



CITY COUNCIL REGULAR SESSION

Wednesday, September 04, 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. **Resolutions**
 - 4.a. Resolution No. 1863: A Resolution Establishing Drop Box Rates and Superseding Resolution No. 1828
[Res No 1863 - New Drop Box Rates PENDING 090419.pdf](#)
5. **Award Bid/Contract**
 - 5.a. Painting Contract for the Wastewater Treatment Plant to Carolyn Jenkins
Painting in the Amount of \$14,000
[9-4-19AwardPaintingWWTP.pdf](#)
6. **Approve and/or Authorize for Signature**
 - 6.a. Managing Oregon Resources Efficiently (MORE) Intergovernmental Agreement with Oregon Public Entities for Exchange of Resources and Services
[MORE_IGA_Agreement.pdf](#)
 - 6.b. Second Amended and Restated Intergovernmental Agreement with Columbia County for Homeland Security and Emergency Management Services

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.**

[9-4-19_HSEMC IGA Renewal.pdf](#)

- 6.c. Contract Payments
[090419 Contract Payments.pdf](#)

7. Consent Agenda for Approval

- 7.a. Work Session, Executive Session and Regular Session Council Minutes dated August 7, 2019
[090419 Council Minutes TO BE APPROVED.pdf](#)
- 7.b. Community Development Administrative Assistant Job Description
[DRAFT Community Development Admin Asst.pdf](#)
- 7.c. Accounts Payable Bill Lists
[Accounts Payable Bill Lists.pdf](#)

8. Mayor Scholl Reports

9. Council Member Reports

10. Department Reports

11. Other Business

12. Adjourn

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City of St. Helens
RESOLUTION NO. 1863

**A RESOLUTION ESTABLISHING DROP BOX RATES
AND SUPERSEDING RESOLUTION NO. 1828**

WHEREAS, according to Ordinance No. 3140, Section 8, Annual Rate Adjustment, commercial drop box franchise holder, Waste Management of Oregon, Inc., may adjust rates annually by a percentage equal to one-half of the annual percent change in the Consumer Price Index (CPI), not to exceed one and one-half percent (1.5%); and

WHEREAS, this year's CPI index was 157.465, up from 153.464 in July of 2018, which was an annual change of 2.607%; and

WHEREAS, one-half of the annual percent change in the CPI for this year would be 1.304%; and

WHEREAS, it is essential that this expense to the City's commercial drop box franchise holder be passed on to their customers effective October 1, 2019.

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

Section 1. Effective October 1, 2019, commercial drop box rates for the City of St. Helens at the Columbia County Transfer Station disposal site are hereby adopted as follows:

PICK-UP, DELIVERY AND DISPOSAL FEES

<u>Box Size</u>	<u>Fees</u>
40 yards	\$ 147.05
30 yards	\$ 147.05
20 yards	\$ 139.69
10 yards	\$ 133.03

COMPACTED PICK-UP, DELIVERY AND DISPOSAL FEES

<u>Box Size</u>	<u>Fees</u>
30 yards	\$280.09 plus 5% franchise fee plus \$90.70 disposal fee per ton

MISCELLANEOUS FEES

Rental per day – all sizes	\$ 4.48
Rental per month – all sizes	\$ 89.62
Mileage – all sizes	\$ 1.77
Disposal fee per ton	\$ 90.70

Plus a 5% franchise fee is added to total monthly charge.

Section 2. Resolution No. 1828 is hereby superseded by this Resolution.

Approved and adopted by the City Council on September 4, 2019, by the following vote:

Ayes:


Nays:

Rick Scholl, Mayor

ATTEST:

Kathy Payne, City Recorder

COUNCIL ACTION SHEET

To:	The Mayor and Members of City Council	
From:	Sue Nelson, Public Works Engineering Director	
Date:	4 September 2019	
Subject:	Award Painting Contract for the Wastewater Treatment Plant	

Background:

Recently the staff of the Wastewater Treatment Plant discovered some areas of rust on their metal roof and asked the City's Utility Craftsman (Roger) to take a look and re-paint the areas. After the roof was inspected, including the roof of the adjacent chlorine dosing building, it was determined that the entire roofs of both structures were in need of minor repairs and a complete recoating. The Utility Craftsman noted multiple areas with peeling paint and rust in several locations. He requested bids from four contractors. He also estimated that replacing the roofs would cost two to three times the amount of repainting. The following bids were received:

FIRM	LOCATION	BID
Jenkins House Painting	Warren, OR	\$14,000.00
Chuck Tietjens Construction	Warren, OR	No Bid
CHS Painting	Scappoose, OR	\$15,252.51

Recommendation:

Award the contract for the Wastewater Treatment Plant Painting Project, to Jenkins House Painting of Warren, Oregon as the lowest responsive bidder and authorize the Mayor to execute a Materials & Services Contract for the described work.

Attachments:

Bids received



ESTIMATE

Office (503)366-0117
CCB# 178650

August 14, 2019

TO
Waste Water Treatment Plant
451 Plymouth
St. Helens

FOR Painting Metal Roofs & Trim

Preparation:

The metal roofs on two buildings, along with the trim side panels, and gutters will be pressure washed to remove dirt and dust. As part of the pressure washing process, the roofs will be treated with 30 Second Cleaner to remove and kill any spores of mold or mildew. After the chemical sits for 10-15 minutes it will be rinsed thoroughly.

Application:

OPTION #1 : The areas on the roof with peeling paint will be scraped and spot primed with Pro-Kril Primer, (see enclosed). Followed by top coating with Multi Surface Acrylic, (see enclosed), by sprayer.

OPTION #2: The total roof surface will be primed with Pro-Kril Primer, (see enclosed). Followed by the topcoat using Sher-Kril (see enclosed).

The trim and gutters will be painted by brush. Two coats of finish will be applied.

Recommendation:

We use various types of paint and stains, based on our customers' needs. Some of the most reliable brands are Miller Paint and Sherwin Williams (SW). These paints for exterior are more durable and hold up to the weather of our great Northwest. We want the surface to be clean, dull and dry before we apply any paint. Once these conditions are met, we can prime, and apply the top coat.

Guarantee:

We at Carolyn Jenkins Painting take pride in our workmanship. By taking the time to properly prepare the surfaces before we even lift a brush. This is the most important factor contributing to the longevity of a paint finish. Paint will only adhere to a surface which is clean, dry and dull, sanded and sealed. As with any paint job more than 90% of the work involved should be with preparation of the surface.

Estimate: OPTION #1 \$ 10,060.⁰⁰
OPTION #2 : \$14,000 ⁰⁰

This estimate is for completing the job as described above. It is based on our evaluation and does not include material price increases or additional labor and materials which may be required should unforeseen problems arise after the work has started.

A deposit of 25% of the job estimate will be required prior to commencing of any work. This proposal may be withdrawn from us if not accepted within 10 days. Upon verbal acceptance, we will schedule a start date, discuss paint brands and colors and sign an acceptance agreement.

Thank You,

Carolyn A. Jenkins



Estimate

1907-0915-5821
2019-07-12

CHS Painting
51855 SE 9th St
Scappoose Oregon 97056
info@customhomeservices.co
503-543-4875
CCB 187653

Aaron Kunders
984 Oregon Street
St Helens Or 97051
aaronk@ci.st-helens.or.us
503-397-2344

Waste Water Treatment Plant
451 Plymouth Street, St Helens, Or, 97051

Description

SCOPE OF WORK

Includes all Surface preparation, All necessary materials, all necessary labor, clean - up

All roof sides are starting to peel and rust. Front back and 2 sides

Wash & Clean roof complete

Sand & scrape all paint failure areas on roof down to solid

Prime complete roof areas with a industrial rust inhibiting bonding primer

Paint complete all roofs, side panels, gutters and trim with industrial grade DTM metal paint

ADD. 7-12. Paint Hypo building also along with main. Same specifications

Note. I have allocated what i believe is enough prep time to get rid of all paint failure areas, but is hard to know for sure until start going. If it looks like at any point we will go over budget we will let you know immediately that we may need to re adjust budget on this portion

Above are all items included in proposal, Please look over and if there is anything else you would like included, just let us know

Products

Industrial Metal bonding primer

Industrial DTM paint

Services

Description

Power Wash

Wash & Clean roof before painting

Scrape/Sand

sand, scrape and prime all paint failure areas

Prime Metal Roof

Paint Metal roof

Gutters

paint all gutters

Trim Molding
2 coats

Materials

Description

Materials

Prepping materials such as plastic, tape, caulking and patching compound.

Paint

Description

Sherwin Williams

Per Specifications

<i>Subtotal</i>	\$15,252.51
<i>Tax</i>	\$0.00
<i>Total</i>	\$15,252.51

All of the above work to be completed in a professional manner, per PDCA Industry Standards and Guidelines

Invoicing & Payment

25% deposit required before start of job on amounts over \$5000.00

Payment due upon completion of work. Client shall pay invoice upon receipt of invoice.

Any additional work needed or discovered not in original quote will be brought to the customers attention to get approval before proceeding. Additional work is billed at time and material with labor charge of \$58.50 per hour

Estimates are valid for 60 days

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. CHS Painting is authorized to do the work as specified. Payment will be made as outlined above.

Signature:_____ **Date**_____

Accept via Email: Reply to this email to confirm your acceptance of this pricing and project. No signature/date required.

MANAGING OREGON RESOURCES EFFICIENTLY {**MORE**}

INTERGOVERNMENTAL AGREEMENT for resources and services

This Agreement is made between the SIGNED PARTIES pursuant to the authority provided by ORS Chapter 190 and shall be referred as the **MORE-IGA** {Managing Oregon Resources Efficiently Intergovernmental Agreement} ("**AGREEMENT**").

WHEREAS:

1. Each **PARTY** owns certain equipment and materials, and provides services that may be useful to another **PARTY** for public works, municipal, transportation, engineering, construction, operations, maintenance, service districts, emergency management and related activities; and
2. The **PARTIES** agree that sharing equipment, materials, and services promotes the cost-effective and efficient use of public resources; and
3. The **PARTIES** desire to enter into this **AGREEMENT** to establish procedures for sharing equipment, materials, resources, and services, and defining legal relationships and responsibilities. Therefore, in consideration of the mutual covenants herein, it is

AGREED:

1. The **PARTIES** shall make available to each other vehicles, equipment, machinery, materials, related items ("**EQUIPMENT OR MATERIALS**") and/or services in the manner and on the terms and conditions provided herein. The **PARTY** supplying the services or the **EQUIPMENT OR MATERIALS** shall be designated as the "**PROVIDER**" herein. The **PARTY** receiving the services or assuming the use of **EQUIPMENT OR MATERIALS** shall be designated as the "**USER**" herein.
2. A cost estimate for specific services will be supplied by the **PROVIDER** at the request of the **USER**. Service **PROVIDERS** shall maintain an accurate cost accounting system, track expenditures and provide monthly billing to **USER**. Unless other arrangements are agreed upon by the **PARTIES**, **PROVIDER'S** invoices will be paid by **USERS** in full within thirty (30) days of billing.
3. **EQUIPMENT OR MATERIALS** and/or services shall be provided upon reasonable request at mutually convenient times and locations. The **PROVIDER** retains the right to refuse to honor a request if the **EQUIPMENT OR MATERIALS** are needed for other purposes, if providing the **EQUIPMENT OR MATERIALS** would be unduly inconvenient, or if for any other reason, the **PROVIDER** determines in good faith that it is not in its best interest to provide a particular item at the requested time. **EQUIPMENT OR MATERIALS** shall be returned immediately at **PROVIDER'S** request.
4. The **USER** receiving the **EQUIPMENT OR MATERIALS** shall take proper precaution in its operation, storage and maintenance. **EQUIPMENT OR MATERIALS** shall be used only for its intended purpose. The **USER** shall permit the **EQUIPMENT OR MATERIALS** to be used only by properly trained, properly licensed, and supervised operators. The **USER** shall be responsible for **EQUIPMENT OR MATERIALS** repairs necessitated by misuse or negligent operation and for the maintenance and/or replacement of high wear items (i.e., milling machine teeth, etc.). The **USER** shall not be responsible for scheduled preventive maintenance (**P.M.**) unless **EQUIPMENT OR MATERIALS** hours used exceeds the **P.M.** schedule periods and has been agreed by the **PROVIDER**. The **USER** shall perform and document required written maintenance checks prior to and after use and shall provide routine daily maintenance of **EQUIPMENT OR MATERIALS** (i.e., fluid checks, lubricating, etc.) during the period in which the **EQUIPMENT OR MATERIALS** is in **USER'S** possession.
5. **PROVIDER** shall endeavor to provide **EQUIPMENT OR MATERIALS** in good working order and to inform **USER** of any information reasonably necessary for the proper operation of the **EQUIPMENT OR MATERIALS**. The **EQUIPMENT OR MATERIALS** are provided "as is", with no representation or warranties as to its condition or its fitness for a particular purpose. **USER** shall be solely responsible for selecting the proper **EQUIPMENT OR MATERIALS** for its needs and inspecting **EQUIPMENT OR MATERIALS** prior to use. It is acknowledged by the **PARTIES** that the **PROVIDER** is not in the

business of selling, leasing, renting or otherwise providing EQUIPMENT OR MATERIALS to others, and that the PARTIES are acting only for their mutual convenience and efficiency.

6. The PARTIES shall provide EQUIPMENT OR MATERIALS storage to each other, at no charge, upon request when mutually convenient. It is recognized that such storage is for the benefit of the PARTY requesting it. The PARTY storing the EQUIPMENT OR MATERIALS shall be responsible for providing a reasonably safe and secure area and not responsible nor liable for theft or damage.
7. The PROVIDER may require, in its sole discretion, that only PROVIDER'S personnel operate EQUIPMENT OR MATERIALS. In so doing, PROVIDER shall be deemed an independent contractor and PROVIDER'S employees shall not be deemed employees of USER. The PROVIDER'S operator shall perform under the general direction and control of the USER, but shall retain full control over the manner and means of using the EQUIPMENT OR MATERIALS.
8. For the purposes of this AGREEMENT, the PARTIES are independent contractors. Nothing herein shall alter the employment status of any workers providing services under this AGREEMENT. Such workers shall at all times continue to be subject to all standards of performance, disciplinary rules and other terms and conditions of their employer. No USER shall be responsible for the direct payment of any salaries, wages, compensation or benefits for PROVIDER'S workers performing services to USERS under this AGREEMENT.
9. Each PARTY shall be solely responsible for its own acts and those of its employees and officers under this AGREEMENT. No PARTY shall be responsible or liable for consequential damages to another PARTY arising out of providing or using EQUIPMENT OR MATERIALS or services under this AGREEMENT. PROVIDERS requiring that their personnel operate EQUIPMENT OR MATERIALS shall, within limits of the Oregon Constitution and the Oregon Tort Claims Act, hold harmless, indemnify and defend the USER, its officer, agents and employees from all claims arising solely by reason of any negligent act by persons designated by PROVIDER to operate EQUIPMENT OR MATERIALS. Notwithstanding the above, the USER shall bear sole responsibility for ensuring that it has the authority to request the work, for its designs and for any representations made to the PROVIDER regarding site conditions or other aspects of the project. The PROVIDERS of the EQUIPMENT OR MATERIALS shall adequately insure the EQUIPMENT OR MATERIALS or provide self-insurance coverage.
10. Any PARTY may terminate its participation by providing thirty (30) days written notice to the other PARTIES. Any amounts due and owing by a terminating PARTY shall be paid within thirty (30) days of termination.
11. Nothing herein shall be deemed to restrict authority of any of the PARTIES to enter into separate agreements governing the terms and conditions for providing EQUIPMENT OR MATERIALS or services on terms different than specified herein.
12. Any **OREGON PUBLIC ENTITY** may become a PARTY to this AGREEMENT. Each PARTY in accordance with the applicable procedures of that PARTY shall approve this AGREEMENT. This AGREEMENT will be executed separately by each PARTY and shall be effective as to each PARTY and binding among all the PARTIES that have signed this AGREEMENT on the date of execution and sending a copy of the signed AGREEMENT to the **CONTRACT ADMINISTRATOR**. The current CONTRACT ADMINISTRATOR is:

Scott Wilson, Marion County Public Works, 5155 Silverton Road NE, Salem, Oregon 97305
Telephone: 503.365.3129 E-mail: SWWilson@co.marion.or.us

A new CONTRACT ADMINISTRATOR may be named at any time with the approval of a majority of the PARTIES.

13. This AGREEMENT may be amended by written amendment signed by all of the PARTIES.

- end of the AGREEMENT narrative -

*Final MORE-IGA narrative revision date: **March 5, 2013** (no changes or additions are allowed to the above)*

MORE-IGA SIGNATURE PAGE

(MANAGING OREGON RESOURCES EFFICIENTLY INTERGOVERNMENTAL AGREEMENT)

IN THE WITNESS WHEREOF, the PUBLIC ENTITY _____ (PARTY) has
caused this AGREEMENT to be executed by its duly authorized representatives as the date of their signatures below:

Signature of Officer Date Officer's title

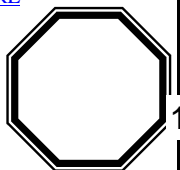
Signature of Officer Date Officer's title

Signature of Counsel Date Counsel's title

Name & title of the AGENCY'S IGA OVERSEER: _____	
Address: _____ _____	
Office Phone: _____	Cell Phone: _____
E-mail: _____	

<i>Optional:</i> Name & title of Agency's 2 nd Contact: _____	
Office Phone: _____	Cell Phone: _____
E-mail: _____	

1. Mail the **original signed MORE-IGA SIGNATURE PAGE** (this page – *actual hard copy page*) to:
Scott Wilson, CONTRACT ADMINISTRATOR for distribution to member agencies.
Marion County, 5155 Silverton Road NE, Salem, Oregon 97305 E-mail: SWWilson@co.marion.or.us
Telephone: 503.365.3129 MORE-IGA web site: <http://www.co.Marion.or.us/PW/Roads/MORE>
2. Retain a 2nd **original signed MORE-IGA SIGNATURE PAGE** for your records (a total of 2-sets are required).
3. Send additional agency staff contacts' e-mail addresses to the above CONTRACT ADMINISTRATOR.
4. Copy other PARTIES' **MORE-IGA SIGNATURE PAGES** for your agency's records from the above MORE-IGA web site.



INSTRUCTIONS FOR THE MORE-IGA

(MANAGING OREGON RESOURCES EFFICIENTLY INTERGOVERNMENTAL AGREEMENT)

*“Doing **MORE** with less!”*

The following is directed to officials of local and state governments that may want to participate in the accompanying **MORE-IGA** [AGREEMENT]. There are four pages to the MORE-IGA:

- The MORE-IGA narrative – pages 1-2
 - **MORE-IGA SIGNATURE PAGE** – page 3
 - **INSTRUCTIONS FOR THE MORE-IGA** (this page) – page 4
- a. The purpose of the MORE-IGA is for to exchange EQUIPMENT OR MATERIALS or services between OREGON PUBLIC ENTITIES.
 - b. All PARTIES, who sign the AGREEMENT, must honor the AGREEMENT entirely.
 - c. Each PUBLIC ENTITIES shall identify an AGENCY’S IGA OVERSEER which will process, file and will receive and maintain IGA documents.
 - d. Scott Wilson of Marion County has agreed to act as the CONTRACT ADMINISTRATOR. The CONTRACT ADMINISTRATOR will notify all the AGENCY’S IGA OVERSEERS for all PARTIES. The CONTRACT ADMINISTRATOR will not resolve any disputes of the AGREEMENT PARTIES, nor would Marion County or its employees be liable for any damages sought between any two other PARTIES.
 - e. Each new PARTY shall execute the **MORE-IGA SIGNATURE PAGE** in two original sets: One shall be filed with the CONTRACT ADMINISTRATOR for approval, filing and distribution, and the second for the PARTY entity’s records.
 - f. Each AGENCY’S IGA OVERSEER will receive digital copies of the **MORE-IGA SIGNATURE PAGE** from the web site: <http://www.co.Marion.or.us/PW/Roads/MORE> for their records. The CONTRACT ADMINISTRATOR will directly inform the AGENCY’S IGA OVERSEERS of new Agencies signers by e-mail.
 - g. After the signature and approval process is completed, any PARTY may directly approach any other PARTY for exchange of equipment, materials, resources, and services. There is no need to coordinate requests amongst other PARTIES or with the CONTRACT ADMINISTRATOR.
 - h. It is important to note paragraph 3 (page 1): “The PROVIDER retains the right to refuse to honor a request”.
 - i. The CONTRACT ADMINISTRATOR maintains two-e-mail lists: 1) Each PUBLIC ENTITIES’ AGENCY’S IGA OVERSEERS; 2) other PUBLIC ENTITIES’ staff that want to be informed of MORE members’ news, announcements, and activities. MORE members will schedule and host meetings 3-times a year to discuss joint issues.
 - j. An optional 2nd agency contact person can identify on the **MORE-IGA SIGNATURE PAGE** which will also receive direct ongoing correspondence of MORE’s activities or of its members.
 - k. The IGA, list of PUBLIC ENTITIES with agencies’ contacts, digital file copies of **MORE-IGA SIGNATURE PAGES**, meeting announcements, and members’ news are found on <http://www.co.Marion.or.us/PW/Roads/MORE>

Questions or concerns may be addressed to:

Scott Wilson, CONTRACT ADMINISTRATOR

Marion County, 5155 Silverton Road NE, Salem, Oregon 97305

Telephone: 503.365.3129

E-mail: SWWilson@co.marion.or.us

History: An original joint agency IGA for shared services was originally signed by Multnomah County, the City of Gresham and Oregon Department of Transportation in 1996. By the provision of a 1999 ADDENDUM, other parties agreed to sign the agreement. The IGA was revised in July 2002 and was named PMAT-IGA (PORTLAND METROPOLITAN AREA TRANSPORTATION CO-OPERATIVE INTERGOVERNMENTAL AGREEMENT) with 33-signing agencies. In February 2013 the MORE-IGA, with a more statewide focus, was crafted in tandem to eventually replaced PMAT-IGA.

A second ODOT IGA (OMAT), which allows agencies work with ODOT, can be obtained by contacting:

Rita Gill, OMAT Administrator, Oregon Department of Transportation, Region 1-Contracts & Agreements Unit;

123 NW Flanders Street, Portland, OR 97209-4012;

Telephone: 503-731-8548; e-mail: Syreeta.Gill@ODOT.state.or.us

MORE IGA

Welcome to the MORE-IGA Page!

MORE is the acronym for Managing Oregon Resources Efficiently Intergovernmental Agreement (MORE-IGA).

MORE promotes the cost-effective and efficient use of public resources between public agencies in Oregon, by the authority ORS Chapter 190 of intergovernmental agreements.

Doing MORE With Less!

The MORE-IGA allows public agencies in Oregon to share resources including equipment, materials, and services for public works, municipal, transportation, engineering, construction, operations, maintenance, emergency management, and related activities.


This website has links to the MORE-IGA itself as well as the list of current agencies that are participating and their contacts.




MORE Information


Participating Agencies
(/PW/Roads/MORE/Pages/agencies.aspx)


Bulletin Board
(/PW/Roads/MORE/Pages/bulletin.aspx)

 What is the MORE IGA?
(/PW/Roads/MORE/Documents/MOREAgreementIntro.pdf)

 MORE Intergovernmental Agreement
(/PW/Roads/MORE/Documents/moreiga.pdf)

PMAT Agreement Termination Notices
(/PW/Roads/MORE/Pages/pmattermination.aspx)

 Information about Multi-Agency Intergovernmental Agreements in Oregon
(/PW/Roads/MORE/Documents/MultiAgencyIGAINfo.pdf)

 MORE Article, T2 OREGON Roads Newsletter, Spring 2013
(/PW/Roads/MORE/Documents/moreigastoryv4.pdf)
















Questions can be directed to:

Scott Wilson, MORE Contract Administrator for Marion County
Telephone: (503) 365-3129 or E-mail: SWWilson@co.marion.or.us (mailto:SWWilson@co.marion.or.us)







Participating Agencies

MORE Intergovernmental Agreement Participating Agencies



View MORE Signing Agencies by Date (/PW/Roads/MORE/Pages/agenciesbydate.aspx)

Agency	County Location	Agency Info
A		
Astoria, City of	Clatsop	 Signature Page (/PW/Roads/MORE/Documents/MORE060Astoria.pdf)
Aumsville, City of	Marion	 Signature Page (/PW/Roads/MORE/Documents/MORE067Aumsville.pdf)
Aurora, City of	Marion	 Signature Page (/PW/Roads/MORE/Documents/MORE054Aurora.pdf)
B		
Bay City	Tillamook	 Signature Page (/PW/Roads/MORE/Documents/more020baycity1.pdf)
Benton County	---	 Signature Page (/PW/Roads/MORE/Documents/more10bentonco3.pdf)
Boring Water District	Clackamas	 Signature Page (/PW/Roads/MORE/Documents/more006boringwater5.pdf)
Brooks Community Service District	Marion	 Signature Page (/PW/Roads/MORE/Documents/MORE055BrooksServDist.pdf)
C		
Chemeketa Community College	Marion	 Signature Page (/PW/Roads/MORE/Documents/more034chemeketacc2.pdf)
Clackamas County	---	 Signature Page (/PW/Roads/MORE/Documents/more021clackamasco2.pdf)
Clackamas County Service District No. 1	Clackamas	 Signature Page (/PW/Roads/MORE/Documents/MORE-IGA%2073.pdf)
Clackamas Soil and Water Conservation District	Clackamas	 Signature Page (/PW/Roads/MORE/Documents/MORE090ClackamasSWCD.pdf)
Clatsop County	---	 Signature Page (/PW/Roads/MORE/Documents/more037clatsopco1.pdf)
Columbia County	---	 Signature Page (/PW/Roads/MORE/Documents/more030columbiaco2.pdf)
Coos County	---	 Signature Page (/PW/Roads/MORE/Documents/more024coosco1.pdf)
Corvallis, City of	Benton	 Signature Page (/PW/Roads/MORE/Documents/more023corvallis.pdf)
Crook County	---	 Signature Page (/PW/Roads/MORE/Documents/more003crookco4.pdf)




D

Dallas, City of	Polk	 Signature Page (/PW/Roads/MORE/Documents/more033dallas1.pdf)
Deschutes County	---	 Signature Page (/PW/Roads/MORE/Documents/more040deschutesco1.pdf)
Detroit, City of	Marion	 Signature Page (/PW/Roads/MORE/Documents/more008detroit3.pdf)
Donald, City of	Marion	 Signature Page (/PW/Roads/MORE/Documents/MORE078Donald.pdf)
Douglas County	---	 Signature Page (/PW/Roads/MORE/Documents/MORE022DouglasCo.pdf)
Dundee, City of	Yamhill	 Signature Page (/PW/Roads/MORE/Documents/MORE079Dundee.pdf)




E

East Salem Service District	Marion	 Signature Page (/PW/Roads/MORE/Documents/MORE056EastSalemServDist.pdf)
Eugene, City of	Lane	 Signature Page (/PW/Roads/MORE/Documents/MORE085Eugene.pdf)





F

Falls City, City of	Polk	 Signature Page (/PW/Roads/MORE/Documents/more025fallcity1.pdf)
Fargo Interchange Service District	Marion	 Signature Page (/PW/Roads/MORE/Documents/MORE057FargoServDist.pdf)
Forest Grove, City of	Washington	 Signature Page (/PW/Roads/MORE/Documents/more004forestgrove4.pdf)


G

Gates, City of	Linn, Marion	 Signature Page (/PW/Roads/MORE/Documents/more046gates.pdf)
Grants Pass, City of	Josephine	 Signature Page (/PW/Roads/MORE/Documents/more049grantspass.pdf)
Gresham, City of	Multnomah	 Signature Page (/PW/Roads/MORE/Documents/more027gresham1.pdf)


H

Hillsboro, City of	Washington	 Signature Page (/PW/Roads/MORE/Documents/more009hillsboro3.pdf)
Hood River, City of	Hood River	 Signature Page (/PW/Roads/MORE/Documents/MORE083HoodRiver.pdf)
Hood River County	---	 Signature Page (/PW/Roads/MORE/Documents/more048hoodriverco.pdf)
Hubbard, City of	Marion	 Signature Page (/PW/Roads/MORE/Documents/more018hubbard1.pdf)



I

Independence, City of	Polk	 Signature Page (/PW/Roads/MORE/Documents/more0026independence1.pdf)
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J

Josephine County	---	 Signature Page (/PW/Roads/MORE/Documents/MORE051JosephineCo.pdf)
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K

Keizer, City of	Marion	 Signature Page (/PW/Roads/MORE/Documents/MORE064Keizer.pdf)
Klamath County	---	 Signature Page (/PW/Roads/MORE/Documents/MORE050KlamathCo.pdf)


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Labish Village Service District	Marion	 Signature Page (/PW/Roads/MORE/Documents/MORE058LabishVillageServDist.pdf)
Lake Oswego, City of	Clackamas, Multnomah, Washington	 Signature Page (/PW/Roads/MORE/Documents/more005lakeoswego4.pdf)
Lane County	---	 Signature Page (/PW/Roads/MORE/Documents/more015laneco3.pdf)
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Linn County	---	 Signature Page (/PW/Roads/MORE/Documents/more014linnco3.pdf)
Lyons, City of	Linn	 Signature Page (/PW/Roads/MORE/Documents/MORE080Lyons.pdf)




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Marion Area Multi Agency Emergency Telecommunications, METCOM 911	Linn, Marion	 Signature Page (/PW/Roads/MORE/Documents/more047metcom1.pdf)
Marion County	---	 Signature Page (/PW/Roads/MORE/Documents/moreigamarioncosignaturepg4.pdf)
Marion County Housing Authority	Marion	 Signature Page (/PW/Roads/MORE/Documents/MORE069MarionCoHousingAuthority.pdf)
Marion Soil and Water Conservation District	Marion	 Signature Page (/PW/Roads/MORE/Documents/more039marionsoilandwater1.pdf)
Maywood Park, City of	Multnomah	 Signature Page (/PW/Roads/MORE/Documents/MORE063MaywoodPark.pdf)
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Monroe, City of	Benton	 Signature Page (/PW/Roads/MORE/Documents/MORE091Monroe.pdf)
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

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Santiam Water Control District	Marion	 Signature Page (/PW/Roads/MORE/Documents/MORE059SantiamWaterDist.pdf)
Scappoose, City of	Columbia	 Signature Page (/PW/Roads/MORE/Documents/MORE066Scappoose.pdf)
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TriMet	Clackamas, Multnomah, Washington	 Signature Page (/PW/Roads/MORE/Documents/more036trimet1.pdf)
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Water Environment Services	Clackamas	 Signature Page (/PW/Roads/MORE/Documents/MORE-IGA%2075.pdf)
West Linn, City of	Clackamas	 Signature Page (/PW/Roads/MORE/Documents/more029westlinn1.pdf)
Wood Village, City of	Multnomah	 Signature Page (/PW/Roads/MORE/Documents/MORE052WoodVillage.pdf)
Woodburn, City of	Marion County	 Signature Page (/PW/Roads/MORE/Documents/MORE065Woodburn.pdf)

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September 2019

HSEMC Affiliate Member program

Thank you for being partners and members of the HSEMC. Changes are underway so that businesses and other private entities can join as affiliate members. This helps meet the mission of the HSEMC and Emergency Management Department by including more of the community in ongoing activities and enhancing preparedness and recovery capabilities throughout Columbia County.

The services of the Emergency Management Department will be available to members including; planning, training and opportunities to participate in HSEMC activities. The department brings expertise and value to private business and other organizations and all members benefit from well prepared organizations across the County.

Membership outreach materials are attached. Please review and share widely. Emergency Management and County Leadership are available to present to interested groups and the Deputy Director will meet with new and existing members to review their business planning needs. If you would like to be a part of the outreach efforts please let staff know.



What is the HSEMC?

The Columbia County Homeland Security and Emergency Management Commission (HSEMC) is a steering committee currently made up of public sector representatives from around the county.

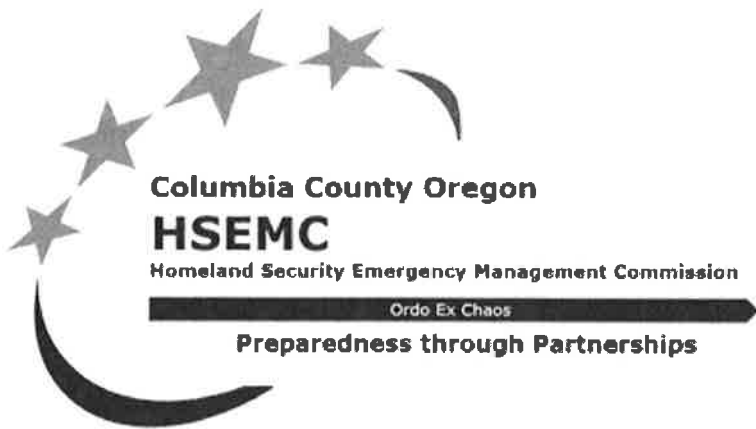
The mission of HSEMC is to build and maintain whole community disaster preparedness, response and recovery capabilities.

HSEMC was created July 23, 2008 (by Board Order no. 69-2008 and Ordinance No. 2008-2) as a joint venture between special districts, cities and Columbia County to enhance the ability of the Emergency Management Department to serve the county. Its purpose is to provide advice and direction to the Board of County Commissioners and the County Emergency Management Director.

The HSEMC focuses on improving intra-county preparedness and coordination by involving partners and stakeholders in determining the direction and priorities of the Emergency Management Department. The committee meets on a regular basis, usually on the second Thursday of every other month.

HSEMC public sector members sign the HSEMC Inter-Governmental Agreement (IGA). This document is an agreement by the signing agency that they will share, with the County, in the costs of maintaining an HSEMC Coordinator. The Coordinator carries out assignments from the HSEMC and supports the Department of Emergency Management with various intra-county, outreach, disaster mitigation, preparedness, response, and recovery duties.

This year the HSEMC is renewing the IGA and founding Ordinance. Changes are being made so that businesses and other private entities can join as affiliate members. This helps meet the mission of the HSEMC and Emergency Management Department by including more of the community in ongoing activities and enhancing preparedness and recovery capabilities throughout Columbia County.



Benefits of membership

Be a prepared partner and get back to work sooner after disaster!

Through public-private partnerships both government and the private sector can:

- Create more resilient communities
- Be a part of the emergency management knowledge community
- Enhance situational awareness
- Expand reach and access for communication with first responders
- Opportunities for volunteer recruitment and projects including "Day of Service" events
- Improve coordination with other public and private efforts
- Maintain strong relationships, built on mutual understanding
- Influence Columbia County policy direction related to emergency management and preparedness

The HSEMC Coordinator will work with you to:

- Tailor training and consulting to your business needs
- Access more financial resource information, including the National Business Emergency Operations Center and Economic Injury Disaster Loans
- Access to post disaster funding through contracting. FEMA's goal is to seek local companies for goods and services following a disaster.
- Bring employee trainings for business on resilience, "Stop the Bleed," active shooter incidents, other man-made and natural disasters at your location. Training can meet requirements for Health, Safety & Wellness committees.
- Assist with Emergency Operations Plans (EOP); up to a \$30,000 value in consulting
- Assist with Business Continuity Plans (also known as Continuity of Operations Plans (COOP)) tailored to your workplace and business needs. Consulting value up to \$50,000.
- Public Health emergency planning. Consulting value up to \$50,000.
- Opportunities to exercise community wide responses with national experts. Consulting values range from \$50,000 to \$400,000.
- Participate in community wide resource mapping

Learn how to better prepare, respond and recover from an emergency and/or disaster.

- Protect your employees and their families.
- Return quickly to your business after an emergency or disaster.
- Access tools, materials and resources if an emergency or disaster is imminent or occurs.
- Connect to available resources to meet emergency and disaster needs.
- Save on insurance premiums; planning often meets industry preparedness requirements.

Affiliate member suggested dues structure

Number of employees	Number of locations	Extremely Hazardous Substances	Dues
More than 125 employees	4 or more or complex geography	yes	\$4,000
		no	\$3,000
More than 125	2 or 3 locations	yes	\$3,000
		no	\$2,500
More than 125	1 location	yes	\$2,500
		no	\$2,000
Fewer than 125	2 or 3 locations	yes	\$3,000
		no	\$2,500
Fewer than 125	1 location	yes	\$2,000
		no	\$1,500
Fewer than 50	1 location	yes	\$1,000
		no	\$750
Fewer than 25	1 location	no	\$500
		no	\$250
Nonprofit, Faith Community, other	1 location	no	\$250

**** We work toward whole community disaster preparedness, response and recovery. Please contact the program manager to find a membership level that is right for you.****

BENEFITS OF MEMBERSHIP



POST DISASTER BUSINESS LOANS

STREAMLINE THE APPLICATION PROCESS



Having a plan helps you access the National Business Emergency Operations Center and Small Business Administration's Economic Injury Disaster Loans. FEMA's goal is to seek local goods and services for immediate response. Be on the list.

PLANNING

SAVE A BUNDLE ON CONSULTANTS

Emergency Operations Plans (EOP) and Business Continuity Plans, also known as Continuity of Operations Plans (COOP) can be tailored to your workplace and business needs. Combined consulting value up to \$80,000.



EMPLOYEE TRAINING

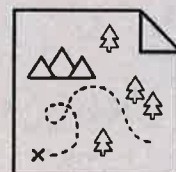
CONTENT FOR YOUR SAFETY COMMITTEE MEETING

Bring employee training on response and resilience to your location. Available units include: "Stop the Bleed," active shooter and range of man-made and natural disaster responses.

EXERCISES

TRAIN WITH LOCAL AND NATIONAL EXPERTS

Opportunities to exercise community wide responses with national experts. Consulting values range from \$50,000 to \$400,000.



STAND UP AND GET INVOLVED

HAVE A VOICE IN LOCAL POLICY

Influence Columbia County policy direction related to emergency management and preparedness.

CONTACT

Shaun P. Brown
Deputy Director
Department of Emergency Management
503-983-5682
shaun.brown@columbiacountyor.gov



MEET THE TEAM



Shaun Brown, Deputy Director Emergency Management

Shaun Brown serves as the Deputy Director of the Department of Emergency Management. Shaun has completed the National Emergency Management Basic Academy and Homeland Security Emergency Evaluation Program.

Mr. Brown transitioned to Columbia County after a 23-year career in the Air Force. His longest duty assignment was with the 102nd Civil Support Team (Weapons of Mass Destruction) in Salem, Oregon. The 102nd Civil Support Team (CST) is a specialized team that responds to weapons of mass destruction events and natural disasters.

Shaun has expert-level communications training and has many years experience using the National Incident Management System (NIMS). Shaun has responded to 12 real-world events and standby missions, including the 2007 Vernonia flood. He has trained in over 150 exercises and coordinated 20 different full scale training events.

Mr. Brown received his formal civilian education from Oregon Institute of Technology where he received his Bachelors of Science in Management Information Systems.

Shaun is a recipient of the Air Force Meritorious Service Medal, Air Force and Army Commendation Medal, Air Force, Coast Guard and Army Achievement Medals, Armed Forces Expeditionary Medal, NATO Medal and 2002 Winter Olympic Games Service Ribbon.



Steve Pegram, Emergency Management Director

Mr. Pegram brings a 30+ year background in emergency management, business continuity, and training to Columbia County and Portland Metro Regional Disaster Preparedness Organization.

He has extensive experience in challenging environments, including six hurricane deployments, most recently for Katrina and Rita. Mr. Pegram deployed to Afghanistan as a Deputy Operations Officer in the Country Safety and Security Operations Center at Bagram Airfield.

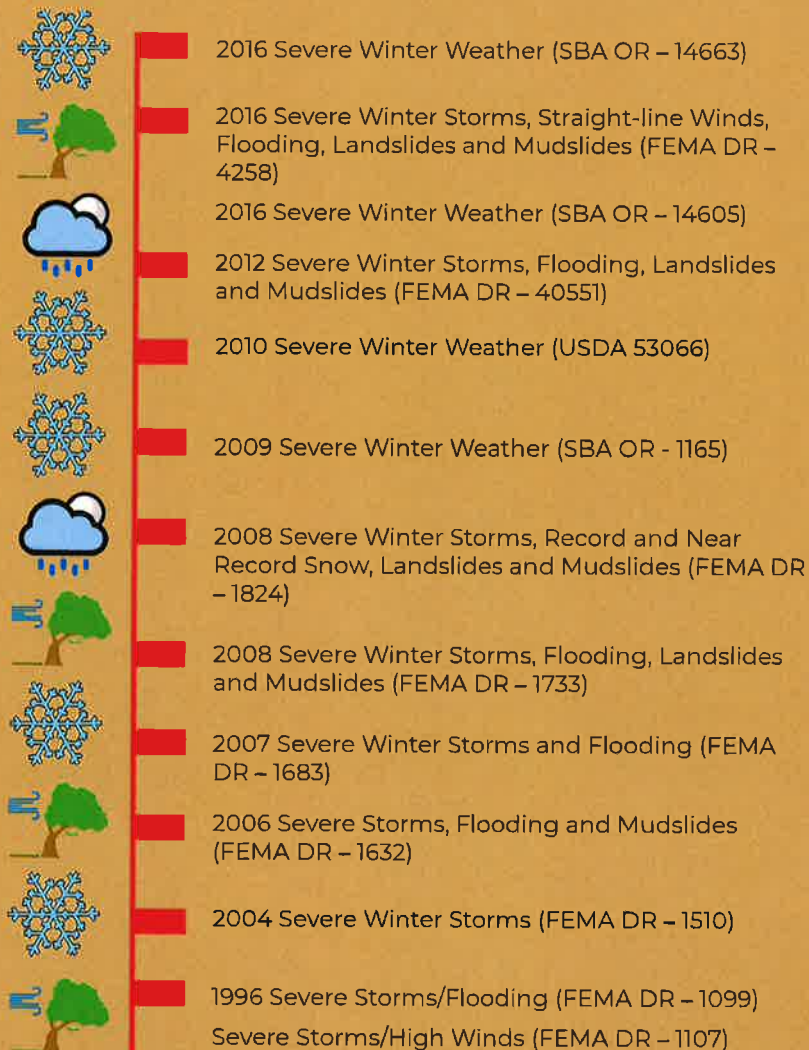
Steve has worked extensively with Fortune 10 companies in both the transportation and communications sectors, including 16 years of operational leadership at Fed Ex.

Mr. Pegram is a qualified USCG instructor and has extensive experience in training and education in both the public and private sectors, including course development and delivery. He has served as a FEMA Reservist and a FEMA Technical Assistant Consultant.

Mr. Pegram is a member of the United States Coast Guard Auxiliary where he serves on the National Staff as the Division Chief-Incident Management and Preparedness and as a qualified Auxiliary Air Crew. Steve is the recipient of the President's Volunteer Service Award, USCG B. Alan Roth Training Award, USCG Auxiliary Public Education Award and multiple Sustained Service Awards.

PREPAREDNESS MATTERS

COLUMBIA COUNTY DISASTERS 1996 – 2016



Shaun P. Brown
Deputy Director
Department of Emergency Management
503-983-5682
shaun.brown@columbiacountyor.gov

Photo courtesy of the City of Clatskanie Dec 2015



\$63.8 million

Public Assistance and Grants
spent directly in our communities
between 1996 and 2015

**SECOND AMENDED AND RESTATED
INTERGOVERNMENTAL AGREEMENT**

Between

COLUMBIA COUNTY, OREGON

(Hereinafter referred to as the "County")

And

THE FOLLOWING GOVERNMENTAL ENTITIES

(Hereinafter referred to individually as "Agency" and in combination as
"Agencies")

THE CITY OF ST. HELENS, OREGON (hereinafter "St. Helens")

THE CITY OF SCAPPOOSE, OREGON (hereinafter "Scappoose")

THE CITY OF COLUMBIA CITY, OREGON (hereinafter "Columbia City")

THE CITY OF RAINIER, OREGON (hereinafter "Rainier")

THE CITY OF CLATSKANIE, OREGON (hereinafter "Clatskanie")

THE CITY OF VERNONIA, OREGON (hereinafter "Vernonia")

THE COLUMBIA RIVER FIRE AND RESCUE DISTRICT (hereinafter "CRF&R")

THE SCAPPOOSE RURAL FIRE PROTECTION DISTRICT (hereinafter "Scappoose Fire")

THE VERNONIA RURAL FIRE PROTECTION DISTRICT (hereinafter "Vernonia Fire")

**THE MIST-BIRKENFELD RURAL FIRE PROTECTION DISTRICT (hereinafter
"MistBirkenfeld Fire")**

THE CLATSKANIE RURAL FIRE PROTECTION DISTRICT (hereinafter "Clatskanie Fire")

THE COLUMBIA 9-1-1 COMMUNICATIONS DISTRICT (hereinafter "C911CD")

THE PORT OF COLUMBIA COUNTY (hereinafter "Port")

CLATSKANIE PEOPLE'S UTILITY DISTRICT (hereinafter, "Clatskanie PUD")

THE COLUMBIA RIVER PEOPLE'S UTILITY DISTRICT (hereinafter "CRPUD")

RECITALS

- A. In 2007 the above listed Agencies entered into an Intergovernmental Agreement for the purpose of establishing and supporting a system to deliver Homeland Security and Emergency Management services to County Departments and Agencies and to share the costs of said system.
- B. In 2010 the Agencies approved the First Amendment to the Intergovernmental Agreement, extending the term of the IGA to June 30, 2013, and amending deliverables.
- C. In 2013, the Agencies entered into an Amended and Restated Intergovernmental Agreement for the purpose of extending the term of the agreement to 2016, making clarifying changes and limiting the IGA to units of local governments defined in ORS 190.003.
- D. The Agencies intend to develop a separate contract for the purpose of continuing private support of the HSEMC.

- E. In 2017, the Agencies entered into Amendment No. 1 to the Amended and Restated Intergovernmental Agreement to revise the funding structure and extend the term of the agreement to June 30, 2019.
- F. The Agencies now wish to enter into a Second Amended and Restated Intergovernmental Agreement to extend the term of the agreement to 2023 and make clarifying changes.
- G. ORS 190.010 permits units of local government to enter into agreements for the performance of any or all functions and activities that a party to the agreement has authority to perform.
- H. Columbia County operates an Emergency Management Department that provides emergency preparedness coordination and disaster response services, which are mandated by portions of Oregon law to be delivered to units of County government. The County further provides those services to units of local government on an “as possible” basis, depending on time and resources available in the County Emergency Management Department.
- I. County and Agencies agree that the County Emergency Management Department is a necessary and valued resource and are further agreed that a systemic approach to the delivery of Homeland Security and Emergency Management services would add value and economy to the delivery of services to both County and Agencies alike.
- J. County and Agencies wish to enter into a partnership agreement for the purpose of establishing and supporting a system to deliver Homeland Security and Emergency Management services to both County departments and Agencies and to enter into a partnership to share the costs of said system.
- K. County and Agencies further wish to enter into a partnership for the purpose of creating an independent board tasked with advising the Columbia County Board of Commissioners and the Director of the County Emergency Management Department on issues surrounding the delivery of services by the County Emergency Management Department to Agencies. The independent board will be known as the Columbia County Homeland Security Emergency Management Commission (HSEMC) and will be created via a process separate from this agreement. The HSEMC will carry some limited responsibilities under this agreement, as set forth below.

NOW, THEREFORE, the Parties agree as follows:

1. Agencies individually agree:

- (a) To provide funds to Columbia County for the purpose of creating and supporting a system to better provide homeland security and emergency management services to both County departments and Agencies. Elements of the system may develop and evolve over time but will include, at least, one (1) additional employee to be assigned to the County Emergency

Management Department. For fiscal years 2019-20 to 2022-23, contributions to the system will be the dollar amount identified in the contribution formula in (c) below. All contributions will be delivered to the Columbia County Treasurer on or before August 1st of each calendar year during the term of this agreement.

(b) Although Agencies retain the right to terminate their involvement in this agreement at any time, Agencies acknowledge the fact that having the ability to withdraw funding at any time causes instability and uncertainty for the system created to provide the described services. Therefore, Agencies agree to participate for the full term of this agreement unless profound circumstances make continued participation impossible. If an Agency decides to terminate their involvement in the middle of a fiscal year, funding will not be refunded for the year of termination.

(c) The contribution formula will be calculated based on the population served by each individual Agency and an assignment of points made pursuant to that population in the following formula.

Population served of less than 500 = zero points
Population served between 500 and 2,999 = 1 point
Population served 3000 and greater = 2 points

(Population numbers shall be based on most recent population estimates from Portland State University and for districts, the Columbia County Assessor's Office).

The contribution level for each Agency will be agreed upon by the members and sufficient to ensure the sustainability of HSEMC. The current contribution formula is attached as "Exhibit 1."

Additional government entities or other organizations may become parties (Agencies) to this agreement upon consent of County, and such contributions as may be collected from additional Agencies shall be dedicated to the County Homeland Security Emergency Management program. Irrespective of the final number of Agencies participating in this agreement, the dollar amount contributed by each Agency shall not change during the term of this agreement except by change in the population served by that Agency.

(d) To participate, as time and resources allow, in the Homeland Security Emergency Management Commission (HSEMC), as created via a process separate from this agreement, tasked with advising the Columbia County Board of Commissioners and the Director of the County Emergency Management Department on issues surrounding the delivery of services and the deliverables specified in section 2(f) of this agreement, by the County Office of Homeland Security and Emergency Management to County and Agencies alike.

(e) To understand and agree that, while any employee hired under this agreement will provide services to County and Agencies alike, the employee will be an employee of Columbia County and subject to all County rules, regulations, policies, and collective bargaining agreements. The employee will not be an employee of the Agencies involved in this

agreement. Agencies agree to respect those County rules and agreements and to comply with all relevant Federal and State employment laws, rules and regulations.

(f) Agencies agree to notify County of their good faith intent to continue as a party to this agreement on or before January 15th of each fiscal year to allow for budgeting purposes.

(g) Agencies agree, as time and resources allow, to review and make recommendations to the County regarding the contribution formula and dollar amount contributed during the term of this agreement, for the purpose of planning for additional terms to this agreement or discontinuation of the arrangement.

2. The County agrees:

(a) To create, via the Columbia County Board of Commissioners, the Homeland Security and Emergency Management Commission (HSEMC) by County Ordinance and to empower that advisory body with the responsibility to audit all funds contributed pursuant to this agreement on an annual basis and make a report to the Board of Commissioners as to their findings. The audit described herein should be undertaken by the HSEMC during the month of November of each fiscal year.

(b) To create the ability to segregate any monies received from Agencies pursuant to this agreement from other County funds or accounts and to create the ability to account for all monies received pursuant to this agreement. County further agrees to provide to Agencies the following reports:

- Amount of funds contributed by the Agencies during the previous and the current fiscal years, and
- Amount of funds expended during the previous and current fiscal years, and
- Amount of funds remaining (not expended) for the current and previous fiscal years.

(c) To expend any funds received from partnership participants pursuant to this agreement solely for the creation and support of a system to facilitate the delivery of Homeland Security and Emergency Management services to Agencies. County further agrees that no funds collected pursuant to this agreement will be expended on costs not directly part of the delivery of Homeland Security and Emergency Management services. County further agrees that no funds received pursuant hereto will be used to supplant existing funds or personnel or be used to augment, replace, enhance or otherwise be applied to any other program, department or process other than as specified herein.

(d) To convene and utilize a hiring committee made up of HSEMC members for the interview process when hiring a coordinator or director takes place.

(e) To discuss any reduction of staff time and/or salary with HSEMC before the reduction takes place.

(f) To prepare a strategic planning document with the assistance of the HSEMC to define deliverables.

3. Effective Date and Duration.

This Second Amended and Restated Intergovernmental Agreement supercedes in its entirety the original IGA. This Second Amended and Restated Agreement shall become effective for each party on the date that party signs this agreement. However, this agreement shall be retroactive to July 1, 2019. This agreement shall expire on June 30, 2023, unless otherwise renewed, in writing, by the parties hereto.

4. Amendment.

This agreement may be amended by written agreement of all parties following notice of desire to amend the agreement.

5. Termination.

Subject to Section 1(b) of this agreement, any signer of this agreement may terminate their participation in the agreement at any time following 60 days written notice of intent to terminate being provided to all other signers. This agreement will remain in effect as to the remaining parties to the agreement. Additional entities or organizations may become parties to the agreement at any time upon consent of County.

6. Governing Law.

This contract shall be governed by and construed in accordance with the laws of the State of Oregon, without regard to principles of conflicts of law. Any claim, action, suit or proceeding that arises from or relates to this contract shall be brought and conducted exclusively within the Circuit Court of Columbia County for the State of Oregon. In the event a claim is brought in a federal forum, then it shall be brought and conducted solely and exclusively in the United States District Court for the District of Oregon.

7. Counterparts.

This contract may be executed in several counterparts, each of which shall be an original, all of which shall constitute one and the same instrument.

8. Survival.

The terms, conditions, representations and all warranties in this contract shall survive the termination or expiration of this contract.

9. Force Majeure.

Neither party shall be held responsible for delay or default caused by fire, riot, acts of God, or war where such cause was beyond reasonable control. Each party shall make all reasonable efforts to remove or eliminate such a cause of delay or default and shall,

upon cessation of the cause, diligently pursue performance of its obligations under this contract.

10. Indemnification.

Subject to the limits and provisions of the Oregon Tort Claims Act, ORS 30.260 to 30.300, and Article XI section 10 of the Oregon Constitution, the County shall hold harmless, indemnify, and defend Agencies, their elected officials, officers, agents, and employees from any and all liability, actions, claims, losses, damages or other costs including attorneys' fees and witness costs (at both trial and appeal level, whether or not a trial or appeal ever takes place) that may be asserted by any person or entity arising from, during or in connection with the services provided by County described in this agreement, except liability arising out of the negligence of any of the Agencies and/or their elected officials, officers, agents, and employees. Such indemnification shall also cover claims brought against Agencies under state or federal workers' compensation laws by County's employees and/or volunteers. If any aspect of this indemnity shall be found to be illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of this indemnification.

11. Third Party Beneficiaries.

The County and the Agencies are the only parties to this contract and are the only parties entitled to enforce its terms. Nothing in this contract gives, or is intended to give, or shall be construed to give or provide any benefit or right, whether directly, indirectly, or otherwise, to third persons unless such persons are individually identified by name herein.

12. Successors in Interest.

The terms of this agreement shall be binding upon the successors and assigns of each party hereto.

Columbia County

By: _____
Henry Heimuller, Chair

Date: _____

Approved as to form

By: _____
Office of County Counsel

City of St. Helens

By: _____

Title: _____

Date: _____

City of Scappoose

By: _____

Title: _____

Date: _____

City of Columbia City

By: _____

Title: _____

Date: _____

City of Rainier

By: _____

Title: _____

Date: _____

City of Clatskanie

By: _____

Title: _____

Date: _____

City of Vernonia

By: _____

Title: _____

Date: _____

Columbia River Fire and Rescue District

By: _____

Title: _____

Date: _____

Scappoose Rural Fire Protection District

By: _____

Title: _____

Date: _____

Vernonia Rural Fire Protection District

By: _____

Title: _____

Date: _____

Clatskanie Rural Fire Protection District

By: _____

Title: _____

Date: _____

Mist-Birkenfeld Rural Fire Protection District

By: _____

Title: _____

Date: _____

Columbia 911 Communications District

By: _____

Title: _____

Date: _____

Columbia River PUD

By: _____

Title: _____

Date: _____

Port of Columbia County

By: _____

Title: _____

Date: _____

Clatskanie PUD

By: _____

Title: _____

Date: _____

HSEMC IGA Renewal 2019

Exhibit 1

Member	Point Total	2019/2020	2020/2021	2021/2022
City of Clatskanie	1	\$4,922.44	\$4,922.44	\$4,922.44
City of Columbia City	1	\$4,922.44	\$4,922.44	\$4,922.44
City of Rainier	1	\$4,922.44	\$4,922.44	\$4,922.44
City of Scappoose	2	\$9,844.88	\$9,844.88	\$9,844.88
City of St. Helens	2	\$9,844.88	\$9,844.88	\$9,844.88
City of Vernonia	1	\$4,922.44	\$4,922.44	\$4,922.44
Clatskanie Fire District	1	\$4,922.44	\$4,922.44	\$4,922.44
Clatskanie PUD	2	\$9,844.88	\$9,844.88	\$9,844.88
Columbia 911 Comm District	2	\$9,844.88	\$9,844.88	\$9,844.88
Columbia River Fire & Rescue	2	\$9,844.88	\$9,844.88	\$9,844.88
Columbia River PUD	2	\$9,844.88	\$9,844.88	\$9,844.88
Mist-Birkenfeld RFPD	0			
Port of Columbia County	2	\$9,844.88	\$9,844.88	\$9,844.88
Scappoose Fire District	2	\$9,844.88	\$9,844.88	\$9,844.88
Vernonia Rural FPD	1	\$4,922.44	\$4,922.44	\$4,922.44



September 2019

HSEMC Member Governance Documents Update

The Emergency Management Department has updated the Ordinance, Bylaws and IGA to better reflect the mission and allow more room for growth. The current executed IGA has expired as of July 1, 2019. These updated documents will list and adhere to the mission of the department and Commission. Some changes are for ease of administration (specifically the standardizing of member terms) and some are to promote inclusivity and diversity in membership. The updates will allow for flexibility as the department improves services to members county-wide and incorporates the forthcoming plan from ECONorthwest.

The mission of the HSEMC is to build and maintain whole community disaster preparedness, response and recovery capabilities.

The IGA Updates include:

- Stating the mission of HSEMC
- Removing specific fiscal year contribution outline. Point system will be kept and total amount due per Agency shall be decided by the members to ensure program sustainability.
- To update the Effective date and duration

Specific changes to the Ordinance:

- Stating the mission of HSEMC
- Incorporating a mechanism for private entities to participate and support the HSEMC through an affiliate member program
- Staggering terms of members
- Standardizing language to be consistent with the Bylaws

Bylaw updates for consideration and adoption:

- The mission is now included
- Member terms are now staggered and the language has been updated for consistency with the Ordinance
- Small change to Chair duties, chair now permitted to be a member of committees (not compelled) and the Secretary can "cause" advance notice.
- Adoption date will be updated

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

In the Matter of Adopting An Ordinance)
Establishing the Homeland Security) ORDINANCE NO. ____
Emergency Management Commission)
_____)

The Board of County Commissioners for Columbia County, Oregon ordains as follows:

SECTION 1. TITLE.

This Ordinance shall be known as Ordinance No _____. Exhibit "A", which is attached hereto and incorporated herein by this reference, shall be known as the "Columbia County Homeland Security and Emergency Management Commission Ordinance".

SECTION 2. AUTHORITY.

This Ordinance is adopted under the authority of ORS 203.035.

SECTION 3. PURPOSE.

The purpose of this Ordinance is to create the Homeland Security and Emergency Management Commission (the "HSEMC") which shall serve in an advisory capacity to the Columbia County Board of Commissioners and the Columbia County Emergency Management Department concerning emergency management principles and ideas. The mission of the HSEMC is to build and maintain whole community disaster preparedness, response and recovery capabilities.

SECTION 4. ADOPTION.

The Columbia County Homeland Security and Emergency Management Commission Ordinance, which is attached hereto, labeled Exhibit "A" and is incorporated herein by this reference, is hereby adopted.

SECTION 5. SEVERABILITY.

If any provision of this Ordinance, including Exhibit "A", is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the remaining portions thereof.

SECTION 6. EMERGENCY CLAUSE.

This Ordinance being immediately necessary to maintain the public health, safety and welfare, an emergency is declared to exist and this Ordinance shall take effect immediately upon adoption.

Dated this ____ day of _____, ____.

BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

By: _____,
Chair

By: _____
Commissioner

By: _____,
Commissioner Attest:

By: _____ Approved as to form
Recording Secretary

By: _____
First Reading: _____ Office of County Counsel
Second Reading: _____
Effective Date: _____

S:\ORDINANCES\BY SUBJECT\EMERGENCY\2008 - 02 HSEMC.wpd

EXHIBIT "A"

COLUMBIA COUNTY

**HOMELAND SECURITY AND EMERGENCY
MANAGEMENT COMMISSION ORDINANCE**

Adopted by Ordinance No. _____

**COLUMBIA COUNTY HOMELAND SECURITY AND EMERGENCY
MANAGEMENT COMMISSION ORDINANCE**

**SECTION I. HOMELAND SECURITY AND EMERGENCY MANAGEMENT
COMMISSION CREATED.**

- A. There is hereby created the Columbia County Homeland Security and Emergency Management Commission (hereinafter referred to as the "the HSEMC").
- B. The mission of the HSEMC is to build and maintain whole community disaster preparedness, response and recovery capabilities.
- C. The HSEMC is created pursuant to an Intergovernmental Agreement (hereinafter "the Agreement") entered into between Columbia County and several governmental entities (hereinafter referred to as the "Agencies"), said Agreement being recorded in the Commissioners' Journal at ____.
- D. The HSEMC shall consist of one member from each of the disciplines/geographical areas, as listed below, after nomination and appointment by the Board of County Commissioners (hereinafter referred to as the "Board"). .
- E. Private entities may participate in the work of the HSEMC through an affiliate member program.
- F. The HSEMC members may be removed by order of the Board for nonperformance of duty.
- G. Members of the HSEMC shall serve without compensation other than reimbursement for duly authorized expenses. The Board may, by order, establish a per diem allowance and mileage expenses and otherwise authorize reimbursement of expenses incurred.
- H. Members of the HSEMC shall be comprised of one member and one alternate from each of the following disciplines or geographical groups:
 - 1. Port of Columbia County
 - 2. Law Enforcement
 - 3. Fire/EMS
 - 4. C911CD
 - 5. Utilities
 - 6. North County Cities
(Rainier, Clatskanie,
Prescott)
 - 7. South County Cities
(Columbia City, St. Helens,
Scappoose)

- | | |
|---------------------------------------|--------------------------|
| 8. Mid County Cities (Vernonia, Mist) | 11. At Large, Position 1 |
| 9. Public Health/Mental Health | 12. At Large, Position 2 |
| 10. Industry | 13. Schools |

In addition, one member of the Board will serve as ex-officio member of the HSEMC. The Director of the Columbia County Emergency Management Department (hereinafter referred to as the "Department") will act as staff to the HSEMC.

SECTION II. HSEMC DUTIES, RESPONSIBILITIES.

- A. The HSEMC shall act in an advisory capacity to the Board and the Department with respect to the following:
 - 1. Homeland security and emergency management programs in Columbia County;
 - 2. Issues surrounding the delivery of services by the Department to Columbia County and the Agencies as specified in Section 2(e) of the Agreement; and
 - 3. Except as otherwise provided by the Board, for making recommendations on emergency management policy to the Board and the Department.
- B. The HSEMC shall audit all funds contributed pursuant to the Agreement on an annual basis and make a report to the Board as to their findings. The audit described herein is to be undertaken by the HSEMC during the month of November of each fiscal year.
- C. Each HSEMC member or alternate shall attend each scheduled meeting and shall be prepared to engage in regular communication with stakeholders/constituents on homeland security and/or emergency management issues.

SECTION III. APPOINTMENTS AND TERMS

Appointments. Members and alternates shall be appointed by the Board from a list of nominees presented by the Agencies, in their discipline or geographic groups, as listed in Section 1.F. All Agencies shall participate to nominate the two At Large members and their alternates. For initial appointments, within 30 days after the effective date of this Ordinance, such nominations shall be presented to the Board. For subsequent appointments, at least 30 days prior to the end of the term nominations shall be presented to the Board. Terms. Initial appointments shall conclude on December 31 following the date of appointment. Subsequent appointments shall thereafter commence on January 1, and shall be staggered into terms of three years in order to establish an

orderly rotation and to ensure HSEMC continuity.

Member vacancies shall be filled for the remaining term of the vacant position by the Board.

SECTION IV. OFFICERS AND COMMITTEES.

A. Officers. The HSEMC shall elect one member to serve as Chair of the Commission, one member to serve as Vice-Chair with the power to act as Chair in the Chair's absence, and one member to serve as Secretary. Each officer shall serve a one-year term.

B. Duties of the Chair.

1. The Chair shall preside over and be entitled to vote at all meetings of the HSEMC at which they are present.
2. The Chair may order a roll call vote on any question before the HSEMC at his/her discretion, and shall order a roll call vote at the request of one or more members.
3. The Chair shall exercise general supervision over the business of the HSEMC and shall sign all documents approved by the HSEMC.

C. Duties of the Vice-Chair.

1. The Vice-Chair shall preside at HSEMC meetings in the absence of the Chair.
2. If the Chair is absent or disabled, all of their duties shall temporarily devolve upon the Vice-Chair.

D. Duties of the Secretary.

1. The Secretary shall cause minutes to be taken and kept of each HSEMC meeting and assure that a copy is forwarded to the HSEMC members and the Board. Copies of the minutes shall be made available to the public upon request.
2. The Secretary shall cause advance notice of all regular and special meetings and distribute agendas to HSEMC members and to interested persons pursuant to ORS 192.640.

E. Committees.

1. The Chair may appoint committees, and they may be a member of any such committee.
2. Committees shall consist of at least three (3) members. A majority of the committee shall constitute a quorum.
3. The first member appointed to a committee shall serve as its Chair. The committee Chair may call a committee meeting whenever there is sufficient business requiring the attention of the committee.

SECTION V. MEETINGS AND BY-LAWS.

Regular Meetings. Meetings shall be set annually by the HSEMC and shall be held in accordance with Oregon public meetings law, ORS 192.610 to 192.660, as amended.

- A. The HSEMC will conduct meetings in accordance with ORS 192.610 through ORS 192.690.
- B. At any meeting of the HSEMC, a quorum shall consist of a majority of the currently appointed members of the HSEMC. No action shall be taken in the absence of a quorum except to adjourn the meeting to a subsequent date. Decisions will be reached by a majority vote of a quorum of HSEMC membership.

2 **Bylaws.** The HSEMC may adopt bylaws which shall not be contrary to this Ordinance or any other law, rule or regulation. The HSEMC shall forward proposed bylaws, and all amendments thereto, to the Board of Commissioners for approval of the Board prior to adoption by the HSEMC. If there is any conflict between this Ordinance and any bylaws, this Ordinance shall control.

BYLAWS

1.0 Preamble. These bylaws are established by the Columbia County Homeland Security Emergency Management Commission ("HSEMC") for the internal organization, governance, and management of the HSEMC and to facilitate the effective discharge of its powers and duties. The mission of the HSEMC is to build and maintain whole community preparedness, response and recovery capabilities.

2.0 General Powers.

2.1 Membership. Each discipline or geographical group outlined below shall nominate one representative and one alternate to serve on the HSEMC. Those nominated shall be appointed to the HSEMC as a regular member or an alternate member upon approval by the Columbia County Board of Commissioners ("the Board"). In addition to the regular members and alternate members, one member of the Board of County Commissioners will be a non-voting ex officio member of the Commission.

1. Port of Columbia County
2. Law Enforcement
3. Fire/EMS
4. Columbia 911 Communications District
5. Utilities
6. North County Cities: Rainier, Clatskanie, Prescott
7. South County Cities: Columbia City, St. Helens, Scappoose
8. Mid County Cities: Vernonia, Mist
9. Public Health/Mental Health
10. Industry
11. At Large - Position 1
12. At Large - Position 2
13. Schools

2.2 Exercise of Powers. Powers vested in the HSEMC shall be discharged by the HSEMC. No individual HSEMC member shall

speaking nor act on behalf of the HSEMC without formal authorization by the HSEMC.

- 2.3 Terms.** Initial appointments shall conclude on December 31 following the date of appointment. Subsequent appointments shall thereafter commence on January 1, and shall be staggered into terms of three years in order to establish an orderly rotation and to ensure HSEMC continuity.
- 2.4 Vacancies.** A vacancy occurring during the term of any member shall be filled for the unexpired portion of the term by a successor appointed in the same manner as his or her predecessor.
- 2.5 Resignation.** Any member may resign at any time. Such resignation shall be in writing filed with the Chair of the HSEMC. Acceptance thereof by the Chair or the HSEMC as a whole shall not be necessary to make it effective.
- 2.6 Removal.** A member who is absent from three (3) consecutive regular or special meetings of the HSEMC whose absence is unexcused and who does not arrange for an alternate to be present may be considered to have resigned. The HSEMC Chair shall notify the Board of such resignation, and the vacancy shall be filled in accordance with paragraph 2.4.

3.0 Meetings.

- 3.1 Place of Meeting.** Meetings of the HSEMC shall be held within Columbia County at a location established by a majority vote of the HSEMC.
- 3.2 Regular Meetings.** The HSEMC shall meet monthly or as determined appropriate by the HSEMC. The dates and times of such meetings shall be approved for each year at the last meeting of the preceding year. The Secretary, in coordination with the Chair, shall establish the agenda for each regular meeting of the HSEMC and shall give notice of the agenda to the HSEMC members prior to the meeting.

3.3 Special Meetings. Special meetings of the HSEMC may be called for any purpose by the Chair or upon written request to the Chair of at least three (3) members of the HSEMC. Such written request shall state the purpose of the requested meetings.

3.4 Quorums and Voting. A quorum shall consist of a majority of the currently-appointed members of the HSEMC. A quorum of the HSEMC members present, either in person or through the use of conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other, shall be necessary in order to transact the business of the HSEMC. All official actions of the HSEMC shall be determined by the vote of a majority of HSEMC members present at the meeting, either in person or through the use of conference telephone, video conferencing or similar communications equipment by means of which all persons participating in the meeting can hear each other. An alternate is the voting member if the primary is absent.

3.5 Voting Conflicts. Any member of the HSEMC who, by voting, would be voting on a matter that would result in a conflict of interest shall abstain from voting on such matter, refrain from participating in any discussions concerning such matter, and, prior to the vote being taken on such matter, publicly announce and disclose the nature of his or her interest as a matter of public record.

3.6 Rules of Order. Except to the extent otherwise provided by law or these Bylaws, meetings of the HSEMC shall be conducted in accordance with *Roberts Rules of Order*.

3.7 Minutes of Meetings. Written minutes shall be kept of each HSEMC meeting and shall be made available for public inspection and copying.

4.0 Attendance and Bylaws.

4.1 Meeting Attendance. HSEMC members agree to attend meetings on a regular basis. When they are unable to attend a meeting, they shall notify their alternate to attend in their place.

- 4.2 Excused Absences.** A member who expects to be absent may be excused for such absence by the Chair. Except in emergency situations where advance notice is not possible, members requesting to be excused for an absence should notify the Chair or Vice-Chair of their anticipated absence at least twenty-four (24) hours prior to the meeting in question and advise whether an alternate will attend. Except as otherwise determined by the HSEMC, when such advance notice is given, it will be presumed that the absence was excused.
- 4.3 Leaves of Absence.** If a prolonged absence is anticipated, a member may request a leave of absence, which may be granted after review by the HSEMC and approval by the Board.
- 4.4 Minutes to Record all Absences.** The minutes will record all absences with proper notations to indicate if the absence is excused or unexcused.
- 4.5 Bylaws.** The HSEMC may adopt bylaws which shall not be contrary to the County Ordinance or any other law, rule or regulation. The HSEMC shall forward proposed bylaws and all amendments thereto, to the Board of Commissioners for approval of the Board prior to adoption by the HSEMC. If there is any conflict between the Ordinance and any bylaws, the Ordinance shall control.

5.0 Committees.

- 5.1 Standing & Special Committees.** The HSEMC may establish standing or special committees as may be necessary to carry out its functions. Each such committee shall consist of at least three (3) members. The first member appointed to a committee shall serve as its Chair. The committee Chair may call a committee meeting whenever there is sufficient business requiring attention of the committee.
- 5.2 Voting on Standing & Special Committees.** All HSEMC members are eligible to participate in standing or special committee deliberations but the offering of motions and voting on

standing or special committee business shall be confined to committee members. A majority of the members of a standing or special committee shall constitute a quorum for the transaction of business.

5.3 Reporting. Each standing or special committee shall report to the HSEMC periodically or at the request of the Chair.

6.0 Officers and their Duties.

6.1 Officers. The officers of the HSEMC shall be the Chair, Vice Chair and Secretary. Each officer shall be elected by a majority vote of the full membership of the quorum. Each officer shall also be a member of the HSEMC, as described in paragraph 2.1 (relating to Membership), herein.

6.2 Duties of the Chair.

1. The Chair of the HSEMC may be a member of all standing or special committees and shall have the authority to vote on any or all standing or special committee business.
2. The Chair shall preside over and be entitled to vote at all meetings of the HSEMC and shall have such other powers and duties as are provided by these Bylaws.
3. The Chair may order a roll call vote on any question before the HSEMC at their discretion, and shall order a roll call vote at the request of one or more members.
4. The Chair shall exercise general supervision over the business of the HSEMC and shall sign all documents approved by the HSEMC.

6.3 Duties of the Vice-Chair.

1. The Vice-Chair shall preside at HSEMC meetings in the absence of the Chair.

2. If the Chair is absent or disabled, all of their duties shall temporarily devolve upon the Vice-Chair.

6.4 Duties of the Secretary.

1. The Secretary shall cause minutes to be taken and kept of each HSEMC meeting and shall assure that a copy is forwarded to the HSEMC members and the Board. Copies of the minutes shall be made available to the public upon request.
2. The Secretary shall cause advance notice of all regular and special meetings and distribute agendas to HSEMC members and to interested persons pursuant to ORS 192.640.

6.5 Term of Office. The term of office of each officer shall be one year and continuing until his or her successor is chosen and assumes office. Officers shall be elected or re-elected, as applicable, annually by the HSEMC at the first meeting of the calendar year. Terms of officers will be limited to three consecutive terms, unless otherwise agreed upon by the HSEMC members by majority vote.

6.6 Removal of Officers. Officers may be removed at any time by the HSEMC by the affirmative vote of all then-appointed members of the HSEMC.

7.0 Adoption, Amendment and Repeal.

7.1. Adoption and Effective Date. These Bylaws were adopted as the Bylaws of the HSEMC _____ by the HSEMC, effective upon adoption.

7.2 Amendment, Modification or Repeal. The HSEMC (but not a committee thereof) shall have the power to modify, amend and/or repeal these Bylaws by a two-thirds (2/3) vote of the members present at any open meeting at which a quorum is present. Such vote may only occur after each HSEMC member has been provided no less than fifteen (15) days advance, written notice of the proposed modification, amendment or repeal. Such notice

shall set forth the proposed modifications or amendment or specify the Bylaws or parts thereof proposed to be repealed. The text of each modification, amendment or repeal of these Bylaws shall be attached to the notice with a notation of the proposed effective date of the modification, amendment or repeal. No modification, amendment or repeal will be effective prior to approval of the Board of County Commissioners according to Section 4.5, above.

- 7.3 Recording or Restatement.** The text of each amendment to, modification to or repeal of these Bylaws shall be attached hereto with a notation of the date of such amendment, modification or repeal. At any time, and from time to time, the Chair may certify and publish a restatement of these Bylaws, as amended as of the date of such certification, for use in lieu of these Bylaws and the notations recorded hereunder.

CONTRACT PAYMENTS

City Council Meeting
September 4, 2019

David Evans and Associations Inc.

Project: N. Vernonia Road Sidewalks (Inv#449747)	\$	1,551.66
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Specialized Pavement Marking, Inc.

Project: 2019 Annual Street Striping (Inv#14754-1)	\$	19,100.00
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**DAVID EVANS
AND ASSOCIATES INC.**

Sue Nelson
City of St. Helens
PO Box 278
St. Helens, OR 97051

Invoice Number 449747
Invoice Date August 20, 2019
PO Number
Page 1 of 1

Work Beginning 06/30/2019 through 08/03/2019

Manager: Paul Tappana

Project STHN0000-0001: N. Vernonia Rd. Sidewalks
Contract End Date: 12/31/2019

		Current Hours	Rate	Current Amount
Contract Work Performed				
Draftsperson	Alan C. Mitchell	2.00	139.50	279.00
Office/Clerical	Lori Hicks	0.40	86.18	34.47
Office/Clerical	Dongyang Liu	0.20	86.24	17.25
Project Coordinator III	Alisha Reynaldo	2.70	86.80	234.36
Project Engineer/Planner	Taisei Imamura	3.00	110.05	330.15
Project Engineer/Planner	Christina M. Weber	0.50	122.45	61.23
Project Manager	Paul Tappana	4.00	148.80	595.20
Subtotal	Contract Work Performed	12.80		1,551.66

Invoice Total

APPROVED FOR PAYMENT

\$1,551.66

Invoiced by: Alisha Reynaldo

INIT DATE
ACCOUNTS PAYABLE
FINANCE 8/27/19
SUPERVISOR 8-23-19

205-000-053019

Aged Receivables as of 8/19/2019

<u>0 To 30 Days</u>	<u>31 To 60 Days</u>	<u>61 To 90 Days</u>	<u>Over 90 Days</u>	<u>Total Outstanding</u>
\$1,551.66	\$0.00	\$0.00	\$0.00	\$1,551.66

DAVID EVANS AND ASSOCIATES, INC.**Project Billing Budget Summary (by WBS)**

Project: STHN00000001

Period Ending: 2019-09 (8/3/2019)

Phase	WBS Description	Contract Amount	Billed This Period	Previously Billed	Billed To Date	Remaining Contract	% Billed	% Completed
00101	Project Management	9,175.00	881.28	2,369.97	3,251.25	5,923.75	35%	25%
00204	Topographic Data	298.00	-	-	-	298.00	-	-
00301	Wetland Memo	1,879.00	-	2,333.38	2,333.38	(454.38)	124%	100%
00401	Public Meeting	2,283.00	-	-	-	2,283.00	-	-
00402	Residents Meeting	2,254.00	-	-	-	2,254.00	-	-
00501	Utility Relocations	4,929.00	61.23	342.86	404.09	4,524.91	8%	10%
00601	Concept (30%) Sidewalk Design	17,470.00	609.15	24,763.12	25,372.27	(7,902.27)	145%	100%
00602	Concept (30%) Cost Estimate	2,924.00	-	2,513.32	2,513.32	410.68	86%	100%
00701	Final (100%) Sidewalk Design	26,449.00	-	-	-	26,449.00	-	-
00702	Final (100%) Cost Estimate	3,519.00	-	-	-	3,519.00	-	-
00703	Final (100%) Specifications	5,590.00	-	-	-	5,590.00	-	-
00801	Bid Support	1,222.00	-	-	-	1,222.00	-	-
EXP	Expenses	520.00	-	157.76	157.76	362.24	30%	20%
SUBKLS	Sub: KLS Surveying	11,410.00	-	11,410.00	11,410.00	-	100%	100%
		89,922.00	1,551.66	43,890.41	45,442.07	44,479.93	51%	41%



N. Vernonia Rd. Sidewalks: R-687

Progress Report No. 3

For the period:

June 30, 2019 through August 3, 2019

August 20, 2019

Submitted via email to:

Sue Nelson
City of St. Helens
PO Box 278
St. Helens, OR 97051

Prepared by:

David Evans and Associates, Inc.
530 Center Street NE, Suite 605
Salem, Oregon 97301

PROGRESS REPORT NO. 3
For the period June 30, 2019 through August 3, 2019

N. Vernonia R. Sidewalks: R-687

Contract NTP: February 22, 2019

Contract End: December 31, 2019

Contract Values:

Current Contract NTE: \$89,922.00

Previously Billed: \$43,890.41

Current Billing: \$1,551.66

Remaining \$44,479.93

Work Performed in Reporting Period:

1. Project management / coordination
2. Invoicing
3. Drafting to resolve 30% comments

Anticipated Upcoming Work

1. Update contract and plans to reflect the city council recommendation of curb tight sidewalks and therefore the inclusion of planting trees.



DAVID EVANS
AND ASSOCIATES INC.

August 20, 2019

Sue Nelson
City of St. Helens
PO Box 278
St. Helens, OR 97051

**SUBJECT: N. Vernonia Rd. Sidewalks, R-687
Invoice and Progress Report No. 3**

Dear Ms. Nelson:

Enclosed is the Invoice and Progress Report No. 3 for Preliminary Engineering (PE) Services for the N. Vernonia Rd. Sidewalks (R-687) Project. This information covers the period of June 30, 2019 through August 3, 2019.

Please note that there may be some costs associated with the activities performed during this period, which have not yet cleared our accounting system. These costs will be invoiced in the billing period in which they are received.

Please review the enclosed information and let us know how we may modify the data to make it more meaningful to you. If you have questions or need additional information, please call me or my project assistant Alisha Reynaldo at 503-480-1312.

Sincerely,

DAVID EVANS AND ASSOCIATES, INC.

Paul Tappana
Project Manager

PDT:anre
Enclosures

Specialized Pavement Marking, Inc.
11095 SW Industrial Way, Ste. A
Tualatin, OR 97062

INVOICE

KP

AUG 15 2019

CITY OF ST. HELENS

To: City of St. Helens
265 The Strand
PO Box 278
St. Helens, OR 97051

Invoice #: 14754-1

Date: 07/31/19

Application #: 1

Customer Reference: R-689

Invoice Due Date: 08/30/19

Payment Terms: Net 30 days

Contract : 14754- 2019 Annual Striping Project - City of St Helens - R-689

FINAL BILLING - Work Performed 07/01/19 - 07/31/19

Contract Item	Quantity JTD	Unit Price	U/M	Total To Date
1000 1; 4" Yellow Striping	94,233.000	0.08000	LF	7,538.64
1010 2; 8" White Striping	57,136.000	0.12000	LF	6,856.32
1020 3; 4" White Striping	58,813.000	0.08000	LF	4,705.04
<p>APPROVED FOR PAYMENT</p> <p>INIT DATE</p> <p>ACCOUNTS PAYABLE</p> <p>FINANCE 8-27-19</p> <p>SUPERVISOR 8-23-19</p> <p>205-000-052019</p>				<p>Total To Date: 19,100.00</p> <p>Plus Sales Tax: 0.00</p> <p>Less Retainage: 0.00</p> <p>Less Previous Applications: 0.00</p> <p>Total Due This Invoice: 19,100.00</p>

Progress Bill

From: Specialized Pavement Marking, Inc.
11095 SW Industrial Way, Ste. A
Tualatin, OR 97062

Invoice: 14754-1
Date: 07/31/19

Application #: 1

To: City of St. Helens
265 The Strand
PO Box 278
St. Helens, OR 97051

Customer Reference: R-689

Invoice Due Date: 08/30/19

Payment Terms: Net 30 days

Contract: 14754- 2019 Annual Striping Project - City of St Helens -
R-689

FINAL BILLING - Work Performed 07/01/19 - 07/31/19

Item	Description	Contract Amount	Contract Quantity	U/M	Quantity JTD	Unit Price	Materials On-Site	Total Completed And Stored		Amount Previous	Quantity This Period	Amount This Period
								To Date	%			
1000	1; 4" Yellow Striping	7,600.00	95,000.000	LF	94,233.000	0.08000	0.00	7,538.64	99.19%	0.00	94,233.000	7,538.64
1010	2; 8" White Striping	6,984.00	58,200.000	LF	57,136.000	0.12000	0.00	6,856.32	98.17%	0.00	57,136.000	6,856.32
1020	3; 4" White Striping	4,920.00	61,500.000	LF	58,813.000	0.08000	0.00	4,705.04	95.63%	0.00	58,813.000	4,705.04
Total for items with No Bill Group		19,504.00					0.00	19,100.00	97.93%	0.00		19,100.00

Total Billed To Date:

19,100.00

Less Retainage:

0.00

Less Previous Applications:

0.00

Total Due This Invoice:

19,100.00

City of St. Helens
Consent Agenda for Approval

CITY COUNCIL MINUTES

Presented for approval on this 4th day of September, 2019 are the following Council minutes:

2019

- Work Session, Executive Session, and Regular Session Minutes dated August 7, 2019

After Approval of Council Minutes:

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

City of St. Helens City Council

Work Session Minutes

August 7, 2019

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

Members Absent: None

Staff Present: Kathy Payne, City Recorder
Matt Brown, Finance Director
Margaret Jeffries, Library Director
Sue Nelson, Public Works Interim Director
Jenny Dimsho, Associate Planner
Tina Curry, Event Coordinator

Others:

Bud Hickey	Patrick Birkle	Dave Innocenti
Shauna Harrison	Bethany Hoffee	M. Anderson
Chrissy Marquardt	Christine Menges	Agnes Petersen
Margaret Trenchard-Smith	Nicole Thill	

1) **1:00 P.M. - Call Work Session to Order**

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

- ◆ Patrick Birkle, Today's agenda includes discussion about the proposed fee for the Recreation Program. He recommends the \$2 fee rather than a \$3 fee. The School District requested financial assistance to install an artificial turf at the middle school. They were able to save \$2 million from the middle school that can be used at the high school. The high school will have a levy on the November ballot. He believes it would be an inappropriate use of a recreation fee to be used toward the middle school turf field.

Mayor Scholl reported that City Administrator Walsh and Finance Director Brown were tasked with working with the School District on the request. The City does not have money to fund it.

- ◆ Chrissy Marquardt, new Executive Director for the Chamber of Commerce. She plans to be at the Chamber Monday-Friday, 9 a.m. – 3 or 4 p.m., depending on meetings. She welcomed the Council to come visit.

3) **Discussion Topics**

3.A **Employee Length of Service Award**

One employee has reached a milestone in her employment with the City of St. Helens. The following individual will receive a certificate and pin.

10 Years

Margaret Jeffries came to work for the City in July of 2009 as a Part-time Library Technician. The following July, she was hired as a Full-time Librarian I and 21 days later was promoted to head the Library as the City's Library Director where she has served ever since. Margaret is credited with hiring exceptional staff who together have created some amazing programs at the Library that have engaged children and adults of all ages.

Congratulations, Margaret, and thank you for your service!

3.B Discussion Regarding Bing's Outstanding Debt Owed to City - Bud Hickey

Bud Hickey has been in the City for 80 years. He was drafted in the service, got out, and was recalled back. He is as local as you can get. Quite a few years ago he loaned money to the man who owned Bing's Restaurant. The loan was not paid back and they went into foreclosure, which has been ongoing for eight years. The problem with the sewer is now his problem. Bud asked Paul Joe if he owed any money for the sewer and he was told no. Bud went to the title company and ran the liens. All the liens were taken care of and he allotted the money. Then 14 months later, the City put a lien on the property for the sewer. How did it slip through the cracks? He loaned the money based on no liens. He is requesting leniency on the debt that is owed to the City.

Council President Morten asked Public Works Interim Director Nelson to speak about the Local Improvement District (LID) and specific sewer problems. Nelson reported that the former owner of Bing's was a proponent for the LID because they were having septic issues. They were under a DEQ order to resolve the issues or face closure. They provided an easement across the back part of their property. The sewer was constructed, they connected to it, and resolved their issues. The property owners knew how much they would be assessed beforehand. She cannot speak to the process or timing. It was done approximately in 2009.

Bud added that the property was not liened by the City until October 13, 2011. It sat there for two years without any type of lien put on there. He became involved in it about a year after the sewer was installed. He's not saying he wants it totally wiped out. He's asking the City to put themselves in his position. He is at the mercy of the City Council.

Councilor Carlson asked Brown if there is a precedence for similar situations. Finance Director Brown responded that the Council has forgiven SDC's and Development fees for Habitat for Humanity and CAT projects. It has not been done for projects like this. It's up to the Council if they want to reduce the fees. Councilor Carlson remembers discussions with Paul Joe where he promised to make payments but then never did. Brown pointed that there are about five or six LID properties that will be due in December. Three of those properties agreed to not make any payments and then make one balloon payment in December 2019. Whatever decision the Council makes on this property could affect the other properties. Mayor Scholl pointed out the difference that the owner is probably the same on the other properties.

Brown added that this has been ongoing since he began working for the City. There are two parts to this payment system: 1) the LID portion; 2) the SDC portion. The City is owed \$161,000; of which \$92,000 is LID and \$69,000 is SDC's. The City has spent a fair amount of money on attorney fees to get to this point. You cannot just waive SDC fees. The funds have to come from somewhere. He reminded the Council that there were funds in water, sewer, and storm accounts that was additional revenue this budget season. One option is to pay part of the SDC portion from those accounts. The LID portion is an additional discussion.

Council President Morten asked how they would handle the fairness issue when others need to pay their LID. Brown explained one idea is to forgive the SDC portion by transferring funds to cover what is owed. His records do not indicate that the other properties owe SDC fees.

Councilor Locke asked Bud what the status is of the restaurant. Bud responded that he is working with the City, McNulty Water, and a plumber to find out if there are any water leaks. Bud is here to get things cleaned up. His desire is to make this a respectable business.

Council President Morten asked Bud if he would be open to petitioning the City to use City water. Bud said he would love to have the City water coming in and City sewer going out. Discussion ensued. This topic was tabled in order to get legal advice from counsel during executive session. Bud thanked the Council.

3.C Request from Shoestring Community Players' - Margaret Trenchard-Smith

Margaret Trenchard-Smith was in attendance to give her presentation. A copy of her statement and PowerPoint presentation is included in the archive meeting packet. The Shoestring Community Players has been in operation for almost 40 years. They recently moved the theater to a downtown location. There is a possibility the Shoestring Community Players could go under. Operation costs have increased and they are requesting a \$5,000 grant. Their involvement in Spirit of Halloweentown has been a key to its success.

Council President Morten asked what the \$5,000 would be spent on and the timelines. Margaret requested that they be allowed follow-up with the financials since the treasurer is not here. Mayor Scholl has spoken with the Vaerewyck's and Paul from St. Helens Computer Center. Their financial status is not great right now. They moved to a location where they're not used to paying high rent but they don't want to lose it. He suggested they request \$5,000 in hopes of getting something. The Shoestring Community Players does a lot for the community.

Margaret talked about the cost to operate. Council President Morten emphasized the need to be accountable to citizens for the money that is granted to organizations. Margaret responded that she can work with the treasurer to prepare a document for review at the next Council meeting.

Councilor Topaz pointed out that the Shoestring Community Players brings visitors into town. Can that be under the umbrella of tourism? Mayor Scholl responded that tourism brings people from 30-50 miles away. Councilor Carlson said that would be a good question for City Administrator Walsh. She agreed with Council President Morten's request for a financial statement.

3.D Planning Division Report - Jenny

Associate Planner Jenny Dimsho reviewed the June and July reports. Copies are included in the archive meeting packet.

Discussion of the Wayfinding signage lighting not being consistent. Public Works Interim Director Nelson requested people send her an email when the lights are not working after dark.

3.E Discussion Regarding Millard Road Property

Mayor Scholl requested that this be added to the agenda when he learned that most of the property could potentially be a park. That is not what the Council discussed. He would like to develop that and push water up and down. Someone offered the City \$2.7 million to purchase

the property. That money could have helped with developing the Waterfront property or Ross Road property.

Associate Planner Dimsho explained that the City has a contract with McKenzie. They met to discuss what they would like to see in a park on the Millard Road site. Nothing has been finalized. The park boundary was not determined. Part of the master planning of the park was to determine how much room would be needed based on park needs.

Council President Morten would like to see a regular report for the property. Discussion ensued. Dimsho pointed out that the wetlands are very difficult to develop around. They make the property very narrow. The landscape architects recommend that it not be single family development. Developing a street network and homes would be very difficult since the wetlands are not likely mitigatable since they are already mitigation banks. Discussion continued about the property's potential and the need to act quickly on at least a portion of development to meet the easement's deadline. Dimsho will keep the Council updated.

3.F Discussion Regarding Recreation & Parks Fee

Finance Director Brown reported that tonight's agenda includes a resolution for the Recreation and Parks Community fee that the Council has been discussing. He is checking with the Council to make sure they are ready to vote. However they decide to vote, he hopes it will be done tonight so he knows how to move forward. The language includes a fee of \$3 that sunsets in two years. The Council was in consensus to change the resolution to \$2.

4) Department Reports

Public Works Interim Director Nelson reported...

- The consultant for the N. Vernonia Road sidewalk project has been working on the design and has come up with a couple of issues that need Council input. Looking at sidewalks on both sides of the roads, from the new subdivisions to the corner of MacArthur Street, the major cross section for a collector street has the street for bicycle lanes, a landscape strip, and the sidewalk separated from the roadway. If they move forward with that configuration, they would lose approximately 54 mature trees. The Development Code allows for changes to the cross section when it makes sense. She asked if the Council would allow her to swap the landscape strip with the sidewalk to save a majority of those trees. The survey shows gas lines, water lines, storm, and sanitary sewer all in the ground where the landscape strip would be located. The Council was in consensus to swap the landscape strip with the sidewalk. Nelson pointed out that there will be some cost involved to change the scope of work. However, the cost will be offset by not having to remove all the trees.
- Kittleson & Associates presented a study on the S. 1st Street and St. Helens Street intersection. Mayor Scholl and Council President Morten both were gone during that presentation. Their recommendation was to make improvements to solve the issues at that intersection. The improvements would reduce the crossing distance, improve sight distance, and crosswalk improvements. They have not moved forward because of cost. She has approximately \$150,000 to put towards the project but the project will cost more than double that. Council President Morten asked Brown where the funding could come from. Brown suggested using timber revenue that goes into the Economic Development Fund. Council President Morten talked about improvements at that intersection being a part of revitalizing the historic district. He would like to proceed with the improvements. Mayor Scholl agreed with Morten. Councilor Locke was adamant about making changes

immediately. Discussion ensued. The Council was in concurrence to move forward with improvements for the S. 1st Street and St. Helens Street intersection.

Motion: Upon Morten's motion and Carlson's second, the Council unanimously approved taking \$250,000 out of timber revenues for the S. 1st Street and St. Helens Street intersection improvements.

- Acknowledged the contributions that Public Works crews put into the Veterans Park Grant and Grey Cliffs Park Grant. They did a majority of the work that was matching contributions. They are a huge asset to the City.

Councilor Locke pointed out the request to relieve \$60,000 worth of SDC fees. How much sidewalk would that build? Nelson responded that it would be a little over 1,000 linear feet of five foot wide sidewalk. Councilor Topaz asked if it could be more of an artistic, meandering sidewalk, especially to save trees. Nelson responded that she will instruct them to look at the best placement for saving trees and planting additional trees, as well as looking at the aesthetics.

Library Director Jeffries reported...

- The Rose City Astronomers were here on Monday night.
- The Silk Road Travel talk was held last night.
- Saturday is the final event for the youth summer reading program.
- Beginning a pilot program for people interested in forming a photographers club. They will meet the last Saturday of each month.
- The genealogy group began about a year and a half ago. It's a vibrant group with good attendance. They are going to do a workshop on September 21.
- Over a year ago, they added meeting room fees for after-hours use. They previously had to turn people away who wanted to use the meeting rooms outside of Library hours. It helps the Library cover their costs for having staff onsite.

Finance Director Brown reported...

- Attended the Columbia River PUD (CRPUD) Rate Advisory Board Meeting last night. Approximate rate increases will be:
 - Residential 4.5%
 - City lighting 6.1%
- Before Brown began working at the City, the Council approved a plan to change street lights to LED's. The City took out a loan for the work to be done. The CRPUD did not have a rate schedule for LED's. The City's consultant worked with CRPUD to create a rate. When the CRPUD rate consultants did a study, they discovered the fee was not enough to cover cost and maintenance. They decided to increase the rate by 72.8%. That was a shock to the City. He, Nelson, and Mayor Scholl attended a public meeting and talked with them about options. The CRPUD wrote them a check for \$48,000 that went into the Street Fund to help offset the increase. The City had spent \$65,000 annually on street lights. That went down to \$25,000 after the first year the LED lights were installed. After the 72.8% increase, the annual fee went about to about \$42,000. It's still a savings but not as much as expected. Council President Morten talked about the City becoming its own utility district. The City would be in total control of utilities. Many cities have already done that with tremendous success. He was outraged by what the CRPUD did. Discussion ensued.

- At the CRPUD Rate Advisory Meeting, the Board and General Manager talked about EV power and putting stations around Columbia County. They asked if the City or County would be interested in an EV charger for cars in the vicinity. He attended the Board of Commissioners work session this morning to discuss the idea with them. They propose to put a station in the parallel parking spaces at the entrance into the public parking lot. The City owns that section of parking. CRPUD will pay for it, which is about \$45,000. Jeffries suggested putting a station at the Library as well. She has had someone run a heavy duty extension cord into the lobby in the past. Maryanne Anderson expressed concern about the suggested location. Those are the only shaded spots in that entire area. She suggests putting them on the other side or in the back. Mayor Scholl pointed out that they would be more visible in the parallel spots. Brown pointed out that those spaces are the best based on not taking parking away from businesses and agencies; as well as needing the spaces to be on City-owned property.
- There was a recent incident in a Multnomah County court room where a prosecutor was assaulted after a hearing. That has brought up concerns in our court room about security. He wants to be proactive but there is a cost associated with it. Judge Lindgren and Chief Greenway have been discussing possibilities. It will be an overtime cost for an officer. Greenway suggested an armed security guard or a retired officer. Council President Morten feels more comfortable when the Chief attends the meeting and is near the door. Morten would like to have someone attend in Greenway's place when he is not here. Brown added that he met with the CIS Risk Manager and a prior police chief to talk about City Hall safety. They are waiting for a report and staff suggestions. He will update Council when that report is received. Agnes Petersen reported that she has been practicing law in the courts for about 60 years. She received a phone call that Andy Jones was shot during a divorce case in the Multnomah County courthouse. One of the good things the Columbia County courthouse did was putting metal in front of the dais to take cover in case of gun shots. She does not agree with metal detectors. It's comforting to have a living person watching what is happening. Council was in concurrence to have staff do further research.
- St. Helens Girls Softball had a lease with Boise Whitepaper for use of the three ballfields near the Recreation Center. That lease is coming up due. Jeff Kroll is asking if the City is willing to continue that agreement. Conversations in the past with Council and the Parks Commission was to end the agreement and open the fields for public use. He is going to meet with the Parks & Trails Commission on Monday to confirm what they want to do. He will inform Jeff of what the Council and Parks & Trails Commission have decided. Council President Morten would like to keep the space flexible and their options open with future development of that area. Councilor Topaz expressed the need for ballfields everyone can play at. He would like it to be open to the public when it's not reserved for Girls Softball. Discussion ensued about park and field reservations. Mayor Scholl thanked Brown for the work he does for the City.

City Recorder Payne reported...

- Nothing to report.

5) **Council Reports**

Councilor Locke reported...

- Chief Greenway is not here because he was injured while chasing a suspect last week.

Councilor Carlson reported...

- Asked about the status of the art flags in the Plaza. Discussion ensued. Council President Morten emphasized the need to post signage explaining the art. Councilor Carlson would also like to see a stipulation in the agreement for early removal if the project is damaged or fails. The Council was in consensus to ask Joan Youngberg and the Arts & Cultural Commission to take the flags down by next Friday. Payne will contact Joan.

Jeffries addressed the banners along the highway that are damaged. They were done by the Ford Family Foundation Leadership group. The Council was in consensus to remove the banners and recommend the Arts & Cultural Commission take on a project to replace them.

Councilor Topaz reported...

- He has some objections to some of the mechanisms of ORS 192.660.

Council President Morten reported...

- He and Locke went to Sand Island to see how it was going. It's an amazing change in a short period of time. It's more user friendly and safer. It has saved the City a lot of money and liability. The next step is to add running water.
- Spoke with some boaters who tied up at the City docks and were eating at Big River Bistro. They tried using the showers and only got cold water. Morten reported that to Nelson on Monday morning and it was immediately fixed. Nelson added that the showers had been vandalized. Someone tried to short circuit the system to get hot water without paying.

Mayor Scholl reported...

- The Black Tie and Blue Jeans event raised \$174,000 for scholarships for Columbia County high school students.
- The Port Commission tabled the ground lease decision at their meeting. They need to figure out some details.
- Spoke with City Administrator Walsh prior to the meeting. He expressed his appreciation of the Council allowing him to not be here today and take two weeks to travel with his family.

6) **Other Business**

7) **Adjourn** – 3:58 p.m.

Executive Session

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor

City of St. Helens

CITY COUNCIL

Executive Session Summary

August 7, 2019

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

Staff Present: Tim Ramis, City Attorney
Kathy Payne, City Recorder
Matt Brown, Finance Director
Margaret Jeffries, Library Director
Sue Nelson, Interim Public Works Director

Others: Nicole Thill, The Spotlight



At 4:12 p.m., Mayor Scholl opened the Executive Session pursuant to

- **Real Property Transactions**, under **ORS 192.660(2)(e)**; and
- **Consult with Counsel/Potential Litigation**, under **ORS 192.660(2)(h)**

and then gave Council roll call.

The Executive Session was adjourned at 4:46 p.m.



ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor

City of St. Helens City Council

Regular Session Minutes

August 7, 2019

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

Members Absent: None

Staff Present: Kathy Payne, City Recorder
Matt Brown, Finance Director
Margaret Jeffries, Library Director
Sue Nelson, Public Works Interim Director

Others: Mary Foster Shauna Harrison
Wade Brownell Nicole Thill
Karen Brownell

1) **7:00 P.M. - Call Regular Session to Order**

2) **Pledge of Allegiance**

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

- ◆ Shauna Harrison. She is here to talk about the sidewalk plan for Vernonia Road that was discussed during today's work session. There is no stormwater drainage plan on the proposal. The root system of the trees in front of her house are coming up, which will create problems for sidewalks.

Public Works Interim Director Nelson clarified that they will need to remove some of the trees. Mayor Scholl understands her concerns and doesn't want to see the trees causing problems either. Council President Morten talked about how that was addressed in Portland. It can be fixed by cutting into the tree, based on recommendations by an arborist.

4) **Ordinances - Final Reading**

- 4.a Ordinance No. 3241: An Ordinance Adopting the Riverfront Connector Plan as an Addendum to the City of St. Helens Comprehensive Plan, Amending the St. Helens Municipal Code Chapters 10.04, 17.16, 17.152, 19.08 and 19.12, and Adding Chapter 19.36

Mayor Scholl read Ordinance No. 3241 by title for the final time. **Motion:** Upon Carlson's motion and Locke's second, the Council unanimously adopted Ordinance No. 3241. [AYES: Scholl, Carlson, Locke, Morten, Topaz; Nays: None]

- 4.b Ordinance No. 3242: An Ordinance to Amend the City of St. Helens Comprehensive Plan Map for Certain Property from General Commercial (GC) Designation to the General Residential (GR) Designation and the Zoning District Map from General Commercial (GC) Zone to the Apartment Residential (AR) Zone

Mayor Scholl read Ordinance No. 3242 by title for the final time. **Motion:** Upon Carlson's motion and Locke's second, the Council unanimously adopted Ordinance No. 3242. [AYES: Scholl, Carlson, Locke, Morten, Topaz; Nays: None]

- 4.c Ordinance No. 3243: An Ordinance Approving a Development Agreement for the Forest Trails Subdivision Planned Development Pursuant to ORS 94.504 – ORS 94.528

Mayor Scholl read Ordinance No. 3243 by title for the final time. **Motion:** Upon Carlson's motion and Locke's second, the Council unanimously adopted Ordinance No. 3243. [AYES: Scholl, Carlson, Locke, Morten, Topaz; Nays: None]

5) **Ordinances - First Reading**

- 5.a Ordinance No. 3244: An Ordinance Adopting the Housing Needs Analysis as an Addendum to the City of St. Helens Comprehensive Plan and Adding Chapter 19.26

Mayor Scholl read Ordinance No. 3244 by title for the first time. The final reading will be held at the next regular session.

6) **Resolutions**

- 6.a Resolution No. 1860: A Resolution Adopting a Community Recreation and Parks Fee

Discussion. It was the consensus to charge \$2/edu, beginning January 1, 2020 and ending December 31, 2021.

Mayor Scholl read Resolution No. 1860 by title. **Motion:** Upon Carlson's motion and Locke's second, the Council unanimously adopted Resolution No. 1860. [AYES: Scholl, Carlson, Locke, Morten, Topaz; Nays: None]

7) **Award Bid/Contract**

- 7.a Purchase of Pickup Truck, including Required Safety Features, Tools & Equipment, for Public Works Department to General Equipment Company in the Amount of \$74,759.29 on State Procurement Bid

Question. Nelson explained that the truck is for the water crew. There is a lot of specialized equipment that they use to carry tools, valves, fittings, etc. This is included in the budget.

Councilor Carlson asked about a surplus sale. Nelson responded that they are planning to hold a surplus sale and sell older vehicles. Brown added that the Recreation Program planned to hold a surplus sale but got busy with the Summer Camp, as well as Public Works crews being busy. They do plan to do one in the future. Discussion ensued.

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

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

- 8.a Extension of Agreement with Tualatin Valley Workshop for Janitorial Services

8.b Intergovernmental Agreement with Columbia County for Use of County Motorboat

8.c Contract Payments

Motion: Upon Locke's motion and Topaz's second, the Council unanimously approved '8a' through '8c' above. [AYES: Scholl, Carlson, Locke, Morten, Topaz; Nays: None]

9) Consent Agenda for Approval

9.a Council Work Session, Executive Session, Public Hearing, and Regular Session Minutes dated June 19 and July 17, 2019

9.b Recreation Program Specialist Job Description

9.c Street Sign Replacement Program

9.d Animal Facility License

9.e Accounts Payable Bill Lists

Motion: Upon Topaz's motion and Carlson's second, the Council unanimously approved '9a' through '9e' above. [AYES: Scholl, Carlson, Locke, Morten, Topaz; Nays: None]

10) Mayor Scholl Reports

- There is a lot of building happening around town. Houlton hole, Violette's Villa, Leahy, etc. There are about 825 units on the docket ready to go.
- Still waiting on the wetland delineation of the St. Helens Industrial Park property. He requested Nelson follow up with Graichen about it.
- The Port is looking at leasing property to Next Renewable Fuels.

11) Council Member Reports

Council President Morten reported...

- Received an email regarding labor negotiations with our AFSCME employee group. He ran it by our City attorney and was strongly recommended that we not meet with them. Locke added that it should not happen until after labor negotiations is complete.
- League of Oregon Cities Conference in September.
- The Merchant's Toy & Joy Auction will be held December 7.

Councilor Topaz reported...

- He needs to figure out how to have the Arts & Cultural Commission take care of the damaged signs on the telephone poles. Councilor Carlson suggesting talking to Kannikar since she led that project.

Councilor Carlson reported...

- The Wings & Wheels Chamber Event is on August 17.
- Highway 30 Cruisers hosts Friday Night Cruisin' the Gut. The attendance increases each week. It's nice to see them supporting different businesses.

Councilor Locke reported...

- Driving to Seattle tomorrow.
- Attending an OLCC meeting in Portland on Monday to discuss the cannabis industry.

12) Department Reports

Public Works Interim Director Nelson reported...

- Nothing to report.

Library Director Jeffries reported...

- Nothing to report.

Finance Director Brown reported...

- Reminded Mayor Scholl to discuss the situation with the Bing's Restaurant and Bud Hickey. Councilor Locke thinks we should table it and think about it. After some discussion, Mayor Scholl instructed Brown to write up a memo of what took place and his recommendations, based on discussion, for Council to review at the next meeting.

City Recorder Payne reported...

- Nothing to report.

13) Other Business

"If I Were Mayor..." Student Contest lunch on Friday. Mayor Scholl encouraged the Council to attend.

14) Adjourn – 7:45 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor

City of St. Helens

Job Title: Community Development Administrative Assistant
Department: Community Development
FLSA Status: Non-Exempt
Union: AFSCME
Created: September 4, 2019

GENERAL PURPOSE

Supports the Building, Planning, and Engineering Divisions by performing various clerical and administrative activities.

SUPERVISION RECEIVED

Works under the general direction of the Community Development Director.

SUPERVISION EXERCISED

No supervision exercised.

JOB DUTIES AND RESPONSIBILITIES

- Building Division
 - Performs routine clerical and administrative work in answering phones, receiving the public, providing customer assistance, cashiering, and data processing.
 - Receives applications for various permits and licenses, routes to appropriate departments, and issues completed permits of building, mechanical, and plumbing.
 - Works with Building Official and Secretary in scheduling inspections daily.
 - Assists in management of official City records including filing, data entry, scanning, and creating new/additional files.
 - Assists in the procurement of materials and supplies for the Building Division.
 - Establishes and maintains filing systems, control records and indexes using moderate independent judgment.
 - Obtains information from the City and County records, as assigned.
 - Routes and tracks permits through departments and follows up as needed with customers and departments to ensure permits are processed accordingly.
 - Covers front desk in absence of principle front desk personnel.
 - Calculates and performs manual entries of billings for City permits. Processes payments accordingly and as assigned.
- Planning Division
 - Composes, transcribes, types, and edits a variety of reports, correspondence, and other material requiring judgment as to content, accuracy, and completeness.
 - Attends evening Planning Commission and Historic Landmarks Commission meetings to take notes, record meetings, and ensure audio/video function for broadcasting.
 - Prepares mailings for land use actions and public hearing notices.
 - Sends legal and other notices for land use actions and other department matters.
 - Prepares packets, forms, agendas, correspondence, and minutes for Planning Commission and Historic Landmarks Commission.
 - Creates and maintains Planning Division hardcopy and digital files.
 - Assists Division staff with routine clerical duties, customer inquiries and overall Division organization and function.
 - Acts as custodian of Division documents and records. Establishes and maintains filing systems, control records, and indexes using moderate independent judgment.

- Engineering Division
 - Manages Plan Holders List.
 - May assist Division staff with routine clerical duties, customer inquiries and overall Division organization and function.
 - Assists with mailings for public notifications.
- Administrative Functions
 - Receives the public and answers questions; responds to inquiries from visitors and when necessary, refers to appropriate persons.
 - Develops and maintains office forms, procedures, and assists with administrative tasks involving customer service and records management.
 - Creates and maintains brochures/general guidelines for customers to better understand processes, procedures, and general guidelines of Building and Planning Divisions.
 - Schedules and prepares appointments, pre-app meetings and performs other administrative and clerical duties as assigned.
 - Assists in coordination and facilitation of permit processing and other matters between Building, Planning and Engineering.

PERIPHERAL DUTIES

- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience:

- High school diploma equivalent.
- 3+ years of increasingly responsible related experience, or any equivalent combination of related education and experience.

Knowledge, Skills and Abilities:

- Ability to perform cashier duties accurately.
- Ability to effectively meet and deal with the public appropriately.
- Ability to communicate effectively verbally and in writing.
- Ability to handle stressful situations.
- Ability to maintain a high level of organization.
- Ability to establish successful working relationships.

PREFERRED QUALIFICATIONS

- Knowledge of State of Oregon Accela online building software.
- General knowledge of government processes regarding Building and Planning.
- General knowledge of Oregon Building codes and Oregon Land Use Planning regulations.
- Previous experience with secretarial tasks, such as data entry, minutes, and mail merge documents.

SPECIAL REQUIREMENTS

- A valid state driver's license.
- Obtain or ability to obtain a Notary Public Commission within six months of hire date.

TOOLS AND EQUIPMENT USED

Phone, computer, calculator, copy machine, scanner, fax machine, windows based software, Word, Excel, and City vehicle.

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk, use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises but may be a little loud depending on the day.

EMPLOYEE ACKNOWLEDGEMENT

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

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

ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the **Community Development Administrative Assistant** job description. I understand that it is my responsibility to adhere to the job duties and responsibilities outlined within this job description.

Employee Signature: _____

Date: _____

Print Name: _____

Manager Signature: _____

Date: _____

Accounts Payable

To Be Paid Proof List

User: jenniferj
 Printed: 08/22/2019 - 1:18PM
 Batch: 00007.08.2019 - AP 8.22.19 FY 19-20



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
BIO-MED TESTING SERVICE, INC.									
003505									
72356	8/9/2019	200.00	0.00	08/22/2019				False	0
100-702-052019 Professional Services				DOT TIM THAD CAMERON SEAN					
	72356 Total:	200.00							
	BIO-MED TESTING SERV	200.00							
BOISE WIITE PAPER LLC									
003720									
08152019	8/19/2019	12,500.00	0.00	08/22/2019				False	0
202-722-055001 Principal				SEPTEMBER 2019 NOTE PAYMENT					
	08152019 Total:	12,500.00							
	BOISE WIITE PAPER LL	12,500.00							
CASCADE CONCRETE PRODUCTS, INC.									
005925									
74917	8/2/2019	1,499.00	0.00	08/22/2019				False	0
603-735-052001 Operating Supplies				MANHOLE					
	74917 Total:	1,499.00							
74940	8/5/2019	177.00	0.00	08/22/2019				False	0
603-735-052001 Operating Supplies				BLUE LINE BAG 50					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
74940 Total:		177.00							
CASCADE CONCRETE P		1,676.00							
CENTERLOGIC, INC.									
011595									
54069	8/18/2019	1,074.78	0.00	08/22/2019				False	0
702-000-052019 Professional Services				IT SUPPORT					
54069 Total:		1,074.78							
CENTERLOGIC, INC. To		1,074.78							
CENTURY LINK- ACCESS BILLING									
034004									
3263X204S19223	8/11/2019	82.22	0.00	08/22/2019				False	0
702-000-052010 Telephone				04S3					
3263X204S19223 Total:		82.22							
CENTURY LINK- ACCES		82.22							
COLUMBIA COUNTY CLERK									
007500									
08162019	8/16/2019	86.00	0.00	08/22/2019				False	0
100-711-052019 Professional Services				CLAIM OF LIEN HOWARD 922 COWLITZ					
08162019 Total:		86.00							
COLUMBIA COUNTY CL		86.00							
COLUMBIA COUNTY TRANSFER STATION									
007579									
6662	7/31/2019	10.88	0.00	08/22/2019				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
205-000-052019 Professional Services				COMM MSW					
6662	7/31/2019	15.42	0.00	08/22/2019				False	0
205-000-052019 Professional Services				COMM MSW					
6662	7/31/2019	42.63	0.00	08/22/2019				False	0
100-708-052001 Operating Supplies				COMM MSW					
6662	7/31/2019	29.02	0.00	08/22/2019				False	0
704-000-053012 Capital Outlay - Parks				COMM MSW					
6662 Total:		97.95							
COLUMBIA COUNTY TR		97.95							
COLUMBIA HEALTH SERVICES									
007577									
08132019	8/1/2019	64.11	0.00	08/22/2019				False	0
703-734-052019 Professional Services				NICHOLAS RATLIFF VACCINE					
08132019 Total:		64.11							
COLUMBIA HEALTH SE		64.11							
COLUMBIA NW HEATING INC									
008265									
12510371	8/14/2019	2,789.00	0.00	08/22/2019				False	0
704-000-053025 Capital Outlay - Sr Center				SR. CENTER REPAIR WORK / REFRIGERANT / FAN M					
12510371 Total:		2,789.00							
COLUMBIA NW HEATIN		2,789.00							
COLUMBIA RIVER P.U.D.									
008325									
08132019	8/13/2019	592.40	0.00	08/22/2019				False	0
100-705-052003 Utilities				7493					
08132019	8/13/2019	1,030.48	0.00	08/22/2019				False	0
100-706-052003 Utilities				7493					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
08132019	8/13/2019	1,129.60	0.00	08/22/2019				False	0
100-708-052003 Utilities				7493					
08132019	8/13/2019	39.01	0.00	08/22/2019				False	0
100-708-052047 Marine Board				7493					
08132019	8/13/2019	198.93	0.00	08/22/2019				False	0
100-708-052046 Dock Services				7493					
08132019	8/13/2019	3,717.21	0.00	08/22/2019				False	0
205-000-052003 Utilities				7493					
08132019	8/13/2019	914.44	0.00	08/22/2019				False	0
100-715-052003 Utilities				7493					
08132019	8/13/2019	279.82	0.00	08/22/2019				False	0
703-734-052003 Utilities				7493					
08132019	8/13/2019	3,702.96	0.00	08/22/2019				False	0
601-731-052003 Utilities				7493					
08132019	8/13/2019	6,581.52	0.00	08/22/2019				False	0
601-732-052003 Utilities				7493					
08132019	8/13/2019	1,043.10	0.00	08/22/2019				False	0
603-737-052003 Utilities				7493					
08132019	8/13/2019	3,129.29	0.00	08/22/2019				False	0
603-736-052003 Utilities				7493					
08132019	8/13/2019	626.68	0.00	08/22/2019				False	0
603-738-052003 Utilities				7493					
08132019 Total:		22,985.44							
2364363	8/19/2019	147.43	0.00	08/22/2019				False	0
205-000-052003 Utilities				73638					
2364363 Total:		147.43							
COLUMBIA RIVER P.U.D		23,132.87							
COMCAST									
COMCAST									
08072019	8/7/2019	122.93	0.00	08/22/2019				False	0
702-000-052003 Utilities				9144					
08072019 Total:		122.93							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
08092019	8/9/2019	62.45	0.00	08/22/2019				False	0
603-736-052003 Utilities				0082					
08092019	8/9/2019	62.45	0.00	08/22/2019				False	0
603-737-052003 Utilities				0082					
08092019 Total:		124.90							
08122019	8/12/2019	155.36	0.00	08/22/2019				False	0
702-000-052003 Utilities				3238					
08122019 Total:		155.36							
COMCAST Total:		403.19							
CUSTOM HOME SERVICES LLC, CHS PAINTING									
009644									
1100	8/20/2019	9,536.72	0.00	08/22/2019				False	0
703-734-052023 Facility Maintenance				SHOP PAINTING EXTERIOR					
1100 Total:		9,536.72							
CUSTOM HOME SERVIC		9,536.72							
DAILY JOURNAL OF COMMERCE, INC									
009900									
744321377	6/19/2019	602.58	0.00	08/22/2019				False	0
205-000-053001 Capital Outlay				2019 CRACK SEALING PROJECT BIDS					
744321377 Total:		602.58							
DAILY JOURNAL OF CO		602.58							
E2C CORPORATION									
E2C									
4352	8/12/2019	2,149.90	0.00	08/22/2019				False	0
201-000-052019 Professional Services				STAFF					
4352	8/12/2019	4,100.00	0.00	08/22/2019				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
201-000-052074 Events - 13 Nights				ENTERTAINMENT					
4352	8/12/2019	150.00	0.00	08/22/2019				False	0
201-000-052011 Public Information				NEWS ART					
4352	8/12/2019	5,813.23	0.00	08/22/2019				False	0
201-000-052059 Events - General				PROPS					
4352	8/12/2019	1,861.40	0.00	08/22/2019				False	0
201-000-052074 Events - 13 Nights				PRODUCT					
4352	8/12/2019	493.00	0.00	08/22/2019				False	0
201-000-052074 Events - 13 Nights				EQUIPMENT					
4352	8/12/2019	234.42	0.00	08/22/2019				False	0
201-000-052011 Public Information				ADVERTISING					
4352 Total:		14,801.95							
E2C CORPORATION Tota		14,801.95							
EAGLE STAR ROCK PRODUCTS, INC.									
010970									
36509	8/13/2019	276.03	0.00	08/22/2019				False	0
205-000-052001 Operating Supplies				ROCK MCCORMICK PARK STORM					
36509 Total:		276.03							
36518	8/14/2019	270.45	0.00	08/22/2019				False	0
601-731-052001 Operating Supplies				ROCK MCCORMICK PARK STORM					
36518 Total:		270.45							
36530	8/15/2019	140.04	0.00	08/22/2019				False	0
605-000-052001 Operating Supplies				ROCK MCCORMICK PARK					
36530 Total:		140.04							
EAGLE STAR ROCK PRO		686.52							
EASYPERMIT POSTAGE									
025602									
08112019	8/11/2019	1,000.00	0.00	08/22/2019				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
100-707-052009 Postage				POSTAGE					
08112019 Total:		1,000.00							
EASYPERMIT POSTAGE		1,000.00							
ENVISIONWARE, INC. 011480									
INV-US-43724	8/8/2019	655.35	0.00	08/22/2019				False	0
100-706-052006 Computer Maintenance				ENVISIONWARE RENEWAL					
INV-US-43724 Total:		655.35							
ENVISIONWARE, INC. T		655.35							
ERSKINE LAW PRACTICE LLC 011522									
08172019	8/17/2019	4,222.50	0.00	08/22/2019				False	0
100-704-052019 Professional Services				8/1-8/16					
08172019 Total:		4,222.50							
ERSKINE LAW PRACTIC		4,222.50							
KNIFE RIVER 017628									
2173079	8/5/2019	1,481.25	0.00	08/22/2019				False	0
704-000-053022 Capital Outlay - Veterans Proj				VETS MEMORIAL PSI EXPOSED					
2173079 Total:		1,481.25							
KNIFE RIVER Total:		1,481.25							
LAND DEVELOPMENT SERVICES, COLUMBIA COUNTY 007550									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
JUNE/JULY 2019	8/14/2019	3,386.25	0.00	08/22/2019				False	0
100-711-052019 Professional Services				PLAN CHECKS AND INSPECTIONS					
	JUNE/JULY 2019 Total:	3,386.25							
	LAND DEVELOPMENT S	3,386.25							
LANG, ATTORNEY AT LAW, MARK J.									
018006									
2018	8/15/2019	125.00	0.00	08/22/2019				False	0
100-704-052019 Professional Services				DOUGLAS ELDRIDGE					
	2018 Total:	125.00							
	LANG, ATTORNEY AT LA	125.00							
LAWRENCE OIL CO.									
018030									
019001-1922701	8/15/2019	1,070.07	0.00	08/22/2019				False	0
703-734-052022 Fuel / Oil				247748					
019001-1922701	8/15/2019	38.91	0.00	08/22/2019				False	0
100-715-052022 Fuel/Oil				247749					
	019001-1922701 Total:	1,108.98							
	LAWRENCE OIL CO. Tot	1,108.98							
MUNNELL & SHERRILL									
41151									
303003	6/10/2019	5,825.70	0.00	08/22/2019				False	0
601-732-052001 Operating Supplies				ROTARY TYPE SMART POSITIONER					
	303003 Total:	5,825.70							
	MUNNELL & SHERRILL	5,825.70							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
NORTHWEST NATURAL GAS									
021400									
08122019	8/12/2019	15.96	0.00	08/22/2019				False	0
100-715-052003 Utilities				2848					
08122019	8/12/2019	15.96	0.00	08/22/2019				False	0
100-705-052003 Utilities				5638					
08122019	8/12/2019	15.96	0.00	08/22/2019				False	0
100-715-052003 Utilities				5285					
08122019	8/12/2019	15.96	0.00	08/22/2019				False	0
703-734-052003 Utilities				8675					
08122019	8/12/2019	0.49	0.00	08/22/2019				False	0
100-706-052003 Utilities				7673					
08122019	8/12/2019	24.92	0.00	08/22/2019				False	0
100-709-052003 Utilities				0109					
08122019	8/12/2019	7.98	0.00	08/22/2019				False	0
601-731-052003 Utilities				7720					
08122019	8/12/2019	7.98	0.00	08/22/2019				False	0
603-735-052003 Utilities				7720					
08122019	8/12/2019	34.77	0.00	08/22/2019				False	0
100-708-052003 Utilities				8563					
08122019	8/12/2019	15.36	0.00	08/22/2019				False	0
603-736-052003 Utilities				5750					
08122019	8/12/2019	15.36	0.00	08/22/2019				False	0
603-737-052003 Utilities				5750					
08122019	8/12/2019	21.18	0.00	08/22/2019				False	0
100-708-052003 Utilities				3047					
08122019 Total:		191.88							
NORTHWEST NATURAL		191.88							
PARDUE - UKULELE LEADER, TIM									
12111									
08162019	8/16/2019	90.50	0.00	08/22/2019				False	0
203-706-037017 Donations - Ukulele Club				10 SONG BOOKS FOR UKULELE CLASS					
08162019 Total:		90.50							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
PARDUE - UKULELE LE		90.50							
PORTLAND GENERAL ELECTRIC 025702									
08152019	8/15/2019	42.22	0.00	08/22/2019				False	0
202-722-052003 Utilities				1650931000					
08152019	8/15/2019	610.79	0.00	08/22/2019				False	0
100-709-052003 Utilities				0153585940					
08152019 Total:		653.01							
PORTLAND GENERAL E		653.01							
RADLER WHITE PARKS & ALEXANDER LLP 02600									
20906	7/31/2019	805.00	0.00	08/22/2019				False	0
202-721-052019 Professional Services				ACSP TRANSACTION					
20906 Total:		805.00							
RADLER WHITE PARKS		805.00							
REESOR, MARY J 85412									
0002944	8/21/2019	65.00	0.00	08/22/2019				False	0
100-000-036002 Fines - Court				OVERAGE REFUND MARY REESOR					
0002944 Total:		65.00							
REESOR, MARY J Total:		65.00							
SAN DIEGO POLICE EQUIPMENT CO. 029630									
638668	8/1/2019	1,199.12	0.00	08/22/2019				False	0
100-705-052001 Operating Supplies				FED T223E-CF					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
638668 Total:		1,199.12							
SAN DIEGO POLICE EQ		1,199.12							
SHELDON MANUFACTURING, INC. SHELDON 00222116	8/7/2019	406.92	0.00	08/22/2019				False	0
603-736-052001 Operating Supplies				MOTOR ASSY SMALL BOD					
00222116 Total:		406.92							
SHELDON MANUFACTU		406.92							
SYMBOLARTS 032863 0336410-IN	8/7/2019	315.00	0.00	08/22/2019				False	0
100-705-052022 Fuel / Oil				BADGE					
0336410-IN Total:		315.00							
SYMBOLARTS Total:		315.00							
TESTAMERICA LAORATORIES INC 01224 7800000630	8/22/2019	4,057.50	0.00	08/22/2019				False	0
603-737-052064 Lab Testing				TESTING					
7800000630 Total:		4,057.50							
TESTAMERICA LAORAT		4,057.50							
THE LAW OFFICE OF JOSEPH D ROOT 47741 1141	8/19/2019	125.00	0.00	08/22/2019				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
100-704-052019 Professional Services				DAVID ANDERSON					
1141 Total:		125.00							
1142	8/19/2019	125.00	0.00	08/22/2019				False	0
100-704-052019 Professional Services				MICHAEL MALONE					
1142 Total:		125.00							
1143	8/19/2019	200.00	0.00	08/22/2019				False	0
100-704-052019 Professional Services				ADOLPH ROBERTS					
1143 Total:		200.00							
THE LAW OFFICE OF JO		450.00							
TRAVEL INFORMATION COUNCIL OR TRAVE									
96791	8/15/2019	173.00	0.00	08/22/2019				False	0
201-000-052011 Public Information				NATL DOWNTOWN HISTORIC DISTRICT					
96791 Total:		173.00							
TRAVEL INFORMATION		173.00							
TURNEY EXCAVATING INC 0355									
4	8/15/2019	9,323.45	0.00	08/22/2019				False	0
601-000-056101 Water Main Replacement				PROJECT W-464 WATERLINE IMPROVEMENTS PROJ					
4 Total:		9,323.45							
TURNEY EXCAVATING I		9,323.45							
TVW INC 033827									
0039051-IN	7/31/2019	1,767.78	0.00	08/22/2019				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
100-715-052023 Facility Maintenance				JANITORIAL SERVICE					
0039051-IN Total:		1,767.78							
0039052-IN	7/31/2019	1,521.19	0.00	08/22/2019				False	0
100-706-052023 Facility Maintenance				JANITORIAL SERVICE					
0039052-IN Total:		1,521.19							
0039053-IN	7/31/2019	810.38	0.00	08/22/2019				False	0
100-705-052023 Facility Maintenance				JANITORIAL SERVICE					
0039053-IN Total:		810.38							
0039175-IN	7/31/2019	123.19	0.00	08/22/2019				False	0
100-709-052023 Facility Maintenance				JANITORIAL SERVICE					
0039175-IN Total:		123.19							
TVW INC Total:		4,222.54							
U.S. BANK EQUIPMENT FINANCE									
033955									
392567202	8/15/2019	150.00	0.00	08/22/2019				False	0
100-715-052021 Equipment Maintenance				CONTRACT PAYMENT					
392567202 Total:		150.00							
U.S. BANK EQUIPMENT		150.00							
Report Total:		107,641.84							

Accounts Payable

To Be Paid Proof List

User: jenniferj
 Printed: 08/29/2019 - 9:13AM
 Batch: 00009.08.2019 - AP 8.29.19 FY 19-20



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
ALEXIN ANALYTICAL LABS, INC.									
001650									
37483	8/26/2019	423.00	0.00	08/26/2019				False	0
601-731-052064	Lab Testing			TESTING					
	37483 Total:	423.00							
	ALEXIN ANALYTICAL L	423.00							
ALLSTREAM									
016479									
16329572	8/21/2019	49.65	0.00	08/26/2019				False	0
702-000-052010	Telephone			754802					
16329572	8/21/2019	24.82	0.00	08/26/2019				False	0
603-736-052010	Telephone			754802					
16329572	8/21/2019	24.83	0.00	08/26/2019				False	0
603-737-052010	Telephone			754802					
	16329572 Total:	99.30							
	ALLSTREAM Total:	99.30							
BRIGHT ROAD PRODUCTIONS									
BRIGHT									
08262019	8/26/2019	183.95	0.00	08/26/2019				False	0
601-000-037004	Miscellaneous - General			REIMBURSEMENT FOR HYDRANT METER RENTAL					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
08262019 Total:		183.95							
BRIGHT ROAD PRODUC		183.95							
BUELL CALIBRATION & CONTROLS LLC									
004866									
2887	8/27/2019	660.00	0.00	08/26/2019				False	0
603-737-052019 Professional Services				ON SITE SERVICE CALL INSTALLATION OF LAGOON					
2887 Total:		660.00							
BUELL CALIBRATION &		660.00							
BULLARD LAW									
004880									
39888	8/14/2019	3,556.50	0.00	08/26/2019				False	0
100-701-052019 Professional Services				2019 AFSCME BARGAINING					
39888 Total:		3,556.50							
BULLARD LAW Total:		3,556.50							
CARDINAL SERVICES, INC.									
005829									
1170178	8/23/2019	696.00	0.00	08/26/2019				False	0
703-734-052001 Operating Supplies				JIM FOULKE					
1170178 Total:		696.00							
CARDINAL SERVICES, I		696.00							
CDW GOVERNMENT, INC.									
005471									
TLF0406	8/12/2019	883.98	0.00	08/26/2019				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
100-705-052001 Operating Supplies				USB KEYBOARD 2					
TLF0406 Total:		883.98							
CDW GOVERNMENT, IN		883.98							
CENTURY LINK 034002									
08172019	8/17/2019	40.71	0.00	08/26/2019				False	0
702-000-052010 Telephone				369B PW					
08172019	8/17/2019	20.00	0.00	08/26/2019				False	0
603-736-052010 Telephone				025B WWTP					
08172019	8/17/2019	20.71	0.00	08/26/2019				False	0
603-737-052010 Telephone				025B WWTP					
08172019 Total:		81.42							
CENTURY LINK Total:		81.42							
CENTURY LINK- ACCESS BILLING 034004									
3263X201S19226	8/14/2019	82.22	0.00	08/26/2019				False	0
702-000-052010 Telephone				01S3					
3263X201S19226 Total:		82.22							
CENTURY LINK- ACCES		82.22							
CENTURYLINK, BUSINESS SERVICES 45215									
1474434499	8/11/2019	222.10	0.00	08/26/2019				False	0
702-000-052010 Telephone				88035002					
1474434499 Total:		222.10							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
CENTURYLINK, BUSINE		222.10							
COLUMBIA COUNTY SHERIFF'S OFFICE 007479									
100	8/21/2019	310.00	0.00	08/26/2019				False	0
100-705-052019 Professional Services				CENTERAL CITY CONCERN REIMBURSMENT CIVIL					
100 Total:		310.00							
COLUMBIA COUNTY SH		310.00							
COLUMBIA SWCD 42186									
626	7/18/2019	399.00	0.00	08/26/2019				False	0
201-000-052011 Public Information				FULL SPONSORSHIP 2020 HALLOWEEENTOWN AD					
626 Total:		399.00							
COLUMBIA SWCD Total:		399.00							
COMCAST COMCAST									
08142019	8/14/2019	95.41	0.00	08/26/2019				False	0
702-000-052003 Utilities				9228					
08142019 Total:		95.41							
COMCAST Total:		95.41							
COMMUNICATIONS NORTHWEST 48721									
68367	6/28/2019	395.00	0.00	08/26/2019				False	0
100-705-052005 Small Equipment				MOTOROLA / COMPACT MOCROPHONE					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
68367 Total:		395.00							
68368	6/28/2019	2,834.98	0.00	08/26/2019				False	0
100-705-052005 Small Equipment				PORTABLE SCN BLK HEAVY DUTY DUST PROOF SPI					
68368 Total:		2,834.98							
COMMUNICATIONS NO		3,229.98							
DAHLGRENS DO IT BEST BUILDERS SUPPLY									
009800									
08272019	8/27/2019	2.29	0.00	08/26/2019				False	0
100-708-052001 Operating Supplies				PVC COUPLING ACCT 10026					
08272019	8/27/2019	25.16	0.00	08/26/2019				False	0
100-708-052001 Operating Supplies				ROOF FEOCEL BLK					
08272019	8/27/2019	119.99	0.00	08/26/2019				False	0
704-000-053022 Capital Outlay - Veterans Proj				VETERANS PARK WHEELBARROW					
08272019	8/27/2019	24.46	0.00	08/26/2019				False	0
601-731-052001 Operating Supplies				WIRE BRUSH WOOD CHISEL HACKSAW BLADE					
08272019	8/27/2019	6.79	0.00	08/26/2019				False	0
100-715-052023 Facility Maintenance				SPADE BIT					
08272019	8/27/2019	60.28	0.00	08/26/2019				False	0
100-706-052023 Facility Maintenance				TOOL HOOK / SHELF BRKT/ ZINC SCREWS / WHITE					
08272019	8/27/2019	7.75	0.00	08/26/2019				False	0
704-000-053022 Capital Outlay - Veterans Proj				VETERANS PARK 2X4X16					
08272019	8/27/2019	106.28	0.00	08/26/2019				False	0
704-000-053022 Capital Outlay - Veterans Proj				VETERANS PARK WHEELBARROW GEOCEL BLK					
08272019	8/27/2019	39.00	0.00	08/26/2019				False	0
704-000-053022 Capital Outlay - Veterans Proj				VETERANS PARK NAILS 2X4X14 2X4X10 12 STAKES					
08272019	8/27/2019	211.86	0.00	08/26/2019				False	0
704-000-053022 Capital Outlay - Veterans Proj				VETERANS PARK REBAR ADOBIE BLOCKS / WOOD					
08272019	8/27/2019	11.75	0.00	08/26/2019				False	0
704-000-053022 Capital Outlay - Veterans Proj				VETERANS PARK WOOD					
08272019	8/27/2019	38.28	0.00	08/26/2019				False	0
704-000-053022 Capital Outlay - Veterans Proj				VETERANS PARK NUTS WASHERS MIZING NOZZLE					
08272019	8/27/2019	57.99	0.00	08/26/2019				False	0
100-708-052001 Operating Supplies				GALV COIL WIRE / FENCE ETOOL					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
08272019	8/27/2019	6.38	0.00	08/26/2019				False	0
703-734-052023 Facility Maintenance				CONCRETE CITY HALL MAIL BOX					
08272019	8/27/2019	24.00	0.00	08/26/2019				False	0
100-708-052001 Operating Supplies				PVC					
08272019	8/27/2019	23.99	0.00	08/26/2019				False	0
100-715-052023 Facility Maintenance				ANCHOR EPOXY					
08272019	8/27/2019	32.99	0.00	08/26/2019				False	0
100-708-052001 Operating Supplies				STEAKE BNLE					
08272019	8/27/2019	21.99	0.00	08/26/2019				False	0
704-000-053022 Capital Outlay - Veterans Proj				HEX BOLT					
08272019	8/27/2019	43.87	0.00	08/26/2019				False	0
100-705-052001 Operating Supplies				GALV DECK SCREWS / HINGE / CAULK WHITE					
08272019	8/27/2019	19.96	0.00	08/26/2019				False	0
100-708-052001 Operating Supplies				BOLT					
08272019	8/27/2019	28.58	0.00	08/26/2019				False	0
703-734-052023 Facility Maintenance				CHIP BRUSH MILL FILE CEMENT CONTACT BULK S.					
08272019	8/27/2019	110.00	0.00	08/26/2019				False	0
603-736-052001 Operating Supplies				PRIMED CEDAR FACIA GALV NAILS NAIL PULLER					
08272019	8/27/2019	117.97	0.00	08/26/2019				False	0
603-737-052001 Operating Supplies				PRIMED CEDAR FACIA GALV NAILS NAIL PULLER					
08272019	8/27/2019	215.46	0.00	08/26/2019				False	0
100-705-052001 Operating Supplies				TORX IMPACT BIT SCREWS WOOD					
08272019	8/27/2019	-904.80	0.00	08/26/2019				False	0
100-708-052001 Operating Supplies				PARKS DEPARTMENT CREDIT ON ACCOUNT 10026					
08272019 Total:		452.27							
DAHLGRENS DO IT BES		452.27							
DCBS- FISCAL SERVICES									
010113									
06302018	6/30/2019	1,303.00	0.00	08/26/2019				False	0
100-000-035005 Plumbing Permits				QUARTERLY BUILDING SURCHARGE FEES					
06302018	6/30/2019	3,547.00	0.00	08/26/2019				False	0
100-000-035003 Building Permits				QUARTERLY BUILDING SURCHARGE FEES					
06302018	6/30/2019	647.00	0.00	08/26/2019				False	0
100-000-035006 Mechanical Permits				QUARTERLY BUILDING SURCHARGE FEES					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
06302018 Total:		5,497.00							
DCBS- FISCAL SERVICE		5,497.00							
DEPARTMENT OF ENVIROMENTAL QUALITY									
010144									
WQ20STM-0614	8/9/2019	1,080.00	0.00	08/26/2019				False	0
605-000-052019 Professional Services				STORMWATER NPDES SPECIFIC SIC CODES					
WQ20STM-0614 Total:		1,080.00							
DEPARTMENT OF ENVI		1,080.00							
E2C CORPORATION									
E2C									
4353	8/23/2019	10,000.00	0.00	08/26/2019				False	0
201-000-052019 Professional Services				TINA CURRY CONSULTING MARKETING MONTHLY					
4353 Total:		10,000.00							
E2C CORPORATION Tota		10,000.00							
EAGLE STAR ROCK PRODUCTS, INC.									
010970									
36488	8/8/2019	276.66	0.00	08/26/2019				False	0
205-000-052001 Operating Supplies				ROCK MCCORMICK PARK					
36488 Total:		276.66							
EAGLE STAR ROCK PRO		276.66							
FLINN, STEPHEN ATTORNEY AT LAW									
854114									
08222019	8/22/2019	1,000.00	0.00	08/26/2019				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
100-704-052019 Professional Services					DOUTHIT SKORNEY RIVERS HOBSON HINTON				
08222019 Total:		1,000.00							
FLINN, STEPHEN ATTOR		1,000.00							
GILLIS, JULIE GILL									
08272019	8/27/2019	20.00	0.00	08/26/2019				False	0
100-000-037004 Miscellaneous - General					REFUND PUBLIC RECORDS NOT ABLE TO FULFILL J				
08272019 Total:		20.00							
GILLIS, JULIE Total:		20.00							
HASA INC 014771									
653281	8/20/2019	5,060.88	0.00	08/26/2019				False	0
603-736-052083 Chemicals					MUTI -CHLOR				
653281 Total:		5,060.88							
HASA INC Total:		5,060.88							
INGRAM LIBRARY SERVICES, INC. 016240									
41471679	8/20/2019	49.99	0.00	08/26/2019				False	0
100-706-052033 Printed Materials					BOOKS 20C7921				
41471679 Total:		49.99							
41471680	8/20/2019	111.67	0.00	08/26/2019				False	0
100-000-021300 Library Replacement Fines					BOOKS 20C7921				
41471680 Total:		111.67							
41471681	8/20/2019	555.87	0.00	08/26/2019				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
100-706-052033 Printed Materials				BOOKS 20C7921					
41471681 Total:		555.87							
INGRAM LIBRARY SERV		717.53							
L.N. CURTIS AND SONS 854111									
INV307400	8/9/2019	356.99	0.00	08/26/2019				False	0
100-705-052002 Personnel Uniforms Equipment				UNIFORMS					
INV307400 Total:		356.99							
L.N. CURTIS AND SONS		356.99							
LIBRARY IDEAS, LLC 018424									
71453	8/15/2019	222.34	0.00	08/26/2019				False	0
100-706-052033 Printed Materials				BOOKS					
71453 Total:		222.34							
LIBRARY IDEAS, LLC To		222.34							
MASON, BRUCE, & GIRARD, INC. 019413									
26074	8/15/2019	942.00	0.00	08/26/2019				False	0
202-724-052019 Professional Services				0100308 FOREST MANAGEMENT					
26074 Total:		942.00							
MASON, BRUCE, & GIR		942.00							

METRO OVERHEAD DOOR INC
020285

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
183349	8/14/2019	397.00	0.00	08/26/2019				False	0
100-705-052023 Facility Maintenance				13TH DOOR PINS BROKEN					
183349 Total:		397.00							
METRO OVERHEAD DO		397.00							
METRO PLANNING INC.									
020291									
4920	8/21/2019	322.50	0.00	08/26/2019				False	0
100-710-052006 Computer Maintenance				WEB GIS					
4920	8/21/2019	172.50	0.00	08/26/2019				False	0
703-733-052026 Equipment Fund Charges				WEB GIS					
4920 Total:		495.00							
METRO PLANNING INC		495.00							
MTR TESTING									
95512.									
1	8/1/2019	261.10	0.00	08/26/2019				False	0
605-000-053011 Storm Main Replacement				DENSITY TECHNICIAN / MILEAGE / TRAVEL TIME					
1 Total:		261.10							
MTR TESTING Total:		261.10							
NORTHSTAR CHEMICAL, INC.									
021556									
151228	8/20/2019	476.80	0.00	08/26/2019				False	0
601-732-052083 Chemicals				SODIUM HYPOCHLORITE					
151228 Total:		476.80							
NORTHSTAR CHEMICAL		476.80							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
ROGERS MACHINERY COMPANY, INC									
027589									
1186707	8/19/2019	1,097.75	0.00	08/26/2019				False	0
601-732-052001 Operating Supplies				MATERIALS					
1186707 Total:		1,097.75							
ROGERS MACHINERY C		1,097.75							
SAN DIEGO POLICE EQUIPMENT CO.									
029630									
638773	8/8/2019	644.90	0.00	08/26/2019				False	0
100-705-052001 Operating Supplies				HST JHP					
638773 Total:		644.90							
SAN DIEGO POLICE EQ		644.90							
ST. HELENS AUTO BODY, WALTER E. CROSS									
028470									
08162019	8/16/2019	1,000.00	0.00	08/26/2019				False	0
100-705-052021 Equipment Maintenance				2019 DODGE DURANGO PURSUIT					
08162019 Total:		1,000.00							
ST. HELENS AUTO BOD		1,000.00							
ST. HELENS BAND PARONS, ATTN NOELLE FRESHNER									
028952									
08222019	8/22/2019	1,000.00	0.00	08/26/2019				False	0
100-703-052041 Council Discrenary				SPONSOR X 2 GOLD LEVEL					
08222019 Total:		1,000.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
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ST. HELENS BAND PARO		1,000.00							
<hr/>									
SUPERIOR TIRE SERVICES									
032774									
6508614	8/26/2019	401.70	0.00	08/26/2019				False	0
701-000-052001 Operating Supplies				TIRES					
<hr/>									
6508614 Total:		401.70							
<hr/>									
SUPERIOR TIRE SERVIC		401.70							
<hr/>									
THE LAW OFFICE OF JOSEPH D ROOT									
47741									
1141	8/19/2019	125.00	0.00	08/26/2019				False	0
100-704-052019 Professional Services				DAVID ANDERSON					
<hr/>									
1141 Total:		125.00							
<hr/>									
1142	8/19/2019	125.00	0.00	08/26/2019				False	0
100-704-052019 Professional Services				MICHAEL MALONE					
<hr/>									
1142 Total:		125.00							
<hr/>									
1143	8/19/2019	200.00	0.00	08/26/2019				False	0
100-704-052019 Professional Services				ADOLPH ROBERTS					
<hr/>									
1143 Total:		200.00							
<hr/>									
THE LAW OFFICE OF JO		450.00							
<hr/>									
TIAA COMMERCIAL FINANCE INC									
03521									
6467399	8/21/2019	150.00	0.00	08/26/2019				False	0
100-715-052021 Equipment Maintenance				41452028 CONTRACT PAYMENT					
<hr/>									
6467399 Total:		150.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
TIAA COMMERCIAL FIN		150.00							
TYLER TECHNOLOGIES INC 452112									
025-268424	8/6/2019	10,723.35	0.00	08/26/2019				False	0
702-000-052019 Professional Services				SOFTWARE CORE FINANCIALS UTILITY CIS CASHE					
025-268424 Total:		10,723.35							
025-268650	8/14/2019	1,312.50	0.00	08/26/2019				False	0
702-000-052019 Professional Services				SOFTWARE KASHIF RIAZ					
025-268650 Total:		1,312.50							
TYLER TECHNOLOGIES		12,035.85							
U.S. BANK EQUIPMENT FINANCE 033955									
392911459	8/20/2019	99.00	0.00	08/26/2019				False	0
100-715-052021 Equipment Maintenance				CONTRACT PAYMENT					
392911459 Total:		99.00							
U.S. BANK EQUIPMENT		99.00							
WEX BANK 5112									
60890207	8/28/2019	7,399.98	0.00	08/26/2019				False	0
100-705-052022 Fuel / Oil				FUEL					
60890207 Total:		7,399.98							
WEX BANK Total:		7,399.98							

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

Report Total:	62,457.61
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