



CITY COUNCIL REGULAR SESSION

Wednesday, November 20, 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. **Ordinances - Final Reading**
 - 4.a. Ordinance No. 3245: An Ordinance to Annex and Designate the Zone of Certain Property at 58646 McNulty Way
[Ord No 3245 - Annex 58646 McNulty Way PENDING 112019.pdf](#)
5. **Approve and/or Authorize for Signature**
 - 5.a. Amendment to Agreement with David Evans and Associates, Inc. for N. Vernonia Road Sidewalks Project
[PSA Amendment to David Evans & Associates Inc 112019.pdf](#)
 - 5.b. Amendment to Agreement with Wetland Solutions Northwest, LLC for Wetland Consulting Services
[PSA Amendment to Wetlands Solutions Northwest, LLC 112019.pdf](#)
 - 5.c. Public Right-of-Way Dedication for Tract B of the Brookfield Subdivision
[Dedication Deed, Tract B Brookfield.pdf](#)
 - 5.d. Contract Payments

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.**

[112019 Contract Payments.pdf](#)

6. Consent Agenda for Approval

6.a. Council Work Session and Regular Session Minutes dated October 2, 2019

[112019 Council Minutes TO BE APPROVED.pdf](#)

6.b. Accounts Payable Bill Lists

[AP Bill Lists.pdf](#)

7. Mayor Scholl Reports

8. Council Member Reports

9. Department Reports

10. Other Business

11. Adjourn

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City of St. Helens
ORDINANCE NO. 3245

**AN ORDINANCE TO ANNEX AND DESIGNATE THE ZONE OF CERTAIN
PROPERTY AT 58646 McNULTY WAY**

WHEREAS, applicant Columbia Community Mental Health has requested to annex to the City of St. Helens certain property at 58646 McNulty Way (formerly 2185 and 2195 Gable Road). This property is also described per **Exhibit A** and depicted per **Exhibit B**; and

WHEREAS, the applicant has consented in writing to the proposed annexation; and

WHEREAS, the applicant constitutes 1) all the owners of the property to be annexed, and 2) more than half of the owners of the property to be annexed own more than half of such property representing more than half of the assessed value pursuant to ORS 222.170(1); and

WHEREAS, the City Council must determine the incorporated Comprehensive Plan Map designation and the Zone Map designation; and

WHEREAS, appropriate notice has been given and a public hearing was held October 16, 2019 on the annexation proposal; and

WHEREAS, the Council has considered findings of compliance with criteria and law applicable to the proposal.

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

Section 1. The above recitations are true and correct and are incorporated herein by this reference.

Section 2. The property described in **Exhibit A** and depicted in **Exhibit B** is hereby accepted for annexation to the City of St. Helens.

Section 3. The St. Helens Zoning Ordinance Map is hereby amended to reflect that the property described herein shall be zoned Light Industrial, LI.

Section 4. The St. Helens Comprehensive Plan Map is hereby amended to reflect that the property described herein shall be designated as Light Industrial, LI.

Section 5. In support of the above annexation and amendments described herein, the Council hereby adopts the Annexation A.2.19 Findings of Fact and Conclusions of Law, attached hereto as **Exhibit C** and made part of this reference.

Section 6. The effective date of this Ordinance shall be 30 days after approval, in accordance with the City Charter and other applicable laws.

Read the first time: November 6, 2019
Read the second time: November 20, 2019

APPROVED AND ADOPTED this 20th day of November, 2019 by the following vote:

Ayes:

Nays:

Rick Scholl, Mayor

ATTEST:

Kathy Payne, City Recorder

EXHIBIT A
LEGAL DESCRIPTION

A parcel of land located in the NW ¼ of the NW ¼ of Section 9, Township 4 N., Range 1 W., Willamette Meridian, Columbia County, Oregon, more specifically described as follows:

Beginning at a point, the **True Point of Beginning**, where the Southerly right-of-way line of Gable Road and the Easterly right-of-way line of McNulty Way intersect;

Thence East along the Southerly right-of-way of Gable Road a distance of 833.45 feet;

Thence leaving said road, South 12°42' West a distance of 400 feet;

Thence North 77°18' West a distance of 351.94 feet;

Thence North 53°56' East a distance of 78.83 feet;

Thence North 55°07' West a distance of 324 feet;

Thence North 60°39' West a distance of 244.2 feet;

Thence North along the Easterly right-of-way line of McNulty Way to the **True Point of Beginning**.

**CITY OF ST. HELENS PLANNING DEPARTMENT
FINDINGS OF FACT AND CONCLUSIONS OF LAW
Annexation A.2.19**

APPLICANT: Columbia Community Mental Health

OWNERS: Same

ZONING: Columbia County's Light Manufacturing, M-2

LOCATION: *2185 & 2195 Gable Road, 4N1W-9BB-300

*These addresses were in place at the time of the annexation request, but have since been abandoned as part of CCMH's development in favor of one address for the entire complex: **58646 McNulty Way**. This issue is addressed via Columbia County file DR 18-07.

PROPOSAL: The property owner filed consent to annex because it was a condition of approval for a Type I Design Review (DR 18-07) for two new modular office structures given connection to City of St. Helens water.

SITE INFORMATION / BACKGROUND

The subject property is an irregular-shaped corner lot at approximately 5.67 acres. It is made up of two parcels which have a restrictive covenant that ties them together via Inst. No. 2016-010344. The property abuts Gable Road and McNulty Way. It is accessed by Gable Road with one semi-paved asphalt driveway. Gable Road is a developed minor arterial-classified street without frontage improvements (sidewalks, curb, and landscape strip) on either side. McNulty Way is a collector-classified developed street, with frontage improvements abutting the property to be developed by December 2019. Frontage improvements are included in County file DR 18-07.

The property is just north of the main Columbia Community Mental Health building (58646 McNulty Way). It is currently developed with five structures, one of which is addressed at 2195 Gable Road. This former detached single-family dwelling was converted to a Youth and Family Counseling Center in 2017 with Columbia County file DR 17-03. DR 17-03 also authorized the installation of a 2,505 sq. ft. modular office structure. DR 18-07 was conditionally approved for the development of two new modular office structures at 1,440 sq. ft. and 560 sq. ft. which have already been placed on the site, but not yet occupied. One of the County's conditions for County file DR 18-07 was to apply for annexation into the City. The site's remaining (former) detached single-family dwelling, addressed at 2185 Gable Road, is planned for demolition with DR 18-07. The parcel is relatively flat with numerous mature trees near the undeveloped portion of the property along McNulty Way.

The main reason behind this annexation is connection to City water. This was not the original proposal and was discovered by CCMH staff around January of 2019. The City investigated and confirmed. In January of this year, AKAAN Architecture and Design, LLC created a map utility map showing connections on the site for CCMH. This was at the request of the City for both the City and CCMH to understand what had been done, as the project had a tumultuous history. Staff spoke to Al Petersen with AKAAN who said he researched a well and personally knew of

its location, but relied on Mark Comfort of Comfort Construction for other information. That map did not show a connection to City water, despite the connection being made. Comfort was a private contractor hired by CCMH to help with the project but CCMH staff took over around this time. The point of this is to highlight the numerous questionable actions by Comfort for this project. In this case, misleading AKAAN, CCMH and the City about this connection; and for creation of an incorrect utility map created as the expense of CCMH.

The first incident of Comfort's tendency to mislead was a discussion between Comfort and staff around September 2015. The history of this between 2015 and 2018 was documented in a 15 page "CCMH Violation" memo from February 28, 2018—attached to the staff report provided to the Planning Commission and City Council for their public hearings for this annexation.

Abutting Zoning

North - City's Light Industrial (LI) and County's Light Manufacturing (M-2)

East - County's Light Manufacturing (M-2)

South - City's Light Industrial (LI) and County's Light Manufacturing (M-2)

West - City's General Commercial (GC)

PUBLIC HEARING & NOTICE

Hearing dates are as follows: October 8, 2019 before the Planning Commission and October 16, 2019 before the City Council.

Notice of this proposal was sent to surrounding property owners within 300 feet of the subject properties on September 18, 2019 via first class mail. Notice was sent to agencies by mail or e-mail on the same date. Notice was published in the The Chronicle on September 25, 2019. Notice was sent to the Oregon Department of Land Conservation and Development on September 6, 2019 via e-mail.

APPLICABLE CRITERIA, ANALYSIS & FINDINGS

SHMC 17.08.040 (1) – Quasi-judicial amendment and standards criteria

- (a) A recommendation or a decision to approve, approve with conditions, or to deny an application for a quasi-judicial amendment shall be based on all of the following standards:
 - (i) The applicable comprehensive plan policies and map designation; and that the change will not adversely affect the health, safety, and welfare of the community; and
 - (ii) The applicable Oregon Statewide Planning Goals adopted under ORS Chapter 197, until acknowledgment of the comprehensive plan and ordinances; and
 - (iii) The standards applicable of any provision of this code or other applicable implementing ordinance.
- (b) Consideration may also be given to:
 - (i) Any applicable evidence of change in the neighborhood or community or a mistake or inconsistency in the comprehensive plan or zoning map as it relates to the property which is the subject of the development application.

Discussion: (a)(i) The Comprehensive Plan designation for the subject property is Unincorporated Light Industrial (ULI). Applicable designation and zoning district for annexation are discussed later.

There is no known conflict with the general Comprehensive Plan policies identified in Chapter 19.08 SHMC. Note that SHMC 19.08.030 discusses public services and facilities and includes utility provisions (e.g., water and sewer) as well as services such as police and library. In sum, all services are intertwined; the consent to annexation allows connection to City sewer to support existing and future development on the subject property, and, once annexed, all other City services/facilities. By this process, the proposal complies with this aspect of the Comprehensive Plan.

There is no known conflict with the specific Comprehensive Plan policies identified in Chapter 19.12 SHMC.

There is no known conflict with the addendums to the Comprehensive Plan which includes Economic Opportunities Analysis (Ord. No. 3101), Waterfront Prioritization Plan (Ord. No. 3148), the Transportation Systems Plan (Ord. No. 3150), the Corridor Master Plan (Ord. No. 3181), and the Parks & Trails Master Plan (Ord. No. 3191), and the Riverfront Connector Plan (Ord. No. 3241).

Finally, there is no evidence that this proposal will be contrary to the health, safety and welfare of the community.

(a)(ii) The City's Comprehensive Plan has been adopted by the State, thus, the applicable Oregon Statewide Planning Goals adopted under ORS Chapter 197 do not need to be analyzed per this section.

(a)(iii) In addition, Section 3 of the City's Charter states that "annexation, delayed or otherwise, to the City of St. Helens, may only be approved by a prior majority vote among the electorate." However, during the 2016 Legislative Assembly, Senate Bill 1578 was passed. It states that a City shall annex the territory without submitting the proposal to the electors if certain criteria are met:

1. Property is within the UGB
2. Property will be subject to the City's Comprehensive Plan
3. Property is contiguous to the City limits or is separated by only a public right of way or body of water
4. Property conforms to all other City requirements

As this proposal meets these criteria, this property will not be subject to a majority vote among the electorate.

Other provisions applicable to this proposal are discussed elsewhere herein.

(b) There is no evidence of a change in neighborhood, or mistake or inconstancy in the Comprehensive Plan or Zoning Map.

Finding: The quasi-judicial amendment and standards criteria are met.

SHMC 17.08.060 – Transportation planning rule compliance

- (1) Review of Applications for Effect on Transportation Facilities. A proposed comprehensive plan amendment, zone change or land use regulation change, whether initiated by the city or by a private interest, shall be reviewed to determine whether it significantly affects a transportation facility, in accordance with OAR 660-012-0060 (the Transportation Planning Rule (“TPR”)). “Significant” means the proposal would:
 - (a) Change the functional classification of an existing or planned transportation facility (exclusive of correction of map errors in an adopted plan);
 - (b) Change standards implementing a functional classification system; or
 - (c) As measured at the end of the planning period identified in the adopted transportation system plan:
 - (i) Allow land uses or levels of development that would result in types or levels of travel or access that are inconsistent with the functional classification of an existing or planned transportation facility;
 - (ii) Reduce the performance of an existing or planned transportation facility below the minimum acceptable performance standard identified in the TSP; or
 - (iii) Worsen the performance of an existing or planned transportation facility that is otherwise projected to perform below the minimum acceptable performance standard identified in the TSP or comprehensive plan.
- (2) Amendments That Affect Transportation Facilities. Comprehensive plan amendments, zone changes or land use regulations that significantly affect a transportation facility shall ensure that allowed land uses are consistent with the function, capacity, and level of service of the facility identified in the TSP. This shall be accomplished by one or a combination of the following:
 - (a) Adopting measures that demonstrate allowed land uses are consistent with the planned function, capacity, and performance standards of the transportation facility.
 - (b) Amending the TSP or comprehensive plan to provide transportation facilities, improvements or services adequate to support the proposed land uses consistent with the requirements of OAR 660-012-0060.
 - (c) Altering land use designations, densities, or design requirements to reduce demand for vehicle travel and meet travel needs through other modes of transportation.
 - (d) Amending the TSP to modify the planned function, capacity or performance standards of the transportation facility.
- (3) Traffic Impact Analysis. A traffic impact analysis shall be submitted with a plan amendment or zone change application, as applicable, pursuant to Chapter 17.156 SHMC.

Discussion: This section reflects State law regarding the Transportation Planning Rule (TPR): Transportation Planning Rule (TPR), OAR 660, Division 12. The TPR requires that where an amendment to a functional plan, an acknowledged comprehensive plan, or a land use regulation would significantly affect an existing or planned transportation facility, the local government shall put in place measures to assure that allowed land uses are consistent with the identified function, capacity, and performance standards of the facility. **Current zoning of the property is Columbia County’s Light Manufacturing, M-2 and the City zoning option given annexation is Light Industrial.**

Generally, when comparing potential land use impact on transportation facilities, the *reasonable worst case scenario* for the existing and proposed designation/zone are considered. The potential land uses are very similar for both the City and County. The City’s zoning is comparable to the

County with regards to the possible intensity of uses allowed and potential vehicular trips generated. Thus, this proposal will not affect an existing or planned transportation facility.

Finding: No transportation facility will be significantly affected by this proposal. No traffic impact analysis is warranted.

SHMC 17.28.030 (1) – Annexation criteria

- (a) Adequate public facilities are available to the area and have sufficient capacity to provide service for the proposed annexation area; and
- (b) Comply with comprehensive plan amendment standards and zoning ordinance amendment standards and not be in conflict with applicable comprehensive plan policies and implementing ordinances; and
- (c) Complies with state laws; and
- (d) Abutting roads must meet city standards or property owner will be required to sign and record an irrevocable consent to local improvement district; and
- (e) Property exceeding 10 acres in gross size must show a need on the part of the city for such land if it is designated residential (e.g., less than five years' supply of like designated lands in current city limits).

Discussion: (a) Water - The site is already connected to City water. The City's current water capacity is 6 million gallons/day and the peak flow, usually in the summer, is 3 to 4 million gallons/day. Additionally, the City has the capacity of approximately 10 million gallons to meet future demands. Any additional uses that occur on the subject property can be accommodated by the City's municipal water system as infrastructure has substantial capacity available.

Sewer - The site is not currently connected to City sewer. The closest City sewer is approximately 300 feet away in the Gable Road right-of-way. With regards to capacity, the City's waste water treatment plant currently has the capacity (physically and as permitted by DEQ) to handle 50,000 pounds of Biochemical Oxygen Demand (BOD), which is the "loading" or potency of the wastewater received by the plant. The average daily BOD is well below this at only 1,500 pounds. Thus, any potential uses that occur on the subject property can be accommodated by the City's sanitary sewer system as infrastructure is in place or can be upgraded and there is substantial capacity available.

Transportation - As described above, this proposal poses no significant impact on a transportation facility.

Adequate public facilities are available to the area and have sufficient capacity to provide service for the proposed annexation area.

(b) The land uses of the subject property are considered Public Facilities, Major. The remaining (former) single-family dwelling is proposed for demolition. Public Facilities, Major are a conditionally allowed use in the Light Industrial zone.

There is no known conflict with the Comprehensive Plan and implementing ordinances.

(c) With regards to Oregon Revised Statutes (ORS), city annexations of territory must be undertaken consistent with ORS 222.111 to 222.183.

Pursuant to ORS 222.111(1), a City may only annex territory that is not within another City, and the territory must either be contiguous to the annexing City or be separated from the City only by a body of water or public right-of-way. The subject property is not within another City's jurisdiction and City of St. Helens corporate limits lies on two sides of the subject property.

Although undertaking an annexation is authorized by state law, the manner in which a city proceeds with annexation is also dictated in the city charter. ORS 222.111(1) references a city's charter as well as other ORS. St. Helens' Charter requirements pertaining to annexations are noted above.

Per ORS 222.111(2) an annexation may be initiated by the owner of real property or the city council. This annexation request was initiated by the property owner. Further, ORS 222.125 requires that all property owners of the subject property to be annexed and at least half of the electors residing on the property consent in writing to the annexation. These documents were submitted with the annexation application.

ORS 197.175(1) suggests that all annexations are subject to the statewide planning goals.

The statewide planning goals that could technically apply or relate to this proposal are Goals 1, 2, 11 and 12.

- ***Statewide Planning Goal 1: Citizen Involvement.***
Goal 1 requires the development of a citizen involvement program that is widespread, allows two-way communication, provides for citizen involvement through all planning phases, and is understandable, responsive, and funded.

Generally, Goal 1 is satisfied when a local government follows the public involvement procedures set out in the statutes and in its acknowledged comprehensive plan and land use regulations.

The City's Development Code is consistent with State law with regards to notification requirements. Pursuant to SHMC 17.20.080 at least one public hearing before the Planning Commission and City Council is required. Legal notice in a newspaper of general circulation is also required. The City has met these requirements and notified DLCD of the proposal.

- ***Statewide Planning Goal 2: Land Use Planning.***
This goal requires that a land use planning process and policy framework be established as a basis for all decisions and actions relating to the use of land. All local governments and state agencies involved in the land use action must coordinate with each other. City, county, state and federal agency and special districts plans and actions related to land use must be consistent with the comprehensive plans of cities and counties and regional plans adopted under Oregon Revised Statutes (ORS) Chapter 268.

Generally, Goal 2 requires that actions related to land use be consistent with acknowledged Comprehensive Plans and coordination with affected governments and agencies and be based on an adequate factual base. The City has an adopted Comprehensive Plan, compliance of this proposal which is addressed herein. Moreover, explanation and proof of coordination with affected agencies and factual base are described herein, as well, including inventory, needs, etc.

- ***Statewide Planning Goal 11: Public Facilities and Services.***

Goal 11 requires cities and counties to plan and develop a timely, orderly and efficient arrangement of public facilities and services to serve as a framework for urban and rural development. The goal requires that urban and rural development be "guided and supported by types and levels of urban and rural public facilities and services appropriate for, but limited to, the needs and requirements of the urban, urbanizable and rural areas to be served."

City water and sewer capacities are adequate to serve the subject property. This is explained above. Moreover, there is no evidence that adequate infrastructure cannot be made available to serve the annexed area if redeveloped. The existing development is adequately served.

- ***Statewide Planning Goal 12: Transportation.***

Goal 12 requires cities, counties, metropolitan planning organizations, and ODOT to provide and encourage a "safe, convenient and economic transportation system." This is accomplished through development of Transportation System Plans based on inventories of local, regional and state transportation needs. Goal 12 is implemented through OAR 660, Division 12, also known as the Transportation Planning Rule ("TPR"). The TPR contains numerous requirements governing transportation planning and project development.

Traffic impacts and the City's provisions that address the TPR are explained above. This proposal will not significantly affect an existing or planned transportation facility.

(d) The subject property abuts two streets: Gable Road and McNulty Way.

McNulty Way is a collector-classified developed street with abutting frontage to be developed by December 2019 per County file DR 18-07. Gable Road is a developed minor arterial-classified street without frontage improvements (sidewalks, curb, and landscape strip) on either side. City standards require such improvements.

However, this property is not the subject of a current development land use review, which provides the legal nexus and proportionality to require such improvements. As such, the only option is for the property owner to be required to sign and record an irrevocable consent to local improvement district, though, the applicant could improve the frontages if desired.

The existing right-of-way widths for both Gable Road and McNulty Way is sufficient for their corresponding street classification. Therefore, right-of-way dedication is not necessary.

(e) The subject property is not designated residential. Thus a needs analysis is not necessary.

Finding: The annexation approval criteria are met for this proposal.

SHMC 17.28.030 (2) – Annexation criteria

The plan designation and the zoning designation placed on the property shall be the city's zoning district which most closely implements the city's comprehensive plan map designation.

Discussion: The Comprehensive Plan designation is currently Unincorporated Light Industrial (ULI). Upon annexation, the Comprehensive Plan designation would thus be Light Industrial (Incorporated).

Finding: The subject property shall be designated Light Industrial (Incorporated), LI and zoned Light Industrial (LI) upon annexation depending on the determinations of the Commission and Council.

SHMC 17.112.020 – Established & Developed Area Classification criteria

- (1) Established Area.
 - (a) An “established area” is an area where the land is not classified as buildable land under OAR 660-08-0005;
 - (b) An established area may include some small tracts of vacant land (tracts less than an acre in size) provided the tracts are surrounded by land which is not classified as buildable land; and
 - (c) An area shown on a zone map or overlay map as an established area.
- (2) Developing Area. A “developing area” is an area which is included in the city's buildable land inventory under the provisions of OAR except as provided by subsection (1)(b) of this section.

Discussion: OAR 660-008-0005 generally defines “Buildable Land” as vacant residential property not constrained by natural hazards or resources, and typically not publicly owned. The subject property is not zoned residential. This provision does not apply.

Finding: This provision is not applicable.

CONCLUSION & DECISION

Based upon the facts and findings herein, the City Council approves this annexation and that upon annexation, the subject property have a Comprehensive Plan designation of Light Industrial (incorporated), LI, and be zoned Light Industrial, LI, with the condition that:

Gable Road frontage abutting the subject property shall be brought into compliance with City street standards (or) property owner(s) shall sign and record an irrevocable consent to a local improvement district.

*This annexation will **not** be subject to voter approval subsequent to this land use process.*

Rick Scholl, Mayor

Date

**FIRST AMENDMENT TO
DAVID EVANS AND ASSOCIATES, INC. PERSONAL SERVICES CONTRACT
N. VERNONIA ROAD SIDEWALK PROJECT, NO. R-687**

This agreement is entered into this 22nd day of February 2019, by and between the City, (hereinafter "City"), and David Evans and Associates, Inc. (hereinafter "Contractor").

RECITALS

- A. City and Contractor entered into a Public Improvement Contract on February 22, 2019 and said contract, hereinafter "original contract", is on file at St. Helens City Hall.
- B. As part of the original contract, Contractor and City agreed that Contractor would provide design services for a sidewalk construction project.
- C. In preliminary design it was found that the scope of work needs to be expanded to include alternative sidewalk location to avoid excessive removal of existing mature trees and to address safety and configuration issues.
- D. Additional time is needed to address these items and the contract contains a provision to extend the contract term by two 1- year increments and the Contractor is agreeable to this term.

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

- 1. The recitals set forth above are true and correct and are incorporated herein by this reference.
- 2. The Scope of Work has been revised to include the expanded tasks and fee schedule.
- 3. The term of the contract shall be extended to December 31, 2020.
- 4. All other terms of the original contract not specifically amended by this agreement remain in full force and effect.

Dated this 20th day of November, 2019.

Contractor

City

Date:_____

Rick Scholl, Mayor
Date:_____

Attest:

By:_____
Kathy Payne, City Recorder

N. Vernonia Rd. Sidewalks

Preliminary and Final Engineering

Statement of Work for Professional Services: Amendment 1

PROJECT DESCRIPTION

The City of St. Helens proposes to add separated sidewalks to both sides of N. Vernonia Road to connect residential developments, from Oakwood Dr. to the north and MacArthur St. to the east to Campbell Park. The length of project is approximately 2200 feet. A storm drain system is not part of this project. Currently pedestrians walk along the side of the road and cut through a vacant lot to access the park. This project will provide a pedestrian safe place to walk along N. Vernonia Road and provide access to the Campbell Park.

After the initial layout of the sidewalks was established, it was determined that a meandering sidewalk is more appropriate design, to accommodate the City's tree planting and presence requirement. This amendment is to design a meandering sidewalk along N. Vernonia Road to accommodate trees more readily.

1. WORK DELINEATION

This section remains unchanged from previous Statement of Work.

2. WORK TASKS

Additional effort is required for the following tasks:

Task 6 Concept (30%) Design

Consultant shall provide labor, equipment and materials as needed to develop plans on 11x17 paper assuming a 1" = 50' plan sheet scale, and cost estimate.

Task 6.1 Concept (30%) Sidewalk Design

Consultant shall prepare 30% design level plan sheets where the details are significant or important to describe the project footprint. Plan sheets shall include the survey base map, new sidewalk alignment and call out notes indicating work to be done. The sidewalk is to be a meandering sidewalk that minimizes tree removal and accommodates the installation of new trees as much as practical.

The pavement at the intersection of N. Vernonia Rd and Frantz St. is partially on city right-of-way. Frantz Rd intersects n Vernonia Rd at a 90 degree curve. The consultant shall analyze this curve for potential solutions to minimize a right-of-way take to install sidewalks and to mitigate accidents.

The level of effort is assumed to be up to 5 new sheets:

- 1 title / index / typical section sheet
- 5 plan and profile sheets

Task 6.2 Concept (30%) Cost Estimate

Consultant shall prepare a preliminary cost estimate for roadway bid items.

Task 6 Consultant Deliverables

- 30% plans and estimate include the sheets noted in Tasks 6.1.

3. DELIVERABLES

The following table lists deliverables and anticipated submittal dates for this project. The numbers of copies and submittal dates are only an estimate, and shall be confirmed by Contractor in coordination with City.

TASK	DELIVERABLE	DUE DATE	FORMAT
6	Concept (30%) Plans and Estimate	10 weeks after NTP	.pdf

4. COMPENSATION

The method of compensation for this contract is “Time and Materials” with a Not-To-Exceed amount shown in the Fee Estimate.

The Fee Estimate for Amendment 1, dated 09/27/2019 is not physically attached but incorporated into this contract by this reference with the same force and effect as though fully set forth herein.

CONTRACTOR:
DAVID EVANS AND ASSOCIATES, INC.

AGENCY:
CITY OF ST. HELENS

Signature _____

Signature _____

Name Paul Tappana, P.E.

Name _____

Title Associate

Title _____

Date _____

Date _____

18

18

AMENDMENT NO. 1 TO PERSONAL SERVICES AGREEMENT

This Amendment is made on November 20, 2019, between City of St. Helens, an Oregon municipal corporation (“St. Helens”) and **Wetland Solutions Northwest, LLC** (“Contractor”).

RECITALS

A. WHEREAS, on or about December 7, 2018 St. Helens and Contractor entered into an agreement (“Agreement”) in which Contractor agreed to provide wetland services;

B. WHEREAS, due to the complexity in dealing with the Oregon Division of State Lands and United States Army Corps of Engineers, the cost estimate has been exceeded and it is possible that completion of the services requested will require time beyond the original timeframe (i.e., to January 1, 2020);

C. WHEREAS, St. Helens wishes to continue the requested services by including additional monies and both St. Helens and Contractor agree to extend the contract an additional year, as per the original agreement conditions.

AGREEMENT

NOW, THEREFORE, the parties mutually agree as follows:

- 1.** The agreement is amended to include the services and additional expense per Attachment A.
- 2.** The term of the Agreement is extended to January 1, 2021.
- 3.** All other terms and conditions of the Agreement, as previously amended, shall remain in full force and effect other than as specifically amended herein.

CITY:

CITY OF ST. HELENS

Council Meeting Date: November 20, 2019

Signature: _____

Print: _____

Title: _____

Date: _____

CONTRACTOR:

Wetland Solutions Northwest, LLC

Signature: _____

Print: _____

Title: _____

Date: _____

Attachment A

Wetland Solutions Northwest, LLC
59446 Lytle Dr.
St. Helens, Oregon 97051
503-367-7177
Stacy@WetlandSolutionsNW.com

CHANGE ORDER FOR WETLAND SERVICES

November 12, 2019

City of St. Helens
P.O. Box 278
St. Helens, Oregon 97051

PROJECT: Boise White Paper Industrial Site Wetland Delineation

Wetland Solutions Northwest, LLC (WSNW) is currently under contract to the City of St. Helens to provide wetland delineation and reporting services for the Boise White Paper Industrial Site. The U.S. Army Corps of Engineers (Corps) and the Oregon Department of State Lands (DSL) have requested map edits and site visit(s) in order to complete their review and concurrence of the wetland report. This change order has been prepared to address the request for these additional services.

SCOPE OF SERVICES:

Task 1) Map edits and agency coordination

WSNW will coordinate completion of the map edits requested by DSL and the Corps with AKS Engineering and Forestry and will respond to any other requests for additional information to facilitate DSL and Corps review and concurrence with the findings of the wetland report.

Task 2) Site visit(s)

WSNW will attend up to two site visits, if necessary, with the Corps and DSL in order to facilitate agency review and concurrence with the findings of the wetland report.

COST ESTIMATE:

This is a time and materials estimate. If less effort is needed to complete the tasks below than estimated, costs will be less than this estimate.

Task 1) Map edits and agency coordination	\$ 500
Task 2) Site visit(s)	<u>\$1,000</u>
Total Time & Materials Cost Estimate	\$1,500

SCHEDULE:

The tasks are ongoing and are estimated to be completed within approximately one to two months.

Prepared by:

Stacy Benjamin

Stacy Benjamin
Principal Ecologist

GRANTOR:

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

AFTER RECORDING, RETURN TO GRANTEE:

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

▲ This Space for Recorder's Use Only ▲

DEDICATION DEED

City of St. Helens, an Oregon municipal corporation and owner of certain real property situated in the City of St. Helens, Columbia County, Oregon, does hereby forever dedicate to the public for public road and utility purposes the following described real property, for use of the public as a public way:

Tract B of the Brookfield Subdivision, City of St. Helens, Columbia County, Oregon.

BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON TRANSFERRING FEE TITLE SHOULD INQUIRE ABOUT THE PERSON'S RIGHTS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010. THIS INSTRUMENT DOES NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY THAT THE UNIT OF LAND BEING TRANSFERRED IS A LAWFULLY ESTABLISHED LOT OR PARCEL, AS DEFINED IN ORS 92.010 OR 215.010, TO VERIFY THE APPROVED USES OF THE LOT OR PARCEL, TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES, AS DEFINED IN ORS 30.930, AND TO INQUIRE ABOUT THE RIGHTS OF NEIGHBORING PROPERTY OWNERS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTION 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010.

[Remainder of Page Intentionally Left Blank]

The true consideration for this conveyance is \$0.00, stated in terms of dollars.

To have and to hold, the above-described and granted real property for the purposes hereinbefore set forth unto the public forever.

By: _____
Rick Scholl, Mayor
City of St. Helens

Date

STATE OF OREGON)
) ss.
County of Columbia)

This instrument was acknowledged before me on _____, _____,
by Rick Scholl as Mayor of the City of St. Helens.

NOTARY PUBLIC FOR OREGON
My Commission Expires: _____

CONTRACT PAYMENTS

City Council Meeting
November 20, 2019

C.R. Contracting

Project: R-691 2019 Crack Sealing (PR#3)

\$ 6,221.50



City of St. Helens
265 Strand Street, St. Helens, Oregon 97051
Phone: 503.397.6272 | Fax: 503.366.3782

Contract Payment Request No. 3 - FINAL

24

KP

CONTRACTOR:

C. R. CONTRACTING

P.O. Box 6717

Bend, OR 97708

PROJECT NO.: R-691

PROJECT NAME: 2019 CRACK SEALING PROJECT

DEPARTMENT: Public Works Department - Engineering

DATE SUBMITTED: 11/13/2019

Original Contract Amount	\$76,695.50	Total Amount Earned To-Date	\$124,430.00
Contract Amendments/Change Orders Amount	\$44,000.00	Total Earned This Month	\$0.00
Adjusted Contract Amount	\$120,695.50	Less 5% Retainage This Month	\$0.00

Previous Payment Requests

PP# Previous Billing With Retainage

	<u>Retainage</u>	<u>Previous Amounts Paid</u>	<u>Invoice Date</u>
1	\$76,745.00	\$3,837.25	\$72,907.75
2	\$47,685.00	\$2,384.25	\$45,300.75

Less Total of Previously Earned \$118,208.50

Total Retainage Due To-Date..... \$6,221.50

Total Amount Due (RETAINAGE ONLY)

\$6,221.50

Bid Item No.	Description	Unit	Qty	Unit Price	Contract Price	Completed Prior to Pay Period		Completed This Pay Period	
						Total Quantity Completed To-Date	Total Contract Earned To-Date	Quantity Completed This Pay Period	Total Contract Earned This Pay Period
1	Mobilization, Bonds, Insurance, Demobilization	LS	1	\$2,000.00	\$2,000.00	1.00	\$2,000.00		\$0.00
2	Crack Sealing, Complete	LB	9,054	\$8.25	\$74,695.50	14,840.00	\$122,430.00		\$0.00
Totals:					\$76,695.50		\$124,430.00		\$0.00

205-000-053001

APPROVED FOR PAYMENT

INIT _____ DATE _____
ACCOUNTS PAYABLE
FINANCE
SUPERVISOR

11/13/19
11-13-19



Invoice

PO Box 6717
Bend, OR 97708
5413066216

Date	Invoice #
10/24/2019	609-R

Bill To

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

Project

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

Quantity	Description	Rate	U/M	Amount
	Retainage (5%) - Invoice No. 580	3,837.25		3,837.25
	Retainage (5%) - Invoice No. 604	2,384.25		2,384.25
Thank you for doing business with CR Contracting. We appreciate it!				
Total				\$6,221.50



EXHIBIT H

CERTIFICATE OF FINAL COMPLETION

Project Number: R-691

Project: 2019 CRACK SEALING PROJECT

Contractor: C. R. CONTRACTING, LLC

Contract Signed: 8/2/2019

Contract Expires: 10/22/2019

Contract Completed: 10/8/2019

Delinquent: - 0 -

I hereby certify that I have completed my contract, furnished the materials, and performed the work as shown by the final estimate of the City Engineer, according to the plans and specifications.

Russell Davis
Contractor

President
Title

10/24/2019
Date

The City has determined the project is 100% complete in compliance with all contract documents.

Inspector/Supervisor

Date

[Signature]
Project Engineer

11-13-19
Date

[Signature]
City of St. Helens

City Administrator
Title

11-13-19
Date

Unless otherwise provided as a Special Provision, when City accepts the Certificate of Final Completion, the date the Contractor signs the Certificate of Final Completion shall be the date the City accepts ownership of the work and the start date of the warranty period.

City of St. Helens
Consent Agenda for Approval

CITY COUNCIL MINUTES

Presented for approval on this 20th day of November, 2019 are the following Council minutes:

2019

- Work Session and Regular Session Minutes dated October 2, 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

October 2, 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
Jenny Dimsho, Associate Planner
Sue Nelson, Interim Public Works Director
Brian Greenway, Police Chief
Margaret Jeffries, Library Director
Tina Curry, Event Coordinator
Rachael Barry, Government Affairs & Project Support Specialist

Others:	Gainor Riker	Natasha Parvey	Cheryl Morrissey
	Marci Sanders	Brad Hendrickson	Patrick Birkle
	Bill Blank	Doug Walker	Christine Menges
	Sally Martin D.	Al Petersen	Kannikar Petersen
	Alison Hart	Chuck Daughtry	Amanda Lowthian
	Nicole Thill	Chrissy Marquardt	Stephanie Patterson
	Casey Garrett	Tony Roos	

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

2) **Visitor Comments**

- ◆ Gainor Riker. She is here regarding the closures of downtown streets for Spirit of Halloweentown. There was a lack of notice distributed. Alternate routes need to be in place with adequate signage. People need to be able to get to work and their homes. She requested that the information be distributed in utility bills, newsletters, on the website, etc. She also encouraged the City to communicate with business what is happening. They are a great advocate when visitors come into town to eat and shop. A copy of her testimony is included in the archive meeting packet.
- ◆ Al Petersen. He referred to information submitted into the record, a copy of which is included in the archive meeting packet. He submitted a public records request to the State of Oregon regarding marijuana businesses, including OrGro Tech and ASCP LLC. He received a response from OLCC with only OrGro Tech. They had no results for ASCP LLC. There is no information for the property the City sold to ASCP. He reviewed the lease and purchase and sale agreement. Both are to ASCP, who OLCC has no

record of. He went on to review holding companies that are linked to ACSP. He read a recommended resolution into the record to commence eviction action. A copy is included in the archive meeting packet. The lessee has occupied the property for 10 months and has made no lease or purchase payments.

Mayor Scholl talked about the lawsuit that the City was served with. As a result, they had an appraisal done that resulted in a \$1.5 million dollar value. They were planning to sell it for \$3 million. It is OrGro Tech and is a cultivating campus. They did make their first payment last month.

Councilor Topaz expressed concerns about documents that have not been fulfilled. Mayor Scholl responded that they do not have to fulfil those. They are waiting for OLCC to review the applications.

- ♦ Cheryl Morrissey. She is here in support of Gainor Riker and the other business that are at a severe disadvantage with the street closures. There needs to be another way to route traffic so people can access their businesses. She doesn't understand why they are developing the waterfront but nothing has been done to improve their situation. They took a gamble moving into the location and the City is not helping them. One month out of the year is not going to make it.

3) **Discussion Topics**

3.A [Columbia County Tourism Initiative Report - Chuck Daughtry, Alison Hart, Amanda Lowthian](#), and Casey Garrett

They are here to talk about what the Columbia County Tourism Initiative has done over the past 16 months. They presented a PowerPoint presentation, a copy of which is included in the archive meeting packet. They thanked the Council for their support. They are requesting support in the amount of \$5,000 for this fiscal year.

Council President Morten was very encouraged by their inclusive report. He asked about the sustainability of water recreation. There are a lot of yacht clubs that would love to come here for sailing regattas. We have water and wind. Portland does not have the wind we have here. Kite flying would also be a draw for the entire family. Chuck suggested the Parks & Recreation Program create a sailing program. The potential is here.

Mayor Scholl asked how much a visitor generally spends when they visit a destination. Alison does not have those figures now but can find out and send them.

Mayor Scholl emphasized the need to find a niche. We are close to the coast, the mountains, the gorge, and Columbia River is our front yard.

Councilor Carlson has been part of tourism and community events. People come from all over to visit. You just have to sell it to the locals. Alison talked about the citizen input they work to get.

Discussion ensued about tourism opportunities in Columbia County and the benefits that St. Helens has to offer.

Council unanimously agreed to continue the funding and support of the Columbia County Tourism Initiative. They agreed to allocate \$5,000 as requested.

3.B Update on Sand Island Camping - Brad Hendrickson

Brad Hendrickson was in attendance to update the Council.

- Opened just in time for 4th of July.
- Had about 300 people on the Island on Labor Day.
- The shuttle will operate Memorial Day through Labor Day.
- The Marina is open seven days a week.
- Next step is to build cabins, which will extend the camping season.
- Talked to McMullen Well Drilling about providing water. Need to continue studies. It will be based on how attractive the cabin concept is.
- Plan to construct a covered group shelter this winter/spring.
- Develop parking on River Street this winter.
- There is no trash on the Island. There are receptacles and people are using them.
- The caretaker operates the shuttle and lives on the Island during the camping season.

Mayor Scholl explained the history of the Island. It is a manmade island. Brad did a lot of work to enhance the City park. Brad agreed that the City should be very happy with the return on investments. The City is no longer handling the maintenance. They did have to cut down some trees because they were dangerous but they will be planting new ones. The deer really like the vegetation that has been put in.

Council President Morten pointed out that Brad has saved the City between \$25,000-30,000 in staff time. That doesn't include the percentage of profits that the City will receive from camping. It's a win for citizens who have a free shuttle to go over to the Island. It's a tremendous asset to the City.

Discussion ensued about assets that Sand Island has to offer.

3.C Planning Division Report - Jenny

Associate Planner Dimsho was in attendance to give a report to the Council on the Planning Division. She reviewed a list of Planning priorities, a copy of which is included in the archive meeting packet.

Council President Morten commended Dimsho on her grant writing abilities and how it has saved our citizens so much money. He is glad she has kept an open mind on the use of facilities.

Dimsho reported that she was just notified a couple days ago that they were granted \$19,000 through the Nike Impact Fund, which is for increasing physical activities for kids. They applied for a 1,000 foot off-street trail connection between Nob Hill Nature Park and Tualatin Street pedestrian path. There is a small wetland that they plan to install a boardwalk over. Columbia River Youth Corp high school students will do the actual construction. Council President Morten appreciates the collaboration with the Parks and Trails Commission and staff. Dimsho added that they have a year to use the funds, so will make it a priority.

Councilor Carlson pointed out that the kiosk in the Plaza is not lit at night. Dimsho will contact the electrician.

Discussion ensued about records retention. The City follows the State's retention schedule as much as possible.

3.D Discussion Regarding Scope of Work for S. 1st Street and St. Helens Street Intersection Improvements - Sue

Interim Public Works Director Nelson introduced Tony Roos who is a Principal Engineer at Kittelson and Associates. A copy of the proposal is included in the archive meeting packet.

Councilor Locke said he started this project in an effort to put a four-way stop there to increase safety. He doesn't believe that anyone local was consulted about the need.

Council President Morten pointed out that the Urban Renewal is going to reconfigure all of S. 1st Street into the riverfront development, potentially in a very short time. Was that taken into consideration during the planning?

Councilor Carlson has heard public comment about the cost. She asked for clarification on why it costs more than new development.

Councilor Topaz asked them to design a safe intersection but cut the cost by 40%.

City Administrator Walsh pointed out that this intersection is ground zero for planning work. There are two major transportation projects that start and end at this intersection. 1) The Riverfront Connector; 2) the Gateway Project. It is extremely important that this intersection be done correctly. We need to do a really good job designing this intersection. Mayor Scholl agreed that this intersection will be built to stand the test of time and not be short-term.

Tony responded to questions. Did they account for future traffic? The preliminary analysis was done for the two-stop control versus four-way stop control. Kittelson did the Riverfront Master Plan and has all the traffic data. They know the projected travel volumes. From the cost standpoint, there is quite a difference between a green subdivision versus retrofitting existing infrastructure. They could cut the fee down by 40% if they didn't care about that. The detail that is put into the plans to be sure that they are accurate and detailed is what drives the costs up.

Discussion ensued about the intersection.

3.E Discussion Regarding Stage Sponsorship - John

City Administrator Walsh said that the stage has been talked about for a while. They have been receiving a sponsorship from Wauna Credit Union the last three years, which he is very grateful for. There was an understanding with that sponsorship that there would be a new stage. He is looking for support from Council to: 1) have Wauna Credit continue the sponsorship; and 2) move forward with a plan and design for a new stage. The idea is to increase the size of the dance area and push it back further and update the electrical.

Mayor Scholl would like something in honor of Gracie because she donated the first stage. Dimsho believes that there is a rock plaque already there in her honor.

3.F Review Recreation Manager, Recreation Sports Program Specialist, and Recreation SHARP Lead Job Descriptions - Matt

Finance Director Brown reviewed the job descriptions, copies of which are included in the archive meeting packet.

Councilor Topaz would like to add requirements for certifications in childcare, sports safety, and similar. Brown responded that the two positions Topaz is referring to go through background

checks through the school district, as well as finger printing. It's an after-school program and not teaching positions. The people who will likely apply for this position have experience in coaching and certifications. They can train them once they're hired as well. Their goal is to make them future leaders in the community.

4) Department Reports

Police Chief Greenway reported...

- Nothing to report.

Interim Public Works Director Nelson reported...

- Crews have been out mowing and keeping things up to date.
- Does the Council want to see the Scope of Work for the S. 1st Street intersection put on the next Council meeting agenda for approval or wait until the next meeting to discuss further? Consensus of Council to add it to the next agenda for approval.

Library Director Jeffries reported...

- Had a program last night with a joint presentation from the Oregon Historical Society and the Mazamas. It was well attended. There is a desire to have more of these kind of events in partnership with the museum association and genealogy group.

Finance Director Brown reported...

- Nothing to report.

City Recorder Payne reported...

- Council approved a notice of abatement at 406 S. 12th Street in August. The abatement timeframe has past. The property is in foreclosure. The bank has requested a 30-day extension to clean it. Council was not in agreement with the 30-day extension due to the type of garbage.
- Council has discussed a "Parking Lot" to carry-over discussions from one meeting to the next. If the Council wants to move forward with it, it needs to be clear who is assigned to it and what the deadline is. Also, do they want it added to the agenda or part of the Administration report? Consensus of Council to have it part of the Administration report on a monthly basis.

Event Coordinator Curry reported...

- Reminded the Council that all events are listed on www.discovercolumbiacounty.com.
- Plymouth Pub did their best sales ever this past Saturday.
- 2C's Vendor Mall was up 52% from the same Saturday one year previous.
- The shops on S. 1st Street were all busy.
- It was cold and rainy.
- Peter Facinelli from Twilight will be here the second weekend.
- The maps have been received.
- The story book walking tour is complete.
- Played a new St. Helens commercial.
- Contests on KINK FM.
- Working with groups on specialized Twilight events.
- Halloween parade on Saturday.
- Actors from Halloweentown will be here Saturday as well.
- Thanks to Public Works crews for their assistance.

Government Affairs and Project Support Specialist Barry reported:

- Creating a plan to re-engage the community.
- Reminded the Council to check their emails for information about upcoming events and scheduling training.

City Administrator Walsh reported...

- Barry is working on listing organizational priorities that will help the Council with goal setting. It will help as we move forward and shift priorities around.
- The ethics complaint was a learning opportunity for all of us. Councilor Topaz filed an ethics complaint to the Oregon Government Ethics Commission (OGEC) based on the meeting being held outside the City and the subject matter related to the executive session. On Thursday, the OGEC is going to rule on whether they will open an investigation or dismiss it. They will likely rely on the staff report. The OGEC representative did reference an ORS that shows meeting outside the City is reasonable. The recommendation is to open an investigation. The meeting was advertised as an executive session but was really more of a workshop. OGEC said we could have done it with no notice and called it a workshop or training, but out of caution we over notified.
- Enjoyed the League of Oregon Cities (LOC) Conference. St. Helens really stands out.

5) Council Reports

Councilor Locke reported...

- Yesterday, he and Barry had a meeting with Hamer Electric at Cascades. They have been doing the electrical work there since 1995. They talked about what is available and useful there. PGE has to be the final one to make the decision. A lot of the equipment there is old and doesn't meet safety standards.

Councilor Carlson reported...

- Toy 'n Joy is coming up.
- Chrissy from the Chamber of Commerce is the point person for the Scarecrow contest.
- Portland Audubon Society is on Sauvie Island. She would like to have them come to St. Helens as well.

Councilor Topaz reported...

- He's worried about the marijuana plant mess. Business Oregon will not help a facility that has marijuana. The Scientific Journalist has a number of articles about the bad things happening with marijuana. A lot of the oils help people over 50 but not under 50. The question came up about what's legal. OLCC has one thing but they're not the Court. He'd really like our attorney to find out what the law says versus the licensing. Some of the decisions are based on what they can do and not what they should be doing.

Councilor Carlson reported...

- Following up with Topaz's report, she would like to have the tenant give a report.

Mayor Scholl pointed out that they are not a tenant. They are purchasing the property. The City is not who approved the sale of marijuana or the OLCC who regulates it.

Council President Morten reported...

- He was very encouraged at the LOC Conference.

- Bend is one of the leading cities in the nation for recreational tourism. He spent quite some time touring an incubator facility for start-up tourism businesses.
- Attended the ethics seminar. He repeated the request he made months ago to have a local attorney attend meetings. He's being sued by the Ethics Commission and does not like that.

Mayor Scholl reported...

- Glad to see a document drawn up for the St. Helens Industrial Park. It is frustrating to have this one subject take up so much time. The City is not in partnership with ACSP or OrGro Tech. They sold them property. There are certain individuals that brought that attention.
- He attended the LOC Conference as well and learned a lot.
- Continuing to work with the County on the Watershed property trails.
- Will inform citizens earlier next year about street closures.
- The City is moving forward. They have the citizens best interest in mind.

6) **Other Business**

7) **Adjourn** – 4:05 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

Regular Session Minutes

October 2, 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
Sue Nelson, Interim Public Works Director
Brian Greenway, Police Chief
Tina Curry, Event Coordinator

Others: F. Brandon
Jenna Pense
Jordyn Stuber

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

2) **Pledge of Allegiance**

3) **Visitor Comments** - None

4) **Approve and/or Authorize for Signature**
4.a **Contract Payments**

Motion: Upon Carlson's motion and Topaz's second, the Council unanimously approved '4a' above. [AYES: Scholl, Carlson, Locke, Morten, Topaz; Nays: None]

5) **Appointments to Boards/Commissions**
5.a **Appointment to City Boards & Commissions**

Motion: Upon Topaz's motion and Carlson's second, the Council unanimously re-appointed Patrick Nickelson and Ken Hanson to the Arts & Cultural Commission. [AYES: Scholl, Carlson, Locke, Morten, Topaz; Nays: None]

6) **Consent Agenda for Acceptance**

6.a Arts & Cultural Commission Minutes dated March 26, April 16, and May 28, 2019

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

7) **Consent Agenda for Approval**

- 7.a Recreation Manager Job Description
- 7.b Recreation Sports Program Specialist Job Description
- 7.c Recreation SHARP Lead Job Description
- 7.d Accounts Payable Bill Lists

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

8) **Mayor Scholl Reports**

- The City has been invited to the National Guard Deployment Ceremony on Sunday, October 13, 9 a.m., at St. Helens High School. He needs to know who plans on attending and is a veteran. Council President Morten is a veteran and plans to attend.
- The Halloween Parade is on Saturday. He has a seat available for a Councilor in his truck.
- Thank you to the St. Helens High School Band for the shirts.
- A food drive contest benefitting the Food bank is being held leading up to the Civil War football game against Scappoose. He encouraged spreading the word and donating food.

9) **Council Member Reports**

Council President Morten reported...

- The dedication of the St. Helens Veterans Memorial Plaza will be held on Friday, November 1 at McCormick Park at noon. All veterans are invited to the ceremony.

Councilor Topaz reported...

- Nothing to report.

Councilor Carlson reported...

- Don't forget about the food drive!
- When you get elected to serve this position, you serve all the citizens, not just those that agree with you. It's an honor and a privilege.

Councilor Locke reported...

- Will be conducting an inventory about what can and can't be done on the St. Helens Industrial Park property. Hamer Electric would be happy to come in and explain things to the Council if desired. Locke suggests it be done after the new year.
- There was discussion about Portland prices versus St. Helens prices. The only thing that is higher here is the gas prices. Gas in Salem is \$.30 cheaper than gas in St. Helens.

10) **Department Reports**

Police Chief Greenway reported...

- Nothing to report.

Interim Public Works Director Nelson reported...

- Nothing to report.

Library Director Jeffries reported...

- Nothing to report.

Finance Director Brown reported...

- Nothing to report.

City Recorder Payne reported

- Nothing to report.

City Administrator Walsh reported...

- The City received \$19,000 from the Nike Grant for the 5th Street right-of-way trail. It connects to both Nob Hill Nature Park and the staircase next to it. They are looking at ways to make the Waterfront Property more aesthetically pleasing. One idea is to remove the fence and barbwire adjacent to the stairway.
- Remain hopeful for the BUILD grant. The government relations team in Washington D.C. has been working on it.

11) **Other Business**

- ♦ Frank Brandon. Is it acceptable to approve minutes from March on October 2?

City Recorder Payne responded that some staff members are assigned a Board/Commission to act as a secretary. It is in addition to their regular duties so they don't often have a lot of time to work on minutes. They do it as quick as they can.

12) **Adjourn**

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor

Accounts Payable

To Be Paid Proof List

User: jenniferj
 Printed: 11/07/2019 - 2:44PM
 Batch: 00001.11.2019 - AP 11.7.19 FY 19-20



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
AMERICAN PLANNING ASSOC.									
001374									
165281-19106	10/28/2019	575.00	0.00	11/07/2019				False	0
100-710-052013 Memberships				APA MEMBERSHIP CAT G AICP MEMBERSHIP CAT G					
	165281-19106 Total:	575.00							
	AMERICAN PLANNING	575.00							
ARRINGTON, KEVIN									
ARR									
1	10/30/2019	10.00	0.00	11/07/2019				False	0
100-704-052019 Professional Services				JURY DUTY PAY 2019-CR-000015					
	1 Total:	10.00							
	ARRINGTON, KEVIN To	10.00							
BOBCAT OF PORTLAND									
003749									
01-1321	10/14/2019	205.93	0.00	11/07/2019				False	0
701-000-052001 Operating Supplies				BOB X CHANGE					
	01-1321 Total:	205.93							
01-1509	10/25/2019	1,965.09	0.00	11/07/2019				False	0
701-000-052001 Operating Supplies				BOB X CHANGE					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
	01-1509 Total:	1,965.09							
	BOBCAT OF PORTLAND	2,171.02							
C.R. CONTRACTING 005222									
10312019	10/31/2019	45,300.75	0.00	11/07/2019				False	0
205-000-053001 Capital Outlay					R-691 2019 CRACK SEALING PROJECT				
	10312019 Total:	45,300.75							
	C.R. CONTRACTING Tot	45,300.75							
CENTURY LINK 034002									
10252019	10/25/2019	346.12	0.00	11/07/2019				False	0
702-000-052010 Telephone					966				
	10252019 Total:	346.12							
	CENTURY LINK Total:	346.12							
CINTAS CORPORATION 037620									
8404357674	10/25/2019	59.58	0.00	11/07/2019				False	0
703-734-052019 Professional Services					FIRST AID CABINET SERVICE				
	8404357674 Total:	59.58							
8404357675	10/25/2019	146.41	0.00	11/07/2019				False	0
100-708-052019 Professional Services					FIRST AID CABINET SERVICE				
	8404357675 Total:	146.41							
8404357676	10/25/2019	134.36	0.00	11/07/2019				False	0
100-715-052019 Professional Services					FIRST AID CABINET SERVICE				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
8404357676 Total:		134.36							
CINTAS CORPORATION		340.35							
CITY OF PORTLAND, ATTN: GENERAL AR 025638									
10329503	10/16/2019	19,478.40	0.00	11/07/2019				False	0
100-705-052006 Computer Maintenance					POLICE REGJIN ACCESS ANNUAL BILLING				
10329503 Total:		19,478.40							
CITY OF PORTLAND, AT		19,478.40							
CITY OF SCAPPOOSE SCAPPOOS									
0004257	10/28/2019	60.00	0.00	11/07/2019				False	0
100-711-052019 Professional Services					INSPECTION SERVICES OCTOBER 2019				
0004257 Total:		60.00							
CITY OF SCAPPOOSE To		60.00							
CLOUD RECORDS MANAGEMENT SOLUTION, CHAVES 006630									
190735	11/1/2019	296.16	0.00	11/07/2019				False	0
100-702-052019 Professional Services					MONTHLY USER FEE				
190735 Total:		296.16							
CLOUD RECORDS MAN		296.16							
COFFEEN, AARON COFF									
1	11/1/2019	10.00	0.00	11/07/2019				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				JURY DUTY PAY 2019-CR-000015					
1 Total:		10.00							
COFFEEN, AARON Total		10.00							
COLUMBIA COUNTY CIRCUIT COURT 007490									
1142019	11/4/2019	1,000.00	0.00	11/07/2019				False	0
100-000-020200 Bail Deposit				JASON MACK PAUL MACAREE BAIL TRANSFER FRC					
1142019 Total:		1,000.00							
COLUMBIA COUNTY CI		1,000.00							
COLUMBIA RIVER P.U.D. 008325									
10222019	10/22/2019	515.27	0.00	11/07/2019				False	0
100-705-052003 Utilities				7493					
10222019	10/22/2019	756.54	0.00	11/07/2019				False	0
100-706-052003 Utilities				7493					
10222019	10/22/2019	1,528.41	0.00	11/07/2019				False	0
100-708-052003 Utilities				7493					
10222019	10/22/2019	42.92	0.00	11/07/2019				False	0
100-708-052046 Dock Services				7493					
10222019	10/22/2019	185.20	0.00	11/07/2019				False	0
100-708-052046 Dock Services				7493					
10222019	10/22/2019	4,006.54	0.00	11/07/2019				False	0
205-000-052003 Utilities				7493					
10222019	10/22/2019	836.01	0.00	11/07/2019				False	0
100-715-052003 Utilities				7493					
10222019	10/22/2019	324.76	0.00	11/07/2019				False	0
703-734-052003 Utilities				7493					
10222019	10/22/2019	2,664.72	0.00	11/07/2019				False	0
601-731-052003 Utilities				7493					
10222019	10/22/2019	5,027.35	0.00	11/07/2019				False	0
601-732-052003 Utilities				7493					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
10222019	10/22/2019	784.05	0.00	11/07/2019				False	0
603-737-052003 Utilities				7493					
10222019	10/22/2019	2,352.15	0.00	11/07/2019				False	0
603-736-052003 Utilities				7493					
10222019	10/22/2019	701.50	0.00	11/07/2019				False	0
603-738-052003 Utilities				7493					
10222019 Total:		19,725.42							
COLUMBIA RIVER P.U.D		19,725.42							
COMCAST									
COMCAST									
10212019	10/21/2019	1,052.22	0.00	11/07/2019				False	0
702-000-052003 Utilities				4669					
10212019 Total:		1,052.22							
10252019	10/25/2019	106.85	0.00	11/07/2019				False	0
702-000-052003 Utilities				3930					
10252019 Total:		106.85							
COMCAST Total:		1,159.07							
COVANTA ENERGY LLC									
009255									
257181MARIO	10/11/2019	77.20	0.00	11/07/2019				False	0
100-705-052004 Office Supplies				SPECIAL WASTE					
257181MARIO Total:		77.20							
COVANTA ENERGY LLC		77.20							
CUSTOM HOME SERVICES LLC, CHS PAINTING									
009644									
1120	10/30/2019	14,325.64	0.00	11/07/2019				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
704-000-053025 Capital Outlay - Sr Center					EXTERIOR PAINTING SENIOR CENTER				
1120 Total:		14,325.64							
CUSTOM HOME SERVIC		14,325.64							
DAVID EVANS & ASSOCIATES INC 011550									
453349	10/15/2019	1,416.87	0.00	11/07/2019				False	0
205-000-053019 North Vernonia Improvements					N VERNONIA RD SIDEWALKS				
453349 Total:		1,416.87							
DAVID EVANS & ASSOC		1,416.87							
DAVIS, HEIDI H.DAVIS									
11022019	11/2/2019	76.33	0.00	11/07/2019				False	0
100-711-052018 Professional Development					MILEAGE REIMB. H DAVIS OPTA FALL CONF				
11022019 Total:		76.33							
DAVIS, HEIDI Total:		76.33							
DONOVAN ENTERPRISES INC 010744									
1298	11/4/2019	620.00	0.00	11/07/2019				False	0
206-000-052019 Professional Services					STORMWATER CODE REVISION 10-10-19				
1298 Total:		620.00							
DONOVAN ENTERPRISE		620.00							
E2C CORPORATION E2C									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
4366	10/31/2019	10,000.00	0.00	11/07/2019				False	0
201-000-052019 Professional Services				TINA CURRY CONSULTING MARKETING MONTHLY					
4366 Total:		10,000.00							
4367	11/1/2019	13,596.21	0.00	11/07/2019				False	0
201-000-052058 Events - Holloween				ENTERTAINMENT STAFF PRODUCT ADVERTISING E					
4367 Total:		13,596.21							
E2C CORPORATION Tota		23,596.21							
ERSKINE LAW PRACTICE LLC									
011522									
10312019	10/31/2019	5,692.50	0.00	11/07/2019				False	0
100-704-052019 Professional Services				10/17-10/31					
10312019 Total:		5,692.50							
ERSKINE LAW PRACTIC		5,692.50							
ERWIN, JOSHUA									
ERW									
1	11/1/2019	10.00	0.00	11/07/2019				False	0
100-704-052019 Professional Services				JURY DUTY PAY 2019-CR-000015					
1 Total:		10.00							
ERWIN, JOSHUA Total:		10.00							
FLINN, STEPHEN ATTORNEY AT LAW									
854114									
11052019	11/5/2019	1,300.00	0.00	11/07/2019				False	0
100-704-052019 Professional Services				COOPER CALIFF WEST ROBERTS BLANK GOSS GRA					
11052019 Total:		1,300.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
	FLINN, STEPHEN ATTOR	1,300.00							
GILLINS, LORI GILLIN									
1	11/1/2019	10.00	0.00	11/07/2019	JURY DUTY PAY 2019-CR-000015			False	0
100-704-052019 Professional Services									
1 Total:		10.00							
GILLINS, LORI Total:		10.00							
GRAICHEN, JACOB A. 014039									
10312019	10/31/2019	193.01	0.00	11/07/2019	MILES MEALS REIMB. OAPA CONF			False	0
100-710-052018 Professional Development									
10312019 Total:		193.01							
GRAICHEN, JACOB A. T		193.01							
H.D. FOWLER CO. 012650									
15303882	10/10/2019	660.48	0.00	11/07/2019	MARKING PAINT			False	0
601-731-052001 Operating Supplies									
15303882 Total:		660.48							
H.D. FOWLER CO. Total:		660.48							
HANSEN, RON HAN8									
1	11/1/2019	10.00	0.00	11/07/2019	JURY DUTY PAY 2019-CR-000015			False	0
100-704-052019 Professional Services									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
1 Total:		10.00							
HANSEN, RON Total:		10.00							
HARDIN, TARA UB*00739									
1	11/1/2019	10.00	0.00	11/07/2019				False	0
100-704-052019 Professional Services				JURY DUTY PAY 2019-CR-000015					
1 Total:		10.00							
HARDIN, TARA Total:		10.00							
HART 2 HART INVESTIGATIONS, TROY HARTWELL 014667									
10052019	10/5/2019	536.50	0.00	11/07/2019				False	0
100-704-052042 Court Appointed Attorney				INVESTIGATION JONNY ROBERTS					
10052019 Total:		536.50							
HART 2 HART INVESTIG		536.50							
HASA INC 014771									
662222	10/25/2019	5,083.65	0.00	11/07/2019				False	0
603-736-052083 Chemicals				MULTI CHLOR					
662222 Total:		5,083.65							
HASA INC Total:		5,083.65							
HAYWARD, ELIZABETH HAYW									
1	11/1/2019	10.00	0.00	11/07/2019				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				JURY DUTY PAY 2019-CR-000015					
1 Total:		10.00							
HAYWARD, ELIZABETH		10.00							
HERREN-KENAGA, BRENDA 015085									
10302019	10/30/2019	88.86	0.00	11/07/2019				False	0
100-706-052018 Professional Development				CHAIR MEETING MILEAGE REIMB					
10302019 Total:		88.86							
HERREN-KENAGA, BRE		88.86							
HUDSON GARBAGE SERVICE 015875									
10524537	11/1/2019	59.80	0.00	11/07/2019				False	0
100-706-052003 Utilities				2046-1001554					
10524537 Total:		59.80							
10525201	11/1/2019	96.59	0.00	11/07/2019				False	0
100-709-052023 Facility Maintenance				2046-71887056					
10525201 Total:		96.59							
10525266	11/1/2019	123.42	0.00	11/07/2019				False	0
202-722-052023 Facility Maintenance				2046-31026					
10525266 Total:		123.42							
HUDSON GARBAGE SER		279.81							
INEXPENSIVE TREE CARE 016160									
9413	11/1/2019	800.00	0.00	11/07/2019				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				TRUNK DEAD TREE					
9413 Total:		800.00							
INEXPENSIVE TREE CA		800.00							
LAND DEVELOPMENT SERVICES, COLUMBIA COUNTY									
007550									
SEPT-19	10/28/2019	717.50	0.00	11/07/2019				False	0
100-711-052015 Intergovernmental Services				INSPECTIONS					
SEPT-19 Total:		717.50							
LAND DEVELOPMENT S		717.50							
LANG, ATTORNEY AT LAW, MARK J.									
018006									
2065	10/18/2019	800.00	0.00	11/07/2019				False	0
100-704-052019 Professional Services				ERIC CASTRO					
2065 Total:		800.00							
LANG, ATTORNEY AT LA		800.00							
LAWRENCE OIL CO.									
018030									
019001-1930401	10/31/2019	2,043.98	0.00	11/07/2019				False	0
703-734-052022 Fuel / Oil				247748					
019001-1930401	10/31/2019	53.42	0.00	11/07/2019				False	0
100-715-052022 Fuel/Oil				247749					
019001-1930401	10/31/2019	76.93	0.00	11/07/2019				False	0
601-732-052022 Fuel / Oil				247752					
019001-1930401 Total:		2,174.33							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
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	LAWRENCE OIL CO. Tot	2,174.33							
<hr/>									
METROPRESORT 020292									
IN616153	11/1/2019	3,015.70	0.00	11/07/2019				False	0
100-707-052019 Professional Services				UB BILL PRINTING					
	IN616153 Total:	3,015.70							
	METROPRESORT Total:	3,015.70							
<hr/>									
NELSON, SUSAN 020935									
10252019	10/25/2019	107.53	0.00	11/07/2019				False	0
703-733-052018 Professional Development				OREGON APWA FA CONF REIMB. MILEAGE S. NELSC					
	10252019 Total:	107.53							
	NELSON, SUSAN Total:	107.53							
<hr/>									
NET ASSETS 020888									
95-201910	11/1/2019	375.00	0.00	11/07/2019				False	0
100-707-052019 Professional Services				ESCROW SERVICES					
	95-201910 Total:	375.00							
	NET ASSETS Total:	375.00							
<hr/>									
NORTHSTAR CHEMICAL, INC. 021556									
155923	10/31/2019	547.78	0.00	11/07/2019				False	0
601-732-052083 Chemicals				SODIUM HYPOCHLORITE 12.5					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
	155923 Total:	547.78							
	NORTHSTAR CHEMICAL	547.78							
OM STONE 6322									
292599	10/22/2019	8,814.50	0.00	11/07/2019				False	0
704-000-053012 Capital Outlay - Parks					VET MEMORIAL DELIVERY AND INSTALL OMSP				
	292599 Total:	8,814.50							
	OM STONE Total:	8,814.50							
OREGON DEPARTMENT OF FORESTRY, STATE FORESTER 023100									
20129	10/26/2019	7,035.26	0.00	11/07/2019				False	0
202-724-052019 Professional Services					FIRE PROTECTION FOR LAND PROTECTED BY THE O				
	20129 Total:	7,035.26							
	OREGON DEPARTMENT	7,035.26							
ORKIN ORKIN									
190505786	11/1/2019	85.00	0.00	11/07/2019				False	0
100-715-052023 Facility Maintenance					PEST CONTROL				
	190505786 Total:	85.00							
	ORKIN Total:	85.00							
PASSPORT TO LANGUAGES INC. 45111									
1176668	8/31/2019	126.50	0.00	11/07/2019				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				COURT TRANSLATION SERVICE					
1176668 Total:		126.50							
PASSPORT TO LANGUA		126.50							
PITNEY BOWES 025600									
1014186596	10/23/2019	36.99	0.00	11/07/2019				False	0
100-715-052004 Office Supplies				INK / TAPE STRIPS FOR POSTAGE MACHINE					
1014186596 Total:		36.99							
PITNEY BOWES Total:		36.99							
PORTLAND GENERAL ELECTRIC 025702									
11042019	11/4/2019	184.67	0.00	11/07/2019				False	0
100-709-052003 Utilities				0153585940					
11042019 Total:		184.67							
PORTLAND GENERAL E		184.67							
SHARP, TIA M. SHAR									
09272019	11/4/2019	10.50	0.00	11/07/2019				False	0
100-705-052018 Professional Development				REIMB LUNCH FIREARM TRAINING TIA SHARP					
09272019 Total:		10.50							
SHARP, TIA M. Total:		10.50							
STEWART, JEFFREY STEW									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
0002958	10/30/2019	425.00	0.00	11/07/2019				False	0
100-000-020200 Bail Deposit				BOND REFUND STARLA EHRENFELD					
0002958 Total:		425.00							
STEWART, JEFFREY Tota		425.00							
SUNSET AUTO PARTS, INC.									
020815									
10312019	10/31/2019	51.96	0.00	11/07/2019				False	0
603-735-052001 Operating Supplies				AUTO PARTS 6355					
10312019	10/31/2019	6.99	0.00	11/07/2019				False	0
205-000-052001 Operating Supplies				AUTO PARTS 6355					
10312019	10/31/2019	363.99	0.00	11/07/2019				False	0
701-000-052001 Operating Supplies				AUTO PARTS 6355					
10312019	10/31/2019	109.42	0.00	11/07/2019				False	0
701-000-052001 Operating Supplies				AUTO PARTS 6355					
10312019	10/31/2019	13.68	0.00	11/07/2019				False	0
603-736-052001 Operating Supplies				AUTO PARTS 6355					
10312019 Total:		546.04							
SUNSET AUTO PARTS, I		546.04							
SUNSHINE PIZZA									
032710									
12558	10/15/2019	562.00	0.00	11/07/2019				False	0
100-705-052024 Miscellaneous				COFFEE BAGELS PIZZA SUI TEAM AND AGENCY PA					
12558 Total:		562.00							
SUNSHINE PIZZA Total:		562.00							
WETLAND SOLUTIONS NORTHWEST, LLC									
036768									
18122-6	10/31/2019	760.00	0.00	11/07/2019				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
202-722-052019 Professional Services					WETLAND DELINEATION BOISE WHITE PAPER				
18122-6 Total:		760.00							
WETLAND SOLUTIONS		760.00							
WEX BANK 5112 61926530	11/14/2019	3,338.94	0.00	11/07/2019				False	0
100-705-052022 Fuel / Oil				FUEL PURCHASES					
61926530 Total:		3,338.94							
WEX BANK Total:		3,338.94							
WILCOX & FLEGEL 037003 0438437-IN	10/31/2019	635.71	0.00	11/07/2019				False	0
601-732-052023 Facility Maintenance				WFF FUEL					
0438437-IN Total:		635.71							
WILCOX & FLEGEL Tota		635.71							
Report Total:		175,568.30							