



CITY COUNCIL REGULAR SESSION

Wednesday, October 16, 2019

265 Strand Street, St. Helens, OR 97051

www.ci.st-helens.or.us

Welcome!

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

1. **7:00 P.M. - Call Regular Session to Order**
2. **Pledge of Allegiance**
3. **Visitor Comments** - *Limited to five (5) minutes per speaker*
4. **Deliberations - Annexation of 2185 & 2195 Gable Road (CCMH)**
5. **Award Bid/Contract**
 - 5.a. Articulating Boom Lift Purchase to Pape Machinery in the Amount of \$67,056.25
[10-16-19AwardManLiftPurchase.pdf](#)
6. **Approve and/or Authorize for Signature**
 - 6.a. Scope of Work from Kittelson & Associates for S. 1st Street and St. Helens Street Intersection Improvements
[06A. 1st St & St Helens St Intersection Improvements Proposal.pdf](#)
 - 6.b. Agreement with Amy Lindgren for Judicial Services as Municipal Court Judge
[06B. Contract - Judge 2019.pdf](#)
 - 6.c. Final Plat for Forest Trail Subdivision
[06C. Forest Trails Memo - Sign Sub Mylar.pdf](#)

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.d. Contract Payments
[06D. 101619 Contract Payments.pdf](#)

7. Consent Agenda for Acceptance

- 7.a. Arts & Cultural Commission Minutes dated July 23, 2019
[07A. 7-23-19 ACC Minutes Approved 9-24-19.pdf](#)
- 7.b. Planning Commission Minutes dated September 10, 2019
[07B. 091019 PC Minutes APPROVED.pdf](#)

8. Consent Agenda for Approval

- 8.a. Assistant City Administrator Job Description
[08A. DRAFT Assistant City Administrator 100719.pdf](#)
- 8.b. Council Work Session, Executive Session and Regular Session Minutes dated September 4, 2019
[08B. 1016419 Council Minutes TO BE APPROVED.pdf](#)
- 8.c. OLCC Licenses
[08C. OLCC 10-16-19 CC Mtg.pdf](#)
- 8.d. Accounts Payable Bill Lists
[08D. AP Bill Lists.pdf](#)

9. Mayor Scholl Reports

10. Council Member Reports

11. Department Reports


12. Other Business

13. Adjourn

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COUNCIL ACTION SHEET

To:	The Mayor and Members of City Council	
From:	Sue Nelson, Interim Public Works Director	
Date:	16 October 2019	
Subject:	Award Articulating Boom Lift Purchase	

Background:

The 2019/20 Budget includes \$125,000.00 for the purchase of a new bucket truck for use by the Public Works and Parks Departments. This has become necessary because of the increasing safety and certification maintenance costs on the existing 2001 International bucket truck and that the truck is also too large to efficiently use it for many of the tasks it performs. The existing bucket truck was obtained from CRPUD when they declared it surplus and the City has since spent a considerable amount keeping the safety certifications current. If it is not replaced, another hefty cost will be spent on additional maintenance.

When looking at options for replacement, it was determined that a smaller, more versatile boom lift would be a preferable option over a truck similar to the existing boom truck. Various units were considered and one was demonstrated with Public Works and Parks staff. This unit was unanimously approved as superior in ease of use and versatility. It is self-propelled and therefore can be used in tight spaces that cannot be reached by the current boom truck. The cost is just over half of the budgeted amount for a new boom truck as identified in the current budget, resulting in a substantial savings.

State contracting law allows utilization of a cooperative procurement process for obtaining competitive bids to streamline the purchasing process and save costs. Competitive bids for the required equipment were received by the Sourcewell Cooperative Contract (formerly National Joint Powers Alliance), which is available to public agencies. The low bid for a new Genie Self-Propelled Articulating Boom model Z-34/22 IC was provided by Pape Machinery at a total amount of \$67,056.25.

Public contracting rules require that the City advertise the intent to purchase through an interstate cooperative agreement for seven days. If any comments are received within that time they are to be reviewed by the City Attorney and a written determination will be made of whether it is in the City's best interest to enter such an agreement. If no comments are received within the comment period, the purchase may be finalized.

Recommendation:

Council award bid for the Genie Self-Propelled Articulating Boom model Z-34/22 IC purchase to Pape Machinery in the amount of \$67,056.25. Pricing does not include license, title, and fees.

Attachments:

Pape Machinery Quote per Sourcewell Contract number 041719-TER pricing.

PAPÉ**MATERIAL
HANDLING****SALES
ORDER**

Init. _____

REFERENCE
NUMBER

BILL TO		SIC Code _____		SHIP TO		Name _____	
Buyer <u>City of St Helens</u>				Address <u>984 Oregon St</u>			
Address _____ P O BOX 278				City <u>St Helens</u> State <u>OR</u> Zip <u>97051</u>			
City <u>St Helens</u> State <u>OR</u> Zip <u>97051</u>				County: <u>Columbia</u>			
County <u>Columbia</u> Customer No. <u>5105328</u>				Delivery Date (Est.) _____ Customer No. <u>5105328</u>			
Ph. No. <u>503-397-6272</u> Fax No. _____				P.O. NO. _____			
EQUIPMENT		MAKE		MODEL		EQUIP. #	
				<u>Z-34/22 IC</u>		N/A	
Genie		SER. #					
Description: <u>New Genie Z-34/22 IC Dual Fuel 4x4 Articulating Boom Lift</u>						\$ 58,325.25	
<u>4WD Rough-Terrain Foam-Filled Tires (Water Based)</u>						\$ 1,624.50	
<u>AC Generator, 110V/60Hz or 220V/50Hz, 2200W, Hydraulically Driven</u>						\$ 3,106.50	
Attachments: _____							
Del'y/F.O.B: <u>Transport/Destination</u>						\$ 4,000.00	
TRADE YEAR SERIAL #						AGREED PRICE \$	
MAKE MODEL						\$ 67,056.25	
If Tax Exempt, Provide Certificate or enter Rate Below							
Sales Tax (%)							
Lienholder:						Total Price \$ 67,056.25	
Trade In Allowance ▶ Less (Est.) Payoff ▶						▶ Net Trade-In < >	
BILL OF SALE: FOR TRADE-IN DESCRIBED HEREIN. WE CERTIFY THAT THERE IS NO LIEN, CLAIM, DEBT, MORTGAGE OR ENCUMBRANCE OF ANY KIND, NATURE OR DESCRIPTION AGAINST THIS PROPERTY NOW EXISTING, OF RECORD OR OTHERWISE AND THAT SAME IS FREE AND CLEAR AND IS MY/OUR SOLE AND ABSOLUTE PROPERTY EXCEPT AS NOTED ABOVE. BUYER'S SIGNATURE: X						Sales Tax (WA Only) (%)	
						CA/NV Tire Fee	
						Balance Due	
FINANCE <input type="checkbox"/> FINANCED <input type="checkbox"/> ON ACCOUNT <input type="checkbox"/> CASH/COD						Down Payment < >	
TERMS (SUBJECT TO APPROVAL): Customer to pay with check						Doc Fees	
						INSURANCE	
						Amount to Finance	
Insurance Agent:						Length of Term (in months)	
WARRANTY		<input checked="" type="checkbox"/> NEW BASIC (DESCRIBE)		Factory Standard Warranty		Est. PMT. W/Ins.	
		<input type="checkbox"/> NEW EXTENDED (DESCRIBE)				Est. PMT. W/O Ins.	
		<input type="checkbox"/> AS IS / NO WARRANTY		<input type="checkbox"/> USED (DESCRIBE)			
Optional Accessories (check one below for each option):							
Fire extinguisher <input type="checkbox"/> Ordered <input type="checkbox"/> Declined		Head lights <input type="checkbox"/> Ordered <input type="checkbox"/> Declined		Mirrors <input type="checkbox"/> Ordered <input type="checkbox"/> Declined			
Back-up alarm <input type="checkbox"/> Ordered <input type="checkbox"/> Declined		Tail lights <input type="checkbox"/> Ordered <input type="checkbox"/> Declined		Telemetry device <input type="checkbox"/> Ordered <input type="checkbox"/> Declined			
Strobe light <input type="checkbox"/> Ordered <input type="checkbox"/> Declined		Turn signals <input type="checkbox"/> Ordered <input type="checkbox"/> Declined		Blue/Red Light <input type="checkbox"/> Ordered <input type="checkbox"/> Declined			
Other: _____						<input type="checkbox"/> Ordered <input type="checkbox"/> Declined	
Other: _____						<input type="checkbox"/> Ordered <input type="checkbox"/> Declined	
This Sales Order is subject to additional terms and conditions on the reverse side of this document. The undersigned Buyer agrees that it has read and understands the terms and conditions, warranty disclaimers, and limitations of liability set out in the additional terms and conditions on the reverse side of this document and that the same are included in and are part of this Sales Order as if set forth on the face hereof.							
PAPÉ MATERIAL HANDLING, INC.				BUYER			
(Store Address) <u>13850 SE Ambler Road</u>				By <u>City of St Helens</u> Title _____			
City <u>Clackamas</u> State <u>OR</u> Zip <u>97015</u>							
By <u>Devon Baber (#4005)</u>				By _____ Title _____			
Title <u>Territory Manager</u> Date <u>09/27/2019</u>				Date _____			

Standard Features

Model



Chassis

2 speed wheel motors
Air-filled tires
Hydrostatic drive system

Z-34/22 IC - 2WD, industrial air-filled tires

Z-34/22 IC - 4WD, rough terrain air-filled tires

Transport/Destination (each)

Transport/Destination (each) Alaska and Hawaii

List Price

Sourcewell Price

\$93,590

\$53,346.30

\$102,325

\$58,325.25

\$4,000

\$7,500

Engine

24 hp Kubota D-1105, diesel, Tier 4f

Tire Options

2WD Industrial, foam-filled tires (water based)

\$2,205

\$1,256.85

2WD Industrial, air-filled, non-marking tires

\$1,820

\$1,037.40

2WD Industrial, foam-filled, non-marking tires (water based)

\$4,020

\$2,291.40

2WD Rough-terrain air-filled tires

\$4,000

\$2,280.00

4WD Rough-terrain foam-filled tires (water based)

\$2,850

\$1,624.50

Tire sealant: air-filled tires only

\$730

\$416.10

Engine Options

28 hp GM, gas / LPG Dual Fuel, including gauge package

No Charge

No Charge

Cold weather kit: cold weather synthetic engine oil, oil pan heater and battery heater

\$1,100

\$627.00

Engine gauge package, Kubota: oil pressure, temperature and voltage

\$485

\$276.45

Turntable/Lift

12V DC Auxiliary power unit
355° non-continuous rotation
9.5 gallon fuel tank
Descent and Tilt Alarm
Dual parallelogram lift linkage
Hour meter
Alarm package
flashing beacon and travel alarm

Lift/Turntable Options

AC generator, 110V/60Hz or 220V/50Hz, 2200W, hydraulically driven

\$5,450

\$3,106.50

Specialty hydraulic oil: choice of cold weather, fire resistant, or biodegradable (22 gal)

\$1,245

\$709.65

LPG tank, 33.5 lb. capacity: GM gas/LPG engine only

\$535

\$304.95

Hostile environment kit: cylinder bellows, boom wiper seals and

platform control box cover

\$3,600

\$2,052.00

Platforms

3ft. 10in. steel platform

No Charge

No Charge

Lift Guard™ Half Mesh panels with swing gate: choice of 3ft. 10in.

or 4 ft. 8 in. platform ¹

\$1,415

\$806.55

Platform Options

Air line to platform: ¾ in. inner diameter

\$895

\$510.15

Aircraft protection kit : 4ft. 8in. platform foam padding and padded disable system ²

\$6,065

\$3,457.05

Entry toe boards

\$540

\$307.80

Light package: 2 chassis mounted drive lights, 2 platform mounted work lights

\$1,430

\$815.10

Lockable platform control box cover

\$355

\$202.35

Platform auxiliary top rail¹

\$1,040

\$592.80

Platform swing gate¹

\$755

\$430.35

¹ LiftGuard Half Mesh and auxiliary top rail are not compatible

³ Derates load capacity to 440 lbs., not available with any other platform options

SELF-PROPELLED ARTICULATING BOOMS

Z™-34/22 IC

Genie
A TEREX BRAND

Features

STANDARD FEATURES

MEASUREMENTS

Z™-34/22 IC

- 12.62 m (40 ft 10 in) working height
- 6.78 m (22 ft 3 in) horizontal reach
- 4.57 m (15 ft) up and over clearance
- Up to 227 kg (500 lbs) lift capacity

PRODUCTIVITY

- 1.42 m (4 ft 8 in) steel platform
- 4WD
- Rough terrain foam-filled tyres
- 1.22 m (4 ft) jib with 139° working range
- Self-leveling platform
- Hydraulic platform rotation
- Fully proportional controls
- Drive enable
- Horn
- Hour meter
- Tilt alarm
- Descent alarm
- 355° non-continuous turntable rotation
- Locking turntable covers
- Zero tailswing and front arm swing
- Two speed wheel motors
- Engine gauge package
- Alarm package
- Dual flashing beacons

POWER

- 12 V DC auxiliary power
- Kubota D-1105 3-cylinder diesel
18 kW (25 hp)

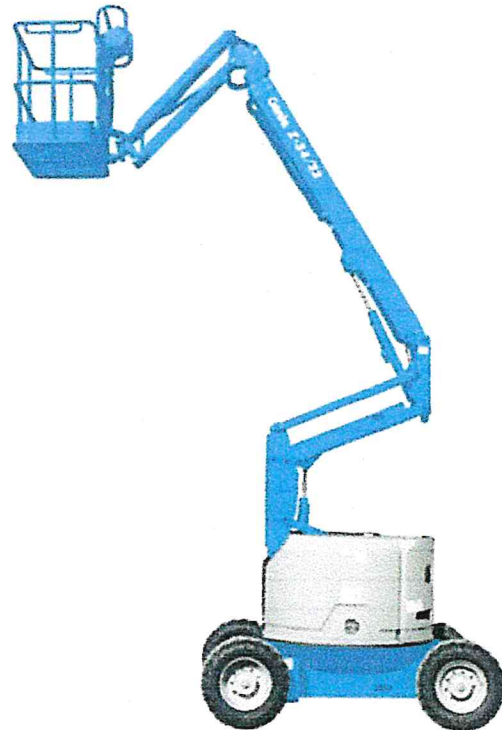
OPTIONS & ACCESSORIES

PRODUCTIVITY

- Platform swing gate
- Half-mesh platform inserts with swing gate
- Air line to platform
- Fire resistant hydraulic oil
- Biodegradable hydraulic oil
- Basic hostile environment kit
- Tool tray
- Fluorescent tube caddy
- Platform work lights
- Lockable platform control box cover
- Front driving lights
- Industrial non-marking foam-filled tyres

POWER OPTIONS

- 240 V power to platform
- Cold Weather Package
- Retained key selector switch



Genie Australia – Toll free number 1800 788 633

Brisbane (Head Office)
33 Kimberley Street
Darra QLD 4076

Sydney
74 Glendenning Road
Glendenning NSW 2761

Melbourne
374 Hammond Road
Dandenong VIC 3175

Perth
126 Sheffield Road
Welshpool WA 6106

Genie United States

Distributed by:

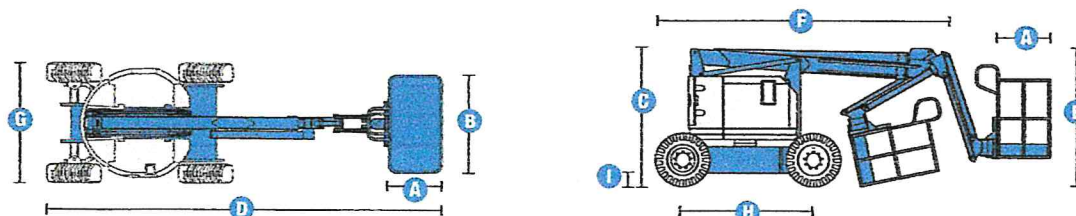
18340 NE 76th Street
P.O. Box 97030
Redmond, Washington
98073-9730

Effective Date: April 2012. Product specifications and prices are subject to change without notice or obligation. The photographs and/or drawings in this document are for illustrative purposes only. Refer to the appropriate Operators' Manual for instructions on the proper use of this equipment. Failure to follow the Operators Manual when using our equipment or to otherwise act irresponsibly may result in serious injury or death. The only warranty applicable to our equipment is the standard written warranty applicable to the particular product and sale and we make no other warranty, express or implied. Products and services listed may be trademarks, service marks, or trade names of Terex Corporation, Terex South Dakota, Inc., and/or their subsidiaries in the USA and other countries. All rights reserved. Terex is a registered trademark of Terex Corporation in the USA and many other countries. Genie is a registered trademark of Terex South Dakota, Inc. in the USA and many other countries. ©2009 Terex Corporation.

www.genieindustries.com.au

Z-34/22 IC 090327 Ver1

Specifications



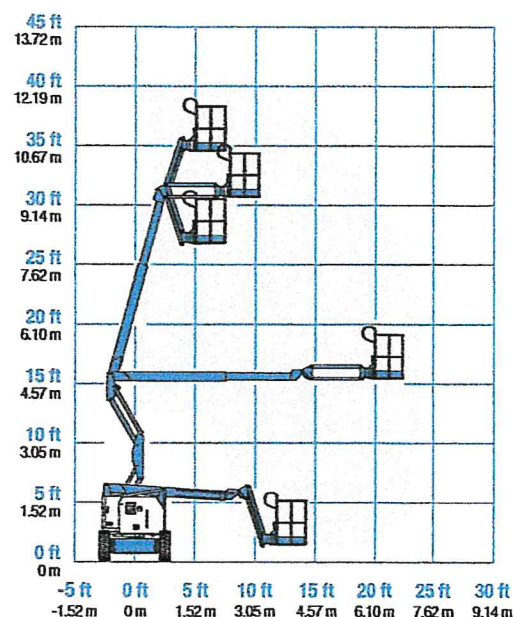
MODEL	Z™-34/22 IC	
MEASUREMENTS	Metric	US
Working height maximum*	12.62 m	40 ft 10 in
Platform height maximum	10.62 m	34 ft 10 in
Horizontal reach maximum	6.78 m	22 ft 3 in
Up and over clearance maximum	4.57 m	15 ft
A Platform length	0.76 m	2 ft 6 in
B Platform width	1.42 m	4 ft 8 in
C Height - stowed	2.06 m	6 ft 9 in
D Length - stowed	5.66 m	18 ft 7 in
E Storage height	2.29 m	7 ft 6 in
F Storage length	4.11 m	13 ft 6 in
G Width	1.85 m	6 ft 1 in
H Wheelbase	1.88 m	6 ft 2 in
I Ground clearance - centre	0.17 m	6.5 in

PRODUCTIVITY		
Lift capacity	227 kg	500 lbs
Platform rotation	180°	180°
Vertical jib rotation	139°	139°
Turntable rotation	355° non-continuous	
Turntable tailswing	zero	zero
Drive speed - stowed	4.8 km/h	3.0 mph
Drive speed - raised**	1.1 km/h	0.68 mph
Gradeability - stowed***	45%	45%
Turning radius - inside	1.80 m	5 ft 11 in
Turning radius - outside	4.11 m	13 ft 6 in
Controls	12V DC proportional	
Tyres - foam-filled	10 x 16.5 in NHS	

POWER		
Power source	Kubota D-1105 3-cylinder diesel 19.4 kW (26 hp)	
Auxiliary power unit	12V DC	12V DC
Hydraulic tank capacity	71.9 L	19 gal
Fuel tank capacity	34.1 L	9.0 gal

WEIGHT****		
	4,854 kg	10,701 lbs

STANDARDS COMPLIANCE	ANSI A92.5, CSA B354.4, CE Compliance, AS 1418.10
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RANGE OF MOTION Z™-34/22 IC


*The metric equivalent of working height adds 2 m to platform height. U.S. adds 6 ft to platform height.

**In lift mode (platform raised), the machine is designed to operate on firm, level surfaces only.

***Gradeability applies to driving on slopes. See operator's manual for details regarding slope ratings.

****Weight will vary depending on options and/or country standards.

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 1st 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 6th 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. 1st Street/St. Helens Street intersection has been identified by citizens and City leaders. The intersection is two-lane, two-way stop controlled, with S. 1st street as the through movement. On-street parking is allowed on both sides of all streets except for the east side of S. 1st 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 1st 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 1st 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. 1st 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

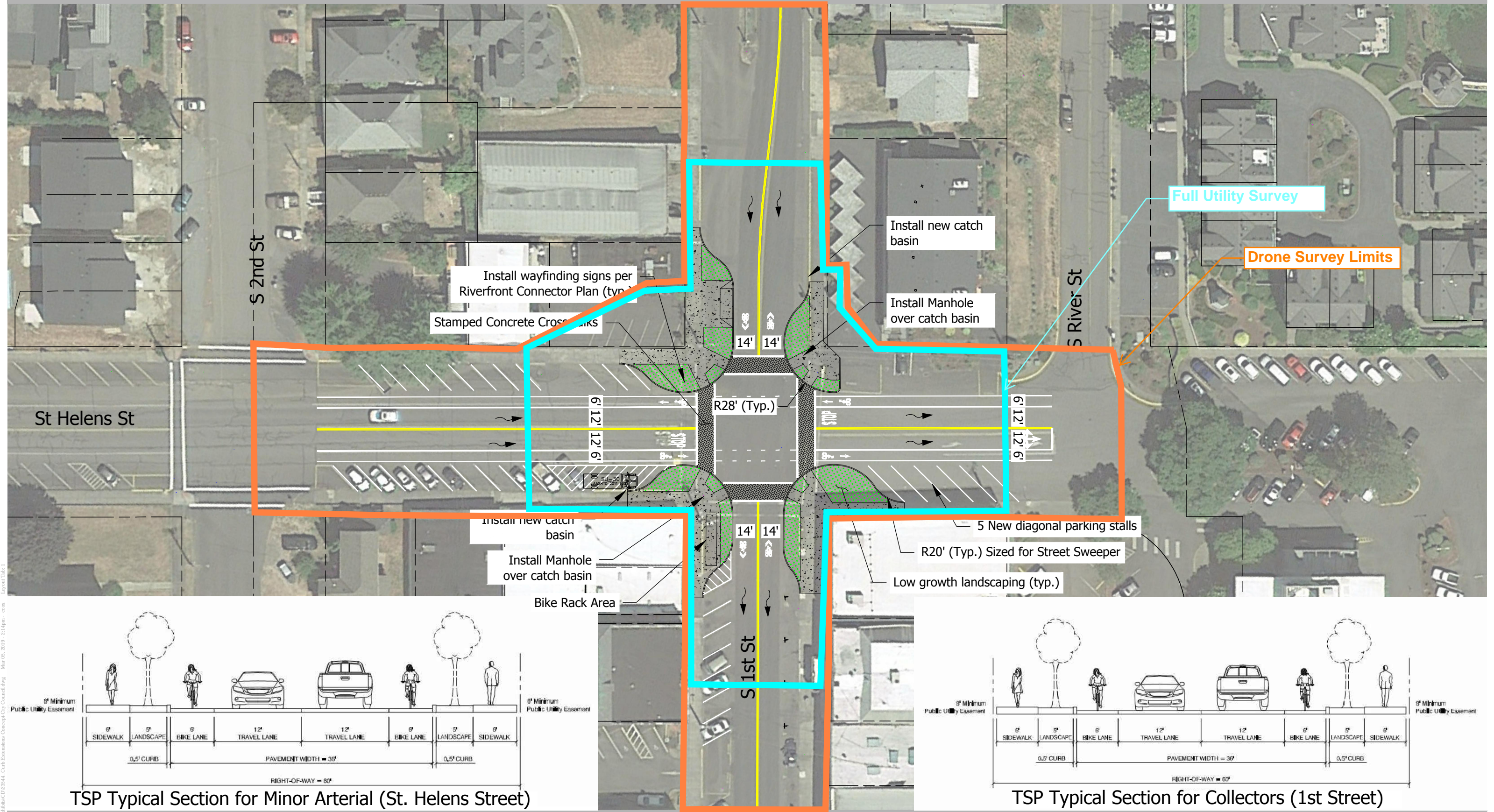
LABOR ESTIMATE - 1st & St. Helens				Kittelson & Associates, Inc.				Greenworks, PC				S&F Land Services			SUBTASK/ TASK HOURS	SUBTASK/ TASK COST
Task	Notes	Staff		Roos, Tony	Cox, Caleb	Cullimore, Brad	Analyst	Principal	Project Manager	Project staff	Admin	Project Manager	Project Surveyor	CAD Technician		
				AMR	CEC	BSC	SL1									
001	Project Management and Coordination															
	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
002	Field Studies & Reports															
	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
003	Design Services															
	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
004	Bidding & Construction Support															
	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.

TOTAL REIMBURSABLES
\$935
TOTAL KAI FEES
\$67,025
TOTAL SUB FEES
\$0
TOTAL PROJECT BUDGET
\$67,025

1st and St Helens Intersection Improvements

Preliminary Design Subject to Change
Date: February 18, 2019



City of St. Helens
PERSONAL SERVICES AGREEMENT

This PERSONAL SERVICES AGREEMENT ("Agreement") is made and entered into by and between the **City of St. Helens** ("City"), an Oregon municipal corporation, Amy Lindgren Law LLC, and **Amy Lindgren** (hereinafter individually and collectively referred to as "Judge" or "Lindgren").

RECITALS

- A. The City is in need of judicial services, and Lindgren is qualified and prepared to provide such services. Lindgren is licensed to practice law in the State of Oregon and serves as an attorney, member of the Oregon State Bar and engages in the practice of law as a member of Amy Lindgren Law LLC, an Oregon limited liability corporation.
- B. The purpose of this Agreement is to establish the services to be provided by Lindgren and the compensation and terms for such services.

FIRST AMENDED PERSONAL SERVICES AGREEMENT

1. ENGAGEMENT

The City hereby engages Lindgren to provide services related to **Municipal Court Judge** ("Services"), and Lindgren accepts such engagement. The judicial services compensable under this Agreement, and the discretion and judgments inherent to these services, are personal and not delegable, and shall be performed exclusively by **Amy Lindgren**.

2. SCOPE OF WORK

The duties and responsibilities of Lindgren are described in Attachment A, attached hereto and incorporated herein by reference. The Scope of Work and the Expectations of Work are responsibilities of Lindgren. The Program Objectives are the responsibility of the judicial department as a whole, with Lindgren being responsible to communicate, cooperate and coordinate with the rest of Court staff to ensure that the Program Objectives of the Municipal Court are met to the maximum extent possible.

3. TERM

The term of this Agreement is indefinite and without expiration date. This Agreement shall commence once executed by both parties for an initial period of one (1) year ending **July 31, 2019**. The term of this Agreement shall automatically be extended by one (1) year each February 1st, unless written notice of termination is given during January of that year (so that on February 1st the term shall be extended through July 31st of the following calendar year). "Expiration Date" refers to July 31st in any relevant year. Provided however that nothing in this Agreement shall diminish the discretionary rights of the Mayor and City Council to end Lindgren's employment and appointment as Municipal Court Judge in accordance with the Charter of the City of St. Helens.

4. COMPENSATION

Lindgren will provide such judicial services as the Municipal Court Judge and, as such shall exercise control over all judicial functions and direct the work of the staff of the Municipal Court. Lindgren and the City recognize the importance of judicial independence. Therefore Lindgren shall not be deemed an employee of the City who is subject to influence or control of other City officials in the exercise of judicial authority and responsibilities, and Lindgren's compensation shall be limited to the remuneration and compensation described in this Agreement. Lindgren waives and disclaims any compensation and benefits generally provided to employees of St. Helens which are not described in this Agreement,

including and not limited to reimbursement for mileage or other expenses not pre-approved by the City Administrator and reasonably incurred on the City's behalf.

- 4.1 Lindgren will be paid through the first anniversary of her judicial service \$150.00 per hour for services performed. During the term of this Agreement Lindgren will submit a monthly invoice for services performed. City will make payment within thirty (30) days of the date an invoice is received from Lindgren. From and after each anniversary of Lindgren's appointment the hourly compensation rate shall be an amount determined by the City based on merit and other appropriate factors, which amount shall reflect an increase not less than the twelve month annual change in the All US CPI-W for the prior calendar year.
- 4.2 Lindgren will be entitled to reimbursement of costs incurred associated with membership in the Oregon Municipal Judge Association (OMJA) and continuing legal education for judges including but not limited to the spring and fall conferences of OMJA if attendance is approved by the City Administrator in advance. Lindgren will request authorization for such reimbursement from the City Finance Director, in writing, before the event and provide documentation of expenses related to such reimbursement after the event. Lindgren will submit estimates and participate in the City's budget planning process by submitting Court budget estimates and recommendations to the Finance Director and City Administrator.
- 4.3 If CLE or conference events fall on a judicial day or days, or if such event requires travel on a judicial day or days, Lindgren shall have discretion to modify the court docket, designate a pro tem to sit, or make such other arrangements as Lindgren determines appropriate, and shall be excused from presiding over the court on that day or days.
- 4.4 City shall authorize one or more pro-tem judges designated by Lindgren in the event of Lindgren's conflict of interest, schedule conflicts, vacation, illness, or Lindgren's unavailability for C-COM calls or other good cause. City shall pay the pro-tem judge the same hourly rate as Lindgren for services provided unless otherwise agreed by the pro tem designee and the City.
- 4.4 Any business and licenses required for Lindgren's services in the City of St. Helens pursuant to this Agreement will be paid by the City, including but not limited to Lindgren's annual Oregon State Bar dues and OSB PLF expenses if the parties determine that PLF coverage applies to claims made arising from the scope of work. This Agreement shall not be deemed to prevent Lindgren from engaging in the practice of law or providing services to other units of government provided that such services or representation is not in conflict with the City's interests and Lindgren's independent service as St. Helens Municipal Court Judge.

5. PAYMENT

- 5.1 The City agrees to pay Lindgren for and in consideration of the faithful performance of the Services, and Lindgren agrees to accept from the City as and for compensation for the faithful performance of the Services.
- 5.2 Lindgren shall make and keep reasonable records of work performed pursuant to this Agreement and shall provide detailed monthly billings to the City. Following approval of

the City Finance Director, the City will pay the billing in the next available AP process. The City shall notify Lindgren of any disputed amount within fifteen (15) days from receipt of the invoice, give reasons for the objection, and promptly pay the undisputed amount. Disputed amounts may be withheld without penalty or interest pending resolution of the dispute.

5.3 The City may suspend or withhold payments if Lindgren fails to comply with requirements of this Agreement.

5.4 Any provision of this Agreement that is held by a court to create an obligation that violates the debt limitation provision of Article XI, Section 9 of the Oregon Constitution shall be void. The City's obligation to make payments under this Agreement is conditioned upon appropriation of funds pursuant to ORS 294.305 through 294.565.

6. **DOCUMENT OWNERSHIP**

Upon acceptance of the Services and payment for such Services by the City, all work products, including, but not limited to, documents, drawings, papers, computer programs and photographs, performed or produced by Lindgren for the benefit of the City under this Agreement shall become the property of the City. Any reuse or alteration of any work produced under this Agreement, except as contemplated herein, shall be at the City's sole risk.

7. **NOTICES**

All notices, bills and payments shall be made in writing and may be given by personal delivery or by mail. Notices, bills and payments sent by mail should be addressed as follows:

CITY: City Finance Director
City of St. Helens
PO BOX 278
St. Helens OR 97051

LINDGREN: Amy Lindgren
PMB 174
6663 SW Beaverton Hillsdale Hwy
Portland, OR 97225
503-806-1436

8. **STANDARD OF CARE**

Lindgren shall comply with applicable standards of professional care in the performance of the Services. Lindgren shall prepare materials and deliverables in accordance with generally accepted standards of professional practice for the intended use of the project.

9. **CONSEQUENTIAL DAMAGES**

Neither party shall be liable to the other for consequential damages, including, without limitation, loss of use or loss of profits incurred by one another or their subsidiaries or successors, regardless of whether such damages are caused by either party's breach of contract, willful misconduct, negligent act or omission, or other wrongful act.

10. **INSURANCE**

10.1 At all times during the term of this Agreement, Lindgren shall carry, maintain and keep in full force and effect a policy or policies of insurance as specified in Attachment B attached hereto and incorporated herein by reference.

- 10.2 All insurance policies shall provide that the insurance coverage shall not be canceled or reduced by the insurance carrier without thirty (30) days' prior written notice to the City. Lindgren agrees that it will not cancel or reduce said insurance coverage.
- 10.3 Lindgren agrees that if it does not keep the aforesaid insurance in full force and effect, the City may either immediately terminate this Agreement, or, if insurance is available at a reasonable cost, the City may take out the necessary insurance and pay, at Lindgren's expense, the premium thereon. If the City procures such insurance, the City shall retain any cost incurred for the same from moneys due Lindgren hereunder.
- 10.4 At all times during the term of this Agreement, Lindgren shall maintain on file with the City a Certificate of Insurance or a copy of actual policies acceptable to the City showing that the aforesaid policies are in effect in the required amounts.
- 10.5 The insurance provided by Lindgren shall be primary to any coverage available to the City. The insurance policies (other than worker's compensation) shall include provisions for waiver or subrogation. Lindgren shall be responsible for any deductible amounts outlined in such policies.
- 10.6 Provider is currently exempt from the requirement to obtain Professional Liability Fund Insurance through the Oregon State Bar as an attorney solely doing work for a government agency. If Lindgren's status changes and Lindgren is no longer exempt, Lindgren shall obtain, at Lindgren's own expense, Professional Liability Fund insurance of not less than \$300,000 per claim.

11. INDEMNIFICATION

- 11.1 The City shall defend, hold harmless and indemnify Lindgren to the full extent provided by Oregon Revised Statutes related to any claim in tort, professional liability or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of Lindgren's duties as Municipal Court Judge or resulting from the exercise of judgment or discretion in connection with the performance of program duties or responsibilities as head of the Municipal Court Department or as Judge, unless the act or omission involved malfeasance in office or willful or wanton neglect of duty. Lindgren may request and the City shall not unreasonably refuse to provide defense and indemnification, and independent legal representation of Lindgren's choosing of which the City may not unreasonably withhold approval. Such legal representation, provided by City or its insurer for Lindgren, shall extend until a final determination of the legal action including any appeals brought by either party.

The City shall indemnify Lindgren against any and all losses, damages, judgments, interest, settlements, fines, court costs and other reasonable costs and expenses of legal proceedings including attorney's fees, and any other liabilities incurred by, imposed upon, or suffered by Lindgren in connection with or resulting from any claim, action, suit, or proceeding, actual or threatened, arising out of or in connection with the performance of Lindgren's duties.

- 11.2 Lindgren recognizes that the City shall have the right to compromise and settle unilaterally on terms which do not prejudice Lindgren; however, if Lindgren in her personal capacity is a party to the suit then Lindgren shall have a veto authority over any settlement. Further, the City shall pay all reasonable litigation expenses of Lindgren throughout the pendency of any litigation to which the Lindgren is a party, witness or advisor to the City. Such expense payments shall continue beyond Lindgren's service to

the City as long as litigation is pending. The City agrees to pay Lindgren reasonable consulting fees and travel expenses when Lindgren serves as a witness, advisor or consultant to the City regarding pending litigation to which the City is a party.

- 11.3 Lindgren shall defend, indemnify, and hold harmless the City, its officers, agents, and employees from any and all claims, actions, costs, judgments damages, and other expenses resulting from injury to any person (including injury resulting in death) or damage to property (including loss or destruction), arising out of or incident to malfeasance, willful and wanton neglect of duty, or knowing and intentional violation of law. Lindgren shall not be responsible for any claims, actions, costs, judgments, damages, or other expenses caused by the actions of the City or City staff. The purpose of this section is to allocate risk for claims between City and Lindgren consistent with public policy as defined by the Oregon Tort Claims Act. Nothing in this Agreement is intended to waive any limitations on liability established by the Oregon Tort Claims Act.

12. NO-CAUSE TERMINATION

As a Charter officer of the City, Lindgren serves at the pleasure of the City Council. Therefore, this Agreement may be terminated effective by either party for any reason. Upon ninety (90) days' written notice of the party's intent to terminate. In the event this Agreement is terminated, Lindgren shall receive compensation only for Services actually performed up to the last day of work performed as Judge. In the event this Agreement is terminated by the City with less than ninety (90) days written notice, Lindgren shall be compensated through the end of the notice period at a rate equivalent to the average monthly compensation paid by the City during the prior twelve (12) calendar months.

13. NO THIRD-PARTY RIGHTS

This Agreement shall not create any rights in, or inure to the benefit of, any party other than the City and Lindgren.

14. MODIFICATION

Any modification of the provisions of this Agreement shall be set forth in writing, signed by the parties, and effective from the date specified in the amending document.

15. WAIVER

A waiver by a party of any breach by the other shall not be deemed to be a waiver of any subsequent breach.

16. GOVERNING LAWS

This Agreement shall be governed by the laws of the State of Oregon. Venue shall be in the Circuit Court for Columbia County, Oregon.

17. COMPLIANCE WITH LAW

- 17.1 Lindgren shall comply with all applicable federal, state and local statutes, ordinances, administrative rules, regulations and other legal requirements in performance of this Agreement.
- 17.2 The parties contemplate that Lindgren will not employ others to perform services under this Agreement because she is provided support performed by City Court staff. Lindgren shall not do so without the City's written agreement and appropriate amendment to this Agreement.

- 17.4 Lindgren shall not discriminate against any City employee or applicant for City employment because of race, color, religion, sex, age, national origin, physical or mental disability, disabled veteran or veteran status, or any other protected status or activity in violation of state or federal law. Lindgren will administer the Court in compliance with City policy and applicable union collective bargaining agreements.
- 17.5 In non-judicial decisions and actions related to the management and administration of the Municipal Court and the Municipal Court Department, Lindgren will act in appropriate collaboration with and with due deference to the City Administrator and his designees as the City's chief executive, administrative and financial officers.
- 17.6 Lindgren shall comply with all requirements associated with access to and confidentiality of law enforcement data system records and categories of records protected by law which come before the Court. Lindgren shall appropriately direct Court staff with respect to such matters which come to her attention.
- 17.7 Lindgren shall perform the work required by this contract as an independent contractor. Although the City reserves the right (i) to determine (and modify) the scope of work to be performed and (ii) to evaluate the quality of the completed performance, the City cannot and will not control the means or manner of Lindgren's judicial performance. Lindgren is responsible for determining the appropriate means and manner of performing the work of Judge and the manner of Court staff work under her direction and for which she is judicially responsible. Lindgren represents and warrants that Lindgren (i) is not an employee of the City, (ii) is not currently employed by the Federal Government, and (iii) meets the specific independent contractor standards of ORS 670.600.
- 17.8 Lindgren shall be responsible for all federal or state taxes applicable to any compensation or payments paid to Lindgren under this Agreement and, unless Lindgren is subject to backup withholding, City *will not* withhold from such compensation or payments any amounts(s) to cover Lindgren's federal or state tax obligations. Lindgren is not eligible for any federal Social Security, unemployment insurance, or workers' compensation benefits from compensation or payments paid to Lindgren under this Agreement, except as a self-employed individual.

18. CONFIDENTIALITY

Lindgren shall maintain the confidentiality, both external and internal, of that confidential information which Lindgren receives in her capacity as Judge, to the extent appropriate. This Agreement shall not be interpreted or applied to affect the proper and public sessions of the Court or proper access to judicial proceedings and Court records not under seal.

19. PUBLICITY

Lindgren shall not use any data, pictures, or other representations of the City in Lindgren's external advertising, marketing programs, or other promotional efforts except with prior specific written authorization from the City.

20. ASSIGNMENT

This Agreement shall not be assigned by Lindgren without the express written consent of the City.

Lindgren shall not assign Lindgren's interest in this Agreement or enter into subcontracts for any part of the Services without the prior written consent of the City. Appointment of a pro tem judge is not an "assignment" within the meaning of this Agreement.

21. DEFAULT; TERMINATION FOR DEFAULT; MEDIATION AND ARBITRATION OF DISPUTES

- 21.1 A party will be in default under this Agreement if that party fails to comply with any provision of this Agreement within ten (10) days after the other party gives written notice specifying the breach. If the breach specified in the notice cannot be completely cured within the ten (10)-day period, a default will not occur if the party receiving the notice diligently begins curative action within the ten (10)-day period and proceeds to cure the breach as soon as possible.
- 21.2 Notwithstanding Subsection 22.1, the City may declare a default immediately by written notice to Lindgren if Lindgren intentionally or repeatedly breaches material provisions of this Agreement or if Lindgren's breach of contract creates unreasonable risk of injury to any person or damage to property.
- 21.3 Should a dispute arise between the parties to this Agreement, it is agreed that such dispute will be submitted to a mediator and to arbitration. The parties shall exercise good-faith efforts to select a mediator whose compensation shall be shared equally by both parties. Mediation shall be conducted within sixty (60) miles of St. Helens, Oregon, unless both parties agree in writing otherwise. Both parties agree to exercise good-faith efforts to resolve disputes covered by this section through the mediation process. If a party requests mediation and the other party fails to respond within ten (10) days, a mediator shall be appointed by the presiding judge of the Circuit Court of the State of Oregon for Columbia County upon request of either party.
- 21.4 The parties agree that any and all disputes regarding the interpretation or implementation of this Agreement shall be resolved under the Employment Dispute Resolution Rules of the American Arbitration Association; provided, however, that arbitration shall be conducted before a panel of three arbitrators; one shall be selected by each party and the third shall be selected by the other two. The parties intend that the arbitration panel shall reflect expertise in employment, municipal and judicial areas of law and administration. Any arbitration shall be held in Portland, Oregon. In any arbitration to enforce this Agreement, the prevailing party shall be entitled to recover its reasonable costs and attorney fees incurred. The parties further agree that arbitration under this paragraph may be enforced by a court of competent jurisdiction.
- 21.5 If a default occurs, the party injured by the default may terminate this Agreement and enforce any remedies available under Oregon Law through mediation and arbitration.
- 21.6 Neither City nor Lindgren shall be held responsible for delay or default caused by fire, riot, acts of God, war or other causes which was beyond, respectively, City's or Lindgren's reasonable control. Lindgren shall, however, make all reasonable efforts to remove or eliminate such a cause of delay or default and shall, upon the cessation of the cause, diligently pursue performance of obligations under this Agreement.

- 21.7 Lindgren and City agree that time is of the essence in completing the obligations of the parties under this Agreement.

22. ATTORNEY FEES

If legal action is commenced in connection with this Agreement, the prevailing party in such action shall be entitled to recover its reasonable attorney fees and costs incurred herein at trial and on appeal.

23. INSPECTION AND AUDIT BY THE CITY

- 23.1 Lindgren shall maintain all fiscal records relating to this Agreement in accordance with generally accepted accounting principles, and federal circulars (as applicable). Lindgren shall maintain any other records pertinent to this Agreement in such a manner as to clearly document Lindgren's performance hereunder; provided however that Lindgren shall not be required to duplicate or maintain any records created and maintained by the Municipal Court. Lindgren acknowledges and agrees that City and its duly authorized representatives shall have access to such fiscal records and to all other books, documents, electronic files, papers, plans and writings of Lindgren that are pertinent to this Agreement for the purpose of performing examinations and audits, and making excerpts and transcripts. Lindgren further acknowledges records generated as a result of this Agreement may be subject to disclosure pursuant to the Oregon Public Records Act. The City's right to inspect and audit Lindgren's financial records pertaining to this Agreement shall extend to the term of this Agreement and within two (2) years following the termination of this Agreement.

- 23.2 This Section 23 is not intended to limit the right of the City to make inspections or audits as provided by law or administrative rule.

24. ENTIRE AGREEMENT

This Agreement sets forth and establishes the entire understanding between the parties. Any prior discussions or representations by or between the parties are merged into and rendered null and void by this Agreement. The parties by mutual written agreement may amend any provision of this Agreement during the life of the Agreement. Such amendments shall be incorporated and made a part of this Agreement or replace it by substitution according to the terms of the Amended Agreement. This Agreement contains the entire agreement between the parties and supersedes all prior written or oral discussions or agreements regarding the Services described herein, and constitutes the **FIRST AMENDED PERSONAL SERVICES AGREEMENT** of the parties which is intended to replace and supersede all prior versions and to be effective from and after the effective date of Lindgren's initial appointment as Judge.

25. SEVERENCE

If any provision of this Agreement is held to be invalid, it will not affect the validity of any other provision. This Agreement will be constructed as if the invalid provision had never been included.

IN WITNESS WHEREOF, the City has caused this Agreement to be executed in duplicate originals by its duly authorized undersigned agents, and Lindgren has executed this Agreement on the date written below.

CITY:

CITY OF ST. HELENS

By: _____

Name: _____

Its: _____

Date: _____

Attested:

By: _____

CITY RECORDER

AMY LINDGREN

Name: _____

Date: _____

ATTACHMENT A

DUTIES AND RESPONSIBILITIES

SCOPE OF WORK

For the term of this contract and any subsequent extensions, Lindgren will provide judicial services to the City of St. Helens consisting of the following:

- Preside in court at all times court is scheduled unless excused by prior written or oral permission from the City Administrator or designee (hereinafter "City Administrator") for that particular court day;
- Make her best efforts to be available by telephone to "C-Com" within 10 minutes of their placing the call to answer questions relating to release status and order pertaining to release for individuals who are subject to arrest either because an arrest warrant is outstanding or under circumstances leading a reasonable person to believe that a contempt of court charge or a probation violation charge may be initiated by the court;
- Be generally available, subject to reasonable notice, for meeting with the City Administrator, City Finance Director, the Mayor and/or Council pertaining to the conduct of the Court's business, budget, performance evaluations, etc., as required by the City Administrator and/or City Finance Director.
- Submit all requested reports pertaining to the functioning of the Courts as required by the City Administrator, the Mayor and/or the City Council, as requested; and
- Such other judicial functions as may be necessary or advisable under the circumstances.
- Lindgren shall not supervise or direct any City employee but may ask for assistance in the furtherance of the business of court.

EXPECTATIONS OF WORK

For the term of this contract and any subsequent extensions, Lindgren will work within the following expectations of her judicial services to the City of St. Helens consisting of the following:

- Work with the City Administer, Court staff, and Prosecutor to plan Court Days accordingly and ahead of schedule as much as possible encompassing an emphasis to use days as effective and efficiently as possible.
- Work with Court Staff, Prosecutor, and Finance Director to review all Court processes and potential ideas to become more efficient and cost effective. Remain open to trying new ideas and processes with a scheduled trial period and review time during Court Staff department meetings.
- Establish and quarterly review performance measures that will include:
 1. Clearance Rates
 2. Collection of Monetary Penalties
 3. Cost Per Case

PROGRAM OBJECTIVES

- To provide fair, timely, and speedy resolution of cases involving violations, infractions, and crimes in a manner which is efficient both for the City and for the residents/citizens.
- To ensure strict compliance with judicial orders, including the payment of court ordered fines and fees and the completion of court-ordered time obligations such as jail time, special counseling, classes or community service.
- To ensure timely processing of all funds received, as well as the reconciliation of these accounts and forwarding of mandatory payments to the appropriate parties (including the Oregon Department of Revenue, Columbia County, City of St. Helens General Fund and victims for whom restitution has been ordered).
- To identify and provide statistical analysis information for planning, goal setting, strategic decision-making program analysis, and resource allocation.
- Continue to review Court procedures and modify as needed to increase efficiency remaining within budget guidelines approved by Council. Continue to monitor and re-examine staff stations and other uses of current technology to increase efficiency in responding to daily duties and demands, and to increase responsiveness to the public.
- Provide an accessible, efficient and impartial forum for all participants in cases involving municipal violations and misdemeanors.
- Promote public trust in both the justice system and local government by exemplifying hard work and playing nice.
- Represent the Municipal Court and City of St. Helens in a professional manner when interacting with co-workers and the general public.

**ATTACHMENT B
INSURANCE REQUIREMENTS**

Lindgren shall maintain insurance acceptable to the City in full force and effect throughout the term of this Contract.

It is agreed that any insurance maintained by the City shall apply in excess of, and not contribute toward, insurance provided by Lindgren. The policy or policies of insurance maintained by Lindgren shall provide at least the following limits and coverage:

TYPE OF INSURANCE	LIMITS OF LIABILITY		REQUIRED FOR THIS CONTRACT
General Liability	Each occurrence General Aggregate Products/Comp Ops Aggregate Personal and Advertising Injury	\$1,000,000 \$2,000,000 \$2,000,000 \$1,000,000 w/umbrella or \$1,500,000 w/o umbrella	YES
Please indicate if Claims Made or Occurrence			
Automobile Liability	Combined Single – covering any vehicle used on City business	\$2,000,000	NO
Workers' Compensation	Per Oregon State Statutes If workers compensation is not applicable please initial here NOT APPLICABLE. State the reason it is not applicable: <u>Lindgren does not have employees</u>		NO
Professional Liability	Per occurrence Annual Aggregate	\$500,000 or per contract \$500,000 or per contract	NO

Lindgren's insurance required by this Agreement must be evidenced by certificates from the insurers. The policies shall name the City, its officers, agents and employees, as additional insureds and shall provide the City with a thirty (30)-day notice of cancellation. Workers' compensation insurance must be evidenced by a certificate from the insurer if required for Lindgren by law. The certificate need not name the City as an additional insured, but must list the City as a certificate holder and provide a thirty (30)-day notice of cancellation to the City if such insurance is required by law.

Certificates of Insurance shall be forwarded to:

City Administrator
City of St. Helens
P.O. Box 278
St. Helens, OR 97051

Lindgren agrees to deposit with the City, at the time the executed Agreement is returned, Certificates of Insurance and Binders of Insurance if the policy is new or has expired, sufficient to satisfy the City that the insurance provisions of this Contract have been complied with and to keep such insurance in effect and the certificates and/or binders thereof on deposit with the City during the entire term of this Agreement. Such certificates and/or binders must be delivered prior to commencement of the Work. The procuring of such required insurance shall not be construed to limit Lindgren's liability hereunder. Lindgren shall be obligated for the total amount of any damage, injury or loss caused by malfeasance or willful and wanton neglect connected to performance of work under this Agreement.



CITY OF ST. HELENS PLANNING DEPARTMENT

MEMORANDUM

TO: City Council
FROM: Jacob A. Graichen, AICP, City Planner
RE: Authorize Mayor to sign final plat for the Forest Trail Subdivision
DATE: October 11, 2019 (for the October 16, 2019 regular session)

The final plat is the formal document that is ultimately recorded with the County, making the subdivision official. In addition to meeting many substantive and technical requirements, the final plat also requires several signatures. The City's approval of the final plat is signified by two signatures: the Mayor's and Planning Commission Chair's. Generally, by signing the final plat the City is saying that all requirements have been met, that all applicable improvements are in place (e.g. utilities, streets, etc.) or assured by a financial instrument, and that all improvements, rights-of-way and common areas proposed to be dedicated to the City are accepted by the City.

As of the date of this report, most things are done that need to be before the City signs the final plat. Public improvements are done and we have the final as build plans.

Things of note we still need:

1. Final draft of the final plat—revisions are being worked on; this is in process.
2. Final CCR/HOA documentation—revisions are being worked on; this is in process.
3. Contractual obligations as they relate to the Protection Area Management Plan are nearly complete (not required before final plat, but still demonstrates progress).

The objective of getting authorization to sign now is to attempt to buy time. It is possible all will be ready before the following council meeting on November 6th, which is over three weeks away. The Developer is concerned about daily interest on money borrowed for this development and I hope to soften that by getting a *conditional authorization of signature*.

Please authorize the Mayor to sign the final plat for the Forest Trail Subdivision *once all requirements per previous decisions have been met*.

The plan attached to the Protection Area Management Plan for this development is attached for context.

Table 1. Wetland Protection Zone Enhancement Plantings (18,088 SF)

Scientific Name	Common Name	Quantity	Spacing
Trees*			
<i>Acer macrophyllum</i>	big-leaf maple	30	10 – 15 ft on center
<i>Pseudotsuga menziesii</i>	Douglas fir	40	10 – 15 ft on center
<i>Rhamnus purshiana</i>	cascara	30	10 – 15 ft on center
<i>Thuja plicata</i>	Western red cedar	40	10 – 15 ft on center
Shrubs*			
<i>Amelanchier alnifolia</i>	serviceberry	60	6 – 8 ft on center
<i>Corylus cornuta</i>	beaked hazelnut	60	6 – 8 ft on center
<i>Gaultheria shallon</i>	salal	75	5 ft on center or in groups of 3 every 10 ft
<i>Holodiscus discolor</i>	oceanspray	60	6 – 8 ft on center
<i>Mahonia aquifolium</i>	Tall Oregon grape	75	5 ft on center or in groups of 3 every 10 ft
<i>Oemleria cerasiformis</i>	oso-berry	60	6 – 8 ft on center
<i>Sambucus racemosa</i>	red elderberry	60	6 – 8 ft on center
<i>Symphoricarpos albus</i>	snowberry	75	5 ft on center or in groups of 3 every 10 ft

TREE NOTE:

- A. FOR MITIGATION ALL TREES AND SHRUBS TO BE PLANTED THROUGHOUT THE ENTIRE INNER 25-FOOT BUFFER.
- B. SITE GRADING, TREE PLANTING AND BUFFER MANAGEMENT TO FOLLOW THE PAMP (PROTECTION AREA MANAGEMENT PLAN) BY WETLANDS SOLUTIONS NORTHWEST DATED 2019 AND APPROVED DEVELOPMENT AGREEMENT FOR THE SITE. THESE DOCUMENTS SHALL REFERENCED TO AND PART OF THE CONSTRUCTION PLAN SET.

OUTER 50' BUFFER FENCE NOTE:

INSTALL CITY APPROVED FENCE AT APPROXIMATE EDGE OF OUTER 50' BUFFER BEFORE CITY SIGNS FINAL PLAT. INSTALL 553 LF ALONG LOTS: 4,6,7,8,9,10, & 11.

TREE LEGEND

SYMBOL DESCRIPTION

- TREES GREATER THAN 12" TO BE REMOVED
- TREES GREATER THAN 12" TO BE SAVED
- TREES OUTSIDE 50' PROTECTION ZONE TO BE REMOVED
- TREES INSIDE 50' PROTECTION ZONE TO REMAIN.
- PROPOSED STREET TREES TO BE PLANTED

- TEMPORARY TREE PROTECTION FENCE TO BE IN PLACE AROUND TREE DURING CONSTRUCTION. 3' TALL STAKED PLASTIC HI VISIBILITY ORANGE OR EQUIVALENT. (TYPICAL)
- TREES TO BE RETAINED WITHIN LOTS

- CONSTRUCTION CONDITION TREE SUMMARY TABLE
(shows changes to Tree Plan vs Prelim Approved Plan)
- TREES PREVIOUSLY SHOWN TO BE SAVED REMOVED FOR CONSTRUCTION OR SAFETY REASONS
 - TREES THAT WERE NOT AT THE SHOWN LOCATION
 - WERE SHOWN TO BE REMOVED, BUT ARE STILL STANDING

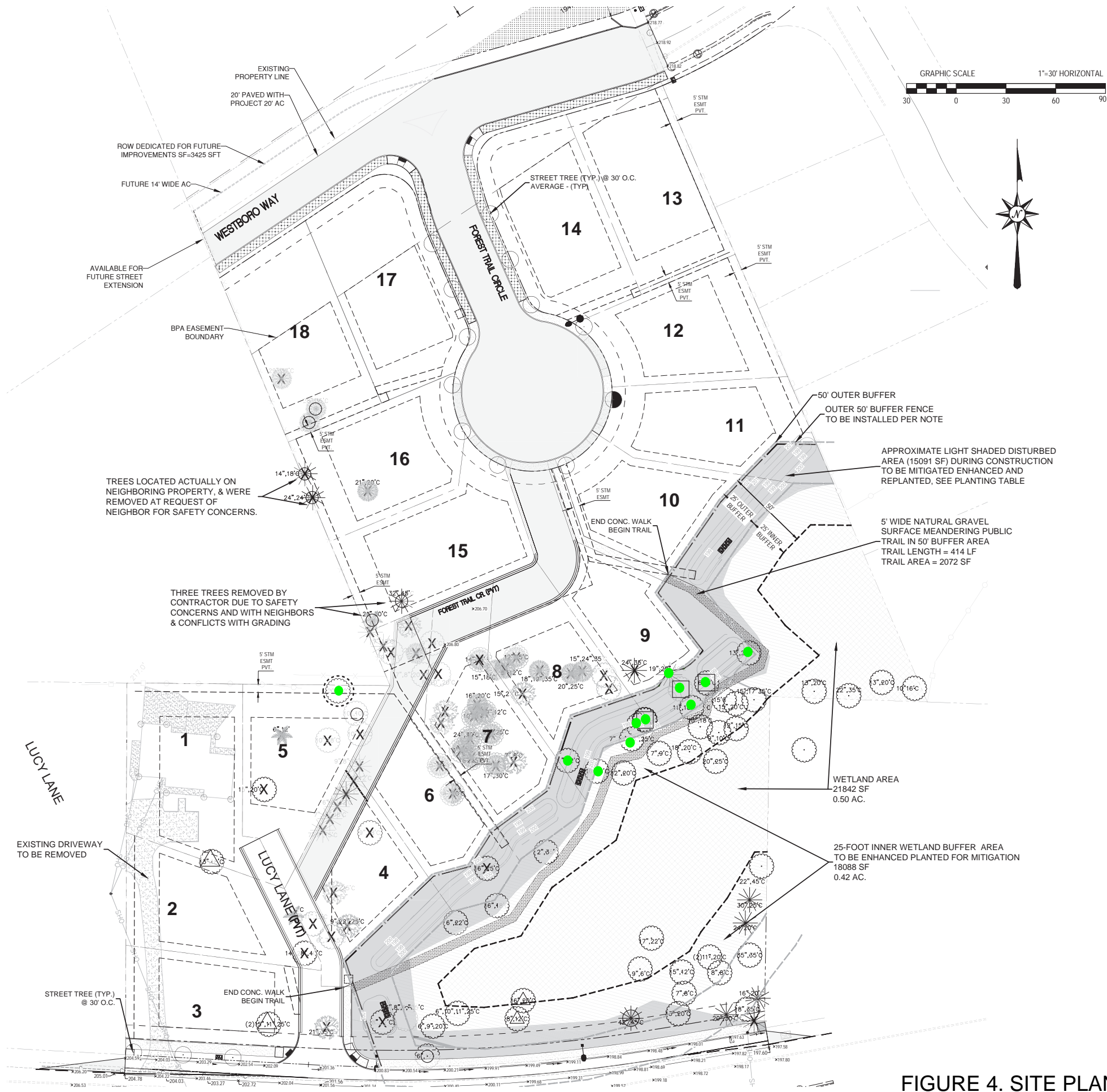


FIGURE 4. SITE PLAN

WETLAND SOLUTIONS NORTHWEST

REVISIONS

	1	2	3	4	5
DRAWN BY:	R.R.				
DESIGNED BY:	J.K.				
CHECKED BY:	S.B.				

PROJECT #132	DATE: 8 JUNE 2019
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BAILEY SUBDIVISION TREE & LANDSCAPE & WETLAND PLAN

BA W5

CONTRACT PAYMENTS

City Council Meeting
October 16, 2019

Ramsay Signs

Project: Wayfinding Signage Project (Inv#005.21861-2)	\$	58,657.75
Project: Wayfinding Signage Project (Inv#005.21861-3)	\$	<u>6,405.15</u>
Total	\$	65,062.90



ESTABLISHED 1911

INVOICE

INVOICE #: 005.21861-2
DATE: 9/23/19

Customer Code	Job Number	Date Ordered	Date Comp	Salesman	Deposit Terms	Balance Terms
CITYSTH	R-680	3/25/2019	9/20/2019	DARIN		

SOLD TO:

CITY OF ST. HELENS
PO BOX 278
ST. HELENS, OR 97051

JOB LOCATION:

ST. HELENS WAYFINDING PROJECT

QTY	DESCRIPTION	PRICE	% COMPLETE	TOTAL PRICE
PROGRESS BILLING				
1	MANUFACTURING COMPLETE	\$41,142.00	100.00%	\$41,142.00
1	INSTALLATION COMPLETE	\$25,216.00	100.00%	\$25,216.00
1	CHANGE ORDER #1	-\$3,039.00	100.00%	-\$3,039.00
1	CHANGE ORDER #2	-\$2,680.00	100.00%	-\$2,680.00
1	CHANGE ORDER #3	\$1,106.00	100.00%	\$1,106.00

SUB TOTAL \$61,745.00
5% RETAINAGE \$3,087.25

PLEASE PAY THIS AMOUNT: \$58,657.75

201-000-052056
Way finding R-680

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

APPROVED FOR PAYMENT

INIT	DATE
ACCOUNTS PAYABLE	
FINANCE	10/8/19
SUPERVISOR	10-8-19

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



ESTABLISHED 1911

INVOICE

INVOICE #: 005.21861-3
DATE: 9/23/19

Customer Code	Job Number	Date Ordered	Date Comp	Salesman	Deposit Terms	Balance Terms
CITYSTH	R-680	3/25/2019	9/20/2019	DARIN		

SOLD TO:

CITY OF ST. HELENS
PO BOX 278
ST. HELENS, OR 97051

JOB LOCATION:

ST. HELENS WAYFINDING PROJECT

QTY	DESCRIPTION	PRICE	TOTAL PRICE
PROGRESS BILLING			
1	PROGRESS INV 1 RETAINAGE	\$3,317.90	\$3,317.90
1	PROGRESS INV 2 RETAINAGE	\$3,087.25	\$3,087.25

SUB TOTAL

\$6,405.15

PLEASE PAY THIS AMOUNT:

\$6,405.15

APPROVED FOR PAYMENT

INIT	DATE
<u>MP</u>	<u>10/8/19</u>
<u>CA</u>	<u>10.8.19</u>
ACCOUNTS PAYABLE	FINANCE
SUPERVISOR	

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

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

201-000-052056
Wayfinding R-680

KP

City of St. Helens

Arts & Cultural Commission

Meeting Minutes

July 23, 2019

Members Present: Leticia Sisson
Kimberly O'Hanlon
Patrick Nickelson
Ken Hanson
Jenna Reineking
Maggie Clayton

Members Absent: Carly Franklin

Staff Present: Margaret Jeffries
Steve Topaz
Lisa Scholl

Others: None

- 1) **Call Meeting to Order - 6 p.m.**
The meeting was called to order at 6:03 p.m. by Chair Sisson.
- 2) **Visitors Address the Commission**
None
- 3) **Approval of Minutes**
 - 3.A **April 16, 2019 Minutes**
Motion: Vice Chair O'Hanlon's moved to approve the minutes from April 16, 2019. Commissioner Nickelson seconded. All in favor; none opposed; motion carries.
 - 3.B **May 28, 2019 Minutes**
Motion: Vice Chair O'Hanlon's moved to approve the minutes from May 28, 2019. Commissioner Nickelson seconded. All in favor; none opposed; motion carries.
- 4) **Review Fiscal Report**
The Commission reviewed the fiscal report.
- 5) **Discussion Items**
 - 5.A **Art Proposal from Edward Townsend**
Edward Townsend did not attend the meeting.
 - 5.B **Moving the art bench in front of the Library to the courtyard**
Library Director Margaret Jeffries displayed photos and reviewed the location of the art bench known as Black Watters in front of the St. Helens public library. Public Works staff can move the bench. Jeffries request to the Commission and Council is permission to move the bench to the library courtyard. Also, move the plaque on the rock. This would add an area for the public to go outside and read.

Commissioner Reineking asked if the artist needs to be consulted. Jeffries is not sure of the top of her head. Discussion followed; unless there is something in the Municipal Code that states the artist needs to be consulted the Commission agrees that the art bench should be moved.

Motion: Commissioner Nickelson moved to recommend Council approve moving the bench to the courtyard. Vice Chair O'Hanlon seconded. All in favor; none opposed; motion carries.

5.C Painting the Library book drops

Library Director Margaret Jeffries reviewed and displayed photos of the book drop concept. Former Commissioner Lisa Brooke brought the idea to the Commission. Unfortunately, lack of time has prevented the work being done. Jeffries asked if the Commission would like to do take this on, as they've done with benches and bike racks. They would need to consider copyright laws as they work on the project. She will likely be able to fund the expenses from the Library's budget.

Chair Sisson said everyone at the last meeting was on board. She likes the idea of using books. Discussion about publisher permission for artwork. Sisson suggests that they do a request for proposal (RFP) and select one artist for each book drop. Vice Chair O'Hanlon will contact Secretary Jamie Edwards for a copy of a previous RFP to modify.

Jeffries would like to leave the design up to the artist. She does want to make sure both book drops are not done at the same time. She would ideally need to have them done by next June. They are not heavy.

Sisson wants to make sure there is language that they provide insurance to ensure that the book drops are returned. They will review the RFP and include that language.

Motion: Vice Chair O'Hanlon moved to approve having the Library book drops painted. Commissioner Reineking seconded. All in favor; none opposed; motion carries.

5.D Traffic Wrapz

Chair Sisson talked about the concept that Associate Planner Jenny Dimsho presented at the May meeting. The proposal is only for one traffic box. Commissioner Nickelson pointed out that it would take almost the complete budget for the year. Sisson reminded him that they will seek funding. They could vote yes but don't have to follow-through or complete it if they do not have the funding or other logistics.

Commissioner Clayton suggested working with a local company that may be willing to donate it, like Finish Line Graphics. Sisson advised this is the initial idea and the Commission hasn't decided to take it on yet.

Motion: Commissioner Nickelson moved to proceed with the project Traffic Wrapz. Commissioner Hanson seconded. All in favor; none opposed; motion carries.

5.E 2019/2020 Projects

Greeting Tour Mural Project

Vice Chair O'Hanlon reviewed her proposal for a the Greetings Tour project. It's a large-scale, similar to the Gateway project. They would need to apply for grants and get

community involvement. The cost is approximately \$30,000. She is requesting \$2,500 from this year's budget and \$2,500 from next year.

Commissioner Reineking asked if it would be a concern that it was split between two budget years. Chair Sisson responded that those would be good questions for Finance Director Matt Brown and Secretary Jamie Edwards.

O'Hanlon was contacted by Heather Epperly about doing it at her office in the Houlton area. However, O'Hanlon would prefer that it be downtown and more visible to people walking around.

Sisson suggests talking to Heather to find out what she is willing to contribute to it. There was further discussion on location. Sisson would like to see more budget research done. Commissioner Clayton talked about business owner grants that may be available. Commissioner Hanson agreed that this would be a great marketing tool for businesses.

Library Director Jeffries talked about the life of a painting and changing of building owners. More will need to be considered.

Discussion ensued about permission to add it to the project list and the next steps for this project; needing a Public Hearing and presenting the idea to City Council for approval.

Commissioner Reineking expressed her concerns about the price. It's a high cost for the mural. Sisson explained that they can look into funding resources. This is just to move forward to conduct more research. Discussion of the benefits to businesses.

Motion: Commissioner Reineking moved to proceed with the mural project research. Commissioner Clayton seconded. All in favor; none opposed; motion carries.

Little Free Library

Vice Chair O'Hanlon reported that her husband's is working on the repairs to the Cat in the Hat Little Library. She proposes to move it to Godfrey Park since there is more houses around, making it more safe. The Commission agrees to move it to Godfrey Park.

Additional Projects

Chair Sisson has not had time to prepare her projects list. She suggested holding a special meeting next month just to review projects. Discussion of dates. Sisson will talk to Secretary Jamie Edwards about available dates.

Big Stump Bench

Commissioner Nickelson visited the bench and the wood is very soft. He recommends decommissioning it and having it removed. The artist's lawyer contacted the Commission requesting it be removed.

Motion: Commissioner Nickelson moved to recommend City Council remove the bench as requested by the artist. Commissioner Reineking seconded. All in favor; none opposed. Motion carries.

Trash Can Painting

Chair Sisson discussed the abundance of trash cans the City has. They weren't able to take the project this year because of lack of volunteers. She would like to continue the project but scale it down and making sure they are maintaining the existing cans. There is a desire from the public to continue these projects. Commissioner Clayton suggests rotating the old cans with new cans. Will discuss further at next meeting.

Chair Sisson advised the Commission needs to assign members to the projects after they're all reviewed at the next meeting. Up to three people can serve on each subcommittee.

6) Community News

Library Director Jeffries asked if anyone got back to Diane Dunn about the fish. Kim responded that she did and that Dunn will be getting rid of them.

Items to be added to the Parking Lot:

Art Brochure needs to be updated. Chair Sisson reminded about the Commission needed to update the Art Inventory list. She will send out the list to split between Commission members. Take a photo to document it and note details about it. Jeffries suggested putting codes on the artwork to be able to scan and get more info.

More to add to Parking Lot:

A sign for the highway sculpture

Jeffries talked about a Library sponsored event on Monday, August 5, Astronomy event begins in Council Chambers and moves to the Waterfront Property. The next night, at the Library, a couple from Columbia City who went on a 4-month journey through the Silk Road will be sharing their story.

Relay for Life event on Saturday, possibly the last one locally.

Pints & Preparedness is the 4th Tuesday each month at Running Dogs Brewery. Bring in professionals to talk.

Farmers Market is growing.

7) Adjournment

The meeting was adjourned at 7:42 p.m.

City of St. Helens Planning Commission

Approved Minutes

September 10, 2019

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

Members Absent: Commissioner Cohen
Commissioner Semling

Staff Present: Councilor Carlson
Associate Planner Dimsho
City Planner Graichen

Others: Martin Schiller
Elliot Michael
Diana Moosman
France Fitzpatrick
Eric Paine
Bill Lanning
Tyler Joki
Iris & Dan Miller
Brian Vaerewyck
Suzie Dahl

- 1) **7:00 p.m. - Call to Order and Flag Salute**
- 2) **Consent Agenda: Approval of Minutes**
2.A Planning Commission Minutes dated August 13, 2019

Motion: Upon Commissioner Webster's motion and Commissioner Lawrence's second, the Planning Commission approved the Planning Commission Minutes dated August 13, 2019. Commissioner Stenberg did not vote due to her absence from that meeting. [Ayes: Vice Chair Cary, Commissioner Lawrence, Commissioner Webster; Nays: None]

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

There were no topics from the floor.

- 4) **Public Hearings (times reflect earliest start time)**
4.A 7:00 p.m. - Variance (Fence Height) at 55 Dubois Lane - Vaerewyck

Chair Hubbard opened the Public Hearing at 7:03 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 September 3, 2019 into the record.

Graichen said the variance request is to exceed the maximum residential fence height. The applicant would like to build a two foot concrete foundation with a six foot cedar fence on top. Vice Chair Cary asked if the fence would be over the storm line. Associate Planner Dimsho said yes. Public Works said it is not an ideal situation, but they did not recommend against its construction altogether. Dimsho said Public Works asked the applicant to locate the fence structure at least four feet from the catch basin by Dubois Lane to ensure the functionality and maintenance of the catch basin. Graichen explained the condition regarding the location of the floodway. He also noted that the Commission could consider only granting the variance in the side yard, if they felt this condition would help the proposal meet the variance standards.

In Favor

There was no testimony in favor.

In Opposition

Schiller, Martin. He lives next door to the applicant. Schiller is concerned about the plan to change the grade of the property. He thinks there will be negative flooding impacts to his property with the proposal.

End of Oral Testimony

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

Close of Public Hearing & Record

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

Deliberations

Vice Chair Cary agrees with the staff report that they should not be able to build within the floodway. He also thinks the eight foot fence in the front yard is too big for a residential lot. Commissioner Webster and Commissioner Stenberg agreed. Commissioner Webster felt more comfortable allowing the eight foot fence at the house line, which is approximately 20 feet from the front property line. Chair Hubbard confirmed that the applicant is allowed to build on top of the storm line. Graichen said Public Works was not recommending against construction of the fence and concrete foundation altogether, just within four feet of the catch basin. Vice Chair Cary noted that it sounded like the Commission is hesitant to approve the variance at all. Commissioner Lawrence said she did not want to. The Commission felt like the applicant did not meet multiple variance standards for approval.

Motion: Upon Vice Chair Cary's motion and Commissioner Lawrence's second, the Planning Commission unanimously denied the Variance Permit. [Ayes: Vice Chair Cary, Commissioner Lawrence, Commissioner Stenberg, Commissioner Webster; Nays: None]

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

4.B 7:30 p.m. - Conditional Use Permit at property adjacent to US 30 & Gable Road - Community Development Partners

Chair Hubbard opened the Public Hearing at 7:34 p.m. Vice Chair Cary declared that he works for the Department of State Lands (DSL). He is reviewing a wetland permit application for this site. He said the Director at DSL said that his participation in the hearing would not be a conflict of interest. There were no ex-parte contacts, conflicts of interests, or bias in this matter. Graichen entered the staff report dated September 3, 2019 into the record.

Graichen said the proposal is a 238-unit apartment complex with eleven residential buildings and one common building. He noted that three items were added into the record since the staff report was sent out. There was a revised building height schematic from the applicant, an email from the abutting property owner to the east, and a letter from the property owner to the north, Columbia River People's Utility District (CRPUD). The property owner to the east requested a fence between the two properties. Graichen has concerns with this because the wetlands cross the property line, and a fence could disturb them. He also noted that the Transportation System Plan (TSP) recommends an extension of McNulty Way, and a fence could conflict with the vision clearance area should McNulty Way be extended in the future.

Graichen said the proposal is six parking spaces deficient out of the 440 required, but the parking deficiency could grow, depending on how the Commission deals with CRPUD's letter requesting access to their site. Commissioner Webster asked if the applicant could utilize the CRPUD site for additional parking. Graichen noted that the CRPUD property is not in City limits, so it would be a conversation with Columbia County and a possible annexation, but it would not be impossible. He noted there are potential drainage issues and utilities on the site that may make that option difficult too.

Graichen explained that there is some flexibility built into the code regarding the number of parking spaces needed if there is community interest in preserving a natural feature on the site (e.g., the wetland).

Graichen said the applicant is proposing 2.3 acres of shared recreation area outdoors, which is more than double the recreation requirement. Graichen feels this warrants an exception to the requirement of private recreation space which, as proposed, is not provided on the senior housing.

Graichen said for the frontage improvements, the applicant must comply with the TSP standard, not the Riverfront Connector Plan standards, because it had not yet been adopted when the application was submitted. However, Graichen said the Traffic Impact Analysis recommended installation of a dedicated center turn lane. In addition, Graichen said that since the AM and PM peak trips are exceeding standards under the development proposal, the applicant will also pay a proportional fee of the intersection improvement.

In Favor

Paine, Eric. Applicant. Paine works for Community Development Partners representing the applicant. He said they work to create communities that are integrated with the surrounding City. He described other projects they have worked on. They have built housing for veterans and seniors. The senior housing proposed in this project is independent living, but there is a common dining area and community spaces for interacting with other residents. There are no medical services on site. The building will be three stories with an elevator. The proposed site is adjacent to services and has been vacant for a long time. They want to activate and enhance the wetlands by creating walking trails for the residents to enjoy. They will install sidewalks and street trees along Gable Road where there currently are none. Instead of just building 238 units that all look the same, Paine said they wanted to build three different types to add architectural variety and meet different residential needs. They are also building a 4,500 square foot community center where the different population groups can socialize together. Commissioner Stenberg asked if any units will be low-income or subsidized. Paine said there may be an opportunity to partner with the Northwest Oregon Housing Authority. The rents are likely going to be market rate or slightly lower. They are also looking for partnerships for the senior programming and an operator for the senior commercial kitchen.

Moosman, Diana. Moosman is with MWA Architects who designed this proposal. Their goal was to create a campus with different housing types and various outdoor spaces. The townhomes are closest to Gable Road near the entry. They each have their own individual entrances, intended to be similar to a brownstone. The street that leads to the townhomes is not a parking lot, but a tree-lined street with parallel parking. The family housing is more centralized and has a very large courtyard and playground. Moosman said the senior housing is a higher density building and forms an L-shape with a courtyard facing the wetland. Moosman said the community building is very conceptual. She likes Graichen's suggestion in the staff report about adding windows on the east side. Vice Chair Cary asked if a taller privacy wall on the townhomes would be an issue. She said no. Vice Chair Cary commented on the safety of the bike storage. Commissioner Webster asked about the siding on the buildings. Moosman said the drawings were conceptual. Vice Chair Cary asked where they would put parking spaces if they needed more. Paine discussed a few potential locations where more parking spaces could be added.

Miller, Dan. Miller said his mom owns the property across the street. He does not think CRPUD has always owned the land. They purchased it to make some money on the billboard. He feels they do not have the right to demand an access easement. They bought the property knowing it was landlocked. The billboard operators cross the railroad to get to the property, not through the subject property. He is concerned about the traffic at the Gable Road/US 30 intersection. He thinks the problem is on the other side of US 30, but US Bank and Safeway prevent the addition of a turn lane. He is glad for the center turn lane with this project, but maybe a light is needed at McNulty Way and Gable Road.

Michael, Elliot. Property Owner. Michael owns one of the subject property parcels with his business partner. Michael said he also owns a lot of other property in St. Helens. He feels very strongly that the applicant wants to create a better community. He wanted to attract quality, sustainable buyers for the property. He has turned down potential buyers over the years because he felt they were not good fits. Regarding the testimony for a fence, he does not know how realistic it would be because of the wetlands. The wetlands that are going to be preserved will remain wetlands in perpetuity. The wetlands to be filled on the rest of the site are secondary

and exist in part because ODOT dumped all of their stormwater onto the site. They will be putting a fence along the wetland as part of their mitigation with Army Corps. He thinks the fence will be sufficient to prevent trespassing. He does not recall an easement to the CRPUD property. They are landlocked, but they were landlocked before this project. CRPUD has never been able to cross through their property. This project does not change existing conditions. Vice Chair Cary asked if storm water goes onto the CRPUD's property. He said yes. Michael said the PUD is amenable to find a permanent solution to the drainage issues.

Neutral

Dahl, Suzie. Dahl said Leila Wilson is her mother. Wilson owns the property to the east and submitted a letter into the record requesting a fence along the shared property line. She said there is an issue with vagrancy and people camping on their property. She has worked with the City to give them access to remove the camps. Within the first two hours, the dump stoppers picked up a five gallon bucket of hypodermic needles. This is the reason for the fence. This helps protect the wetlands too. Her concern is that children from the development will wander onto their site, which can be unsafe because of the vagrants. Dahl also noted that the one person interested in her mom's property was a supermarket, which would make traffic even worse in this area.

Opposition

No one spoke in opposition.

Rebuttal

Michael, Elliot. Property Owner. Michael said they have had similar vagrancy issues. He thinks the more the area gets developed, the less it will be an issue. The wetland mitigation fence should be sufficient. He thinks the abutting property owner will have to build their own fence. Vice Chair Cary asked if the property would be sold, or if he would be a long-term owner. Michael said he would be selling it.

Paine, Eric. Applicant. Vice Chair Cary asked how trespassing would be managed on the wetlands. Paine said there will be between four to six staff on site at all times. They will have a safety and security plan and will be vigilant about calling law enforcement when there are issues.

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 Webster thinks the applicant should limit the building height to 35 feet, as was submitted into the record by the applicant. Commissioner Stenberg agreed. Vice Chair Cary

asked if a landlocked parcel has a right of access. Graichen said he was not sure. He knows of a legal procedure to allow access over other property when a parcel of land is landlocked, but he did not think it was automatic. Commissioner Stenberg said the legal terminology is an "easement of necessity." Graichen suggested that the applicant and property owner work directly with CRPUD, outside of this land use approval.

Vice Chair Cary's opinion is that there are never enough parking spaces in apartment complexes. Chair Hubbard noted it is only one percent of the required spaces and a significant portion of the property is encumbered with wetlands. He does not think it is an issue. The Commission decided to require that the applicant provide for three additional spaces than they proposed.

The Commission preferred requiring the shared outdoor wall on the townhomes to be six feet, instead of five, as Graichen recommended. Regarding the Comprehensive Plan policy, Commissioner Lawrence asked if the units along the railroad could be soundproofed. Chair Hubbard said soundproofing would not lower the decibels that much. Vice Chair Cary noted his concern about the amount of General Commercial lands getting developed into apartments by Conditional Use Permit, especially given the shortage of large, undeveloped commercial properties visible from Highway 30. He is not against the project, and the applicant did a good job designing it to be as quiet as possible by surrounding a courtyard by buildings.

Regarding the fence request, Chair Hubbard thinks that the abutting property owner needs to put up their own fence to keep the trespassers out. Vice Chair Cary agreed and thinks the wetland mitigation fence that the applicant already plans on installing is sufficient.

Motion: Upon Vice Chair Cary's motion and Commissioner Lawrence's second, the Planning Commission unanimously approved the Conditional Use Permit as written in the staff report with a maximum building height of 35 feet, allowing a parking deficiency of only three spaces, and a requirement for the shared outdoor dividing wall on the townhouses to be six feet instead of five feet. [Ayes: Vice Chair Cary, Commissioner Lawrence, Commissioner Stenberg, Commissioner Webster; Nays: None]

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

5) **Acceptance Agenda: Planning Administrator Site Design Review**

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

6) **Planning Director Decisions**

There were no comments.

7) Planning Department Activity Report

7.A Planning Department Report dated August 28, 2019

There were no comments.

8) For Your Information Items

Graichen said at the last City Council meeting, there was a concern about city annexation policy. He said they are currently only self-initiated, but that the City has the ability to require it. Councilor Carlson asked if we should be more proactive so that there are not islands of county property around city property. Graichen said it would take a lot of staff time and make residents upset if the City started trying to force annexations. The Commission agreed. Chair Hubbard suggested that when one neighbor wants to annex, maybe the City could approach abutting neighbors to do a larger annexation at one time.

Graichen updated the Commission on the progress of the St. Helens Middle School.

Councilor Carlson said she brought up architectural standards and street standards at the last City Council meeting. The Council was not in favor of developing architectural standards or adjusting street standards because of the additional burden on developers and staff. Chair Hubbard said a full design review for every building permit would be difficult and costly for developers. Graichen said if architectural standards are to be considered, the standards need to be clear and objective. For example, requiring windows on walls facing streets could be a simple standard.

9) Next Regular Meeting - October 8, 2019

10) Adjournment

There being no further business before the Planning Commission, the meeting was adjourned at 10:01 p.m.

Respectfully submitted,

*Jennifer Dimsho
Associate Planner*

City of St. Helens

Job Title: Assistant City Administrator
Department: Administration
FLSA Status: Exempt
Union: No
Created: October 16, 2019

GENERAL PURPOSE

Under the direction of the City Administrator, with principle emphasis serving as the City's Finance Director, coordinate the activities of Finance, Utility Billing, Municipal Court, IT, and Recreation Department and other duties assigned by the City Administrator. Manage the operational aspects of the City's financial management and reporting including cash, investment and debt management, financial analysis and revenue forecasting, business and utility fund rate modeling, financial planning, general ledger management, capital budgeting and cost accounting, grant accounting and budgeting, revenue coordination, internal control management, annual financial audit and preparation of the annual report, interim financial reports, non-operating budget management, liens and collections management.

SUPERVISION RECEIVED

Works under the general direction of the City Administrator.

SUPERVISION EXERCISED

Manages staff at the direction of the City Administrator. Must work effectively in a team-oriented, collaborative management style.

JOB DUTIES AND RESPONSIBILITIES

- Manages and supervises the Finance Division, Utility Billing, Municipal Court, IT, and Recreation Program; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.
- Finance:
 - Oversee operations of the Finance Division and staffing.
 - Establish procedures and standards to ensure efficient and accurate activities.
 - Ensure annual audit of City's financials.
 - Primary contact for City auditors and respond to questions or findings.
 - Manage and maintain the financial systems of the City.
 - In conjunction with the City Administrator, develop and present the City's Annual Budget to the budget committee.
 - Work with City Administrator, Departments and City Council to create a balanced budget.
 - Oversee the sale of City bonds and other financial obligations.
 - Oversees the implementation of the city financial management policies.
 - Provides financial advisory assistance to all city departments.
 - Provides financial analysis with strategic planning and visioning.
 - Manages financial forecasting for all funds, city fees, utility rates, and enterprise fund rate modeling to achieve long-term financial plans.
 - Design and evaluate capital improvement program funding for long term success.
 - Evaluates and recommends business practices and business plans for all city departments.
 - Represents the city's financial interests during collective bargaining agreements.
 - Acts as the City's financial liaison to other agencies conducting business with the City.

- Utility Billing:
 - Oversee operations of Utility Billing.
 - Establish procedures and standards to ensure efficient and accurate activities.
 - Reports on operations to City Council.
- Municipal Court:
 - Oversee operations of the Municipal Court.
 - Coordinate court activities and procedures along with the City Prosecutor and City Judge.
 - Establish procedures and standards to ensure efficient and accurate activities.
- IT:
 - Oversee operations of IT and staffing.
 - Manage and maintain the IT Replacement Schedule annual departmental charges.
 - Establish procedures and standards to ensure efficient and accurate activities.
- Recreation Program:
 - Oversee operations of the Recreation Department and staffing.
 - Manage and oversee Recreation activities.
 - Manage and oversee the Recreation Center and facility management of the property.
 - Establish procedures and standards to ensure efficient and accurate activities.
- Project Management:
 - Under direction of the City Administrator and City Council, complete special projects as directed along with staff in coordinating departments. Report to City Administrator and Council with updates and timeline expectations to completion.
- City Hall Front Office:
 - Oversee assigned City Hall personnel.
 - Establish procedures and standards to ensure efficient and accurate activities.
- City Culture, Engagement & Involvement:
 - Build and grow a positive City culture and environment that encourages all employees, departments, and citizens to become more involved in the City.
 - Engage employees and citizens to encourage community and employee involvement in activities.

PERIPHERAL DUTIES

- Resolves inquiries, complaints, problems, or emergencies affecting the availability or quality of city financial services. Responds to sensitive or complex inquiries or service complaints from city council, committees, the media and citizens.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience:

- Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be:
 - Bachelor's degree or post baccalaureate certificate in accounting, business administration or related field.
 - Three to five years of municipal finance experience including supervision and/or management in a municipal government as a Department Head or Operations Manager.

Necessary Knowledge, Skills and Abilities:

- Practices, principles and procedures of municipal accounting, auditing, budgeting and financial planning at the advanced level. Fiscal management including budget development, expenditure control and recordkeeping in mid to large size organizations.
- Management and supervisory principles, practices and methods.
- Laws, rules, and regulations applicable to assigned operations and generally accepted accounting principles.
- Generally Accepted Accounting Principles and understanding of internal controls at an advanced level.
- City services and the financing and accounting of those services including public safety, public works, utilities, community and economic development and internal support services.
- Ability to:
 - Plan, organize and oversee assigned work programs, including monitoring work schedules and evaluating the work of subordinates.
 - Develop work unit's goals and objectives consistent with the City's strategic planning documents.
 - Develop City financial goals and perform strategic planning.
 - Analyze and evaluate business operations and develop and implement corrective action to resolve problems.
 - Establish and maintain effective working relationships with City Council, staff, committees and customers.
 - Establish and maintain effective partnerships with external public and private organizations conducting business with the City.
 - Communicate effectively, both orally and in writing.
 - Develop and maintain a team oriented working environment.

PREFERRED QUALIFICATIONS

- Five to 10 years of progressive responsibility including supervision and/or management in municipal government as a Department or Operations Manager.

SPECIAL REQUIREMENTS

- A valid states driver's license.
- Must be bondable.

TOOLS AND EQUIPMENT USED

Phone, computer, calculator, copy machine, scanner, fax machine, windows based software, word, excel, access, Springbrook and City vehicle.

PHYSICAL DEMANDS

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

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

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

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

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 **Assistant City Administrator** 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
Consent Agenda for Approval

CITY COUNCIL MINUTES

Presented for approval on this 16th day of October, 2019 are the following Council minutes:

2019

- Work Session, Executive Session, and Regular Session Minutes dated September 4, 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

September 4, 2019

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
Matt Brown, Finance Director
Jacob Graichen, City Planner
Sue Nelson, Interim Public Works Director
Joe Hogue, Police Lieutenant
Rachael Barry, Government Affairs & Project Support Specialist
Malinda Duran, Police Support Specialist
Tina Curry, Event Coordinator

Others: Paula Sheely Tauni Osterman Melanie Graham
Christine Menges Patrick Birkle Les Watters
Ken Forcier & Canoe Supporters

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

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

- ♦ Malinda Duran. Invited the Council to participate in the Police Department Trunk-or-Treat. She is encouraging participation in the vehicle trunk-or-treat part. She asked if Council would be willing to offer a best decorated trunk award. Council was in concurrence. Malinda also asked them to choose a selection committee.

- ♦ Patrick Birkle. He complimented City staff:
 - Had a pleasant interaction with Code Enforcement Officer Marimar Moreno.
 - Kudos to Finance Director Matt Brown and Recreation Coordinator Shanna Duggan for their work with the Recreation Program.

He suggested that items discussed during a work session that need a motion be added to the next agenda and not voted on that same evening. His reasoning is to give the public more time to reflect on the information that the Council has received.

Council President Morten asked if that would include deliberations. Patrick said yes, it might. Morten would be willing to consider it but asked for a specific example. Patrick didn't have a specific example to offer. Councilor Locke commented that it already takes a long time for things to get done in government. He thinks the City could do a better job with educating the public.

- ◆ Les Watters. Referenced the email he sent to the Council.

Councilor Carlson informed him that they are working on it. Interim Public Works Director Nelson reported that they looked at it. The material dumped there was not anything the City took there or authorized to go there. However, they may place some more material up there. They will be discussing what they're going to do there over the next few months. Mayor Scholl clarified that they are discussing the fill at N. 2nd Street and N. River Street. City Planner Graichen added that the first meeting in June is when Council President Morten talked about creating a plan for that within 12 months. Councilor Locke added that he served on the Riverfront Commission about 20 years ago. The plan at that time was to create a street up there to give a second exit from the marina. Les said he would like the neighbors to know what the plan is today. He will be monitoring it.

3) **Discussion Topics**

3.A **Update on Flying Eagle Canoe's 2019 Voyage**

Ken Forcier was in attendance to update the Council. He showed a YouTube video at <https://youtu.be/gXhqjn3krMw>. He thanked the Council for the \$500 donation from the City. It was used during Eagle Fest. He hopes it can become a greater annual event to educate people on the travels of Lewis and Clark. The Flying Eagle is owned by the City but belongs to everyone. Water lock product was purchased for \$120, the trailer was painted; t-shirts, food, water, and other supplies were also purchased. They spent way more than \$500. There were comments about it looking like a campsite, which he explained was because someone had to stay there at all times. They would like to do more to make it a festival event for the City.

Mayor Scholl explained that the gate was not left open because it was not a planned event through the City. It was a planned event to restore the canoe. They care about the canoe. He asked if they could change their schedule to be in town when the Grand Ronde tribe arrives. Ken would love to be there for that and can adjust their schedule. It would help if they were on the agenda with the Tourism Director. The Flying Eagle travels and teaches.

Council President Morten pointed out the importance of tracking expenses when they request funds from the City. He asked Ken to let Willow Bill know that the City has plans for the canoe to be placed in a case on the Waterfront Property when it is developed.

Melanie Graham and Tauni Osterman spoke of the finances for the canoe. They know it needs to be approved before spending the money. They have seen the need to come forward and help. They bought a lot of the food, cooked it, delivered it, and served it. It was remarkable to feed people while they were being taught about the canoe. They have a letter from Willow Bill's doctor saying that he is well enough to go on the trip.

Discussion of the need to work and communicate better for next year's event.

3.B **Review Request from Shoestring Community Players**

A copy of the request is included in the archive meeting packet.

Council President Morten pointed out that the request does not give a breakdown of their budget. He'd like to see their budget, their mission, and their goals. He's a little uneasy with their lack of accountability. He knows they are prominent in our community and offer a wonderful cultural opportunity. But when they are asking for a budgetary item, they should present their budget. He doesn't know what would be the appropriate amount.

Councilor Carlson is concerned about the amount requested. There are a lot of nonprofits in our community who need help. There's not enough information for this large of a request. Where does this request fit in the City's mission? Council President Morten also does not know how time sensitive this is. Can this be delayed to get more information?

Mayor Scholl pointed out that they didn't ask the Band or Amani Center for their financial reports. They are a 501(c)(3) and comply with state audits. It appears unethical to ask them for their finances. Councilor Carlson pointed out that the Band asked for a sponsorship, not a blanket request for funds.

Councilor Topaz pointed out that they sell tickets as income. What are they contributing to their funds?

Patrick Birkle said he's been a 20+ year member of the Shoestring Players. A member of Shoestring Players does serve on the City's Budget Committee. He would like to see a process by which community members could come forward to request funds. Speaking as a citizen on how public money is being spent, they reference how much money is in their checking account but not their savings. He thinks that there should be more information submitted.

Mayor Scholl explained how they came up with the \$5,000 figure requested. He is in favor of the request. City Administrator Walsh explained that Shoestring Community Players has been a part of Spirit Halloweentown for several years. It was a very good fundraiser for them but they have opted not to do it this year. Tina Curry added that they will be doing some activities but have not shared those to include in the Spirit of Halloweentown agenda.

Ken Forcier expressed that he supports the arts. He suggested giving the money to the Arts & Cultural Commission to disseminate.

Discussion ensued. It was the consensus of the Council to leave this on the agenda and invite them back to present a plan for funding.

3.C Review Proposed Rates Increase for Waste Management Drop Box Services

City Administrator Walsh reviewed the proposed adjustment. It's an average cost of less than \$2/box increase. This is on tonight's agenda for approval.

3.D Planning Division Report - Jacob

City Planner Graichen reviewed the July and August reports. Copies are included in the archive meeting packet. Discussion ensued about the proposed subdivision adjacent to Columbia Commons.

3.E Review Community Development Administrative Assistant Job Description

City Administrator Walsh reviewed the job description. A copy is included in the archive meeting packet. No concerns from Council.

3.F Discussion Regarding City Hall Security - Matt

Finance Director Brown reviewed the status of safety concerns. Included in the packet is a list of short, medium, and long-term goals. Councilor Carlson likes the upgrades proposed.

Mayor Scholl expressed his disagreement with closing City Hall for long periods of time if staff needs to step away from the front counter. He was also opposed to not allowing Council to go directly to see staff without checking in at the front counter. Council President Morten agreed. We would like to visit staff as needed without checking in.

Councilor Topaz expressed that it seems they are building a hierarchy that is upside down. They are saying they don't trust the Council. It puts the leaders under the staff.

Mayor Scholl knows Council can get staff sidetracked on occasion. And then the employees aren't doing taxpayers justice because they are talking about their own selfish wants and needs. Council members should come to him and Morten if they have issues with Administration or Public Works; go to Locke if they have issues with Police; go to Carlson if they have issues with Planning; and Topaz with issues about the Library. Councilor Topaz assumes they are all smart enough to do that. The fact that you're changing the hierarchy from bottom to top has long-term problems. A privilege of being boss is being able to bother people. Council President Morten argued that individually they are not the boss. They are the boss as a group. Taking it on as an individual goes outside of the Charter.

Mayor Scholl requested staff to add discussion to a future agenda to review a new policy that includes Council roles and responsibilities.

Brown continued reviewing the safety report. Discussion ensued about increasing safety in the Council Chambers as well.

3.G Assignment of Voting Delegate & Alternate for LOC Conference

Mayor Scholl was selected as the delegate and Council President Morten as the alternate.

4) Department Reports

Lieutenant Hogue reported...

- Nothing to report.

Interim Public Works Director Nelson reported...

- Tonight's agenda includes:
 - An IGA with the Columbia County Homeland Security Emergency Management Commission. It's a continuation of the existing agreement between jurisdictions in the County.
 - The Managing Oregon Resources Efficiently IGA, which includes many Oregon agencies. It allows jurisdictions to share resources, materials, and equipment.
 - An easement request from PGE on the St. Helens Industrial Park site. Council President Morten requested adding a sunset date in 20 years to review the status of the easement. After discussion, it was decided to remove the easement from the agenda and have PGE amend it to include future review.

Finance Director Brown reported...

- The Recreation Guide has been published and is available on the website.
- The Recreation Program is going to take over the St. Helens Youth Basketball program.
- Bings property has been settled. They received a check and have done the paperwork to take the liens off the property.
- AV upgrades to improve the mics began last week. They will return next week to complete the upgrades.

City Recorder Payne reported...

- The Employee BBQ/Potluck is on September 15.
- She and Lisa will be at the Oregon Association of Municipal Records (OAMR) Conference during the next Council meeting. Communications Officer Farnsworth will be covering. Payne will be installed as President of OAMR during the Conference.

Event Coordinator Curry reported...

- 13 Nights on the River ended. It was a really positive season.
- Jane Garcia had their grand opening.
- Spirit of Halloweentown
 - Working with Public Works Supervisor Elder on scheduling setup.
 - Fan club is live and online for membership.
 - Opening the Explore Local app, which is a beautiful sophisticated application that is free for people to download. It helps you find dining and shopping.
 - Half sold out on sponsor spots on the map.
 - Marrying the tourism map with the haunted map.
 - The gift shop is officially open within Cuts+.
 - Will be renting the top of the masonic building for the alien installation.

Councilor Carlson asked about the status of the Scarecrow contest. Curry responded that she does not handle that. There are people who want to take it over.

City Administrator Walsh introduced new Government Affairs & Project Specialist Rachael Barry. She has vast experience in state and local government, formerly in Brad Witt's office. Her goal is to help move projects that are stuck, work on the Waterfront barriers, and help move St. Helens forward.

Government Affairs & Project Specialist Rachael Barry reported...

- She's happy to be here to do service in the City she lives in. She is a resource to all of the Council.

City Administrator Walsh reported...

- Had a nice tour with Congresswoman Suzanne Bonamici this morning. Showed her the BUILD grant around the Waterfront Property.
- Working on the side wall by the Jane Garcia office. They are receptive to a City/County partnership and creating a public space.
- They have a concept for banners. The highway banners would be refreshed. The broken ones would be removed. A new themed approach would be given to Columbia Blvd. and St. Helens Street. In the past, the PUD has changed the banners. This year, they've been busy and unable to do it so gave permission to the City to change the ones on Columbia Blvd. and St. Helens Street.
- The Barbara Bullis Golf Tournament is approaching. Council President Morten mentioned that Parks & Trails Commissioner Chair Jerry Belcher, Councilor Locke, Walsh, and himself will be participating. Consensus of Council to pay the \$300 entry fee. It is a donation to the Food Bank. Walsh may need to substitute his position.

5) **Council Reports**

Councilor Topaz reported...

- Nothing to report.

Councilor Carlson reported...

- Youth Council is interested in serving rather than creating events. Some of the upcoming events they plan to participate in are Police Department Trunk-or-Treat, Donut Day, and Christmas Ships.
- Youth Council expressed concerns about the proliferation of vaping amongst young people. They would like to see the marijuana money used for education.
- See a lot of art in our community and neighboring communities. She would like to talk with the Arts & Cultural Commission about having a mural done every three or five years. Local artists would love to be involved in it.
- She interacted with five different flaggers at construction sites today. The only one who interacted with her and smiled at her were our Public Works crews doing drainage work on Vernonia Road.
- Next week is National Direct Support Professionals week. That is the job she does when she's not here. People don't do the job for the money, they do it to help the vulnerable people in our society.

Councilor Locke reported..

- Attended the State Fair and ran into Patrick Lamb. He was very glad to come back to St. Helens this year.

Mayor Scholl reported...

- Attended the Keller Williams grand opening. They did a fabulous job remodeling the building.
- Had a nice visit with Bonamici today. She was impressed with the scope of work for the Waterfront Property today.
- Received an ethics complaint from Councilor Topaz for their meeting at Maul Foster. They have done nothing wrong. Topaz failed to name himself in the complaint but was in attendance. He asked Topaz if he attended that meeting. Councilor Topaz responded that he will not answer based on advice from his attorney. Scholl proclaimed that he is happy to answer any questions and does not have anything to hide. If you're out there in the community, anybody can accuse you of anything and smear you on social media without the fact finding behind it. It's wrong and what was done here.

Council President Morten reported...

- Nothing to report.

6) **Other Business**

7) **Adjourn** – 3:50 p.m.

Executive Session

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor

City of St. Helens

CITY COUNCIL

Executive Session Summary

September 4, 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
Matt Brown, Finance Director
Sue Nelson, Interim Public Works Director
Rachael Barry, Government Affairs and Project Support Specialist

Others: Christine Henges, The Chronicle



At 4:00 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 5:07 p.m.



ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor

City of St. Helens City Council

Regular Session Minutes

September 4, 2019

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
Lisa Scholl, Deputy City Recorder
Matt Brown, Finance Director
Sue Nelson, Interim Public Works Director
Joe Hogue, Police Lieutenant
Tina Curry, Event Coordinator

Others: F. Brandon
Adam

- 1) **7:00 P.M. - Call Regular Session to Order**
- 2) **Pledge of Allegiance**
- 3) **Visitor Comments - Limited to five (5) minutes per speaker**
No visitor comments.

4) **Resolutions**

- 4.a Resolution No. 1863: A Resolution Establishing Drop Box Rates and Superseding Resolution No. 1828

Mayor Scholl read Resolution No. 1863 by title. **Motion:** Upon Carlson's motion and Topaz's second, the Council unanimously adopted Resolution No. 1863. [AYES: Scholl, Carlson, Locke, Morten, Topaz; Nays: None]

5) **Award Bid/Contract**

- 5.a Painting Contract for the Wastewater Treatment Plant to Carolyn Jenkins
Painting in the Amount of \$14,000

Interim Public Works Director Nelson explained the need for the painting. A copy of the request is included in the archive meeting packet.

Motion: Upon Carlson's motion and Locke's second, the Council unanimously approved '5a' above. [AYES: Scholl, Carlson, Locke, Morten, Topaz; Nays: None]

6) Approve and/or Authorize for Signature

- 6.a Managing Oregon Resources Efficiently (MORE) Intergovernmental Agreement with Oregon Public Entities for Exchange of Resources and Services
- 6.b Second Amended and Restated Intergovernmental Agreement with Columbia County for Homeland Security and Emergency Management Services
- 6.c Contract Payments

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

7) Consent Agenda for Approval

- 7.a Work Session, Executive Session and Regular Session Council Minutes dated August 7, 2019
- 7.b Community Development Administrative Assistant Job Description
- 7.c Accounts Payable Bill Lists

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

8) Mayor Scholl Reports

- Met with Congresswoman Suzanne Bonamici today. They visited the Waterfront property and reviewed the BUILD grant application. Bonamici is excited about the opportunity.
- Asked Nelson about the status of Kittleson drawing plans for the St. Helens Street and S. 1st Street intersection. Nelson responded that they are not drawing plans. She returned the draft scope of work to Kittleson on Friday. It didn't quite describe all the elements they were looking for. She hopes to have it at the next meeting.
- Moving forward with the sidewalks on N. Vernonia Road. Discussion ensued about trees in the area. Some will be left but some will need to come out.
- The Gable Road project is behind schedule. Nelson added that they ran into problems with rock. They're making good process. The County is the lead agency.
- There is a lot happening with Planning in the City; new businesses, residential building, etc.
- Welcome back to school, kids.
- Last day for Chinook fishing is tomorrow.
- Shared a story about Sand Island. A gentleman who has lived here over 50 years was able to visit the Island for the first time this weekend because of the free shuttle.

9) Council Member Reports

Council President Morten reported...

- Happy to see we'll have sidewalks on both sides of N. Vernonia Road. Nelson added the mid-block crossing that will be installed as well to access the park.
- Gable Road is very exciting. He has been stirring the pot about Gable Road and safe passages since he's been on the Council. Nelson said the City and County have both been applying for grants to conduct the project.
- Working on defining "Friends of Parks" groups in the Parks and Trails Commission. Staff created an informational flyer based on feedback.
- Visited Sand Island this past weekend. The only negative feedback he received was the need for water on the Island. Brad Hendrickson is working on that and solar power. There is no charge for getting to the Island. Scholl asked if the shuttle is seasonal. Morten asked about that and sounds like they'll play it by ear. They'll watch what the

weather does. Topaz added that he spoke to Brad as well. Brad said that a lot of the same people have returned or heard via word of mouth.

- Talked to Parks staff to see how things were going. They had a concern about a person planting flowers in the tree planters. They are soaking up water and now the trees aren't doing well. He thought it was volunteers but it's being done by a person who is charging businesses. That's City property and they shouldn't be doing that. Carlson said they should be able to find out who's doing it from an adjacent business. The movie theater and title company are likely some of their customers. They are just flower pots and not the tree planters.

Councilor Topaz reported...

- The Sand Island conversations have been great.

Councilor Carlson...

- This Friday is the first football game. The band will be performing. Wear all white.
- Thursday is the JV football game.

Councilor Locke reported...

- No reflection on Nelson, but he would like to make the Public Works Director position permanent. He hopes she will apply for it.

Motion: Locke moved to direct staff to open the position for Public Works Director.

Discussion. Councilor Carlson compared it to the Police Chief position and it being due process. She wants to see it as a public process, and wants the position to be permanent and not temporary.

Council President Morten said he and Mayor Scholl, who oversee Public Works, made a verbal agreement for Nelson to take over as Interim Public Works Director for a period of six months. He would like to wait for that timeline to pass. Mayor Scholl would like to give her time to complete the projects list and evaluate her.

Councilor Locke withdrew his motion and wait for the six months to be up. Council President Morten requested he wait until the first of the year.

Discussion ensued. Councilor Carlson expressed that she has not seen the projects lists or goals. Council President Morten pointed out that project lists are included in Nelson's reports. Mayor Scholl confirmed that they haven't chosen projects to evaluate her on. Mayor Scholl would like to hold a retreat to talk about projects as well as Council disciplinary action. They need to make sure the funding is available before selecting projects. Nelson mentioned that needs and projects were selected in the budget process.

Councilor Topaz said that other qualified people need the opportunity to show they are qualified. He has not seen the job description. Walsh responded that every position has a job description.

Discussion of when to hold a Council retreat. Consensus for Wednesday, October 9, at 3:30 p.m.

10) **Department Reports**

Lieutenant Hogue report...

- Nothing to report.

Interim Public Works Director Nelson reported...

- A nursery on Sauvie Island donated native plants to the Friends of Nob Hill Nature Park.

Finance Director Brown reported...

- Nothing to report.

Deputy City Recorder Scholl reported...

- There is something wrong with the video recording. Only audio is broadcasting. The video is black. It should be fixed next week.

City Administrator Walsh reported...

- Spoke with Brad Hendrickson at the Marina. He is happy to come to City Council with a report of Sand Island. There has been positive feedback from boaters. The Island is clean.
- Congresswoman Bonamici talked about the good things happening in the community. There is a diversity of housing, community development, economic development, the Recreation Program, etc. It was a nice visit.

11) **Other Business**

12) **Adjourn** – 7:38 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor

City of St. Helens
Consent Agenda for Approval

OLCC LICENSES

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

2019 NEW

A copy of the OLCC application documents submitted for the business listed below was emailed to the Police Department for review. No adverse response was received.

<u>Business Name</u>	<u>Applicant Name</u>	<u>Location</u>	<u>Purpose</u>
• Roy Thai	Roy Thai LLC	295 Strand Street	Adding Partners

Accounts Payable

To Be Paid Proof List

User: jenniferj
 Printed: 09/26/2019 - 11:04AM
 Batch: 00015.09.2019 - AP 9.26.19 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									
1171715	9/23/2019	626.40	0.00	09/26/2019				False	0
703-734-051001	Regular Wages			JIM FOULKE					
	1171715 Total:	626.40							
	CARDINAL SERVICES, I	626.40							
CENTERLOGIC, INC.									
011595									
54661	9/17/2019	1,092.50	0.00	09/26/2019				False	0
702-000-052019	Professional Services			IT SUPPORT					
	54661 Total:	1,092.50							
	CENTERLOGIC, INC. To	1,092.50							
CENTRAL CITY CONCERN									
006279									
JULY 2019	7/31/2019	155.00	0.00	09/26/2019				False	0
100-705-052019	Professional Services			GREG GARNER DETOXIFICATION					
	JULY 2019 Total:	155.00							
	CENTRAL CITY CONCE	155.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
CENTURY LINK									
034002									
09172019	9/17/2019	40.71	0.00	09/26/2019				False	0
702-000-052010 Telephone				369B PW					
09172019	9/17/2019	20.00	0.00	09/26/2019				False	0
603-736-052010 Telephone				025B WWTP					
09172019	9/17/2019	21.71	0.00	09/26/2019				False	0
603-737-052010 Telephone				025B WWTP					
	09172019 Total:	82.42							
	CENTURY LINK Total:	82.42							
CENTURYLINK, BUSINESS SERVICES									
45215									
1476423711	9/11/2019	208.16	0.00	09/26/2019				False	0
702-000-052010 Telephone				88035002					
	1476423711 Total:	208.16							
	CENTURYLINK, BUSINE	208.16							
COLUMBIA COUNTY TITLE & ESCROW SERVICES, INC									
007699									
09242019	9/24/2019	1,800.00	0.00	09/26/2019				False	0
704-000-053024 Capital Outlay - PD Station				LOT BOOK REPORT					
	09242019 Total:	1,800.00							
	COLUMBIA COUNTY TI	1,800.00							
COLUMBIA NW HEATING INC									
008265									
12764854	9/23/2019	139.95	0.00	09/26/2019				False	0
704-000-053025 Capital Outlay - Sr Center				SENIOR CENTER - COMMERCIAL DIAGNOSTIC CHA					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
12764854 Total:		139.95							
COLUMBIA NW HEATIN		139.95							
COMCAST COMCAST 09122019 702-000-052003 Utilities	9/12/2019	155.36	0.00	09/26/2019 3238				False	0
09122019 Total:		155.36							
COMCAST Total:		155.36							
E2C CORPORATION E2C 4356 201-000-052058 Events - Holloween	9/21/2019	28,750.00	0.00	09/26/2019 ENTERTAINMENT / RENT				False	0
4356 Total:		28,750.00							
4357 201-000-052019 Professional Services	9/21/2019	10,000.00	0.00	09/26/2019 TINA CURRY CONSULTING MARKETING MONTHLY				False	0
4357 Total:		10,000.00							
E2C CORPORATION Tota		38,750.00							
EASYPERMIT POSTAGE 025602 09112019 100-707-052009 Postage	9/11/2019	500.00	0.00	09/26/2019 8000909004089251 POSTAGE REFILL				False	0
09112019 Total:		500.00							
EASYPERMIT POSTAGE		500.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
FIX, VERINA M 9531									
0002951	9/24/2019	300.00	0.00	09/26/2019				False	0
100-000-020200 Bail Deposit				BOND TRANSFER VERINA FIX					
0002951 Total:		300.00							
FIX, VERINA M Total:		300.00							
FLINN, STEPHEN ATTORNEY AT LAW 854114									
09202019	9/20/2019	1,500.00	0.00	09/26/2019				False	0
100-704-052019 Professional Services				KRENKE LARA CALIFF REVESZ RUSHING EVENS PC					
09202019 Total:		1,500.00							
FLINN, STEPHEN ATTOR		1,500.00							
GREENWAY, BRIAN GREE									
09242019	9/24/2019	530.00	0.00	09/26/2019				False	0
100-705-052024 Miscellaneous				REIMB RING REPLACEMENT B. GREENWAY					
09242019 Total:		530.00							
GREENWAY, BRIAN Tota		530.00							
INGRAM LIBRARY SERVICES, INC. 016240									
41932172	9/13/2019	3.47	0.00	09/26/2019				False	0
100-706-052033 Printed Materials				BOOKS 20C7921					
41932172 Total:		3.47							
41932173	9/13/2019	13.16	0.00	09/26/2019				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				
41932173 Total:		13.16							
41932174	9/13/2019	603.68	0.00	09/26/2019				False	0
100-706-052033 Printed Materials				BOOKS 20C7921					
41932174 Total:		603.68							
INGRAM LIBRARY SERV		620.31							
L.N. CURTIS AND SONS									
854111									
INV316726	9/11/2019	65.00	0.00	09/26/2019				False	0
100-705-052002 Personnel Uniforms Equipment				STONE FLEX TACK PANTS					
INV316726 Total:		65.00							
INV317219	9/12/2019	325.00	0.00	09/26/2019				False	0
100-705-052002 Personnel Uniforms Equipment				SERGEANT CHEVRON / SAHMARK SILVER ON BLUE					
INV317219 Total:		325.00							
L.N. CURTIS AND SONS		390.00							
LEAGUE OF OREGON CITIES									
018100									
7,053	9/6/2019	550.00	0.00	09/26/2019				False	0
100-702-052018 Professional Development				LOC 94TH ANNUAL CONF / REMBER REG KATHY PA					
7,053 Total:		550.00							
LEAGUE OF OREGON C		550.00							
LIBRARY IDEAS, LLC									
018424									
70047	9/30/2019	4,020.00	0.00	09/26/2019				False	0
100-706-052032 Digital Resources				FREEGAL MUSIC AND STREAMING SUBSCRIPTION					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
70047 Total:		4,020.00							
LIBRARY IDEAS, LLC To		4,020.00							
LUCY HEIL ATTORNEY AT LAW									
9585									
09232019	9/23/2019	1,775.00	0.00	09/26/2019				False	0
100-704-052019 Professional Services				STEWART EVERSOLE COOK BURCH YOUNGER HEN					
09232019 Total:		1,775.00							
LUCY HEIL ATTORNEY		1,775.00							
MIDWEST TAPE									
020427									
97949710	9/19/2019	104.98	0.00	09/26/2019				False	0
100-706-052034 Visual Materials				ADB					
97949710 Total:		104.98							
MIDWEST TAPE Total:		104.98							
NELSON, SUSAN									
020935									
09102019	9/10/2019	62.13	0.00	09/26/2019				False	0
703-733-052018 Professional Development				MEALS REIMB (3) NAT PUBLIC WORKS ASSOC CONI					
09102019 Total:		62.13							
NELSON, SUSAN Total:		62.13							
PEAK ELECTRIC GROUP, LLC									
PEAK.ELE									
190587	9/23/2019	602.50	0.00	09/26/2019				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
100-708-052019 Professional Services				ELECTRIC WORK PARKS MCCORMICK					
190587 Total:		602.50							
PEAK ELECTRIC GROU		602.50							
PETERSON TRUCKS INC									
019599									
328995P	9/13/2019	315.82	0.00	09/26/2019				False	0
701-000-052001 Operating Supplies				FILTER KIT FUEL FILTER ELEMEN FILTER PAC					
328995P Total:		315.82							
PETERSON TRUCKS INC		315.82							
ROCHE, ALLAN J.									
98531									
0002950	9/19/2019	65.00	0.00	09/26/2019				False	0
100-000-036002 Fines - Court				OVERAGE REFUND ALLAN ROCHE					
0002950 Total:		65.00							
ROCHE, ALLAN J. Total:		65.00							
THE LAW OFFICE OF JOSEPH D ROOT									
47741									
1156	9/23/2019	200.00	0.00	09/26/2019				False	0
100-704-052019 Professional Services				SHANE DAVIS					
1156 Total:		200.00							
1157	9/23/2019	200.00	0.00	09/26/2019				False	0
100-704-052019 Professional Services				ANTHONY BARKER					
1157 Total:		200.00							
1158	9/23/2019	200.00	0.00	09/26/2019				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
100-704-052019 Professional Services				RODNEY BBRODALA					
1158 Total:		200.00							
1159	9/23/2019	200.00	0.00	09/26/2019				False	0
100-704-052019 Professional Services				JASON CAVE					
1159 Total:		200.00							
THE LAW OFFICE OF JO		800.00							
TIAA COMMERCIAL FINANCE INC 03521									
6551424	9/21/2019	150.00	0.00	09/26/2019				False	0
100-715-052021 Equipment Maintenance				CONTRACT PAYMENT 41452028					
6551424 Total:		150.00							
TIAA COMMERCIAL FIN		150.00							
U.S. BANK EQUIPMENT FINANCE 033955									
394976724	9/13/2019	150.00	0.00	09/26/2019				False	0
100-715-052021 Equipment Maintenance				CONTRACT PAYMENT					
394976724 Total:		150.00							
U.S. BANK EQUIPMENT		150.00							
WALSH, JOHN 035390									
09202019	9/20/2019	644.96	0.00	09/26/2019				False	0
100-701-052018 Professional Development				MILEAGE REIMB. J. WALSH 6/27-9/28					
09202019 Total:		644.96							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
WALSH, JOHN Total:		644.96							
WROBLESWSKI, LACEY									
4877									
09252019	9/25/2019	460.00	0.00	09/26/2019				False	0
100-709-052019 Professional Services				SUMMER SERIES OF HIIT CLASSES					
09252019 Total:		460.00							
WROBLESWSKI, LACEY		460.00							
Report Total:		56,550.49							

Accounts Payable

To Be Paid Proof List

User: jenniferj
 Printed: 10/03/2019 - 2:36PM
 Batch: 00001.10.2019 - AP 10.03.19 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									
08312019	8/31/2019	1.90	0.00	10/03/2019				False	0
205-000-052001 Operating Supplies				60179 MATERIALS					
08312019 Total:		1.90							
083120192	8/31/2019	55.68	0.00	10/03/2019				False	0
601-731-052001 Operating Supplies				60180 MATERIALS					
083120192	8/31/2019	86.21	0.00	10/03/2019				False	0
603-736-052001 Operating Supplies				60180 MATERIALS					
083120192	8/31/2019	33.98	0.00	10/03/2019				False	0
603-737-052001 Operating Supplies				60180 MATERIALS					
083120192	8/31/2019	21.48	0.00	10/03/2019				False	0
603-737-052001 Operating Supplies				60180 MATERIALS					
083120192	8/31/2019	27.98	0.00	10/03/2019				False	0
601-731-052001 Operating Supplies				60180 MATERIALS					
083120192	8/31/2019	72.74	0.00	10/03/2019				False	0
603-736-052001 Operating Supplies				60180 MATERIALS					
083120192 Total:		298.07							
ACE HARDWARE Total:		299.97							
ALEXIN ANALYTICAL LABS, INC.									
001650									
37664	9/25/2019	1,294.00	0.00	10/03/2019				False	0
601-731-052064 Lab Testing				TESTING					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
37664 Total:		1,294.00							
ALEXIN ANALYTICAL L		1,294.00							
AMERICAN EXTERMINATION									
AMERICAN									
142334	9/27/2019	116.00	0.00	10/03/2019				False	0
100-715-052023 Facility Maintenance				SR. CENTER PEST CONTROL					
142334 Total:		116.00							
AMERICAN EXTERMIN		116.00							
BOISE WIITE PAPER LLC									
003720									
09152019	9/15/2019	12,500.00	0.00	10/03/2019				False	0
202-722-055001 Principal				OCTOBER 2019 NOTE PAYMENT					
09152019 Total:		12,500.00							
BOISE WIITE PAPER LL		12,500.00							
BULLARD LAW									
004880									
40383	9/23/2019	5,418.00	0.00	10/03/2019				False	0
100-701-052019 Professional Services				GENERAL LEGAL SERVICES AFSCME					
40383 Total:		5,418.00							
BULLARD LAW Total:		5,418.00							
C.R. CONTRACTING									
005222									
580	9/17/2019	72,907.75	0.00	10/03/2019				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
205-000-053001 Capital Outlay				PROJECT R-691 CRACK SEALING PROJECT					
580 Total:		72,907.75							
C.R. CONTRACTING Tot		72,907.75							
CASCADE CONCRETE PRODUCTS,INC.									
005925									
75236	8/29/2019	1,434.00	0.00	10/03/2019				False	0
605-000-052001 Operating Supplies				TYPE 1 BASE CATCH BASIN BLUELINE BAG					
75236 Total:		1,434.00							
CASCADE CONCRETE P		1,434.00							
CENTURY LINK- ACCESS BILLING									
034004									
3263X201S19257	9/14/2019	72.22	0.00	10/03/2019				False	0
702-000-052010 Telephone				01S3					
3263X201S19257 Total:		72.22							
3263X204S19254	9/14/2019	82.22	0.00	10/03/2019				False	0
702-000-052010 Telephone				04S3					
3263X204S19254 Total:		82.22							
CENTURY LINK- ACCES		154.44							
CLOUD RECORDS MANAGEMENT SOLUTION, CHAVES									
006630									
190667	10/1/2019	296.16	0.00	10/03/2019				False	0
100-702-052019 Professional Services				MONTHLY USER FEE					
190667 Total:		296.16							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
	CLOUD RECORDS MAN	296.16							
CODE PUBLISHING, INC.									
007162									
64726	9/16/2019	877.50	0.00	10/03/2019				False	0
100-702-052019 Professional Services				MUICIPAL CODE WEB UPDATE					
64726 Total:		877.50							
CODE PUBLISHING, INC		877.50							
COLUMBIA AUDIO SPEC.. INC.									
007300									
09192019	9/19/2019	768.00	0.00	10/03/2019				False	0
701-000-052001 Operating Supplies				MOBILE RADIO NEW ANTENNA					
09192019 Total:		768.00							
COLUMBIA AUDIO SPEC		768.00							
COLUMBIA CO. DEPT. OF COMM. JUSTICE									
007581									
20198CSH	9/12/2019	750.00	0.00	10/03/2019				False	0
703-734-052019 Professional Services				WORK CREW					
20198CSH Total:		750.00							
COLUMBIA CO. DEPT. O		750.00							
COLUMBIA COUNTY CLERK									
0075112									
10032019	10/3/2019	101.00	0.00	10/03/2019				False	0
100-710-052011 Public Information				RECORDING FEE PUBIC SEWER EASEMENT					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
	10032019 Total:	101.00							
	COLUMBIA COUNTY CL	101.00							
COMCAST									
COMCAST									
090902019	9/9/2019	60.00	0.00	10/03/2019				False	0
603-736-052003 Utilities				0082					
090902019	9/9/2019	64.90	0.00	10/03/2019				False	0
603-737-052003 Utilities				0082					
	090902019 Total:	124.90							
09142019	9/14/2019	95.41	0.00	10/03/2019				False	0
702-000-052003 Utilities				9228					
	09142019 Total:	95.41							
09212019	9/21/2019	1,052.22	0.00	10/03/2019				False	0
702-000-052003 Utilities				4669					
	09212019 Total:	1,052.22							
	COMCAST Total:	1,272.53							
DAVID EVANS & ASSOCIATES INC									
011550									
451495	9/17/2019	335.84	0.00	10/03/2019				False	0
205-000-053019 North Vernonia Improvements				N VERNONIA RD SIDEWALKS					
	451495 Total:	335.84							
	DAVID EVANS & ASSOC	335.84							
ENDRESS + HAUSER, INC									
011230									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
6002086403	8/27/2019	3,949.65	0.00	10/03/2019				False	0
603-736-052001 Operating Supplies				MATERIALS					
6002086403 Total:		3,949.65							
ENDRESS + HAUSER, IN		3,949.65							
ERSKINE LAW PRACTICE LLC									
011522									
10012019	10/1/2019	4,095.00	0.00	10/03/2019				False	0
100-704-052019 Professional Services				9/16-9/30					
10012019 Total:		4,095.00							
ERSKINE LAW PRACTIC		4,095.00							
FLINN, STEPHEN ATTORNEY AT LAW									
854114									
10022019	10/2/2019	600.00	0.00	10/03/2019				False	0
100-704-052019 Professional Services				LUCEI PETERSON WHITE					
10022019 Total:		600.00							
FLINN, STEPHEN ATTOR		600.00							
GENERAL EQUIPMENT COMPANY									
013285									
70280	8/13/2019	175.82	0.00	10/03/2019				False	0
701-000-052001 Operating Supplies				3 O RING 3 WAY BALL					
70280 Total:		175.82							
GENERAL EQUIPMENT		175.82							

HACH COMPANY

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
014200									
11631747	9/11/2019	33.78	0.00	10/03/2019				False	0
601-732-052001 Operating Supplies				SULFURIC ACID					
11631747 Total:		33.78							
HACH COMPANY Total:		33.78							
HAMER ELECTRIC, INC.									
014475									
42534	9/14/2019	396.86	0.00	10/03/2019				False	0
603-736-052001 Operating Supplies				WWTP MAINT					
42534	9/14/2019	396.87	0.00	10/03/2019				False	0
603-737-052001 Operating Supplies				WWTP MAINT					
42534 Total:		793.73							
HAMER ELECTRIC, INC		793.73							
INFLOW COMMUNICATIONS, INC									
016255									
13227	9/27/2019	2,798.00	0.00	10/03/2019				False	0
702-000-052010 Telephone				5 YEAR GOLD SUPPORT					
13227 Total:		2,798.00							
INFLOW COMMUNICAT		2,798.00							
KINNEAR SPECIALTIES INC.									
017537									
5027649	9/12/2019	118.83	0.00	10/03/2019				False	0
701-000-052001 Operating Supplies				HOSE ASSEMBLY					
5027649 Total:		118.83							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
	KINNEAR SPECIALTIES	118.83							
L.N. CURTIS AND SONS 854111									
INV279703	5/2/2019	343.95	0.00	10/03/2019				False	0
100-705-052002 Personnel Uniforms Equipment					UNIFORMS KOLTEN EDWARDS				
	INV279703 Total:	343.95							
	L.N. CURTIS AND SONS	343.95							
LAND DEVELOPMENT SERVICES, COLUMBIA COUNTY 007550									
AUGUST 2019	9/10/2019	712.50	0.00	10/03/2019				False	0
100-711-052019 Professional Services					INSPECTIONS 7/29-8/30				
	AUGUST 2019 Total:	712.50							
	LAND DEVELOPMENT S	712.50							
LAWRENCE OIL CO. 018030									
019001-1925801	9/15/2019	721.59	0.00	10/03/2019				False	0
703-734-052022 Fuel / Oil					247748				
019001-1925801	9/15/2019	22.53	0.00	10/03/2019				False	0
100-715-052022 Fuel/Oil					247749				
019001-1925801	9/15/2019	70.45	0.00	10/03/2019				False	0
703-734-052022 Fuel / Oil					247750				
019001-1925801	9/15/2019	27.48	0.00	10/03/2019				False	0
703-734-052022 Fuel / Oil					247751				
019001-1925801	9/15/2019	26.16	0.00	10/03/2019				False	0
601-732-052022 Fuel / Oil					247752				
	019001-1925801 Total:	868.21							
019001-1927301	9/30/2019	941.05	0.00	10/03/2019				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
703-734-052022 Fuel / Oil				247748					
019001-1927301	9/30/2019	36.61	0.00	10/03/2019				False	0
100-715-052022 Fuel/Oil				247749					
019001-1927301	9/30/2019	79.15	0.00	10/03/2019				False	0
703-734-052022 Fuel / Oil				247750					
019001-1927301	9/30/2019	134.22	0.00	10/03/2019				False	0
601-732-052022 Fuel / Oil				247752					
019001-1927301 Total:		1,191.03							
LAWRENCE OIL CO. Tot		2,059.24							
LOWER COLUMBIA ENGINEERING									
019150									
5731	9/10/2019	26,800.00	0.00	10/03/2019				False	0
202-721-052096 CDBG Grant Expenses				ENGINEEING SERVICES FOR COL PAC FOOD BANK					
5731 Total:		26,800.00							
LOWER COLUMBIA ENG		26,800.00							
MALLORY SAFETY AND SUPPLY LLC									
019378									
4717193	9/27/2019	192.78	0.00	10/03/2019				False	0
100-705-052001 Operating Supplies				GLOVE DISPOSABLE NITRILE					
4717193 Total:		192.78							
MALLORY SAFETY AND		192.78							
MASON, BRUCE, & GIRARD, INC.									
019413									
26214	9/18/2019	1,164.46	0.00	10/03/2019				False	0
202-724-052019 Professional Services				0100308 FOREST MANAGEMENT					
26214 Total:		1,164.46							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
MASON, BRUCE, & GIR		1,164.46							
MISSION COMMUNICATIONS, LLC MISS.COM									
1029051	5/7/2019	1,617.00	0.00	10/03/2019				False	0
603-737-052003 Utilities					SERVICE PACKAGE M850				
1029051	5/7/2019	8,856.00	0.00	10/03/2019				False	0
603-738-052003 Utilities					SERVICE PACKAGE M110				
1029051 Total:		10,473.00							
MISSION COMMUNICAT		10,473.00							
MORENO, MARIMAR 84518									
10032019	10/3/2019	41.53	0.00	10/03/2019				False	0
100-705-052018 Professional Development					TRAINING REIMB. MEALS M. MORENO				
10032019 Total:		41.53							
MORENO, MARIMAR To		41.53							
MORTEN, DOUGLAS 020688									
10032019	10/3/2019	346.28	0.00	10/03/2019				False	0
100-703-052018 Professional Development					LOC CONF BEND / MEALS / TRAVEL REIMB. D. MOR				
10032019 Total:		346.28							
MORTEN, DOUGLAS Tot		346.28							
NORTHWEST OCCUPATIONAL 021449									
008	10/2/2019	400.00	0.00	10/03/2019				False	0
203-705-052080 PD Reserve Officer Expense					MEDICAL SCREENDING EVAL YAO CHANG				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
008 Total:		400.00							
NORTHWEST OCCUPAT		400.00							
PEACEHEALTH MEDICAL GROUP OCC.HEALTH 025390									
03-076690	9/3/2019	135.00	0.00	10/03/2019				False	0
703-734-052019 Professional Services				DOT PHYSICAL EXAM J. BEEHLER					
03-076690 Total:		135.00							
PEACEHEALTH MEDICA		135.00							
PEAK ELECTRIC GROUP, LLC PEAK.ELE									
190567	8/29/2019	361.50	0.00	10/03/2019				False	0
100-715-052023 Facility Maintenance				CITY HALL ELECTRIC BURN SMELL IN LOBBY					
190567 Total:		361.50							
190579	8/28/2019	651.10	0.00	10/03/2019				False	0
100-715-052023 Facility Maintenance				SENIOR CENTER INSTALL 120 VOLT CIRCUIT					
190579 Total:		651.10							
190600	9/23/2019	1,523.75	0.00	10/03/2019				False	0
603-737-052001 Operating Supplies				INSTALLATION SEWER FLOW METER					
190600 Total:		1,523.75							
PEAK ELECTRIC GROU		2,536.35							
PETTY CASH- JAMIE EDWARDS 018757									
09262019	9/26/2019	30.00	0.00	10/03/2019				False	0
100-000-034001 Dockside Services				PETTY CASH -					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
09262019	9/26/2019	18.50	0.00	10/03/2019				False	0
703-733-052018 Professional Development				PETTY CASH -					
09262019	9/26/2019	25.00	0.00	10/03/2019				False	0
100-702-052018 Professional Development				PETTY CASH -					
09262019	9/26/2019	12.00	0.00	10/03/2019				False	0
703-733-052018 Professional Development				PETTY CASH -					
09262019 Total:		85.50							
PETTY CASH- JAMIE ED		85.50							
PITNEY BOWES									
025600									
1013945329	9/11/2019	324.76	0.00	10/03/2019				False	0
100-715-052021 Equipment Maintenance				STANDARD SLA EQUIPMENT SERVICE AGREEMENT					
1013945329 Total:		324.76							
PITNEY BOWES Total:		324.76							
PORTLAND GENERAL ELECTRIC									
025702									
09272019	9/27/2019	254.49	0.00	10/03/2019				False	0
100-709-052003 Utilities				0153585940					
09272019 Total:		254.49							
PORTLAND GENERAL E		254.49							
RUBENS LAWN SERVICE, JENNIFER MEABE									
028033									
0002631	9/29/2019	80.00	0.00	10/03/2019				False	0
100-705-052023 Facility Maintenance				SEPTEMBER LAWN SERVICE					
0002631 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							
SAN DIEGO POLICE EQUIPMENT CO. 029630									
639231	9/13/2019	1,344.00	0.00	10/03/2019				False	0
100-705-052001 Operating Supplies				FED AE40R1					
639231 Total:		1,344.00							
SAN DIEGO POLICE EQ		1,344.00							
SCAPPOOSE SAND & GRAVEL 030050									
T38661	9/16/2019	418.46	0.00	10/03/2019				False	0
201-000-052057 Events - Fireworks				FILL SAND					
T38661 Total:		418.46							
SCAPPOOSE SAND & GR		418.46							
SECURE PACIFIC CORPORATION 001384									
233822	10/1/2019	94.14	0.00	10/03/2019				False	0
703-734-052023 Facility Maintenance				MONITORING 10/1/19-12/31/19					
233822 Total:		94.14							
233823	10/1/2019	125.85	0.00	10/03/2019				False	0
100-706-052023 Facility Maintenance				MONITORING 10/1/19-12/31/19					
233823 Total:		125.85							
233824	10/1/2019	103.65	0.00	10/03/2019				False	0
100-708-052023 Facility Maintenance				MONITORING 10/1/19-12/31/19					
233824 Total:		103.65							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
233825	10/1/2019	94.35	0.00	10/03/2019				False	0
100-705-052023 Facility Maintenance				MONITORING 10/1/19-12/31/19					
233825 Total:		94.35							
233826	10/1/2019	47.10	0.00	10/03/2019				False	0
603-736-052023 Facility Maintenance				MONITORING 10/1/19-12/31/19					
233826	10/1/2019	47.10	0.00	10/03/2019				False	0
603-737-052023 Facility Maintenance				MONITORING 10/1/19-12/31/19					
233826 Total:		94.20							
233827	10/1/2019	157.20	0.00	10/03/2019				False	0
601-732-052023 Facility Maintenance				MONITORING 10/1/19-12/31/19					
233827 Total:		157.20							
SECURE PACIFIC CORP		669.39							
SECURETECH SYSTEMS INC									
03055									
2884	9/24/2019	1,618.50	0.00	10/03/2019				False	0
100-715-052023 Facility Maintenance				WAVE WALL RECHARGEABLE BATTERY					
2884 Total:		1,618.50							
SECURETECH SYSTEMS		1,618.50							
THE LAW OFFICE OF JOSEPH D ROOT									
47741									
1160	10/2/2019	125.00	0.00	10/03/2019				False	0
100-704-052019 Professional Services				JEREMY DELASCHMIT					
1160 Total:		125.00							
1161	10/2/2019	125.00	0.00	10/03/2019				False	0
100-704-052019 Professional Services				MARTINEZ ESTRADA					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
	1161 Total:	125.00							
1162	10/2/2019	200.00	0.00	10/03/2019				False	0
100-704-052019 Professional Services				MANDY MASON					
	1162 Total:	200.00							
	THE LAW OFFICE OF JO	450.00							
TRAVEL INFORMATION COUNCIL OR.TRAVE									
09152019	9/15/2019	255.00	0.00	10/03/2019				False	0
201-000-052011 Public Information				COLUMBIA VIEW AMPHITHEATER					
09152019	9/15/2019	255.00	0.00	10/03/2019				False	0
201-000-052011 Public Information				RIVERFRONT DISTRICT					
	09152019 Total:	510.00							
	TRAVEL INFORMATION	510.00							
TYLER TECHNOLOGIES INC 452112									
025-271650	9/11/2019	1,625.00	0.00	10/03/2019				False	0
702-000-052019 Professional Services				KASHIF RIAZ CONVERSION ANALYSIS					
	025-271650 Total:	1,625.00							
	TYLER TECHNOLOGIES	1,625.00							
U.S. BANK EQUIPMENT FINANCE 033955									
395292337	9/19/2019	99.00	0.00	10/03/2019				False	0
100-715-052021 Equipment Maintenance				CONTRACT PAYMENT					
	395292337 Total:	99.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
	U.S. BANK EQUIPMENT	99.00							
WATER SUPPLY LLC 035819									
09202019	9/20/2019	116.68	0.00	10/03/2019				False	0
601-000-037004	Miscellaneous - General			REIMBURSEMENT FOR HYDRANT METER RENAL					
	09202019 Total:	116.68							
	WATER SUPPLY LLC Tot	116.68							
WEX BANK 5112									
61406709	9/23/2019	3,528.13	0.00	10/03/2019				False	0
100-705-052022	Fuel / Oil			FUEL PURCHASES					
	61406709 Total:	3,528.13							
	WEX BANK Total:	3,528.13							
WHITNEY, NANCY WHITNEYN									
10022019	10/2/2019	20.00	0.00	10/03/2019				False	0
100-000-037004	Miscellaneous - General			REFUND PUBLIC REC REQUEST DEPOSIT					
	10022019 Total:	20.00							
	WHITNEY, NANCY Total	20.00							
	Report Total:	167,439.00							

Accounts Payable

To Be Paid Proof List

User: jenniferj

Printed: 10/04/2019 - 2:14PM

Batch: 00002.10.2019 - AP 10.04.19 FY 19-20



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
OREGON SECRETARY OF STATE									
022742									
10042019	10/4/2019	50.00	0.00	10/04/2019				False	0
100-715-052024	Miscellaneous				RENEW TRADEMARK FOR CITY LOGO				
	10042019 Total:	50.00							
	OREGON SECRETARY O	50.00							
	Report Total:	50.00							

Accounts Payable

To Be Paid Proof List

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 Printed: 10/10/2019 - 2:44PM
 Batch: 00003.10.2019 - AP 10.10.19 FY 19-20



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
<hr/>									
A+ ENGRAVING LLC									
45875									
1083	9/26/2019	13.00	0.00	10/10/2019				False	0
100-701-052024 Miscellaneous				NAME ADGE R. BARRY					
	1083 Total:	13.00							
	A+ ENGRAVING LLC To	13.00							
<hr/>									
ACCELA, INC. #774375									
000496									
INV-ACC48743	9/30/2019	604.00	0.00	10/10/2019				False	0
100-707-052020 Bank Service Fees				CIVICPAY TRANSACTION FEES					
	INV-ACC48743 Total:	604.00							
	ACCELA, INC. #774375 T	604.00							
<hr/>									
BARRY, RACHAEL									
84211									
09282019	9/28/2019	520.43	0.00	10/10/2019				False	0
100-701-052018 Professional Development				LOC ANNUAL CONFERENCE LODGING / TRANSPOR					
	09282019 Total:	520.43							
	BARRY, RACHAEL Total	520.43							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
CENTURY LINK 034002									
09252019	9/25/2019	346.12	0.00	10/10/2019				False	0
702-000-052010 Telephone				966B					
09252019 Total:		346.12							
CENTURY LINK Total:		346.12							
CINTAS CORPORATION 037620									
8404319555	9/27/2019	40.84	0.00	10/10/2019				False	0
100-708-052019 Professional Services				FIRST AID FILE CABINET SERVICE					
8404319555 Total:		40.84							
8404319556	9/27/2019	25.30	0.00	10/10/2019				False	0
100-715-052019 Professional Services				FIRST AID FILE CABINET SERVICE					
8404319556 Total:		25.30							
8404319557	9/27/2019	42.60	0.00	10/10/2019				False	0
703-734-052019 Professional Services				FIRST AID FILE CABINET SERVICE					
8404319557 Total:		42.60							
CINTAS CORPORATION		108.74							
CITY OF COLUMBIA CITY 007370									
09262019	9/26/2019	80.06	0.00	10/10/2019				False	0
601-732-052003 Utilities				001754-001					
09262019 Total:		80.06							
CITY OF COLUMBIA CIT		80.06							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
CITY OF PORTLAND, ATTN: GENERAL AR									
025638									
528594	10/2/2019	2,647.00	0.00	10/10/2019				False	0
603-736-052064 Lab Testing					LAB SERVICES FY 2019 1ST QTR				
528594	10/2/2019	2,647.00	0.00	10/10/2019				False	0
603-737-052064 Lab Testing					LAB SERVICES FY 2019 1ST QTR				
	528594 Total:	5,294.00							
	CITY OF PORTLAND, AT	5,294.00							
COLUMBIA CO. TREASURER									
007701									
SEPTEMBER 2019	10/8/2019	10.00	0.00	10/10/2019				False	0
100-000-020900 County Assessment					JAIL ASSESSMENT				
SEPTEMBER 2019	10/8/2019	522.90	0.00	10/10/2019				False	0
100-000-020900 County Assessment					COUNTY ASSESSMENT				
SEPTEMBER 2019	10/8/2019	-53.29	0.00	10/10/2019				False	0
100-000-036002 Fines - Court					CITY COURT COSTS				
	SEPTEMBER 2019 Total:	479.61							
	COLUMBIA CO. TREASU	479.61							
COLUMBIA COUNTY ANIMAL CONTROL									
007502									
0002954	10/8/2019	100.00	0.00	10/10/2019				False	0
100-000-021000 Court Restitution Payments					REST DISBURSEMENT MICHELLE WEND				
	0002954 Total:	100.00							
0002956	10/8/2019	15.00	0.00	10/10/2019				False	0
100-000-021000 Court Restitution Payments					REST DISBURSEMENT SAMANTHA HENDRIX				
	0002956 Total:	15.00							
	COLUMBIA COUNTY AN	115.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
COLUMBIA COUNTY CLERK									
0075112									
10072019	10/7/2019	106.00	0.00	10/10/2019				False	0
100-710-052011 Public Information				RECORDING FEE PUBLIC SEWER EASEMENT					
	10072019 Total:	106.00							
	COLUMBIA COUNTY CL	106.00							
COLUMBIA COUNTY ECONOMIC TEAM, CCET									
007573									
10102019	10/10/2019	5,000.00	0.00	10/10/2019				False	0
100-703-052041 Council Discrenary				COUNTY TOURISM PLANS					
	10102019 Total:	5,000.00							
	COLUMBIA COUNTY EC	5,000.00							
COLUMBIA COUNTY, HOMELAND SECURITY									
007452									
10012019	10/1/2019	9,844.88	0.00	10/10/2019				False	0
100-705-052001 Operating Supplies				HSEMC SUPPORT FEE					
	10012019 Total:	9,844.88							
	COLUMBIA COUNTY, H	9,844.88							
COLUMBIA PACIFIC ECONOMIC DEV DISTRICT									
008280									
2	9/30/2019	2,007.78	0.00	10/10/2019				False	0
202-721-052096 CDBG Grant Expenses				GRANT ADMIN 7/2019-9/2019 CPFEBANK CDBG C1800					
	2 Total:	2,007.78							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
	COLUMBIA PACIFIC EC	2,007.78							
COLUMBIA RIVER P.U.D. 008325									
10012019	10/1/2019	9,304.72	0.00	10/10/2019				False	0
603-737-052003 Utilities				38633					
	10012019 Total:	9,304.72							
	COLUMBIA RIVER P.U.D	9,304.72							
COMCAST COMCAST									
09252019	9/25/2019	106.85	0.00	10/10/2019				False	0
702-000-052003 Utilities				3930					
	09252019 Total:	106.85							
	COMCAST Total:	106.85							
CREATIVE SERVICES OF NEW ENGLAND 009341									
D19-24153	9/26/2019	216.95	0.00	10/10/2019				False	0
100-705-052024 Miscellaneous				ROUND BADGE STICKERS					
	D19-24153 Total:	216.95							
	CREATIVE SERVICES O	216.95							
DARROUX, SHARON 009945									
09112019	9/11/2019	20.50	0.00	10/10/2019				False	0
703-733-052018 Professional Development				PWX 2019 CONF MEAL S. DARROUX					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	09112019 Total:	20.50							
	DARROUX, SHARON To	20.50							
DON'S RENTAL 010700 533424	9/16/2019	17.71	0.00	10/10/2019				False	0
603-736-052001 Operating Supplies				PROPANE					
	533424 Total:	17.71							
	DON'S RENTAL Total:	17.71							
E2C CORPORATION E2C 4358	10/3/2019	5,538.60	0.00	10/10/2019				False	0
201-000-052058 Events - Holloween				PROPS PRODUCT ENERAINMENT					
4358	10/3/2019	1,000.00	0.00	10/10/2019				False	0
201-000-037023 13 Nights				13 NIGHTS COSTS					
4358	10/3/2019	700.00	0.00	10/10/2019				False	0
201-000-052011 Public Information				PRINT					
	4358 Total:	7,238.60							
4359	10/8/2019	5,285.65	0.00	10/10/2019				False	0
201-000-052058 Events - Holloween				ENTERTAINMENT STAFF PRODUCT					
	4359 Total:	5,285.65							
4360	10/9/2019	6,032.00	0.00	10/10/2019				False	0
201-000-052058 Events - Holloween				PRINT					
	4360 Total:	6,032.00							
	E2C CORPORATION Tota	18,556.25							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
HACH COMPANY									
014200									
11657589	9/27/2019	68.07	0.00	10/10/2019				False	0
601-731-052001 Operating Supplies				REAGENT SET CHLORINE FREE					
11657589	9/27/2019	136.15	0.00	10/10/2019				False	0
601-732-052023 Facility Maintenance				REAGENT SET CHLORINE FREE					
	11657589 Total:	204.22							
	HACH COMPANY Total:	204.22							
HELLER ENTERPRISES									
015064									
28414	9/25/2019	18.00	0.00	10/10/2019				False	0
100-708-052001 Operating Supplies				V BELT					
	28414 Total:	18.00							
	HELLER ENTERPRISES	18.00							
HORN, JAMES C.									
015758									
10082019	10/8/2019	100.00	0.00	10/10/2019				False	0
100-000-036002 Fines - Court				COMP FINE TO VICTIM EMILY MARSHALL 2017-CR-4					
	10082019 Total:	100.00							
	HORN, JAMES C. Total:	100.00							
HUDSON GARBAGE SERVICE									
015875									
10474472	10/1/2019	59.80	0.00	10/10/2019				False	0
100-706-052003 Utilities				1554					
	10474472 Total:	59.80							
10474974	10/1/2019	919.65	0.00	10/10/2019				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
201-000-037023 13 Nights				2046-71848526 13 NIGHTS					
10474974 Total:		919.65							
10475145	10/1/2019	96.59	0.00	10/10/2019				False	0
100-709-052023 Facility Maintenance				7056					
10475145 Total:		96.59							
10475219	10/1/2019	123.42	0.00	10/10/2019				False	0
202-722-052023 Facility Maintenance				1026					
10475219 Total:		123.42							
10475275	10/1/2019	273.32	0.00	10/10/2019				False	0
201-000-037021 Fireworks				2134 FIREWORKS ACCT					
10475275 Total:		273.32							
HUDSON GARBAGE SER		1,472.78							
INEXPENSIVE TREE CARE									
016160									
9396	10/1/2019	1,600.00	0.00	10/10/2019				False	0
205-000-052019 Professional Services				HA LANE OAK TREE AND ASH TREE					
9396 Total:		1,600.00							
INEXPENSIVE TREE CA		1,600.00							
INGRAM LIBRARY SERVICES, INC.									
016240									
42002883	9/18/2019	-9.45	0.00	10/10/2019				False	0
100-706-052033 Printed Materials				BOOKS 20C7921					
42002883 Total:		-9.45							
42063345	9/23/2019	195.55	0.00	10/10/2019				False	0
100-000-021300 Library Replacement Fines				BOOKS 20C7921					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	42063345 Total:	195.55							
42063346	9/23/2019	696.18	0.00	10/10/2019				False	0
100-706-052033	Printed Materials			BOOKS 20C7921					
	42063346 Total:	696.18							
	INGRAM LIBRARY SERV	882.28							
JORDAN RAMIS PC 030274									
162760	9/27/2019	2,510.00	0.00	10/10/2019				False	0
100-715-052049	Litigation Settlement			GENERAL					
	162760 Total:	2,510.00							
162761	9/27/2019	910.00	0.00	10/10/2019				False	0
703-734-052019	Professional Services			PUBLIC WORKS LEGAL SERVICES					
	162761 Total:	910.00							
162762	9/27/2019	2,466.50	0.00	10/10/2019				False	0
100-715-052049	Litigation Settlement			GRUMPYS TOWING LLC					
	162762 Total:	2,466.50							
162763	9/27/2019	200.00	0.00	10/10/2019				False	0
100-715-052049	Litigation Settlement			ETHICS COMPLAINT					
	162763 Total:	200.00							
	JORDAN RAMIS PC Tota	6,086.50							
KJ SECURITY SOLUTIONS & LOCKSMITH, LLC KJSECUR									
0002876	10/9/2019	1,372.00	0.00	10/10/2019				False	0
100-715-052023	Facility Maintenance			MASTER KEY SYSTEM					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
0002876 Total:		1,372.00							
KJ SECURITY SOLUTIO		1,372.00							
KNIFE RIVER									
017628									
2204214	9/24/2019	153.63	0.00	10/10/2019				False	0
703-734-052001 Operating Supplies				SAND / SHOP SANDBAG STATION					
2204214 Total:		153.63							
2204639	9/25/2019	162.14	0.00	10/10/2019				False	0
201-000-052059 Events - General				SAND FAIRYLAND					
2204639 Total:		162.14							
KNIFE RIVER Total:		315.77							
LAWRENCE COMPANY									
018028									
13358	10/1/2019	100.00	0.00	10/10/2019				False	0
100-715-052019 Professional Services				10/1/19-12/31/19					
13358 Total:		100.00							
LAWRENCE COMPANY		100.00							
LEAGUE OF OREGON CITIES									
018100									
6018	4/16/2019	20.00	0.00	10/10/2019				False	0
100-702-052011 Public Information				JOB POST					
6018 Total:		20.00							
7190	10/1/2019	20.00	0.00	10/10/2019				False	0
100-702-052011 Public Information				JOB POST					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
7190 Total:		20.00							
7199	10/1/2019	20.00	0.00	10/10/2019				False	0
100-702-052011 Public Information		JOB POST							
7199 Total:		20.00							
LEAGUE OF OREGON C		60.00							
LUCY HEIL ATTORNEY AT LAW									
9585									
09232019	9/23/2019	2,300.00	0.00	10/10/2019				False	0
100-704-052019 Professional Services		GECK FITZWILLIAMS JENSEN O'CONNER STAUDT V							
09232019 Total:		2,300.00							
LUCY HEIL ATTORNEY		2,300.00							
METRO OVERHEAD DOOR INC									
020285									
184398	9/17/2019	11,823.00	0.00	10/10/2019				False	0
703-734-052023 Facility Maintenance		REPLACE EXISTING SPRINGS DISPOSED OF EXISTIN							
184398 Total:		11,823.00							
METRO OVERHEAD DO		11,823.00							
MIDWEST TAPE									
020427									
97982393	9/27/2019	321.11	0.00	10/10/2019				False	0
100-706-052034 Visual Materials		DVD							
97982393 Total:		321.11							
MIDWEST TAPE Total:		321.11							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
NORTHSTAR CHEMICAL, INC.									
021556									
154273	10/4/2019	547.78	0.00	10/10/2019				False	0
601-732-052083 Chemicals				SODIUM HYPOCHLORITE 12.5					
	154273 Total:	547.78							
	NORTHSTAR CHEMICAL	547.78							
OPTA									
021715									
10102019	10/10/2019	675.00	0.00	10/10/2019				False	0
100-711-052018 Professional Development				FALL CONFERENCE REG HEIDI DAVIS 10/31-11/2					
	10102019 Total:	675.00							
	OPTA Total:	675.00							
OREGON ASSOCIATION OF WATER UTILITIES									
021691									
27454	10/1/2019	55.50	0.00	10/10/2019				False	0
100-702-052011 Public Information				JOB ANNOUNCEMENT OAWU WEBSITE					
	27454 Total:	55.50							
	OREGON ASSOCIATION	55.50							
OREGON DEPT. OF REVENUE									
023202									
SEPTEMBER 2019	10/8/2019	152.00	0.00	10/10/2019				False	0
100-000-020800 State Assessment				STATE					
SEPTEMBER 2019	10/8/2019	836.00	0.00	10/10/2019				False	0
100-000-020800 State Assessment				STATE MISD					
SEPTEMBER 2019	10/8/2019	1,236.00	0.00	10/10/2019				False	0
100-000-020800 State Assessment				STATE VIOLATION					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
SEPTEMBER 2019	10/8/2019	615.00	0.00	10/10/2019				False	0
100-000-020700 State Surcharge				STATE DUII DIVERSION					
SEPTEMBER 2019	10/8/2019	455.00	0.00	10/10/2019				False	0
100-000-020700 State Surcharge				STATE DUII CONVICTION FEE					
SEPTEMBER 2019	10/8/2019	52.18	0.00	10/10/2019				False	0
100-000-020800 State Assessment				UNITARY					
SEPTEMBER 2019	10/8/2019	5.00	0.00	10/10/2019				False	0
100-000-020800 State Assessment				STATE COURT FACILITY					
SEPTEMBER 2019 Total:		3,351.18							
OREGON DEPT. OF REV		3,351.18							
ORKIN									
ORKIN									
189369080	10/7/2019	85.00	0.00	10/10/2019				False	0
100-715-052023 Facility Maintenance				PEST CONTROL CH					
189369080 Total:		85.00							
192112722	10/7/2019	150.00	0.00	10/10/2019				False	0
100-715-052023 Facility Maintenance				PEST CONTROL CH					
192112722 Total:		150.00							
ORKIN Total:		235.00							
PAULSON PRINTING									
025300									
13094	9/30/2019	28.00	0.00	10/10/2019				False	0
100-701-052018 Professional Development				BUS CARDS R. BARRY					
13094 Total:		28.00							
PAULSON PRINTING To		28.00							

PERMA-BOUND

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
025410									
1837432-00	9/25/2019	158.10	0.00	10/10/2019				False	0
100-706-052033 Printed Materials				BOOKS					
1837432-00 Total:		158.10							
PERMA-BOUND Total:		158.10							
SAFEWAY, INC. #424, ATTN DIVISION 19									
029600									
0002953	10/8/2019	40.00	0.00	10/10/2019				False	0
100-000-021000 Court Restitution Payments				REST DISBURSEMENT H CHHEATH					
0002953 Total:		40.00							
0002955	10/8/2019	68.98	0.00	10/10/2019				False	0
100-000-021000 Court Restitution Payments				REST DISBURSEMENT GEORGE HOUK					
0002955 Total:		68.98							
SAFEWAY, INC. #424, AT		108.98							
SAIF CORPORATION									
028300									
10012019	10/1/2019	2,183.66	0.00	10/10/2019				False	0
100-705-051009 Workers Comp				SAIF POLICY 26274					
10012019 Total:		2,183.66							
SAIF CORPORATION To		2,183.66							
SCHOLL, RICK									
030333									
10102019	10/10/2019	235.48	0.00	10/10/2019				False	0
100-703-052019 Professional Services				MILEAGE REIMBURSEMENT					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
10102019 Total:		235.48							
SCHOLL, RICK Total:		235.48							
SHRED-IT USA, LLC									
SHRED-IT									
8127822682	7/31/2019	183.80	0.00	10/10/2019				False	0
100-715-052019 Professional Services				CITY HALL SHRED SERVICE 13627551					
8127822682 Total:		183.80							
SHRED-IT USA, LLC Tot		183.80							
ST. HELENS SCHOOL DISTRICT									
028955									
10092019	10/9/2019	166,257.08	0.00	10/10/2019				False	0
100-000-020400 School Excise Tax				SCHOOL EXCISE TAX					
10092019 Total:		166,257.08							
ST. HELENS SCHOOL DI		166,257.08							
TCMS- LONGIEW									
033013									
76019	10/1/2019	239.50	0.00	10/10/2019				False	0
703-734-052023 Facility Maintenance				C10245					
76019 Total:		239.50							
76072	10/1/2019	1,365.90	0.00	10/10/2019				False	0
704-000-052028 Projects & Programs				G10115 40% OF TOTAL COST - LIBRARY					
76072	10/1/2019	2,048.85	0.00	10/10/2019				False	0
100-706-052023 Facility Maintenance				G10115 60% LIBRARY					
76072 Total:		3,414.75							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
TCMS- LONGIEW Total:		3,654.25							
TOP NOTCH THRIFT STORE									
4521									
0002952	10/8/2019	49.00	0.00	10/10/2019				False	0
100-000-021000 Court Restitution Payments				REST DISBURSEMETN C. OSSIG					
0002952 Total:		49.00							
TOP NOTCH THRIFT STO		49.00							
U.S. BANK EQUIPMENT FINANCE									
033955									
396219792	9/30/2019	99.00	0.00	10/10/2019				False	0
100-715-052021 Equipment Maintenance				CONTRACT PAYMENT					
396219792 Total:		99.00							
U.S. BANK EQUIPMENT		99.00							
VERIZON WIRELESS									
000720									
9838456678	9/20/2019	1,421.99	0.00	10/10/2019				False	0
100-705-052010 Telephone				271826771-00001					
9838456678 Total:		1,421.99							
9838514962	9/20/2019	17.19	0.00	10/10/2019				False	0
100-701-052010 Telephone				871458396-0001					
9838514962	9/20/2019	104.88	0.00	10/10/2019				False	0
100-711-052010 Telephone				871458396-0001					
9838514962	9/20/2019	133.39	0.00	10/10/2019				False	0
601-732-052010 Telephone				871458396-0001					
9838514962	9/20/2019	41.59	0.00	10/10/2019				False	0
603-736-052010 Telephone				871458396-0001					
9838514962	9/20/2019	41.59	0.00	10/10/2019				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
603-738-052010 Telephone				871458396-0001					
9838514962	9/20/2019	80.02	0.00	10/10/2019				False	0
601-731-052010 Telephone				871458396-0001					
9838514962	9/20/2019	162.07	0.00	10/10/2019				False	0
703-733-052010 Telephone				871458396-0001					
9838514962	9/20/2019	52.44	0.00	10/10/2019				False	0
701-000-052010 Telephone				871458396-0001					
9838514962	9/20/2019	284.40	0.00	10/10/2019				False	0
703-734-052010 Telephone				871458396-0001					
9838514962	9/20/2019	88.60	0.00	10/10/2019				False	0
100-709-052010 Telephone				871458396-0001					
9838514962	9/20/2019	41.58	0.00	10/10/2019				False	0
603-737-052010 Telephone				871458396-0001					
9838514962 Total:		1,047.75							
VERIZON WIRELESS To		2,469.74							
Report Total:		259,689.81							