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## City of St. Helens COUNCIL AGENDA

**Wednesday, May 4, 2016**

City Council Chambers, 265 Strand Street, St. Helens

### City Council Members

Mayor Randy Peterson  
Council President Doug Morten  
Councilor Keith Locke  
Councilor Susan Conn  
Councilor Ginny Carlson

### **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. **6:45PM – PUBLIC HEARING: FY15-16 Supplemental Budget**
2. **7:00PM - CALL REGULAR SESSION TO ORDER**
3. **PLEDGE OF ALLEGIANCE**
4. **ANNOUNCE & AWARD PRIZES TO "If I Were Mayor..." STUDENT CONTEST WINNERS**
5. **PROCLAMATIONS**
  - A. Municipal Clerks Week – May 1-7, 2016
  - B. National Police Week – May 15-21, 2016 and Peace Officers Memorial Day – May 15, 2016
  - C. National Public Works Week – May 15-21, 2016
6. **INVITATION TO CITIZENS FOR PUBLIC COMMENT** – *Limited to five (5) minutes per speaker.*
7. **DELIBERATIONS: FY 15-16 Supplemental Budget**
8. **RESOLUTIONS**
  - A. **Resolution No. 1738:** A Resolution of the Common Council of the City of St. Helens, Oregon, Adopting a Supplemental Budget for Items Greater Than 10 Percent of the Total Qualifying Expenditures and Making Appropriations for Fiscal Year 2015-16
  - B. **Resolution No. 1739:** A Resolution of the Common Council of the City of St. Helens, Oregon, Authorizing Application for Grant to the Oregon State Parks and Recreation Department
  - C. **Resolution No. 1740:** A Resolution Establishing a Youth Council Reserve Account and Authorizing Appropriations
  - D. **Resolution No. 1741:** A Resolution Establishing a Police Justice and Mental Health (CIT) Reserve Account and Authorizing Appropriations
  - E. **Resolution No. 1742:** A Resolution of Common Council of the City of St. Helens, Oregon, Transferring Appropriations within Funds
9. **AWARD CONTRACT FOR 2016 CRACK SEALING PROJECT**
10. **AWARD CONTRACT FOR THE 2016 ANNUAL STREET STRIPING PROJECT, R-651**
11. **AUTHORIZE STAFF TO NEGOTIATE A PERSONAL SERVICES CONTRACT FOR THE 2MG RESERVOIR REHAB PROJECT, W-449**
12. **APPROVE AND/OR AUTHORIZE FOR SIGNATURE**
  - A. Contract Payments
13. **APPOINTMENTS TO CITY BOARDS & COMMISSIONS**

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.

14. **CONSENT AGENDA FOR ACCEPTANCE**

- A. Planning Commission Minutes dated March 8, 2016
- B. Accounts Payable Bill List

15. **CONSENT AGENDA FOR APPROVAL**

- A. Exclusive Use Permit: St. Helens Coed Softball, McCormick Park Fields, April 15 – October 22
- B. Accounts Payable Bill List

16. **MAYOR PETERSON REPORTS**

17. **COUNCIL MEMBER REPORTS**

18. **DEPARTMENT REPORTS**

19. **ADJOURN**



# City of St. Helens

## Supplemental Budget FY 15-16 Public Hearing May 4, 2016



Facilitated by: Jon Ellis  
Finance Director/Budget Officer

# Background

- March 2016 – expanded events
  - Added 4<sup>th</sup> of July event – ties from 13 nights Thursday, June 30 to July 4 – concluding with fireworks
  - Increased sponsorships to cover additional costs
  - Enter into one-year contract with E2C for events through December 2016
  - Increase Community Sponsorships to include Foundation Insurance

# Driver for Supplemental Budget

- Total increase costs in budget \$36,900
- Budget Law
  - ORS 294.450(2) – if appropriation increases exceeds 15% of total fund appropriation – requires supplemental hearing
- Contingency
  - Total \$10,000 contingency

# Supplemental Budget Threshold

- Threshold measurement of 15%
- Once the 15% threshold has been reached – a 10% rule identifies method of noticing supplemental budget

		FY 15-16			
		Adopted Budget	Amended Budget	Supplemental Budget	% Increase
Revenues					
306000 Hotel-Motel Taxes		95,000	128,000	33,000	
309100 Sponsorships		-	21,000	21,000	
354100 Event Revenues		-	-	-	
Total Revenues		95,000	149,000	54,000	
Expenditures					
451000 Media Expense		20,000	20,000	-	
473500 Public Art		5,000	5,000	-	
554000 Contract		20,000	30,000	10,000	
558104 Events		40,000	66,900	26,900	
Total Expenditures		85,000	121,900	36,900	43%
596000 Contingency		10,000	-	(10,000)	
Total Expenditures		95,000	121,900	26,900	
Net Income / (Expense)		-	27,100	27,100	
Beginning Fund Balance		141,448	164,830	164,830	
Ending Fund Balance		141,448	191,930	191,930	
Total Resources			313,830		
Uses			313,830		

# Public Hearing



# Recommendation

- Approve Resolution No. 1738
  - Adopting Supplemental Budget for FY 15-16 Request for Visitor and Tourism Fund
    - Covers additional appropriation for expanded event program

# Questions

## NOTICE OF SUPPLEMENTAL BUDGET HEARING

A public hearing on a proposal supplemental budget for City of St Helens, Oregon for fiscal year July 1, 2015 to June 30, 2016, will be held at 265 Strand Street, St. Helens, Oregon. The hearing will take place on the 4th day of May, 2016 at 6:45 p.m. The purpose of the hearing is to discuss the supplemental budget with interested persons.

A copy of the supplemental budget document may be inspected or obtained on or after April 25, 2016, at 265 Strand Street, St. Helens, 97051, between the hours of 8:30 a.m. and 5:00 p.m.

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### SUMMARY OF SUPPLEMENTAL BUDGET

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#### Fund: Visitor and Tourism

##### Resources

##### Requirements

1 Beginning Working Capital	\$ 164,830
2 Hotel / Motel	\$ 128,000
3 Sponsorship revenues	\$ 21,000
4 Event revenues	\$ 5,900
Total Resources	<b>\$ 313,830</b>

1 Visitor & Tourism	\$ 121,900
2 Contingency	\$ -
3 Unappropriate reserves	\$ 191,930
Total Requirements	<b>\$ 313,830</b>

#### Comments:

Authorizes appropriations to cover expanded City sponsorship of special events that enhance development of corporate sponsorships and promotes the City's visitor and tourism driven businesses.
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**City of St. Helens**  
**RESOLUTION NO. 1738**

A RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF ST. HELENS,  
OREGON, ADOPTING A SUPPLEMENTAL BUDGET FOR ITEMS GREATER  
THAN 10 PERCENT OF THE TOTAL QUALIFYING EXPENDITURES AND  
MAKING APPROPRIATIONS FOR FISCAL YEAR 2015-16

**WHEREAS**, the Common Council of the City of St. Helens finds it necessary to revise previous appropriations for the purpose of providing category balances which will be adequate to cover unexpressed liabilities and additional accruals relating to the fiscal year 2015-16; and

**WHEREAS**, a supplemental budget for the Visitor and Tourism Fund for the period of July 1, 2015 through June 30, 2016, inclusive, has been prepared, published and submitted to as provided by statute; and

**WHEREAS**, a hearing to discuss the supplemental budget was held before City Council on May 4, 2016; and

**WHEREAS**, it further appears that it is in the best interest of the City to approve this greater than 10 percent change in appropriations for the period of July 1, 2015 through June 30, 2016.

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

**Section 1.** Pursuant to its authority under OR 294.480, the supplemental budget be adopted and appropriations established as shown in the attachment Exhibit A which by this reference is made a part of this resolution.

**Approved and adopted** by the City Council on May 4, 2016, by the following vote:

Ayes:

Nays:

\_\_\_\_\_  
Randy Peterson, Mayor

ATTEST:

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

FY 15-16			
	Adopted Budget	Amended Budget	Budget Adjustment
Resources			
306000 Hotel-Motel Taxes	95,000	95,000	-
309100 Sponsorships	-	21,000	21,000
354100 Event Revenues	-	5,900	5,900
Total Resources	-	26,900	26,900
Expenditures			
451000 Media Expense	20,000	20,000	-
473500 Public Art	5,000	5,000	-
554000 Contract	20,000	30,000	10,000
558104 Events	40,000	66,900	26,900
596000 Contingency	10,000	-	(10,000)
Total Expenditures	95,000	121,900	26,900



# If I Were Mayor, I Would...

## Student Contest



**The Oregon Mayors Association and your city invite you to enter the  
"If I Were Mayor..." contest.**

Share your creative ideas about what you would do as mayor.

Local winners are entered into the state contest for a chance to win an **iPad Air 2!**

**CONTEST DEADLINE:** \_\_\_\_\_

### Contest Rules:

#### GENERAL RULES:

- All submissions must be accompanied by a completed entry form. All forms for students under age 18 must be signed by the student's parent or guardian. Entry forms may be photocopied.
- Only one submission per student will be accepted at the state level.
- State level submissions become the property of the Oregon Mayors Association (OMA).
- OMA retains the right to publish state-level entries along with the names and likenesses of each student.
- Previous statewide winners may participate but are not eligible to receive prizes.
- League of Oregon Cities (LOC) employees and dependents are not eligible to enter.

*First-place statewide winners will receive their prizes during the OMA Summer Conference, to be held July 21-23, 2016 in Lincoln City.*

#### POSTERS:

- The poster contest is open to students enrolled in grades 4 and 5 or being home-schooled at the same grade level for the 2015-16 school year.
- Poster size must be a minimum of 17" and a maximum of 28" in height or width.
- Students are encouraged to be creative and may use any art medium (e.g., poster paints, felt pens, colored pencils, pastels, crayons, three-dimensional art, etc.). The poster may be in color or black and white.
- The student's name and a daytime phone number or email address for their parent or guardian must appear on the back of the poster.

#### ESSAYS:

- The essay contest is open to students enrolled in grades 6 through 8 or being home-schooled at the same grade level for the 2015-16 school year.
- Essays must be 500 to 1,000 words in length and typed.
- The student's name and a daytime phone number or email address for their parent or guardian must appear at the top of the essay.

#### DIGITAL MEDIA PRESENTATIONS (video, PowerPoint, Prezi, etc.):

- The digital media presentation contest is open to students enrolled in grades 9 through 12 or being home-schooled at the high school level for the 2015-16 school year.
- Presentations must be one to three minutes in length and may be submitted on disk or emailed.
- The student's name and a daytime phone number or email address for their parent or guardian must be written on the disk or disk sleeve.

For more information about the local contest:

IF I WERE MAYOR,  
I WOULD LOWER TAXES  
AND PRICES. THESE ARE MY  
REASONS WHY :

● IT CAN REDUCE THE  
NUMBER OF PEOPLE ON THE  
STREET.  
POOR PEOPLE CAN AFFORD MORE

THINGS FOR THEIR FAMILIES .

THAT IS WHY :

IF I WERE MAYOR I WOULD  
LOWER TAXES AND  
PRICES.

A

If I Were Mayor...



## A

If I was mayor, I would help out the Columbia River. People put trash and waste into it, not even thinking of the animals that live in the water. Over one hundred thousand marine animals are killed each year just from pollution. We need to stop people from putting their trash in places that they should not be. People also throw trash out their car windows and leave it on the side of the road, thinking it will disappear! Birds try to eat what they throw out, and they die as well as the marine animals. Just over one million birds die from plastic. If nobody threw trash where it shouldn't be, not as many animals would die and have to be endangered.

If I were mayor, even for just one day, I would pay people to not throw trash on the sides of the road OR in the Columbia River. It would be like an allowance. I would give them 10 dollars a week but if they didn't respect the rules and dropped garbage on the road/river, they would get nothing. People who drop garbage should have to pay the *mayor* 10 dollars, which is twice as much as they would get if they did not drop anything.

If I were mayor for just one day, I would give most of the people what they wanted. I would give people free ice cream on Mondays, every other week. There would be a card that they could buy with their 5 dollars, and they would get 5 dollars from what I give them for not throwing trash on the side of the road and in the river. I'm a nature kind of person, so I like it when plants and animals are safe and healthy. I hate when people litter, and when they also don't care about the life around them except for their own lives. Some people are selfish and only care about how throwing out trash will affect them. They think that nothing will happen if they throw out trash except that maybe it will just go away, but it doesn't.

People are so focused on their phones that they don't care about anything that world has to offer outside of their devices. They barely notice that people actually have fun at parks and in rivers, but they never do it themselves. I bet they hardly go outside, except to go to the store. People that don't like nature that much hardly go to any fun outside at parks.

In Japan, there is a little box and that is the only place people are allowed to smoke. If I were mayor, I would make a small building which would be the only place in the entire city where people can smoke. In the buildings would be a small store where people can buy drugs. I would make a law where the only place people can buy drugs, is in the small building. All the other buildings that used to be drug stores, I would make into public places that people would be able to go in and give money for charities. If people were to smoke outside of the building, they would get fined a good amount of money--maybe even paying up to \$300 just for littering.

I think that if I were running for mayor with all of these ideas and rules, I would win. Even if there was someone else running for mayor but had the same thoughts, they would probably win. It doesn't matter about their appearance, it's all about what they want the economy to be like and how they want their children growing up. People don't want their children growing up around smokers. They want their children to grow up in a world that is clean and with lots of animals, not a world that has pollution and dead animals floating in the river.

This is why I should be Mayor and why people would vote for me. I wouldn't run for mayor just because I would be famous. I would run because I want my future children to grow up good, and loving nature like I do. People shouldn't be afraid to walk towards someone because they think that they are unfriendly and that they do drugs. They should be able to walk towards someone knowing that they are nice and friendly and that they won't harm anyone! People shouldn't throw things in the rivers OR on the sides of roads. If people DO throw stuff, it should be on sides of roads, and they should know that it is biodegradable over time. If it isn't, they shouldn't throw anything away, except for in a garbage or recycling bin.

I want my kids growing up in a place where I can tell them that nothing bad is going to happen to them, without lying right to their faces. I want them to have nice friends, and go to a nice school where there are no bullies or teachers that are mean. I want them to know that wherever they go and that people will help them with whatever they need. If people were nice, there wouldn't be robbers, there wouldn't be murderers. If I were mayor, life would be good.

# If I Were Mayor



If I were mayor there would be no garbage on the streets and less homeless people in our city's neighborhoods. Furthermore, families would be able to afford decent things and public schools would have a later start time.

For starters, we would build a nice homeless shelter with facilities and have volunteers spiffing up the homeless so they're polished and ready for job interviews. There are 610,042 homeless people in America right now and more are added to that number everyday. California is estimated to hold the most homeless in 2013. Look around St. Helens. Do you see a nice, warm homeless shelter? Well, as mayor this would change, we would find enough money to have one and save people from the harsh, cold Oregon weather. Some choose to live outside and we can't save all of them, but we would certainly try.

There are so many teens living on the streets because they have no support. They made a mistake and now are hopeless. If we had a teen help program teens wouldn't end up pregnant, homeless or missing. We would be able to get teens back on their feet by creating jobs and providing skills with classes taught by volunteer business people.

One fundraising idea would be to generate income from our Columbia County Fairground Facility. It could be rented for trade shows, concerts, weddings, events, family reunions, and other conventions. My city would benefit from the revenue and provide employment for teens and others. We will repair the racetrack, soccer fields and rodeo arena to invite visitors to special events. People visit St. Paul, Oregon and Weippe, Idaho and Pendleton, Oregon just to see the fair and rodeo though they are small towns. If we took some time, effort and money we could profit from visitors who want to see our fair and rodeo.

Another problem is that today, washing machines are so expensive. Low income families can't always afford a washing machine. Dry cleaners are great for out-of-town visitors and kids showing at fair. Kids showing at fair could drop off their show clothes between shows or on the weekends. This could open up some jobs and there are plenty of old buildings that could cheaply become a dry cleaners.

Garbage is continuing to pile up around towns. Most families don't want to pay thirty dollars a month for their garbage to be picked. If we could lower the price, more streets would be garbage free. Our town has a dump, but some families don't have time or a car to drive the trash there. We would also reduce garbage around town by having a city owned garbage truck pick up trash for free.

Research indicates that physical activity is important for children. Most schools provide only one recess or two very short

ones daily. If St. Helens built a nice undercover play structure kids could get exercise and stay out of the rain. An inventor in New York built a park underground with trees and plants. We could build one undercover for a cheaper price. That way Oregon's harsh, rainy weather won't stop residents from staying active.

There isn't a cheap, good restaurant around town. We have fast food, but it isn't healthy for you and most of it doesn't taste good. As mayor, we would encourage quality food establishments in St. Helens. Most families go to sports games and don't get back until seven or eight. This community is missing out on the Oregon Coast visitors that travel highway thirty every day. Romantics stay to watch the sunset and travel through our town after the few family restaurants are closed. A twenty-four hour restaurant would also give kids a place to go until their curfew. Denny's and IHOP are both good quality, inexpensive restaurants that are family-friendly. Our town could draw people in from other cities. We could make money, create jobs and be a friendlier town.

Most teens or school aged children are sleepy in the morning, that is because their brains aren't awake. A later school start would help them wake up more naturally. The National Sleep Foundation says teens and tweens naturally want to stay up late and sleep longer in the morning. Also, later school starts would give the kids and parents some time to wake up and get organized for the day. It would increase attendance with fewer sick days.

Kids are important to our world. I talked about kids coming to school on time with a later school start. Why are feeding them leftover processed food? We could have homemade meals for the kids. The food now, isn't good for you, the pizza on Wednesdays is saturated in grease and fat. Obesity is also a problem with this. Home lunches are becoming more and more popular, they're what I'd prefer too. Our next generation isn't looking good if we continue to feed them this unhealthy garbage.

An athletic club would keep kids healthy and active. There could also be an afterschool and daycare program, that way kids could go play basketball or swim while their parents work or when the parents are working out the kids can play downstairs. We would construct an athletic club similar to the one in Columbia City because families want somewhere to lounge or exercise in St. Helens.

Oregon's weather is either really wet or really hot. In the summer people like to have pool parties and cool off. Some have their birthdays at pools. Look at Eisenschmidt pool, it is really old and needs remodeled. We need a nice pool, indoor or outdoor. We could possibly remodel Eisenschmidt or start new.

We live in Oregon, the weather isn't nice and sunny. If we invested in a big blow up tent for soccer, football, field hockey, lacrosse and other sports. Kids could play their favorite sport all year long. If we had enough money we could build a separate tent for tennis courts. As of right now the Mittleman Jewish Center and the Beaverton sports arena are the closest and most popular. The

community gets use of it because they get revenue from the opposing teams for tournaments. Having a closer arena will make parents happy because they don't have to drive as far and happier kids because they can play sports all year long.

Pets are dying every day because of money. Every kid wants a pet for Christmas, but their parents can't afford it. Pounds are emptying people's pockets to save animals and that isn't right. It was 175 dollars to get our dog out of the pound. Our dog! The price is causing people not to adopt a pet which is then causing dogs or even cats to be euthanized. A dropped adoption fee would save over 100 dogs or cats a month.

Our closest dog park is in Columbia City. It isn't even very good. There are a lot of dogs in our community. Dog parks give the dogs some exercise because many owners either don't have a fenced yard or a big enough yard. A nice dog park would give people a place to take their dog instead of taking them to pound because they don't have enough space. It also gives people something to talk and connect about.

Pollution is a big problem in our world. Car accidents are also very important. We could have a ferry to take people to Portland, there would be less traffic and less accidents. People would be ready for work when it arrives at the dock in Portland, people would get an hour to get the day started on their way to work. The first trip in the morning would be about 5:30 and the last trip in the evening would be about 7:00. We could save lives, reduce traffic, and limit pollution.

So many families want somewhere close to camp or have a picnic. Sand Island is a good spot for either. People with boats would have a place to go and play. If we open up the marina, people will make St. Helens a day or weekend excursion. We could have a ferry that can go right over for a round trip at 3 dollars a person. People could open shops and it could create new jobs. These are the things that I would do if I were mayor. I hope that our world improves on city at a time.

If I was mayor I would start with Saint Helens' biggest issue, litter. There is litter everywhere. The average person throws away about 4.5 pounds of trash a day. That's a lot of trash to not dispose of it properly, especially since almost 50% of litter is cigarette buds. With all the forestry in Saint Helens litter and cigarette buds are a big risk to the wildlife and nature. Cigarette buds are also dangerous because if it is hot and dry they could start a major fire.

Millions of animals die each year from litter. We need to find a way to keep our wildlife safe. The biggest species affected are birds. Over 1 million birds die each year from litter. Animals become entangled in discarded rope and nets and some ingest plastic or metal where others get cut on broken glass bottles. I propose we start a company that disposes of trash correctly. This company would give a few dollars to people if they turn in 20lbs of trash or more. The amount of money would vary depending on how much trash and what type of trash it is. The company would give out bags that hold 20lbs. This would be a great job for kids and also for the homeless to give them a way to earn money and help the environment. We should also have a job for people who need a job to go and pick up trash in fields (of course with permission) and not just on the side of the road, because a lot of trash from the road gets blown into fields, and this is where the animals are eating it.

I think that there should be a signup sheet at food banks and other facilities to help the homeless. This would help people and the environment. Another place full of litter is the river. The Columbia River is full of garbage. My plan is to build a filter and connect it to the docks etc. This filter would filter all the water through and have a compartment for garbage. This compartment would get cleaned out every week and it would be easy to clean. There would be a top and a compartment and you would pop the top off and pull the trash out.

We would also have one big cleanup day every two months. We would have tons of business sponsors and it would be like a race to pick up garbage and the family to get the most

trash would win a prize and then 2nd and so on. This would make everybody want to participate including small children and adults. They could drive around all of St. Helens to pick up trash. And it would be all day and anyone could participate for a small fine of \$5 per family and a family can have 7 members to pick up trash. All these ideas for picking up trash would seriously help our economy in the long run. Although they don't stop litter at the source they help to stop animals from eating any trash.

In summary, if I were mayor I would work on fixing the litter issue. I would make programs that would help clean up litter and help give homeless jobs at the same time. I think these ideas would really help St Helens and make the city look nicer.



If I were mayor, I would crack down on the littering problem in St. Helens. More than half the people in St. Helens litter which is 6,530 people! I would make sure that if people litter they have to pay the fine. I would make the fine higher so people will stop, and when they get caught they will have to pay. I will let people choose if they want to pick one or two days a year to pick up litter.

When I become mayor I will spend most of my time making sure public parks and the side of the roads are nice and clean with no garbage. I will make sure that all the parks have garbage cans so people can throw their trash away. I will make sure the garbage cans get emptied every week and they don't over flow like parks in Portland. I will come up with a way I can get more garbage cans in the public parks. I want people to stop and think before they throw trash out their car window. After 2-3 years of people picking up trash, we won't have to do it anymore.

We will beautify the town and will have more tourists and make a lot more money to put back into the city. We could plant about 50 more trees to help the air we breathe and it would also help the wild life so we can enjoy watching them. I would put in a shelter for the homeless and teach them about how leaving your litter around kills more than 1/3 of all the wild life. That will help people and animals that live in St. Helens. Be careful about what you throw away some of the things you throw away can harm the environment.

I will set up programs that teach people about compost and that it is good for your plants. I will make a community garden were people can learn about fresh food and compost. I will go to local schools and teach them about not littering, that it will help all the animals. I will also have 20 pound garbage bags and the homeless could fill them with garbage and turn them into me and receive at least \$5 dollars that would help them and us.

I would put bikes in downtown so people can get their exercise. I would also put more attractions so we would make a carnival for tourists I would put more shops and with she shops we have we should upgrade them. I will come up with a program to repave the sidewalks so it is safer to walk. We should put more water attractions. I will also put in a community center and show movies in the park. Then they I will also have towers on the Columbia River and that will about \$35 it will bring a lot of tourist so we can bring in a lot more money these are some of the things we should add or change about St. Helens. That is why I want to be Mayor when I grow up.



## E

If I was mayor of St. Helens I would help stop litter in the city of St. Helens. Litter is a costly problem. Highway departments spend millions of tax dollars and many hours annually picking up litter. The local, state and federal government also spend money removing litter left by careless park visitors. Approximately \$11.5 billion dollars are spent to clean up litter each year. That money could be invested in other things like healthcare, housing, and even feeding the poor. Approximately 50% of litter items are cigarette butts. For many people who smoke they believe that it is a lot easier to just throw cigarette butts out of the car window, rather than having to find ash receptacles or a trash can. If we each try to be more responsible and have more discipline for things like litter, imagine how clean the earth could be.

If I was mayor, I would have a day every month where citizens of the city of St. Helens could volunteer to help pick up trash around the town. I think that after a year of the program we should show the volunteers that we appreciate their work. We will set aside an area in St. Helens and make a little monument, like building a path that is made out of tile and engraving each of the volunteers' names on a tile. People might have more respect for the town because it would be cleaner.

Another thing I would do is make sure there are trash cans wherever they are often needed. One thing that we don't want is people not being able to find a trash can, and then for them the easiest thing is to just litter. But the other thing that makes people litter is because they think someone will pick up after them like park maintenance or a highway worker.

One way that there can be a lot of litter is when there is an event, like someone hosting a birthday party at a park, or a day of music in the park. Many people are tempted to litter because

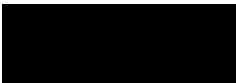
## E

they can't find a trash can, but we can help fix that problem. If I was mayor, I would try my best to provide ash and trash receptacles at entrances, exits, loading docks, picnic areas, as well as parking lots and along walkways of people's businesses.

I think that another way we can stop litter is by teaching people to stop littering. We should set up a group that can go to the public schools in the city of St. Helens that can teach the children that litter is bad for the earth and the community. The group would take about an hour and teach the school children about litter, and they could also take them out to their playground and the kids at the school could help pick up litter around their school.

A bad thing about litter is that it can affect the environment around us including wildlife. In St. Helens, the Columbia River can be found, which means there is fish and other animals living around us, and our job is to make sure they're safe. Animals can get poisoned or trapped with litter in their habitats. Animals have been found to eat litter which can cause them to become very sick. Animals can be also know for getting stuck in litter which can make face serious discomfort.

If I was mayor of the St. Helens, I focus on the problem of litter in the city of St. Helens. We all can help, just by making sure to throw away our trash.



# PROCLAMATION

City of St. Helens  
By Mayor Randy Peterson

*Municipal Clerks Week*  
*May 1-7, 2016*

**WHEREAS**, the Office of the Municipal Clerk, a time honored and vital part of local government, exists throughout the world; and

**WHEREAS**, the Office of the Municipal Clerk is the oldest among public servants; and

**WHEREAS**, the Office of the Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels; and

**WHEREAS**, Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all; and

**WHEREAS**, the Municipal Clerk serves as the information center on functions of local government and community; and

**WHEREAS**, Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, provincial, county and international professional organizations; and

**WHEREAS**, it is most appropriate that we recognize the accomplishments of the Office of the Municipal Clerk.

**NOW, THEREFORE**, I, Randy Peterson, Mayor of the City of St. Helens, do recognize the week of May 1 through May 7, 2016, as Municipal Clerks Week, and further extend appreciation to St. Helens Municipal Clerk Kathy Payne and Deputy Municipal Clerk Lisa Scholl and to all Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the Seal of the City of St. Helens to be affixed at St. Helens City Hall on this 4th day of May, 2016.

MAYOR:

*Place  
Gold  
Seal &  
Stamp  
Here*

---

Randy Peterson, Mayor

ATTEST:

---

Kathy Payne, City Recorder

City of St. Helens  
**PROCLAMATION**  
By Mayor Randy Peterson

*Police Week ~ May 15 – 21, 2016*  
*Peace Officers Memorial Day ~ May 15, 2016*

**WHEREAS**, there are approximately 900,000 law enforcement officers serving in communities across the United States, including the dedicated members of the City of St. Helens Police Department; and

**WHEREAS**, there have been 15,725 assaults against law enforcement officers in 2014, resulting in approximately 13,824 injuries; and

**WHEREAS**, since the first recorded death in 1791, more than 20,000 law enforcement officers in the United States have made the ultimate sacrifice and been killed in the line of duty, including one member of the City of St. Helens Police Department; and

**WHEREAS**, the names of these dedicated public servants are engraved on the walls of the National Law Enforcement Officers Memorial in Washington, D.C.; and

**WHEREAS**, 252 new names of fallen heroes are being added to the National Law Enforcement Officers Memorial this spring, including 123 officers killed in 2015 and 129 officers killed in previous years; and

**WHEREAS**, the service and sacrifice of all officers killed in the line of duty will be honored during the National Law Enforcement Officers Memorial Fund's 28<sup>th</sup> Annual Candlelight Vigil, on the evening of May 13, 2016; and

**WHEREAS**, the Candlelight Vigil is part of National Police Week, which takes place this year on May 15-21; and

**WHEREAS**, May 15 is designated as Peace Officers Memorial Day, in honor of all fallen officers and their families and U.S. flags should be flown at half-staff.

**THEREFORE, BE IT RESOLVED** that the City Council of the City of St. Helens formally designates May 15-21, 2016, as Police Week in St. Helens and publicly salutes the service of law enforcement officers in our community and in communities across the nation.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the Seal of the City of St. Helens to be affixed at St. Helens City Hall on this 4th day of May, 2016.

*Place  
Gold  
Seal &  
Stamp  
Here*

MAYOR: \_\_\_\_\_  
Randy Peterson, Mayor

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

**City of St. Helens**  
**PROCLAMATION**  
By Mayor Randy Peterson

*National Public Works Week*  
*May 15-21, 2016*

**WHEREAS**, public works infrastructure, facilities, and services are of vital importance to sustainable communities and to the health, safety, and well-being of the people of the City of St. Helens, Oregon; and

**WHEREAS**, public works services provided in our communities are an integral part of our citizens' everyday lives; and

**WHEREAS**, these facilities and services could not be provided without the dedicated efforts of public works professionals, engineers, managers, and employees of state and local government and the private sector; and

**WHEREAS**, these individuals plan, design, build, operate, and maintain the transportation, water supply, water treatment, wastewater treatment, and solid waste systems; public buildings, structures, and facilities; and deliver transit and fleet services which are essential to serve our citizens; and

**WHEREAS**, it is in the public interest for citizens and civic leaders to gain knowledge of and maintain a progressive interest and understanding of public works and public works programs in their communities; and

**WHEREAS**, the year 2016 marks the 56<sup>th</sup> annual National Public Works Week sponsored by the American Public Works Association.

**NOW, THEREFORE**, I, Randy Peterson, Mayor of the City of St. Helens, call upon all citizens to be thankful for the Public Works services provided to this community and to recognize the substantial contributions our Public Works personnel make every day to our health, safety, comfort, and quality of life, and do hereby proclaim **May 15 – 21, 2016** as **National Public Works Week** in the City of St. Helens.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the Seal of the City of St. Helens to be affixed at St. Helens City Hall on this 4th day of May, 2016.

MAYOR:

*Place  
Gold  
Seal &  
Stamp  
Here*

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Randy Peterson, Mayor

ATTEST:

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Kathy Payne, City Recorder

**City of St. Helens**  
**RESOLUTION NO. 1738**

A RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF ST. HELENS,  
OREGON, ADOPTING A SUPPLEMENTAL BUDGET FOR ITEMS GREATER  
THAN 10 PERCENT OF THE TOTAL QUALIFYING EXPENDITURES AND  
MAKING APPROPRIATIONS FOR FISCAL YEAR 2015-16

**WHEREAS**, the Common Council of the City of St. Helens finds it necessary to revise previous appropriations for the purpose of providing category balances which will be adequate to cover unexpressed liabilities and additional accruals relating to the fiscal year 2015-16; and

**WHEREAS**, a supplemental budget for the Visitor and Tourism Fund for the period of July 1, 2015 through June 30, 2016, inclusive, has been prepared, published and submitted to as provided by statute; and

**WHEREAS**, a hearing to discuss the supplemental budget was held before City Council on May 4, 2016; and

**WHEREAS**, it further appears that it is in the best interest of the City to approve this greater than 10 percent change in appropriations for the period of July 1, 2015 through June 30, 2016.

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

**Section 1.** Pursuant to its authority under OR 294.480, the supplemental budget be adopted and appropriations established as shown in the attachment Exhibit A which by this reference is made a part of this resolution.

**Approved and adopted** by the City Council on May 4, 2016, by the following vote:

Ayes:

Nays:

\_\_\_\_\_  
Randy Peterson, Mayor

ATTEST:

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

FY 15-16				
		Adopted Budget	Amended Budget	Budget Adjustment
Resources				
306000	Hotel-Motel Taxes	95,000	95,000	-
309100	Sponsorships	-	21,000	21,000
354100	Event Revenues	-	5,900	5,900
	Total Resources	-	26,900	26,900
Expenditures				
451000	Media Expense	20,000	20,000	-
473500	Public Art	5,000	5,000	-
554000	Contract	20,000	30,000	10,000
558104	Events	40,000	66,900	26,900
596000	Contingency	10,000	-	(10,000)
	Total Expenditures	95,000	121,900	26,900

City of St. Helens  
**RESOLUTION NO. 1739**

A RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF ST. HELENS,  
OREGON, AUTHORIZING APPLICATION FOR GRANT TO THE OREGON  
STATE PARKS AND RECREATION DEPARTMENT

**WHEREAS**, the Oregon Parks and Recreation Department is accepting applications for the Local Government Grant Program; and

**WHEREAS**, the City of St. Helens desires to participate in this grant program to the greatest extent possible as a means of providing needed park and recreation acquisitions, improvements and enhancements; and

**WHEREAS**, the need for additional covered picnic facilities was identified by the community and the Parks Commission as a top priority in our Parks and Trails Master Plan (adopted July 2015); and

**WHEREAS**, the construction of the proposed pavilion project will serve a variety of Park system users; and

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

**WHEREAS**, the City of St. Helens will provide adequate funding for on-going operations and maintenance of this park and recreation facility should the grant funds be awarded; and

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

**Section 1.** The City Council authorizes application to the Oregon State Parks Department for funding assistance related to the St. Helens Pavilion project.

**Approved and adopted** by the City Council on May 4, 2016, by the following vote:

Ayes:

Nays:

\_\_\_\_\_  
Randy Peterson, Mayor

ATTEST:

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

City of St. Helens  
**RESOLUTION NO. 1740**

A RESOLUTION ESTABLISHING A YOUTH COUNCIL RESERVE ACCOUNT AND  
AUTHORIZING APPROPRIATIONS

**WHEREAS**, The St. Helens Youth Council (SHYC) was established by Ordinance No. 3185 on May 20, 2015, and

**WHEREAS**, SHYC was formed to actively advise the City Council with thoughtful recommendations on issues concerning youth and to assist city staff in considering youth perspectives in its planning efforts, and

**WHEREAS**, The SHYC may from time to time promote local public causes such as, but not limited to, local governance, public safety, and youth opportunities within the community, and

**WHEREAS**, may purchase supplies and raise funds to support the activities of SHYC, and

**WHEREAS**, to enhance the tracking and accounting of this program, staff recommends the formation of a specialized reserve account in the Community Enhancement fund (009).

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

**Section 1.** The City Council authorizes the Finance Director to implement a Youth Council Reserve, and

**Section 2.** Authorize the following appropriations:

Youth Council Reserve

009-215-334110 – Grants

(\$ 5,000)

009-215-501000 – Supplies

\$ 5,000

**Approved and adopted** by the City Council on May 4, 2016, by the following vote:

Ayes:

Nays:

\_\_\_\_\_  
Randy Peterson, Mayor

ATTEST:

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

City of St. Helens  
**RESOLUTION NO. 1741**

A RESOLUTION ESTABLISHING A POLICE JUSTICE AND MENTAL HEALTH (CIT)  
RESERVE ACCOUNT AND AUTHORIZING APPROPRIATIONS

**WHEREAS**, in an effort to improve and promote positive interactions between law enforcement and individuals with mental illness or co-occurring mental health and substance abuse disorders, the Columbia County CIT Steering Committee was formed, which included all public safety, public health, and numerous support agencies throughout the Greater Columbia County, and

**WHEREAS**, in October 2015, the City (the St. Helens Police Department as lead agency) in collaboration with Columbia Community Mental Health was awarded a three year, \$249,095 grant, from the US Department of Justice for the planning and implementation of Columbia County Crisis Intervention Team (CIT) program, and

**WHEREAS**, over the three-year grant period, it is estimated that 1,000 individuals will be served, and

**WHEREAS**, to enhance the tracking and accounting of this program, staff recommends the formation of a specialized reserve account in the Community Enhancement fund (009).

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

**Section 1.** The City Council authorizes the Finance Director to implement a Police Justice and Mental Health (CIT) Reserve, and

**Section 2.** Authorize the following appropriations:

Police CIT Reserve

009-214-334100 – Grants	(\$ 8,400)
009-214-334900 – In-Kind Contribution	(\$16,490)
009-214-489100 – Contract Personnel	\$ 10,394
009-214-489110 – Contract Benefits	\$ 5,596
009-214-490000 – Travel / Training	\$ 8,400
009-214-501000 – Supplies	\$ 500

**Approved and adopted** by the City Council on May 4, 2016, by the following vote:

Ayes:

Nays:

\_\_\_\_\_  
Randy Peterson, Mayor

ATTEST:

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

**City of St. Helens**  
**RESOLUTION NO. 1742**

**A RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF ST. HELENS,  
OREGON, TRANSFERRING APPROPRIATIONS WITHIN FUNDS**

**WHEREAS**, the Common Council of the City of St. Helens finds it necessary to revise previous appropriations for the purpose of providing category balances which will be adequate to cover unexpressed liabilities and additional accruals relating to the fiscal year 2015-16.

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

**Section 1.** The following transfers of appropriations incorporated in Exhibit A are hereby authorized and by virtue of this Resolution are hereby transferred for fiscal year 2015-16.

**Approved and adopted** by the City Council on May 4, 2016, by the following vote:

Ayes:

Nays:

\_\_\_\_\_  
Randy Peterson, Mayor

ATTEST:

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


Exhibit A  
Resolution No.1742

					Resolution:	No. 1704	Various	No. 1742		
Fd	Dpt	Dept/Program	Classification	Acct	Account Description	Adopted 2015-16	Previously Amended FY 2015-16 Budget	Amended FY 2015-16 Budget	Appropriation Amendment 05-04-16	Foot Note
001 General Fund										
	103	Municipal Court	Personnel Services	409000	Overtime	-		4,000	4,000	1
	103	Municipal Court	Personnel Services	420000	Unemployment	-		10,000	10,000	2
	004	Library	Personnel Services	401000	Salaries and benefits	280,820	280,820	271,915	(8,905)	13
	004	Library	Materials & Services	500000	Information Technology	24,470	24,470	26,670	2,200	13a
	004	Library	Materials & Services	490000	Professional Development	750	750	3,910	3,160	13b
	004	Library	Materials & Services	517100	Digital Resources	3,250	3,250	3,750	500	13c
	004	Library	Materials & Services	519000	Furnishings	1,000	1,000	4,045	3,045	13c
	110	Non-Departmental	Personnel Services	449100	Direct Labor	19,950	19,950	20,150	200	3
	110	Non-Departmental	Materials & Services	47000	Building Expense	7,000	7,000	8,200	1,200	4
	110	Non-Departmental	Transfers	692000	Transfer Out	68,890	140,980	160,980	20,000	14
	110	Non-Departmental	Contingency	596000	Contingency	851,800	735,540	700,140	(35,400)	
001 General Fund Total										
009 - Community Enhancement Fund										
	201	Art Reserve	Capital Outlay	652010	Gateway Project - Pahes 2	2,000	2,000	5,000	3,000	5
	201	Art Reserve	Contingency	596000	Contingency	3,000	3,000	-	(3,000)	
	201	Art Reserve	Trnsfers	392000	Transfer In	-	-	(20,000)	(20,000)	14
	207	Grants	Intergovernmental	33xxxx	Marine Board Grants	-	-	(17,220)	(17,220)	
	207	Grants	Capital Outlay	652950	Marine Board - Sand Isl - Docks	-	-	17,220	17,220	6
	207	Grants	Donations	334xxx	Donations	(500)	(500)	(6,000)	(5,500)	
	207	Grants	Equipment	652760	Equipment	-	-	5,500	5,500	7
	207	Grants	Materials and Services	652740	Library donation projects	1,072	1,072	2,632	1,560	8
	203	Equipment	Contingency	596000	Contingency	6,100	6,100	4,540	(1,560)	
009 Community Enhance Fund total									(20,000)	
010 Capital Improvement Fund										
	305	Equipment	Grant Funds	35xxx	Port St Helens Grant	-	(10,500)	(15,000)	(4,500)	
	305	Equipment	Equipment	6535xx	Equipment	-	-	4,500	4,500	9
010 Captial Improvement Fund Total										
012 Administrative Services										
	101	Administration	Materials & Services	554000	Contract Payments	5,800	5,800	13,800	8,000	10
	000	Administration	ICAP	389100	ICAP	(1,351,220)	(1,351,220)	(1,359,220)	(8,000)	
	106	Finance	Materials & Services	480000	Postage	20,000	17,000	16,000	(1,000)	
	107	City Hall	Materials & Services	575000	Equipment	-	3,000	4,000	1,000	11
012 Administrative Services Fund Total									-	
013 Public Works Fund										
	402	PW Engineering	Personnel Services	409000	Overtime	-	-	2,000	2,000	12
	000	Public Works	ICAP	389100	ICAP	(274,690)	(274,690)	(276,690)	(2,000)	11
012 Administrative Services Fund Total									-	

**Re-Appropriation**  
**Resolution No. 1742 - Summary Narrative**

- 1) \$4,000 - Municipal Court – Due to staffing turn over in the first quarter of FY 15-16 and timing of filling the Part-time Office Assistant, staff was required to work overtime to maintain the minimum operations of Municipal Court.
- 2) \$10,000 – Municipal Court – Due to the nature of staff turnover in August 2015, the unemployment board determined that unemployment benefits applied.
- 3) \$200 – Non-departmental – Personnel Services – costs associated with direct labor to support Business Licenses processes.
- 4) \$1,200 – Non-departmental – Buildings – HVAC repairs Senior Center
- 5) \$3,000 – Arts Reserve – The preliminary costs associated with the Gateway Phase 2 projected required additional allocation of funds for promotion / fund raising.
- 6) \$17,220 – Public Works Grants – Marine Board – the City received and spent funds to complete the Sand Island and Dock project.
- 7) \$5,500 – Library Grants – the Library was awarded a donation from Friends from the Library of \$3,500 and a grant from Columbia County Cultural Coalition of \$2,000 for the purchase of a Microfiche Reader.
- 8) \$1,560 – Library Donations – the Library received last year this additional amount of donations after the budget was completed which resulting in not appropriating these funds earmarked for supplies. Therefore at this time staff wishes to reappropriate accordingly.
- 9) \$4,500 – City County Insurance awarded grant funds to purchase several pieces of equipment for departments. The equipment is currently being acquired and reimbursement claims are being processed.
- 10) \$8,000 – City Website – Council approved the Contract with --- to redesign the City Website. These funds are being appropriated in the Administrative Services fund. Current projects anticipate that this appropriation will most likely be absorb by savings, but re-appropriations will assure the department does not exceed appropriation limits.
- 11) \$1,000 – City Hall – Roof Access Project – do to unforeseen project costs the project came in at \$3,900 instead of the original project cost of \$3,000. The project is being covered by savings in Finance's operating budget.
- 12) \$2,000 – Public Works Engineering – Overtime associated with inspection projects.
- 13) \$8,905 – Transfer savings from the library Personnel Services to Materials and Services to cover the following one time expenditures.
  - a) Conversion of Catalog Records \$2,200
  - b) Professional Development \$3,160
  - c) Historic Newspaper Digitization \$500
  - d) Furnishings \$3,045
- 14) \$20,000 – City Matching Funds for Arts and Cultural Commission Fund Raiser for Gateway Phase 2 project. Any funds draw on between now and June 30, 2016 will be fully reimbursed by the Tourism Fund in FY 2016-17.

## COUNCIL ACTION SHEET

<b>To:</b>	The Mayor and Members of City Council	
<b>From:</b>	Sue Nelson, Public Works Engineering Director Neal Sheppeard, Public Works Operations Director	
<b>Date:</b>	4 May 2016	
<b>Subject:</b>	Award Contract for 2016 Crack Sealing Project	

### Background:

Crack sealing is a preventive treatment for paved streets that are experiencing a moderate amount of linear cracking. Crack sealing can extend the life of the existing pavement at a relatively low cost if applied before the surface wear and cracking become too extensive.

Eleven streets were selected as candidates for a crack sealing project with a combined total of over 110,000 linear feet of cracks. An Invitation to Bid, including plans and specifications, was issued on April 1, 2016 with a submittal deadline of April 26, 2016. The following quotes were received:


<b>FIRM</b>	<b>LOCATION</b>	<b>QUOTE</b>
C.R. Contracting LLC	Bend, OR	\$48,190.46
BVC Inc.	Burbank, WA	\$61,530.72
Pavement Maintenance, Inc.	Portland, OR	\$80,035.84
Roger Langeliers Construction Co.	Hillsboro, OR	\$115,189.00

The project is identified in the 2015/2016 approved budget as Crack Sealing Projects in Streets Operations and Maintenance, GL 011-011-549990, with a total annual budgeted amount of \$50,000. The funding source is from the State Surface Transportation Program.

### Recommendation:

Award the contract for the 2016 Crack Sealing Project, R-634, to C.R. Contracting LLC as the lowest responsive bidder and authorize the Mayor to execute a Public Improvement Contract for the 2016 Crack Sealing Project, R-634. Contract will be at the rate prescribed in that firm's submitted bid, plus standard contingency.

## COUNCIL ACTION SHEET

<b>To:</b>	The Mayor and Members of City Council	
<b>From:</b>	Sue Nelson, Public Works Engineering Director Neal Sheppard, Public Works Operations Director	
<b>Date:</b>	4 May 2016	
<b>Subject:</b>	Award Contract for the 2016 Annual Street Striping Project, R-651	

### Background:

The long lines (centerline skips, fog lines, and bike lane striping) on City streets require annual repainting to maintain visibility and reflectivity. This requires specialized equipment and materials that the City does not own. This required work is contracted out on an annual basis based on competitive quotes from qualified contractors.

Quotes were requested from three qualified contracting firms and were due by 10:00 AM Tuesday May 3, 2016. The results are as follows:


FIRM	LOCATION	BID
Apply-A-Line, Inc.	Portland, OR	\$19,115.00
Specialized Pavement Marking, Inc.	Tualatin, OR	\$19,320.00
Hicks Striping and Curbing, Inc.	Brooks, OR	\$34,645.00

The estimate for the project is \$25,000. This project is identified in the current 2015/16 Budget as Street Striping, account 011-011-549980.

### Recommendation:

Award the contract for the 2015 Annual Street Striping Project to Apply-A-Line, Inc. as the lowest responsive bidder and authorize the Mayor to execute a Materials and Services Contract for the 2016 Annual Street Striping Project, R-651. Contract will be at the rate prescribed in that firm's submitted bid.

## COUNCIL ACTION SHEET

<b>To:</b>	The Mayor and Members of City Council	
<b>From:</b>	Sue Nelson, Public Works Engineering Director Neal Sheppard, Public Works Operations Director	
<b>Date:</b>	4 May 2016	
<b>Subject:</b>	Recommendation for Consultant for 2MG Reservoir Rehabilitation Project, W-449	

### Background:

The City of St. Helens' water distribution system includes four reservoirs. The 2 million gallon concrete reservoir located at 35259 Pittsburg Road is the oldest of the four reservoirs and has experienced increasing leakage over the years. In 2008 an inspection was performed and multiple locations on the walls and concrete floor were identified to be in need of repair. In 2009, the specified work was completed.

Although the repairs made in 2009 have helped, the reservoir continues to leak. Because of its hydraulic connection to the City's adjacent 2.5MG reservoir, it is desirable to preserve the life of the existing 2MG reservoir for as long as possible. It is believed that a liner applied to the interior of the reservoir will provide a cost-effective solution to address the leakage and life preservation of the structure.

In early March, 2016, a Request for Qualifications was issued to receive submittals from interested consultants to perform engineering and construction administration services for a rehabilitation project. Three proposals were received from qualified firms. These were reviewed and evaluated by four staff members. The resulting recommendation is shown below, including the other firms who submitted proposals:

FIRM	LOCATION
Kennedy/Jenks Consultants	Portland, OR
Murray, Smith & Associates, Inc.	Portland, OR
Keller Associates, Inc.	Salem, OR & Meridian, ID

This project is identified in the current 2015/16 Capital Improvement Budget as 2MG Reservoir Rehab, account 010-302-653207, and carried over into the proposed 2016/2017 Capital Improvement Budget. The total budgeted amount is \$300,000, which is intended to include engineering services and construction.

### Recommendation:

Authorize staff to negotiate a personal services contract for the Mayor to sign with Kennedy/Jenks Consultants to perform engineering and construction administration services for the 2MG Reservoir Rehab Project, No. W-449.

## **CONTRACT PAYMENTS**

City Council Meeting  
May 4, 2016

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**Murray, Smith & Associates, Inc.**

Project: SD-146 Godfrey Park SS Rehab (Inv#09-1078-74)      \$      **3,972.71**



Murray, Smith & Associates, Inc.  
Engineers/Planners

121 S.W. Salmon, Suite 900 • Portland, Oregon 97204-2919 • PHONE 503.225.9010 • FAX 503.225.9022

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

April 22, 2016

Invoice No: 09-1078 - 74

RECEIVED

APR 25 2016

CITY OF ST. HELENS

Project 09-1078 Sanitary Sewer Rehabilitation Program

**For professional engineering services performed through March 31, 2016**

Task 330 Environmental & Cultural Research - Godfrey Park

**Consultant**

SWCA Environmental Consultants	39.11	
<b>Consultant Subtotal</b>	<b>39.11</b>	<b>39.11</b>
<b>Task Total</b>		<b>\$39.11</b>

Task 370 Engineering Support Services during Construction - Godfrey Park

**Labor**

	Hours	Rate	Amount
Professional Engineer VI	5.50	151.00	830.50
Total	5.50		830.50
<b>Labor Subtotal</b>			<b>830.50</b>

**Task Total \$830.50**

**Invoice Total \$869.61**

**Outstanding Invoices**

Number	Date	Balance
73	3/24/2016	3,103.10
<b>Total</b>		<b>3,103.10</b>

**Total Now Due**

**\$3,972.71**

010-304-053409 Godfrey Park Storm

APPROVED FOR PAYMENT

INIT

DATE

ACCOUNTS PAYABLE

FINANCE

SUPERVISOR

4/27/16

4-27-16

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

City Council Meeting ~ May 4, 2016

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**Pending applications received:**

<u>Name</u>	<u>Interest</u>	<u>Date Application Received</u>	<u>Referred by Email To Committee(s)</u>
• Elizabeth Wallace	Bicycle & Pedestrian Commission	1/19/16	2/16/16
• Elizabeth Wallace	Library Board	1/19/16	1/19/16
• Melisa Gaelrun-Maggi	Library Board	4/18/16	4/20/16

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**Bicycle & Pedestrian Commission (3-year terms)**

- Dave Ehrenkranz resigned. His term expires 12/31/2015.
- Matt Freeman resigned. His term expires 12/31/2015.
- Ray Scholl resigned. His term expires 12/31/2015.
- Dave Woullet resigned. His term expired 12/31/2014.
- Angela Barlow resigned. Her term expires 12/31/2016.
- Simon Date resigned. His term expires 12/31/2016.
- Martin Kennedy resigned. His term expires 12/31/2016.

**Status:** Currently, the Commission has 5 members and 5 vacancies. One application has been received.

**Next Meeting:** April 28, 2016

**Recommendation:** None at this time.

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

- An Der Chang will be stepping down after her term expiration on 6/30/16.

**Status:** We received one new application.

**Next Meeting:** May 23, 2016

**Recommendation:** None at this time.

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

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

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

**WHEREAS**, ~~this policy Resolution No. 1521 is to~~ established ed general recruitment, selection and appointment guidelines for appointments to the City of St. Helens ~~B~~boards, ~~C~~committees and ~~C~~commissions; and

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

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

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

interviewed is at the interview committee's discretion. The interview committee also has the discretion to reject all applications in favor of re-advertising if no applicants are found to be suitable for the board, committee or commission.

~~8.9.~~ Reappointments to a City board, committee or commission shall be considered in accordance with the guidelines listed in this section, together with the type of service the individual has already given to the board, committee, or commission and his/her stated willingness to continue.

~~9. No person may serve more than two successive terms on any board or commission unless there is an interval of at least one term prior to the reappointment; provided, that the Council may waive this limitation if it is in the public interest to do so.~~

10. Consideration should be given to residents outside the City when the board, committee or commission or function serves residents outside City boundaries.

11. Board, committee or commission members shall not participate in any proceeding or action in which there may be a direct or substantial financial interest to the member, the member's relative or a business with which the member or a relative is associated, including any business in which the member is serving on their board or has served within the previous two years; or any business with which the member is negotiating for or has an arrangement or understanding concerning prospective partnership or employment. Any actual or potential conflict of interest shall be disclosed at the meeting where the action is being taken.

12. Board, committee or commission vacancies are filled by appointment of the Mayor with the consent of Council. Board, committee or commission members shall serve without compensation except the Planning Commission that may receive a monthly stipend at the discretion of the City Council.

13. Individuals appointed to one City board, committee or commission shall not serve on any other City board, committee or commission during the term of their appointment; provided, that the Council may waive this limitation if it is in the public interest to do so.

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

Ayes: Locke, Carlson, Conn, Morten, Peterson

Nays: None

~~Approved by the Mayor:~~

/s/ Randy Peterson

Randy Peterson, Mayor

ATTEST:

/s/ Kathy Payne

Kathy Payne, City Recorder

**City of St. Helens**  
**Planning Commission Meeting**  
**March 8, 2016**  
**Minutes**

**Members Present:** Dan Cary, Chair  
Sheila Semling, Commissioner  
Audrey Webster, Commissioner  
Kathryn Lawrence, Commissioner  
Russell Hubbard, Commissioner  
Al Petersen, Vice Chair - ***Arrived late***

**Members Absent:** Greg Cohen, Commissioner

**Staff Present:** Jacob Graichen, City Planner  
Jennifer Dimsho, Assistant Planner & Planning Secretary

**Councilors Present:** Ginny Carlson, City Council Liaison

**Others Present:** John Barlow  
Ronald Schwirse  
Oscar Nelson  
Doug Smith

The Planning Commission meeting was called to order by Chair Dan Cary at 7:00 p.m. Chair Cary led the flag salute.

□

**Consent Agenda**

**Approval of Minutes**

Commissioner Semling moved to approve the minutes of the February 9, 2016 Planning Commission meeting. Commissioner Webster seconded the motion. Motion carried with all in favor. Chair Cary did not vote as per operating rules.

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**Topics From The Floor**

There were no topics from the floor.

□

## **Public Hearing**

**G.O. Enterprises, LLC**

**Major Modification to CUP.4.15 / CUP.1.16**

**1807 & 1809 Columbia Boulevard**

It is now 7:01 p.m. and Chair Cary re-opened the public hearing.

City Planner Jacob Graichen entered the following items into the record:

- Staff report packet dated February 2, 2016 with attachments

Graichen discussed the questions the Commission had regarding the proposal during the last meeting, as presented in the memo attached to the staff report. He explained that the change of occupancy building permit was submitted but is on hold for land use approval. He also explained that a fire escape (mandatory egress) will not be required because the occupancy load is not high enough to warrant it. However, the applicant has still elected to install the access out of the back of the suite, as seen on the revised site plan. Lastly, Graichen went through the documents entered into the record since the last meeting, including a letter from the property owner regarding the lease, a new trash/parking plan provided by the applicant, and an email in opposition to the proposal.

Considering the new documents entered into the record, Graichen recommended two additional conditions of approval.

### **IN FAVOR**

**Nelson, Oscar. Applicant.** Nelson said they will improve the fire exit, install a security light, enclose the trash, and pave the parking area as approved by the Planning Department.

Commissioner Semling asked where the AC unit will be moved. Nelson said it will be moved to a location recommended by the HVAC technicians. Chair Cary asked if there were any interior changes from the original floor plan. Nelson said the Building Official had no required changes, except for an alteration to an interior door. Chair Cary asked if the trash was completely enclosed or just the front gate. Nelson said it is enclosed completely.

Commissioner Semling asked if any of the parking spaces would be designated for 2<sup>nd</sup> floor residents. Nelson said he could not answer definitively, but he anticipates half of the parking lot will be for The Chronicle and the other half will be for employees and vendors of Sweet Relief. Customers may eventually start parking there for their short visits, but it will be primarily for residents or employees.

### **IN OPPOSITION**

No one spoke in opposition.

### **END OF ORAL TESTIMONY**

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

### **CLOSE PUBLIC HEARING & RECORD**

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

## **FURTHER QUESTIONS OF STAFF**

Commissioner Hubbard asked if the parking changes impacted the required marijuana facility buffers. Graichen said the buffers were still okay.

Commissioner Hubbard asked about the timeline. Graichen said it would be up to the Commission if they want to start the timeline over with this approval or follow the same timeline as the previously approved Conditional Use Permit. At the previous meeting, the applicant stated they would be fine with the original timeline because they are intending to open quickly.

## **DELIBERATIONS**

Commissioner Lawrence is pleased with how the applicant has addressed the areas of concern the Commission brought up last meeting. Commissioner Semling and Chair Cary agreed. Commissioner Lawrence feels they should start the timeline over. Chair Cary feels it would be a cleaner decision to start the timeline over. Commissioner Semling agreed.

## **MOTION**

Commissioner Webster moved to approve the Conditional Use Permit with the original conditions as presented in the staff report, the two new recommended conditions proposed by staff, and using a new timeline. Commissioner Lawrence seconded. All in favor; none opposed; motion carries.

Commissioner Semling moved for Chair Cary to sign the Findings and Conclusions once prepared. Commissioner Lawrence seconded. All in favor; none opposed; motion carries.

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## **Public Hearing**

**Ronald Schwirse**

**Variance / V.1.16**

**115 S. Vernonia Rd.**

It is now 7:35 p.m. and Chair Cary opened the public hearing. There were no ex-parte contacts, conflicts of interest or bias in this matter.

Graichen entered the following items into the record:

- Staff report packet dated February 29, 2016 with attachments

*Vice Chair Petersen arrived.* No one in the audience objected to his ability to make a fair decision.

Assistant Planner Dimsho went through the findings as discussed in the staff report. Commissioner Lawrence wondered what type of material the carport structure would be made of, noting her fire safety concerns. Graichen said that issue is partly determined by building codes. In addition, Columbia River Fire & Rescue had no objections because the structure is small, open and fire access should not be a problem.

## **IN FAVOR**

**Schwirse, Ronald. Applicant.** Schwirse said the carport will be open on all four sides. He said he plans on going with the recommendation from the Building Department and/or Fire Marshall regarding flame

resistance. He notes that in previous discussions, the Building Official mentioned using a two-hour fire rated material.

Chair Cary asked if the carport would be attached to the existing home. Schwirse said no, but they intend to make the roof a little higher than the house for when it rains.

Vice Chair Petersen said it may be difficult to meet the residential fire rating requirement with an open structure. He recommends talking to the Building Official again because they usually require at least a three foot separation.

## **IN OPPOSITION**

**Smith, Doug. Neighbor.** Smith lives in the home adjacent to the proposed one foot setback. He has lived here for 35 years and is glad Schwirse bought the house because he is making it presentable. He originally spoke to Schwirse about the garage, but he had no idea it would be so close to his own garage. He would really hate to have a two-car carport structure so close to his fence line and garage. Smith has concerns about the location of sewer lines and the feasibility of two cars being able to back out from the proposed location with such a small turning radius. He thinks the old location of the carport made more sense. He knows the reason for the carport location was to prevent backing onto Vernonia Road, but many of the residents near Sherlock's back out onto Vernonia Road too. Vice Chair Petersen asked how far away from his property line his own garage is. Smith said it is about three feet away.

## **REBUTTAL**

**Schwirse, Ronald. Applicant.** Schwirse said the driveway noted on the site plan is already concrete. The City sewer main line was recently re-done. The sewer main line runs along the southern property line and he is not proposing to build anything over it. He said if the City ever needs to do maintenance on the line, they will tear out the already existing concrete driveway.

Vice Chair Petersen asked if there was an existing fence between him and his neighbor. Schwirse said yes. Chair Cary asked how far the neighbor's garage is from the property line. He said the neighbor's lean-to is about three feet away from the property line and about six feet wide.

Commissioner Lawrence asked about the capability to maneuver a car in such a small space. Schwirse said you certainly could not park a truck in the carport with this orientation and limited space. He said they simply did not have other viable locations for the carport.

**Barlow, John. Co-Applicant.** Barlow was told by City staff that they could not have traffic back out onto Columbia Boulevard or Vernonia Road. They considered the different locations for the carport, and this location was the best they could do. Commissioner Webster asked how tall the neighbor's fence is. Barlow said it is about three feet tall and they also plan on building a six foot fence as well.

Vice Chair Petersen asked if the carport could be shifted further north. Barlow said yes, but that location may worsen the impact to the neighbor's view.

## **END OF ORAL TESTIMONY**

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

## **FURTHER QUESTIONS OF STAFF**

Graichen explained that when Schwirse came in to ask about re-building the demolished non-conforming carport, he was told they could not rebuild in the same location because of the setback violation and the City sewer line. Vice Chair Petersen asked if both streets were collectors. Graichen said yes.

## **CLOSE PUBLIC HEARING & RECORD**

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

## **DELIBERATIONS**

Commissioner Lawrence said the proposal does not look functional and she feels they are too close to the neighbor's garage. Vice Chair Petersen said a normal car has a 25 foot turning radius which means the first stall will be practically impossible to maneuver out of. He feels that the carport will ultimately end up being storage. Chair Cary said he would be concerned about vehicles backing into neighboring buildings trying to maneuver out of the carport.

Commissioner Webster asked about building a circular driveway. Commissioner Semling asked about a driveway entering from Vernonia Road and exiting onto Columbia Boulevard. Graichen said for that proposal, they would need an access variance because only one access is allowed per single family dwelling and the spacing requirements between neighboring driveways/streets will also not be met. He also noted that this proposal is a setback variance, which has different approval criteria than an access variance.

Vice Chair Petersen noted that open carports tend to be enclosed at a future date. Allowing a one foot setback for the carport now may result in the new owner enclosing it. In addition, a one foot setback does not leave enough room for maintenance. Vice Chair Petersen is in favor of making it a three foot setback and requiring plantings. Commissioner Hubbard agrees. Vice Chair Petersen said it is not the City's problem whether or not the carport is functional.

## **MOTION**

Commissioner Lawrence moved to deny the variance because the proposal encroaches on the neighbor unfairly and the egress seems unsafe. Vice Chair Petersen seconded. Vice Chair Petersen does not feel a one foot setback is enough. All in favor; none opposed; motion carries.

Commissioner Lawrence moved for Chair Cary to sign the Findings and Conclusions once prepared. Commissioner Semling seconded. All in favor; none opposed; motion carries.

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## **Acceptance Agenda: Planning Administrator Site Design Review**

- a. Site Design Review (Minor) at 2296 & 2298 Gable Rd. - Combine two suites for new business & relocate existing business to a vacant suite in existing multi-suite commercial complex
- b. Site Design Review (Minor) at 1645 Railroad Ave. (Armstrong World Industries) - Pallet storage building on an existing industrial site

Vice Chair Petersen moved to accept the acceptance agenda. Commissioner Webster seconded. All in favor; none opposed; motion carries.

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## **Planning Director Decisions**

- a. Sign Permit (Banner) at 2100 Block of Columbia Blvd. – Columbia County Job & Resource Fair
- b. Home Occupation (Type II) at 405 S. 14<sup>th</sup> St. – Home-based flower shop
- c. Sign Permit (Pole) at 111 S. 9<sup>th</sup> St. (Lewis & Clark Elementary) - Security Signs, Inc.

Vice Chair Petersen asked how many free-standing signs are allowed per property. Dimsho said normally it is one, but in the case of Lewis & Clark, they were allowed two free-standing signs (one pole and one ground-mounted) because they have two street frontages, Columbia Boulevard and South 9<sup>th</sup> Street.

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## **Planning Department Activity Reports**

There were no comments.

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## **For Your Information Items**

Graichen wanted input from the Commission regarding a few features of the Muckle Building. First, he asked about the color of the exterior means of egress. When the Commission originally approved the egress during Architectural Review, it was approved as charcoal grey. Instead, the owner would like to use galvanized steel with black hand rails because it will age better and be more resistant to weathering. Graichen said the Riverfront District Architectural Guidelines prohibit bright-unfinished metal, but in this case, the color will dull after a few rains as long as it is not coated. Commissioner Hubbard asked if this was located in the alley between the Klondike. Graichen said yes. Commissioner Hubbard noted that the public won't really even see it. Vice Chair Petersen recommended looking into a color that starts as dull gray.

Next, Graichen discussed a new sign proposal. Ultimately, the Commission felt that these piecemeal proposals should be packaged into a full Architectural Review. Graichen will bring this proposal back to the Commission next meeting with more information (if the owner provides it).

Commissioner Hubbard told the Commission about the upcoming City Council Public Forum regarding the Columbia View Park gazebo on March 16 at 6 p.m. in the Council Chambers.

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There being no further business before the Planning Commission, the meeting was adjourned 9:27 at p.m.

Respectfully submitted,

Jennifer Dimsho  
Planning Secretary

### 2016 Planning Commission Attendance Record

*P=Present A=Absent Can=Cancelled*

Date	Petersen	Hubbard	Lawrence	Cohen	Cary	Semling	Webster
01/12/16	P	P	P	A	A	P	P
02/09/16	A	P	P	P	P	P	P
03/08/16	P	P	P	A	P	P	P
04/12/16							
05/10/16							
06/14/16							
07/12/16							
08/09/16							
09/13/16							
10/11/16							
11/08/16							
12/13/16							

# Accounts Payable

## To Be Paid Proof List

User: jenniferj  
 Printed: 04/22/2016 - 8:55AM  
 Batch: 00010.04.2016 - 04/22 FY 15-16



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AMAZON.COM Total:		61.95							
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0046004									
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001-100-558100 Grants and awards				CIT TRAINING REFRESHMENTS					
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APRIL 19 2019 Total:		100.00							
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BROWN BUTTER BAKE		100.00							

CENTERLOGIC, INC.

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010-305-653553 Phone system				PHONE SYSTEM					
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001-100-500000 Information services				IT SUPPORT					
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001-103-500000 Information services				IT SUPPORT					
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001-104-500000 Information services				IT SUPPORT					
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33918	4/4/2016	64.79	0.00	04/22/2016				False	0
001-004-500000 Computer Maintenance				HDD FOR PATRON COMPUTER					
33918	4/4/2016	162.50	0.00	04/22/2016				False	0
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COASTWIDE LABORATO		144.78							
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001-104-558321 Main street				COL CO. CULTURAL COALITION TRAINING WORKS'					
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COLUMBIA COUNTY TRANSFER STATION									
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011-011-501000 Operating Materials & Supp				WASTE 17					
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COLUMBIA COUNTY TR		354.75							
COLUMBIA RIVER P.U.D.									
008325									
MAR 2016	4/13/2016	484.68	0.00	04/22/2016				False	0
001-002-459000 Utilities				7493					
MAR 2016	4/13/2016	767.46	0.00	04/22/2016				False	0
001-004-459000 Utilities				7493					
MAR 2016	4/13/2016	773.82	0.00	04/22/2016				False	0
001-005-459000 Utilities				7493					
MAR 2016	4/13/2016	387.10	0.00	04/22/2016				False	0
001-005-509000 Marine board expense				7493					
MAR 2016	4/13/2016	5,323.41	0.00	04/22/2016				False	0
011-011-453000 Street Lighting				7493					
MAR 2016	4/13/2016	900.06	0.00	04/22/2016				False	0
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MAR 2016	4/13/2016	470.53	0.00	04/22/2016				False	0
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MAR 2016	4/13/2016	4,368.52	0.00	04/22/2016				False	0
017-417-459000 Utilities				7493					
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018-022-459000 Utilities				7493					
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COMCAST									
COMCAST									
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017-417-459000 Utilities				3238 1215 4TH ST COL CITY					
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COMCAST Total:		199.72							
CONN, SUSAN									
CONN.SU									
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001-100-558100 Grants and awards				CIT TRAINING REFRESHMENTS					
APRIL 20 2016 Total:		148.56							
CONN, SUSAN Total:		148.56							
DON'S RENTAL									
010700									
483614	4/9/2016	138.50	0.00	04/22/2016				False	0
008-008-558104 Events				CHAIRS GLASSWARE - FUNDRAISING EVENT MUCK					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
<hr/>									
483614 Total:		138.50							
<hr/>									
DON'S RENTAL Total:		138.50							
<hr/>									
EMMERT MOTORS, INC.									
020693									
129967	4/1/2016	44.74	0.00	04/22/2016				False	0
001-002-510000 Automobile Expense				TRUCK 23 KEY					
<hr/>									
129967 Total:		44.74							
<hr/>									
EMMERT MOTORS, INC		44.74							
<hr/>									
ESRI									
011471									
93118214	4/6/2016	800.00	0.00	04/22/2016				False	0
001-104-500000 Information services				ARC PAD MAINT					
93118214	4/6/2016	1,650.00	0.00	04/22/2016				False	0
013-402-575000 Equipment expense				ARC PAD MAINT					
<hr/>									
93118214 Total:		2,450.00							
<hr/>									
ESRI Total:		2,450.00							
<hr/>									
HELLER ENTERPRISES									
015064									
23428	4/4/2016	33.60	0.00	04/22/2016				False	0
001-005-501000 Operating Materials & Supp				ANGLE IRON					
<hr/>									
23428 Total:		33.60							
<hr/>									
HELLER ENTERPRISES		33.60							

JEFFRIES, MARGARET

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
016949									
APRIL 2016	4/19/2016	130.00	0.00	04/22/2016				False	0
001-004-490000 Schools & Conventions				OREGON LIBRARY ASSOCIATION ANNUAL MEMBEI					
APRIL 2016 Total:		130.00							
JEFFRIES, MARGARET T		130.00							
KOLDERUP, GRETCHEN									
007249									
APRIL 2016	4/19/2016	110.00	0.00	04/22/2016				False	0
001-004-490000 Schools & Conventions				OREGON LIBRARY ASSOCIATION DUES					
APRIL 2016 Total:		110.00							
KOLDERUP, GRETCHEN		110.00							
MEDORA CORPORATION									
031521									
77099	4/13/2016	63.26	0.00	04/22/2016				False	0
018-020-501000 Operating Materials & Supplies				IMPELLER BUSHING					
77099 Total:		63.26							
MEDORA CORPORATIO		63.26							
MIDWEST TAPE									
020427									
93828870	3/31/2016	22.99	0.00	04/22/2016				False	0
001-004-481000 Visual Materials				DVD					
93828870 Total:		22.99							
93828871	3/31/2016	25.99	0.00	04/22/2016				False	0
001-004-481000 Visual Materials				DVD					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
93828871 Total:		25.99							
MIDWEST TAPE Total:		48.98							
MORRISON, NICHOLAS P.									
020679									
0002641	4/7/2016	233.75	0.00	04/22/2016				False	0
001-000-205000 Court's Unapplied				UNAPPLIED RECEIPT REC#01412798					
0002641 Total:		233.75							
MORRISON, NICHOLAS		233.75							
MURRAY, SMITH & ASSOC., INC.									
020762									
09-1078-73	3/24/2016	3,103.10	0.00	04/22/2016				False	0
010-304-653409 Godfrey Outfall				PROJECT 09-1078 SAN SEWER REHAB PROGRAM GC					
09-1078-73 Total:		3,103.10							
MURRAY, SMITH & ASS		3,103.10							
NORTHERN SAFETY CO., INC.									
021152									
901884172	4/11/2016	259.79	0.00	04/22/2016				False	0
013-403-501000 Operating materials/supplies				MATERIALS					
901884172 Total:		259.79							
NORTHERN SAFETY CO		259.79							
NORTHWEST NATURAL GAS									
021400									
APRIL 2016	4/12/2016	67.13	0.00	04/22/2016				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
013-403-459000 Utilities				8675					
APRIL 2016	4/12/2016	646.15	0.00	04/22/2016				False	0
017-417-459000 Utilities				2942					
APRIL 2016	4/12/2016	7.86	0.00	04/22/2016				False	0
017-017-459000 Utilities				7720					
APRIL 2016	4/12/2016	7.86	0.00	04/22/2016				False	0
018-018-459000 Utilites				7720					
APRIL 2016	4/12/2016	91.56	0.00	04/22/2016				False	0
001-002-459000 Utilities				5638					
APRIL 2016	4/12/2016	73.56	0.00	04/22/2016				False	0
018-019-459000 Utilites				5750					
APRIL 2016	4/12/2016	73.56	0.00	04/22/2016				False	0
018-020-459000 Utilities				5750					
APRIL 2016	4/12/2016	376.12	0.00	04/22/2016				False	0
001-004-459000 Utilities				7673					
APRIL 2016	4/12/2016	96.87	0.00	04/22/2016				False	0
001-005-459000 Utilities				8563					
APRIL 2016	4/12/2016	67.94	0.00	04/22/2016				False	0
012-107-459000 Utilitites				2848					
APRIL 2016	4/12/2016	65.97	0.00	04/22/2016				False	0
012-107-459000 Utilitites				5285					
APRIL 2016	4/12/2016	65.87	0.00	04/22/2016				False	0
001-005-459000 Utilities				3047					
APRIL 2016 Total:		1,640.45							
NORTHWEST NATURAL		1,640.45							
NURNBERG SCIENTIFIC									
021703									
0155244-IN	4/4/2016	603.49	0.00	04/22/2016				False	0
018-019-501000 Operating Materials				MATERIALS					
0155244-IN	4/4/2016	603.50	0.00	04/22/2016				False	0
018-020-501000 Operating Materials & Supplies				MATERIALS					
0155244-IN Total:		1,206.99							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
<hr/>									
	NURNBERG SCIENTIFIC	1,206.99							
OPUS:INTERACTIVE, INC.									
021979									
277204	4/14/2016	39.00	0.00	04/22/2016				False	0
012-102-500000	Information services			5951 IP ADDRESSES 5					
277204 Total:		39.00							
277529	4/14/2016	5.00	0.00	04/22/2016				False	0
001-002-500000	Computer System Maint.			4775 EMAIL					
277529 Total:		5.00							
	OPUS:INTERACTIVE, IN	44.00							
PAGELER, LISA G.									
025911									
APRIL 2016	4/18/2016	26.00	0.00	04/22/2016				False	0
001-000-341000	Fines			OVERPAYMENT FOR VIO CITE 8051 REC 50411					
APRIL 2016 Total:		26.00							
PAGELER, LISA G. Total:		26.00							
PHILLIPS, CYNTHIA									
025515									
043016	4/19/2016	1,592.00	0.00	04/22/2016				False	0
001-103-554000	Contractual/consulting serv			MUNICIPAL COURT JUDGE 4/16/16-4/30/16					
043016 Total:		1,592.00							
APRIL 21 2016	4/21/2016	694.99	0.00	04/22/2016				False	0
001-103-473000	Miscellaneous			REIMBURSEMENT FOR CELL DESTROYED BY JAIL I					
APRIL 21 2016 Total:		694.99							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
PHILLIPS, CYNTHIA Tot		2,286.99							
PORTLAND GENERAL ELECTRIC									
025702									
APRIL 2016	4/19/2016	317.23	0.00	04/22/2016				False	0
009-209-554000 Contract Services				ACCT 7687 8-3-15 TO 4-8-16 SERVICE 1300 KASTER R					
APRIL 2016	4/19/2016	204.60	0.00	04/22/2016				False	0
009-209-554000 Contract Services				ACCT 9275 8-3-15 TO 4-8-16 SERVICE 1300 KASTER R					
APRIL 2016 Total:		521.83							
PORTLAND GENERAL E		521.83							
RICOH USA INC									
027295									
5041467285	4/5/2016	69.68	0.00	04/22/2016				False	0
012-107-502000 Equipment expense				15120165 IMAGES					
5041467285 Total:		69.68							
RICOH USA INC Total:		69.68							
S-2 CONTRACTORS, INC.									
028399									
1571E3	3/16/2016	9,849.00	0.00	04/22/2016				False	0
010-304-653400 Storm drains				E-644 STORM DRAIN EXTENSIONS ASPHALT PATCHI					
1571E3 Total:		9,849.00							
S-2 CONTRACTORS, INC		9,849.00							
SELDEN, LAURIE									
030715									
083114	4/11/2016	2,948.00	0.00	04/22/2016				False	0
001-103-554000 Contractual/consulting serv				4/15/16-4/30/16 CRIMINAL PROSECUTORIAL SERVICEI					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
083114 Total:		2,948.00							
SELDEN, LAURIE Total:		2,948.00							
SHEDCO									
SHEDCO									
APRIL 21 2016	4/21/2016	1,000.00	0.00	04/22/2016	SHEDCO ACC FUNDRAISING FUND - KICKSTARTER				
009-201-596000 Contingency									
APRIL 21 2016 Total:		1,000.00							
SHEDCO Total:		1,000.00							
SHELDON MANUFACTURING, INC.									
SHELDON									
00193636	4/14/2016	61.17	0.00	04/22/2016	BOD INCUBATOR CIRC FAN				
018-019-501000 Operating Materials									
00193636	4/14/2016	61.17	0.00	04/22/2016	BOD INCUBATOR CIRC FAN				
018-020-501000 Operating Materials & Supplies									
00193636 Total:		122.34							
SHELDON MANUFACTU		122.34							
SHRED-IT USA, LLC									
shred-it									
8120640409	3/31/2016	134.39	0.00	04/22/2016	POLICE SHREDDING 13664225				
001-002-470000 Building Expense									
8120640409 Total:		134.39							
SHRED-IT USA, LLC Tot		134.39							

WILCOX & FLEGEL


Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
037003									
CL13507	4/15/2016	31.58	0.00	04/22/2016				False	0
001-002-531000 Gasoline Expense				POLICE FUEL 31.58 BIO B5					
CL13507 Total:		31.58							
WILCOX & FLEGEL Tota		31.58							
YABUT, KNIGHT BALUYOT									
YABUT.KB									
0002543	8/4/2016	1,000.00	0.00	04/22/2016				False	0
001-000-204000 Bail Deposit				RE ISSUE CK 112120 LOST - BOND TRANSFER REFUT					
0002543 Total:		1,000.00							
YABUT, KNIGHT BALUY		1,000.00							
Report Total:		52,121.21							

# Accounts Payable

## To Be Paid Proof List

User: jenniferj  
Printed: 04/22/2016 - 11:52AM  
Batch: 00013.04.2016 - 04/22 FY 15-16 (2)



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #	
Account Number				Description	Reference					
WESTERN DISPLAY FIREWORKS LTD										
036426										
APRIL 22 2016	4/22/2016	3,000.00	0.00	04/22/2016					False	0
008-008-558104 Events				2016 FIREWORK DISPLAY 25% 2500 OF TOTAL / \$500						
APRIL 22 2016 Total:		3,000.00								
WESTERN DISPLAY FIR		3,000.00								
Report Total:		3,000.00								

# Accounts Payable

## To Be Paid Proof List

User: jenniferj  
 Printed: 04/29/2016 - 9:07AM  
 Batch: 00014.04.2016 - 04/29 FY 15-16



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
<hr/>									
BIG RIVER BISTRO									
003341									
APRIL 2016	4/26/2016	405.00	0.00	04/29/2016				False	0
009-209-554110	Economic and Market assessmen			AWP GRANT COMMUNITY MEETING					
		<hr/>							
	APRIL 2016 Total:	405.00							
		<hr/>							
	BIG RIVER BISTRO Tota	405.00							
CARQUEST AUTO PARTS STORES									
005845									
1611-IC-297988	3/10/2016	-37.62	0.00	04/29/2016				False	0
015-015-501000	Operating Materials & Supp			AUTO PARTS 151010 / 315752					
		<hr/>							
	1611-IC-297988 Total:	-37.62							
1611-ID-297605	3/7/2016	136.59	0.00	04/29/2016				False	0
001-002-510000	Automobile Expense			AUTO PARTS 151010 / 315752					
		<hr/>							
	1611-ID-297605 Total:	136.59							
1611-ID-298187	3/14/2016	103.68	0.00	04/29/2016				False	0
015-015-501000	Operating Materials & Supp			AUTO PARTS 151010 / 315752					
		<hr/>							
	1611-ID-298187 Total:	103.68							
1611-ID-298353	3/16/2016	47.84	0.00	04/29/2016				False	0
015-015-501000	Operating Materials & Supp			AUTO PARTS 151010 / 315752					
		<hr/>							
	1611-ID-298353 Total:	47.84							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
1611-ID-298484	3/17/2016	117.57	0.00	04/29/2016				False	0
015-015-501000 Operating Materials & Supp				AUTO PARTS 151010 / 315752					
1611-ID-298484 Total:		117.57							
1611-ID-298513	3/18/2016	107.26	0.00	04/29/2016				False	0
015-015-501000 Operating Materials & Supp				AUTO PARTS 151010 / 315752					
1611-ID-298513 Total:		107.26							
CARQUEST AUTO PART		475.32							
CASCADE CONCRETE PRODUCTS,INC.									
005925									
64869	4/5/2016	90.00	0.00	04/29/2016				False	0
010-304-653400 Storm drains				TYPE 1 RISER					
64869 Total:		90.00							
CASCADE CONCRETE P		90.00							
CENTERLOGIC, INC.									
011595									
34279	4/20/2016	75.25	0.00	04/29/2016				False	0
010-305-653553 Phone system				RAM - PHONE SYSTEM					
34279 Total:		75.25							
34293	4/20/2016	33.16	0.00	04/29/2016				False	0
012-101-500000 Information services				IT SUPPORT					
34293	4/20/2016	22.10	0.00	04/29/2016				False	0
001-100-500000 Information services				IT SUPPORT					
34293	4/20/2016	44.25	0.00	04/29/2016				False	0
001-103-500000 Information services				IT SUPPORT					
34293	4/20/2016	22.10	0.00	04/29/2016				False	0
001-104-500000 Information services				IT SUPPORT					
34293	4/20/2016	42.02	0.00	04/29/2016				False	0
001-105-500000 Information services				IT SUPPORT					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
34293	4/20/2016	48.66	0.00	04/29/2016				False	0
012-102-500000 Information services				IT SUPPORT					
34293	4/20/2016	117.20	0.00	04/29/2016				False	0
012-106-500000 Information services				IT SUPPORT					
34293	4/20/2016	90.75	0.00	04/29/2016				False	0
013-402-500000 Information services				IT SUPPORT					
34293 Total:		420.24							
34295	4/20/2016	87.68	0.00	04/29/2016				False	0
010-305-653553 Phone system				PHONE SYSTEM SWITCH					
34295 Total:		87.68							
34302	4/20/2016	234.04	0.00	04/29/2016				False	0
012-101-500000 Information services				IT SUPPORT					
34302	4/20/2016	156.02	0.00	04/29/2016				False	0
001-100-500000 Information services				IT SUPPORT					
34302	4/20/2016	312.34	0.00	04/29/2016				False	0
001-103-500000 Information services				IT SUPPORT					
34302	4/20/2016	156.02	0.00	04/29/2016				False	0
001-104-500000 Information services				IT SUPPORT					
34302	4/20/2016	482.50	0.00	04/29/2016				False	0
001-002-500000 Computer System Maint.				IT SUPPORT					
34302	4/20/2016	215.00	0.00	04/29/2016				False	0
001-004-500000 Computer Maintenance				IT SUPPORT					
34302	4/20/2016	296.63	0.00	04/29/2016				False	0
001-105-500000 Information services				IT SUPPORT					
34302	4/20/2016	343.49	0.00	04/29/2016				False	0
012-102-500000 Information services				IT SUPPORT					
34302	4/20/2016	827.29	0.00	04/29/2016				False	0
012-106-500000 Information services				IT SUPPORT					
34302	4/20/2016	640.43	0.00	04/29/2016				False	0
013-402-500000 Information services				IT SUPPORT					
34302 Total:		3,663.76							
34363	4/18/2016	275.00	0.00	04/29/2016				False	0
010-305-653553 Phone system				PHONE SYSTEM REMOTE SUPPORT					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
34363 Total:		275.00							
CENTERLOGIC, INC. To		4,521.93							
CENTURY LINK									
034002									
APRIL 2016	4/17/2016	20.35	0.00	04/29/2016				False	0
018-019-458000 Telecommunication Expense				025B					
APRIL 2016	4/17/2016	20.36	0.00	04/29/2016				False	0
018-020-458000 Telecommunication Expense				025B					
APRIL 2016 Total:		40.71							
MAR / APRIL 201	4/17/2016	82.15	0.00	04/29/2016				False	0
017-017-458000 Telephone Expense				369B					
MAR / APRIL 201 Total:		82.15							
CENTURY LINK Total:		122.86							
CENTURY LINK									
034004									
B11166583916106	4/15/2016	88.40	0.00	04/29/2016				False	0
017-417-458000 Telephone expense				1665					
B11166583916106 Total:		88.40							
CENTURY LINK Total:		88.40							
CINTAS CORPORATION									
037620									
5004892552	4/19/2016	40.89	0.00	04/29/2016				False	0
013-403-470000 Building				CABINET REFILL PW					
5004892552 Total:		40.89							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
<hr/>									
CINTAS CORPORATION		40.89							
<hr/>									
CITY OF CLATSKANIE 006929									
4202016 B	4/20/2016	57.00✓	0.00	04/29/2016				False	0
001-100-490000 Professional development					CITY CO DINNERS ELLIS CARLSON CONN				
4202016 B	4/20/2016	19.00✓	0.00	04/29/2016				False	0
012-106-490000 Professional development					CITY CO DINNERS ELLIS CARLSON CONN				
4202016 B Total:		76.00✓							
<hr/>									
CITY OF CLATSKANIE T		76.00							
<hr/>									
COLUMBIA COUNTY CLERK 007500									
APRIL 25 2016	4/25/2016	301.00✓	0.00	04/29/2016				False	0
009-209-575130 Potential development ops					REC CONSENT JUDGEMENT STATE OF OR CITY OF S				
APRIL 25 2016 Total:		301.00							
<hr/>									
COLUMBIA COUNTY CL		301.00							
<hr/>									
COMCAST COMCAST									
APRIL 14 2016	4/14/2016	119.09✓	0.00	04/29/2016				False	0
001-005-458000 Telephone Expense					PARKS 9228				
APRIL 14 2016 Total:		119.09							
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COMCAST Total:		119.09							
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DEQ, OREGON 010137									
APRIL 2016	4/25/2016	80.00✓	0.00	04/29/2016				False	0
018-019-490000 Schools & Conventions					2 YEAR CERT RENEWAL AARON M KUNDERS				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
APRIL 2016	4/25/2016	80.00	0.00	04/29/2016				False	0
018-020-490000 Schools & Conventions				2 YEAR CERT RENEWAL AARON M KUNDERS					
APRIL 2016 Total:		160.00							
DEQ, OREGON Total:		160.00							
EAGLE STAR ROCK PRODUCTS, INC.									
010970									
30684	3/24/2016	134.62	0.00	04/29/2016				False	0
010-304-653400 Storm drains				ROCK- S 1ST ST STORM					
30684 Total:		134.62							
30746	4/8/2016	66.01	0.00	04/29/2016				False	0
010-304-653400 Storm drains				ROCK- S 1ST ST STORM					
30746 Total:		66.01							
EAGLE STAR ROCK PRO		200.63							
H.D. FOWLER CO.									
012650									
I4160659	3/21/2016	160.59	0.00	04/29/2016				False	0
017-017-501000 Operating Materials & Sup.				CLOW F2500 BREAKAWAY KIT HRP1545					
I4160659 Total:		160.59							
H.D. FOWLER CO. Total:		160.59							
HACH COMPANY									
014200									
9895090	4/20/2016	79.66	0.00	04/29/2016				False	0
018-019-501000 Operating Materials				BOD STD DILUTION / PH BUFFER SOLUTION KIT AC					
9895090	4/20/2016	79.67	0.00	04/29/2016				False	0
018-020-501000 Operating Materials & Supplies				BOD STD DILUTION / PH BUFFER SOLUTION KIT AC					

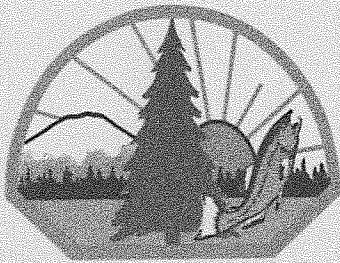
Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
9895090 Total:		159.33							
HACH COMPANY Total:		159.33							
LAND DEVELOPMENT SERVICES, COLUMBIA COUNTY									
007550									
MARCH 2016	4/20/2016	1,487.50	0.00	04/29/2016				False	0
001-105-554000 Contract Services					BUILDING INSPECTIONS MIKE SMITH				
MARCH 2016 Total:		1,487.50							
LAND DEVELOPMENT S		1,487.50							
LAWSON PRODUCTS, INC.									
018040									
9304023837	4/13/2016	153.07	0.00	04/29/2016				False	0
015-015-501000 Operating Materials & Supp					CUT OFF WHEEL / MINI CUT OFF WHEEL 10133835				
9304023837 Total:		153.07							
LAWSON PRODUCTS, IN		153.07							
MASON, BRUCE, & GIRARD, INC.									
019413									
20571	4/15/2016	2,338.04	0.00	04/29/2016				False	0
017-517-546000 Forestry preservation					MILTON CREEK FOREST INV PLAN PROGECT 01003C				
20571 Total:		2,338.04							
MASON, BRUCE, & GIR		2,338.04							
MAUL FOSTER ALONGI, INC.									
019555									
25449	4/8/2016	160.00	0.00	04/29/2016				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
<hr/>									
009-209-554100 Environmental review				PROJECT 0830.01.02 VENEER ON CALL					
25449 Total:		160.00							
25450	4/8/2016	160.00	0.00	04/29/2016				False	0
009-209-554100 Environmental review				PROJECT 0830.02.03 BWP ON CALL SERVICES					
25450 Total:		160.00							
MAUL FOSTER ALONGI		320.00							
 MCCOY ELECTRIC CO., INC.									
019713									
214365R	3/31/2016	106.60	0.00	04/29/2016				False	0
018-022-501000 Materials and supplies				PUMP AT LIFT STATION #5					
214365R Total:		106.60							
MCCOY ELECTRIC CO.,		106.60							
 MEDORA CORPORATION									
031521									
77121	4/20/2016	199.05	0.00	04/29/2016				False	0
018-020-501000 Operating Materials & Supplies				BUSHING BLOCK STH02					
77121 Total:		199.05							
MEDORA CORPORATIO		199.05							
 NURNBERG SCIENTIFIC									
021703									
0155533-IN	4/11/2016	180.41	0.00	04/29/2016				False	0
018-019-501000 Operating Materials				30 ML BOD BTL 265-288 GLS					
0155533-IN	4/11/2016	180.42	0.00	04/29/2016				False	0
018-020-501000 Operating Materials & Supplies				30 ML BOD BTL 265-288 GLS					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
<hr/>									
0155533-IN Total:		360.83							
<hr/>									
NURNBERG SCIENTIFIC		360.83							
<hr/>									
OREGON AMERICAN PLANNING ASSOCIATION									
022031									
APRIL 22 2016	4/22/2016	115.00 ✓	0.00	04/29/2016				False	0
001-104-490000 Professional development					AFFORDABLE HOUSING WORKSHOP J. GRAICHEN				
<hr/>									
APRIL 22 2016 Total:		115.00							
<hr/>									
OREGON AMERICAN PL		115.00							
<hr/>									
OREGON BUILDING OFFICIALS ASSO									
022021									
APRIL 26 2016	4/26/2016	75.00 ✓	0.00	04/29/2016				False	0
001-105-490000 Professional development					REG FEE FOR CANNABIS EXTRACTION OREGON CC				
<hr/>									
APRIL 26 2016 Total:		75.00							
<hr/>									
OREGON BUILDING OF		75.00							
<hr/>									
PLATT									
025610									
J256016	4/21/2016	78.85 ✓	0.00	04/29/2016				False	0
018-019-501000 Operating Materials					MATERIALS				
J256016	4/21/2016	78.86 ✓	0.00	04/29/2016				False	0
018-020-501000 Operating Materials & Supplies					MATERIALS				
<hr/>									
J256016 Total:		157.71							
<hr/>									
PLATT Total:		157.71							
<hr/>									
SAFEGUARD FIRE EXTINGUISHER SERVICE									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
029587									
25163	4/19/2016	371.36✓	0.00	04/29/2016				False	0
013-403-554000 Contractual/consulting serv					PW FIRE EX SERVICE				
25163	4/19/2016	89.92✓	0.00	04/29/2016				False	0
012-107-554000 Contractual/consulting serv					FIRE EX SERVICE				
25163	4/19/2016	39.34✓	0.00	04/29/2016				False	0
001-004-470000 Building Expense					FIRE EX SERVICE				
25163	4/19/2016	123.64✓	0.00	04/29/2016				False	0
001-005-554000 Contractual Services					FIRE EX SERVICE				
25163	4/19/2016	47.77✓	0.00	04/29/2016				False	0
018-019-501000 Operating Materials					FIRE EX SERVICE				
25163	4/19/2016	47.77✓	0.00	04/29/2016				False	0
018-020-501000 Operating Materials & Supplies					FIRE EX SERVICE				
25163 Total:		719.80✓							
SAFEGUARD FIRE EXTI		719.80							
SOLUTIONS YES									
013581									
INV68111	4/19/2016	422.84✓	0.00	04/29/2016				False	0
012-107-502000 Equipment expense					CO02 COPIES				
INV68111 Total:		422.84							
SOLUTIONS YES Total:		422.84							
STAPLES BUSINESS ADVANTAGE									
031983									
3299722680	4/16/2016	37.96✓	0.00	04/29/2016				False	0
012-101-527000 Communications					PAPER				
3299722680	4/16/2016	6.16✓	0.00	04/29/2016				False	0
012-106-457000 Office supplies					OFFICE SUPPLIES				
3299722680	4/16/2016	133.59✓	0.00	04/29/2016				False	0
012-107-457000 Office supplies					OFFICE SUPPLIES				
3299722680 Total:		177.71✓							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
		<u>177.71</u>							
STAPLES BUSINESS AD									
THE CHRONICLE									
006800A									
6532	4/21/2016	30.00	0.00	04/29/2016				False	0
012-102-473000 Miscellaneous				1 YEAR SUBSCRIPTION CITY HALL 6532					
6532 Total:		<u>30.00</u>							
THE CHRONICLE Total:		<u>30.00</u>							
VERNON, VICKI R.									
034920									
APRIL 19 2016	4/19/2016	424.00	0.00	04/29/2016				False	0
001-103-554000 Contractual/consulting serv				EVERETT STOUGARD					
APRIL 19 2016 Total:		<u>424.00</u>							
VERNON, VICKI R. Total		<u>424.00</u>							
Report Total:		<u><u>14,008.19</u></u>							



City of St. Helens  
265 Strand Street ♦ P.O. Box 278 ♦ St. Helens, Oregon 97051  
Phone: (503)397-6272 ♦ Fax: (503)397-4016  
www.ci.st-helens.or.us

## Exclusive Use Permit

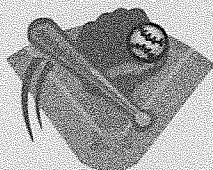
Group/Organization Name St. Helens Coed Softball Phone 503-369-2828  
Authorized Agent Name Karee Steinhauser Phone 503-369-2828  
Address 2034 Columbia Blvd. #174 City, State, Zip St. Helens OR 97051  
Mailing Address (if different) \_\_\_\_\_

Park/Field McCormick Park fields 1 & 2

Activity Description Softball

Term (Dates) April 15, 2016 to October 22, 2016

Days/Hours of Use: Monday 10am – 10pm  
Tuesday 10am – 10pm  
Wednesday 10am – 10pm  
Thursday 10am – 10pm  
Friday 10am – 10pm  
Saturday 8am – 10pm  
Sunday 8am – 10pm



### AUTHORIZATION

Proof of Insurance Received ☐ Yes ☐ No  
Commercial Use ☐ Authorized ☒ Not ☒ Concessions Authorized  
Parks Commission ☒ Approved 4-22-16 ☐ Denied \_\_\_\_\_  
Meeting Date Meeting Date  
City Council ☐ Approved \_\_\_\_\_ ☐ Denied \_\_\_\_\_  
Meeting Date Meeting Date

Notes Will pay for light usage at end of season



Approved [Signature]  
City of St. Helens Official

4-25-16  
Date Signed

This permit may be revoked at any time, upon notice to applicant, its agent, or employees, for noncompliance with the Agreements & Conditions (attached) and Rules & Regulations (attached) of this permit or for the preservation of the public peace, health, safety, or general welfare.

### Fee Schedule

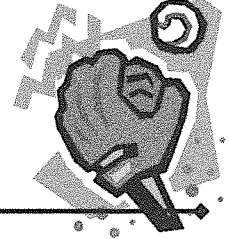
Fee Type	Check All That Apply	Amount Due
Athletic Fields (not more than 2 weeks)	<input checked="" type="checkbox"/> \$10.00 per day x <u>2</u> fields x <u>190</u> days	\$3800.00
Use of Field Lights (Add'l)	<input type="checkbox"/> \$10.00 per day x _____ fields x _____ days	
TOTAL AMOUNT DUE:		\$3800.00

Amount Paid \$ 3800.00 Date Paid 4-20-16 Receipt No. 102517 Initials SLI



# Athletic Fields

Please complete this application for periods of exclusive use over two weeks.



## SECTION 1 Applicant Information

Group/Organization Name St. Helens Adult Softball Phone 503-369-2828  
 Authorized Agent Name Karee Stemhauser Phone 503-369-2828  
 Address 2034 Columbia Blvd. PMB174 City, State, Zip St. Helens OR 97051  
 Mailing Address (if different) \_\_\_\_\_

## SECTION 2 Permit Information

Park/Field Mc Cormick Park  
 Activity Description (i.e. softball, soccer, etc.) Softball  
 Dates 4/15/16 to 10/21/16

Days/Hours of Use:

Monday 10:00am - 10pm  
 Tuesday 10am - 10pm  
 Wednesday 10am - 10pm  
 Thursday 10am - 10pm  
 Friday 10am - 10pm  
 Saturday 8am - 10pm  
 Sunday 8am - 10pm

Do you intend to sell any merchandise or service? ☐ No ☒ Yes

If "yes", describe food/drink

Will you require use of the concessions stand? ☐ No ☒ Yes

Other Comments/Information \_\_\_\_\_

### FOR OFFICE USE

Application date 4-20-16

☒ Insurance

☒ Summary Report

☒ Fee paid

Receipt # 102517

☒ Calendar

☒ Parks → ☐ Council

Approval dates

☒ Parks 4-22-16

☐ Council \_\_\_\_\_

☐ Permit issued \_\_\_\_\_

## DECLARATION

By signing this application, you declare that you have read and agree to the attached "Agreements and Conditions" and "Rules and Regulations" for use of City-owned properties including public right-of-ways.

Karee Stemhauser  
 Signature of Authorized Agent

4/1/16  
 Date signed

## FEE SCHEDULE

ATHLETIC FIELDS = \$ 10 PER FIELD, PER DAY

USE OF FIELD LIGHTS, additional = \$ 10 PER FIELD, PER DAY

Athletic Fields	<input checked="" type="checkbox"/> \$ 10.00 per day X <u>2</u> fields X <u>190</u> days =	\$ <u>3800.00</u>
Use of field lights (add'l fee)	<input type="checkbox"/> \$ 10.00 per day X _____ fields X _____ days =	\$ _____
TOTAL AMOUNT DUE		\$ <u>3800.00</u>

## AGREEMENTS AND CONDITIONS

1. Applicant, its agents, and employees shall comply with all applicable federal, state, county, and municipal laws while engaged in the above activity.
2. Applicant agrees to clean up all garbage, refuse, and other debris resulting from applicant's use of the designated park or parks. You must carry out garbage exceeding capacity of available trash cans in park/area. **Groups of 100 or more will be required to rent a dumpster.**
3. The applicant agrees to hold harmless, indemnify, and defend the City of St. Helens, its officers, agents, and employees from any and all liability, actions, claims, losses, damages, or other costs including attorney fees and witness costs (at both trial and appeal level, whether or not a trial or appeal ever takes place) that may be asserted by any person or entity arising from, during, or in connection with the Applicant's activities, except liability arising out of the sole negligence of the City and its employees. Such indemnification shall also cover claims brought against City under state or federal workers' compensation laws. If any aspect of this indemnity shall be found to be illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of this indemnification.
4. It is understood that the organization, group, or individual is adequately insured for the nature and duration of the activity to be undertaken, and that proof of insurance will be provided to the City Administrator, when required.
5. Any and all structural changes to City buildings or City property by applicant shall be approved in advance by the City Administrator.
6. This permit may be revoked at any time, upon notice to applicant, its agent, or employees, for noncompliance with the terms or conditions of this permit or for the preservation of the public peace, health, safety, or general welfare.
7. The City is not able to provide assistance in moving picnic tables to accommodate your event. If you choose to move tables or your guest(s) choose to move tables, they do so at their own risk.
8. Do not drive on or park vehicles on park grounds except in designated parking areas.
9. Remove and dispose of any signs (e.g. directional) used for your event, including any materials used to secure signs.
10. Fields cannot be "loaned out" to other organizations during the times you have the fields reserved. The Group/Organization named on the permit is the only one authorized for use during the permit period. If you are sharing the field with another organization, both names need to be on the permit.
11. There will not be refunds for cancellations within 30 days of the date of your event.

By my initials, I declare that I  
understand the terms listed above:

KS  
initials

### **3. Park Buildings and Facilities**

- 2.5 Park buildings and facilities are provided for your convenience or pleasure. You have a responsibility to use the facilities with respect for others and to keep them neat and clean. Any irregularities should be reported immediately to park management.
- 2.6 No pets are allowed in the park buildings at any time.

### **4. Animals**

- a. No person shall ride or lead any horse or pony in the park, except upon roadway or designated parking area or designated bridle path.
- b. Pets are permitted in most City parks only if they are on a leash that is five (5) feet or less in length. Pets shall be kept under supervision at all times and not allowed to run at large or to commit any nuisance in the limits of the park. (Animals are not permitted in Columbia View Park.)
- c. All fecal material left by the pet or animal, in the park, must be picked up, placed in a container and removed from the park.
- d. Violation of these regulations will lead to the removal of both animal and owner.

### **5. Solid Waste Disposal and Fire Protection**

- a. Your garbage and trash must be placed in the proper receptacles.
- b. No person shall bring any non-park generated garbage into the park for the purpose of discarding or disposing of such garbage or other refuse.
- c. Fires are permitted only in designated fire rings or cookers. No open fires are permitted elsewhere on park property.

### **6. Vegetative Protection**

- a. No person other than a duly authorized City employee in the performance of his or her duty or persons participating in City approved activities shall dig, remove, destroy, injure, mutilate, or cut any trees, plants, shrubs, blooms, flowers, or any portion thereof growing in the park.
- b. Trees and shrubs are not to be climbed, hung-on, or used as poles for game nets or swings.
- c. No signs shall be posted on the trees or shrubs, nor can any nails, screws, or other foreign objects be driven into the plants.
- d. Activities that will damage the grass or flowers such as open fires or unauthorized digging are strictly prohibited.

By my initials, I declare that I  
understand the terms listed above:

KS  
initials

## RULES AND REGULATIONS

The Mayor and Council have established and will enforce the following rules and regulations:

### 1. General.

- 1.1 The park is open for public recreation from Sunrise to Sunset. (Except by permit)
- 1.2 No peddling, soliciting or commercial enterprise is permitted in the park without a permit.
- 1.3 Disorderly conduct, abusive language, noisy disturbances or disregard of these rules and regulations will be grounds for your immediate removal from the park by police or authorized city officials.
- 1.4 Park participants will be held responsible for the conduct of and any damage to the park or its equipment caused by their children.
- 1.5 Children under 10 years of age shall not be left unattended in the park.
- 1.6 No person shall consume or have in their possession any intoxicating beverage or narcotics while in or upon the property of the park.
- 1.7 Air rifles, BB guns, bow and arrow or other guns and dangerous objects may not be used in the park.
- 1.8 No swimming is allowed on park property because lifeguards and a suitable designated swimming area is not provided.
- 1.9 No overnight camping is allowed on park property without a permit.
- 1.10 The mayor, council and their employees are not responsible for accidents, injuries or loss of property by fire, theft, wind, flood, or other natural acts which are beyond their control. Equipment furnished on the grounds is solely for your convenience and shall be used at your own risk.
- 1.11 The mayor, council and their employees are not responsible for any personal injury to children or adults using playground equipment. Participants use the equipment at their own risk.
- 1.12 You should immediately notify the Parks Department (503-397-9585) or the Police Department (503-397-1521) of hazardous conditions in the park or of conditions that are in violation of these rules and regulations.

### 2. Automobiles and Motorized Vehicles

- 2.1 Motor vehicles shall be parked only in the designated areas. Motor vehicles parked elsewhere or on the grass will be towed at the owner's expense. Auto repairs are not allowed anywhere at any time on park property.
- 2.2 The speed limit in the park is 10 MPH and must be observed at all times and drivers must be alert for children and pedestrians.
- 2.3 Bicycles, roller skates, skateboards and other types of non-motorized vehicles must be used properly, safely and without the possibility of injury to others.
- 2.4 Disturbing or careless operation of motorcycles, automobiles or other types of motor vehicles will be grounds for removal from the park and/or citation by City Police.

By my initials, I declare that I  
understand the terms listed above:

KS  
initials

# City of St. Helens

## Annual Summary Report

**Exclusive Use Permit Financial Activities for** 2015  
Year

Organization name St. Helens Adult Softball

Authorized agent Karlee Steinhauser

Contact # 503-369-2828

Fields/Facilities used McCormick Park softball fields

Dates of usage 6/1/15 to 10/30/15

Concession Stand gross sales	\$ 7000.00
Concession Stand expenditures	5500.00
Concession Stand net receipts	1500.00
Permit Holder park improvement expenditures*	500.00
Permit Holder maintenance activities expenditures**	<del>500.00</del> <del>1000.00</del>
Permit Holder use fees (City)	3000.00
Permit Holder lighting fees	
Other	

\*Permit Holder park improvements (please describe): dirt and trim

\*\*Permit Holder maintenance activities expenditures (please describe):

tractor rental, turf, paint.

<u>TOTAL EXPENDITURES</u>	\$ <u>1000.00</u>
<u>TOTAL INCOME</u>	\$ <u>1500.00</u>
<u>TOTAL AMOUNT FORWARD TO NEXT SEASON</u>	\$ <u><del>2500.00</del></u>

*Please return this form to the City of St. Helens with your application for and Exclusive Use Permit.*

# Accounts Payable

## To Be Paid Proof List

User: jenniferj  
Printed: 04/21/2016 - 10:06AM  
Batch: 00011.04.2016 - 04/22 FY 15-16 OVER 10K



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
Boise White Paper, LLC									
003720									
APRIL 2016	4/21/2016	12,500.00	0.00	04/22/2016	False0				
009-209-563000 Debt service - Principal				MAY 2016 NOTE PAYMENT					
APRIL 2016 Total:		12,500.00							
Boise White Paper, LLC To		12,500.00							
Report Total:		12,500.00							

# Accounts Payable

## To Be Paid Proof List

User: jenniferj  
Printed: 04/27/2016 - 4:59PM  
Batch: 00016.04.2016 - 04/29 FY 15-16 OVER 10K



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
MAUL FOSTER ALONGI, INC.									
019555									
25451	4/8/2016	10,745.94 ✓	0.00	04/29/2016				False	0
009-209-554100 Environmental review				PROGECT 0830.03.02 SEDIMENT REPOSITORY					
25451 Total:		10,745.94							
25452	4/8/2016	17,525.35 ✓	0.00	04/29/2016				False	0
009-209-554100 Environmental review				PROGECT 0830.04.02 AREA WIDE PLANNING					
25452 Total:		17,525.35							
MAUL FOSTER ALONGI		28,271.29							
Report Total:		28,271.29							