



City of St. Helens
COUNCIL WORK SESSION AGENDA
Wednesday, January 18, 2017, 1:00 p.m.
 City Council Chambers, 265 Strand Street, St. Helens

City Council Members

Mayor Rick Scholl
 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. Visitor Comments | 1:00 p.m. |
| 2. PROTEST HEARING: Notice of Nuisance Abatement – 364 N. 1 st Street (Mullins) | 1:05 p.m. |
| 3. Annual Report from City Auditor – <i>Pauly, Rogers & Co., PC</i> | 1:20 p.m. |
| 4. SHEDCO's Report from their Tourism Meetings – <i>Gretchen Williams</i> | 1:35 p.m. |
| 5. Affordable Housing Proposal – <i>Carl Coffman</i> | 1:45 p.m. |
| 6. Review Request to Extend EZ Benefits for Cascades Tissue – <i>Chuck Daughtry, CCET</i> | 2:05 p.m. |
| 7. 2 nd Quarter Communications Report – <i>Crystal</i> | 2:15 p.m. |
| 8. Discussion Regarding Use of RVs for Medical Hardships – <i>Jacob</i> | 2:25 p.m. |
| 9. 2 nd Quarter Financial Report for FY 2016-17 – <i>Matt</i> | 2:40 p.m. |
| 10. Review 2017-18 Proposed Budget Calendar – <i>Matt</i> | 2:55 p.m. |
| 11. Review Investment Policy - <i>Matt</i> | 3:00 p.m. |
| 12. Discussion Regarding 2017 Fireworks Plan - <i>John</i> | 3:10 p.m. |
| 13. Discussion Regarding Collection of Marijuana Tax – <i>John</i> | 3:25 p.m. |
| 14. Proposed Increase to Library Board Membership – <i>Margaret</i> | 3:35 p.m. |
| 15. Department Reports | 3:45 p.m. |
| 16. Council Reports | 4:05 p.m. |
| 17. Executive Session: ORS 192.660(2)(e) Real Property Transactions | 4:25 p.m. |
| 18. Other Business | |
| 19. Adjourn | |

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.

FOR YOUR INFORMATION

Upcoming Dates to Remember:

- **January 16, Martin Luther King Jr. Day, All City Offices Closed**
- January 18, Council Work Session, 1:00 p.m., Council Chambers
- January 18, Council Regular Session, 7:00 p.m., Council Chambers
- January 24, Arts & Cultural Commission, 6:30 p.m., Council Chambers

Future Public Hearing(s)/Forum(s):

- PH: February 1, 6:15 p.m., Comprehensive Plan/Zone Map Amendment – 35090 Pittsburg Road
- PH: March 15, 6:30 p.m., Comprehensive Plan/Zone Map Amendment – 2554/2560 Columbia Blvd.
- PH: April 5, 6:00 p.m., Comprehensive Plan/Zone Map Amendment & Text Amendments – City-wide

Council Action Sheet



To: Mayor and City Council Members

From: Jamin Coy, Code Enforcement Officer
Bob Johnston, Building Official
Kathy Payne, City Recorder

Date: January 18, 2017

Subject: Mullins Nuisance Abatement Protest Hearing – 364 N. 1st Street

Background

8/19/15	Two visits by COE Scott Williams (see report attached)
10/4/16	Visit by COE Jamin Coy (see report attached)
10/12/16	Visit by COE Jamin Coy (see report attached)
10/24/16	Visit by COE Jamin Coy (see report attached)
11/10/16	Visit by COE Jamin Coy (see report attached)
11/17/16	Visit by COE Jamin Coy (see report attached)
11/28/16	Visit by COE Jamin Coy (see report attached)
12/6/16	Visit by COE Jamin Coy (see report attached)
12/28/16	Two visits by COE Jamin Coy (see report attached)
12/21/16	Council adopts Resolution No. 1770 declaring 364 N. 1 st Street a Nuisance
12/28/16	<i>Notice to Abate Attractive Nuisance</i> posted on property by Building Official
12/28/16	<i>Notice of Nuisance Abatement</i> letter mailed certified by City Recorder
12/29/16	<i>Declaration of Viva Mullins</i> received in protest of <i>Notice to Abate Attractive Nuisance</i>
1/18/17	Protest hearing before City Council

Attachments: Pics of Site on 1/9/17
Declaration of Viva Mullins
Resolution No. 1770
Notice to Abate Attractive Nuisance
Notice of Nuisance Abatement Letter
Code Enforcement Officer Reports from 8/19/15 through 12/28/16

Pics taken by COE Jamin Coy on 1/9/17...







City of St. Helens
RESOLUTION NO. 1770

A RESOLUTION DETERMINING THAT A NUISANCE EXISTS UPON PROPERTY AS LISTED IN EXHIBIT A WITHIN THE CITY OF ST. HELENS AND DIRECTING THAT NOTICE TO ABATE THE NUISANCE BE POSTED ON SAID PREMISES

WHEREAS, St. Helens Municipal Code (SHMC) Section 8.12.070(1)(a) and 8.12.150(2) provides that " No person in charge of any premises shall permit: (a) To remain unguarded upon said premises any machinery, automobile bodies or parts thereof, equipment, structures, buildings or other devices having the characteristic of an attractive nuisance or which is liable to attract children. " and "Keeping of Junk Prohibited. It is hereby determined and declared that the keeping of or allowing of junk to be on or remain out of doors on any public or private premises within the city, unless the same is completely enclosed within a building, is a nuisance and is unlawful. (Ord. 2565 § 3, 1989; Ord. 2146 § 15, 1976)"

WHEREAS, the structures located as listed in Exhibit A, St. Helens, Oregon were determined by the Building Official to be in violation of one or more provisions of Chapter 8.12.070(1)(a) and 8.12.150(2) of the St. Helens Municipal Code and therefore a nuisance pursuant to the ordinance.

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

Section 1. The structures as listed in Exhibit A, St. Helens, Oregon constitute a nuisance under SHMC Chapter 8.12.070(1)(a) and 8.12.150(2), based on the photographs of the premises, attached hereto and incorporated by reference, and information from the Building Official. Council finds that the photographs show Junk. Junk Definitions. The term "junk" shall include, but will not be limited to, old motor vehicle parts, old machinery, old machinery parts, old appliances and parts thereof, old iron or other metal, glass, paper, old lumber, old wood, waste material, discarded material or abandoned personal property of any nature. Council hereby directs that the premises located as listed in Exhibit A, the person in charge of the property shall, within 30 days after such council determination, remove or abate such nuisance;.

Section 2. Pursuant to SHMC 8.12.250(10), Council hereby delegates "If within the time fixed, as provided in this chapter, the nuisance has not been abated by the person in charge of the property, the common council shall cause the nuisance to be abated." Council further directs that this nuisance be permanently abated within 30 days from the date of this resolution.

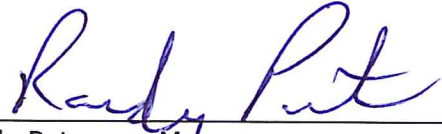
Section 3. Council hereby directs a notice to be posted as listed in Exhibit A, St. Helens, Oregon which contains: a description of the real property, by street address or otherwise; a direction to remove the nuisance within 30 days of the date of the notice; a description of the nuisance; a statement that unless such structures are immediately sufficiently secured to prevent access into them, the City will perform temporary nuisance abatement and secure said structures and that the costs shall be a lien against the property; furthermore, unless a permanent abatement of the nuisance is performed within 30 days of this resolution, the City will permanently remove the nuisance and secure the property and that the costs shall be a lien against the property; and a statement that the person in charge of the property may protest the action by giving notice to the City Recorder within ten (10) days from the date of the notice.

Section 4. The City Recorder shall cause a copy of said notice to be forwarded by registered or certified mail, postage prepaid, to the person in charge of the property at the last known address of such person. That notice shall contain all the elements listed in paragraph 2., supra, that is, the posting. If the person responsible for the nuisance is not the owner, an additional notice shall be sent to the owner, stating that the cost of abatement not paid by the person responsible may be assessed to and become a lien on the property.

Approved and adopted by the City Council on December 21, 2016, by the following vote:

Ayes: Locke, Carlson, Cönn, Morten, Peterson

Nays: None



Randy Peterson, Mayor

ATTEST:



Kathy Payne, City Recorder

EXHIBIT A

NUISANCE ABATEMENT LIST

<u>Address</u>	<u>SHMC VIOLATION</u>
1- 285 N 8 TH Street	8.12.070(1)(a) and 8.12.150(2)
2- 303 N 11 TH Street	8.12.070(1)(a) and 8.12.150(2) and 15.20 Section 203
3- 321 Tualatin Street	8.12.070(1)(a) and 8.12.150(2)
4- 364 N 1 ST Street	8.12.070(1)(a) and 8.12.150(2) and 15.20 Section 203
5- 375 S 13 TH Street	8.12.070(1)(a) and 8.12.150(2)
6- 385 N 17 TH Street	8.12.070(1)(a) and 8.12.150(2) and 15.20 Section 203
7- 394 S 12 TH Street	8.12.070(1)(a) and 8.12.150(2)
8- 434 N 10 TH Street	8.12.070(1)(a) and 8.12.150(2)
9- 465 S 15 TH Street	8.12.070(1)(a) and 8.12.150(2)
10- 475 N 12 TH Street	8.12.070(1)(a) and 8.12.150(2)
11- 564 N 10 TH Street	8.12.070(1)(a) and 8.12.150(2)
12- 920 Plymouth Street	8.12.070(1)(a) and 8.12.150(2)



P.O. Box 278, St. Helens, OR 97051
Phone: (503) 397-6272 Fax: (503) 397-4016
www.ci.st-helens.or.us

NOTICE TO ABATE ATTRACTIVE NUISANCE

DATE: 12/28/2016.

PROPERTY OWNER: Troy F and Viva J Mullins

PROPERTY ADDRESS 364 N 1st Street

Pursuant to Resolution No. 1770

The property identified above is found to be in Violation of St Helens Municipal Code (SHMC) 8.12.070(1)(a) and 8.12.150(2). This violation is hereby ordered to be abated within 30 days to avoid further action as authorized by SHMC 8.12.250(10).

SHMC 8.12.150(1): Junk Definitions. The term “junk” shall include, but will not be limited to, old motor vehicle parts, old machinery, old machinery parts, old appliances and parts thereof, old iron or other metal, glass, paper, old lumber, old wood, waste material, discarded material or abandoned personal property of any nature.

(2) Keeping of Junk Prohibited. It is hereby determined and declared that the keeping of or allowing of junk to be on or remain out of doors on any public or private premises within the city, unless the same is completely enclosed within a building, is a nuisance and is unlawful.

SHMC 8.12 (6) Within 30 days after the posting and mailing of the notice or 10 days in the case of weeds or grasses or, unless otherwise provided herein, the person in charge of the property shall remove and abate the nuisance or show that no nuisance exists.

SHMC 8.12 (7) The person in charge who protests that no nuisance in fact exists shall file with the city recorder a written statement that shall specify the basis for contending that no nuisance exists.

This protest is required to be filed, in writing, with the City Recorder within 10 days of this notice as stipulated in SHMC 8.12.250(3)(e).

SHMC 8.12.250(10) If within the time fixed, as provided in this chapter, the nuisance has not been abated by the person in charge of the property, the common council shall cause the nuisance to be abated.

It is a misdemeanor to occupy this building, or to remove or deface this notice.

Bob Johnston
Building Official
City of St Helens
(503) 397-6272
bobj@ci.st-helens.or.us



City of St. Helens

P.O. Box 278, St. Helens, OR 97051
Phone: (503) 397-6272 Fax: (503) 397-4016
www.ci.st-helens.or.us

December 28, 2016

Troy F. & Viva J. Mullins
364 N. 1st Street
St. Helens, OR 97051

Subject: Notice of Nuisance Abatement
First Addn. to Columbia Park, Block 1 Lot "5, Pt 6", 364 N. 1st Street, St. Helens, Oregon
Property Map # 5N1W34-CB-07900

You have been identified as the owner or person in charge of subject property. Council has determined that the current condition of the exterior of the home has been determined to be in violation of the City of St. Helens Municipal Code 8.12.070(1)(a) and 8.12.150(2):

"No person in charge of any premises shall permit . . . [t]o remain unguarded upon said premises any machinery, automobile bodies or parts thereof, equipment, structures, buildings or other devices having the characteristic of an attractive nuisance or which is liable to attract children."

And

"Keeping of Junk Prohibited. It is hereby determined and declared that the keeping of junk to be on or remain out of doors on any public or private premises within the city, unless the same is completely enclosed within a building, is a nuisance and is unlawful."

The property owner or person in charge of the property described in this Notice is directed to clear the property of debris, trash automobile bodies or parts thereof, machinery, equipment and junk within thirty (30) days of this notice (on or before January 27, 2017).

If the property owner or the person in charge of the property fails to abate the nuisances listed above by clearing the property of debris, trash automobile bodies or parts thereof, machinery, equipment and junk on or before January 27, 2017, the City of St. Helens will abate the nuisances and the cost of the removal shall be assessed against the property. Failure to pay the assessment may result in the City placing a lien against the property, including any and all costs associated with filing the lien. The property owner and/or person in charge of the property may protest this action by giving notice in writing to the City Recorder within ten (10) days from the date of this notice, not later than January 9, 2017. Please address a notice of protest or any other correspondence regarding this action to: City of St. Helens, Attn: Kathy Payne, City Recorder, PO Box 278, St. Helens, OR 97051.

Sincerely,

Kathy Payne
City Recorder

RECEIVED

DEC 29 2016
K. Payne
OFFICE OF ST. HELENS
CITY RECORDER

DECLARATION OF VIVA MULLINS

STATE OF OREGON)

ss.

County of Columbia)

I, Viva Mullins hereby declare the following facts to be true and I know them of my own knowledge to be true and I hereby declare that the following statements true to the best of my knowledge and belief, and that I understand it is made for use as evidence and is subject to penalty for perjury.

I am the owner of the property known as 374 North First Street, St Helens, Oregon.

There is no nuisance at my property. Some months ago the city representative came to my home and told me to clean up my yard. From that time until recently I had family members and friends help me clean up the property. On December 29, 2016 the attached Notice to Abate a Nuisance was put on my door.

I am over 70 years of age and am disabled and got a broken hip about 8 months ago so I had to ask for help.

Attached to this statement are receipts for some of the cleanup that was done to the property. Also included are copies of the pictures of my yard. It is clear that from a time when the city had some complaints about my yard that is has been cleaned up and there is not a nuisance and there was none when the city counsel took action on December 21, 2016. My attorney was at that hearing and on my behalf protested including my property on the list of nuisance properties. Notwithstanding there is no nuisance at my property a copy of the within notice was posted on my door. I ask that this be set aside and that the city council dismiss this charge against me and my property.

Note that the notice you posted on my door has the wrong citations in it. The section about this protest should refer to SHMC 8. 12.250 (7) which it does not.

I ask for a full hearing in front of the City council as provided by St Helens Municipal Code Section 8.12.250 which provides:

8.12.250 General abatement.

All nuisances defined herein may be abated in the manner provided by this chapter.

- (1) Upon determination by the common council that a nuisance as defined in this chapter or any other ordinance of the city exists, or can reasonably be expected to come into existence within the next 30 days, the common council shall forthwith cause a notice to be posted on the premises liable for the abatement, directing the removal of such nuisance.
- (2) At the time of posting, the city recorder shall cause a copy of such notice to be forwarded by certified mail, postage prepaid, to the person in charge of the property at the last known address of such person.
- (3) The notice to abate shall contain:
 - (a) A description of the real property, by street address or otherwise, on which such nuisance exists.
 - (b) A direction to remove the nuisance within 30 days from the date of the notice, except that, in the case of weeds or grasses as defined in SHMC 8.12.090(3), the direction to remove or abate the nuisance shall be within not more than 10 days from the date of the notice, or for other nuisances where a specific time to remove or abate the nuisance is stated, the direction to remove or abate shall be as otherwise provided by this chapter.
 - (c) A description of the nuisance.
 - (d) A statement that unless such nuisance is removed, the city will remove the nuisance and the cost of removal shall be a lien against the property.
 - (e) Statement that the person in charge of the property may protest the action by giving notice to the city recorder within 10 days from the date of the notice; except that such protest must be made within five days in the case of weeds, grass and other noxious growth obstructing or hazardous trees or shrubs.

If the person responsible is not the owner, an additional notice shall be sent to the owner, stating that the cost of abatement not paid by the person responsible may be assessed to and become a lien on the property.

- (4) The person posting and mailing the notice as provided herein shall, upon completion of the posting and mailing, execute and file a certificate stating the date and place of such mailing and posting.
- (5) An error in the name or address of the person in charge of the property or the use of a name other than that of such person shall not make the notice void, and in such a case the posted notice shall be deemed sufficient.
- (6) Within 30 days after the posting and mailing of the notice or 10 days in the case of weeds or grasses or, unless otherwise provided herein, the person in charge of the property shall remove and abate the nuisance or show that no nuisance exists.
- (7) The person in charge who protests that no nuisance in fact exists shall file with the city recorder a written statement that shall specify the basis for contending that no nuisance exists.
- (8) The statement shall be referred to the council as a part of council's regular agenda at its next succeeding meeting. At the time set for the consideration of the abatement, such person may appear and be heard by the council, and the council shall thereupon determine whether a nuisance in fact exists, and such determination shall be entered in the official minutes of council. Council determination shall be required only in those cases where a written statement had been filed as provided herein.
- (9) Upon council determination that a nuisance does in fact exist, the person in charge of the property shall, within 30 days after such council determination, remove or abate such nuisance; except that weeds, grass and other noxious growth and obstructing or hazardous trees or shrubs shall be abated within 10 days.
- (10) If within the time fixed, as provided in this chapter, the nuisance has not been abated by the person in charge of the property, the common council shall cause the nuisance to be abated.
- (11) The city recorder shall maintain an accurate record of the expense incurred by the city in abating the nuisance and shall include therein an overhead charge of five percent of the total cost for administration.
- (12) The total cost, including the administrative overhead, shall thereupon be assessed to the property as hereinafter provided.

(13) A notice of the assessment shall be forwarded by registered mail, postage prepaid, to the person in charge of the property by the city recorder. The notice shall contain:

(a) The total cost, including the administrative overhead, of the abatement.

(b) A statement that if arrangements to pay the cost as indicated are not made within 30 days, the city will bring appropriate legal action and/or such costs will become a lien against the property.

(c) A statement that if the person in charge of the property objects to the cost of the abatement as indicated, he may file a notice of objection with the city recorder within 10 days from the date of the notice.

(14) Objection to the proposed assessment, if properly filed, shall be heard and determined by the council in its regular course of business.

(15) An assessment for the cost of abatement as determined by the council shall be made by resolution of the council and shall thereupon be entered in the docket of city liens; and upon such entry being made, it shall constitute a lien upon the property from which the nuisance was removed or abated.

(16) The lien shall be collected in the same manner as liens for street improvements are collected and shall bear interest at the rate of nine percent per annum. Such interest shall commence to run 30 days after the entry of the lien in the lien docket.

(17) An error in the name of the person in charge of the property shall not void the assessment, nor will a failure to receive the notice of the assessment render the assessment void but it shall remain a valid lien against the property. (Ord. 3183 § 1, 2015; Ord. 2760, 1997; Ord. 2565 § 4, 1989; Ord. 2146 § 25, 1976)

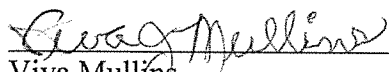
I ask that I be allowed to present evidence and witnesses to the issue at hand. And I ask that I be given a notice in writing as to when the hearing shall be. Notice should be sent to me and my lawyer as follows:

Viva Mullins
374 North First Street,
St Helens, Oregon 97051

And

AGNES MARIE PETERSEN
Attorney at Law
P O Box 748
St Helens, Oregon 97051

Dated this 29th day of December, 2016 in St Helens, Oregon.


Viva Mullins



P.O. Box 278, St. Helens, OR 97051
Phone: (503) 397-6272 Fax: (503) 397-4016
www.ci.st-helens.or.us

NOTICE TO ABATE ATTRACTIVE NUISANCE

DATE: 12/28/2016.

PROPERTY OWNER: Troy F and Viva J Mullins

PROPERTY ADDRESS 364 N 1st Street

Pursuant to Resolution No. 1770

The property identified above is found to be in Violation of St Helens Municipal Code (SHMC) 8.12.070(1)(a) and 8.12.150(2). This violation is hereby ordered to be abated within 30 days to avoid further action as authorized by SHMC 8.12.250(10).

SHMC 8.12.150(1): Junk Definitions. The term "junk" shall include, but will not be limited to, old motor vehicle parts, old machinery, old machinery parts, old appliances and parts thereof, old iron or other metal, glass, paper, old lumber, old wood, waste material, discarded material or abandoned personal property of any nature.

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SHMC 8.12 (7) The person in charge who protests that no nuisance in fact exists shall file with the city recorder a written statement that shall specify the basis for contending that no nuisance exists.

This protest is required to be filed, in writing, with the City Recorder within 10 days of this notice as stipulated in SHMC 8.12.250(3)(e).

SHMC 8.12.250(10) If within the time fixed, as provided in this chapter, the nuisance has not been abated by the person in charge of the property, the common council shall cause the nuisance to be abated.

It is a misdemeanor to [REDACTED] remove or deface this notice.

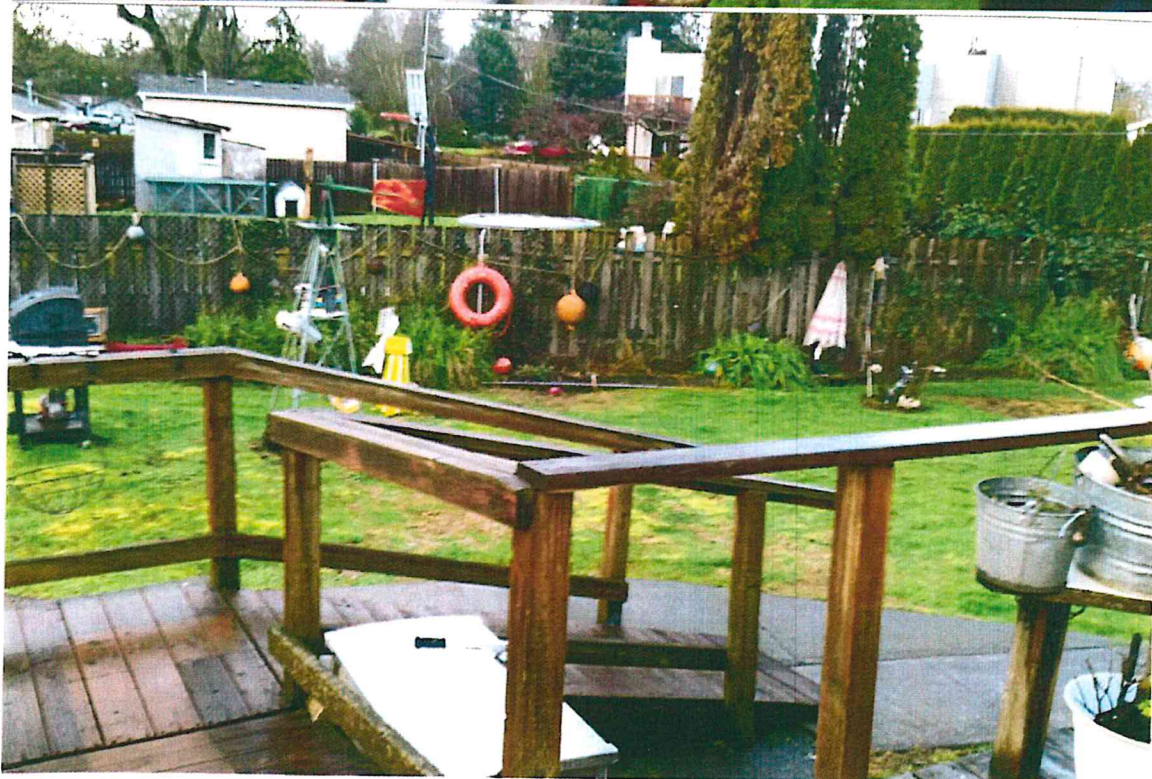
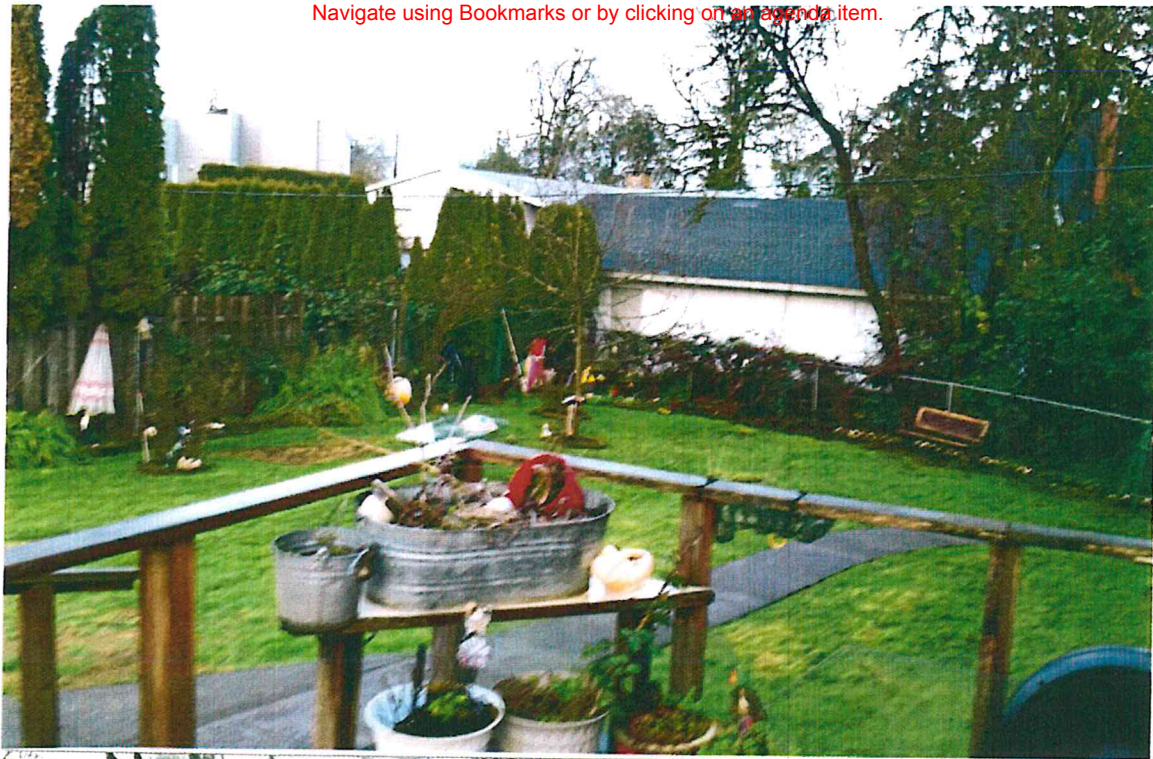
Bob Johnston
Building Official
City of St Helens
(503) 397-6272
bobj@ci.st-helens.or.us











Columbia County Transfer Station Ticket #: 001-0000406669
1601 Railroad Ave, St Helens, OR 97051
(503) 366-2613

11/14/2016

Scale 13:30:33 / Out : 13:50:28

IN Bound Columbia County 100%
Customer : Cash Customer
Vehicle : cash 20 mullins white

Gross Wt: 6,100.00 Tare Wt: 5,360.00 Net Wt: 740.00

Columbia County
(MSW) Mun Solid Waste 0.37 TON @ \$129.45/TON = \$47.90

Net Amount: \$47.90 \$0.00 Total Due : \$47.90

Signature:

Jana J Brecht

Hrs: Mon-Sat, 8:00am to 5:00pm

Paid in Full CC

Columbia County Transfer Station Ticket #: 001-0000402279
1601 Railroad Ave, St Helens, OR 97051

(503) 366-2613

IN Bound Columbia County 100%

Customer : Cash Customer

Vehicle : cash 12 mann blue

10/1/2016

Scale 12:31:101/Out : 12:45:50

Gross Wt: 6,640.00 Tare Wt: 5,600.00 Net Wt: 1,040.00

Columbia County (MSW) Mun Solid Wt: 0.82 TON @ \$129.45/TON = \$106.15

Net Amount: \$67.31 \$0.00 Total Due : \$67.31

Signature: _____

Hrs: Mon-Sat, 8:00am to 5:00pm

Paid in Full Cash

Columbia County Transfer Station

Ticket Nr: 001-000000135

1000 Ave St Helens, OR 97135

11/19/2016

Enfate: 00:001/001: 12:25:11

Round Columbia County 1000

Power East Customer

Vehicle Cash 27 Mann White

MT 10,160.00

Unit

10,160.00

Unit

1,000.00

Columbia County

MSW/MW 25.00 Waste

0.50

Unit

11,325.00

\$64.72

Total Due: 11,325.00

Total Due:

\$64.72

Signature:

Hrst: 11/19/2016, 8:00am to 5:00pm

Paid In Full CC

Columbia County Transfer Station Ticket # 001-0000407139

1601 Railroad Ave, St Helens, OR 97051

0303)366-2413

11/19/2016

Bound Columbia County 100%

Scale 12:00:00/Out 12:09:14

Customer Cash Customer

Vehicle cash 27 mann white

Gross Wt: 10,160.00

Tare Wt: 9,160.00

Net Wt:

1,000.00

Columbia County

Open Solid Waste

0.50 TON

\$129.44/TON

\$64.72

Net Amount:

\$64.72

\$0.00

Total Due:

\$64.72

Signature:

Hrs: Mon-Sat, 8:00am to 5:00pm

paid in Full CC



58405 Columbia River Hwy
Saint Helens, OR 97051
503-397-0550

Store: 229
Invoice: 22900214956
Salesperson: Steven B

Customer Information

Customer ID: A02297135
Name: JANA BRECHT
Address:
City, State, ST HELENS, OR 97051
Phone: (503) 396-9254

Vehicle Information

Vehicle:
Color:
Mileage:
License:

Les Schwab Invoice

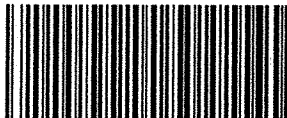
Qty	Product Code	Product Description	Price/ea	FET	Amount
15	123603	JUNK TIRE DISPOSAL	\$5.00	\$0.00	\$75.00
					Parts Subtotal: \$75.00
					Labor Subtotal: \$0.00
					Sales Tax: \$0.00
					Tire Tax: \$0.00
					Invoice \$75.00
Payment Method:			CREDIT Approval# Card# XXXXXXXXXXXXX5219		\$75.00

THANK YOU FOR YOUR BUSINESS

ASSIGNMENT OF WARRANTIES - LIMITATION OF REMEDIES. SELLER ASSIGNS TO PURCHASER ALL RIGHTS AND REMEDIES UNDER MANUFACTURER EXPRESS AND IMPLIED WARRANTIES BUT OTHERWISE EXCLUDES ALL LIABILITY FOR WARRANTY DAMAGES. INCIDENTAL AND CONSEQUENTIAL DAMAGES OF ANY TYPE WHATSOEVER EXCLUDED TO EXTENT LAW ALLOWS. ALL CLAIMS AND RETURNED GOODS MUST BE ACCOMPANIED BY THIS INVOICE.

Customer Signature X

Jana G Brecht



* indicates promotional price
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Invoice Date/Time: 10-18-2016 12:13 PM

Page 1 of 1

Call 15058405 Details

File: Date: **08/19/15** Opr: **hvaughn** POD: **4**
 Location: **364 N 1ST ST** Juris: **SH**
 Type: **NUI** Svc: **P** Agcy: **SHPD** Area: **700** Dist: Zn: **PD** Bt:
Nuisance Call In Progress? **0** Priority: **3** How Recd? **5**
 Last name: **OFFICER** First: **WILLIAMS, SCOTT** Phone:
 Address: BOLO HAZ EL PH 50

#	Remarks	Time	Oper	POD
1	Call 15058412 has been linked to call 15058405.	10:40:10	*bcutrigh	5
ADD REMARK				

Cross Streets Unit Recommendation

WEST ST
LEMONT ST

Unit Name	Received	Dispatch	Arrived	Cleared	Clearance	Backup Units
730	10:16	EVNT	10:16	10:20	S1	

Unit History

Unit Name	Status	Time	Location	Operator	Remarks
<u>730</u> WILLIAMS, SCOTT	Arrived	10:17:02	364 N 1ST ST	hvaughn	Nuisance Call
<u>730</u> WILLIAMS, SCOTT	Clear	10:20:35		bcutrigh	

Close

Print

as of: 01/10/2017
11:01

Call 15058418 Details

File: Date: **08/19/15** Opr: **hvaughn** POD: **4**
 Location: **364 N 1ST ST** Juris: **SH**
 Type: **NUI** Svc: **P** Agcy: **SHPD** Area: **700** Dist: Zn: **PD** Bt:
Nuisance Call In Progress? **0** Priority: **3** How Recd? **5**
 Last name: **OFFICER** First: **WILLIAMS, SCOTT** Phone:
 Address: BOLO HAZ EL PH 51

#	Remarks	Time	Oper	POD
1	Call 15058418 has been linked to call 15058412.	10:57:51	*hvaughn	4
ADD REMARK				

Cross Streets Unit Recommendation

WEST ST
LEMONT ST

Unit Name	Received	Dispatch	Arrived	Cleared	Clearance	Backup Units
730	10:49	EVNT	10:49	11:03	W3	

Unit History

Unit Name	Status	Time	Location	Operator	Remarks
<u>730</u> WILLIAMS, SCOTT	Arrived	10:49:13	364 N 1ST ST	hvaughn	Nuisance Call
<u>730</u> WILLIAMS, SCOTT	Code 4	10:57:51		hvaughn	
<u>730</u> WILLIAMS, SCOTT	Clear	11:03:58		hvaughn	

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as of: 01/10/2017
11:01

Call 16074153 Details

File: Date: **10/04/16** Opr: **kcomfort** POD: **4**
 Location: **364 N 1ST ST** Juris: **SH**
 Type: **RC** Svc: **P** Agcy: **SHPD** Area: **700** Dist: Zn: **PD** Bt:
Radio Call In Progress? **0** Priority: **3** How Recd? **5**
 Last name: **OFFICER** First: **COY, JAMIN W** Phone:
 Address: BOLO HAZ EL PH 73

#	Remarks	Time	Oper	POD
1	I spoke with the daughter of the homeowner and	11:12:45	jcoy	730
2	her boyfriend who live in an RV in the front	11:12:45	jcoy	730
3	yard. I explained they needed to clean up the	11:12:45	jcoy	730
4	mess in the yard and explained the ordinance	11:12:45	jcoy	730
5	regarding time limits for living in RVs within	11:12:45	jcoy	730
6	the city. they said they would understood and	11:12:45	jcoy	730
7	they were going to clean the yard up quickly so	11:12:45	jcoy	730
8	that they could move inside the residence and	11:12:45	jcoy	730
9	stop living in the RV. the female told me she had	11:12:45	jcoy	730
10	been warned by our former code enforcement	11:12:45	jcoy	730
11	officer about the same things months ago. I told	11:12:45	jcoy	730
12	them I would check in each week and that I wanted	11:12:45	jcoy	730
13	to see major progress.	11:12:45	jcoy	730

ADD REMARK

Cross Streets Unit Recommendation

WEST ST
LEMONT ST

Unit	Name	Received	Dispatch	Arrived	Cleared	Clearance	Backup Units
730		10:59	EVNT	10:59	11:13	Y2	

Unit History

Unit	Name	Status	Time	Location	Operator	Remarks
<u>730</u>	COY, JAMIN W	Arrived	10:59:15	364 N 1ST ST	kcomfort	Radio Call
<u>730</u>	COY, JAMIN W	10-53	11:04:41	364 N 1ST ST	kcomfort	Radio Call
<u>730</u>	COY, JAMIN W	Clear	11:13:00		dfrankli	

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as of: 01/10/2017
11:19

Call 16076305 Details

File: Date: **10/12/16** Opr: **aedinger** POD: **1**
 Location: **364 S 1ST ST** Juris: **SH**
 Type: **R-2** Svc: **P** Agcy: **SHPD** Area: **700** Dist: Zn: **PD** Bt:
Report, follow up In Progress? **0** Priority: **3** How Recd? **5**
 Last name: **OFFICER** First: **COY, JAMIN W** Phone:
 Address: BOLO HAZ EL PH

#	Remarks	Time	Oper	POD
1	spoke with people living in RV. I saw a small	10:50:21	jcoy	730
2	amount of progress in the yard. it appeared more	10:50:21	jcoy	730
3	organized and the trailer had junk inside it to	10:50:21	jcoy	730
4	be hauled off. they told me the tires were going	10:50:21	jcoy	730
5	to be hauled off so. and the windows would be put	10:50:21	jcoy	730
6	online for sale	10:50:21	jcoy	730

ADD REMARK

Cross Streets Unit Recommendation

COWLITZ ST
VENEER MILL

Unit	Name	Received	Dispatch	Arrived	Cleared	Clearance	Backup Units
730		10:38	EVNT	10:38	10:50	Y2	

Unit History

Unit	Name	Status	Time	Location	Operator	Remarks
<u>730</u>	COY, JAMIN W	Arrived	10:38:12	364 S 1ST ST	aedinger	Report, follow up
<u>730</u>	COY, JAMIN W	10-53	10:45:18	364 S 1ST ST	aedinger	Report, follow up
<u>730</u>	COY, JAMIN W	Clear	10:50:33		aedinger	

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as of: 01/10/2017
 11:12

Call 16079433 Details

File: Date: **10/24/16** Opr: **kcomfort** POD: **4**
 Location: **364 N 1ST ST** Juris: **SH**
 Type: **RC** Svc: **P** Agcy: **SHPD** Area: **700** Dist: Zn: **PD** Bt:
Radio Call In Progress? **0** Priority: **3** How Recd? **5**
 Last name: **OFFICER** First: **COY, JAMIN W** Phone:
 Address: BOLO HAZ EL PH 75

#	Remarks	Time	Oper	POD
1	Agency LAW paged.	10:48:52	kcomfort	4
2	spoke with the people living in trailer. female	11:03:10	jcoy	730
3	said she did not know what I wanted them to clean	11:03:10	jcoy	730
4	up. I re-explained the ordinance and what they	11:03:10	jcoy	730
5	needed to clean up. the male would not come to	11:03:10	jcoy	730
6	the door and began cussing at me from the back of	11:03:10	jcoy	730
7	the RV. the female followed suit and began	11:03:10	jcoy	730
8	cussing and interrupting me. she soon after	11:03:10	jcoy	730
9	slammed the door closed and refused to talk.	11:03:10	jcoy	730

ADD REMARK

Cross Streets Unit Recommendation

WEST ST
LEMONT ST

Unit	Name	Received	Dispatch	Arrived	Cleared	Clearance	Backup Units
730		10:42	EVNT	10:42	11:04	Y2	709

Unit History

Unit	Name	Status	Time	Location	Operator	Remarks
730	COY, JAMIN W	Arrived	10:42:14	364 N 1ST ST	kcomfort	Radio Call
730	COY, JAMIN W	Code 4	10:47:46		wfarley	
709	WELTER, KATE	Dsptch	10:48:52	364 N 1ST ST	kcomfort	Backup
709	WELTER, KATE	Arrived	10:48:54	364 N 1ST ST	kcomfort	Backup
730	COY, JAMIN W	Code 4	10:48:57		kcomfort	
709	WELTER, KATE	Code 4	10:55:26		kcomfort	
730	COY, JAMIN W	Code 4	10:55:26		kcomfort	
709	WELTER, KATE	Clear	11:00:03		wfarley	
730	COY, JAMIN W	10-53	11:00:06	364 N 1ST ST	wfarley	Radio Call

Call 16084575 Details

File: Date: **11/10/16** Opr: **dkarthau** POD: **4**
 Location: **364 N 1ST ST** Juris: **SH**
 Type: **R-2** Svc: **P** Agcy: **SHPD** Area: **700** Dist: Zn: **PD** Bt:
Report, follow up In Progress? **0** Priority: **3** How Recd? **5**
 Last name: **OFFICER** First: **COY, JAMIN W** Phone:
 Address: BOLO HAZ EL PH 77

#	Remarks	Time	Oper	POD
1				
ADD REMARK				

Cross Streets Unit Recommendation

WEST ST
LEMONT ST

Unit Name	Received	Dispatch	Arrived	Cleared	Clearance	Backup Units
730	09:34	EVNT	09:34	09:40	Y2	

Unit History

Unit Name	Status	Time	Location	Operator	Remarks
<u>730</u> COY, JAMIN W	Arrived	09:34:26	364 N 1ST ST	dkarthau	Report, follow up
<u>730</u> COY, JAMIN W	Clear	09:40:05		dkarthau	

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11:02

Call 16086594 Details

File: Date: **11/17/16** Opr: **dkarthau** POD: **3**
 Location: **364 N 1ST ST** Juris: **SH**
 Type: **R-2** Svc: **P** Agcy: **SHPD** Area: **700** Dist: Zn: **PD** Bt:
Report, follow up In Progress? **0** Priority: **3** How Recd? **5**
 Last name: **OFFICER** First: **COY, JAMIN W** Phone:
 Address: BOLO HAZ EL PH 78

#	Remarks	Time	Oper	POD
1				
ADD REMARK				

Cross Streets Unit Recommendation

WEST ST
LEMONT ST

Unit Name	Received	Dispatch	Arrived	Cleared	Clearance	Backup Units
730	13:36	EVNT	13:36	13:42	W1	

Unit History

Unit Name	Status	Time	Location	Operator	Remarks
<u>730</u> COY, JAMIN W	Arrived	13:37:01	364 N 1ST ST	dkarthau	Report, follow up
<u>730</u> COY, JAMIN W	Clear	13:42:19		dkarthau	

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Call 16089489 Details

File: Date: **11/28/16** Opr: **mshambau** POD: **2**
 Location: **364 N 1ST ST** Juris: **SH**
 Type: **R-2** Svc: **P** Agcy: **SHPD** Area: **700** Dist: Zn: **PD** Bt:
Report, follow up In Progress? **0** Priority: **3** How Recd? **5**
 Last name: **OFFICER** First: **COY, JAMIN W** Phone:
 Address: BOLO HAZ EL PH 79

#	Remarks	Time	Oper	POD
1	I cited viva Mullins for recreational vehicle	11:41:23	jcoy	730
2	being used as a residential vehicle. she said she	11:41:23	jcoy	730
3	had not done anything to clean the property in	11:41:23	jcoy	730
4	the last two months because she thought it was	11:41:23	jcoy	730
5	clean enough. she said she would begin cleaning	11:41:23	jcoy	730
6	the inside of the house for the people in the RV	11:41:23	jcoy	730
7	to move inside. she also said she would hire	11:41:23	jcoy	730
8	someone to clean the rest of the yard.	11:41:23	jcoy	730

ADD REMARK

Cross Streets Unit Recommendation

WEST ST
LEMONT ST

Unit Name	Received	Dispatch	Arrived	Cleared	Clearance	Backup Units
730	11:03	EVNT	11:03	11:42	W3	

Unit History

Unit Name	Status	Time	Location	Operator	Remarks
<u>730</u> COY, JAMIN W	Arrived	11:03:55	364 N 1ST ST	mshambau	Report, follow up
<u>730</u> COY, JAMIN W	Code 4	11:10:12		mshambau	
<u>730</u> COY, JAMIN W	10-53	11:15:00	364 N 1ST ST	hvaughn	Report, follow up
<u>730</u> COY, JAMIN W	Clear	11:42:07		mshambau	

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11:02

Call 16091687 Details

File: Date: **12/06/16** Opr: **mshambau** POD: **4**
 Location: **364 N 1ST ST** Juris: **SH**
 Type: **R-2** Svc: **P** Agcy: **SHPD** Area: **700** Dist: Zn: **PD** Bt:
Report, follow up In Progress? **0** Priority: **3** How Recd? **5**
 Last name: **OFFICER** First: **COY, JAMIN W** Phone:
 Address: BOLO HAZ EL PH 80

#	Remarks	Time	Oper	POD
1				
ADD REMARK				

Cross Streets Unit Recommendation

WEST ST
LEMONT ST

Unit Name	Received	Dispatch	Arrived	Cleared	Clearance	Backup Units
730	09:57	EVNT	09:57	10:00	W1	

Unit History

Unit Name	Status	Time	Location	Operator	Remarks
<u>730</u> COY, JAMIN W	Arrived	09:57:07	364 N 1ST ST	mshambau	Report, follow up
<u>730</u> COY, JAMIN W	Clear	10:00:42		mshambau	

Close

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as of: 01/10/2017
11:02

Call 16096966 Details

File: Date: **12/28/16** Opr: **nault** POD: **3**
 Location: **364 N 1ST ST** Juris: **SH**
 Type: **R-2** Svc: **P** Agcy: **SHPD** Area: **700** Dist: Zn: **PD** Bt:
Report, follow up In Progress? **0** Priority: **3** How Recd? **5**
 Last name: **OFFICER** First: **COY, JAMIN W** Phone:
 Address: BOLO HAZ EL PH 81

#	Remarks	Time	Oper	POD
1				
ADD REMARK				

Cross Streets Unit Recommendation

WEST ST
LEMONT ST

Unit Name	Received	Dispatch	Arrived	Cleared	Clearance	Backup Units
730	15:35	EVNT	15:35	15:38	W1	

Unit History

Unit	Name	Status	Time	Location	Operator	Remarks
<u>730</u>	COY, JAMIN W	Arrived	15:35:08	364 N 1ST ST	nault	Report, follow up
<u>730</u>	COY, JAMIN W	Arrived	15:38:16	364 N 1ST ST	sbarrett	Report, follow up
<u>730</u>	COY, JAMIN W	Clear	15:38:24		nault	

as of: 01/10/2017
11:02

Call 16096985 Details

File: Date: **12/28/16** Opr: **nault** POD: **3**
 Location: **364 N 1ST ST** Juris: **SH**
 Type: **RC** Svc: **P** Agcy: **SHPD** Area: **700** Dist: Zn: **PD** Bt:
Radio Call In Progress? **0** Priority: **3** How Recd? **5**
 Last name: **OFFICER** First: **COY, JAMIN W** Phone:
 Address: BOLO HAZ EL PH 82

#	Remarks	Time	Oper	POD
1				
ADD REMARK				

Cross Streets Unit Recommendation

WEST ST
LEMONT ST

Unit	Name	Received	Dispatch	Arrived	Cleared	Clearance	Backup Units
730		16:32	EVNT	16:32	16:43	W1	

Unit History

Unit	Name	Status	Time	Location	Operator	Remarks
<u>730</u>	COY, JAMIN W	Arrived	16:32:12	364 N 1ST ST	nault	Radio Call
<u>730</u>	COY, JAMIN W	10-53	16:32:14	364 N 1ST ST	nault	Radio Call
<u>730</u>	COY, JAMIN W	Clear	16:43:34		nault	

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Newsletter

FROM LOCAL GOVERNMENT PERSONNEL INSTITUTE

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Director's Desk**
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Do you *really* understand your annual audit and financial statements? Help is here!

By Rob Moody, Partner at TKW

Understanding what an audit is and what it isn't is the first step to finding value in the process and in the financial statements themselves. In short, an audit is a brief, limited look at the financial statements and the transactions that underlie them sufficient to support the opinion of the CPA that your financial statements are "fairly stated in all material respects". More on why that phrase is important in a bit. An audit is not an evaluation of your internal controls. An audit is not a forensic evaluation designed to ferret out fraud. That said, let's dive into the process and what you as an elected or appointed official can take away from the annual audit.

First, remember that these are your financial statements – you and your management team own them and have taken responsibility for them in every way. The only pieces of the financial statements that belong to the audit firm are those reports and opinions signed by the auditor. This is an important distinction. Those opinions are based on procedures performed under a variety of standards that ensure your auditor is appropriately experienced and competent.

Back to "fairly stated in all material respects". This phrase is firmly rooted in the concept of reasonable assurance. The audit is not designed to provide absolute assurance that the

financial statements are correct, meaning there may be errors or misstatements in the financial statements or the accounting records that were not detected by the audit. The audit is designed and performed to minimize the risk of these misstatements, but to provide absolute assurance would require the review of every transaction for the year – no one wants or is able to pay for that level of scrutiny. The audit provides an opinion that there are no significant or material errors in the financial statements – meaning that there are no big errors or misstatements that were identified and not corrected in the process.

Foundational to the concept of reasonable assurance is the process of sampling. Auditors identify and perform procedures to samples of the accounting records in order to draw conclusions. Those samples are required to be representative of the bigger population in order to make those conclusions valid. Inherent to sampling is the risk that errors or misstatements might not be identified and corrected. The audit is designed to reduce this risk.

The auditors do not give an opinion on your internal controls. If you read their report, it says that pretty clearly. What the report does say is that they have evaluated your internal controls as a means to perform the audit effectively and efficiently. What this means to

Continued on page 2

October 2016

Newsletter

LOCAL GOVERNMENT PERSONNEL INSTITUTE

Continued from Cover

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you is that no news is good news when it comes to your internal controls and the audit. If you hear from the auditors regarding your internal controls, it is usually in writing and means that there is a weakness in your control structure that requires some attention. An audit is not, and cannot be relied upon as, part of your organization's internal control structure.

Government financial statements are a complex collection of information. Given limited time and resources for reviewing a governmental financial statement that can be up to 200+ pages long, there is an approach that gives the reader the biggest bang for their time buck. The following is a short list of those areas of the report the reader can focus on, and why.

- Management's Discussion and Analysis (MD&A) – provides the reader with a brief overview of where the entity was last year, where they are now, and how they got from there to here during the year. It is written in plain English with summaries of key financial statements, charts and graphs to help present information in a way that can be more easily understood. The MD&A is meant to provide highlights and insights not found elsewhere in the financial statements.
- Opinion of the Independent CPA – provides a summary of what the audit is and isn't, key responsibilities of the organization and those of the auditors, and the auditor's opinion on whether the financial statements are fairly stated in all material respects. Key words here are "fairly stated", which means the auditor doesn't believe the statements are misleading to those expected to use them, and "material", meaning there could be small errors or misstatements that similarly shouldn't make a difference to the users of the financial statements.
- Reports on compliance – reports are provided relating to compliance with Oregon audit requirements, and if the organization received and expended Federal funds, compliance with requirements specific to

the funding program. These reports will also address internal control over compliance, or systems in place within the organization to ensure compliance with requirements. These reports are useful to summarize any findings that may have been noted during the audit in regards to compliance, and which deserve the attention of management and the governing body to resolve them.

- Detailed budgetary schedules – found in the back of the report, these schedules provide information by fund, and are the closest thing to a "checkbook" presentation. Revenues and expenditures are presented with comparison to budget, and illustrate the basic financial operations of each respective fund.
- Fund financial statements for major funds – provide information on those funds most significant to the entity, either by virtue of their sheer size or qualitative importance to the operations. The reader can gain quick information on the financial health of specific major funds through a quick review of balance sheet and revenue/expenditure statements.
- Notes to the Financial Statements – provides additional information to clarify and explain amounts found in the entity-wide and fund financial statements. Information on how amounts are presented and the background for them, including capital assets, long-term debt, pensions, etc. is available in the Notes.

It is incumbent on management and elected officials of a local government to understand their financial statements at some basic level to adequately fulfill their fiduciary and stewardship duties as officials of that local government. The information in the audited financial statements, coupled with budgets and other internal financial analyses provides the basic information necessary to make operational and strategic decisions.

As the client, you are paying for the audit. As such, you need to fully understand what you are getting for your money, and reach a level of agreement with your audit firm. The rela-

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Newsletter

LOCAL GOVERNMENT PERSONNEL INSTITUTE

Continued from page 2

tionship between the government and their auditor should be such that questions are answered fully and in such a way as to provide that understanding. If you are simply interested in getting that piece of paper on the CPA's letterhead that says they did an audit and your financial statements are "all good", then the audit is really little more than a commodity. If you are instead looking at your audit as a part-

nership between you and the audit firm, and want to use the process as an opportunity to improve processes and financial reporting, then there is a value proposition that elevates the engagement to something above the commodity level. You should ask questions and expect answers. As mentioned above, you have a fiduciary responsibility to understand the audit and the financial statements. 

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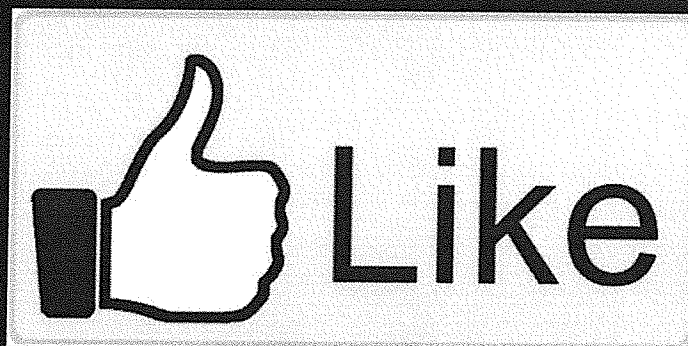
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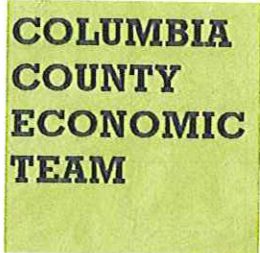
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Tuesday, January 10, 2017

South Columbia County Enterprise Zone
Sub-Area Co-Sponsors

RE: Extended Enterprise Zone Benefits for Cascades Tissue

Attached is a copy of a draft resolution from your municipality approving the claim for extended enterprise zone benefits for Cascades Tissue. Cascades has agreed to invest \$53,640,000 of eligible investment in facilities located in Scappoose and St. Helens that are within the South Columbia County Enterprise Zone. Attached is a spreadsheet that details the level of proposed investment in each community. Additionally, Cascades is agreeing to the creation of seventy-one (71) new jobs paying an average wage and benefits package of no less than \$55,346 per year for the five years of exception.

As per CCET policy, betterment funds will be shared with the jurisdictions that received the investment and with CCET. In this application, a portion of the investment was located in St. Helens to modify existing operations to conform with the needs of the new Scappoose facility. Please see the attached spreadsheet concerning tax abatement and betterment calculations.

Please feel free to use your own Resolution form or use the one provided. Please let me know when you will have this resolution scheduled for consideration by your elected board so that I can schedule my attendance.

Contact me at ed@columbiacountyoregon.com or call 503 410-1061 if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Chuck Daughtry", written over a horizontal line.

Chuck Daughtry, Executive Director
Columbia County Economic Team

COLUMBIA COUNTY ECONOMIC TEAM
CALCULATION OF ENTERPRISE ZONE - BETTERMENT PAYMENT
CASCADES TISSUE - CONVERTING FACILITY

	INVESTMENT	PER/\$1,000	TAX CODE	TAX RATE	TOTAL ANNUAL TAX	ANNUAL 10% BETTERMENT	50% TO JURISDICTION
SCAPOOSE	\$ 47,640,000	47,640	1-01	\$ 16.4736	\$ 784,802.30	\$ 78,480.23	\$ 39,240.12
ST. HELENS	\$ 6,000,000	6,000	2-01	\$ 15.4517	\$ 92,710.20	\$ 9,271.02	\$ 4,635.51
TOTAL	\$ 53,640,000	53,640			\$ 877,512.50	\$ 87,751.25	\$ 43,875.63

PROPERTY TAX IMPACTS	ESTIMATED TOTAL ANNUAL TAX	BETTERMENT	ABATEMENT	PROPERTY TAXES PAID
Year 1	\$ 877,512.50	\$ 87,751.25	\$ 789,761.25	\$ -
Year 2	\$ 877,512.50	\$ 87,751.25	\$ 789,761.25	\$ -
Year 3	\$ 877,512.50	\$ 87,751.25	\$ 789,761.25	\$ -
Year 4	\$ 877,512.50	\$ 87,751.25	\$ 789,761.25	\$ -
Year 5	\$ 877,512.50	\$ 87,751.25	\$ 789,761.25	\$ -
Year 6	\$ 877,512.50	\$ -	\$ -	\$ 877,512.50
Year 7	\$ 877,512.50	\$ -	\$ -	\$ 877,512.50
Year 8	\$ 877,512.50	\$ -	\$ -	\$ 877,512.50
Year 9	\$ 877,512.50	\$ -	\$ -	\$ 877,512.50
Year 10	\$ 877,512.50	\$ -	\$ -	\$ 877,512.50
Year 11	\$ 877,512.50	\$ -	\$ -	\$ 877,512.50
Year 12	\$ 877,512.50	\$ -	\$ -	\$ 877,512.50
Year 13	\$ 877,512.50	\$ -	\$ -	\$ 877,512.50
Year 14	\$ 877,512.50	\$ -	\$ -	\$ 877,512.50
Year 15	\$ 877,512.50	\$ -	\$ -	\$ 877,512.50
Year 16	\$ 877,512.50	\$ -	\$ -	\$ 877,512.50
Year 17	\$ 877,512.50	\$ -	\$ -	\$ 877,512.50
Year 18	\$ 877,512.50	\$ -	\$ -	\$ 877,512.50
Year 19	\$ 877,512.50	\$ -	\$ -	\$ 877,512.50
Year 20	\$ 877,512.50	\$ -	\$ -	\$ 877,512.50
TOTALS		\$ 438,756.25	\$ 3,948,806.27	\$ 13,162,687.56

RESOLUTION NO. _____

**A RESOLUTION OF _____ AUTHORIZING
EXTENDED ENTERPRISE ZONE BENEFITS FOR A FOURTH AND FIFTH YEAR TO
CASCADES TISSUE GROUP-OREGON CONVERTING, A DIVISION OF CASCADES
HOLDING U.S. INC (CASCADES), LOCATED IN THE SOUTH COLUMBIA COUNTY
ENTERPRISE ZONE.**

WHEREAS, the South Columbia County Enterprise Zone has six (6) sub-area co-sponsors, the City of Scappoose, the City of St. Helens, the City of Columbia City, the City of Vernonia, the Port of St. Helens, and Columbia County offering economic incentives through property tax relieve to businesses and industries providing capital investments resulting in job growth; and

WHEREAS, Cascades is located at 52960 West Lane Road, Scappoose, Oregon 97056 and has made an application to extend the three year property tax abatement by two years for a total of five years; and

WHEREAS, the Cascades proposes to invest \$53,640,00 in enterprise zone qualified property at their manufacturing operations located in Scappoose, Oregon and St. Helens, Oregon resulting in the creation of a minimum of seven-one (71) new jobs within the South Columbia County Enterprise Zone; and

WHEREAS, Cascades is required to pay employee wages and benefits at a rate of not less than 150% of the Average Annual Covered Payroll which is \$36,897, and that Average Annual Compensation Standard of 150% is \$55,346, and

WHEREAS, the co-sponsors and the zone manager of the South Columbia County Enterprise have reviewed the application and agree that the proposed investment is consistent with the Enterprise Zone Purpose; and

NOW, THEREFORE, BE IT RESOLVED, that the _____
authorizes the two year extension request for a total of five years exemption subject to the terms and conditions set forth in the Extended Enterprise Zone Exemption Agreement hereto attached and incorporated herein by this reference; and

RESOLVED, the South Columbia County Enterprise Zone, upon concurrence of all the other sub-zone sponsors, is authorized to execute the Extended Enterprise Zone Exemption Agreement with Cascades.

PASSED AND ADOPTED by the _____ on
_____, 2017.

Name, Signature and Title

Attest

EXTENDED ENTERPRISE ZONE EXEMPTION AGREEMENT

This Extended Enterprise Zone Exemption Agreement (this "Agreement") is made and entered into by and among the City of St. Helens, Oregon ("St. Helens"), the City of Columbia City, Oregon ("Columbia City"), the City of Scappoose, Oregon ("Scappoose") Port of St. Helens ("Port"), the City of Vernonia ("Vernonia") and Columbia County, Oregon ("Columbia"), as zone sponsors of the South Columbia County Enterprise Zone, and CASCADES TISSUE GROUP – OREGON CONVERTING, a division of Cascades Holding US Inc. ("the Firm"). St. Helens, Scappoose, Port, Columbia City, Vernonia and Columbia County are sometimes referred to collectively as the "Zone Sponsor," and the "Zone Sponsor" and the "Firm" are sometimes referred to individually as the "Party" and/or collectively as the "Parties."

RECITALS

WHEREAS, the Oregon Legislative Assembly has adopted ORS Chapter 285C creating provisions for the establishment and operation of Enterprise Zones. ORS 285C.175 provides that the qualified property of a qualified business firm shall be exempt from ad valorem property taxation under certain circumstances. ORS 285C.180 describes what kinds of property are qualified for the tax exemption provided under ORS 285C.175. ORS 285C.135 describes what kind of business firm is qualified to receive a property tax exemption under ORS 285C.175 for its qualified property; and

WHEREAS, pursuant to ORS 285C.175, the tax exemption shall apply to the first tax year for which, as of January 1 preceding the tax year, the qualified Property is in service. The exemption shall continue for the two succeeding assessment years if the property continues to be owned or leased by the qualified business firm and located in the Enterprise Zone; and

WHEREAS, pursuant to ORS 285C.160, the tax exemption, may be extended up total of five consecutive assessment years, i.e. an additional two years, if the qualified business firm agrees with the sponsor of the Enterprise Zone in writing at the time of pre-certification:

- (a) To annually compensate all new employees hired by the firm at an average rate of not less than 150 percent of the county's average annual wage until the end of the tax exemption period, as determined at the time of authorization. If the Zone is in more than one county, the county with the highest average annual wage shall be used; and
- (b) To meet any additional requirements which the Zone Sponsor may reasonably request; and

WHEREAS, the Firm has agreed that the Firm's property, which is located within the Enterprise Zone, will be developed as a paper converting facility and that the Firm's proposed investment is expected to provide new full-time jobs within the Enterprise Zone. The commitment made by the Firm under term (a) above, and in Section 2.4, below, is given to assure that the average annual compensation paid to all New Employees, as defined in Section 2.4 below, who work at the new facility during the exemption period shall not be less than 150 percent of the most recent average annual wage paid in Columbia County available from the

Oregon Employment Department at the time that the Firm's application for precertification is approved under the Oregon Revised Statutes; and

WHEREAS, the Oregon Business Development Department has adopted Chapter 123, Division 674 of the Oregon Administrative Rules (OAR), to administer the statutory provisions regarding Enterprise Zones; and

WHEREAS, the South Columbia County Enterprise Zone is a non-urban Enterprise Zone and pursuant to ORS Chapter 285C, the Zone Sponsor wishes to offer the Firm the extended tax exemption provided by ORS 285C.175(2)(b) in exchange for the Firm's location of qualified property within the Enterprise Zone.

NOW, THEREFORE, in consideration of the terms and conditions set forth herein, the Parties agree as follows:

1. ZONE SPONSOR'S AGREEMENTS.

1.1 Approval of Authorization Application. Upon timely submission of the Firm's claim for authorization as provided by ORS 285C.220 and paragraph 2.1 below, the Zone Sponsor agrees to approve the application if the Zone Sponsor determines that the Firm is eligible under ORS 285C.135 and that the Firm has committed to meet the requirements of ORS 285C.200.

1.2 Approval of Tax Exemption Claim. Upon timely submission of the Firm's claim for tax exemption as provided by ORS 285C.220, and paragraph 2.2, below, the Columbia County Assessor shall determine whether the property for which the tax exemption is sought satisfies the requirements of ORS Chapter 285C. That determination is beyond the authority of the Zone Sponsor. However, the Zone Sponsor agrees that the three year tax exemption provided for by ORS 285C.175 shall remain in effect if the Firm remains in compliance with the other requirements for Enterprise Zones under ORS Chapter 285C and OAR Chapter 123, Division 674. Nothing in this Agreement shall modify or infringe on the regular three-year exemption or the requirements thereof.

1.3 Extended Tax Abatement. Notwithstanding ORS 285C.175, the Zone Sponsor agrees to extend the period of property tax abatement or exemption by two additional years to a total of five consecutive assessment years, subject to compliance with paragraph 2.4 below and the other requirements for Enterprise Zones under ORS Chapter 285C and OAR Chapter 123, Division 674. The Firm may separately apply for the extended five-year exemption for different portions of qualified property in the Zone that are covered by a single authorization as such portion becomes eligible for exemption pursuant to OAR 123-674-6200, and 123-674-6300.

1.4 Additional Requirements. The Zone Sponsor requires the following additional community benefit investments to qualify for the additional two years of property tax abatement:

- \$87,751.25 per year for five consecutive years payable to the Columbia County Economic Team beginning on April 1, 2017. The amount is Betterment Contribution based upon 10% of annual property tax of \$877,512.50.

2. THE FIRM'S AGREEMENTS.

2.1 Application for Authorization. The Firm agrees to file an application for authorization pursuant to ORS 285C.140 following adoption of this Agreement.

2.2 Notices. The Firm agrees to provide and, if necessary, file applicable notices, statements, claims or reports required by ORS Chapter 285C or OAR Chapter 123, Division 674 and shall file all claims or reports as required by ORS 285C.220.

2.3 County Average Annual Wage. As required by ORS 285C.160, the Firm agrees to annually compensate all new employees, as that term is used in ORS 285C.050(13), hired by the Firm at an average rate of not less than 150 Percent (150%) of the County Average Annual Wage until the end of the tax exemption period.

2.3.1 Pursuant to OAR 123-574-0600, to qualify for the additional one or two years of an enterprise zone exemption, all of the eligible business Firm's Affected Employees, as that term is defined by OAR 123-674-0600(4), must on average receive Compensation, as that term is defined by OAR 123-674-0600(1), of not less than 150 percent of the County Average Annual Wage, as that term is defined by OAR 123-674-0100(5) during each year throughout the exemption's first three years and the additional one or two years. The firm agrees to maintain an average wage and benefits package of \$ **55,346** per year for the five years of exemption.

2.3.2 "County Average Annual Wage" is defined by OAR 123-674-0100(5) and OAR 123-674-0600 and is based on the time the application is approved, and is fixed during the entire exemption period.

2.3.3 "New Employees" include only employees working at jobs filled for the first time after the application for precertification is filed but prior to December 31 following the first full year of the initial exemption year and performed primarily within the current boundaries of the Zone. "New Employees" include only full-time, year-round, and non-temporary employees engaged a majority of their time in the Firm's eligible operations pursuant to ORS 285C.050(13), whether such employees are leased, contracted for, or otherwise obtained through an external agency or are employed directly by the Firm.

2.4 Election to Forego. The Firm shall have the right to elect to forego the extension of the term for two additional years by delivery of written notice of such election to the Zone Sponsor and Columbia County Assessor prior to expiration of the initial three year term, and upon delivery of said notice, this Agreement and the Firm's rights and obligations hereunder shall terminate, except that nothing in this Agreement shall modify or infringe on the regular three-year exemption or of the requirements thereof.

3. AUTHORIZATION. The Zone Sponsors have authorized and directed the Executive Director of CCET as Zone Manager to execute this Agreement pursuant to OAR 123-674-0700.

4. COUNTERPARTS. This Agreement may be executed in counterparts, each of which, when taken together, shall constitute fully executed originals. A signature sent and received by facsimile or a scanned signature sent by e-mail shall have the same effect as an original signature.

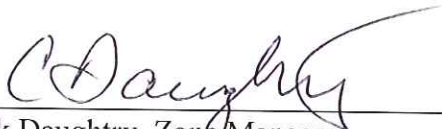
5. ENTIRE AGREEMENT. This Agreement constitutes the entire understanding and agreement of the Parties hereto with respect to the subject matter hereof and supersedes all prior and contemporaneous agreements and understandings, inducements or conditions, express or implied, written or oral, between the Parties with respect to such subject matters.

IN WITNESS WHEREOF, the Parties have executed this Agreement on the _____, day of _____, 201__, which shall be known as the "effective date" of the Agreement.

SOUTH COLUMBIA COUNTY
ENTERPRISE ZONE ENTERPRISE ZONE

CASCADES, INC.

By:



Chuck Daughtry, Zone Manager

By:

Communications Report

October to December 2016
Second Quarter – FY 2016-17

Prepared by Crystal Farnsworth
January 10, 2017



Workload Indicators

	Press Releases	Posts to Facebook	Posts to Twitter	Instagram	Gazette	e-Newsletter	Radio Spot	Media Advisory
October 2016	1	29	22	8		1	1	
November 2016	2	17	14	1	1	1		
December 2016	1	22	15	1		1	1	
Totals	4	68	51	10	1	3	2	0

Total Hours Worked by Category							
Category	e-Newsletter	Gazette	Press Release	Emerg. Mgmt.	Social Media	Photography	Miscellaneous* *
Hours	16	22.5	3.75	4.5	17.13	11	59
							133.88

**Includes projects that do not fall under the standard list of duties, such as coordination with League of Oregon Cities to have tourism events featured in publication, photography, giving a Communications presentation, correcting community event calendar info in local paper, etc.

Department Allocations

Total Hours Worked by Department / Fund	
Administration	3.25
ACC	1.75
City Council	9.5
Communications	54.23
Emerg. Mgmt.	4.24
Library	3.66
Police	7.5
Public Works	0.5
Tourism	49.25
Total Hours	133.88

*Category includes projects worked on for all departments, such as Gazette and e-Newsletter

Facebook Stats

Followers as of June 30, 2014: 2,769

Followers as of September 24, 2014: 2,862

Followers as of December 30, 2014: 3,042

Followers as of March 31, 2015: 2,991*

Followers as of June 30, 2015: 3,146

Followers as of September 30, 2015: 3,491

Followers as of December 31, 2015: 5,178

Followers as of March 31, 2016: 5,486

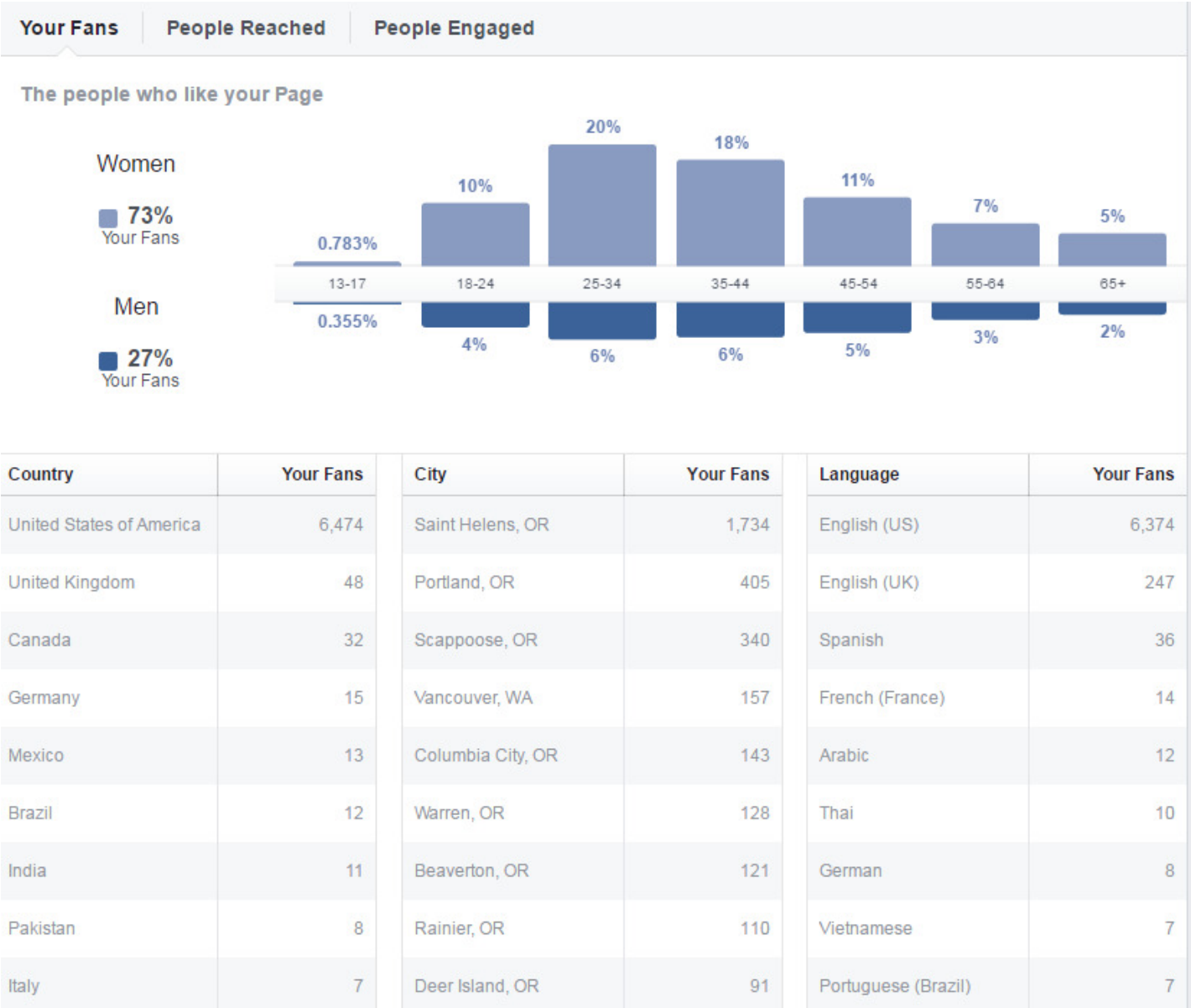
Followers as of June 30, 2016: 5,740

Followers as of September 30, 2016: 6,270

Followers as of December 31, 2016: 6,747

*On March 5, 2015, Facebook notified business pages that they were changing a Page's like counts which resulted in a dip in total page likes

Facebook Stats: Insights



Country	Your Fans	City	Your Fans	Language	Your Fans
United States of America	6,474	Saint Helens, OR	1,734	English (US)	6,374
United Kingdom	48	Portland, OR	405	English (UK)	247
Canada	32	Scappoose, OR	340	Spanish	36
Germany	15	Vancouver, WA	157	French (France)	14
Mexico	13	Columbia City, OR	143	Arabic	12
Brazil	12	Warren, OR	128	Thai	10
India	11	Beaverton, OR	121	German	8
Pakistan	8	Rainier, OR	110	Vietnamese	7
Italy	7	Deer Island, OR	91	Portuguese (Brazil)	7

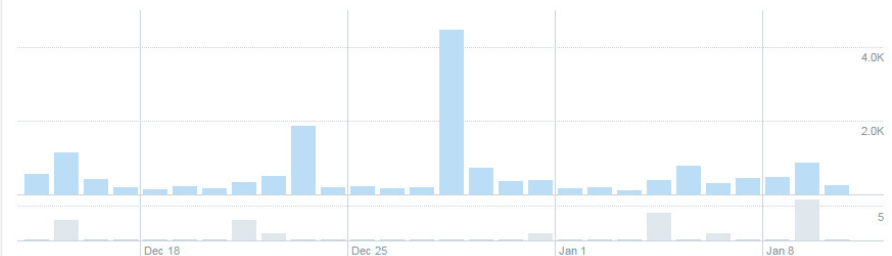
Twitter




Followers

As of March 31, 2014: 431
 As of June 30, 2014: 463
 As of Sept. 24, 2014: 482
 As of Dec. 30, 2014: 506
 As of March 31, 2015: 537
 As of June 30, 2015: 540
 As of Sept. 30, 2015: 670
 As of Dec. 31, 2015: 756
 As of March 31, 2016: 820
 As of June 30, 2016: 883
 As of September 30, 2016: 974

As of December 31, 2016: 1,055

Your Tweets earned **16.3K impressions** over this 28 day period



Tweets	Top Tweets	Tweets and replies	Promoted	Impressions	Engagements	Engagement rate
	City Of St. Helens @sthelens · Jan 9			155	1	0.6%
	Congrats, Lt. Hogue! St. Helens Police Department Lt. Hogue recently completed the FBI National Academy training session. twitter.com/FBIPortland/st...					
	View Tweet activity					
	City Of St. Helens @sthelens · Jan 9			105	1	1.0%
	Schools are closed, but the Library is open and ready to entertain with a Minecraft-themed Lego event today! ci.st-helens.or.us/library/page/m... pic.twitter.com/QpslubCHnQ					
	View Tweet activity					
	City Of St. Helens @sthelens · Jan 9			155	10	6.5%
	.@NWSPortland winter weather advisory for St. Helens starting 11pm tonight. Possible snow (2-4") & refreezing roads. inws.ncep.noaa.gov/a/a.php?i=8502...					

Activity Highlights: Spirit of Halloweentown

Media Overview

- Online
- Social Media
- Print
- TV
- Radio
- Requests



Activity Highlights: Spirit of Halloweentown



Media Overview

- Online

- ABC News, Travel Portland, KATU, KGW, Fox 12, The Oregonian, Country Living, Roadside America, Inquisitr, Willamette Valley Life, The Huffington Post, Entertainment Weekly, Bustle, US Weekly Magazine, KVAL Eugene, Travel + Leisure, BuzzFeed, Cosmopolitan, MTV, Seventeen, Good Housekeeping, Disney Examiner, Hollywood.com....

BuzzFeed

KGW.com PORTLAND

COUNTRY LIVING
MAGAZINE

US
WEEKLY

KATU 2 On Your Side

13

KVAL
EUGENE OREGON

COSMOPOLITAN

abc
NEWS

FOX 12
OREGON

Entertainment WEEKLY **BUSTLE**

MTV
MUSIC TELEVISION®

Good
Housekeeping

disneyexaminer

travel
PORTLAND

OREGONLIVE
The Oregonian

THE HUFFINGTON POST
INFORM • INSPIRE • ENTERTAIN • EMPOWER

TRAVEL + LEISURE

seventeen

Activity Highlights: Spirit of Halloweentown



Media Overview

- **Online**
 - ...E! News, Movie Pilot, Now This Entertainment, Hollywood.com, Delish, That Oregon Life, House Beautiful Magazine, Real Simple Magazine, AOL Entertainment, NBC Washington, Simplemost, NBC New York, Mix 93.1 KTYL (Texas)



You Can Now Visit The Real Halloweentown

Grab your broomsticks, witches — you can visit...

By NowThis Entertainment

October 3 · 15,549,718 Views

delish

Aol.



simplemost
make the most out of life.

Activity Highlights: Spirit of Halloweentown



Media Overview

- Social Media
 - Instagram
 - Facebook
 - Twitter
 - Snapchat

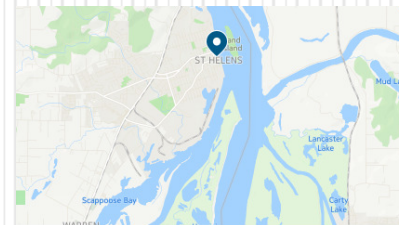


#spiritofhalloweentown

1,899 posts

#sthelensor

570 posts



Spirit of Halloweentown

Instagram



spiritofhalloweentown

41 posts 2,476 followers 13 following

Spirit Of Halloweentown Official account for Spirit of Halloweentown in St. Helens, Oregon. #SpiritOfHalloweentown & #StHelensOR
www.discovercolumbiacounty.com



Verizon 9:35 PM 100%



bestoforegon
Spirit of Halloweentown >



♥ mike_likes_to_hike, inglorioushikers and 3,869 others

bestoforegon

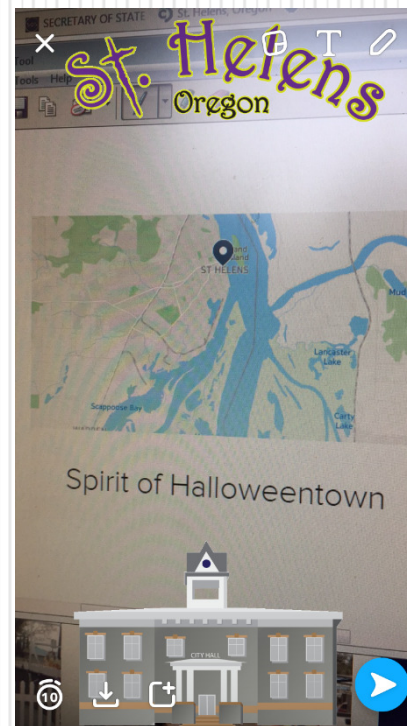


Activity Highlights: Spirit of Halloweentown



Media Overview

- Social Media
 - Instagram
 - Facebook
 - Twitter
 - Snapchat



Activity Highlights: Spirit of Halloweentown



Media Overview

- Social Media
 - Instagram
 - Facebook
 - Twitter
 - Snapchat



Spirit of
Halloweentown
@Halloweentown.OR



Activity Highlights: Spirit of Halloweentown



Media Overview

- Social Media
 - Instagram
 - Facebook
 - Twitter
 - Snapchat

Total Reach

The number of people who were served any activity from your Page including your posts, posts to your Page by other people, Page like ads, mentions and checkins.



Page Summary Last 28 days

Export Data

Results from Oct 13, 2016 - Nov 09, 2016

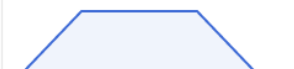
Organic Paid

Actions on Page

October 13 - November 9

3

Total Actions on Page ▼99%



Page Views

October 13 - November 9

324

Total Page Views ▼96%



Page Likes

October 13 - November 9

2,551

Page Likes ▼71%



Reach

October 13 - November 9

112,334

Post Engagements

October 13 - November 9

147,242

Post Engagements
October 22
26976 Post Engagement



Messages

October 13 - November 9

100%

Response Rate ▲22%

24:38:46

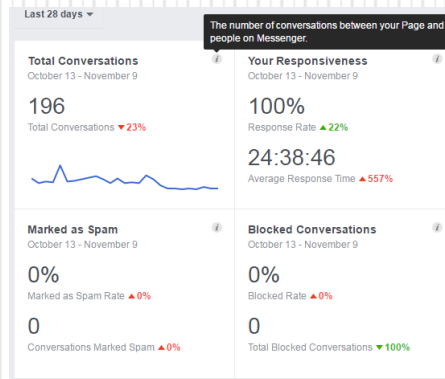
Average Response Time ▲557%

Activity Highlights: Spirit of Halloweentown



Media Overview

- Social Media
 - Instagram
 - Facebook
 - Twitter
 - Snapchat



10/22/2016 11:08 am		St. Helens' Annual Cake Decorating Competition! The votes are in!			11.8K		4.9K 1K	
10/19/2016 2:24 pm		We are going to have a lot of traffic this weekend from the response.			7.8K		1K 107	
10/19/2016 2:07 pm		You asked for it - so here it is. 1 Hour Only Time Available. http			5.7K		263 92	
10/18/2016 10:43 am		There are lots of things happening this weekend in St. Helens with the Spirit of Halloweentown event.			5.2K		230 89	
10/14/2016 5:15 pm		Spirit of Halloweentown shared Cheryl Lyn Mallonée's post.			3.5K		228 15	
10/14/2016 5:13 pm		*****IMPORTANT***** agenda and what's going on at http://ww			5.3K		225 65	
10/14/2016 8:47 am		*****IMPORTANT***** SPIRIT OF HALLOWEENTOWN EVENT			12.5K		1.4K 244	
10/12/2016 5:08 pm		October 8th photo op links can be found in the event detail information.			1.3K		71 4	
10/12/2016 4:48 pm		This weekend there is lots going on - rain or shine. Tours, Haunte			3.4K		103 10	











Activity Highlights: Spirit of Halloweentown













City Of St
Helens ✓
@cityofsthelens

Media Overview

- Social Media
 - Instagram
 - Facebook
 - Twitter
 - Snapchat

10/09/2016 1:06 pm		The Giant Pumpkin is lit for 2016! Thanks to Kimberly J. Brown			9.9K		1.3K 31	
10/03/2016 2:42 pm		Five days until Kimberly J. Brown visits St. Helens to light the			12.9K		1.2K 393	

09/28/2016 3:53 pm		The Plaza Square is undergoing a slow transformation over the			15.5K		1.1K 825	
09/28/2016 9:20 am		A famous visitor has landed in the Plaza Square. Fall is now off			25.7K		2.2K 1.5K	

Activity Highlights: Spirit of Halloweentown



Media Overview

- Social Media
 - Instagram
 - Facebook
 - Twitter
 - Snapchat

TRENDING

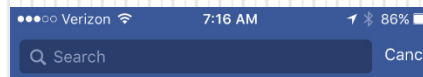
Halloweentown
17K people talking about this

Halloweentown
20K people talking about this

Halloweentown
24K people talking about this

Halloweentown
28K people talking about this

Halloweentown
37K people talking about this



Trending

- Kim Kardashian
330K people talking about this
- Guantanamo Bay Evacuation
5.1K people talking about this
- Halloweentown
14K people talking about this
- Pirates of the Caribbean: Dead Men Tell N...
47K people talking about this
- Justin Timberlake and Anna Kendrick
15K people talking about this
- Lindsay Lohan
23K people talking about this
- Evan Rachel Wood
20K people talking about this
- Messenger Day
1M people talking about this
- Family Feud
44K people talking about this
- Hurricane Matthew
720K people talking about this
- Margot Robbie

Trending

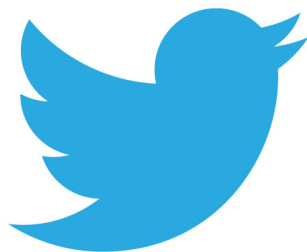
- Gilmore Girls
50K people talking about this
- World Teachers' Day
430K people talking about this
- The Walking Dead
190K people talking about this
- Halloweentown
39K people talking about this
- Tori Spelling
4.6K people talking about this
- Hurricane Matthew
370K people talking about this
- Batman v Superman
220K people talking about this

Activity Highlights: Spirit of Halloweentown

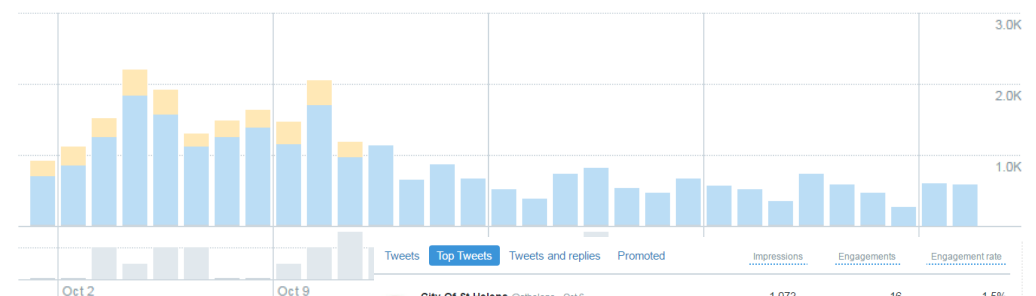


Media Overview

- Social Media
 - Instagram
 - Facebook
 - Twitter
 - Snapchat



Your Tweets earned 28.9K impressions over this 31 day period



City Of St. Helens @sthelens · Oct 6	1,073	16	1.5%
Mamie's packing her broom for a weekend trip to #SpiritofHalloweentown in #StHelensOR! twitter.com/OfficialKJB/st...			Promote
City Of St. Helens @sthelens · Oct 14	961	15	1.6%
Lt. Rick Graham retires from the St. Helens Police Dept. today after serving for 26+ years. Thank you, Lt. Graham. Mahalo and aloha! pic.twitter.com/3c07x0qow			Promote
City Of St. Helens @sthelens · Oct 9	934	66	7.1%
The giant pumpkin is lit for 2016! Thanks to @OfficialKJB and everyone who visited #SpiritofHalloweentown in #StHelensOR! pic.twitter.com/3eg9LTnHdR			Promote
City Of St. Helens @sthelens · Oct 3	905	47	5.2%
#SpiritofHalloweentown in #StHelensOR is trending on Facebook today. Check out the month-long list of activities at discoverclumbiacounty.com/twitter.com/drewsiah/statu...			Promote
City Of St. Helens @sthelens · Oct 5	885	27	3.1%
Thanks @GMA for featuring #SpiritofHalloweentown! Check out the video and article at gma.yahoo.com/excited-epic-h...?			Promote

Activity Highlights: Spirit of Halloweentown



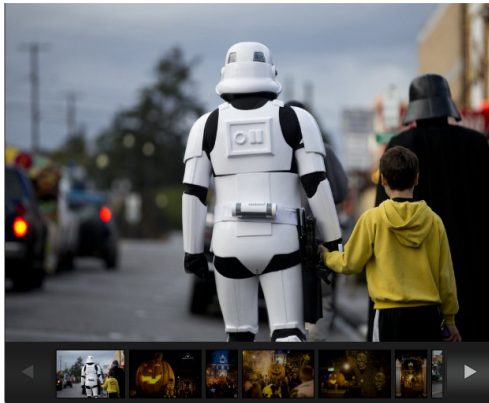
Media Overview

- **Print**
 - The Oregonian, The Chronicle, The Spotlight, Disney magazine, Alaska Airlines Travel Mag

6 'Halloweentown' lives in St. Helens: know



3k shares



A parade featuring Halloween-themed floats and costumed participants throwing candy to the crowd moved through downtown St. Helens. Spirit of Halloweentown, a festival that runs the length of the month of October in St. Helens, OR, began the night of Saturday

ALASKA AIRLINES MAGAZINE



Alaska
Beyond
Alaska Airlines Magazine

Activity Highlights: Spirit of Halloweentown



Media Overview

- Television
 - KGW
 - Fox 12

On the Go with Joe at the Spirit of Halloweentown



St. Helens embraces the growing 'Halloweentown' craze



Activity Highlights: Spirit of Halloweentown



Media Overview

- **Radio**
 - **Two KOHI City Talk episodes**
 - **Travel Safety Message on Bicoastal Media (Longview/Kelso area: Rocket 107, The Peak 98.3, Magic 94.5, Now Country, am1400 KEDO)**
 - **105.1 The Buzz**
 - **98.7 AMP Radio (CBS Radio)**
 - **KXL Radio – Classic cars**

Activity Highlights: Spirit of Halloweentown

Media Overview

- Requests
 - ABC/Good Morning America
 - Huffington Post
 - Noah Tv
 - KXL Radio, Test Miles Show
 - The Spotlight
 - The Chronicle
 - Alpha Media
 - Burgerville Billboard
 - KVAL-TV
 - Fox 12 News
 - KGW News



Activity Highlights

- **Spirit of Halloweentown: Communications & Emergency Management/ICP**
- **Extreme weather alerts: October rain/wind, December snow, City closures, Hudson route delays**
- **Winter Gazette**
- **KOHI City Talks**
- **Donut Day, Tree Lighting, Christmas Ships**
- **K-9 Ryder**



On the Horizon

- **Spring Gazette**
- **Library Conversation Projects**
- **Police Cocoa with a Cop Event**
- **KOHI City Talk**
- **Continued winter weather alerts**
- **Waterfront Redevelopment**



CITY OF ST. HELENS PLANNING DEPARTMENT

M E M O R A N D U M

TO: City Council
FROM: Jacob A. Graichen, AICP, City Planner
RE: Use of RV's for medical hardship
DATE: January 9, 2017

This issue came up recently, again. Again? Yes, this was discussed and considered in 2015, but failed to be adopted in the code.

As part of the City's 2015 code amendments pertaining to residential use in the Houlton Business District and RVs (file ZA.2.15), staff included a proposal to include the use of RVs for living purposes as part of a medical hardship, where an RV could be allowed to be occupied on a developed residential property for the purpose of caring for a relative.

Such language can be found in codes, especially county ones. St. Helens' code has such allowance under its Temporary Use Chapter but only for a mobile/manufactured home.

At their September 2015 public hearing, the Planning Commission rejected this amendment. Concerns included: how many people could live in an RV, an existing proliferation of RVs parked on small lots where they barely fit in the driveway or yard, plumbing and cooking facilities, and concern over potential outcomes of allowing this since RVs are being used as homes in many places already.

The Council considered the same code amendments on September 16, 2015 and was also not comfortable adopting them given the concerns of the Commission.

Does the council want to staff to explore this issue again as part of a future batch of code amendments?

Attached is a July 2015 memo to the Commission as part of the discussion that year. It's basically the current code with some notations.

Should RV's be added as a temporary use in the section below, given the ZA.2.15 proposal?

July 28, 2015

17.116.060 Temporary use – Unforeseen/emergency situations.

(1) Definitions. This type of temporary use is a use which is needed because of an unforeseen event such as fire, windstorm or flood, unexpected health or economic hardship, or due to an eviction resulting from condemnation or other proceedings.

(2) Types of Use Permitted.

(a) A mobile home or other temporary structure for a residential purpose in a residential zone;

(b) A mobile home or other temporary structure for a business purpose in a commercial or industrial zone; and

(c) Use of an existing dwelling or mobile or manufactured home during the construction period of a new residence on the same lot.

(3) Approval Criteria.

(a) Approval or approval with conditions shall be based on findings that one or more of the following criteria are satisfied:

(i) The need for use is the direct result of a casualty loss such as fire, windstorm, flood or other severe damage by the elements to a preexisting structure or facility previously occupied by the applicant on the premises for which the permit is sought;

(ii) The use of a mobile or manufactured home on a lot with an existing dwelling unit is necessary to provide adequate and immediate health care for a relative who needs close attention who would otherwise be required to receive needed attention from a hospital or care facility;

(iii) The applicant has been evicted within 60 days of the date of the application from a preexisting occupancy of the premises for which the permit is sought as a result of condemnation proceedings by a public authority, or eviction by abatement of nuisance proceedings, or by determination of a public body or court having jurisdiction that the continued occupancy of the facilities previously occupied constitutes a nuisance or is unsafe for continued use; or

(iv) There has been a loss of leasehold occupancy rights by the applicant due to unforeseeable circumstances or other hardship beyond the foresight and control of the applicant;

(b) In addition to the criteria listed in subsection (3)(a) of this section, all of the following must be satisfied:

(i) There exists adequate and safe ingress and egress when combined with the other uses of the property, as required by Chapter 17.84 SHMC, Access, Egress, and Circulation; and Chapter 17.76 SHMC, Visual Clearance Areas;

(ii) There exists adequate parking for the customers of the temporary use as required by Chapter 17.80 SHMC, Off-Street Parking and Loading Requirements;

(iii) The use will not result in congestion on adequate streets;

(iv) The use will pose no hazard to pedestrians in the area of the use;

(v) The use will not create adverse off-site impacts including noise, odors, vibrations, glare or lights which will affect adjoining use in a manner which other use allowed outright in the zone would not affect adjoining use; and

(vi) The use can be adequately served by sewer or septic system and water, if applicable.

★ NEED DOCTOR'S NOTE FOR MEDICAL
HARDSHIP (add to standards)

ADD
RV?

St. Helens Budget Calendar for FY 2017-18

<u>DATE</u>	<u>DAY</u>	<u>DESCRIPTION</u>
01/09/17	Mon	Year End Projections to Department Heads
01/16/17	Mon	Salary/Benefit Projections for 17/18 - Handout to Dept Heads
01/23/17	Mon	Year End Projections DUE
02/01/17	Wed	CIP Proposed Projects DUE (additions to CIP)
02/01/17	Wed	Salary/Benefit Projections DUE
02/06/17	Mon	Handout Department Budgets
02/16/17	Thurs	Informational Budget Committee Meeting
02/20/17	Mon	Department Budgets DUE
03/01/17	Wed	Begin Internal Review with City Admin and Department Manager
03/16/17	Thurs	Informational Budget Committee Meeting
03/27/17	Mon	Budget Officer Publishes FIRST Notice of Budget Committee Meeting
04/17/17	Mon	Budget Officer Publishes SECOND Notice of Budget Committee Meeting
04/17/17	Thurs	Proposed Budget Distributed to Budget Committee
05/04/17	Thurs	Budget Committee Meeting (1st)
05/11/17	Thurs	Budget Committee Meeting (2nd)
05/25/17	Thurs	Budget Committee Meeting (3rd if necessary)
06/07/17	Wed	City Council holds Public Budget Hearings: Adopting Budget; Making Appropriations; Levying Taxes
06/26/17	Mon	Tax Levy Certified to County Assessor

During the fiscal year, there are usually a few supplemental budgets mostly for receipt of unexpected funds. In June, there is usually a contingency transfer to adjust budget amounts for any unforeseen expenses/revenue items.

Supplemental budgets may go through a public process with public notices in local newspapers and council agendas. Expenditure of some unexpected funds do not require a formal supplemental process but require the council to appropriate expenditure of the funds prior to them being spent.



OREGON SHORT TERM
FUND BOARD
350 WINTER STREET NE, SUITE 100
SALEM, OREGON 97310-0840
(503) 378-4633
FAX (503) 373-1179

OREGON SHORT TERM FUND BOARD

December 28, 2016

City Councilors
City of St. Helens
City Hall
265 Strand Street
P.O. Box 278
St. Helens, OR 97051

Subject: City of St. Helens' Investment Policy Review on October 13, 2016

Dear Council Members,

The City of St. Helens' investment policy was submitted by Mr. Matt Brown to the Oregon Short Term Fund ("OSTF") Board (the "Board") for review.

The OSTF Board's statutory obligation is to "review and comment to the governing body" (ORS 294.135(a)) on the written investment policy submitted to the Board. To assist in the policy revision process, the Board developed a model policy laying out the elements that it believes are important in policies. These are also the elements against which submitted policies are reviewed. As part of the local government investment policy review process, resources of the Office of the State Treasurer's staff are provided to assist as needed on policy revisions or development.

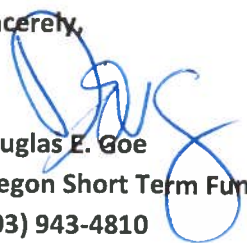
The Oregon Short Term Fund Board reviewed the City of St. Helens' (the "City") investment policy at the OSTF Board meeting on October 13, 2016, and the Board is pleased to inform you that the statutory policy review requirement has been satisfied.

During the review, the OSTF Board offered the following comments:

- Page 1, Section I – The City name needs to be listed where "[Local Government]" is included in the paragraph.
- Page 6, Section IV – The maximum holdings is higher than the model policy. Per Mr. Brown, they went through the sample policy and are not opposed to lowering the maximum holdings if the Board recommends it. It was recommended that the City adjust its maximum holdings to 33% per the sample policy, but it was noted that it was not required.
- It is recommended that the City verify that TBI qualifies under the investment advisor qualifications.

Should any member of the City of St. Helens' City Council wish to discuss the policy, please call Angela Schaffers at the Office of the State Treasurer at (503) 431-7900.

Sincerely,



Douglas E. Goe
Oregon Short Term Fund Board Chair
(503) 943-4810

cc: Randy Peterson, Mayor
Doug Morten, Council President
Keith Locke, City Councilor
Susan Conn, City Councilor
Ginny Carlson, City Councilor
Matt Brown, Finance Director, City of St. Helens
Mr. Tom Lofton, Oregon State Treasury

CITY OF ST. HELENS INVESTMENT POLICY

I. Purpose

This Investment Policy defines the parameters within which funds are to be invested by the City of St. Helens ("the City"). The City is a local municipal government whose purpose is to service the residents of the City of St. Helens. This policy also formalizes the framework, pursuant to ORS 294.135, for the City of St. Helens' investment activities to ensure effective and judicious management of funds within the scope of this policy.

These guidelines are intended to be broad enough to allow designated investment staff to function properly within the parameters of responsibility and authority, yet specific enough to adequately safeguard the investment assets.

II. Governing Authority

The City's investment program shall be operated in conformance with Oregon Revised Statutes and applicable federal law. Specifically, this investment policy is written in conformance with ORS 294.035; 294.040; 294.052; 294.135; 294.145; and 294.810. All funds within the scope of this policy are subject to laws established by the state of Oregon. Any revisions or extensions of these sections of the ORS shall be assumed to be part of this Investment Policy immediately upon being enacted.

III. Scope

This policy applies to activities of the City with regard to investing the financial assets of all funds. Funds managed by the City that are governed by other investment policies are excluded from this policy; however, all funds are subject to Oregon Law. The amount of funds falling within the scope of this policy over the next three years is expected to range between \$1 million and \$5 million.

IV. General Objectives

The primary objectives, in priority order, of investment activities shall be:

1. **Preservation of Invested Capital.** Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The goal is to mitigate credit risk and interest rate risk.
2. **Liquidity.** The investment portfolio shall remain sufficiently liquid to meet all reasonably anticipated operating requirements. Furthermore, the portfolio should consist largely of securities with active secondary or resale markets. A portion of the portfolio also may be placed in the Oregon Short Term Fund which offers next-day liquidity. Where possible and prudent, the portfolio should be structured so that investments mature concurrent with anticipated demands.
3. **Return.** The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into consideration the safety and liquidity needs of the portfolio. Although return consists of both principal return (gains and losses due to market value fluctuations) and income return (yield), this policy discourages active trading and turnover of investments. Investments should generally be held to maturity.

V. Standards of Care

1. Prudence

The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported and appropriate action is taken to control adverse developments within a timely fashion as defined in this policy.

The "prudent person" standard states:

"Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."

2. Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. Disclosure shall be made to the governing body. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the City. Officers and employees shall, at all times, comply with the State of Oregon Government Standards and Practices code of ethics set forth in ORS Chapter 244.

3. Delegation of Authority and Responsibilities

i. Governing Body

The City Council will retain ultimate fiduciary responsibility for invested funds. The governing body will receive reports, pursuant to, and with sufficient detail to comply with ORS 294.085 and 294.155.

ii. Delegation of Authority

Authority to manage investments within the scope of this policy and operate the investment program in accordance with established written procedures and internal controls is granted to the Finance Director, hereinafter referred to as Investment Officer, and derived from the following: ORS 294.035 to 294.053, 294.125 to 294.145, and 294.810.

No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Investment Officer. The Investment Officer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

All participants in the investment process shall seek to act responsibly as custodians of the public trust. No officer or designee may engage in an investment transaction except as provided under the terms of this policy and supporting procedures.

iii. Investment Municipal Advisor

The City Council may engage the services of one or more external investment managers to assist in the management of the entity's investment portfolio in a manner consistent with this investment policy. Investment advisers may be hired on a non-discretionary basis. All investment transactions by approved investment advisers must be pre-approved in writing by the Investment Officer and compliant with this Investment Policy. If the City hires an investment adviser to provide investment management services, the adviser is authorized to transact with its direct dealer relationships on behalf of the City.

VI. Transaction Counterparties, Investment Advisors, and Depositories

1. Broker/Dealers

The Investment Officer shall determine which broker/dealer firms and registered representatives are authorized for the purposes of investing funds within the scope of this investment policy. A list will be maintained of approved broker/dealer firms and affiliated registered representatives.

The following minimum criteria must be met prior to authorizing investment transactions. The Investment Officer may impose more stringent criteria.

i. Broker/Dealer firms must meet the following minimum criteria:

- A.** Be registered with the Securities and Exchange Commission (SEC)
- B.** Be registered with the Financial Industry Regulatory Authority (FINRA)
- C.** Provide most recent audited financials
- D.** Provide FINRA Focus Report filings

ii. Approved broker/dealer employees who execute transactions with the City must meet the following minimum criteria:

- A. Be a registered representative with the Financial Industry Regulatory Authority (FINRA);
 - B. Be licensed by the state of Oregon;
 - C. Provide certification (in writing) of having read; understood; and agreed to comply with the most current version of this investment policy.
 - iii. The Investment Officer may want to establish policy for engaging broker/dealer firms and registered representatives that are more restrictive than states in this policy. Additional requisites or due diligence items may include:
 - A. Positive references from at least three other local government clients.
 - B. As part of the periodic due diligence review, inquiries with other local government clients with regard to their recent experiences with broker/dealer firms or registered representatives and any change in relationship status.
 - C. Requirement that approved registered representatives provide notification within 30 days of any formal investigations or disciplinary actions initiated by federal or state regulators.
 - D. Requirement that prospective registered representatives have an established history of advising local governments with similar amounts of assets under management.
 - iv. Periodic (at least annual) review of all authorized broker/dealers and their respective authorized registered representatives will be conducted by the Investment Officer. Factors to consider would be:
 - A. Pending investigations by securities regulators
 - B. Significant changes in net capital
 - C. Pending customer arbitration cases
 - D. Regulatory enforcement actions
- 2. **Direct Issuers**

Obligations that are permitted for purchase by this policy may be purchased directly from the issuer.
- 3. **Investment Advisers**

A list will be maintained of approved advisers selected by conducting a process of due diligence.

 - i. The Following items are required for all approved Investment Advisers:
 - A. The investment adviser firm must be registered with the Securities and Exchange Commission (SEC) or licensed by the state of Oregon (Note: Investment adviser firms with assets under management > \$100 million must be registered with the SEC, otherwise the firm must be licensed by the state of Oregon.
 - B. All investment adviser firm representatives conducting investment transactions on behalf of the City must be registered representatives with FINRA
 - C. All investment adviser firm representatives conducting investment transactions on behalf of the City must be licensed by the state of Oregon.
 - D. Certification, by all of the adviser representatives conducting investment transactions on behalf of this entity, of having read, understood and agreed to comply with this investment policy.
 - ii. A periodic (at least annual) review of all investment advisers under contract will be conducted by the Investment Officer to determine their continued eligibility within the portfolio guidelines. Factors to consider would be:
 - A. Pending investigations by securities regulators
 - B. Significant changes in net capital
 - C. Pending customer arbitration cases
 - D. Regulatory enforcement actions
 - iii. The Investment Officer may want to establish guidelines or policy for engaging investment advisers' services that are more restrictive than stated in this policy. Additional requisites or due diligence items may include:
 - A. Positive references from at least three other local government clients of a prospective investment adviser firm.
 - B. As part of the periodic due diligence review, inquiries with other local government clients of approved investment advisers with regard to their recent experiences with the adviser and any change in the relationship status.

- C. Requirement that approved investment advisers provide notification within 30 days of a relationship termination by an Oregon based local government.
- D. Requirement that approved investment adviser provide notification within 30 days of any formal investigations or disciplinary actions initiated by federal or state regulators.
- E. Requirement that prospective investment advisers have an established history of advising local governments with similar amounts of assets under management.

4. Depositories

All financial institutions who desire to become depositories must be qualified Oregon Depositories pursuant to ORS Chapter 295.

5. Competitive Transactions

- i. The Investment Officer shall obtain and document competitive bid information on all investments purchased or sold in the secondary market. Competitive bids or offers should be obtained, when possible, from at least three separate brokers/financial institutions or through the use of a nationally recognized trading platform.
- ii. In the instance of a security for which there is no readily available competitive bid or offering on the same specific issue, then the Investment Officer shall document quotations for comparable or alternative securities.
- iii. When purchasing original issue instrumentality securities, no competitive offerings will be required as all dealers in the selling group offer those securities at the same original issue price. However, the Investment Officer is encouraged to document quotations on comparable securities.
- iv. If an investment adviser provides investment management services, the adviser must retain documentation of competitive pricing execution on each transaction and provide upon request.

VII. Administration and Operations

1. Delivery vs Payment

All trades are marketable securities will be executed (cleared and settled) by delivery vs. payment (DVP) to ensure that securities are deposited in the City's safekeeping institution prior to the release of funds.

2. Third-Party Safekeeping

Securities will be held by an independent third-party safekeeping institution selected by the City. All securities will be evidenced by safekeeping receipts in the City name. Upon request, the safekeeping institution shall make available a copy of its Statement on Standards for Attestation Engagements (SSAE) No. 16.

3. Internal Controls

The Investment Officer and City Council are jointly responsible for establishing and maintaining an adequate internal control structure designed to reasonably assure that invested funds are invested within the parameters of this Investment Policy and, protected from loss, theft, or misuse. Specifics for the internal control shall be documented in writing. The established control structure shall be reviewed and updated periodically by the City Council.

The concept of reasonable assurance recognizes that the cost of a control should not exceed the benefits likely to be derived and the valuation of costs and benefits requires estimates and judgments by management. The internal controls shall address the following points at a minimum:

- i. Compliance with Investment Policy
- ii. Control of collusion
- iii. Separation of transaction authority from accounting and record keeping
- iv. Custodial safekeeping
- v. Avoidance of physical delivery of securities whenever possible and address control requirements for physical verifiable electronic form
- vi. Clear delegation of authority to subordinate staff members
- vii. Confirmation of transactions for investments and wire transfers in written or digitally verifiable electronic form
- viii. Dual authorizations of wire and automated clearing house (ACH) transfers

- ix. Staff training
- x. Review, maintenance and monitoring of security procedures both manual and automated

4. An external auditor shall provide an annual independent review to assure compliance with Oregon state law and the City's policies and procedures.

VIII. Suitable and Authorized Investments

1. Permitted Investments

The following investments are permitted pursuant to ORS 294.035, 294.040, and ORS 294.810. (Note: Permitted investments may be more restrictive than ORS 294.035 and 294.810).

- US Treasury Obligations: U.S. Treasury and other government obligations that carry the full faith and credit guarantee of the United States for the timely payment of principal and interest.
- US Agency Obligations: Senior debenture obligations of U.S. federal agencies and instrumentalities or U.S. government sponsored enterprises (GSE).
- Oregon Short Term Fund
- Corporate Indebtedness
 - Commercial Paper issued under the authority of section 3(a)2 or 3(a)3 of the Securities Act of 1933.
 - Corporate Bonds
- Repurchase Agreements
- Municipal Debt
 - Lawfully issued debt obligations of the agencies and instrumentalities of the State of Oregon and its political subdivisions. Lawfully issued debt obligations of the States of California, Idaho, and Washington and the political subdivisions of those states.
- Bankers Acceptances
- Qualified Institution Time Deposits/Savings Accounts/Certificates of Deposit

2. Approval of Permitted Investments

If additional types of securities are considered for investment, pre Oregon state statute they will not be eligible for investment until this Policy has been amended and the amended version adopted by the City.

3. Prohibited Investments

i. Private Placement or "144A" Securities

Private placement or "144A" Securities are not allowed. For purposes of the policy, SEC Rule 144A securities are defined to include commercial paper privately placed under section 4(a)(2) of the Securities Act of 1933.

ii. US Agency Mortgage-backed Securities

US Agency mortgage-backed securities such as those securities issued by FNMA and FHLMC are not allowed.

iii. Securities Lending

The City shall not lend securities nor directly participate in a securities lending program

4. Demand Deposits and Time Deposits

- i. All demand deposits and time deposits (Examples of time deposits are: certificates of deposit and savings accounts) shall be held in qualified Oregon depositories in accordance with ORS Chapter 295.
- ii. Demand deposits in qualified depository institutions are considered cash vehicles are not investments and are therefore outside the scope of restrictions of this policy. Pursuant to ORS 294.035(3)(d), time deposits, certificates of deposit and savings accounts are considered investments and within the scope of this policy.

5. Repurchase Agreements

- i. ORS 294.035 (3)(j) requires repurchase agreement collateral to be limited in maturity to three years and priced according to percentages prescribed by written policy of the Oregon Investment Council or the Oregon Short Term Fund Board.

- ii. ORS 294.035 (2) limits the maximum term of any repurchase agreement to 90 days.
- iii. The OSTF Board has adopted the following margins:
 - A. US Treasury Securities: 102%
 - B. US Agency Discount and Coupon Securities: 102%
 - C. Mortgage Backed and Other*: 103%

*Limited to those securities described in ORS 294.035(1)

IX. Investment Parameters

1. Credit Risk

Credit risk is the risk that a security or a portfolio will lose some or all of its value due to a real or perceived change in the ability of the issuer to repay its debt. Credit risk will be mitigated by the following guidelines:

i. Diversification

It is the policy of the City to diversify its investments. Where appropriate, exposures will be limited by security type; maturity; issuance; issuer, and security type. Allowed security types and Investment exposure limitations are detailed in the table below.

ii. Recognized Credit Ratings

Investments must have a rating from at least one of the following nationally recognized statistical ratings organizations (NRSRO): Moody's Investors Service; Standard and Poor's; and Fitch Ratings Service as detailed in the table below. Ratings used to apply the guidelines below should be investment level ratings and not issuer level ratings.

iii. Portfolio Average Credit Rating

The minimum weighted average credit rating of the portfolio's rated investments shall be Aa/AA/AA by Moody's Investors Service; Standard & Poor's; and Fitch Ratings Service respectively.

iv. Exposure Constraints and Minimum Investment Credit Ratings

The following table limits exposures among investments permitted by this policy.

ISSUE TYPE	MAXIMUM % HOLDINGS	MINIMUM RATINGS Moody's / S&P / Fitch
US Treasury Obligations	100%	-
US Agency Securities	100%	-
- Per Agency (Senior Obligations Only)	50%	-
Oregon Short Term Fund	Maximum allowed per ORS 294.810	-
Banker's Acceptances	25% *	A1+ / P1 / F1+
Time Deposits/Savings	50%	-
Accounts/Certifications of Deposit **		
- Per Institution	25%	-
Repurchase Agreements	5%	-
Corporate Debt (Total)	15% ***	-
Corporate Commercial Paper	15% ***	-
Per Issuer	2.5% ****	A1 / P1 / F1
Corporate Bonds	10% ***	-
Per Issuer	2.5% ****	Aa / AA / AA
Municipal Debt (Total)	10%	-
Municipal Commercial Paper	10%	A1 / P1 / F1
Municipal Bonds	10%	Aa / AA / AA

* 25% Maximum per ORS 294.035(D)

** As Authorized by ORS 294.035(3)(d)

*** 35% Maximum per ORS 294.035(D)

**** 5% Maximum per ORS 294.035(D)

v. Determining a Security's Rating

A single rating will be determined for each investment by utilizing the lowest security level rating available for the security from Standard and Poor's, Moody's Investor Services and Fitch Ratings respectively.

vi. Restriction on Issuers With Prior Default History

Per ORS 294.040, the bonds of issuers listed in ORS 294.035 (3)(a) to (c) may be purchased only if there has been no default in payment of either the principal of or the interest on the obligations of the issuing county, port, school district or city, for a period of five years next preceding the date of the investment.

2. Liquidity Risk

Liquidity risk is the risk that an investment may not be easily marketable or redeemable. The following strategies will be employed to mitigate liquidity risks:

- i. The value of at least 25% of funds available for investing or six months of budgeted operating expenditures will be invested in the Oregon Short Term Fund, with a qualified depository institution , or investments maturing in less than 60 days to provide sufficient liquidity for expected disbursements.
- ii. Funds in excess of liquidity requirements are allowed for investments maturing in greater than one year. However, longer-term investments tend to be less liquid than shorter term investments. Portfolio investment maturities will be limited as follows:

Total Portfolio Maturity Constraints:

MATURITY CONSTRAINTS	MINIMUM % OF TOTAL PORTFOLIO
Under 60 Days	25% or six months of Estimated Operating Expenditures
Under 2 Years	50%
Under 5 Years	100%

- iii. Reserve or Capital Improvement Project monies may be invested in securities exceeding the maximum term if the maturities of such investments are made to coincide as nearly as practicable with the expected use of funds.
- iv. Larger issuance sizes enhance liquidity as there are likely to be a greater number of investors. Issuance sizes above a minimum amount qualify a corporate or municipal debt bond issuance for index eligibility. Index eligible bonds have a significantly larger investor base which improves liquidity.
- v. Limiting investment in a specific debt issuance improves secondary market liquidity by assuring there are other owners of the issuance.

ISSUE TYPE	MAXIMUM % OF ISSUANCE* (PAR)
US Agency Securities	50%
Corporate Debt (Total)	-
Corporate Commercial Paper	100%
Corporate Bonds	25%
Municipal Bonds	25%

3. Interest Rate Risk

Longer-term investments have the potential to achieve higher returns but are also likely to exhibit higher market value volatility due to the changes in the general level of interest rates over the life of the investment(s). Interest rate risk will be mitigated by providing adequate liquidity for short term cash needs, and by making longer-term investments only with funds that are not needed for current cash flow purposes. Certain types of securities, including variable rate securities, securities with principal pay-downs prior to maturity, and securities with embedded options, will affect the interest rate risk profile of the

portfolio differently in different interest rate environments. The following strategies will be employed to control and mitigate adverse changes in the market value of the portfolio due to changes in interest rates:

- i. Where feasible and prudent, investment maturities should be matched with expected cash outflows to mitigate market risk.
- ii. To the extent feasible, investment maturities not matched with cash outflows, including liquidity investments under one year, should be staggered to mitigate reinvestment risk.
- iii. No commitments to buy or sell securities may be made more than 14 days prior to the anticipated settlement date, or receive a fee other than interest for future deliveries.
- iv. The maximum percent of callable securities in the portfolio shall be 50%;
- v. the Maximum stated final maturity of individual securities in the portfolio shall be five years, except as otherwise stated in this policy.
- vi. The maximum portfolio average maturity (measured with stated final maturity) shall be 2.5 years.

X. Investment of Proceeds from Debt Issuance

1. Investments of bond proceeds are restricted under bond covenants that may be more restrictive than the investment parameters included in this policy. Bond proceeds shall be invested in accordance with the parameters of this policy and the applicable bond covenants and tax laws.
2. Funds from bond proceeds and amounts held in a bond payment reserve or proceeds fund may be invested pursuant to ORS 294.052. Investments of bond proceeds are typically not invested for resale and are maturity matched with outflows. Consequently, funds within the scope of ORS 294.052 are not subject to this policy's liquidity risk constraints within section IX (2).

XI. Investment of Reserve or Capital Improvement Funds

1. Pursuant of ORS 294.135(1)(b), reserve or capital improvement project monies may be invested in securities exceeding three years when the funds in question are being accumulated for an anticipated use that will occur more than 18 months after the funds are invested, then, upon the approval of the governing body of the county, municipality, school district or other political subdivision, the maturity of the investment of investments made with the funds may occur when the funds are expected to be used.

XII. Guideline Measurement and Adherence

1. **Guideline Measurement**
Guideline measurements will use market value of investments
2. **Guideline Compliance**
 - i. If the portfolio falls outside of compliance with adopted investment policy guidelines or is being managed inconsistently with this policy, the Investment Officer shall bring the portfolio into compliance in a prudent manner and as soon as prudently feasible.
 - ii. Violations of portfolio guidelines as a result of transactions actions to bring the portfolio back into compliance and; reasoning for actions taken to bring the portfolio back in compliance shall be documented and reported to the City Council.
 - iii. Due to fluctuations in the aggregate surplus funds balance, maximum percentages for a particular issuer or investment type may be exceeded at a point in time. Securities need to be liquidated to realign the portfolio; however, consideration should be given to this matter when future purchases are made to ensure that appropriate diversification is maintained.

XIII. Reporting and Disclosure

1. Compliance

The Investment Officer shall prepare a report at least quarterly that allows the City Council to ascertain whether investment activities during the reporting period have conformed to the investment policy. The report should be provided to the investment oversight body. The report will include, at a minimum, the following:

- i. A listing of all investments held during the reporting period showing: par/face value; accounting book value; market value; type of investment; issuer; credit ratings; and yield to maturity (yield to worst if callable).
- ii. Average maturity of the portfolio at period-end
- iii. Maturity distribution of the portfolio at period-end
- iv. Average portfolio credit quality of the portfolio at period-end
- v. Average weighted yield to maturity (yield to worst if callable investments are allowed) of the portfolio
- vi. Distribution by type of investment
- vii. Transactions since last report
- viii. Distribution of transactions among financial counterparties such as broker/dealers
- ix. Violations of portfolio guidelines or non-compliance issues that occurred during the prior period or that are outstanding. This report should also note actions (taken or planned) to bring the portfolio back into compliance.

2. Performance Standards / Evaluation

At least annually, the Investment Officer shall report comparisons of investment returns to relevant alternative investments and comparative Bond Indexes. The performance of the portfolio should be compared to the performance of alternative investments such as available certificates of deposit; the Oregon Short Term Fund; US Treasury rates; or against one or bond indices with a similar risk profile (e.g., Bond indexes comprised high grade investments and maximum maturities of three years).

When comparing performance, all fees and expenses involved with managing the portfolio shall be included in the computation of the portfolio's rate of return.

3. Marking to Market

The market value of the portfolio shall be calculated at least quarterly and a statement of the market value of the portfolio shall be issued at least quarterly.

4. Audits

Management shall establish an annual process of independent review by the external auditor to assure compliance with internal controls. Such audit will include tests deemed appropriate by the auditor.

XIV. Policy Maintenance and Considerations

1. Review

The investment policy shall be reviewed at least annually to ensure its consistency with the overall objectives of preservation of principal, liquidity and return, and its relevance to current law and financial and economic trends.

2. Exemptions

Any investment held prior to the adoption of this policy shall be exempted from the requirements of this policy. At maturity or liquidation, such monies shall be reinvested as provided by this policy.

3. Policy Adoption and Amendment

This investment policy and any modifications to this policy must be formally approved in writing by the City Council of the City.

This policy must be submitted to the Oregon Short Term Fund (OSTF) Board for review if:

- i. This policy allows maturities beyond 18 months unless the funds are being accumulated for a specific purpose, including future construction projects, and upon approval of the City Council, the maximum maturity date matches the anticipated use of the funds (ORS 294.135(1)(b) and 294.135(3)).

And either:

- A. This policy has never been submitted to the OSTF Board for comment;

Or

- B. Material changes have been made since the last review by the OSTF Board.

Regardless of whether this policy is submitted to the OSTF Board for comment, this policy shall be re-submitted not less than annually to the City Council for approval.



October 25, 2016

Ms. Tina Curry
2316 NE Minnehaha Street
Vancouver, WA 98665

Dear Tina,

Thank you for allowing Western Display Fireworks the opportunity to be a part of your upcoming celebration. We are pleased to present our proposal for the 2017 St Helens 4th of July fireworks display.

Please review the enclosed program and call us if you have any questions or if we can be of further assistance at this time. If the show is approved as written, please sign the enclosed Display Agreement and Purchase Order and return to Western by December 2nd via fax, e-mail or in the envelope provided. This will allow us to then proceed with all other arrangements for your show.

We have also included a Multi-Year Contract Addendum. This is an optional discount program that we offer to specially selected customers. In 2014, SHEDCO signed this addendum and we have honored that for the 2015 and 2016 displays for the St. Helens community. This addendum does not obligate you to do a display or to a particular budget, but does give Western the first right of refusal if you conduct a fireworks display in the next three years, in exchange for these discounts. Please also sign this contract and return it in addition to the 2017 display contract.

We appreciate your business and look forward to providing another spectacular fireworks display for your event.

Sincerely,

A handwritten signature in black ink that reads "Heather Gobet". The signature is fluid and cursive, with the first name "Heather" and last name "Gobet" clearly visible.

Heather Gobet
President



FIREWORKS DISPLAY PROPOSAL PRESENTED BY

WESTERN DISPLAY FIREWORKS LTD



City of St. Helens
St. Helens 4th of July
July 4, 2017



p.o. box 932 • canby oregon • 97013
office 503.656.1999 • fax 503.656.6628
info@westerndisplay.com



Fireworks Display Proposal Summary

City of St Helens

St Helens 4th of July

July 4, 2017

Your display proposal includes the following services to be provided by Western Display Fireworks, Ltd:

- Provide display liability insurance with sponsors and property owners listed as additional insured
 - \$5,000,000 (per occurrence) general liability
- Process and pay for a General Fireworks Display Permit issued by the Oregon State Fire Marshal's office and approved by local police and fire authorities
- Prepare and submit the United States Coast Guard Application for Marine Event Permit
- Provide transportation by a properly licensed vehicle and a CDL hazmat driver for all equipment and pyrotechnics to and from the display site
- Provide \$5,000,000 commercial auto insurance to cover transportation
- Supply all necessary labor to conduct the display including a state certified pyrotechnician, assistant and crew covered under worker's compensation insurance
- Supply all pyrotechnics as listed on the attached detailed proposal
 - Complimentary product has been included in your display for signing the enclosed renewal Multi-Year Contract Addendum. These items include (7) spectacular 24-100 count multi-shot boxes.
- Provide all necessary mortars and firing equipment required to pre-load and fire the display



WESTERN DISPLAY FIREWORKS LTD

SHOW SCRIPT

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

Event Date: 7/4/2017
Proposal #: 17-5424
Show Name: St.Helens 4th of July

Quantity Description

- 1 SHOW OPENER
- 1 3" (24 Shot) Fanned Pixie Dust Willow Bombard; Red, Green, Blue & Yellow
Crossette Mines & Bombards
- 5 4" Pixie Dust Willow w/Stained Glass + Crackling Pistil (Long Duration)
- 1 MAIN SHOW
- 1 THREE INCH SHELLS
- 10 3" Titanium Salute
- 2 3" Lemon Peony w/Crackling Palm & Tail
- 2 3" Crackling Palm Tree w/Tail
- 2 3" Twinkling Kamuro Crown w/Gold Tail
- 2 3" Twinkling Kamuro Crown & Blue w/Gold Tail
- 2 3" Twinkling Kamuro Crown & Red w/Silver Tail
- 2 3" Variegated Peony w/Glitter Palm & Tail
- 2 3" White Strobe & Turquoise
- 2 3" Purple Glitter w/Palm Core
- 2 3" Dragon Egg
- 2 3" Multi Color - Silver Peony
- 1 3" (72) Sunny Assortment Package V25
 - 3" Red Peony w/ Red Tail (3ea)
 - 3" Blue Peony (3ea)
 - 3" Red to Blue Peony (3ea)
 - 3" Purple Peony w/ Tail (3ea)
 - 3" Purple Ring (3ea)
 - 3" Blue to Orange Peony (3ea)
 - 3" Green Glitter w/ Tail (3ea)
 - 3" Glitter Coconut (3ea)
 - 3" Red Coconut w/ Tail (3ea)
 - 3" Blue Coconut (3ea)
 - 3" Green Palm Tree (3ea)
 - 3" Red to Crackling (3ea)
 - 3" White Crackling (3ea)
 - 3" Green Crackling Flower (3ea)
 - 3" Red Chrysanthemum (3ea)
 - 3" White Chrysanthemum (3ea)
 - 3" Gold chrysanthemum w/ Tail (3ea)
 - 3" Purple Chrysanthemum (3ea)
 - 3" Silver Wave to Blue Chrysanthemum (3ea)
 - 3" Red Willow (3ea)
 - 3" Purple Coconut (3ea)
 - 3" Red to Crackling Willow w/Tail (3ea)
 - 3" Pink Dahlia (3ea)
 - 3" Silver Strobe Willow (3ea)
- 1 3" (72) Sunny Assortment Package B 2016
 - 3" Orange Glitter Peony w/ Tail (6ea)
 - 3" Blue to Fuchsia Peony w/ Tail (6ea)
 - 3" Purple Crackling Dahlia w/ Tail (6ea)
 - 3" Red To Crackling (6ea)
 - 3" Yellow Peony w/ Green Palm w/ Tail (6ea)
 - 3" Variegated Color w/ Silver Tail (6ea)
 - 3" Red Glitter Tail Peony w/ Tail (6ea)
 - 3" Brocade Kamuro (6ea)
 - 3" Lemon to Red Glitter w/ Green Tail (6ea)
 - 3" White Glitter & Blue w/ Tail (6ea)
 - 3" Orange to Popping Flower w/ Tail (6ea)
 - 3" Green Glitter to Popping Flower w/ Red Tail (6ea)

WESTERN DISPLAY FIREWORKS LTD

SHOW SCRIPT

Proposal #: 17-5424

Quantity	Description
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- | | |
|---|--|
| 1 | FOUR INCH SHELLS |
| 2 | 4" Hummers |
| 2 | 4" Multi Color to Brocade (Long Duration) |
| 2 | 4" Brocade w/ Orange Pistil (Long Duration) |
| 2 | 4" Pixie Dust Willow w/Blue Pistil (Long Duration) |
| 2 | 4" Butterfly White Glitter to Green + 2 Red Stars |
| 2 | 4" Sunflower: Yellow Cascade Ring w/ Green Pistil |
| 2 | 4" Crackling Crossette |
| 2 | 4" Half Yellow to Crackling Rain/Half Purple to Crackling Rain |
| 2 | 4" Orange Peony-White Strobe w/Silver Tail |
| 2 | 4" Pink & Glitter Palm Core |
| 2 | 4" Red Chrysanthemum w/ Silver Palm w/ Tail |
| 2 | 4" Silver Crackling Palm w/Crackling Tail |
| 2 | 4" Gold Glitter Strobe Chrysanthemum w/White Strobe & Tail |
| 2 | 4" Purple Weeping Willow w/White Scatter |
| 2 | 4" Silver Strobe Willow & Red (Cylindrical) |
| 2 | 4" Red Go Getters |
| 2 | 4" Red Crossette |
| 2 | 4" Cluster of Red Bees |
| 2 | 4" Cluster of Silver Bees & Crackling |
| 2 | 4" Tulip: Midnight Snow Ring / Purple Pistil |
| 2 | 4" Gold Strobe to Crackling Flower |
| 2 | 4" Pixie Dust Willow w/Red Pistil (Long Duration) |
| 2 | 4" Multi Color to Crackling Rain Double Ring |
| 2 | 4" Silver Go Getters |
| 2 | 4" Gold Crown Willow |
| 2 | 4" Diamond Screamer & Silver Crossette |
| 2 | 4" (36) Sunny Meteor Assortment Package |
| | 4" Red & Green Peony w/Silver Tail (2ea) |
| | 4" Half Red & Half Blue Chrysanthemum (2ea) |
| | 4" Red to Blue Peony w/Strobe Pistil (2ea) |
| | 4" Christmas Dahlia (assorted dahlia) w/Silver Tail (2ea) |
| | 4" Lemon & Purple Dahlia (2ea) |
| | 4" Glitter Coconut (2ea) |
| | 4" Red & Blue Peony to White Strobe w/Tail (2ea) |
| | 4" Red & Spangle (2ea) |
| | 4" Red & Green Dahlia Ring w/Tail (2ea) |
| | 4" Variegated Color w/Tail (2ea) |
| | 4" Crackling Willow Flower w/Strobe Pistil (2ea) |
| | 4" Green & Purple & Gold Strobe (2ea) |
| | 4" Silver Brocade w/Green Strobe Pistil w/Tail (2ea) |
| | 4" Super Gold Brocade to Red w/Tail (2ea) |
| | 4" White Strobe Flutter & Blue w/Tail (2ea) |
| | 4" Green Strobe Glitter & Blue w/Glitter Tail (2ea) |
| | 4" Orange to Popping Flower w/Silver Tail (2ea) |
| | 4" Charcoal Crackling Chrysanthemum & Red w/Tail (2ea) |

WESTERN DISPLAY FIREWORKS LTD

SHOW SCRIPT

Proposal #: 17-5424

Quantity Description

- 1 4" (36) Sunny Assortment Package B 2016
 - 4" Variegated Peony w/Silver Tail (2ea)
 - 4" Blue to Silver Strobe (2ea)
 - 4" Purple Dahlia (2ea)
 - 4" Green & Purple Dahlia w/Tail (2ea)
 - 4" Red & Green Palm (2ea)
 - 4" Red Chrysanthemum w/Silver Palm w/Tail (2ea)
 - 4" Glitter Silver to Red Chrysanthemum (2ea)
 - 4" Silver Palm Ring w/Red & Green Tip (2ea)
 - 4" Red to Blue Peony w/Silver Palm Core w/Tail (2ea)
 - 4" Variegated Color w/Tail (2ea)
 - 4" Red Tip w/Crackling Tail w/Tail (2ea)
 - 4" Green Strobe Willow & Purple w/Tail (2ea)
 - 4" Purple Glitter to Silver Strobe w/Tail (2ea)
 - 4" Blue to Twinkling Kamuro w/Tail (2ea)
 - 4" Red Glitter w/Big Silver Palm w/Tail (2ea)
 - 4" Red & Blue & Spangle w/Tail (2ea)
 - 4" Purple to Popping Flower (2ea)
 - 4" Gold Strobe to Green w/ Silver tail (2ea)
- 1 4" (36) Sunny Assortment Package C 2016
 - 4" Sky Blue Peony w/ Tail (2ea)
 - 4" Red Glitter w/Tail (2ea)
 - 4" Red to Silver Strobe w/Silver Tail (2ea)
 - 4" Purple Saturn w/Glitter Silver to Red Circle (2ea)
 - 4" Christmas Dahlia (assorted dahlia) w/Silver Tail (2ea)
 - 4" Blue to Purple Palm w/ Red Tail (2ea)
 - 4" Golden Wave to Blue Chrysanthemum (2ea)
 - 4" Yellow Wave to Crackling Spider w/ Silver Tail (2ea)
 - 4" Orange Glitter Tail w/Tail (2ea)
 - 4" Variegated Color w/Tail (2ea)
 - 4" Red to Popping Flower (2ea)
 - 4" Green to Gold Strobe w/ Silver Tail (2ea)
 - 4" Yellow to Green Strobe w/Tail (2ea)
 - 4" Purple Tail Peony w/ Silver Tail (2ea)
 - 4" Purple Tail Peony w/ Silver Tail (2ea)
 - 4" Purple to Gold Brocade w/Tail (2ea)
 - 4" Green to Popping Flower (2ea)
 - 4" Silver to Popping Flower (2ea)

WESTERN DISPLAY FIREWORKS LTD

SHOW SCRIPT

Proposal #: 17-5424

Quantity	Description
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- | | |
|---|--|
| 1 | 4" (36) Sunny Assortment Package V25 |
| | 4" Yellow Peony (2ea) |
| | 4" Red to Blue Peony w/ Tail (2ea) |
| | 4" Blue to Silver Peony (2ea) |
| | 4" Purple Dahlia (2ea) |
| | 4" Lemon Dahlia (2ea) |
| | 4" Orange Dahlia w/Silver Tail (2ea) |
| | 4" Red Coconut (2ea) |
| | 4" Yellow Chrysanthemum (2ea) |
| | 4" Blue Chrysanthemum (2ea) |
| | 4" Green Chrysanthemum (2ea) |
| | 4" Purple Chrysanthemum (2ea) |
| | 4" Blue Willow (2ea) |
| | 4" Orange to Green Bees (2ea) |
| | 4" Red to Silver Bees (2ea) |
| | 4" Purple Coconut (2ea) |
| | 4" Gold to Silver Diamond (2ea) |
| | 4" Orange Bee (2ea) |
| | 4" Red Bee (2ea) |
| 1 | MID SHOW VOLLEY |
| 1 | 2.5" (30 Shot) Fanned Fuchsia Magic Peony / Turquoise Peony / Silver Palm Tree w/Silver Tail |
| 1 | 2.5" (30 Shot) Fanned Comet Tail / Twinkling Kamuro w/Mine |
| 1 | 3" (24 Shot) Fanned Red Shiny / Purple Magic Peony / Green Strobe Willow w/Tourbillion Tail |
| 1 | 3" (25 Shot) Fanned Assorted Bowtie..Assorted Colors of Red, Green, Purple, Yellow, Blue Ring + Gold Wave..Bowties w/ Twice Crackling Rain |
| 1 | 2.5" (25 Shot) Long Golden Tail & Golden Rain Bombard (Long Duration) |
| 1 | 2.5" (36 Shot) Blue w/Palm Core / Green w/Palm Core w/Silver Tails |

WESTERN DISPLAY FIREWORKS LTD

SHOW SCRIPT

Proposal #: 17-5424

Quantity	Description
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- | | |
|----|---|
| 1 | 3" (25 Shot) Fanned Polar Light: Twilight Glitter w/ Silver Tail, Silver Cascade w/ Silver Tail, Golden Rain Peony w/ Silver Tail, Multi-Color w/ Silver Tail |
| 1 | GRAND FINALE 1 |
| 1 | 2.5" (30 Shot) Fanned Red & Blue Magic Peony / Silver Palm Tree w/Tail |
| 1 | 3" (25 Shot) Red Tip w/Silver Strobe Willow / Blue & Glitter Silver / Silver Coconut w/Red & Blue Tip w/Silver Tails |
| 1 | GRAND FINALE 2 |
| 2 | 3" (25 Shot) Red Crackling Flower / Crackling Coconut / Blue Crackling Flower w/Tourbillion Tail |
| 1 | 2.5" (30 Shot) Fanned Red & Blue Magic Peony / Silver Palm Tree w/Tail |
| 1 | GRAND FINALE 3 |
| 2 | 3" (10) Titanium Salutes w/Glitter Tail |
| 3 | 4" (5) Red & Blue & White Strobe Trail / Artillery Titanium w/Silver Tail |
| 1 | MISC SUPPLIES |
| 6 | 20 Minute Fusee w/ Handle |
| 30 | Match Fuse for Packing - By the Foot |
| 6 | Earplugs |
| 6 | Safety Glasses |
| 2 | Foil - Small |
| 2 | 1" x 60yd Masking Tape - Roll |
| 1 | Rubber Bands (Bag of 350) |
| 1 | THREE INCH SHELLS |
| 1 | FOUR INCH SHELLS |

DISPLAY AGREEMENT AND PURCHASE ORDER

THIS AGREEMENT ("Agreement") is entered into on this ____ day of _____, 2016 by and between Western Display Fireworks, Ltd., an Oregon corporation, whose address is set forth above, ("Western") and City of St. Helens, whose address is PO Box 278, St. Helens, OR 97051 ("Sponsor"). Western and Sponsor are sometimes individually referred to as a "Party" and collectively as the "Parties."

In consideration of the mutual terms and conditions set forth herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. **Proposal.** Western agrees to supply, and Sponsor agrees to pay for, a fireworks display on the following designated date(s) and location: July 4, 2017 at the vacant lot at the end of Cowlitz St, St. Helens, OR 97051, as detailed in Proposal #17-5424, which is attached hereto and incorporated herein by this reference, (the "Display") in accordance with the program approved by both Parties.
2. **Price and Payment Terms.** Total price of TWELVE THOUSAND DOLLARS AND NO/100 (\$12,000.00) is to be paid as follows: 25% of the total price, \$3,000.00 is due by MAY 1, 2017; the remaining balance of the price, \$9,000.00, is due in full on or before July 14, 2017. Interest will accrue at 1½% per month (an annual percentage rate of 18% per annum) on all unpaid amounts from the date on which the payment was due.
3. **Western Duties.** As part of the total price Western agrees to the following:
 - a. To supply all shells and other pyrotechnics listed on the Proposal;
 - b. Mortars, firing equipment and all other required materials necessary to perform its services hereunder;
 - c. Proper delivery, set-up, firing and presentation by pyrotechnic operator and crew covered under workers compensation insurance;
 - d. To remove all equipment and spent pyrotechnic devices and clean up debris from the immediate Display site. Sponsor acknowledges that additional debris may remain in the fallout zone after Western's responsibilities of Display site cleanup have been completed; and
 - e. To comply with all local and federal guidelines and obtain any necessary permits to perform the Display, unless otherwise notes in Sponsor duties.
4. **Sponsor Duties.**
 - a. Sponsor shall comply with all duties as detailed under the Compliance with Laws/Sponsor Responsibilities portion of this Agreement;
 - b. Sponsor to obtain City of St. Helens Special Use Permit (if necessary); and
 - c. Sponsor to provide 10 yards of sand to the display site.
5. **Insurance.** Western agrees to provide, at its expense, commercial general liability insurance coverage in an amount not less than \$5,000,000. If requested in writing, Western shall provide Sponsor with a certificate of insurance within two weeks of the Display. All entities/individuals listed on the certificate of insurance will be deemed as additional insured pursuant to this Agreement.
6. **Indemnification.** Western agrees to indemnify, defend, and hold harmless the Sponsor, its agents and employees, and those entities/individuals listed on the certificate of insurance, from and against all

claims, costs, judgments, damages and expenses, including reasonable attorney fees that directly arise from the performance of the fireworks to the extent that such are occasioned by an act or omission of Western, its agents and employees. Sponsor agrees to indemnify, defend, and hold harmless Western, its agents and employees from and against all claims, costs, judgments, damages and expenses, including reasonable attorney fees that arise from the performance of the fireworks to the extent that such are occasioned by any act or omission of Sponsor, its agents and employees. Each Party agrees to give the other Party prompt notice of any claims. Neither Party shall be responsible for consequential damages.

7. Compliance with Laws.

- a. Sponsor Responsibilities: In accordance with NFPA 1123 Outdoor Display of Fireworks 2010 Edition (National Fire Protection Association) 4-1.1.1, Sponsor has consulted with the Authority Having Jurisdiction to determine the level of fire protection required to provide adequate fire protection for the Display and Western agrees that such consultation was accomplished and the level of fire protection is adequate for the size of show this Agreement outlines. It is further agreed that in accordance with NFPA 1123 4-1.2, Sponsor shall provide an adequate number of monitors whose sole duty shall be the enforcement of crowd control located around the Display area during the Display and until the discharge site has been inspected by Western's pyrotechnic operator after the Display.
- b. Western's Responsibilities: Western shall secure and maintain any and all licenses, permits or certificates that may be required by any regulatory body having jurisdiction over the materials or performance of the services herein contemplated unless otherwise noted above in Sponsor duties. Western shall exercise full and complete authority over its personnel, shall comply with all workmen's compensation, employer's liability and other federal, state, county and municipal laws, ordinances, rules and regulations required of an employer performing such services, and shall make all reports and remit all withholdings or other deductions from the compensation paid its personnel as may be required by any federal, state, county or municipal law, ordinance, rule or regulation. Western is responsible to insure that all materials and services supplied under this Agreement comply with all laws, rules and regulations of the State and the federal government relating thereto.

8. **Cancellation/Rescheduling by Sponsor.** If the Display is cancelled by the Sponsor after receipt of this signed Agreement but prior to departure from Western's facility, Sponsor agrees to pay 25% of the total price (\$3,000.00) for restocking and costs incurred. If the Display is cancelled by the Sponsor after departure from Western's facility, Sponsor agrees to pay 50% of the total price (\$6,000.00). If the Display is cancelled by the Sponsor after the physical show setup is complete, Sponsor agrees to pay 100% of the total price (\$12,000.00). If the Sponsor elects to reschedule the Display for an alternate mutually agreeable date, Western agrees to facilitate this rescheduling and Sponsor agrees to reimburse Western for new permit and other additional costs associated with this change.
9. **Safety / Weather Forced Cancellation.** Western agrees that it shall be the responsibility of the pyrotechnic operator in charge, acting on Western's behalf or the Authority Having Jurisdiction, to cancel or delay the Display if in the operator's judgment circumstances beyond the control of either Party pose an extraordinary risk to the health and safety of any persons or property within the vicinity of the Display.

If the product has been damaged as an attempt to execute the Display and cannot be safely reused, 100% of the price is due and Western has no further obligation under this Agreement. If the product is intact and reusable, Western agrees to store the product and execute the Display on a mutually agreeable future date. Sponsor agrees to reimburse Western for reasonable costs associated with the rescheduling of the event.

10. **Force Majeure.** Sponsor assumes the risks of weather, strike, civil unrest, terrorism, military action, governmental action, and any other causes beyond the control of Western which may prevent the Display from being safely performed on the scheduled date, which may cause the cancellation of the event for which Sponsor has purchased the Display, or which may affect or damage such portion of the Display as must be replaced and exposed a necessary time before the Display.
11. **Product Performance.** Sponsor recognizes and acknowledges that due to the nature of fireworks, an industry accepted level of 3% of the product used in any display may not function as designed and this level of nonperformance is acceptable as full performance.
12. **Limitation on Damages.** In the event that Sponsor claims that Western has breached this Agreement or was negligent in performing its duties hereunder, Sponsor shall not be entitled to claim or recover monetary damages from Western beyond the amount that Sponsor has paid Western under this Agreement and shall not be entitled to a claim for or recover of consequential damages from Western, including, but not limited to, damages for lost income, business, or profits. Additionally, Western's liability for matters covered by the insurance set forth herein shall be limited to the limits of said insurance.
13. **Time.** Time is of the essence in this agreement. The Parties expressly recognize that in the performance of their respective obligations, each Party is relying on timely performance by the other Party and will schedule operations and incur obligations to third parties in reliance upon timely performances by the other Party and may sustain substantial losses by reason of any failure of timely performance.
14. **Independent Contractor/No Joint Venture.** The Parties agree that Western is an independent contractor, and is not an agent or employee of Sponsor for any purpose. It is further agreed that Western's employees shall be, and remain, the employees of Western and not of Sponsor. Nothing in this Agreement or the actions of Western or Sponsor shall be construed as forming a partnership or joint venture between Sponsor and Western.
15. **Attorney Fees.** In the event that either Party to this Agreement shall enforce any of the provisions hereof by any action at law or in equity, the unsuccessful Party to such litigation agrees to pay to the prevailing Party all costs and expenses, including reasonable attorney fees, incurred therein by the prevailing Party.
16. **Jurisdiction.** This Agreement shall be governed in all respects, whether as to validity, construction, capacity, performance or otherwise, by the laws of the State of Oregon applicable to contracts.

17. **Severability.** In the event a court of competent jurisdiction determines that any provision of this Agreement is in violation of any statute, law, rule, regulation, ordinance or public policy, then the provisions of this Agreement that violate such statute, law, rule, regulation, ordinance or public policy shall be stricken or modified to the extent that such provision no longer violates such statute, law, rule, regulation, ordinance or public policy. All provisions of this Agreement that do not violate any statute, law, rule, regulation, ordinance or public policy shall continue in full force and effect for all purposes. Furthermore, any court order striking or modifying any provision of this Agreement shall modify or strike the provision in as limited a manner as possible to give as much effect as possible to the intentions of the Parties to this Agreement.
18. **Survival.** The terms of paragraphs 5, 6, 12, 15, and 16 shall survive the cancellation or termination of this Agreement.
19. **Entire Agreement.** This Agreement sets forth the entire agreement and understanding between the Parties hereto respecting the matters within its scope and may be modified only in writing signed by both of the Parties hereto.

The pricing and product offered in the Proposal shall remain firm if this Agreement is mutually executed by both Parties on or before December 2, 2016.

Sponsor

Western Display Fireworks, Ltd.

By: _____
Its: _____
Date: _____

By: Heather J. Gobet
Its: President
Date: _____



Multi-Year Contract Addendum

THIS AGREEMENT is made between WESTERN DISPLAY FIREWORKS, LTD here and after referred to as WESTERN and CITY OF ST. HELENS here and after referred to as the SPONSOR.

The execution of this contract demonstrates the Sponsor's commitment to purchase fireworks from Western in the years 2017 through 2019, and qualifies the Sponsor for complimentary product. An annual contract and proposal will be issued by Western for each display to reflect Sponsor's actual budget and total product costs for said Display.

Based on your 2017 budget of \$12,000.00 you will receive no less than Seven (7) 24-100 count spectacular multi-shot boxes at no additional cost.

In the event your budget increases or decreases in 2018 or 2019, the value for the complimentary items will adjust accordingly. The exact amount of product offered will depend upon the value of your show and product costs each year.

In the event that Sponsor elects to terminate this Agreement or to purchase a fireworks display provided by an entity other than Western during the years covered by this Agreement, Sponsor agrees to pay Western an amount equal to the complimentary product provided to the Sponsor during the term of this Agreement. Said payment shall be due within thirty (30) days of receipt of an invoice from Western.

Sponsor agrees to negotiate in good faith with Western regarding all fireworks presentations in the years 2017 through 2019. In addition, Sponsor grants Western a First Right of Refusal for the Sponsor presented firework display events in the years 2017 through 2019.

THIS AGREEMENT shall bind the parties hereto and also their respective successors in interest, personal representatives and assigns. The person signing below certifies that they are duly authorized to enter into this agreement on behalf of SPONSOR.

Sponsor Representative (print)

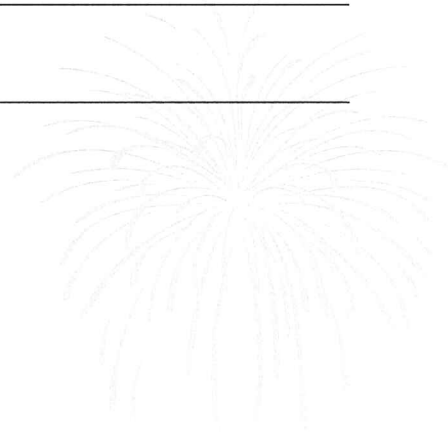
Western Display Fireworks, Ltd.
Heather Gobet, President

Sponsor Representative Signature

Date _____

For _____
(Organization)

Date _____



MARIJUANA TAX COLLECTION AGREEMENT

This Marijuana Tax Collection Agreement (“Agreement”) is entered into between the State of Oregon, acting by and through its Department of Revenue (the “Department”) and the City of St. Helens (“City”), under the authority of ORS 305.620.

In consideration of the conditions and promises hereinafter contained, it is mutually agreed by the parties that the Department shall supervise and administer, according to the terms and conditions set forth in this Agreement, the Local Tax on sales of marijuana items by Marijuana Retailers authorized under ORS 475B.345 and approved by the voters of City.

(1) Definitions. As used in this Agreement the following terms have the meanings ascribed to them:

(a) “Confidential Information” means the information on Local Tax returns administered pursuant to ORS 305.620, any information in the reports required under Sections 8 and 9 of this Agreement from which information about a particular Local Taxpayer is discernable from the report due to a small number of Local Taxpayers in City or similar factors, and any other information exchanged between the Department and City related to this Agreement, that is confidential under ORS 314.835.

(b) “Fees” means collectively the Administrative Services Fee, the Business Fee and the Core Systems Replacement Fee described in Section 5 of this Agreement.

(c) “Local Government” means a city or county that has entered into a form of this agreement with the Department under the authority of ORS 305.620 for the Department to collect Local Taxes authorized under ORS 475B.345.

(d) “Local Tax” or “Local Taxes” means the Marijuana Tax imposed by City, together with any additional interest or penalties provided for by statute or the Department’s rules; it does not include any additional penalties or fees that City may assess against its Local Taxpayers.

(e) “Local Taxpayer” means a licensed Marijuana Retailer located in the taxing jurisdiction of City.

(f) “Marijuana Retailer” has the meaning given in ORS 475B.015.

(g) “Marijuana Tax” means the tax imposed on sales of marijuana items by Marijuana Retailers pursuant to ORS 475B.345.

(h) “Marijuana Taxpayer” means a licensed Marijuana Retailer that is subject to the Marijuana Tax imposed by a Local Government.

(i) “Ordinance” means the ordinance adopted by the governing body of City and approved by the voters of City on 11/8/2016, a copy of which is attached hereto as Exhibit B and by this reference incorporated herein.

(2) General Administration. The Department shall be responsible for all aspects of Local Tax administration, including, but not limited to, adopting administrative rules; auditing

returns; assessing deficiencies and collecting the Local Tax and penalties and interest under applicable statutes, including but not limited to ORS 305.265, ORS 305.220, and ORS 314.400; making refunds; holding conferences with Local Taxpayers; handling appeals to the Oregon Tax Court; issuing warrants for the collection of unpaid taxes; determining the minimum amount of Local Tax economically collectible; and taking any other action necessary to administer and collect the Local Taxes. The Department has adopted rules addressing the requirements for paying taxes with currency and other matters related to the taxation of marijuana under ORS chapter 475B. City understands and agrees that such rules will be applied to Local Taxpayers.

(3) Level of Service. In performing its duties, the Department may in its sole discretion determine what action shall be taken to enforce provisions of the law and to collect the Local Tax. In exercising its discretion, the Department shall provide a level of services that are comparable to the level of services it provides in the administration of the State of Oregon marijuana tax laws and the collection of such taxes owed to the State of Oregon. If the Department deems it necessary to vary substantially from this standard, the Department shall first notify City of the need and obtain City's consent. The Department shall provide all forms necessary for implementation of the Local Tax, including forms for Marijuana Tax returns, exemptions and refunds.

(4) Transfer of Taxes to City. Beginning at the end of the first full quarter after execution of this Agreement, the Department shall remit to City the amount of Local Taxes collected in the preceding quarter less amounts withheld to pay the Department's Fees and other costs as described in this Agreement within 60 days of the return due date for the quarter. The Department shall notify City if, because of inability to move funds electronically or otherwise through the banking system, a force majeure event described in Section 26 of this Agreement or other exigent circumstance, the Department is unable to transfer the Local Tax collected to City as provided in this Section. In that event, the Department shall provide an estimate, if possible, of when it expects to be able to transfer the Local Taxes collected to City. The Department may enter into an agreement with another state government agency to fulfill the requirements of this Section 4, provided that said government agency can comply with the requirements of this section.

(5) Costs. In order to recover its costs to collect and transfer the Local Tax as provided in this Agreement the Department shall be paid the following three fees:

(a) "Administrative Services Fee": Pays for the establishment and maintenance of financial systems needed to administer and distribute Local Taxes. The fee shall be calculated annually as a percentage of the equivalent of 60 hours of work conducted for the Department of Revenue by the Department of Administrative Services, divided among the Local Governments in proportion to the number of Marijuana Taxpayers in each Local Government.

(b) "Business Fee": Pays for the Local Tax administration activities set forth in this Agreement. The fee shall be calculated as a percentage of the Department's Business Division annual expenses for the administration of all marijuana taxes, with the total fee increasing in direct proportion to the number of Local Taxpayers. The total amount per Local Taxpayer billed

to City under the Business Fee shall not exceed 0.05 percent of the Department's Business Division expenses for the administration of all marijuana taxes;

(c) "Core Systems Replacement fee": Charged only one time after execution of this Agreement and calculated as a flat fee per Local Taxpayer. The total Core Systems Replacement Fee shall not exceed two hundred dollars (\$200.00) per Local Taxpayer in the first full quarter following execution of this Agreement.

FOR EXAMPLE, in a hypothetical with the following assumptions:

250 Marijuana Taxpayers

50 Local Taxpayers in the City of Mainville

2 Local Taxpayers in the City of Middletown

Business Division's Marijuana Expenses: \$500,000 per year

Hourly DAS rate: \$99/hour

The fees would be calculated as follows:

Administrative Services Fee = $(\$99/\text{hour} * 60 \text{ hours}) / 250 \text{ Marijuana Taxpayer} = \$23.76 \text{ per Local Taxpayer per year}$

Business Fee = $\$500,000 \text{ in marijuana expenses per year} * 0.05\% = \$250 \text{ per Local Taxpayer per year}$

Core Systems Replacement Fee = \$200 per Local Taxpayer, one time

City of Mainville, year 1: $(\$23.76 \text{ Administrative Services Fee} + \$250 \text{ Business Fee} + \$200 \text{ Core Systems Replacement Fee}) * 50 \text{ Local Taxpayers} = \$23,688 \text{ in costs}$

City of Mainville, subsequent years: $(\$23.76 \text{ Administrative Services Fee} + \$250 \text{ Business Fee}) * 50 \text{ Local Taxpayers} = \$13,688 \text{ in costs}$

City of Middletown, year 1: $(\$23.76 \text{ Administrative Services Fee} + \$250 \text{ Business Fee} + \$200 \text{ Core Systems Replacement Fee}) * 2 \text{ Local Taxpayers} = \947.52 in costs

City of Middletown, subsequent years: $(\$23.76 \text{ Administrative Services Fee} + \$250 \text{ Business Fee}) * 2 \text{ Local Taxpayers} = \547.52 in costs

(e) In addition to the Fees described above, the Department may withhold or invoice City for the Department's costs to administer extraordinary services not described in this Agreement related to the Local Tax; such extraordinary costs may include, without limitation, requests for audits from City that exceed the scope of the Department's normal audit procedures, requests for research or advice from the Department or the Oregon Department of Justice attorneys, or specially appointed counsel, regarding the Local Tax.

(f) If the Department determines that its costs cannot be covered by the maximum fees outlined in this Section 5, the Department will notify City of the amount by which the Department has determined the Fees must increase. If the Department and City do not agree upon a Fee increase and related amendment to this Agreement, then this Agreement may be terminated by either party in accordance with Section 16 of this Agreement.

(g) The Department shall not collect more in fees than its costs to administer the Local Tax, per ORS 305.620(5). It is using the above formula in the interests of producing its best estimate of costs.

(6) Withholding for Fees and Rebate. The Department shall withhold from the Local Taxes collected and each transfer to City an amount equal to four percent (4%) of the Local Taxes collected. In the first quarter of each calendar year the Department will reconcile the amounts withheld in the previous year with the total fees assessed, and provide such reconciliation in the Department's annual report described in Section 9 of this Agreement. If the amount withheld in a calendar year exceeds the amount of the Department's Fees, the Department will rebate the balance of the Local Taxes withheld to City by the end of the first quarter following the year of withholding. If the amount withheld does not cover the Department's Fees for the preceding year, the amount of the shortfall will be withheld from subsequent transfers of Local Taxes collected until the Department's Fees are fully paid, or in its discretion the Department may invoice City for the unpaid amount of the Department's Fees.

(7) Recovery of Overpayments. If the amount of Local Taxes paid to City under this Agreement, exceed the amount to which City is entitled, the Department may, after notifying City in writing, withhold from later payments due City under this Agreement, such amounts, over such periods of time, as are necessary to recover the amount of the overpayment.

(8) Department Quarterly Reports. Beginning with the first full calendar quarter after the execution of this Agreement and continuing each calendar quarter thereafter, within sixty (60) days after the due date for quarterly Local Tax returns, the Department shall provide City with a report indicating the amount of Local Taxes collected, any extraordinary costs assessed, the amount withheld under Section 6 of this Agreement and the cumulative amount of delinquent Local Taxes for each Marijuana Retailer in City's jurisdiction. The information in this report must be treated as potentially revealing Confidential Information, and shall be protected as described in Section 15. City should make all efforts to prevent Confidential Information from being released. The Department and City shall disclose any non-confidential information in a report when required to do so by law, including the Oregon Public Records Law, ORS 192.410 to 192.505.

(9) Department Annual Reports. In the first calendar quarter of each year, the Department shall make a written annual report of the preceding calendar year to City showing the total amount of Local Taxes collected, refunds paid, the expenses of administering and collecting the Local Tax, and other pertinent information. The report shall show the total amount withheld by the Department under Section 6 of this Agreement, and shall show the Department's expenses by its Fee categories. In such report, the Department shall also make recommendations

concerning changes in Local Tax Ordinances, procedures, policies, Local Tax administration and related matters, as the Department deems necessary and appropriate. The information in this report must be treated as potentially Confidential Information, and shall be protected as described in Section 15. City should make all efforts to prevent Confidential Information from being released. The Department and City shall disclose any non-confidential information in the report when required to do so by law, including the Oregon Public Records Law, ORS 192.410 to 192.505.

(10) City Reports. Within sixty (60) days of the effective date of this Agreement, City shall provide the Department with a list of Local Taxpayers in its jurisdiction and a list of zip code areas that are within its jurisdiction for purposes of imposing the Local Tax. City shall provide an updated list of Local Taxpayers to the Department each calendar quarter thereafter. City shall review all reports and reconciliations provided by the Department and promptly notify the Department of any perceived errors or omission in such reports.

(11) Records Maintenance and Access. Each party shall maintain its records relevant to this Agreement, the Local Taxes and Local Taxpayers for the period of time specified and in the manner required under the document retention and archiving requirements applicable to it that are established under ORS 192.005 to 192.170. Upon written request, each party may examine the records of the other party at a time and location that is convenient and without extra cost to the holder to the records; provided, however, any requests for records made in connection with litigation or other efforts to collect the Local Tax shall be immediately provided in the time and manner requested.

(12) Ordinance and Notification of Changes. Contemporaneous with the execution of this Agreement, City shall provide a copy of the Ordinance to Department for incorporation into this Agreement as Exhibit B. In order to insure consistency in administration of the Local Tax, each party shall notify the other of any change in the Ordinance and any state or local regulations or rulings interpreting the Local Tax or the Ordinance, any changes in rates or changes in the City's boundary at least ninety (90) days prior to the effective change, unless it is not legally possible to provide ninety (90) days' notice or both parties mutually agree to effect such changes in less than ninety (90) days. Each party shall notify the other of any change in administration of the Local Tax under this Agreement. The parties shall cooperate in amending the Ordinance or in seeking amendments to ORS 475B.345 or ORS 305.620 which they deem necessary.

(13) Information. The parties will cooperate in the exchange of information and making public announcements to facilitate effective administration of the Local Tax and maintain consistency in public announcements and information. Policy announcements, announcement of changes in the Ordinance, and all correspondence relating to public relations will be handled by City. The Department shall promptly notify City of any matter arising in the administration of the Marijuana Tax that would require any legislative change or affect City's policy, including any policy that relates to the amount of Local Tax collected. Nothing in this section shall prohibit the Department from conducting its own outreach activities to increase awareness and knowledge of local tax obligations.

(14) Limits and Conditions. To the extent limited by applicable provisions of Article XI of the Oregon Constitution or other governing law, and within the limits of the Oregon Tort Claims Act applicable respectively to the Department and City, each party shall indemnify the other for damage to life or property arising from their respective duties and obligations under this Agreement, provided neither party shall be required to indemnify the other for any such liability arising out of a party's own negligent or wrongful acts.

(15) Confidentiality.

(a) Confidential Information may be disclosed only to City as principal, by the Department as its agency, for purposes of carrying out the administration of the Local Tax imposed by City. Requests for Confidential Information shall be made by City by giving not less than ten (10) days' notice to the Department, stating the information desired, the purposes of the request, and the use to be made of such information. If the compilation of information is not feasible, the Department shall so advise City.

(b) ORS 314.840(3) requires that employees and representatives of City who receive Confidential Information must be advised in writing of the provisions of ORS 314.835 and 314.991(3), relating to the penalties for unlawful disclosure. Prior to being given access to Confidential Information, all City employees involved in the performance of this Agreement must review the DOR Secrecy Clause and sign the DOR Secrecy Laws Certificate (substantially in the form of Exhibit A, attached hereto and by this reference incorporated herein) certifying the employee understands the confidentiality laws and the penalties for violating them. Annually thereafter, (on or before a date specified by the Department), or upon request by the Department, such City employees must review and sign the latest versions of the Secrecy Clause and the Secrecy Laws Certificate. All signed Secrecy Laws Certificates must be immediately emailed to both the designated Department Authorized Representative (indicated below) and the Department's Disclosure Office (disclosure.office@oregon.gov). When the employee terminates employment with City, City will forward the certificate to the Department's Disclosure Officer indicating the employee is no longer employed by City. A listing of every person authorized to request and receive Confidential Information identified in this Agreement will be sent to the following designated representative:

John Galvin, Marijuana Tax Program Manager, marijuanatax.DOR@oregon.gov

(c) Upon request and pursuant to the instructions of DOR, City shall return or destroy all copies of Confidential Information provided by DOR to City, and City shall certify in writing the return or destruction of all such Confidential Information.

(d) The administrative rules implementing ORS 314.835 and ORS 314.840 as amended from time to time during the term of this Agreement, shall apply to this Agreement.

(16) Term. The term of this Agreement shall be from the date it is executed by all parties and until it is terminated by operation of law or by either party at its discretion upon at least ninety (90) days prior written notice. Prior to the termination date specified in written notice provided under this section or Section 17 below, City and the Department will continue to

perform their respective duties and obligations of under this Agreement. After the termination date, the Department will cease all collection and other activities under this Agreement, unless prior to the termination date the Department and City agree in writing that the Department may continue actions that are pending before the Oregon Tax Court or the Oregon Supreme Court, or are being collected after judgment or stipulation. In addition, after the termination date the Department will continue to remit to City any Local Taxes received by the Department, after deduction of the Department's actual costs, until all matters pending on the date of termination have been resolved or collected. The Department will administer the Local Tax for City for each calendar quarter commencing after this Agreement is executed; provided, however, if this Agreement is fully executed on or before the 15th day of the calendar quarter, the Department will administer the Local Tax for the quarter in which this Agreement is executed.

(17) Default and Remedies. A party shall be in default under this Agreement if it fails to perform any of its duties and obligations under this Agreement, and fails to cure such nonperformance within ninety (90) days after the other party provides written notice specifying the nature of the nonperformance. If the nonperforming party does not cure its nonperformance, or provide a satisfactory explanation to the other party of its performance under this Agreement, the other party may terminate this Agreement immediately or at a later date specified in written notice provided to the nonperforming party. In addition to termination of this Agreement, in the event of default by a nonperforming party, the other party may pursue any remedies available in law or equity, including an action for specific performance.

(18) Notices. All notices, documents, and information shall be sent as follows:

City of St. Helens

Oregon Department of Revenue
Marijuana Tax Program
PO Box 14630
Salem, OR 97309

(19) Amendments. The provisions of this Agreement shall not be waived, altered, modified, supplemented, or amended, in any manner whatsoever, except by written instrument signed by both parties.

(20) Successors and Assigns. This Agreement shall be binding and inure to the benefit of the parties, their assigns, and successors.

(21) Severability. If any provision of this Agreement shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision hereof.

(22) Representations. Each party represents to the other that the making and performance of this Agreement: (a) have been duly authorized by its governing body or official, (b) does not and will not violate any provision of any applicable law, rule, regulation, or order of any court, regulatory commission, board or other administrative agency or any provision of any applicable local charter or other organizational document, and (c) do not and will not result in the

breach of, or constitute a default or require any consent under any other agreement or instrument to which the party is bound.

(23) Governing Law, Consent to Jurisdiction. This Agreement shall be governed by and construed in accordance with the laws of the State of Oregon without regard to principles of conflicts of law. Any claim, action, suit or proceeding (collectively “Claim”) between the Department and City regarding the enforcement or interpretation of this Agreement shall be brought and conducted solely and exclusively within the Circuit Court of Marion County for the State of Oregon. The parties understand and agree that any action brought to determine the amount of Local Tax owed by a Local Taxpayer, whether brought solely by the Department or in conjunction with City shall be brought solely in the Oregon Tax Court.

(24) Nonappropriation. The obligation of each party to perform its duties under this Agreement is conditioned upon the party receiving funding, appropriations, limitation, allotment, or other expenditure authority sufficient to allow the party, in the exercise of its reasonable administrative discretion, to meet its obligations under this Agreement. Nothing in this Agreement may be construed as permitting any violation of Article XI, sections 7 or 10 of the Oregon Constitution or any other law limiting the activities, liabilities or monetary obligations of each party.

(25) Survival. All rights and obligations of the parties under this Agreement will cease upon termination of the Agreement, other than the rights and obligations arising under Sections 14, 16 and 17, and those rights and obligations that by their express terms survive termination of this Agreement; provided, however, that termination of this Agreement will not prejudice any rights or obligations accruing to a party prior to termination.

(26) Force Majeure. Neither party is responsible for any failure to perform or any delay in performance of an obligation under this Agreement caused by fire, civil unrest, labor unrest, natural causes, or war, which is beyond that party’s reasonable control. Each party shall, however, make all reasonable efforts to remove or eliminate such cause of failure to perform or delay in performance and shall, upon the cessation of the cause, diligently pursue performance of its obligation under this Agreement.

(27) Counterparts. This Agreement may be executed in counterparts, all of which when taken together shall constitute one agreement, notwithstanding that all parties are not signatories to the same counterpart. Each copy of this Agreement so executed constitutes an original.

(28) Merger. This Agreement and any exhibits constitute the entire agreement between the parties on the subject matter hereof. There are no understandings, agreements or presentations, oral or written, not specified herein regarding this Agreement.

Each party represents that this Agreement, when fully executed and delivered will constitute a legal, valid and binding obligation of the party in accordance with its terms, and that the person signing below is the authorized representative of the party with full power and authority to bind his/her principal to this Agreement.

Oregon Department of Revenue	City:
Name/Title:	Name/Title:
Signature:	Signature:
Date signed:	Date signed:

EXHIBIT A

DOR

SECRECY CLAUSE

and

SECRECY LAWS CERTIFICATE

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SECRECY CLAUSE

Taxpayer information is confidential and protected by Oregon law. Only authorized persons may have access to taxpayer information, or to secure buildings where taxpayer information is handled. Oregon law requires that you sign a Secrecy Certificate before being allowed access to this confidential information or secure areas. By signing the certificate, you certify that you understand the confidentiality laws and the penalties for violating them.

This applies to everyone with access to taxpayer information, including:

- Department of Revenue employees
- Employees of other government agencies
- Vendors and contractors
- Business partners

Penalties for unauthorized disclosure of state tax information

- **Income tax***—Class C felony; up to \$125,000 fine; up to five years imprisonment; dismissal from state employment; no public office for five years. [ORS 314.991(2)]
- **Inheritance tax**—Class C felony; up to \$125,000 fine; up to five years imprisonment; dismissal from state employment; no public office for five years. [ORS 118.990(3)]
- **Industrial property tax**—Up to \$10,000 fine; up to one year imprisonment. [ORS 308.990(5)]
- **Timber tax**—Up to \$5,000 fine; dismissal from state employment. (ORS 321.686)
- **Employment Department**—May result in dismissal from state employment, or other discipline. [ORS 657.665(6)]

* These provisions also apply to transient lodging tax (ORS 320.330), cigarette tax (ORS 323.403), tobacco products tax (ORS 323.595), emergency communications tax (ORS 403.230), oil and gas production tax (ORS 324.170), hazardous substances tax (ORS 453.410), and petroleum products tax (ORS 465.124).

Penalties for unauthorized disclosure of federal tax information

- **IRC Sect. 7213**—Felony; up to \$5,000 fine; imprisonment of up to five years; cost of prosecution, damages**.
- **IRC Sect. 7213A**—Up to \$1,000 fine; imprisonment of up to one year; cost of prosecution, damages**.

** Damages may include \$1,000 per act, actual damages, punitive damages, cost of legal action, attorney fees. See Section 7431.

Instructions

Please read the following laws. They explain the types of information that are confidential. If you have questions during your employment or performance of duties, ask your supervisor or a Disclosure officer before accessing or disclosing information.

After reading this information, fill out the last page and return it to the Department of Revenue. Keep the other pages for your records.

Oregon Income Tax Laws

ORS 314.835

(1) Except as otherwise specifically provided in rules adopted under ORS 305.193 or in other law, it shall be unlawful for the Department of Revenue or any officer or employee of the department to divulge or make known in any manner the amount of income, expense, deduction, exclusion or credit or any particulars set forth or disclosed in any report or return required in the administration of ORS 310.630 to 310.706, required in the administration of any local tax pursuant to ORS 305.620, or required under a law imposing a tax upon or measured by net income. It shall be unlawful for any person or entity to whom information is disclosed or given by the department pursuant to ORS 314.840 (2) or any other provision of state law to divulge or use such information for any purpose other than that specified in the provisions of law authorizing the use or disclosure. No subpoena or judicial order shall be issued compelling the department or any of its officers or employees, or any person who has acquired information pursuant to ORS 314.840 (2) or any other provision of state law to divulge or make known the amount of income, expense, deduction, exclusion or credit or any particulars set forth or disclosed in any report or return except where the taxpayer's liability for income tax is to be adjudicated by the court from which such process issues.

(2) As used in this section:

(a) "Officer," "employee" or "person" includes an authorized representative of the officer, employee or person, or any former officer, employee or person, or an authorized representative of such former officer, employee or person.

(b) "Particulars" includes, but is not limited to, a taxpayer's name, address, telephone number, Social Security number, employer identification number or other taxpayer identification number and the amount of refund claimed by or granted to a taxpayer.

ORS 314.991

(2) Violation of ORS 314.835 is a Class C felony. If the offender is an officer or employee of the state the offender shall be dismissed from office and shall be incapable of holding any public office in this state for a period of five years thereafter.

Applicability to other tax programs

The above provisions of ORS 314, concerning the confidentiality of returns and penalties, also apply to:

• Transient lodging tax	ORS 320.330
• Cigarette tax	ORS 323.403
• Tobacco products tax	ORS 323.595
• Emergency communications tax	ORS 403.230
• Oil and gas production tax	ORS 324.170
• Hazardous substances tax	ORS 453.410
• Petroleum products tax	ORS 465.124

Oregon Inheritance Tax Laws

ORS 118.525

(1) It shall be unlawful for the Department of Revenue or any of its officers or employees to divulge or make known in any manner any particulars disclosed in any return or supporting data required under this chapter. Except for executors or beneficiaries and their authorized representatives, it shall be unlawful for any person or entity who has acquired information pursuant to subsections (3) and (4) of this section to divulge or make known such information for any purpose other than that specified in the provisions of law authorizing the use or disclosure. No subpoena or judicial order shall be issued compelling the department, or its officers or employees, or persons described in subsections (3) and (4) of this section, to divulge or make known any particulars disclosed in any such return or supporting data except where the liability for inheritance taxes is to be adjudicated by the Oregon Tax Court. Nothing in this section shall prohibit the publication of statistics so classified as to prevent the identification of particulars in any return or supporting data covered by this section.

(2) As used in this section:

(a) "Officer," "employee" or "person" includes an authorized representative of the officer, employee or person, or former officer, employee or person, or an authorized representative of such former officer, employee or person.

(b) "Particulars" includes, but is not limited to, a taxpayer's name, address, telephone number, Social Security number and the amount of refund claimed by or granted to a taxpayer.

ORS 118.990

(3) Violation of ORS 118.525 is a Class C felony. If the offender is an officer or employee of the state the offender shall be dismissed from office and shall be incapable of holding any public office in this state for a period of five years thereafter.

Oregon Property Tax Laws

ORS 308.290

(11)(a) All returns filed under the provisions of this section and ORS 308.525 and 308.810 are confidential records of the Department of Revenue or the county assessor's office in which the returns are filed or of the office to which the returns are forwarded under paragraph (b) of this subsection.

ORS 308.413

(1) Any information furnished to the county assessor or to the Department of Revenue under ORS 308.411 which is obtained upon the condition that it be kept confidential shall be confidential records of the office in which the information is kept, except as follows:

(a) All information furnished to the county assessor shall be available to the department and all information furnished to the department shall be available to the county assessor.

(b) All information furnished to the county assessor or department shall be available to any reviewing authority in any subsequent appeal.

(c) The department may publish statistics based on the information furnished if the statistics are so classified as to prevent the identification of the particular industrial plant.

(2) The Department of Revenue shall make rules governing the confidentiality of information under this section.

(3) Each officer or employee of the Department of Revenue or the office of the county assessor to whom disclosure or access of the information made confidential under subsection (1) of this section is given, prior to beginning employment or the performance of duties involving such disclosure, shall be advised in writing of the provisions of this section and ORS 308.990 (5) relating to penalties for the violation of this section, and shall as a condition of employment or performance of duties execute a certificate for the department or the assessor in a form prescribed by the department, stating in substance that the person has read this section and ORS 308.990 (5), that these sections have been explained to the person and that the person is aware of the penalties for violation of this section.

ORS 308.990

(5) Subject to ORS 153.022, any willful violation of ORS 308.413 or of any rules adopted under ORS 308.413 is punishable, upon conviction, by a fine not exceeding \$10,000, or by imprisonment in the county jail for not more than one year, or by both.

Forestland Tax Laws

ORS 321.682

(1) Except as otherwise specifically provided by law, it shall be unlawful for the Department of Revenue or any officer or employee of the department to divulge or make known in any manner the amount of the tax or any particulars set forth or disclosed in any report or return required to be filed under ORS 321.045 or 321.741 or any appraisal data collected to make determinations of specially assessed value of forestland pursuant to ORS 321.201 to 321.222. It shall be unlawful for any person or entity to whom information is disclosed or given by the department pursuant to ORS 321.684 (2) or any other provision of state law to divulge or use such information for any purpose other than that specified in the provisions of law authorizing the use or disclosure. No subpoena

150-800-033 (Rev. 2-11)

or judicial order shall be issued compelling the department or any of its officers or employees, or any person who has acquired information pursuant to ORS 321.684 (2) or any other provision of state law, to divulge or make known the amount of tax or any particulars set forth or disclosed in any report or return except where the taxpayer's liability for timber tax is to be adjudicated by the court from which such process issues.

(2) As used in this section, "officer," "employee" or "person" includes an authorized representative of the officer, employee or person, or any former officer, employee or person, or an authorized representative of such former officer, employee or person.

ORS 321.686

Violation of ORS 321.682 is subject to a fine not exceeding \$5,000 or, if committed by an officer or employee of the state, dismissal or removal from office or employment, or both fine and dismissal or removal from office or employment.

Oregon Employment Department Laws

ORS 657.665

(4) The Employment Department may: ... (i) Disclose information to the Department of Revenue for the purpose of performing its duties under ORS 293.250 or under the revenue and tax laws of this state. The information disclosed may include the names and addresses of employers and employees and payroll data of employers and employees. The information disclosed is confidential and may not be disclosed by the Department of Revenue in any manner that would identify an employing unit or employee except to the extent necessary to carry out the department's duties under ORS 293.250 or in auditing or reviewing any report or return required or permitted to be filed under the revenue and tax laws administered by the department. The Department of Revenue may not disclose any information received to any private collection agency or for any other purpose. If the information disclosed under this paragraph is not prepared for the use of the Employment Department, the costs of disclosing the information shall be paid by the Department of Revenue.

(6) Any person or any officer or employee of an entity to whom information is disclosed by the Employment Department under this section who divulges or uses the information for any purpose other than that specified in the provision of law or agreement authorizing the use or disclosure may be disqualified from performing any service under contract or disqualified from holding any appointment or employment with the state agency that engaged or employed that person, officer or employee. The Employment Department may immediately cancel or modify any information sharing agreement with an entity when a person or an officer or employee of that entity discloses confidential information, other than as specified in law or agreement.

3



SECRECY LAWS CERTIFICATE

Required by ORS 314.840(3), ORS 118.525(6),
ORS 308.413(3), ORS 321.684

I have read the laws prohibiting disclosure of confidential information for the tax programs below.
The laws have been explained to me.
I have been furnished with a copy of the laws.
I understand Oregon's disclosure laws and the penalties for violating them.

Income tax	ORS 314.835; ORS 314.991(2)
Inheritance tax	ORS 118.525(1); ORS 118.990(3)
Industrial property tax	ORS 308.290(11); ORS 308.413; ORS 308.990(5)
Forestland tax	ORS 321.682; ORS 321.686
Employment Department tax	ORS 657.665(4)(i) and (6)
Transient lodging tax	ORS 320.330
Cigarette tax	ORS 323.403
Tobacco products tax	ORS 323.595
Emergency communications tax	ORS 403.230
Oil and gas production tax	ORS 324.170
Hazardous substances tax	ORS 453.410
Petroleum products tax	ORS 465.124
Federal tax laws	IRC Sections 7213, 7213A, 7431

VENDORS, CONTRACTORS, BUSINESS PARTNERS

PRINT your full name	Business telephone number
Print full name of business or organization for which you are acting in an official capacity	
Address of business or organization	SSN (Collection agency employees only)
What is the nature of your business?	Duration of contract or visit
Revenue contact	Area where you'll be working
Signature	Date
X	

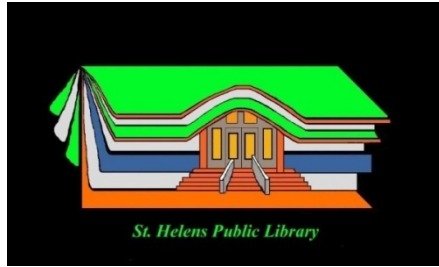
REVENUE EMPLOYEES

PRINT your full name	Date
Signature	
X	

AGENCY USE

☐ In Compliance

☐ Not in Compliance



Request for Council Action

To: City Council
From: Margaret Jeffries, Library Director
Date: January 13, 2017
Subject: Increase Number of Library Board Members

Background: The Municipal Code and the By-Laws of the St. Helens Library Board state that the Board consists of “at least five members and no more than seven members”. Recently, three candidates were interviewed for two vacancies on our Board. All three candidates possess skills and experience that will be valuable to the implementation of our current strategic planning efforts.

Recommendation: The Board requests permission from the Council to expand the Board’s membership to at least seven members and no more than nine members. Two of the candidates would fill the existing vacancies. After approval of the appropriate changes to the Municipal Code and By-Laws, the third candidate would immediately fill an eighth position expiring on 6/30/2018. The ninth and final position would have a term of 7/1/2017 – 6/30/2021 and be advertised later this spring.

After 7/1/2017, the Board would consist of these terms:

- Two terms expiring on 6/30/2018
- Two terms expiring on 6/30/2019
- Two terms expiring on 6/30/2020
- Three terms expiring on 6/30/2021



Memorandum

To: Mayor and City Council

From: John Walsh, City Administrator

Subject: **Administration & Community Development Dept. Report**

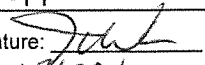
Date: January 18, 2017

Business License Reports attached.

BUSINESS LICENSE REPORT

City Department Approval: January 3, 2017 (PART ONE)

The following occupational business licenses are being presented for City approval:

Signature: 
Date: 1/29/16

RESIDENT BUSINESS – RENEWAL 2017

<input type="checkbox"/> 2 Broke Girls & A Guy	2ndhand Dealer
<input type="checkbox"/> Absolutely You on 19/Hair Des.	Hair Salon
<input type="checkbox"/> AKAAN Architecture & Design LLC	Professional Architectural Services
<input type="checkbox"/> Alterations by Heather Clark	Clothing Repair
<input type="checkbox"/> Angel Marie Pivowar	Secondhand Items
<input type="checkbox"/> Anytime Fitness	Athletic Club
<input type="checkbox"/> Armstrong World Industries	Manufacturing Ceiling Tiles
<input type="checkbox"/> BJK Murphy Enterprises, LLC	Coffee Stand
<input type="checkbox"/> Bertucci's	Espresso, Candy & Gifts
<input type="checkbox"/> *Blue Heron Septic & Drain Service	Sewer & Drain Cleaning
<input type="checkbox"/> *Bob's Signs	Real Estate Signs
<input type="checkbox"/> Bobbie's Cuts+ LLC	Beauty Salon
<input type="checkbox"/> Burgerville LLC	Restaurant
<input type="checkbox"/> Burrito House	Restaurant/Bar
<input type="checkbox"/> C's the Moment DBA Papa Murphy	Take & Bake Pizza
<input type="checkbox"/> Cascade Tissue Group – Oregon	Paper Manufacturing
<input type="checkbox"/> Chevron St. Helens	Gas Station/Retail Store
<input type="checkbox"/> Chubb's Chevron	Convenience Store/Gas
<input type="checkbox"/> Cindy's Woohoo's	Secondhand Resale
<input type="checkbox"/> Citizen Storage	Storage Units
<input type="checkbox"/> Clarissa Marsh	Resale
<input type="checkbox"/> Coffee House Holdings Inc.	Retail Café Serving Wine & Beer
<input type="checkbox"/> Columbia Hearing Center	Hearing Specialties
<input type="checkbox"/> Columbia River Natural Medicine LLC	Medical Practice
<input type="checkbox"/> Columbia Self Storage Inc.	Self Storage
<input type="checkbox"/> The Connection Academy Preschool	Preschool/Daycare
<input type="checkbox"/> *Construction Specialists Inc.	General Contractor
<input type="checkbox"/> *Creative Stitches	Quilting & Needlework
<input type="checkbox"/> Creekside Junior Academy LLC	Preschool
<input type="checkbox"/> Cynthia L. Phillips, Atty at Law	Legal Counsel, Judge
<input type="checkbox"/> DR Garrison, CPA, PC	CPA – Accounting & Tax
<input type="checkbox"/> Dark Moon Curiosities	Secondhand Antiques & Collectibles
<input type="checkbox"/> *Dawn Til Dusk Child Care	Child Care
<input type="checkbox"/> Digital Graphiti Printing LLC	Printing
<input type="checkbox"/> Dillard's Moorage LLC	Marina

*Denotes In-Home Business

<input type="checkbox"/> Dockside Steak & Pasta	Restaurant
<input type="checkbox"/> Dollar Tree Stores #1947	Retail
<input type="checkbox"/> Don's Rental Inc.	Equipment Rental
<input type="checkbox"/> Easy 2 Wash LLC	Car Wash
<input type="checkbox"/> Econo Wash	Coin-Op Laundromat
<input type="checkbox"/> Edith's Beauty Shop	Beauty Shop
<input type="checkbox"/> Ellie Pope	Secondhand Vendor
<input type="checkbox"/> The Embroidery Hutch	Custom Embroidery & Retail Shop
<input type="checkbox"/> Exceptional Smiles	Dentist
<input type="checkbox"/> Family Vision of Oregon PC	Optometry Practice
<input type="checkbox"/> Fancy Nails By Cindy	Nail Salon & Services
<input type="checkbox"/> Fastboyz Automotive Detailing	Automotive Detailing
<input type="checkbox"/> *Favorite Cleaning Services LLC	Commercial Cleaning
<input type="checkbox"/> *Flowers 4-U	Florist, Antique & Collectible Retail Shop
<input type="checkbox"/> GW Curnutt and Associates	Optmetry Clinic
<input type="checkbox"/> *Gartman Remodeling & Contr.	Residential Construction
<input type="checkbox"/> Georgia Ford (Vendor)	Selling Secondhand
<input type="checkbox"/> Ginger Fargher	Secondhand Dealer
<input type="checkbox"/> Grace's Riverfront Antiques & Art Mall	Retail Antiques & Art
<input type="checkbox"/> Great Clips	Hair Salon
<input type="checkbox"/> Guardian Mini-Storage	Mini Storage
<input type="checkbox"/> HRB Tax Group Inc.	Tax Preparation
<input type="checkbox"/> *Hardcore Construction LLC	Concrete Construction
<input type="checkbox"/> Harrington's Clothing Inc.	Retail Clothing
<input type="checkbox"/> Healthy Nails	Nails
<input type="checkbox"/> Heather Epperly Agency Inc.	Insurance
<input type="checkbox"/> J. Japs	Secondhand Sales
<input type="checkbox"/> James Dillard Harbormaster	Moorage Consultant
<input type="checkbox"/> Jim Bothwell	Secondhand Sales
<input type="checkbox"/> Just Fish N Chips	Restaurant/Food Services
<input type="checkbox"/> KJ Tower Ent. Inc.	Restaurant
<input type="checkbox"/> Karen	Secondhand Vendor
<input type="checkbox"/> Katy's Tax Service	Income Tax Preparation
<input type="checkbox"/> Kinnear Specialties Inc.	Hydraulic Sales & Manufacturing
<input type="checkbox"/> Kuy's Oriental Cuisine	Restaurant
<input type="checkbox"/> Les Schwab Tire Centers of Portland	Retail Tire Sales
<input type="checkbox"/> Liberty Bookkeeping & Tax	Bookkeeping/Tax Prep
<input type="checkbox"/> Linda Jordan	Secondhand Dealer
<input type="checkbox"/> *Lorraine Brinkerhoff	Mobile Pet Sitting
<input type="checkbox"/> Mailboxes Northwest	Mailing Services
<input type="checkbox"/> Mark A. Gordon PC	Law Practice
<input type="checkbox"/> Mark J. Lang, Attorney at Law	Legal Services
<input type="checkbox"/> Mark's Custom Exteriors, Inc.	General Contractor
<input type="checkbox"/> Max's Moorage LLC	Marina

*Denotes In-Home Business

<input type="checkbox"/> McFarland Cascade Holdings Inc.	Utility Pole Manufacturing
<input type="checkbox"/> *Mental Happiness	Professional Services/Organizational Consulting
<input type="checkbox"/> Michael Van Gordon, DMD	Dental Office
<input type="checkbox"/> Missed Fortunes LLC	Secondhand Store
<input type="checkbox"/> *Mitech Inc.	Computer Programming
<input type="checkbox"/> Miyako	Japanese Cuisine
<input type="checkbox"/> More Power Computers Inc.	Computer Sales & Repair
<input type="checkbox"/> NW Motoring LLC	Auto Brokerage/Sales
<input type="checkbox"/> *Oakleaf Leather	Leather Working
<input type="checkbox"/> The Oregon Clinic	Medical Clinic
<input type="checkbox"/> Oregon Performing Arts Studio	Dance Studio
<input type="checkbox"/> O'Reilly Auto Parts #5509	Retail & Wholesale Auto Parts & Related Supp.
<input type="checkbox"/> Outerwall Inc. dba Coinstar	Automated Self Serv. Coin Machine (Safeway)
<input type="checkbox"/> Outerwall Inc. dba Coinstar	Automated Self Serv. Coin Machine (Wal-Mart)
<input type="checkbox"/> Outerwall Inc. dba Coinstar	Automated Self Serv. Coin Machine
<input type="checkbox"/> PK	Sell Collectables & Antiques
<input type="checkbox"/> Patty Bailey	Sale of Used Furniture
<input type="checkbox"/> Paulson Printing Co.	Commercial Printing
<input type="checkbox"/> Pellham Cutting Inc.	Shop Facility/Log Trucks/Office
<input type="checkbox"/> Pet Palace	Pet Grooming
<input type="checkbox"/> Rainshadow Labs	Manufacturing
<input type="checkbox"/> *Ray's Mobile Bike Repair	Mobile Bicycle Repair
<input type="checkbox"/> Redbox Automated Retail LLC	DVD Rental/Sales Kiosk (Wal-Mart)
<input type="checkbox"/> Redbox Automated Retail LLC	DVD Rental/Sales Kiosk (McDonalds)
<input type="checkbox"/> Redbox Automated Retail LLC	DVD Rental/Sales Kiosk (McDonalds)
<input type="checkbox"/> Redbox Automated Retail LLC	DVD Rental/Sales Kiosk (Walgreens)
<input type="checkbox"/> Rent-a-Center #2915	Rental/Sale of Durable Household Goods
<input type="checkbox"/> Rex D. Murray, DMD	Dental Office
<input type="checkbox"/> *Rick Scholl Yard Maintenance	Yard Maintenance
<input type="checkbox"/> Rite Aid #5333	Retail Pharmacy
<input type="checkbox"/> River City Promotions LLC	Banquet/Convention/Catering
<input type="checkbox"/> Robert L. Salisbury, Attorney at Law	Attorney's Office
<input type="checkbox"/> Rogue Multi-Sport LLC	Information Technology
<input type="checkbox"/> Royal Quick Clean	Laundromat
<input type="checkbox"/> *SP Tech	Medical Prototypes
<input type="checkbox"/> STA Phase II	Secondhand Sales
<input type="checkbox"/> St. Helens Liquor Store	Liquor Store
<input type="checkbox"/> St. Helens Marina LLC	Marina
<input type="checkbox"/> St. Helens Real Estate Inc.	Real Estate
<input type="checkbox"/> St. Helens Secure Storage	Mini Storage
<input type="checkbox"/> Sanders Services	Boat Engine Repair
<input type="checkbox"/> Sandy's Barber Shop	Barber Shop
<input type="checkbox"/> Scappoose Bus. & Tax Service Inc.	Tax & Bookkeeping Services
<input type="checkbox"/> *Signs 4 U	Sign Post Manufacturing

*Denotes In-Home Business

<input type="checkbox"/> *Simply the Best Cleaning Service	House Cleaning Service
<input type="checkbox"/> *Skin Health Products USA	Healthy Skincare & Cosmetics
<input type="checkbox"/> Skinny's Texaco	Convenience Store & Gas
<input type="checkbox"/> So Corp/Ace Hardware West	Retail Hardware
<input type="checkbox"/> Solagen Incorporated	Manufacturing, Engineering, Consulting
<input type="checkbox"/> Sommers Financial Management	Investment Advisory
<input type="checkbox"/> Soot Busters, The	Chimney Service/Fireplace Install
<input type="checkbox"/> *Spilt Ink Gallery LLC	Artwork
<input type="checkbox"/> Star Computer & Comm. Inc.	Home Theater
<input type="checkbox"/> Style is my Muse	Resale
<input type="checkbox"/> Suzie Dahl Design	Interior Design/Drafting/Custom Furniture
<input type="checkbox"/> *TLH Enterprises	Dump Trucking
<input type="checkbox"/> *Tony Mandella's Fin Carpentry	Contractor
<input type="checkbox"/> U-Store Storage St. Helens	Office/Equipment/Storage
<input type="checkbox"/> US Pipe Fabrication	Ductile Iron Pipe Fabrication
<input type="checkbox"/> V. David Hocraffer, Attorney at Law	Law Office
<input type="checkbox"/> Vannatta & Petersen	Law Firm
<input type="checkbox"/> Vault Elite Cheer	Tumble & Cheer Gym
<input type="checkbox"/> The Village Inn Motel & Restaurant	Restaurant & Lounge
<input type="checkbox"/> Vinnie's Chicago Sandwich Shop	Sandwich Shop
<input type="checkbox"/> *Visions in Wood	Carving
<input type="checkbox"/> Vital Health Center, Inc.	Acupuncture/Alternative Health Care
<input type="checkbox"/> Vonnie's Doghouse & Supplies	Dog Grooming
<input type="checkbox"/> Walgreens #10056	Retail Drug Store & Sundries
<input type="checkbox"/> *Waterman Garage Doors	Garage Door Install & Service
<input type="checkbox"/> Wayne Martin Floor Covering	Floor Covering
<input type="checkbox"/> *West Coast Off Road	Internet Sales/Auto Accessories
<input type="checkbox"/> West Street Grocery	Retail Grocery
<input type="checkbox"/> *Wheless Construction	Construction
<input type="checkbox"/> Wilcox & Flegel (Div/Wilson Oil)	Oil Distribution
<input type="checkbox"/> Work 'N Pawz Dog Training	Retail
<input type="checkbox"/> *Wrongsides Audio Production	CD Recording and Sales

NON-RESIDENT BUSINESS - 2017

<input type="checkbox"/> A-Line Concrete Cutting LLC	Concrete Cutting & Select. Demo
<input type="checkbox"/> ABM Onsite Services West Inc.	Janitorial Services
<input type="checkbox"/> ADK Electric Inc.	Commercial Electrical Work
<input type="checkbox"/> ADT LLC	Security Alarm Sales/Service
<input type="checkbox"/> AKS Engineering & Forestry LLC	Engineering/Surveying
<input type="checkbox"/> Accela Inc.	Software Development/Imp/Support
<input type="checkbox"/> Accurate Concrete Cutting Inc.	Concrete Cutting

*Denotes In-Home Business

<input type="checkbox"/>	Action Technology Systems LLC	Low Voltage
<input type="checkbox"/>	Acuren Inspection	Non-Destructive Testing
<input type="checkbox"/>	Advanced American Construction Inc.	Construction
<input type="checkbox"/>	Air Rite Control Inc.	Heating/AC Service
<input type="checkbox"/>	All Service Construction Inc.	General Contractor
<input type="checkbox"/>	American Exterm. Plus Inc.	Extermination Company
<input type="checkbox"/>	American Gutter Service Inc.	Gutter/Downspout/Sheetmetal
<input type="checkbox"/>	American Residential Services	Plumbing/Drain Services
<input type="checkbox"/>	Anderson Roofing Co. Inc.	Commercial Roofing Contractor
<input type="checkbox"/>	Apollo Mechanical Contractors	Mechanical Contractor/HVAC/Enviro. Svcs
<input type="checkbox"/>	Apply-a-Line Inc.	Traffic Pavement Markings
<input type="checkbox"/>	Architectural Graphics Inc.	Sign Manufacturing & Installation
<input type="checkbox"/>	Arjae Sheet Metal Co.	HVAC/R Install & Service
<input type="checkbox"/>	Asplundh Tree Expert Co.	Tree Trimming & Line Clearance
<input type="checkbox"/>	Assured Air Comfort Inc.	Mechanical Contractor
<input type="checkbox"/>	Auto-Chlor System of OR	Commercial Dishwashers Service/Lease
<input type="checkbox"/>	Basic Fire Protection Inc.	Install Fire Sprinklers
<input type="checkbox"/>	Beaver Tree Services Inc.	Contractor (Trees)
<input type="checkbox"/>	Bell's Drafting & Construction Inc.	Residential Construction
<input type="checkbox"/>	Blairco Inc.	HVAC
<input type="checkbox"/>	Blue Line Holdings Inc. dba Adair Home	Residential Home Builder
<input type="checkbox"/>	Caliber Plumbing & Mechanical	Plumbing & Mechanical Contractor
<input type="checkbox"/>	Carlson's Heating & A/C Inc.	HVAC
<input type="checkbox"/>	Chad E. Davis Construction LLC	Home Builder
<input type="checkbox"/>	Champion Hardwoods LLC	Hardwood Flooring Install/Sand/Finish
<input type="checkbox"/>	Champion Window Co	Construction
<input type="checkbox"/>	Clark Sign Service	Sign Installation & Repair
<input type="checkbox"/>	Clutterbusters	Housecleaning and Organizing
<input type="checkbox"/>	Coffman Excavation Inc.	Excavation Contractor
<input type="checkbox"/>	Coles Appliance Repair Inc.	Residential & Commercial Repair
<input type="checkbox"/>	Columbia County Tree Care LLC	Tree Service
<input type="checkbox"/>	Columbia NW Heating Inc.	HVAC Service & Install
<input type="checkbox"/>	Comcast Business Class Security	Commercial Security Alarm & Premise Mgmt
<input type="checkbox"/>	Comfort Flow Heating	HVAC Contractor
<input type="checkbox"/>	Crystal Bright Service LLC	Janitorial
<input type="checkbox"/>	D & F Plumbing Co.	Plumbing Contractor
<input type="checkbox"/>	Dan's Top Notch Heating & Cooling	HVAC
<input type="checkbox"/>	Day Management Corporation	2-Way Radio Rentals, Sales & Service
<input type="checkbox"/>	Delta Fire Inc.	Fire Sprinkler Installation
<input type="checkbox"/>	Dick Backlund	Trucking
<input type="checkbox"/>	Eagle Star Products LLC	Rock Quarry
<input type="checkbox"/>	Empire Rubber & Supply Co.	Industrial Rubber Product Distribution
<input type="checkbox"/>	Eric Swanson Outdoor LLC	Fishing Guide Service
<input type="checkbox"/>	Eugene Welder's Supply Co Inc	Sales/Service Fire Extinguisher

*Denotes In-Home Business

<input type="checkbox"/>	Feltons Heating & Cooling Inc.	HVAC
<input type="checkbox"/>	Fiber Tech Carpet/Upholstery Cleaning	Carpet/Upholstery Cleaning
<input type="checkbox"/>	Fieldturf USA Inc.	Sports Surfacing
<input type="checkbox"/>	Fire Services Plus	Test/Inspect/Install Fire Safety Equipment
<input type="checkbox"/>	Fire Systems West Inc.	Fire Protection Contractor
<input type="checkbox"/>	Fireside Contracting Services LLC	Distributor of Fireplaces, Stoves, Garage Doors
<input type="checkbox"/>	Flori Construction Inc.	Concrete Construction
<input type="checkbox"/>	Gale Contractor Services	Insulation/Specialty Subcontractor
<input type="checkbox"/>	Gary's Vacuflo Inc.	Central Vacuums
<input type="checkbox"/>	Hamer Electric Inc.	Electrical Contractor
<input type="checkbox"/>	Honeywell International Inc.	Diverified Tech & Manufacturing
<input type="checkbox"/>	Hudson Portable Toilet Service	Toilet Service
<input type="checkbox"/>	Indigo Construction LLC	Drywall Installation
<input type="checkbox"/>	Inexpensive Tree Care	Tree Service
<input type="checkbox"/>	Installed Building Products – Portland	Insulation Contractor
<input type="checkbox"/>	Interstate Roofing, Inc.	Roofing Contractor
<input type="checkbox"/>	Iron Mountain Info Management	On-Site Document Destruction
<input type="checkbox"/>	J.H. Kelly LLC	Commercial Construction
<input type="checkbox"/>	James E. John Construction	General Contractor
<input type="checkbox"/>	James W. Fowler	Heavy Civil Construction
<input type="checkbox"/>	Jeff King Contractor Inc.	General Contractor
<input type="checkbox"/>	John Burger Heating & A/C	Heating Contractor
<input type="checkbox"/>	Jolley Construction LLC	Residential General Contractor
<input type="checkbox"/>	K. Schwarz Construction Inc.	Excavation/Concrete
<input type="checkbox"/>	Kennedy Jenks Consultants Inc.	Consulting Engineers & Scientists
<input type="checkbox"/>	Kessi Construction Inc.	Construction
<input type="checkbox"/>	Key Mechanical Co.	HVAC/Refrigeration Contractor
<input type="checkbox"/>	Knife River Corporation – Northwest	Construction
<input type="checkbox"/>	Kone Inc.	Elevator/Escalator Systems
<input type="checkbox"/>	LC Hall's Truck Line	LTL Trucking – Freight
<input type="checkbox"/>	La Luna Computers	Computer Sales & Service
<input type="checkbox"/>	Living Color Nursery LLC	Landscaping
<input type="checkbox"/>	Lovell Construction Inc.	Residential Construction/Contractor
<input type="checkbox"/>	Loy Clark Pipeline Company	Utility Construction
<input type="checkbox"/>	MDM Contracting & Excavation	Excavation
<input type="checkbox"/>	ME Moore Construction	Construction
<input type="checkbox"/>	Macdonald Miller Facility Solutions	Mechanical/Electrical Contractor
<input type="checkbox"/>	Malmedal Plumbing Inc.	Plumbing
<input type="checkbox"/>	Mark Adams Electric Inc.	Electrical Contractor
<input type="checkbox"/>	Metro Overhead Door Inc.	Overhead Door & Gates
<input type="checkbox"/>	Metro Presort Inc.	Mailing Services
<input type="checkbox"/>	Michael's Floor Covering, Inc.	Floor Covering
<input type="checkbox"/>	Murray, Smith & Associates Inc.	Engineering
<input type="checkbox"/>	My Street Market by Whole Foods Mark.	Mobile Grocery Market

*Denotes In-Home Business

<input type="checkbox"/>	National Construction Rentals Inc.	Chain Link Fence Rental
<input type="checkbox"/>	National Entertainment Network LLC	Vending/Amusement
<input type="checkbox"/>	New System Laundry LLC	Linen Supply
<input type="checkbox"/>	Northstar Alarm Services	Security Alarm System
<input type="checkbox"/>	Northwest Cascade Inc.	Portable Toilet Rent/Construction
<input type="checkbox"/>	Northwest Control Co.	HVAC
<input type="checkbox"/>	Northwest Fire Suppression Inc.	Design/Install/Maintain Special Haz. Sys.
<input type="checkbox"/>	Norway Development Co.	Commercial Contractor
<input type="checkbox"/>	Orkin Exterminating Co. Inc.	Pest Management Service
<input type="checkbox"/>	Overhead Door Co. of Portland	Garage Doors
<input type="checkbox"/>	Pace Equipment	Material Handling Equipment
<input type="checkbox"/>	Pacific Sea Food Co.	Wholesale Food Distribution
<input type="checkbox"/>	Pacwest Electric Inc.	Electrical Contractor
<input type="checkbox"/>	Parker Concrete Inc.	Concrete Construction
<input type="checkbox"/>	A Peak Above Roofing Inc.	Roofing Contractor
<input type="checkbox"/>	Performance Building Products Inc.	Building Industry
<input type="checkbox"/>	Petrochem Insulation Inc.	Insulation
<input type="checkbox"/>	Point Monitor Corporation	Low Voltage Systems Installation & Service
<input type="checkbox"/>	Portland Mechanical Contractor	Mechanical Contractor
<input type="checkbox"/>	Power Specialists Association Inc.	Consulting
<input type="checkbox"/>	Prairie Electric Inc.	Electrical Contractor
<input type="checkbox"/>	Priceline.com LLC	Travel Reservation Facilitation Services
<input type="checkbox"/>	Professional Quality Roofing LLC	Commercial Roofing
<input type="checkbox"/>	Protection One Alarm Monitoring Inc.	Sales & Installation of Home Security Systems
<input type="checkbox"/>	RA Construction Inc.	General Contractor
<input type="checkbox"/>	Ramos' Yard Maintenance	Yard Maintenance
<input type="checkbox"/>	Ramsay Signs Inc.	Service Electrical Signs
<input type="checkbox"/>	Renaud Electric Co Inc.	Electrical & HVAC
<input type="checkbox"/>	Rich Bailey Construction LLC	Home Construction
<input type="checkbox"/>	Rick Smith Construction Inc.	General Contractor
<input type="checkbox"/>	Rick's Custom Fencing & Deck	Fence & Decking
<input type="checkbox"/>	Robben & Sons Heating Inc.	HVAC Contractor
<input type="checkbox"/>	Robertson & Olson Construction Inc.	Construction
<input type="checkbox"/>	Rofinot Heating Inc.	HVAC Systems
<input type="checkbox"/>	Ross Diesel & Auto Repair	Diesel Pickup/Auto Repair
<input type="checkbox"/>	S-2 Contractors	Asphalt Paving
<input type="checkbox"/>	SRDH Plumbing, Inc.	Plumbing Contractor
<input type="checkbox"/>	Safeguard Fire Extinguisher Svs	Service/Sales of Fire Extinguishers
<input type="checkbox"/>	The Sankoz Corporation	Roofing Contractor
<input type="checkbox"/>	Schwan's Home Service Inc.	Frozen Food Delivery
<input type="checkbox"/>	Selix Cabinets Inc.	Custom Cabinetry
<input type="checkbox"/>	Semling Construction Inc.	General Contractor
<input type="checkbox"/>	Seppala Enterprises Inc.	Subcontractor, Paint/Siding/Plumbing
<input type="checkbox"/>	Seven Oaks Development	General Contractor

*Denotes In-Home Business

<input type="checkbox"/>	Simplex-Grinnell LP	Fire Alarm – Sprinkler
<input type="checkbox"/>	Sky Heating & AC Inc.	HVAC
<input type="checkbox"/>	Slack Enterprises LLC	Repair Commercial Restaurant Equipment
<input type="checkbox"/>	Smart Home Pros Inc.	Door to Door Sales
<input type="checkbox"/>	Source Refrigeration and HVAC	Refrigeration Remodel
<input type="checkbox"/>	Specialty Heating & Cooling Inc.	HVAC
<input type="checkbox"/>	Stebbins Engineering & Manufacturing	Specialty Contractor
<input type="checkbox"/>	Stellar Photography	Photography
<input type="checkbox"/>	Stoner Electric	Electrical Contractor
<input type="checkbox"/>	Strata Inc.	Telecom Installation
<input type="checkbox"/>	Strauss Excavation Inc.	Excavating & Underground Utilities
<input type="checkbox"/>	Streimer Sheet Metal Works, Inc.	Sheetmetal Subcontractor
<input type="checkbox"/>	Swersy Construction	Residential General Contractor
<input type="checkbox"/>	TCD Interiors Inc.	Drywall Installers/Insulation
<input type="checkbox"/>	TJ's Roofing	Roofing
<input type="checkbox"/>	Taurus Power & Controls Inc.	Electrical Testing/Consulting
<input type="checkbox"/>	Temp Control Mechanical Service	General Contractor
<input type="checkbox"/>	Tennessee Cable Service Inc.	Cable Construction
<input type="checkbox"/>	Tip Top Plumbing	Plumbing
<input type="checkbox"/>	Tolmie Enterprises Inc.	Cabinets
<input type="checkbox"/>	Tube Art Displays Inc.	Electrical Sign Install/Service
<input type="checkbox"/>	Twin City Glass Co Inc.	Glass & Glazing
<input type="checkbox"/>	Tyco Integrated Security LLC	Electrical Security Systems
<input type="checkbox"/>	USI – JB Insulation	Insulation
<input type="checkbox"/>	United Fire, Health & Safety	Fire Extinguisher Sales/Service
<input type="checkbox"/>	Universal Protection Service LP	Security Guard Services
<input type="checkbox"/>	Vee-Lee Amusement	Amusement Games
<input type="checkbox"/>	Velocity The Greatest Phone Company	Resell Communications, Managed Data
<input type="checkbox"/>	Vilardi Electric	Electrical Contractor
<input type="checkbox"/>	Vivint Inc.	Install, Service, Monitor Home Automation Sys
<input type="checkbox"/>	WC Construction Inc.	General Contractor
<input type="checkbox"/>	Wayne Mayo Construction	Construction – Remodel
<input type="checkbox"/>	West Coast Metal Buildings Inc.	Contractor/Manufacturer
<input type="checkbox"/>	West Side Electric Co Inc.	Electrical Contractor
<input type="checkbox"/>	Western Partitions Inc.	Construction
<input type="checkbox"/>	Western States Fire Protection Co.	Fire Protection Contractor
<input type="checkbox"/>	Westside Drywall Inc.	Drywall Installation
<input type="checkbox"/>	Westside Gutter Systems & Supply LLC	Gutter Service
<input type="checkbox"/>	Wetland Solutions Northwest LLC	Environmental Consulting
<input type="checkbox"/>	Willemse Glass	Glazing
<input type="checkbox"/>	Wolfers Inc.	HVAC
<input type="checkbox"/>	Woodstove Warehouse	Install Wood/Gas/Pellet Stoves
<input type="checkbox"/>	World Wide ATM LLC	ATM Placement
<input type="checkbox"/>	Yacht Management Services LLC	Boat Managing/Consulting

*Denotes In-Home Business

RENTALS - 2017

<input type="checkbox"/>	Adams, Mary H.	Residential Rentals
<input type="checkbox"/>	American Homes 4 Rent LP	Residential Rentals
<input type="checkbox"/>	Arrowsmith Apartments	Residential Rentals
<input type="checkbox"/>	Bell's Drafting & Construction Inc.	Residential Rentals
<input type="checkbox"/>	By the Sea X LLC	Residential Rentals
<input type="checkbox"/>	D & J Residential Rentals	Residential Rentals
<input type="checkbox"/>	Don Dworschak (Apt)	Residential Rentals
<input type="checkbox"/>	Don Woshnak	Residential Rentals
<input type="checkbox"/>	Dorinda Aschoff	Residential Rentals
<input type="checkbox"/>	Fawnwood LTD (Res Rentals)	Residential Rentals
<input type="checkbox"/>	Franklin Manor Apts.	Residential Rentals
<input type="checkbox"/>	Gable Park Apartments	Residential Rentals
<input type="checkbox"/>	Gable Road Prop dba Hidden Oaks	Residential Rentals
<input type="checkbox"/>	Hafeman Rentals – Res.	Residential Rentals
<input type="checkbox"/>	Jack Overstreet (Res. Rentals)	Residential Rentals
<input type="checkbox"/>	Jillson Investments	Residential Rentals
<input type="checkbox"/>	Jim Dias	Residential Rentals
<input type="checkbox"/>	Jim Semling – Apartments	Residential Rentals
<input type="checkbox"/>	Lautt Rentals	Residential Rentals
<input type="checkbox"/>	Lincoln Square Apartments LLC	Residential Rentals
<input type="checkbox"/>	Lorin Fielding	Residential Rentals
<input type="checkbox"/>	Lorraine Calcagno	Residential Rentals
<input type="checkbox"/>	Nob Hill Riverview	Residential Rentals
<input type="checkbox"/>	Northfork Apartments	Residential Rentals
<input type="checkbox"/>	Old Oak Properties LLC	Residential Rentals
<input type="checkbox"/>	Pam Powell Rentals	Residential Rentals
<input type="checkbox"/>	Parkside Apartments/Hickey	Residential Rentals
<input type="checkbox"/>	Paul F. Nezbeda (Residential Rentals)	Residential Rentals
<input type="checkbox"/>	Paul Krenz	Residential Rentals
<input type="checkbox"/>	Paul Thayer, Sunset Manor Apts.	Residential Rentals
<input type="checkbox"/>	Robert E. Ellinwood III Test. Trust	Residential Rentals
<input type="checkbox"/>	Robert Tracey (Rentals)	Residential Rentals
<input type="checkbox"/>	St. Helens Marina LLC	Residential Rentals
<input type="checkbox"/>	St. Helens Riverfront LLC	Residential Rentals
<input type="checkbox"/>	Steel Apartments/Curnutt	Residential Rentals
<input type="checkbox"/>	Stork Rentals	Residential Rentals
<input type="checkbox"/>	Tanglewood on Columbia/Locke	Residential Rentals
<input type="checkbox"/>	Tom & Debbie Clarke	Residential Rentals
<input type="checkbox"/>	Tropicana Court/Holz	Residential Rentals
<input type="checkbox"/>	Vandehey Property Management	Residential Rentals

*Denotes In-Home Business

<input type="checkbox"/>	The Village Inn Motel & Restaurant	Residential Rentals
<input type="checkbox"/>	Wayne Weigandt Rentals	Residential Rentals
<input type="checkbox"/>	White Swallow Cabanas LLC	Residential Rentals
<input type="checkbox"/>	American Property Management	Commercial Rentals
<input type="checkbox"/>	BTP Cages LLC	Commercial Rentals
<input type="checkbox"/>	Bond Plaza LLC	Commercial Rentals
<input type="checkbox"/>	Bonnie & Benny Sharp	Commercial Rentals
<input type="checkbox"/>	C & M Investments LLC	Commercial Rentals
<input type="checkbox"/>	Columbia Commons LLC	Commercial Rentals
<input type="checkbox"/>	Davis-Rich Properties	Commercial Rentals
<input type="checkbox"/>	Don Dworschak (Commercial)	Commercial Rentals
<input type="checkbox"/>	Fawnwood LTD (Commercial Rentals)	Commercial Rentals
<input type="checkbox"/>	First Student Inc. (Commercial Rentals)	Commercial Rentals
<input type="checkbox"/>	Hafeman Rentals – Commercial	Commercial Rentals
<input type="checkbox"/>	Jack Overstreet (Commercial Rentals)	Commercial Rentals
<input type="checkbox"/>	Jesse Johnstun Rentals	Commercial Rentals
<input type="checkbox"/>	Jim Semling – Commercial Rentals	Commercial Rentals
<input type="checkbox"/>	Paul & Ken Stansbury	Commercial Rentals
<input type="checkbox"/>	PDX Properties (Commercial)	Commercial Rentals
<input type="checkbox"/>	St. Helens Professional Center	Commercial Rentals
<input type="checkbox"/>	Todd Stansbury	Commercial Rentals
<input type="checkbox"/>	Vannatta & Petersen (Comm Rentals)	Commercial Rentals
<input type="checkbox"/>	Windham LLC	Commercial Rentals

MISCELLANEOUS - 2017

<input type="checkbox"/>	Airgas USA LLC	Delivery
<input type="checkbox"/>	Aramark Uniform Services Inc.	Delivery
<input type="checkbox"/>	Arctic Glacier USA Inc.	Delivery
<input type="checkbox"/>	Ariel Truss Co Inc.	Delivery
<input type="checkbox"/>	Boyd Coffee Co.	Delivery
<input type="checkbox"/>	Cintas Corporation	Delivery
<input type="checkbox"/>	Coho Distributing LLC	Delivery
<input type="checkbox"/>	Corwin Beverage Company	Delivery
<input type="checkbox"/>	Dahlgren's Builders Supply	Delivery
<input type="checkbox"/>	Darling International Inc.	Delivery
<input type="checkbox"/>	Eoff Electric Co.	Delivery
<input type="checkbox"/>	Farwest Steel Reinforcing Company	Delivery
<input type="checkbox"/>	Food Services of America	Delivery
<input type="checkbox"/>	Industrial Tire Service Inc.	Delivery
<input type="checkbox"/>	LP Ferrellgas	Delivery
<input type="checkbox"/>	Parr Lumber Company	Delivery
<input type="checkbox"/>	Pepsi Beverages Company	Delivery

*Denotes In-Home Business

<input type="checkbox"/>	Rolling Frito-Lay Sales LP	Delivery
<input type="checkbox"/>	Scappoose Sand and Gravel Co	Delivery
<input type="checkbox"/>	Sysco Portland Inc.	Delivery
<input type="checkbox"/>	UPS Inc.	Delivery
<input type="checkbox"/>	United States Bakery	Delivery
<input type="checkbox"/>	Crestwood/Cabana Property LLC	Mobile Home Park
<input type="checkbox"/>	St. Helens Marina LLC	RV Park
<input type="checkbox"/>	The Village Inn Motel & Restaurant	RV Park

BUSINESS LICENSE REPORT

City Department Approval: January 3, 2017 (PART TWO)

The following occupational business licenses are being presented for City approval:

Signature: [Signature]
Date: 1/3/2017

RESIDENT BUSINESS – RENEWAL 2017

<input type="checkbox"/>	2Cs Vendor Mall	Vendor Mall
<input type="checkbox"/>	*A+ Engraving, LLC	Engraving
<input type="checkbox"/>	*Aaron Susee Construction LLC	Construction
<input type="checkbox"/>	Adeo in Home Care	In-Home Assistance for Seniors
<input type="checkbox"/>	Betty Boudiette	Coloring & Cutting
<input type="checkbox"/>	Bob's Barber Shop	Hair Cutting
<input type="checkbox"/>	Bob's Towing & Salvage Inc.	Towing & Salvage
<input type="checkbox"/>	CJ Eateries LLC dba Lori's Lounge	Restaurant/Deli
<input type="checkbox"/>	*Camarena Housecleaning	House Cleaning
<input type="checkbox"/>	Cardinal Services Inc.	Employment Services
<input type="checkbox"/>	Carol Christensen Design	Secondhand Dealer
<input type="checkbox"/>	The Cellular Connection LLC	Retail
<input type="checkbox"/>	Columbia County Habitat for Humanity	Contractor
<input type="checkbox"/>	Columbia Shores Financial Inc.	Financial Services
<input type="checkbox"/>	Counseling and Wellness	Counseling
<input type="checkbox"/>	dBox	Secondhand/Antique Mall
<input type="checkbox"/>	Diana M Shera Taylor PC	Alternative Dispute Resolution & Law Practice
<input type="checkbox"/>	Durham School Services	School Bus Transportation
<input type="checkbox"/>	Earthly Angel Heavenly Touch	Beauty & Health
<input type="checkbox"/>	Edward D. Jones & Co. LP	Stockbroker/Dealer
<input type="checkbox"/>	Edward D. Jones & Co. LP	Financial Advising/Invest
<input type="checkbox"/>	El Tapatio Restaurant	Restaurant
<input type="checkbox"/>	Emmert Auto Glass	Automobile Glass Installation
<input type="checkbox"/>	Emmert Chev Buick Pontiac Inc.	Auto Sales & Service
<input type="checkbox"/>	Happy Garden Chinese Restaurant	Restaurant
<input type="checkbox"/>	Javalation	Coffee Drive Thru
<input type="checkbox"/>	Jimikat, Inc.	Restaurant & Bar
<input type="checkbox"/>	Kalberer's Mediation	Mediation
<input type="checkbox"/>	*Kell-Clean	Carpet & Window Cleaning
<input type="checkbox"/>	Kozy Korner Restaurant/Lounge	Restaurant
<input type="checkbox"/>	L. Olson Trucking	Trucking
<input type="checkbox"/>	Larry Meres	Secondhand Dealer
<input type="checkbox"/>	Law Office of Maurice W. Cassidy LLC	Attorney/Legal Services
<input type="checkbox"/>	Letica Corporation	Manufacturing
<input type="checkbox"/>	*Lina's Complete Cleaning Services LLC	Home & Office Cleaning Service

*Denotes In-Home Business

<input type="checkbox"/>	Lower Columbia Engineering	Engineering Consulting
<input type="checkbox"/>	Menagerie de Stratford	Resale
<input type="checkbox"/>	Michael Bernstein	Secondhand
<input type="checkbox"/>	Mo's Art, Hook & Needle Inc.	Retail Sale – Yarn, Classes
<input type="checkbox"/>	Muchas Gracias	Mexican Restaurant
<input type="checkbox"/>	Oregon's Attic	Hobby Sales Used Possessions
<input type="checkbox"/>	Pastime Tavern	Tavern
<input type="checkbox"/>	Richardson's Furniture	Retail Furniture
<input type="checkbox"/>	Ruby Rhino Vintage	Secondhand Resale/Vintage
<input type="checkbox"/>	*Run Wild Graphics	Custom Designs Applied to Glassware & App.
<input type="checkbox"/>	*Russell S. Morrone	House Cleaning
<input type="checkbox"/>	*St. Helens-Scappoose Septic Tank Svc.	Septic Pumping/Drain Cleaning
<input type="checkbox"/>	Sandee's Salsa	Making & Selling
<input type="checkbox"/>	Sherlock's Grocery	Convenience Store
<input type="checkbox"/>	The Sherwin-Williams Company #1996	Sale of Paint & Related Products
<input type="checkbox"/>	Snoopy's Doggie Day Care	Canine Care
<input type="checkbox"/>	Stan's Refrigeration & A/C Inc.	Appliance Sales & Service
<input type="checkbox"/>	*Sticky Signs and Graphics	Small Vinyl Signs & Graphics
<input type="checkbox"/>	Storage Pal LLC	Outdoor Storage
<input type="checkbox"/>	Sunshine Pizza	Restaurant
<input type="checkbox"/>	Ten-in-Ten Inc.	Pizza Delivery
<input type="checkbox"/>	V & J Sales	Secondhand Dealer
<input type="checkbox"/>	*Vgenii LLC (Firearms)	Firearm Sales
<input type="checkbox"/>	*Vgenii LLC (Consulting)	Consulting
<input type="checkbox"/>	Wal-mart Store #2422	Retail Discount Merchandiser
<input type="checkbox"/>	Well Within Acupuncture & Chinese Med	Acupuncture & Chinese Medicine
<input type="checkbox"/>	Zatterberg's	Convenience Store
<input type="checkbox"/>	Zhen's Chinese Restaurant Inc.	Restaurant

NON-RESIDENT BUSINESS - 2017

<input type="checkbox"/>	Affordable Stick Built Homes LLC	New Residential Construction
<input type="checkbox"/>	Allied Safe & Vault Co. Inc.	Security/Financial Equipment
<input type="checkbox"/>	Ameresco Inc.	General Contractor
<input type="checkbox"/>	B&B Air Conditioning & Heating Inc.	HVAC Sales/Service
<input type="checkbox"/>	Boiler & Combustion Service Inc.	Heating Contractor
<input type="checkbox"/>	C-2 Utility Contractors LLC	Underground Utilities
<input type="checkbox"/>	CH Murphy/Clark-Ullman Inc.	Pressure Vessel Fab/Repair
<input type="checkbox"/>	Carson Oil Co.	Equipment/Chemical/Parts Sales & Service
<input type="checkbox"/>	Columbia River Floor Covering Inc.	Retail Floor Covering
<input type="checkbox"/>	Cosco Fire Protection Inc.	Fire Protection
<input type="checkbox"/>	Dorma USA Inc.	Install, Service, Sell Commercial Auto Doors
<input type="checkbox"/>	Dunkin & Bush Inc.	Painting Contractor

*Denotes In-Home Business

<input type="checkbox"/>	Economic Consultants Oregon	Economic Consulting
<input type="checkbox"/>	Grumpy's Towing LLC	Towing/Recovery
<input type="checkbox"/>	HDR Engineering Inc.	Engineering Services
<input type="checkbox"/>	Harder Mechanical Contractors Inc.	General Contractor
<input type="checkbox"/>	John Luttrell Construction	Construction
<input type="checkbox"/>	K, L & C Inc.	General Contractor
<input type="checkbox"/>	Lakeside Industries Inc.	Asphalt Paving Contractor
<input type="checkbox"/>	North West Handling Systems Inc.	Material Handling Sales/Service
<input type="checkbox"/>	ONHC PC	Attending Physician/Med Director Services
<input type="checkbox"/>	Olin Chlor Alkali Products	Chemicals Manufacturer
<input type="checkbox"/>	Oregon Heating & Air Conditioning LLC	HVAC
<input type="checkbox"/>	Oregon Insulation & Remodeling	Contractor
<input type="checkbox"/>	Oswego Drywall Install, Inc.	Drywall, Metal Stud & Acoustical
<input type="checkbox"/>	Penny Hummel Consulting	Consulting Firm
<input type="checkbox"/>	Performance Contracting Inc.	Specialty Contracting
<input type="checkbox"/>	Rentokil North America	Pest Control/Air duct Cleaning/Maint. Service
<input type="checkbox"/>	Reynolds Land Surveying Inc.	Land Surveying
<input type="checkbox"/>	Rich Miller Landscape Service	Landscape Maintenance
<input type="checkbox"/>	Stanley Convergent Sec. Sol. Inc.	Fire & Burglar Alarm Systems
<input type="checkbox"/>	TFT Construction Inc.	Trucking & Excavation
<input type="checkbox"/>	Univar USA Inc.	Chemical Distributor
<input type="checkbox"/>	Western Collection Bureau Inc.	Financial Services (Collections)
<input type="checkbox"/>	Your Own Backyard Construction LLC	Remodel/Repair Construction

RENTALS - 2017


<input type="checkbox"/>	EIB Enterprises	Residential Rentals
<input type="checkbox"/>	Janice A. Johnson	Residential Rentals
<input type="checkbox"/>	Jeff & Karen Reinan (Rentals)	Residential Rentals
<input type="checkbox"/>	Ogan, Inc. (Res Rentals)	Residential Rentals
<input type="checkbox"/>	Settle Properties	Residential Rentals
<input type="checkbox"/>	Ogan, Inc. (Comm. Rentals)	Commercial Rentals

MISCELLANEOUS - 2017

<input type="checkbox"/>	Apple Foods Inc.	Delivery
<input type="checkbox"/>	S & J Distributors LLC	Delivery
<input type="checkbox"/>	David Loggins LLC	7-Day, Remodel Plumbing
<input type="checkbox"/>	T & K Mechanical	7-Day, Mechanical Contractor

*Denotes In-Home Business

PUBLIC WORKS MEMO

To:	The Mayor and Members of City Council	
From:	Sue Nelson, Public Works Engineering Director Neal Sheppard, Public Works Operations Director	
Date:	18 January 2017	
Subject:	December Status Summary	

Engineering

1. Initiated change order for enhanced coating material for 2MG Reservoir Rehab project.
2. Inspected N. 11th Street culvert project until work was halted by NW Natural.
3. Heard from Columbia County Road Dept. that the revised Gable Road grant documents have been received from the State.
4. See complete report.

Parks

1. Completed Christmas tree decorations and lights & decoration in Plaza Park for tree lighting.
2. Continued with repairs to vandalized restrooms on Sand Island.
3. Assisted with snow removal around City during various snow events.
4. Removed graffiti and repaired vandalism at Columbia View restrooms – regular occurrence.
5. See complete report.

Public Works Operations & Maintenance

1. Replaced 3 standard water meters with new radio read meters.
2. Put up Christmas lights and decorations downtown.
3. Sanded streets during snowfall events; winterized meter boxes and water line at City docks.
4. Continued work on phase 2 of storm drain extension on N. 17th Street, south of Wyeth Street.
5. Serviced and/or made repairs on 41 vehicles or equipment.
6. Responded to nine after-hours call-outs, mostly cold weather related.
7. See complete reports.

Water Filtration Facility

1. Produced 42.6 million gallons of filtered drinking water, an average of 1.4 million gal/day.
2. Compiled and submitted compliance reports to Oregon Health Authority.
3. Attended training on new phone system; new phones installed.
4. See complete report.

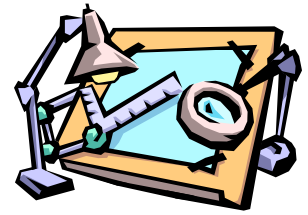
Waste Water Treatment Plant

1. Worked with American Security on problems with alarm system sending out multiple false alarms.
2. Dealing with high pH coming from Mill discharge. Appears to be from cleaning their equipment.
3. Installed backup sampler after primary sampler failed.
4. Replaced section of leaking pipe at Pump Station No. 6.
5. See complete report.



Engineering Department Status Report

10 January 2017



WATER PROJECTS

2MG Reservoir Rehab Project

The new, improved liner material that was approved in the first week of December was ordered and delivered to the site in late December. The Contractor has scheduled final tank preparation and installation of the liner membrane and spray-on coating for January.

DEVELOPMENT PROJECTS

St. Helens Marina River Street RV Park

No change in status: The Contractor continues construction of five new RV spaces to be located north of the existing boat ramp at the St. Helens Marina.

St. Helens Marina Wyeth Street RV Park

No change in status: Plans were approved for improvements of an expansion of the RV park near the St. Helens Marina. Five new RV spots have been approved for construction on the north side of the existing RV park.

Elk Ridge Estates Phase VI

No change in status: There has been little to no progress made by the Developer's contractor on the remaining public improvements for this development. A new Preliminary Plat approval from the Planning Commission was approved in November. This will allow the Developer to continue with the remaining infrastructure construction to complete Phase 6 of the multi-phase development.

Sykes Road Development

No change in status since last month: A final walk-thru with Engineering and Public Works staff, the Project Engineer, the Contractor, and the Owner was held on August 25, 2016. The project infrastructure construction was reviewed and a few finishing touches were suggested, to be completed by the Owner. New sewer, water, and storm drain public mains will be accepted by the City upon delivery of a 2-year warranty bond from the Owner.

SANITARY SEWER AND STORM DRAIN PROJECTS

Godfrey Park Storm Drain Project

Vegetation restoration will occur in early spring.

N. 11th Street, Lot 7

NW Natural has halted construction on this project until they can re-route a major natural gas main that they feel will be in conflict with the storm drain. Work was started by a private contractor to install a new storm pipe through a section of open ditch on the east side of N. 11th Street. NW Natural anticipates having their project complete by the end of February.

STREET AND TRANSPORTATION PROJECTS

Gable Road Improvement Project

On December 22, Columbia County Road Department received the revised grant agreement from ODOT. As soon as this has been approved by their Commissioners, the Consultant selection process can get underway. The City will be partnering with the County to oversee all aspects of this large-scale improvement project. Construction of improvements on Gable Road between Highway 30 and Columbia Blvd. will include widening of the travel lanes, the addition of bike lanes, new sidewalks, and additional safety features.

MISCELLANEOUS PROJECTS

Right-of-Way and Construction Permits

There was one Right-of-Way permit issued in December 2016 to Comcast for a new service installation.



Parks Department for December 2016



Parks Department December 2016

Daily duties were performed which include: cleaning restrooms, garbage pickup, Sand Island maintenance, and general parks maintenance.

Dealt with vandalism to the Sand Island restrooms; ordered materials, started repairs

Spread rock at Grey Cliffs parking area

Christmas tree and plaza decorations

Picked up and disposed of a couch left on Gable Road

Trimmed trees and shrubs at the Library

Removed graffiti in the restrooms at Columbia View

Snow....

Removed fallen branches from all the parks

More snow

Removed leaves from the Parks

Cleaned and organized the Parks Building

Pruned shrubs at McCormick Park

Public Works Work Report

December 2016

Water Dept:

Installed 3 radio read meters
Barkdusted meter boxes to prevent freezing
Read meters and heavy users
Turned off and on 61 delinquents
Put up Christmas lights and decorations downtown
Sanded during snowstorm
Cleaned up after snowstorm
Took down tent downtown
Helped Roger repair dog statue
Repaired broken service line to Dockside
Repaired storm drain at Sykes Rd. & Columbia Blvd.
Repaired leak on main on 100 blk N. 7th St.
Helped Roger with Columbia View restroom repair

Sewer Dept:

Worked on N. 17th St. storm project
Unplugged sewer at S 19th St. & Cowlitz St.
Winterized waterline at City dock
Sanded during snowstorm
Repaired water leak on 6" main on Tice Rd.
Fixed dangerous hole on Boise Veneer Property
Rocked muddy road on 400 blk of N. 7th St.
Cleaned storm ditch grates
Repaired water leak in maint. Room at Columbia View restroom

Call-Outs:

Christmas tree lighting – move Santa
Turned on delinquent on Oakwood Rd.
Turned on delinquent at 315 N 2nd St.
Frozen pipes on Sherwood Dr.
Spains Hill slick
Emergency locate at 35516 Jakobi St.
Leak at Dockside
No power at City Dock
Sand per PD request

Miscellaneous:

Swept streets
Marked 24 locates
Checked wells & reservoirs daily

Monthly Report December 2016

12/1/16

Office Computer work went through records on vehicles
PW #5 Installed a new grease fitting in the hammer
Parks #3 Attached tool box to the bed
Parks #53 Repaired a right rear tire

12/2/16

Office Computer work, worked on the insurance list
PW #5 Hydraulic block broke so I removed it and took it to Kinnear to see if they can get the parts
Shop Cleaned restroom and shop sink
Parks fabricated a plate for the bathroom at McCormick park
PW Went over the small sander with the guys at PW
PW Started and washed off the sanders at the public works shop

12/5/16

Office Computer work, worked on the insurance list
Police S-4 Repaired a tire
PW #55 Installed new spot mirrors and tightened up a spotlight
PW Fabricated a new Kattie bar for the door at the bathrooms on sand island
Parks sharpened a chain saw

12/6/16

Office Computer work went through the insurance papers
PW Drained the water out of the compressor at public works and plugged it back in and test ran it
Ran fine
PW #5 Checked on parts for the hammer

12/7/16

Office Computer work
PW Started all the sanders and the grader and let them warm up
PW Drilled a bigger hole in the Kattie bar sand island

12/8/16

Office Computer work
PW Started the sanders and helped get ready for the snow
PW #13 Installed new chains on the truck
PW #32 Broken Headlight and zip tied it up for now

12/9/16

Office Computer Work
PW Sanded streets
PW #4 Ordered and installed a new starter
Parks P3 Installed wiper blades

12/12/16

PW #32 Brought truck to the shop for repairs ordered a headlight and repaired a deflector on the sander
PW Drained oil out of a pump that was left outside so the crankcase filled full of water

PW #5 Repaired the hammer and also installed a new bit

12/13/16

Office Computer work

PW #32 Installed new headlight assembly

PW #13 Filled coolant

Parks Unloaded a foot bridge

PW Filled oil reservoir with diesel to rinse out the water in the pump that was left outside. Filled with clean oil

12/14/16

Office Computer work

PW #32 Tightened up a hydraulic fitting

PW #13 Set up the sander dialed in the controls

PW Started moving the planter boxes over by the Stimpson building

PW Helped Lift the pipe up for the south pole project?

12/15/16

Office Computer work

PW #30 Installed new tires

Shop Clean up

12/15/16

Office Computer work

Shop Cleaned restroom and shop sink

PW Checked sanders

12/19/16

Office Computer work

Police Ordered studded snow tires for one of the cars

PW Sanded streets

PW #52 Loaded truck onto a trailer and brought it out to the shop for repairs

12/20/16

Office Computer work

PW #52 Removed the truck box and replaced the fuel pump all day project

12/21/16

Office Computer work

PW Finished moving the planter boxes and spread rock in the public works yard

12/22/16

Office Computer work

PW Went through the vehicle usage list with Neal

Keith Vac day

12/27/16

Brett Vacation from December 27th to January 2nd



City of St. Helens, Oregon
Public Works
Water Filtration Facility
PWS 4100724
P.O. Box 278
St. Helens, OR 97051
PH: (503) 397-1311 FAX: (503) 397-3351



Water Filtration Facility Journal December 2016

Water Production: 42.6 million gallons which averages 1.37 million gallons per day
547,660,000 Gallons for the year

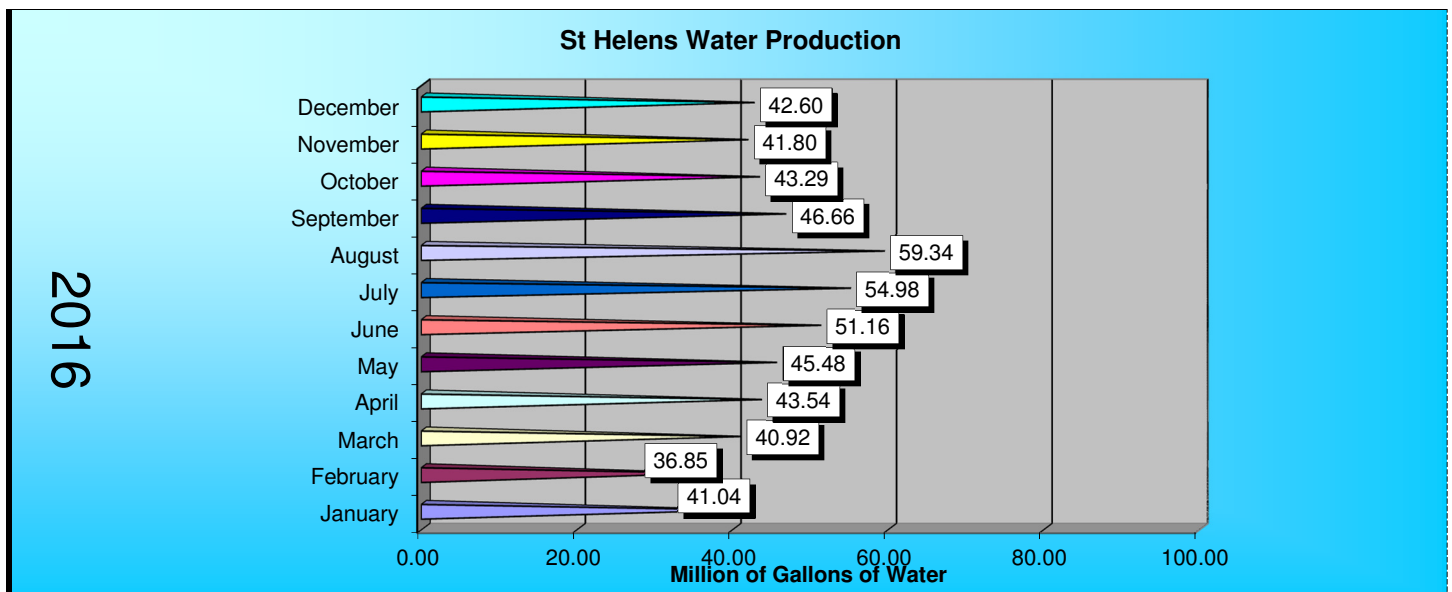
Week 1 Produced and sent December OHA reports to the State. Performed monthly check on fire extinguishers. Sent sewer readings to Columbia City public works. Received training on how to use the new phone system we are having installed.

Week 2 Gathered and sent out the December LT2 (Cryptosporidium) sample. The test results are coming back negative which means that this parasite is **NOT** present in our source water. **IF** these parasites were present, the membrane filtration system we are using to filter our water would remove these parasites **100%**! Received delivery of Chlorine for the WFF process.



Week 3 Ordered chlorine and caustic delivery for the last week of this month. Received and had installed the new city-wide ShoreTel telephone system. The WFF seems to be short one phone? Centerlogic came back and installed our 3rd phone.

Week 4 Received our Chlorine and Caustic orders.



WWTP Monthly Operations and Maintenance Report

December 2016

To: Sue Nelson

From: Aaron Kunders

Secondary System Report

- 12/21-Mark with McCoy Electric here to get part numbers for aerator starter and install LED light on outside of Sec building.
- 12/22-Very high pH coming from Mill. Rechecked and still high. Called Jeff at the mill and no answer. Talked to Rory and was told the mill was in a shut down and the high pH was from the cleaner. pH finally below 9 at 1600.
- 12/23-Secondary sampler fridge very warm. Brought in backup and set up.

Primary System Report

- 12/5-Primary sampler failed. Replaced motor and still won't work. Switched out samplers.

Pump Stations

- 12/5-PS#6-Found one section of pipe leaking and removed.

Sodium Hypochlorite System

- 3470 gallons used this month.
- 3737 gallons used last month.

Call-outs

- No after hour call outs

Plant

- 12/1-Cleaned South contact tank.
- 12/6-Got all trucks ready for winter weather.
- 12/7-TCMS here to work on HVAC system.
- 12/7-American Security here to work on alarm system.
- 12/10-TSS vacuum pump issues.
- 12/13-No internet to the plant. Found that the bills were being sent to the wrong location.
- 12/14-Winterized plant.
- 12/16-More false alarms in shop. Called American Security and had them ignore.
- 12/19-Headworks screens both in failure on SCADA. Checked and they are both fine but not communicating with SCADA.
- 12/21-American Security here to check out false alarms. They adjusted the sensitivity on the motion sensor.
- 12/27-Another false alarm in shop.
- 12/31-More TSS vacuum pump issues.

Pretreatment

- 12/12-Local limits sampling.
- 12/30-Septage receiving station plugged. Flushed with hose and working fine.

Next Month

- Quarterly sampling