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**City of St. Helens**  
**COUNCIL REGULAR SESSION AGENDA**  
**Wednesday, October 2, 2019**  
City Council Chambers, 265 Strand Street, St. Helens

**City Council Members**

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

**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 table in the front of the room, 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. **APPROVE AND/OR AUTHORIZE FOR SIGNATURE**
  - A. Contract Payments
5. **APPOINTMENTS TO CITY BOARDS & COMMISSIONS**
6. **CONSENT AGENDA FOR ACCEPTANCE**
  - A. Arts & Cultural Commission Minutes dated March 26, April 16, and May 28, 2019
7. **CONSENT AGENDA FOR APPROVAL**
  - A. Recreation Manager Job Description
  - B. Recreation Sports Program Specialist Job Description
  - C. Recreation SHARP Lead Job Description
  - D. Accounts Payable Bill Lists
8. **MAYOR SCHOLL REPORTS**
9. **COUNCIL MEMBER REPORTS**
10. **DEPARTMENT REPORTS**
11. **OTHER BUSINESS**
12. **ADJOURN**

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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.

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## **CONTRACT PAYMENTS**

City Council Meeting  
October 2, 2019

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### **C.R. Contracting**

Project: R-691 2019 Crack Sealing Project (PR#1)	\$	<b>72,907.75</b>
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### **David Evans and Associations Inc.**

Project: N. Vernonia Road Sidewalks Project (Inv#451495)	\$	<b>335.84</b>
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City of St. Helens  
265 Strand Street, St. Helens, Oregon 97051  
Phone: 503.397.6272 | Fax: 503.366.3782

# Contract Payment Request No. 1

KP

**CONTRACTOR:**

**C. R. CONTRACTING**

P.O. Box 6717

Bend, OR 97708

PROJECT NO.: R-691

PROJECT NAME: 2019 CRACK SEALING PROJECT

DEPARTMENT: Public Works Department - Engineering

DATE SUBMITTED: 9/17/2019

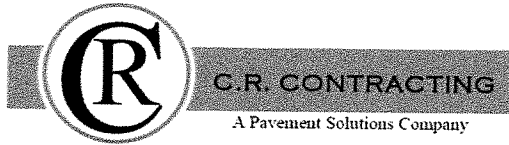
Original Contract Amount	\$76,695.50	Total Amount Earned To-Date	\$0.00
Total Change Orders Amount	\$0.00	Total Earned This Month	\$76,745.00
Adjusted Contract Amount	\$76,695.50	Less 5% Retainage This Month	\$3,837.25
Previous Payment Requests			
PP# <u>Previous Billing With Retainage</u>	<u>Retainage</u>	<u>Previous Amounts Paid</u>	<u>Invoice Date</u>
Less Total of Previously Earned			\$0.00
Total Retainage Due To-Date			\$3,837.25

**Total Amount Due** **\$72,907.75**

Bid Item No.	Description	Unit	Qty	Unit Price	Contract Price	Completed Prior to Pay Period		Completed This Pay Period	
						Total Quantity Completed To-Date	Total Contract Earned To-Date	Quantity Completed This Pay Period	Total Contract Earned This Pay Period
1	Mobilization, Bonds, Insurance, Demobilization	LS	1	\$2,000.00	\$2,000.00	0.00	\$0.00	1.00	\$2,000.00
2	Crack Sealing, Complete	LB	9,054	\$8.25	\$74,695.50	0.00	\$0.00	9,060.00	\$74,745.00
<b>Totals:</b>					<b>\$76,695.50</b>		<b>\$0.00</b>		<b>\$76,745.00</b>

APPROVED FOR PAYMENT

INIT \_\_\_\_\_ DATE \_\_\_\_\_  
 \_\_\_\_\_ ACCOUNTS PAYABLE \_\_\_\_\_  
 \_\_\_\_\_ FINANCE \_\_\_\_\_  
 \_\_\_\_\_ SUPERVISOR \_\_\_\_\_



# Invoice

PO Box 6717  
Bend, OR 97708  
5413066216

Date	Invoice #
9/17/2019	580

Bill To
City of St Helens PO Box 278 St Helens, OR 97051

Project
2019 Crack Seal Project No. R-691 City of St Helens, Oregon

Quantity	Description	Rate	U/M	Amount
1	Item #: 01 Mobilization	2,000.00	LS	2,000.00
9,060	Item #: 02 Crack Sealing, Complete	8.25	LB	74,745.00
	Subtotal			76,745.00
	Retention (5%)	-5.00%		-3,837.25

Thank you for doing business with CR Contracting. We appreciate it!

**Total** \$72,907.75



C.R. CONTRACTING  
A Pavement Solutions Company

Work:

Quantities Weight

Project: St Helens CS

Date: 9/3/19

Crew Foreman: Robert Michael

Start Time:

End Time:

Work Area

From

To

Weight Used

MVernonia Rd

Pittsburg rd

Columbia Blvd

(111) 3,330

Inspector Signature:

Total Weight

(111) 3,330

Material Description & Weight:

547

Qty Used:

111



C.R. CONTRACTING  
A Pavement Solutions Company

Work:

Quantities Weight

Project: St Helens CS

Date: 9/4/19

Crew Foreman: Robert Michael

Start Time:

End Time:

Work Area

From

To

Weight Used

Vernonia Rd

Milton

Columbia

(65) 1,950

15th/16th

St Helens st

End

(40) 1,200

Inspector Signature:

Total Weight

(105) 3,150

Material Description & Weight:

Qty Used:



C.R. CONTRACTING  
A Pavement Solutions Company

Work:

Quantities Weight

Project: St Helens

Date: 9/5/11

Crew Foreman: Robert Michael

Start Time:

End Time:

Work Area

From

To

Weight Used

Columbia

6th

8th

(86) 2,580

15th & 16th

West

St Helens

12th

Columbia

Caulitz

Inspector Signature:

Total Weight

(86) 2,580

Material Description & Weight:

Qty Used:



KD



**DAVID EVANS  
AND ASSOCIATES INC.**

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

Invoice Number 451495  
Invoice Date September 17, 2019  
PO Number  
Page 1 of 1

Work Beginning 08/04/2019 through 08/31/2019  
Project STHN0000-0001: N. Vernonia Rd. Sidewalks  
Contract End Date: 12/31/2019

Manager: Paul Tappana

		Current Hours	Rate	Current Amount
<b>Contract Work Performed</b>				
Project Coordinator III	Alisha Reynaldo	2.80	86.80	243.04
<b>Subtotal</b>	<b>Contract Work Performed</b>	<b>2.80</b>		<b>243.04</b>

<b>Other Direct Charges</b>				
Mileage	160.00		0.580	92.80
<b>Subtotal</b>	<b>Other Direct Charges</b>			<b>92.80</b>

**Invoice Total** \$335.84

APPROVED FOR PAYMENT

Invoiced by: Alisha Reynaldo

INIT	DATE
<u>MM</u>	<u>9/19/19</u>
<u>SV</u>	<u>9-19-19</u>
ACCOUNTS PAYABLE	
FINANCE	
SUPERVISOR	

205-000-053019


Aged Receivables as of 9/12/2019					
<u>0 To 30 Days</u>	<u>31 To 60 Days</u>	<u>61 To 90 Days</u>	<u>Over 90 Days</u>	<u>Total Outstanding</u>	
\$335.84	\$0.00	\$0.00	\$0.00	\$335.84	

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

Project: STHN000000001

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

Phase	WBS Description	Contract			Previously		Billed To Date		Remaining	
		Amount	Billed This Period	Billed	Billed		Billed To Date		Contract	% Billed % Completed
00101	Project Management	9,175.00	243.04	3,251.25			3,494.29		5,680.71	38%
00204	Topographic Data	298.00	-	-	-		-		298.00	-
00301	Wetland Memo	1,879.00	-	2,333.38			2,333.38		(454.38)	124%
00401	Public Meeting	2,283.00	-	-	-		-		2,283.00	-
00402	Residents Meeting	2,254.00	-	-	-		-		2,254.00	-
00501	Utility Relocations	4,929.00	-	404.09			404.09		4,524.91	8%
00601	Concept (30%) Sidewalk Design	17,470.00	-	25,372.27			25,372.27		(7,902.27)	145%
00602	Concept (30%) Cost Estimate	2,924.00	-	2,513.32			2,513.32		410.68	86%
00701	Final (100%) Sidewalk Design	26,449.00	-	-	-		-		26,449.00	-
00702	Final (100%) Cost Estimate	3,519.00	-	-	-		-		3,519.00	-
00703	Final (100%) Specifications	5,590.00	-	-	-		-		5,590.00	-
00801	Bid Support	1,222.00	-	-	-		-		1,222.00	-
EXP	Expenses	520.00	92.80	157.76			250.56		269.44	48%
SUBKLS	Sub: KLS Surveying	11,410.00	-	11,410.00			11,410.00		-	100%
		<b>89,922.00</b>	<b>335.84</b>	<b>45,442.07</b>			<b>45,777.91</b>		<b>44,144.09</b>	<b>51%</b>
										<b>41%</b>



## **N. Vernonia Rd. Sidewalks: R-687**

### **Progress Report No. 4**

**For the period:**  
**August 4, 2019 through August 31, 2019**

**September 17, 2019**

**Submitted via email to:**

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

**Prepared by:**

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

**PROGRESS REPORT NO. 4**  
**For the period August 4, 2019 through August 31, 2019**

**N. Vernonia R. Sidewalks: R-687**

**Contract NTP: February 22, 2019**

**Contract End: December 31, 2019**

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**Contract Values:**

Current Contract NTE: \$89,922.00

Previously Billed: \$45,442.07

Current Billing: \$335.84

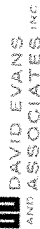
Remaining \$44,144.09

**Work Performed in Reporting Period:**

1. Project management / coordination
2. Invoicing

**Anticipated Upcoming Work**

1. Create an amendment to update design to better accomdate new and existing trees



# WEEKLY MILEAGE REPORT

[illegible]

JOB NUMBER	WBS NO.	MILES DRIVEN
STHN000000001	EXP	160

\* Note: "Summarized Miles" should equal "Total Miles" above

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# **APPOINTMENTS TO ST. HELENS CITY BOARDS AND COMMISSIONS**

City Council Meeting ~ October 2, 2019

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**Pending applications received:**

<u>Name</u>	<u>Interest</u>	<u>Date Application Received</u>	<u>Referred by Email To Committee(s)</u>
• Joshua Hughes	Arts & Cultural Commission	7/30/19	8/4/19

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## **Arts & Cultural Commission (3-year terms)**

- Patrick Nickelson's and Ken Hanson's terms expired 9/30/19.

**Status:** The Commission met on September 24 and voted to reappoint both Patrick and Ken, as they have not served more than one term.

**Next Meeting:** November 26, 2019

**Recommendation:** Motion to reappoint Patrick Nickelson and Ken Hanson to additional 3-year terms.

## **Library Board (4-year terms)**

- The Board added positions.
- Heather Anderson-Bibler resigned. Her term expired 6/30/2021.

**Status:** Currently, there are two vacancies.

**Next Meeting:** October 14, 2019

**Recommendation:** None at this time.

## **Parks & Trails Commission (4-year terms)**

- Ben Tiscareno resigned. His term expires 12/31/2022.

**Status:** Currently, there is one vacancy. A press release was sent out on July 18, 2019 with a deadline of August 15, 2019. To date, we have not received any applications.

**Next Meeting:** October 14, 2019

**Recommendation:** None at this time.

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**City of St. Helens**  
**RESOLUTION NO. 1648**

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

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

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

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

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

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



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

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

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

Ayes: Locke, Carlson, Conn, Morten, Peterson

Nays: None

/s/ Randy Peterson  
Randy Peterson, Mayor

ATTEST:

/s/ Kathy Payne  
Kathy Payne, City Recorder

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# City of St. Helens

## Arts & Cultural Commission

Meeting Minutes

March 26, 2019

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

**Members Absent:** None

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

**Others:** Joan Youngberg  
Savannah Harvey  
Rylee Marks  
Sam Shiel  
Abby Marx  
AJ Jennings

**1) Call Meeting to Order- 6 p.m.**

The meeting was called to order at 6:05 p.m. by Chair Sisson.

**2) Visitors Address the Commission**

Visitor Joan Youngberg is a member of the Columbia Art Guild, longtime resident and created the "This is Us St Helens" display. Youngberg is asking the Commission for their support for the next project that will be Columbia County wide called "Flagship Columbia County" making community flags. She is not asking for funding at this time as they already have funding, she is just looking for support. The goal is to thread the flags through the trees and light post in the court yard next to City Hall around June of this year. The flags are made out of a product called Tyvek that is like a plastic paper type material and painted with acrylic paint. Each community member can paint a flag then will tied together. Starting Mid-April to the End of May. Each piece of art will be 12-15 feet up in the air so they will not been seen up close. Joan will have a list of event locations posted on the Face Book page and will make flyers with all the dates and locations.

The Commission is agrees to support this project.

**3) Approval of Minutes**

**3.A** [Approval of Minutes from 1/22/2019](#)

**Motion:** Commissioner Brooke moved to approve the minutes from January 22, 2019. Vice Chair O'Hanlon seconded. All in favor; none opposed; motion carries.

### 3.B Approval of Minutes from 2/19/19

**Motion:** Commissioner Brooke moved to approve the minutes from February 19, 2019. Vice Chair O'Hanlon seconded. All in favor; none opposed; motion carries.

## 4) Review Fiscal Report

### 4.A Fiscal Report

The Commission reviewed the fiscal report.

## 5) Discussion Items

### 5.A Little Free Library Donation

Vice Chair O'Hanlon reported The Friends of the Library reached out to her to advise they plan to install another Little Free Library at the Walnut Street Park and had wanted to confirm the Commission did not have plans to place one there. O'Hanlon reported Thomas O'Hanlon has filled out the Application for Donated project on City property and would like the Commission to vote on accepting the donated library as part of the Commissions Little Free Libraries. Chair Sission reported Thomas O'Hanlon received authorization from the Dr. Seuss Enterprises to use the Dr Seuss Images. O'Hanlon reported Dr. Seuss Enterprises only asks to have photos of the Library to share on their website. O'Hanlon will abstain from voting due to the donation coming from her Husband. O'Hanlon reported the High School is working on building two more libraries and will leave them blank so that the Commission could have them painted at a summer event.

The Commission agreed to accept the donated library. O'Hanlon will present the this to the Parks Commission and request to have it installed at Campbell Park.

### 5.B ACC Vacant Positions

Chair Sission welcomed the newest Commissioner Carly Frankly and reported there are two vacant positions, she has one person interested in the position. Commissioner Franklin reported she has a background in Performing Arts and came from a community that was strong in art and wants to be apart of that in our community.

### 5.C Skateboard Art Auction/Skate Park Street Art

Commissioner Nickelson shared a possible design for the skate park anniversary. Commissioner Brooke advised she did not have anything new to report as it relates to the Commission involvement. The Commission is waiting to hear about the Citizens Day in the Park event. Chair Sission asked Commissioner Brooke and Nickelson if they plan to have an art display or skate deck board auction at the skate park; Commissioner Brooke and Nickelson said at this time they do not have solid plans as they do not have a date for the Citizens Day in the Park.

### 5.E "Then & Now" Art Display

Vice Chair O'Hanlon reported she received an email from Bonny Wagner from the Columbia Arts Guild and said she has some paintings of St. Helens and would like to display them next to some architectural drawings of St Helens. Chair Sission advised the Commission needs to know exactly what the 'ask' is on behalf of the Commission; is the intent to have the art donated to the City or is it to just have it displayed? O'Hanlon will follow up with Wagner.

Library Director Jeffries suggested to ask how close up someone needs to be to see the images to help identify a location to display the art and determine the value and how secure they need to be.

#### **5.F Trash Can Painting**

Chair Sission reported the Commission needs to decide if they are continuing the Trash Can Painting Competition again this year. The project is highly labor intensive and the City already has a lot of trash cans in inventory that are not out in use. Sission reported this is one of the Commissions well known annual projects. She states if the Commission wants to continue it the Commission needs to get started now on all of the tasks, if the Commission decides to not proceed Sission thinks they should find a different project. Vice Chair O'Hanlon advised she feels the Commission should look at a different project, possibly painting panels for the ceiling of the gazebo, picnic tables or painting the libraries. Commissioner Franklin thinks we should skip the trash cans this year. Franklin supports the idea of having panels painted that could be placed in the ceilings of the gazebos in the parks. The Commission decided to skip the trash can painting project this year. Commissioner Brooke suggested another idea could be the Chain link art project. Commissioner Nickelson suggested the material should be compostable in case they fall out. The Commission will call the new event The 4th of July Art Activity. The Commissioners will look into the logistics and costs of their project ideas and present them at the next Commission meeting. Commissioner Franklin and O'Hanlon will form a subcommittee to hammer the details for this project.

#### **5.G The Arts & Conversation bi-monthly community event**

Chair Sission has not set up the meeting dates and times for this. Sission and Commissioner Franklin will meet to set up times and events.

#### **5.D Art Inventory-is this ready to submit for mapping?**

Chair Sission shared a print out of the current Art Inventory that was last updated in 2011 and asked the Commission to help update this inventory, documenting the art pieces and taking pictures of the pieces so they can get the updated inventory to Finance Director Matt Brown so he could create a new map. Franklin, O'Hanlon and Sission will be on a subcommittee to update this.

### **6) Community News**

Commissioner Brooke reported Barlow Bikes will be setting up a meeting this week. Brooke reported some repairs were made the skate park this week but thinks some the repairs may only last a year.

Library Director Margaret Jefferies reported Columbia County Reads is featuring two Authors, Gregory Nokes and Phillip Margolin who have each written books about events in Oregon around slavery. One that is Fictional and one that is nonfiction.

Sission reported Cycle Columbia County is starting its 4 year.

### **7) Adjournment**

The meeting was adjourned at 7:36 p.m.

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# City of St. Helens

## Arts & Cultural Commission

Meeting Minutes

April 16, 2019

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**Members Present:** Leticia Juarez-Sisson, Chair  
Patrick Nickelson  
Carly Franklin

**Members Absent:** Kimberly O'Hanlon, Vice Chair

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

**Others:** Maggie Clayton

1) **Call Meeting to Order-3:00 P.M.**

The meeting was called to order at 3:02 p.m. by Chair Sisson.

2) **Visitors Address the Commission**

Visitor Maggie Clayton here to watch the meeting.

3) **Discussion Items**

3.A **ACC Vacant Position-Recommendation for new Commissioner**

Chair Sisson reported she and Commissioner Franklin met with applicant Maggie Clayton last week and was impressed with her interest in bringing more culture to the Commission. Commissioner Franklin reported she feels Clayton would be a great asset to the Commission.

**Motion:** Commissioner Franklin moved to recommend Council appoint Maggie Clayton as Commissioner. Commissioner Nickelson seconded. All in favor; none opposed; motion Carries.

Commissioner Lisa Brooke emailed her resignation as Commissioner as of April 15, 2019. Chair Sisson will request the press release for the vacant position.

4) **Community News**

Library Director Margaret Jeffries reported on April 25, 2019 the Library is having the first Columbia County Reads event with two authors.

5) **Adjournment**

The meeting was adjourned at 3:10 p.m.

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# City of St. Helens

## Arts & Cultural Commission

Meeting Minutes

May 28, 2019

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

**Members Absent:** Maggie Clayton

**Staff Present:** Steve Topaz, City Councilor  
Margaret Jeffries, Library Director  
Jamie Edwards, Secretary  
Jenny Dimsho, Associate Planner

**Others:** Kayla Laird  
Kaylee Dinger  
Julie Thompson  
Dan Davis

1) **Call Meeting to Order-6:00 P.M.**

The meeting was called to order at 6:02 p.m. by Chair Sisson.

2) **Visitors Address the Commission**

No comments.

3) **Approval of Minutes**

3.A **Approval of Minutes March 2019**

**Motion:** Commissioner Franklin moved to approve the minutes from March 26, 2019. Vice Chair O'Hanlon seconded. All in favor; none opposed; motion carries.

3.B **Approval of Minutes April 2019**

Minutes for April 2019 were not included in the packet for approval so will be reviewed and approved during the next meeting.

4) **Review Fiscal Report**

4.A **Fiscal Report**

The Commission reviewed the fiscal report.

5) **Discussion Items**

5.A **Traffic Wrapz**

Associate Planner Jenny Dimsho presented an art idea she heard of at a national planning conference called Traffic Wrapz. The wrapz are a vinyl coding that is graffiti resistance. She thought the Commission could place one at the a signalized traffic box at 18th and Columbia Blvd. in St. Helens. The cost runs between \$2,000 - \$4,000. The process for the Commission would be to hire an artist to create a mural then hire the

company to make the 3D vinyl print to have installed. Dimsho could help with the permitting of this if the Commission is interested and help with the contracts. Dimsho also advised they would need a public hearing for it as well.

#### 5.B ACC Vacant Positions

Vice Chair O'Hanlon reported she emailed out a summary of notes for each applicant after their interviews. The Commission advised they reviewed the notes. Chair Sisson advised two of the applicants were here and invited them to speak to the Commission on why they are interested in being on the Commission. Julie said she is a creative person who went to art school, has been involved in a lot of art projects, and feels the Commission would be a great fit for her. Dan Davis shared he is interested in the cultural side of the Commission. O'Hanlon reported on behalf of the other applicants not able to attend tonight's meeting. The Commission discussed all applicants interviewed.

**Motion:** Commissioner Nickelson moved to recommended Council appoint Jenna Reineking and Ken Hanson to the two vacant positions. Commissioner Franklin seconded. All in favor; none opposed; motion carries.

#### 5.C "Big Stump" Outdoor Bench-Request to remove

The Commission reviewed a letter from Olsen, Horn L.L.C in regards to an outdoor bench known as "Big Stump" that was commissioned by the City but has not been maintained and is deteriorating. The artist is requesting the City remove his name from the art work and take it down to no longer damage his reputation. Sisson advised this art work was installed before anyone on the Commission was involved and reported it was not on the art inventory list. Commissioner Franklin advised this was another reason the Commission needs to update the inventory list.

Commissioner Franklin would like to see if the artist would allow the Commission a chance to salvage it. Nickelson will take a look at the art to see what is needed to repair it then the Commission could make a recommendation to Council.

#### 5.D "Greetings from St. Helens"-Mural

Vice Chair O'Hanlon shared an art idea called "Greetings From St. Helens" mural project. She advised this would be a larger scale project requiring around \$30,000 in grants along with community involvement and public hearings. O'Hanlon would like the Commissions support to look into this project and look into grant options. This would be a similar project to the Gateway Project. There is not one in Oregon yet. Locations she is thinking of is downtown St. Helens on the wall of the antique shop next to the free parking or the wall across the plaza. If the Commission likes the idea. O'Hanlon would need to start by speaking with the building owners. The project is proposed for the 2020 fiscal year.

#### 5.E Little Free Libraries-Final Steps

Vice Chair O'Hanlon reported the most recent Little Free Library installed at Campbell park has been vandalized. O'Hanlon has reported a new door has been purchased. O'Hanlon reported Magic Kingdom Realty has offered to pay for the repairs and O'Hanlon would need to know how to proceed with that as it is City property.

The last two libraries from the school are almost done. The Commission needs to decide how to proceed on painting them. O'Hanlon advised they could either put out an RFP for

artists or hold an event to have them painted. Sisson suggested a Summer Arts in the Park event. Nickelson and Franklin agreed.

#### 5.F Summer Art Activity & Projects for next fiscal year: Painted picnic covering panels, painted skateboard decks, painted little free libraries

Vice Chair O'Hanlon suggested an alternative to the trash can paintings could be painting panels to go inside the roof of park gazebos. O'Hanlon shared this with the Parks Commission who was in support of this idea and said the Commission should also work with Engineering on it. Commissioner Franklin also had an idea of animal cut outs that could be painted and hung on chain link fences. O'Hanlon and Franklin really like these ideas but think they need more time to plan these projects and would be a better fit for next fiscal year. Commissioner Nickelson suggested working with the High school Woodshop to cut out the animal's.

Chair Sisson advised the Commission needs to decide what they are going to do during the 4th of July. Franklin suggested painting the two libraries. O'Hanlon advised could also be the skate board decks. Sisson suggested having artists draw/paint their ideas for the Libraries during 4th of July and have the community vote on them. The Commission has agreed to not participate in this year's 4th of July and will work on projects for next year.

Commissioner Nickelson proposed an idea of a bench at the skate park made out of recycled skate boards on a metal frame. O'Hanlon mentioned the High School metal and fabrication class made the bike racks and could possible help make the frames for this.

Sisson suggested two ideas, one for a cultural event called Dia De Muertos and the other to help nonprofits around Christmas time called Festival of Trees. Sisson would have nonprofits decorate live trees that the Commission would provide and then have the community bid on the trees then donate the money back to the nonprofits.

Commissioner Franklin would like to do some kind of art work with a social interaction. Possibly commission some murals to be painted on businesses with hash tags for the art piece and City of St. Helens and make it a series of art pieces. Another idea is to have a cultural exchange festival. Franklin thought the Commission could bring in street performers at public events. A long term bigger project she would like to see is providing ample space for artists to work in.

#### 5.G Cardboard Fish

Vice Chair O'Hanlon reported past Chair Diane Dunn has about 60 cardboard fishes painted by the community and wanted to know if the Commission would like to take them back. Library Director Margaret Jeffries advised the Commission could see if anyone would like to display them. The Commission would need to find a place to store them when they were not displayed. They are about 18 inches long decorated with paper. Sisson suggested if the Commission wants them they could see if Recreation would be interested in them or see if Tina Curry would be interested in them for possibly the Salmon Derby.

#### 5.H The Arts & Conversation bi-monthly community events

Chair Sisson reported the first event will be June 26, 2019 from 6 p.m. - 7 p.m. Sisson will see about having it at Running Dogs. The next one will be in August again from 6 p.m. -7p.m. and will continue them every other month. Sisson will look at having the

events at different locations and will need to think of some kind of art activity to do during them.

#### **5.I Painting the library book drops**

Library Director Margaret Jeffries reported a contest the Library held voting on their top 10 adult books and top 10 children's books. The Library has one book drop primed and ready to be painted and another one pending. Jeffries reported the next step is going out for an RFP to paint the book drops showing the winning titles and what the costs would be. Jeffries does not have time to find artists and is asking the Commission to take on this project and would need to work with copy right infringements.

#### **5.J Moving the art bench in front of the Library into the courtyard**

Jeffries reported there is a bench called Black Waters that is at the Library that needs to be moved. She is not sure if it can be safely moved. At its current location it is just used for people to smoke at but the Library is smoke free. If it can be moved it would be nice in the court yard. The Commission would need to confirm it's movable and make a recommendation to Council to have the bench moved.

### **6) Community News**

Jeffries reported the Library is hosting its 3rd World Wide Knit in Public Day on June 8th in the lobby from 10 a.m. – 2 p.m. There is also a group meeting called Fiber Fanatics.

Chair Sisson reported she has posters and post cards for the 4th annual Columbia County Challenge and needs help passing out the flyers and posters.

### **7) Adjournment**

The meeting was adjourned at 8:17 p.m.

## City of St. Helens

**Job Title:** Recreation Manager  
**Department:** Administration  
**FLSA Status:** Exempt  
**Union:** Not Represented  
**Created:** September 2019  
**Wage Scale:** Recreation Manager

### **GENERAL PURPOSE**

Performs duties in planning, developing, coordinating and implementing recreation and athletic programs for the St. Helens Recreation Program.

### **SUPERVISION RECEIVED**

Works under the general supervision of the Administration Department.

### **SUPERVISION EXERCISED**

This position may supervise recreation assistants along with the Administration Department.

### **JOB DUTIES AND RESPONSIBILITIES**

- Plans, organizes, develops, schedules and evaluates recreation and athletic programs.
- Assists with, training, scheduling and evaluating part-time and seasonal recreation personnel and assigns work as necessary.
- Coordinates with various community agencies and other City departments to provide opportunities for youth programs and community involvement programs. May make public presentations to organizations regarding the recreation program.
- Works with Sports Program Lead with creation of team rosters, schedules leagues and tournaments, enforces rules and regulations of the recreation and athletic programs.
- Works with Sports Program Lead on facility reservation and scheduling of City and School facilities.
- Assists with preparing and administering individual program budgets as appropriate, monitor expenditures in accordance with established procedures.
- Provides clerical support, program registration, answers telephones, and maintains correspondence with other agencies and departments; may respond to public inquiries about programs and development of the recreation program.
- May assist in the development of classes, schedules, and implementation of activities, programs, and coordinates with the recreation programs for facility usage; working alongside the school district or other outside agencies/businesses where facilities may be used for programs.
- May help coordinate and lead recreation assistant staff on recreation activities and programs and general operation of the recreation center.
- May perform custodial maintenance work as needed. Setup tables, sports equipment, and chairs for classes and programs at the recreation center and other facilities.
- Performs related duties as required.

### **MINIMUM QUALIFICATIONS**

- Graduation from a high school or GED equivalent.
- 5+ years of experience in programs and activities planning in a recreation program

## **DESIRED QUALIFICATIONS**

- Knowledge of word processing, desktop publishing, spreadsheets, and other recreation related computer software.
- Knowledge of developing and administering recreation and youth city government programs; working knowledge of the rules of a variety of sports.
- Ability to work under stressful situations; ability to stay calm; have excellent problem solving skills.
- Ability to prepare and administer budgets, maintain records and prepare reports.
- Ability to work evenings and weekends when necessary.
- Ability to participate in active sports and recreation activities; ability to organize and direct fitness and/or recreation programs
- Ability to establish and maintain effective working relationships with co-workers, public, news media and other departments and agencies; ability to follow written and oral instructions; ability to communicate effectively, verbally and in writing; ability to direct the work of others.
- Ability to work under pressure and/or interruptions.

## **SPECIAL REQUIREMENTS**

- None.

## **PHYSICAL DEMANDS**

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

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

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

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

## **WORK ENVIRONMENT**

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

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

## EMPLOYEE ACKNOWLEDGEMENT

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

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

### ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the **Recreation Manager** 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: \_\_\_\_\_

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## City of St. Helens

**Job Title:** Recreation Sports Program Specialist  
**Department:** Recreation  
**FLSA Status:** Exempt  
**Union:** Not Represented  
**Created:** September 2019  
**Wage Scale:** Recreation Sports Program Specialist

### **GENERAL PURPOSE**

A variety of duties and tasks may be assigned. A pre-employment background check will be conducted by the St. Helens School District.

### **SUPERVISION RECEIVED**

Works under the general supervision of the Administration Department and follow directions from the Recreation Manager.

### **SUPERVISION EXERCISED**

May direct recreation assistants and their responsibilities in relation to assisting the Recreation Center programs.

### **JOB DUTIES AND RESPONSIBILITIES**

- Attends and participates in staff meetings.
- As directed by Finance Director and Recreation Manager, oversees recreation activities to ensure proper use and direction.
- Monitors the maintenance of equipment, supplies and facilities.
- Assists with public relations duties such as preparing and distributing flyers, press releases, and brochures.
- Working with Communications Officer, responds and posts on social media outlets regarding news and information relating to the Recreation Program.
- Responsible for working with Recreation team to provide a comprehensive and diverse recreation program. Promotes health and wellness through overseeing the recreation activities as outlined on the approved recreation schedule.
- Coordinates recreational sports programs including but not limited to youth soccer, youth basketball, and other sports as directed by the Administration Department.
- Assists in creation of teams, league schedules, and practice schedules of all sport leagues.
- Works with Recreation Manager in coordinating and development sports programs that include but are not limited to officials, coaches, volunteers, and recreation assistants.
- Provides clerical support, program registration, answers telephones, and maintains correspondence with other divisions or agencies; may respond to public inquiries about programs and development of the recreation program.
- May assist in the development of classes, schedules, and implementation of activities, programs, and coordinates with the recreation programs for facility usage; working alongside the school district or other outside agencies/businesses where facilities may be used for programs.
- Assist in site operations, opening and closing facility as assigned.
- Performs related duties as required.

## **MINIMUM QUALIFICATIONS**

- Must be age 18 years or older.
- 1+ year experience working with/for recreational sports leagues

## **DESIRED QUALIFICATIONS**

- Knowledge of word processing, spreadsheets, and other recreation related computer software.
- Knowledge of web-based activity programs (Eventbrite, Square, etc.)
- Knowledge of developing and administering recreation and youth city government programs
- Working knowledge of the rules of a variety of sports.
- Ability to work under stressful situations; ability to stay calm; have excellent problem solving skills.
- Ability to work evenings and weekends when necessary.
- Ability to participate in active sports and recreation activities; ability to organize and direct fitness and/or recreation programs
- Ability to establish and maintain effective working relationships with co-workers, public, news media and other departments and agencies; ability to follow written and oral instructions; ability to communicate effectively, verbally and in writing; ability to direct the work of others.
- Ability to work under pressure and/or interruptions.

## **SPECIAL REQUIREMENTS**

- None.

## **PHYSICAL DEMANDS**

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

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

The employee must occasionally lift and/or move up to 35 pounds.

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

## **WORK ENVIRONMENT**

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

## 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 **Recreation Program Specialist** 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: \_\_\_\_\_

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## City of St. Helens

**Job Title:** Recreation SHARP Lead  
**Department:** Administration  
**FLSA Status:** Exempt  
**Union:** None  
**Created:** September 2018

### **GENERAL PURPOSE**

A variety of duties and tasks may be assigned. A pre-employment background check will be conducted by the St. Helens School District. This position is responsible for ensuring that children, ages five to 12, have a safe and positive educational and recreational experience by acting as leader assisting in operations of an after-school activities program by the St. Helens Recreation Program in partnership with the St. Helens School District

Hours per week: 0-40      Currently 2 positions will be opened during the school year (Sept-Jun):  
1 Position will be 0.80 FTE (32 hours per week, regular PT)  
1 Position will be 0.60 FTE (24 hours per week, regular PT)  
  
During summer months (June-Aug) hours and FTE may increase to 1.0 FTE (40 hours per week) depending on Summer SHARP Programs

### **SUPERVISION RECEIVED**

Works under the general supervision of the City's Administration Department and follows directions from the Recreation Manager.

### **SUPERVISION EXERCISED**

May direct Recreation Assistants during SHARP program when/if needed.

### **JOB DUTIES AND RESPONSIBILITIES**

Administrative Functions:

- Collects payments online and in-person at the Recreation Center.
- Creates daily rosters for SHARP program.
- Gather and collect SHARP program files to match with roster kiddos for the day to ensure accessibility for staff throughout the day.
- Assist with and plan activities for the kids and ensure all supplies and items needed for activities are purchased or available before the day of the activity.
- Assist with and create daily schedules for SHARP programs.
- Ensure all paperwork for each child is filled out corrected and updated with any changes.
- Assists with marketing efforts relating to youth programs.
- Assists in staff meetings, discussing topics appropriate to the needs of the program.
- Contact school lunch staff every morning to communicate how many students will be here for lunch (during summer SHARP program) and supper/snacks (during school year) to be prepared accordingly.

- Fill out production records for the supper and snack program (CACFP – Child & Adult Care Food Program) during the school year, as well as free summer lunch program paperwork.
- Attend summer lunch program meetings to be able to service breakfast and lunch.
- Work within school policies and confidentiality requirements.

#### SHARP Program Functions:

- Ensures the safety of children who attend the St. Helens Recreation SHARP Program. Programs consist of a maximum ratio of one program counselor to up to fifteen children.
- Coordinates and implements a positive program that includes group active games, individual leisure time, homework and reading and writing time, arts and crafts, meals and snacks breaks, and bathroom breaks.
- Monitors parent and guardian pick up and checkout procedures, and ensures all paperwork and documentation has been adequately signed.
- Ensures safe use of equipment, toys, furniture, etc.
- Intervenes and manages children's behaviors, as needed.
- Provides necessary and appropriate consequences to help manage challenging behaviors and communicates with management when child behavior becomes unmanageable or unsafe.
- Builds positive, enriching relationships with children and their families by providing an encouraging and supportive environment at all times; communicates regularly with parents and guardians regarding student's progress and behavior.
- Provides parents and guardians with accident or incident reports for signature or review if needed.
- Leads by example, coaches, and corrects incorrect or unsafe behaviors and techniques.
- Opens and closes the facilities, following the opening and closing checklist, as needed.
- Follows laws of mandatory reporting.
- Communicates effectively to participants, provides information and assistance to participants regarding general inquiries, programs, and schedules.
- Ensures the safety, cleanliness and organization of classrooms and other trafficked areas, by assisting with daily cleaning tasks like wiping down furniture, sweeping, mopping, washing and sanitizing dishes and toys, and laundering soiled towels and clothing.
- Assists in responding to emergency situations in the work place by following the emergency action plan, contacting the appropriate agencies, and documenting incidents as necessary; assists in ensuring First Aid and CPR supplies are maintained and ready for use.
- Work within school policies and confidentiality requirements.
- Develop positive working relationships with children, families and school staff.
- Make phone calls to parents when a child is hurt or being unsafe towards themselves and/or others.
- Go over rules and expectations with kids every day and implement them.

## **MINIMUM QUALIFICATIONS**

- Must be age 18 years or older.
- High school diploma or general education degree (GED).
- Related experience and/or training working with children ages five to 12.
- Ability to read, analyze, and interpret general business procedures. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of clients, customers, and the general public.

## **DESIRED QUALIFICATIONS**

- Displays excellent communication skills required in working with coworkers/public, including the ability to communicate effectively and remain calm and courteous under pressure.
- Demonstrates abilities to work collaboratively in a team environment with a spirit of cooperation.
- Maintains punctual, regular, and predictable attendance.
- Maintains a neat and professional appearance and follows dress code protocol where assigned.
- Respectfully takes direction from the supervisor.
- Follows policies, procedures, and guidelines as described in the City of St. Helens Personnel Policies and Procedures Manual and other documentation related to this position.

## **SPECIAL REQUIREMENTS**

- Food Handler's License required within 60 days of hire.
- CPR/First Aid certification required within 60 days of hire.

## **PHYSICAL DEMANDS**

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

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

The employee must occasionally lift and/or move up to 50 pounds.

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

## **WORK ENVIRONMENT**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment consists of indoor and outdoor supervision of children ages 5-12 within Lewis and Clark Elementary School.

## 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 **Recreation SHARP Lead** 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: \_\_\_\_\_



# Accounts Payable

## To Be Paid Proof List

User: jenniferj  
Printed: 09/18/2019 - 9:40AM  
Batch: 00013.09.2019 - AP 9.18.19 FY 19-20



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
JENKINS PAINTING & RESTORATION									
016950									
09182019	9/18/2019	1,750.00	0.00	09/18/2019				False	0
603-736-052023	Facility Maintenance				WWTP PAINTING PROJECT				
09182019	9/18/2019	1,750.00	0.00	09/18/2019				False	0
603-737-052023	Facility Maintenance				WWTP PAINTING PROJECT				
09182019 Total:		3,500.00							
JENKINS PAINTING & R		3,500.00							
Report Total:		3,500.00							

# Accounts Payable

## To Be Paid Proof List

User: jenniferj  
 Printed: 09/19/2019 - 10:22AM  
 Batch: 00009.09.2019 - AP 9.19.19 FY 19-20



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
ACE HARDWARE									
000500									
60174	8/31/2019	6.88	0.00	09/19/2019				False	0
704-000-053022 Capital Outlay - Veterans Proj				MATERIALS ACE ACCT 60174					
60174	8/31/2019	41.97	0.00	09/19/2019				False	0
100-715-052023 Facility Maintenance				MATERIALS ACE ACCT 60174					
60174	8/31/2019	3.98	0.00	09/19/2019				False	0
100-715-052023 Facility Maintenance				MATERIALS ACE ACCT 60174					
60174 Total:		52.83							
60176	8/31/2019	524.84	0.00	09/19/2019				False	0
100-708-052001 Operating Supplies				MATERIALS ACE ACCT 60176					
60176 Total:		524.84							
60177	8/31/2019	285.38	0.00	09/19/2019				False	0
100-705-052019 Professional Services				MATERIALS ACE ACCT 60177					
60177 Total:		285.38							
60181	8/31/2019	31.12	0.00	09/19/2019				False	0
100-715-052023 Facility Maintenance				MATERIALS ACE ACCT 60181					
60181	8/31/2019	180.97	0.00	09/19/2019				False	0
100-715-052023 Facility Maintenance				MATERIALS ACE ACCT 60181					
60181	8/31/2019	82.69	0.00	09/19/2019				False	0
601-732-052001 Operating Supplies				MATERIALS ACE ACCT 60181					
60181	8/31/2019	222.83	0.00	09/19/2019				False	0
601-731-052001 Operating Supplies				MATERIALS ACE ACCT 60181					
60181	8/31/2019	129.24	0.00	09/19/2019				False	0
704-000-053022 Capital Outlay - Veterans Proj				MATERIALS ACE ACCT 60181 VET MEMORIAL					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
60181 Total:		646.85							
ACE HARDWARE Total:		1,509.90							
ALASKA ASSOCIATION OF MUNICIPAL CLERKS									
1543									
5907	8/23/2019	175.00	0.00	09/19/2019				False	0
100-702-052018 Professional Development				2019 ACADEMY REISTRATION FEE					
5907 Total:		175.00							
ALASKA ASSOCIATION		175.00							
BEMIS PRINTING									
002701									
8848	8/20/2019	27.50	0.00	09/19/2019				False	0
100-711-052004 Office Supplies				RUBBER STAMP					
8848 Total:		27.50							
BEMIS PRINTING Total:		27.50							
CARY, DAN									
CARYD									
09182019	9/18/2019	90.00	0.00	09/19/2019				False	0
100-710-052087 Commission Stipends				PLANNING COMMISSION STIPEND					
09182019 Total:		90.00							
CARY, DAN Total:		90.00							
CDW GOVERNMENT, INC.									
005471									
TQN3965	8/26/2019	565.66	0.00	09/19/2019				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
100-705-052001 Operating Supplies				GETAC PRIORITY CARE PLAN					
TQN3965 Total:		565.66							
CDW GOVERNMENT, IN		565.66							
CENTRAL CITY CONCERN									
006279									
JULY 2019	7/31/2019	155.00	0.00	09/19/2019				False	0
100-705-052019 Professional Services				GREGORY GARNER					
JULY 2019 Total:		155.00							
CENTRAL CITY CONCE		155.00							
CENTURY LINK									
034002									
09042019	9/4/2019	116.22	0.00	09/19/2019				False	0
603-737-052010 Telephone				488B					
09042019	9/4/2019	116.22	0.00	09/19/2019				False	0
603-736-052010 Telephone				488B					
09042019	9/4/2019	43.52	0.00	09/19/2019				False	0
603-737-052010 Telephone				600B					
09042019	9/4/2019	43.52	0.00	09/19/2019				False	0
603-736-052010 Telephone				654B					
09042019	9/4/2019	43.52	0.00	09/19/2019				False	0
603-737-052010 Telephone				293B					
09042019	9/4/2019	43.52	0.00	09/19/2019				False	0
603-736-052010 Telephone				688B					
09042019 Total:		406.52							
09052019	9/5/2019	53.52	0.00	09/19/2019				False	0
702-000-052010 Telephone				131 POLICE					
09052019	9/5/2019	94.47	0.00	09/19/2019				False	0
702-000-052010 Telephone				798 CH					
09052019	9/5/2019	113.08	0.00	09/19/2019				False	0
702-000-052010 Telephone				976 CH					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
09052019	9/5/2019	43.52	0.00	09/19/2019				False	0
702-000-052010 Telephone				579 PW					
09052019	9/5/2019	85.34	0.00	09/19/2019				False	0
702-000-052010 Telephone				228 PW					
09052019	9/5/2019	74.73	0.00	09/19/2019				False	0
702-000-052010 Telephone				909 PW					
09052019	9/5/2019	41.82	0.00	09/19/2019				False	0
702-000-052010 Telephone				796					
09052019	9/5/2019	378.02	0.00	09/19/2019				False	0
702-000-052010 Telephone				818					
09052019	9/5/2019	42.38	0.00	09/19/2019				False	0
702-000-052010 Telephone				651					
09052019	9/5/2019	83.11	0.00	09/19/2019				False	0
702-000-052010 Telephone				162					
09052019 Total:		1,009.99							
CENTURY LINK Total:		1,416.51							
COHEN, GREG									
COHEN									
09182019	9/18/2019	30.00	0.00	09/19/2019				False	0
100-710-052087 Commission Stipends				PLANNING COMMISSION STIPEND					
09182019 Total:		30.00							
COHEN, GREG Total:		30.00							
COLUMBIA CO. TREASURER									
007701									
AUGUST 2019	9/17/2019	108.00	0.00	09/19/2019				False	0
100-000-020900 County Assessment				JAIL ASSESSMENT					
AUGUST 2019	9/17/2019	376.00	0.00	09/19/2019				False	0
100-000-020900 County Assessment				COUNTY ASSESSMENT					
AUGUST 2019	9/17/2019	-48.40	0.00	09/19/2019				False	0
100-000-036002 Fines - Court				CITY COURT COSTS					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
AUGUST 2019 Total:		435.60							
COLUMBIA CO. TREASU		435.60							
COLUMBIA COMM MENTAL HEALTH, CCMH									
007430									
Y4Q3	9/18/2019	17,695.66	0.00	09/19/2019				False	0
203-705-052081 CCT - Contract Personnel				GRANT REIMB INVOICE CITY Y4Q3					
Y4Q3 Total:		17,695.66							
COLUMBIA COMM MEN		17,695.66							
COLUMBIA COUNTY ANIMAL CONTROL									
007502									
0002948	9/17/2019	30.00	0.00	09/19/2019				False	0
100-000-021000 Court Restitution Payments				REST DISBURSEMENT SAM HENDRIX					
0002948 Total:		30.00							
COLUMBIA COUNTY AN		30.00							
COLUMBIA COUNTY TRANSFER STATION									
007579									
6701	8/31/2019	11.79	0.00	09/19/2019				False	0
100-708-052001 Operating Supplies				DUMP FEES 0017					
6701	8/31/2019	5.44	0.00	09/19/2019				False	0
100-708-052001 Operating Supplies				DUMP FEES 0017					
6701	8/31/2019	3.63	0.00	09/19/2019				False	0
100-708-052001 Operating Supplies				DUMP FEES 0017					
6701	8/31/2019	6.35	0.00	09/19/2019				False	0
100-708-052001 Operating Supplies				DUMP FEES 0017					
6701	8/31/2019	6.35	0.00	09/19/2019				False	0
100-708-052001 Operating Supplies				DUMP FEES 0017					
6701	8/31/2019	23.58	0.00	09/19/2019				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
703-734-052019 Professional Services				DUMP FEES 0017					
6701	8/31/2019	93.42	0.00	09/19/2019				False	0
703-734-052019 Professional Services				DUMP FEES 0017					
6701	8/31/2019	9.07	0.00	09/19/2019				False	0
100-709-052023 Facility Maintenance				DUMP FEES 0017					
6701	8/31/2019	10.88	0.00	09/19/2019				False	0
100-709-052023 Facility Maintenance				DUMP FEES 0017					
6701 Total:		170.51							
COLUMBIA COUNTY TR		170.51							
COLUMBIA RIVER P.U.D.									
008325									
09112019	9/11/2019	526.29	0.00	09/19/2019				False	0
100-705-052003 Utilities				7493					
09112019	9/11/2019	939.83	0.00	09/19/2019				False	0
100-706-052003 Utilities				7493					
09112019	9/11/2019	1,505.09	0.00	09/19/2019				False	0
100-708-052003 Utilities				7493					
09112019	9/11/2019	37.18	0.00	09/19/2019				False	0
100-708-052047 Marine Board				7493					
09112019	9/11/2019	181.41	0.00	09/19/2019				False	0
100-708-052046 Dock Services				7493					
09112019	9/11/2019	3,708.76	0.00	09/19/2019				False	0
205-000-052003 Utilities				7493					
09112019	9/11/2019	808.85	0.00	09/19/2019				False	0
100-715-052003 Utilities				7493					
09112019	9/11/2019	260.83	0.00	09/19/2019				False	0
703-734-052003 Utilities				7493					
09112019	9/11/2019	3,182.40	0.00	09/19/2019				False	0
601-731-052003 Utilities				7493					
09112019	9/11/2019	5,541.71	0.00	09/19/2019				False	0
601-732-052003 Utilities				7493					
09112019	9/11/2019	872.21	0.00	09/19/2019				False	0
603-737-052003 Utilities				7493					
09112019	9/11/2019	2,616.62	0.00	09/19/2019				False	0
603-736-052003 Utilities				7493					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
09112019	9/11/2019	579.20	0.00	09/19/2019				False	0
603-738-052003 Utilities				7493					
	09112019 Total:	20,760.38							
	COLUMBIA RIVER P.U.D	20,760.38							
COMCAST									
COMCAST									
09072019	9/7/2019	122.93	0.00	09/19/2019				False	0
702-000-052003 Utilities				9144					
	09072019 Total:	122.93							
	COMCAST Total:	122.93							
CORPORATION DIVISION - NOTARY, STATE OF OREGON									
025908									
09192019	9/19/2019	40.00	0.00	09/19/2019				False	0
100-707-052018 Professional Development				APPLICATION FEE NOTARY JENN JOHNSON					
	09192019 Total:	40.00							
	CORPORATION DIVISIO	40.00							
E2C CORPORATION									
E2C									
4355	9/15/2019	3,353.85	0.00	09/19/2019				False	0
201-000-052074 Events - 13 Nights				ENTERTAINMENT					
4355	9/15/2019	2,371.44	0.00	09/19/2019				False	0
201-000-052058 Events - Holloween				INSURANCE EQUIPMENT PRODUCT PROPS					
4355	9/15/2019	1,271.90	0.00	09/19/2019				False	0
201-000-052011 Public Information				POSTAGE ADERTISING					
	4355 Total:	6,997.19							



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
E2C CORPORATION Tota		6,997.19							
EAGLE STAR ROCK PRODUCTS, INC.									
010970									
36603	8/27/2019	133.10	0.00	09/19/2019				False	0
605-000-052001 Operating Supplies				ROCK VERNONIA STORM					
36603 Total:		133.10							
36644	9/4/2019	279.45	0.00	09/19/2019				False	0
605-000-052001 Operating Supplies				ROCK VERNONIA STORM					
36644 Total:		279.45							
36651	9/5/2019	142.41	0.00	09/19/2019				False	0
605-000-052001 Operating Supplies				ROCK VERNONIA STORM					
36651 Total:		142.41							
36676	9/9/2019	139.11	0.00	09/19/2019				False	0
605-000-052001 Operating Supplies				ROCK VERNONIA STORM					
36676 Total:		139.11							
36687	9/10/2019	133.93	0.00	09/19/2019				False	0
605-000-052001 Operating Supplies				ROCK VERNONIA STORM					
36687 Total:		133.93							
EAGLE STAR ROCK PRO		828.00							
ERSKINE LAW PRACTICE LLC									
011522									
09162019	9/16/2019	2,482.50	0.00	09/19/2019				False	0
100-704-052019 Professional Services				9/8-9/12					
09162019 Total:		2,482.50							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
ERSKINE LAW PRACTIC		2,482.50							
FLOWING SOLUTIONS LLC									
42114									
3201	9/3/2019	750.00	0.00	09/19/2019				False	0
202-721-052019 Professional Services					BOARDWALK BUILD APP TECH ADVICE				
3201 Total:		750.00							
FLOWING SOLUTIONS L		750.00							
HORN, JAMES C.									
015758									
09172019	9/17/2019	100.00	0.00	09/19/2019				False	0
100-000-036002 Fines - Court					COMP FINE TO VICTIM EMILY MARSHALL 2017-CR-(				
09172019 Total:		100.00							
HORN, JAMES C. Total:		100.00							
HUBBARD, RUSSELL									
HUBBAR.R									
09182019	9/18/2019	90.00	0.00	09/19/2019				False	0
100-710-052087 Commission Stipends					PLANNING COMMISSION STIPEND				
09182019 Total:		90.00							
HUBBARD, RUSSELL To		90.00							
INGRAM LIBRARY SERVICES, INC.									
016240									
40917085	7/12/2019	-409.55	0.00	09/19/2019				False	0
100-706-052033 Printed Materials					20C7921 BOOKS				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	40917085 Total:	-409.55							
40936804	7/16/2019	335.21	0.00	09/19/2019				False	0
100-706-052033	Printed Materials			20C7921 BOOKS					
	40936804 Total:	335.21							
41052767	7/12/2019	168.16	0.00	09/19/2019				False	0
100-706-052033	Printed Materials			20C7921 BOOKS					
	41052767 Total:	168.16							
41522402	8/22/2019	54.27	0.00	09/19/2019				False	0
100-706-052033	Printed Materials			20C7921 BOOKS					
	41522402 Total:	54.27							
41532087	8/23/2019	8.31	0.00	09/19/2019				False	0
100-000-021300	Library Replacement Fines			20C7921 BOOKS					
	41532087 Total:	8.31							
41532088	8/23/2019	25.77	0.00	09/19/2019				False	0
100-706-052033	Printed Materials			20C7921 BOOKS					
	41532088 Total:	25.77							
41608874	8/27/2019	13.15	0.00	09/19/2019				False	0
100-706-052033	Printed Materials			20C7921 BOOKS					
	41608874 Total:	13.15							
41775389	9/5/2019	200.81	0.00	09/19/2019				False	0
100-706-052035	Audio Materials			20C7921 BOOKS					
	41775389 Total:	200.81							
41775390	9/5/2019	17.71	0.00	09/19/2019				False	0
100-706-052035	Audio Materials			20C7921 BOOKS					
	41775390 Total:	17.71							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
41775391	9/5/2019	31.61	0.00	09/19/2019				False	0
100-706-052033 Printed Materials				20C7921 BOOKS					
41775391 Total:		31.61							
41775392	9/5/2019	13.37	0.00	09/19/2019				False	0
100-706-052033 Printed Materials				20C7921 BOOKS					
41775392 Total:		13.37							
41807394	9/6/2019	-17.91	0.00	09/19/2019				False	0
100-706-052033 Printed Materials				20C7921 BOOKS					
41807394 Total:		-17.91							
41808341	9/6/2019	26.53	0.00	09/19/2019				False	0
100-706-052035 Audio Materials				20C7921 BOOKS					
41808341 Total:		26.53							
41808342	9/6/2019	86.70	0.00	09/19/2019				False	0
100-706-052033 Printed Materials				20C7921 BOOKS					
41808342 Total:		86.70							
41808343	9/6/2019	369.93	0.00	09/19/2019				False	0
100-706-052033 Printed Materials				20C7921 BOOKS					
41808343 Total:		369.93							
41834886	9/9/2019	378.08	0.00	09/19/2019				False	0
100-706-052033 Printed Materials				20C7921 BOOKS					
41834886 Total:		378.08							
INGRAM LIBRARY SERV		1,302.15							
JORDAN RAMIS PC									
030274									
162003	8/30/2019	11,102.51	0.00	09/19/2019				False	0
100-701-052019 Professional Services				PUBLIC WORKS LEGAL SERVICES					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	162003 Total:	11,102.51							
162005	8/30/2019	490.00	0.00	09/19/2019				False	0
703-734-052019 Professional Services				PUBLIC WORKS LEGAL SERVICES					
	162005 Total:	490.00							
162006	8/30/2019	1,075.00	0.00	09/19/2019				False	0
100-715-052049 Litigation Settlement				GRUMPYS TOWIN LLC					
	162006 Total:	1,075.00							
	JORDAN RAMIS PC Tota	12,667.51							
KAGELER, JERRY RAY J.KAGELE									
0002946	9/17/2019	23.50	0.00	09/19/2019				False	0
100-000-021000 Court Restitution Payments				REST DISBURSEMENT M WILLIAMS					
	0002946 Total:	23.50							
	KAGELER, JERRY RAY T	23.50							
L.N. CURTIS AND SONS 854111									
INV301327	7/22/2019	390.00	0.00	09/19/2019				False	0
100-705-052002 Personnel Uniforms Equipment				STONE FLEX TAC					
	INV301327 Total:	390.00							
INV310107	8/20/2019	169.98	0.00	09/19/2019				False	0
100-705-052004 Office Supplies				TAC					
	INV310107 Total:	169.98							
	L.N. CURTIS AND SONS	559.98							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
LAWRENCE, KATHRYN LAWREN.K 09182019	9/18/2019	90.00	0.00	09/19/2019				False	0
100-710-052087 Commission Stipends				PLANNING COMMISSION STIPEND					
09182019 Total:		90.00							
LAWRENCE, KATHRYN		90.00							
MAUL FOSTER ALONGI, INC. 019555 36304	9/10/2019	100,751.02	0.00	09/19/2019				False	0
202-722-052019 Professional Services				IGA PHASE 1 LAGOON REPURPOSING					
36304	9/10/2019	681.25	0.00	09/19/2019				False	0
202-721-052019 Professional Services				GOVERNANCE AND PUBLIC ENGAGEMENT					
36304	9/10/2019	7,018.68	0.00	09/19/2019				False	0
202-721-052050 Community Wide Assessment				COMMUNITY WIDE ASSESSMENT					
36304 Total:		108,450.95							
MAUL FOSTER ALONGI		108,450.95							
MIDWEST TAPE 020427 97859167	8/30/2019	44.98	0.00	09/19/2019				False	0
100-000-021300 Library Replacement Fines				ADB					
97859167 Total:		44.98							
97886656	9/4/2019	-33.99	0.00	09/19/2019				False	0
100-706-052034 Visual Materials				DVD					
97886656 Total:		-33.99							
97887952	9/6/2019	22.97	0.00	09/19/2019				False	0
100-706-052034 Visual Materials				DVD					
97887952 Total:		22.97							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
97919989	9/13/2019	29.99	0.00	09/19/2019				False	0
100-706-052034 Visual Materials				DVD					
97919989 Total:		29.99							
MIDWEST TAPE Total:		63.95							
NORTHSTAR CHEMICAL, INC.									
021556									
152508	9/9/2019	476.80	0.00	09/19/2019				False	0
601-732-052083 Chemicals				SODIUM HYPOCHLORITE 12.5					
152508 Total:		476.80							
NORTHSTAR CHEMICAL		476.80							
NORTHWEST NATURAL GAS									
021400									
09122019	9/12/2019	22.18	0.00	09/19/2019				False	0
100-708-052003 Utilities				3047					
09122019	9/12/2019	15.96	0.00	09/19/2019				False	0
100-705-052003 Utilities				5638					
09122019	9/12/2019	35.03	0.00	09/19/2019				False	0
100-709-052003 Utilities				0109					
09122019	9/12/2019	15.96	0.00	09/19/2019				False	0
703-734-052003 Utilities				8675					
09122019	9/12/2019	7.98	0.00	09/19/2019				False	0
601-731-052003 Utilities				7720					
09122019	9/12/2019	7.98	0.00	09/19/2019				False	0
603-735-052003 Utilities				7720					
09122019	9/12/2019	16.89	0.00	09/19/2019				False	0
100-715-052003 Utilities				5285					
09122019	9/12/2019	15.96	0.00	09/19/2019				False	0
100-715-052003 Utilities				2848					
09122019	9/12/2019	33.19	0.00	09/19/2019				False	0
100-708-052003 Utilities				8563					
09122019	9/12/2019	26.91	0.00	09/19/2019				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
100-706-052003 Utilities				7673					
09122019	9/12/2019	15.98	0.00	09/19/2019				False	0
603-736-052003 Utilities				5750					
09122019	9/12/2019	15.99	0.00	09/19/2019				False	0
603-737-052003 Utilities				5750					
09122019 Total:		230.01							
NORTHWEST NATURAL		230.01							
OREGON DEPT. OF REVENUE									
023202									
AUGUST 2019	9/17/2019	625.39	0.00	09/19/2019				False	0
100-000-020800 State Assessment				STATE					
AUGUST 2019	9/17/2019	987.00	0.00	09/19/2019				False	0
100-000-020800 State Assessment				STATE MISD					
AUGUST 2019	9/17/2019	998.00	0.00	09/19/2019				False	0
100-000-020800 State Assessment				STATE VIOLATION					
AUGUST 2019	9/17/2019	185.00	0.00	09/19/2019				False	0
100-000-020700 State Surcharge				STATE DUII DIVERSION					
AUGUST 2019	9/17/2019	785.00	0.00	09/19/2019				False	0
100-000-020700 State Surcharge				STATE DUII CONVICTION FEE					
AUGUST 2019	9/17/2019	117.00	0.00	09/19/2019				False	0
100-000-020800 State Assessment				UNITARY					
AUGUST 2019	9/17/2019	10.00	0.00	09/19/2019				False	0
100-000-020800 State Assessment				LEMLA					
AUGUST 2019	9/17/2019	6.50	0.00	09/19/2019				False	0
100-000-020700 State Surcharge				MISD SURCHARGE					
AUGUST 2019 Total:		3,713.89							
OREGON DEPT. OF REV		3,713.89							
PAYNE, GREGORY									
025415									
2	9/12/2019	200.00	0.00	09/19/2019				False	0
703-733-052019 Professional Services				GREYSTONE ESTATE SUB P-501 REVIEW					



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
2 Total:		200.00							
PAYNE, GREGORY Total:		200.00							
PORTLAND GENERAL ELECTRIC									
025702									
09132019	9/13/2019	20.90	0.00	09/19/2019				False	0
202-722-052003 Utilities				1650931000					
09132019 Total:		20.90							
PORTLAND GENERAL E		20.90							
RADLER WHITE PARKS & ALEXANDER LLP									
02600									
21203	8/31/2019	6,977.50	0.00	09/19/2019				False	0
202-721-052019 Professional Services				ACSP TRANSACTION					
21203 Total:		6,977.50							
RADLER WHITE PARKS		6,977.50							
SAFEWAY, INC. #424, ATTN DIVISION 19									
029600									
0002947	9/17/2019	5.00	0.00	09/19/2019				False	0
100-000-021000 Court Restitution Payments				REST DISBURSEMENT HEIDI CHHEATH					
0002947 Total:		5.00							
SAFEWAY, INC. #424, AT		5.00							
SCHWIRSE, AMY									
SCHW									
0002949	9/17/2019	425.00	0.00	09/19/2019				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
100-000-020200 Bail Deposit				AMY SCHWIRSE BOND TRANSFER					
0002949 Total:		425.00							
SCHWIRSE, AMY Total:		425.00							
SEMLING, SHIELA SMLNG.SH 09182019	9/18/2019	60.00	0.00	09/19/2019				False	0
100-710-052087 Commission Stipends				PLANNING COMMISSION STIPEND					
09182019 Total:		60.00							
SEMLING, SHIELA Total		60.00							
STENBERG, JULIE 5412 09182019	9/18/2019	60.00	0.00	09/19/2019				False	0
100-710-052087 Commission Stipends				PLANNING COMMISSION STIPEND					
09182019 Total:		60.00							
STENBERG, JULIE Total:		60.00							
TYLER TECHNOLOGIES INC 452112 025-271227	9/4/2019	687.50	0.00	09/19/2019				False	0
702-000-052019 Professional Services				KASHIF RIAZ CRM MANAGEMENT					
025-271227 Total:		687.50							
TYLER TECHNOLOGIES		687.50							
WEBSTER, AUDREY WEBSTERA									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
09182019	9/18/2019	60.00	0.00	09/19/2019				False	0
100-710-052087 Commission Stipends				PLANNING COMMISSION STIPEND					
09182019 Total:		60.00							
WEBSTER, AUDREY Tot		60.00							
Report Total:		190,546.98							

# Accounts Payable

## To Be Paid Proof List

User: jenniferj  
Printed: 09/19/2019 - 10:51AM  
Batch: 00014.09.2019 - AP 9.19.19 FY 19-20 (2)



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
AMY LINDGREN LAW LLC									
34899									
386	9/18/2019	12,646.50	0.00	09/19/2019				False	0
100-704-052019 Professional Services				JULY / AUGUST 2019 JUDICIAL SERVICES					
386 Total:		12,646.50							
AMY LINDGREN LAW L		12,646.50							
DIGITAL GRAPHITI PRINTING									
010556									
09192019	9/19/2019	2,000.00	0.00	09/19/2019				False	0
100-709-052026 Equipment Fund Charges				DOWN PAYMENT FOR VAN WRAP REC CENTER 50%					
09192019 Total:		2,000.00							
DIGITAL GRAPHITI PRIN		2,000.00							
Report Total:		14,646.50							

# Accounts Payable

## To Be Paid Proof List

User: jenniferj  
Printed: 09/25/2019 - 10:32AM  
Batch: 00017.09.2019 - AP 9.25.19 FY 19-20



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
PETTY CASH - MATT BROWN									
027959									
09252019	9/25/2019	2,000.00	0.00	09/25/2019				False	0
201-000-052058 Events - Holloween				CASH TILL FOR H-TOWN					
	09252019 Total:	2,000.00							
PETTY CASH - MATT BR		2,000.00							
	Report Total:	2,000.00							