



## **CITY COUNCIL REGULAR SESSION**

**Wednesday, April 03, 2019**

265 Strand Street, St. Helens, OR 97051

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

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### **Welcome!**

All persons planning to address the Council, please sign-in at the back of the room. When invited to provide comment regarding items not on tonight's agenda, please raise your hand to be recognized, walk to the podium in the front of the room to the right, and state your name only. You are not required to give your address when speaking to the City Council. If you wish to address a specific item on the agenda, you should make your request known to the Mayor as soon as possible before the item comes up. The Council has the authority to grant or deny your request. Agenda times and order of items are estimated and are subject to change without notice.

1. **7:00 p.m. - Call Regular Session to Order**
2. **Pledge of Allegiance**
3. **Visitor Comments - Limited to five (5) minutes per speaker**
4. **Proclamations**
  - 4.a. Autism Awareness Month & World Autism Awareness Day  
[04A. 040319 Proclamation - Autism Awareness Month & Day.pdf](#)
  - 4.b. National Library Week  
[04B. 040319 Proclamation - National Library Week.pdf](#)
  - 4.c. National Public Safety Telecommunicators Week  
[04C. 040319 Proclamation - National Public Safety Telecommunicators Week.pdf](#)
  - 4.d. National Volunteer Week  
[04D. 040319 Proclamation - National Volunteer Week.pdf](#)
5. **Resolutions**
  - 5.a. Resolution No. 1841: A Resolution of the Common Council of the City of St. Helens Establishing Council Goals for 2019  
[05A. Res No 1841 - Adopt Council Goals for 2019 PENDING 040319.pdf](#)

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

**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.b. Resolution No. 1842: A Resolution to Reaffirm the Innate Dignity of All People in the City of St. Helens  
[Res No 1842 - Reaffirm Innate Dignity of All People PENDING 040319.pdf](#)

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

- 6.a. Agreement with Alta Planning + Design, Inc. for 2019 BUILD Grant Assistance  
[06A. 00-2019-089 St. Helens BUILD Grant Assistance PSA + WO #1 Signed.pdf](#)
- 6.b. Request for Full Reconveyance - CAT Loan Payoff - 525 S. 10th Street (Hutcheson)  
[06B. Reconveyance - Hutcheson.pdf](#)
- 6.c. Request for Full Reconveyance - CAT Loan Payoff - 334 N. 2nd Street (Richards)  
[06C. Reconveyance - Richards.pdf](#)
- 6.d. Contract Payments  
[06D. 040319 Contract Payments.pdf](#)

**7. Consent Agenda for Acceptance**

- 7.a. Arts & Cultural Commission Minutes dated January 22 and February 19, 2019  
[07A .1-22-19 ACC Minutes Approved 3-26-19.pdf](#)  
[07A. 2-19-19 ACC Minutes Approved 3-26-19.pdf](#)

**8. Consent Agenda for Approval**

- 8.a. Council Work Session, Executive Session, and Regular Session Minutes dated March 20, 2019  
[08A+B. 040319 Council Minutes TO BE APPROVED.pdf](#)
- 8.b. Council Public Forum Minutes dated March 25, 2019
- 8.c. OLCC Licenses  
[08C. OLCC 04-03-19 CC Mtg.pdf](#)
- 8.d. Wastewater Treatment Plant Utility II Job Description  
[08D. 040319 WWTP Utility II PROPOSED DRAFT.pdf](#)

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- 8.e. Accounts Payable Bill Lists  
[08E. Accounts Payable Bill Lists.pdf](#)

- 9. **Mayor Scholl Reports**
- 10. **Council Member Reports**
- 11. **Department Reports**
- 12. **Other Business**
- 13. **Adjourn**

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

# PROCLAMATION

## City of St. Helens

By Mayor Rick Scholl

### *April is Autism Awareness Month and World Autism Awareness Day is April 2, 2019*

**WHEREAS**, autism is the fastest growing developmental disability in the United States, affecting more than three million people; and

**WHEREAS**, the incidence of autism is an urgent public health crisis that demands support from all levels of government; and

**WHEREAS**, autism is the result of a neurological disorder that affects the normal functioning of the human brain, and can affect anyone, regardless of race, ethnicity, gender, or socioeconomic background; and

**WHEREAS**, symptoms and characteristics of autism may present themselves in a variety of combinations and can result in significant lifelong impairment of an individual's ability to learn, develop healthy interactive behaviors, and understand verbal as well as nonverbal communication; and

**WHEREAS**, the effort to address autism continues as doctors, therapists and educators help persons with autism overcome or adjust to its challenges by providing early and accurate diagnosis and appropriate education, intervention, and therapy – all of which are vital to future growth and development; and

**WHEREAS**, it is important to ensure that persons living with autism have access to the lifelong care and services needed to pursue their full measure of personal happiness and achieve their greatest potential; and

**WHEREAS**, the City of St. Helens is honored to take part in the annual observance of Autism Awareness Month and World Autism Awareness Day in the hope that it will lead to a better understanding of the disorder.

**NOW, THEREFORE**, I, Rick Scholl, Mayor of the City of St. Helens, do hereby recognize April 2019 as AUTISM AWARENESS MONTH, and April 2, 2019, as WORLD AUTISM AWARENESS DAY in our City, and I call this observance to the attention of our citizens.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the Seal of the City of St. Helens to be affixed at St. Helens City Hall on this 3<sup>rd</sup> day of April, 2019.

MAYOR:



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

ATTEST:

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

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**City of St. Helens**  
**PROCLAMATION**

By Mayor Rick Scholl

*National Library Week*  
*April 7– 13, 2019*

**WHEREAS**, today's libraries are not just about books but what they do for and with people;

**WHEREAS**, libraries of all types are at the heart of cities, towns, schools and campuses;

**WHEREAS**, libraries have long served as trusted and treasured institutions where people of all backgrounds can be together and connect;

**WHEREAS**, libraries and librarians build strong communities through transformative services, programs and expertise;

**WHEREAS**, libraries, which promote the free exchange of information and ideas for all, are cornerstones of democracy;

**WHEREAS**, libraries promote civic engagement by keeping people informed and aware of community events and issues;

**WHEREAS**, librarians and library workers partner with other civic organizations to make sure their community's needs are being met;

**WHEREAS**, libraries and librarians empower their communities to make informed decisions by providing free access to information;

**WHEREAS**, libraries are a resource for all members of the community regardless of race, ethnicity, creed, ability, sexual orientation, gender identity or socio-economic status, by offering services and educational resources that transform lives and strengthen communities;

**WHEREAS**, libraries, librarians, library workers and supporters across America are celebrating National Library Week.

**NOW, THEREFORE**, be it resolved that I, Rick Scholl, Mayor, proclaim National Library Week, April 7-13, 2019. I encourage all residents to visit the library this week and explore what's new at your library and engage with your librarian. Because of you, Libraries Transform.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the Seal of the City of St. Helens to be affixed at St. Helens City Hall on this 3<sup>rd</sup> day of April, 2019.

MAYOR:



Rick Scholl, Mayor

ATTEST:

Kathy Payne, City Recorder

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**City of St. Helens**  
**PROCLAMATION**  
By Mayor Rick Scholl

***National Public Safety Telecommunicators Week***  
***April 14 – 20, 2019***

**WHEREAS**, emergencies can occur at any time that require police, fire or emergency medical services; and

**WHEREAS**, when an emergency occurs the prompt response of police officers, firefighters and paramedics is critical to the protection of life and preservation of property; and

**WHEREAS**, the safety of our police officers and firefighters is dependent upon the quality and accuracy of information obtained from citizens who telephone the Columbia 9-1-1 Communications District; and

**WHEREAS**, public safety telecommunicators are the first, and most critical, contact our citizens have with emergency services; and

**WHEREAS**, public safety telecommunicators are the single vital link for our police officers, firefighters and emergency medical personnel by monitoring their activities by radio, providing them information, and insuring their safety; and

**WHEREAS**, public safety telecommunicators of the Columbia 9-1-1 Communications District have contributed substantially to the apprehension of criminals, suppression of fires, and treatment of patients; and

**WHEREAS**, each dispatcher has exhibited compassion, understanding, and professionalism during the performance of their job in the past year.

**NOW, THEREFORE**, I, Rick Scholl, Mayor of the City of St. Helens, do proclaim the week of April 14-20, 2019, as National Public Safety Telecommunicators Week in St. Helens, in honor of the men and women whose diligence and professionalism keep our city and citizens safe.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the Seal of the City of St. Helens to be affixed at St. Helens City Hall on this 3<sup>rd</sup> day of April, 2019.

MAYOR:



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

ATTEST:

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

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**City of St. Helens**  
**PROCLAMATION**  
By Mayor Rick Scholl

*National Volunteer Week*  
*April 7 – 13, 2019*

**WHEREAS**, the entire community can inspire, equip and mobilize people to take action that changes the world; and

**WHEREAS**, volunteers can connect with local community service opportunities through hundreds of community service organizations; and

**WHEREAS**, individuals and communities are at the center of social change, discovering their power to make a difference; and

**WHEREAS**, during this week all over the nation, service projects will be performed and volunteers recognized for their commitment to service; and

**WHEREAS**, the giving of oneself in service to another empowers the giver and the recipient; and

**WHEREAS**, experience teaches us that government by itself cannot solve all of our nation's social problems; and

**WHEREAS**, our country's volunteer force of more than 63 million is a great treasure; and

**WHEREAS**, volunteers are vital to our future as a caring and productive nation.

**NOW, THEREFORE**, I, Mayor Rick Scholl, do hereby proclaim April 7-13, 2019, National Volunteer Week in St. Helens and urge my fellow citizens to volunteer in their respective communities. By volunteering and recognizing those who serve, we can come together to make a difference.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the Seal of the City of St. Helens to be affixed at St. Helens City Hall on this 3<sup>rd</sup> day of April, 2019.

MAYOR:



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

ATTEST:

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

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**City of St. Helens**  
**RESOLUTION NO. 1841**

**A RESOLUTION OF THE COMMON COUNCIL OF THE CITY  
OF ST. HELENS ESTABLISHING COUNCIL GOALS FOR 2019**

**WHEREAS**, the City Council has developed Goals based on identifying those priorities and actions most important to be undertaken in 2019; and

**WHEREAS**, the 2019 Goals will guide the Council's work and leadership over the year; and

**WHEREAS**, the 2019 Goals will be the foundation of the City's budget formulation and the development of staff work programs.

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

The City Council hereby approves the 2019 Council Goals as set forth in Exhibit A attached hereto and incorporated herein.

**Approved and adopted** by the City Council on April 3, 2019, by the following vote:

Ayes:

Nays:

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

ATTEST:

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

# City of St. Helens

## City Council 2019 Goals



### City of St. Helens

#### Mission

To provide quality, effective and efficient service to our citizens. By doing so we will:

- Develop and preserve the highest possible quality of life for our residents, businesses, and visitors
- Provide a safe and healthy environment within a sound economic framework
- Provide leadership which is open and responsive to the needs of the community and works for the benefit of all

# City of St. Helens City Council 2019 Goals

## Introduction

The St. Helens' City Council met on January 29, 2019 to review and update their annual goals. The outcome of the session was an agreement on a common set of priorities and direction identified by the Council.

The purpose of the goals is to identify the policies that the Council feels should be given priority for the year. These goals are not intended to limit the delivery or lessen the importance of the services already being provided by City departments.

The goal components provide a linear connection that link big picture direction to more detailed strategies. There are three key components to the goals structure: (1) goal areas; (2) goals; and (3) strategies. More specifically:

**Goal Areas:** Each of the five goal areas describe the intended outcomes for the Council's adopted goals. All goals fall under one of these five areas which remain consistent from year to year unless otherwise modified by the Council.

**Goals:** A goal sets a policy objective and priority for Council for the given year.

**Strategies:** Every goal has at least one strategy that supports it. Each strategy offers a direction and/or approach for achieving its associated goal.



## Goal Area A: Governance & Fiscal Management

The City of St. Helens promotes efficient, effective, and fiscally prudent practices in the delivery of municipal services.

**GOAL #1: Foster an effective and efficient organizational structure that responds to community needs.**

**STRATEGY 1.1**

Expand the City Administrator role and responsibilities to provide organization-wide operational management and accountability.

**STRATEGY 1.2**

Explore and identify the best way to meet community development needs for the City.

**STRATEGY 1.3**

Assess and modify vacated department manager positions, to update roles to meet current organizational and community needs.

**STRATEGY 1.4**

City Council to review and modify goals annually

## Goal Area B: Community Engagement & Relationships

The City of St. Helens proactively informs and engages the community with transparency, inclusivity, partnerships, and responsive customer service.

### **GOAL #2: Enhance community civic engagement through proactive information sharing and outreach.**

#### **STRATEGY 2.1**

Expand the City's information sharing activities by using multiple communication tools (e.g., online, print, in-person) for maximum inclusivity.

#### **STRATEGY 2.2**

Explore new and creative opportunities to enhance civic participation.

#### **STRATEGY 2.3**

Engage in collaborative activities with civic and other non-profit organizations to promote civic awareness and dialogue.

#### **STRATEGY 2.4**

Continue to nurture working relationships with agencies, school districts, port, and other local governments.



### Goal Area C: Community Safety & Health

The City of St. Helens promotes and supports public well being by fostering a safe, attractive, and inviting environment that promotes personal and community health.

**GOAL #3: Continue to support and enhance a physical environment that promotes livability and safety for the community.**

**STRATEGY 3.1**

**Review and implement the parks and trails master plan as funds are available.**

## Goal Area D: Economic Development

The City of St. Helens supports economic development that strongly encourages a vibrant and diverse economy with long-term job growth and retention, commercial and industrial employers, entrepreneurships and high occupancy rates.

### **GOAL #4: Expand and support economic development activities and policies that promote local job growth and retention.**

#### **STRATEGY 4.1**

**Develop an economic development strategy that fosters continued and increased development of long-term family wage local jobs and vocational programs.**

#### **STRATEGY 4.2**

**Review, identify, and implement city policies and programs that promote entrepreneurship, conduct viable business growth, and retention.**

#### **STRATEGY 4.3**

**Continue and refine planning for the St. Helens Industrial Park.**

#### **STRATEGY 4.4**

**Continue to explore urban renewal ideas to support economic development.**

#### **STRATEGY 4.5**

**Leverage urban renewal dollars to further economic development investments.**

#### **STRATEGY 4.6**

**Explore options for economic development administration.**

#### **STRATEGY 4.7**

**Foster connections between new jobs and supportive training.**

## Goal Area E: Stewardship of Community Assets

The City of St. Helens exercises wise stewardship of public infrastructure and public spaces by maintaining and planning for future needs and funding.

**GOAL #5: Review, support and implement long-term plans that identify the community's preferred vision and sustainable revenues.**

**STRATEGY 5.1**

Conduct a community visioning process to identify their preferred vision for St. Helens.

**STRATEGY 5.2**

Assess long term revenue projections, anticipate future needs, and identify new opportunities for sustainable funding.

**STRATEGY 5.3**

Develop a strategic action plan for city projects for the year.

**STRATEGY 5.4**

Encourage cultural investment.

City of St. Helens  
**RESOLUTION NO. 1842**

A RESOLUTION TO REAFFIRM THE INNATE DIGNITY  
OF ALL PEOPLE IN THE CITY OF ST. HELENS

**WHEREAS**, the residents of the City of St. Helens live in a multicultural community of people from many places across the country and across the globe; and

**WHEREAS**, the City Council and staff are committed to recognizing the dignity of all its residents and the diverse contributions of both immigrants and native-born; and

**WHEREAS**, the politics of division, isolation, and hate have no place in our community; as the City Council and staff of the City of St. Helens, we recognize that all people are deserving of assurance of the basic principles of equity and human rights guaranteed to all persons by our Constitution and Bill of Rights.

**NOW, THEREFORE, THE CITY OF ST. HELENS RESOLVES** that the City Council and staff of the City of St. Helens stand with our community in supporting the principles of fairness, dignity, and acceptance, and that these core principles commit us to promoting a peaceful discourse with all members of our community, and that we reject the politics of division and isolation that fan anger and hate against any person or group.

**Approved and adopted** by the City Council on April 3, 2019, by the following vote:

Ayes:

Nays:

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Rick Scholl, Mayor

ATTEST:

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Kathy Payne, City Recorder

**PROFESSIONAL SERVICES AGREEMENT**  
**00-2019-089 St. Helens, OR BUILD Grant Assistance**

**PREAMBLE**

This Agreement, effective as of **March 27, 2019**, is by and between **Alta Planning + Design, Inc.**, hereinafter called "**CONSULTANT**", and **City of St. Helens**, hereinafter called "**CLIENT**".

The CLIENT has need for the services of a professional firm with the particular training, ability, knowledge, and experience possessed by the CONSULTANT; therefore, subject to the terms and conditions set forth below, the parties hereto mutually covenant and agree as follows:

**1. SCOPE OF AGREEMENT**

The CONSULTANT shall perform its duties and obligations under this Agreement ("**Services**") as outlined in the Agreement documents, consisting of the terms and conditions set forth herein, the attached Exhibits, and any Work Order(s) and/or amendments referencing this Agreement as may be executed by written agreement of the parties. In the event of any conflict between the Agreement documents, the relevant Work Order(s) and Exhibits attached thereto shall supersede. If CLIENT is bound to a Prime Agreement with a project OWNER in connection with any Services authorized hereunder, CONSULTANT shall be bound to the applicable portions thereof that prescribe CONSULTANT's obligations to CLIENT and OWNER.

This Agreement represents the entire understanding between the parties and shall supersede any prior representation or Agreement, written or oral. The parties hereby acknowledge and represent that they have not relied on any representation, assertion, guarantee, warranty, collateral contract or other assurance, except those set out in this Agreement, made by or on behalf of any other party or any other person or entity whatsoever, prior to the execution of this Agreement.

**2. PAYMENT**

**Amount of Payment:** CONSULTANT shall be compensated for all goods, materials, expenses, and services as set forth in all attached Work Order(s) and Exhibits. Any hourly rates listed are applicable to the current calendar year and may be updated annually.

**Invoicing and Manner of Payment:** The invoices shall describe the Services performed, as detailed in any attached Work Order(s) and/or Exhibits. CONSULTANT shall send invoices to CLIENT's Technical Representative, as identified in any relevant Work Order or Exhibit. CLIENT shall render payment upon any acceptable invoice within 15 days following receipt from CONSULTANT.

**3. STANDARD OF CARE**

In providing services under this Agreement, the Consultant will endeavor to perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances in the same locale. Consultant shall not be held responsible for any defects or delays caused by events outside of Consultant's reasonable control. CLIENT acknowledges CONSULTANT has no obligation to commence work for the project(s) under this Agreement until this Agreement and any relevant Work Order(s) are fully executed and effective. CONSULTANT's completion shall not extinguish or prejudice CLIENT's right to enforce this Agreement with respect to any default or defect in CONSULTANT performance.

**4. TERMINATION**

A. **Parties' Right to Terminate for Convenience:** This Agreement may be terminated at any time by mutual written consent of the parties.



- B. CLIENT's Right to Terminate for Convenience:** CLIENT may terminate this Agreement for any reason after 10 days' prior written notice to CONSULTANT.
- C. CONSULTANT's Right to Terminate for Cause:** CONSULTANT may terminate this Agreement after 10 days' prior written notice to CLIENT if CLIENT breaches this Agreement or fails to pay CONSULTANT pursuant to the terms of this Agreement and CLIENT fails to cure within 10 business days after receipt of CONSULTANT's notice, or such longer period of cure as CONSULTANT may specify in such notice.
- D. Remedies:** In the event of termination, CONSULTANT shall be entitled to full payment from CLIENT for Work completed through the date of termination. CLIENT shall have any remedy available to it in law or equity.

**CONSULTANT's Tender Upon Termination:** Upon receiving or issuing a notice of termination of this Agreement, CONSULTANT shall immediately cease all activities under this Agreement, unless otherwise agreed by the parties.

## **5. INSURANCE**

The CONSULTANT shall obtain prior to the commencement of the Agreement, and shall maintain in full force and effect for the term of this Agreement, at the CONSULTANT's expense, a commercial general liability policy and automobile liability insurance policy for the protection of the CONSULTANT, its officers, agents, and employees and the CLIENT. If the insurance policy is issued on a "claims made" basis, then the CONSULTANT shall continue to obtain and maintain coverage for not less than three years following the completion of the Agreement. The policy shall be issued by a company authorized to do business in the project area, protecting the CONSULTANT against liability for personal and bodily injury, contractual liability, death and property damage, and any other applicable losses or damages with limits not less than

(a) \$1,000,000 per occurrence and \$2,000,000 in the aggregate for commercial general liability insurance policies, and

(b) \$1,000,000 per occurrence, combined single-limit or \$1,000,000 bodily injury and \$1,000,000 property damage for automobile liability insurance policies.

The insurance company shall provide the CLIENT with a certificate of insurance and an endorsement thereto naming the CLIENT as an additional primary insured. The certificate of insurance shall ensure if any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.

## **6. PROFESSIONAL LIABILITY INSURANCE**

The CONSULTANT shall provide the CLIENT evidence of professional liability coverage in an amount not less than \$1,000,000 per claim. The CONSULTANT shall keep in force the professional liability policy for at least one year after the expiration of the Agreement with the CLIENT.

## **7. INDEMNIFICATION**

CLIENT and CONSULTANT each agree to indemnify and hold the other harmless, and their respective officers, employees, agents, and representatives, from and against liability for all claims, losses, damages, and expenses, including reasonable attorneys' fees, to the extent such claims, losses, damages, or expenses are caused by the indemnifying party's negligent acts, errors, or omissions. In the event claims, losses, damages, or expenses are caused by the joint or concurrent negligence of CLIENT and CONSULTANT, they shall be borne by each party in proportion to its negligence.

**8. PUBLICATION RIGHTS/RIGHTS IN DATA**

The final reports or products and all material contained in the reports (graphics, photos, etc.) shall remain the property of the CONSULTANT. Delivery of materials produced as a direct result of the specific Services performed under this Agreement shall constitute for CLIENT a perpetual, royalty-free license to use said materials for the purpose for which they were intended. Any unauthorized transfer, reproduction or re-use of products delivered by CONSULTANT in connection with Services performed under this Agreement shall be at CLIENT's sole risk. The CONSULTANT accepts no responsibility for the use of the product beyond the intended purpose of this Agreement.

All original written material and other documentation, including background data, documentation, and staff work that is preliminary to final reports, originated and prepared for the project pursuant to this Agreement, shall become exclusively the property of the CONSULTANT.

The ideas, concepts, know-how or techniques relating to data processing developed during the course of this Agreement by the CONSULTANT or CLIENT personnel, or jointly by the CONSULTANT and CLIENT personnel, can be used by either party in any way it may deem appropriate at their sole risk.

Material already in the CONSULTANT's possession, independently developed by the CONSULTANT outside the scope of this Agreement or rightfully obtained by the CONSULTANT from third parties, shall belong to the CONSULTANT.

**9. CHANGES**

This Agreement may be amended only by written instrument signed by both the CONSULTANT and the CLIENT.

**10. LEGAL VENUE**

The terms of this Agreement shall be interpreted and governed according to the laws of the state in which the majority of the project work is performed.

**11. DISPUTES**

Prior to filing any claims related to this Agreement in the court of law, the parties shall endeavor in good faith to resolve disputes arising in connection to this agreement by a panel consisting of authorized representatives with the authority to execute agreements between the parties.

**Alta Planning + Design, Inc.**

**City of St. Helens**

By:   
Name: Steven C. Durrant

By: \_\_\_\_\_  
Name: John Walsh

Title: Vice President, as duly authorized

Title: City Administrator, as duly authorized

Date: 3.27.2019

Date:

Business Address:  
711 SE Grand Avenue  
Portland, OR 97214  
503-230-9862 phone  
Employer ID #: 68-0465555

Address:  
265 Strand Street  
St. Helens, OR 97051  
503-366-8207 phone



**WORK ORDER NO. 1**

In accordance with the Professional Services Agreement between Alta Planning + Design, Inc. ("CONSULTANT"), and City of St. Helens ("CLIENT"), dated March 27, 2019, this Work Order describes the scope, schedule, and payment terms for CONSULTANT's Services on the Project known as:

**00-2019-089 St. Helens, OR BUILD Grant Assistance**

**CONSULTANT Technical Representative:** Jill Roszel  
**Address:** Alta Planning + Design, Inc.  
711 SE Grand Avenue  
Portland, Oregon 97214  
**Telephone No.:** 503-230-9862  
**Email:** jillroszel@altaplanning.com

**CLIENT Technical Representative:** Jennifer Dimsho  
**Address:** City of St. Helens  
265 Strand Street  
St. Helens, Oregon 97051  
**Telephone No.:** 503-366-8207  
**Email:** jdimsho@ci.st-helens.or.us

**SERVICES.** The Services shall be described in the Exhibit(s) to this Work Order.

**SCHEDULE.** Because of the uncertainties inherent in the Services, Schedules are estimated and are subject to revision unless otherwise specifically described herein.

**PAYMENT & INVOICES.** For satisfactory completion of the Services described herein, CONSULTANT shall invoice CLIENT for a total amount not to exceed \$ 39,944, in accordance with the Schedule of Fees and Charges attached to this Work Order. The hourly rates listed (if any) are for the current calendar year and may be updated annually. The staff, labor categories and hours listed are subject to change as needed during the course of the performance of Services.

**Services performed under this Work Order will be billed on a Lump Sum basis. Invoices will be submitted monthly showing progress toward milestones or current percent complete for each task.**

**TERMS AND CONDITIONS.** The terms and conditions of the Professional Services Agreement referenced above shall apply to this Work Order, except as expressly modified herein.

**ACCEPTANCE** of the terms of this Work Order is acknowledged by the following signatures of duly authorized representatives of the parties.

**Alta Planning + Design, Inc.**

**City of St. Helens**



3.27.2019

Signature

Date

Signature

Date

Steven C. Durrant, Vice President, as duly authorized

John Walsh, City Administrator, as duly authorized



**Exhibit A  
Services**

## SCOPE OF WORK

The following contains proposed grant writing services that Alta will provide to the City of St. Helens to produce and submit a high-quality, visually appealing BUILD FY 2020 grant application for funding to complete final design and construct the St. Helens riverfront boardwalk project. The City will lead the project and the BUILDgrant development effort.

Building from the work completed for the FY 2019 grant application, this scope assumes that this updated application will have the same project extents, project title/name, and graphic design template and formatting as the 2019 application. The application will be updated but not overhauled, rewritten, or redesigned.

## ROLES AND RESPONSIBILITIES

Alta's primary responsibilities include:

- » Assisting the City and its partners with identifying necessary background and supporting materials
- » Developing a work plan and timeline for completing the grant application
- » Revising planning level project cost estimates
- » Providing NEPA permitting and compliance research, strategy, and an updated environmental review timeline
- » Updating the cost benefit analysis (CBA) for the project, based on data provided by the City
- » Updating job creation figures
- » Revising for accuracy maps and graphics created for the FY 2019 Application
- » Developing a more complete concept design for the boardwalk with site plan, grading plan and perspective illustration
- » Synthesizing background and supporting materials into a draft grant application based on the BUILD FY 2020 NOFA requirements
- » Working with the City and its partners to refine the draft and creating a final grant application
- » Advising the City on writing or collecting necessary attachments

The City's primary responsibilities include:

- » Identifying a City project manager who will be the primary point of contact and will work closely with Alta from application initiation to submittal
- » Identifying changes to project scope or project components
- » Updating the financial plan for the project, including assembling local match
- » Gathering data inputs necessary for the cost benefit analysis and providing to Alta in accordance with the established schedule
- » Supplying photos, graphics, and maps to be used in the final grant application
- » Providing relevant economic or demographic information that will support required grant criteria and analysis of jobs created by the project

- » Coordinating with ODOT, FHWA local office, and elected officials (representatives of the Oregon delegation of the US House and Senate)
- » Soliciting letters and resolutions of support from public agencies and local government bodies (Council, County, MPO, etc.) and providing those to Alta in accordance with the established schedule
- » Registering on [www.Grants.gov](http://www.Grants.gov)
- » Completing Standard Forms 424 and 424C or other forms as required for FY 2020 application
- » Assembling required application materials and submitting the final application on [www.grants.gov](http://www.grants.gov) by the application due date

## **Task 1: Project Initiation and Work Planning**

### **TASK 1.A KICKOFF MEETING**

Alta will attend a kickoff meeting by video conference with the City and partners, as soon as can be scheduled after the Notice to Proceed is given, to confirm roles and responsibilities, identify new data or information needed, and confirm details of the proposed project.

### **TASK 1.B WORK PLAN DEVELOPMENT AND COORDINATION**

Develop a work plan and timeline that provides CBA inputs and background/supporting materials in sufficient time to write the grant application.

Alta staff will be in regular email and phone communication with the City and will attend up to eight (8) conference calls (with one or more Alta staff) with the City project manager and team.

Task 1 Deliverables:

- Kickoff meeting – agenda and meeting notes
- Work plan and timeline
- Up to eight (8) conference calls

## **Task 2: Concept Design and Permitting Research**

### **TASK 2.1 PERMIT AND COMPLIANCE RESEARCH**

For the purposes of updating the Project Readiness and Environmental Review sections of the application, Alta will identify required federal, state, and local permits and outline the NEPA process. Alta will evaluate required NEPA documentation and permit application processes and materials and will confirm permit and NEPA process assumptions with agency staff.

### **TASK 2.2 PERMIT PROCESS SUMMARY**

Based on the results of Task 2.1, Alta will prepare a summary memorandum of applicable permits, NEPA documentation, and associated approval processes. This technical memorandum will provide the guidance and narrative text to support updating the grant application document. Alta will prepare a permit process overview graphic in a format suitable for inclusion in the BUILD grant application.

### TASK 2.3 CONCEPT DESIGN

Alta will prepare an illustrative rendering that depicts the proposed boardwalk infrastructure. The rendering will address design issues and inform the final design of the boardwalk. Alta will provide a site plan, typical sections, and a grading concept plan of the boardwalk to support and enable the permitting process. The design team will consider floodwater displacement within the grading concept plan, and work to maximize utilization of the existing pilings. The ideal boardwalk design will minimize impacts to sensitive areas and natural resources within the corridor and integrate public and property owner input whenever feasible.

### TASK 2.4 COST ESTIMATE UPDATE

Based on the conceptual design in Task 2.3, as well as changes to the streetscape improvements identified by the City, Alta will update planning level cost estimates for the application's financial plan and cost benefit analysis.

#### Task 2 Deliverables:

- Agency communication to confirm compliance requirements and strategy
- Summary memorandum of compliance requirements and related timeline
- Conceptual design of boardwalk
- Memorandum of revised cost estimates

### Task 3: Updating Cost Benefit Analysis (CBA)

Incorporating project changes and guidance from USDOT, Alta will update the FY 2019 grant application's detailed CBA to quantify the positive impacts of the project. Alta will participate in up to two (2) phone calls with the USDOT BUILD economic team to confirm allowable inputs and strategies for achieving the most appropriate results.

The CBA will demonstrate the project's utility across grant selection criteria, providing support to the narrative description of the project. Alta will follow USDOT guidelines to measure, in dollar terms, the project's net present value (NPV) to society as calculated from the stream of allowable costs and benefits that will result from building the project. This analysis will result in estimates of reduced carbon and particulate emissions and resulting from the project.

In order to execute the CBA, Alta will require existing data inputs to be provided by the City and project partners. Alta will use data collected during the FY 2019 BUILD application and provide direction on gathering any additional data.

#### Task 3 Deliverables:

- Memorandum of new data needs
- Memorandum of CBA results

#### **Task 4: Draft Grant Application**

Alta will write a draft grant application based the updated CBA results and background/supporting information provided by the City. Alta will make minor modifications to the custom graphics developed for the FY 2019 BUILD application, if necessary, to reflect project changes. The draft report organization will be based on the grant application outline suggested in the BUILD FY 2020 NOFA. The draft grant application will include the grant narrative (supplied in Word format), the CBA results (see Task 3), the revised custom graphics, the concept design (see Task 2), and an inventory of required supporting materials and attachments (e.g., letters of support), as provided by the City.

Narrative edits are expected to be limited to Project Readiness, CBA, and wherever findings related to Project Readiness, CBA results, and cost estimates are specifically mentioned in the document.

Task 4 Deliverable:

- Draft BUILD FY 2020 grant application (PDF format)

#### **Task 5: Final Grant Application**

Alta will work closely with the City project manager to revise the draft application up to two (2) times based on City comments, including all final supporting materials and attachments. Alta graphic designers will integrate the final grant application narrative with CBA results and supporting photos, maps, and graphics to create an appealing final product. The final document will be provided in PDF format to the City, who will officially submit it to the USDOT through the required online portal.

Task 5 Deliverable:

- Revised BUILD FY 2019 Grant Application (PDF format)
- Final BUILD FY 2019 Grant Application (PDF format)

---

**Exhibit B**  
**Estimated Schedule**

The project work will be completed within 90 days following the announcement of the FY 2020 BUILD grant notice of funding opportunity (NOFO).

---

**Exhibit C**  
**Schedule of Fees and Charges**

Task	Fee
Task 1 Project Initiation and Work Planning	\$2,599
Task 2 Concept Design & Permitting Research	\$21,252
Task 3 Updated Cost Benefit Analysis	\$5,589
Task 4 Draft Updated Grant Application	\$6,876
Task 5 Final Grant Application	\$3,528
Expenses	\$100
Total	\$39,944

**REQUEST FOR FULL RECONVEYANCE**  
*(To be used only when the obligations have been paid)*

To: TICOR TITLE INSURANCE COMPANY, TRUSTEE

Dated: March 11, 2019

The undersigned is the legal owner and holder of all indebtedness secured by the foregoing Trust Deed made by HAROLD H. HUTCHESON as Grantor to the CITY OF ST. HELENS of Columbia County, Oregon dated September 9, 2014, recorded September 18, 2014 in official instrument number 2014-006198 in the official public records of the clerk of the court of the county of Columbia, Oregon, encumbering the property situated in said State and County described as follows, to wit:

Property Address: 525 S. 10<sup>th</sup> Street, St. Helens, OR 97051

**All sums secured by the trust deed have been fully paid and satisfied.** You are hereby requested and directed, on payment to you of any sums owing to you under the terms of said Trust Deed, to cancel all evidences of indebtedness, secured by said Trust Deed, delivered to you herewith together with said Trust Deed and to reconvey, without warranty, to the parties designated by the terms of said Trust Deed, the estate now held by you under the same.

Mail recorded reconveyance along with the enclosed original documents to:

HAROLD H. HUTCHESON  
 525 S. 10<sup>th</sup> Street  
 ST. HELENS, OR 97051

By: \_\_\_\_\_, Beneficiary  
 RICK SCHOLL, MAYOR, CITY OF ST. HELENS, OR COUNTY OF COLUMBIA

**Do not lose or destroy this Trust Deed or the note which it secures. Both must be delivered to the Trustee for cancellation before reconveyance will be made.**



**CENTRAL OFFICE**

125 N. 17th St.  
St. Helens, Oregon 97051  
Voice (503) 397-3511  
Fax (503) 397-3290  
Administration  
Information & Referral Ext. 274

**FISCAL OFFICE**

124 N. 18th St.  
St. Helens, Oregon 97051  
Voice (503) 366-6570  
(503) 366-6565  
(503) 366-6569  
Fax (503) 366-7906

**COMMUNITY DEVELOPMENT PROGRAMS**

125 N. 17th St.  
St. Helens, Oregon 97051  
(503) 397-3511 Ext. 279  
Housing Development  
Community Facilities

**HOUSING CENTER**

(800) 404-3511  
Housing Information & Referral  
Homeowner & Tenant Trainings  
Home Ownership Assistance

**SELF-HELP HOUSING**

(503) 366-6550

**HOUSING REHABILITATION**

Rehabilitation  
Weatherization  
Astoria  
(503) 325-8098  
(800) 325-8098  
Columbia  
(503) 397-1675  
(800) 955-1675

**EMERGENCY HOUSING PROGRAM**

125 N. 17th St.  
St. Helens, Oregon 97051  
(503) 336-6546  
(800) 404-3511

**CHILD & FAMILY****DEVELOPMENT PROGRAM**

PO Box 10, 108 W. B. St.  
Rainier, Oregon 97048  
(503) 556-3736  
Head Start  
Healthy Start

**KID CARE PROGRAM**

125 N. 17th St.  
St. Helens, Oregon 97051  
(503) 366-6545

**ENERGY SERVICES PROGRAM**

125 N. 17th St.  
St. Helens, Oregon 97051  
(503) 397-4951  
(866) 722-4951  
Energy Utility Assistance  
Consumer Education  
Tillamook  
(503) 842-3267  
(866) 722-4951  
Astoria  
(866) 722-4951

**SENIOR, RESPITE & VETERANS  
SERVICE PROGRAMS**

125 N. 17th St.  
St. Helens, Oregon 97051  
(503) 366-6543  
Respite Care, OPI  
Senior Support & Nutrition Programs

**Veterans Service Program**

125 N. 17th St.  
St. Helens, Oregon 97051  
(503) 366-6580

**COMMUNITY ACTION TEAM, INC.***"BUILDING BRIDGES TO SELF-SUFFICIENCY"*

March 11, 2019

Kathy Payne  
City of St. Helens  
PO Box 278  
St. Helens, OR 97051

Dear Kathy:

Enclosed is a check to the City in the amount of \$2,396.00, a payback of the loan on the property of:

Harold H. Hutcheson  
525 S. 10th Street  
St. Helens, OR 97051

As in the past, the City should deposit this check and enter the payback in the City ledger.

**Please then create a new check for \$3,121.00** to Community Action Team for deposit in the City of St. Helens Revolving Loan Fund. This amount is different than the amount of the check received from WFG National Title Insurance Company, because the City of St. Helens had been collecting funds from Mr. Hutcheson through his water bill since October 2014.

In addition, the Request for Reconveyance document needs to be signed by Mayor Peterson, at his earliest convenience. If you would then send the documents to:

Community Action Team, Inc.  
Attention: Susan Wagner  
125 N 17th Street  
St. Helens, OR 97051

We will forward it to the appropriate title company.

If you have any questions or concerns about any of the enclosed information, please contact me at 503-366-6562.

Sincerely,

Susan Wagner  
Contract Coordinator

Enclosures  
Reconveyance  
Enc: Ck #31769; \$2,396.00

**RECEIVED****MAR 13 2019**

OFFICE OF ST. HELENS  
CITY RECORDER

**REQUEST FOR FULL RECONVEYANCE**  
*(To be used only when the obligations have been paid)*

To: TICOR TITLE INSURANCE COMPANY, TRUSTEE

Dated: March 22, 2019

The undersigned is the legal owner and holder of all indebtedness secured by the foregoing Trust Deed made by EDITH M. RICHARDS and LLOYD G. RICHARDS as Grantor to the CITY OF ST. HELENS of Columbia County, Oregon dated June 28, 1985, recorded as official instrument in Book 192 Page 467 in the official public records of the clerk of the court of the County of Columbia, Oregon, and Trust Deed made by EDITH M. RICHARDS as Grantor to the CITY OF ST. HELENS of Columbia County, Oregon dated March 29, 2004 and recorded April 9, 2004, recorded as official instrument number 04631 in the official public records of the clerk of the Court of the County of Columbia Oregon, encumbering the property situated in said State and County described as follows, to wit:

Property Address: 334 N. 2<sup>nd</sup> Street, St. Helens, OR 97051

**All sums secured by the trust deed have been fully paid and satisfied.** You are hereby requested and directed, on payment to you of any sums owing to you under the terms of said Trust Deed, to cancel all evidences of indebtedness, secured by said Trust Deed, delivered to you herewith together with said Trust Deed and to reconvey, without warranty, to the parties designated by the terms of said Trust Deed, the estate now held by you under the same.

Mail recorded reconveyance along with the enclosed original documents to:

Estate of EDITH RICHARDS  
 334 N. 2<sup>ND</sup> Street  
 ST. HELENS, OR 97051

By: \_\_\_\_\_, Beneficiary

RICK SCHOLL, MAYOR, CITY OF ST. HELENS, OREGON, COUNTY OF COLUMBIA

**Do not lose or destroy this Trust Deed or the note which it secures. Both must be delivered to the Trustee for cancellation before reconveyance will be made.**



**CENTRAL OFFICE**

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Fax (503) 397-3290  
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Information & Referral Ext. 274

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Rehabilitation  
Weatherization  
Astoria  
(503) 325-8098  
(800) 325-8098  
Columbia  
(503) 397-1675  
(800) 955-1675

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125 N. 17th St.  
St. Helens, Oregon 97051  
(503) 336-6546  
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**CHILD & FAMILY  
DEVELOPMENT PROGRAM**

PO Box 10, 108 W. B. St.  
Rainier, Oregon 97048  
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Head Start  
Healthy Start

**KID CARE PROGRAM**

125 N. 17th St.  
St. Helens, Oregon 97051  
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(503) 397-4951  
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(503) 842-3267  
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**SENIOR, RESPITE & VETERANS  
SERVICE PROGRAMS**

125 N. 17th St.  
St. Helens, Oregon 97051  
(503) 366-6543  
Respite Care, OPI  
Senior Support & Nutrition Programs

Veterans Service Program  
125 N. 17th St.  
St. Helens, Oregon 97051  
(503) 366-6580

**COMMUNITY ACTION TEAM, INC.**

*"BUILDING BRIDGES TO SELF-SUFFICIENCY"*



March 22, 2019

Kathy Payne  
City of St. Helens  
PO Box 278  
St. Helens, OR 97051

**RECEIVED**

**MAR 22 2019**

OFFICE OF ST. HELENS  
CITY RECORDER

Dear Kathy:

Enclosed is a check to the City in the amount of \$23,058.35, a payback of the loan on the property of:

Edith Richards  
334 N. 2<sup>nd</sup> Street  
St. Helens, OR 97051

As in the past, the City should deposit this check and enter the payback in the City ledger, then create a new check for same amount to Community Action Team for deposit in the City of St. Helens Revolving Loan Fund.

In addition, the Request for Reconveyance document needs to be signed by Mayor Scholl, at his earliest convenience. If you would then send the documents to:

Community Action Team, Inc.  
Attention: Susan Wagner  
125 N 17<sup>th</sup> Street  
St. Helens, OR 97051

We will forward it to the appropriate title company.

If you have any questions or concerns about any of the enclosed information, please contact me at 503-366-6562.

Sincerely,

  
Susan Wagner  
Contract Coordinator

Enclosures  
Reconveyance  
Enc: Ck #1020271300; \$23,058.35

## **CONTRACT PAYMENTS**

City Council Meeting  
April 3, 2019

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### **Ramsay Signs**

Project: Wayfinding Project (Inv#20190325)	\$	<b>63,040.10</b>
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31 KP



201-000-652056  
Wayfinding project

ESTABLISHED 1911

# INVOICE

INVOICE #: 20190325  
DATE: 3/25/19

Customer Code	Job Number	Date Ordered	Date Comp	Salesman	Deposit Terms	Balance Terms
CITYSTH	R-680	3/25/2019		DARIN		

**SOLD TO:**  
CITY OF ST. HELENS  
PO BOX 278  
ST. HELENS, OR 97051

**JOB LOCATION:**  
ST. HELENS WAYFINDING PROJECT

QTY	DESCRIPTION	PRICE	% COMPLETE	TOTAL PRICE
<b>PROGRESS BILLING</b>				
1	SHOW DRAWINGS/SUBMITTALS COMPLETE	\$10,617.00	100.00%	\$10,617.00
1	PROCUREMENT OF INVENTORY	\$55,741.00	100.00%	\$55,741.00
1	MANUFACTURING COMPLETE	\$41,142.00	-	\$0.00
1	INSTALLATION COMPLETE	\$25,216.00	-	\$0.00

APPROVED FOR PAYMENT

INIT	DATE
	3-25-19
ACCOUNTS PAYABLE	
FINANCE	3-25-19
SUPERVISOR	

SUB TOTAL \$66,358.00

PLEASE PAY THIS AMOUNT:

\$66,358.00

Less 5% retainage per contract Section 16.5 < 3,317.907 gn

\$ 63,040.10

Please Remit Payment To:  
Ramsay Signs  
9160 SE 74th Ave  
Portland, OR 97206

TERMS: DUE 10 DAYS FROM INVOICE DATE – 1.5% INTEREST ON UNPAID BALANCE

# City of St. Helens

## Arts & Cultural Commission

Meeting Minutes

January 22 2019

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**Members Present:** Kimberly O'Hanlon, Vice Chair  
Leticia Juarez-Sisson, Chair  
Patrick Nickelson  
Lisa Brooke

**Members Absent:** None

**Staff Present:** Matt Brown, Finance Director  
Jamie Edwards, Secretary

**Others:** Paul Coca

1) **Call Meeting to Order**

The meeting was called to order at 6:01 by Chair Sisson.

3) **Approval of Minutes**

3.A [September 25, 2018 Minutes](#)

**Motion:** Commissioner Brooke moved to approve the minutes from September 25, 2018. Commissioner Nickelson seconded. All in favor; none opposed; motion carries.

3.B [November 27, 2018 Minutes](#)

**Motion:** Commissioner Brooke moved to approve the minutes from November 27, 2018. Commissioner Nickelson seconded. All in favor; none opposed; motion carries.

3.C [December 10, 2018 Minutes](#)

**Motion:** Commissioner Brooke moved to approve the minutes from December 10, 2018. Commissioner Nickelson seconded. All in favor; none opposed; motion carries.

2) **Visitors Address the Commission**

- Paul Coca, Artist for Michael Curry Design. Coca is here to learn about the potential mural at the skate park. Commissioner Brooke advised they are not exactly sure what they will be doing at the skate park yet but have additional meetings coming up to find out more information. Coca advised of the process he has taken on previous murals.

5) **Discussion Items**

5.D [Skate Park Street Art](#)

Commissioner Brooke reported the 20th anniversary of the skate park is this year. She advised there are funds earmarked for repairs to the skate park. Brooke has been meeting with City Council and other departments to find out how much interest is out there in the improvements and project and has found that the \$20,000 earmarked for park repair won't go far. Brooke advised most of the kids she has talked to are most

concerned with the park being upgraded and safer not as much interest in art in the skate park.

Brooke advised Barlow Bikes is hosting a gathering of bike riders tomorrow at 6 p.m. to find out who is interested in repairs to the park. Brooke thinks the Commission could be involved in this project by using art to fundraise money for the park repairs with ideas like the skate board art auction. Her initial idea was to have the Commission host street artists at the skate park to educate kids on how to create street art and practice it on the skate park.

Commissioner Nickelson reported he was thinking of making free standing panels at the skate park that could be used for the street art.

Commissioner Brooke reported another idea for the street art at the skate park was on the chain link fence.

Vice Chair Sisson feels the Commission should proceed with looking into bringing street art to the skate park and wait until after the community meeting at Barlow Bikes to figure out exactly how the Commission can fit in with this.

Finance Director Matt Brown advised the earliest the concrete repair could be started is late summer when the weather is dryer. The City received the following quotes to repair the skate park:

- \$50,000 for just safety improvements
- \$300,000 for a complete overlay
- \$730,000 to design a whole new park for that area

Commissioner Brooke advised she has invited an artist from Portland to come out to one of the bowls to spray on the Instagram handle and some of his art around it to advertise there is place to go to collect information. Brooke advised the Tony Hawk Foundation provides low income communities funds from \$1,000-25,000 to support skate parks in low income neighborhoods.

Commissioner Nickelson has reached out to Portland street artists and screen printing companies to find interested in coming to St. Helens to teach art techniques. Nickelson has reached out to an Ice Cream company and Energy Drink company about sponsoring an event for the 20<sup>th</sup> anniversary of the park.

#### 4) **Review Fiscal Report**

##### 4.A **Fiscal Report**

The Commission reviewed the fiscal report.

#### 5) **Discussion Items**

##### 5.A **Little Free Libraries Update**

Vice Chair O'Hanlon reported the first library was installed last week. The Parks Commission agreed to install the library at Grey Cliffs Park. O'Hanlon has paid for the registration and would like to schedule a reveal party for the library and invite the student who built it. The Commission decided on February 2nd at 10 a.m. for the reveal party. O'Hanlon thought to ask those invited to bring a book to fill the library.

O'Hanlon requested the next two libraries be left unfinished so the Commission could look into an artist painting them.

**5.B ACC Vacant Positions**

Chair Sisson asked the Commission if they talked to or knew of anyone interested in the Commission. Commissioner Brooke reported Council President Doug Morten gave an application to someone who was interested. Sisson reached out to five of the past applicants and said one of them was interested now that the Commission meets every other month. Commissioner Brooke advised the Commission should interview the applicant again. Brooke and O'Hanlon will interview her again.

**5.E Art Inventory**

Chair Sisson will take on the task of updating the Art Inventory List. Once this is updated Finance Director Matt Brown can use this information to create an updated map/brochure.

**5.C Skateboard Art Auction**

No specific discussion on Skateboard Art Auction. This topic was part of the overall Skate Park street art discussion time.

**5.F 2019/2020 Budget**

The Commission reviewed the working budget and agreed that lumping their budget into a general projects fund would be best, affording more flexibility since there are not clear set projects for the next year yet.

Chair Sisson advised the Commission members should spend some time thinking about their ideas for a five year plan.

Commissioner Brooke stated at the last meeting it was her understanding the Commission was going to be focused on the Skate Park Project and not a bunch of smaller ones.

**6) Community News**

None

**7) Adjournment**

The meeting was adjourned at 7:43 p.m.



# City of St. Helens

## Arts & Cultural Commission

Meeting Minutes

February 19, 2019

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**Members Present:** Kimberly O'Hanlon, Vice Chair  
Leticia Juarez-Sisson, Chair  
Patrick Nickelson  
Lisa Brooke

**Members Absent:** None

**Staff Present:** Margaret Jeffries, Library Director  
Jamie Edwards, Secretary

**Others:** None

1) **Call Meeting to Order**  
Chair Sisson called meeting to order at 6:00 p.m.

2) **Visitors Address the Commission**  
No visitors

3) **Discussion Items**  
3.A **Skate Park**

Commissioner Brooke reported since the last time the Commission met a development in the community involvement around what they want for the skate park. Brooke advised the group she would be an advocate for them. Brooke advised she had received authorization to have a logo painted in the skate park but she nor Public Works Operations Director Neal Sheppard had realized the artist was going to paint it so big and in hindsight realizes this should have gone through a formal process.

Brooke has talked to Council President Doug Morton about having a 20th anniversary/birthday party for the skate park and said Mayor Rick Scholl suggested combining it with the Citizens Day in the Park event. Brooke also advised a few bands have offered to play at any events to help with awareness. Brook suggests the Commission could help with Citizens Day in the park by creating an event for the skate park.

Brooke advised she and Commissioner Nicolson talked about having artists paint skate decks and could sell or sponsor the boards; the Youth Council has agreed to participate in the skate park events, possibly having artists paint in the booths. Chair Sisson asked to clarify Brooks intention to have the Commission fund \$599 for 50 deck boards or if she intends to find a sponsor to purchase them. Library Director Margaret Jeffries advised the Commission needs to consider how the funds will be handled. Brooke advised her suggestion is to have the Commission fund the 50 deck boards.

Chair Sisson asked the Commission to bring a detailed plan to the March meeting for the decks to outline costs, artists and other factors.

### **3.B Recommendation to appoint new Commissioner**

Vice Chair O'Hanlon reported she spoke with prior applicant Carly Franklin who said she still would like to join the Commission. O'Hanlon would like to schedule a time next week for the members to meet with Franklin next week. Chair Sisson suggested that since Franklin has already been interviewed she would like to see if the Commission would recommend Franklin to Council for one of the vacant positions and can then meet next week to fill her in on the projects.

**Motion:** Vice Chair O'Hanlon moved to recommend Council appoint Carly Franklin as Commissioner. Commissioner Brooke seconded. All in favor; none opposed; motion carries

### **3.C Little Free Library Donation by Thomas O'Hanlon**

Vice Chair O'Hanlon advised she is speaking on behalf of a private citizen Thomas O'Hanlon who worked separately and independently from the Commissions Little Free Libraries to create an additional library he would like to donate to the City of St Helens to place in a City Park. O'Hanlon is looking for a recommendation from the Commission to accept the donation and move forward with the recommendation to Council and the Park Commission. Library Director Margaret Jeffries advised the images may need to have approval from Random House as the images are copy righted. O'Hanlon will follow up with approval from Random House. Chair Sisson advised before making a decision the Commission needs to confirm approval for the images.

### **3.D Placing Public Art- Overview**

Commission Secretary Jamie Edwards reviewed the City Code 2.36.110 Review process for public art proposals

## **4) Community News**

Library Director Margaret Jeffries reported the repurposed books are on display at the Columbia Center.

Commissioner Brooke reported the first installation for the Little Free Library went really well.

## **5) Adjournment**

The meeting was adjourned at 6:51 p.m.



**City of St. Helens**  
*Consent Agenda for Approval*

**CITY COUNCIL MINUTES**

Presented for approval on this 3<sup>rd</sup> day of April, 2019 are the following Council minutes:

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2019

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- Work Session, Executive Session, and Regular Session Minutes dated March 20, 2019
- Public Forum Minutes dated March 25, 2019

**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 ORMS
- ☐ Add packet and exhibits to ORMS
- ☐ File original in Vault
- ☐ Update minutes spreadsheet

# City of St. Helens City Council

Work Session Minutes

March 20, 2019

---

**Members Present:** Mayor Rick Scholl  
Council President Doug Morten  
Councilor Keith Locke  
Councilor Stephen R. Topaz

**Members Absent:** Councilor Ginny Carlson

**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  
Heidi Davis, Building & Administration Secretary  
Tina Curry, Event Coordinator

**Others:** Patrick Trapp                      Christine Menges  
Kathy Innocenti                      Sarah Bushore  
Nicole Thill

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

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

- ◆ Patrick Trapp, Port of Columbia County.
  - Approved an extension until mid-June to Next Energy, the renewable diesel business at Port Westward.
  - Have been working with DEQ for the past 22 years on a remedial investigation with the old Pope and Talbot property. After a feasibility study is done, they will move towards a DEQ approved cleanup. Out of 45 acres, 22 – 25 acres has already been approved with no further action. The clean-up is focused on the other half.
  - Moving forward with a spec building on the McNulty property.
  - A big addition was added to the Scappoose Bay Marina. The intent is to move kayaks to the building with direct access to the water. It's a safety improvement as well.
  - The Association of Pacific Ports (APP) is an international organization that covers the entire west coast of the United States, Asia, Australia, Central America, and South America. Port of Columbia County is going to be hosting them this summer. He will be inviting City representatives to attend some of their events.

Mayor Scholl asked if the Port has property in opportunity zones. Patrick responded that he does not believe so. It would entail that they sell buildings and reinvest that money into an investment portfolio.

Council President Morten thanked Patrick for his report. These regular reports are new to the Council and very appreciated. Morten congratulated them on their clean-up.

### 3) **Discussion Topics**

#### **3.A Presentation on 2020 Census - Sarah Bushore, US Census Bureau**

Sarah Bushore reviewed her presentation. A copy is included in the archive meeting packet. She reviewed why and how the Census is done. The Census Bureau does not share private information with the government. The only thing they will share is what's readily available online.

Sarah talked about cyber security. Census will never reach out to people through email. There are safeguards in place to protect information.

Sarah expressed the need for local enumerators. It's important to have safe, friendly people who are familiar with the area and represent the federal government well.

#### **3.B Senior Center Semi-Annual Report - Kathy Innocenti, Center Manager**

Kathy Innocenti updated the Council on the status.

- An audit committee has been formed to review the financials.
- Thanked Public Works for their quick assistance and repairs.
- Would like assistance from Public Works to determine why the HVAC unit works better in some areas than others.
- Would also like assistance from Public Works to fix the key locks. Currently, every door has a lock keyed differently.
- Would like to expand activities, events, and fundraisers. A survey of members was conducted. There is a lot of cross-over with the new Recreation Center. She has spoken with Shanna and Ryan. They are going to partner for more activities in both buildings.
- The Board approved the hiring of someone to help with activities a few hours a week.
- The goal is to increase membership. It will start with a "Try-it-Tuesday." Hosts will show interested people around, have lunch, and then have a guest speaker or activity. Membership is \$15 for an individual or \$25 for a couple per year. They are discussing a fee increase.
- Working with the cook and Community Action Team (CAT) to be sure we're complying with our contract for the meal program. Taking on Scappoose was a big challenge but has been handled very well.
- Working with a lot of community partners.
- Top Notch is a finalist for the Community Impact Award.

#### **3.C Review Draft of Council Operating Rules & Procedures**

City Administrator Walsh reviewed the updated draft. The amendments have been discussed over the last couple of months.

Councilor Locke suggested eliminating the last sentence under number 18, "Council members will not substitute appointments or attendance at meetings without approval of the Mayor or presiding officer." Council concurred. It's important to report back at the next Council meeting.

Council President Morten pointed out the first sentence under Presiding Officer, “The Mayor shall preside over Council deliberations and serves as the political head of the government.” He interprets that as the Mayor is speaking for the Council, not himself, when he reports to the community. However, Mayor Scholl interprets it as he is the liaison for the people and not the Council. Discussion ensued. It is important to emphasize if you’re speaking for yourself or the Council.

Discussion ensued about the presiding officer and their authority.

Council President Morten spoke of demonstrations and interruptions during public forums. He suggests not allowing signs and banners to be brought into the building. Councilor Topaz expressed that it would take away First Amendment rights. Discussion ensued. Consensus of Council to consult legal counsel before making that change. It’s not in the draft at this time.

### **3.D Review Draft of Council Governing Policy**

City Administrator Walsh reviewed the updated draft. The amendments have been discussed over the last couple months.

Councilor Topaz suggested replacing the word “with” with “to” in 5.f., “Upon completion, evaluations shall be communicated with the employee and referred to the City Administrator retention in secured personnel files.” Discussion ensued. Consensus to leave it as written.

Council President Morten pointed out 5.g. and 5.f. that were crossed through. City Administrator Walsh clarified that department head evaluations will be reviewed by the assigned Councilor and City Administrator. The City Administrator’s evaluation will be conducted by the entire Council. The Municipal Judge and City Attorney are contract positions and their evaluations are conducted during contract renewals. Discussion of department head evaluations being a goal setting session. City Recorder Payne pointed out that staff evaluations are part of a personnel file and cannot be reviewed by Council or a department head without permission from the employee. She also emphasized the importance of conducting annual performance evaluations. Mayor Scholl suggested holding an executive session November 13 to conduct evaluations. Council President Morten would like Payne to research the legalities of what Council can review.

### **3.E Review Revised Court Clerk Job Description**

Finance Director Brown reported that the changes with staffing in Municipal Court have given them the opportunity to revise the Court Clerk job description. AFSCME, the Judge, and the City Prosecutor have reviewed it and concurred. No objections from Council.

## **4) Department Reports**

Police Chief Greenway reported...

- The 2018 Annual Report was distributed last week. He encouraged everyone to read it.
- Police Officer Adam Hartless graduated from the Academy last Friday. He is in field training.
- Police Officer Terry Massey will be attending the Academy on April 15.
- They are conducting background checks on two new hires. They have one more position to fill after this one.
- The new police vehicles are at Enterprise. However, there is a delay with the vendor that outfits them.

Public Works Engineering Director Nelson reported...

- About half of the horizontal directional drilling has been completed on the S. 10th Street Storm Drain Project and the new pipe has been pulled through.
- Gable Road is open! The consultant has obtained all the right-of-way acquisitions needed to construct the full improvements. She will meet with the County tomorrow and hopes to get the project out to bid before the end of the month.

Public Works Operations Director Sheppard reported...

- Grey Cliffs Park has been paved. They're striping today.
- He plans to retire May 1. He's waiting to hear back about a couple things before making it official. Mayor Scholl and Council President Morten expressed their appreciation of his work and how much he'll be missed.

Library Director Jeffries reported...

- Reviewed the Columbia County Reads 2019 books about slavery in Oregon and upcoming author events.

Finance Director Brown reported...

- Tonight's agenda includes an agreement with Mackenzie Engineering, Inc. for Professional Consulting Services related to the feasibility of a new police station.
- The Recreation Program public forum will be held Monday, March 25 at 6 p.m. at the Recreation Center.
- The Summer Recreation catalog will be released mid-April.
- Staff held 13 IT Specialist interviews on Monday and Tuesday. They selected four finalists to return tomorrow for a second interview.

City Recorder Payne reported...

- Nothing to report.

Event Coordinator Curry reported...

- Meetings with merchants were held to review several initiatives that will be held throughout the year. The response was positive.
- Working with St. Helens Marina and the Port of Columbia County for the Salmon Derby.
- Working on a number of new initiatives to directly address people with facts on [www.discovercolumbiacounty.com](http://www.discovercolumbiacounty.com).
- Walsh encouraged everyone to visit [www.discovercolumbiacounty.com](http://www.discovercolumbiacounty.com) to find out what's happening in the community.

City Administrator Walsh reported...

- Attended the City/County dinner last night. He reported for the City and was reminded of how much they have going on.
- Tonight's agenda includes an agreement to authorize the City to manage the Grant for the Food Bank.
- Tonight's agenda also includes a Grant application to the Oregon Parks and Recreation Department for improvements to Campbell Park. The Grant leverages the existing funds allocated for the park.
- Tonight's agenda also includes an agreement for a feasibility study for an RV Park behind the Recreation Center.

- Staff is partnering with the County on the Historic Preservation Grant. The City would be provided the funds and then would disperse to other projects; such as the County Courthouse, theater, etc.
- Talked about all the work that has gone into the Recreation Program. Brown updated the Council on current Grants to help fund staffing and materials.
- Preparing for the upcoming BUILD Grant.
- The scope of work for the lagoon repurposing has been stuck at the Department of Justice office. It's getting closer.
- Updated the Council on the Sand Island camping agreement. He suggested holding a public forum to update the community on the proposal.

## 5) **Council Reports**

Councilor Locke reported...

- He's happy to see new officers coming on board. However, they really won't be on the street until the end of the year. We'll probably need another two or three officers by then.
- Requested permission to fill Susan Conn's position on the County-wide tourism commission. Council concurred.

Councilor Topaz reported...

- Nothing to report.

Council President Morten reported...

- The Parks & Trails Commission was presented with a study of an urban trail. A recommendation was made to bring it to the Council and staff for review.
- The Parks & Trails Commission recommended the Council look at cleaning out the brush in the northern end of Grey Cliffs Park to create a picnic area.
- The Veterans Memorial Plaza should be completed by the summer. It will give us two pavilions for large groups. Sheppard added that the new building has been completed.
- It's interesting to see some improvements happening on Gable Road.
- Following the Columbia County Reads program, he suggests Council entertain a resolution regarding racial bigotry and ethnic hatred. It's come up locally and nationally. The Council has been challenged to take a stand and this is a good time.
- He has had conversations with residents about use of the hospital property. It belonged to the School District at one time. He's heard suggestions to put a school there.
- He has had questions from veterans asking if there will be any programs at the Recreation Center specifically for veterans. It would open the door for veterans benefits and grants.

Mayor Scholl reported...

- Attend the COLPAC meeting. There will be more to come about the opportunity zone.
- Asked for the status of the wetlands map for the St. Helens Industrial property. Walsh will check on it.
- It will be interesting to see what comes of the RV park.

## 6) **Other Business**

City Administrator Walsh attended a meeting a few weeks ago at the Port of Columbia County. It included jurisdictions affected by rail in Columbia County. There's a proposed study but costs \$7,500 to be included. It will address access management, future traffic, etc.



Council President Morten recommended revisiting our Master Transportation Systems Plan and look at a northern and southern overpasses over the rail. We do not know what future federal administrations will do with transportation. We will be way ahead of everyone else if we have it in our Master Plan.

Council concurred with spending \$7,500 to be included in the study.

7) **Adjourn** – 3:48 p.m.

**Executive Session**

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

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

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

# City of St. Helens

## CITY COUNCIL

### Executive Session Summary

March 20, 2019

**Members Present:** Rick Scholl, Mayor  
Doug Morten, Council President  
Keith Locke, Councilor  
Stephen R. Topaz, Councilor

**Members Absent:** Ginny Carlson, Councilor

**Staff Present:** John Walsh, City Administrator  
Matt Brown, Finance Director  
Kathy Payne, City Recorder  
Margaret Jeffries, Library Director  
Sue Nelson, PW Engineering Director  
Neal Sheppeard, PW Operations Director  
Brian Greenway, Police Chief

**Others:** Christine Menges, Chronicle



At 3:52 p.m., Mayor Scholl opened the 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 and then gave Council roll call.

The Executive Session was adjourned at 4:41 p.m.



ATTEST:

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Kathy Payne, City Recorder

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

# City of St. Helens City Council

Regular Session Minutes

March 20, 2019

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**Members Present:** Mayor Rick Scholl  
Council President Doug Morten  
Councilor Stephen R. Topaz  
Councilor Keith Locke

**Members Absent:** Councilor Ginny Carlson

**Staff Present:** John Walsh, City Administrator  
Kathy Payne, City Recorder  
Matt Brown, Finance Director  
Margaret Jeffries, Library Director  
Neal Sheppard, Public Works Operations Director  
Sue Nelson, Public Works Engineering Director  
Tina Curry, Event Coordinator

**Others:** Dan Davis                      Christine B.  
Lei Jacob                              Caroline Fridley

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

2) **Pledge of Allegiance**

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

- ◆ Dan Davis. He is a new St. Helens resident. He recommends the Council pursue a municipal broadband utility. Has it been explored?

Council President Morten responded that there has been very little discussion about it. It's a minimal investment and is a great resource for residents. When they looked at it before, residents were paying \$120-130 to Comcast and could reduce to pay \$35-40 to the City.

Dan reviewed the benefits:

- Net neutrality gives everyone the same speed and benefits.
- The speed is pretty incredible. Comcast is about 120 megabits per second. Fiber is 100 gigabits right now and is predicted to approach 1,000 gigabits.
- Security and privacy. Private companies have our data. This would be a public utility, we would own it, and control who has access to the content.
- Reliable
- Affordable
- Accessible, equal access for everyone. Could offer subsidies to schools, low income, etc.

Michael Hannah is the campaign manager for Broadband PDX. He has done Hillsboro and is working on Multnomah County now. Dan encouraged the Council to pursue this. He offered to help and bring Michael to the table.

Council President Morten talked about the poles being owned by Columbia River PUD, PGE, and Century Link. Dan suggested a feasibility study be done. City Administrator Walsh pointed out that the County is conducting a broadband study now. There is federal funding available.

Council agreed to have Michael Hannah make a presentation. City Administrator Walsh will be the contact.

4) **Resolutions**

4.a [Resolution No. 1837: A Resolution to Adopt City Council Operating Rules and Procedures for the City of St. Helens, Superseding Resolution No. 1468](#)

Mayor Scholl read Resolution No. 1837 by title. **Motion:** Upon Locke's motion and Morten's second, the Council unanimously adopted Resolution No. 1837. [Ayes: Scholl, Locke, Morten, Topaz; Nays: None]

4.b [Resolution No. 1838: A Resolution Adopting the City of St. Helens Governing Policy](#)

Mayor Scholl read Resolution No. 1838 by title. **Motion:** Upon Morten's motion and Locke's second, the Council unanimously adopted Resolution No. 1838. [Ayes: Scholl, Locke, Morten, Topaz; Nays: None]

4.c [Resolution No. 1839: A Resolution of the City of St. Helens City Council Authorizing Application for Grant to the Oregon Parks and Recreation Department](#)

Mayor Scholl read Resolution No. 1839 by title. **Motion:** Upon Morten's motion and Locke's second, the Council unanimously adopted Resolution No. 1839. [Ayes: Scholl, Locke, Morten, Topaz; Nays: None]

4.d [Resolution No. 1840: A Resolution Determining that a Nuisance Exists Upon Property Located at 35418 Helens Way Within the City of St. Helens and Directing that Notice to Abate the Nuisance be Posted on Said Premises](#)

Mayor Scholl read Resolution No. 1840 by title.

Councilor Topaz requested removing the resolution until the City cleans up rotting paper cylinders on our own property. He suggested a youth group help and the owner pay for the dumping fee at the Transfer Station. He wants the City to set a good example first.

Council President Morten reminded the Council that a motion and second needs to happen first, then discussion.

**Motion:** Morten moved to adopt Resolution No. 1840. Locke seconded.

Discussion. Councilor Topaz spoke of a tenant that is overloading a large piece of our property that is growing every day. It is rotting and smelling. It's not a good example to go after smaller citizens until we address the larger issue. He understands it is a problem and should be cleaned up.

Mayor Scholl pointed out City Ordinances address residential neighborhoods differently than industrial property. Councilor Topaz argued that it's a bad example to the community. Councilor Locke pointed out that it's not being ignored.

City Recorder Payne spoke of 35418 Helens Way. Code Enforcement Officer Marimar Moreno has been in contact with the property owner. He has ignored all of her efforts, which is why it's at this point. Councilor Topaz understands and would prefer the owner clean it up with a youth group and pay for it. He continued to point out the rotting paper on the City's property.

Council President Morten pointed out that DEQ and the Fire Marshall have been involved regarding removing the paper on the City's leased property. They have agreed to remove it. Councilor Locke said they agreed to have it removed by June. It has decreased a little bit over the last few months. He agreed with Topaz's concerns to address that property. However, these are two different things. Councilor Topaz wants to make sure the public knows that we are handling the paper on the City's property.

**Vote:** Ayes: Scholl, Locke, Morten; Nays: Councilor Topaz; motion carries.

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

- 5.a Management & Operations Agreement with Columbia Pacific Food Bank for Management and Operations of the CDBG Grant and Food Bank
- 5.b Agreement with Mackenzie Engineering, Inc. for Professional Consulting Services Related to the Feasibility of a New Police Station
- 5.c Contract Payments
- 5.d Agreement with RV Park Consulting Inc. for Feasibility Study for RV Park at 1850 Old Portland Rd.
- 5.e Ground Lease with Sand Island Campsites, LLC for Sand Island Marine Park

**Motion:** Topaz moved to remove item '5d' above. No second. Motion dies.

Discussion. Councilor Topaz explained that '5d' is worded as being a Feasibility Study but when you read the agreement, it is written as the beginning of a construction process. It needs to take into account the Riverfront Connector Plan. He went on to explain the need for its removal. The Feasibility Study should take into account community social acceptability, how it will affect traffic, cut off the expansion of the industrial site, expansion of McCormick Park, and parking. He's not opposed to the study, just the proposed verbiage.

Mayor Scholl explained that an RV park has been discussed at length. Councilor Topaz said he doesn't want to stop the process but wants to amend the agreement. Discussion ensued.

City Administrator Walsh talked about the negotiating agreement with the developer of the Waterfront Property. The developer wants to understand the market. They have done a hotel feasibility analysis. This is one of the first steps to initiate the process. Suggested passing Topaz's concerns on to the consultant to incorporate into their review, as long as it doesn't add cost.

**Motion:** Upon Morten's motion and Locke's second, the Council approved '5a' through '5e' above, noting Councilor Topaz's comments regarding '5d' and Walsh's suggestion to pass those on to the consultant. [Ayes: Scholl, Locke, Morten; Nays: Topaz]

6) **Consent Agenda for Acceptance**

- 6.a Library Board Minutes dated February 11, 2019
- 6.b Planning Commission Minutes dated February 12, 2019
- 6.c Housing Needs Advisory Committee Meeting #2 Minutes dated February 12, 2019
- 6.d Parks & Trails Commission Minutes dated February 11, 2019

**Motion:** Upon Locke's motion and Morten's second, the Council unanimously approved '6a' through '6d' above. [Ayes: Scholl, Locke, Morten, Topaz; Nays: None]

7) **Consent Agenda for Approval**

- 7.a Council Work Session, Executive Session, Public Hearing, and Regular Session Minutes dated March 6, 2019
- 7.b OLCC Licenses
- 7.c Revised Court Clerk Job Description
- 7.d Accounts Payable Bill Lists

**Motion:** Upon Locke's motion and Topaz's second, the Council unanimously approved '7a' through '7d' above. [Ayes: Scholl, Locke, Morten, Topaz; Nays: None]

8) **Mayor Scholl Reports**

- Attended the annual COLPAC meeting. He looks forward to bringing more information back to the Council about an opportunity zone.
- Was glad to have Patrick Trapp here to report. Relationships with the County, Port of Columbia County, and neighboring cities is stronger than it has been. It's time to make Columbia County a destination.
- Welcomed Dan Davis!
- Anticipating the results of the Housing Needs Analysis.
- Community Action Team (CAT) is moving forward with their 16-unit project.
- Oregon needs 30,000 approved units to meet housing needs.
- Tonight is the Worm Super Moon.
- This is a busy time of year for him with his landscaping business and City projects.
- The City is doing a lot of things.
- He is proud to be part of the City. The staff rocks!

9) **Council Member Reports**

Council President Morten reported...

- Library Director Jeffries approached him about the resolution he recommended during the work session for the City to take a public stance of opposition to racial bigotry and ethnic hatred. It is good timing with the Columbia County Reads program topic of Oregon Slavery. He asked Jeffries to report on it further.

Councilor Topaz reported...

- He raised concerns about the legality of having a sidewalk with bicycles on it in the Connector Plan. He thanked Walsh for the information about paths. It's a two-way street with regulations. He talked about the different bikes included in the study. They will need to remove rock to have adequate width.

Councilor Locke reported...

- The renewable biofuel they're going to be making at Port Westward is not going to be delivered by rail. Most of it will go down the river by barges. They are not requesting an



Enterprise Zone. They will pay their taxes with no discounts. Over a billion dollars is being invested.

- County Commissioner Henry Heimuller suggested having a sign on the back of all the city and county diesel vehicles that says renewable fuel is being used. Henry is going to look into it further.

#### 10) Department Reports

Public Works Engineering Director Nelson reported...

- Nothing to report.

Public Works Operations Director Sheppeard reported...

- Nothing to report.

Library Director Jeffries reported...

- All of the libraries in Columbia County are having a program in late April called Columbia County Reads. The books are already available for check out. One book is nonfiction and the other is fiction that addresses the history of slavery in Oregon. Council President Morten suggested a resolution or proclamation supporting anti-hate and anti-bigotry at the end of the program. Jeffries suggests a proclamation be done in advance of the program. The proclamations would be printed and on display at the front counter. It could also be read in advance of the event. It's another way to promote awareness.
- Discussed the process of applying to place donated items on public property versus the process in the Municipal Code for placing art on public property. Two different groups have created Little Free Libraries. You are technically not a "Little Free Library" unless you pay a fee to that organization and they issue a plaque identifying it as one of their own. They list the physical location on a website. There are currently two here that are not part of that organization. The Arts & Cultural Commission (ACC) has supplied material costs for high school students to make three in their woodshop class. One was placed in Grey Cliffs Park. The process for donated items was not followed. The Friends of the Library wants to place one in Walnut Tree Park. They are trying to figure out the process. She doesn't see these as art. Rather than going through the public art process, she proposes they use the application for Donated Items on Public Property. It would only apply if its placed on City property.

Council President Morten agreed that it's not art. It does need to go through the Parks & Trails Commission for a recommendation. Jeffries added that the husband of one of the ACC members did create one as well. It involves copyrighted images of Dr. Seuss illustrations. They have received permission to use those.

**Motion:** Upon Topaz's motion and Morten's second, the Council unanimously agreed to follow the process for Placement of Donated Items on Public Property. The Little Free Libraries were determined to not be considered art, thus not following the process for art donations. [Ayes: Scholl, Locke, Morten, Topaz; Nays: None]

Finance Director Brown reported...

- Nothing to report.

City Recorder Payne reported...

- Nothing to report.

Event Coordinator Tina Curry reported...

- A new Salmon Festival prop will arrive in the center of the Plaza around 2 p.m. tomorrow.

City Administrator Walsh reported...

- Chamber of Commerce Banquet tomorrow night.
- Planning staff has heard comments about the slope and width of the multi-use path as part of the Riverfront Connector Plan. There will be a conversation about that during the next public hearing.
- Time to initiate a plan for fireworks on 4<sup>th</sup> of July. Last he heard, it was going to move back to the island. It does have additional expense and logistics to work out. Western is looking at sharing a barge with Rainier. Fireworks would be shot from the barge.

#### 11) **Other Business**

**Motion:** Morten moved to direct staff to create a proclamation or resolution of anti-bigotry and anti-ethnic hate in conjunction with the Columbia County Reads program. Scholl seconded.

Discussion. Councilor Locke read their Code of Ethics. He suggested amending the Code of Ethics to include it. Payne advised that this is different and would stand out on its own. It makes a statement. Code of Ethics is more for day-to-day operations, employee behavior, and Council behavior.

**Vote:** Ayes: Scholl, Locke, Morten, Topaz; Nays: None; motion carries.

#### 12) **Adjourn** – 8:09 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

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Kathy Payne, City Recorder

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Rick Scholl, Mayor

# City of St. Helens

## CITY COUNCIL

Public Forum Minutes

March 25, 2019

**Members Present:** Rick Scholl, Mayor  
Keith Locke, Councilor  
Ginny Carlson, Councilor

**Members Absent:** Doug Morten, Council President  
Stephen R. Topaz, Councilor

**Staff Present:** Matt Brown, Finance Director  
Lisa Scholl, Deputy City Recorder  
Shanna Duggan, Recreation Coordinator  
Ryan Ward, Youth Program Lead  
Sophie Verdoorn, Recreation Assistant

<b>Others:</b>	Howard Blumenthal	Jeanette Johnston	Joey Johnston
	Logan Johnston	Brea Johnston	Heather Oliver
	James Crislip	Judy Thompson	Art Leskowich
	Rachael Barry	Janine Norris	Scot Stockwell
	Kellie Smith	Trin Monahan	Christine Menges
	Anna Del Savio	Sophia Hanson	Jacob McFarland



### **Public Forum**

#### **Recreation Program & Future Funding Discussion**

*This public forum was held at the Recreation Center, 1810 Old Portland Road.*

6:00 p.m. - Mayor Scholl opened the Public Forum. He reviewed the history of the Recreation Program.

Finance Director Matt Brown reviewed the attached PowerPoint presentation detailing the need for a \$2 service fee to fund the Recreation Program.

### **Public Comments**

◆ Judy Thompson. The Recreation Program is wonderful and very needed. She suggested the rate be flexible to allow people to give more.

◆ Trin Monahan. He lives in Columbia City. He asked if there could be a benefit for people within the School District if they contribute.

Mayor Scholl said that has been discussed. It's a benefit for the entire community.

◆ Howard Blumenthal. He talked about the Soda Tax. It was discussed that a fee would include Parks. He asked if the proposed fee includes funding for Parks. He also asked if they have investigated a gas tax. He expressed concerns with additional fees as he gets closer to retirement. He also expressed concerns about the dangerous intersection with no crosswalks.

Mayor Scholl talked about the possibility of installing temporary crosswalks. He is not in favor of a gas tax.

Howard adamantly repeated the need for part of the fee to fund Parks. Mayor Scholl responded that the fee would have to be larger to include Parks.

♦Jeanette Johnston. This is awesome! She is very supportive of the program. Her whole family is participating.

♦Scot Stockwell, St. Helens School District Superintendent. Thanked the Council and Recreation Coordinator Shanna Duggan for doing a great job. The Program is way ahead of what he expected. He wants to maintain the partnership. It's important to utilize all the buildings. They need role models for students and programs for adults. Kids need to see adults learning new things. It's important to have a strong community recreation program. He looks forward to seeing it grow.

Councilor Carlson talked about the partnership with the School District. That's what has helped her make the choice to move forward. This is way past due. Kids need a place to go to be safe, make friends, and be accepted. It's worth one iced tea from Dutch Bros. We have to show we care with our dollars and voice. She hates to increase bills but you don't get anything for free.

Councilor Locke agreed with Carlson and expressed that he is glad to see it happen.

Mayor Scholl informed Howard of the funds the City is designating to make park improvements.

♦James Crislip. Retired high school teacher and track coach. He's also a professional fly fish tyer. He would love to volunteer to teach fly tying classes and start a club. He's pretty sure he could get it paid for through sponsorships and grants.

Mayor Scholl suggested he speak with Shanna.

Mayor Scholl asked for a raise of hands of who would pay a \$2 fee. Everyone was in agreement to pay the fee except for one person. A member from the audience suggested a \$5 fee.

Mayor Scholl encouraged people to spread the word about the Program. Councilor Carlson encouraged community members to share ideas for classes.

Jeanette suggested purchasing and operating St. Helens Golf Course as a source of revenue. Mayor Scholl responded that it has come up. He has investigated it and it needs a lot of work.

Mayor Scholl talked about the Watershed property. They are working with the County to allow access to off-road vehicles. It has potential to include camping, motorcycles, bicycle trails, and horseback riding. We are unique with a river and woods nearby. A camp host is needed for oversight. The County would manage it.

Mayor Scholl stated for the record that Thomas O'Hanlon submitted a letter of opposition.

♦Janine Norris. She loves what's being done here. She asked what other recreation programs have done that we could mimic.

Mayor Scholl believes others have created their own district. He said the pool charges about \$3/month on taxes. Finance Director Brown added that they have been investigating other

programs. He pays a fee where he lives, plus he pays for some of the activities he and his family attend. He talked about how other programs are funded.

Recreation Coordinator Shanna Duggan reported on recent activities held. Some of those have been: Zumba, Spring Break Camp, cooking class, Pee-Wee Basketball, painting class, sketching class, teen and tween nights, knighting class, beading class, family Yoga, walking group, Community Café, Parent Café, and more. She is looking at other programs to enhance what we have.

Adjourned – 6:51 p.m.



Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

\_\_\_\_\_  
Lisa Scholl, Deputy City Recorder

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



3/25/19 – RECREATION PROGRAM PUBLIC FORUM



## Starting Somewhere

- Feb 2018 Program discussions & partnership with St. Helens School District
- Apr 2018 \$25,000 Grant Award  
Children, Youth, and Families Grant from Ford Family Foundation
- Jun 2018 Budget Committee & City Council approval for Program
- Summer 2018 Program Activities Kickoff
- Sept 2018 \$20,000 Grant Award  
Col. Pacific Coordinated Care Community Wellness Impact Fund
- Oct 2018 Afterschool Care Program
- Nov 2018 Renovating new Recreation Center
- Feb 2019 Grand Opening of Recreation Center





## Why a Recreation Program?

- Household size & families are bigger than the County and state averages
- Underserved populations of families and children
- High rates of obesity and other health problems in children and adults
- High rates of mental illness, including anxiety, depression, and isolation



## Why a Recreation Program?

- Increased livability
- Providing a safe place to play & reducing juvenile crime
- Offers a place for social interaction
- True economic benefits



## Current Partners



## Funding & Grants

- Current Grant Applications
  - Columbia Pacific CCO Large Investment Fund
  - Ford Family Foundation (submission in 2020)
- Capital Project Grants (Rec Center Upgrades)
- Not a stable source for ongoing expenses
  - Startup and expanding only
- Administrative costs / Staff capacity
- Creation of a self-sustainable program

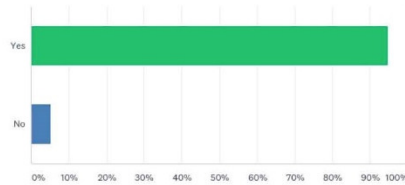


## Survey



### Q1: Would you or anyone in your household utilize a Recreation program in the City of St. Helens?

Answered: 668 Skipped: 3

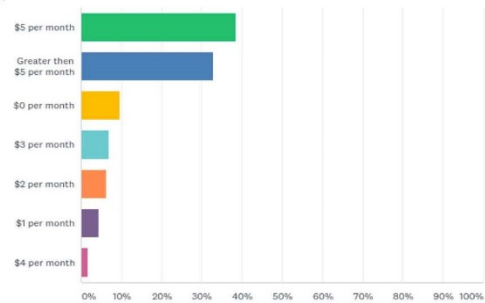


## Survey



### Q6: How much would you be willing to pay to support a Recreation Program in the City of St. Helens?

Answered: 664 Skipped: 7



## Community Recreation Service



- \$2 Monthly per EDU on utility bill account
- Project \$160,000 dedicated annual funding for the Rec Program



## St. Helens Benefits



### \$2 Community Recreation Service Fee – What does \$2 per month get me?

1. 1 Full Time Recreation Coordinator
2. 1 Part Time Recreation Lead
3. Retains afterschool care program and current activities
4. Expansion of limited activities
5. Formation of Recreation “District” that will offer discounted or free activities to those who pay the service fee
6. Maintains operations of the Recreation Center during the days/evenings
7. Makes Recreation Center available for rentals (meetings/parties/events)

**City of St. Helens**  
*Consent Agenda for Approval*

**OLCC LICENSES**

The following businesses submitted a processing fee to the City for a Liquor License:

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**2018 RENEWALS**

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<b><u>Business Name</u></b>	<b><u>Applicant Name</u></b>	<b><u>Location</u></b>	<b><u>Purpose</u></b>
• Cravings Cigs & Vape	Nishar, Vishal	335 S. Columbia River Hwy.	Renewal
• Dockside Steak & Pasta	In-Time Inc.	343 S. 1 <sup>st</sup> Street	Renewal
• Roof, The	St. Helens Rooftop Eatery LLC	31 Cowlitz Street	Renewal
• Roof, The	St. Helens Rooftop Eatery LLC	31 Cowlitz Street	Renewal
• Running Dogs Brewery	Clayton, Jaron S.	34966 Roberts Lane	Renewal
• Safeway Store #424	Safeway Inc.	795 S. Columbia River Hwy.	Renewal

## City of St. Helens

**Job Title:** WASTEWATER TREATMENT PLANT UTILITY II  
**Department:** Public Works  
**FLSA Status:** Non-Exempt  
**Union:** AFSCME  
**Date Created:** April 3, 2019

### GENERAL PURPOSE

Performs a variety of semi-skilled and skilled technical and maintenance work in the operation, maintenance, and repair of wastewater treatment facilities and systems.

### SUPERVISION RECEIVED

Works under the general supervision of the Wastewater Treatment Plant Superintendent.

### SUPERVISION EXERCISED

None generally.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following, but are not limited to:

- Operates, maintains, and repairs malfunctions at the wastewater treatment plant; repairs gauges, pumps, filters, and other controls and equipment.
- Collects samples and identifies issues with equipment.
- Contains and disposes of hazardous wastes generated by the lab.
- Insures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.
- Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor.
- Performs all duties in conformance to appropriate safety and security standards.
- Performs operations and work tasks from a boat or float in the repair, maintenance, and placement of equipment and to perform water quality sampling and monitoring.
- Calibrates, modifies, or repairs instrumentation and control equipment including recorders, flowmeter, and other water quality monitoring equipment.
- Assignment of work in pretreatment program.



- Operates, maintains, and repairs malfunctions at the sewage pump stations; cleans wet wells and operates pumps and valves to control and adjust flow and treatment process.
- Performs routine building and grounds maintenance.
- Performs other related duties as required.

### **PERIPHERAL DUTIES**

- Serves on various employee or other committees as assigned.
- Monitors performance of electrical systems, circuits or equipment of the Wastewater Treatment Plant.

### **DESIRED MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

- (a) Graduation from high school education or GED equivalent, and
- (b) Two (2) years of experience in wastewater treatment and collections, or
- (c) Any equivalent combination of education and experience.

#### **Necessary Knowledge, Skills and Abilities:**

- (a) Some knowledge of equipment, facilities, materials, methods, and procedures used in wastewater treatment plant maintenance and operation activities.
- (b) Skill in operation of some of the listed tools and equipment.
- (c) Ability to work safely; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, other departments, and the public; ability to understand and carry out written and oral instructions.
- (d) Work includes protected exposure to biological and chemical hazards including infectious bacteria, bodily fluids, and chemicals.

### **SPECIAL REQUIREMENTS**

- Valid state driver's license.
- State of Oregon Marine Board Boater Education Certificate.

### **TOOLS AND EQUIPMENT USED**

Motor vehicle, generators, pumps, gauges, common hand and power tools, shovels, wrenches, detection devices, phone, calculator, and other miscellaneous equipment.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee

frequently is required to stand. The employee is occasionally required to walk; talk or hear; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside all types of weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions. The employee occasionally performs work afloat in a boat or other waterborne vessel; occasionally works from high, precarious places and is occasionally exposed to fumes or airborne particles, risk of electrical shock, and vibration. The employee is frequently exposed to toxic or caustic chemicals.

The noise level in the work environment is usually moderately loud.

## EMPLOYEE ACKNOWLEDGEMENT

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

### ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the **WWTP Utility II** job description. I understand that it is my responsibility to adhere to the essential duties outlined within this job description.

Employee Signature: \_\_\_\_\_

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

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

Manager Signature: \_\_\_\_\_

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

# Accounts Payable

## To Be Paid Proof List

User: jenniferj  
 Printed: 03/21/2019 - 2:54PM  
 Batch: 00008.03.2019 - AP 3.21.19 FY 18-19



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
ADVENTIST HEALTH- OCCUPATIONAL MEDICINE, ATTN: TECL									
000684									
80438	3/11/2019	712.50	0.00	03/21/2019				False	0
100-705-052019 Professional Services				AUDIOLOGY					
80438 Total:		712.50							
ADVENTIST HEALTH- O		712.50							
ALEXIN ANALYTICAL LABS, INC.									
001650									
36146	3/15/2019	719.00	0.00	03/21/2019				False	0
601-731-052064 Lab Testing				TESTING					
36146 Total:		719.00							
ALEXIN ANALYTICAL L		719.00							
ALVAREZ THIBEAULT LLC									
45552									
19	3/15/2019	200.00	0.00	03/21/2019				False	0
100-704-052019 Professional Services				CHRISTIE NAGEL					
19 Total:		200.00							
20	3/15/2019	200.00	0.00	03/21/2019				False	0
100-704-052019 Professional Services				SAMANTHA SILK					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
20 Total:		200.00							
ALVAREZ THIBEAULT L		400.00							
AMY LINDGREN LAW LLC									
34899									
363	3/15/2019	7,200.00	0.00	03/21/2019				False	0
100-704-052019 Professional Services				FEBRUARY 2019 JUDICIAL SERVICES					
363 Total:		7,200.00							
AMY LINDGREN LAW L		7,200.00							
BOSWELL, ANTHONY									
003879									
03212019	3/21/2019	244.20	0.00	03/21/2019				False	0
100-705-052018 Professional Development				REIMB. A. BOSWELL LODGING OP. RUSH TRIANING					
03212019 Total:		244.20							
BOSWELL, ANTHONY T		244.20							
BROWN, MATTHEW									
BROWN.M									
03152019	3/15/2019	228.52	0.00	03/21/2019				False	0
100-707-052018 Professional Development				MILEAGE REIMB OGFOA CONF. MATT. BROWN					
03152019 Total:		228.52							
BROWN, MATTHEW Tot		228.52							
CENTURY LINK									
034002									
03052019	3/5/2019	81.28	0.00	03/21/2019				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
702-000-052010 Telephone				162					
03052019	3/5/2019	41.47	0.00	03/21/2019				False	0
702-000-052010 Telephone				651					
03052019	3/5/2019	40.86	0.00	03/21/2019				False	0
702-000-052010 Telephone				796					
03052019	3/5/2019	369.46	0.00	03/21/2019				False	0
702-000-052010 Telephone				818					
03052019	3/5/2019	49.12	0.00	03/21/2019				False	0
702-000-052010 Telephone				131					
03052019 Total:		582.19							
CENTURY LINK Total:		582.19							
CENTURY LINK- ACCESS BILLING									
034004									
3263X204S19070	3/11/2019	82.22	0.00	03/21/2019				False	0
702-000-052010 Telephone				04S3					
3263X204S19070 Total:		82.22							
CENTURY LINK- ACCES		82.22							
CINTAS CORPORATION									
037620									
8404064567	3/15/2019	143.49	0.00	03/21/2019				False	0
100-708-052019 Professional Services				FIRST AID CABINET SERVICE					
8404064567 Total:		143.49							
8404064568	3/15/2019	151.38	0.00	03/21/2019				False	0
100-715-052019 Professional Services				FIRST AID CABINET SERVICE					
8404064568 Total:		151.38							
8404064569	3/15/2019	83.50	0.00	03/21/2019				False	0
703-734-052019 Professional Services				FIRST AID CABINET SERVICE					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
8404064569 Total:		83.50							
CINTAS CORPORATION		378.37							
COLUMBIA CO. TREASURER									
007701									
03192019	3/19/2019	93.50	0.00	03/21/2019				False	0
100-000-020900 County Assessment				JAIL ASSESSMENT					
03192019	3/19/2019	779.00	0.00	03/21/2019				False	0
100-000-020900 County Assessment				COUNTY ASSESSMENT					
03192019	3/19/2019	-87.25	0.00	03/21/2019				False	0
100-000-036002 Fines - Court				CITY COURT COSTS					
03192019 Total:		785.25							
COLUMBIA CO. TREASU		785.25							
COLUMBIA RIVER P.U.D.									
008325									
03122019	3/12/2019	461.15	0.00	03/21/2019				False	0
100-706-052003 Utilities				7493					
03122019	3/12/2019	715.38	0.00	03/21/2019				False	0
100-706-052003 Utilities				7493					
03122019	3/12/2019	913.23	0.00	03/21/2019				False	0
100-708-052003 Utilities				7493					
03122019	3/12/2019	124.71	0.00	03/21/2019				False	0
100-708-052046 Dock Services				7493					
03122019	3/12/2019	3,693.98	0.00	03/21/2019				False	0
205-000-052003 Utilities				7493					
03122019	3/12/2019	1,418.50	0.00	03/21/2019				False	0
100-715-052003 Utilities				7493					
03122019	3/12/2019	1,035.05	0.00	03/21/2019				False	0
703-734-052003 Utilities				7493					
03122019	3/12/2019	3,059.50	0.00	03/21/2019				False	0
601-731-052003 Utilities				7493					
03122019	3/12/2019	4,620.41	0.00	03/21/2019				False	0



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
601-732-052003 Utilities				7493					
03122019	3/12/2019	935.68	0.00	03/21/2019				False	0
603-737-052003 Utilities				7493					
03122019	3/12/2019	2,807.05	0.00	03/21/2019				False	0
603-736-052003 Utilities				7493					
03122019	3/12/2019	131.78	0.00	03/21/2019				False	0
605-000-052003 Utilities				7493					
03122019	3/12/2019	1,190.46	0.00	03/21/2019				False	0
603-738-052003 Utilities				7493					
03122019	3/12/2019	80.98	0.00	03/21/2019				False	0
100-708-052047 Marine Board				7493					
03122019 Total:		21,187.86							
COLUMBIA RIVER P.U.D		21,187.86							
COMCAST									
COMCAST									
03122019	3/12/2019	155.36	0.00	03/21/2019				False	0
702-000-052003 Utilities				3238 WFF					
03122019	3/12/2019	62.45	0.00	03/21/2019				False	0
603-736-052003 Utilities				0082 WWTP					
03122019	3/12/2019	62.45	0.00	03/21/2019				False	0
603-737-052003 Utilities				0082 WWTP					
03122019 Total:		280.26							
COMCAST Total:		280.26							
EASYPERMIT POSTAGE									
025602									
03112019	3/11/2019	500.00	0.00	03/21/2019				False	0
100-707-052009 Postage				POSTAGE METER REFILL					
03112019 Total:		500.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
EASYPERMIT POSTAGE		500.00							
EMERY & SONS CONSTRUCTION GROUP									
02068									
03212019	3/21/2019	63,432.55	0.00	03/21/2019				False	0
605-000-053015 10th Street Pump Station				SOUTH 10 ST STORM DR. REROUT SD -150					
03212019 Total:		63,432.55							
EMERY & SONS CONST		63,432.55							
ERSKINE LAW PRACTICE LLC									
011522									
03182019	3/18/2019	5,482.50	0.00	03/21/2019				False	0
100-704-052019 Professional Services				3/1-3/16 CITY ATTORNEY SERVICES					
03182019 Total:		5,482.50							
ERSKINE LAW PRACTIC		5,482.50							
FRESHWATER NEWS/ ISLAND CREATIVE									
FRESHWTR									
8030	3/6/2019	470.00	0.00	03/21/2019				False	0
201-000-052011 Public Information				CRA CRUISE GUIDE 2019					
8030 Total:		470.00							
FRESHWATER NEWS/ IS		470.00							
HEIL, CRYSTAL G.									
04521									
03212019	3/21/2019	595.00	0.00	03/21/2019				False	0
100-709-052019 Professional Services				PAINT NIGHT CLASS					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
	03212019 Total:	595.00							
	HEIL, CRYSTAL G. Total:	595.00							
HIBBS, DONALD HIB									
03212019	3/21/2019	10.00	0.00	03/21/2019				False	0
100-704-052019 Professional Services				JURY DUTY STATE VS R. BROWN					
	03212019 Total:	10.00							
	HIBBS, DONALD Total:	10.00							
HORN, JAMES C. 015758									
03192019	3/19/2019	100.00	0.00	03/21/2019				False	0
100-000-036002 Fines - Court				COMP FINE TO VICTIM EMILY MARSHALL					
	03192019 Total:	100.00							
	HORN, JAMES C. Total:	100.00							
INGRAM LIBRARY SERVICES, INC. 016240									
39167059	3/7/2019	447.78	0.00	03/21/2019				False	0
100-706-052033 Printed Materials				BOOKS 20C7921					
	39167059 Total:	447.78							
39247314	3/13/2019	92.08	0.00	03/21/2019				False	0
100-706-052028 Projects & Programs				BOOKS 20C7921					
	39247314 Total:	92.08							
	INGRAM LIBRARY SERV	539.86							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
LAKESIDE INDUSTRIES									
018000									
77979	2/9/2019	463.60	0.00	03/21/2019				False	0
205-000-052001	Operating Supplies			EZ STREET ASPHALT					
	77979 Total:	463.60							
	LAKESIDE INDUSTRIES	463.60							
MAUL FOSTER ALONGI, INC.									
019555									
34579	3/11/2019	1,028.75	0.00	03/21/2019				False	0
202-723-052019	Professional Services			VENEER ON CALL SERVICES					
34579	3/11/2019	587.25	0.00	03/21/2019				False	0
202-722-052019	Professional Services			BWP ON CALL SERVICES					
34579	3/11/2019	14,805.00	0.00	03/21/2019				False	0
202-723-052019	Professional Services			WWTP LAGOON ON CALL SERVICES					
34579	3/11/2019	4,110.00	0.00	03/21/2019				False	0
202-721-052050	Community Wide Assessment			COMMUNITY WIDE ASSESSMENT					
	34579 Total:	20,531.00							
	MAUL FOSTER ALONGI	20,531.00							
MIDWEST TAPE									
020427									
97083532	3/8/2019	92.21	0.00	03/21/2019				False	0
100-706-052034	Visual Materials			DVD					
	97083532 Total:	92.21							
97083533	3/8/2019	31.49	0.00	03/21/2019				False	0
100-706-052035	Audio Materials			ADB					
	97083533 Total:	31.49							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
MIDWEST TAPE Total:		123.70							
MILLER CONSULTING ENGINEERS									
020333									
180408	3/21/2019	172.00	0.00	03/21/2019				False	0
100-711-052019 Professional Services				MIDDLE SCHOOL PLAN REVIEW					
180408 Total:		172.00							
MILLER CONSULTING E		172.00							
MILTICH, ANTHONY									
020530									
03132019	3/13/2019	20.00	0.00	03/21/2019				False	0
100-000-037003 Miscellaneous - Police				MILTICH SUBPOENAED NO LONGER EMPLOYED WIT					
03132019 Total:		20.00							
MILTICH, ANTHONY To		20.00							
NORTHWEST NATURAL GAS									
021400									
03142019	3/14/2019	93.64	0.00	03/21/2019				False	0
100-715-052003 Utilities				2848					
03142019	3/14/2019	853.08	0.00	03/21/2019				False	0
100-706-052003 Utilities				7673					
03142019	3/14/2019	21.11	0.00	03/21/2019				False	0
100-708-052003 Utilities				8563					
03142019	3/14/2019	111.39	0.00	03/21/2019				False	0
603-736-052003 Utilities				5750					
03142019	3/14/2019	111.40	0.00	03/21/2019				False	0
603-737-052003 Utilities				5750					
03142019	3/14/2019	139.94	0.00	03/21/2019				False	0
100-705-052003 Utilities				5638					
03142019	3/14/2019	69.49	0.00	03/21/2019				False	0
100-708-052003 Utilities				3047					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
03142019	3/14/2019	167.11	0.00	03/21/2019				False	0
100-709-052003 Utilities				0109					
03142019	3/14/2019	100.46	0.00	03/21/2019				False	0
703-734-052003 Utilities				8675					
03142019	3/14/2019	115.76	0.00	03/21/2019				False	0
100-715-052003 Utilities				5285					
03142019	3/14/2019	7.98	0.00	03/21/2019				False	0
603-735-052003 Utilities				7720					
03142019	3/14/2019	7.98	0.00	03/21/2019				False	0
601-731-052003 Utilities				7720					
03142019	3/14/2019	826.92	0.00	03/21/2019				False	0
601-732-052003 Utilities				2942					
03142019 Total:		2,626.26							
NORTHWEST NATURAL		2,626.26							
NORTHWEST OCCUPATIONAL									
021449									
004	3/11/2019	400.00	0.00	03/21/2019				False	0
100-705-052019 Professional Services				MED SCREENING EVAL TERRY MASSEY					
004 Total:		400.00							
NORTHWEST OCCUPAT		400.00							
ODOT HIGHWAY DUGET CAO CORR DINATOR MS 22									
44555									
0002909	3/19/2019	25.00	0.00	03/21/2019				False	0
100-000-021000 Court Restitution Payments				RESTITUTI UON DISBURSEMENT S. CONGER					
0002909 Total:		25.00							
ODOT HIGHWAY DUGET		25.00							

ONE CALL CONCEPTS, INC.

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
021950									
9020489	2/28/2019	88.88	0.00	03/21/2019				False	0
601-731-052019 Professional Services				REG TICKETS 150 MODEM DEL 75 TICKEETS					
9020489	2/28/2019	88.87	0.00	03/21/2019				False	0
603-735-052019 Professional Services				REG TICKETS 150 MODEM DEL 75 TICKEETS					
9020489 Total:		177.75							
ONE CALL CONCEPTS,		177.75							
OREGON DEPT. OF ENVIRONMENTAL QUALITY, ATTN: ACCOU									
010137									
HSRAF19-1903	2/26/2019	33.90	0.00	03/21/2019				False	0
202-721-052050 Community Wide Assessment				BOISE VENEER PLAN CITY OF ST. HELENS PPA 1638					
HSRAF19-1903 Total:		33.90							
OREGON DEPT. OF ENV		33.90							
OREGON DEPT. OF REVENUE									
023202									
03192019	3/19/2019	455.85	0.00	03/21/2019				False	0
100-000-020800 State Assessment				STATE					
03192019	3/19/2019	1,100.00	0.00	03/21/2019				False	0
100-000-020700 State Surcharge				STATE DUII DIVERSION					
03192019	3/19/2019	355.00	0.00	03/21/2019				False	0
100-000-020700 State Surcharge				STATE DUII CONVICTION FEE					
03192019	3/19/2019	574.06	0.00	03/21/2019				False	0
100-000-020800 State Assessment				UNITARY					
03192019	3/19/2019	7.00	0.00	03/21/2019				False	0
100-000-020800 State Assessment				STATE COURT FACILITY					
03192019	3/19/2019	14.43	0.00	03/21/2019				False	0
100-000-020800 State Assessment				LEMLA					
03192019	3/19/2019	35.00	0.00	03/21/2019				False	0
100-000-020700 State Surcharge				MISD. SURCHARGE					
03192019 Total:		2,541.34							



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
	OREGON DEPT. OF REV	2,541.34							
PAXXO 025380									
F19-051	2/15/2019	1,331.26	0.00	03/21/2019				False	0
603-737-052001 Operating Supplies				LONGAPACK CASSETTE MAXI STR TRA					
	F19-051 Total:	1,331.26							
	PAXXO Total:	1,331.26							
PORT OF COLUMBIA COUNTY 025620									
STHE002	3/19/2019	500.00	0.00	03/21/2019				False	0
601-731-052060 Lease				GROUND LEASE 2019					
	STHE002 Total:	500.00							
	PORT OF COLUMBIA CO	500.00							
PORTLAND GENERAL ELECTRIC 025702									
03192019	3/19/2019	373.29	0.00	03/21/2019				False	0
100-709-052003 Utilities				0153585940					
03192019	3/19/2019	79.59	0.00	03/21/2019				False	0
202-722-052003 Utilities				1650931000					
03192019	3/19/2019	33.89	0.00	03/21/2019				False	0
202-722-052003 Utilities				7357701000					
	03192019 Total:	486.77							
	PORTLAND GENERAL E	486.77							
RADLER WHITE PARKS & ALEXANDER LLP 02600									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
19409	2/28/2019	1,465.00	0.00	03/21/2019				False	0
100-701-052019 Professional Services				SAND ISLAND MARINE PARK					
19409 Total:		1,465.00							
RADLER WHITE PARKS		1,465.00							
SIEMIENCZUK, COLIN UB*00425									
0002914	3/20/2019	443.00	0.00	03/21/2019				False	0
100-000-020200 Bail Deposit				BOND TRANSFER C SIEMIENCZUK					
0002914 Total:		443.00							
SIEMIENCZUK, COLIN T		443.00							
ST. HELENS MARKET FRESH IGA 029225									
0002908	3/19/2019	13.76	0.00	03/21/2019				False	0
100-000-021000 Court Restitution Payments				RESTITUTION DISBURSEMENT S. ADAMS					
0002908 Total:		13.76							
0002911	3/19/2019	29.37	0.00	03/21/2019				False	0
100-000-021000 Court Restitution Payments				RESTITUTION DISBURSEMENT V. FLOWERS					
0002911 Total:		29.37							
ST. HELENS MARKET F		43.13							
SUNSET AUTO PARTS, INC. 020815									
02282019	2/28/2019	234.97	0.00	03/21/2019				False	0
701-000-052001 Operating Supplies				AUTO PARTS					
02282019	2/28/2019	26.45	0.00	03/21/2019				False	0
100-705-052001 Operating Supplies				AUTO PARTS					
02282019	2/28/2019	20.88	0.00	03/21/2019				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
100-709-052001 Operating Supplies				AUTO PARTS					
02282019 Total:		282.30							
SUNSET AUTO PARTS, I		282.30							
TCMS- LONGIEW 033013									
75133	2/1/2019	1,151.25	0.00	03/21/2019				False	0
100-715-052023 Facility Maintenance				C10625 2/1 - 4/30					
75133 Total:		1,151.25							
75203	2/19/2019	3,031.53	0.00	03/21/2019				False	0
704-000-053018 Capital Outlay - City Hall				SVC FURNACE NOT HEATHING					
75203 Total:		3,031.53							
75243	3/1/2019	416.50	0.00	03/21/2019				False	0
100-715-052023 Facility Maintenance				C10000					
75243 Total:		416.50							
75244	3/1/2019	1,511.75	0.00	03/21/2019				False	0
100-715-052023 Facility Maintenance				C10630					
75244 Total:		1,511.75							
75258	3/1/2019	249.25	0.00	03/21/2019				False	0
603-737-052023 Facility Maintenance				C10855					
75258	3/1/2019	249.25	0.00	03/21/2019				False	0
603-736-052023 Facility Maintenance				C10855					
75258 Total:		498.50							
TCMS- LONGIEW Total:		6,609.53							

THE LIBRARY CORPORATION  
018420

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
2019050076	3/18/2019	933.00	0.00	03/21/2019				False	0
100-706-052006 Computer Maintenance				LS SOFTWARE					
2019050076 Total:		933.00							
63460	2/8/2019	50.00	0.00	03/21/2019				False	0
203-706-052090 LSTA Union Grant Expenses				EMAIL SERVER LICENSE					
63460 Total:		50.00							
THE LIBRARY CORPOR		983.00							
WEBER, SHAWN									
WEB									
0002910	3/19/2019	25.00	0.00	03/21/2019				False	0
100-000-021000 Court Restitution Payments				REST DISB M. THOMPSON					
0002910 Total:		25.00							
WEBER, SHAWN Total:		25.00							
Report Total:		143,213.82							

# Accounts Payable

## To Be Paid Proof List

User: jenniferj  
 Printed: 03/28/2019 - 1:37PM  
 Batch: 00010.03.2019 - AP 3.28.19 FY 18-19



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
<hr/>									
ACCELA, INC. #774375									
000496									
ACC44635	3/22/2019	2,754.00	0.00	03/28/2019				False	0
702-000-052019 Professional Services				RENEWAL CO TERM 4/1-6/30					
		<hr/>							
ACC44635 Total:		2,754.00							
INV-ACC44332	2/28/2019	513.00	0.00	03/28/2019				False	0
100-707-052020 Bank Service Fees				TRANSACTION FEES					
		<hr/>							
INV-ACC44332 Total:		513.00							
		<hr/>							
ACCELA, INC. #774375 T		3,267.00							
<hr/>									
ACE HARDWARE									
000500									
60174	2/28/2019	45.24	0.00	03/28/2019				False	0
100-715-052001 Operating Supplies				ACE ACCT MATERIALS 60174					
		<hr/>							
60174 Total:		45.24							
60176	2/28/2019	164.88	0.00	03/28/2019				False	0
100-708-052001 Operating Supplies				ACE ACCT MATERIALS 60176					
		<hr/>							
60176 Total:		164.88							
60177	2/28/2019	8.99	0.00	03/28/2019				False	0
100-705-052001 Operating Supplies				ACE ACCT MATERIALS 60177					
		<hr/>							
60177 Total:		8.99							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
60180	2/28/2019	15.96	0.00	03/28/2019				False	0
100-708-052047 Marine Board				ACE ACCT MATERIALS 60180					
60180	2/28/2019	69.55	0.00	03/28/2019				False	0
603-736-052001 Operating Supplies				ACE ACCT MATERIALS 60180					
60180	2/28/2019	69.56	0.00	03/28/2019				False	0
603-737-052001 Operating Supplies				ACE ACCT MATERIALS 60180					
60180 Total:		155.07							
60181	2/28/2019	7.99	0.00	03/28/2019				False	0
601-732-052001 Operating Supplies				ACE ACCT MATERIALS 60181					
60181	2/28/2019	79.90	0.00	03/28/2019				False	0
703-734-052001 Operating Supplies				ACE ACCT MATERIALS 60181					
60181	2/28/2019	9.56	0.00	03/28/2019				False	0
703-734-052001 Operating Supplies				ACE ACCT MATERIALS 60181					
60181	2/28/2019	4.96	0.00	03/28/2019				False	0
601-731-052001 Operating Supplies				ACE ACCT MATERIALS 60181					
60181	2/28/2019	13.58	0.00	03/28/2019				False	0
601-731-052001 Operating Supplies				ACE ACCT MATERIALS 60181					
60181	2/28/2019	20.95	0.00	03/28/2019				False	0
601-731-052001 Operating Supplies				ACE ACCT MATERIALS 60181					
60181	2/28/2019	11.94	0.00	03/28/2019				False	0
601-731-052001 Operating Supplies				ACE ACCT MATERIALS 60181					
60181	2/28/2019	35.98	0.00	03/28/2019				False	0
601-731-052001 Operating Supplies				ACE ACCT MATERIALS 60181					
60181	2/28/2019	9.59	0.00	03/28/2019				False	0
601-731-052001 Operating Supplies				ACE ACCT MATERIALS 60181					
60181	2/28/2019	49.66	0.00	03/28/2019				False	0
601-731-052001 Operating Supplies				ACE ACCT MATERIALS 60181					
60181	2/28/2019	1.19	0.00	03/28/2019				False	0
601-731-052001 Operating Supplies				ACE ACCT MATERIALS 60181					
60181	2/28/2019	3.99	0.00	03/28/2019				False	0
601-731-052001 Operating Supplies				ACE ACCT MATERIALS 60181					
60181	2/28/2019	0.79	0.00	03/28/2019				False	0
703-734-052001 Operating Supplies				ACE ACCT MATERIALS 60181					
60181	2/28/2019	23.15	0.00	03/28/2019				False	0
704-000-053012 Capital Outlay - Parks				ACE ACCT MATERIALS 60181					
60181 Total:		273.23							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
ACE HARDWARE Total:		647.41							
BOISE WIITE PAPER LLC									
003720									
03152019	3/15/2019	12,500.00	0.00	03/28/2019				False	0
202-722-055001 Principal				APRIL 2019 NOTE PAYMENT					
03152019 Total:		12,500.00							
BOISE WIITE PAPER LL		12,500.00							
BULLARD LAW									
004880									
37978	3/11/2019	2,583.00	0.00	03/28/2019				False	0
100-715-052049 Litigation Settlement				GENERAL LEGAL SERVICES					
37978	3/11/2019	1,197.00	0.00	03/28/2019				False	0
100-705-052019 Professional Services				GENERAL LEGAL SERVICES					
37978	3/11/2019	189.00	0.00	03/28/2019				False	0
100-701-052019 Professional Services				GENERAL LEGAL SERVICES					
37978 Total:		3,969.00							
BULLARD LAW Total:		3,969.00							
BUREAU OF LABOR AND INDUSTRIES, BOLI									
004933									
03282019	3/28/2019	250.00	0.00	03/28/2019				False	0
601-000-056101 Water Main Replacement				PUBLIC WORKS FEE 2019 WATERLINE IMP.					
03282019 Total:		250.00							
BUREAU OF LABOR AN		250.00							
CASCADE CONCRETE PRODUCTS,INC.									
005925									



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
73310	2/1/2019	244.00	0.00	03/28/2019				False	0
603-735-052001 Operating Supplies				CONE CON SEAL JOINT					
73310 Total:		244.00							
CASCADE CONCRETE P		244.00							
CENTURY LINK									
034002									
03172019	3/17/2019	40.71	0.00	03/28/2019				False	0
702-000-052010 Telephone				369 PW					
03172019	3/17/2019	20.00	0.00	03/28/2019				False	0
603-736-052010 Telephone				025B WWTP					
03172019	3/17/2019	20.71	0.00	03/28/2019				False	0
603-737-052010 Telephone				025B WWTP					
03172019 Total:		81.42							
CENTURY LINK Total:		81.42							
CENTURY LINK- ACCESS BILLING									
034004									
3263X201S19073	3/14/2019	164.44	0.00	03/28/2019				False	0
702-000-052010 Telephone				01S3					
3263X201S19073 Total:		164.44							
CENTURY LINK- ACCES		164.44							
CENTURYLINK, BUSINESS SERVICES									
45215									
1464099801	3/11/2019	213.31	0.00	03/28/2019				False	0
702-000-052010 Telephone				88035002					
1464099801 Total:		213.31							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
	CENTURYLINK, BUSINE	213.31							
CINTAS CORPORATION									
037620									
5013233738	3/14/2019	41.92	0.00	03/28/2019				False	0
603-736-052001 Operating Supplies					FIRST AID CABINET SERVICE				
5013233738	3/14/2019	41.92	0.00	03/28/2019				False	0
603-737-052001 Operating Supplies					FIRST AID CABINET SERVICE				
5013233738 Total:		83.84							
CINTAS CORPORATION		83.84							
COLUMBIA COUNTY TRANSFER STATION									
007579									
6508	2/28/2019	250.09	0.00	03/28/2019				False	0
704-000-053017 Capital Outlay - Rec Center					WASTE DUMP FEES REC CENTER				
6508 Total:		250.09							
COLUMBIA COUNTY TR		250.09							
COMCAST									
COMCAST									
03142019	3/14/2019	95.41	0.00	03/28/2019				False	0
702-000-052003 Utilities					9228				
03142019 Total:		95.41							
COMCAST Total:		95.41							
DEVELOPMENTAL INDUSTRIES									
51221									
66611	3/25/2019	486.71	0.00	03/28/2019				False	0
704-000-053022 Capital Outlay - Veterans Proj					VETERANS PROJECT STATION QUAD GEAR RENTAL				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
66611 Total:		486.71							
DEVELOPMENTAL INDU		486.71							
DOLLAR TREE STORES, INC.									
DOLLAR									
0002913	3/19/2019	37.78	0.00	03/28/2019				False	0
100-000-021000 Court Restitution Payments				REST DISB. CHRISTINA LOWE					
0002913 Total:		37.78							
DOLLAR TREE STORES		37.78							
E2C CORPORATION									
E2C									
4298	3/5/2019	6,574.17	0.00	03/28/2019				False	0
201-000-052058 Events - Holloween				PRODUCT MARKETING ADVERTISING SHUTTLE PR					
4298 Total:		6,574.17							
E2C CORPORATION Tota		6,574.17							
EMMERT MOTORS, INC.									
020693									
25851	2/7/2019	260.71	0.00	03/28/2019				False	0
100-705-052019 Professional Services				AUTO REPAIR					
25851 Total:		260.71							
EMMERT MOTORS, INC		260.71							
FLINN, STEPHEN ATTORNEY AT LAW									
854114									
03222019	3/22/2019	1,600.00	0.00	03/28/2019				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
100-704-052019 Professional Services				EDWARDS LOHMAN WELLS BLANK CALIFF MUPHY					
03222019 Total:		1,600.00							
FLINN, STEPHEN ATTOR		1,600.00							
FURROW PUMP 013052									
0005578-IN	1/29/2019	128.26	0.00	03/28/2019				False	0
601-732-052001 Operating Supplies				GRIF REPAIR KIT					
0005578-IN Total:		128.26							
0005723-IN	2/13/2019	356.49	0.00	03/28/2019				False	0
601-732-052001 Operating Supplies				GRIF REPAIR KIT					
0005723-IN Total:		356.49							
FURROW PUMP Total:		484.75							
H.D. FOWLER CO. 012650									
I5075937	2/28/2019	309.10	0.00	03/28/2019				False	0
601-731-052001 Operating Supplies				CONCRETE					
I5075937 Total:		309.10							
I5075940	2/28/2019	2,220.80	0.00	03/28/2019				False	0
601-731-052001 Operating Supplies				VALVE BOX TOP LID					
I5075940 Total:		2,220.80							
I5080261	3/7/2019	546.96	0.00	03/28/2019				False	0
601-731-052001 Operating Supplies				BLUE MARKING PAINT					
I5080261 Total:		546.96							
I5080263	3/7/2019	1,359.42	0.00	03/28/2019				False	0
601-731-052001 Operating Supplies				METER BOX					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
I5080263 Total:		1,359.42							
H.D. FOWLER CO. Total:		4,436.28							
HACH COMPANY									
014200									
11321031	2/1/2019	64.29	0.00	03/28/2019				False	0
601-731-052001	Operating Supplies			REAGENT SET CHLORNE FREE					
11321031	2/1/2019	128.60	0.00	03/28/2019				False	0
601-732-052001	Operating Supplies			REAGENT SET CHLORNE FREE					
11321031 Total:		192.89							
HACH COMPANY Total:		192.89							
INEXPENSIVE TREE CARE									
016160									
9322	3/20/2019	400.00	0.00	03/28/2019				False	0
205-000-052019	Professional Services			1310 WEST ST					
9322 Total:		400.00							
INEXPENSIVE TREE CA		400.00							
INGRAM LIBRARY SERVICES, INC.									
016240									
39272398	3/15/2019	50.30	0.00	03/28/2019				False	0
100-706-052033	Printed Materials			BOOKS 20C7921					
39272398 Total:		50.30							
39272399	3/15/2019	12.18	0.00	03/28/2019				False	0
100-000-021300	Library Replacement Fines			BOOKS 20C7921					
39272399 Total:		12.18							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
39272400	3/15/2019	18.40	0.00	03/28/2019				False	0
100-706-052033 Printed Materials				BOOKS 20C7921					
39272400 Total:		18.40							
39272401	3/15/2019	112.16	0.00	03/28/2019				False	0
100-706-052033 Printed Materials				BOOKS 20C7921					
39272401 Total:		112.16							
39316606	3/15/2019	5.91	0.00	03/28/2019				False	0
100-706-052033 Printed Materials				BOOKS 20C7921					
39316606 Total:		5.91							
39328379	3/19/2019	9.97	0.00	03/28/2019				False	0
100-706-052033 Printed Materials				BOOKS 20C7921					
39328379 Total:		9.97							
INGRAM LIBRARY SERV		208.92							
KITTELSON & ASSOCIATES									
511211									
0101162	3/18/2019	6,492.46	0.00	03/28/2019				False	0
205-000-052019 Professional Services				R-685 1ST AND ST. HELENS					
0101162 Total:		6,492.46							
KITTELSON & ASSOCIA		6,492.46							
KJ SECURITY SOLUTIONS & LOCKSMITH, LLC									
KJSECUR									
0003425	3/26/2019	135.00	0.00	03/28/2019				False	0
704-000-053017 Capital Outlay - Rec Center				SERVICE CHARGE LABOR					
0003425 Total:		135.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
	KJ SECURITY Solutio	135.00							
LAND DEVELOPMENT SERVICES, COLUMBIA COUNTY 007550									
JAN/FEB 2019	3/16/2019	1,060.00	0.00	03/28/2019				False	0
100-711-052019 Professional Services				BUILDING INSPECTIONS					
	JAN/FEB 2019 Total:	1,060.00							
	LAND DEVELOPMENT S	1,060.00							
LANG, ATTORNEY AT LAW, MARK J. 018006									
1902	3/22/2019	224.00	0.00	03/28/2019				False	0
100-704-052019 Professional Services				DEVIN S DEWITT					
	1902 Total:	224.00							
	LANG, ATTORNEY AT LA	224.00							
LAWRENCE OIL CO. 018030									
019001-1907401	3/15/2019	970.17	0.00	03/28/2019				False	0
703-734-052022 Fuel / Oil				247748					
019001-1907401	3/15/2019	54.00	0.00	03/28/2019				False	0
100-715-052022 Fuel/Oil				247749					
019001-1907401	3/15/2019	43.49	0.00	03/28/2019				False	0
703-734-052022 Fuel / Oil				247750					
019001-1907401	3/15/2019	37.16	0.00	03/28/2019				False	0
601-732-052022 Fuel / Oil				247752					
	019001-1907401 Total:	1,104.82							
	LAWRENCE OIL CO. Tot	1,104.82							



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
MASON, BRUCE, & GIRARD, INC.									
019413									
25329	3/14/2019	7,514.40	0.00	03/28/2019				False	0
202-724-052019 Professional Services				MILTON CREEK FOREST IN PLAN 0100308					
25329 Total:		7,514.40							
MASON, BRUCE, & GIR		7,514.40							
METRO OVERHEAD DOOR INC									
020285									
291189	3/25/2019	8,324.00	0.00	03/28/2019				False	0
701-000-053001 Capital Outlay				GAL CHAINLINK CANT SLIDE GATE					
291189 Total:		8,324.00							
METRO OVERHEAD DO		8,324.00							
MIDWEST TAPE									
020427									
97115358	3/15/2019	61.47	0.00	03/28/2019				False	0
100-706-052034 Visual Materials				DVD					
97115358 Total:		61.47							
MIDWEST TAPE Total:		61.47							
MISSION COMMUNICATIONS, LLC									
MISS.COM									
1026803	2/11/2019	347.40	0.00	03/28/2019				False	0
603-738-052010 Telephone				M110 SSERVICE PACKAGE					
1026803 Total:		347.40							
MISSION COMMUNICAT		347.40							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
NORTHSTAR CHEMICAL, INC.									
021556									
141117	3/20/2019	513.20	0.00	03/28/2019				False	0
601-732-052083 Chemicals				SODIUM HYPOCHLORITE 12.5					
	141117 Total:	513.20							
	NORTHSTAR CHEMICAL	513.20							
PACIFIC STAINLESS PRODUCTS, INC.									
PACIFICS									
23398TR-IN	3/8/2019	1,710.00	0.00	03/28/2019				False	0
704-000-053012 Capital Outlay - Parks				FLASHING LENGHT 48					
	23398TR-IN Total:	1,710.00							
	PACIFIC STAINLESS PRO	1,710.00							
PETERSON									
451111									
SW290048969	1/29/2019	2,390.66	0.00	03/28/2019				False	0
601-732-052001 Operating Supplies				GEN FAULT CODE					
	SW290048969 Total:	2,390.66							
	PETERSON Total:	2,390.66							
SAFEWAY, INC. #424, ATTN DIVISION 19									
029600									
0002912	3/19/2019	148.37	0.00	03/28/2019				False	0
100-000-021000 Court Restitution Payments				REST DISB. CHRISTINA LOWE					
	0002912 Total:	148.37							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
	SAFEWAY, INC. #424, AT	148.37							
SECRETARY OF STATE									
023400									
AR119415	3/7/2019	350.00	0.00	03/28/2019				False	0
100-707-052019 Professional Services				STATE AUDIT FILING FEE					
	AR119415 Total:	350.00							
	SECRETARY OF STATE T	350.00							
SUNSET EQUIPMENT CO.									
032700									
59795	3/15/2019	62.00	0.00	03/28/2019				False	0
603-735-052001 Operating Supplies				PIPE					
	59795 Total:	62.00							
	SUNSET EQUIPMENT C	62.00							
TIAA COMMERCIAL FINANCE INC									
03521									
6062361	3/21/2019	150.00	0.00	03/28/2019				False	0
100-715-052021 Equipment Maintenance				CONTRACT PAYMENT 41452028					
	6062361 Total:	150.00							
	TIAA COMMERCIAL FIN	150.00							
TYLER TECHNOLOGIES INC									
452112									
025-252101	2/28/2019	42,893.40	0.00	03/28/2019				False	0
702-000-052019 Professional Services				60% LIC FEE					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
025-252101 Total:		42,893.40							
TYLER TECHNOLOGIES		42,893.40							
U.S. BANK EQUIPMENT FINANCE									
033955									
380497834	3/15/2019	150.00	0.00	03/28/2019				False	0
100-715-052021 Equipment Maintenance				CONTRACT PAYMENT KYOCERA					
380497834 Total:		150.00							
380712950	3/20/2019	99.00	0.00	03/28/2019				False	0
100-715-052021 Equipment Maintenance				CONTRACT PAYMENT KYOCERA					
380712950 Total:		99.00							
U.S. BANK EQUIPMENT		249.00							
Report Total:		110,178.31							