Strand Street
St. Helens, OR 97051
Office: (503) 366-8207
Email: jdimsho@ci.st-helens.or.us

DESIGN INTENT DRAWINGS

St. Helens Wayfinding

August 2017



City of St. Helens
265 Strand Street
St. Helens, Oregon, 97051

Contact: Jennifer Dimsho, Associate Planner
Ph: 503.366.8207

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The purpose of these drawings is to illustrate design intent. Drawings are not for construction. Written dimensions on these drawings have precedence over scaled dimensions.

The further development and engineering of these drawings shall be submitted as shop drawings to the Project Owner. Contractors shall verify and be responsible for all final quality, dimensions, materials and conditions on the job.

Project owner shall be notified of any variations from the dimensions and conditions shown by these drawings prior to the execution of any work, including changes to graphic designs or typography.









Drawing scale shown on plans is for full size plans only. Alta shall not be responsible for scale discrepancies caused by reduced or enlarged drawings.



Alta Planning + Design
711 SE Grand Ave
Portland, Oregon, 97214
Ph: 503.230.9862

MATERIALS PALETTE

Contractor shall be responsible for supplying samples for all colors and materials within the palette.

								
	W White	B Blue	Wr White - Reflective	Br Brown	G Gold	Dg Dark Grey	Lg Light Green	Lb Light Blue
Color:	White	Pantone 2222 C	MP18071	Pantone 168 C	Pantone 1375 C	WBK - Weathered Black	Pantone 3501 C	Pantone 2190 C
Materials:	Matthews Paint	Matthews Paint	3M 3930 High Intensity Retroreflective	Matthews Paint	Matthews Paint	Sternberg Lighting	Matthews Paint	Matthews Paint
Process:	Surface painted, with Matthews Polyurethane Clear Coat Protectant	Surface painted, with Matthews Polyurethane Clear Coat Protectant	Surface painted, with Matthews Polyurethane Clear Coat Protectant	Surface painted, with Matthews Polyurethane Clear Coat Protectant	Surface painted, with Matthews Polyurethane Clear Coat Protectant	Surface painted, with Matthews Polyurethane Clear Coat Protectant	Surface painted, with Matthews Polyurethane Clear Coat Protectant	Surface painted, with Matthews Polyurethane Clear Coat Protectant


TYPOGRAPHY

Fabricator is responsible for acquiring project related fonts.


Proxima Nova	Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo Pp Qq Rr Ss Tt Uu Vv Ww Xx Yy Zz 1234567890
Gentium Book Basic	Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo Pp Qq Rr Ss Tt Uu Vv Ww Xx Yy Zz 1234567890

ARTWORK


All artwork illustrated on this page shall be provided by Project Owner as electronic vector art.




City Logo




Arrow




Pedestrian Symbol



Bicycle Symbol



Garbage Receptacle Symbol




Dog Friendly Symbol

HISTORIC DISTRICT


RIVERFRONT DISTRICT

HOULTON BUSINESS DISTRICT


Districts




Sign Accent




Kayaking




Restroom




Food Service




Drinking Fountain




Bike Repair




Biking




Bus Station




Swimming




Hospital



Skateboarding



Trailhead



Hiking

Contractor is responsible for matching all colors and materials as specified and is required to provide color and material sample to the Project Owner for approval.

All painted surfaces to receive Matthews Paint Ultraviolet (UV) and Anti-Graffiti coating. All retroreflective material to receive UV/Anti-Graffiti overlamine, or owner approved equal.

No substitute typefaces will be accepted. Set kerning tracks to visually approximate sign drawings. Kerning shown may vary from exact kerning used to create sign drawings. Refer to specific applications for type sizes and leading requirements.



GENERAL NOTES

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- Welds: All welds shall be ground smooth, paint all seams.
- Hardware: All exposed hardware shall be tamper proof fasteners.
- All exposed edges painted to match adjacent face.
- Colors shown are for reference only and are subject to the limitations of the printing process. Refer to referenced color systems contained within these drawings for actual specifications.
- Scaled examples shown are for reference only, and do not necessarily reflect actual site conditions. Detailed site surveys are required prior to fabrication and installation.
- Messages shown in these drawings are for general reference only. Refer to message schedules for actual required messages.

City of St. Helens

CLIENT

St. Helens Wayfinding

PROJECT

August 2017

DOCUMENT ISSUE

Graphic Standards

SHEET TITLE

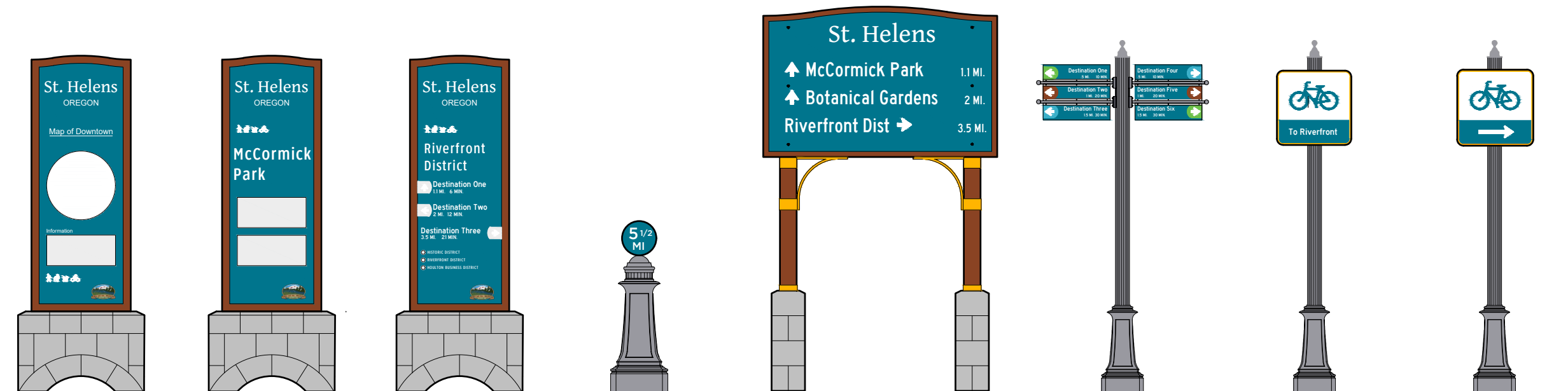
2

SHEET NUMBER

SIGNS

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MAP KIOSK

TRAILHEAD KIOSK

OFF-STREET DIRECTIONAL KIOSK

OFF-STREET MILE MARKER

VEHICULAR DIRECTIONAL SIGN

ON-STREET DIRECTIONAL SIGN

ON-STREET CONFIRMATION SIGN

ON-STREET TURN SIGN

PAVEMENT MARKINGS



GATEWAY SIGN

HIGHWAY IDENTITY SIGN

OFF-STREET PAVEMENT MARKING

ON-STREET PAVEMENT MARKING

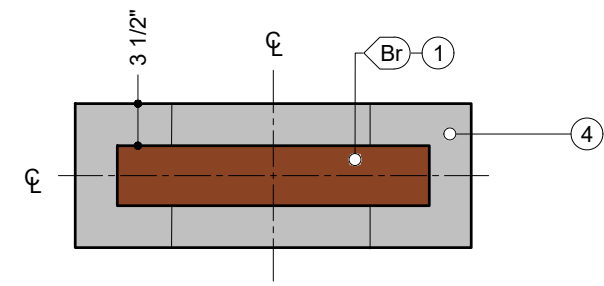
City of St. Helens
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St. Helens Wayfinding
PROJECT

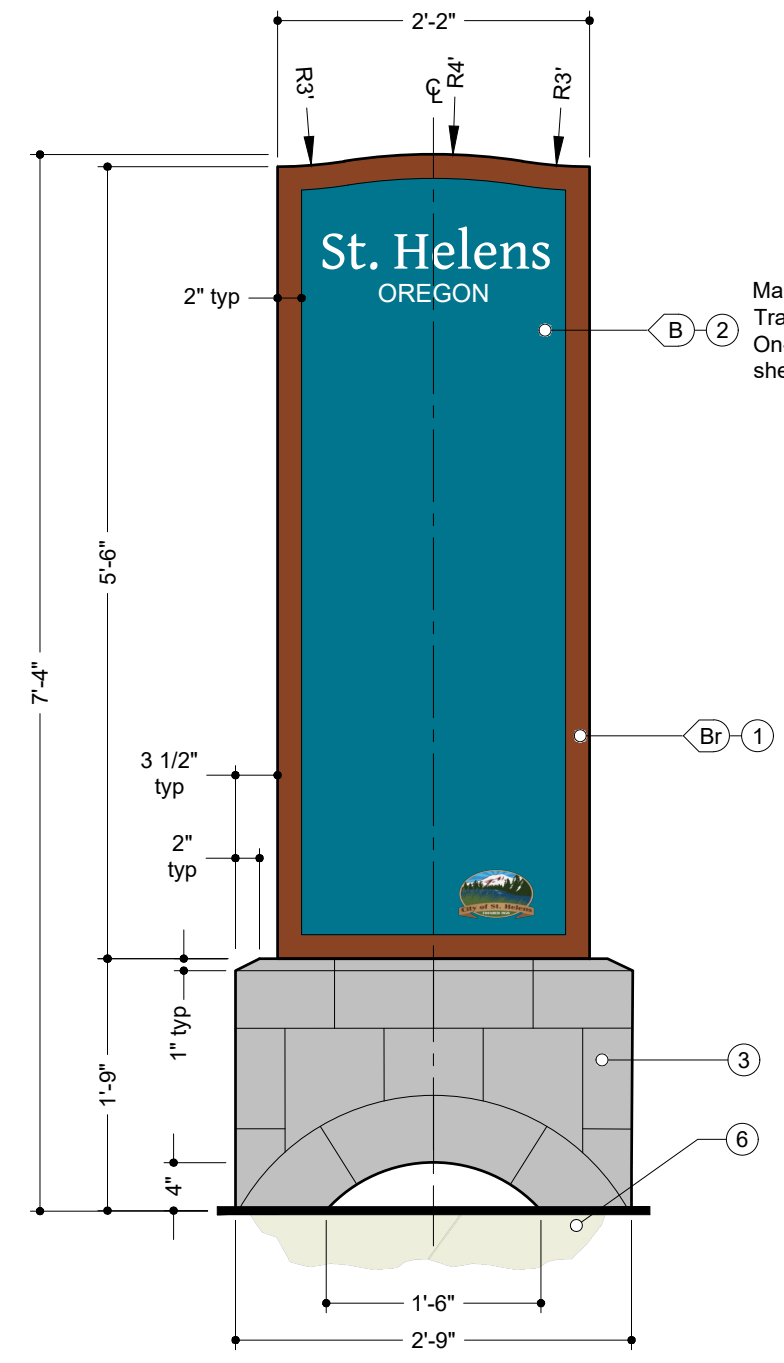
August 2017
DOCUMENT ISSUE

System Overview
SHEET TITLE

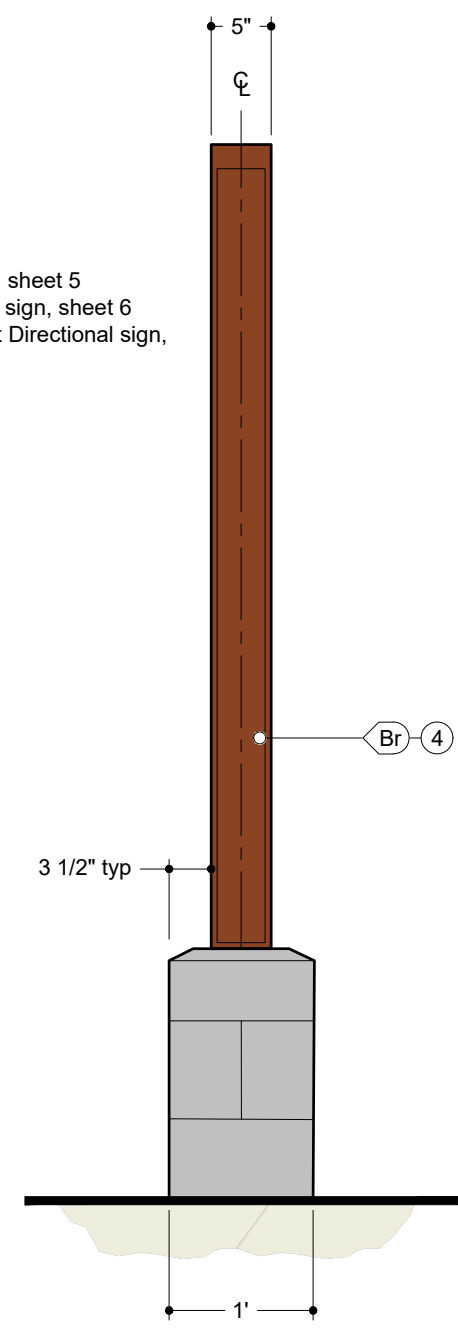
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SHEET NUMBER



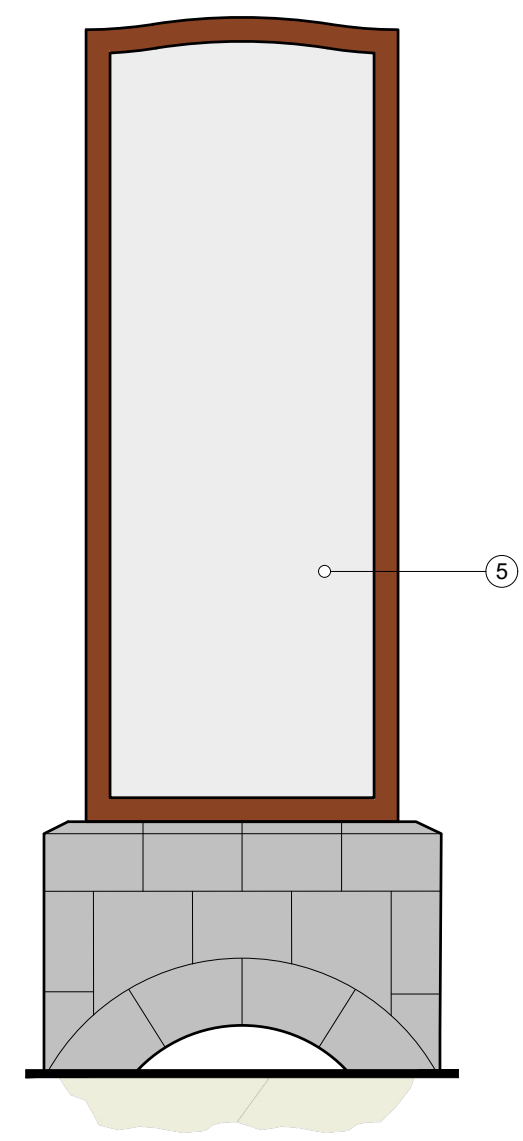
4 Plan View
Scale: 3/4" □ 1'-0"



1 Front Elevation
Scale: 3/4" □ 1'-0"



2 Side Elevation
Scale: 3/4" □ 1'-0"



3 Back Elevation
Scale: 3/4" □ 1'-0"

KEY NOTES

- 1. SIGN CABINET**
MATERIAL: 1/8" thick aluminum
Fabricated from heavy gauge aluminum with aluminum angle internal frame and support cradles. Cabinet is supported by steel tube uprights in concrete footers.
- 2. SIGN PANEL**
MATERIAL: 1/8" thick aluminum
FABRICATION PROCESS: router cut, internally illuminated
EDGES: routed, finished smooth
GRAPHICS/TEXT: screen printed, graphics to be internally lit illuminated with LED backlights mounted to fabricated light tray fixed to internal structure
- 3. BASALT BASE**
SIZE: 2'-9" L x 1'-0" W x 1'-9" H
MATERIAL: Basalt veneer over CMU / precast concrete
- 4. SIDE ACCESS PANEL**
SIZE: allow for electrical maintenance. Include access on top of sign as required.
- 5. BULLETIN PANEL**
SIZE: 1/8" thick cork
FABRICATION PROCESS: outdoor, locking and weatherproof 24" x 36" snap frame. Mechanically attach to aluminum panel with hidden fasteners. Display to hold city flyers and public posting information.
EDGES: routed, finished smooth
- 6. FOUNDATION (NOT SHOWN)**
SIZE: to engineer's specifications

alta Alta Planning + Design
711 SE Grand Ave.
Portland, Oregon 97214
ph: 503.230.9862

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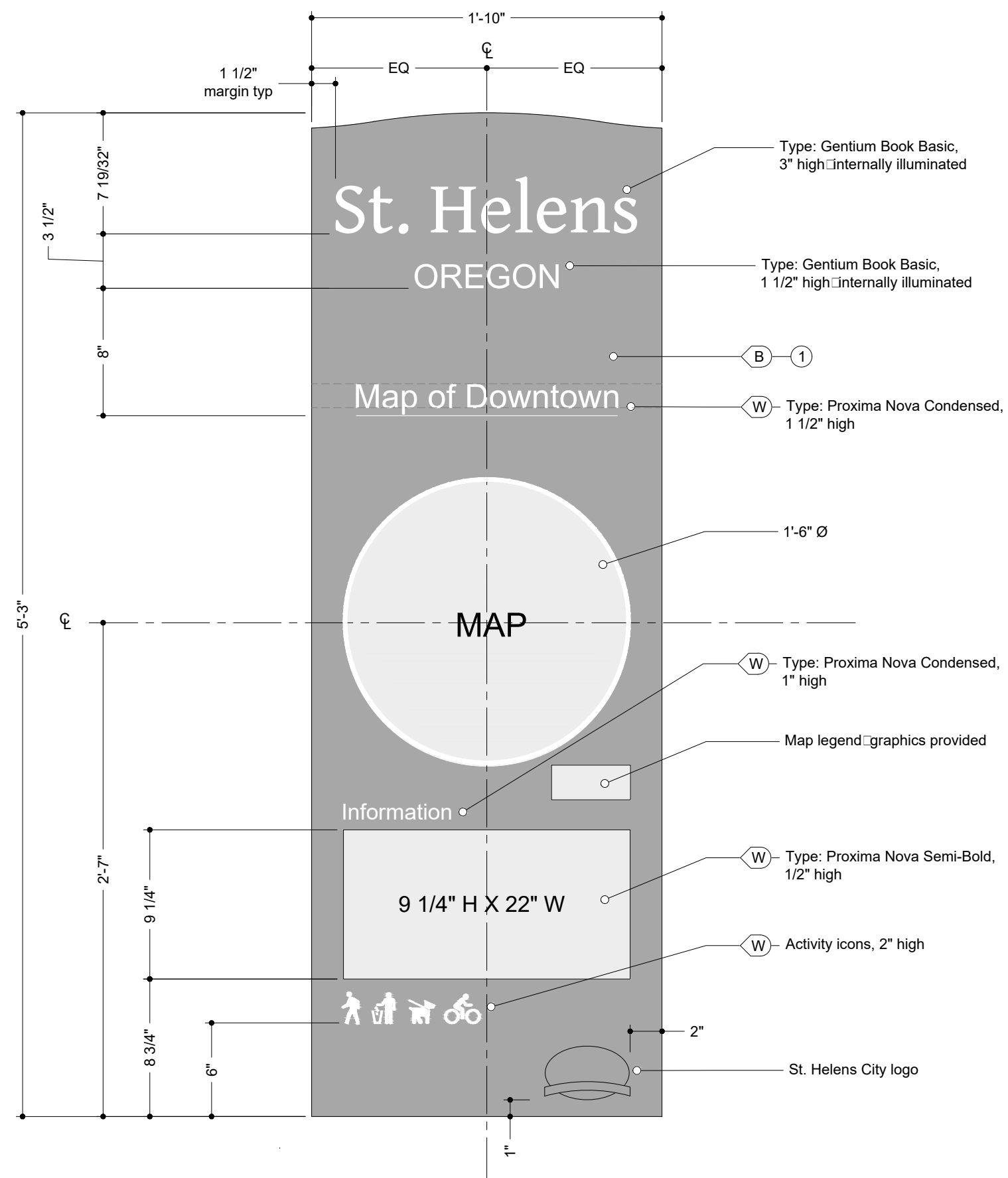
City of St. Helens
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St. Helens Wayfinding
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Typical Kiosk
SHEET TITLE

4
SHEET NUMBER



1 Typical Sign Detail
Scale: 1 1/2" □ 1'-0"

KEY NOTES

1. SIGN PANEL
 MATERIAL: 1/8" thick aluminum
 FABRICATION PROCESS: router cut, internally illuminated
 EDGES: routed, finished smooth
 GRAPHICS/TEXT: screen printed, graphics to be internally lit illuminated with LED backlights mounted to fabricated light tray fixed to internal structure



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City of St. Helens

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St. Helens Wayfinding

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DOCUMENT ISSUE

Typical Map Sign Detail

SHEET TITLE

5

SHEET NUMBER

KEY NOTES

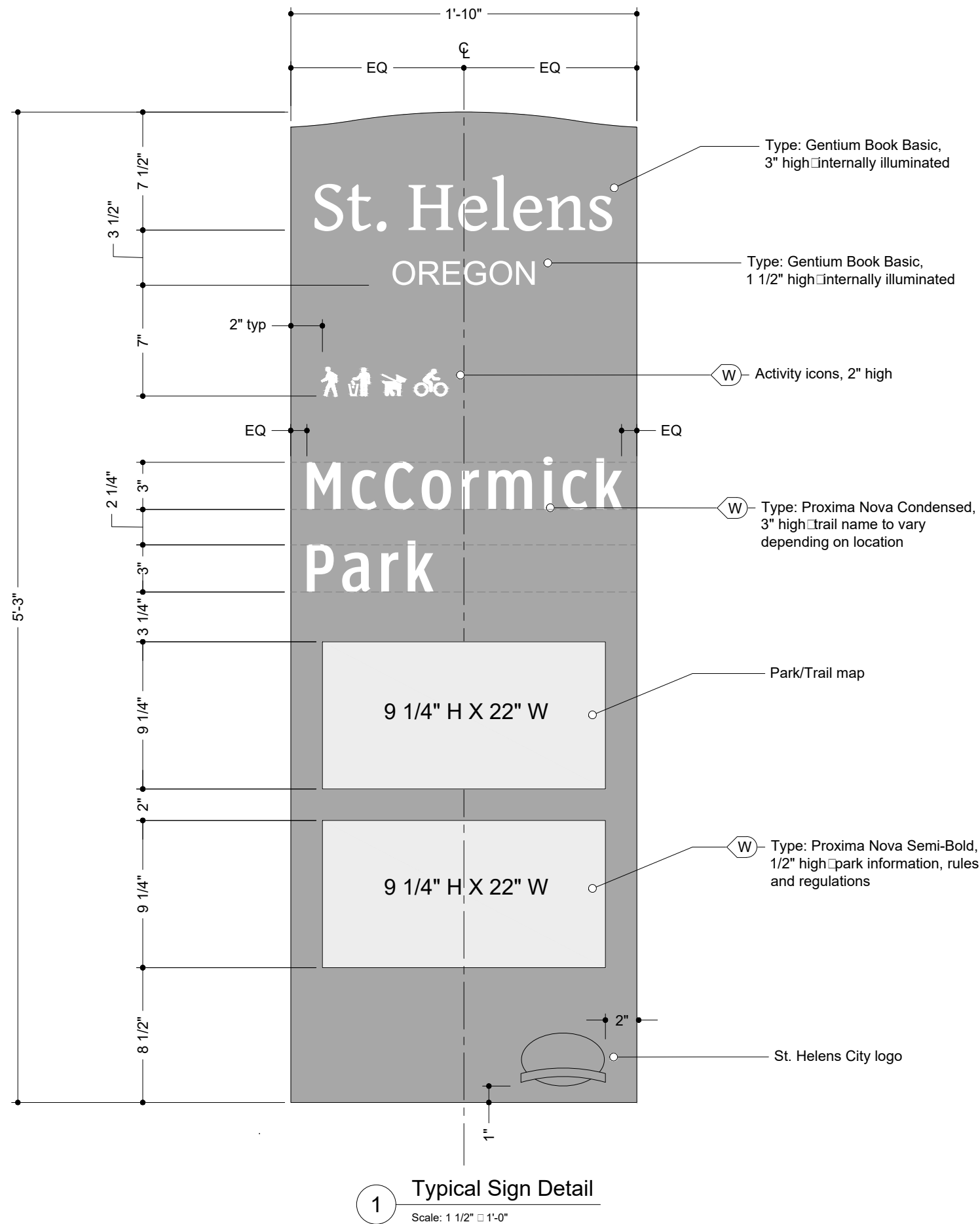


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1. SIGN PANEL

MATERIAL: 1/8" thick aluminum
 FABRICATION PROCESS: router cut, internally illuminated
 EDGES: routed, finished smooth
 GRAPHICS/TEXT: screen printed, graphics to be internally lit illuminated with LED backlights mounted to fabricated light tray fixed to internal structure



1 Typical Sign Detail
 Scale: 1 1/2" □ 1'-0"

City of St. Helens

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St. Helens Wayfinding

PROJECT

August 2017

DOCUMENT ISSUE

Typical Trailhead Sign Detail

SHEET TITLE

6

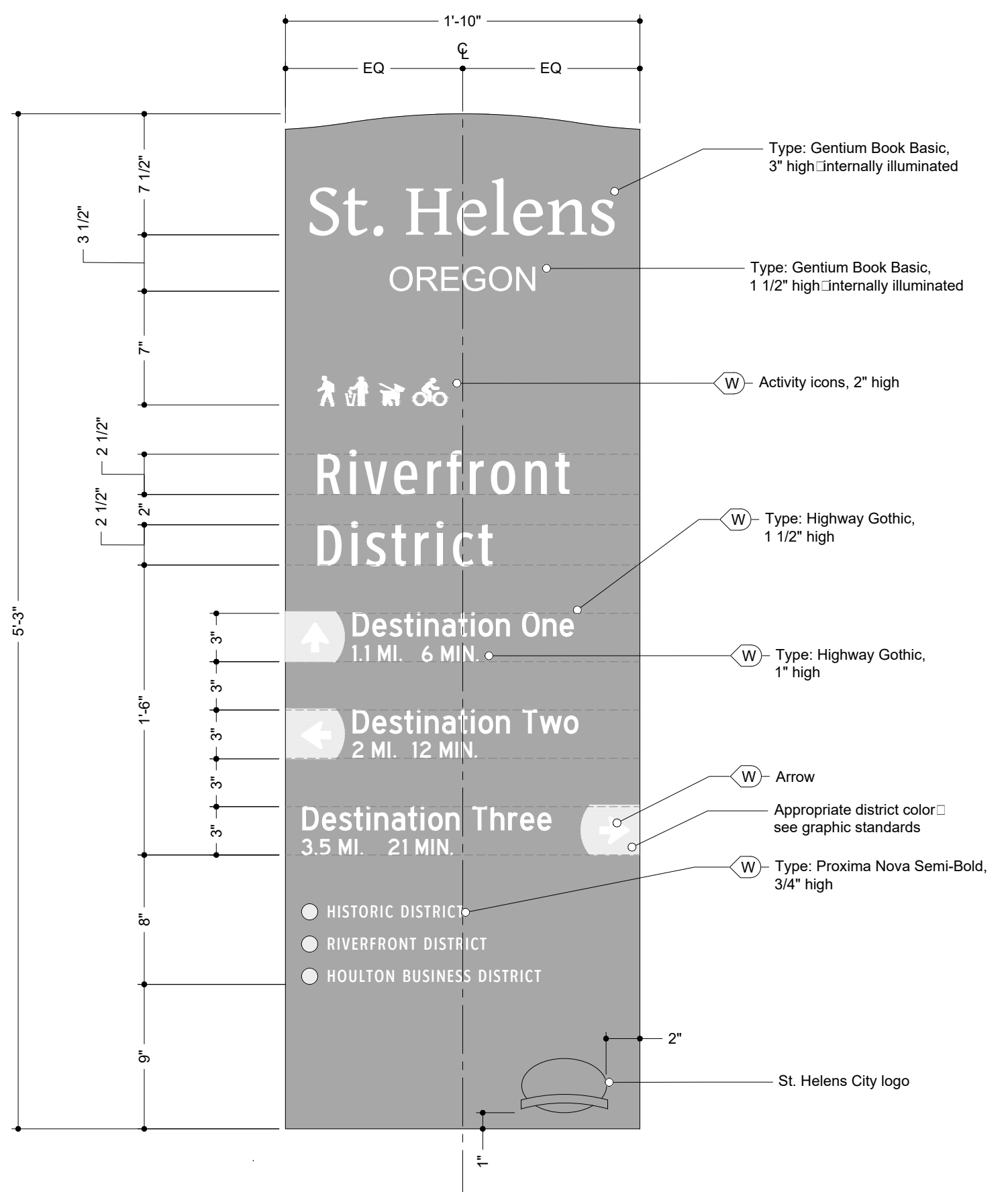
SHEET NUMBER

KEY NOTES



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1 Typical Sign Detail
 Scale: 1 1/2" □ 1'-0"

City of St. Helens
 CLIENT

St. Helens Wayfinding
 PROJECT

August 2017
 DOCUMENT ISSUE

Typical Off-Street Directional Sign Detail
 SHEET TITLE

7
 SHEET NUMBER

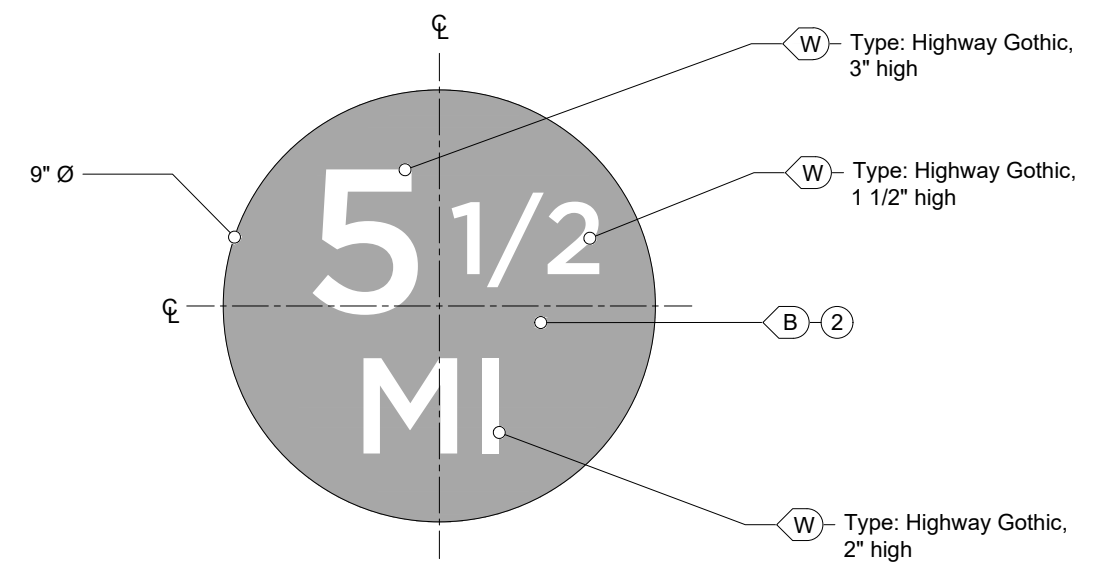


KEY NOTES

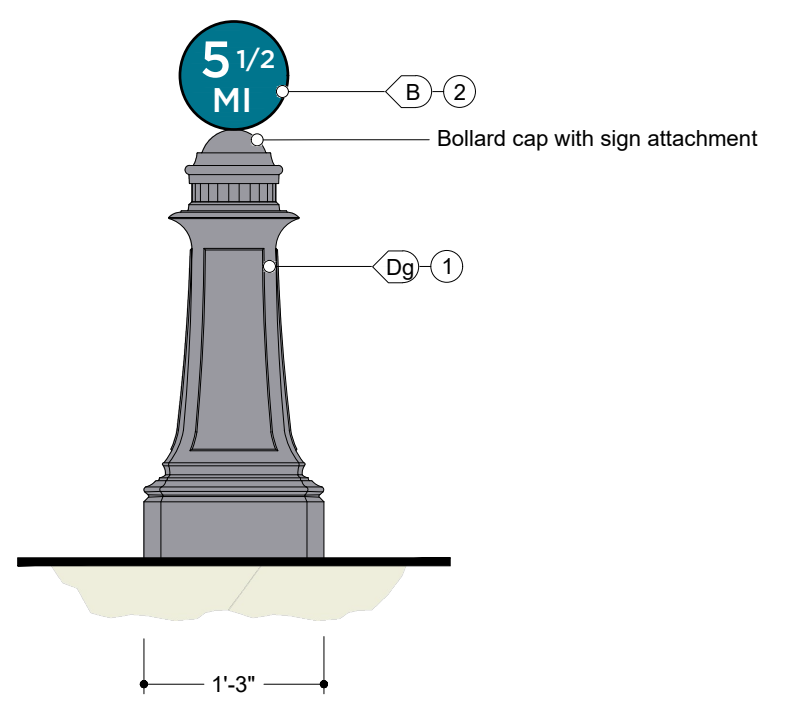
- 1. DECORATIVE BOLLARD**
MATERIAL: structural grade aluminum
MANUFACTURER: Sternberg 8401B bollard
- 2. MILE MARKER SIGN**
MATERIAL: aluminum
SIZE: 9" dia. X 1" thick
FABRICATION PROCESS: router cut
EDGES: router cut, smooth finished smooth
FASTENER: to manufacturers specifications
GRAPHICS/TEXT: screen printed

GENERAL NOTES

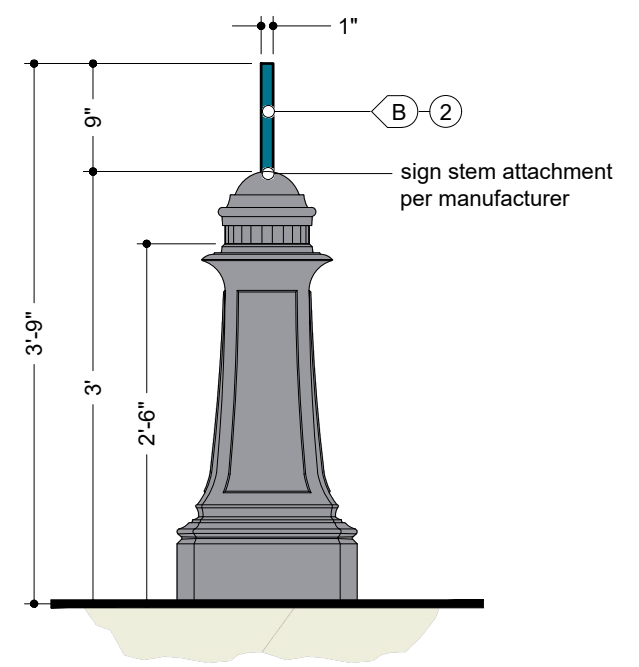
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3 Typical Sign Detail
Scale: 3" □ 1'-0"



1 Front Elevation
Scale: 3/4" □ 1'-0"



2 Side Elevation
Scale: 3/4" □ 1'-0"

City of St. Helens
CLIENT

St. Helens Wayfinding
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DOCUMENT ISSUE

Off-Street Mile Marker
SHEET TITLE

8
SHEET NUMBER

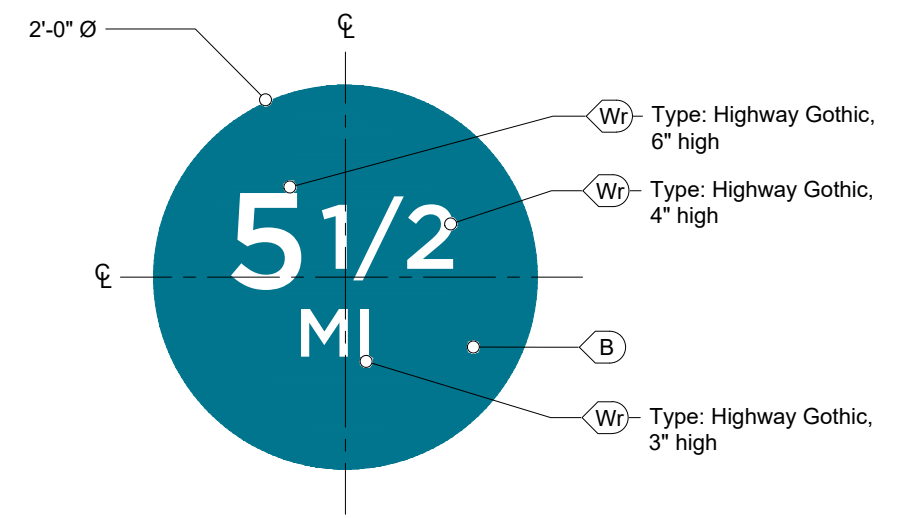
KEY NOTES



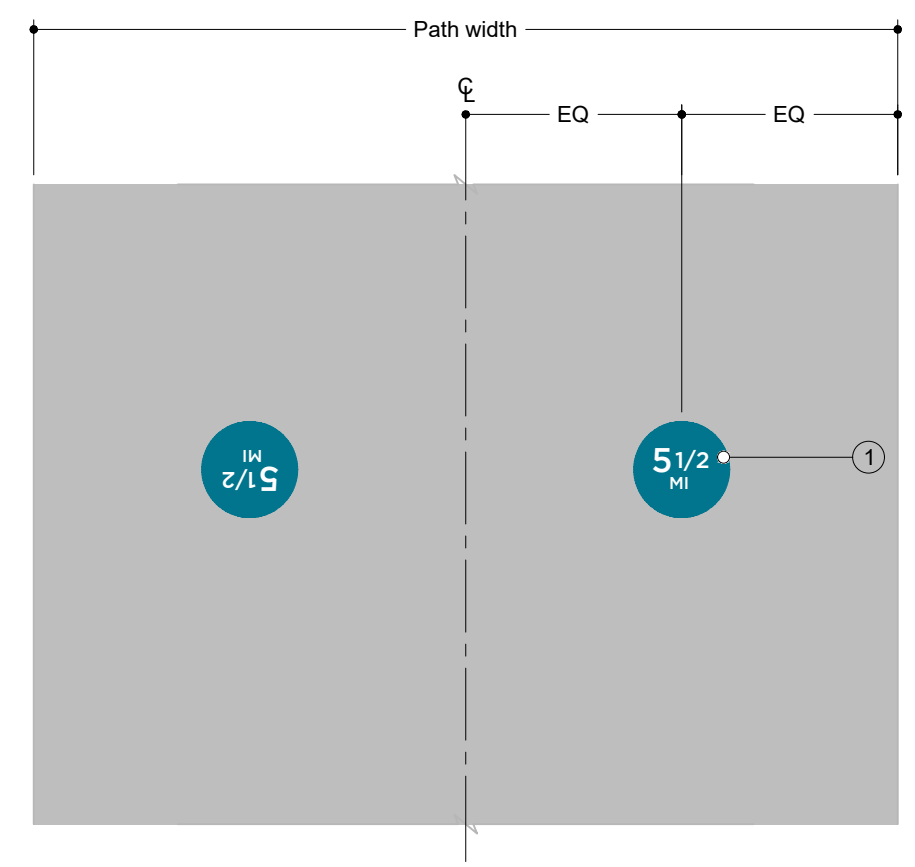
1. THERMOPLASTIC GRAPHIC PAVEMENT MARKER
MATERIAL: thermoplastic
SIZE: 2'-0" dia

GENERAL NOTES

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1 Detail
Scale: 3/4" □ 1'-0"



2 Typical Placement Plan
Scale: 1/4" □ 1'-0"

City of St. Helens
CLIENT

St. Helens Wayfinding
PROJECT

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DOCUMENT ISSUE

Off-Street Pavement Marking
SHEET TITLE

9
SHEET NUMBER

KEY NOTES

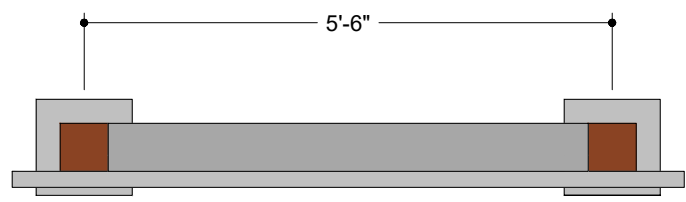


GENERAL NOTES

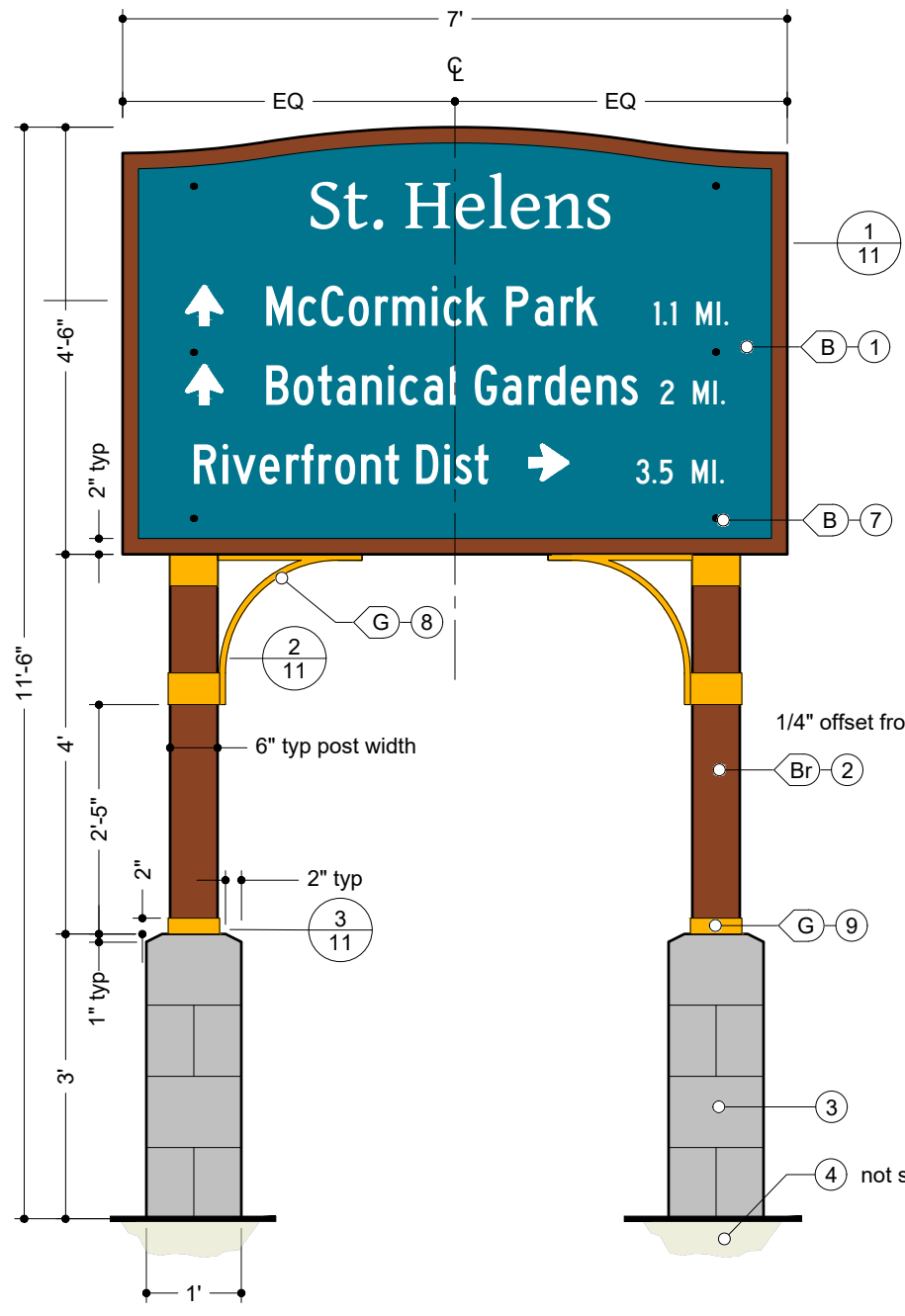
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- SIGN PANEL**
MATERIAL: 2" thick aluminum
FABRICATION PROCESS: router cut
EDGES: routed, finished smooth
GRAPHICS/TEXT: screen printed
COATING: UV protection
FASTENER: mechanically fastened
- POST**
MATERIAL: 6" x 6" square steel tube, fabricator to engineer wall thickness, powder-coated aluminum
- FOOTING**
MATERIALS: Basalt style veneer
SIZE: Per engineer's specifications
- FOUNDATION**
SIZE: Per engineer's specifications
- POST CAP**
MATERIAL: 1/4" steel plate
FABRICATION PROCESS: welded
- SUPPORT BEAM**
MATERIAL: (2) 6" x 6" steel tube, welded to posts
- BOLTS**
(6) Tamper-proof thru-bolts, lock washers and nuts fabricator to determine size
MATERIAL: stainless steel powder coated
- DECORATIVE BRACKET**
MATERIAL: Steel
FABRICATION PROCESS: Welded
- DECORATIVE BAND**
MATERIAL: Steel
FABRICATION PROCESS: Welded

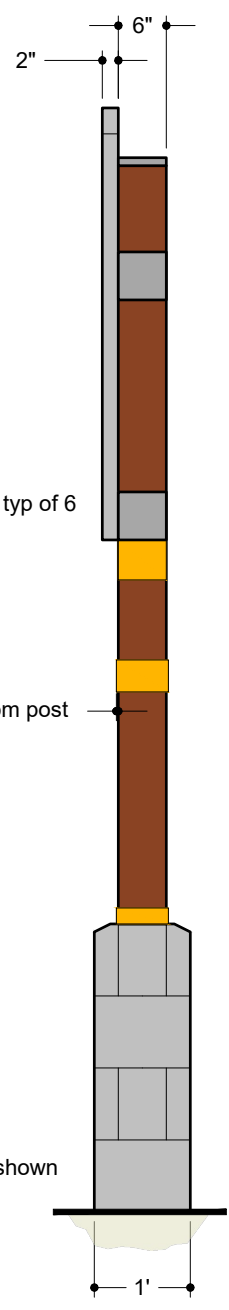
Vehicular directional signs not located within the Highway 30 right-of-way.



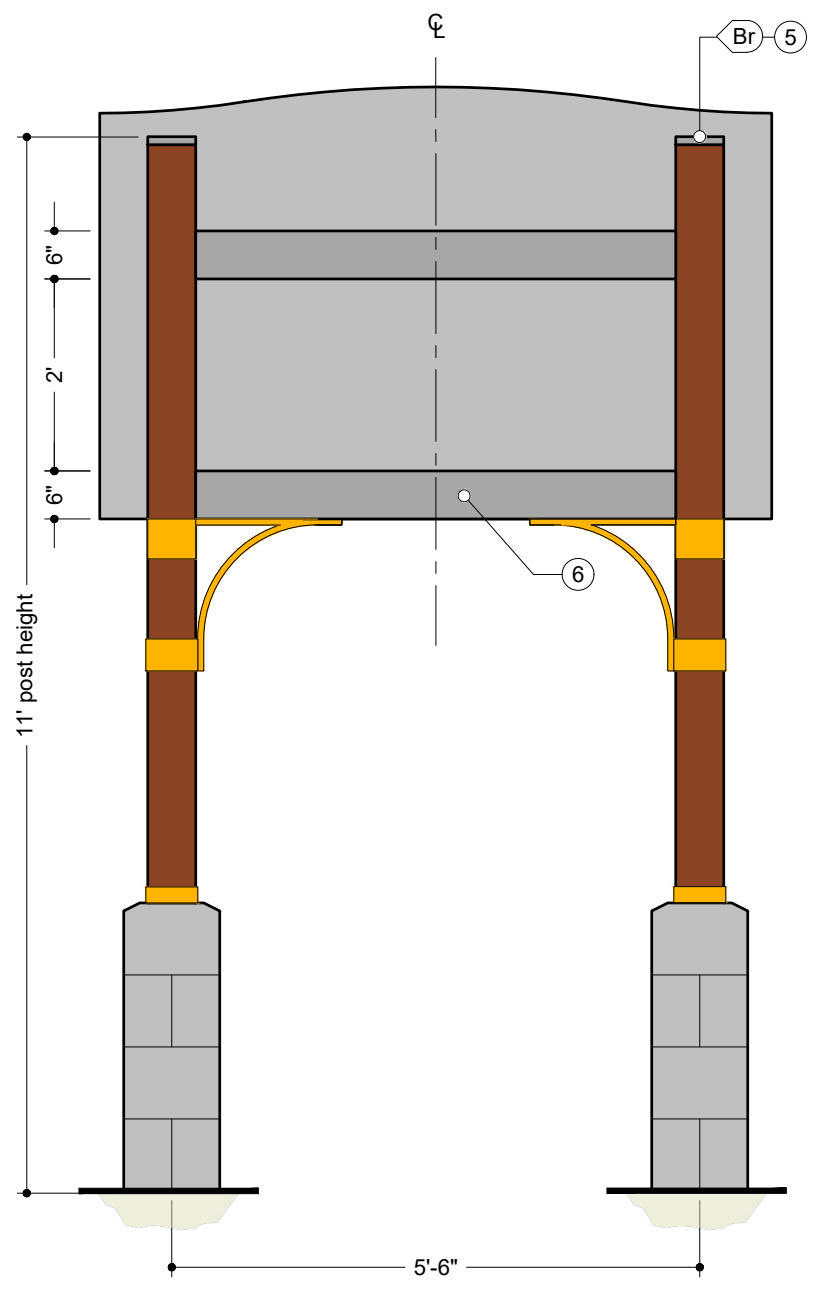
4 Plan View
Scale: 1/2" = 1'-0"



1 Front Elevation
Scale: 1/2" = 1'-0"



2 Right Side Elevation
Scale: 1/2" = 1'-0"



3 Rear Elevation
Scale: 1/2" = 1'-0"

City of St. Helens

CLIENT

St. Helens Wayfinding

PROJECT

August 2017

DOCUMENT ISSUE

Typical Vehicular Directional Sign

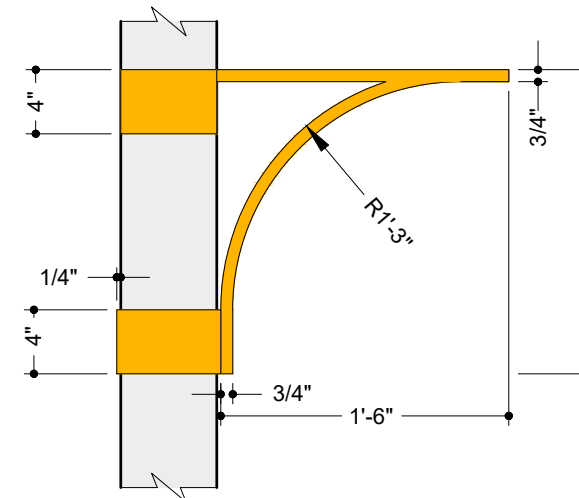
SHEET TITLE

10

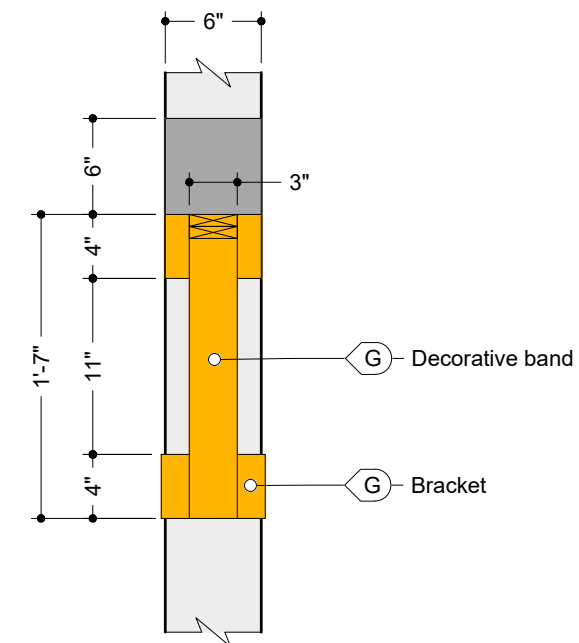
SHEET NUMBER

GENERAL NOTES

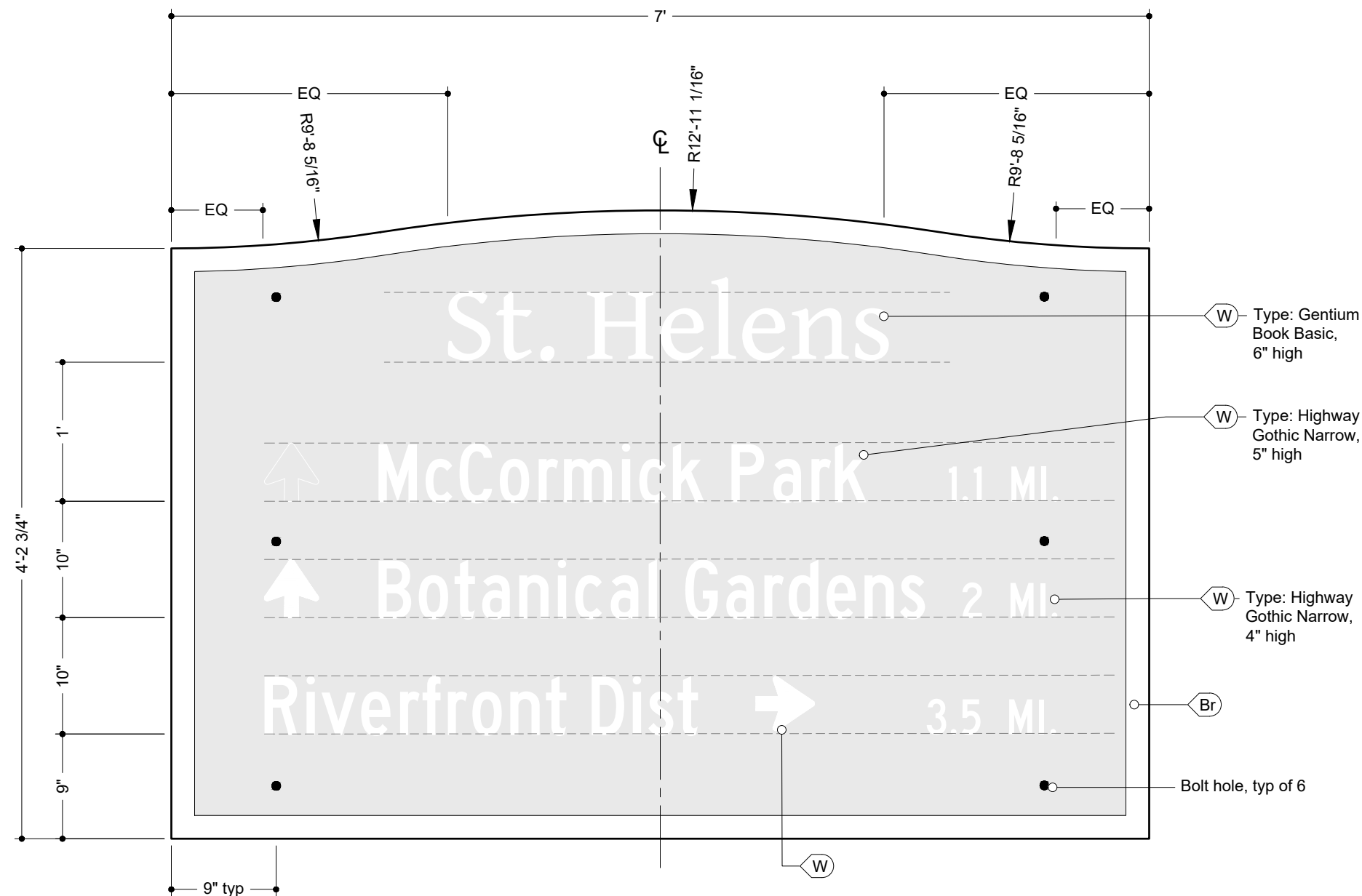
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2 Bracket Detail
 Scale: 1" □ 1'-0"



3 Bracket and Band Elevation
 Scale: 1" □ 1'-0"



1 Typical Sign Detail
 Scale: 1" □ 1'-0"

City of St. Helens

CLIENT

St. Helens Wayfinding

PROJECT

August 2017

DOCUMENT ISSUE

Typical Vehicular Directional Sign Detail

SHEET TITLE

11

SHEET NUMBER

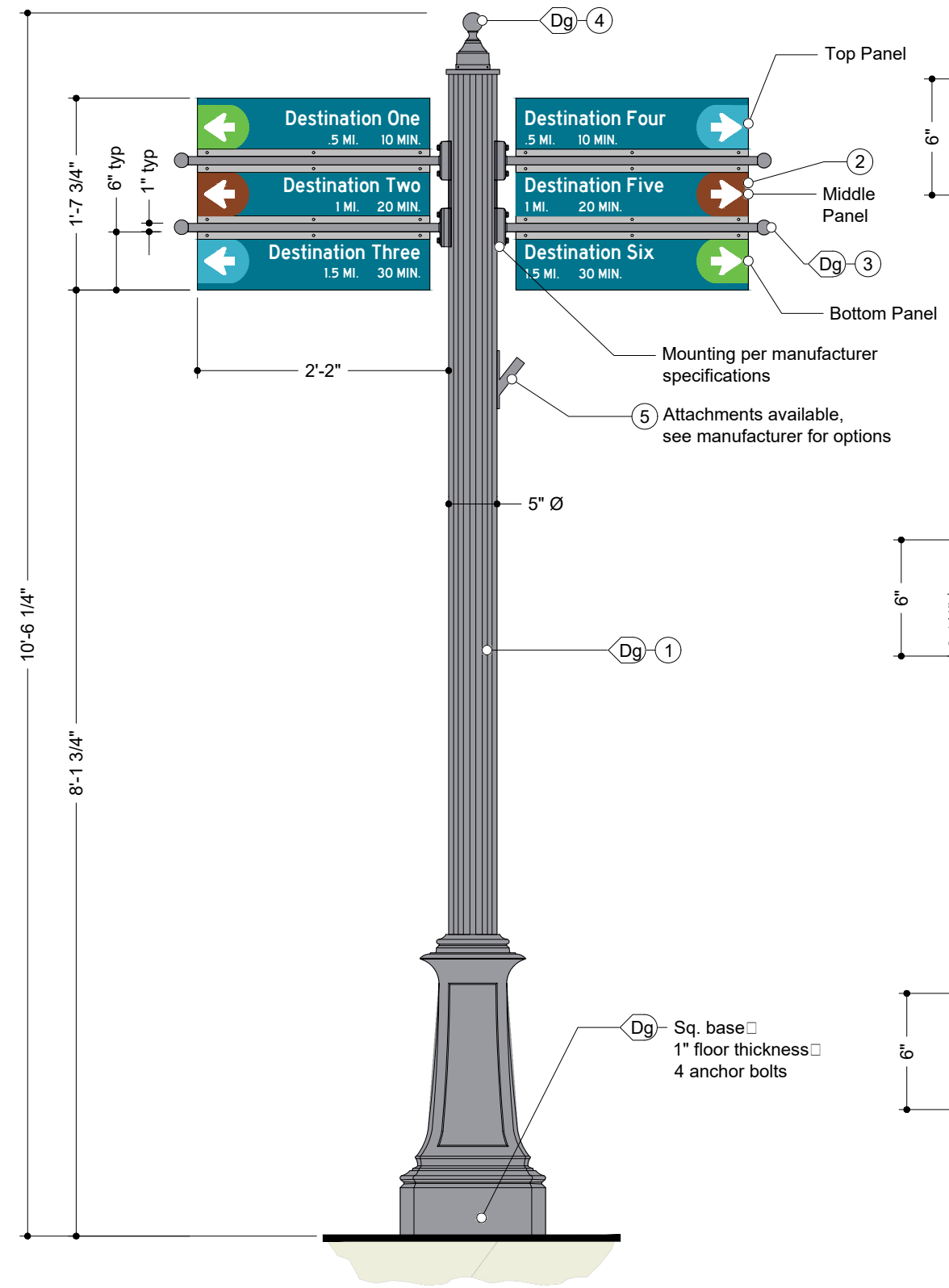
KEY NOTES



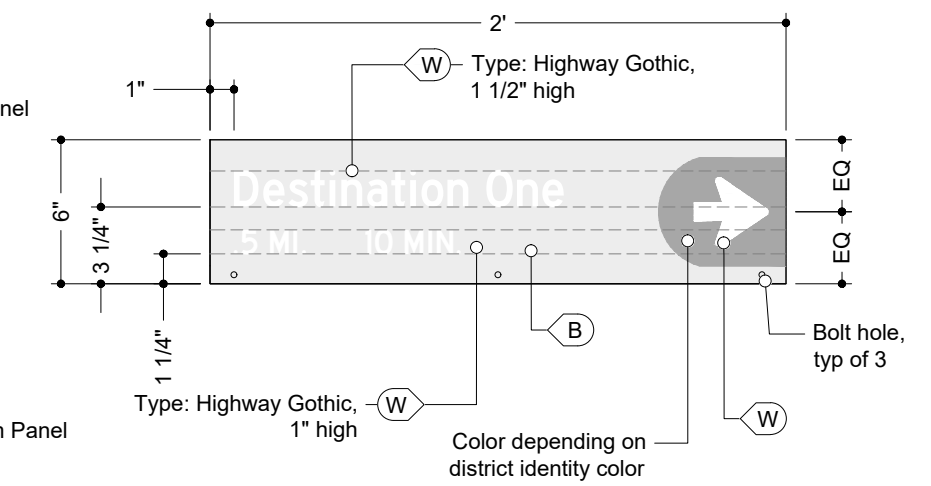
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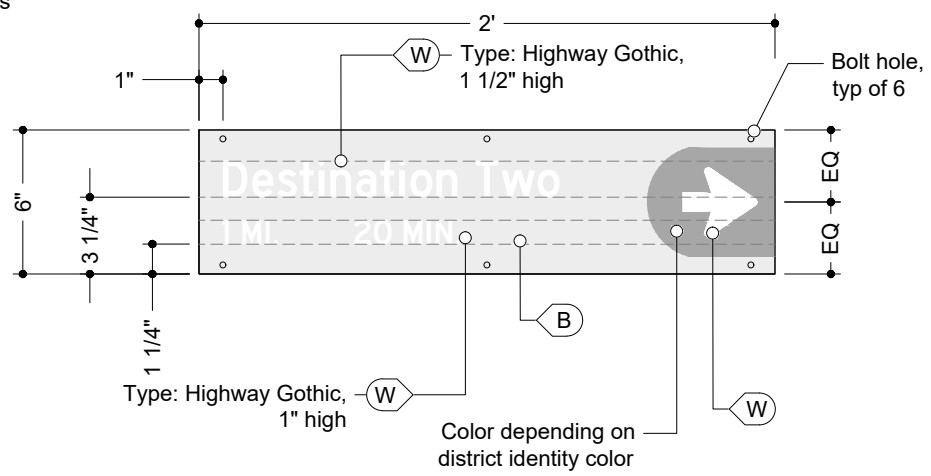
- 1. DECORATIVE POLE**
MATERIAL: 5" diameter aluminum □ 188 wall thickness 6061-Tg structural grade □ fluted
MANUFACTURER: Sternberg Lighting □ built for single unit construction □ 15" sq. base, 1" floor thickness, 4 anchor bolts
- 2. SIGN BLADE**
MATERIAL: 1/8" thick aluminum
SIZE: 24" x 6", double sided
MANUFACTURER: Sternberg Lighting □ model 2-SABA
- 3. BANNER ARM**
MATERIAL: aluminum
MANUFACTURER: Sternberg Lighting, Sternberg banner arm with 4 24" long channels □ 1/4" wide 1/8" deep
- 4. CAP**
MATERIAL: aluminum
MANUFACTURER: Sternberg Lighting □ BCC - Ball Center Cap
- 5. OPTIONAL POST ATTACHMENTS**
MATERIAL: aluminum FH Flag Pole Holder □ WHK Wreath Hook Mount
MANUFACTURER: Sternberg Lighting



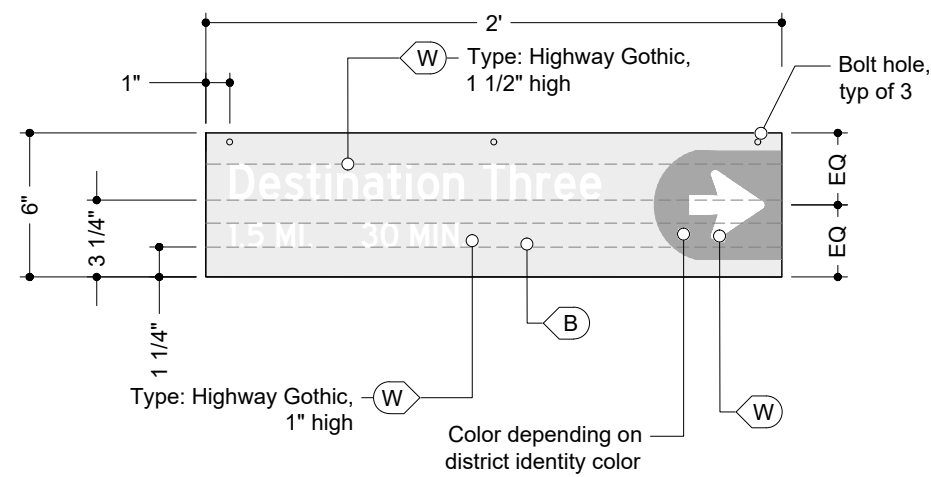
1 Front Elevation
Scale: 3/4" □ 1'-0"



Top Panel



Middle Panel



Bottom Panel

2 Typical Sign Detail
Scale: 1 1/2" □ 1'-0"

City of St. Helens
CLIENT

St. Helens Wayfinding
PROJECT

August 2017
DOCUMENT ISSUE

On-Street Directional Sign
SHEET TITLE

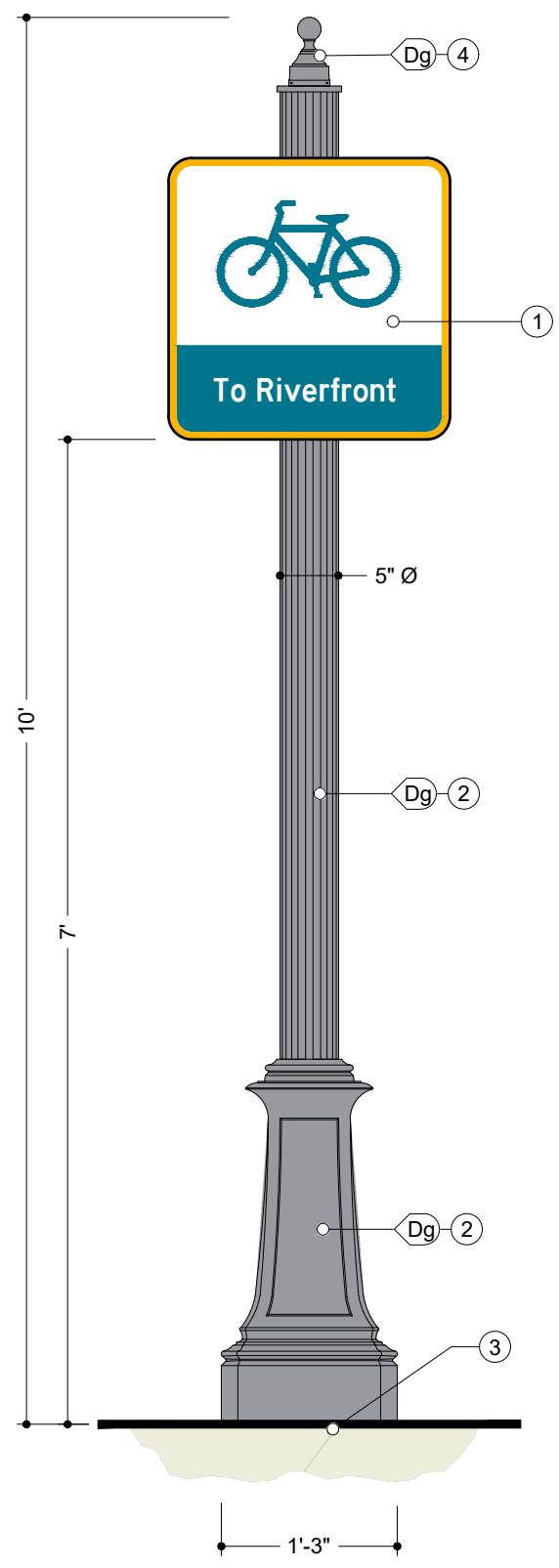
12
SHEET NUMBER



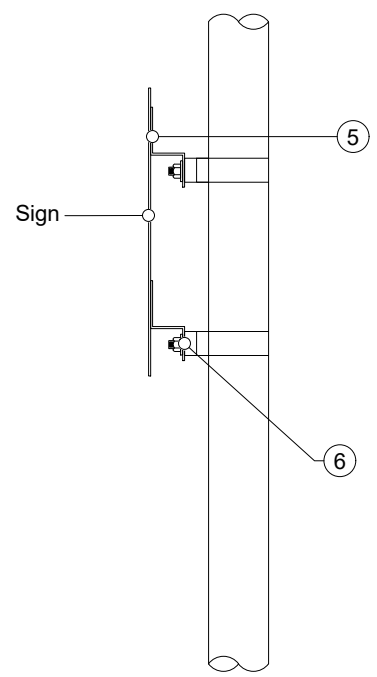
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KEY NOTES

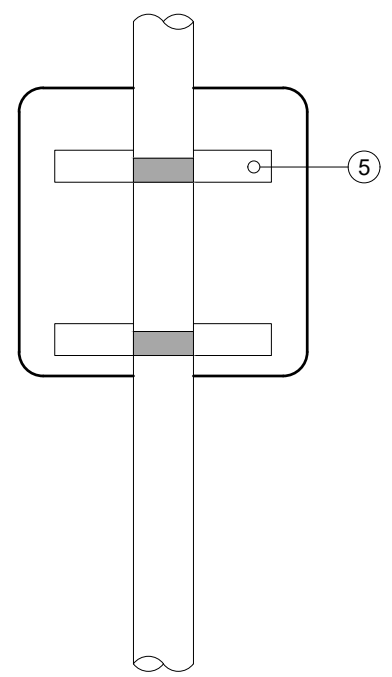
- SIGN PANEL**
 MATERIAL: 1/8" thick aluminum
 FABRICATION PROCESS: router cut
 EDGES: routed, finished smooth
 GRAPHICS/TEXT: screen printed
 COATING: UV protection
 FASTENER: (2) 5/16" x 2-1/2" SST bolts w/ SST washers
- DECORATIVE POLE**
 MATERIAL: 5" diameter aluminum □ 188 wall thickness 6061-Tg structural grade □ fluted
 MANUFACTURER: Sternberg Lighting □ built for single unit construction □ 15" sq. base, 1" floor thickness, 4 anchor bolts
- FOUNDATION**
 SIZE: to engineer's specifications
- CAP**
 MATERIAL: aluminum
 MANUFACTURER: Sternberg Lighting □ built for single unit construction
- Z-ANGLE BRACKET**
 MATERIAL: aluminum z-angle bracket
 FASTENER: fill weld to back of sign panel
- BOLTS**
 Tamper-proof through-bolts, lock washers and nuts □ fabricator to determine size
 MATERIAL: stainless steel



1 Front Elevation
Scale: 3/4" □ 1'-0"



2 Sign Mounting Detail
Scale: 3/4" □ 1'-0"



Back

City of St. Helens
 CLIENT

St. Helens Wayfinding
 PROJECT

August 2017
 DOCUMENT ISSUE

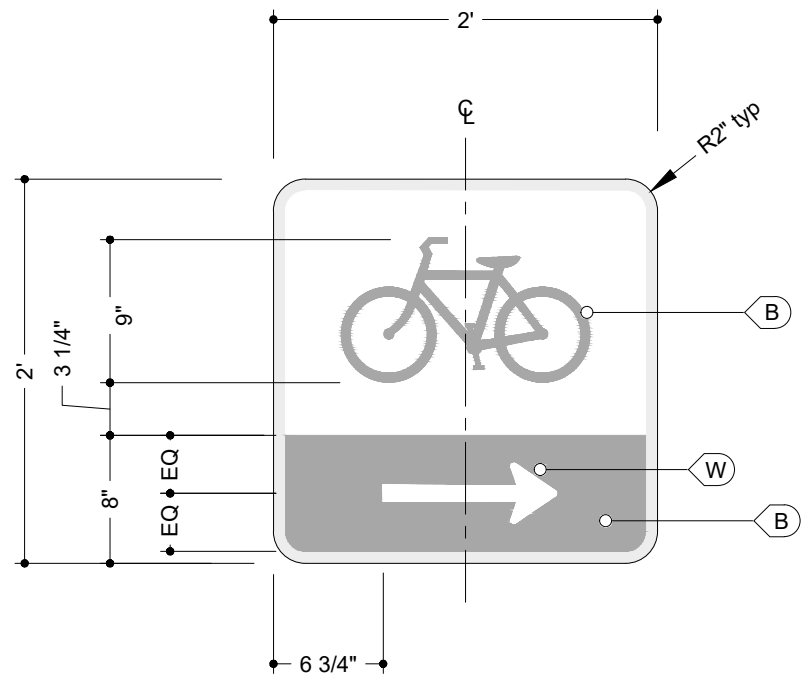
On-Street Sign
 SHEET TITLE

13
 SHEET NUMBER

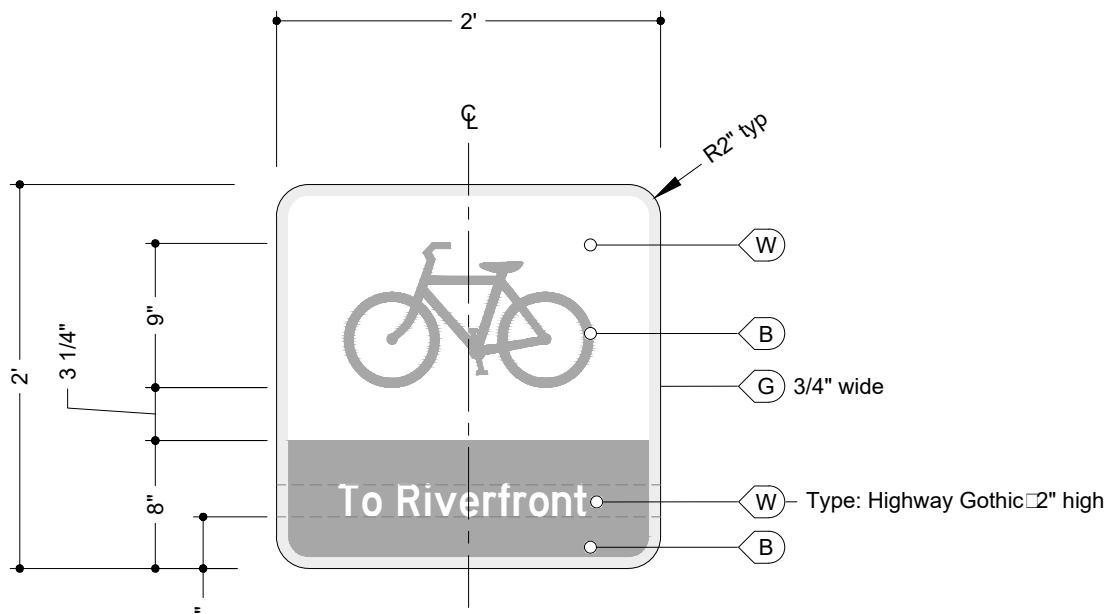


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Typical Turn



Typical Confirmation

1 Sign Detail
 Scale: 1" = 1'-0"

City of St. Helens

CLIENT

St. Helens Wayfinding

PROJECT

August 2017

DOCUMENT ISSUE

Confirmation & Turn Layout

SHEET TITLE

14

SHEET NUMBER

KEY NOTES

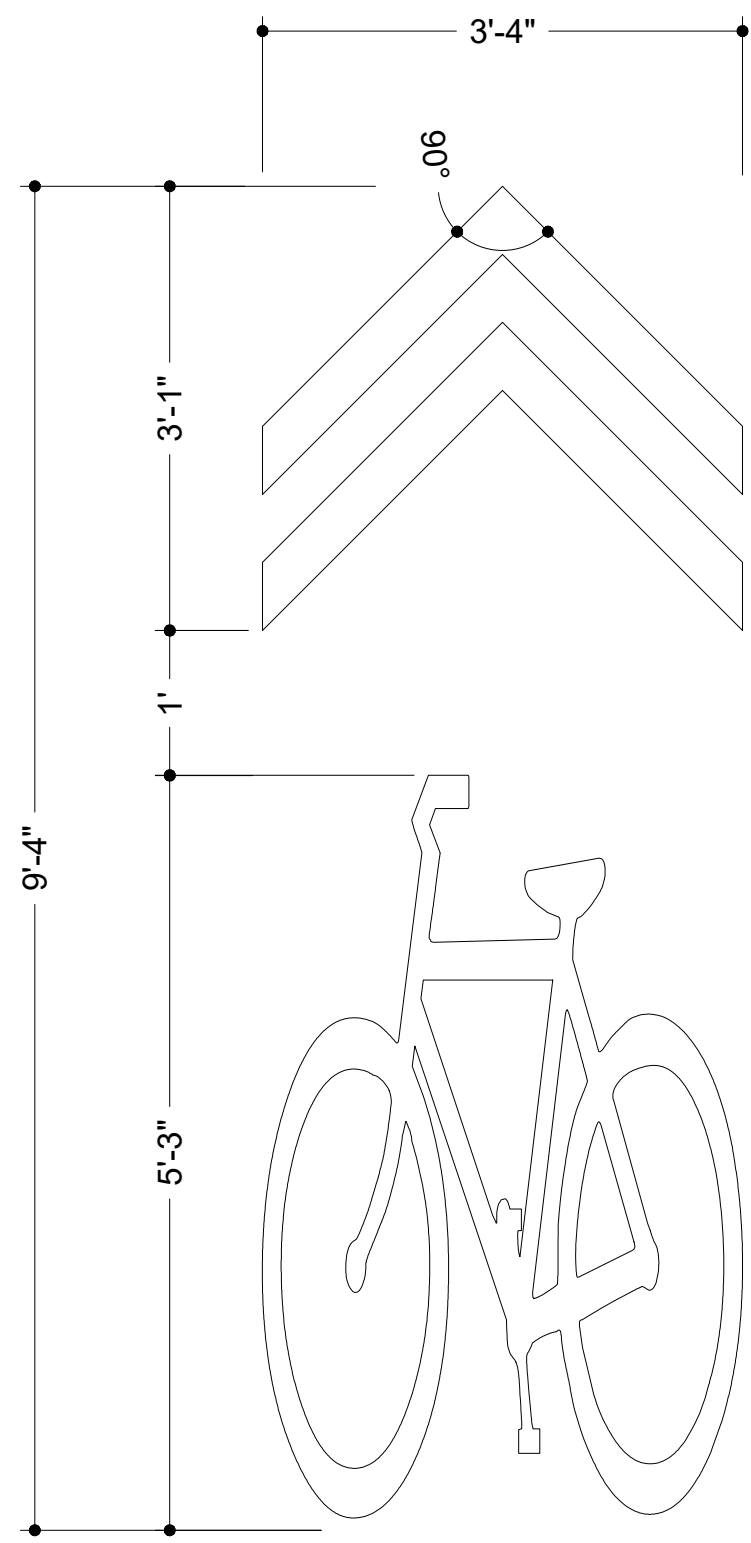


Alta Planning + Design
711 SE Grand Ave.
Portland, Oregon 97214
ph: 503.230.9862

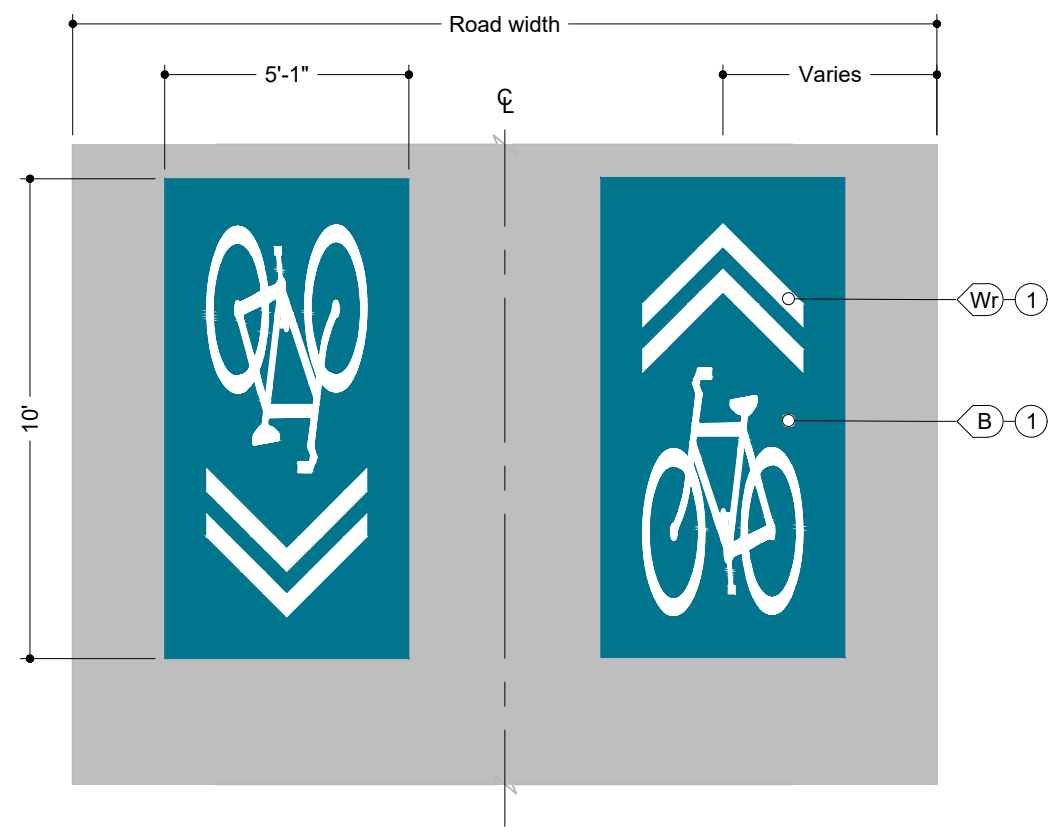
1. THERMOPLASTIC GRAPHIC PAVEMENT MARKER
MATERIAL: thermoplastic
SIZE: 3'-4"W x 9'-4" L

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1 Detail
Scale: 3/4" □ 1'-0"



2 Typical Placement Plan
Scale: 1/4" □ 1'-0"

City of St. Helens
CLIENT

St. Helens Wayfinding
PROJECT

August 2017
DOCUMENT ISSUE

On-Street Pavement Marking
SHEET TITLE

15
SHEET NUMBER

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City of St. Helens

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St. Helens Wayfinding

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August 2017

DOCUMENT ISSUE

Gateway Sign

SHEET TITLE

16

SHEET NUMBER

KEY NOTES

1. SIGN FRAME

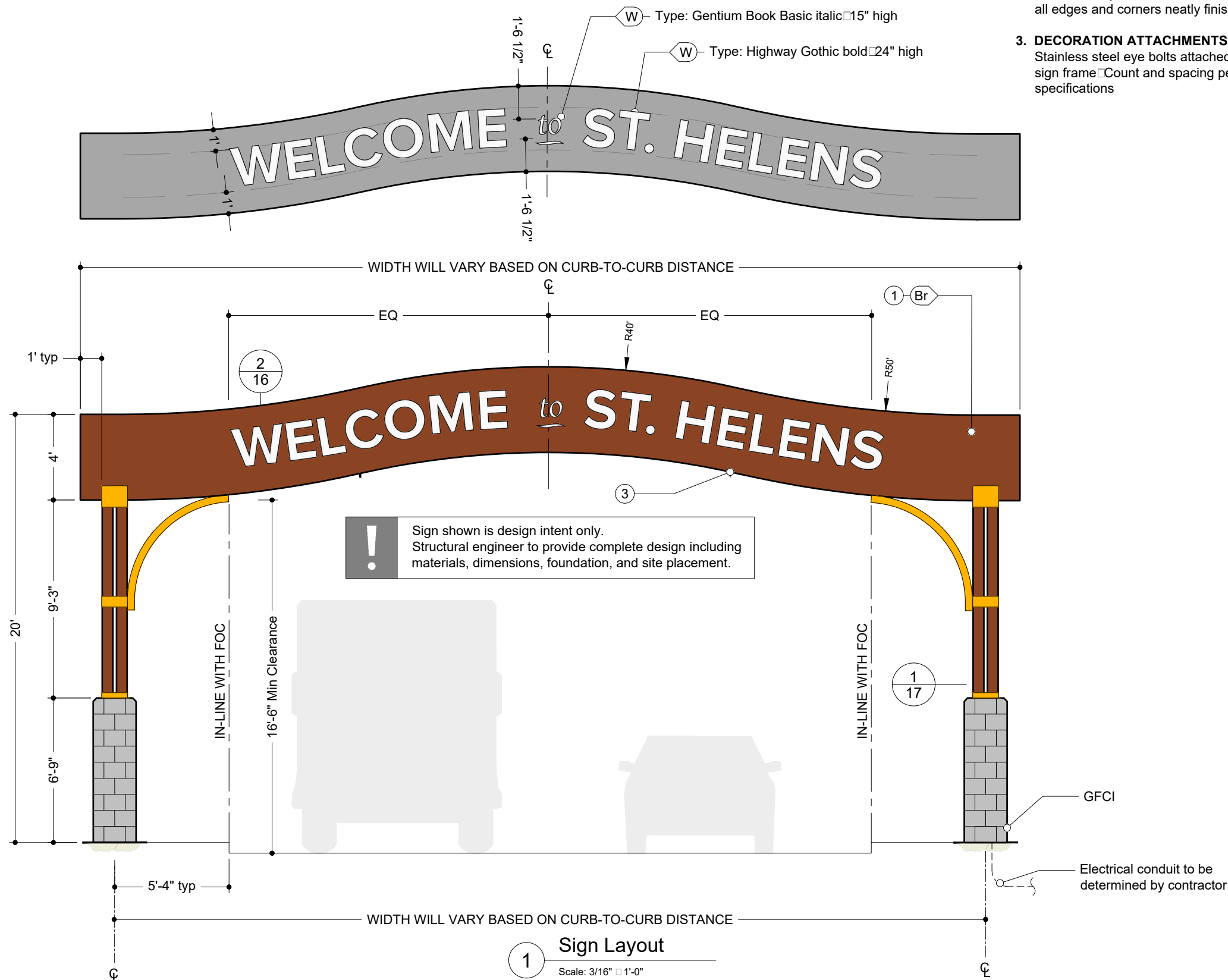
MATERIAL: 1/8" thick aluminum
 FRAME: Fabricated aluminum channel internal structure to engineer's specification. Frame to be set inside perimeter of sign sleeve.

2. PUSH THROUGH LETTERS

MATERIAL: UV resistant and non-yellowing acrylic. 2" proud of sign face. Edge and face illumination
 FABRICATION PROCESS: Sign to be internally lit
 EDGES: Fully welded and fabricated sides with all edges and corners neatly finished

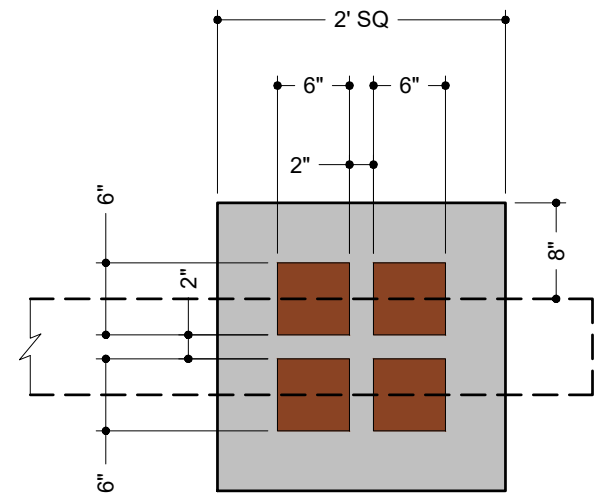
3. DECORATION ATTACHMENTS

Stainless steel eye bolts attached to bottom of sign frame. Count and spacing per contractor specifications



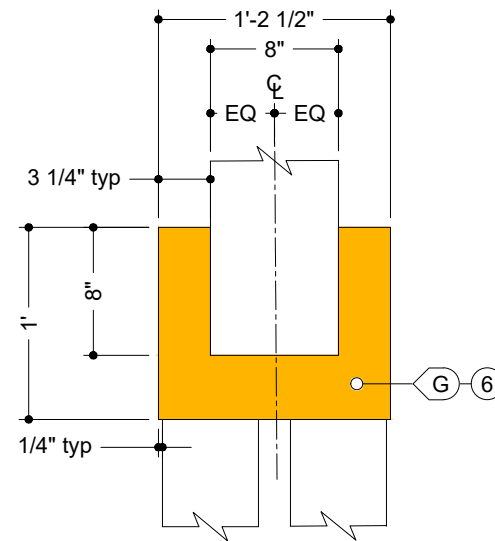
! Sign shown is design intent only. Structural engineer to provide complete design including materials, dimensions, foundation, and site placement.

1 Sign Layout
 Scale: 3/16" = 1'-0"

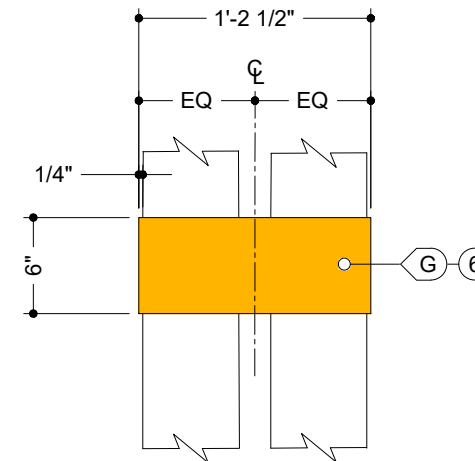


Plan

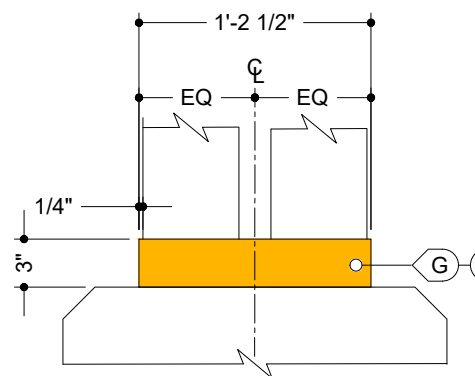
3 Post Detail
Scale: 1/4" □ 1'-0"



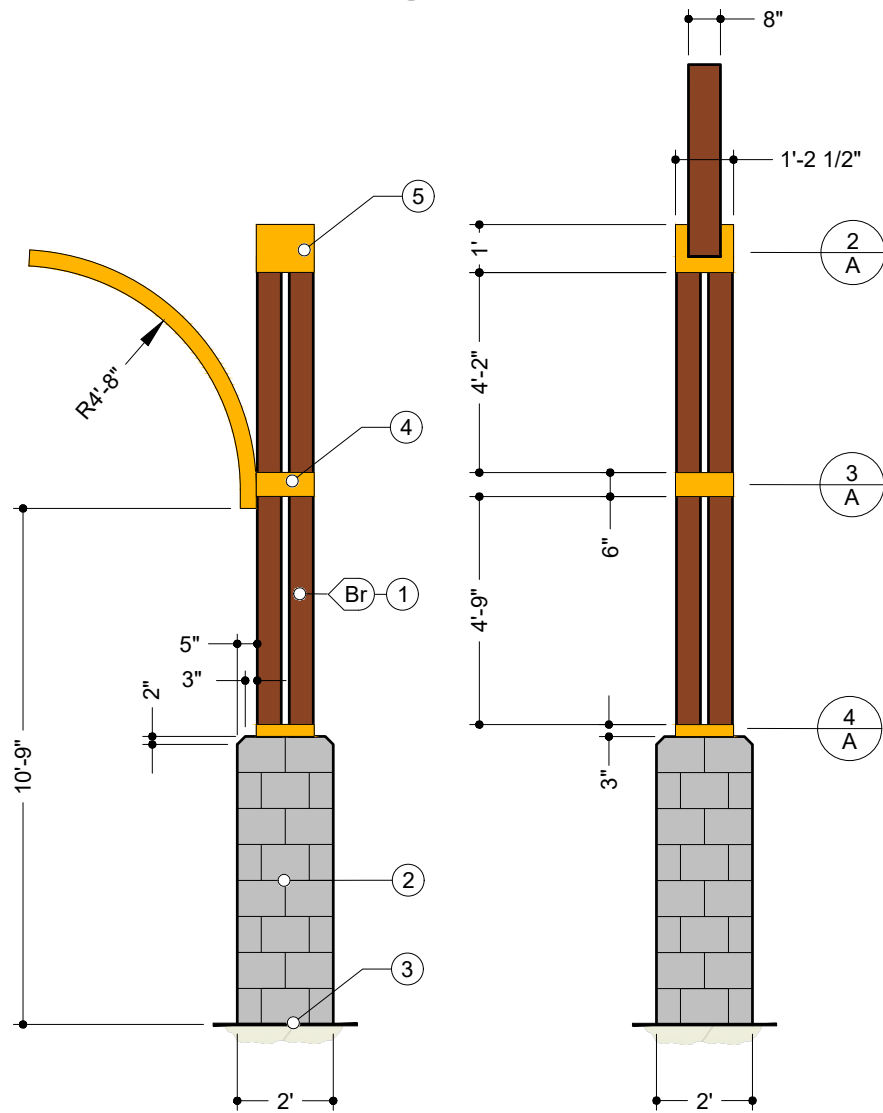
4 Top Bracket Detail
Scale: 1" □ 1'-0"



5 Middle Bracket Detail
Scale: 1" □ 1'-0"



6 Bottom Bracket Detail
Scale: 1" □ 1'-0"



1 Front Elevation
Scale: 1/4" □ 1'-0"

2 Right Side Elevation
Scale: 1/4" □ 1'-0"

KEY NOTES

1. **POST**
MATERIAL: (4) 6" x 6" square steel post, fabricator to engineer wall thickness; powder-coated aluminum
2. **BASE**
MATERIAL: Basalt veneer over CMU / precast concrete
3. **FOOTING**
MANUFACTURER: Per engineer's specifications
4. **DECORATIVE BRACKET**
MATERIAL: Steel
FABRICATION PROCESS: Welded
5. **DECORATIVE BAND**
MATERIAL: Steel
FABRICATION PROCESS: Welded



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! Sign shown is design intent only. Structural engineer to provide complete design including materials, dimensions, foundation, and site placement.

City of St. Helens

CLIENT

St. Helens Wayfinding

PROJECT

August 2017

DOCUMENT ISSUE

Gateway Sign Details

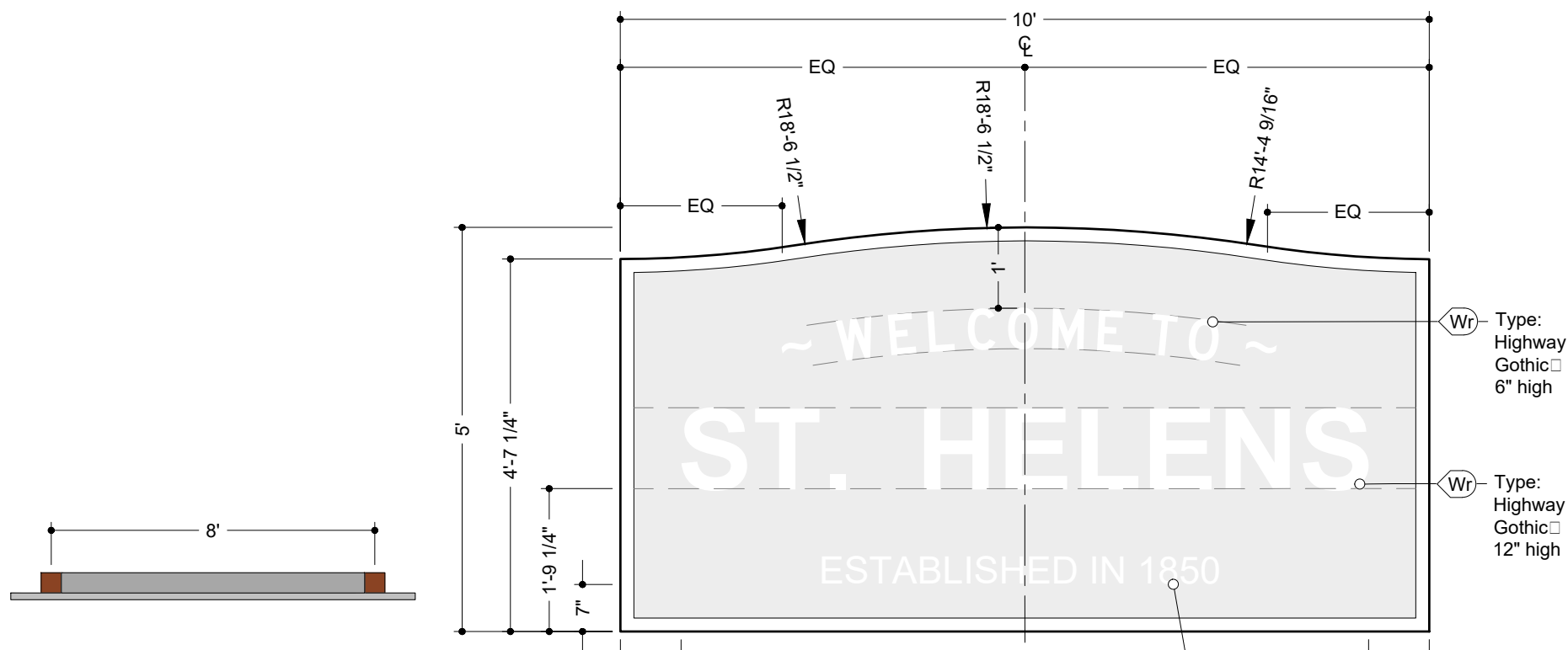
SHEET TITLE

17

SHEET NUMBER

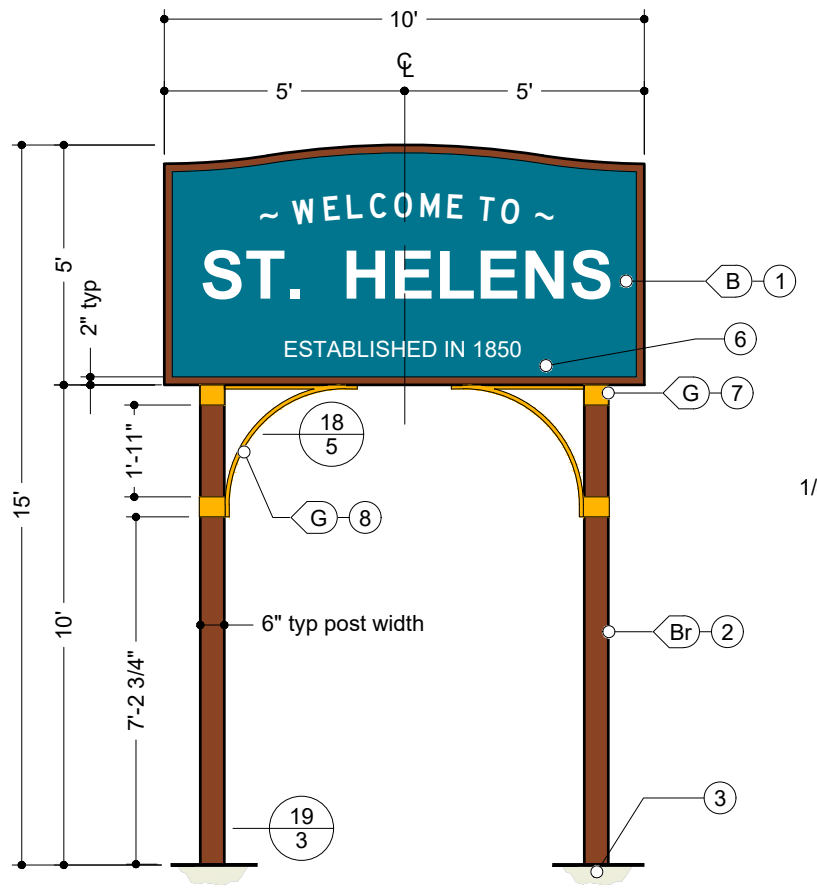


- KEY NOTES**
- SIGN PANEL**
MATERIAL: 2" thick aluminum
FABRICATION PROCESS: router cut
EDGES: routed, finished smooth
GRAPHICS/TEXT: screen printed
COATING: UV protection
FASTENER: mechanically fastened
 - POST**
MATERIAL: (2) 6" x 6" square steel tube, fabricator to engineer wall thickness, powder-coated aluminum
 - FOOTING**
MANUFACTURER: ODOT square tube sign support with triangle base breakaway □ DET4241
 - POST CAP**
MATERIAL: 1/4" steel plate
FABRICATION PROCESS: welded
 - SUPPORT BEAM**
MATERIAL: (2) 6" x 6" steel tube, welded to posts
 - BOLTS**
(6) Tamper-proof thru-bolts, lock washers and nuts □ fabricator to determine size
MATERIAL: stainless steel
 - DECORATIVE BRACKET**
MATERIAL: Steel
FABRICATION PROCESS: Welded
 - DECORATIVE BAND**
MATERIAL: Steel
FABRICATION PROCESS: Welded
- GENERAL NOTES**
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 - The quality of fit and finish on the final product must meet or exceed the requirements of these design intent documents. Any variations to design, materials, or fabrication methods must be approved by the Owner or Representative.
 - Welds: All welds shall be ground smooth, paint all seams.
 - Hardware: All exposed hardware shall be tamper proof fasteners.
 - All exposed edges painted to match adjacent face.
 - Colors shown are for reference only and are subject to the limitations of the printing process. Refer to referenced color systems contained within these drawings for actual specifications.
 - Scaled examples shown are for reference only, and do not necessarily reflect actual site conditions. Detailed site surveys are required prior to fabrication and installation.
 - Messages shown in these drawings are for general reference only. Refer to message schedules for actual required messages.

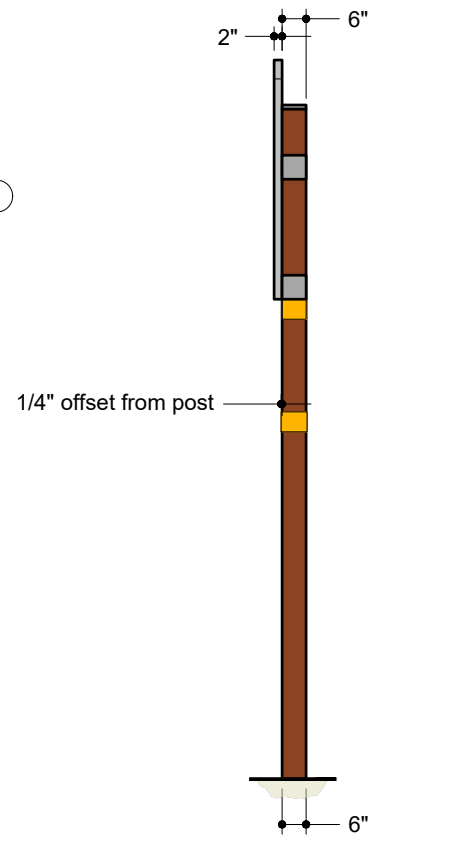


4 Plan View
Scale: 1/4" □ 1'-0"

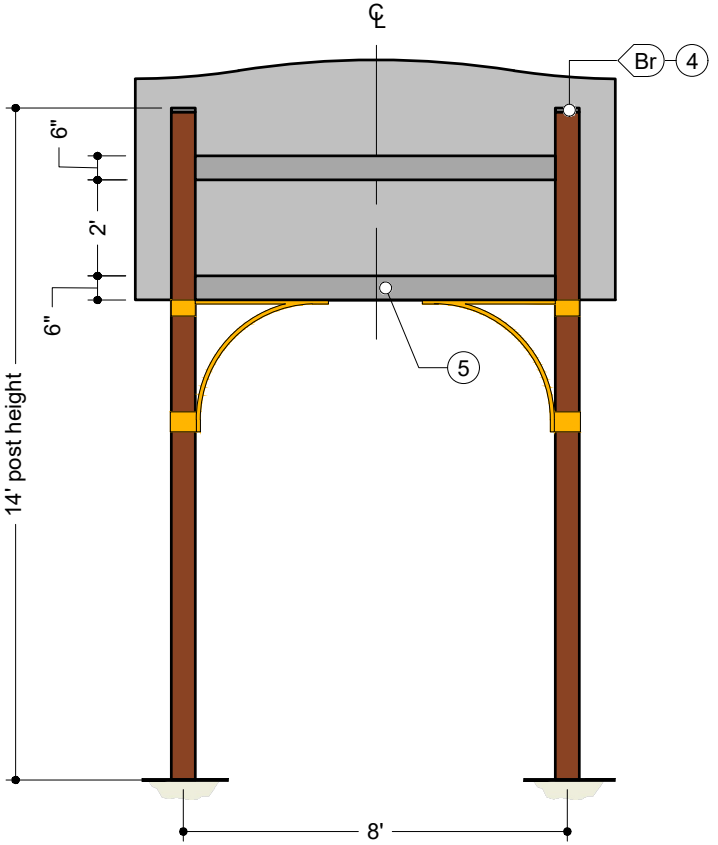
5 Typical Sign Detail
Scale: 1/2" □ 1'-0"



1 Front Elevation
Scale: 1/4" □ 1'-0"



2 Right Side Elevation
Scale: 1/4" □ 1'-0"



3 Rear Elevation
Scale: 1/4" □ 1'-0"

City of St. Helens

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St. Helens Wayfinding

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Highway Identity Sign

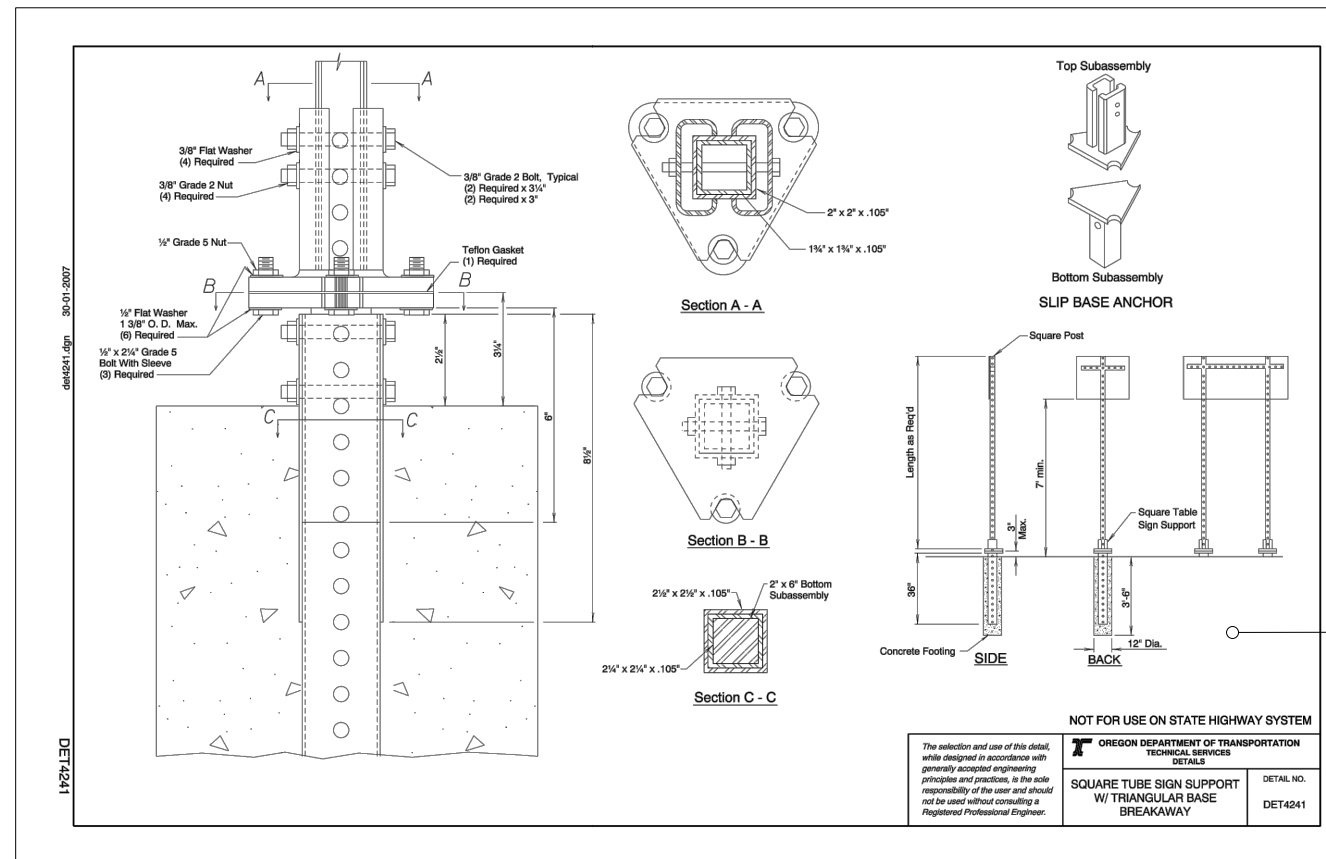
SHEET TITLE

18

SHEET NUMBER

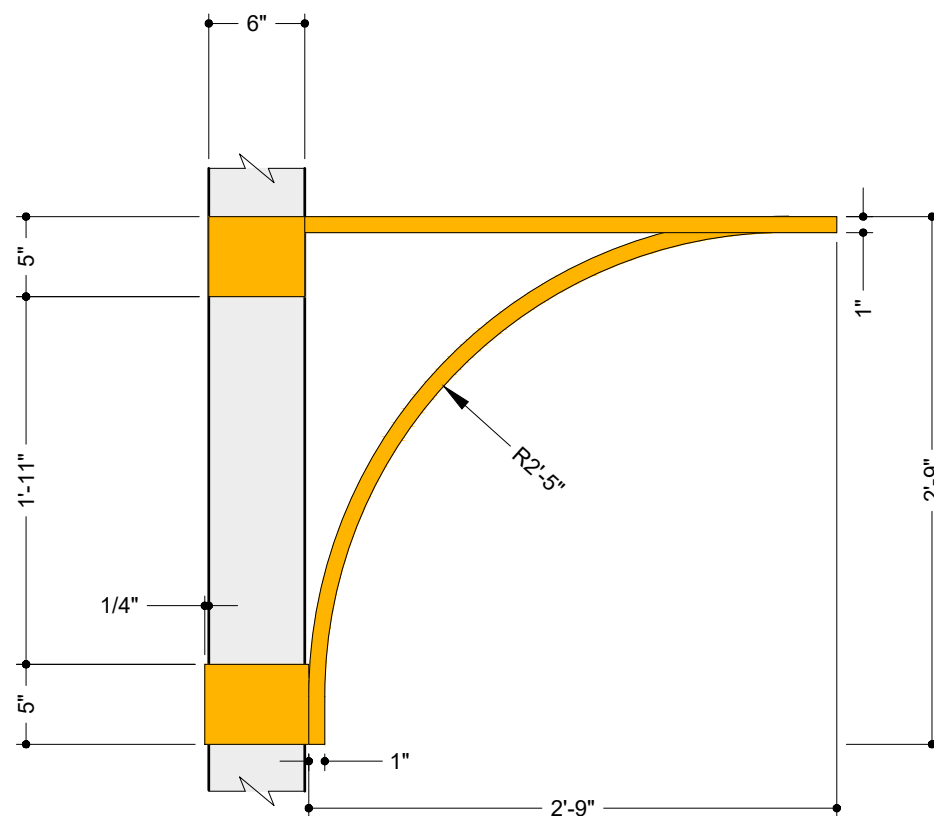
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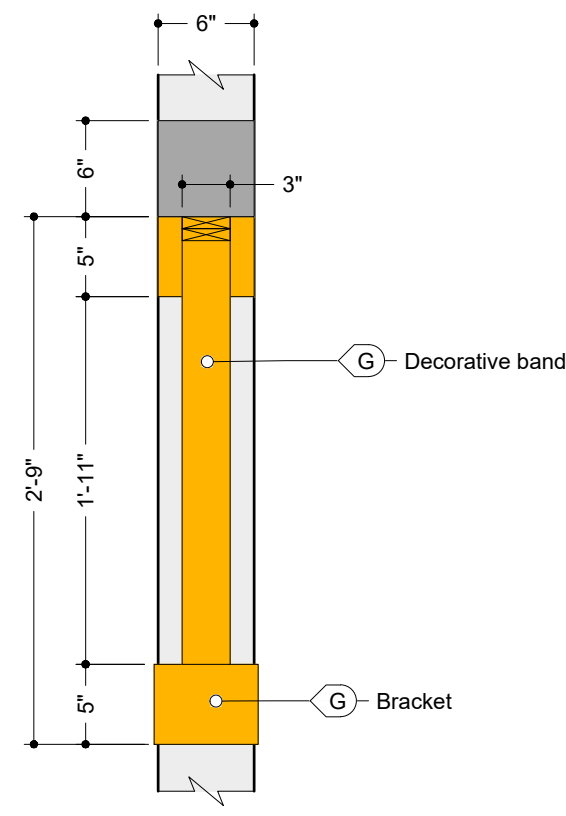


ODOT base detail
Sign base to be sized appropriately for post size

3 ODOT Triangle Breakaway Base Detail
No Scale



1 Bracket Detail
Scale: 1" □ 1'-0"



2 Bracket and Band Elevation
Scale: 1" □ 1'-0"

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Highway Identity Sign Details
SHEET TITLE

19
SHEET NUMBER

SIGN PLACEMENT

PLANS

St. Helens Wayfinding

October 2017
Resolution No. 1800



City of St. Helens
265 Strand Street
St. Helens, Oregon, 97051

Contact: Jennifer Dimsho, Associate Planner
Ph: 503.366.8207

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Sign Placement: Signs 13-16	SP 5		
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Sign Placement: Signs 21-24	SP 7		



Alta Planning + Design

711 SE Grand Ave
Portland, Oregon, 97214
Ph: 503.230.9862

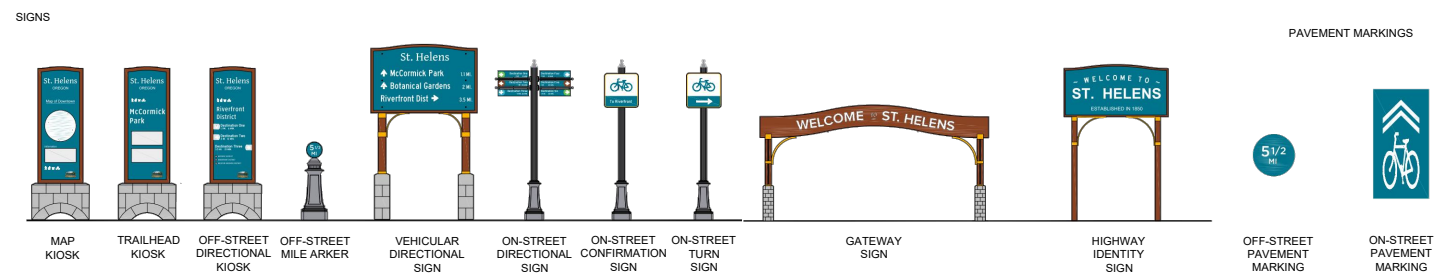
SIGN SCHEDULE

ID	Sign Type	Arrows	Destinations	Distance/Ti me	Installation Location Detail (Sheet #)	
1	Highway Identity	N/A	N/A	N/A	N/A	2
2	Highway Identity	N/A	N/A	N/A	N/A	2
3	Gateway	N/A	N/A	N/A	N/A	2
4	Kiosk	N/A	N/A	N/A	N/A	2
5	On-Street Directional	↑	Riverfront Dist	1.0 mi	6 min	3
		↑	Grey Cliffs Park	1.2 mi	7 min	
		→	McCormick Park	0.3 mi	2 min	
6	On-Street Confirmation	N/A	McCormick Park	N/A	N/A	3
7	On-Street Directional	↑	Historic Dist	0.8 mi	5 min	3
		↑	Columbia View Park	1.0 mi	6 min	
		←	Transit Center	0.9 mi	6 min	
		←	Middle School	0.4 mi	3 min	
8	On-Street Confirmation	N/A	Houlton Bus Dist	N/A	N/A	3
9	Vehicular Directional	↑	Historic Dist	0.6 mi	3 min	4
		↑	Riverfront Dist	0.7 mi	4 min	
		↑	Courthouse Plaza	0.9 mi	6 min	
10	On-Street Directional	→	Transit Center	0.3 mi	2 min	4
		→	Middle School	0.8 mi	5 min	
11	On-Street Confirmation	N/A	Houlton Bus Dist	N/A	N/A	4
12	On-Street Directional	←	McCormick Park	0.4 mi	3 min	4
		←	Library	0.4 mi	3 min	
		←	Veteran's Memorial	0.6 mi	3 min	
13	On-Street Confirmation	N/A	Houlton Bus Dist	N/A	N/A	5
14	On-Street Confirmation	N/A	Riverfront Dist	N/A	N/A	5
15	Vehicular Directional	↑	Riverfront Dist	0.4 mi	3 min	5
		↑	Historic Dist	0.3 mi	2 min	
		↑	Courthouse Plaza	0.6 mi	3 min	
16	On-Street Directional	↑	Houlton Business Dist	0.4 mi	3 min	5
		→	McCormick Park	1.0 mi	6 min	
17	On-Street Directional	→	6th Street Park	0.7 mi	4 min	6
		↑	Riverfront Dist	0.2 mi	1 min	
		←	Godfrey Park	0.1 mi	1 min	
18	On-Street Directional	→	Nob Hill Park	0.6 mi	3 min	6
		↑	Houlton Business Dist	0.5 mi	3 min	
		↑	McCormick Park	1.0 mi	6 min	
19	On-Street Turn	←	Nob Hill Park	0.5 mi	3 min	6
		N/A	N/A	N/A	N/A	
20	On-Street Directional	↑	Riverfront Dist	0.1 mi	1 min	6
		↑	Columbia View Park	.25 mi	1 min	
		↑	Grey Cliffs Park	0.5 mi	3 min	
21	On-Street Directional	←	Riverfront Dist	.05 mi	1 min	7
		←	Historic Dist	.05 mi	1 min	
		←	Columbia View Park	0.3 mi	2 min	
22	On-Street Directional	←	Nob Hill Park	0.2 mi	1 min	7
		→	Godfrey Park	0.4 mi	3 min	
23	On-Street Turn	→	N/A	N/A	N/A	7
24	On-Street Directional Sign	←	Grey Cliffs Park	0.3 mi	3 min	7
		←	Boat Launch	0.2 mi	1 min	
		→	Courthouse Plaza	0.1 mi	1 min	
		↗	City Hall	0.1 mi	1 min	
		↗	Columbia View Park	0.1 mi	1 min	
25	Kiosk	N/A	N/A	N/A	N/A	8
26	Kiosk	N/A	N/A	N/A	N/A	8
27	Vehicular Directional	→	Historic Dist	0.1 mi	1 min	8
		→	Riverfront Dist	0.1 mi	1 min	
		→	Columbia View Park	.25 mi	1 min	
28	On-Street Directional Sign	←	Grey Cliffs Park	0.1 mi	1 min	8
		←	Boat Launch	.05 mi	1 min	
		→	Courthouse Plaza	.25 mi	1 min	
		→	Columbia View Park	0.3 mi	1 min	

OVERVIEW MAP



SIGN REFERENCE



Sign Type	Design Intent Detail (Sheet #)
Map Kiosk	Sheet 4-7
Trailhead Kiosk	Sheet 4-7
Off-Street Directional Kiosk	Sheet 4-7
Off-Street Mile Marker	Sheet 8
Vehicular Directional Sign	Sheet 10-11
On-Street Directional Sign	Sheet 12
On-Street Confirmation Sign	Sheet 13-14
On-Street Turn Sign	Sheet 13-14
Gateway Sign	Sheet 16-17
Highway Identity Sign	Sheet 18-19
Off-Street Pavement Marking	Sheet 9
On-Street Pavement Marking	Sheet 15



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City of St. Helens

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St. Helens Wayfinding

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October 2017

DOCUMENT ISSUE

Sign Schedule

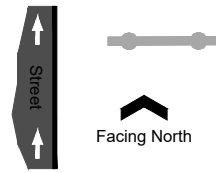
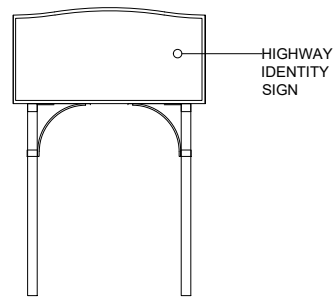
SHEET TITLE

SP 1

SHEET NUMBER

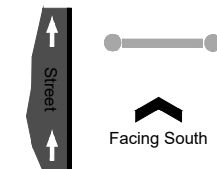
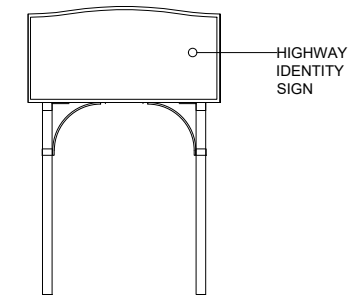
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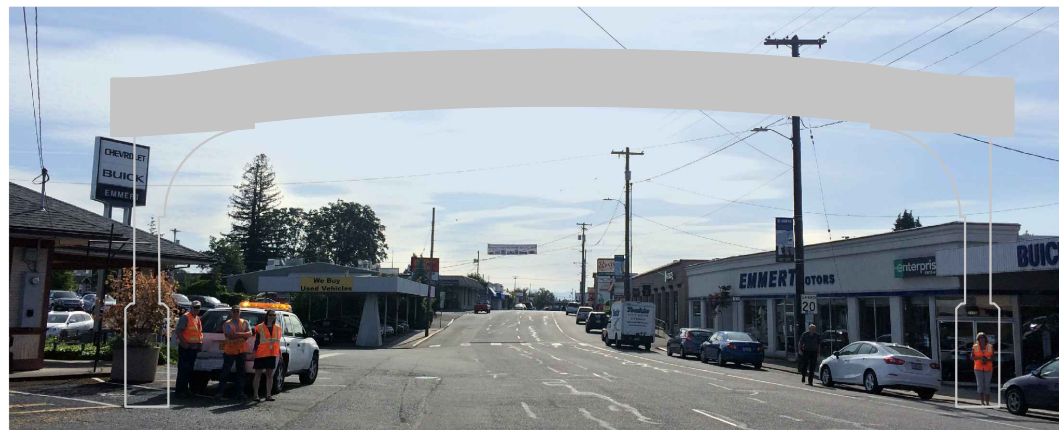
Schematic - Above View

1 HWY 30 SOUTH OF FIRLOCK BLVD
 NTS

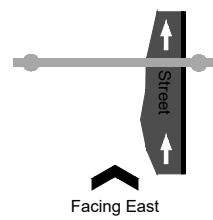
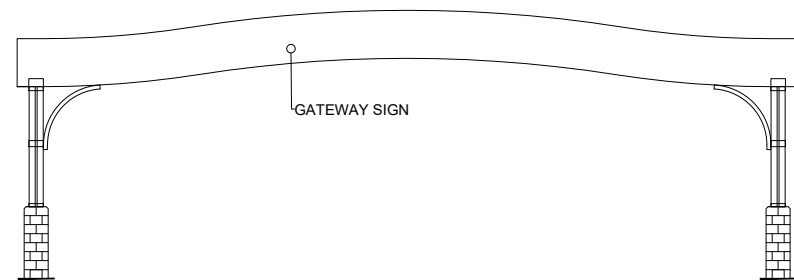


Schematic - Above View

2 HWY 30 SOUTH OF LIBERTY HILL RD
 NTS

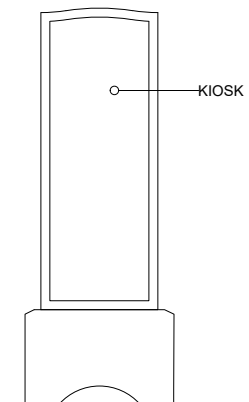
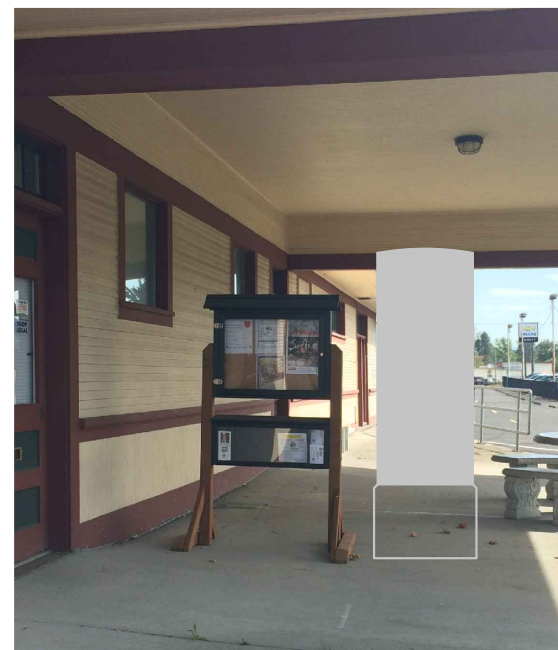


NOTE: POTENTIAL LOCATION. FINAL LOCATION TO BE DETERMINED AFTER FURTHER STUDY.



Schematic - Above View

3 COLUMBIA BLVD AT MILTON WAY
 NTS



4 COLUMBIA BLVD AT MILTON WAY
 NTS

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Sign Placement

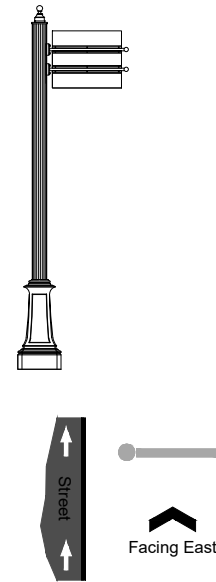
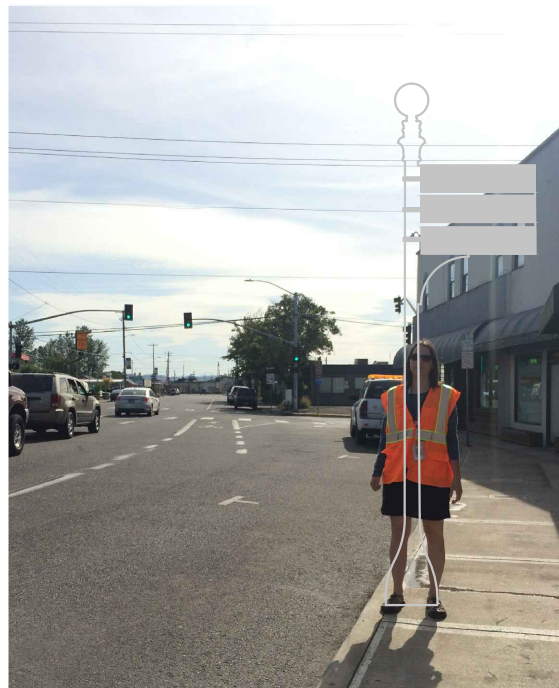
SHEET TITLE

SP 2

SHEET NUMBER

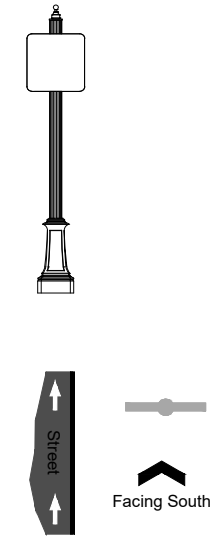
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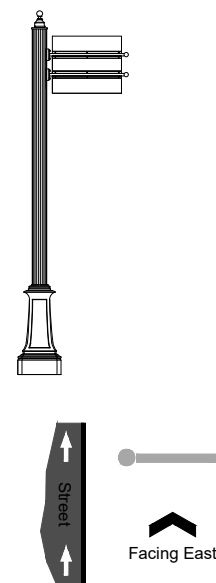
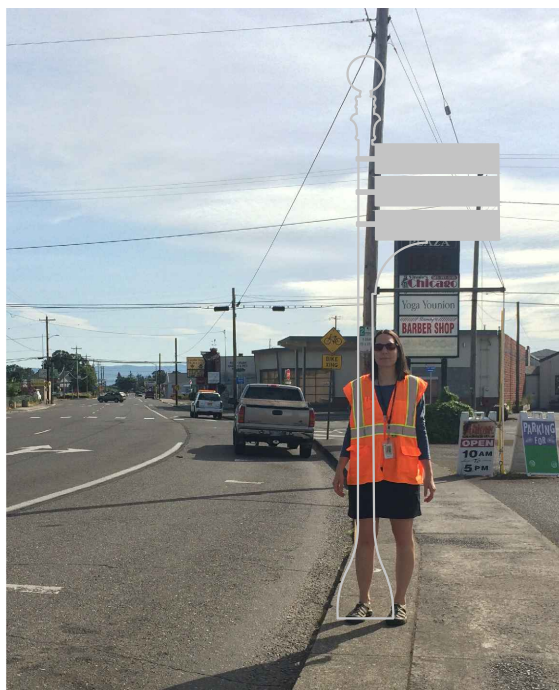
Schematic - Above View

5 COLUMBIA BLVD WEST OF S 18TH STREET
 NTS



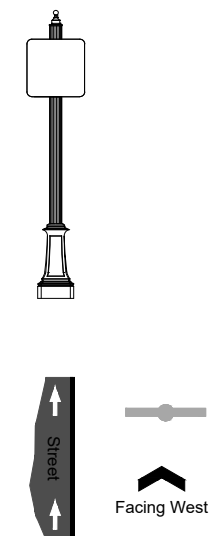
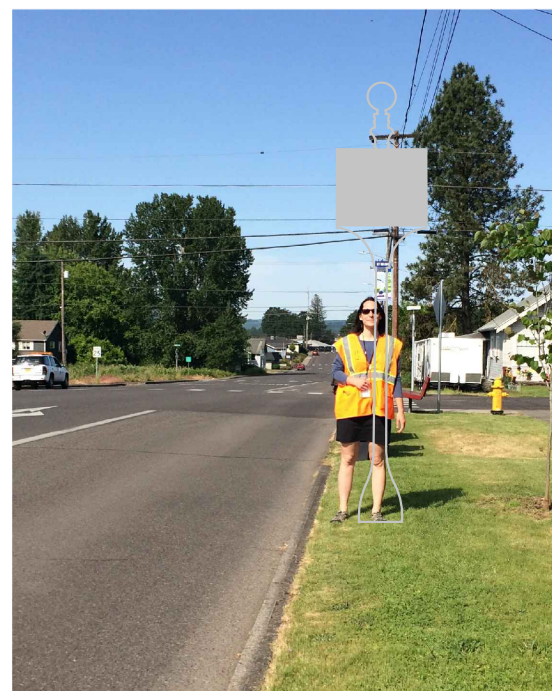
Schematic - Above View

6 S 18TH STREET SOUTH OF COLUMBIA BLVD
 NTS



Schematic - Above View

7 COLUMBIA BLVD WEST OF S 15TH STREET
 NTS



Schematic - Above View

8 ST HELENS STREET WEST OF N 13TH STREET
 NTS

City of St. Helens

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PROJECT

October 2017

DOCUMENT ISSUE

Sign Placement

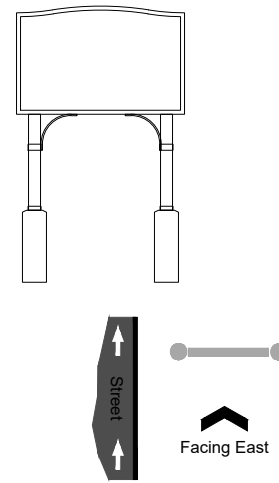
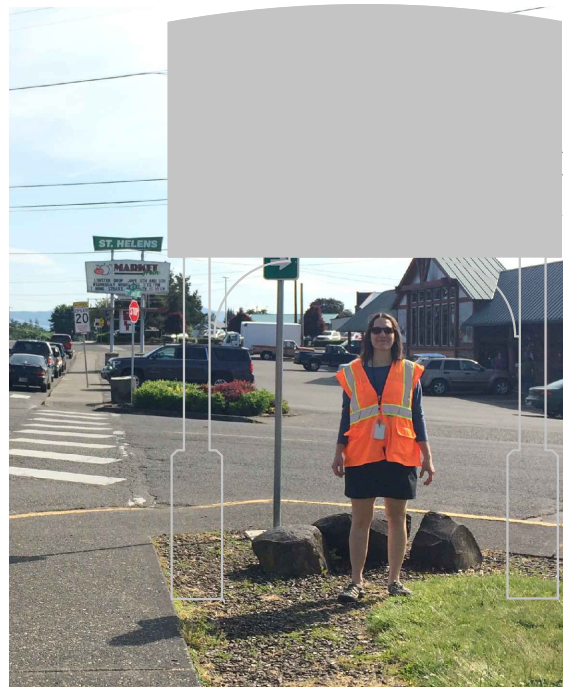
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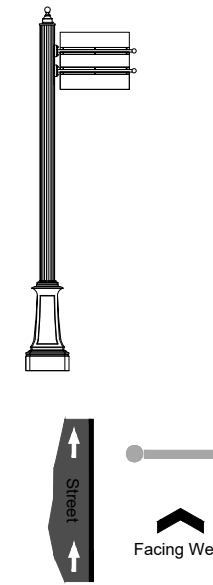
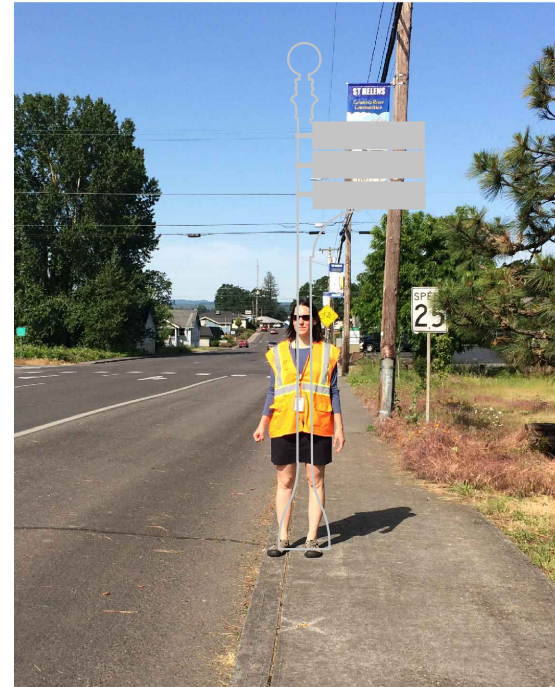
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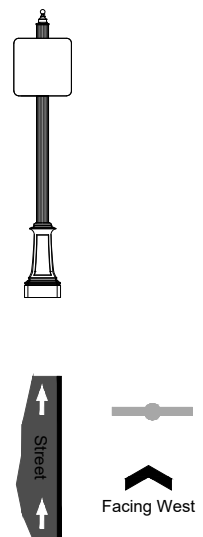
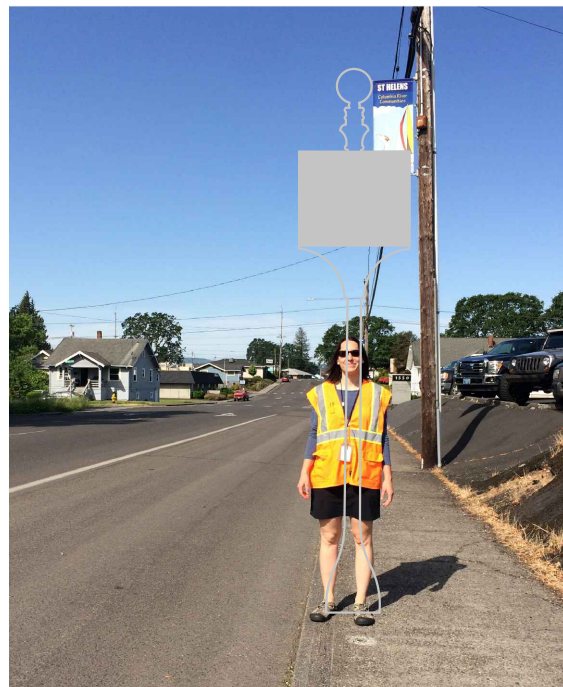
Schematic - Above View

9 COLUMBIA BLVD WEST OF S 12TH STREET
 NTS



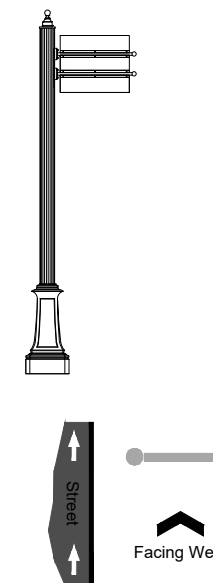
Schematic - Above View

10 ST HELENS STREET WEST OF N 14TH STREET
 NTS



Schematic - Above View

11 ST HELENS STREET WEST OF N 15TH STREET
 NTS



Schematic - Above View

12 ST HELENS ST WEST OF N 17TH STREET
 NTS

City of St. Helens

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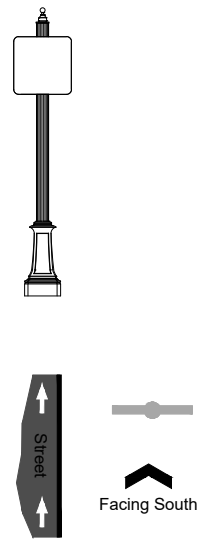
DOCUMENT ISSUE

Sign Placement

SHEET TITLE

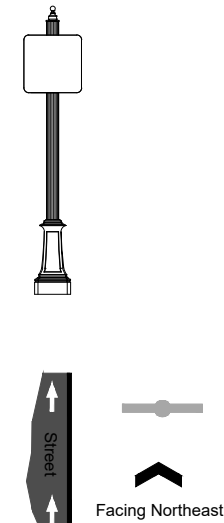
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SHEET NUMBER



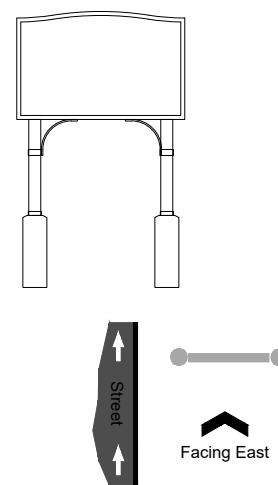
Schematic - Above View

13 N 18TH STREET SOUTH OF ST HELENS STREET
NTS



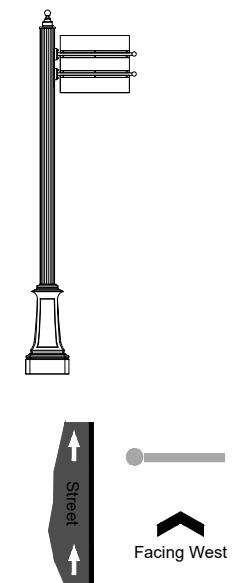
Schematic - Above View

14 COLUMBIA BLVD AT S 9TH STREET
NTS



Schematic - Above View

15 COLUMBIA BLVD WEST OF S 8TH STREET
NTS



Schematic - Above View

16 COLUMBIA BLVD WEST OF N 5TH STREET
NTS

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DOCUMENT ISSUE

Sign Placement

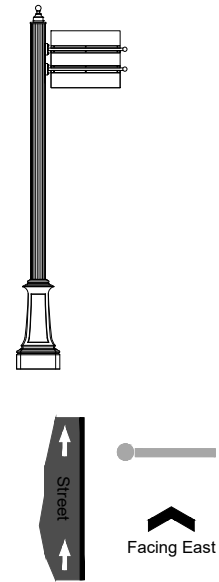
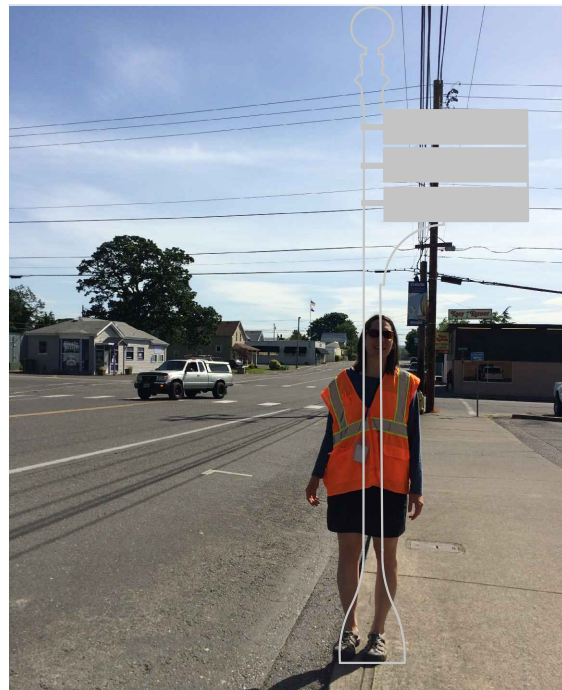
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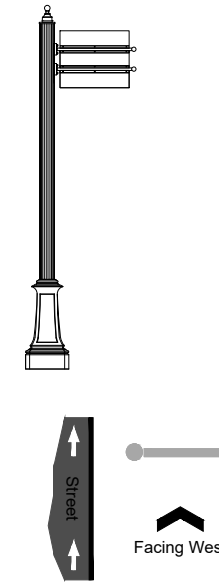
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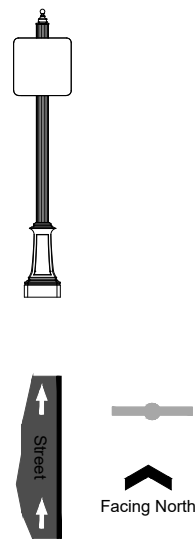
Schematic - Above View

17 COLUMBIA BLVD WEST OF N 4TH ST
NTS



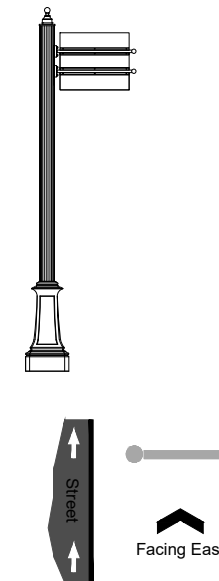
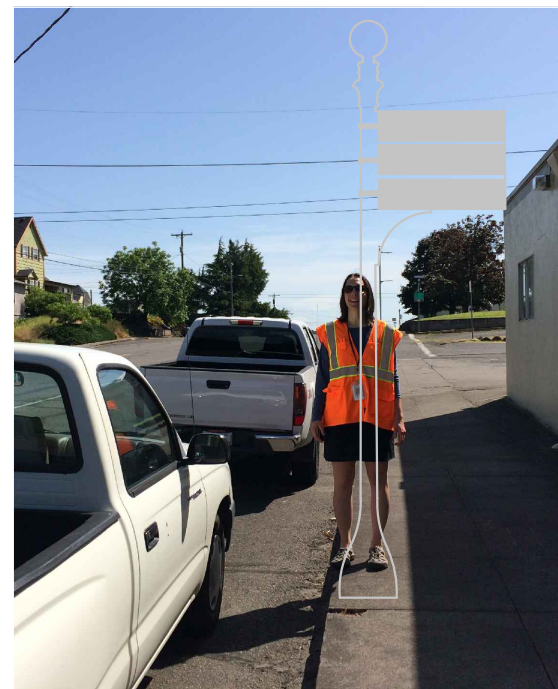
Schematic - Above View

18 COLUMBIA BLVD WEST OF N 3RD STREET
NTS



Schematic - Above View

19 S 3RD STREET SOUTH OF COLUMBIA BLVD
NTS



Schematic - Above View

20 ST HELENS STREET WEST OF S 3RD STREET
NTS

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Sign Placement

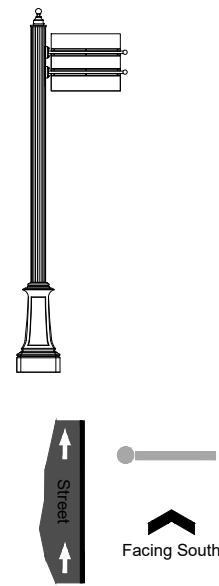
SHEET TITLE

SP 6

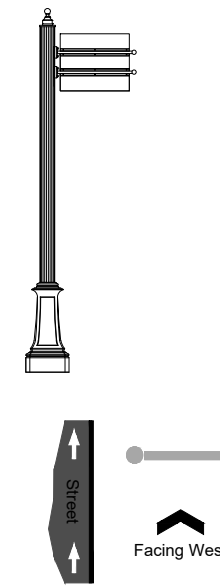
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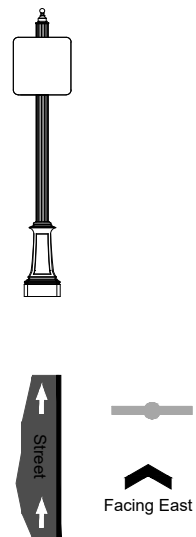
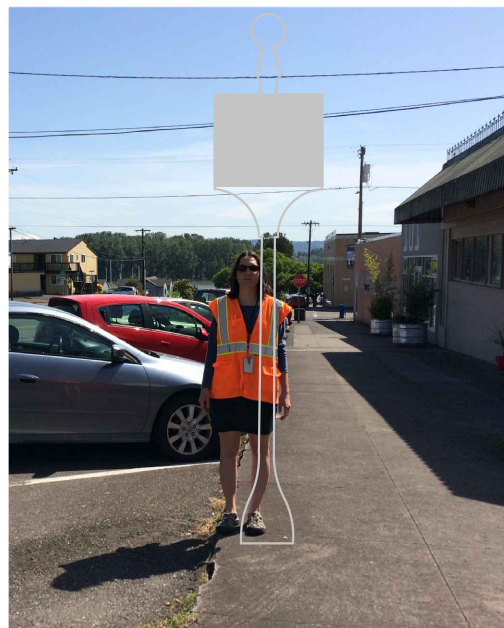
Schematic - Above View



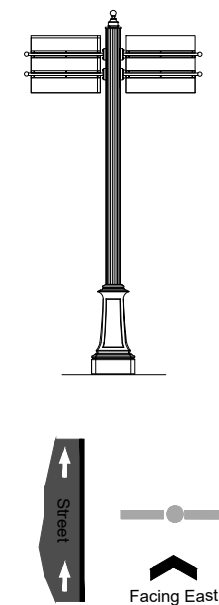
Schematic - Above View

21 S 3RD STREET NORTH OF ST HELENS STREET
 NTS

22 ST HELENS STREET WEST OF S 3RD STREET
 NTS



Schematic - Above View



Schematic - Above View

23 ST HELENS STREET WEST OF S 1ST STREET
 NTS

24 S 1ST STREET SOUTH OF ST HELENS STREET
 NTS

City of St. Helens

CLIENT

St. Helens Wayfinding

PROJECT

October 2017

DOCUMENT ISSUE

Sign Placement

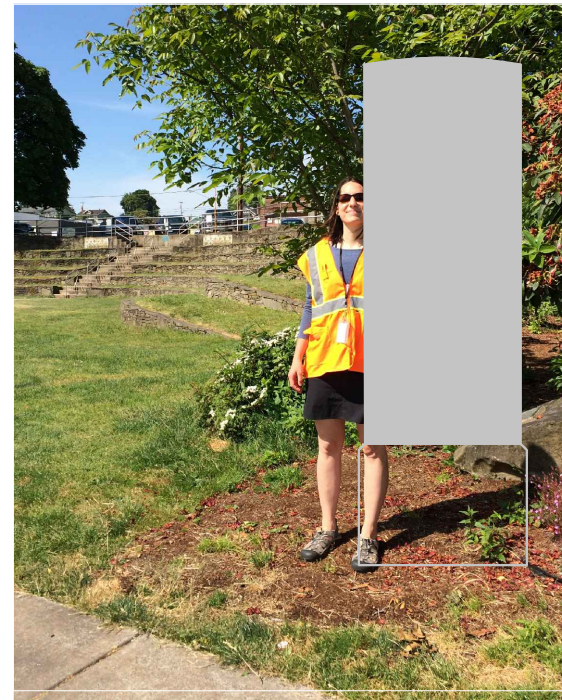
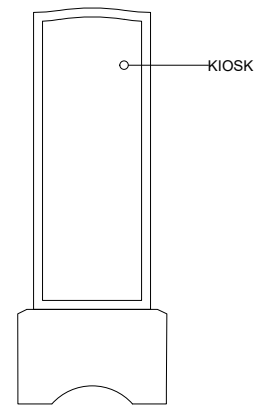
SHEET TITLE

SP 7

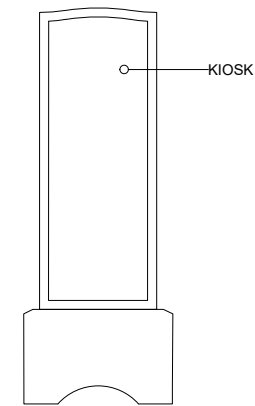
SHEET NUMBER



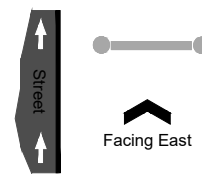
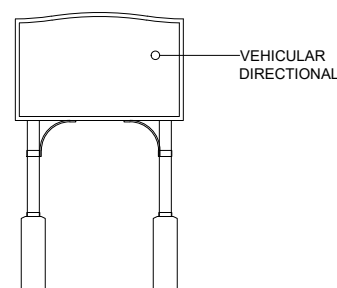
25 S 1ST STREET AT PLAZA SQUARE
NTS



26 COLUMBIA VIEW PARK
NTS



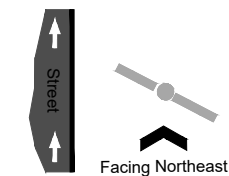
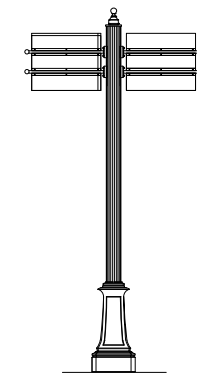
27 COLUMBIA BLVD EAST OF S 1ST STREET
NTS



Schematic - Above View



28 RIVER STREET SOUTH OF BOAT LAUNCH
NTS



Schematic - Above View

GENERAL NOTES

- These drawings are intended to illustrate sign placement only and are not for construction. All final engineering and conditions of the project are the responsibility of the fabricator. Shop drawings by the fabricator must be submitted for approval, prior to proceeding with fabrication.
- Sign placement drawings note approximate sign location. Locations to be verified and additional plans may be required prior to installation.
- Scaled examples shown are for reference only, and intended to illustrate the sign type only. The number and orientation of sign blades will differ for each sign. Examples do not necessarily reflect actual site conditions. Detailed site surveys are required prior to fabrication and installation.

City of St. Helens

CLIENT

St. Helens Wayfinding

PROJECT

October 2017

DOCUMENT ISSUE

Sign Placement

SHEET TITLE

SP 8

SHEET NUMBER

**Columbia Pacific Coordinated Care Organization
Community Wellness Investment Fund template**

This Letter of Agreement (Agreement) is between **Columbia Pacific CCO (CPCCO)** and **City of St. Helens (Grantee)** for the time period **12 months** for **\$20,000**.

Project: City of St. Helens Recreation Program
Contact/Lead: Jennifer Dimsho
Phone : 503-366-8207
E-mail : jdimsho@ci.st-helens.or.us

Agreement Number: 18-1002
Contact: Nancy Knopf
Phone : 503-416-5953
E-mail: knopfn@careoregon.org

I. Project Description:

In April 2018, the City of St. Helens formed a new Recreation Program with a seasonal catalog where community members can find a wide range of free and low cost recreational activities and classes available in St. Helens. This request will help fund the part-time Recreation Program Coordinator’s salary and provide a small amount of capital to help renovate a City-owned building from a former membership-only gym to the new home for the St. Helens Recreation Program. This capital will be used for a flooring replacement. This building will be the location for drop-in sports, meet ups for parents, do-it-yourself classes, and educational classes, such as kombucha making, nutrition, and cooking classes for everyone, including low-income individuals and families.

II. Background.

The Community Wellness Investment Fund will address innovative projects aimed at improving community health via the three dimensions of the “Triple Aim”: 1) optimal health outcomes, 2) improved member experience of care, and 3) reduced costs. The funds are to be used to support efforts focused on systemic changes that are sustainable and aligned with community health improvement priorities.

III. Participation.

- A. Grantee agrees to appoint a project leader to coordinate all aspects of the project, including reports for the Fund.
- B. Grantee agrees to (1) use the funds as specified in the Community Wellness Investment Fund application; (2) attend and present at CPCCO hosted meetings, as needed; and (3) participate in other activities as agreed upon by Grantee and CPCCO.
- C. Grantee agrees to deliver a final written progress and budget report.

IV. Payment.

- A. CPCCO will pay Grantee an initial amount of **\$20,000** upon receipt of the signed Agreement.
- B. Grantee agrees that this payment is for the time period outlined above only and does not imply or guarantee ongoing funding.
- C. For those projects requesting second year funding, payment will be contingent on CPCCO’s review of project performance, approval of the final report, and availability of sufficient funds. CPCCO retains the right in its sole discretion to deny second year funding.

V. Miscellaneous.

- A. Should Grantee’s ability to perform the duties in this contract is compromised, this funding will cease immediately upon written notification and Grantee agrees to refund any paid amounts prorated from the date of termination to the end of the time period outlined above.
- B. Grantee agrees that Agreement Contact named above is responsible for all aspects of the Agreement, including monitoring progress and performance, obtaining all necessary data and information, and notifying CPCCO of any significant obstacles or delays. Grantee will notify CPCCO if the Agreement Contact changes.

- C. Both parties agree to seek written approval for, and provide a copy of, any news releases or any other external communication related to the Agreement. Email approval by CPCCO or Agreement Contact will suffice as written approval.
- D. All copyright interests in materials produced as a result of Fund support are owned by the Grantee. The Grantee grants to CPCCO a nonexclusive, irrevocable, perpetual, royalty-free license to reproduce, publish, republish, summarize, excerpt, or otherwise use and license others to use, in print or electronic forms, including electronic databases or in any future form not yet discovered or implemented, any and all such materials produced in connection with this grant.
- E. Grantee agrees to uphold all confidentiality provisions of the Agreement between CPCCO and Grantee, and specifically safeguard the health information of CPCCO members as it applies to activities related to the Fund.

Agreed to on behalf of Grantee:

Agreed to on behalf of CPCCO:

Signature

Signature

Name:

Mimi Haley

Title: _____

Title: _____

Date: _____

Date: _____

SCAPPOOSE RURAL FIRE PROTECTION DISTRICT - CITY OF ST HELENS

**INTERGOVERNMENTAL AGREEMENT
FIRE, LIFE, AND SAFETY PLAN REVIEW SERVICES AND INSPECTIONS**

PARTIES

This Agreement is entered into by and between the Scappoose Rural Fire Protection District, organized pursuant to ORS 478, hereinafter referred to as "S.R.F.D." and the City of St. Helens, a municipal corporation of the State of Oregon, hereinafter referred to as "St. Helens."

RECITALS

WHEREAS, by the authority granted in ORS 190.010, a local government may enter into an intergovernmental agreement with another local government to perform any and all functions that a party to the agreement, its officers or agencies, have the authority to perform; and

WHEREAS, St. Helens desires to employ the services of S.R.F.D. to provide Fire, Life, and Safety plan review and inspection services for review of compliance with applicable Fire, Life, Safety Codes; and

WHEREAS, St. Helens desires to provide a high level of professional and technical services at a cost less than the fees paid to Scappoose by permit applicants; and

WHEREAS, St. Helens wishes to contract with an organization directed by persons having experience and knowledge in the interpretation and application of regulations providing for protection of the public; and

WHEREAS, S.R.F.D. supervisors and managers are credentialed, have regulatory plan review and building inspection experience and otherwise meet St. Helens criteria; and

WHEREAS, S.R.F.D. is able to provide the services Scappoose is seeking and is willing to enter into this Agreement to provide Fire, Life, and Safety plan review and inspection services to St. Helens in accordance with and limited to the provisions set forth in this Agreement.

AGREEMENT

In consideration of the promises and mutual covenants and agreements herein contained, it is agreed between the parties as follows:

- 1) Effective Date. This Agreement is effective on the last date signed by the parties, below.
- 2) Completion Date. This Agreement shall continue until June 30, 2019, or until such other date as is mutually agreed upon by the Parties in writing, and shall automatically renew every year thereafter on July 1st unless terminated by either party pursuant to Paragraph 7 of this Agreement.

3) S.R.F.D. Services. S.R.F.D. agrees to provide services as follows:

- a) Fire, Life, and Safety plan review services of complete plans deemed by St. Helens to be of normal or unusual complexity for multi-family residential, mixed use, and non-residential buildings, not to include single family residential: complete initial plan review in less than ninety (90) business days.
- b) Fire, Life, and Safety inspection services, to supplement St. Helens Staff upon request of St. Helens, to determine compliance with approved plans and St. Helens adopted Oregon State Building Codes. The service goal is to perform such inspections within 48 hours of request by St. Helens and provide an inspection record to the applicant and St. Helens.

Notwithstanding the service goals outlined above, S.R.F.D. reserves the right to prioritize its own building inspection and plan review work over St. Helens plan review and building inspection service requests.

4) Consideration. Compensation shall be at the following rates:

- a) Commercial and mixed use plan review: 75% of the Fire Life Safety Review fees collected by St. Helens.
- b) All inspections: \$100.00 per hour billed in half-hour increments.

S.R.F.D. shall submit, after the first business day of each month, the invoice for plan review and inspections performed during the prior month. Payment of invoiced and approved items shall be mailed to St. Helens within forty-five (45) days after the date of the invoice. Payments not made within the above time frame shall, when paid, be increased one and one-half percent per month, or any portion of a month, for each month the payment is delayed.

5) Compliance with Codes and Standards. It shall be S.R.F.D. responsibility to determine compliance with all applicable Fire, Life, & Safety laws and codes, and with other applicable Federal, State and local acts, statutes, ordinances, regulations, provisions and rules. In the event of any discrepancy in the code, the St. Helens Building Official will have final determination. It is the property owners' or the occupant's sole responsibility to meet or exceed all laws, codes, and standards. S.R.F.D. is not responsible for any liability resulting from non-compliance.

6) Contract Representatives. Contract representatives for this Agreement are the following:

a) For S.R.F.D.:

Michael Greisen, Fire Chief
52751 Columbia River Hwy.
PO Box 625
Scappoose, OR 97056

b) For St. Helens:

John Walsh, City Administrator
City of St. Helens
PO Box 278
St. Helens, OR 97051

All correspondence shall be sent to the above addresses when written notification is necessary. Representatives of the parties to this Agreement can be changed or substituted by either party providing written notice to the other party at the provided addresses.

- 7) Termination. This Agreement may be terminated by either party upon thirty (30) days written notice to the other party. In the event S.R.F.D fails to substantially perform the work in a manner satisfactory to St. Helens, or St. Helens fails to make timely payments for work invoiced by S.R.F.D., this Agreement may be terminated immediately and all costs incurred and fees earned by S.R.F.D. prior to the termination date shall be paid by St. Helens to S.R.F.D.
- 8) Amendments. All amendments to this Agreement shall be in writing and signed by both parties.
- 9) Independent Contractor. S.R.F.D. is hereby engaged as an independent contractor, and will be so deemed for purposes of this Agreement and any applicable laws, regulations or policies relating to contracting or employment.
- 10) Non-Assignment. S.R.F.D. shall not assign, subcontract, or delegate the responsibility for providing the services outlined in this Agreement to any other person, firm or corporation without the express written consent of St. Helens.
- 11) Reports. Upon the request of St. Helens, S.R.F.D. shall, within a reasonable time, provide a written report on the progress of and information related to the work outlined in this Agreement.
- 12) Hold-Harmless. Subject at all times to the tort claim limitations in Oregon Tort Claims Act and the Oregon Constitution, both parties agree to indemnify and hold harmless each other and their respective officers, agents and employees from and against all third party claims, suits, actions, damages, cost, losses, and expenses attributable solely and exclusively to acts or omissions of the indemnifying party. The indemnification and hold harmless duties under this section shall survive the termination of this agreement. The parties further agree to fully waive any claims, suits, actions, damages, cost, losses and expenses against each other which result from, arise out of, or are connected to their respective obligations under this agreement
- 13) S.R.F.D Not Agent of St. Helens. It is agreed by and between the parties that S.R.F.D. is not carrying out a function on behalf of St. Helens, and St. Helens does not have the right or direction or control of the manner in which S.R.F.D. delivers services under this Agreement and does not exercise any control over the activities of S.R.F.D. Any questions regarding policy implementation or determination shall be addressed by St. Helens. The employees of each respective party shall remain the employees of their hiring-employer and shall not be imputed to be performing work on behalf of the party who is not the hiring-employer
- 14) Non-Discrimination. S.R.F.D. agrees that no person shall, on the grounds of race, color, creed, national origin, sex, marital status, handicap or age, suffer discrimination in the performance of this Agreement.

- 15) Non-Appropriation. In the event sufficient funds shall not be appropriated for the payment of consideration required to be paid under this Agreement, and if St. Helens has no funds legally available for consideration from other sources, then St. Helens may terminate this Agreement pursuant to Section 7 of this Agreement. S.R.F.D. may, pursuant to Paragraph 7, terminate this Agreement at any time that funds are not appropriated by St. Helens for compensation to S.R.F.D., and in such event S.R.F.D. may immediately cease its performance of its obligations under this Agreement.
- 16) Legal Fees. In the event any action, suit or proceeding, including any appeals therefrom, is brought for failure to observe or perform any of the terms of this Agreement, each party shall be responsible for its own attorney's fees, expenses, costs and disbursements for said action, suit, proceeding or appeal.
- 17) Non-Waiver. The failure of either party to enforce any provision of this Agreement shall not constitute a waiver of that or any other provision of this Agreement.
- 18) Time of the Essence. The parties agree that time is of the essence in this Agreement.
- 19) Choice of Law. This Agreement shall be governed by the laws of the State of Oregon.
- 20) Venue. Venue relating to this Agreement shall be in the circuit court of the State of Oregon for Columbia County, located in St. Helens, Oregon.
- 21) Severability. If any provision of this Agreement is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holdings shall not affect the validity of the remainder of this Agreement.
- 22) Entire Agreement. This Agreement constitutes the entire agreement between the parties. No waiver, consent, modification or change of terms of this Agreement shall bind either party unless in writing and signed by both parties. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. There are no understandings, agreements, or representations, oral or written, regarding this Agreement that are not contained within the terms of this Agreement. St. Helens, by signature of its authorized representatives below, hereby acknowledges that it has reviewed, understands and agrees to the terms and conditions of this Agreement. S.R.F.D., by signature of its authorized representatives below, hereby acknowledges that it has reviewed, understands and agrees to the terms and conditions of this Agreement.

DATED this _____ day of _____, 2018.

SCAPPOOSE RURAL FIRE DISTRICT
S.R.F.D.

CITY OF ST. HELENS
ST. HELENS

Fire Chief, Michael Greisen

Mayor Rick Scholl

(board member)

City Recorder

(board member)

Approved as to Form:

City Attorney

PARTIES

“City” - City of St. Helens, Oregon

“Union” - City of St. Helens General Employees, Local 1789, Council 75

RECITALS

THIS MEMORANDUM OF UNDERSTANDING (“MOU”) is made and entered into as of July 1, 2018 (the “Effective Date”), by and between the City of St. Helens (the “City”), and the City of St. Helens General Employees, Local 1789, Council 75 (the “Union”).

A. The City desires to compensate employees commensurate with the market rate for the job position; and

B. The Communications Officer position was historically an additional duty of the Planning Secretary position with a stipend for the additional work; and

C. The Communications Officer is now a full time position warranting a compensation survey to determine market value of the position; and

D. The City desires to adjust the Communications Officer position to reflect market demand; and

E. This compensation change has been presented to the Union for ratification; and

F. The City and the Union desire to enter into a Memorandum of Understanding to ratify the change as prescribed in the Collective Bargaining Agreement (the “Agreement”).

THE CITY AND THE UNION UNDERSTAND AND AGREE TO THE FOLLOWING:

1. Effective July 1, 2018 the Communications Officer salary is adjusted from \$4,811 to \$5,111 (step2) per month, position range grouped with the Building Inspector, PW Construction Inspector and WWTP Operator III/Pretreatment positions.

2. Resolution No. 1827 adopting the City’s compensation Plan is attached as Exhibit A.

This Memorandum of Understanding is entered into on this ____ day of October, 2018 and acknowledged by the following signers:

Heidi M Davis
Heidi Davis, President

Rick Scholl, Mayor

Micaela Shapiro-Shellaby
Micaela Shapiro-Shellaby, Oregon
AFSCME, Council Representative

John Walsh, City Administrator

APPROVED AS TO FORM

Tim Ramis, City Attorney

DRAFT

CITY OF ST. HELENS							
Compensation Plan							
FY 2018-2019 (effective 7-1-18)							
POSITION		MONTHLY SALARY RANGE					
		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
Seasonal Public Works Summer Crew Leader	Unrep	-	-	-	-	-	-
Seasonal Recreation Youth Program Lead	Unrep	-	-	-	-	-	-
Recreation Assistant	Unrep	-	-	-	-	-	-
Library Assistant	AFSCME	2,251	2,364	2,482	2,606	2,737	-
Secretary / Clerical	AFSCME	2,715	2,851	2,993	3,143	3,300	-
Front Office Specialist	AFSCME	2,715	2,851	2,993	3,143	3,300	-
Police Records Specialist	SHPA	3,059	3,238	3,418	3,611	3,823	4,036
Library Technician I	AFSCME	3,132	3,288	3,453	3,624	3,805	-
Parks Utility I	AFSCME	3,302	3,467	3,640	3,824	4,012	-
Receptionist / Utility Billing Specialist	AFSCME	3,302	3,467	3,640	3,824	4,012	-
Office Assistant	AFSCME	3,302	3,467	3,640	3,824	4,012	-
Utility Worker I	AFSCME	3,302	3,467	3,640	3,824	4,012	-
Library Technician II	AFSCME	3,302	3,467	3,640	3,824	4,012	-
Code Enforcement Officer	SHPA	3,278	3,512	3,748	3,983	4,215	4,452
Utility, Banking, & Court Specialist	AFSCME	3,370	3,539	3,717	3,903	4,098	-
Police Support Specialist	SHPA	3,319	3,484	3,659	3,842	4,034	4,236
Building / Admin Secretary	AFSCME	3,484	3,658	3,844	4,101	4,237	-
Planning Secretary	AFSCME	3,484	3,658	3,844	4,101	4,237	-
Legal Assistant	AFSCME	3,484	3,658	3,844	4,101	4,237	-
Municipal Court Clerk	AFSCME	3,484	3,658	3,844	4,101	4,237	-
Public Works Office Assistant	AFSCME	3,484	3,658	3,844	4,101	4,237	-
WWTP Operator I	AFSCME	3,484	3,658	3,844	4,101	4,237	-
Assistant Planner	AFSCME	3,760	3,948	4,146	4,353	4,570	-
Accounting Assistant	Unrep	3,775	3,961	4,159	4,368	4,583	-
Deputy City Recorder	Unrep	3,775	3,961	4,159	4,368	4,583	-
Parks Utility II	AFSCME	3,877	4,071	4,277	4,490	4,713	-
Utility Worker II	AFSCME	3,877	4,071	4,277	4,490	4,713	-
Librarian I	AFSCME	4,072	4,403	4,536	4,673	4,812	-
Parks Specialist	AFSCME	4,094	4,296	4,511	4,737	4,973	-
Collections System Operator	AFSCME	4,094	4,296	4,511	4,737	4,973	-
Mechanic II	AFSCME	4,094	4,296	4,511	4,737	4,973	-
Building Maintenance Utility Worker	AFSCME	4,094	4,296	4,511	4,737	4,973	-
Utility Plumber	AFSCME	4,094	4,296	4,511	4,737	4,973	-
WWTP Operator II	AFSCME	4,094	4,296	4,511	4,737	4,973	-
Water Systems Operator	AFSCME	4,094	4,296	4,511	4,737	4,973	-
Water System Filtration Operator	AFSCME	4,094	4,296	4,511	4,737	4,973	-
Patrol Officer	SHPA	4,063	4,358	4,608	4,933	5,293	5,465
Engineering Technician I	AFSCME	4,377	4,591	4,821	5,061	5,314	-
Associate Planner	AFSCME	4,377	4,591	4,821	5,061	5,314	-
Accounting Technician	Unrep	4,416	4,634	4,865	5,108	5,362	-
Water Treatment Operator	AFSCME	4,501	4,743	4,986	5,226	5,468	-
WWTP Operator III	AFSCME	4,615	4,848	5,089	5,345	5,610	-
Detective	SHPA	-	-	-	-	-	5,740
Engineering Technician II	AFSCME	4,868	5,111	5,365	5,636	5,918	-

CITY OF ST. HELENS							
Compensation Plan							
FY 2018-2019 (effective 7-1-18)							
POSITION		MONTHLY SALARY RANGE					
		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
PW Construction Inspector	AFSCME	4,868	5,111	5,365	5,636	5,918	-
WWTP Operator III / Pretreatment Coordinator	AFSCME	4,868	5,111	5,365	5,636	5,918	-
Building Inspector	AFSCME	4,868	5,111	5,365	5,636	5,918	-
Communications Officer	AFSCME	4,868	5,111	5,365	5,636	5,918	-
Field Supervisor / Safety Coordinator	Unrep	5,073	5,327	5,592	5,874	6,166	-
Water Filtration Facility Supervisor	Unrep	5,073	5,327	5,592	5,874	6,166	-
WWTP Operator IV	Unrep	5,073	5,327	5,592	5,874	6,166	-
Engineering Technician - Project Manager	AFSCME	5,365	5,636	5,918	6,216	6,527	-
City Recorder	Unrep	5,586	5,864	6,156	6,457	6,779	-
Sergeant	Unrep	-	-	-	-	7,004	-
WWTP Superintendent	Unrep	5,934	6,236	6,550	6,875	7,223	-
Building Official	Unrep	6,523	6,849	7,192	7,552	7,929	-
City Planner	Unrep	6,523	6,849	7,192	7,552	7,929	-
Library Director	Unrep	6,531	6,859	7,167	7,543	7,937	-
Public Works Engineering Director	Unrep	6,590	6,919	7,265	7,628	8,010	-
Public Works Operations Director	Unrep	6,590	6,919	7,265	7,628	8,010	-
Lieutenant	Unrep	6,729	7,064	7,417	7,787	8,178	-
Finance Director	Unrep	7,270	7,633	8,014	8,416	8,835	-
Chief of Police	Unrep	7,489	7,861	8,255	8,668	9,102	-
Public Works Director	Unrep	7,675	8,055	8,459	8,882	9,323	-
City Administrator	Unrep	8,441	8,746	9,304	9,767	10,256	-

APPOINTMENTS TO ST. HELENS CITY BOARDS AND COMMISSIONS

City Council Meeting ~ October 17, 2018

Pending applications received:

<u>Name</u>	<u>Interest</u>	<u>Date Application Received</u>	<u>Referred by Email To Committee(s)</u>
• Jeff Vitale	Arts & Cultural or Parks Commission	2/26/18	2/26/18
• Ken Forcier	Arts & Cultural or Plng. Commission	6/7/18	6/8/18
• Patrick Birkle	Library Board	7/20/18	7/20/18
• John Dreeszen	Library Board	8/7/18	8/7/18
• Becky Bean	Library Board	8/14/18	8/14/18
• Lisa Beardslee	Library Board	8/24/18	8/24/18

Arts & Cultural Commission (3-year terms)

- Kannikar Petersen resigned. Her term expires 9/30/2018.
- Jenn Farrington resigned. Her term expires 9/30/2020.
- Janet Anderson resigned. Her term expires 9/30/2019.

Status: There are currently three vacancies. A press release went out on October 1 with a deadline of October 19, 2018. There are currently two applicants.

Next Meeting: October 23, 2018

Recommendation: None at this time.

Library Board (4-year terms)

- The Board added positions.
- Marsha Caton's term expires 6/30/2018 but she doesn't wish to be reappointed.
- Nancy Herron resigned. Her term expires 6/30/2020.
- Barbara Lines resigned. Her term expires 6/30/2021.

Status: Currently, there are four vacancies. A press release was sent out on June 21, including a display ad, with a deadline of July 31, 2018. Another press release and display were done with a deadline of August 17. We have received four applications so far.

Next Meeting: October 16, 2018

Recommendation: None at this time.

City of St. Helens Parks Commission

Approved

August 13, 2018

Members Present: Howard Blumenthal
Stan Chiotti
Jacob Woodruff
John Brewington
Jerry Belcher
Carmin Dunn

Members Absent: Elisa Mann

Staff Present: Matt Brown
Thad Houk
Jennifer Dimsho
Doug Morten

Others: Pat Birkle
Willow Bill
Wynn Schultz

1) Call Meeting to Order

Meeting was called to order by Chair Chiotti at 4:00 p.m.

2) Approval of Minutes

2.A Minutes of June 11, 2018

Motion: Upon Howard Blumenthal's motion and John Brewington's second, the Commission unanimously approved the minutes of June 11, 2018 with a name change from Mann to Dunn on Section 6.a. [AYES: Howard Blumenthal, Stan Chiotti, Jacob Woodruff, John Brewington, Jerry Belcher, Carmin Dunn; Nays: None]

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

Patrick Birkle came to them as a "Friend of Dalton Lake", an informal group similar to "Friends of Nob Hill" and spoke about Dalton Lake and who has jurisdiction over it. For the past three years, he has sponsored a SOVL cleanup day and he has communicated with the City via e-mail to get approval for that. He is coming to them because it looks like SOLV is being more formal on getting permission from public entities when these types of things are sponsored. Chiotti said Dalton Lake is not a park so it doesn't come under their jurisdiction. Dimsho said ODOT owns the property and the City has an exclusive use permit for passive recreation.

Birkle said in e-mails with the City, he has been told by John Walsh and others that it falls under parks so he should come to the Parks Commission so he is trying to follow the rules. They remove invasive plants like blackberry and ivy and pick up trash at their work parties. Dimsho asked if SOLV was asking the City to apply for him and he said no but he has a Public Property

and Mutual Indemnity Agreement so they want to know if he is out here doing something, the City is not going to go after SOLV for him doing something in SOLV's name.

Chiotti says they are in support of him doing it but does the City recognize Dalton Lake because it is leased from ODOT? Dimsho said it would be a question of whether the work qualifies with the lease agreement so he should just go through the City Administrator's office. Belcher said he has worked down there in previous years and Birkle is good about showing up with release forms for everyone to sign. Birkle said he is planning on having a clean-up day on Sept. 29th.

Willow Bill was called to speak. He came here 12 years ago and carved the canoe with about 400 children and helped paddle it to St. Louis during the Lewis & Clark Bicentennial. They would like to share it more instead of having it stored. They want to display the canoe in Columbia View Park and would also like some kind of plaque with the names of all of the people who helped make it including 400 school kids. Chiotti asked if he has been to the Council already because they are working with the Waterfront Development and part of that is there is a hotel that is supposed to be built and part of that planning includes some Indian artifacts and things along those lines. A perfect place for that canoe would be in that hotel. Bill said he was told about that plan 12 years ago and there are 400 kids who have never been thanked. For a couple thousand dollars, they could put a case out there next month. Chiotti said it's been in a building for two reasons – insurance and vandalism. The City doesn't want it out there without some sort of security. Belcher said he is worried about vandalism but it also needs to be in some kind of case that preserves it. If you look at Seaman, he has been painted several times but is starting to deteriorate. He thinks they should approve it and move it on to Council with conditions. Chiotti said as far as the construction of the case, we are out of it and the location would be up to the City Council. They also can't help with the names of the kids who worked on it. Bill would have to go back to the schools for that information.

Motion: Upon Jerry Belcher's motion and Jacob Woodruff's second, the Commission unanimously recommend that Council place the Flying Eagle canoe close to the Seaman statue and can be moved in the future if a better site comes up and that it be in a case that protects it from vandalism and preserve it. [AYES: Howard Blumenthal, Stan Chiotti, Jacob Woodruff, John Brewington, Jerry Belcher, Carmin Dunn; Nays: None]

Motion: Upon Jacob Woodruff's motion and Carmin Dunn's second, the Commission unanimously recommend to Council to allow the people who built the canoe to make a plaque to honor all of the people who helped build the canoe and hang on the wall in the park. [AYES: Howard Blumenthal, Stan Chiotti, Jacob Woodruff, John Brewington, Jerry Belcher, Carmin Dunn; Nays: None]

Matt Brown was called to speak about the revised Parks CIP projects list. He handed out revised pages of the projects. This is hopefully the final version. Staff members went through the Parks Master Plan and outlined levels and importance on the projects. They will see the years marked on the projects they would like to do in the next two fiscal years. There have been a couple of projects that were removed. The Parks Master Plan they got this list from was done in 2015. He imagines they will probably revisit the Master Plan after these projects are completed in the next couple of years to create a new list of projects. Chiotti said they have a high priority on the tennis courts at Campbell and that doesn't affect as many people as redoing the baseball fields. Brown said that is to put in tennis/basketball sport courts to replace the tennis courts that are not useable at all as opposed to the ball fields, which are useable. He would like a recommendation for them to move it forward to Council.

Motion: Upon John Brewington's motion and Howard Blumenthal's second, the Commission unanimously recommend to send it on to Council to go forward with starting some of these projects. [AYES: Howard Blumenthal, Stan Chiotti, Jacob Woodruff, John Brewington, Jerry Belcher, Carmin Dunn; Nays: None]

4) **Councilor's Report**

Doug Morten was called to speak and thanked Brown for bringing these projects to them and having them all set to go to Council. He wanted to also thank Dunn for her report to the Council. They were impressed because it was so thorough and well-delivered.

As they know, the Flying Eagle canoe has been in the Public Works storage building and Keith Locke was involved in the making of it. It was at the library for some time but they didn't like it there because too many kids were crawling on it and it took up too much space. It has been in storage where it is safe and the City owns it and insures it. There is not a lot of liability on it so it scares them when it gets taken out. At this point, talks are going on for a \$50 million enhancement for the riverfront area and they have had conceptual drawings that include a hotel, a pier and a boardwalk esplanade. The Embarcadero group is interested in paying tribute to cultural heritage so what better place would there be to pay tribute to our heritage on the river. They haven't seen any plans on it yet but he wanted them to know.

He went back to Washington D.C. with Walsh to try and get a \$15 million BUILD grant from the Department of transportation that would go to the first phase of infrastructure on the riverfront development. The first phase includes an esplanade that would be two-layered in places. If they could get the grant, it could speed up the operation a lot. We will know by December.

5) **New Business**

5.A **Millard Road Property Zoning Recommendation**

Dimsho said a couple of months ago, City Council had a public forum to discuss the zoning on the Millard Rd. property. She gave a presentation and showed the zoning on the two City-owned tax lots. Council is interested in re-zoning it because it is currently zoned Public Lands so it is limited on uses and there is interest in doing something that would have a community benefit. In the 1999 Transportation Systems Plan that shows a proposed collector route through the property. There is also a proposed connection route in the 2011 TSP. Whether a road goes there or a trail goes there, there has to be some kind of connection to honor the intent of the TSP. There is a jog in the route because of the designated wetlands on the property. They will have to think about the wetlands no matter what they do with the wetlands. There is also a 100-year flood plain and a riparian zone.

The Parks Master Plan looked at park service radiuses which means she took each park and applied a half mile buffer around each one to see what neighborhoods were served. She had a diagram showing the underserved areas on the west side of the highway. She looked at City-owned property and this property made sense to have some portion of it meeting this need because it's undeveloped and next to a creek, hard to develop and has the wetlands. It is in the Master Plan as a potential park so in the Capital Improvement Plan, there can be money set aside in the future to develop it as a park. They need to rezone at least a portion of it to be able to meet this need. She had a chart of what zoning was allowed in each zoning district. The important thing for them is the public parks column and the zones those are allowed in. During the public forum, there was a lot of interest in the Mixed Use zone. Public Lands are very limited on what can be done. Parks are allowed but you can't build homes, apartments, senior

housing or shops. The top property is very difficult to develop so that might be a logical breaking point to leave as public land. They discussed options for the lower property like assisted living. Brewington said they could do something like Rose Valley in Scappoose that had a main building and separate small cottages. Then with the wetland, there could be some winding trails through the property. That would be a good mixed use. Belcher said there is a bridge there that's nice and wide but it can't be driven on. There is a drainage ditch in there. If they are going to make that piece a park, he thinks the property line between the parcels could be shifted south. He likes Brewington's idea and thinks it would be a good area but he thinks the wetland have to stay. Dunn asked if they rezone it to Mixed Use and want it to be a care facility is the plan to sell the property to a company that would do that. Dimsho said yes, the City is not in the development business so we would have to market the site to a developer and try to get someone to do that. Dunn asked if anyone has approached the City about developing it and Morten said they always have developer inquiries, not to Council in an open way but phone calls to staff.

Motion: Upon John Brewington's motion and Carmin Dunn's second, the Commission unanimously recommend that the northern tax lot be designated Public Lands and if possible, extend the property line further south to make a bigger park area. [AYES: Howard Blumenthal, Stan Chiotti, Jacob Woodruff, John Brewington, Jerry Belcher, Carmin Dunn; Nays: None]

Motion: Upon John Brewington's motion and Jacob Woodruff's second, the Commission unanimously recommend that the southern tax lot be zoned Mixed Use with the idea of future development of some sort of assisted living facility and cottages with a trail connecting the wetland areas. [AYES: Howard Blumenthal, Stan Chiotti, Jacob Woodruff, John Brewington, Jerry Belcher, Carmin Dunn; Nays: None]

5.B Review Proposed Ordinance Creating a Parks & Trails Commission

Ingram said they need to review the copy of the new Ordinance creating a Parks & Trails Commission and they can keep the name that is suggested or come up with something else.

Motion: Upon Carmin Dunn's motion and Jacob Woodruff's second, the Commission unanimously recommend that Council adopt proposed Ordinance to create a Parks and Trails Commission. [AYES: Howard Blumenthal, Stan Chiotti, Jacob Woodruff, John Brewington, Jerry Belcher, Carmin Dunn; Nays: None]

5.C Park Reports - Walnut Tree and Dog Parks

Chiotti said all they are doing at Walnut Tree Park is decapitating the weeds. There is no grass growing because of the heat. Mann was not present so dog parks will be moved to the next meeting.

6) Old Business

6.A Defining "Friends" Groups

It was suggested to move this to the next meeting. Morten said it was not time sensitive, just for them to do some research if they could.

6.B Urban Trail Update

Belcher said they looked at 3rd Street from south to north to try to figure out how to go along it. There is a sidewalk there but Ordinance 3163 allowed people to buy it back. They now have 15 feet of property that includes the existing sidewalk. They talked about having a marked path on

the side of the road but Sue Nelson didn't think that was safe. Belcher looked up the Ordinance and Section 3 says the City retains an easement for access, maintenance and repair of public facility. Brewington thinks sidewalks are public facility and he would like the City to have their attorney look at it and tell them if the public has the right to use the sidewalk in the areas where people have bought them back. Morten asked if he would come to the Council Work Session and present it to them so they could make a request to the attorney.

7) **Discussion Items**

Blumenthal said they have been talking to Columbia Soil and Water Conservation District and they think they may have funds to spray the blackberries in Nob Hill. Look out for poison oak. It's turning red right now. He also wants to talk about meeting monthly since they will have more members. We didn't take a field trip this year either.

Woodruff asked if there was smoking allowed in the dog park at McCormick and Houk said there is no smoking allowed in the park at all. Woodruff said there was a lady smoking there and he was going to say something but didn't want to start anything since she spit on someone else's car.

Foundation is in for Grey Cliffs restroom and they will be doing the plumbing soon and ramp for non-motorized has been cut in.

8) **Other Business – none**

9) **Adjournment**

Meeting was adjourned by Chair Chiotti at 6:11 p.m.

Respectfully submitted by Sheri Ingram

City of St. Helens Planning Commission

Approved Minutes

September 11, 2018

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

Members Absent: Commissioner Kathryn Lawrence

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

Others: Susie Wilson
Brent Violette
Mark Grenz
Scot Lamping
Catherine Ross
Jacob & Heather Erickson
Carl Knoll
Roger Toth
Herb Bailey
Bart Catching
Sue Collins
Jacy Morgus
Les Waters
Tiffany Harms
Ashley & Brandon Edelman

- 1) **7:37 p.m. Call to Order and Flag Salute**
- 2) **Consent Agenda: Approval of Minutes**
2.A Minutes Dated August 14, 2018

Motion: Upon Commissioner Semling's motion and Commissioner Webster's second, the Planning Commission unanimously approved Draft Minutes dated August 14, 2018 with the correction of "Vide Chair" to "Vice Chair" on the first page of the first motion. [AYES: Commissioner Cohen, Commissioner Semling, Commissioner Stenberg, Commissioner Webster, Vice Chair Cary; Nays: None]

- 3) **Topics from the Floor: Limited 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. - (CONTINUED) - Conditional Use Permit at Lot 5 of the Matzen Subdivision - Multi-Tech Engineering Services, Inc.

Graichen said the public hearing was continued from last meeting to allow the applicant to make revisions to their proposal, which they have provided. Graichen went through the revised staff report based on the revised plans with the Commission, as included in the packet. ODOT approved a revised Traffic Impact Analysis (TIA) for the proposal. This removes one of the conditions. Graichen noted that they still need an approved ODOT approach.

Commissioner Cohen asked about requirements for walking trails and walkways. Graichen said the Parks & Trails Master Plan does not propose a trail through the property. The applicant will install frontage improvements, which include sidewalks. They also have private walkways through the property and access agreements with the lots next to the Highway. Graichen said they will also have a multi-use path along Brayden Street where vehicular access terminates that leads to the Highway.

In Favor

Grenz, Mark. Representing Applicant. Grenz appreciates extra time for them to make revisions. Staff has been very helpful. All of the required conditions in the revised staff report are achievable. Grenz said they have already prepared revised plans that meet the new conditions, but they did not want to include it in the record tonight.

Neutral

Bailey, Herb. Bailey is with Hudson Garbage Service. He is not for or against the proposal. He was asked to review their trash compactor. He noted that having one garbage collection point proves difficult. He said most of their multi-family complexes of this size have between two to three to four separate collection points. Hudson Garbage does not have trash compactor service for collection. Waste Management would be dealing with the trash compactor. Trash compactors are a more efficient way to collect. A comparable sized proposal in Clark County has a collection area of 20' by 35'. Bailey said they generally have two to three days between garbage pick-ups. Graichen said this proposal has a 20' by 45' collection area.

In Opposition

Violette, Brent. Violette lives next to the proposal. He is wondering how far the setback is from his property. Graichen said the buildings themselves will be 15 feet from his property. Some of the parking will be as close as 10 feet. Violette asked how many of the big oak trees are going to be saved. Graichen said the majority of the trees to be saved are along McBride Street. Violette wondered about his solar access rights. He asked why they are not using native plants. Graichen said the applicant may be able to answer his questions. Violette asked about the trash enclosure. Vice Chair Cary said it has been moved away from his property to a more central location. He thanked the Commission for slowing down approval on this. He wished the public received the revised plans in the mail. Chair Hubbard said this is a continued public hearing from the last meeting where the continuation was announced, so a new notice mailing was not required.

Ross, Katherine. Ross lives on May Avenue. She thought more of the traffic would be on Brayden Street and Matzen Streets, but now it is proposed on McBride Street. Ross is concerned about the increase in the cut-through traffic that this development will have on the homeowners along May Avenue. Graichen said the McBride Street and May Avenue intersection was included in the study area for the TIA. It determined that the intersection will continue to function operationally upon project completion. She also has a question about how they will replace all of the trees. She would like the applicant to consider using native plants. Ross feels there is not adequate parking for residents and visitors. Ross is concerned about construction noise.

Rebuttal

Grenz, Mark. Representing Applicant. Grenz is confident they can comply with the revised conditions in the staff report. Grenz said solar access is usually based on the south-facing window, which will not be affected by the proposal. Commissioner Webster is concerned about the garbage collection. She said there is an 8-unit complex on 18th Street and it is full all of the time. Grenz said trash compaction and collection is different. When the compactor is reaching capacity, Waste Management is called and the refuse is collected. Recycling will also be included in the enclosed structure. Compaction minimizes litter. He said this is a proven method of refuse collection on other similar projects. Commissioner Cohen asked about the plant species for the landscape buffer. Grenz said the landscape designer selected species that grow quickly and work well for screening. Vice Chair Cary said there is shallow topsoil here too. Grenz said the proposed plants do not require a large root ball.

End of Oral Testimony

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

Further Questions of Staff

Commissioner Cohen asked if the Commission could require speed bumps if there is a significant traffic impact to neighbors. Graichen said speed bumps are not typically utilized because of pushback from Public Works and the Fire Department, but other methods of traffic calming could be considered. Commissioner Cohen asked if the developers could be responsible for putting in traffic calming features only if there is a large impact to neighbors. Graichen said it depends on what the Commission considers a "large impact." Graichen said the applicant is responsible for frontage improvements, so it could be the applicant's responsibility to also install traffic calming features.

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 the proposal seems much better than last meeting. Commissioner Cohen feels the garbage issue has been handled adequately. Chair Hubbard did not feel the solar access was an issue. He noted that the bike storage issue has been resolved. Chair Hubbard and Vice Chair Cary said landscaping should be narrow and have small root bases,

not necessarily natives. Commissioner Cohen would like to include traffic calming measures along McBride Street in the existing condition for 2.b.A. on page 27. Chair Hubbard noted the testimony was about the volume of traffic, not the speed. Commissioner Cohen agreed, but noted that they cannot prohibit traffic, only design it so that people will use alternate routes.

Motion: Upon Commissioner Webster's motion and Commissioner Semling's second, the Planning Commission unanimously approved the Conditional Use Permit at Lot 5 of the Matzen Subdivision - Multi-Tech Engineering Services, Inc. with an additional condition about requiring traffic calming features along McBride Street and the removal of the condition regarding the TIA. [AYES: Commissioner Cohen, Commissioner Semling, Commissioner Stenberg, Commissioner Webster, Vice Chair Cary; Nays: None]

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

4.B 8:00 p.m. - Subdivision south of 500 S. Columbia River Highway - AKS
Engineering & Forestry, LLC

Chair Hubbard opened the Public Hearing at 8:37 p.m. There were no ex-parte contacts, conflicts of interests, or bias in this matter. Graichen entered the staff report dated August 31, 2018 into the record.

Graichen introduced the proposal and recommended conditions of approval to the Commission, as described in the staff report. He said it is an 80-lot subdivision with multiple zoning districts. There are two lots that will remain commercial. City Engineering commented that this area is a significant drainage area. There's also a sanitary sewer line through the property. Mixed-use zoning yields to General Residential (R5) zoning for exclusive residential use. Lots 1-78 are eligible for attached single-family dwellings (SFDs), also known as townhomes. Lot 61 is eligible for a detached SFD. Lots 60 and 21 are eligible for detached SFDs or duplexes. Graichen said a wetland delineation from 2003 found no wetlands on the property.

Graichen said that based on testimony received, there may be burial mounds on the site. In 2005-2006, this property had an approved subdivision that was never executed because of the recession. Before, a letter was prepared by Archaeological Investigations Northwest, Inc. that gave the property a "clean bill of health." Graichen said the Chiotti's dispute the 2002 letter. There is a condition in the staff report that says in the event that artifacts or human remains are discovered during construction or excavation, work shall cease, and the City shall be notified. A Sensitive Lands Permit would be required to continue work. Graichen said the Commission could consider a condition that requires an updated letter to address archaeological concerns.

Graichen said there is a 10 foot buffer requirement between the attached SFDs and the detached SFDs to the south and elsewhere. It says the developer should install it so that it is consistent, but in this case, there may be no one to ensure it survives. Instead, Graichen said the recommendation is to have a very clear plan home builders can follow that will be attached to each building permit. Graichen said the applicant is working with a different property owner to connect to Shore Drive, which would be a second access point to the subdivision. If they do not get a second access, all homes will have to be sprinkled because the Fire Marshal said there is a mandatory requirement to have multiple access points if there are more than 30 homes in the

subdivision. Graichen would like the Commission to consider whether or not to require the applicant to build sidewalks on both sides of Commons Drive or only along the subdivision side. Graichen also recommends a requirement for a pedestrian access to Kelley Street. Access may be able to be in conjunction with a stormwater tract and utility easements.

Commissioner Cohen asked if the street width was enough for on-street parking and if there will be enough room for backing movements. Graichen said yes, it is not a skinny street. Vice Chair Cary asked if the TIA was done. Graichen said yes, and the development did not cause any intersection issues. Graichen said the St. Helens School District Superintendent recommended a Wyeth Street crosswalk. Graichen noted that the Corridor Plan (2015) recommended an enhanced pedestrian crossing at this intersection because of the high number of students who cross there. It is about 700 feet from this development. Graichen said the Commission can consider a condition to address this.

In Favor

Catching, Bart, Applicant. Catching is a land use planner for AKS Engineering & Forestry representing the applicant and owner of the property. Ken Leahy, the property owner, cannot be here tonight. Catching said the applicant intends to pair the attached SFDs, not have a wall of five homes. Lots 21 and 60 will be detached SFDs. He noted that the minimum lot size for attached SFDs in R5 is 2,500 square feet. All of the lots proposed are larger than this. Everything except one side of Commons Drive is planned to be built out to the local street standards with sidewalks on both sides. There is a detailed landscape plan on page 10 that details street trees. The suggested condition for the 10 foot buffer is not an issue. They are close to getting a written agreement to finalize the Shore Drive access. Catching clarified with Graichen the land use process to permit access off Shore Drive.

Regarding the crosswalk on Highway 30 at Wyeth Street, Catching said there was no official comment from ODOT, but they are open to discuss it. For pedestrian access to Kelley Street, they are not aware of a code requirement for this, but they are open to it.

Catching said the ongoing fill that has been occurring on the site is not part of this subdivision application. He said this has been going on under existing permits. Regarding cultural resources on the site, Catching concurs with the City's determination that it is appropriate to continue ongoing monitoring of the site during construction. Catching said camas is not listed as an endangered species and should not inhibit the ability to develop the site. Vice Chair Cary asked if they considered an alternative path to Kelley Street, instead of Shore Drive. Catching said the previously approved subdivision on the site had a connection to Howard Street. They have re-designed a layout that they feel makes most efficient use of the space. Vice Chair Cary asked about the pedestrian path to Kelley Street through the stormwater facility and utility easements. Catching said they are not opposed to this condition.

Synkelma, Trevor. Synkelma is an engineer with AKS Engineering & Forestry who worked on the stormwater plan. The stormwater facility will be maintained by a Homeowner's Association (HOA) if the City does not want ownership. Regarding the detention ponds, they will be designed in accordance with the City's standards. During construction, the construction documents will include the details about safety and security. Regarding downstream flow of stormwater, the facility will detain post-development flow to pre-development standards. Compared to pre-development conditions, they will be reducing the stormwater leaving the site post-development. He added a diagram for the direction of flow and the containment of the

stormwater to the record to address Chiotti's stormwater concerns. There are no plans to alter the storm lines or sewer lines on the site. Commissioner Cohen asked how much rock would be removed from the site. Synkelma said there is not an estimate, but their goal is to raise the elevation to help reduce the amount of excavation required for utility construction. Chair Hubbard asked if the fill on the site was engineered fill. Synkelma said no, they are currently just stockpiling fill.

In Opposition

Watters, Les. Watters owns property adjacent to the proposal. Watters said a week ago they started filling near Kelley Street. This area is still green in August. He is in support of a pedestrian connection to Kelley Street to allow for easier access to the Highway. Watters would like to see the DSL concurrence letter renewed. Watters has a lot of history on the parcel that lead him to distrust stormwater engineering on that site. He said when ODOT widened the Highway, the stormwater did not do what they wanted or engineered it to do. He said ODOT never connected the stormwater outfall that runs under the Highway. The City still has an alley where the stormwater is conveyed. He passed out a letter summarizing this. He is concerned about the stormwater management plan and facility. He is concerned it will not be engineered correctly and not maintained in perpetuity. He would like to ask that this facility be engineered to meet a higher standard because he has fears that runoff will be worse than expected.

Violette, Brent. Violette said Milton Creek actually used to run through this area before it was diverted to its current location. He thinks there are wetlands and camas meadows on the site. When the flood of 1996 occurred, it re-opened the original creek path. He is concerned about stormwater on the site. The site has a long history. Water will go where water wants to go.

Morgus, Jacy. Morgus lives off Trillium Street, which abuts this property. She moved from Beaverton to get away from this type of development. Her and her neighbors were shocked to see tree removal and construction vehicles occurring at odd hours of the morning. At that point, they had no grading permits. Her neighbor has Parkinson's and when he does not get enough sleep, it affects his mobility. She submitted additional letters in opposition from her neighbors. She is very concerned that this developer will not follow the rules. She said her yard already floods, so she is worried about an increase in flooding. She is wondering if the townhomes will be two or three stories. Graichen said the zoning allows for 35 foot high homes, but at this point, they do not know. She said her fence is leaning because of the grade/fill work. The work is beginning before 7 a.m. and past 10 p.m. at night.

Collins, Sue. Collins is wondering about the two retirement homes and the women's shelter behind the proposal. The shelter was sited there for secrecy. She asked about the height of the buildings. Collins is concerned about privacy.

Rebuttal

Catching, Bart. Applicant. Catching said the post-development flow will be less than pre-developed flow. The conditions on the site will not be made worse by development. Regarding Shore Drive, one approach would be a condition of approval that lists the various alternatives discussed. He listed the three alternatives in order of priority. He discussed how the stormwater facility would be maintained by the HOA with the assurances of Covenants, Conditions & Restrictions (CC&Rs) for longevity. A tremendous amount of effort has been put into the design of the detention facility. Regarding the women's shelter and the retirement homes, they are

proposing a legal permitted use on this site. If there are issues beyond that, they have no intention of impact to those existing uses.

End of Oral Testimony

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

Further Questions of Staff

Commissioner Cohen asked about the noise violations. Graichen said they would like to impose a fine, but the violation is contained in Volume 1 of the Code, not Volume 2 (the Development Code). There was a discussion about getting City Code Enforcement out to the site to ensure work does not start before 7 a.m. or continue after 9 p.m. Commissioner Cohen asked about the pedestrian crossing near Wyeth Street on Highway 30. Graichen said one of the subdivision standards is compliance with the Comprehensive Plan. The Corridor Plan is an addendum to the Comprehensive Plan. Graichen suggested adding a condition that the applicant be required to work with ODOT to determine feasibility and possibly installation of a pedestrian crossing at the Highway 30/Wyeth Street intersection. Vice Chair Cary asked how the Commission can approve this with only one access. Graichen said it does not violate our code. It is a Fire Code issue. Vice Chair Cary asked about including a fire access to Kelley Street along the pedestrian/utility easement. Graichen said that could make sense.

Close of Public Hearing & Record

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

Deliberations

Chair Hubbard said the Shore Drive connection as a second access would be ideal, but the stub is all we can require. Vice Chair Cary did not think it made sense to include a sidewalk along Commons Drive on the church side, but the Commission would like to see a curb on the church side. The Commission would like to add a condition added as 2.h. regarding the crosswalk at Wyeth Street on Highway 30, as discussed earlier.

Motion: Upon Commissioner Cohen's motion and Commissioner Webster's second, the Planning Commission unanimously approved the Subdivision south of 500 S. Columbia River Highway - AKS Engineering & Forestry, LLC with the additional condition about utilizing the access/utility easement as a potential fire access, adding a curb to frontage on Commons Drive to 2.a.K., and a new condition 2.h. to work with ODOT regarding a pedestrian crossing at Wyeth Street and Highway 30. [AYES: Commissioner Cohen, Commissioner Semling, Commissioner Stenberg, Commissioner Webster, Vice Chair Cary; Nays: None]

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

5) Discussion Items

5.A (CONTINUED) Street Vacation for Portions of N. 8th Street, N. 9th Street and Wyeth Street Recommendation to City Council

Graichen said this is not a formal public hearing, but it is continued discussion from the previous meeting. Since last meeting, a few diagrams have been added to the staff report with more detail about the options for fire turnarounds. One utilizes a 20 foot alley and uses a hammerhead fire turnaround. The other utilizes a 20 foot alley and a cul-de-sac as the fire turnaround. Both recommend keeping the 20 foot alley and the fire turnaround as right-of-way and granting the remaining area to the applicant. Vice Chair Cary asked if the recommended options will prohibit surrounding property owners from vacating their portion of the right-of-way. Graichen said no, they could still apply to vacate the remainder, but the hope is that the fire turnaround and 20 foot alley remain as right-of-way with any future vacations.

Erickson, Jake. Erickson lives at the bottom of the driveway on N. 9th Street. He said his property is surrounded by concrete retaining walls. He is concerned about how the lot lines will change as it gets developed. He is concerned about a tree that may fall onto his home when the property is developed.

Scholl, Rick. Applicant. Scholl explained that if the street vacation is granted, he will be able to position the home in a location that benefits Erickson more than if it was not granted. Scholl said they tried to work with Erickson. Scholl said they cleaned up the property since buying it.

Erickson, Heather. Erickson is Jake's sister. Jake is a volunteer firefighter for the city, retired military, and a single father. This is why he is almost never home. They are concerned about crumbling retaining walls, stormwater issues with development of the proposed lots, and the tree behind their property falling with development. Graichen recommended attending the City Council Public Hearing next Wednesday, September 19 at 6:00 p.m. where a final decision will be made.

Motion: Upon Vice Chair Cary's motion and Commissioner Webster's second, the Planning Commission unanimously recommend approval to the City Council of the Street Vacation as provided as Option #3 (Hammerhead) for Portions of N. 8th Street, N. 9th Street and Wyeth Street. [AYES: Commissioner Cohen, Commissioner Semling, Commissioner Stenberg, Commissioner Webster, Vice Chair Cary; Nays: None]

6) **Acceptance Agenda: Planning Administrator Site Design Review**

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

7) **Planning Director Decisions**

There were no comments.

8) **Planning Department Activity Report**
8.A August Planning Department Report

Commissioner Cohen thanked Graichen for adding a land use City Council report to the monthly Planning Department Activity Report. Commissioner Stenberg agreed.

9) **For Your Information Items**

Chair Hubbard thanked Associate Planner Dimsho for working on the Grey Cliffs Park restroom and non-motorized boat launch project. Dimsho said the paved parking lot and boat launch improvements will occur spring 2019.

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

11) **Adjournment**

There being no further business before the Planning Commission, the meeting was adjourned at 11:06 p.m.

Respectfully submitted,

Jennifer Dimsho
Associate Planner

City of St. Helens
Consent Agenda for Approval

CITY COUNCIL MINUTES

Presented for approval on this 17th day of October, 2018 are the following Council minutes:

2018

- Work Session, Executive Session, Public Hearing, and Regular Session Minutes dated September 19, 2018
- Work Session, Executive Session, and Regular Session Minutes dated October 3, 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 signature block on 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

September 19, 2018

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

Members Absent: None

Staff Present: John Walsh, City Administrator
Matt Brown, Finance Director
Crystal Farnsworth, Communications Officer
Neal Sheppard, Public Works Operations Director
Brian Greenway, Police Chief
Margaret Jeffries, Library Director
Sue Nelson, Public Works Engineering Director
Adam Hartless, Police Officer
Tina Curry, Event Manager

Others:

Debbie Millar	Tom Millar	Steve Harrison
John Millar	Nancy Whitney	Kevin Mahn
Colton Sharman	Kaitlyn Sharman	Kayla Sharman

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

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

- ◆ Nancy Whitney. She read her Letter to the Editor that was published in the Spotlight last week. She addressed what she believes are issues with waterfront property development, lack of event parking and access/egress, tourism, and event manager Tina Cannard.

Council President Morten gave Nancy a written response. Mayor Scholl responded to her parking comments letting her know where parking will be available. Spirit of Halloweentown events bring in over 40,000 tourists to the community. Businesses had record sales last October.

4) **Discussion Topics**

4.A Employee Length of Service Awards

Three employees have reached a milestone in their employment with the City of St. Helens. The following individuals will receive a certificate and pin:

30 Years

Diane Barbee began working for the City on August 1, 1988 as a part-time Library Assistant. In 1994, she became a full-time Library Assistant. In 1997, she was transferred into a Library

Technician position and was promoted to a Library Technician II in 2009. Diane retired in 2016 but still works part-time for us as a Library Technician II.

20 Years

In 1998, **Sheri Ingram** began as the Receptionist/Dispatcher for the Public Works Department. In 2007, she was reclassified to the Public Works Office Assistant.

10 Years

Nicole Woodruff began working for the City in 2008 as a part-time Library Assistant. She was laid-off for a few months in 2009 but was rehired in October of 2009. In 2016, Nicole became a full-time Library Technician I.

Congratulations, Diane, Sheri and Nicole, and thank you for your service!

5) Department Reports

Police Chief Greenway reported...

- He is putting together a presentation on the Mandalay Bay Mass Shooting. He will review what happened there and how we can learn from that incident to prepare for something that may happen here.
- Mayor Scholl asked Greenway to address parking and traffic for Spirit of Halloweentown. Greenway said emergency services have already started meeting as of last month to address response and emergency issues. Contingency plans will be put in place if traffic gets too backed up. September 27 is the next meeting. Greenway will be the incident commander for the event.

Public Works Engineering Director Nelson reported...

- Construction is anticipated to begin on Gable Road next summer. Adjacent to that is a section of Columbia Blvd. between Gable Road and Sykes Road. All the properties on east side are annexed. About half of west side properties are annexed in. The County asked if the City would accept that section of road once they are done with additional paving. The Gable Road right-of-way will be turned over to the City once the major improvements with this project are completed. Council President Morten had concerns about the cost and the improvement timeline since it has taken so long in the past. Nelson and Sheppard discussed concerns. There was no objection from Council to consider accepting the section of Columbia Blvd. between Gable Road and Sykes Road.

Public Works Operations Director Sheppard reported...

- The Grey Cliffs Park restrooms has been delayed while they wait for electrical service.
- The Veterans Memorial groundwork should be done by the end of the week. They had to move projects around due to the weather.

Library Director Jeffries reported...

- Tonight's packet includes an IGA for approval between St. Helens and Scappoose libraries.
- Reviewed upcoming Library programs.

Finance Director Brown reported..

- Tonight's agenda includes a bid for the FARA building roof replacement.
- The Towing RFP is also on tonight's agenda for approval. He is seeking a Council representative to be involved in the review process.

- Moving forward on the FARA building remodel. Replacing a heating unit and the flooring will be more expensive than anticipated. The high school construction class will be doing the floor installation.

2) **Swearing In of New Police Officer Adam Hartless**

Mayor Scholl swore in new Police Officer Adam Hartless. Congratulations on your promotion from Code Enforcement Officer to Police Officer, Adam!

Department Reports Continued

Event Manager Tina Curry reported on Spirit of Halloweentown activities...

- Anticipates spending between \$5,000 – 6,000 on porta potties. Parks Field Supervisor Thad Houk suggested purchasing some for the City. They could be used elsewhere during City events and recreation program activities. Does the Council want to buy some or continue renting them? Councilor Conn asked if we would be responsible for maintenance. Tina said no, we would contract with Hudson Garbage for maintenance. Mayor Scholl said he's been in contact with the owner of Hudson about working on a price for the porta potties. Tina said that bathrooms are no longer in parking lots. There will be a bank set up in one central location. Councilor Conn asked if there is storage space if we buy them? Sheppard said yes. They can be stored on the Boise property. Council President Morten sees a need for more in the parks. He would like to see costs. Finance Director Brown pointed out that costs could be shared between the Parks and Tourism budgets. Tina will report back with cost.
- There is a record number of vendors participating year, which is good since Klondike closed.
- T-Mobile is a new City-wide sponsor.
- Marnie will be returning on October 13. They are expecting almost the entire cast. It will be a very busy weekend. Council President Morten asked Tina to clarify how Marnie is coming back again without the City spending a lot of money. Mayor Scholl said he would speak on that since he is able to and isn't under contract. The City was contacted by Craig Marquardo about what he read in the newspapers surrounding Marnie not returning. They worked on a contract with Marnie and her agent and worked out a deal that is almost the same as what the City paid last year. Tina saved the City a lot of money by advising the Council to not pay what was originally being asked for Kimberly's return.
- The parade is coming back as well, thanks to American Family Insurance and Heather Epperly.
- The Chamber is stepping up and doing three new activities.
- Shoestring now has a brick and mortar next to 2Cs and will also have a variety of activities that are Halloween related.
- Top Notch is going to be doing activities inside their store for more of the local families to bridge gaps on weekends that aren't as busy.
- Lots of other annual activities are coming back as well.
- Mayor Scholl said any business that thinks they are going to be negatively impacted by Spirit of Halloweentown or it hasn't benefitted them should contact him directly to discuss.

Communications Officer Farnsworth reported...

- Encouraged Council to attend First Thursday on October 4 in the Columbia Center Auditorium at 7 p.m.

City Administrator Walsh reported...

- Passed around a letter of thanks from the Lions Club.
- Tentatively scheduled a Waterfront Redevelopment Public Forum on October 17 to update the community on the project.
- Talked about the priorities the League of Oregon Cities (LOC) will be advocating for, based on City responses.
- Working on an updated IGA with the Fire District for Fire Life Safety plan review.
- Spirit of Halloweentown is good for the City, County, and region.

6) Council Reports

Councilor Locke reported...

- Nothing to report.

Councilor Carlson reported...

- Youth Council is moving forward with selling reflectors. There are a lot of Halloween and Christmas themes. They will be selling them at the Fall Festival at St. Frederic's Church.
- Looking at going to open houses and club rush at schools to recruit for Youth Council. There has been talk about hosting an open house but it never gained traction. The students were interested in going to the school to recruit, rather than trying to bring them here. Council concurred.
- Saturday is the suicide prevention walk. She spoke with the CIT Program Coordinator Brianne Mares. She is looking into modifying it for Court and other needs.
- There has been a lot of discussion on social media about expanding the waterfront property. People seem to think it will be a parking lot. Council has already made the decision that it will be an expansion of Columbia View Park.

Councilor Conn reported...

- The Out of the Darkness walk is Saturday, 8 – 11 a.m. at Scappoose Middle School.
- There is a Senior Center open house on Saturday, 11 a.m. – 3 p.m.
- The Suzanne Bonamici Town Hall meeting is at Scappoose Middle School on Saturday.
- There are four vacant position on the Library Board. Interviews will be conducted followed by appointment recommendations.
- She and Walsh attended the Columbia County Tourism Steering Committee yesterday. They are looking at the opportunities and future of tourism county-wide.
- She would like to see more activities that highlight the river.

Council President Morten reported...

- Congratulated everyone at the swearing in and length of service awards.
- Talked about the LOC voting. Committees are formed to lobby the legislature for each of those priorities. He has sat on several of those committees and they are productive through the legislative process. It's a very worthwhile endeavor.
- He was called by Nancy Whitney. He told her to come to Council and air her opinions. He couldn't answer all her questions on the phone. She had a problem with the street closure process. Morten would like to see the process streamlined so residents can come forward if they have a problem. We need to make sure police and fire have to sign off. Nancy said stuff wasn't documented properly. The process needs to be cleaned up. Tina clarified the street closure process for Halloween.
- Asked for the area around the Cascade Tissue sign to be cleaned up. The cedar trees are dying and need to be pulled. Council directed Public Works to clean the area up.

Sheppard asked for clarification that they were just talking about the trees there. Council concurred.

- Kudos to Public Works for their accountability. The Council packet includes reports from all five divisions in Public Works. It sets a good precedence.

Mayor Scholl reported...

- Getting ready to go to the LOC conference. He met the new LOC director recently at the Mayors Association conference.
- Hwy 30 Cruisers Cruisin' the Gut is happening this Friday. They are trying to set a new record for participants.
- Have a very good administration here. There is a lot of stuff that has been happening with the media and around the election. He's been trying to stay humble. The Council has the community's best interest in mind. He enjoys his job and helping the City. What he says is not always clearly reported.

7) **Other Business**

8) **Adjourn** – 2:32 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Crystal Farnsworth, Communications Officer

Rick Scholl, Mayor

City of St. Helens
CITY COUNCIL

Executive Session Summary

September 19, 2018

Members Present: Rick Scholl, Mayor (at the 8:52 p.m. reconvened executive session)
Doug Morten, Council President
Keith Locke, Councilor
Susan Conn, Councilor
Ginny Carlson, Councilor

Staff Present: John Walsh, City Administrator
Matt Brown, Finance Director
Crystal Farnsworth, Communications Officer
Sue Nelson, PW Engineering Director
Margaret Jeffries, Library Director
Neal Sheppard, PW Operations Director

Others: Nicole Thill, Spotlight
Morris Malakoff, Chronicle



Council President Doug Morten opened the Executive Session at 2:38 p.m. and gave Council roll call.

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

The Executive Session recessed at 2:52 p.m. and was left open to reconvene after the regular session, around 7:30 or 8:00 p.m.

The Executive Session reconvened at 8:52 p.m.

The Executive Session was adjourned at 8:52 p.m.



ATTEST:

Crystal Farnsworth, Communications Officer

Doug Morten, Council President

City of St. Helens City Council

Public Hearing Minutes

September 19, 2018

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

Members Absent: Mayor Rick Scholl

Staff Present: John Walsh, City Administrator
Crystal Farnsworth, Communications Officer
Matt Brown, Finance Director
Margaret Jeffries, Library Director
Neal Sheppard, Public Works Operations Director
Sue Nelson, Public Works Engineering Director
Jacob Graichen, City Planner

Others:

Bill Amos	Rick Scholl	Ron Schlumpberger
Cheryl Young	Nancy Whitney	Agnes Petersen
Mike Sacry	Cindy Sacry	Lane Weber
David Belden	Sherry Belden	F. Brandon
Al Petersen	Shauna Harrison	Bob Lucas
Jason Resch	Shirley Rod	Joan Shump
Steve Topaz	Dave Innocenti	

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

2) **Topic**

2.A Street Vacation - Portions of N. 8th, N. 9th, and Wyeth Streets
(Scholl/Schlumpberger)

City Planner Graichen presented the staff report dated September 12, 2018. A copy is included in the archive meeting packet. The street vacation was first presented at the Planning Commission. Planning Commission unanimously recommended option three. Staff recommends option three or four.

1. **Allow full vacation as requested.** Not recommended.
2. **Allow vacation in part as illustrated on the attached Vacation VAC.1.18 Recommendation Map—40' ROW.** This is the simple method and wouldn't require any additional work from the applicant.
3. **Allow vacation in part as illustrated on the attached Vacation VAC.1.18 Recommendation Map—20' alley with 20' wide hammerhead.** This would require the applicant to work with a private surveyor and city staff to ensure the alley and hammerhead are located on usable ground (no topo constraints) and to develop the legal description and exhibit of the area based on usable ground and to meet the

specifications (radius, widths, etc.) for the alley and hammerhead. The legal description and exhibit would be used for the adoption ordinance.

4. **Allow vacation in part as illustrated on the attached Vacation VAC.1.18 Recommendation Map—20' alley with 96' diameter cul-de-sac.** This would require the applicant to work with a private surveyor and city staff to ensure the alley and cul-de-sac are located on usable ground (no topo constraints) and to develop the legal description and exhibit of the area based on usable ground and to meet the specifications (radius, widths, etc.) for the alley and cul-de-sac. The legal description and exhibit would be used for the adoption ordinance.

Testimony – Applicant

- ◆ Rick Scholl. He purchased this property prior to becoming mayor. He brought exhibits to show the Council past approved street vacations. The basalt bluffs make it hard to build on the property. St. Helens Municipal Code Ch. 19.12.020(2)(b) states, “Encourage the infilling of areas presently undeveloped due to topographical limitations to achieve a more efficient use of land.” Developing these lots and improving the road will help increase the value of neighboring lots, add to the tax roll, and building on infill lots helps the Urban Growth Boundary (UGB).

Testimony – In Favor

- ◆ Bill Amos. He is concerned about using our land in a reasonable manner while preserving natural topography. This area is hard to develop. There are people who would like to make this a political issue, but this started with developers looking at the property before Rick was mayor, so Bill believes that isn't true. There are not a lot of options for through-transportation, but this proposed development should actually improve transit. The St. Helens Senior Center has concerns, but they should benefit from an approval of option three or four. The City is gaining value from this street vacation.

Testimony – Neutral

- ◆ Sauna Harrison. The maps were drawn showing 8th and 9th Streets going through, which they do not. She talked about traffic flow in and out of downtown St. Helens. The north access of West Street from Columbia Blvd. is landlocked from 7th to 12th Streets. As the town grows, 8th Street is the only viable through-street from Columbia Blvd. to West Street. There are many adversities with this piece of land, including dumping of debris and 9th Street coming to a bluff. Vacating this street doesn't seem controversial to her. How will the vacation coincide with the cleanup of road debris on 8th Street? How will this hinder growth of the area in the long run? At the end of day, she thinks developing the property will be an improvement to a degree.

Testimony – In Opposition

- ◆ Cheryl Young, representing St. Helens Senior Center. She read her submitted letter into the record. A copy is included in the archive meeting packet. She believes the vacation approval will reduce/prevent access to the Senior Center property. She has questions about option four on the map and having future access to property. The Senior Center is adamantly opposed.

- ◆ David Belden. The turnaround shown for option four on the map is almost on the Senior Center property. But if the City gives it to the owners, the Senior Center won't have access to it.
- ◆ Shirley Rod. She has been in town a long time. She doesn't understand why the younger generation want to take everything from the seniors. The seniors have worked hard to make the city what it is. The Senior Center doesn't get anything from the City anymore. They feed 150 people weekly for Meals on Wheels. Most of them can't pay for the service. She's disappointed in the City after being here for 60 years.
- ◆ Nancy Whitney. She had a conversation with the City Planner earlier. The normal width for a street is 60 feet. Some 40 foot wide skinny streets have been allowed but they are not the norm. They are asking for a 20 foot wide right-of-way to the hilltop property. This has only been approved by Council one time. It's not a precedent and 20 feet is a small amount of land.

Applicant Rebuttal

- ◆ Rick Scholl. He does care about seniors and the senior center. People are confused about what he is trying to do. He isn't trying to block the road, he's trying to help create access. He did approach the Senior Center with an offer of real market value. He was told at their Board meeting that they wanted \$300,000 for their property. He paid \$37,500 for his property and it's a lot more desirable. He has an approval from Glen Hart, an existing neighbor. He is proposing to improve the access/street. He is not blocking access to the Senior Center property. The Planning Commission gave their recommendation unanimously after seeing the site for themselves.

Graichen pointed out that the document Rick referenced with Glen Hart's approval is included in the planning file.

Council President Morten asked if anyone objected to opening the hearing to a question and answer session. Rick was reluctant to agree because a decision is made on Code and not based on feelings of those in attendance. Council asked Graichen to clarify procedure. Graichen explained that the Council can reopen testimony. After discussion, Council made the decision to use this time for Council and the audience to ask questions of the staff.

Councilor Carlson asked how the vacation would impact surrounding lots. Graichen pointed out the location of the Senior Center property on the map. He showed Council where the Senior Center could ask for a vacation in the future. He also explained the topography of the area and where access might be possible in the future.

Councilor Carlson asked if the 40 foot right-of-way was wide enough for two large trucks to pass. Graichen said the minimum width standard is 40 feet, which is based on minimum fire apparatus turn radius.

Public Works Engineering Director Nelson mentioned that in the work session they talked about Gable Road and how wide it was. As an example, Gable Road lanes are about 21 feet wide and two trucks can easily pass there.

Graichen explained that the affected area would increase if the Senior Center property was included in the vacation. The City can't grant more than is requested, but they can grant less than requested. They can't tack on other properties.

Question from the audience was inaudible.

Cheryl asked if a 20 foot right-of-way is granted and duplexes are put in instead of the few single family dwellings that are being proposed, would that prohibit denser development because the right-of-way would not be up to larger traffic trip standards? Putting in a cell tower would be doing the City a favor and would be less intrusive. That's where the \$300,000 figure came from. Graichen said the standard would be six units for that narrow of a street/alley. There is potential that development would be limited.

Shauna asked if access will be given to people on the other side of Wyeth Street. The way it is now, it looks like it would be a turnaround but it appears to be a hammerhead.

Audience discussion ensued.

An audience member had a question about fire hydrants. Graichen said hydrants would be looked at with development, not through street vacation.

Councilor Conn asked if the Senior Center property would be landlocked if this is approved. Graichen said no.

Council President Morten said he wanted to leave the hearing open to do a site visit. Councilor Conn agreed that she would like to do a site visit.

Motion: Upon Locke's motion and Conn's second, the Council unanimously continued the hearing to a date and time uncertain. It would allow Council and staff time to gather more information, conduct a site visit, re-notice as required by law, and send notice to people who have testified.

Council President Morten pointed out that he has not spoken with the applicant about the request. He encouraged the Council to not discuss it with them until after a decision has been made.

3) **Adjourned** – 7:21 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Crystal Farnsworth, Communications Officer

Doug Morten, Council President

City of St. Helens City Council

Regular Session Minutes

September 19, 2018

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

Members Absent: None

Staff Present: John Walsh, City Administrator
Crystal Farnsworth, Communications Officer
Matt Brown, Finance Director
Margaret Jeffries, Library Director
Neal Sheppard, Public Works Operations Director
Sue Nelson, Public Works Engineering Director
Brian Greenway, Police Chief
Tim Ramis, City Attorney

Others:

Bill Amos	Rick Scholl	Ron Schlumpberger
Cheryl Young	Nancy Whitney	Agnes Petersen
Mike Sacry	Cindy Sacry	Lane Weber
David Belden	Sherry Belden	F. Brandon
Al Petersen	Shauna Harrison	Bob Lucas
Jason Resch	Shirley Rod	Joan Shump
Steve Topaz	Dave Innocenti	

1) **Call Regular Session to Order - 7:25 p.m.**

2) **Pledge of Allegiance**

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

- ◆ Agnes Petersen. Congratulated everyone for participating in the public hearing tonight. This is the base form of government in the United States and a way for citizens to voice their wishes. She was impressed by the fact that one of the speakers quoted from the City's Code book. She has been disappointed that the City has not had their legal counsel present during meetings when things comes up. She thinks the Council is violating its own rules if proceeding with item number six.

4) **Proclamation**

4.a [Kiwaniis Children's Cancer Cure Month - September 2018](#)

Mayor Scholl read the proclamation into the record. Councilor Locke declared that he is a Kiwanian and a cancer patient.

5) ~~Deliberations - Street Vacation - Portions of N. 8th, N. 9th, and Wyeth Streets (Scholl/Schlumpberger)~~

6) **Continued Deliberations - Appeal of a Denial of a Conditional Use Permit (Lee/Lucas)**

6.a **Continued Deliberations - Appeal of a Denial of a Conditional Use Permit (Lee/Lucas)**

Council President Morten pointed out Agnes's statement about being in violation of our own practices. He asked Attorney Tim Ramis if Agnes could come up and explain why she said that. Ramis said the hearing would need to be reopened if they do that.

City Planner Graichen reported that Council requested continued deliberations based on legal considerations resulting from a tie vote. St. Helens Municipal Code (SHMC) 17.24.220(5), reads "In event of a tie, the decision which is the subject of appeal or review shall stand." The Code says a tie vote has no merit, so all that is left is the Planning Commission's decision. In discussion with legal counsel, that Code does not preclude the ability of further votes. The intent of the Code seems to be if there are no other options and you are at a tie vote, that is what stands. There is an option for another motion to be made since another Councilor is in attendance. Both Al Petersen and Van Natta & Petersen Attorneys at Law provided written objections on September 13. Because the record was closed and after checking with legal counsel, copies were not provided to the Council. Councilor Locke was not at the public hearing last time. SHMC 17.24.220(4) says, "Only those qualified members who have reviewed the entire record shall vote." Graichen asked Locke to state his review of the record.

Councilor Locke declared that he read the entire staff report, read the application, read the finding and facts from the Planning Commission decision, looked at the emails and photos, and watched the video of testimony and deliberations of Council. He also attended the Planning Commission hearing where this was first reviewed.

There was no exparte contact, conflict of interest, or bias in this matter. However, Council President Morten declared he did have contact with Agnes Petersen when he was being sworn in as a Kiwanian. They just "hello." Councilor Carlson stated that Agnes Petersen submitted a memo to the Council at the last meeting. Council did not review it and turned it over to legal counsel.

Agnes Petersen objected to Councilor Locke's ability to make a fair decision with anything she objects to. She has sued him personally and sued the City because of their failure to follow their own laws concerning the Boise Cascade property. They think Locke is biased and should be part of this hearing. Agnes has hired a court recorder. It's impossible that Locke has reviewed the entire record because part of it is inaudible so he could not have reviewed the entire record.

Ramis asked Locke if there were gaps or glitches that were so severe that he couldn't get the gist of what the speaker was saying. Locke said no. He used to own St. Helens Computer Center, so is tech savvy and knows how to pull sound out. There were some parts that the sound was lower but he could hear it.

Ramis explained that if an objection of bias is made, the accused has an opportunity to respond. Following that, the remaining members of the body vote on whether or not that member can participate. Locke can respond to the allegation and then the Council will vote on whether or not he should continue.

Locke said that the lawsuit was against the entire city, not just him. He was also not served properly. He does not feel that any of the reasons discussed would prevent him from making a decision objectively.

Motion: Upon Morten's motion and Conn's second, the Council unanimously allowed Locke to participate in deliberations and vote.

Graichen gave Council a brief overview of the past presentation and hearing.

Councilor Locke said he lives less than two blocks and works a block from the proposed facility. He is very familiar with the area. There are events down here with a mixture of children and adults. That location has been primarily vacant off and on for almost 30 years. Almost as soon as someone moves in, they move out. Council has discussed losing all the businesses down here and service organizations and churches moving in instead. Is that what they want for the community? In the last 10 years, there has been a brewery and several pubs, with no objections about those. Some of the child care facilities under discussion might not even happen. One isn't even a legal child care facility. He understands people being concerned about marijuana. There are several types of cannabis. CBD is a medical portion that comes out of a cannabis plant. A lot of people use it on a daily basis, including himself. Cancer has left him disabled and in a lot of pain. Taking the CBD's has allowed him to cut back on the opioids he was prescribed by his doctor for the pain. He welcomes the new business down here. As police commissioner, he watches these facilities very closely due to the illegal things that occur. One thing he was interested in is the applicant's statement to limit the quantity on site. He isn't concerned about hours of operation. He isn't concerned about odors. He hasn't heard any complaints about the other locations. However, he would like to review all the facilities for smells, and if there is an issue, they take care of it. He was instrumental in bringing a grow facility to the Boise property. However, he is adamant about youth education. The growers will be donating money to a safety and education fund. He would like to see the dispensaries included in that as well. He is in favor with conditions added.

Councilor Conn pointed out that the State of Oregon has determined this is a legal business and it fits the legal criteria. She would approve it.

Councilor Carlson asked what the Council thought about additional conditions of approval. Councilor Conn thinks some conditions would be good; such as time restrictions, limiting quantities, and restricting odor. Mayor Scholl said a restriction on Sunday would be good with people and kids going to church nearby. He has heard a lot of testimony from people in the community who use CBDs for medical purposes and that it works.

Councilor Carlson said she would rather see retail, but conditions that would make it more tolerable for her would include restricting cannabis sales prior to noon on a Sunday. Resonate Church is known for its recovery and this would be right next to them. What conditions are they legally allowed to make? Graichen said time, place, and manner conditions are allowed.

Council President Morten feels very strongly about the direction this Council is going to try and make this a family-friendly area. He talked with Graichen about the legality of businesses and what constitutes being legally established. Since the two childcare facilities had already held public hearings, he took that as the establishment of a legal business. Graichen clarified that the permits must be in place. The applications have been received, but permits were not issued. That was his concern when he voted no. Those questions are answered now. He does not want

to see this go to LUBA. He believes that would be a horrendous waste of time and money. He thinks he is going to change his position. He feels the same way as Councilor Carlson. He would like to be sensitive to the children being at the church down there on Sunday. He was down there on Sunday and saw many kids. Morten stated for the record that he does not want downtown to turn into a primarily over 21 area. That is not in his vision.

Discussion ensued on the conditions. Mayor Scholl stated for the recorded that kids are not getting their marijuana from these stores. They are getting it from the neighbor's backyard or a parent. Councilor Locke added that students are getting it at school. Sixth graders are being offered it at school. Scholl added that it starts with education and the parents being active in their children's life.

Motion: Upon Conn's motion and Locke's second, the Council unanimously approved the Conditional Use Permit, pending written findings of staff, with the seven conditions as recommended by staff, adding the restriction of hours for no sales before noon on Sunday, no sales exceeding half an ounce at any time, and the smell would not have off-site impacts beyond the boundaries of the property.

Graichen will have findings for approval at the next meeting.

7) **Ordinances - Final Reading**

- 7.a [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](#)

Mayor Scholl read Ordinance No. 3229 by title for the final time. **Motion:** Upon Locke's motion and Conn's second, the Council unanimously adopted Ordinance No. 3229. [AYES: Scholl, Carlson, Conn, Locke, Morten; Nays: None]

- 7.b [Ordinance No. 3231: An Ordinance to Amend the City of St. Helens Comprehensive Plan Map for Certain Property from the Suburban Residential \(SR\) Designation to the Highway Commercial \(HC\) Designation and the Zoning District Map from the Moderate Residential \(R7\) Zone to the Highway Commercial \(HC\) Zone](#)

Mayor Scholl read Ordinance No. 3231 by title for the final time. **Motion:** Upon Locke's motion and Carlson's second, the Council unanimously adopted Ordinance No. 3231. [AYES: Scholl, Carlson, Conn, Locke, Morten; Nays: None]

- 7.c [Ordinance No. 3232: An Ordinance Amending the St. Helens Municipal Code Chapters 17.16, 17.24, 17.32, 17.96, 17.108, 17.120, and 17.128](#)

Mayor Scholl read Ordinance No. 3232 by title for the final time. **Motion:** Upon Conn's motion and Carlson's second, the Council unanimously adopted Ordinance No. 3232. [AYES: Scholl, Carlson, Conn, Locke, Morten; Nays: None]

8) **Ordinances - First Reading**

- 8.a [Ordinance No. 3233: An Ordinance Establishing a Comprehensive Sewer Use Ordinance for Users of the City of St. Helens' Publicly Owned Treatment Works \(POTW\) to Comply with Federal and State Environmental Regulations](#)

Mayor Scholl read Ordinance No. 3233 by title for the first time. The final reading will be held at the next regular session.

9) **Resolutions**

9.a **Resolution No. 1828: A Resolution Establishing Drop Box Rates and Superseding Resolution No. 1799**

Public comments – proposed increase in drop box rates

- ◆ Al Petersen. His comments are related to trash rates in general. He has talked to people who live seven miles up Tide Creek Road who pay less for their garbage than inside St. Helens city limits. Why are city residents paying more when it is so much closer here than seven miles outside the city? Many people drive their trash to Longview because it's cheaper.

Councilor Carlson said she would like to hear why the price is so different. Council concurred.

Motion: Upon Conn's motion and Locke's second, the Council unanimously adopted Resolution No. 1828. [AYES: Scholl, Carlson, Conn, Locke, Morten; Nays: None]

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

- 10.a Quote from Wheless Construction for New Roof for "FARA" Building
- 10.b Request for Proposal for Towing Services
- 10.c Agreement with Scappoose Public Library for a Shared Library Catalog

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

11) **Appointments to Boards/Commissions**

- 11.a Appointments to City Boards & Commissions

None at this time.

12) **Consent Agenda for Acceptance**

- 12.a Planning Commission Minutes dated August 14, 2018

Motion: Upon Carlson's motion and Conn's second, the Council unanimously accepted '12a' above.

13) **Consent Agenda for Approval**

- 13.a Council Work Session, Executive Session, Public Hearings, and Regular Session Minutes dated August 15, 2018
- 13.b Accounts Payable Bill Lists
- 13.c Street Closure Request

Motion: Upon Conn's motion and Carlson's second, the Council unanimously approved '13a' through '13c' above.

14) **Mayor Scholl Reports**

- Attending the League of Oregon Cities Conference (LOC) in Eugene next week. Good opportunity to network and learn from other mayors.
- He would like to review how their goals are updated.
- They are hoping for a record number of participants at Friday's Cruising the Gut. It will be held at Dari Delish and Eaton's Tires. It's a family fun event. Bring any car and obey traffic laws.

15) Council Member Reports

Council President Morten reported...

- Attending the LOC conference as well. He will be attending an all-day intensive urban renewal workshop.

Councilor Conn reported..

- The Out of Darkness Walk for suicide prevention is at Scappoose Middle School on Saturday.
- The Senior Center open house is on Saturday.
- Suzanne Bonamici will be having a town hall at Scappoose Middle Scholl on Saturday.

Councilor Carlson reported...

- Will be attending the Rural Community Summit in Eugene in October. She was invited by Ford Family Foundation and they are paying the cost.

Councilor Locke reported...

- Lots of merchants get upset because they think the City doesn't advertise their businesses enough. It's really not the City's job. The City does put on a lot of events to attract people to town. He brings this up because he goes to the U of O Duck games. During the walk to the stadium, he passes the owner of Track Town Pizza handing out coupons for his pizza business. He takes initiative and has a very successful business.
- Over the years, he's been accused of doing things unethically and cheating the town. He's a 20-year cancer survivor. He isn't supposed to be alive today. He did a lot of soul searching in that time and he takes offense that people don't think he is ethical. If you looked through the records, you'll see a resolution that came to the Council about being ethical with his name on it.

16) Department Reports

Police Chief Greenway reported...

- Reminder Thursday, October 4 is the First Thursday meeting. It's being held at St. Helens Public Library from 7-8 p.m. The first topic is Halloween safety and then it will be open for general questions.

Public Works Engineering Director Nelson reported...

- Acknowledged Communications Officer Farnsworth. She thanked her for stepping into City Recorder Payne's role. She sees that it's a lot of work. Mayor Scholl agreed.

Public Works Operations Director Sheppard reported...

- Nothing to report.

Library Director Jeffries reported...

- Invited everyone to the Library tomorrow for the fourth installment of Civics for Adults. The topic is Beyond Voting, Election, and Campaign Financing.

Finance Director Brown reported...

- Thanks for approving the FARA building roof improvements. Someone should be working on it in the next week or so. Watch for improvements to that building.
- Council should ponder what they want to name the FARA building.

Communications Officer Farnsworth reported...

- Nothing to report.

City Administrator Walsh reported...

- A Waterfront Redevelopment Project Public Forum will be held October 17. The prospective developer will be there to talk about where they are at in the project and other projects in Oregon they are working on.

17) **Other Business**

18) **Adjourn** – 8:47 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

October 3, 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
Brian Greenway, Police Chief
Lisa Scholl, Deputy City Recorder

Others: Casey Wheeler Morris Malakoff
Leah Tillotson Nicole Thill
Steve Topaz

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

2) **Presentation of Plaque to Resigning Library Board Member Barbara Lines**

This item was cancelled due to the unavailability of Ms. Lines.

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

Mayor Scholl reported that they received a \$1.5 million Community Block Grant (CDBG) for the restoration of the new Columbia Pacific Food Bank building. Congratulations to Casey!

- ◆ Casey Wheeler. Gave kudos to Associate Planner Jenny Dimsho for her work writing the grant application. They are very appreciative of the partnership with the City. Their biggest challenge has been capacity. The new facility will allow them to offer more services. They will be raising additional money through fundraising and grants. The new location will be at the old Columbia Feed and Seed store.

4) **Discussion Topics**

4.A **Employee Length of Service Awards**

Two employees have reached a milestone in their employment with the City of St. Helens. The following individuals received a certificate and pin.

15 Years

In August of 2003, **Lisa Scholl** became the City Planning Secretary where she served until November of 2010 when she became the City's Administrative Assistant. In 2015, her position was reclassified into the Deputy City Recorder position where she currently serves.

10 Years

Stewart Hartley came to work for the City in August of 2008 as a Wastewater Treatment Plant Operator III. In 2012, he received his certifications to become an Operator IV where he continues to serve.

Congratulations, Lisa and Stewart, and thank you for your service!

5) Department Reports

Chief Greenway reported...

- Tomorrow is the first First Thursday community meeting at the St. Helens Public Library. The topic will be Halloween safety.
- Elijah Merkwon is graduating from the Academy on Friday.
- The new code enforcement officer begins October 16.
- The annual Trunk-or-Treat will be October 31, 5 – 8 p.m. at the police station.

Public Works Engineering Director Nelson reported...

- Neither she nor Sheppard will be at the October 17 Council meeting. They will be attending the American Public Works Association (APWA) conference in southern Oregon.
- Still waiting for the electrical service at the Grey Cliffs Park restroom.
- Columbia County Traffic Safety Commission is seeking a youth member interested in traffic safety and education. They meet the first Wednesday of each month at 7 a.m. The meetings typically last an hour to an hour and a half.

Public Works Operations Director Sheppard reported...

- Logging operations will begin at the tree farm next week.

Library Director Jeffries reported...

- Last night, a speaker gave a presentation on her time trekking and teaching in the Himalayas. It was well attended.
- Next Tuesday, October 9, at 7 p.m., there will be a presentation and exhibit titled: Architecture of Internment, the Build up to War Time Incarceration. It examines how Oregonians participated in the decision to incarcerate Japanese Americans and Japanese immigrants during WWII.
- October 13 will be Indie Author Day. It will help people prepare for National Novel Writing Month (NaNoWriMo).
- The Garden Club is holding a fall plant sale on the Library's porch on October 13.

Finance Director Brown reported...

- FARA building update:
 - Currently being painted.
 - The roof will be replaced within the next few weeks, after work is done to one of the air conditioner units.
 - Bill Amos is helping with restroom renovations.
 - Hoping to open the gym to have seating for parents to watch their kids play.
- Associate Planner Jenny Dimsho and Recreation Coordinator Shanna Duggan applied for a recreation program grant. The City has received the \$20,000 grant from COLPAC Health to continue their build and program. They are working with COLPAC Health for an additional grant of \$15,000 for building renovations.

City Recorder Payne reported...

- Nothing to report.

City Administrator Walsh reported...

- Thanked Casey Wheeler from the Columbia Pacific Food Bank for reporting on their project. It will be good for the community.
- The League of Oregon Cities (LOC) Conference was great this year. There was new leadership and a fresh newness.
- He was nominated and appointed to serve on the Oregon City Managers Association Board of Directors.
- A Waterfront Redevelopment update will be held on October 17. It's an opportunity to see the work that has been done and for the developer to report on his vision.
- We received a notice of award from Business Oregon through their Brownfield program to conduct feasibility work for repurposing all or part of the City's wastewater lagoon. It's \$100,000.

6) Council Reports

Councilor Locke reported...

- ACSP is within one week of getting their OLCC License.
- Asked what the schedule is for getting the Council notebooks replaced. Brown responded that they are due to be replaced any time. Locke suggested donating the current ones to the Community Action Team (CAT) Board when they are replaced.

Councilor Carlson reported...

- Youth Council will be selling reflectors once a month as a fundraiser.
- Youth Council will be teaming up with the Recreation Program to help at the November teen nights.
- Asked who is responsible for notifying residents when there are shrubs that need to be cut back for clear vision when turning. Sheppard responded that it's code enforcement. Greenway added that it would be a good opportunity for the new code enforcement officer to learn their way around the City. Nelson pointed out that some areas may be in the County's jurisdiction.
- She has seen people driving the Spirit of Halloweentown bus on the weekends. Is that something Kiwanis is doing or can people volunteer. Council President Morten responded that Kiwanis is doing it.
- Has received comments about the increased law enforcement presence in our community. People are noticing and are pleased. Greenway confirmed that they are focusing on proactivity to ensure the safety of the City.

Councilor Conn reported...

- The Library Board conducted interviews last Saturday for three vacant positions. They should be making a recommendation at the next meeting.
- Advertising for vacancies on the Arts & Cultural Commission.
- Attended a Chamber meeting on October 27. They are looking into the possibility of having a local leadership training.
- Attended a Disaster Preparedness meeting that talked about bridges and emergency routes. It focused on how we will get around after a disaster.
- Attending the CIT Conference in Kennewick, WA next week.

Council President Morten reported...

- Hats off to the Chief for seeing the need for a code enforcement officer. Greenway confirmed that the new code enforcement officer will begin on October 16. Morten said that position is a priority of the Council's.
- Asked for an update on the Veteran's Plaza. Sheppard reported that they have poured 75% of the main floor. There was a slight change with the existing memorial. They decided to move it out and make it a flower garden. The cannon has temporarily been moved to the Parks office.
- Casey mentioned cooking classes at the new Food Bank. He asked where that funding will come from. He has received calls from veteran services asking to use facilities for different types of therapy, including art therapy.
- Attended the LOC Conference. He spent a lot of time with our senators, pushing our \$15 million Build grant. They are very positive about that grant. They have been in contact to make sure our application rises to the top. It's one of the top three in the state.

Mayor Scholl reported...

- Happy belated birthday to Morten.
- Attended the LOC Conference. It was good to network. They talked about affordable housing, PERS, carbons and emissions, and training police and losing them to larger jurisdictions.
- Reminded everyone about the October 17, 6 p.m. Waterfront Redevelopment public forum.
- Toured Autzen Stadium in Eugene. They talked about security at large events.

7) **Other Business**

8) **Adjourn** – 1:46 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor

City of St. Helens
CITY COUNCIL

Executive Session Summary

October 3, 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
Sue Nelson, PW Engineering Director
Margaret Jeffries, Library Director
Neal Sheppard, PW Operations Director
Tim Ramis, City Attorney

Others: Nicole Thill, Spotlight



Mayor Scholl opened the Executive Session at 1:54 p.m. and gave Council roll call. Then he recessed the Executive Session until after the Council Regular Session tonight at 7 p.m.

Mayor Scholl reopened the Executive Session at 8:05 p.m. and gave Council roll call.

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

The Executive Session was adjourned at 8:23 p.m.



ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor

City of St. Helens City Council

Regular Session Minutes

October 3, 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
Brian Greenway, Police Chief
Tim Ramis, City Attorney
Tina Curry, Event Manager

Others:

Charles Castner	Becca Williams
Morris Malakoff	Kaily Allen
F. Brandon	Brady Preheim
Howard Blumenthal	Shauna Harrison
Keith Brinkerhoff	Nicole Thill
Stephanie Patterson	High School Students

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

2) **Pledge of Allegiance**

Mayor Scholl held a moment of silence in memory of the Mandalay Bay shooting. Fifty-eight people were killed and 850 were injured. He thanked Chief Greenway and the other first responders in Las Vegas. They saved countless lives.

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

- ◆ Morris Malakoff. He distributed his testimony which he read into the record. A copy is included in the archive meeting packet. The letter included his concerns about Event Manager Tina Curry. Her behavior addressing the local newspapers and community has been inappropriate. He is requesting a public apology from Tina and the City.

Mayor Scholl asked what the dates are on the screen shots included in the submittal. Morris responded that they were over the last two weeks.

Mayor Scholl said he has spoken with the editor and Tina. What Morris reports on has as much influence on the community as what the Council reports as elected officials. People are entitled to their opinion.

- ◆ Howard Blumenthal. He expressed his concerns about blocking traffic from the old town area and routing them over Nob Hill.
 - The intersection of Tualatin and S. 4th Street is dangerous with cars parking along the street, causing traffic to go into the other lane to get around.
 - There is a laurel that is growing into the road at 356 S. 4th Street. It limits the space for pedestrian traffic and clear vision.
 - S. 4th and Old Portland Road. That 25 MPH sign is just before the cross walk and people come around that corner fast. It needs to be moved above the corner. He suggested putting the speed reader board there.

Chief Greenway appreciates Howard addressing his concerns. He will direct staff to look into those areas. He encouraged people to reach out to the Police Department directly when they have these types of concerns.

- ◆ Frank Brandon. He expressed his concern about the traffic that is being routed up Nob Hill. He deals with it on 4th of July and now in October. It would be nice to have a traffic cop in the area.
- ◆ Brady Preheim. The papers have been pretty non-existent in covering Spirit of Halloweentown events. He thinks they have both been negligent by not correcting information from Gemstone about Spirit of Halloweentown regarding Tina Curry. He thinks the City should put out a press release to correct information that is reported inaccurately. There is a petition for the removal of Stonehenge. He argued that the signatures are nowhere compared to the 40,000 people who visit during October. Clearly people like this event. Prior to Tina, there was not much to show for spending Tourism Funds. This event has put the town on the map. Her job is not publicity but to get people in town and she has done that phenomenally. He finds it ironic that the main person complaining about the Stonehenge lives on a floating home that is solely supported by foam. The foam that's being removed now is being vandalized. Tina needs to be thanked for her work to get 13 Nights to break even and not lose money. Everything she touches turns a profit. She's not always the nicest, warmest person but she gets the job done.

Mayor Scholl does not want to get into this because this is the past. His conversation with the editor of the Chronicle was to move on. They have a City to run. They are working on a multi-million dollar Waterfront Redevelopment project. There will be a public forum on October 17 at 6 p.m. to update the public on the project. He instructed the public to contact him if they have an issue. Spirit of Halloweentown is a good event for the entire county. Get over it, and move on.

Council President Morten asked Brady to clarify what he was referring to about correcting information in the media. Brady responded that it was the lack of reporting. The Spotlight published the letter from Gemstone making accusations. Some of the stuff is he said/she said but some is not. The City needs to correct wrong information when it is out there. People believe it to be true when it's not corrected.

Mayor Scholl talked about upcoming Spirit of Halloweentown activities. The schedule is available on www.discovercolumbiacounty.com.

4) **Ordinances - Final Reading**

- 4.a Ordinance No. 3233: An Ordinance Establishing a Comprehensive Sewer Use Ordinance for Users of the City of St. Helens' Publicly Owned Treatment Works (POTW) to Comply with Federal and State Environmental Regulations

Mayor Scholl read Ordinance No. 3233 by title for the final time. **Motion:** Upon Locke's motion and Carlson's second, the Council unanimously adopted Ordinance No. 3233. [AYES: Scholl, Carlson, Conn, Locke, Morten; Nays: None]

5) **Resolutions**

- 5.a Resolution No. 1829: A Resolution Adopting a Universal Fee Schedule, and Superseding Resolution No. 1826

Motion: Upon Carlson's motion and Councilor Conn's second, the Council unanimously adopted Resolution No. 1829. [AYES: Scholl, Carlson, Conn, Locke, Morten; Nays: None]

6) **Award Bid/Contract**

- 6.a Emery & Sons Construction Group, LLC for S. 10th Street Storm Pump Station Reroute Project in the amount of \$576,862.00
6.b Papé Machinery for John Deer 310SL HL Backhoe Loader in the amount of \$134,346.56
6.c Northside Ford Truck Sales, Inc. for Small Pickup Purchase in the amount of \$25,328.23
6.d S-2 Contractors, Inc. for 2018/19 Asphalt Patching Project in the amount of \$15,804.50

Motion: Upon Conn's motion and Locke's second, the Council unanimously approved '6a' through '6d' above.

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

- 7.a Intergovernmental Agreement with the St. Helens School District for Mutual Use of Each Party's Properties/Facilities
7.b Findings of Fact and Conclusions of Law for a Conditional Use Permit Establishing a Marijuana Retail/Medical Marijuana Dispensary at 100 St. Helens Street
7.c Contract Payments

Motion: Upon Conn's motion and Locke's second, the Council unanimously approved '7a' through '7c' above.

8) **Consent Agenda for Acceptance**

- 8.a Arts & Cultural Commission Minutes dated August 28, 2018
8.b Library Board Minutes dated August 23, 2018

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

9) **Consent Agenda for Approval**

- 9.a Council Work Session, Executive Session, and Regular Session Minutes dated September 5, 2018
9.b Street Closure for Halloween Parade on October 6, 2018
9.c Street Closure for Lil' Spooks Parade on October 27, 2018

9.d OLCC Licenses

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

10) **Mayor Scholl Reports**

- Suzanne Bonamici called today congratulating us for receiving the Community Development Block Grant for the Food Bank. Thank you to Associate Planner Jenny Dimsho for her work on the grant application.
- Waterfront Redevelopment update on October 17 at 6 p.m.
- Spirit of Halloweentown parade on October 6 at 6 p.m.
- Spirit of Halloweentown actors will be here on October 13. See www.discovercolumbiacounty.com for more details.
- Attended the League of Oregon Cities (LOC) Conference last week. They talked in length about affordable housing. They asked LOC to go back to the House and Senate to advocate for affordable housing.

11) **Council Member Reports**

Council President Morten reported...

- Also attended the LOC Conference. They talked in depth about legislative priorities.
 - Property tax reform
 - Affordable housing
 - PERS reform
 - Partnerships with local agencies
 - Transportation and infrastructure
 - Connectivity
- Stressed the importance of communication during the Urban Renewal process.

Councilor Conn reported...

- Will be attending the CIT Conference next week.

Councilor Carlson reported...

- Thanked those in attendance for coming. She appreciates them sharing their ideas, concerns, and engaging in the process. The Council welcomes the participation.
- Youth Council is participating in the Fall Festival this weekend. They will be selling reflectors for backpacks. They'll be at the Recreation Bazaar in November, the former Toy 'n Joy Bazaar in Columbia City in December, Donut Day, and the Christmas Ships dinner. She encouraged more students to get involved. It's a great way to get volunteer hours and learn how the government works. They meet every other Monday at 7 p.m.

Councilor Locke reported...

- Encouraged the Council to visit Cascades to see if they are meeting the standards as tenants.

12) **Department Reports**

Police Chief Greenway reported...

- Nothing to report.

Public Works Engineering Director Nelson reported...

- Columbia County Traffic Safety Commission is looking for youth to participate. They focus on safety concerns along Highway 30 in Columbia County. They are specifically

looking for someone who can help focus on education, drivers education, and getting information out to youth. They meet on the first Wednesday of each month at 7 a.m. If anyone is interested, she will buy them breakfast.

Public Works Operations Director Sheppard reported...

- Nothing to report.

Library Director Jeffries reported...

- Nothing to report.

Finance Director Brown reported...

- Nothing to report.

City Recorder Payne reported...

- Nothing to report.

City Administrator Walsh reported...

- After today's work session, he visited with representatives from the Governor's office, Department of Environmental Quality, Department of State Lands, and their communications staff. They were here to visit the Waterfront property and spent time visiting the Spirit of Halloweentown exhibits as well. They really enjoyed it. The City's revenue model is to recover our costs, keep the event sustainable and enjoyable, and support local businesses and service clubs. There is a lot of work that goes into it. It takes a whole community to bring it to life.

13) **Other Business**

14) **Adjourn** – 7:55 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor

Accounts Payable

To Be Paid Proof List

User: jenniferj
 Printed: 09/20/2018 - 11:47AM
 Batch: 00005.09.2018 - AP 9.20.18 FY 18-19



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
A+ ENGRAVING LLC									
45875									
978	7/25/2018	345.00	0.00	09/20/2018				False	0
100-704-052004 Office Supplies				CRYSTAL GAVEL					
978 Total:		345.00							
A+ ENGRAVING LLC To		345.00							
ACCESS CPR									
000492									
09182018	9/18/2018	200.00	0.00	09/20/2018				False	0
100-709-052019 Professional Services				CPR CLASS 9/15/18					
09182018 Total:		200.00							
ACCESS CPR Total:		200.00							
AXON ENTERPRISE INC									
98541									
SI-1552300	9/13/2018	13,634.95	0.00	09/20/2018				False	0
100-705-052026 Equipment Fund Charges				EVIDENCE LIC / CAMERA ASSEMBLY DOCK CORE					
SI-1552300 Total:		13,634.95							
AXON ENTERPRISE INC		13,634.95							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
BEMIS PRINTING									
002701									
8300	8/30/2018	2,560.00	0.00	09/20/2018				False	0
100-709-052008	Printing			FALL BOOKS REC PROGRAM					
	8300 Total:	2,560.00							
	BEMIS PRINTING Total:	2,560.00							
BOBCAT OF PORTLAND									
003749									
2449722	9/5/2018	1,394.34	0.00	09/20/2018				False	0
701-000-052001	Operating Supplies			MISC MATERIALS BEARING WASHER NUT CAP STU					
	2449722 Total:	1,394.34							
	BOBCAT OF PORTLAND	1,394.34							
BOISE WIITE PAPER LLC									
003720									
09152018	9/15/2018	12,500.00	0.00	09/20/2018				False	0
202-722-055001	Principal			OCT 2018 NOTE PAYMENT					
	09152018 Total:	12,500.00							
	BOISE WIITE PAPER LL	12,500.00							
BROOKE, LISA									
4531									
09182018	9/18/2018	93.57	0.00	09/20/2018				False	0
100-706-052024	Miscellaneous			REIMB. PAINT FOR BOOK DROPS L. BROOKE					
	09182018 Total:	93.57							
	BROOKE, LISA Total:	93.57							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
BUELL CALIBRATION & CONTROLS LLC									
004866									
2720	9/17/2018	869.30	0.00	09/20/2018				False	0
603-737-052001	Operating Supplies			SERVICE CALL SEC EFFLUENT TEMP PROBE					
	2720 Total:	869.30							
	BUELL CALIBRATION &	869.30							
CARY, DAN									
09122018	9/12/2018	60.00	0.00	09/20/2018				False	0
100-710-052087	Commission Stipends			JULY- SEPT 2018 PLANNING COMMISSION STIPEND					
	09122018 Total:	60.00							
	CARY, DAN Total:	60.00							
CATT, CLAIRE E.									
09182018	9/18/2018	108.00	0.00	09/20/2018				False	0
100-709-052019	Professional Services			GRANT WRITING WORKSHOP					
	09182018 Total:	108.00							
	CATT, CLAIRE E. Total:	108.00							
CENTERLOGIC, INC.									
48162	9/18/2018	385.00	0.00	09/20/2018				False	0
702-000-052019	Professional Services			IT SUPPORT					
	48162 Total:	385.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	CENTERLOGIC, INC. To	385.00							
CENTRAL CITY CONCERN									
006279									
AUG 2018	8/31/2018	155.00	0.00	09/20/2018				False	0
	100-705-052019 Professional Services				GEGORY C GARNER DETOX CENTER				
	AUG 2018 Total:	155.00							
	CENTRAL CITY CONCE	155.00							
CENTURY LINK									
034002									
09042018	9/4/2018	3.54	0.00	09/20/2018				False	0
	702-000-052010 Telephone				579B PW				
09042018	9/4/2018	4.28	0.00	09/20/2018				False	0
	702-000-052010 Telephone				909B PW				
09042018	9/4/2018	6.68	0.00	09/20/2018				False	0
	702-000-052010 Telephone				798B CH				
09042018	9/4/2018	18.90	0.00	09/20/2018				False	0
	702-000-052010 Telephone				967B CH				
09042018	9/4/2018	3.72	0.00	09/20/2018				False	0
	603-736-052010 Telephone				654B WWTP				
	09042018 Total:	37.12							
09052018	9/5/2018	366.65	0.00	09/20/2018				False	0
	702-000-052010 Telephone				818B WFF				
09052018	9/5/2018	48.93	0.00	09/20/2018				False	0
	702-000-052010 Telephone				131B POLICE				
09052018	9/5/2018	40.28	0.00	09/20/2018				False	0
	702-000-052010 Telephone				651B CH				
09052018	9/5/2018	40.67	0.00	09/20/2018				False	0
	702-000-052010 Telephone				796B CH				
	09052018 Total:	496.53							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
		533.65							
CENTURY LINK Total:									
CENTURY LINK- ACCESS BILLING									
034004									
3263X204S18254	9/11/2018	82.22	0.00	09/20/2018				False	0
702-000-052010 Telephone				04S3					
		82.22							
3263X204S18254 Total:									
		82.22							
CENTURY LINK- ACCES									
CINTAS CORPORATION									
037620									
8403795831	8/31/2018	62.38	0.00	09/20/2018				False	0
100-715-052004 Office Supplies				FIRST AID BOX SERVICE / REFILL					
		62.38							
8403795831 Total:									
		62.38							
CINTAS CORPORATION									
CODE PUBLISHING, INC.									
007162									
61323	9/14/2018	109.50	0.00	09/20/2018				False	0
100-702-052019 Professional Services				WEB UPDATE ORDINANCE					
		109.50							
61323 Total:									
		109.50							
CODE PUBLISHING, INC									
COHEN, GREG									
COHEN									
09122018	9/12/2018	90.00	0.00	09/20/2018				False	0
100-710-052087 Commission Stipends				JULY- SEPT 2018 PLANNING COMMISSION STIPEND					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	09122018 Total:	90.00							
	COHEN, GREG Total:	90.00							
COLUMBIA CO. DEPT. OF COMM. JUSTICE									
007581									
201808CSH	9/10/2018	1,875.00	0.00	09/20/2018				False	0
100-708-052019 Professional Services				WORK CREW					
201808CSH	9/10/2018	1,500.00	0.00	09/20/2018				False	0
703-734-052019 Professional Services				WORK CREW					
	201808CSH Total:	3,375.00							
	COLUMBIA CO. DEPT. O	3,375.00							
COLUMBIA FEED & SUPPLY									
008120									
24019	8/3/2018	20.00	0.00	09/20/2018				False	0
701-000-052001 Operating Supplies				MATERIALS					
	24019 Total:	20.00							
24033	8/8/2018	19.84	0.00	09/20/2018				False	0
100-708-052001 Operating Supplies				MATERIALS					
	24033 Total:	19.84							
24049	8/15/2018	596.90	0.00	09/20/2018				False	0
703-734-052001 Operating Supplies				MATERIALS					
	24049 Total:	596.90							
24076	8/27/2018	79.99	0.00	09/20/2018				False	0
100-708-052001 Operating Supplies				MATERIALS					
	24076 Total:	79.99							
24078	8/27/2018	155.90	0.00	09/20/2018				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
100-708-052001	Operating Supplies				MATERIALS				
	24078 Total:	155.90							
	COLUMBIA FEED & SUP	872.63							
COLUMBIA NW HEATING INC									
008265									
09192018	9/19/2018	63.00	0.00	09/20/2018				False	0
	100-000-035006 Mechanical Permits				REFUND - JOB CANCELLED				
09192018	9/19/2018	7.56	0.00	09/20/2018				False	0
	100-000-020700 State Surcharge				REFUND - JOB CANCELLED				
	09192018 Total:	70.56							
	COLUMBIA NW HEATIN	70.56							
COLUMBIA RIVER FIRE & RESCUE									
029270									
18-06 JUN	8/15/2018	13,571.96	0.00	09/20/2018				False	0
	701-000-052023 Facility Maintenance				JOINT MAINT FACILITY 7/1/17 TO 6/30/18				
	18-06 JUN Total:	13,571.96							
	COLUMBIA RIVER FIRE	13,571.96							
COLUMBIA RIVER P.U.D.									
008325									
09122018	9/12/2018	478.48	0.00	09/20/2018				False	0
	100-705-052003 Utilities				7493				
09122018	9/12/2018	977.41	0.00	09/20/2018				False	0
	100-706-052003 Utilities				7493				
09122018	9/12/2018	1,457.71	0.00	09/20/2018				False	0
	100-708-052003 Utilities				7493				
09122018	9/12/2018	44.31	0.00	09/20/2018				False	0
	100-708-052047 Marine Board				7493				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
09122018	9/12/2018	222.62	0.00	09/20/2018				False	0
100-708-052046 Dock Services				7493					
09122018	9/12/2018	3,678.35	0.00	09/20/2018				False	0
205-000-052003 Utilities				7493					
09122018	9/12/2018	891.55	0.00	09/20/2018				False	0
100-715-052003 Utilities				7493					
09122018	9/12/2018	274.34	0.00	09/20/2018				False	0
703-734-052003 Utilities				7493					
09122018	9/12/2018	3,248.27	0.00	09/20/2018				False	0
601-731-052003 Utilities				7493					
09122018	9/12/2018	5,642.58	0.00	09/20/2018				False	0
601-732-052003 Utilities				7493					
09122018	9/12/2018	1,023.09	0.00	09/20/2018				False	0
603-737-052003 Utilities				7493					
09122018	9/12/2018	3,069.27	0.00	09/20/2018				False	0
603-736-052003 Utilities				7493					
09122018	9/12/2018	29.57	0.00	09/20/2018				False	0
605-000-052003 Utilities				7493					
09122018	9/12/2018	595.37	0.00	09/20/2018				False	0
603-738-052003 Utilities				7493					
09122018	9/12/2018	-2.07	0.00	09/20/2018				False	0
205-000-052003 Utilities				CREDIT OVERPAYMENT LAST STATEMENT					
	09122018 Total:	21,630.85							
	COLUMBIA RIVER P.U.D	21,630.85							
COMCAST									
COMCAST									
09072018	9/7/2018	113.80	0.00	09/20/2018				False	0
702-000-052003 Utilities				9144 PW					
	09072018 Total:	113.80							
09092018	9/9/2018	62.45	0.00	09/20/2018				False	0
603-736-052003 Utilities				0082 WWTP					
09092018	9/9/2018	62.45	0.00	09/20/2018				False	0
603-737-052003 Utilities				0082 WWTP					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	09092018 Total:	124.90							
09122018	9/12/2018	155.35	0.00	09/20/2018				False	0
702-000-052003	Utilities			3238 WFF					
	09122018 Total:	155.35							
	COMCAST Total:	394.05							
DAILY JOURNAL OF COMMERCE, INC									
009900									
74395303	9/7/2018	75.90	0.00	09/20/2018				False	0
704-000-053012	Capital Outlay Parks			FLEX COURT INSTALLATION					
	74395303 Total:	75.90							
	DAILY JOURNAL OF CO	75.90							
EAGLE STAR ROCK PRODUCTS, INC.									
010970									
34713	8/27/2018	144.90	0.00	09/20/2018				False	0
704-000-053012	Capital Outlay Parks			ROCK					
	34713 Total:	144.90							
34723	8/28/2018	351.07	0.00	09/20/2018				False	0
704-000-053012	Capital Outlay Parks			ROCK GREY CLIFFS RESTROOM					
	34723 Total:	351.07							
34732	8/29/2018	375.60	0.00	09/20/2018				False	0
601-731-052001	Operating Supplies			ROCK					
	34732 Total:	375.60							
34745	8/30/2018	93.44	0.00	09/20/2018				False	0
605-000-052001	Operating Supplies			ROCK					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	34745 Total:	93.44							
34759	9/4/2018	265.79	0.00	09/20/2018				False	0
605-000-052001	Operating Supplies			ROCK					
	34759 Total:	265.79							
34766	9/5/2018	286.08	0.00	09/20/2018				False	0
605-000-052001	Operating Supplies			ROCK					
	34766 Total:	286.08							
34773	9/6/2018	283.90	0.00	09/20/2018				False	0
605-000-052001	Operating Supplies			ROCK					
	34773 Total:	283.90							
	EAGLE STAR ROCK PRO	1,800.78							
EATON'S TIRE AND SERVICE CENTER									
011000									
71141	8/30/2018	80.00	0.00	09/20/2018				False	0
100-705-052001	Operating Supplies			TIRES TAHOE 2012					
	71141 Total:	80.00							
	EATON'S TIRE AND SER	80.00							
EMMERT MOTORS, INC.									
020693									
23554	9/5/2018	655.21	0.00	09/20/2018				False	0
100-705-052021	Equipment Maintenance			REPAIR TAHOE					
	23554 Total:	655.21							
23656	9/11/2018	314.29	0.00	09/20/2018				False	0
100-705-052021	Equipment Maintenance			REPAIR TAHOE					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	23656 Total:	314.29							
	EMMERT MOTORS, INC	969.50							
ERSKINE LAW PRACTICE LLC									
011522									
09152018	9/15/2018	3,712.50	0.00	09/20/2018				False	0
	100-704-052019 Professional Services			9/4-9/14 CITY ATTORNEY					
	09152018 Total:	3,712.50							
	ERSKINE LAW PRACTIC	3,712.50							
FIECK, ANASTASIA									
01177									
09182018	9/18/2018	55.00	0.00	09/20/2018				False	0
	100-709-052019 Professional Services			POUND CLASS 9/1/18					
	09182018 Total:	55.00							
	FIECK, ANASTASIA Tota	55.00							
HUBBARD, RUSSELL									
HUBBAR.R									
09122018	9/12/2018	90.00	0.00	09/20/2018				False	0
	100-710-052087 Commission Stipends			JULY- SEPT 2018 PLANNING COMMISSION STIPEND					
	09122018 Total:	90.00							
	HUBBARD, RUSSELL To	90.00							
INGRAM LIBRARY SERVICES, INC.									
016240									
36153076	8/28/2018	-14.29	0.00	09/20/2018				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
100-706-052035				Audio Materials		BOOKS 20C7921			
		<u> </u>							
		36153076 Total:							
36446076	9/12/2018	6.94	0.00	09/20/2018				False	0
100-706-052033				Printed Materials		BOOKS 20C7921			
		<u> </u>							
		36446076 Total:							
36446077	9/12/2018	18.77	0.00	09/20/2018				False	0
100-706-052033				Printed Materials		BOOKS 20C7921			
		<u> </u>							
		36446077 Total:							
36446078	9/12/2018	675.43	0.00	09/20/2018				False	0
100-706-052033				Printed Materials		BOOKS 20C7921			
		<u> </u>							
		36446078 Total:							
36446079	9/12/2018	247.26	0.00	09/20/2018				False	0
100-706-052033				Printed Materials		BOOKS 20C7921			
		<u> </u>							
		36446079 Total:							
		<u> </u>							
		INGRAM LIBRARY SERV							
		934.11							
LAWRENCE, KATHRYN									
LAWREN.K									
09122018	9/12/2018	60.00	0.00	09/20/2018				False	0
100-710-052087				Commission Stipends		JULY- SEPT 2018 PLANNING COMMISSION STIPEND			
		<u> </u>							
		09122018 Total:							
		60.00							
		<u> </u>							
		LAWRENCE, KATHRYN							
		60.00							
LOCAL GOVERNMENT									
018850									
13790	7/1/2018	1,620.00	0.00	09/20/2018				False	0
100-702-052018				Professional Development		2018-19 LGPI MEMBERSHIP DUES			

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	13790 Total:	1,620.00							
	LOCAL GOVERNMENT	1,620.00							
MASONIC BUILDING LLC, C/O ELLIOT MICHAEL 012950									
09152018	9/15/2018	1,000.00	0.00	09/20/2018				False	0
201-000-052059 Events - General				OCT 2018 LEASE PAYMENT					
	09152018 Total:	1,000.00							
	MASONIC BUILDING LL	1,000.00							
MAUL FOSTER ALONGI, INC. 019555									
32912	9/12/2018	1,300.00	0.00	09/20/2018				False	0
202-722-052019 Professional Services				BWP ON CALL SERVICES					
32912	9/12/2018	945.00	0.00	09/20/2018				False	0
202-723-052019 Professional Services				WWTP LAGOON ON CALL SERVICES					
32912	9/12/2018	35,809.19	0.00	09/20/2018				False	0
202-721-052050 Community Wide Assessment				COMMUNITY WIDE ASSESSMENT					
	32912 Total:	38,054.19							
	MAUL FOSTER ALONGI	38,054.19							
METROPRESORT 020292									
IN601238	9/10/2018	3,444.70	0.00	09/20/2018				False	0
100-707-052019 Professional Services				DELINUENT NOTICE PRINTING / REG STATEMENTS					
IN601238	9/10/2018	1,328.10	0.00	09/20/2018				False	0
100-709-052008 Printing				FALL ACTIVITIES INSERT					
	IN601238 Total:	4,772.80							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
METROPRESORT Total:		4,772.80							
MIDWEST TAPE									
020427									
96397362	8/31/2018	91.46	0.00	09/20/2018				False	0
100-706-052034 Visual Materials				ADB					
96397362 Total:		91.46							
96413415	9/7/2018	48.28	0.00	09/20/2018				False	0
100-000-021300 Library Replacement Fines				ADB					
96413415 Total:		48.28							
96413417	9/7/2018	28.48	0.00	09/20/2018				False	0
100-706-052034 Visual Materials				ADB					
96413417 Total:		28.48							
MIDWEST TAPE Total:		168.22							
NORTHSTAR CHEMICAL, INC.									
021556									
130857	9/12/2018	487.81	0.00	09/20/2018				False	0
601-732-052083 Chemicals				SODIUM HYPOCHLORITE 12.5					
130857 Total:		487.81							
NORTHSTAR CHEMICAL		487.81							
NORTHWEST NATURAL GAS									
021400									
09112018	9/11/2018	7.96	0.00	09/20/2018				False	0
603-735-052003 Utilities				7720					
09112018	9/11/2018	7.96	0.00	09/20/2018				False	0
601-731-052003 Utilities				7720					
09112018	9/11/2018	15.92	0.00	09/20/2018				False	

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
100-715-052003 Utilities				5285					
09112018	9/11/2018	16.78	0.00	09/20/2018				False	0
100-715-052003 Utilities				2848					
09112018	9/11/2018	28.44	0.00	09/20/2018				False	0
100-708-052003 Utilities				8563					
09112018	9/11/2018	40.53	0.00	09/20/2018				False	0
100-706-052003 Utilities				7673					
09112018	9/11/2018	14.85	0.00	09/20/2018				False	0
603-736-052003 Utilities				5750					
09112018	9/11/2018	14.85	0.00	09/20/2018				False	0
603-737-052003 Utilities				5750					
09112018	9/11/2018	15.92	0.00	09/20/2018				False	0
100-705-052003 Utilities				5638					
09112018	9/11/2018	19.56	0.00	09/20/2018				False	0
100-708-052003 Utilities				3047					
	09112018 Total:	182.77							
	NORTHWEST NATURAL	182.77							
NORTHWEST OCCUPATIONAL									
021449									
09172018	9/17/2018	400.00	0.00	09/20/2018				False	0
100-705-052019 Professional Services					MEDICAL SCREENING B. GREENWAY				
09172018	9/17/2018	720.00	0.00	09/20/2018				False	0
100-705-052019 Professional Services					MEDICAL SCREENING ADAM HARTLESS				
	09172018 Total:	1,120.00							
	NORTHWEST OCCUPAT	1,120.00							
OREGON DMV									
023150									
67431-083118	8/31/2018	11.50	0.00	09/20/2018				False	0
100-705-052001 Operating Supplies					SUSPENSION PACKAGE				
	67431-083118 Total:	11.50							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	OREGON DMV Total:	11.50							
PAULSON PRINTING									
025300									
D2024	8/31/2018	72.00	0.00	09/20/2018				False	0
100-705-052018	Professional Development			BUS CARDS FOR GREENWAY					
	D2024 Total:	72.00							
D2026	8/31/2018	132.65	0.00	09/20/2018				False	0
100-705-052004	Office Supplies			LETTERHEADS					
	D2026 Total:	132.65							
D2068	8/31/2018	72.00	0.00	09/20/2018				False	0
100-705-052018	Professional Development			BUS CARDS FOR MASSEY					
	D2068 Total:	72.00							
	PAULSON PRINTING To	276.65							
PETTY CASH- JAMIE EDWARDS									
018757									
09192018	9/19/2018	4.57	0.00	09/20/2018				False	0
100-702-052024	Miscellaneous			PETTY CASH - GET WELL CARD GREG					
09192018	9/19/2018	100.00	0.00	09/20/2018				False	0
100-702-052028	Projects & Programs			PETTY CASH - EMP. PICNIC PRIZES					
09192018	9/19/2018	7.98	0.00	09/20/2018				False	0
100-702-052028	Projects & Programs			PETTY CASH - EMP. PICNIC SUPPLIES					
09192018	9/19/2018	9.45	0.00	09/20/2018				False	0
100-702-052028	Projects & Programs			PETTY CASH - EMP. PICNIC ICE					
09192018	9/19/2018	45.23	0.00	09/20/2018				False	0
100-710-052024	Miscellaneous			PETTY CASH - PLANNING COMMISSION SNACKS					
	09192018 Total:	167.23							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	PETTY CASH- JAMIE ED	167.23							
PORTLAND GENERAL ELECTRIC									
025702									
09172018	9/17/2018	17.77	0.00	09/20/2018				False	0
	202-722-052003 Utilities				1650931000- 1300 KASTER RD				
09172018	9/17/2018	517.22	0.00	09/20/2018				False	0
	100-709-052003 Utilities				0153585940- FARA REC				
	09172018 Total:	534.99							
	PORTLAND GENERAL E	534.99							
RADLER WHITE PARKS & ALEXANDER LLP									
02600									
17745	8/31/2018	30.00	0.00	09/20/2018				False	0
	100-701-052019 Professional Services				RELEVANT BUILDING 7TH ST AFFORDABLE HOUSI				
17745	8/31/2018	150.00	0.00	09/20/2018				False	0
	202-721-052019 Professional Services				RELEVANT BUILDING 7TH ST AFFORDABLE HOUSI				
	17745 Total:	180.00							
	RADLER WHITE PARKS	180.00							
SCAPPOOSE SAND & GRAVEL									
030050									
T29546	8/30/2018	110.30	0.00	09/20/2018				False	0
	704-000-053012 Capital Outlay Parks				SAND- GREY CLIFFS PARK RESTROOM				
	T29546 Total:	110.30							
	SCAPPOOSE SAND & GR	110.30							

SEMLING, SHIELA
SMLNG.SH

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
09122018	9/12/2018	90.00	0.00	09/20/2018				False	0
100-710-052087	Commission Stipends			JULY- SEPT 2018 PLANNING COMMISSION STIPEND					
	09122018 Total:	90.00							
	SEMLING, SHIELA Total	90.00							
SPECIALTY CONCRETE LLC									
031456									
11430	8/3/2018	975.00	0.00	09/20/2018				False	0
704-000-053012	Capital Outlay Parks			CONCRETE - GREY CLIFFS RESTROOM					
	11430 Total:	975.00							
11578	9/10/2018	464.00	0.00	09/20/2018				False	0
704-000-053012	Capital Outlay Parks			CONCRETE - GREY CLIFFS RESTROOM					
	11578 Total:	464.00							
	SPECIALTY CONCRETE	1,439.00							
ST. FREDERIC CATHOLIC CHURCH									
ST.FRED									
09182018	9/18/2018	45.00	0.00	09/20/2018				False	0
203-718-052028	Projects & Programs			FALL FESTIVAL FEE FOR YOUTH COUNCIL					
	09182018 Total:	45.00							
	ST. FREDERIC CATHOLI	45.00							
STENBERG, JULIE									
5412									
09142018	9/14/2018	90.00	0.00	09/20/2018				False	0
100-710-052087	Commission Stipends			JULY- SEPT 2018 PLANNING COMMISSION STIPEND					
	09142018 Total:	90.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	STENBERG, JULIE Total:	90.00							
STETTLER SUPPLY CO.									
032300									
24907	7/27/2018	38,923.00	0.00	09/20/2018				False	0
601-000-056101	Water Main Replacement			REPAIRS / INSTALLED OVERLAOD ASSEMBLY					
	24907 Total:	38,923.00							
	STETTLER SUPPLY CO.	38,923.00							
SUNSET EQUIPMENT CO.									
032700									
56587	9/17/2018	1,312.50	0.00	09/20/2018				False	0
601-731-052001	Operating Supplies			RAMMER MULTI QUIP HONDA 1/2 OF PRICE					
56587	9/17/2018	1,312.50	0.00	09/20/2018				False	0
603-735-052001	Operating Supplies			RAMMER MULTI QUIP HONDA 1/2 OF PRICE					
	56587 Total:	2,625.00							
	SUNSET EQUIPMENT C	2,625.00							
SUPERIOR TIRE SERVICES									
032774									
6482248	9/14/2018	1,210.50	0.00	09/20/2018				False	0
701-000-052001	Operating Supplies			TIRES					
	6482248 Total:	1,210.50							
	SUPERIOR TIRE SERVIC	1,210.50							
WAYNE MARTIN FLOOR CVR., INC.									
019407									
2059	8/8/2018	1,255.00	0.00	09/20/2018				False	0
704-000-053017	Capital Outlay - Rec Center			COMMERCIAL REMODEL GRABER BLINDS FARA BI					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	2059 Total:	1,255.00							
	WAYNE MARTIN FLOOR	1,255.00							
WEBSTER, AUDREY WEBSTERA 09122018	9/12/2018	90.00	0.00	09/20/2018				False	0
100-710-052087	Commission Stipends			JULY- SEPT 2018 PLANNING COMMISSION STIPEND					
	09122018 Total:	90.00							
	WEBSTER, AUDREY Tot	90.00							
WHELESS CONSTRUCTION 036120 09202018	9/20/2018	9,286.00	0.00	09/20/2018				False	0
704-000-053017	Capital Outlay - Rec Center			50% ROOF REPLACEMENT FARA					
	09202018 Total:	9,286.00							
	WHELESS CONSTRUCT	9,286.00							
WILCOX & FLEGEL 037003 0301950-IN	9/12/2018	3,186.91	0.00	09/20/2018				False	0
703-734-052022	Fuel / Oil			PW FUEL					
	0301950-IN Total:	3,186.91							
0303513-IN	9/17/2018	610.94	0.00	09/20/2018				False	0
100-708-052022	Fuel / Oil			PARKS FUEL					
	0303513-IN Total:	610.94							
	WILCOX & FLEGEL Tota	3,797.85							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			

Report Total:	<u> </u> <u> </u> <u> </u>
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Accounts Payable

To Be Paid Proof List

User: jenniferj
 Printed: 10/03/2018 - 10:13AM
 Batch: 00001.10.2018 - AP 10.03.18 FY 18-19



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
PETTY CASH- JAMIE EDWARDS									
018757									
10032018	10/3/2018	600.00	0.00	10/03/2018				False	0
				201-000-052058 Events - Holloween HALLOWENTOWN TILL CASH					
10032018 Total:		600.00							
PETTY CASH- JAMIE ED		600.00							
Report Total:		600.00							

Accounts Payable

To Be Paid Proof List

User: jenniferj
 Printed: 10/04/2018 - 9:44AM
 Batch: 00006.09.2018 - AP 10.05.18 FY 18-19



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
A+ ENGRAVING LLC									
45875									
998	9/28/2018	45.00	0.00	10/05/2018				False	0
100-703-052024 Miscellaneous					PLAQUE BARBARA LINES LIB BOARD				
998 Total:		45.00							
A+ ENGRAVING LLC To		45.00							
ACCELA, INC. #774375									
000496									
INV-ACC42180	9/30/2018	534.00	0.00	10/05/2018				False	0
100-707-052019 Professional Services					WEB PAYMENTS TRANS FEE				
INV-ACC42180 Total:		534.00							
ACCELA, INC. #774375 T		534.00							
ALLSTREAM									
016479									
15561806	9/21/2018	48.84	0.00	10/05/2018				False	0
702-000-052010 Telephone					754802				
15561806	9/21/2018	24.42	0.00	10/05/2018				False	0
603-736-052010 Telephone					754802				
15561806	9/21/2018	24.42	0.00	10/05/2018				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			
	15561806 Total:	97.68							
	ALLSTREAM Total:	97.68							
APPLY-A-LINE, INC.									
001723									
11504	8/31/2018	21,182.35	0.00	10/05/2018				False	0
	205-000-052019 Professional Services			ANNUAL STREET STRIPING					
	11504 Total:	21,182.35							
	APPLY-A-LINE, INC. Tot	21,182.35							
BEAN, REBECA C.									
452115									
09252018	9/25/2018	10.08	0.00	10/05/2018				False	0
	100-715-052024 Miscellaneous			ERRANDS REIMB. USED PERSONAL CAR MILES B. E					
	09252018 Total:	10.08							
	BEAN, REBECA C. Total:	10.08							
BUREAU OF LABOR AND INDUSTRIES, BOLI									
004933									
09242018	9/24/2018	250.00	0.00	10/05/2018				False	0
	704-000-053012 Capital Outlay Parks			PUBLIC WORKS FEE - VETERANS MEM PLAZA EXP					
	09242018 Total:	250.00							
	BUREAU OF LABOR AN	250.00							
BURTON, HOWARD									
H.BURTON									
09202018	9/20/2018	681.27	0.00	10/05/2018				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
601-732-052018 Professional Development				H. BURTON MEMBRANE OP CERT CLASS MILEAGE /					
	09202018 Total:	681.27							
	BURTON, HOWARD Tota	681.27							
CC RIDER 42111 16-2698	9/25/2018	16.00	0.00	10/05/2018				False	0
100-705-052001 Operating Supplies				VOUCHERS FOR RIDES					
	16-2698 Total:	16.00							
	CC RIDER Total:	16.00							
CENTERLOGIC, INC. 011595 48328	10/2/2018	855.00	0.00	10/05/2018				False	0
702-000-052006 Computer Maintenance				AGREEMENT QUARTERLY AGREEMENT SUMMARY					
	48328 Total:	855.00							
48423	10/2/2018	5,843.00	0.00	10/05/2018				False	0
702-000-052006 Computer Maintenance				AGREEMENT COMPREHENSIVE MSP AGREEMENT S					
	48423 Total:	5,843.00							
48490	10/3/2018	1,017.50	0.00	10/05/2018				False	0
702-000-052019 Professional Services				IT SUPPORT					
48490	10/3/2018	44.99	0.00	10/05/2018				False	0
702-000-052001 Operating Supplies				HDD FOR SCADA					
	48490 Total:	1,062.49							
	CENTERLOGIC, INC. To	7,760.49							

CENTURY LINK

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
034002									
09172018	9/17/2018	40.71	0.00	10/05/2018				False	0
702-000-052010 Telephone				269B PW					
09172018	9/17/2018	20.35	0.00	10/05/2018				False	0
603-736-052010 Telephone				025B WWTP					
09172018	9/17/2018	20.36	0.00	10/05/2018				False	0
603-737-052010 Telephone				025B WWTP					
	09172018 Total:	81.42							
09252018	9/25/2018	346.12	0.00	10/05/2018				False	0
702-000-052010 Telephone				966B CITY HALL					
	09252018 Total:	346.12							
	CENTURY LINK Total:	427.54							
CENTURY LINK- ACCESS BILLING									
034004									
3263X201S18257	9/14/2018	82.22	0.00	10/05/2018				False	0
702-000-052010 Telephone				01S3					
	3263X201S18257 Total:	82.22							
	CENTURY LINK- ACCES	82.22							
CENTURYLINK, BUSINESS SERVICES									
45215									
1450197257	9/11/2018	229.77	0.00	10/05/2018				False	0
702-000-052010 Telephone				88035002 LONG DISTANCE SERVICES FOR ALL LINE					
	1450197257 Total:	229.77							
	CENTURYLINK, BUSINE	229.77							

CINTAS CORPORATION
037620

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
8403830981	9/28/2018	91.10	0.00	10/05/2018				False	0
100-708-052019 Professional Services				FIRST AID CABINET SERVICE					
8403830981 Total:		91.10							
8403830982	9/28/2018	186.64	0.00	10/05/2018				False	0
100-715-052019 Professional Services				FIRST AID CABINET SERVICE					
8403830982 Total:		186.64							
8403830983	9/28/2018	60.62	0.00	10/05/2018				False	0
703-734-052019 Professional Services				FIRST AID CABINET SERVICE					
8403830983 Total:		60.62							
CINTAS CORPORATION		338.36							
CITY OF COLUMBIA CITY									
007370									
09262018	9/26/2018	77.73	0.00	10/05/2018				False	0
601-732-052003 Utilities				001754-001					
09262018 Total:		77.73							
CITY OF COLUMBIA CIT		77.73							
CITY OF ST. HELENS									
ST.HELEN									
10012018	10/1/2018	1,414.64	0.00	10/05/2018				False	0
704-000-053012 Capital Outlay Parks				PARKS CIP VETERANS MEMORIAL PERMITTING					
10012018 Total:		1,414.64							
CITY OF ST. HELENS To		1,414.64							
CLOUD RECORDS MANAGEMENT SOLUTION, CHAVES									
006630									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
180493	10/1/2018	259.14	0.00	10/05/2018				False	0
100-702-052019 Professional Services				MONTHLY USER FEE OR 0486 ERMS SAAS					
	180493 Total:	259.14							
	CLOUD RECORDS MAN	259.14							
COHEN, DONNA L.									
0084									
09212018	9/21/2018	300.00	0.00	10/05/2018				False	0
100-706-052028 Projects & Programs				FEE CIVICS FOR ADULTS PROGRAMS					
	09212018 Total:	300.00							
	COHEN, DONNA L. Total	300.00							
COLUMBIA BODY MANUFACTURING									
007399									
0028762-IN	9/13/2018	2,752.00	0.00	10/05/2018				False	0
701-000-052001 Operating Supplies				SUPER SHIELD ASPHALT BY THE FOOT					
	0028762-IN Total:	2,752.00							
	COLUMBIA BODY MAN	2,752.00							
COLUMBIA COUNTY TRANSFER STATION									
007579									
6213	8/31/2018	469.23	0.00	10/05/2018				False	0
703-734-052023 Facility Maintenance				MUN SOLID WASTE					
	6213 Total:	469.23							
	COLUMBIA COUNTY TR	469.23							

COMCAST

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
COMCAST									
09142018	9/14/2018	95.41	0.00	10/05/2018				False	0
702-000-052003 Utilities				9228 PARKS					
	09142018 Total:	95.41							
09212018	9/21/2018	1,052.14	0.00	10/05/2018				False	0
702-000-052003 Utilities				4669 LIB CH POLICE					
	09212018 Total:	1,052.14							
09252018	9/25/2018	102.85	0.00	10/05/2018				False	0
100-708-052046 Dock Services				3930 MARINE					
	09252018 Total:	102.85							
	COMCAST Total:	1,250.40							
DON'S RENTAL									
010700									
518330	9/16/2018	20.00	0.00	10/05/2018				False	0
100-702-052028 Projects & Programs				BINGO GAME SET -PICNIC					
	518330 Total:	20.00							
	DON'S RENTAL Total:	20.00							
E2C CORPORATION									
E2C									
4273	9/21/2018	3,557.50	0.00	10/05/2018				False	0
201-000-052058 Events - Holloween				TALENT ADVERTISING PROPS					
4273	9/21/2018	500.00	0.00	10/05/2018				False	0
201-000-052074 Events - 13 Nights				13 NIGHTS ON THE RIVER TALENT					
	4273 Total:	4,057.50							
4274	10/1/2018	10,000.00	0.00	10/05/2018				False	0
201-000-052019 Professional Services				TINA CURRY CONSULTING MONTHLY MARKETING					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
		10,000.00							
4274 Total:		10,000.00							
4275	10/4/2018	10,000.00	0.00	10/05/2018	ENTERTAINERS ST. HELENS			False	0
201-000-052058 Events - Holloween									
		10,000.00							
4275 Total:		10,000.00							
		24,057.50							
E2C CORPORATION Tota		24,057.50							
ELDER, DAVE									
011191									
09182018	9/18/2018	48.11	0.00	10/05/2018	BACKFLOW REC CLASS D. ELDER MILES MEALS RE			False	0
703-734-052018 Professional Development									
		48.11							
09182018 Total:		48.11							
		48.11							
ELDER, DAVE Total:		48.11							
EMMERT MOTORS, INC.									
020693									
23732	9/14/2018	902.85	0.00	10/05/2018	AC REPAIR			False	0
100-705-052019 Professional Services									
		902.85							
23732 Total:		902.85							
		902.85							
EMMERT MOTORS, INC		902.85							
ERSKINE LAW PRACTICE LLC									
011522									
10022018	10/2/2018	5,700.00	0.00	10/05/2018	9/17-9/30 CITY ATTORNEY SERVICES			False	0
100-704-052019 Professional Services									
		5,700.00							
10022018 Total:		5,700.00							
		5,700.00							
ERSKINE LAW PRACTIC		5,700.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
GENERATION TRANSMISSION									
013293									
09282015	9/28/2018	3,684.66	0.00	10/05/2018				False	0
100-705-052021	Equipment Maintenance			POLICE CAR REPAIR					
	09282015 Total:	3,684.66							
	GENERATION TRANSM	3,684.66							
GRANTS PASS WATER LAB									
01414									
21228	9/13/2018	42.00	0.00	10/05/2018				False	0
601-732-052064	Lab Testing			TESTING					
	21228 Total:	42.00							
301379	10/1/2018	350.00	0.00	10/05/2018				False	0
601-732-052064	Lab Testing			TESTING					
	301379 Total:	350.00							
	GRANTS PASS WATER L	392.00							
H.D. FOWLER CO.									
012650									
I4961591	9/20/2018	1,580.88	0.00	10/05/2018				False	0
601-731-052001	Operating Supplies			METER BOX WITH COVER					
	I4961591 Total:	1,580.88							
	H.D. FOWLER CO. Total:	1,580.88							
HACH COMPANY									
014200									
11117286	8/31/2018	58.97	0.00	10/05/2018				False	0
601-731-052001	Operating Supplies			SULFURIC ACID					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			

11117286 Total:		58.97							
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HACH COMPANY Total:		58.97							
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HAMER ELECTRIC, INC.

014475									
41048	9/13/2018	1,650.57	0.00	10/05/2018				False	0
603-737-052001	Operating Supplies			WWTP MAINTENANCE					

41048 Total:		1,650.57							
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HAMER ELECTRIC, INC		1,650.57							
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HELLER ENTERPRISES

015064									
26637	9/21/2018	54.76	0.00	10/05/2018				False	0
701-000-052001	Operating Supplies			FLAT BAR					

26637 Total:		54.76							
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HELLER ENTERPRISES		54.76							
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K.L. & C. INC.

01755									
09202018	9/20/2018	2,500.00	0.00	10/05/2018				False	0
202-723-052023	Facility Maintenance			CHAIN INK FENCE					

09202018 Total:		2,500.00							
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K.L. & C. INC. Total:		2,500.00							
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LAWRENCE COMPANY

018028									
12699	10/1/2018	100.00	0.00	10/05/2018				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
100-715-052019 Professional Services				10/1-12/31					
12699 Total:		100.00							
LAWRENCE COMPANY		100.00							
LIBRARY IDEAS, LLC 018424									
62458	9/30/2018	3,090.00	0.00	10/05/2018				False	0
100-706-052032 Digital Resources				FREEGAL MUSIC SUBSCRIPTION					
62458 Total:		3,090.00							
63545	9/30/2018	930.00	0.00	10/05/2018				False	0
100-706-052032 Digital Resources				FREEGAL MUSIC SUBSCRIPTION					
63545 Total:		930.00							
LIBRARY IDEAS, LLC To		4,020.00							
MASONS SUPPLY COMPANY 019416									
865193-00	9/14/2018	260.30	0.00	10/05/2018				False	0
601-731-052001 Operating Supplies				CEMENT					
865193-00	9/14/2018	260.30	0.00	10/05/2018				False	0
603-735-052001 Operating Supplies				CEMENT					
865193-00 Total:		520.60							
MASONS SUPPLY COMP		520.60							
METROPRESORT 020292									
IN601854	9/26/2018	1,000.00	0.00	10/05/2018				False	0
100-707-052019 Professional Services				POSTAGE DEPOSIT INCREASE					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	IN601854 Total:	1,000.00							
	METROPRESORT Total:	1,000.00							
MIDWEST TAPE									
020427									
96435177	9/14/2018	36.74	0.00	10/05/2018				False	0
	100-000-021300 Library Replacement Fines			ADB					
	96435177 Total:	36.74							
96435403	9/14/2018	95.46	0.00	10/05/2018				False	0
	100-706-052034 Visual Materials			DVD					
	96435403 Total:	95.46							
96454239	9/21/2018	29.99	0.00	10/05/2018				False	0
	100-706-052034 Visual Materials			DVD					
	96454239 Total:	29.99							
	MIDWEST TAPE Total:	162.19							
MILLER CONSULTING ENGINEERS									
020333									
36259	8/24/2018	279.00	0.00	10/05/2018				False	0
	100-711-052019 Professional Services			PROJECT 181037 COL COUNTY ED CAMPUS PLAN RI					
	36259 Total:	279.00							
	MILLER CONSULTING E	279.00							
MILWAUKEE CRANE & EQUIPMENT CO									
020550									
92040	9/24/2018	374.50	0.00	10/05/2018				False	0
	603-736-052019 Professional Services			OSHA SAFETY INSPECTION					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
92040	9/24/2018	374.50	0.00	10/05/2018				False	0
603-737-052019 Professional Services				OSHA SAFETY INSPECTION					
	92040 Total:	749.00							
	MILWAUKEE CRANE &	749.00							
MORTEN, DOUGLAS									
020688									
09292018	9/29/2018	278.15	0.00	10/05/2018				False	0
100-703-052018 Professional Development				LOC MILEAGE REIMB / MEALS D. MORTEN					
	09292018 Total:	278.15							
	MORTEN, DOUGLAS Tot	278.15							
NORTHWEST APPAREL									
021558									
0012378	9/25/2018	165.00	0.00	10/05/2018				False	0
203-718-052028 Projects & Programs				T-SHIRTS					
	0012378 Total:	165.00							
	NORTHWEST APPAREL	165.00							
OREGON DEPT. OF ENVIRONMENTAL QUALITY, ATTN: ACCOU									
010137									
HSRAF19-0330	9/20/2018	347.14	0.00	10/05/2018				False	0
202-721-052050 Community Wide Assessment				BOISE WHITE PAPER SOUTH 80 LANDFILL 163875-00					
	HSRAF19-0330 Total:	347.14							
	OREGON DEPT. OF ENV	347.14							

PAMPLIN MEDIA GROUP, COMMUNITY NEWSPAPERS/

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
031685									
67789	9/30/2018	35.00	0.00	10/05/2018				False	0
100-702-052011	Public Information			CLASSIFIED LINERS SEASONAL YOUTH					
	67789 Total:	35.00							
	PAMPLIN MEDIA GROU	35.00							
PEAK ELECTRIC GROUP, LLC									
PEAK.ELE									
180364	9/25/2018	260.00	0.00	10/05/2018				False	0
704-000-052028	Projects & Programs			REPAIR AND REPLACE NEON SING NOT WORKING					
	180364 Total:	260.00							
	PEAK ELECTRIC GROU	260.00							
PETTY CASH- JAMIE EDWARDS									
018757									
09272018	10/1/2018	10.00	0.00	10/05/2018				False	0
100-702-052018	Professional Development			PETTY CASH MEAL OAMR CONF					
09272018	10/1/2018	10.00	0.00	10/05/2018				False	0
100-702-052018	Professional Development			PETTY CASH MEAL OAMR CONF					
09272018	10/1/2018	12.00	0.00	10/05/2018				False	0
703-733-052018	Professional Development			PETTY CASH - SAFETY TRAINING DONUTS					
	09272018 Total:	32.00							
	PETTY CASH- JAMIE ED	32.00							
PHI CONSTRUCTION									
PH									
09242018	9/24/2018	274.54	0.00	10/05/2018				False	0
100-000-035003	Building Permits			REFUND OVERAGE CHARGE P#14089F					
09242018	9/24/2018	44.63	0.00	10/05/2018				False	0
100-000-035009	Plan Reveiew Fees			REFUND OVERAGE CHARGE P#14089F					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
09242018	9/24/2018	32.94	0.00	10/05/2018				False	0
100-000-020700 State Surcharge				REFUND OVERAGE CHARGE P#14089F					
	09242018 Total:	352.11							
	PHI CONSTRUCTION To	352.11							
REID INVESTIGATIONS, LLC									
027134									
186-18	9/20/2018	466.66	0.00	10/05/2018				False	0
100-705-052019 Professional Services				BACKGROUND INVESTIGATION MARIMAR MOREN					
	186-18 Total:	466.66							
	REID INVESTIGATIONS	466.66							
RUBENS LAWN SERVICE, JENNIFER MEABE									
028033									
0001875	9/26/2018	70.00	0.00	10/05/2018				False	0
100-705-052023 Facility Maintenance				LAWN SERVICE FOR SEPTEMBER 2018					
	0001875 Total:	70.00							
	RUBENS LAWN SERVIC	70.00							
SCAPPOOSE SAND & GRAVEL									
030050									
30010	9/18/2018	100.00	0.00	10/05/2018				False	0
704-000-053012 Capital Outlay Parks				DUMP FEE VET MEM					
	30010 Total:	100.00							
T30190	9/26/2018	77.04	0.00	10/05/2018				False	0
201-000-052059 Events - General				SAND - FAIRYLAND					
	T30190 Total:	77.04							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
		177.04							
SCAPPOOSE SAND & GR									
SECURE PACIFIC CORPORATION									
001384									
192248	10/1/2018	91.50	0.00	10/05/2018				False	0
703-734-052023	Facility Maintenance			MONITORING 10/01/2018-12/31/2018					
	192248 Total:	91.50							
192249	10/1/2018	119.85	0.00	10/05/2018				False	0
100-706-052023	Facility Maintenance			MONITORING 10/01/2018-12/31/2018					
	192249 Total:	119.85							
192250	10/1/2018	98.70	0.00	10/05/2018				False	0
100-708-052023	Facility Maintenance			MONITORING 10/01/2018-12/31/2018					
	192250 Total:	98.70							
192251	10/1/2018	89.85	0.00	10/05/2018				False	0
100-705-052023	Facility Maintenance			MONITORING 10/01/2018-12/31/2018					
	192251 Total:	89.85							
192252	10/1/2018	44.85	0.00	10/05/2018				False	0
603-736-052023	Facility Maintenance			MONITORING 10/01/2018-12/31/2018					
192252	10/1/2018	44.85	0.00	10/05/2018				False	0
603-737-052023	Facility Maintenance			MONITORING 10/01/2018-12/31/2018					
	192252 Total:	89.70							
192253	10/1/2018	149.70	0.00	10/05/2018				False	0
601-732-052023	Facility Maintenance			MONITORING 10/01/2018-12/31/2018					
	192253 Total:	149.70							
	SECURE PACIFIC CORP	639.30							

SHRED-IT USA, LLC

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
SHRED-IT 8125695894	9/30/2018	91.90	0.00	10/05/2018				False	0
100-715-052019 Professional Services				CITY HALL SHRED 13627551					
	8125695894 Total:	91.90							
	SHRED-IT USA, LLC Tot	91.90							
ST. HELENS SCHOOL DISTRICT 028955									
10012018	10/1/2018	27,199.89	0.00	10/05/2018				False	0
100-000-020400 School Excise Tax				QUARTER 1 EXCISE TAX FEE					
	10012018 Total:	27,199.89							
	ST. HELENS SCHOOL DI	27,199.89							
ST. HELENS-SCAPPOOSE SEPTIC 029351									
8327	9/21/2018	500.00	0.00	10/05/2018				False	0
100-708-052019 Professional Services				PUMP SEPTIC TANK MCCORMIC PARK 1541 GALLON					
	8327 Total:	500.00							
	ST. HELENS-SCAPPOOS	500.00							
SUPERIOR TIRE SERVICES 032774									
6483026	9/26/2018	222.00	0.00	10/05/2018				False	0
701-000-052001 Operating Supplies				TIRES					
	6483026 Total:	222.00							
6483490	9/28/2018	721.32	0.00	10/05/2018				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			
	6483490 Total:	721.32							
6483626	9/28/2018	501.60	0.00	10/05/2018				False	0
701-000-052001	Operating Supplies			TIRES					
	6483626 Total:	501.60							
	SUPERIOR TIRE SERVIC	1,444.92							
SYMBOLARTS									
032863									
0315450-IN	9/14/2018	155.00	0.00	10/05/2018				False	0
100-705-052024	Miscellaneous			BADGE / DUTY STYLE SIDE OPEN BDG					
	0315450-IN Total:	155.00							
	SYMBOLARTS Total:	155.00							
TCMS, TEMP CONTROL MECHANICAL SERVICE CORP									
033013									
74582	9/1/2018	396.75	0.00	10/05/2018				False	0
100-715-052023	Facility Maintenance			C10000 CITY HALL					
	74582 Total:	396.75							
74583	9/1/2018	1,467.75	0.00	10/05/2018				False	0
100-715-052023	Facility Maintenance			C10630 CITY HALL					
	74583 Total:	1,467.75							
74599	9/1/2018	249.25	0.00	10/05/2018				False	0
603-737-052023	Facility Maintenance			C10855 WWTP 1/2					
74599	9/1/2018	249.25	0.00	10/05/2018				False	0
603-736-052023	Facility Maintenance			C10855 WWTP 1/2					
	74599 Total:	498.50							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
		2,363.00							
TCMS, TEMP CONTROL									
TIAA COMMERCIAL FINANCE INC									
03521									
5591118	9/21/2018	170.00	0.00	10/05/2018				False	0
100-715-052021	Equipment Maintenance			CONTRACT PAYMENT 41452028					
	5591118 Total:	170.00							
	TIAA COMMERCIAL FIN	170.00							
TRAVEL INFORMATION COUNCIL									
OR.TRAVE									
93318	9/15/2018	227.00	0.00	10/05/2018				False	0
201-000-052011	Public Information			HYW SIGN PROGRAM RIVER FRONT DISTRICT					
	93318 Total:	227.00							
93319	9/15/2018	227.00	0.00	10/05/2018				False	0
201-000-052011	Public Information			HYW SIGN PROGRAM COL VIEW AMPHITHEATER					
	93319 Total:	227.00							
	TRAVEL INFORMATION	454.00							
U.S. BANK EQUIPMENT FINANCE									
033955									
366566479	9/14/2018	150.00	0.00	10/05/2018				False	0
100-715-052021	Equipment Maintenance			CONTRACT PAYMENT					
	366566479 Total:	150.00							
366879401	9/19/2018	99.00	0.00	10/05/2018				False	0
100-715-052021	Equipment Maintenance			CONTRACT PAYMENT					
	366879401 Total:	99.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	U.S. BANK EQUIPMENT	249.00							
VERIZON WIRELESS 000720									
9814975591	9/20/2018	1,100.46	0.00	10/05/2018				False	0
100-705-052010 Telephone				271826771-00001 POLICE					
	9814975591 Total:	1,100.46							
9815031582	9/20/2018	36.16	0.00	10/05/2018				False	0
100-701-052010 Telephone				871458396-0001					
9815031582	9/20/2018	87.90	0.00	10/05/2018				False	0
100-711-052010 Telephone				871458396-0001					
9815031582	9/20/2018	133.05	0.00	10/05/2018				False	0
601-732-052010 Telephone				871458396-0001					
9815031582	9/20/2018	43.42	0.00	10/05/2018				False	0
603-736-052010 Telephone				871458396-0001					
9815031582	9/20/2018	43.42	0.00	10/05/2018				False	0
603-737-052010 Telephone				871458396-0001					
9815031582	9/20/2018	37.22	0.00	10/05/2018				False	0
603-738-052010 Telephone				871458396-0001					
9815031582	9/20/2018	80.02	0.00	10/05/2018				False	0
601-731-052010 Telephone				871458396-0001					
9815031582	9/20/2018	153.75	0.00	10/05/2018				False	0
703-733-052010 Telephone				871458396-0001					
9815031582	9/20/2018	51.74	0.00	10/05/2018				False	0
701-000-052010 Telephone				871458396-0001					
9815031582	9/20/2018	281.30	0.00	10/05/2018				False	0
703-734-052010 Telephone				871458396-0001					
9815031582	9/20/2018	87.90	0.00	10/05/2018				False	0
100-709-052010 Telephone				871458396-0001					
	9815031582 Total:	1,035.88							
	VERIZON WIRELESS To	2,136.34							

VERNON, VICKI R.

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
034920									
08202018	8/20/2018	40.00	0.00	10/05/2018				False	0
100-704-052019	Professional Services			CHRISTOPHER POWERS					
	08202018 Total:	40.00							
082020182	8/20/2018	40.00	0.00	10/05/2018				False	0
100-704-052019	Professional Services			JESSICA ACKERMAN					
	082020182 Total:	40.00							
082020184	8/20/2018	44.00	0.00	10/05/2018				False	0
100-704-052019	Professional Services			NICHOLAS DAUM					
	082020184 Total:	44.00							
082020185	8/20/2018	44.00	0.00	10/05/2018				False	0
100-704-052019	Professional Services			JAVIER ARMONADO MARTINEZ ESTRADA					
	082020185 Total:	44.00							
082020186	8/20/2018	48.00	0.00	10/05/2018				False	0
100-704-052019	Professional Services			JOEL OCHOA ORTIZ					
	082020186 Total:	48.00							
08212018	8/21/2018	40.00	0.00	10/05/2018				False	0
100-704-052019	Professional Services			BRANDON PITTS					
	08212018 Total:	40.00							
08232018	8/23/2018	80.00	0.00	10/05/2018				False	0
100-704-052019	Professional Services			ETHAN MYERS BRIXEY					
	08232018 Total:	80.00							
09172018	9/17/2018	500.00	0.00	10/05/2018				False	0
100-704-052019	Professional Services			SHADE ROBINSON					
	09172018 Total:	500.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	VERNON, VICKI R. Total	836.00							
WATER SUPPLY LLC									
035819									
09252018	9/25/2018	158.95	0.00	10/05/2018				False	0
	601-000-037004 Miscellaneous - General				HYDRANT METER RENTAL REFUND				
	09252018 Total:	158.95							
	WATER SUPPLY LLC Tot	158.95							
WILCOX & FLEGEL									
037003									
0306109-IN	9/25/2018	1,616.56	0.00	10/05/2018				False	0
	100-705-052022 Fuel / Oil				POLICE FUEL				
	0306109-IN Total:	1,616.56							
	WILCOX & FLEGEL Tota	1,616.56							
	Report Total:	125,856.95							

Accounts Payable

To Be Paid Proof List

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 Printed: 10/08/2018 - 12:34PM
 Batch: 00004.10.2018 - AP 10.8.18 FY 18-19



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
OREGON DMV- RECORD SERVICES									
023151									
10082018	10/8/2018	14.00	0.00	10/08/2018				False	0
100-705-052012 Materials				VEHICLE CODE BOOKS (2)					
10082018 Total:		14.00							
OREGON DMV- RECORD		14.00							
Report Total:		14.00							