



CITY COUNCIL REGULAR SESSION

Wednesday, April 17, 2019

265 Strand Street, St. Helens, OR 97051

www.ci.st-helens.or.us

Welcome!

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

1. **7:00 P.M. - Call Regular Session to Order**
 2. **Pledge of Allegiance**
 3. **Visitor Comments - Limited to five (5) minutes per speaker**
 4. **Urban Trails Subcommittee Presentation**
 5. **Ordinances - First Reading**
 - 5.a. Ordinance No. 3236: An Ordinance Amending St. Helens Municipal Code Chapter 13.14 Regarding Use of Portable Privies
[05A. Ord No 3236 - Portable Privies PENDING 050119.pdf](#)
 - 5.b. Ordinance No. 3237: An Ordinance Amending St. Helens Municipal Code Chapter 3.12 to Modify the Utility Privilege Tax Levied on Utilities Operating in the City Without a Franchise
[05B. Ord No 3237 - Utility Priv Tax Amends SHMC 3.12 PENDING 050119.pdf](#)
 6. **Resolutions**
 - 6.a. Resolution No. 1843: A Resolution Consenting to the City of St. Helens' Inclusion in the Columbia County Rider Transit Service District
[06A. Res No 1843 - Consent to Public Transit Service District PENDING 041719.pdf](#)
 7. **Approve and/or Authorize for Signature**
-

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.

7.a. License & Maintenance Agreement with Columbia County for Kiosk on County Property
[07A. County License - Kiosk w EXHs FINAL 4.9.19.pdf](#)

7.b. Contract Payments
[07B. 041719 Contract Payments.pdf](#)

8. Appointments to Boards/Commissions

8.a. Appointments to City Boards & Commissions
[08. 041719 Appts to Boards and Commissions.pdf](#)

9. Consent Agenda for Acceptance

9.a. Parks & Trails Commission Minutes dated March 11, 2019
[09A. PTC Minutes 3-11-19 APPROVED.pdf](#)

9.b. Planning Commission Minutes dated March 12, 2019
[09B. 031219 PC Minutes APPROVED.pdf](#)

9.c. Housing Needs Advisory Committee Meeting #3 Minutes dated March 12, 2019
[09C. HNA Meeting #3 Minutes APPROVED.pdf](#)

10. Consent Agenda for Approval

10.a. Little Free Library for Campbell Park Donated by Thomas O'Hanlon
[10A. 2019 - O'Hanlon Thomas - Little Free Library.pdf](#)

10.b. Little Free Library for Walnut Tree Park Donated by Lynne Pettit
[10B. 2019 - Pettit Lynne - Little Free Library.pdf](#)

10.c. Cascades Reserve Allocation Annual Adjustment from 86.3% to 79.8%
[10C. 4-17-2019_AnnualTAC_Adjustment.pdf](#)

10.d. OLCC Licenses
[10D. OLCC 04-17-19 CC Mtg.pdf](#)

10.e. Accounts Payable Bill Lists
[10E. AP Files.pdf](#)

11. Mayor Scholl Reports

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

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City of St. Helens
ORDINANCE NO. 3236

**AN ORDINANCE AMENDING ST. HELENS MUNICIPAL CODE CHAPTER 13.14
REGARDING USE OF PORTABLE PRIVIES**

WHEREAS, Ordinance No. 3233 adopted a comprehensive sewer ordinance which repealed Chapters 13.12 and 13.16 SHMC; and

WHEREAS, the portable privy policy per SHMC 13.12.030(6) was inadvertently removed and not replaced by Ordinance No. 3233.

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

Section 1. Section 13.14.085 of the St. Helens Municipal Code ("SHMC") is hereby added to Chapter 13.14 SHMC as follows:

13.14.085 Use of portable privies.

(1) Portable privies shall not be allowed for use with permanent uses except per SHMC 13.14.085(2)(iv).

(2) Use of portable privies may be authorized as follows:

(a) The Public Works Director may authorize the use of portable privies:

(i) temporarily, when found necessary to serve workers on a construction project;

(ii) temporarily, to serve community events;

(iii) temporarily, for emergencies; or

(iv) on an on-going basis to serve public parks or public open space that do not have access to a public sewer or the POTW.

(b) The Planning Director may authorize the temporary use of portable privies associated with approved Temporary Uses pursuant to Chapter 17.116 SHMC when there are no alternatives commensurate with the type, duration and extent of the temporary use.

(3) Portable privies shall have watertight, completely closed tanks for storage of wastes that are serviced as often as necessary to prevent overflow.

Section 2. Severability. If any section, provision, clause, sentence, or paragraph of this Ordinance or the application thereof to any person or circumstances shall be held invalid, such invalidity shall not affect the other sections, provisions, clauses or paragraphs of this Ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are declared to be severable. This City Council hereby declares that it would have adopted this ordinance irrespective of the invalidity of any particular portion thereof and intends that the invalid portions should be severed and the balance of the ordinance be enforced.

Section 3. Provisions of this Ordinance shall be incorporated in the St. Helens Municipal Code and the word "ordinance" may be changed to "code," "article," "section," or another word, and the sections of this Ordinance may be renumbered, or re-lettered, provided however that Whereas clauses and boilerplate provisions need not be codified.

Section 4. The effective date of this Ordinance shall be 30 days after approval, in accordance with the City Charter and other applicable laws.

Read the first time: April 17, 2019

Read the second time: May 1, 2019

APPROVED AND ADOPTED this 1st day of May, 2019 by the following vote:

Ayes:

Nays:

Rick Scholl, Mayor

ATTEST:

Kathy Payne, City Recorder

City of St. Helens
ORDINANCE NO. 3237

**AN ORDINANCE AMENDING ST. HELENS MUNICIPAL
CODE CHAPTER 3.12 TO MODIFY THE UTILITY
PRIVILEGE TAX LEVIED ON UTILITIES OPERATING IN
THE CITY WITHOUT A FRANCHISE**

WHEREAS, St. Helens Municipal Code Chapter 3.12 levies a privilege tax on utilities utilizing the streets and rights-of-way within the city of St. Helens ("City") if the utility operates without a franchise, and

WHEREAS, the City's current definition of "utility" may lead to some ambiguity as to which businesses are required to pay the privilege tax, and

WHEREAS, it is the City's intent that all utilities supplying services by utilizing city streets or rights-of-way pay the utility privilege tax, whether or not the business owns the transmission facilities, if the utility operates without a franchise:

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

Section 1. Section 3.12.020 of the St. Helens Municipal Code is amended to read as follows:

3.12.020 Definitions.

(1) Gross Revenue. "Gross revenue" as used in this chapter shall be deemed to include any revenue earned within the city from the sale of utility services after adjustment for the net write-off of uncollectible accounts computed on the average annual rate for the entire utility, excluding sales of utility services by the utility to any other utility when the utility purchasing such utility services is not the ultimate consumer. Gross revenues do not include proceeds from the sale of bonds, mortgages, or other evidence of indebtedness, securities, or stocks and do not include revenue paid directly by the United States of America or its agencies.

(2) Utility. As used in this chapter, the term "utility" includes the business of supplying electrical energy, gas, communications, and other services through or associated with telephone or telegraph by means of facilities utilizing and/or occupying rights-of-way, public grounds, or public places within the corporate limits of the City, whether or not the business owns the facilities.

(3) Rights-of-Way. As used in this chapter, the term "rights-of-way" includes the present and future streets, viaducts, elevated roadways, alleys, public highways and avenues in the City, including the subsurface and air space over or under these areas and including rights-of-way held in fee, or by virtue of an easement or dedication.

Section 2. Section 3.12.030 of the St. Helens Municipal Code is amended to read as follows:

3.12.030 Privilege tax.

Any utility, using and/or occupying and continuing to use and/or occupy the whole or any part of the rights-of-way, public grounds, or public places within the corporate limits of the city without a franchise shall pay a privilege tax for the use and occupancy of the whole or any part of the rights-of-way, public grounds, or public places within the corporate limits of the city. The privilege tax shall be in an amount set by resolution of the City Council. The privilege tax shall be computed, as applicable, as of the later of: 1) April 1, 2019; 2) the commencement of activities subject to this Section 3.12.030, or 3) upon the expiration of any franchise under which such utility might formerly have operated and shall be due and payable as hereinafter provided so long as the utility continues to operate within the city and to use and/or occupy the whole or any part of the rights-of-way, public grounds, or public places without a franchise. Except as set out in SHMC 3.12.040, when a franchise tax herein required and the franchise becomes effective, then the privilege tax shall cease to apply from the effective date of the franchise. But the franchise holder shall pay the proportionate earned amount of the privilege tax for the period. The privilege tax shall in such cases become immediately due and payable. In the event that any such utility shall operate under a permit granted by the City Council and accepted in writing by it, there shall be no tax applicable under this section.

Section 3. Effective Date. The above amendments to Chapter 3.12 shall take effect on April 1, 2019.

APPROVED AND ADOPTED this 1st day of May, 2019 by the following vote:

Ayes:

Nays:

Rick Scholl, Mayor

ATTEST:

Kathy Payne, City Recorder

City of St. Helens
RESOLUTION NO. 1843

**A RESOLUTION CONSENTING TO THE CITY OF ST. HELENS'
INCLUSION IN THE COLUMBIA COUNTY RIDER TRANSIT
SERVICE DISTRICT**

WHEREAS, the Board of County Commissioners for Columbia County, Oregon, by order intends to initiate the formation of the Columbia County Rider Transit Service District, hereinafter referred to as the "District," for the purpose of providing public transportation through a service district established in accordance with ORS 198.715 and 451.435; and

WHEREAS, the Board's order will also propose a permanent tax rate for the District in the amount of \$0.18 per \$1,000 of assessed property value within the District; and

WHEREAS, the City of St. Helens is located within the service area of the proposed district and pursuant to ORS 198.835(3), no part of a city may be included within the boundaries of the proposed District without a resolution by the City approving the inclusion.

NOW, THEREFORE, THE CITY OF ST. HELENS RESOLVES as follows:

1. If the voters approve the formation of the District, then the City Council of the City of St. Helens hereby consents to be included in the District; and
2. A certified copy of this Resolution shall be delivered to the County Board of Commissioners to accompany the request for initiating formation.

Approved and adopted by the City Council on April 17, 2019, by the following vote:

Ayes:

Nays:

Rick Scholl, Mayor

ATTEST:

Kathy Payne, City Recorder

LICENSE AND MAINTENANCE AGREEMENT
BETWEEN COLUMBIA COUNTY AND THE CITY OF ST. HELENS FOR
A KIOSK ON COUNTY PROPERTY

This License and Maintenance Agreement (“Agreement”) is by and between Columbia County, (“Licensor” or the “County”) and the City of St. Helens (“Licensee”) for the installation and maintenance of a kiosk and surrounding pavement on County property. In consideration for the mutual benefits and covenants stated herein, the parties hereby agree to the following:

1. **EFFECTIVE DATE.** This Agreement shall be effective on the last date signed by the parties, below, and shall continue until terminated as set forth in Paragraph 4, below.
2. **LICENSE.** The County hereby grants to Licensee a license to enter upon, occupy, and use the Columbia County Courthouse Plaza, located at The Strand, St. Helens, Oregon, 97051 (“Premises”), subject to the terms and conditions set forth herein, for the purpose of installing and maintaining a kiosk, concrete pad and concrete path, as described in Exhibit A, attached hereto and incorporated herein by this reference.
3. **TERMS AND CONDITIONS.** The following terms and conditions shall apply to this Agreement:
 - a. The kiosk will be installed on the Premises, as generally shown on Exhibit B, which is attached hereto and incorporated herein by this reference. The kiosk will be installed on a concrete pad. A concrete path will also be installed to connect both sides of the kiosk with the sidewalk. The kiosk shall not encroach into the public right of way, and all development shall meet ADA accessibility requirements. In the event that underground utilities need to be relocated to accommodate the development, the City shall be responsible for the costs of such relocation and shall obtain prior approval from the County. The final location and installation of the kiosk and concrete paving shall be approved by the County.
 - b. Licensee shall obtain all necessary permits and approval, such as but not limited to construction permits, prior to installation.
 - c. Licensee owns the kiosk and surrounding paving and shall be responsible for and shall maintain and repair the development as needed to ensure that it is safe for public use at all times. If repair or maintenance is necessary for public safety, and Licensee fails to repair or maintain the development, the County may perform the needed repairs and/or maintenance and recover its costs from Licensee. The County shall notify Licensee in writing prior to performing any such repair or maintenance, unless the County determines that immediate repair is necessary for public safety.
 - g. The kiosk and surrounding paving is intended to be permanent; however, the County may for any reason and at any time require its immediate removal. If immediate removal is required, County shall notify Licensee in writing. Upon removal of the kiosk and paving, Licensee shall restore the premises to substantially the same or better condition as prior to installation. If the kiosk and paving is not removed or other arrangements are made and approved by the County within thirty (30) days of date of the notice, the County may remove and dispose of the kiosk and paving as it sees fit. The County may also remove the development without notice if it determines that immediate removal is necessary for public safety. The County may recover costs incurred in the removal and disposal of the development from Licensee.

- h. The County shall in not be responsible for the safekeeping of the kiosk. The County will not insure the kiosk. Licensee shall be responsible for insuring the kiosk. Licensee agrees to hold the County, its officers, agents, and employees harmless from any loss or damage to the kiosk at all times during the term of this Agreement.
 - i. Licensee agrees to indemnify, defend, save and hold harmless the County, its officers, agents or employees, from any and all claims, suits or actions of any nature, including constitutional claims, claims of injury to any person or persons or of damage to property caused directly or indirectly by reason of error, negligence, or wrongful act by Licensee, its officers, agents or employees arising out of the performance of this Agreement, including but not limited to the design, installation, maintenance, and repair of the kiosk and pavement. This indemnity does not apply to claims, suits or actions arising solely out of the negligent acts or omissions of the County, its officers, agents or employees.
 - j. Licensee shall maintain comprehensive general liability and property damage insurance in an amount of not less than \$2,000,000 per occurrence to protect County, its officers, agents, and employees. Licensee shall provide County a certificate or certificates of insurance in the amounts described above which names Columbia County, its officers, agents and employees as additional insureds. Such certificate or certificates shall be accompanied by an additional insured endorsement. Licensee agrees to notify County immediately upon notification to Licensee that any insurance coverage required by this paragraph will be canceled, not renewed, or modified in any material way, or changed to make the coverage no longer meet the minimum requirements of this Agreement.
 - k. Licensee shall comply with all rules, regulations and requirements of the County with regard to the use of the premises pursuant to this Agreement.
4. **TERMINATION.** This Agreement may be terminated by either party upon 24 hours notice. Upon termination, Licensee must immediately remove the kiosk from the premises and return the premises to substantially the same condition as prior to installation.
5. **REPRESENTATIVES.** Any notice required to be given under this agreement shall be given to the following representatives:

FOR COUNTY

Casey Garrett, Facilities Manager
Columbia County
230 Strand St.
St. Helens, Oregon 97051
503-397-7213

FOR LICENSEE

John Walsh, City Administrator
City of St. Helens
265 Strand Street
St. Helens, Oregon 97051
503-369-8211

7. **ENTIRE AGREEMENT.** This document constitutes the entire understanding and agreement between the parties with respect to the subject matter hereof, and supersedes any prior oral, written, or contemporaneous agreement between the parties.
8. **SEVERABILITY.** If any term or provision of this Agreement shall be declared invalid or unenforceable, the remainder of this Agreement, including the application of any term or provision to persons or circumstances other than those as to which the application is declared invalid or unenforceable, shall not be affected.
9. **AMENDMENT.** This Agreement may only be amended by a writing signed by the County and

Licensee.

10. NO WAIVER. Waiver by either party of the strict performance of any term or covenant of this Agreement or any right under this Agreement shall not constitute a continuing waiver.
11. SUCCESSORS AND ASSIGNS. This Agreement shall be binding upon and shall inure to the benefit of the parties hereto and to their respective representatives, successors, and permitted assigns.
12. COUNTERPARTS. This Agreement may be executed in multiple counterparts, all of which when taken together shall constitute one agreement binding on all parties, notwithstanding that all parties are not signatories to the same counterpart. Each copy of this Agreement so executed shall constitute an original.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the Effective Date.

LICENSEE

By: _____
John Walsh, City Administrator

Date: _____

Approved as to form

By: _____
Office of County Counsel

BOARD OF COUNTY COMMISSIONERS FOR
COLUMBIA COUNTY, OREGON

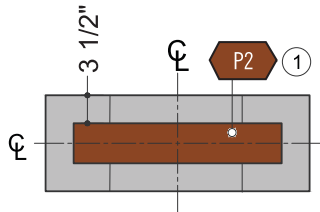
By: _____
Henry Heimuller, Chair

By: _____
Margaret Magruder, Commissioner

By: _____
Alex Tardif, Commissioner

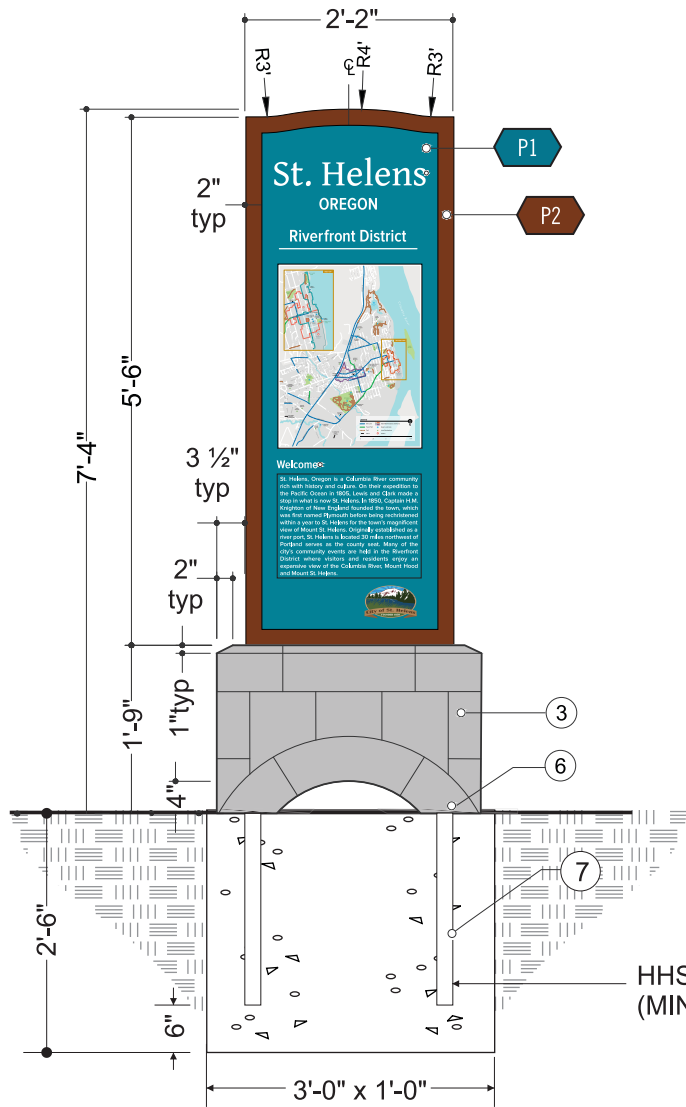
Date: _____

EXHIBIT A



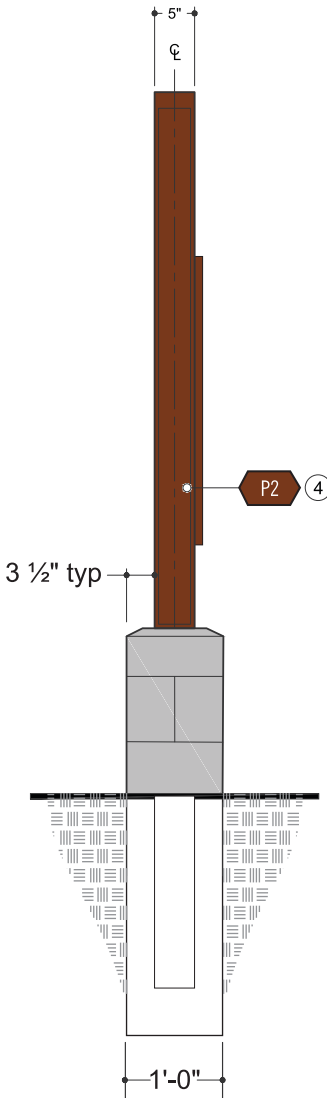
4 PLAN VIEW

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



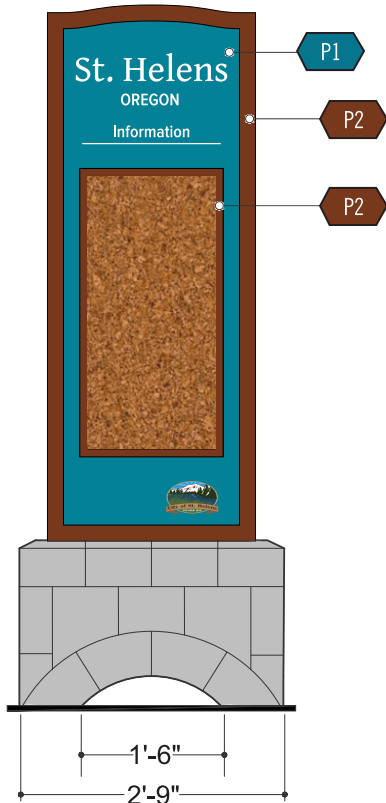
1 FRONT ELEVATION

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



2 SIDE ELEVATION

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



3 BACK ELEVATION

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

A SIGN DISPLAY

Manufacture and install one (1) D/F internally illuminated sign display.

1 SIGN CABINET

MATERIAL: 1/8" thick aluminum with aluminum angle internal frame and support cradles. Paint cabinet per color chart. Cabinet is supported by steel reinforced base and vertical steel supports in concrete footers.

2 SIGN BACKGROUND

MATERIAL: 1/8" thick aluminum. Paint per color chart.
FABRICATION PROCESS: router cut, internally illuminated.
EDGES: Routed finished smooth
COPY, MAP, WELCOME NARRATIVE PANEL
GRAPHIC/ TEXT: 3M 230-10 White vinyl & digitally printed vinyl with matte UV laminate. Graphics to be internally illuminated with LED back lights mounted to fabricated light tray fixed to internal structure.

3 BASALT BASE

SIZE: 2'-9" L x 1'-0" W x 1'-9" H
FABRICATION PROCESS: Aluminum framing with Durock panels for application of Basalt venner by mason after the structure has been installed. Exact stone to be verified.

4 SIDE ACCESS PANEL

SIZE: allow for electrical maintenance. Include access on top of sign as required.

5 BULLETIN PANEL

SIZE: 1/8" thick cork
FABRICATION PROCESS: outdoor locking and weather proof 18"x 36" snap frame. Mechanically attach to aluminum panel with hidden fasteners. Paint frame PMS 168 C

6 FOUNDATION

SIZE: 1'-0" x 3'-0" x 2'-6" deep
See page (2) for details

7 STEEL POST/ FRAME

SIZE: 5" x 2" Steel .1875" wall tubing. Paint Matthews 168C



9160 SE 74th Ave
Portland OR 97206
503.777.4555
800.613.4555
Fax 503.777.0220
ramsaysigns.com

Client:
City of St. Helens - Wayfinding
St. Helens, OR

Date:
03.18.19
Project Manager:
Darin Hauer
Designer:
Rick Rule

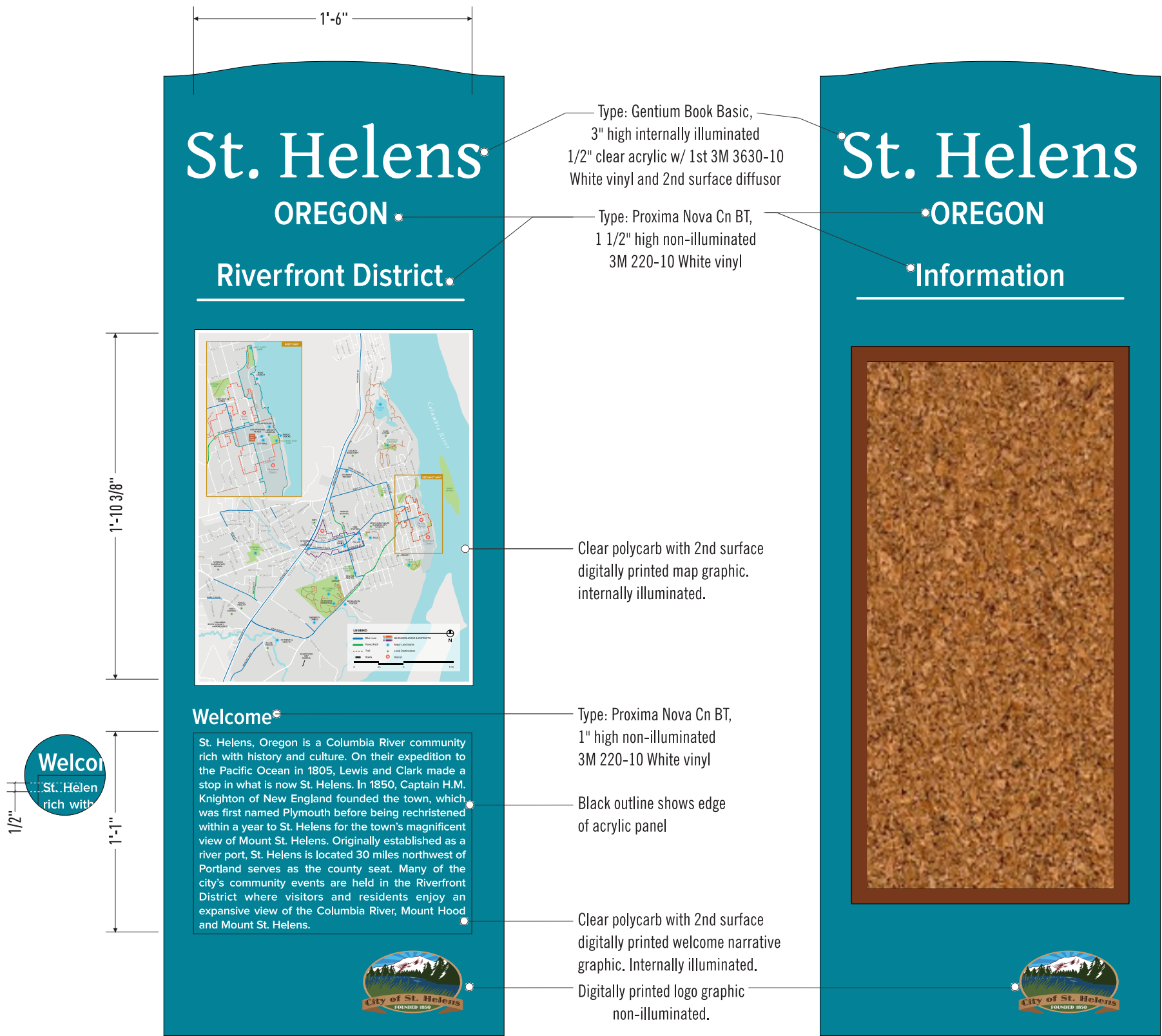
Client Approval + Date
Landlord Approval + Date

Revisions:
R1)



L73 Grounding and Bonding Statement for each permanently connected sign the following statement or equivalent "This sign is intended to be installed in the accordance with the requirements of Article 600 of the National Electrical Code and/or other applicable local codes. This includes proper grounding and bonding of the sign" should be either directly marked on the sign or label attached to the sign, included in the installation instructions, or provided on a separate sheet or tag shipped with the sign.

© Copyright, 2018 Ramsay Signs, Inc.
These plans are the exclusive property of Ramsay Signs, Inc. the original work of its design team.
They are submitted to your company for the sole purpose of your consideration of whether to purchase these plans or to purchase from Ramsay Signs, Inc. a sign manufactured according to these plans.
Distribution or exhibition of these plans to anyone other than employees of your company, or use of these plans to construct a sign similar to the one embodied herein, is expressly forbidden.
In the event that such exhibition occurs, Ramsay Signs Inc. expects to be reimbursed 15% of total project value in compensation for time and effort entailed in creating these plans.

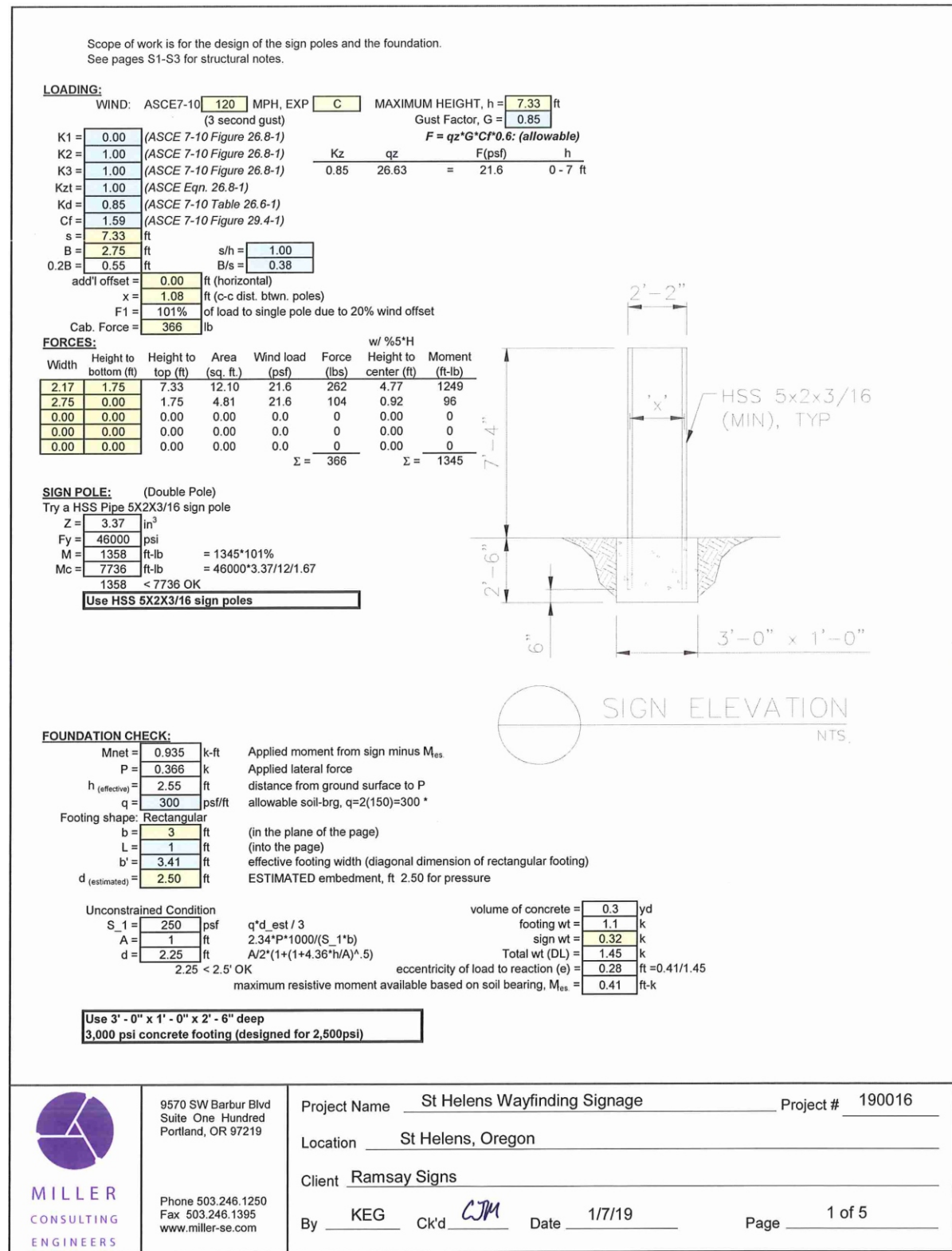


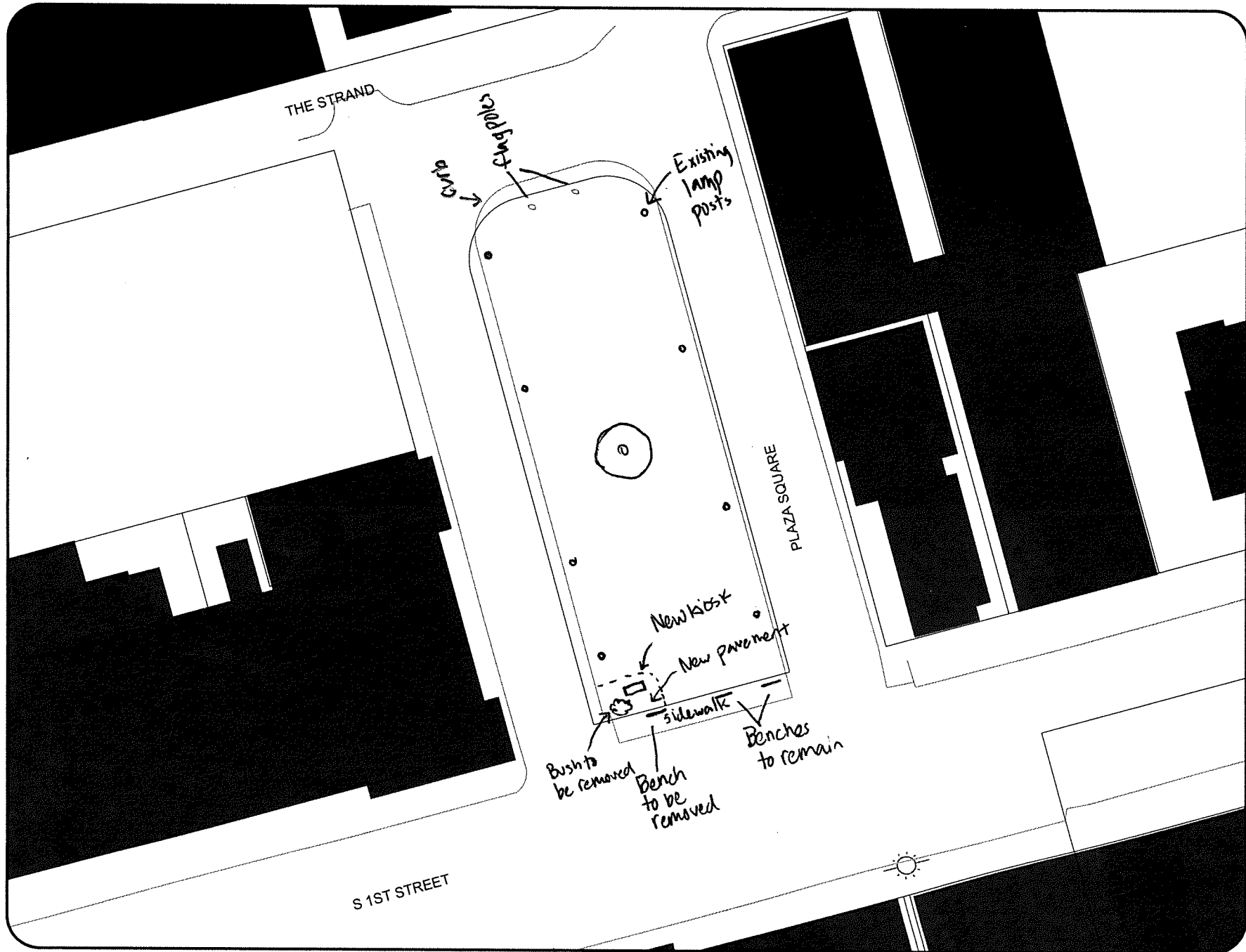
1 FRONT ELEVATION - DETAILS

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

1 REAR ELEVATION - DETAILS

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





Any relocation of utilities subject to Columbia County approval.
Kiosk Dimensions: 2'9" (l) x 1' (w) x 7'4" (h) Sign panel internally illuminated

CONTRACT PAYMENTS

City Council Meeting
April 17, 2019

S-2 Contractors, Inc.

Project: Asphalt Projects (Inv#1906E2)

\$ 18,239.00

Project: Asphalt Projects (Inv#1906E3)

\$ 654.50

Total \$ 18,893.50

S-2 Contractors, Inc.

6860 S. Anderson Rd.

Aurora, OR 97002

PHONE # 503-651-4000 FAX # 503-651-4004

Invoice

DATE	INVOICE #
3/13/2019	1906E2

BILL TO
CITY OF ST HELENS ATTN: SUE NELSON PO BOX 278 ST HELENS, OR 97051

OR. CCB# 67253

QTY	DESCRIPTION	RATE	AMOUNT
41	TN PAVE 3" ASPHALT GREY CLIFFS PARK	109.50	4,489.50
121	TN PAVE 3" ASPHALT RIVER STREET	109.50	13,249.50
1	MOB	500.00	500.00
<p>APPROVED FOR PAYMENT</p> <p>INIT _____ DATE _____</p> <p>ACCOUNTS PAYABLE _____</p> <p>FINANCE _____</p> <p><i>gn</i> SUPERVISOR <u>4-10-19</u></p> <p>205-000-053005 \$13,499.50</p> <p>704-000-053023 \$4,739.50</p>			

NET 30 DAYS

Total

\$18,239.00

17
KP

S-2 Contractors, Inc.

6860 S. Anderson Rd.

Aurora, OR 97002

PHONE # 503-651-4000 FAX # 503-651-4004

Invoice

DATE	INVOICE #
3/14/2019	1906E3

BILL TO
CITY OF ST HELENS ATTN: SUE NELSON PO BOX 278 ST HELENS, OR 97051

OR. CCB# 67253

QTY	DESCRIPTION	RATE	AMOUNT
20	SF PAVE ASPHALT 3" OLD PORTLAND RD	5.95	119.00
36	SF PAVE ASPHALT 3" FARO BUILDING	5.95	214.20
6	SF PAVE ASPHALT 3" S 17TH	5.95	35.70
48	SF PAVE ASPHALT 3" S 3RD	5.95	285.60
<div>APPROVED FOR PAYMENT</div> <div>INIT _____ DATE _____</div> <div>ACCOUNTS PAYABLE _____</div> <div>FINANCIAL _____</div> <div><u>gv</u> SUPERVISOR <u>4-10-19</u></div> <div>205-000-053005</div>			

NET 30 DAYS

Total

\$654.50

APPOINTMENTS TO ST. HELENS CITY BOARDS AND COMMISSIONS

City Council Meeting ~ April 17, 2019

Pending applications received:

<u>Name</u>	<u>Interest</u>	<u>Date Application</u>	<u>Referred by Email</u>
		<u>Received</u>	<u>To Committee(s)</u>
• Jeff Vitale	Arts/Cultural or Parks/Trails Comm.	2/26/18	2/26/18
• Ken Forcier	Arts/Cultural or Planning Comm.	6/7/18	6/8/18
• John Dreeszen	Library Board	8/7/18	8/7/18
• Dan Davis	All City Boards/Commissions	2/22/19	2/22/19
• Lynne Pettit	Parks & Trails Commission	3/8/19	3/8/19
• Maggie Clayton	Arts & Cultural Commission	3/28/19	3/28/19

Arts & Cultural Commission (3-year terms)

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

Status: Currently, there are two vacancies.

Next Meeting: April 22, 2019

Recommendation: The Commission is meeting in a special session on April 16, 2019, where they plan to make a motion to recommend that the Council appoint Maggie Clayton to the Commission.

Library Board (4-year terms)

- The Board added positions.
- Leanne Murray resigned. Her term expires 6/30/2019.

Status: Currently, there are two vacancies.

Next Meeting: May 13, 2019

Recommendation: None at this time.

Parks & Trails Commission (4-year terms)

- Stan Chiotti's term expired 12/31/2018. Stan does not wish to be reappointed.

Status: Currently, there is one vacancy.

Next Meeting: May 13, 2019

Recommendation: At their April 8 regular meeting, the Commission recommended that the Council appoint Lynne Pettit to the Commission.

City of St. Helens
RESOLUTION NO. 1648

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

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

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

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

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

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

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

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

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

Ayes: Locke, Carlson, Conn, Morten, Peterson

Nays: None

/s/ Randy Peterson
Randy Peterson, Mayor

ATTEST:

/s/ Kathy Payne
Kathy Payne, City Recorder

City of St. Helens

Parks & Trails Commission

Approved

March 11, 2019

Members Present: Howard Blumenthal
Carmin Dunn
Jerry Belcher
John Brewington
Paul Barlow

Members Absent: Elisa Mann
Ben Tiscareno
Jacob Woodruff

Staff Present: Sheri Ingram
Neal Sheppeard
Keith Locke
Jennifer Dimsho
John Walsh

Others: Lynne Pettit
Coleen Delong
Dan Davis
Jordan Barlow

1) **Call Meeting to Order – 4:09** p.m.

2) **Approval of Minutes**

2.A Approve Minutes of February 11, 2019

Motion: Upon Carmin Dunn's motion and Howard Blumenthal's second, the Commission approved the minutes of February 11, 2019. [Ayes: Howard Blumenthal, Carmin Dunn, Jerry Belcher, John Brewington, Paul Barlow; Nays: None]

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

Coleen Delong with Daybreakers Kiwanis was there to talk about the Bike & Traffic Safety Fair they are having on May 18th from 10 a.m. to 2 p.m. at St. Frederic Church. There will be helmet fitting, reflectors, static displays, school bus and construction zone information. There will be a riding course for kids to learn skills on how to be safe on the streets. Lynn Chiotti is also on the Columbia County Traffic Safety Committee. She asked if Parks & Trails would like to have a booth. Barlow said the Bike & Ped Committee has had bicycle safety assemblies for 5th graders at the local schools. They would talk about safety, bike maintenance, proper clothing and they would give out helmets. They have been approached by another group about another assembly and he thinks they should just all get together and participate in the one the Daybreakers are doing on the 18th. He thinks this would be better than doing the school-specific one that just targets the 5th graders since they will be sending invites to all of the parents from all of the schools. He said he has a couple of boxes of helmets from last year and there is money in the

account to order more. DeLong said they will reach out extensively to the community through their Facebook page and they have several groups who can send out e-mails and things. Belcher asked if there was a lot of room for practicing and DeLong said there is plenty of room in the parking lot and they have requested that 13th Street be closed in front of the church. Barlow said he can't be there on the 18th but he will help out as much as he can beforehand and his son will be there to help. DeLong said it would be great if they had pamphlets or maps they could bring. They will also have safety equipment for sale at lower prices or giveaways.

Lynne Pettit was there with a proposal for a free library at Walnut Tree Park. Friends of the Library would build it but they need to get City permission and have City install it. Dunn said Arts & Cultural has also talked about putting one in Walnut Tree Park so she may want to go to their next meeting and talk to them so they can coordinate so they aren't overlapping.

4) **New Business**

4.A **Interview Parks & Trail applicants Dan Davis and Lynne Pettit**

Belcher said he would like to talk to each applicant but he would like to wait until the next meeting to make a recommendation to the Council.

Lynne Pettit said she volunteers at various places and she likes to make her time count and enjoys the parks. She thinks it is one of the best places to make a better community and this is the most important commission in the City and she'd like to be part of it. Belcher asked what she'd like to see in the parks. She is very interested in Dalton Lake. Blumenthal said there is a SOLV cleanup on April 20th and a wildflower walk on May 18th at Dalton Lake. Dunn asked what her favorite park is. She picked Nob Hill. She is amazed at what Friends have done in that area. There is a great view and lots of species and she felt "away" from the city. Blumenthal said there is a native plant walk there on April 13th.

Dan Davis said he did not specifically apply for this commission. He checked all the boxes because he is new to St. Helens and wants to get involved. He was born in the woods and grew up in the woods in northern California. His father was a lumberjack so he spent a lot of time in the woods. He also bikes a lot and has been to Cycle Oregon in Bandon. He has hiked quite a bit, mostly in Forest Park and the gorge. His bailiwick is internal audits, PCs, computers. He just fell into information technology years ago. Belcher asked what direction or projects would he like to see. When he started riding in 2009-2010, there are lots of trails in Portland and he noticed trails were not improved so he would like to help with that. Blumenthal asked if he had a problem with meeting times and he does not since it's once a month. Barlow said Bike Columbia County committee is interested in putting in trails in various locations in the county. Dunn asked which park is his favorite and he said he is the new guy in the neighborhood and weather hasn't been great so he hasn't been to many of them.

4.B **Girls Softball Agreement**

Will discuss at next meeting when Matt Brown is there.

4.C **Bicycle Safety Assembly**

Talked about during topics from the floor.

4.D Skate Park & BMX Track Improvements

Jordan Barlow spoke. A bunch of things are in the air and he just wanted to see if there were some way to use some of the ideas he has. He knows there is someone coming out to do repairs in skate park and he wanted to talk to Morten about that to see if he could be of some use or help. Sheppeard said Morten has guy coming out to do minor repairs on concrete now and Dimsho is working on a grant for major repairs. Dunn said he should come back to Parks & Trails with lists of what they want done and we can make recommendations to Council. He can group them into small and large items so they can be done as we get money. Lisa Brooke from Arts & Cultural is part of their group too.

4.E Urban Trail PowerPoint Presentation

Belcher handed out copies of ordinances and a presentation of the proposed new Urban Trail. They had formed a subcommittee of Blumenthal, Dunn, Mann & Belcher and Dimsho gave them a lot of help. Basically this is already in the Master Plan but has not been put together. This is just a proposal and they chose to call it the St. Helens Historic Riverfront Trail. The route originally went through parks and now goes by shops and other things. It is long enough to have events associated with it and it highlights historic sites and promotes healthy activity.

Belcher said the trail would start where Seaman is. The vision is to have a kiosk there. They want to have a map of the trail showing where it goes by businesses and restaurants so it would help commerce. It goes through six parks starting with the riverfront down to Frogmore Slough and they don't want to wait until waterfront is developed. It goes up Plymouth Street and through Nob Hill. They would like to have a kiosk at each park and there is already one at Nob Hill. It would continue up 3rd Street to Cowlitz. They were originally thinking about going up sidewalk on west side of 3rd but sidewalk is in poor condition so they are thinking the east side. It is a low traffic area. They have come up with a drawing for a pedestrian lane and a crosswalk would have to be installed. If people have bought the 15 feet in front of their house, John Walsh thinks the sidewalks would still be available to the public. Dunn said for the short term they wanted to get this trail plan out there even if there isn't a budget to repair sidewalks. They want to have a public forum and notify people who live along there to give their opinions.

It would then go up Cowlitz to 2nd Street to a steep staircase. There is a little triangle of land by John Gumm where they would like to put a kiosk. It would go to 4th Street by oldest house in St. Helens, the Knighton House, and then cross Columbia Blvd to Godfrey Park. It would go up 2nd Street to Wyeth to top of trail where they think there should be a viewpoint. There is a trail down by the cliff that needs major work. It would go through Grey Cliffs Park to River Street and take a right to 1st Street so they can walk by the businesses and end up back at Columbia View. The total length is 2.5 miles.

Blumenthal said there would requirements they will have to eventually take care of such as fencing, signage, marked pedestrian lanes and crosswalks, benches along trail, kiosks and mileage markers. There would be priorities on things to take care of now and other things can be done after trail is up and running.

Dunn said they should have logos to mark the trail, on signs and roads. Maybe they could hold a contest to enter logo design or have City come up with one. Belcher feels

this would be an investment in St. Helens. People downtown could walk during lunch or after work. He feels people would come to St. Helens to use this trail and people who come in by boat would use it. He talked to Dimsho and the State has money for urban trails and she is aware of it. He thinks it would raise our regional profile.

Sheppeard said they would need to talk to the City Engineer and have their drawings looked at. He is also wondering why it all needs to be done at once instead of in phases. Belcher said there are two loops and they could do one or the other but he would personally like to see the whole thing done at once.

Barlow said most of his questions would probably be addressed by the Engineering Department so he doesn't know if presenting a rough concept to Council would just get it kicked back to us? Locke said it looks like there are options for smaller loops for people who want to go on shorter walks. He doesn't know if the trail in Grey Cliffs would work because if the City does it, it has to be ADA. Belcher thinks the ADA part of the trail should be Columbia View to Frogmore Slough.

Motion: Upon John Brewington's motion and Howard Blumenthal's second, the Commission recommended showing this presentation to the Council as a preliminary proposal. [Ayes: Howard Blumenthal, Carmin Dunn, Jerry Belcher, John Brewington, Paul Barlow; Nays: None]

4.F **Park Report - 6th Street Fields & Nob Hill**

Blumenthal reported on Nob Hill. There were some washouts from rain but most of the damage has been repaired. Staircase was engineered and constructed well. It washed gravel out on each side but all they had to do was put it back in. There is a work party April 6th from 1 to 4. He wanted to thank Scappoose Bay Watershed for plant donation. He thanked Columbia Soil & Water for blackberry spraying. There is a native plant walk on April 13 from 1 to 3. There is also a native plant sale in Scappoose that day. He heard there is money for a couple of benches in Nob Hill. A guy drove a four wheeler by WWTP and did some rock crawling and dug ruts by the bluff.

5) **Old Business**

Dunn said she asked Matt Brown about brochures and they are getting printed.

6) **Discussion Items**

7) **Other Business**

8) **Adjournment - 5:59 p.m.**

Respectfully submitted by Sheri Ingram, Parks & Trails Secretary

City of St. Helens Planning Commission

Approved Minutes

March 12, 2019

Members Present: Commissioner Cohen
Commissioner Lawrence
Commissioner Semling
Commissioner Stenberg
Commissioner Webster
Vice Chair Cary
Chair Hubbard

Members Absent: None

Staff Present: City Planner Graichen
Associate Planner Dimsho
Councilor Carlson

Others: Lesley Everett
Peter Frank
Wayne Weigandt
Jennifer Pugsley
Kelly Taga
Andrew Stamp
Al Petersen

- 1) **7:17 p.m. Call to Order and Flag Salute**
- 2) **Consent Agenda: Approval of Minutes**
 - 2.A **Housing Needs Analysis Advisory Committee Meeting Minutes Dated February 12, 2019**

Motion: Upon Commissioner Cohen's motion and Commissioner Webster's second, the Planning Commission unanimously approved the Draft Housing Needs Analysis Advisory Committee Meeting Minutes dated February 12, 2019 as written. Vice Chair Cary and Commissioner Stenberg did not vote due to their absences from that meeting. [AYES: Commissioner Cohen, Commissioner Lawrence, Commissioner Semling, Commissioner Webster; Nays: None]

2.B Planning Commission Minutes Dated February 12, 2019

Motion: Upon Commissioner Cohen's motion and Commissioner Webster's second, the Planning Commission unanimously approved the Draft Planning Commission Minutes dated February 12, 2019. Vice Chair Cary and Commissioner Stenberg did not vote due to their absences from that meeting. [AYES: Commissioner Cohen, Commissioner Lawrence, Commissioner Semling, Commissioner Webster; Nays: None]

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

There were no topics from the floor.

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

4.A 7:00 p.m. - Variance at 1160 & 1170 Deer Island Road - Frank

Chair Hubbard opened the Public Hearing at 7:19 p.m. There were no ex-parte contacts, conflicts of interests, or bias in this matter. City Planner Graichen entered the staff report dated March 5, 2019 into the record. Graichen said this variance is for the separation standards of windows from walkways and parking lots/driveways in multi-dwelling developments. Graichen introduced the proposal to the Commission and discussed the criteria for approving the variance, as detailed in the staff report.

Commissioner Cohen asked if approving this variance would create a negative precedence for future multi-family developments. Graichen said there is enough uniqueness on this property that it would likely be difficult to replicate the same circumstances. Commissioner Cohen asked if the windows in question were along Deer Island Road. Graichen said no, the windows in question are along the parking lot and walkway.

In Favor

Frank, Peter. Applicant. Frank said the variance is for only three feet of separation. He said there is no way to change the orientation of the development to meet the standard fully. Adding a second floor to the building would be too costly. Commissioner Cohen asked when they learned they would not meet the standards for the windows. Frank said it was during the Site Development Review process. Frank said the site is too small to fit the parking and walkway anywhere else. They are building a triplex to get the most residential units on the site.

Petersen, Al. Petersen is the architect for the project. Petersen said this is a very tight property. There is just as much square footage dedicated to the driveway and parking as there is dedicated to the building footprint. This is an example where the parking requirements almost make the development impossible to fit. Petersen feels the multi-family design standards are meant for larger sites. On smaller scale developments, they are very constraining. Petersen also noted there is a power pole that limits where the driveway can be located. He also referred to an email he previously sent to the Commission regarding duplexes that he feels warrants a code change. Petersen said one window was eliminated to reduce exceptions to the standard. He said there are no bedroom or living room windows that face the parking lot. The windows with the separation exception are windows in the kitchens and the dining rooms facing the parking lot. Councilor Carlson asked how big each unit is. Petersen said they are two bedroom units at approximately 900 square feet each.

In Opposition

No one spoke in opposition to the proposal.

End of Oral Testimony

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

Close of Public Hearing & Record

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

Deliberations

Commissioner Cohen said when the constraints of the lot are considered, aside from building up (which is cost prohibitive), this variance is the best option. Vice Chair Cary asked if they are setting a precedence. Graichen said the Commission is looking at special and unique circumstances. Some of these unique circumstances include the power pole, the need to share access because of the classification of Deer Island Road, the vision clearance area, and the existing duplex on the other lot. Graichen feels there are enough existing unique circumstances that will not create a precedence. Chair Hubbard said he thinks it is a good project. He feels the development will be appealing as a one-story building.

Motion: Upon Commissioner Semling's motion and Commissioner Lawrence's second, the Planning Commission unanimously approved the variance as written by staff. [AYES: Commissioner Cohen, Commissioner Lawrence, Commissioner Semling, Commissioner Stenberg, Commissioner Webster, Vice Chair Cary; Nays: None]

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

4.B 7:30 p.m. - Variances (12) at Various Lots on Fairfield Court - Stamp

Chair Hubbard opened the Public Hearing at 7:49 p.m. There were no ex-parte contacts, conflicts of interests, or bias in this matter. Graichen entered the staff report dated March 5, 2019 into the record. Graichen described the proposal and recommended conditions of approval, as presented in the staff report. He provided four letters to the Commission that were submitted in support of the variances after the staff report was already prepared.

Graichen explained that Richmond American Homes applied for 12 lot coverage variances, each for a specific lot, that will utilize one of two single-story models (Amethyst or Onyx) in the Emerald Meadows Subdivision. These models are around 20 feet in height, which is one of the reasons why this variance makes sense. Graichen said in a sense, they are trading a reduced height for a larger footprint. Graichen said variances to the 35 percent lot coverage maximum range from one percent to seven percent. One of the conditions of approval is that the variances are specific to the two single-story models (Amethyst and Onyx). This is to ensure that Richmond does not sell the lots to someone else who will build a two-story home using the variance for greater coverage. Graichen said there are arguments in the applicant's narrative and in the letters provided about the high demand for single-story homes in St. Helens.

Commissioner Cohen asked if the variances have any impacts to setback requirements. Graichen said no. Commissioner Webster asked if the lot coverage includes a patio. Graichen said no, unless they are covered. Commissioner Semling asked if they are approving all of them at once or individually. Graichen said the Commission is reviewing them all at once, but they are broken down into individual files if there are concerns about any individual lot.

In Favor

Stamp, Andrew. Applicant. Stamp is representing Richmond American Homes. Stamp is seeking lot coverage flexibility because they perceive a market demand for single-level units. They are asking for this variance for 12 of the 44 lots in the subdivision (roughly 25 percent). Richmond American builds spec homes that have options. They are not custom homes, so they can be built very quickly and efficiently. This is how they can keep costs lower. Single-story homes appeal to baby boomers and families with young children who do not want to have stairs. The Amethyst and Onyx are also two of the most affordable models, which also appeals to younger, first-time home buyers. Stamp showed two exhibits that demonstrate less activity for the single-story homes, indicating a lack of supply. Stamp said they will still comply with building height and setback standards, so the view from the street will be identical between the lots with the lot coverage variance and without. He said the trade-off is a lower height for a smaller backyard, while still meeting setbacks. Stamp said lot coverage standards make developments feel more spacious, provide more open space and recreation space, and limit impervious surface. Lot coverage standards prevent too large of a house on too small of a lot. Stamp feels they are meeting the intent of lot coverage standards, based on street appearance. He also pointed out that 50 percent lot coverage is allowed for duplexes and attached single-family dwellings in the same zoning district [*Secretary's note: Duplexes have a 35 percent lot coverage standard too*]. Stamp said for a 5,000 square foot lot, after a two car garage is built, only 1,300 square feet is left for the home. Stamp said there is not as much demand for this small of a home. Stamp said that these hearings are quasi-judicial land use hearings that will not set precedence for future hearings. The topography and L-shaped subdivision also make this a unique circumstance warranting a variance. Stamp feels the City does not need to worry about setting precedence. Commissioner Webster noted they would not be here if the zone change from R7 to R5 granted by City Council had been denied, as was recommended by the Planning Commission. Stamp noted the case before the City Council for the R5 zone change hearing was different than the one that the Planning Commission saw. Stamp said the market data pointed toward the need for smaller lots to accommodate affordable housing.

Taga, Kelly. Applicant. He works for Richmond American Homes of Oregon. The Onyx and Amethyst are about \$18,000 cheaper than the other models. They have a lot personalization for each model type. The floor plans may be similar, but the finishes, faucets, etc. are all chosen by the buyer. About one third of the homes sold in the last three years have been single-story. For new development, about half of the homes are single-story, which indicates a larger demand. Over 80 percent of the demand is for two-car homes at over 1,400 square feet. The streetscape view is not going to change. If the purpose of lot coverage standards is to give a good feel with ample yard space, they are still accomplishing this. Richmond is not doing this to make more money. Taga said their profit margin is actually better on the two-story homes. They want to build single-story homes because that is where the demand is. Single-story homes meet the needs of the community.

Vice Chair Cary asked how they selected the specific lots for the variances. Taga said they requested approximately every other lot to avoid having too many of the same floor plan in a row. It also adds some variation to the streetscape with the height variations. Commissioner Cohen asked how they select the model elevation type. Taga said the homebuyer selects their elevation type, but they will not let the same type be placed next to another of the exact elevation. Taga said their motivation is to appeal to a wider audience of homebuyers and see their homes sell faster. Their first sale was for an Onyx home.

Pugsley, Jennifer. Pugsley is a real estate broker with Keller Williams. She is not involved with the project at all, but felt someone in the real estate world should provide testimony about the high demand for single-story homes. She has been selling real estate here for 25 years and has a good handle on the market. The baby boomers are aging which means there is a huge population who cannot do stairs and she needs something to sell them. She feels like this argument is almost stronger than the affordability argument. She also submitted written testimony.

In Opposition

No one spoke in opposition.

End of Oral Testimony

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

Close of Public Hearing & Record

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

Deliberations

Vice Chair Cary said when he searched for a single-level home in this community, it was very difficult to find. Chair Hubbard said the Commission has thought about this property a lot in previous proposals. Commissioner Cohen noted that page four has three different options for the Commission to decide. Vice Chair Cary said he is not inclined to do the option that caps the number of Onyx models. He does not want to cut out the single-story, three-bedroom market. Commissioner Lawrence and Commissioner Stenberg agreed.

Motion: Upon Commissioner Semling's motion and Commissioner Stenberg's second, the Planning Commission approved the 12 variances as recommended by staff. [Ayes: Commissioner Lawrence, Commissioner Semling, Commissioner Stenberg, Vice Chair Cary; Nays: Commissioner Cohen, Commissioner Webster]

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

5) Discussion Items

5.A Riverfront District Architectural Guidelines Recommendation - New Sign at 298 S. 1st Street

Commissioner Cohen said he loved the sign when he first reviewed it. Commissioner Webster loved it too. Commissioner Cohen said this would be the first sign that is hanging (projecting). It would be the only hanging sign on South 1st Street, which mostly has window signage. Chair Hubbard noted the Big River Bistro has a sign that hangs out from the building. Vice Chair Cary likes it.

Motion: Upon Commissioner Cohen's motion and Commissioner Webster's second, the Planning Commission unanimously recommended approval of the Sign Permit at 298 S. 1st Street as presented. [AYES: Commissioner Cohen, Commissioner Lawrence, Commissioner Semling, Commissioner Stenberg, Commissioner Webster, Vice Chair Cary; Nays: None]

5.B CLG Historic Preservation Grant Selection Criteria

Associate Planner Dimsho explained that at the last meeting, the Commission discussed the upcoming grant cycle for the Certified Local Government (CLG) Program. The City anticipates one \$11,500 award and the Commission will use the selection criteria included in the packet in June 2019 to decide who should receive the grant. Graichen said two new criterion were added: financial capacity to match the grant and ability to complete the project on time. He said we also recalibrated the points to add to 30 points total. The Commission likes the additions and had no additional criteria to add.

6) Acceptance Agenda: Planning Administrator Site Design Review

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

7) Planning Director Decisions

Vice Chair Cary asked Graichen for clarification on the Final Plat for Elk Ridge Estates Phase 6.

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

There were no comments.

9) For Your Information Items

Commissioner Stenberg asked about the project near the DMV. Graichen said they are working through enforcement issues with the DEQ now. Chair Hubbard asked about the status of the Sand Island lease with the St. Helens Marina. Councilor Carlson said that edits were made to a draft lease at the last City Council meeting. They are close to final approval.

10) Next Regular Meeting - April 9, 2019

11) Adjournment

There being no further business before the Planning Commission, the meeting was adjourned at 9:24 p.m.

Respectfully submitted,

*Jennifer Dimsho
Associate Planner*

City of St. Helens

Housing Needs Advisory Committee Meeting #3

March 12, 2019

Minutes

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

Members Absent: None

Staff Present: Jacob Graichen, City Planner
Jennifer Dimsho, Associate Planner

Councilors Present: Ginny Carlson, City Council Liaison

Others Present: Tim Wood, FCS Group
Christine Menges, Chronicle
Jennifer Pugsley
Linda & Eric Zahl
Jennifer Anderson
Al Petersen

The meeting was opened at 6 p.m. by City Planner Jacob Graichen. The meeting's sign-in sheet, Powerpoint presentation, referenced files, and audio recording is on file at the City of St. Helens. The presentation is also uploaded on the Project Website <<https://www.ci.st-helens.or.us/planning/page/housing-needs-analysis>>.

Introduction

Tim Wood, Project Consultant with FCS GROUP, introduced the Housing Needs Advisory Committee to the land need reconciliation table. He said this table is a key takeaway from the Task 4 Residential Land Need Analysis, which has been uploaded to the project website. Wood explained that there were five methods considered, each of which demonstrated St. Helens has adequate residential land within the Urban Growth Boundary. The only exception to this is for high-density land, which St. Helens is projected to be slightly deficient. Al Petersen asked what the timeframe was for number of dwelling units needed. Wood said it represents a 20-year demand.

Commissioner Cohen asked about the change in land supply since the previous meeting. Wood noted that City staff identified tax lots and zoning districts that were overlooked in the initial buildable land inventory. Those lands have now been added. Vice Chair Cary asked if the buildable land inventory had removed land with steep basalt bluffs. Wood said that they removed steep slopes, but he would verify that there were no other areas missing. Chair Hubbard asked if available infrastructure (water and sewer) had been considered as part of the buildable land inventory. Wood said they did not incorporate

utility availability into the buildable land inventory. Commissioner Cohen asked about legislation being considered at the state level that may impact single-family zoning. Wood said FCS Group has recommended cities not count on the passage of the bill being considered. The Housing Needs Analysis Study should continue, assuming no changes to state law.

Policy Considerations

Wood said he would like to go through a few policy considerations that St. Helens may choose to implement that would add additional housing units and address the small shortage of high density zoning.

Minimum Density Standard

Wood said this policy would require builders to obtain a certain unit per acre standard when developing a parcel. Graichen said typically, builders do build as many units as they can because they want to produce as many units as possible. Commissioner Semling's preference was to let the market dictate residential development density. The Commission agreed.

Allowing Duplexes Outright in R7

Wood said this policy would allow duplexes outright in the Moderate Residential (R7) zoned land. Currently, duplexes require a Conditional Use Permit in the R7 zone. Commissioner Cohen voiced opposition to this policy consideration because it could be disruptive to neighborhood character. Graichen asked if his opinion would change if the duplex was on a corner lot, as opposed to an interior lot. Commissioner Cohen said no. Vice Chair Cary also prefers the Conditional Use Permit to allow additional oversight. Chair Hubbard observed that the current practice works and allows neighbors to testify. The Commission agreed.

Parking Requirements for Multi-family Development

Wood said this policy would allow reductions in the provision of off-street parking required for multifamily developments if the developer can supply a third-party parking study that shows demand differs from required off-street parking requirements. Commissioners mostly voiced opposition to this policy proposal. The Commission felt that this community is more auto-dependent than many communities which adopt more flexible parking requirements. Chair Hubbard voiced support for such a policy closer to the Riverfront District or the Houlton Business District. Associate Planner Dimsho said the off-street parking requirements are already generally more flexible in those two districts.

Cottage Cluster Developments

Wood said this policy would draft and adopt rules allowing and regulating cottage clusters. Essentially, these developments would consist of a grouping of small homes on a single property with some shared amenities. Commissioners had questions about specifics such as the average size of the homes and the density allowed for such developments. Graichen told the Commission that specifics would be developed as the policy is written. He said this code would help for property that is irregular and difficult to develop using normal standards. Vice Chair Cary likes this idea. He has walked through them in Salem. Eric Zahl said cottage clusters are a great affordable housing option. Linda Zahl said the Commission should strive to represent those in the community who are struggling to find affordable housing. They cannot always attend these meetings. Jennifer Puglsey said she did a lot of reading on cottage clusters. She thinks Scappoose just recently adopted a cottage cluster housing code. It's her understanding that the

houses can be smaller because they share common spaces, like a tool shed or a common outside eating space. Commissioner Cohen likes that this would expand the housing mix. The Commission was broadly in support of this policy.

Increase Allowable Density for Annexing Properties

Wood said currently properties annexing into City limits must meet certain criteria to achieve higher density zoning, such as General Residential (R5) and Apartment Residential (AR). Graichen noted that the Zahl annexation used this code to support R5 zoning when they annexed, although their argument was ultimately unsuccessful. Graichen said an example when higher density may make more sense is if there is an existing or future park near the property to be annexed. Graichen said he is not sure how the policies would be written, but this change would examine those standards to provide better guidance on when higher density zoning makes sense.

Petersen said this policy change is needed because most of the high density residential land is in the older part of the City where there is not a lot of vacant land to be developed. Now we have a housing crisis, and the low density zoned land on the outskirts of town is all that is left. Eric Zahl suggested attaching a requirement for a certain number of affordable housing units if the higher density is granted. Graichen said enforcing the number of units within zoning creates issues for staff. Commissioner Cohen feels the existing code works. He felt it provides more oversight to ensure that a change in density would not disrupt the character of the surrounding residential areas. Chair Hubbard would like to see gradual transitions between multi-family and single-family and not abrupt changes in density. Dimsho said this is a good suggestion for a criteria to help determine whether or not high density makes sense. Vice Chair Cary said it would be important to make sure the transportation infrastructure is adequate for higher density areas. Dimsho said maybe higher classified streets could warrant additional density. Overall, the Commission is open to examining policies that could promote a higher density zone upon annexation.

Graichen said the next Housing Needs Analysis meeting will be before City Council at a time and date to be determined. Dimsho said it will be announced with a press release and on the project website when it is scheduled.

There being no further business, the Housing Needs Advisory Committee Meeting #3 was adjourned at 7:10 p.m.

Respectfully submitted,

Jennifer Dimsho
Associate Planner

City of St. Helens, Oregon
APPLICATION FOR PLACEMENT OF DONATED ITEMS ON PUBLIC PROPERTY

Filed by: Thomas O'Hanlon

Application No: _____

Organization: _____

Date Filed: _____

Address: 35485 Oakwood Drive

Phone: (503)894-0429

E-mail: tvohanlo@gmail.com

RECEIVED

MAR 22 2019

OFFICE OF ST. HELENS
 CITY RECORDER

Detailed Description of Donated Item (attach additional pages, drawings, diagrams and photos, as necessary)

(1) Little Free Library painted in a 'Cat in the Hat' theme with a Dr. Seuss quote on the back reading, "The more that you read, the more things you will know, The more that you know, the more places you'll go." (See additional pages for photographs, imagery release and additional item details.)

Item is being gifted to the City of St. Helens Arts & Cultural Commission to contribute to their efforts of bringing more Little Free Libraries to the community.

Location (include reasons for location choice)

Campbell Park - to add to the existing atmosphere of the area as well as to encourage literacy and inspire creativity in the community. (See additional pages for vicinity map and site plan.)

Placement (who, how, when)

The Little Free Library is constructed and ready for immediate placement. Public Works would attach the gifted Little Free Library to the also gifted Library Post with Topper. (See additional pages for how to install.)

Term (length of time you would like the donated item to remain in place)

Until item is no longer a value to the community or if the item is damaged beyond repair.

Maintenance (required maintenance and who will be expected to perform)

Every few years or when needed a new coat of Acrylic UV Varnish Gloss would be applied by the Arts and Cultural Commission. Repairs if needed would be handled by Arts and Cultural Commission. (See attached pages for more maintenance details.)

Signature



Signing this document means that you have read and understand the City's policy concerning the placement of donated items on City property, and that you, and by extension everyone belonging to the organization on behalf of whom you are filing this application, accept the terms and conditions as set forth in the Policy section of this document.

City of St. Helens, Oregon
APPLICATION FOR PLACEMENT OF DONATED ITEMS ON PUBLIC PROPERTY

Filed by: Thomas O'Hanlon

Application No: _____

Organization: _____

Date Filed: _____

Arts & Cultural or Parks Commission			
	approve	approve w/ changes	decline
Concept:			
Location:			
Term:			
Maintenance:			

Council - Concept			
	approve	approve w/ changes	decline
Concept:			
Location:			
Term:			
Maintenance:			

Public Works			
	approve	approve w/ changes	decline
Design:			
Location:			
Term:			
Maintenance:			

Community Development			
	approve	approve w/ changes	decline
Design:			
Location:			
Term:			
Maintenance:			

City of St. Helens, Oregon
APPLICATION FOR PLACEMENT OF DONATED ITEMS ON PUBLIC PROPERTY

Filed by: Thomas O'Hanlon

Application No: _____

Organization: _____

Date Filed: _____

Other agency: _____ name: _____			
	approve	approve w/ changes	decline
Design:			
Location:			
Term:			
Maintenance:			

Other agency: _____ name: _____			
	approve	approve w/ changes	decline
Design:			
Location:			
Term:			
Maintenance:			

Other agency: _____ name: _____			
	approve	approve w/ changes	decline
Design:			
Location:			
Term:			
Maintenance:			

Council - Final			
	approve	approve w/ changes	decline
Design:			
Location:			
Term:			
Maintenance:			

City of St. Helens
RESOLUTION NO. 1547

**A RESOLUTION TO APPROVE A POLICY AND APPLICATION
FOR THE ACCEPTANCE AND PLACEMENT OF DONATED ITEMS
ON CITY PROPERTY**

WHEREAS, the City of St. Helens ("City") recognizes the desire on the part of citizens to place donated items on public property; and

WHEREAS, over the years, a number of such items have been placed in various public locations around the City, some with approval and some without approval; and

WHEREAS, a policy should be adopted so that donors of such items have a clear understanding of the terms under which the City will allow the placement of such items and to provide a policy and procedure for the donation of items which addresses the concerns of the citizens and the needs of the City.

NOW, THEREFORE, the City of St. Helens resolves as follows:

Section 1. Consideration of Request. The City will consider, on a case-by-case basis, the request of any person or group of persons to place a donated item or items on public property, provided the approved procedure has been followed, and so long as the donated property meets or exceeds standards for construction and materials or species in the case of trees or shrubs.

Benches shall be made of wood and shall be contoured or flat styled pedestal outdoor benches, unless an alternative material is approved by the City Arts & Cultural Commission and/or Parks Commission. Alternative materials may be approved if the donor can show that circumstances exist that make it appropriate to use the alternative material. Benches must be purchased through a City approved manufacturer. A brass plaque in a size not to exceed 2½ x 6 inches in size may be affixed to the bench.

Trees planted in City facilities must be at least 2 inches in caliper, native to the area and fit within the existing landscape scheme of the park or the adopted tree plan for the park, as determined by the City Arts & Cultural Commission and/or Parks Commission.

Plaques may only be placed in conjunction with a bench or a tree, not as a stand alone feature. Plaques set in concrete, aggregate rock or a boulder must be made of bronze and be no larger than 8½ x 11 inches in size. Plaques affixed to benches may not exceed 2½ x 6 inches in size. No other plaques shall be allowed. Plaque design shall be approved by the City Arts & Cultural or Parks Commission.

Section 2. No Guaranteed Approval. Consideration of an application by the City does not guarantee approval. The City reserves the right to deny any application for placement of a donated item or items.

Section 3. Additional Agency Approval. City Council and staff will determine which additional agencies, if any, must review the application and grant written approval.

Section 4. Items Sole Property of the City. Items donated and placed on City property become the sole property of the City at the time of placement.

Section 5. Disposition of Donated Items. City Council shall determine the useful life span of a donated item and shall determine the disposition of the item if the item is damaged, destroyed or reaches the end of its life span.

Section 6. No Guarantee or Obligation. The City cannot guarantee the security of items donated, including works of art or memorials, and placed on public property. Placement on public property does not obligate the City to repair or replace the item.

Section 7. Removal of Items. City Council will have the authority to remove donated items temporarily or permanently at City Council's sole discretion.

Section 8. Alternate Election. If the City elects not to repair or replace damaged items permanently or to remove an item, the City will endeavor to contact the original donor(s), and, if contact is made, the donor will be given the opportunity to repair or remove the item. Repair of an item does not obligate Council to allow replacement or relocation of the item.

Section 9. Damaged Items. Damaged items which are not repaired, replaced, or recovered by donors within the time period specified by staff may be discarded at the discretion of the City Council.

Section 10. Procedure. The City Council hereby adopts the following procedure for considering the donation of items to be placed on public property:

- a. Completed application submittal on City approved form.
- b. Presentation to Arts & Cultural Commission and/or Parks Commission for concept approval.
- c. Presentation to Council for concept approval.
- d. City departmental approvals.
- e. Other agency approvals.
- f. Final Council approval.
- g. Coordination with Public Works and other outside agencies as necessary for placement.


Section 11. Form of Application. The form of application referenced in Section 10(a) above shall be similar if not exactly as outlined in Exhibit A attached.

Passed and adopted by the City Council this 18th day of August, 2010, by the following vote:

Ayes: Morten, Locke, Martyn, Barlow, Peterson

Nays: None

Approved by the Mayor: August 18, 2010


Randy Peterson, Mayor

ATTEST:


Kathy Payne, City Recorder

City of St. Helens, OR - Arts and Cultural Commission STANDARD APPLICATION FORM

Project Name Little Free Library (Cat in the Hat)

Site

- ☐ On City Property
Has the project been reviewed by Public Works? Yes/ No
- ☐ Within Historic district.
Has the project been reviewed by Historic Commission? Yes/ No
- ☒ In City Park.
Has the project been reviewed by Park Commission? Yes/ No
- ☐ Other _____

Type of Project

(See APPLICABILITY on the reverse side for projects within Arts & Cultural Commission Jurisdiction)

- ☐ Sculpture/ Monument
- ☐ Display: murals, painting, drawing, mixed media, etc
- ☒ Outdoor furnishings/ fixtures: streetlight, signage, bench, railing, etc. (designed by artists as unique elements or limited editions)
- ☐ Architecture/ Landscape Design
- ☐ Other _____

For

- ☒ Obtaining a recommendation (Application must have all required documents.)
- ☐ Review prior to formal recommendation process
- ☐ Courtesy. Project recommendation not required by the ordinance.

Documents required for recommendation review process and public hearing

- ☐ Vicinity Map
- ☐ Site plan (showing nearby structures to scale)
- ☐ Drawings (showing the complete work of art to scale)
- ☐ Narrative
 - o Material information
 - o Cost or Estimate: Initial and operational costs
 - o Maintenance methods/ plan/ schedule

Project owner/ Representative Thomas O'Hanlon / Kimberly O'Hanlon

Contact's address & phone 35485 Oakwood Dr, St. Helens (503)894-0429

Site address Campbell Park - McMichael Ave, St. Helens

Official Uses Only

Public Hearing Date _____

Received by _____ Date _____

REFERENCE: St Helens Municipal Code, Chapter 2.36 – Arts and Cultural Commission

APPLICABILITY

The processes, standards and guidelines of this article concern visual works of art located on real property owned by the city of St. Helens or such other properties made available to the city for public art use by written agreement. For purposes of this article, visual works of art include but are not limited to:

- (1) Sculptures and monuments in any combination of materials that are freestanding, wall-supported, or suspended; kinetic; or electronic.
- (2) Displays, such as murals, drawings, photographs, prints, calligraphy, or paintings in any combination of materials.
- (3) Earthworks, fibers, neon, glass, mosaics; any combination of forms of medias including sound, literary elements, film and video; hybrids of any media and new genres.
- (4) Furnishings and outdoor fixtures created by an artist as unique elements or limited editions. Examples include, but are not limited to: gates, railings, streetlights, signage, and seating.
- (5) Architecture on new city structures or landscape designs created by an artist that use architecture and landscape as an integral part of their artwork.
- (6) Temporary artworks or installations, if such artworks serve the purpose of providing community and educational outreach. (Ord. 3097 § 1, 2008; Ord. 2978 § 3, 2006; Ord. 2952 § 2, 2005)

DEFINITION

"Public art" means all forms of original works of art accessible to the public and/or public employees, including:

- (a) Painting of all media, including both portable and permanently fixed works, such as murals;
- (b) Sculpture which may be in the round, bas-relief, high-relief, mobile, fountain, kinetic, electronic and others, in any material or combination of materials;
- (c) Artistic or aesthetic elements of overall architecture or landscape design;
- (d) Other visual media including, but not limited to, prints, drawings, stained glass, calligraphy, glass works, mosaics, photography, film, clay, fiber/textiles, wood, metals, plastics or other materials or combination of materials, or crafts or artifacts;
- (e) Visual works utilizing a wide range of materials, disciplines and media which are of specific duration, including performance events, and which are documented for public accessibility after the life of the piece has ended;
- (f) Artworks that possess functional as well as aesthetic qualities, such as unique or limited edition furnishings or fixtures, including but not limited to gates, railings, streetlights, and signage.

02/19/2019

City of St. Helens
St. Helens, OR 97051

To Whom It May Concern,

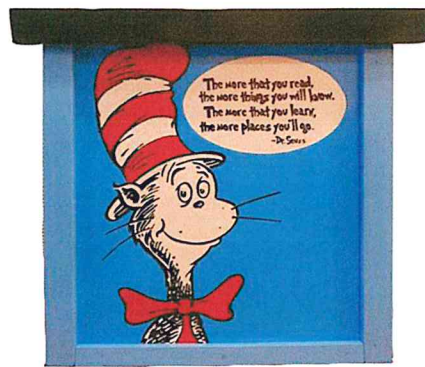
I, Thomas O'Hanlon, a resident of St. Helens, would like to gift (1) Little Free Library with registration to the City of St. Helens Arts & Cultural Commission to contribute to their efforts of bringing more Little Free Libraries to the community.

Front



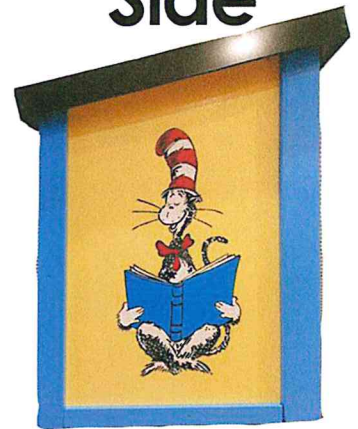
23.25" Tall

Back



18.25" Wide

Side



16" Deep

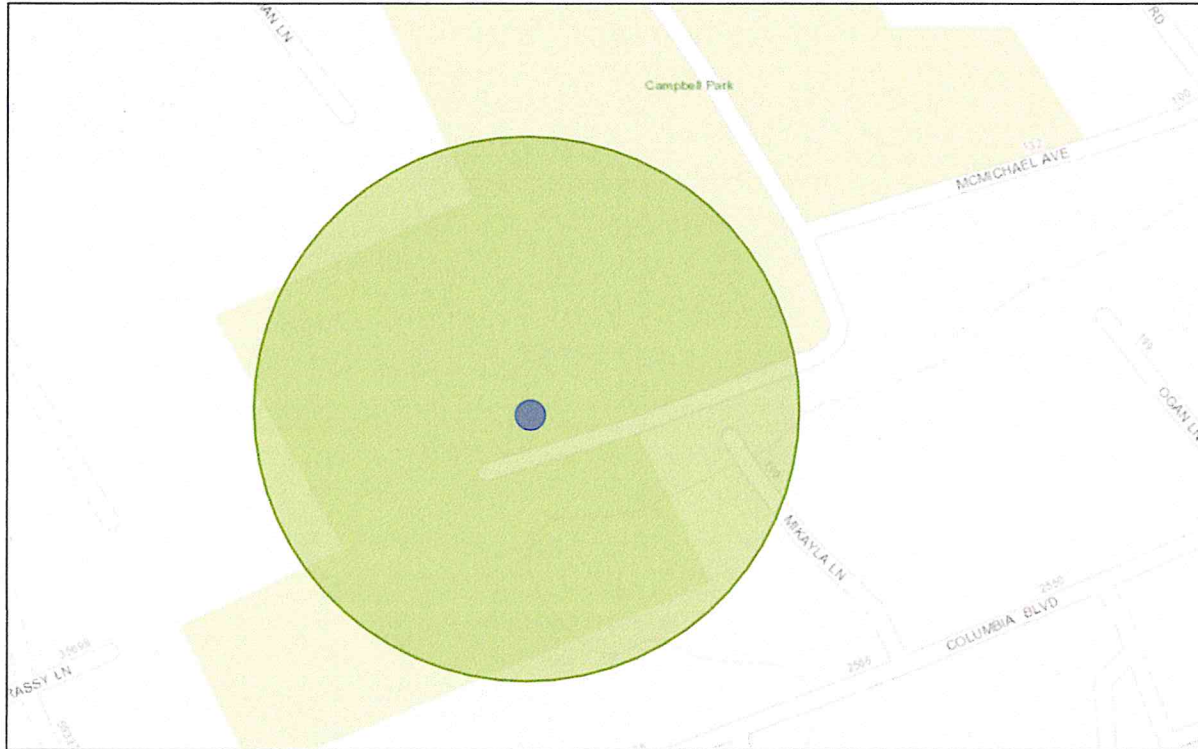
Materials and Cost:

- Two Story Shed Unfinished Kit x 1 = \$289
- Molotow Acrylic Paint & Supplies = \$24.20
- Library Post with Topper = \$79.99
- Various Books = included in cost with kit
- Little Free Library Registration = included in cost with kit

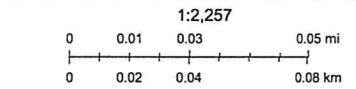
Maintenance:

- Every few years or when needed apply a new coat of Acrylic UV Varnish Gloss (preferably Molotow), retails \$7-11USD
- In case of graffiti use soft sponge and scrub with soapy water. Touch up by hand using Molotow One4All Acrylic Paint markers. Then seal with 2-3 coats of UV Varnish Gloss.

Vicinity Map



2/14/2019, 1:56:18 AM



Bureau of Land Management, State of Oregon, State of Oregon DOT, State

Bureau of Land Management, State of Oregon, State of Oregon DOT, State of Oregon GEO, Esri Canada, Esri, HERE, Garmin, INCREMENT P, USGS, EPA, USDA |

Site Plan:



**Sincerely,
Thomas O'Hanlon
St. Helens, OR 97051**



Thomas O'Hanlon <tvohanlo@gmail.com>

Permission to use Images and Text

3 messages

Thomas O'Hanlon <tvohanlo@gmail.com>
To: drseuss@drseuss.com

Tue, Feb 19, 2019 at 7:05 PM

To Whom It May Concern,

My names Thomas O'Hanlon and I wanted to inquire with you about whether it would be okay to gift a 'Little Free Library' I constructed and hand painted in a 'Cat in the Hat' theme to my small community, the City of St. Helens. It would be placed in a park by the Arts & Cultural Commission. I've attached images below of the Library. It would be given to the city for free and used by the community for free.

Thank you,
Thomas O'Hanlon
(503)894-0429
35485 Oakwood Dr.
St. Helens, OR 97051

<https://littlefreelibrary.org>

photocollage_2019211105522533.jpg
2527K

Dr. Seuss <DrSeuss@drseuss.com>

Thu, Feb 21, 2019 at 3:27 PM

To: Thomas O'Hanlon <tvohanlo@gmail.com>

Cc: "ryan.villiers@thisispxl.com" <ryan.villiers@thisispxl.com>, Nicole Gates <NicoleG@drseuss.com>

Good afternoon, Thomas!

We have reviewed your request and would be happy to have your Little Free Library become part of the St. Helens community with a few simple requests.

Please provide us with additional photos of the Little Free Library (both uninstalled and installed) for Dr. Seuss Enterprises to use in our social media accounts, on our website, and elsewhere for promotional purposes. By providing us the photos, you confirm that you have received all permissions necessary for us to use the photo without attribution.

As I am sure you know, but I am obliged to remind you, Dr. Seuss text, characters, and images are protected by copyright and trademark law and may not be used without the prior written consent of Dr. Seuss Enterprises. As such, we are not granting you permission for any other use of Dr. Seuss's intellectual property.

Thank you for including Dr. Seuss in your efforts to support reading in your community! We can't wait to see photos of this Little Free Library in its new home!

Sincerely,



Kaitlin Dominguez
Executive Assistant
Dr. Seuss Enterprises, L.P.

[Quoted text hidden]

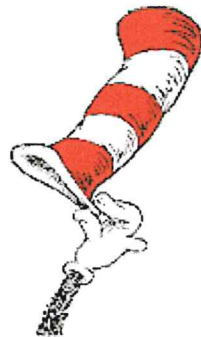


image001.png
8K

Thomas OHanlon <tvohanlo@gmail.com>
To: Kimberly Ohlig <kimohlig@gmail.com>

Thu, Feb 21, 2019 at 7:37 PM

[Quoted text hidden]

3 attachments



image001.png
8K



image003.png
6K



image003.png
6K



Thomas O'Hanlon <tvohanlo@gmail.com>

Order #30339 confirmed
1 message

Little Free Library <customerservice@littlefreelibrary.org>
To: tvohanlo@gmail.com

Tue, Jan 15, 2019 at 11:27 AM

Thank you for placing an order with Little Free Library!

We have received and are processing your order. Your order details are below.

Please note that your items may ship separately, and some items may arrive sooner than others. You will receive another email once we have finished processing your order.

Did you purchase a charter sign, and you'd like to know your charter number? You will need to wait until your charter sign arrives to learn your charter number, which will be engraved on the sign. Charter numbers cannot be provided in advance.

IMPORTANT: Please double-check your shipping address (listed below) to be sure it is correct. That is the address where we will ship your items. If an item is returned because you entered the wrong shipping address, you may be charged additional shipping costs to re-send your items.

If you have questions or concerns about your purchase, please contact us at customerservice@littlefreelibrary.org

Date 01/15/2019

Shipping address
Thomas O'Hanlon
35485 Oakwood Dr
St Helens, Oregon 97051
KotoSwag
United States

Billing address
Thomas O'Hanlon
35485 Oakwood Dr
St Helens, Oregon 97051
KotoSwag
United States

- 1x Library Post with Topper for \$79.99 each
- 1x Two Story Shed Unfinished Kit for \$289.00 each

Discount (code:): \$-28.90 USD
Subtotal : \$340.09 USD
Shipping : \$148.21 USD
Total : \$488.30 USD

Payment has been received. No further payment is required.

Thank You!
Your Friends at Little Free Library
573 County Road A, Suite 106
Hudson, WI 54016

Blick Art Materials
Portland
1115 NW Glisan St

503-223-3724

QTY	LIST	EVERYDAY	DISC OFF LIST	EXT. PRICE
=====				
232040052	GRAPHIC FILM	0.005 STENCIL		
10	\$5.82	\$5.82	S-0.58	<u>\$5.24T</u>
17771504	ART SPRAYS VANILLA	400ML		
10	\$18.30	\$12.29	S-15.33	\$2.97T
17775044	SPRAYS SHOCK BLU	MIDDLE 400ML		
10	\$16.75	\$11.19	S-13.78	\$2.97T
17771504	ART SPRAYS VANILLA	400ML		
10	\$18.30	\$12.29	S-15.33	\$2.97T
17775044	SPRAYS SHOCK BLU	MIDDLE 400ML		
10	\$16.75	\$11.19	S-13.78	\$2.97T
199101502	HOLOTOV HRRR	VANILLA PSTL 2MM		
10	\$7.15	\$7.15	\$0.00	\$7.15T
245271271	SPCLATCH TIP 1MM	2PC FOR 127 S		
10	\$5.75	\$5.75	S-0.58	\$5.17T

Final Sub Total				\$29.44
SALES TAX @ 0.0000				\$0.00
Total				\$29.44

--- EMV Auth Information ---

US DEBIT	USD	\$29.44
*****4496	Purchase	
AID:6000000000000000	Mode: Issuer	
TVR:0000046000	TSI: 6800	
IAD:06010A03500000	ARC: 00	
Chip Read	Approved 00	

Verified by PIN

--- EMV Auth Information ---

PREFERRED CUSTOMER 10%
RETAIL LOWER THAN WEB DELIVERED
Sales Associate: 9317

=====

Trx 6116 Str2230Reg004 2/01/19 17:26

=====

***** OUR RETURN POLICY *****

Returns gladly accepted with original receipt
within 30days in saleable condition and in
original packaging. Some restrictions apply,
check store for details. Web Match rebates are
proportionally deducted from any refund.



How to install Your Little Free Library

Materials

- 8 ft - 4" x 4" post
- 2 ft - 2" x 6" piece of wood
- 6 - 2 1/2" lag screws
- 3" exterior lag screws
- 3" lag bolts

1. To start, you will need an 8 ft. - 4" x 4" treated post. Any kind will work, but cedar tone is our favorite.

2. Cut the post 5 ft. long.

3. With the remaining piece make side angle braces. Cut each piece 10 3/4" long and cut 45° angles on the ends.

4. Cut a platform as wide as the Little Free Library out of the 2" x 6" piece of wood.

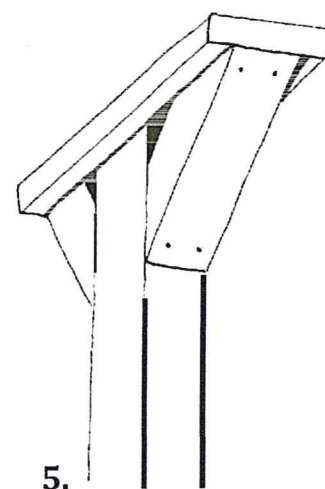
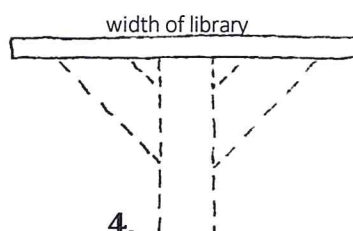
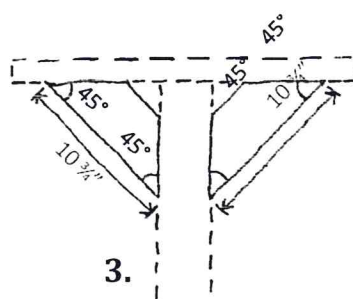
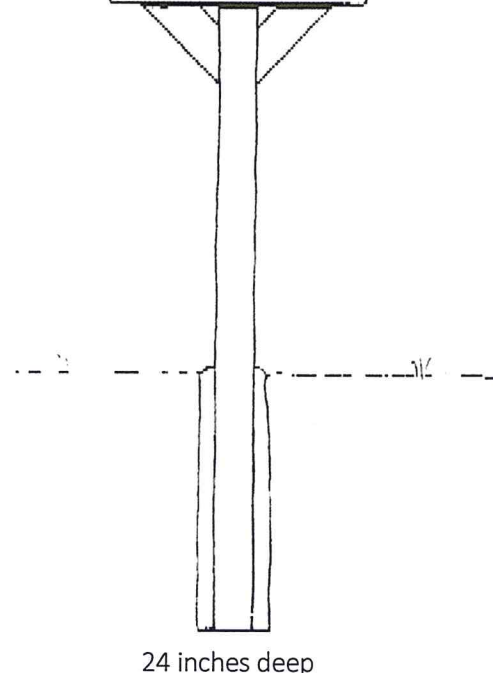
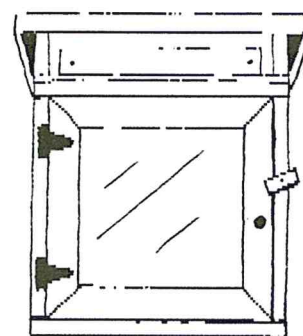
5. Mount the angled braces to the 5 ft. post with 3" exterior lag screws and then attach the 2"x6" platform using 6- 2 1/2" lag screws. First, pre-drill a slightly smaller hole to make it easier to install the lag screw. Use 3" lag screws to enhance the holding power.

6. Dig a 24" deep hole and install the post. Make sure to use a level and tamp the dirt hard with a shovel to secure the post.

7. Drill 6 holes through the top of the Little Free Library. The holes need to match up with the post platform. Use the 6- 2 1/2" lag screws to attach the platform to the library.

8. You are done! Now take a picture of you and your friends by your Little Free Library and register it via our website: www.littlefreelibrary.org.

9. Build another Little Free Library. People always say, you can't just build one!



City of St. Helens, Oregon
APPLICATION FOR PLACEMENT OF DONATED ITEMS ON PUBLIC PROPERTY

Filed by: Lynne Pettit Application No: _____
 Organization: Friends of the St. Helens Library Date Filed: _____
 Address: 34538 Kelher Drive, Warren
 Phone: 503-819-2046
 E-mail: lynnepettit@hotmail.com

RECEIVED

APR 11 2019

OFFICE OF ST. HELENS
CITY RECORDER

Detailed Description of Donated Item (attach additional pages, drawings, diagrams and photos, as necessary)

Please see photos attached of our 2 little libraries at the Food Bank and Columbia View Park.

Location (include reasons for location choice)

Walnut Tree Park - This area has an elementary school within six blocks and placement will encourage reading, especially young children to improve literacy, in a middle to low income area.

Placement (who, how, when)

Friends of the Little Library will maintain up keep of the Little Library. The city will need to install the post in a concrete fitting.

Term (length of time you would like the donated item to remain in place)

Until item is no longer needed in the community.

Maintenance (required maintenance and who will be expected to perform)

Friends of the St. Helens Library will add coats of stain, asphalt shingles or other repairs as needed.

Signature Mary A. Wiccel, PRESIDENT - Friends of the St. Helens Public Library
 4/11/2019

Signing this document means that you have read and understand the City's policy concerning the placement of donated items on City property, and that you, and by extension everyone belonging to the organization on behalf of whom you are filing this application, accept the terms and conditions as set forth in the Policy section of this document.

St Helens Parks and Trails Commission
March 11, 2019

PROJECT PROPOSAL – Walnut Tree Park-Miniature Library

Submitted by: Lynne Pettit, Friends of the St Helens Library

Proposal: Place a miniature library in Walnut Tree Park to be used by the local community. It will be maintained by the Friends of the St Helens Library.

Background:

- A miniature library is a simple box with door to protect the books from the elements and is mounted on a post. People can take a book and replace them from the miniature library. There are no fees or tracking and the system operates on the “honor system”.
- There are currently two other miniature libraries operated by Friends of the Library, located at the St. Helens Marina, and the Columbia Food Bank.
- The purpose is to encourage reading, especially amongst younger people, and improve literacy.
- The Friends of the St Helens Public Library is a 501(c)(3) non-profit organization that helps to support the St Helens Public Library. The Friends of the Library have and continue to contribute funding for purchase of library materials and equipment for both circulation and library projects.

ST. HELENS LITTLE LIBRARY

Sponsored by The Friends of the St. Helens Public Library


ST. HELENS LITTLE LIBRARY

Sponsored by The Friends of the St. Helens Public Library

TAKE A BOOK LEAVE A BOOK



COUNCIL ACTION SHEET

To:	The Mayor and Members of City Council	
From:	Sue Nelson, Public Works Engineering Director Neal Sheppard, Public Works Operations Director	
Date:	17 April 2019	
Subject:	Cascades Reserve Allocation Annual Adjustment	

Background:

Each March, the Biochemical Oxygen Demand (BOD) loading rate from Cascades is reviewed and compared with the reserve allocation from the previous year per the terms of the Operation and Use Agreement. This year, the loading from the mill has decreased from the 2017-2018 figures mainly because many of the maintenance issues with Cascades' clarifier have been rectified during the past year. Last year the reserve was set at 86.3%. Data for the past year shows that the actual loading decreased to an average of 79.8% (see table).

	2018-19				
	ME BOD	PE BOD	Total		
	Ave lbs/d	Ave lbs/d	Ave lbs/d	ME %	PE %
Mar-18	11234	2005	13239	84.86	15.14
Apr-18	19606	2208	21814	89.88	10.12
May-18	13659	1320	14979	91.19	8.81
Jun-18	4407	1066	5473	80.52	19.48
Jul-18	2943	625	3568	82.48	17.52
Aug-18	3962	441	4403	89.98	10.02
Sep-18	3677	545	4222	87.09	12.91
Oct-18	3549	772	4321	82.13	17.87
Nov-18	2548	774	3322	76.70	23.30
Dec-18	2868	1440	4308	66.57	33.43
Jan-19	1738	1223	2961	58.70	41.30
Feb-19	3344	1601	4945	67.62	32.38
Totals	73535	14020	87555		
Averages	1854.58	1653.92	3508.50	79.8	20.2

Recommendation:

Adjust Cascades' reserve to 79.8% per the terms of the Operation and Use Agreement. This number is based on the average loading from Cascades compared to the loading from the City's Primary lagoon as outlined in section 9.2.3 in the Agreement. Per the agreement, Cascades pays either the reserve minimum or for actual loading, whichever is higher.

City of St. Helens
Consent Agenda for Approval

OLCC LICENSES

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

2019 RENEWALS

<u>Business Name</u>	<u>Applicant Name</u>	<u>Location</u>	<u>Purpose</u>
• Wild Currant	Currant LLC	201 S. 1 st Street	Renewal

Accounts Payable

To Be Paid Proof List

User: jenniferj
 Printed: 04/04/2019 - 1:13PM
 Batch: 00012.03.2019 - AP 4.4.19 FY 18-19



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
ACCELA, INC. #774375									
000496									
INV-ACC45138	3/3/2019	660.00	0.00	04/04/2019				False	0
100-707-052020 Bank Service Fees				CIVICPAY TRAN FEE					
	INV-ACC45138 Total:	660.00							
	ACCELA, INC. #774375 T	660.00							
ALLSTREAM									
016479									
16015922	3/21/2019	49.11	0.00	04/04/2019				False	0
702-000-052010 Telephone				754802					
16015922	3/21/2019	24.56	0.00	04/04/2019				False	0
603-736-052010 Telephone				754802					
16015922	3/21/2019	24.55	0.00	04/04/2019				False	0
603-737-052010 Telephone				754802					
	16015922 Total:	98.22							
	ALLSTREAM Total:	98.22							
BEMIS PRINTING									
002701									
8596	3/12/2019	67.00	0.00	04/04/2019				False	0
100-715-052004 Office Supplies				ENVELOPES					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
8596 Total:		67.00							
8602	3/15/2019	410.00	0.00	04/04/2019					
100-711-052004 Office Supplies				INSPECTION REQUEST FORM					
8602 Total:		410.00							
BEMIS PRINTING Total:		477.00							
BURKHART, CAMERON									
BUR									
03302019	3/30/2019	178.77	0.00	04/04/2019					
100-706-052018 Professional Development				ASSOC WRITER AND PUB CONF REIMB CB					
03302019 Total:		178.77							
BURKHART, CAMERON		178.77							
BUSTAMANTE, ANDREA E.									
BUS									
04012019	4/1/2019	147.00	0.00	04/04/2019					
100-709-052019 Professional Services				ZUMBA CLASSES MARCH 2019					
04012019 Total:		147.00							
BUSTAMANTE, ANDREA		147.00							
CARQUEST AUTO PARTS STORES									
005845									
03312019	3/31/2019	210.75	0.00	04/04/2019					
701-000-052001 Operating Supplies				AUTO PARTS					
03312019 Total:		210.75							
CARQUEST AUTO PART		210.75							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
CASCADE CONCRETE PRODUCTS,INC.									
005925									
73260	1/28/2019	1,411.00	0.00	04/04/2019				False	0
603-735-052001 Operating Supplies				CONCRETE					
73260 Total:		1,411.00							
CASCADE CONCRETE P		1,411.00							
CENTERLOGIC, INC.									
011595									
51178	3/19/2019	1,056.43	0.00	04/04/2019				False	0
702-000-052005 Small Equipment				DELL OPTIPLEX					
51178 Total:		1,056.43							
51309	3/19/2019	1,335.00	0.00	04/04/2019				False	0
702-000-052019 Professional Services				IT SUPPORT					
51309 Total:		1,335.00							
CENTERLOGIC, INC. To		2,391.43							
CENTURY LINK									
034002									
03252019	3/25/2019	346.12	0.00	04/04/2019				False	0
702-000-052010 Telephone				966 CH DATA SHARING SERVER					
03252019 Total:		346.12							
CENTURY LINK Total:		346.12							
CITY OF COLUMBIA CITY									
007370									
03262019	3/26/2019	77.73	0.00	04/04/2019				False	0
601-732-052003 Utilities				001754-001					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
<hr/>									
03262019 Total:		77.73							
<hr/>									
CITY OF COLUMBIA CIT		77.73							
<hr/>									
CLOUD RECORDS MANAGEMENT SOLUTION, CHAVES									
006630									
190287	4/1/2019	296.16	0.00	04/04/2019				False	0
100-702-052019 Professional Services				MONTHLY USER FEE OR 0486					
<hr/>									
190287 Total:		296.16							
<hr/>									
CLOUD RECORDS MAN		296.16							
<hr/>									
COLUMBIA RIVER P.U.D.									
008325									
04012019	4/1/2019	8,549.53	0.00	04/04/2019				False	0
603-737-052003 Utilities				38633					
<hr/>									
04012019 Total:		8,549.53							
<hr/>									
COLUMBIA RIVER P.U.D		8,549.53							
<hr/>									
COMCAST									
COMCAST									
03212019	3/21/2019	1,052.22	0.00	04/04/2019				False	0
702-000-052003 Utilities				4669 CH/ LIB/ POLICE					
<hr/>									
03212019 Total:		1,052.22							
<hr/>									
03252019	3/25/2019	106.85	0.00	04/04/2019				False	0
100-708-052046 Dock Services				3930 MARINE					
<hr/>									
03252019 Total:		106.85							
<hr/>									
COMCAST Total:		1,159.07							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
DRAKES TOWING & RECOVERY									
DRA									
03182019	3/18/2019	150.00	0.00	04/04/2019				False	0
100-705-052001 Operating Supplies				TOWING					
	03182019 Total:	150.00							
	DRAKES TOWING & RE	150.00							
E2C CORPORATION									
E2C									
4313	4/1/2019	10,000.00	0.00	04/04/2019				False	0
201-000-052019 Professional Services				TINA CURRY MONTHLY CONSULTING MARKETING					
	4313 Total:	10,000.00							
	E2C CORPORATION Total	10,000.00							
EMMERT MOTORS, INC.									
020693									
134613	3/22/2019	40.52	0.00	04/04/2019				False	0
701-000-052001 Operating Supplies				BLADE					
	134613 Total:	40.52							
	EMMERT MOTORS, INC	40.52							
ERSKINE LAW PRACTICE LLC									
011522									
04012019	4/1/2019	3,235.00	0.00	04/04/2019				False	0
100-704-052019 Professional Services				3/18-3/3/29 CITY ATTORNEY SERVICES					
	04012019 Total:	3,235.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
<hr/>									
ERSKINE LAW PRACTIC		3,235.00							
ESRI, ENVIRONMENTAL SYSTEMS RESEARCH INSTITUTE INC									
011471									
93618671	4/1/2019	700.00	0.00	04/04/2019				False	0
100-710-052006 Computer Maintenance					ARCGIS DESKTOP BASIC MAINT.				
93618671	4/1/2019	1,850.00	0.00	04/04/2019				False	0
703-733-052026 Equipment Fund Charges					ARCGIS DESKTOP BASIC MAINT.				
93618671 Total:		2,550.00							
ESRI, ENVIRONMENTAL		2,550.00							
GREENHOUSE YELLOWDOOR									
15413									
04012019	4/1/2019	400.00	0.00	04/04/2019				False	0
100-709-052019 Professional Services					COOKING CLASS 10 CHILDREN REC				
04012019 Total:		400.00							
GREENHOUSE YELLOW		400.00							
HACH COMPANY									
014200									
11405343	4/1/2019	68.07	0.00	04/04/2019				False	0
601-731-052001 Operating Supplies					REAGENT SET CHLORINE FREE				
11405343	4/1/2019	136.15	0.00	04/04/2019				False	0
601-732-052001 Operating Supplies					REAGENT SET CHLORINE FREE				
11405343 Total:		204.22							
HACH COMPANY Total:		204.22							
HERREN-KENAGA, BRENDA									
015085									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
03142019	3/14/2019	86.88	0.00	04/04/2019				False	0
100-706-052018 Professional Development				MILEAGE REIMB. BH STATE DATA LIC					
03142019 Total:		86.88							
HERREN-KENAGA, BRE		86.88							
HOGAN, BRYAN HOG									
03262019	3/26/2019	20.00	0.00	04/04/2019				False	0
100-000-037004 Miscellaneous - General				REFUND DEP FOR PUBLIC REC REQUEST					
03262019 Total:		20.00							
HOGAN, BRYAN Total:		20.00							
INFLOW COMMUNICATIONS, INC 016255									
11724	4/2/2019	100.00	0.00	04/04/2019				False	0
702-000-052010 Telephone				SUPPORT WORKGROUP					
11724 Total:		100.00							
INFLOW COMMUNICAT		100.00							
JORDAN RAMIS PC 030274									
155988	3/27/2019	595.50	0.00	04/04/2019				False	0
100-701-052019 Professional Services				GENERAL					
155988 Total:		595.50							
155989	3/27/2019	560.00	0.00	04/04/2019				False	0
100-715-052049 Litigation Settlement				VANNATTA PETERSEN LITIGATION					
155989 Total:		560.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
155990	3/27/2019	858.00	0.00	04/04/2019				False	0
100-710-052019 Professional Services				VANNATTA LUBA APPEAL					
155990 Total:		858.00							
155991	3/27/2019	2,728.00	0.00	04/04/2019				False	0
703-733-052019 Professional Services				PUBLIC WORKS ENGINEERING					
155991 Total:		2,728.00							
155992	3/27/2019	428.00	0.00	04/04/2019				False	0
100-701-052019 Professional Services				FINANCE / FRANCHISE					
155992	3/27/2019	1,805.00	0.00	04/04/2019				False	0
100-715-052049 Litigation Settlement				FINANCE / FRANCHISE					
155992 Total:		2,233.00							
JORDAN RAMIS PC Tota		6,974.50							
K.L. & C. INC.									
01755									
1-3214	3/12/2019	1,090.00	0.00	04/04/2019				False	0
100-708-052001 Operating Supplies				REOMOVE FENCE REPLACE WITH GATE					
1-3214 Total:		1,090.00							
K.L. & C. INC. Total:		1,090.00							
KANAITEK, INC									
017411									
1317	4/2/2019	720.00	0.00	04/04/2019				False	0
703-733-052006 Computer Maintenance				HOSTING LAT SEWER AND STORM TRACKING					
1317 Total:		720.00							
KANAITEK, INC Total:		720.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
LAWRENCE COMPANY									
018028									
13027	4/1/2019	100.00	0.00	04/04/2019				False	0
100-715-052019 Professional Services				4/1/19-6/30/19					
	13027 Total:	100.00							
	LAWRENCE COMPANY	100.00							
LESOLLEN, JANET									
LESOLLEN									
04012019	4/1/2019	40.00	0.00	04/04/2019				False	0
100-709-052019 Professional Services				BEAD CLASS MARCH 2019 REC					
	04012019 Total:	40.00							
	LESOLLEN, JANET Total	40.00							
MALLORY SAFETY AND SUPPLY LLC									
019378									
4619924	3/27/2019	329.30	0.00	04/04/2019				False	0
100-705-052001 Operating Supplies				GLOVES					
	4619924 Total:	329.30							
	MALLORY SAFETY AND	329.30							
MASSEY JR., TERRY E.									
MASSEY JR., TERRY E.									
03262019	3/26/2019	32.00	0.00	04/04/2019				False	0
100-705-052018 Professional Development				REIMB PARKING REGJIN TRAINING T. MASSEY					
	03262019 Total:	32.00							
	MASSEY JR., TERRY E. T	32.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
METROPRESORT 020292									
INV607184	3/27/2019	398.61	0.00	04/04/2019				False	0
100-707-052019 Professional Services				DELIQUENT NOTICES					
	INV607184 Total:	398.61							
	METROPRESORT Total:	398.61							
MYRICK ATTORNEY AT LAW, JENNIFER L. 148774									
04012019	4/1/2019	1,300.00	0.00	04/04/2019				False	0
100-704-052019 Professional Services				BLALACK, GEIER , KEEPERS, CHILKDEERS, CHAARB					
	04012019 Total:	1,300.00							
	MYRICK ATTORNEY AT	1,300.00							
NATIONAL BUSINESS FURNITURE 020832									
MK522087-TDQ	3/27/2019	920.90	0.00	04/04/2019				False	0
100-709-052004 Office Supplies				RECEPTION DESK					
	MK522087-TDQ Total:	920.90							
	NATIONAL BUSINESS F	920.90							
NET ASSETS 020888									
95-201903	4/1/2019	291.00	0.00	04/04/2019				False	0
100-707-052019 Professional Services				COL CO TITLE AND ESCROW SERVICES					
	95-201903 Total:	291.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
NET ASSETS Total:		291.00							
NORTHSTAR CHEMICAL, INC.									
021556									
141118	3/26/2019	6,213.14	0.00	04/04/2019				False	0
601-732-052083 Chemicals				SODIUM HYDROXIDE					
141118 Total:		6,213.14							
NORTHSTAR CHEMICAL		6,213.14							
OLDCASTLE INFRASTRUCTURE									
021742									
020191094	2/6/2019	5,910.00	0.00	04/04/2019				False	0
605-000-052001 Operating Supplies				CB TYPE 26 BASE					
020191094 Total:		5,910.00							
OLDCASTLE INFRASTR		5,910.00							
ORKIN									
ORKIN									
185015629	2/27/2019	256.00	0.00	04/04/2019				False	0
100-715-052023 Facility Maintenance				PEST CONTROL CH 32893819					
185015629 Total:		256.00							
185015631	4/1/2019	85.00	0.00	04/04/2019				False	0
100-715-052023 Facility Maintenance				PEST CONTROL CH 32893819					
185015631 Total:		85.00							
185258058	3/22/2019	85.00	0.00	04/04/2019				False	0
100-715-052023 Facility Maintenance				PEST CONTROL CH 32893819					
185258058 Total:		85.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
ORKIN Total:		426.00							
PAPE MACHINERY									
024755									
11392063	3/25/2019	105.04	0.00	04/04/2019				False	0
701-000-052001 Operating Supplies				GAS OPERATE OUBOUND FREIGHT					
11392063 Total:		105.04							
PAPE MACHINERY Total		105.04							
PETTY CASH - SHANNA DUGGAN									
018759									
04032019	4/3/2019	50.00	0.00	04/04/2019				False	0
100-000-034031 Recreation Revenue				REC CENTER PETTY CASH					
04032019 Total:		50.00							
PETTY CASH - SHANNA		50.00							
RAMSAY SIGNS INC									
421117									
20190325	3/25/2019	63,040.10	0.00	04/04/2019				False	0
201-000-052056 Branding and Way Finding				WAYFINDING SHOW DRAWINGS PRO OF INV.					
20190325 Total:		63,040.10							
RAMSAY SIGNS INC Tot		63,040.10							
RUBENS LAWN SERVICE, JENNIFER MEABE									
028033									
0002235	3/28/2019	70.00	0.00	04/04/2019				False	0
100-705-052023 Facility Maintenance				LAWN SERVICE FOR MARCH					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
0002235 Total:		70.00							
RUBENS LAWN SERVIC		70.00							
SCAPPOOSE RURAL FIRE PROTECTION DISTRICT									
030031									
2019-10	3/27/2019	190.65	0.00	04/04/2019				False	0
100-711-052015 Intergovernmental Services				FIRE LIFE SAFETY PLAN REVIEW SERVICES					
2019-10 Total:		190.65							
2019-11	3/27/2019	28.37	0.00	04/04/2019				False	0
100-711-052015 Intergovernmental Services				FIRE LIFE SAFETY PLAN REVIEW SERVICES					
2019-11 Total:		28.37							
2019-12	3/27/2019	88.79	0.00	04/04/2019				False	0
100-711-052015 Intergovernmental Services				FIRE LIFE SAFETY PLAN REVIEW SERVICES					
2019-12 Total:		88.79							
2019-13	3/27/2019	51.47	0.00	04/04/2019				False	0
100-711-052015 Intergovernmental Services				FIRE LIFE SAFETY PLAN REVIEW SERVICES					
2019-13 Total:		51.47							
2019-14	3/27/2019	141.13	0.00	04/04/2019				False	0
100-711-052015 Intergovernmental Services				FIRE LIFE SAFETY PLAN REVIEW SERVICES					
2019-14 Total:		141.13							
2019-15	3/27/2019	96.53	0.00	04/04/2019				False	0
100-711-052015 Intergovernmental Services				FIRE LIFE SAFETY PLAN REVIEW SERVICES					
2019-15 Total:		96.53							
2019-16	3/27/2019	2,191.97	0.00	04/04/2019				False	0
100-711-052015 Intergovernmental Services				FIRE LIFE SAFETY PLAN REVIEW SERVICES					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	2019-16 Total:	2,191.97							
2019-17	3/27/2019	59.53	0.00	04/04/2019				False	0
100-711-052015 Intergovernmental Services				FIRE LIFE SAFETY PLAN REVIEW SERVICES					
	2019-17 Total:	59.53							
2019-5	3/27/2019	137.63	0.00	04/04/2019				False	0
100-711-052015 Intergovernmental Services				FIRE LIFE SAFETY PLAN REVIEW SERVICES					
	2019-5 Total:	137.63							
2019-6	3/27/2019	102.71	0.00	04/04/2019				False	0
100-711-052015 Intergovernmental Services				FIRE LIFE SAFETY PLAN REVIEW SERVICES					
	2019-6 Total:	102.71							
2019-7	3/27/2019	6,375.22	0.00	04/04/2019				False	0
100-711-052015 Intergovernmental Services				FIRE LIFE SAFETY PLAN REVIEW SERVICES					
	2019-7 Total:	6,375.22							
2019-8	3/27/2019	619.23	0.00	04/04/2019				False	0
100-711-052015 Intergovernmental Services				FIRE LIFE SAFETY PLAN REVIEW SERVICES					
	2019-8 Total:	619.23							
2019-9	3/27/2019	297.77	0.00	04/04/2019				False	0
100-711-052015 Intergovernmental Services				FIRE LIFE SAFETY PLAN REVIEW SERVICES					
	2019-9 Total:	297.77							
	SCAPPOOSE RURAL FIR	10,381.00							
SHRED-IT USA, LLC									
SHRED-IT									
8126960672	3/31/2019	290.53	0.00	04/04/2019				False	0
100-715-052019 Professional Services				CITY HALL SHRED					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
8126960672 Total:		290.53							
SHRED-IT USA, LLC Tot		290.53							
ST. HELENS SCHOOL DISTRICT									
028955									
04042019	4/4/2019	5,496.00	0.00	04/04/2019				False	0
100-000-020400 School Excise Tax				QTRLY EXCISE TAX REV LESS 1%					
04042019 Total:		5,496.00							
ST. HELENS SCHOOL DI		5,496.00							
VERIZON WIRELESS									
000720									
9826536769	3/20/2019	1,323.09	0.00	04/04/2019				False	0
100-705-052010 Telephone				271826771-0001					
9826536769 Total:		1,323.09							
9826596430	3/20/2019	36.16	0.00	04/04/2019				False	0
100-701-052010 Telephone				871458396-0001					
9826596430	3/20/2019	88.15	0.00	04/04/2019				False	0
100-711-052010 Telephone				871458396-0001					
9826596430	3/20/2019	133.19	0.00	04/04/2019				False	0
601-732-052010 Telephone				871458396-0001					
9826596430	3/20/2019	43.51	0.00	04/04/2019				False	0
603-736-052010 Telephone				871458396-0001					
9826596430	3/20/2019	43.51	0.00	04/04/2019				False	0
603-737-052010 Telephone				871458396-0001					
9826596430	3/20/2019	37.29	0.00	04/04/2019				False	0
603-738-052010 Telephone				871458396-0001					
9826596430	3/20/2019	80.02	0.00	04/04/2019				False	0
601-731-052010 Telephone				871458396-0001					
9826596430	3/20/2019	154.37	0.00	04/04/2019				False	0
703-733-052010 Telephone				871458396-0001					
9826596430	3/20/2019	51.99	0.00	04/04/2019				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
701-000-052010 Telephone				871458396-0001					
9826596430	3/20/2019	246.29	0.00	04/04/2019	False0				
703-734-052010 Telephone				871458396-0001					
9826596430	3/20/2019	88.15	0.00	04/04/2019	False0				
100-709-052010 Telephone				871458396-0001					
9826596430 Total:		1,002.63							
VERIZON WIRELESS To		2,325.72							
WETLAND SOLUTIONS NORTHWEST, LLC									
036768									
18122-3	4/1/2019	820.00	0.00	04/04/2019	False0				
202-722-052019 Professional Services				BOISE WHITE PAPER SITE WETLAND DELINEATION					
18122-3 Total:		820.00							
WETLAND SOLUTIONS		820.00							
WEX BANK									
5112									
58385145	3/23/2019	2,314.50	0.00	04/04/2019	False0				
100-705-052022 Fuel / Oil				FUEL PURCHASES					
58385145 Total:		2,314.50							
WEX BANK Total:		2,314.50							
WILCOX & FLEGEL									
037003									
0366058-IN	3/27/2019	669.92	0.00	04/04/2019	False0				
100-708-052022 Fuel / Oil				PARKS FUEL					
0366058-IN Total:		669.92							

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

WILCOX & FLEGEL Tota		669.92				
WOODRUFF, NICOLE						
N-Wood						
04042019	4/4/2019	18.33	0.00	04/04/2019	False	0
203-706-052090 LSTA Union Grant Expenses		MILEAGE REIMB. NW ILS SOFTWARE TR.				
04042019 Total:		18.33				
WOODRUFF, NICOLE To		18.33				
Report Total:		143,115.99				

Accounts Payable

To Be Paid Proof List

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 Batch: 00002.04.2019 - AP 4.11.19 FY 18-19



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
<hr/>									
AMOS, BILL									
001580									
873118	4/11/2019	390.00	0.00	04/11/2019				False	0
704-000-053017 Capital Outlay - Rec Center				ADA RAMP FOR REC CENTER					
	873118 Total:	<hr/>							
		390.00							
	AMOS, BILL Total:	<hr/>							
		390.00							
AMY LINDGREN LAW LLC									
34899									
365	4/1/2019	7,849.50	0.00	04/11/2019				False	0
100-704-052019 Professional Services				MARCH 2019					
	365 Total:	<hr/>							
		7,849.50							
	AMY LINDGREN LAW L	<hr/>							
		7,849.50							
BARBEE, DIANE									
017100									
12192018	12/19/2018	9.16	0.00	04/11/2019				False	0
203-706-052090 LSTA Union Grant Expenses				TRAINING TLC SOFTWARE D. BARBEE MILEAGE RE					
	12192018 Total:	<hr/>							
		9.16							
	BARBEE, DIANE Total:	<hr/>							
		9.16							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
BEMIS PRINTING									
002701									
8572	2/28/2019	1,120.00	0.00	04/11/2019				False	0
100-709-052008 Printing				WHT GLOSS SADDLE STITCH					
8572 Total:		1,120.00							
8586	3/8/2019	75.00	0.00	04/11/2019				False	0
704-000-053012 Capital Outlay - Parks				PARK INFO MAP					
8586 Total:		75.00							
BEMIS PRINTING Total:		1,195.00							
BUTCHER, BRANDON									
BTCHR.BR									
04102019	4/10/2019	10.00	0.00	04/11/2019				False	0
100-704-052019 Professional Services				JURY DUTY ELDRIDGE					
04102019 Total:		10.00							
BUTCHER, BRANDON T		10.00							
CITY OF ST. HELENS									
ST.HELEN									
04052019	4/5/2019	523.89	0.00	04/11/2019				False	0
704-000-053018 Capital Outlay - City Hall				PERMIT 14433 MODULAR INSTALL AT POLICE DEPT					
04052019 Total:		523.89							
CITY OF ST. HELENS To		523.89							
CLATSKANIE FOUNDATION									
CLAT									
04052019	4/5/2019	100.00	0.00	04/11/2019				False	0
203-706-052028 Projects & Programs				BALLROOM RENTAL					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
	04052019 Total:	100.00							
	CLATSKANIE FOUNDAT	100.00							
COMCAST COMCAST 04012019 702-000-052003 Utilities	4/1/2019	382.80	0.00	04/11/2019	4924 REC CENTER			False	0
	04012019 Total:	382.80							
	COMCAST Total:	382.80							
COMMUNITY ACTION TEAM, INC. 008603 04082019 603-000-034015 Sewer LID Payments	4/8/2019	3,121.00	0.00	04/11/2019	CAT LOAN PAYOFF HUTCHESON 525 S 10TH ST			False	0
	04082019 Total:	3,121.00							
040820192 203-717-033005 Grants	4/8/2019	23,058.35	0.00	04/11/2019	CAT LOAN PAYOFF RICHARDS 334 N 2ND ST			False	0
	040820192 Total:	23,058.35							
	COMMUNITY ACTION T	26,179.35							
DAHLGRENS DO IT BEST BUILDERS SUPPLY 009800 03252019 100-715-052001 Operating Supplies	3/25/2019	1.89	0.00	04/11/2019	BUILDING SUPPLIES ACCT 10026			False	0
03252019 100-715-052001 Operating Supplies	3/25/2019	5.35	0.00	04/11/2019	BUILDING SUPPLIES ACCT 10026			False	0
03252019 704-000-053017 Capital Outlay - Rec Center	3/25/2019	41.76	0.00	04/11/2019	BUILDING SUPPLIES ACCT 10026			False	0
03252019	3/25/2019	43.01	0.00	04/11/2019	BUILDING SUPPLIES ACCT 10026			False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
704-000-053017 Capital Outlay - Rec Center					BUILDING SUPPLIES ACCT 10026				
03252019	3/25/2019	5.50	0.00	04/11/2019				False	0
704-000-053017 Capital Outlay - Rec Center					BUILDING SUPPLIES ACCT 10026				
03252019	3/25/2019	77.80	0.00	04/11/2019				False	0
704-000-053017 Capital Outlay - Rec Center					BUILDING SUPPLIES ACCT 10026				
03252019	3/25/2019	80.70	0.00	04/11/2019				False	0
704-000-053017 Capital Outlay - Rec Center					BUILDING SUPPLIES ACCT 10026				
03252019	3/25/2019	200.65	0.00	04/11/2019				False	0
704-000-053017 Capital Outlay - Rec Center					BUILDING SUPPLIES ACCT 10026				
03252019	3/25/2019	34.20	0.00	04/11/2019				False	0
704-000-053012 Capital Outlay - Parks					BUILDING SUPPLIES ACCT 10026				
03252019	3/25/2019	87.36	0.00	04/11/2019				False	0
704-000-053017 Capital Outlay - Rec Center					BUILDING SUPPLIES ACCT 10026				
03252019	3/25/2019	15.66	0.00	04/11/2019				False	0
601-731-052001 Operating Supplies					BUILDING SUPPLIES ACCT 10026				
03252019	3/25/2019	9.79	0.00	04/11/2019				False	0
601-731-052001 Operating Supplies					BUILDING SUPPLIES ACCT 10026				
03252019	3/25/2019	9.70	0.00	04/11/2019				False	0
100-715-052001 Operating Supplies					BUILDING SUPPLIES ACCT 10026				
03252019	3/25/2019	61.37	0.00	04/11/2019				False	0
703-734-052001 Operating Supplies					BUILDING SUPPLIES ACCT 10026				
03252019	3/25/2019	20.95	0.00	04/11/2019				False	0
704-000-053022 Capital Outlay - Veterans Proj					BUILDING SUPPLIES ACCT 10026				
03252019	3/25/2019	65.71	0.00	04/11/2019				False	0
704-000-053022 Capital Outlay - Veterans Proj					BUILDING SUPPLIES ACCT 10026				
03252019	3/25/2019	13.68	0.00	04/11/2019				False	0
704-000-053022 Capital Outlay - Veterans Proj					BUILDING SUPPLIES ACCT 10026				
03252019	3/25/2019	47.38	0.00	04/11/2019				False	0
704-000-053012 Capital Outlay - Parks					BUILDING SUPPLIES ACCT 10026				
03252019	3/25/2019	27.80	0.00	04/11/2019				False	0
704-000-053012 Capital Outlay - Parks					BUILDING SUPPLIES ACCT 10026				
03252019 Total:		850.26							
DAHLGRENS DO IT BES		850.26							

DE ROIA, MIKE B.
452111

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
04092019	4/9/2019	338.49	0.00	04/11/2019				False	0
100-711-052018 Professional Development				OBOA SPRING INS REIMB MEALS ROOM/ M. DE ROI					
04092019 Total:		338.49							
DE ROIA, MIKE B. Total:		338.49							
DEPARTMENT OF TRANSPORTATION									
023150									
L0001865022	3/29/2019	3.00	0.00	04/11/2019				False	0
100-702-052024 Miscellaneous				FEE RECORD INQUIRY					
L0001865022 Total:		3.00							
DEPARTMENT OF TRAN		3.00							
DIETER, DAN									
48596									
02162019	2/16/2019	10.09	0.00	04/11/2019				False	0
203-706-052090 LSTA Union Grant Expenses				PASSPORT CARD PROMO MILEAGE REIMB.					
02162019 Total:		10.09							
DIETER, DAN Total:		10.09							
E2C CORPORATION									
E2C									
4322	4/9/2019	3,118.53	0.00	04/11/2019				False	0
201-000-052011 Public Information				ADVERTISING CSHPR PROPS SIGNAGE GIFT SHOP					
4322	4/9/2019	2,015.76	0.00	04/11/2019				False	0
201-000-052058 Events - Halloween				ADVERTISING CSHPR PROPS SIGNAGE GIFT SHOP					
4322 Total:		5,134.29							
E2C CORPORATION Total		5,134.29							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
FTR, LTD									
FTR LIM									
13143/01	4/5/2019	595.00	0.00	04/11/2019				False	0
100-704-052005 Small Equipment				FOR THE RECORD					
13143/01 Total:		595.00							
FTR, LTD Total:		595.00							
HERREN-KENAGA, BRENDA									
015085									
12202018	12/20/2018	18.33	0.00	04/11/2019				False	0
203-706-052090 LSTA Union Grant Expenses				TRAINING TLC ILS MILEAGE REIMB B. HERREN					
12202018 Total:		18.33							
HERREN-KENAGA, BRE		18.33							
HORTON ELECTRIC CO.									
015763									
7738	3/4/2019	1,689.77	0.00	04/11/2019				False	0
701-000-053001 Capital Outlay				CONTROL ELECTRIC GATE OPENER					
7738 Total:		1,689.77							
HORTON ELECTRIC CO		1,689.77							
HUDSON GARBAGE SERVICE									
015875									
10229676	4/1/2019	57.49	0.00	04/11/2019				False	0
100-706-052003 Utilities				1554					
10229676 Total:		57.49							
10229793	4/1/2019	131.49	0.00	04/11/2019				False	0
603-737-052003 Utilities				8333					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
10229793	4/1/2019	131.50	0.00	04/11/2019				False	0
603-736-052003 Utilities				8333					
10229793 Total:		262.99							
10229933	4/1/2019	92.64	0.00	04/11/2019				False	0
100-715-052023 Facility Maintenance				7539					
10229933 Total:		92.64							
10229934	4/1/2019	92.64	0.00	04/11/2019				False	0
100-705-052023 Facility Maintenance				7547					
10229934 Total:		92.64							
10229935	4/1/2019	86.99	0.00	04/11/2019				False	0
703-734-052003 Utilities				7555					
10229935 Total:		86.99							
10229936	4/1/2019	447.27	0.00	04/11/2019				False	0
100-705-052023 Facility Maintenance				7598					
10229936 Total:		447.27							
10229937	4/1/2019	341.44	0.00	04/11/2019				False	0
100-715-052023 Facility Maintenance				7601					
10229937 Total:		341.44							
10229938	4/1/2019	173.24	0.00	04/11/2019				False	0
100-708-052003 Utilities				7636					
10229938 Total:		173.24							
10230368	4/1/2019	120.52	0.00	04/11/2019				False	0
100-709-052023 Facility Maintenance				7056					
10230368 Total:		120.52							
10230406	4/1/2019	123.42	0.00	04/11/2019				False	0
202-722-052023 Facility Maintenance				1026					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
	10230406 Total:	123.42							
10230494	4/1/2019	44.88	0.00	04/11/2019				False	0
100-708-052003 Utilities				3955					
	10230494 Total:	44.88							
	HUDSON GARBAGE SER	1,843.52							
INGRAM LIBRARY SERVICES, INC.									
016240									
39247315	3/13/2019	351.75	0.00	04/11/2019				False	0
100-706-052033 Printed Materials				20C7921 BOOKS					
	39247315 Total:	351.75							
39316607	3/19/2019	55.20	0.00	04/11/2019				False	0
100-706-052033 Printed Materials				20C7921 BOOKS					
	39316607 Total:	55.20							
39316608	3/19/2019	31.33	0.00	04/11/2019				False	0
100-000-021300 Library Replacement Fines				20C7921 BOOKS					
	39316608 Total:	31.33							
39328380	3/19/2019	534.24	0.00	04/11/2019				False	0
100-706-052033 Printed Materials				20C7921 BOOKS					
	39328380 Total:	534.24							
39328381	3/19/2019	47.22	0.00	04/11/2019				False	0
100-000-021300 Library Replacement Fines				20C7921 BOOKS					
	39328381 Total:	47.22							
	INGRAM LIBRARY SERV	1,019.74							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
030274									
155422	3/27/2019	92.00	0.00	04/11/2019				False	0
603-735-052019 Professional Services				PAUL JOE BINGS LEGAL SERVICES					
155422 Total:		92.00							
JORDAN RAMIS PC Tota		92.00							
KARMARTSANG, MICHELE KAR									
03092019	3/9/2019	21.81	0.00	04/11/2019				False	0
203-706-052090 LSTA Union Grant Expenses				PASSPORT CARD PROMO MILEAGE REIMB.					
03092019 Total:		21.81							
KARMARTSANG, MICH		21.81							
LANG, ATTORNEY AT LAW, MARK J. 018006									
1917	4/9/2019	600.00	0.00	04/11/2019				False	0
100-704-052019 Professional Services				DOUGLAS ELDRIDE					
1917 Total:		600.00							
LANG, ATTORNEY AT LA		600.00							
LUCY HEIL ATTORNEY AT LAW 9585									
03212019	3/21/2019	1,850.00	0.00	04/11/2019				False	0
100-704-052019 Professional Services				2/4/19 THROUGH 3/21/19					
03212019 Total:		1,850.00							
LUCY HEIL ATTORNEY		1,850.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
METROPRESORT 020292									
IN607808	4/3/2019	3,085.12	0.00	04/11/2019				False	0
100-707-052019 Professional Services				REG STATEMENTS UB					
	IN607808 Total:	3,085.12							
	METROPRESORT Total:	3,085.12							
MIDWEST TAPE 020427									
97115356	3/15/2019	99.73	0.00	04/11/2019				False	0
100-706-052035 Audio Materials				ADB					
	97115356 Total:	99.73							
97143807	3/21/2019	32.24	0.00	04/11/2019				False	0
100-706-052034 Visual Materials				BLU					
	97143807 Total:	32.24							
97216099	4/5/2019	88.42	0.00	04/11/2019				False	0
100-706-052034 Visual Materials				DVD					
	97216099 Total:	88.42							
	MIDWEST TAPE Total:	220.39							
OREGON DEPT. OF STATE LANDS 023199									
20930	3/29/2019	418.68	0.00	04/11/2019				False	0
205-000-052060 Lease				WATERWAY LEASE FEE FLAT RATE 6/1-5/31					
	20930 Total:	418.68							
20931	3/29/2019	921.80	0.00	04/11/2019				False	0
205-000-052060 Lease				WATERWAY LEASE FEE FLAT RATE 6/1-5/31					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
20931 Total:		921.80							
OREGON DEPT. OF STAT		1,340.48							
PAMPLIN MEDIA GROUP, COMMUNITY NEWSPAPERS/031685									
03312019	3/31/2019	42.00	0.00	04/11/2019				False	0
203-706-052090 LSTA Union Grant Expenses				COL CO SPOTLIGHT SPL SHPL MERGER					
03312019 Total:		42.00							
PAMPLIN MEDIA GROU		42.00							
PEACEHEALTH MEDICAL GROUP OCC.HEALTH 025390									
03-075064	4/1/2019	135.00	0.00	04/11/2019				False	0
703-734-052019 Professional Services				S. HARRINGTON EXAM					
03-075064 Total:		135.00							
PEACEHEALTH MEDICA		135.00							
PETTY CASH- JAMIE EDWARDS 018757									
03282019	3/28/2019	4.99	0.00	04/11/2019				False	0
100-715-052004 Office Supplies				PETTY CASH					
03282019	3/28/2019	12.45	0.00	04/11/2019				False	0
603-737-052064 Lab Testing				PETTY CASH					
03282019	3/28/2019	10.00	0.00	04/11/2019				False	0
100-707-052018 Professional Development				PETTY CASH					
03282019	3/28/2019	9.00	0.00	04/11/2019				False	0
100-707-052018 Professional Development				PETTY CASH					
03282019	3/28/2019	54.54	0.00	04/11/2019				False	0
703-733-052018 Professional Development				PETTY CASH					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
	03282019 Total:	90.98							
	PETTY CASH- JAMIE ED	90.98							
RICOH USA, INC. 027294									
101959250	4/4/2019	352.71	0.00	04/11/2019				False	0
100-705-052023 Facility Maintenance				1496666-3356313					
	101959250 Total:	352.71							
	RICOH USA, INC. Total:	352.71							
SCAPPOOSE PUBLIC LIBRARY 7844									
04032019	4/3/2019	27.84	0.00	04/11/2019				False	0
203-706-052090 LSTA Union Grant Expenses				PASSPORT LIB CARD SIGN UPS TRAVEL					
	04032019 Total:	27.84							
	SCAPPOOSE PUBLIC LI	27.84							
SECURE PACIFIC CORPORATION 001384									
212267	4/1/2019	94.14	0.00	04/11/2019				False	0
703-734-052023 Facility Maintenance				MONOITORING 4/1-6/30					
	212267 Total:	94.14							
212268	4/1/2019	125.85	0.00	04/11/2019				False	0
100-706-052023 Facility Maintenance				MONOITORING 4/1-6/30					
	212268 Total:	125.85							
212269	4/1/2019	103.65	0.00	04/11/2019				False	0
100-705-052023 Facility Maintenance				MONOITORING 4/1-6/30					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
212269 Total:		103.65							
212270	4/1/2019	94.35	0.00	04/11/2019				False	0
100-705-052023 Facility Maintenance				MONOITORING 4/1-6/30					
212270 Total:		94.35							
212271	4/1/2019	47.10	0.00	04/11/2019				False	0
603-736-052023 Facility Maintenance				MONOITORING 4/1-6/30					
212271	4/1/2019	47.10	0.00	04/11/2019				False	0
603-737-052023 Facility Maintenance				MONOITORING 4/1-6/30					
212271 Total:		94.20							
212272	4/1/2019	157.20	0.00	04/11/2019				False	0
601-732-052023 Facility Maintenance				MONOITORING 4/1-6/30					
212272 Total:		157.20							
SECURE PACIFIC CORP		669.39							
SELSETH, JEANETTE SEL									
04102019	4/10/2019	10.00	0.00	04/11/2019				False	0
100-704-052019 Professional Services				JURY DUTY ELDRIDGE					
04102019 Total:		10.00							
SELSETH, JEANETTE To		10.00							
SHRED-IT USA, LLC SHRED-IT									
8126963776	3/31/2019	135.39	0.00	04/11/2019				False	0
100-705-052019 Professional Services				SHRED SERVICES POLICE					
8126963776 Total:		135.39							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
SHRED-IT USA, LLC Tot		135.39							
ST. HELENS MARKET FRESH IGA									
029225									
08172019	8/17/2018	270.31	0.00	04/11/2019				False	0
100-703-052041 Council Discrenary		FOOD ITEMS							
08172019 Total:		270.31							
ST. HELENS MARKET F		270.31							
STIRLING, ETHAN									
STIR									
04052019	4/5/2019	100.00	0.00	04/11/2019				False	0
703-734-052018 Professional Development		REIMB WATER DIST OP EXAM FEE E. STIRLING							
04052019 Total:		100.00							
STIRLING, ETHAN Total:		100.00							
SUNSET AUTO PARTS, INC.									
020815									
03312019	3/31/2019	13.28	0.00	04/11/2019				False	0
703-734-052001 Operating Supplies		AUTO PARTS							
03312019	3/31/2019	15.99	0.00	04/11/2019				False	0
703-734-052001 Operating Supplies		AUTO PARTS							
03312019	3/31/2019	15.33	0.00	04/11/2019				False	0
701-000-052001 Operating Supplies		AUTO PARTS							
03312019	3/31/2019	17.56	0.00	04/11/2019				False	0
100-705-052001 Operating Supplies		AUTO PARTS							
03312019	3/31/2019	39.00	0.00	04/11/2019				False	0
100-705-052001 Operating Supplies		AUTO PARTS							
03312019	3/31/2019	-10.01	0.00	04/11/2019				False	0
701-000-052001 Operating Supplies		AUTO PARTS							
03312019	3/31/2019	46.92	0.00	04/11/2019				False	0
701-000-052001 Operating Supplies		AUTO PARTS							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
03312019	3/31/2019	35.29	0.00	04/11/2019				False	0
704-000-053022 Capital Outlay - Veterans Proj				AUTO PARTS					
03312019 Total:		173.36							
SUNSET AUTO PARTS, I		173.36							
TCMS- LONGIEW									
033013									
75350	4/1/2019	228.00	0.00	04/11/2019				False	0
703-734-052023 Facility Maintenance				C10245					
75350 Total:		228.00							
75351	4/1/2019	1,300.80	0.00	04/11/2019				False	0
704-000-052028 Projects & Programs				G10115 40% OF TOTAL COST -LIBRARY					
75351	4/1/2019	1,951.20	0.00	04/11/2019				False	0
100-706-052023 Facility Maintenance				G10115 LIBRARY PAYS 60%					
75351 Total:		3,252.00							
TCMS- LONGIEW Total:		3,480.00							
TEREX SERVICES									
024530									
9091666	2/25/2019	1,203.58	0.00	04/11/2019				False	0
701-000-052001 Operating Supplies				MINI BOX STRAIGHT SHIFT SST					
9091666 Total:		1,203.58							
TEREX SERVICES Total:		1,203.58							
THE LIBRARY CORPORATION									
018420									
63976	4/3/2019	598.00	0.00	04/11/2019				False	0
100-706-052018 Professional Development				2019 CONF REG. BRENDA HERREN KENAGA					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
63976 Total:		598.00							
THE LIBRARY CORPOR		598.00							
U.S. BANK EQUIPMENT FINANCE									
033955									
381613439	4/11/2019	99.00	0.00	04/11/2019				False	0
100-715-052021 Equipment Maintenance		CONTRACT PAYMENT KYOCERA							
381613439 Total:		99.00							
U.S. BANK EQUIPMENT		99.00							
UPS									
033900									
00006550XW129	3/23/2019	92.82	0.00	04/11/2019				False	0
704-000-053022 Capital Outlay - Veterans Proj		DI ROOF SEAMERS							
00006550XW129 Total:		92.82							
UPS Total:		92.82							
WILCOX & FLEGEL									
037003									
0370337-IN	4/9/2019	106.70	0.00	04/11/2019				False	0
701-000-052001 Operating Supplies		MOBIL NUTO HYD							
0370337-IN Total:		106.70							
WILCOX & FLEGEL Tota		106.70							

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

Report Total:	62,939.07
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