



## **CITY COUNCIL REGULAR SESSION**

**Wednesday, September 18, 2019**

265 Strand Street, St. Helens, OR 97051

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

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### **Welcome!**

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

1. **7:00 P.M. - Call Regular Session to Order**
2. **Pledge of Allegiance**
3. **Visitor Comments - Limited to five (5) minutes per speaker**
4. **Resolutions**
  - 4.a. Resolution No. 1864: A Resolution of the City of St. Helens City Council Authorizing Application for Grant to the Department of Land Conservation and Development  
[04A. Res No 1864 - Authorize Application for DLCD Grant PENDING 091819.pdf](#)
5. **Approve and/or Authorize for Signature**
  - 5.a. First Amendment to CR Contracting, LLC Contract for 2019 Crack Sealing Project  
[05A. CR Contracting LLC - R-691, Contract Amendment No 1.pdf](#)
  - 5.b. Utility Easement Granted to Portland General Electric (PGE) on St. Helens Industrial Park Property  
[05B. M2558641 Columbia Sub Getaway CITY OF ST HELENS EASEMENT.pdf](#)
  - 5.c. Scope of Work with Kittelson & Associates for Intersection Improvements at S. 1st Street and St. Helens Street  
[05C. 1st St Helens Ph. 2 Scope\\_2019-09-09.pdf](#)

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

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

**6. Consent Agenda for Acceptance**

6.a. Planning Commission Minutes dated August 13, 2019  
[06A. 081319 PC Minutes APPROVED.pdf](#)

6.b. Library Board Minutes dated August 12, 2019  
[06B. 081219 LB Minutes APPROVED.pdf](#)

**7. Consent Agenda for Approval**

7.a. Council Work Session, Executive Session, Public Hearing, and Regular Session Minutes dated August 21, 2019  
[07A. 091819 Council Minutes TO BE APPROVED.pdf](#)

7.b. Pretreatment Coordinator Job Description  
[07B. DRAFT WWTP Pretreatment Coordinator.pdf](#)

7.c. Bailiff Job Description  
[07C. DRAFT Bailiff.pdf](#)

7.d. Accounts Payable Bill Lists  
[07D. AP 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. 1864**

**A RESOLUTION OF THE CITY OF ST. HELENS CITY COUNCIL AUTHORIZING  
APPLICATION FOR GRANT TO THE DEPARTMENT OF LAND CONSERVATION  
AND DEVELOPMENT**

**WHEREAS**, the Department of Land Conservation and Development is accepting applications for the 2019-2021 Technical Assistance Grant Program; and

**WHEREAS**, the City of St. Helens desires to participate in this grant program as a means of providing needed technical assistance in preparing the St. Helens Industrial Business Park Master Plan which includes an infrastructure phasing and financing plan; and

**WHEREAS**, the need for a St. Helens Industrial Business Park Master Plan has been identified as a short-term priority in the Framework Plan (adopted December 2016) and is listed as a project in the Urban Renewal Plan (adopted August 2017); and

**WHEREAS**, the St. Helens Industrial Business Park Master Plan will help facilitate economic development and promote redevelopment of a City-owned brownfield site; and

**WHEREAS**, the City of St. Helens has available local matching funds to fulfill its share of obligation related to this grant application should the grant funds be awarded; and

**WHEREAS**, the City of St. Helens will provide in-kind match in the form of project management and grant reporting should the grant funds be awarded.

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

**Section 1.** The City Council authorizes application to the Department of Land Conservation and Development for funding assistance related to the St. Helens Industrial Business Park Master Plan project.

**APPROVED AND ADOPTED** by the City Council on September 18, 2019, by the following vote:

Ayes:

Nays:

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

ATTEST:

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

**FIRST AMENDMENT TO  
C.R. CONTRACTING, LLC. PUBLIC IMPROVEMENT CONTRACT  
2019 CRACK SEALING PROJECT, NO. R-691**

This agreement is entered into this 18th day of September 2019, by and between the City, (hereinafter "City"), and C. R. Contracting, LLC., (hereinafter "Contractor").

**RECITALS**

- A. City and Contractor entered into a Public Improvement Contract on August 2, 2019 and said contract, hereinafter "original contract", is on file at St. Helens City Hall.
- B. As part of the original contract, Contractor and City agreed that Contractor would provide crack sealing services for various roads throughout the city.
- C. Additional compensation due to an increase in the quantities required to complete the project due to poorer than anticipated roadway conditions is required.

**NOW, THEREFORE**, in consideration for the mutual covenants contained herein the receipt and sufficiency of which are hereby acknowledged, Contractor and City agree as follows:

- 1. The recitals set forth above are true and correct and are incorporated herein by this reference.
- 2. Total compensation required for the contract due to increased quantities is \$44,000, and the total not-to-exceed price to accomplish all work required under the contract, shall be adjusted to \$128,165.
- 3. All other terms of the original contract not specifically amended by this agreement remain in full force and effect.

Dated this 18th day of September, 2019.

**Contractor**

**City**

*Russell Davis*

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

Date: September 18, 2019

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

Attest:

By: \_\_\_\_\_  
Kathy Payne, City Recorder



*After Recording Please Return To:*  
Portland General Electric Company  
Attn: Property Services  
121 SW Salmon Street, 3WTC0406  
Portland, Oregon 97204-9951

Grantor's Mailing Address:  
City of St. Helens  
P.O. Box 278  
St. Helens, OR 97051

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(Space above this line for Recorder's use)

Grantor: **City of St. Helens**

Grantee: **Portland General Electric Company**

APN/APN2: 4N1W900100 / 13215

### **PGE UTILITY EASEMENT**

For good and valuable consideration the current receipt, reasonable equivalence, and sufficiency of which is hereby acknowledged by **CITY OF ST. HELENS, OREGON** ("**Grantor**") hereby grants, conveys and warrants to **PORTLAND GENERAL ELECTRIC COMPANY**, an Oregon corporation, and its successors and assigns ("**Grantee**"), a nonexclusive, perpetual easement and right-of-way (the "**Easement**") over, under, upon, through and across the following real property situated in Columbia County, Oregon:

**SEE DOCUMENT NO. 2015-008180, as recorded in Deed Records of Columbia county for additional information regarding the property affected by easement (the "Property").**

The Easement affects a strip of land approximately ten feet (10') in width (the "**Easement Area**"), and more particularly described in Exhibit "B" and depicted in Exhibit "C" attached hereto. As used herein, the term "**Systems**" shall include a variable number of wires, circuits, and all appurtenances, equipment, structures, poles, guys, anchors, transformers, and facilities as Grantee deems necessary or convenient for the operation and maintenance of such Systems and for the purpose of transmission, distribution, and sale of electricity and communication.

**Grantee's Rights.** Grantee shall have the right to enter upon and use the Easement Area to plan, survey, construct, inspect, operate, maintain, repair, replace, improve, relocate, remove, and enlarge one or more Systems and the right to derive income therefrom, together with all rights, uses, and privileges directly or indirectly necessary or convenient for the full enjoyment, use, and exercise of Grantee's rights under the Easement, doing all such acts or things on the Easement Area, and all works necessary or appurtenances ancillary, including but not limited to, the right to provide, maintain, and protect quality habitat for aquatic, terrestrial, and avian wildlife, and the right of ingress to and egress from, along and upon said Easement

Area and over and across the Property and Grantor's adjoining property interests, in connection with or related to all or any portion of the foregoing. Grantee shall have the right to make changes in grade, elevation or contour of the land within the Easement Area, and to cut away and keep clear, prevent the construction or placement, remove, level, and/or dispose of all obstructions, structures, natural features, trees, vegetation and/or undergrowth, on, under, along or above the Easement Area (although Grantee may leave any of the foregoing on the Easement Area), which, in the sole judgment of Grantee, may endanger or interfere with the efficiency, safety, and/or convenient use, enjoyment, or exercise of Grantee's rights under the Easement or which is necessary for the protection from fire, natural disaster, terrorism, theft, vandalism, and other similar hazards. If Grantee fails to use the Easement for the purposes described in this instrument for a period of five (5) consecutive years, this Easement may be terminated by Grantor; provided Grantor provides Grantee written notice of Grantor's intent to terminate the Easement for non-use and Grantee fails to provide Grantor with written notice that Grantee is using the Easement within ninety (90) days of Grantee's receipt of Grantor's notice. In the event of the termination of the Easement, Grantee shall cooperate with Grantor in recording an instrument memorializing the termination/release of the Easement, at Grantor's expense.

**Grantor's Use.** Grantor shall have the right to use the Easement Area for all purposes, provided that such use is not deemed by Grantee to interfere with the use, enjoyment, or exercise by Grantee of any rights under the Easement. If Grantee is required to modify the Easement or relocate the Easement Area or Systems because of any Grantor use of and/or condition of the Property, the cost associated with such relocation or modification shall be the responsibility of Grantor. Notwithstanding the rights granted to Grantee hereunder, above-ground maintenance of the Property subject to this Easement (excluding the Systems) shall be the responsibility and at the expense of Grantor, including, but not limited to, irrigation, grass mowing, and vegetation and erosion control.

**Grantor Representations and Warranties.** Grantor represents, covenants, and warrants to Grantee that Grantor is lawfully seized in fee simple title to the Property; that Grantor has the legal right and authority to grant this Easement and that no other party has an ownership interest in the Property or any portion thereof (including the associated timber, water, and mineral rights) that will limit or interfere with Grantee's rights hereunder whatsoever; and that the execution and performance of this Easement by Grantor is duly authorized.

**Required Actions/Necessary Documents.** Grantor agrees to cooperate with Grantee to obtain all necessary permits, licenses and governmental action and shall sign all necessary documentation to enable Grantee the full use, enjoyment and benefit of this Easement. **Each of the foregoing shall be without further compensation to Grantor.**

**Liabilities.** In no event shall Grantee be liable to Grantor or any other person or entity for any lost or prospective profits or any other special, punitive, exemplary, consequential, incidental or indirect losses or damages (in tort, contract, or otherwise) under or in respect of this Easement or for any failure of performance related hereto howsoever caused, whether or not arising from Grantee's sole, joint or concurrent negligence.

**Applicable Law/Costs and Attorney Fees.** This Easement shall be interpreted, construed and enforced in accordance with the law of the State of Oregon with venue for any action being in the County where the Property is located. In the event that Grantee finds it necessary to enforce any right under this Easement, Grantee shall be entitled to all reasonable costs and attorney's fees incurred in enforcing such rights. Such sums shall be in addition to all other sums provided by law.

**Entire Agreement.** This instrument, along with any exhibits and attachments or other documents affixed hereto or referred to herein, constitutes the entire agreement between Grantee and Grantor relative to the Easement. This Easement may be altered and/or revoked only by an instrument in writing signed by both Grantee and Grantor. Grantee and Grantor hereby agree that all prior written and oral agreements, understandings and/or practices relative to the Easement are superseded by this instrument. The consideration acknowledged herein is accepted by Grantor as full compensation for all rights granted

Grantee pursuant hereto, and for all current and future damages, injuries, and loss of value incidental to or in any way associated with the Property and/or the Easement. This Easement may be executed in counterparts, and such counterparts together shall constitute but one original of the Easement. Each counterpart shall be equally admissible in evidence, and each original shall fully bind each party who has executed it. As used herein and where the context so requires, the singular includes the plural and all grammatical changes shall be implied to make the provisions hereof apply equally to corporations and to individuals.

This Easement shall run with the Property and shall be binding on Grantor and shall inure to the benefit of Grantee, and Grantee's successors, and assigns, as well as the tenants, sub-tenants, licensees, concessionaires, mortgagees in possession, customers, and invitees of such persons or entities. The Easement is an in-gross easement and is not appurtenant to any particular property of Grantee.

IN WITNESS WHEREOF, Grantor has executed this Easement effective as of the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**GRANTOR: CITY OF ST. HELENS, OREGON**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

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**ACKNOWLEDGMENT**

STATE OF \_\_\_\_\_ )  
 ) ss.  
COUNTY OF \_\_\_\_\_ )

I certify that I know or have satisfactory evidence that \_\_\_\_\_ is the person who appeared before me, and said person acknowledged that s/he signed this instrument, on oath stated that s/he was authorized to execute the instrument as \_\_\_\_\_ of **CITY OF ST. HELENS, OREGON** and acknowledged it to be his/her free and voluntary act for the uses and purposes mentioned in the instrument.

Dated: \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public  
My commission expires: \_\_\_\_\_

***EXHIBIT B***  
**EASEMENT AREA**  
**LEGAL DESCRIPTION**

Situated in the Northeast quarter of Section 9, Township 4 North, Range 1 West, Willamette Meridian, Columbia County, Oregon;

Beginning at a point on the Northerly boundary of Hawley Addition to St. Helens, Oregon; said point bears North 61°00'00" West, 311.39(T1) from the most Easterly corner of said Hawley Addition as described in Portland General Electric easement recorded in Columbia County Deed 2013-008857; thence along said centerline, as described in said Deed 2013-008857, South 28°55'44" West 927.61(T2) feet to Point "A";

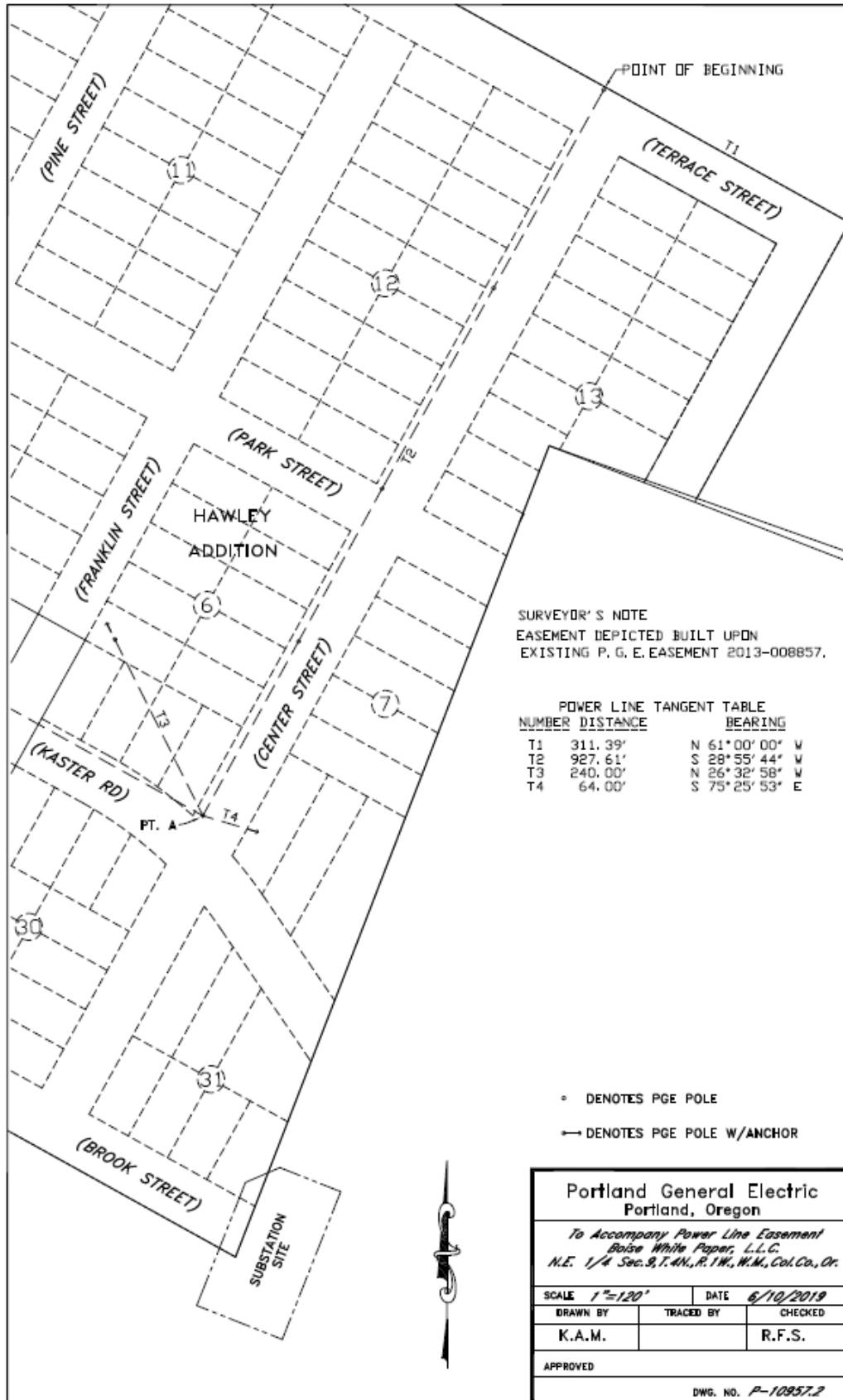
Thence North 26°32'58" West 240.00(T3) feet to the terminus of said centerline.

**Together with** a centerline beginning at said Point "A"; thence South 75°25'53" East 64.00(T4) feet to the terminus of said centerline.

The above-described centerlines are shown on P.G.E. Drawing P-10957.2, attached hereto, which by reference thereto is made a part hereof.



# **EXHIBIT C** **EASEMENT AREA DEPICTION**



September 9, 2019

Project #: 23544

Sue Nelson  
City of St. Helens  
265 Strand Street  
St. Helens, OR 97051

**RE: 1st & St. Helens Intersection Improvements**

Dear Sue,

Attached is a proposal for transportation engineering and design services associated with proposed intersection improvements at S 1<sup>st</sup> Street and St. Helens Street. Part "A" identifies our proposed services for the project. This scope was developed based on our discussions with you, and our prior planning and traffic analysis work with the City.

We propose to conduct the services on a time & materials basis as shown on the attached Project Budget Form.

I, Caleb Cox, will serve as the Project Manager and Tony Roos will serve as the Project Principal providing senior review and quality assurance. Any questions of a technical or contractual nature can be directed to either of us.

Thank you for the opportunity to propose on this project. If you have any questions, please call us at (503) 535-7453.

Sincerely,

**KITTELSON & ASSOCIATES, INC.**

Caleb Cox, EI  
Engineering Associate



Tony Roos, PE  
Principal Engineer

September 3, 2019

Kittelison & Associates, Inc.  
851 SW 6<sup>th</sup> Avenue, Suite 600  
Portland, OR 97204  
503.228.5230 (P)

## PROJECT BACKGROUND AND UNDERSTANDING

### Background

In 2014, Kittelson & Associates, Inc. (Kittelson) and GreenWorks, PC (GreenWorks), through a contract with the Oregon Department of Transportation (ODOT), worked with the City of St. Helens to develop a Corridor Master Plan for the US30 & Columbia Blvd./St. Helens St. Corridors. The Master Plan addressed the US 30 corridor, as well as Columbia Boulevard, St. Helens Street and S. 1st Street within the greater Downtown Area, including the Houlton business district and the Riverfront District. Additionally, in June 2019, Kittelson and Greenworks completed the Riverfront Connector Plan which looked at creating a better connection from the City's downtown area to US-30 to the south. These plans reflect the community's vision of how these areas should appear and function in the future and include measures for how to implement the plan. The plan focuses primarily on how the major streets and intersections in these areas are designed and improved over time to ensure that vehicles, bicyclists and pedestrians have ready access to local businesses and can travel safely and comfortably within and between these different parts of town.

Historically, Columbia Boulevard and St. Helens Street served as major trucking routes to industries located along the Columbia River and were constructed to accommodate freight vehicles between US 30 and the river industrial area. Over time, the amount of right-of-way needed to accommodate these wide roadways has become unnecessary due to the evolution of local industry and diminished large truck travel needs through the corridor. The wide roadways present challenges for the community in that they create a travel environment that contributes to speeding, requires lengthy pedestrian crossings, and is costly to maintain.

Recently, concern over the safety and operation of the S. 1<sup>st</sup> Street/St. Helens Street intersection has been identified by citizens and City leaders. The intersection is two-lane, two-way stop controlled, with S. 1<sup>st</sup> street as the through movement. On-street parking is allowed on both sides of all streets except for the east side of S. 1<sup>st</sup> Street north of the intersection.

In February of 2019, Kittelson completed an alternatives analysis study at the intersection and proposed adding curb extensions and decorative features to enhance pedestrian safety and visual appeal. Recently, the City has identified funding to advance the project through design and construction.

### Summary of Work

This project will consist of engineering design services to prepare final construction plans for new curb extensions, pedestrian crossings, signing, striping, site furnishings, and landscaping at the intersection of S 1<sup>st</sup> Street and St. Helens Street. The project will be broken into the following tasks:

- Task 1.0 Project Management and Coordination

- Task 2.0 Field Studies and Reports
- Task 3.0 Design Services
- Task 4.0 Bidding and Construction Support

## Project Understanding

### Project limits:

- St. Helens Street from S. River Street to S. 2nd Street
- S. 1st Street from Yachts Landing to approximately 250 ft north of St. Helens Street.

### Typical Section:

Existing curb to curb width to be maintained. Striped bike lanes will be added on St Helens Street. Curb extensions will be added at all four corners to decrease pedestrian crossing distance.

### Intersection Treatment:

The intersection will have a single approach lane in each direction and will be two-way stop controlled with S 1<sup>st</sup> Street as the free movement.

### Stormwater and Water Quality Facilities:

Storm inlets impacted by construction will be moved and reconnected into the existing storm network. Stormwater capacity calculations will not be required as part of this project. The use of rain gardens in the decorative landscaped areas may be considered as part of this project.

### Landscaping:

The landscaping at each of the curb extensions will be designed to enhance the visual appeal of the intersection. Features recommended in the City's Riverfront Connector plan such as wayfinding signs, site furnishings, lighting, rain gardens, hardscape, ornamental landscaping, and decorative crosswalks will be considered. Any landscaping considered will be low-growth and will maintain the best possible visual clearance and sight distance at the intersection. Considerations will be made for ease of maintenance, aesthetics, and survivability. Additionally, locations for placement of public art may be identified as part of the project.

### Lighting:

Design and construction of decorative lighting at the intersection will be held as a contingency task.

### Pavement:

No pavement design will be required. Paved areas that are sawcut and replaced will be done so using the City's standard pavement section.

**Right-of-Way and Easements:**

It is assumed that there will be no impacts to rights-of-way.

## **PART A - SCOPE OF WORK**

### **Task 1.0 Project Management and Coordination**

#### **1.1 Project Management**

- Prepare monthly invoices and progress reports. Consultant assumes an 8-month timeframe for the project to be bid and constructed.

#### **1.2 Project Coordination**

The proposed approach to project coordination and management is to hold project meetings with key project team members and representatives from the City of St. Helens. The Project Management Team (PMT) will direct all meetings either in person or via phone conference and provide direction to the rest of the team as the project progress.

- Conduct up to two (2) PMT coordination meetings (2 hours each) following key design submittal dates.
- Prepare an agenda for each meeting.
- Provide a summary of each meeting capturing key issues, decisions, and action items.
- Conduct Bi-weekly project status calls with the City (30 minutes each).

#### **Task 1 Deliverables**

- Monthly invoices and progress reports
- Up to two (2) meeting agendas and summaries

### **Task 2.0 Field Studies & Reports**

#### **2.1 Topographic Survey (S&F Land Services)**

Topographic Survey and Orthorectified Imagery via Unmanned Aerial Vehicle (UAV):

- Fly the area outline in orange (project area) on enclosed Exhibit and collect photography.
- Apply survey control and measurements necessary to meet design grade horizontal and vertical accuracy.
- Produce an orthorectified image of the project area.
- Use photogrammetry to produce a 3D surface of the project area.
- Draft all planimetrics and surface features in AutoCAD.

- Underground utilities: A one-call notification ticket will be placed 10 business days prior to the UAV flight. The UAV will pick up all paint that is placed in response to the ticket.
- Ground survey will be utilized to survey structures and inverts of structures within the area outlined in Blue on the enclosed Exhibit.
- Quality Assurance: While ground survey crews are collecting utility structure data, they will also collect random surface observations throughout the project to verify UAV accuracy.
- Horizontal Datum: ODOT's Oregon Coordinate Reference System
- Vertical Datum: NAVD88

## 2.2 Utility Coordination

Consultant will prepare a Utility Conflict Report and send utility conflict letters to the affected utility companies describing the conflicts that exist, and the required adjustment to eliminate the conflict. The schedule for making the necessary adjustment ahead of the beginning of road construction will be identified.

### Task 2 Deliverables:

- Design Topographic Information in AutoCAD Civil 3D (.dwg) format (S&F Land Services)
- Utility conflict log

## Task 3.0 Design Services

### 3.1 Conceptual Intersection Design

- Consultant will produce one (1) concept design exhibit for the City's review. The exhibit will include: Proposed intersection design, existing surface contours, existing roadway features, and existing utilities.
- Consultant will produce up to one (1) revision of the concept design exhibit base on the City's review comments.

### 3.2 Conceptual Landscape Design (GreenWorks)

- GreenWorks will produce (2) preliminary alternate concepts for the landscape areas in the intersection curb extensions, considering site furnishings and other elements outside the landscape areas. The concepts will be presented as color rendered plans.
- Based on feedback regarding the preliminary concepts, GreenWorks will produce the preferred landscape concept in the same graphic style.
- As part of the conceptual design process, GreenWorks will coordinate with Kittleson on the layout of the landscape areas and other site elements such as site furnishings.

**3.3 Final Design (90% & 100% Submittals)**

Consultant and the City shall coordinate to prepare plans, specifications, and a construction cost estimate ("PS&E") for the construction of curb extensions and associated improvements at the intersection of S. 1<sup>st</sup> Street and St. Helens Street.

All plans and specifications must conform to City of St. Helens, Manual on Uniform Traffic Control Devices ("MUTCD"), and National Electric Code ("NEC") standards as applicable.

Plans and specifications shall include designing pedestrian ramps to meet current ADA/PROWAG standards, in accordance with applicable ODOT standard drawings.

The Consultant shall prepare plan sheets according to the following table:

**Table 1: Sheet Counts**

Name of Sheet	Scale	Estimated # of Sheets	90% Submittal	Final Submittal
Title Sheets/Index/General Notes	N/A	2	X	X
Details	N/A	5	X	X
Detailed Curb Ramp Layout Plans	1" = 5'	4	X	X
Roadway & Stormwater Plans	1" = 20'	2	X	X
Signing and Striping Plans	1" = 40'	2	X	X
Irrigation Plan (GreenWorks)	1/16" = 1'	1	X	X
Planting Plan (GreenWorks)	1/16" = 1'	1	X	X
Irrigation and Planting Details (GreenWorks)	N/A	2	X	X
Lighting Plans (Contingency task 3.6)	1" = 20'	2	X	X

**3.4 Preliminary PS&E**

Consultant shall prepare preliminary (90%) documents for the project incorporating comments from the conceptual design review

Consultant shall prepare drawings, per Table 1 above and:

- Reference Agency standard drawings and details;
- Prepare the 2018 Bid Booklet and Special Provisions Document Assembly form for any specialty items.
- Prepare the Bid Schedule including estimated construction costs utilizing Agency standard bid items.

Consultant shall address comments received and communicate with the City any proposed resolution to the comments. Consultant shall provide written responses in a comment log to address review comments received from the City on the Preliminary PS&E.

### **3.5 Final PS&E Package**

This task includes preparation of the Final PS&E package for bidding purposes. The final plans, Special Provisions, and construction cost estimate shall incorporate all revisions agreed to and documented in the 90% PS&E Comment Log (Task 3.4 above).

City will review final plan sheets and note any final revisions needed prior to preparation and submittal of Professional of Record (POR)-signed Final Plans within 2 weeks of receipt of documents from Consultant. Consultant shall incorporate final revisions into POR-signed Final Plans.

### **3.6 Street Lighting Design (Contingency)**

The Consultant will prepare a photometric analysis and design street lighting features that meet lighting standards set forth in the *IES RP-8-18: Recommended Practice For Design And Maintenance of Roadway And Parking Facility Lighting*.

Analysis and design of street lighting will include only the intersection and not the adjacent roadway segments.

#### **Task 3.0 Deliverables:**

- 30% Conceptual Design Exhibit
- 30% Landscape Design Exhibit (Greenworks)
- 90% PS&E Submittal (PDF)
- 100% PS&E Submittal (PDF)
- Final Signed PS&E (PDF)

## **Task 4.0 Bidding and Construction Support**

### **4.1 Bid Support**

Consultant shall assist the City as directed during the bidding process, limited to the total person-hours itemized in the fee proposal which shall not be exceeded unless modified by contract amendment. Scope includes, but is not limited to:



- Respond to bidder's questions to clarify intentions of design documents.
- Prepare text of any addenda determined to be necessary by the City.
- Prepare plan modification details for use in addenda.
- Coordinate with City for bid approval

#### 4.2 Construction Support

Provide construction assistance to the City during the construction stage of the project including:

- Visit site periodically and as requested by City staff and/or contractor to review construction progress, answer questions, and help resolve in-field design decisions. Assumes up to four (4) site visits.
- Verify that all curb ramps meet ADA standards after forms are set before concrete is poured.
- Prepare written field observation reports for every visit to project site.
- Prepare design modification details as necessary because of different conditions encountered during construction (assume 1 revision).
- Respond to RFI's by the Contractor and prepare plan revisions as necessary and required within 72 hours of receipt (assumes 3 RFI's)
- Review submittals and/or shop drawings (assume 8 submittals)
- Attend one (1) walk-through with City staff prior to final acceptance by the City. Prepare a punch list based on walkthrough.

The scope of Construction Support is limited to the hours shown in the attached budget and does not include full-time inspection services.

#### 4.3 As-Built Plans and Project Closeout

- Prepare as-built drawings for the project (one full size set on opaque Mylar; one full size set on paper; one half size set on 11x17 paper, and PDF). As-built drawings will be based on the redline set provided by the contractor and will incorporate changes to the design by work change directive or RFI. Landscape Planting plans will not be as-built.
- Prepare project close-out documents.
  - Test Results submitted by the contractor.
  - Completed ADA Curb Ramp Inspection forms utilizing ODOT template curb ramp inspection forms.

#### Task 4 Deliverables:

- Bid Addendum documentation and revisions
- Submittal Review Responses
- RFI Responses
- Field inspection reports
- As-Built Plans & Closeout Documents
- ODOT ADA Curb Ramp Inspection Forms

**Reimbursable Expenses:**

The following reimbursable budget estimate is based on our experience with this project type and the governing agencies. It is an estimate only. Additional budget may be necessary to complete the project.

Customary reimbursable expenses mean the actual expense incurred in direct connection with the project. Vehicle mileage is reimbursed at the current IRS rate for project related travel.

The following project related expenses are reimbursed at cost:

- Copy and Reproduction Services
- Travel Expenses, other than private vehicle mileage
- Express Postage

**ASSUMPTIONS**

The Consultant Design Team has made the following assumptions related to this project.

- All permits and application fees will be paid by the City of St. Helens, or as a reimbursable expense.
- Work outside the right-of-way will not be needed to complete the project
- Construction Survey staking will be provided by the contractor
- Full-time inspection services are not included.

**CITY'S RESPONSIBILITIES**

The City will:

- Coordinate the relationship with adjacent property owners and with the general public.
- Actively participate in design review and decision making to maintain the project schedule.

# Project Budget Form

Project Name: 1st & St. Helens  
 Project Manager: Caleb Cox  
 KAI Project Number: 235440.000  
 Date: Sep 09, 2019

LABOR ESTIMATE - 1st & St. Helens			Kittelson & Associates, Inc.				Greenworks, PC				S&F Land Services			SUBTASK/ TASK HOURS	SUBTASK/ TASK COST
Task	Notes	Staff	Roos, Tony	Cox, Caleb	Cullimore, Brad	Analyst	Principal	Project Manager	Project staff	Admin	Project Manager	Project Surveyor	CAD Technician		
			AMR	CEC	BSC	SL1									
<b>001</b>	<b>Project Management and Coordination</b>														
	Project Management		2	12										14	\$1,836
	Project Coordination		8	20				8						36	\$5,090
	Reimbursable Expense														\$525
	Task #001 - Subtotal		10	32	0	0	0	8	0	0	0	0	0	50	\$7,452
<b>002</b>	<b>Field Studies &amp; Reports</b>														
	Topo Survey			1							8	22	20.25	51.25	\$5,584
	Utility Coordination		1	8										9	\$1,148
	Reimbursable Expense														\$0
	Task #002 - Subtotal		1	9	0	0	0	0	0	0	8	22	20.25	60.25	\$6,731
<b>003</b>	<b>Design Services</b>														
	Conceptual Intersection Design		1	10		10								21	\$2,471
	Conceptual Landscape Design						3	16	20	1				40	\$4,565
	Final Design (90% & 100% Submittals)													0	\$0
	Title Sheets/Index/General Notes			2	4									6	\$642
	Details			2	4									6	\$642
	Detailed Curb Ramp Layout Plans		1	20		40								61	\$6,901
	Roadway & Stormwater Plans		4	20		32								56	\$6,714
	Signing & Striping Plans		0.5	2	8									10.5	\$1,169
	Landscaping Plans						4	16	42	2				64	\$7,050
	Preliminary PS&E		2	12	8	12	6	3	2					45	\$5,613
	Final PS&E		2	8	4	8	3	3	1					29	\$3,664
	Street Lighting Design (Contingency)		3	22		32								57	\$6,714
	Reimbursable Expense														\$0
	Task #003 - Subtotal		13.5	98	28	134	16	38	65	3	0	0	0	395.5	\$46,145
<b>004</b>	<b>Bidding &amp; Construction Support</b>														
	Bid Support		4	4										8	\$1,376
	Construction Support		10	16										26	\$4,130
	As-Built Plans and Project Closeout		0.5	2		4								6.5	\$782
	Reimbursable Expense														\$410
	Task #004 - Subtotal		14.5	22	0	4	0	0	0	0	0	0	0	40.5	\$6,697
TOTAL HOURS			39	161	28	138	16	46	65	3	8	22	20.25		
LABOR RATE			\$229.29	\$114.80	\$103.06	\$109.39	\$180.00	\$120.00	\$100.00	\$105.00	\$150.00	\$125.00	\$75.00	TOTAL HOURS	TOTAL LABOR
LABOR COST			\$8,942	\$18,483	\$2,886	\$15,096	\$2,880	\$5,520	\$6,500	\$315	\$1,200	\$2,750	\$1,519	546	\$66,090

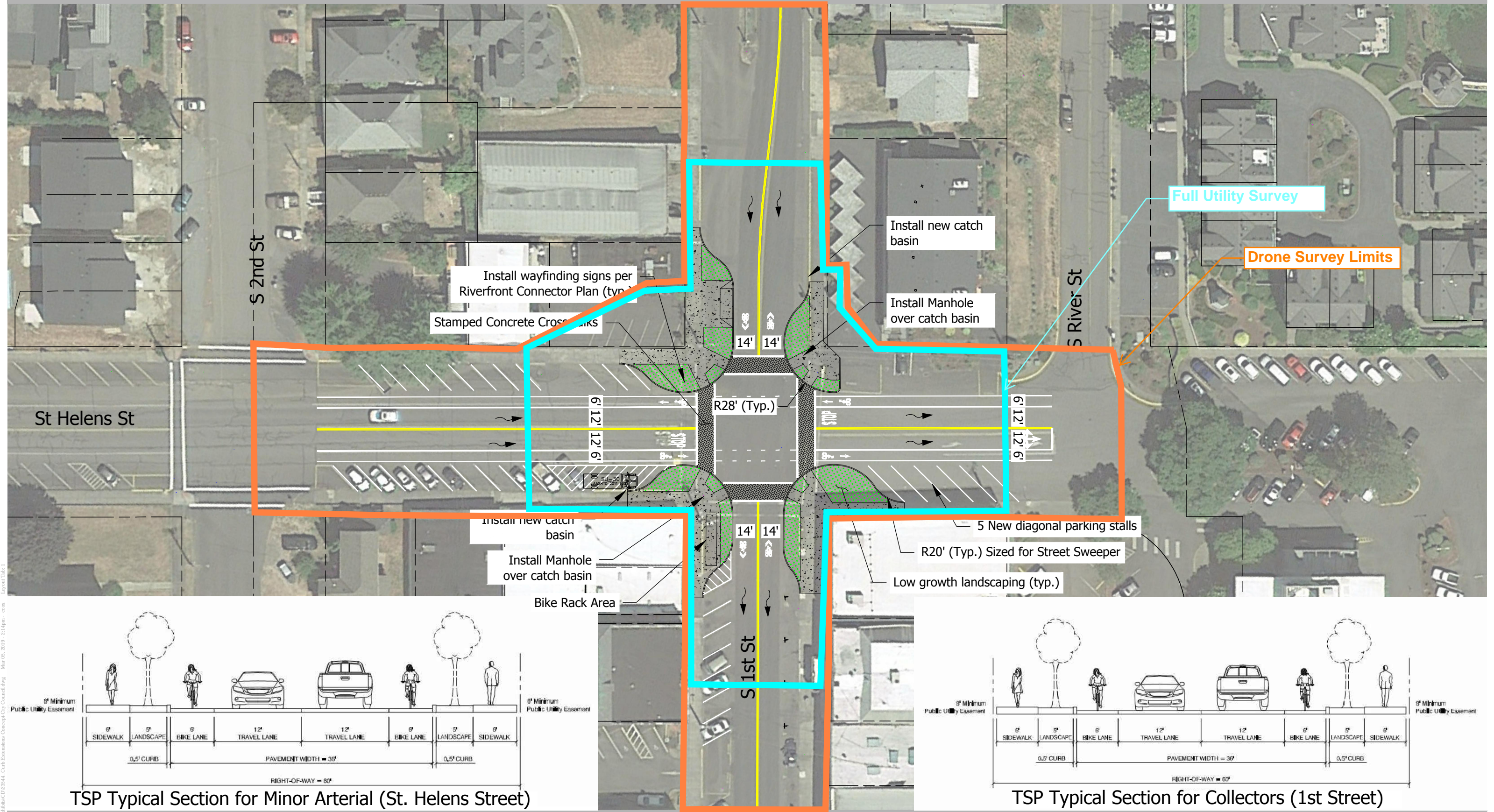
Rates shown above are for budgeting purposes only. Additional staff may be billed at the time services are performed.

<b>TOTAL REIMBURSABLES</b>
<b>\$935</b>
<b>TOTAL KAI FEES</b>
<b>\$67,025</b>
<b>TOTAL SUB FEES</b>
<b>\$0</b>
<b>TOTAL PROJECT BUDGET</b>
<b>\$67,025</b>



# 1st and St Helens Intersection Improvements

Preliminary Design Subject to Change  
Date: February 18, 2019





# City of St. Helens Planning Commission

Approved Minutes

August 13, 2019

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

**Members Absent:** Commissioner Stenberg

**Staff Present:** Councilor Carlson  
City Planner Graichen  
Associate Planner Dimsho

**Others:** Craig Allison  
David Fix  
Mike Mangold  
Pam Rensch  
Molly Matchack

- 1) **7 p.m. - Call to Order and Flag Salute**
- 2) **Consent Agenda: Approval of Minutes**  
2.A Planning Commission Minutes dated July 9, 2019

**Motion:** Upon Commissioner Semling's motion and Commissioner Lawrence's second, the Planning Commission unanimously approved the Planning Commission Minutes dated July 9, 2019. Commissioner Cohen and Commissioner Webster did not vote due to their absences from that meeting. [Ayes: Commissioner Lawrence, Commissioner Semling, Vice Chair Cary; Nays: None]

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

There were no comments.

- 4) **Public Hearings (times reflect earliest start time)**  
4.A 7:00 p.m. - Variance at 214 N. 17th Street - Rensch Construction & Properties, Inc.

Chair Hubbard opened the Public Hearing at 7:01 p.m. There were no ex-parte contacts, conflicts of interests, or bias in this matter. City Planner Jacob Graichen entered the staff report dated August 2, 2019 into the record. Graichen described the proposal and recommended conditions of approval, as presented in the staff report. He said this variance request is the

result of an unexpected storm line being discovered late in the process of a single-family dwelling building permit review. The applicant had already developed their housing plans, so in order for the same building plans to fit on the site, they are requesting a front yard (setback) variance. Commissioner Semling asked if the storm line functions. Graichen said yes, and noted the City Engineer's comments in the staff report.

### **In Favor**

**Rensch, Pam. Applicant.** Rensch said when they originally called for utility locates, the storm line was not identified. They called for locates again when the building permit was closer to approval. That was when the storm line was discovered. They would not have spent the money on these plans if they had seen the storm line earlier in the process. There was no easement on record when she went to the title company.

### **In Opposition**

No one spoke in opposition.

### **End of Oral Testimony**

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

### **Close of Public Hearing & Record**

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

### **Deliberations**

Commissioner Lawrence asked if siting the building in its proposed location could be a hazard to public health or safety. Graichen said it is his job to be paranoid. He does not think this proposal threatens public safety. Commissioner Cohen said it seems like it was no one's intended fault.

**Motion:** Upon Commissioner Cohen's motion and Commissioner Webster's second, the Planning Commission unanimously approved the Variance Permit at 214 N. 17th Street as presented. [Ayes: Commissioner Cohen, Commissioner Lawrence, Commissioner Semling, Commissioner Webster, Vice Chair Cary; Nays: None]

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

### **4.B        7:45 p.m. - Lot Line Adjustment at 58144 Old Portland Road - Port of Columbia County**

Chair Hubbard opened the Public Hearing at 7:46 p.m. There were no ex-parte contacts, conflicts of interests, or bias in this matter. Graichen entered the staff report dated August 2, 2019 into the record. Graichen said there was vague dialogue leading up to the application, and

aspects of the application remained unclear. He showed the Commission the original submitted Lot Line Adjustment. This strange alignment was partly why he decided to send the decision to the Commission. Graichen said that in order for the Port of Columbia County to receive the financing they need, the state is requiring that they have the newest building on its own lot. Vice Chair Cary asked where the financing is from. Graichen said it is from Business Oregon (part of the Infrastructure Finance Authority).

Commissioner Cohen confirmed what allows them to do a lot line adjustment versus a partition. Graichen noted the two original lots of record are included in the attachments. Commissioner Cohen asked what would happen if the Port tried to sell the island parcel. Graichen said the purpose of land division is for transfer of ownership. Staff is recommending the conditions included in the staff report because his obligation is to view the proposal as if they were trying to sell the island parcel. Industrial zoned property is valuable from a tax base and from an employment standpoint, so we do not want to end up with a messy parcel. Commissioner Cohen asked if the buildings met required setbacks. Graichen said industrial setbacks are based on proximity to other zones. Building code setbacks have been addressed with a condition. Chair Hubbard asked what if Columbia River PUD wanted something different than the easements proposed. Graichen said some assumptions have to be made about existing and future uses. Since the island parcel is pretty built out, we can make some accurate assumptions about future use. Graichen said he has structured the recommended easements to be wide enough to accommodate access and utilities. Graichen also noted some recommended conditions that required changes to the proposed lot line to accommodate existing landscaping and parking.

### **In Favor**

**Allison, Craig, Applicant.** Allison is the Port of Columbia County's Operations Manager and Deputy Director. He has been in this position for about ten years. He is the developer, architect, and executor of the Multnomah Industrial Park. When he came on board in 2010, the site was vastly underutilized. In 2008, the biggest building on the site collapsed. ORPET replaced that building. Since then, they've been replacing, renovating, and adding buildings. Scott Jensen has been the primary planner with the Port for this Lot Line Adjustment. The Port's reason for doing the Lot Line Adjustment is to utilize the state's financing program. The state also financed, in part, renovations to Building B, which was roughly \$1.6 million. Last year, they expanded with a new \$1.1 million facility (Building E). They are servicing this debt. Business Oregon has had transitions in the last year, and these changes necessitated new conditions to their lending practices. For the Building E financing, a new bonding requirement was sprung on the Port for the parcels related to the project's financing. This Lot Line Adjustment is to satisfy the requirements of the state to complete the loan process. The strange parcel dimensions Graichen mentioned initially reflected the lease hold. He can understand Graichen's conditions to tweak the boundaries to accommodate parking and landscaping. The Port has no intention to sell. They have always wanted to develop, maintain, and rent this industrial park. They are close to achieving the final vision, except for this lending stumbling block. He would like to ask that the easements be kept to a minimum. The process of easement creation takes time and money. He would ask that this process is streamlined. November, which is the deadline for them to get the financing, will come very quickly. Allison said one difficulty of adjusting the lot line to include the parking to the northeast of Building E is that then they need an additional access easement with themselves. Graichen said the parking needs to be included in the property, since it is associated with the development.

Allison asked about a blanket easement between the two properties. This would make the process a lot simpler and faster. Graichen said our legal counsel has recommended against utilizing blanket easements when the location of utilities and access is known. Allison said with a blanket easement, they would be codifying what occurs on the property today. Allison said it could be a reciprocal blanket access and utility easement. Graichen said the conditions, as written, do not explicitly deny blanket easements. Graichen said a shared road maintenance agreement is also required. Allison said for common areas and roads, the Port is moving towards adopting fee assessments to charge their tenants on a lease. Graichen said leases are not tied to the land. Allison proposed requiring a joint maintenance agreement at the time of the sale of the property. Graichen said he thought of that, but is not entirely comfortable with delaying the requirement until the property sells. However, he noted the conditions do not explicitly prohibit that method. Any proposal will be subject to review.

### **In Opposition**

No one spoke in opposition.

### **End of Oral Testimony**

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

### **Close of Public Hearing & Record**

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

### **Deliberations**

Commissioner Cohen said this Lot Line Adjustment is complicated because it is already developed. He thinks staff adequately addressed the issues. The easements are necessary to address potential disparate ownership. Commissioner Lawrence agreed.

**Motion:** Upon Commissioner Cohen's motion and Commissioner Webster's second, the Planning Commission unanimously approved the Lot Line Adjustment at 58144 Old Portland Road as presented. [Ayes: Commissioner Cohen, Commissioner Lawrence, Commissioner Semling, Commissioner Webster, Vice Chair Cary; Nays: None]

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

### **5) Discussion Items**

#### **5.A Riverfront District Architectural Guidelines Recommendation - New Sign at 290 S. 1st Street**

Associate Planner Dimsho introduced the Commission to the proposal, as presented in the memo. The applicant is proposing a new neon projecting sign adjacent to the Plymouth Pub. The Commission is to make a recommendation to staff for compliance with the Riverfront District Architectural Guidelines.



**Molly Matchack, Applicant.** Matchack said she is opening Molly's Market at this location. Commissioner Webster asked if their sign was a similar size to the Plymouth Pub sign. She said she thinks it is smaller. Chair Hubbard asked if there is another suite to be located between the pub and the market. Plymouth Pub will be occupying the suite in between the new market and pub. Chair Hubbard asked if the design was hers. Matchack said her son designed it. Vice Chair Cary asked what Molly's Market will carry. Matchack said it will be packaged food to-go, like cheese, crackers, and bread. Chair Hubbard clarified the amount of neon on the sign. Commissioner Cohen asked if it blinks. Matchack said no.

**Motion:** Upon Commissioner Cohen's motion and Vice Chair Cary's second, the Planning Commission unanimously recommended approval of the Sign Permit at 290 S. 1st Street as presented. [Ayes: Commissioner Cohen, Commissioner Lawrence, Commissioner Semling, Commissioner Webster, Vice Chair Cary; Nays: None]

## 5.B Certified Local Government - Historic Preservation Grant Scoring

Commissioner Cohen asked why we score side facades. Dimsho said the idea is that we score projects with front-facing façade work higher than just side-facing façade work. Graichen said sometimes side façade work can keep the entire historic structure in good shape. Dimsho said even though she is not in attendance tonight, she received Commissioner Stenberg's scores via email earlier today. Commissioner Cohen asked about the financial resources category. Dimsho said the Columbia Theatre is using another grant through the state to match this one. She confirmed with the state that matching a grant with another grant is acceptable.

After tallying the scores from the Commission, Dimsho said the Columbia Theatre was the highest scoring applicant. Dimsho said she will work with the State Historic Preservation Office to get an approved work plan for the theater. If something does not work with their work plan, the second place applicant, Elliot Michael, will be next in line for receiving the funds.

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

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

## 7) Planning Director Decisions

There were no comments.

## 8) Planning Department Activity Report

### 8.A Planning Department Activity Report dated July 29, 2019

There were no comments.

## 9) For Your Information Items

There were no comments.

## 10) Next Regular Meeting - September 10, 2019

11) **Adjournment**

*There being no further business before the Planning Commission, the meeting was adjourned at 8:53 p.m.*

*Respectfully submitted,*

*Jennifer Dimsho  
Associate Planner*

City of St. Helens  
***Library Board***  
**Minutes from Monday, August 12, 2019**  
St. Helens Public Library

**Members Present**

Becky Bean  
Lisa Beardslee  
Patrick Birkle  
Dan Davis  
Melisa Gaelrun-Maggi, Vice Chair  
Amanda Heynemann, Chair

**Members Absent**

Margie Stanko

**Guests**

**Councilors in Attendance**

Stephen Topaz

**Staff Present**

Margaret Jeffries, Library Director  
Dan Dieter, Library Board Secretary



**CALL MEETING TO ORDER:** The meeting was called to order at 7:18pm by Chair Heynemann.

**INVITATION TO CITIZENS FOR PUBLIC COMMENT:** N/A

**PREVIOUS MEETING MINUTES:** Minutes were reviewed, and approved with one correction noted.

**WELCOME NEW BOARD MEMBERS AND INTRODUCTIONS:** City Councilor Topaz, Library Director Jeffries and all Board members in attendance made introductions all around.

**ELECT NEW VICE CHAIR:** The group discussed the requirements of the Board, viz., the system of Vice Chair, Chair and Past Chair, and how the rotation is easier with four-year terms. Member Gaelrun-Maggi volunteered to be the next Vice Chair. Member Birkle made a motion to have Member Gaelrun-Maggi become the new Vice Chair, Member Beardslee seconded it, and the vote was unanimous.

**REVIEW MUNICIPAL CODE AND STRATEGIC PLAN WITH DISCUSSION OF BOARD MEMBER ASSIGNMENTS:** Director Jeffries gave a brief history of the Strategic Plan process that began in 2016. With partial funding through a grant from the Ford Family Foundation, Library consultant Penny Hummel was hired to run the planning sessions and produce a strategic plan document. Longtime patrons and business owners, as well as City Administrator Walsh, School Superintendent Scot Stockwell and Senator Betsy Johnson attended the planning sessions. The City adopted the plan in early 2017 and implementation was started. With new board members starting, Director Jeffries felt it was a good time to review the plan. The group discussed the committees that were created to implement the strategic plan goals, which are the Access Working Group, the Communication Working Group, the Facilities Working Group, and the Community Partners Working Group. Some of these working groups have been more successful than others, and their work has been highlighted in the Annual Report. This year, the Annual Report that was presented to the City Council in May by Chair Heynemann, and she specifically covered the Duties and Powers of the Library Board as granted in the City Municipal Code (Chapter 2.28, Section 2.28.080), highlighting each item in that section.

Director Jeffries stated that with the success of the library catalog merger with Scappoose Public Library that perhaps the next area of concern is a courier service between the two libraries.

The Access Working Group has been working on how to offer service to 'non-residents', those potential new patrons. Part of that work is to find a way to offer 'teacher cards' and 'student cards' to bring more people into the library.

Director Jeffries stated that the design of the Columbia Center would allow for expansion of the footprint, but given other current needs of the City, like a new Police Station, it is unlikely that any expansion of the Library will occur in the near term. Member Birkle reminded the group that the building is owned by the Columbia Learning Center and is leased by the City. Director Jeffries reported that the Facilities Working Group had been asked by other groups why was there a need to expand the building when there is already space that is not being used. The group discussed the suggestion that the Columbia Learning Center be asked about leasing the back room for Library programs (possible Maker-Space) and perhaps invite some of the members of the Columbia Learning Center to tour other Maker-Space programs to get an idea of what that might look like in the Columbia Center. Councilor Topaz agreed that it is important to have interim steps, but maybe better to look longer term, like 10-15 years.

There are currently wear and tear items at the Library that need replacing, for example, worn carpets, old chairs and outdated equipment. However, there have been several upgrades, such as new LED lighting, new computer chairs and a new emergency exit door in the back of the Library.

The group discussed ideas to create an enhanced patron experience, such as creating a maker-space, starting a courier service and making meeting spaces more available.

Member Bean asked about applying for grants that might be beneficial to the Library. Can Board members write grant proposals, communicate with grantors? Member Gaelrun-Maggi asked about what the Board can do versus the staff. Perhaps the Board could prepare marketing plans, but who would do the work? Chair Heynemann stated that the Access Working Group has made phone calls in the past to help expedite projects. Members Beardslee asked about what working groups does the Board need? The group discussed the Working Groups, their progress and what changes might be made to keep the Strategic Plan moving forward. The group discussed how the Library is the 'soul' of the community, offering wi-fi services, public restrooms, and a cooled / heated space for patrons and residents.

Chair Heynemann suggested that the Board move forward with three of the committees, the Facilities Working Group, the Communication Working Group, and the Access Working Group. The group discussed this format and agreed that with the new board members added this would be the format for Board Committees. The group also discussed some of the work of the three remaining working groups, such as, finding service delivery systems for homebound patrons.

Member Davis asked if there was an agreement between the City and the Columbia Learning Center: Director Jeffries explained the history of the building and how the City owns the property and has agreed to maintain the building that it is leasing from the Columbia Learning Center. The group discussed the potential of the old computer lab space as a future maker-space. Member Davis also asked about the budget cycle and how the City funds the maintenance of the building.

**CITY COUNCILOR'S REPORT:** Nothing to report at this time.

**LIBRARY DIRECTOR'S REPORT:** Director Jeffries reported on the current status of Library programs: the Focus Photo Club is just starting, the Genial Genealogists' group is hosting a genealogy conference on September 21, and the Library plans on hosting a celebration event for the Ukulele group's 5-year anniversary in February 2020. The Library sponsored the Rose City Astronomy group to hold a star viewing evening event that hosted over 50 people. The Book Club's next focus is 'Southern Authors'.

**BOARD MEMBER REPORTS:** No reports at this time

**SUMMARIZE ACTION ITEMS:** Member Davis and Member Stanko will need to decide which Working Group they would like to join.

**NEXT MEETING:** The next regularly scheduled meeting will be Monday, September 9, 2019 at 7:15 p.m. in the Columbia Center Auditorium.

**ADJOURNMENT:** Chair Heynemann adjourned the meeting at 8:58 pm.

✂

Respectfully submitted by:

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Library Board Secretary, Dan Dieter

## 2019-2020 Library Board Attendance Record

*P=Present E=Excused Absence U=Unexcused Absence*

Date	Bean	Beardslee	Birkle	Davis	Gaelrun-Maggi	Heynemann	Stanko	VACANT	VACANT
07-08-2019	E	P	P	-	P	P	-		
08-12-2019	P	P	P	P	P	P	E		
09-09-2019									
10-14-2019									
11-12-2019									
12-09-2019									
01-13-2020									
02-10-2020									
03-09-2020									
04-13-2020									
05-11-2020									
06-08-2020									

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

**CITY COUNCIL MINUTES**

Presented for approval on this 18<sup>th</sup> day of September, 2019 are the following Council minutes:

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2019

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- Work Session, Executive Session, Public Hearing, and Regular Session Minutes dated August 21, 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 21, 2019

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**Members Present:** Mayor Rick Scholl  
Councilor Ginny Carlson  
Councilor Keith Locke  
Councilor Stephen R. Topaz  
Council President Doug Morten (arrived at 2:39 p.m.)

**Members Absent:** None

**Staff Present:** John Walsh, City Administrator  
Kathy Payne, City Recorder  
Margaret Jeffries, Library Director  
Sue Nelson, Public Works Interim Director  
Brian Greenway, Police Chief  
Amy Lindgren, Municipal Court Judge

**Others:** Chrissy Marquardt                      Christine Menges  
Dave Innocenti                                  Nicole Thill  
Kathy Innocenti

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

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

No visitor comments.

3) **Discussion Topics**

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

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

**10 Years**

**Tory Shelby** came to work for the City in July of 2009 as a Parks Utility I. Since that time, he has worked as a Utility Worker I and II and a Parks Utility II, where he currently serves the citizens of St. Helens today.

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

3.D **Municipal Judge 4th Quarter Report - Judge Lindgren**

3.E **Prosecutor 4th Quarter Report – Written report in packet**

Judge Amy Lindgren was in attendance to give her report. Prosecutor Sam Erskine is unable to be here and submitted a written report. She commented on parts of his report.

- In the process of appointing a pro-tem judge. It is on tonight's agenda for approval.
- Appreciate the addition of Court security.

- Have a turnaround time of about 30 days for misdemeanor cases, which is significantly shorter than the National Center for State Courts “Model Time Standards.”
- Up to 105% clearance rate.
- Requested changing from quarterly reports to bi-annual reports. Consensus of Council to receive quarterly written reports and bi-annual in-person reports.
- Shout out to Code Enforcement Officer Marimar Moreno! She is doing a great job!

### 3.B Chamber of Commerce Semi-Annual Report – Chrissy Marquardt, Exec. Director

Chrissy Marquardt was in attendance to give a report to the Council.

#### Wings and Wheels

- It was a successful event and a learning experience as this was her first year.
- 1,700 spectators (200 more than last year).
- About 4,000 people including vendors and volunteers. Vendors were really happy. They love the event.

#### Visitor's Center

- Can give this more attention now that Wings and Wheels is over.
- The coffee cart is not up and running yet. The sink needs to be changed and an inspection done. It will be a priority for her in the next month.
- Cakehouse is doing very well. Erynn has been really helpful. She is an asset to the Chamber.
- The InRoads Credit Union Room is being used often. That room will eventually be able to be booked through an automated system.

#### Coffee & Commerce

- Held the 2<sup>nd</sup> and 4<sup>th</sup> Friday of the month.
- September 13 at the Amani Center.
- September 27 at the St. Helens School District.

Mayor Scholl asked if the Wings & Wheels is a Chamber event? Chrissy said yes, with partnerships from the Port of Columbia County, Northwest Automobile Association Club, and Highway 30 Cruisers in St. Helens. They do need to improve on the running participation for the next one.

### 3.C Senior Center Semi-Annual Report – Kathy Innocenti, Center Manager

Senior Center Manager Kathy Innocenti was in attendance to give her report. A copy of the Financial Statement and Newsletter is included in the archive meeting packet.

- Received a large bequest this year. Their entire bank account is about \$300,000. Two-thirds of that is in a money market account. They are financially comfortable for now.
- Continuing to write grant applications and hold fundraisers.
- Top Notch is doing very well. It doesn't cover all of their expenses but the success of the store has kept the Center in business.
- Writing grant application to update the signs for Top Notch and the Senior Center.
- The Board has appointed a new member to fill a vacancy from a member passing away. Also updated the bylaws.
- She is now an Executive Director, rather than a manager.

- The HVAC in the building is finally starting to work properly. Columbia NW Heating has been great to work with. A ductless heat pump will be installed in the lobby next week. They are doing small steps at a time.
- She complimented Nelson for assistance from the Public Works crew.
- Fundraisers
  - Cinco De Mayo
  - British Tea
- Hired an activities coordinator to help implement more activities.
- Working with the Recreation Center for various activities.
- Attendance has increased 11% over the previous fiscal year.
- The kitchen prepared and served over 45,000 meals last fiscal year. That is a lot of food being prepared by two paid employees, a dishwasher, and a lot of volunteers.
- Hired an assistant cook.
- Have an assistant to the home delivery meals coordinator.
- Have done freezer and range repairs.
- Top Notch has been in business 10 years. They have had increases in sales every year. It's a really good money maker for the Center. They've given away over 2,100 books to kids during that time.
- She was a guest on an antiques and collectibles show on KOHI.

Discussion of partnerships and upcoming fundraisers.

### 3.F Discussion Regarding Bing's LID/SDC Partial Forgiveness Request

City Recorder Payne distributed a handout to the Council. Councilor Carlson clarified that the recommendation is to relieve interest since the new owner was not aware of it.

**Motion:** Upon Topaz's motion and Carlson's second, the Council unanimously accepted staff's recommendation to not forgive the LID, forgive some of the SDCs but with interest, and pay \$100,000 in full. [Ayes: Scholl, Carlson, Locke, Topaz; Nays: None]

### 3.G Review Proposed New Parks Fees Schedule

Postponed to tonight's meeting.

### 3.H Review Government Affairs & Project Support Specialist Job Description

City Administrator Walsh reported that this position would be term limited. A copy is included in the archive meeting packet. They do have someone in mind to fill the short-term position.

### 3.I Discuss Use of Flying Eagle Canoe

The City owns the canoe. It's considered a piece of art. Councilor Topaz asked if they could make money from it. Councilor Locke responded that the person who designed it gives tours in similar canoes on the Mississippi River for a fee. They need to determine if it should become a piece of art to be viewed or be used as a working vessel. Discussion ensued about utilizing the canoe to celebrate the community's heritage. They will talk to the City's event coordinator about creating an event in collaboration with next year's journey.

## 4) Department Reports

Police Chief Greenway reported:

- The topic for the First Thursday in September will be Columbia 911. They will talk about what they do and their recruitment process.

- Acquired six fairly new office cubicles for the new police trailer. They are getting them for free from Portland State University (PSU).
- Judge Lindgren is fantastic. She brings an air of professionalism to the courtroom. She is extremely efficient but fair.
- They have added security to the courtroom. There has been concerns expressed about people appearing with criminal history and no form of protection. They have a short-term solution and are working with staff on a long-term solution.

Mayor Scholl asked Greenway to send someone in his place when he's not able to attend Council meetings. They would like to have police presence as well.

Public Works Interim Director Nelson reported...

- Public Works is cleaning and painting fire hydrants around town.
- Crack sealing begins next week.
- They have been busy working on subdivision plans.
- One of the Wastewater Treatment Plant employees accepted a job with another City and resigned. They will be amending the job description and then recruiting to fill it.
- Corresponding with the consultant to put together a Scope of Work for the S. First Street and St. Helens Street intersection improvements. She hopes to have a Scope for Council approval at the next meeting.
- Adjusting the N. Vernonia plan to move the sidewalks to avoid so much tree removal. Hope to have both projects under construction next Spring.

Councilor Topaz asked if the arborist can look at the trees to chop down the roots ahead of time. Nelson said that will be addressed. If there is an impact to roots they will need direction to safely deal with it.

Library Director Jeffries reported...

- The Museum Association is hosting a 100 year anniversary celebration of the John Gumm School on September 19 at the Columbia Center. There will be displays available to view in the Columbia Learning Center Lobby prior to the event.
- On September 21, the Library is hosting a free one-day genealogy conference. Registration is limited to 80 participants.
- On October 1, the Oregon Historical Society will be presenting their latest glass lantern slide show. This is on the history of the Mazamas, mountaineering, and outdoor recreation in the Pacific Northwest.
- Football season is almost here. She received a package in the mail this weekend from her brother. He is an Auburn Tiger, who will be playing the Oregon Ducks at the upcoming game.

City Recorder Payne reported...

- City County Insurance Service Risk Consultants conducted an assessment of City Hall security issues. They made recommendations for security improvements. Some include minimal cost but some are more expensive. Staff will review the list and determine what needs to be budgeted.

Mayor Scholl asked if any of the recommendations were a surprise. Walsh responded that some of the recommendations were based on building limitations. Greenway suggested that this be discussed during executive session so it's not public broadcasted. Payne pointed out that the Council will begin seeing change over time.

City Administrator Walsh reported...

- Working with consultants on a communications plan for the lagoon. Technical work is still being done. Data should be available in October.
- The County and City is working together on a grant for the Salmonberry recreation trail.
- Looking for direction on what to do about the banners along the highway. The Ford Family Foundation banners are worn out. Councilor Carlson pointed out that the banners were turned over to the Arts & Cultural Commission. Discussion ensued.

Council President Morten arrived at 2:39 p.m.

**Motion:** Upon Morten's motion and Carlson's second, the Council unanimously directed staff to remove the broken banners.

## 5) Council Reports

Councilor Topaz reported...

- He attended the monthly Portland Harbor cleanup meeting last week. There was talk about using fungi and bacteria to clean up toxic waste. The speaker said they often spread it on the ground and then plant trees. The fungi follow the tree roots to get rid of toxic waste. He suggested trying this at the mill behind the fairgrounds. Walsh pointed out that the City does not own that property. That landfill has been capped and closed. Topaz would like to suggest to Boise, as the owner, to try this type of remediation. Discussion ensued. The State oversees monitoring that site.

Mayor Scholl directed Walsh to bring a policy to the Council outlining when it's okay to speak for the City or make it clear that you're speaking as an individual. Walsh responded that the City attorney is working on that now.

Councilor Carlson reported...

- She often visits nature preserves and display gardens as part of her regular job. She has noticed that many of them are part of wastewater treatment plants. Wildlife people and scientists are working together.
- She would like to have a conversation about street standards. There are Codes that allow for skinny streets, less parking, setback variances, etc. She understands those are available but then she gets asked why there is no room for parking, why there's no yard, etc. Mayor Scholl is not in favor of making the Code stricter. Councilor Topaz talked about some of houses built over 100 years ago needing to be torn down. Council President Morten would like to send this to the Planning Commission for review. Discussion ensued. Councilor Locke is working on scheduling a meeting this winter with Planning, Building, and a few builders.

Councilor Locke reported...

- Attended an Emergency Management meeting. Safety at all of our City buildings was discussed; such as adding more video cameras and changing the keys.
- Asked about the status of the brochure to educate the public on the lagoon. Walsh responded that it should be released soon.
- Attended two OLCC meetings on Monday. There was a lot of good information. They are very underfunded. They only receive funding through permit fees and not the tax revenue. They did receive some funding for compliance enforcement.

Council President Morten reported...

- Had a very interesting Parks & Trails Commission meeting last Monday. He appreciated that the individual came to the Commission before going to the newspaper. The individual presented his desire for stricter Sand Island camping rules. He was bothered by a fire pit that was still smoldering and the chance that the whole island could burn. He also expressed concerns about excessive tree cutting. Morten asked if the lessee could give a report in the fall.
- The Parks & Trails Commission also spent a great deal of time discussing softball fees and maintenance. The Commission recommends approving the lease agreement. Mayor Scholl said it will be discussed at tonight's meeting.

Mayor Scholl reported...

- Asked for a report from the City's forester Brent Keller.
- Recognized the Planning Commission for the good job they are doing. There is room to grow.

6) **Other Business**

7) **Adjourn** – 3:30 p.m.

#### **Executive Session**

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

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Kathy Payne, City Recorder

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Rick Scholl, Mayor

# City of St. Helens

## CITY COUNCIL

### Executive Session Summary

August 21, 2019

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

**Staff Present:** John Walsh, City Administrator  
Kathy Payne, City Recorder

**Others:** Nicole Thill, The Spotlight  
Christine Henges, The Chronicle



At 3:33 p.m., Mayor Scholl opened the Executive Session pursuant to

- **Labor Negotiations**, under **ORS 192.660(2)(d)**;
- **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 4:32 p.m.



ATTEST:

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

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

# City of St. Helens City Council

Public Hearing Minutes

August 21, 2019

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

**Members Absent:** None

**Staff Present:** John Walsh, City Administrator  
Kathy Payne, City Recorder  
Margaret Jeffries, Library Director  
Sue Nelson, Public Works Interim Director  
Brian Greenway, Police Chief  
Jenny Dimsho, Associate Planner

**Others:** Frank Brandon  
Ted Callister

1) **6:30 P.M. - Open Public Hearing**

2) **Topic - STREET VACATION**

2.A Street Vacation - South 15' of Umatilla ROW Abutting Lot 3, Block 102, St. Helens  
Subdivision – 504 S. 13th Street (Callister)

Associate Planner Dimsho presented the staff report dated August 13, 2019. A copy is included in the archive meeting packet. Staff recommends approval of the vacation with three conditions:

1. A public utility easement be retained over the easterly 50 feet of the right-of-way to be vacated (e.g. 15' x 50').
2. The applicant shall coordinate with the City on relocation of the water meter outside of the new property line and reconnecting the water service at the applicant's expense prior to the ordinance for this vacation. This shall be completed one year from the date of the Council's hearing and decision.
3. If the applicant wishes to build a new fence along the new property line, a gate at a minimum width of 12 feet should be provided along the Umatilla Street right-of-way for maintenance access to the public utilities.

## Public Testimony

- ◆ Ted Callister, applicant. He said the catch basin is only draining about 10 feet in diameter. The rest of the water runs down the road or into a ditch across the street. He agrees with the conditions. He just wants to be in compliance with the City.



3) **Close Public Hearing** – 6:44 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

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Kathy Payne, City Recorder

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Rick Scholl, Mayor

# City of St. Helens City Council

Regular Session Minutes

August 21, 2019

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

**Members Absent:** None

**Staff Present:** John Walsh, City Administrator  
Kathy Payne, City Recorder  
Sue Nelson, Public Works Interim Director  
Brian Greenway, Police Chief  
Margaret Jeffries, Library Director  
Jenny Dimsho, Associate Planner

**Others:** Ted Callister                      Frank Brandon                      Nicole Thill  
Sara Vanderwerf                      Lexi Scholl                      Waylon Latour  
Kristina Saul                      Jeff Kroll                      Andrea Hunt

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

2) **Pledge of Allegiance**

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

- ◆ Waylon Latour, Sara Vanderwerf, and Lexi Scholl, representing the St. Helens Band Program. They are requesting Council sponsor the Band Program. The City will receive publicity at all competitions. Waylon reviewed the sponsorship programs and levels. A copy of the sponsorship request is included in the archive meeting packet.

Council President Morten asked the Band to reciprocate by participating in the tree lighting ceremony, Veterans Day ceremony, etc. Waylon responded that they do have a lot of festivals during that time. Band Director Noelle Freshner is the contact to schedule events for the Band to attend.

Councilor Carlson asked who the \$1,000 sponsorships levels were last year. Band Patrons Public Relations Officer Kristina Saul talked about how the sponsorship levels have changed this year.

Councilor Topaz asked if the Band is printing their own t-shirts. Waylon said no.

Councilor Carlson supports school arts and the band. They are busy all year and have to raise a lot of money. Waylon added that they are in their second week of Band Camp right now, which goes from 9 a.m. to 8 p.m. daily. Carlson asked what they do with the band. Waylon said that

he's one of the Color Guard captains; Sara plays trumpet, has been playing since 6<sup>th</sup> grade, and will be a sophomore; and Lexi plays flute, is the flute section leader, has been playing since 7<sup>th</sup> grade, and will be a junior. They have about 150 participants in the Band Program but not quite that many who participate in Marching Band.

Council President Morten was a band member when he was their age. He marched in the Seattle Sea Fair and was a University of Oregon guest band at Civic Stadium. He suggests a \$1,000 sponsorship.

**Motion:** Upon Carlson's motion and Topaz's second, the Council unanimously approved sponsoring the Band with a \$1,000 donation; \$500 of which for the City logo and \$500 for the Spirit of Halloweentown logo. [AYES: Scholl, Carlson, Locke, Morten, Topaz; Nays: None]

- ◆ Jeff Kroll and Andrea Hunt, St. Helens Girls Softball. Jeff distributed a list and photos detailing the work he has done at the Campbell Park and Boise fields. A copy is included in the archive meeting packet. The Parks & Trails Commission recommended not renewing their lease at the Boise fields. They've had those for a long time. They just need a safe place for the girls to play. They also discussed increasing the fees. It was mentioned that 501(c)(3) non-profits could petition to waive fees. They work hard and try to keep fees as low as possible. They don't have a problem continuing the same fee structure for Campbell Park but requested waiving the fees for the Boise fields. They have taken care of those fields exclusively on their own. Other leagues have come in and ruined them. They have to put time and money into them to repair them. He talked about the talent and pride in the community. They are asking the Council to discuss the fee structure.

Council President Morten expressed appreciation from the Parks & Trails Commission for what the Girls Softball has done and continues to do. If the City takes this on, can they do it to those same standards? Parks Field Supervisor Thad Houk said it would take a lot of his time for the City to do what they've been doing. The Commission talked about considering it with three-hour time slots. He supports having permits for time slots rather than reservations for the full day. They need to find a way to utilize Jeff's involvement as well as fees. He sees room for negotiation.

Councilor Locke pointed out the difference with the Boise field is that it's a public park now and no longer private. How many other teams have expressed interest in using those fields? Jeff responded that there's only one other softball group that isn't part of theirs and they use Campbell Park. Anyone can use it when they're not using it. There used to be a couple other teams that used it for practice.

Discussion ensued. Mayor Scholl explained that this is more about the automated online scheduling.

4) **Deliberations: Street Vacation – South 15' of Umatilla ROW Abutting Lot 3, Block 102, St. Helens Subdivision – 504 S. 13th Street (Callister)**

**Motion:** Upon Locke's motion and Morten's second, the Council unanimously approved the Street Vacation with staff recommendations. [AYES: Scholl, Carlson, Locke, Morten, Topaz; Nays: None]

5) **Ordinances - Final 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 final time. **Motion:** Upon Locke's motion and Carlson's second, the Council unanimously adopted Ordinance No. 3244. [AYES: Scholl, Carlson, Locke, Morten, Topaz; Nays: None]

6) **Resolutions**

- 6.a Resolution No. 1861: A Resolution Determining that a Nuisance Exists Upon Property Located at 406 South 12th Street within the City of St. Helens and Directing that Notice to Abate the Nuisance be Posted on Said Premises

Mayor Scholl read Resolution No. 1861 by title. **Motion:** Upon Locke's motion and Carlson's second, the Council unanimously adopted Resolution No. 1861. [AYES: Scholl, Carlson, Locke, Morten, Topaz; Nays: None]

- 6.b Resolution No. 1862: A Resolution Adopting a Universal Fee Schedule, and Superseding Resolution No. 1858

The update is to include the new fees for park use. Discussion ensued. Consensus of Council for Mayor Scholl, Finance Director Brown, and Jeff Kroll to work together for field use.

**Motion:** Upon Carlson's motion and Locke's second, the Council unanimously adopted Resolution No. 1862. [AYES: Scholl, Carlson, Locke, Morten, Topaz; Nays: None]

7) **Award Bid/Contract**

- 7.a Purchase of Pickup Truck to Emmert Motors in the Amount of \$36,627 for Public Works

Council President Morten asked where the truck will be utilized. Public Works Interim Director Nelson responded that the truck will be used by the Public Works Field Supervisor. The truck the Public Field Supervisor is currently using will go to City Hall. One of the City Hall vehicles that is not functioning well will go to surplus. Discussion ensued.

**Motion:** Upon Carlson's motion and Morten'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 Agreement with Shannon Kmetc for Pro Tem Judicial Services  
8.b Contract Payments

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

9) **Consent Agenda for Acceptance**

- 9.a Parks & Trails Commission Minutes dated July 8, 2019  
9.b Planning Commission Minutes dated July 9, 2019  
9.c Library Board Minutes dated July 8, 2019

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

10) **Consent Agenda for Approval**

- 10.a Government Affairs & Project Specialist Job Description

10.b Accounts Payable Bill Lists

**Motion:** Upon Locke's motion and Carlson's second, the Council unanimously approved '10a' and '10b' above. [AYES: Scholl, Carlson, Locke, Morten, Councilor Topaz; Nays: None]

**11) Mayor Scholl Reports**

- Received letters from Shoestring Players. They are a huge asset to our community. It will be added to the next work session agenda for further discussion.

**12) Council Member Reports**

Council President Morten reported...

- Requested an annual or six-month report from the Sand Island lessee. He would like to receive one at the end of camping season and one at the beginning of camping season.

Councilor Topaz reported...

- Nothing to report.

Councilor Carlson reported...

- She wants to look at ways to work with staff to improve the pride and look of our community. Council President Morten said the Council needs to be specific and ask staff members to act on it.
- She is excited for her clients to participate in adaptive water skiing tomorrow.

Councilor Locke reported...

- He agrees with Council needing to give clear direction to staff. He is also asking staff to ask Council if they don't understand what Council is wanting them to do.

Discussion ensued about banners on the highway. The damaged banners need to come down. Walsh recommends that staff come back with a recommendation to replace the damaged banners.

**13) Department Reports**

Police Chief Greenway reported...

- Nothing to report.

Public Works Interim Director Nelson reported...

- Nothing to report.

Library Director Jeffries reported...

- Appreciated the Senior Center report. Kathy Innocenti invited her to speak with the Senior Center about Library activities. They were very gracious.

City Recorder Payne reported...

- The City BBQ/Potluck is coming up on September 15.

City Administrator Walsh reported...

- 13 Nights on the River is winding down. It's been a good season.
- Spirit of Halloweentown is gearing up. It's more manageable this year.
- Would like to nominate the Recreation Program for a League of Oregon Cities (LOC) award. There is also a civic education award. He suggested Keith Meeuwsen. Councilor

Locke suggested Bill Amos. The deadline to submit is Monday, so they need to act fast.  
Council concurred with the nominations.

14) **Other Business**

15) **Adjourn** – 8:20 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

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

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

# City of St. Helens

Job Title: Pretreatment Coordinator  
Department: Public Works  
FLSA Status: Non-Exempt  
Union: Yes  
Date Revised: September 18, 2019

## GENERAL PURPOSE

Under limited supervision, manages the Industrial Pretreatment Program. Responsible for conducting and implementing requirements of the City's industrial pretreatment program in accordance with Federal, State and local regulations to control waste water discharges of industrial users of the City sewerage system.

## SUPERVISION RECEIVED

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

## JOB DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

- Coordinates pretreatment activities within the City and implements the City Pretreatment policies and procedures.
- Maintains a current list of industrial users and issues industrial user survey and permit application forms. Provides assistance to industrial users in completion of such forms.
- Prepares permits and letters of notification for issuance to industrial users.
- Develops and maintains documentation necessary for the Pretreatment Program including inspection schedules and industrial user files.
- Performs inspections of industrial users including sampling, records review, spill plan review, facility inspection, and review of compliance schedules and history.
- Reviews industrial user compliance reports and investigates items of noncompliance. Maintains a list of industrial users determined to be in "significant noncompliance."
- Provides monthly reports of the Pretreatment Program status and immediate reporting of industrial user violations to the WWTP Superintendent.
- Operates and maintains monitoring equipment necessary to the Pretreatment Program.
- Prepares and serves enforcement documents to industrial users as directed by the WWTP Superintendent.
- Responds to complaints of spills, odors, and noxious fumes and provides technical assistance to City staff, police, and fire personnel to determine the source of such problems and to evaluate potential impact and develop control strategy.
- Prepares Pretreatment reports for submission to State and Federal agencies as directed by the WWTP Superintendent.
- Researches, reviews, interprets, and applies Federal and State regulations.
- Maintains considerable knowledge of industrial waste water monitoring practices as necessary in the completion of daily responsibilities.
- Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to industrial waste water monitoring operations and activities.
- Ability to establish and maintain successful working relationships with employees, other departments and the public.
- Ability to communicate effectively verbally and in writing.
- May be required to work weekends and/or be on call.

- Other duties as assigned.

## **PERIPHERAL DUTIES**

- May serve as a member of various employee committees.

## **MINIMUM QUALIFICATIONS**

Education and Experience:

- (a) Graduation from high school education or GED equivalent, supplemented by three (3) years post-secondary college or technical training in biology, environmental science, chemistry, or a closely related field; and
- (b) Three (3) years of experience in wastewater treatment and collections; or
- (c) Any equivalent combination of education and experience;
- (d) Experience with pretreatment programs and industrial inspections.

Necessary Knowledge, Skills and Abilities:

- (a) Working knowledge of laboratory procedures and practices;
- (b) Ability to work safely; and
- (c) Ability to understand and carry out written and oral instructions.

## **SPECIAL REQUIREMENTS**

- Must possess or have the ability to obtain a valid state driver's license.
- Certification as an Oregon Wastewater Treatment Plant Operator III, or ability to obtain a Treatment III certification within six (6) months or as determined by the Superintendent. (Preferred)
- Certification as an Oregon Wastewater Collection Operator II, or ability to obtain a Collection II certification within six (6) months or as determined by the Superintendent. (Preferred)
- Trained in confined space procedures and use and containment of hazardous chemicals used. Trained in the use of all safety equipment, oxygen detection meter, blower, respirator, etc.
- Must be able to use basic spreadsheet and word processing computer programs to enter data and prepare correspondence. Possess skills or have the ability to learn to operate Supervisory Control and Data Acquisition (SCADA) equipment and software.

## **TOOLS AND EQUIPMENT USED**

Motor vehicle, generators, pumps, gauges, common hand and power tools, shovels, wrenches, detection devices, sampling devices, phone, calculator, personal computer including word processing and spreadsheets, and a variety of lab equipment.

## **PHYSICAL DEMANDS**

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

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee is frequently required to stand. The employee is occasionally required to walk; talk or hear; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

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



**WORK ENVIRONMENT**

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

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally: works near moving mechanical parts; operates work boat on wastewater lagoons and navigable waters; is exposed to wet and/or humid conditions. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, risk of electrical shock, and vibration. The employee is frequently exposed to toxic or caustic chemicals.

The noise level in the work environment is usually moderately loud in field settings, and moderately quiet in office settings.

## 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 Pretreatment Coordinator job description. I understand that it is my responsibility to adhere to the guidelines of the expectations, hours of work and essential duties outlined within this job description.

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

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

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

## City of St. Helens

**Job Title:** Bailiff  
**Department:** Administration  
**FLSA Status:** Exempt  
**Union:** No  
**Created:** September 18, 2019

### **GENERAL PURPOSE**

Provides essential security function to courtroom/council chambers facility by maintaining order and ensuring the personal safety and security of judge, staff, court facility, city council, and general public. Generally present during Municipal Court proceedings and, as needed, City Council meetings.

### **SUPERVISION RECEIVED**

Works under the general direction of the City Administrator.

### **SUPERVISION EXERCISED**

No supervision exercised.

### **JOB DUTIES AND RESPONSIBILITIES**

- Contributes to a positive work environment.
- Maintains a positive relationship with fellow staff and with persons outside the City organization.
- Monitors courtroom/council chambers for adverse situations. Intervenes to prevent escalation of problems and uses human relations skills where possible. May be required to use restraint or force, up to and including deadly force as deemed reasonable and necessary.
- Observes all persons entering the courtroom/council chambers, their movement and their activities.
- Controls and limits public access to the courtroom/council chambers facility and other restricted areas to reduce security risk and ensure public safety, as required.
- Conducts courtroom security screening for all visitors including but not limit to inspecting items (purses, bags, etc.) as well as using screening equipment (hand-held wand) provided by City to complete security check of all individuals entering the courtroom. Performs pat-down searches of individuals who have triggered the wand, when necessary.
- Communicates effectively and clearly in the exchange of information, gaining cooperation, negotiation and persuasion.
- May be required to make written reports when necessary, however such reports will not typically be required for day-to-day operations.
- Assists municipal court judge, court staff and city council in handling paperwork between defendants, attorneys, and members of the public during court sessions and city council meetings.

### **MINIMUM QUALIFICATIONS**

Education and Experience:

- Experience as a Police Officer who has successfully completed DPSST certified academy training; or as a civilian or, military law enforcement officer with a minimum one (1) year experience; equivalent experience as determined by the hiring authority.
- Must have a high school diploma or GED Certificate.

**SPECIAL REQUIREMENTS**

- A valid state driver's license.
- Must possess, or obtain upon hire, a concealed weapons permit from the State of Oregon.
- Required to provide their own weapon, which meets the St. Helens Police Department standards.
- Required to provide their own handcuffs.

**TOOLS AND EQUIPMENT USED**

Firearm, handcuffs, phone, computer, calculator, copy machine, scanner, fax machine, Windows based software, Word and Excel.

**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 stand and talk or hear. The employee is often required to stand for extended periods of time, 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 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Employee must be physically fit and have the ability to physically restrain an individual in intense situations.

**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.

Work is performed in a courtroom/council chambers setting and involves sitting and standing near the room entrance. Danger of physical harm may be present in dealing with the hostile or aggressive individuals or while escorting people in the courtroom or council chambers area.

The work schedule may fluctuate for trials or council meetings.

## 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 **Bailiff** 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: 09/05/2019 - 10:34AM  
 Batch: 00001.09.2019 - AP 9.5.19 FY 19-20



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
CARDINAL SERVICES, INC.									
005829									
1170457	8/30/2019	522.00	0.00	09/05/2019				False	0
703-734-051001	Regular Wages			JIM SPENCER 30 HRS					
	1170457 Total:	522.00							
	CARDINAL SERVICES, I	522.00							
CENTURY LINK									
034002									
08252019	8/25/2019	346.12	0.00	09/05/2019				False	0
702-000-052010	Telephone			966B CH DATA SHARING SERVER					
	08252019 Total:	346.12							
	CENTURY LINK Total:	346.12							
CLOUD RECORDS MANAGEMENT SOLUTION, CHAVES									
006630									
190605	9/3/2019	296.16	0.00	09/05/2019				False	0
100-702-052019	Professional Services			MONTHLY USER FEE ERMS					
	190605 Total:	296.16							
	CLOUD RECORDS MAN	296.16							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
CODE PUBLISHING, INC.									
007162									
64526	8/26/2019	389.40	0.00	09/05/2019				False	0
100-702-052019 Professional Services				MUNI CODE					
64526 Total:		389.40							
CODE PUBLISHING, INC		389.40							
COLUMBIA COUNTY CLERK									
007500									
08302019	8/30/2019	228.00	0.00	09/05/2019				False	0
603-735-052019 Professional Services				SATISFACTION ID LIEN PAUL JOE					
08302019 Total:		228.00							
COLUMBIA COUNTY CL		228.00							
COLUMBIA COUNTY CLERK									
0075112									
09032019	9/3/2019	96.00	0.00	09/05/2019				False	0
100-710-052011 Public Information				COUNTY RECORDING FEES ANNEXATION PETITION					
09032019 Total:		96.00							
COLUMBIA COUNTY CL		96.00							
COLUMBIA COUNTY TITLE & ESCROW SERVICES, INC									
007699									
19-00564	9/4/2019	300.00	0.00	09/05/2019				False	0
704-000-053024 Capital Outlay - PD Station				LOT BOOK REPORT					
19-00564 Total:		300.00							
19-00567	8/30/2019	300.00	0.00	09/05/2019				False	0
704-000-053024 Capital Outlay - PD Station				LOT BOOK REPORT					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
19-00567 Total:		300.00							
19-00568	9/3/2019	300.00	0.00	09/05/2019				False	0
704-000-053024 Capital Outlay - PD Station				LOT BOOK REPORT					
19-00568 Total:		300.00							
COLUMBIA COUNTY TI		900.00							
COMCAST									
COMCAST									
08212019	8/21/2019	1,052.22	0.00	09/05/2019				False	0
702-000-052003 Utilities				4669 CH / LIB/ POLICE					
08212019 Total:		1,052.22							
08252019	8/25/2019	106.85	0.00	09/05/2019				False	0
702-000-052003 Utilities				3930					
08252019 Total:		106.85							
COMCAST Total:		1,159.07							
DAVID EVANS & ASSOCIATES INC									
011550									
449747	8/20/2019	1,551.66	0.00	09/05/2019				False	0
205-000-053019 North Vernonia Improvements				STHN0000-0001 N VERNONIA RD SIDEWALKS					
449747 Total:		1,551.66							
DAVID EVANS & ASSOC		1,551.66							
EAKMAN, KATE									
EAK									
08232019	8/23/2019	250.00	0.00	09/05/2019				False	0
203-706-052078 Library Donations Expense				SPEAKER HONORARIUMMILEAGE					



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
08232019 Total:		250.00							
EAKMAN, KATE Total:		250.00							
EJ USA, INC 254896									
110190068929	8/23/2019	2,051.75	0.00	09/05/2019				False	0
601-731-052001 Operating Supplies				EJ / WTRMSR					
110190068929 Total:		2,051.75							
EJ USA, INC Total:		2,051.75							
EMMERT MOTORS, INC. 020693									
08232019	8/23/2019	36,755.64	0.00	09/05/2019				False	0
701-000-053001 Capital Outlay				CHEVY SILVERADO					
08232019 Total:		36,755.64							
EMMERT MOTORS, INC		36,755.64							
HANDEAKER, JANICE A. HAND									
08232019	8/23/2019	75.00	0.00	09/05/2019				False	0
203-706-052078 Library Donations Expense				SPEAKER HONORARIUM / MILEAGE					
08232019 Total:		75.00							
HANDEAKER, JANICE A		75.00							
INGRAM, SHERI INGRAM.S									
09042019	9/4/2019	51.48	0.00	09/05/2019				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
703-734-052023 Facility Maintenance				REIMB FOR PALNTER FOR FRONT SHOP S. INGRAM					
09042019 Total:		51.48							
INGRAM, SHERI Total:		51.48							
JORDAN RAMIS PC									
030274									
161543	8/29/2019	46.00	0.00	09/05/2019				False	0
603-735-052019 Professional Services				LEGAL SERVICES PAUL JOE BINGS					
161543 Total:		46.00							
JORDAN RAMIS PC Tota		46.00							
LAWRENCE OIL CO.									
018030									
019001-1924301	8/31/2019	1,194.36	0.00	09/05/2019				False	0
703-734-052022 Fuel / Oil				247748					
019001-1924301	8/31/2019	69.84	0.00	09/05/2019				False	0
100-715-052022 Fuel/Oil				247749					
019001-1924301	8/31/2019	59.72	0.00	09/05/2019				False	0
703-734-052022 Fuel / Oil				247750					
019001-1924301	8/31/2019	58.89	0.00	09/05/2019				False	0
601-732-052022 Fuel / Oil				247752					
019001-1924301 Total:		1,382.81							
LAWRENCE OIL CO. Tot		1,382.81							
LENZEN, GERALD S.									
LENZ									
08232019	8/23/2019	150.00	0.00	09/05/2019				False	0
203-706-052078 Library Donations Expense				SPEAKER HONORARIUM / MILEAGE					
08232019 Total:		150.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
	LENZEN, GERALD S. To	150.00							
MIDWEST TAPE 020427									
97793828	8/16/2019	15.93	0.00	09/05/2019				False	0
100-706-052035 Audio Materials				ADB					
97793828 Total:		15.93							
97824727	8/23/2019	69.04	0.00	09/05/2019				False	0
100-706-052035 Audio Materials				ADB					
97824727 Total:		69.04							
97824729	8/23/2019	249.91	0.00	09/05/2019				False	0
100-706-052034 Visual Materials				DVD					
97824729 Total:		249.91							
MIDWEST TAPE Total:		334.88							
NORTHSTAR CHEMICAL, INC. 021556									
151731	8/29/2019	5,988.61	0.00	09/05/2019				False	0
601-732-052083 Chemicals				SODIUM HYDROXIDE 25%					
151731 Total:		5,988.61							
NORTHSTAR CHEMICAL		5,988.61							
NORTHWEST DELI DISTRIBUTION INC 021184									
362685	8/29/2019	167.85	0.00	09/05/2019				False	0
100-708-052001 Operating Supplies				WINNING HAND SOAP PINK LOTION					
362685 Total:		167.85							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	NORTHWEST DELI DIST	167.85							
ORKIN									
ORKIN									
188187893	9/4/2019	85.00	0.00	09/05/2019				False	0
100-705-052023 Facility Maintenance				PEST CONTROL					
	188187893 Total:	85.00							
	ORKIN Total:	85.00							
PALL CORPORATION									
024644									
96892507	8/22/2019	1,680.00	0.00	09/05/2019				False	0
601-732-052001 Operating Supplies				INSTALL COMMISSION A REPL POSITIONER					
	96892507 Total:	1,680.00							
	PALL CORPORATION To	1,680.00							
PEAK ELECTRIC GROUP, LLC									
PEAK.ELE									
190438	7/31/2019	3,657.25	0.00	09/05/2019				False	0
704-000-053017 Capital Outlay - Rec Center				REC CENTER INSTALL WASHER DRYER CIRCUIT RE					
	190438 Total:	3,657.25							
	PEAK ELECTRIC GROU	3,657.25							
PERMA-BOUND									
025410									
1833124-00	8/12/2019	166.85	0.00	09/05/2019				False	0
100-706-052033 Printed Materials				BOOKS					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
1833124-00 Total:		166.85							
PERMA-BOUND Total:		166.85							
PETTY CASH LIBRARY JAMIE EDWARDS									
018754									
08302019	8/30/2019	20.59	0.00	09/05/2019				False	0
100-706-052028 Projects & Programs				PETTY CASH REIMB. SUMMER READING REFRESHM					
08302019	8/30/2019	25.00	0.00	09/05/2019				False	0
100-706-052028 Projects & Programs				PETTY CASH REIMB.					
08302019	8/30/2019	25.00	0.00	09/05/2019				False	0
100-706-052028 Projects & Programs				PETTY CASH REIMB.					
08302019 Total:		70.59							
PETTY CASH LIBRARY		70.59							
QUALITY CONTROL SERVICES, INC.									
026553									
56261	5/10/2019	127.50	0.00	09/05/2019				False	0
603-736-052019 Professional Services				ON SITE SERVICE					
56261	5/10/2019	127.50	0.00	09/05/2019				False	0
603-737-052019 Professional Services				ON SITE SERVICE					
56261 Total:		255.00							
QUALITY CONTROL SE		255.00							
RUBENS LAWN SERVICE, JENNIFER MEABE									
028033									
0002568	8/23/2019	80.00	0.00	09/05/2019				False	0
100-705-052023 Facility Maintenance				AUGUST LAWN SERVICE					
0002568 Total:		80.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
	RUBENS LAWN SERVIC	80.00							
SMITH, LAUREL L. 14121									
08232019	8/23/2019	150.00	0.00	09/05/2019				False	0
203-706-052078 Library Donations Expense					SPEAKER HONORARIUM MILEAGE				
	08232019 Total:	150.00							
	SMITH, LAUREL L. Total	150.00							
SPECIALIZED PAVEMENT MKG., INC 031459									
14754-1	7/31/2019	19,100.00	0.00	09/05/2019				False	0
205-000-052019 Professional Services					2019 ANNUAL STRIPING PROJECT R 689				
	14754-1 Total:	19,100.00							
	SPECIALIZED PAVEMEN	19,100.00							
STIRLING, ETHAN STIR									
09042019	9/4/2019	100.00	0.00	09/05/2019				False	0
703-734-052018 Professional Development					REIMB. WATER DISTRIBUTION EXAM FEE E. STIRLI				
	09042019 Total:	100.00							
	STIRLING, ETHAN Total:	100.00							
VERIZON WIRELESS 000720									
9836448141	8/20/2019	1,432.30	0.00	09/05/2019				False	0
100-705-052010 Telephone					271826771-00001				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
9836448141 Total:		1,432.30							
986505849	8/20/2019	17.19	0.00	09/05/2019				False	0
100-701-052010 Telephone				271826771-00001					
986505849	8/20/2019	104.88	0.00	09/05/2019				False	0
100-711-052010 Telephone				271826771-00001					
986505849	8/20/2019	133.43	0.00	09/05/2019				False	0
601-732-052010 Telephone				871458396-00001					
986505849	8/20/2019	41.59	0.00	09/05/2019				False	0
603-736-052010 Telephone				871458396-00001					
986505849	8/20/2019	41.59	0.00	09/05/2019				False	0
603-737-052010 Telephone				871458396-00001					
986505849	8/20/2019	41.59	0.00	09/05/2019				False	0
603-738-052010 Telephone				871458396-00001					
986505849	8/20/2019	80.02	0.00	09/05/2019				False	0
601-731-052010 Telephone				871458396-00001					
986505849	8/20/2019	162.07	0.00	09/05/2019				False	0
703-733-052010 Telephone				871458396-00001					
986505849	8/20/2019	52.44	0.00	09/05/2019				False	0
701-000-052010 Telephone				871458396-00001					
986505849	8/20/2019	284.42	0.00	09/05/2019				False	0
703-734-052010 Telephone				871458396-00001					
986505849	8/20/2019	88.59	0.00	09/05/2019				False	0
100-709-052010 Telephone				871458396-00001					
986505849 Total:		1,047.81							
VERIZON WIRELESS To		2,480.11							
WESTERN EQUIPMENT									
036401									
7063516-00	5/14/2019	97.74	0.00	09/05/2019				False	0
701-000-052001 Operating Supplies				BUSHING / WASHERS BOLTS DUSTCAP					
7063516-00 Total:		97.74							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
	WESTERN EQUIPMENT	97.74							
WILCOX & FLEGEL 037003									
0419031-IN	9/3/2019	1,626.14	0.00	09/05/2019				False	0
100-708-052022 Fuel / Oil				FUEL					
0419031-IN Total:		1,626.14							
WILCOX & FLEGEL Tota		1,626.14							
Report Total:		82,291.11							



# Accounts Payable

## To Be Paid Proof List

User: jenniferj  
 Printed: 09/12/2019 - 10:46AM  
 Batch: 00005.09.2019 - AP 9.12.19 FY 19-20



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
<hr/>									
ACCELA, INC. #774375									
000496									
INV-ACC48271	8/31/2019	599.00	0.00	09/12/2019				False	0
100-707-052020 Bank Service Fees				CIVIC PAY TRAN FEE					
	INV-ACC48271 Total:	599.00							
	ACCELA, INC. #774375 T	599.00							
<hr/>									
ALTA PLANNING AND DESIGN INC									
00138									
00-2019-089-4	8/21/2019	18,682.72	0.00	09/12/2019				False	0
202-721-052019 Professional Services				BUILD GRANT ASSISANCE					
	00-2019-089-4 Total:	18,682.72							
	ALTA PLANNING AND D	18,682.72							
<hr/>									
BARNES, WENDY K									
BARN									
0002945	9/6/2019	32.00	0.00	09/12/2019				False	0
100-000-036002 Fines - Court				OVERAGE REFUND WENDY BARNES					
	0002945 Total:	32.00							
	BARNES, WENDY K Tota	32.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
BUSTAMANTE, ANDREA E.									
BUS									
09122019	9/12/2019	150.00	0.00	09/12/2019				False	0
100-709-052019 Professional Services				ZUMBA JUY AND AUGUST					
09122019 Total:		150.00							
BUSTAMANTE, ANDREA		150.00							
CARDINAL SERVICES, INC.									
005829									
1170971	9/6/2019	696.00	0.00	09/12/2019				False	0
703-734-051001 Regular Wages				JIM S FOULKE					
1170971 Total:		696.00							
1171194	9/13/2019	696.00	0.00	09/12/2019				False	0
703-734-051001 Regular Wages				JIM S FOULKE					
1171194 Total:		696.00							
CARDINAL SERVICES, I		1,392.00							
CARQUEST AUTO PARTS STORES									
005845									
08122019	8/12/2019	123.04	0.00	09/12/2019				False	0
701-000-052001 Operating Supplies				AUTO PARTS ACCT 315752					
08122019 Total:		123.04							
CARQUEST AUTO PART		123.04							
CDW GOVERNMENT, INC.									
005471									
TQD4547	8/25/2019	6,385.52	0.00	09/12/2019				False	0
100-705-052001 Operating Supplies				GETAC A140 I5-6200U					

Invoice Number Account Number	Invoice Date	Amount	Quantity	Payment Date Description	Task Label	Type Reference	PO #	Close PO	Line #
		<hr/>							
	TQD4547 Total:	6,385.52							
		<hr/>							
	CDW GOVERNMENT, IN	6,385.52							
CENTERLOGIC, INC. 011595									
54356	9/4/2019	1,800.00	0.00	09/12/2019				False	0
702-000-052019 Professional Services				IT SUPPORT					
		<hr/>							
	54356 Total:	1,800.00							
54416	9/4/2019	1,802.50	0.00	09/12/2019				False	0
702-000-052006 Computer Maintenance				IT SUPPORT					
		<hr/>							
	54416 Total:	1,802.50							
54511	9/4/2019	187.50	0.00	09/12/2019				False	0
702-000-052006 Computer Maintenance				AGREEMENT OFFICE 365 CSP MONTHLY					
		<hr/>							
	54511 Total:	187.50							
54599	9/4/2019	325.00	0.00	09/12/2019				False	0
702-000-052005 Small Equipment				AGREEMENT CENTERLOGIC SECURE BACKUP					
		<hr/>							
	54599 Total:	325.00							
		<hr/>							
	CENTERLOGIC, INC. To	4,115.00							
CINTAS CORPORATION 037620									
8404281473	8/30/2019	67.65	0.00	09/12/2019				False	0
100-715-052019 Professional Services				FIRST AID CABINET SERVICE					
8404281473	8/30/2019	74.41	0.00	09/12/2019				False	0
100-708-052019 Professional Services				FIRST AID CABINET SERVICE					
8404281473	8/30/2019	82.73	0.00	09/12/2019				False	0
703-734-052019 Professional Services				FIRST AID CABINET SERVICE					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
8404281473 Total:		224.79							
CINTAS CORPORATION		224.79							
CITY OF COLUMBIA CITY									
007370									
08262019	8/26/2019	80.06	0.00	09/12/2019				False	0
601-732-052003 Utilities				001754-001					
08262019	8/26/2019	60.81	0.00	09/12/2019				False	0
601-732-052003 Utilities				001754-003					
08262019 Total:		140.87							
CITY OF COLUMBIA CIT		140.87							
CITY OF SCAPPOOSE									
SCAPPOOS									
0004147	8/23/2019	60.00	0.00	09/12/2019				False	0
100-711-052015 Intergovernmental Services				BUILDING OFFICIAL SERVICES					
0004147 Total:		60.00							
CITY OF SCAPPOOSE To		60.00							
CNA SURETY									
007157									
10012019	10/1/2019	175.00	0.00	09/12/2019				False	0
100-702-052018 Professional Development				BOND 70604085 KATHY PAYNE					
10012019 Total:		175.00							
CNA SURETY Total:		175.00							

COLUMBIA COUNTY TITLE & ESCROW SERVICES, INC

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
007699									
19-00565	9/4/2019	300.00	0.00	09/12/2019				False	0
704-000-053024	Capital Outlay - PD Station			LOT BOOK REPORT					
	19-00565 Total:	300.00							
19-00566	9/5/2019	300.00	0.00	09/12/2019				False	0
704-000-053024	Capital Outlay - PD Station			LOT BOOK REPORT					
	19-00566 Total:	300.00							
	COLUMBIA COUNTY TI	600.00							
COLUMBIA NW HEATING INC									
008265									
05302019	5/30/2019	2,250.00	0.00	09/12/2019				False	0
704-000-053025	Capital Outlay - Sr Center			CUSTOMIZED SCHEDULED SERVICE PROGRAM SEN					
	05302019 Total:	2,250.00							
19-22109	8/28/2019	6,678.50	0.00	09/12/2019				False	0
704-000-053025	Capital Outlay - Sr Center			INSTALLATION OF HEAT PUMP SENIOR CENTER					
	19-22109 Total:	6,678.50							
	COLUMBIA NW HEATIN	8,928.50							
COLUMBIA RIVER P.U.D.									
008325									
09032019	9/3/2019	7,982.17	0.00	09/12/2019				False	0
603-737-052003	Utilities			38633					
	09032019 Total:	7,982.17							
	COLUMBIA RIVER P.U.D	7,982.17							

COMCAST

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
COMCAST									
09012019	9/1/2019	166.90	0.00	09/12/2019				False	0
702-000-052003 Utilities				4924					
	09012019 Total:	166.90							
	COMCAST Total:	166.90							
DIGITAL GRAPHITI PRINTING									
010556									
1496	9/10/2019	150.00	0.00	09/12/2019				False	0
100-701-052019 Professional Services				CAR DECALS					
	1496 Total:	150.00							
	DIGITAL GRAPHITI PRIN	150.00							
DURAN, MALINDA R.									
010948									
09032019	9/3/2019	22.55	0.00	09/12/2019				False	0
100-705-052018 Professional Development				REIMB. LUNCH MALINDA AND TIA CJIS TRAINING					
09032019	9/3/2019	1.80	0.00	09/12/2019				False	0
100-705-052024 Miscellaneous				REIMB. PARKING FEES					
	09032019 Total:	24.35							
	DURAN, MALINDA R. To	24.35							
E2C CORPORATION									
E2C									
4354	9/6/2019	4,202.50	0.00	09/12/2019				False	0
201-000-052011 Public Information				ADVERTISING / PRINT					
4354	9/6/2019	1,653.00	0.00	09/12/2019				False	0
201-000-052019 Professional Services				STAFF					
4354	9/6/2019	6,800.00	0.00	09/12/2019				False	0
201-000-052074 Events - 13 Nights				ENTERTAINMENT					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
4354	9/6/2019	12,065.15	0.00	09/12/2019				False	0
201-000-052058 Events - Holloween				SIGNAGE PROPS PRODUCT					
4354 Total:		24,720.65							
E2C CORPORATION Tota		24,720.65							
ERSKINE LAW PRACTICE LLC									
011522									
09082019	9/8/2019	2,097.50	0.00	09/12/2019				False	0
100-704-052019 Professional Services				8/19-8/29					
09082019 Total:		2,097.50							
ERSKINE LAW PRACTIC		2,097.50							
HACH COMPANY									
014200									
11619638	9/3/2019	68.07	0.00	09/12/2019				False	0
601-731-052001 Operating Supplies				REAGENT SET CHLORINE FREE					
11619638	9/3/2019	136.15	0.00	09/12/2019				False	0
601-732-052023 Facility Maintenance				REAGENT SET CHLORINE FREE					
11619638 Total:		204.22							
HACH COMPANY Total:		204.22							
HUDSON GARBAGE SERVICE									
015875									
10441961	9/1/2019	59.80	0.00	09/12/2019				False	0
100-706-052003 Utilities				1554					
10441961 Total:		59.80							
10442073	9/1/2019	189.41	0.00	09/12/2019				False	0
603-736-052003 Utilities				8333					
10442073	9/1/2019	189.42	0.00	09/12/2019				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
603-737-052003 Utilities				8333					
10442073 Total:		378.83							
10442215	9/1/2019	96.59	0.00	09/12/2019				False	0
100-705-052023 Facility Maintenance				7547					
10442215 Total:		96.59							
10442218	9/1/2019	355.52	0.00	09/12/2019				False	0
100-715-052023 Facility Maintenance				7601					
10442218 Total:		355.52							
10442219	9/1/2019	214.39	0.00	09/12/2019				False	0
100-708-052023 Facility Maintenance				7636					
10442219 Total:		214.39							
10442468	9/1/2019	178.07	0.00	09/12/2019				False	0
201-000-037023 13 Nights				2046-71848526 13 NIGHTS ON THE RIVER DISPOSAL ;					
10442468 Total:		178.07							
10442650	9/1/2019	110.95	0.00	09/12/2019				False	0
100-709-052023 Facility Maintenance				7056					
10442650 Total:		110.95							
10442728	9/1/2019	123.42	0.00	09/12/2019				False	0
202-722-052023 Facility Maintenance				1026					
10442728 Total:		123.42							
HUDSON GARBAGE SER		1,517.57							
INGRAM LIBRARY SERVICES, INC.									
016240									
41310338	8/9/2019	-24.69	0.00	09/12/2019				False	0
100-706-052033 Printed Materials				BOOKS 20C7921					



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
41310338 Total:		-24.69							
41446950	8/19/2019	-11.20	0.00	09/12/2019				False	0
100-706-052033 Printed Materials				BOOKS 20C7921					
41446950 Total:		-11.20							
41470634	8/20/2019	-180.50	0.00	09/12/2019				False	0
100-706-052033 Printed Materials				BOOKS 20C7921					
41470634 Total:		-180.50							
41522401	8/22/2019	16.54	0.00	09/12/2019				False	0
100-706-052033 Printed Materials				BOOKS 20C7921					
41522401 Total:		16.54							
41522403	8/22/2019	563.07	0.00	09/12/2019				False	0
100-706-052033 Printed Materials				BOOKS 20C7921					
41522403 Total:		563.07							
41522404	8/22/2019	43.10	0.00	09/12/2019				False	0
100-000-021300 Library Replacement Fines				BOOKS 20C7921					
41522404 Total:		43.10							
41532084	8/23/2019	86.75	0.00	09/12/2019				False	0
100-706-052035 Audio Materials				BOOKS 20C7921					
41532084 Total:		86.75							
41532085	8/23/2019	22.14	0.00	09/12/2019				False	0
100-706-052033 Printed Materials				BOOKS 20C7921					
41532085 Total:		22.14							
41532086	8/23/2019	66.31	0.00	09/12/2019				False	0
100-706-052033 Printed Materials				BOOKS 20C7921					
41532086 Total:		66.31							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
41532089	8/23/2019	120.86	0.00	09/12/2019				False	0
100-706-052033 Printed Materials				BOOKS 20C7921					
41532089 Total:		120.86							
41532090	8/23/2019	12.81	0.00	09/12/2019				False	0
100-000-021300 Library Replacement Fines				BOOKS 20C7921					
41532090 Total:		12.81							
41608873	8/27/2019	19.85	0.00	09/12/2019				False	0
100-706-052033 Printed Materials				BOOKS 20C7921					
41608873 Total:		19.85							
41608875	8/27/2019	19.58	0.00	09/12/2019				False	0
100-706-052033 Printed Materials				BOOKS 20C7921					
41608875 Total:		19.58							
41608876	8/27/2019	136.49	0.00	09/12/2019				False	0
100-706-052035 Audio Materials				BOOKS 20C7921					
41608876 Total:		136.49							
41608877	8/27/2019	80.41	0.00	09/12/2019				False	0
100-000-021300 Library Replacement Fines				BOOKS 20C7921					
41608877 Total:		80.41							
INGRAM LIBRARY SERV		971.52							
JORDAN RAMIS PC									
030274									
161344	8/29/2019	1,847.50	0.00	09/12/2019				False	0
202-722-052019 Professional Services				LEGAL SERVICES GENERAL ENVIRONMENTAL					
161344 Total:		1,847.50							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
JORDAN RAMIS PC Tota		1,847.50							
LAKESIDE INDUSTRIES 018000									
99304	8/31/2019	584.24	0.00	09/12/2019				False	0
205-000-052001 Operating Supplies				EZ STREET ASPHALT					
99304 Total:		584.24							
LAKESIDE INDUSTRIES		584.24							
LAWSON PRODUCTS, INC. 018040									
9306981693	8/29/2019	100.49	0.00	09/12/2019				False	0
701-000-052001 Operating Supplies				CUT OFF WHEEL / GRINDING DISC					
9306981693 Total:		100.49							
LAWSON PRODUCTS, IN		100.49							
LINDSAY HART LLP 84522									
2019213	9/5/2019	5,000.00	0.00	09/12/2019				False	0
202-721-052019 Professional Services				GOVERNMENT AFFAIRS CONSULTING SERVICES BU					
2019213 Total:		5,000.00							
LINDSAY HART LLP Tota		5,000.00							
MAILBOXES NORTHWEST 019366									
08302019	8/30/2019	15.01	0.00	09/12/2019				False	0
603-737-052064 Lab Testing				ALS SHIPPING					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
08302019 Total:		15.01							
MAILBOXES NORTHWE		15.01							
METRO PLANNING INC.									
020291									
4938	8/8/2019	112.50	0.00	09/12/2019				False	0
100-710-052006 Computer Maintenance				GIS WEB HOSTING					
4938	8/8/2019	37.50	0.00	09/12/2019				False	0
703-733-052026 Equipment Fund Charges				GIS WEB HOSTING					
4938 Total:		150.00							
METRO PLANNING INC		150.00							
METROPRESORT									
020292									
IN613351	8/30/2019	3,340.45	0.00	09/12/2019				False	0
100-707-052019 Professional Services				UB BILLING SERVICES					
IN613351 Total:		3,340.45							
METROPRESORT Total:		3,340.45							
MIDWEST TAPE									
020427									
97859169	8/30/2019	23.98	0.00	09/12/2019				False	0
100-706-052034 Visual Materials				DVD					
97859169 Total:		23.98							
MIDWEST TAPE Total:		23.98							
MORTEN, DOUGLAS									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
020688									
09122019	9/12/2019	360.00	0.00	09/12/2019				False	0
100-703-052041 Council Discrenary				FOOD BANK GOLF TOURNAMENT					
	09122019 Total:	360.00							
	MORTEN, DOUGLAS Tot	360.00							
NET ASSETS									
020888									
95-201908	9/3/2019	592.00	0.00	09/12/2019				False	0
100-707-052019 Professional Services				COLUMBIA COUNTY TITLE AND ESCROW SERVICES					
	95-201908 Total:	592.00							
	NET ASSETS Total:	592.00							
OCCUPATIONAL SAFETY, HEALTH & WELLNESS, LLC									
OSHW									
889	3/26/2019	215.00	0.00	09/12/2019				False	0
100-705-052024 Miscellaneous				POST EXPOSURE ACCESS FEE / FOLLOW UP					
	889 Total:	215.00							
	OCCUPATIONAL SAFET	215.00							
PEAK ELECTRIC GROUP, LLC									
PEAK.ELE									
190527	9/12/2019	423.50	0.00	09/12/2019				False	0
704-000-053017 Capital Outlay - Rec Center				REC CENTER ELECTRIC					
	190527 Total:	423.50							
190554	9/23/2019	3,280.00	0.00	09/12/2019				False	0
704-000-053024 Capital Outlay - PD Station				POLICE STATION					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
	190554 Total:	3,280.00							
	PEAK ELECTRIC GROU	3,703.50							
PORTLAND GENERAL ELECTRIC 025702									
09112019	9/11/2019	41.33	0.00	09/12/2019				False	0
202-722-052003 Utilities				4854421000					
	09112019 Total:	41.33							
	PORTLAND GENERAL E	41.33							
POSCH, ANGELA 97112									
09122019	9/12/2019	96.00	0.00	09/12/2019				False	0
100-709-052019 Professional Services				ZUMBA JULY AUGUST					
	09122019 Total:	96.00							
	POSCH, ANGELA Total:	96.00							
RICOH USA, INC. 027294									
102590696	9/4/2019	182.02	0.00	09/12/2019				False	0
100-705-052023 Facility Maintenance				1496666-3356313					
	102590696 Total:	182.02							
	RICOH USA, INC. Total:	182.02							
SHRED-IT USA, LLC SHRED-IT									
8128039395	8/31/2019	91.90	0.00	09/12/2019				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
100-715-052019 Professional Services				SHRED SERVICES					
8128039395 Total:		91.90							
SHRED-IT USA, LLC Tot		91.90							
ST. HELENS CERT 014301									
2019	8/30/2019	1,400.00	0.00	09/12/2019				False	0
201-000-052057 Events - Fireworks				CERT FOR PARKING ATTENDANTS TRAFFIC CONTR					
2019 Total:		1,400.00							
ST. HELENS CERT Total:		1,400.00							
ST. HELENS-SCAPPOOSE SEPTIC 029351									
9037	9/6/2019	525.00	0.00	09/12/2019				False	0
100-708-052019 Professional Services				SEPTIC PUMPED AT MCCORMICK PARK					
9037 Total:		525.00							
ST. HELENS-SCAPPOOS		525.00							
SUNSET AUTO PARTS, INC. 020815									
08302019	8/30/2019	13.13	0.00	09/12/2019				False	0
100-708-052001 Operating Supplies				AUTO PARTS					
08302019	8/30/2019	9.00	0.00	09/12/2019				False	0
100-708-052001 Operating Supplies				AUTO PARTS					
08302019	8/30/2019	8.99	0.00	09/12/2019				False	0
100-708-052001 Operating Supplies				AUTO PARTS					
08302019	8/30/2019	19.99	0.00	09/12/2019				False	0
601-731-052001 Operating Supplies				AUTO PARTS					
08302019 Total:		51.11							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	SUNSET AUTO PARTS, I	51.11							
TCMS- LONGIEW 033013									
75901	9/1/2019	416.50	0.00	09/12/2019				False	0
100-715-052023 Facility Maintenance				C10000					
75901 Total:		416.50							
75911	9/1/2019	1,511.75	0.00	09/12/2019				False	0
100-715-052023 Facility Maintenance				C10630					
75911 Total:		1,511.75							
75918	9/1/2019	261.75	0.00	09/12/2019				False	0
603-737-052023 Facility Maintenance				C10855					
75918	9/1/2019	261.75	0.00	09/12/2019				False	0
603-736-052023 Facility Maintenance				C10855					
75918 Total:		523.50							
TCMS- LONGIEW Total:		2,451.75							
THE LAW OFFICE OF JOSEPH D ROOT 47741									
1148	9/10/2019	200.00	0.00	09/12/2019				False	0
100-704-052019 Professional Services				CHAYLEE SPARKS					
1148 Total:		200.00							
1149	9/10/2019	200.00	0.00	09/12/2019				False	0
100-704-052019 Professional Services				DANIEL WILLIAMS					
1149 Total:		200.00							
THE LAW OFFICE OF JO		400.00							



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
TVW INC									
033827									
0039199-IN	8/31/2019	1,767.78	0.00	09/12/2019				False	0
100-715-052023 Facility Maintenance				JANITORIAL SERVICE					
0039199-IN Total:		1,767.78							
0039200-IN	8/31/2019	1,521.19	0.00	09/12/2019				False	0
100-706-052023 Facility Maintenance				JANITORIAL SERVICE					
0039200-IN Total:		1,521.19							
0039201-IN	8/31/2019	810.38	0.00	09/12/2019				False	0
100-705-052023 Facility Maintenance				JANITORIAL SERVICE					
0039201-IN Total:		810.38							
0039202-IN	8/31/2019	123.19	0.00	09/12/2019				False	0
100-709-052023 Facility Maintenance				JANITORIAL SERVICE					
0039202-IN Total:		123.19							
TVW INC Total:		4,222.54							
U.S. BANK EQUIPMENT FINANCE									
033955									
393874797	8/31/2019	99.00	0.00	09/12/2019				False	0
100-715-052021 Equipment Maintenance				CONTRACT PAYMENT					
393874797 Total:		99.00							
U.S. BANK EQUIPMENT		99.00							
VERIZON WIRELESS									
000720									
9837106777	9/1/2019	171.16	0.00	09/12/2019				False	0
702-000-052010 Telephone				242060134-00001					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
9837106777 Total:		171.16							
VERIZON WIRELESS To		171.16							
WEST MEYER FENCE									
036320									
20021257	9/11/2019	53.00	0.00	09/12/2019				False	0
601-732-052023 Facility Maintenance				BLACK TOP RAIL AND BLACK RAIL SLEEVE					
20021257 Total:		53.00							
WEST MEYER FENCE To		53.00							
WETLAND SOLUTIONS NORTHWEST, LLC									
036768									
18122-5	6/5/2019	95.00	0.00	09/12/2019				False	0
202-722-052019 Professional Services				BOISE WHITE PAPER SITE WETLAND DELINEATION					
18122-5 Total:		95.00							
WETLAND SOLUTIONS		95.00							
Report Total:		105,255.30							