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## City of St. Helens COUNCIL AGENDA

**Wednesday, March 2, 2016**

City Council Chambers, 265 Strand Street, St. Helens

### City Council Members

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

### **Welcome!**

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

1. **7:00PM - CALL REGULAR SESSION TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **OATHS OF OFFICE:** New Police Officers Christopher Ward and Bryan Cutright
4. **INVITATION TO CITIZENS FOR PUBLIC COMMENT** – *Limited to five (5) minutes per speaker.*
5. **RESOLUTIONS**
  - A. **Resolution No. 1734:** A Resolution Amending the City of St. Helens Governing Policy
6. **APPROVE AND/OR AUTHORIZE FOR SIGNATURE**
  - A. Agreement with E2C Corporation for Services Related to Community Events & Website Mgmt.
  - B. Contract with Hasa, Inc. for 12.5% Sodium Hypochlorite for the WWTP
  - C. Contract Payments
7. **APPOINTMENTS TO CITY BOARDS & COMMISSIONS**
8. **CONSENT AGENDA FOR ACCEPTANCE**
  - A. Arts & Cultural Commission Minutes dated November 24, 2015
  - B. Library Board Minutes dated November 9, 2015 and January 19, 2016
  - C. Accounts Payable Bill List
9. **CONSENT AGENDA FOR APPROVAL**
  - A. OLCC Licenses
10. **MAYOR PETERSON REPORTS**
11. **COUNCIL MEMBER REPORTS**
12. **DEPARTMENT REPORTS**
13. **ADJOURN**

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The St. Helens City Council Chambers are handicapped accessible. If you wish to participate or attend the meeting and need special accommodation, please contact City Hall at 503-397-6272 in advance of the meeting.

Be a part of the vision...get involved with your City...volunteer for a City of St. Helens Board or Commission!  
For more information or for an application, stop by City Hall or call 503-366-8217.

*City of St. Helens*  
**RESOLUTION NO. 1734**

A RESOLUTION AMENDING THE  
CITY OF ST. HELENS GOVERNING POLICY

**WHEREAS**, in 2007, the City of St. Helens adopted Resolution No. 1461 establishing a Governing Policy; and

**WHEREAS**, the Council has determined that it is in the best interest of the City to amend the governing policy to reflect principles of collaborative decision-making and to clearly delegate authority and responsibilities among Councilors, the City Administrator and Department Heads and other appointed officials.

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

**Section 1.** The document entitled "City of St. Helens Governing Policy," attached hereto as Exhibit A, is hereby adopted.

**PASSED AND ADOPTED** by the City Council on this 2<sup>nd</sup> day of March, 2016 by the following vote:

Ayes:

Nays:

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

ATTEST:

\_\_\_\_\_  
City Recorder

CITY OF ST. HELENS  
**GOVERNING POLICY**

1. **Purpose:** The purpose of this policy is to establish guidelines for collaborative administrative decision-making and a governing structure to be used by City Councilors and staff, and to delegate responsibilities and authority to implement the guidelines.
2. **Governing Structure:** The City shall operate based on a combination of forms of government. Subject to the allocation and delegation of authorities herein, the City Council shall act as a commission with each Councilor, acting as a commissioner, assigned to oversee the activities of one or more City departments. The City Administrator shall coordinate the activities of all departments, supervisor the Administrative Department, and coordinate the collaborative process described below.
3. **Collaborative Decision-Making:** This process applied to administrative decision-making regarding department-level matters. Routine and emergency decisions applying adopted City policies shall be made by Department Heads. Decisions requiring policy interpretation or development shall be made in a collaborative process involving discussion and resolution between the Councilor assigned to the department, the City Administrator, and the Department Head. Issues that cannot be resolved by consensus in the collaborative process shall be referred to the Council.
4. **Personnel Supervision and Discipline:** Subject to the City's adopted personnel rules, supervisory authority shall be as follows:
  - a. Employees of departments shall be supervised by the Department Head, including discipline not involving termination.
  - b. Department Heads and the City Administrator shall be supervised by the Councilor or Mayor charged with department oversight of each department. Hiring and termination of Department Heads and the City Administrator shall be the responsibility of the Council.
  - c. Decisions regarding hiring and termination of department employees shall be made using the collaborative process. Such decisions that lack concurrence of the collaborative group shall be referred to the Council.
5. **Personnel Evaluations:** Subject to the City's adopted personnel rules, responsibility for personnel evaluations shall be as follows:
  - a. Department employees shall be evaluated by their supervisors subject to review and approval by each Department Head.
  - b. Department Heads shall be evaluated by the assigned Councilor ~~and the City Administrator.~~
  - c. The City Administrator shall be evaluated by the Mayor, ~~and~~ each Councilor ~~and each Department Head.~~
  - d. The Municipal Judge and the City Attorney shall be evaluated by the Mayor, each Councilor and the City Administrator.
  - e. Evaluations shall be written in a form approved by the Council.
  - f. Upon completion, evaluations of department employees shall be referred to the City Administrator for retention in secured personnel files.
  - g. Evaluations of Department Heads, City Administrator, Municipal Judge and City Attorney shall be submitted to the Council President, and the Council President shall compile evaluations for submission of consolidated evaluations to the Council for approval.
  - h. Approved evaluations shall be communicated to each employee, judge or attorney in a manner determined by the Council, and retained by the City Administrator.

## **PERSONAL SERVICES AGREEMENT**

This PERSONAL SERVICES AGREEMENT (this “Agreement”) is made and entered into by and between the **City of St. Helens** (the “City”), an Oregon municipal corporation, and E2C Corporation (“Contractor”).

### **RECITALS**

**A.** The City is in need of consulting services and Contractor is qualified and prepared to provide such services.

**B.** The purpose of this Agreement is to establish the services to be provided by Contractor and the compensation and terms for such services.

### **AGREEMENT**

**1. Engagement.** The City hereby engages Contractor to provide services (“Services”) related to the coordination of community events and web page maintenance, and Contractor accepts such engagement. The principal contact for Contractor shall be Tina Curry, phone (360) 241-6456.

**2. Scope of Work.** The duties and responsibilities of Contractor, including a schedule of performance, shall be as described in Attachment A attached hereto and incorporated herein by reference.

**3. Term.** Subject to the termination provisions of Section 11 of this Agreement, this Agreement shall commence once executed by both parties and shall terminate on June 30<sup>th</sup> 2017. The City reserves the exclusive right to extend the contract for a period of two (2) years in one (1) year increments. Such extensions shall be in writing with terms acceptable to both parties. Any increase in compensation for the extended term shall be as agreed to by the parties but shall not exceed five percent (5%) of the then-current fees.

**4. Compensation.** The terms of compensation for the initial term shall be as provided in Attachment C.

#### **5. Payment.**

**5.1** The City agrees to pay Contractor for and in consideration of the faithful performance of the Services, and Contractor agrees to accept from the City as and for compensation for the faithful performance of the Services, the fees outlined in Attachment C. Reimbursable expenses shall be billed at cost without markup and shall include travel and related expenses in compliance with the City’s travel and expense policy, reproduction of documents or reports with prior written approval, and long-distance telephone expenses.

**5.2** Contractor shall make and keep reasonable records of work performed pursuant to this Agreement and shall provide detailed monthly billings to the City. Following approval by the City Administrator, billings shall be paid in full within thirty (30) days of receipt thereof. The City shall notify Contractor of any disputed amount within fifteen (15) days from receipt of the invoice, give reasons for the objection, and promptly pay the



undisputed amount. Disputed amounts may be withheld without penalty or interest pending resolution of the dispute.

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

**5.4** Contractor is engaged by the City as an independent contractor in accordance with the standards prescribed in ORS 670.600. Contractor shall not be entitled to any benefits that are provided by the City to City employees.

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

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

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

**CITY:** City of St. Helens  
Attn: City Administrator  
PO Box 278  
St. Helens OR 97051

**CONTRACTOR:** E2C Corporation  
Attn: Tina Curry  
2316 NE Minnehaha Street  
Vancouver, WA 98665

When so addressed, such notices, bills and payments shall be deemed given upon deposit in the United States mail, postage-prepaid.

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

**9. Consequential Damages.** Neither party shall be liable to the other for consequential damages, including, without limitation, loss of use or loss of profits incurred by one another or their subsidiaries or successors, regardless of whether such damages are caused

by either party's breach of contract, willful misconduct, negligent act or omission, or other wrongful act.

**10. Insurance.**

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

**10.2** All insurance policies shall provide that the insurance coverage shall not be canceled or reduced by the insurance carrier without thirty (30) days' prior written notice to the City. Contractor agrees that it will not cancel or reduce said insurance coverage.

**10.3** Contractor agrees that if it does not keep the aforesaid insurance in full force and effect, the City may either immediately terminate this Agreement or, if insurance is available at a reasonable cost, the City may take out the necessary insurance and pay, at Contractor's expense, the premium thereon. If the City procures such insurance, the City shall retain any cost incurred for same from moneys due Contractor hereunder.

**10.4** At all times during the term of this Agreement, Contractor shall maintain on file with the City a Certificate of Insurance or a copy of actual policies acceptable to the City showing that the aforesaid policies are in effect in the required amounts. The policies shall contain an endorsement naming the City, its officers, employees and agents, as additional insureds (except for the professional liability and workers' compensation insurance).

**10.5** The insurance provided by Contractor shall be primary to any coverage available to the City. The insurance policies (other than workers' compensation) shall include provisions for waiver of subrogation. Contractor shall be responsible for any deductible amounts outlined in such policies.

**11. Termination.** Either party may terminate this Agreement upon seven (7) days' written notice if one of the following occurs: (a) the other party fails to substantially perform in accordance with the terms of this Agreement; or (b) the City, in its sole discretion, decides to abandon the project. If either party terminates this Agreement, Contractor shall receive compensation only for Services actually performed up to the date of termination.

**12. No Third-Party Rights.** This Agreement shall not create any rights in or inure to the benefit of any parties other than the City and Contractor.

**13. Modification.** Any modification of the provisions of this Agreement shall be set forth in writing and signed by the parties.

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

**15. Indemnification.** Contractor and the officers, employees, agents and subcontractors of Contractor are not agents of the City, as those terms are used in ORS 30.265. Contractor shall defend, indemnify and hold harmless the City and its officers, employees, elected officials, volunteers and agents from any and all claims for injury to any person or damage to property caused by the negligence or other wrongful acts, omissions, or willful misconduct of Contractor or officers, employees, agents, or subcontractors of Contractor.

Contractor shall not be responsible for claims caused by the negligence or other wrongful acts or omissions of the City or the City's officers, employees, or agents.

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

**17. Compliance with Law.**

**17.1** Contractor shall comply with all applicable federal, state and local statutes, ordinances, administrative rules, regulations and other legal requirements in performance of this Agreement.

**17.2** Contractor shall comply with applicable provisions of ORS 279B.020, 279B.220, 279B.225, 279B.230 and 279B.235. Pursuant to ORS 279B.235, any person employed by Contractor who performs Services shall be paid at least time and a half pay for all overtime in excess of forty (40) hours in any one (1) week, except for persons who are excluded or exempt from overtime pay under ORS 653.010 through 653.261 or under 29 USC Sections 201 through 209.

**17.3** Contractor is a "subject employer," as defined in ORS 656.005, and shall comply with ORS 656.017.

**17.4** Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, national origin, physical or mental disability, or disabled veteran or veteran status in violation of state or federal laws.

**17.5** Contractor certifies that it currently has a City business license or will obtain one prior to delivering services under this Agreement. [Business License No. 04062]

**18. Confidentiality.** Contractor shall maintain the confidentiality, both external and internal, of that confidential information to which it is exposed by reason of this Agreement. Contractor warrants that its employees assigned to this Agreement shall maintain necessary confidentiality.

**19. Publicity.** Contractor shall not use any data, pictures, or other representations of the City in its external advertising, marketing programs, or other promotional efforts except with prior specific written authorization from the City.

**20. Succession.** This Agreement shall inure to the benefit of and shall be binding upon each of the parties hereto and such parties' partners, successors, executors, administrators and assigns.

**21. Assignment.** This Agreement shall not be assigned by Contractor without the express written consent of the City. Contractor shall not assign Contractor's interest in this Agreement or enter into subcontracts for any part of the Services without the prior written consent of the City.

**22. Default.**

**22.1** A party will be in default under this Agreement if that party fails to comply with any provision of this Agreement within ten (10) days after the other party gives

written notice specifying the breach. If the breach specified in the notice cannot be completely cured within the ten (10)-day period, a default will not occur if the party receiving the notice diligently begins curative action within the ten (10)-day period and proceeds to cure the breach as soon as practicable.

**22.2** Notwithstanding Subsection 22.1, the City may declare a default immediately by written notice to Contractor if Contractor intentionally or repeatedly breaches material provisions of this Agreement or if Contractor's breach of contract creates unreasonable risk of injury to any person or damage to property.

**22.3** Should a dispute arise between the parties to this Agreement, it is agreed that such dispute will be submitted to a mediator prior to any litigation. The parties shall exercise good-faith efforts to select a mediator who shall be compensated equally by both parties. Mediation shall be conducted in St. Helens, Oregon, unless both parties agree in writing otherwise. Both parties agree to exercise good-faith efforts to resolve disputes covered by this section through the mediation process. If a party requests mediation and the other party fails to respond within ten (10) days, a mediator shall be appointed by the presiding judge of the Circuit Court of the State of Oregon for Columbia County upon request of either party. The parties shall have any rights at law or in equity with respect to any dispute not covered by this section. Nothing in this section shall preclude a party from seeking equitable relief to enjoin a violation of this Agreement.

**22.4** If a default occurs, the party injured by the default may terminate this Agreement and enforce any remedies available under Oregon law. Litigation shall be conducted in the Circuit Court of the State of Oregon for Columbia County. Litigation initiated by the City must be authorized by the St. Helens City Council.

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

#### **24. Inspection and Audit by the City.**

**24.1** Services provided by Contractor and Contractor's performance data, financial records, and other similar documents and records of Contractor that pertain, or may pertain, to the Services under this Agreement shall be open for inspection by the City or its agents at any reasonable time during business hours. Upon request, copies of records or documents shall be provided to the City free of charge.

**24.2** The City shall have the right to inspect and audit Contractor's financial records pertaining to the Services under this Agreement at any time during the term of this Agreement or within two (2) years following the termination of this Agreement.

**24.3** This Section 24 is not intended to limit the right of the City to make inspections or audits as provided by law or administrative rule.

**25. Entire Agreement.** This Agreement contains the entire agreement between the parties and supersedes all prior written or oral discussions or agreements regarding the Services described herein.

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

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

**CITY:**

**CITY OF ST. HELENS**

Council Meeting Date: March 2, 2016

Signature: \_\_\_\_\_

Print: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**CONTRACTOR:**

E2C Corporation

Signature: \_\_\_\_\_

Print: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

APPROVED AS TO FORM:

By: \_\_\_\_\_

City Attorney

**ATTACHMENT A**  
**Scope of Work**

E2C Corporation shall coordinate desired community events as authorized by the City and the Discover Columbia County web page maintenance. These services include but are not limited to event planning, coordination, promotion, fundraising, permitting, acquisitions, communication, reporting, fiscal oversight and other Tourism related duties assigned by the City.

## ATTACHMENT B INSURANCE REQUIREMENTS

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

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

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

Contractor's general liability and automobile liability insurance must be evidenced by certificates from the insurers. The policies shall name the City, its officers, agents and employees, as additional insureds and shall provide the City with a thirty (30)-day notice of cancellation.

Workers' compensation insurance must be evidenced by a certificate from the insurer. The certificate need not name the City as an additional insured, but must list the City as a certificate holder and provide a thirty (30)-day notice of cancellation to the City.

Certificates of Insurance shall be forwarded to:

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

Contractor agrees to deposit with the City, at the time the executed Contract is returned, Certificates of Insurance and Binders of Insurance if the policy is new or has expired, sufficient to satisfy the City that the insurance provisions of this Contract have been complied with and to keep such insurance in effect and the certificates and/or binders thereof on deposit with the City during the entire term of this Contract. Such certificates and/or binders must be delivered prior to commencement of the Work.

The procuring of such required insurance shall not be construed to limit Contractor's liability hereunder. Notwithstanding said insurance, Contractor shall be obligated for the total amount of any damage, injury or loss caused by negligence or neglect connected with this Contract.

**ATTACHMENT C**  
**Terms of Compensation**

Contractor's compensation shall be \$2,350 per month plus pre-approved reimbursable expenses. All work shall be commensurate with the fee charged annualized throughout the contract year.



## MATERIALS AND SERVICES CONTRACT

**BETWEEN:**     **City of St. Helens**, a municipal corporation of the State of Oregon                     (“City”)

**AND:**             **Hasa, Inc.**   (“Contractor”)

**DATED:**             \_\_\_\_\_

### RECITALS

**A.**     The City is in need of **12.5% Sodium Hypochlorite**, and Contractor is qualified and prepared to provide materials and services to fill that need.

**B.**     The purpose of this Contract is to establish the materials and services to be provided by Contractor and the compensation and terms for such materials and services.

**NOW, THEREFORE**, the parties mutually agree as follows:

**1.     Engagement.** The City hereby engages Contractor to furnish the materials (“Materials”) and services (“Services”) specified in Attachment A, Scope of Work, attached hereto and incorporated herein by reference, and Contractor accepts such engagement. The principal contact on behalf of Contractor shall be **Mary Flynn**, phone **(661)259-5848 ext. 5405**.

**2.     Scope of Work.** The duties and responsibilities of Contractor, including a schedule of performance, shall be as described in Attachment A. Any changes to this Contract shall be in writing, signed by both parties, and shall be attached to and become a part of this Contract. The scope of work may include supplying “goods,” as defined in ORS 72.1050. References to “Work” herein refer to the provisions of both Materials (or goods) and Services.

**3.     Contract Documents.**

**3.1**     The term “Contract Document” means this form, the Scope of Work, and any specifications, quotation, extensions, amendments, exhibits and documents incorporated by reference.

**3.2**     This Contract shall constitute the entire agreement between the parties concerning the Materials and Services. References to “this Contract” or “the Contract” include all Contract Documents.

**3.3**     Each party shall notify the other party of inconsistencies in the Contract Documents. If inconsistencies occur, the document or provision that will result in a better quality of Services shall have priority. Amendments have priority over all other Contract Documents, including amendments of an earlier date. Specifications have priority over this form. This form and specifications have priority over the quotation. The City may issue a written interpretation to resolve any inconsistencies in the Contract Documents, which shall be binding on Contractor so long as such interpretation is not unreasonable.

**3.4**     If any term or provision of a Contract Document is held by a court of competent jurisdiction to be invalid, the validity of the remaining terms and provisions will not

be affected, and the rights and obligations of the parties shall be construed and enforced as if the Contract Document did not contain the particular term or provision held to be invalid.

**3.5** Notwithstanding Subsection 3.1, Contract Documents include any amendments or addenda issued by the City with the Request for Quotations that are attached to this form as attachments. After this Contract is signed, the Contract Documents may be changed only by written amendments signed by authorized representatives of both parties.

#### **4. Contract Term.**

**4.1** The initial term of this Contract begins on **March 1, 2016**, and ends on **February 28, 2017** ("Contract Term"). The parties may agree to extend the Contract Term for two (2) successive periods of twelve (12) months each. Such extension shall begin on the day following the end of the initial term or the first extension. Extensions must be set forth in writing and signed by authorized representatives of both parties. The party requesting the extension must deliver a request for extension at least sixty (60) days before the Contract Term is scheduled to end.

**4.2** A schedule of performance may be included in the specifications.

**4.3** Notwithstanding Subsection 4.1, this Contract may be terminated before the end of the Contract Term, as provided in the Contract Documents.

**5. Approvals.** If the Contract Documents require approval of any thing, act, or document, the request for approval and the response must be given by persons with proper authority under the Contract Documents in the same manner as notices under Section 6. Approval will not be withheld unreasonably.

#### **6. Notices.**

**6.1** Notices required by this Contract must be given in writing by personal delivery or by United States mail, first-class postage-prepaid, unless some other means or method of notice is required by law.

**6.2** All notices to the City must be directed to the City Administrator. The City's address for notices is:

City of St. Helens  
Attn: City Administrator  
PO Box 278  
St. Helens OR 97051

**6.3** Contractor's address for notices is:

Hasa, Inc.  
Attn: Mary Flynn  
23119 Drayton Street  
Saugus, CA 91350

**6.4** Each party shall notify the other of any change of address for notices.

## **7. Contractor's Responsibility for the Work.**

**7.1** Time is of the essence on this Contract. Contractor shall perform the Work promptly and efficiently and in accordance with the provisions set forth in Attachment A. Contractor shall provide all labor, materials, tools, equipment and incidentals that are necessary for proper performance of the Work, including items that may be inferred from the specifications or from prevailing custom or trade usage as being necessary to produce the intended results.

**7.2** Unless the specifications require certain means or methods, Contractor shall be responsible for the means and methods used for the Services.

**7.3** Materials provided by Contractor must be of good quality and will be subject to the warranties provided by ORS 72.3120, ORS 72.3130, ORS 72.3140 and ORS 72.3150.

**7.4** Contractor shall provide and properly supervise qualified workers. Workers must have any licenses and certificates required by applicable laws.

**7.5** Contractor shall not assign any interest in this Contract or enter into subcontracts for the Services without the prior written approval of the City.

## **8. Use of Premises.**

**8.1** Provisions of this Contract that refer to "the Premises" will apply to the Work only if it is performed at the Premises, defined as real property, including buildings or other improvements that are owned or occupied by the City.

**8.2** Contractor shall confine the Work performed at the Premises to areas and times stated in Attachment A, and Contractor shall avoid any unnecessary interference with the use of the Premises.

**8.3** Contractor shall take reasonable precautions to prevent injury to persons and damage to property that may result from Contractor's use of the Premises. Contractor shall remedy any damage to the Premises and other property of the City resulting from the Work.

**9. Hazardous Chemicals.** Contractor shall implement and bear the cost of precautions required for protection from "hazardous chemicals," as defined in ORS 654.750 or OAR Chapter 437, that may be encountered at the Premises or used for the Work. The City and Contractor shall exchange material safety data sheets, label information, and instructions for precautionary measures for hazardous chemicals kept at the Premises by the City or used for the Work by Contractor. The City may prohibit use of particular hazardous chemicals.

**10. Liability of City's Officers, Employees and Agents.** Officers, employees and agents of the City shall not have any direct, personal liability to Contractor.

**11. No Agency.** Contractor is engaged by the City as an independent contractor in accordance with ORS 670.600. Contractor, subcontractors, and their principals, employees and agents are not agents of the City as that term is used in ORS 30.265.

## **12. Indemnification.**

**12.1** Except as provided in Subsection 12.2, or as otherwise provided by applicable law, Contractor shall defend and indemnify the City and the City's officers, elected officials, volunteers, employees and agents from all third-party claims arising from the Work, including third-party claims arising from injury to any person or damage to property, breach of this Contract by Contractor, or violation of applicable law by Contractor.

**12.2** Contractor shall not be responsible for third-party claims resulting solely from the negligence or other wrongful acts or omissions of the City or the City's officers, elected officials, volunteers, employees or agents.

## **13. Liability Insurance.**

**13.1** At all times while Contractor is performing Work at the Premises, Contractor shall, at Contractor's expense, maintain in force insurance policies as set forth in Attachment B, which is attached hereto and incorporated herein by reference.

**13.2** Prior to starting Work at the Premises, Contractor shall provide certificates of insurance for coverage required by this section, which will be subject to review and approval by the City Attorney. Each certificate must obligate the insurer to give written notice to the City thirty (30) days prior to termination or restriction of coverage. The City may reject a certificate which states that the insurer will merely "endeavor to mail" written notice.

**14. Governing Laws.** This Contract shall be interpreted and construed in accordance with the laws of the State of Oregon.

## **15. Compliance with Law.**

**15.1** Contractor shall comply with all applicable federal, state and local statutes, ordinances, administrative rules, regulations and other legal requirements in performance of this Contract.

**15.2** Contractor shall comply with applicable laws, including ORS 279B.020, ORS 279B.220, ORS 279B.225, ORS 279B.230 and ORS 279B.235, which are incorporated herein.

**15.3** Pursuant to ORS 279B.020, no person shall be employed for the Work for more than ten (10) hours in any one (1) day, or forty (40) hours in any one (1) week, except in cases of necessity, emergency, or when the public policy absolutely requires it. Except for persons who are exempt from overtime pay, persons who perform the Work shall be paid at least time and a half pay for legal holidays specified in a collective bargaining agreement or in ORS 279B.020(1)(b) and for time worked in excess of ten (10) hours a day or in excess of forty (40) hours a week, whichever is greater.

**15.4** If Contractor is a nonresident bidder, as defined in ORS 279A.120(1)(a), and the compensation, as set forth in Attachment C attached hereto and hereby incorporated by reference, exceeds Ten Thousand Dollars (\$10,000), Contractor shall comply with ORS 279A.120(3).

**15.5** Pursuant to ORS 279A.120(2)(a), Contractor shall use products that have been manufactured in Oregon, provided that price, fitness, availability and quality are otherwise equal.

**15.6** Contractor shall not provide or offer to provide any appreciable pecuniary or material benefit to any officer or employee of the City in connection with this Contract in violation of ORS Chapter 244.

**15.7** Contractor is a “subject employer,” as defined in ORS 656.005, and shall comply with ORS 656.017. Contractor shall provide workers’ compensation coverage for “subject workers,” as defined in ORS 656.005(28), employed to perform the Work. Before performing any Work, Contractor shall provide a certificate of insurance for workers’ compensation coverage or other proof of coverage, or certify that no subject workers will perform Work.

**15.8** Contractor certifies that it currently has a City business license or will obtain one prior to delivering services under this Agreement. [Business License No. 4144]

**16. Nondiscrimination.**

**16.1** Contractor shall comply with all applicable federal, state and local laws, rules and regulations on nondiscrimination in employment because of race, color, ancestry, national origin, religion, sex, marital status, age, medical conditions or disability.

**16.2** Contractor shall comply with the Americans with Disabilities Act of 1990 (Pub. Law No. 101-336), ORS 30.670 through ORS 30.685, ORS 659A.425, and all regulations and administrative rules established pursuant to those laws, in the construction, remodeling, maintenance and operation of any structures and facilities, and in the conduct of all programs, services and training, educational or otherwise, conducted by Contractor.

**17. Compensation.** The terms of compensation shall be as provided in Attachment C. The compensation stated in Attachment C constitutes the total compensation payable to Contractor for the Work.

**18. Payment.**

**18.1** Unless otherwise provided in Attachment C, Contractor shall be paid on a time and materials basis.

**18.2** Contractor shall make and keep reasonable records of Work performed pursuant to this Contract and, unless provided otherwise in Attachment C, shall provide detailed monthly billings to the City. Following approval by the City Administrator, billings shall be paid in full within thirty (30) days of receipt thereof. The City shall notify Contractor of any disputed amount within fifteen (15) days from the date of the invoice, give reasons for the objection, and promptly pay the undisputed amount. Disputed amounts may be withheld without penalty or interest pending resolution of the dispute. Payment to Contractor shall be complete once the City pays compensation as provided in Section 17.

**18.3** The City may suspend or withhold payments if Contractor fails to comply with the requirements of this Contract.

**18.4** The City's obligation to make payments is conditioned upon appropriation of funds pursuant to ORS 294.305 through 294.565. The City certifies that funds for this Contract are included in the City's budget for the current fiscal year, which ends on June 30 next following the date that this Contract is signed. If funds are not appropriated for this Contract for any subsequent fiscal year during the Contract Term, the City shall notify Contractor and this Contract shall be terminated on June 30 of the last fiscal year for which funds are appropriated.

**18.5** Any provision of this Contract that is held by a court to create an obligation that violates the debt limitation of Article XI, Section 9 of the Oregon Constitution shall be void.

**19. Waiver.** Compliance with the provisions of this Contract may be waived only by a written waiver signed by the party waiving its rights. Waiver of compliance with one provision shall not be deemed to waive compliance with any other provision.

**20. Default.**

**20.1** A party will be in default under this Contract if that party fails to comply with any provision of this Contract within ten (10) days after the other party gives written notice specifying the breach. If the breach specified in the notice cannot be completely cured within the ten (10)-day period, a default will not occur if the party receiving the notice diligently begins curative action within the ten (10)-day period and proceeds to cure the breach as soon as practicable.

**20.2** Notwithstanding Subsection 20.1, the City may declare a default immediately by written notice to Contractor if Contractor intentionally or repeatedly breaches material provisions of this Contract or if Contractor's breach of contract creates unreasonable risk of injury to any person or damage to property.

**20.3** Should a dispute arise between the parties to this Contract, it is agreed that such dispute will be submitted to a mediator prior to any litigation. The parties shall exercise good-faith efforts to select a mediator who shall be compensated equally by both parties. Mediation shall be conducted in St. Helens, Oregon, unless both parties agree in writing otherwise. Both parties agree to exercise good-faith efforts to resolve disputes covered by this section through the mediation process. If a party requests mediation and the other party fails to respond within ten (10) days, a mediator shall be appointed by the presiding judge of the Circuit Court of the State of Oregon for Columbia County upon request of either party. The parties shall have any rights at law or in equity with respect to any dispute not covered by this section. Nothing in this section shall preclude a party from seeking equitable relief to enjoin a violation of this Contract.

**20.4** If a default occurs, the party injured by the default may terminate this Contract and enforce any remedies available under Oregon law. Litigation shall be conducted in the Circuit Court of the State of Oregon for Columbia County. Litigation initiated by the City must be authorized by the St. Helens City Council.

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

**22. Termination for Convenience.** The City may terminate this Contract if the City determines in good faith that termination is in the best interest of the public. The City shall endeavor to give Contractor written notice thirty (30) days prior to the date of termination under this section, but failure to give notice will not invalidate the decision to terminate. Termination under this section will not affect the rights of the parties existing at the time of termination. If Contractor is not in default, Contractor shall be paid for Work in progress at the time of termination, and Contractor shall be reimbursed for reasonable costs resulting directly from termination. Contractor shall not be entitled to recover lost profits or overhead for Work that is precluded by termination under this section.

**23. Action Upon Termination.** Upon receiving notice of termination, Contractor shall cease performance of the Work and terminate subcontracts.

**CITY:**

**CONTRACTOR:**

**CITY OF ST. HELENS**

**Hasa, Inc.**

Council Meeting Date: March 2, 2016

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Print: \_\_\_\_\_

Print: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**APPROVED AS TO FORM:**

By: \_\_\_\_\_

City Attorney

**ATTACHMENT A**  
**Scope of Work**

**REQUEST FOR PROPOSAL – Proposal to Supply Bulk 12.5% Sodium Hypochlorite Solution**

**Respond by February 12, 2016 to:**

City of St. Helens Wastewater Treatment Plant  
451 Plymouth Street, P O BOX 278  
St. Helens, OR 97051  
Phone: 503 397-2344  
FAX: 503 366-3027  
Contact: Aaron Kunders  
Or email [aaronk@ci.st-helens.or.us](mailto:aaronk@ci.st-helens.or.us)

**Discussion:**

The City uses bulk 12.5% sodium hypochlorite for disinfection of wastewater at the Wastewater Treatment Facility located at 451 Plymouth Street in St. Helens. Usage rates are typically 3000-4000 gallons per month.

The City is requesting proposals to provide bulk (5000-gallon tanker truck) delivery of minimum 12.5% sodium hypochlorite to the City facility. The hypochlorite must be EPA registered for disinfection of wastewater and the supplier must provide evidence of such EPA registration. Each shipment to provide certification of hypochlorite strength and confirmation that the hypochlorite is EPA registered for disinfection use.

**Proposals must provide the following information:**

- A not to exceed cost per gallon for 12.5% sodium hypochlorite solution delivered to the City of St. Helens in bulk tanker truck loads not exceeding 4800 gallons per load. This cost to be guaranteed for a period of 1-year from acceptance of the proposal and must include any additional per load charges.
- Documentation that the hypochlorite solution to be provided is EPA registered for use as a disinfectant for wastewater.

Indicate required delivery lead-time and agreement to provide minimum hypochlorite strength certification (>12.5%) with each delivery.



## ATTACHMENT B INSURANCE REQUIREMENTS

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

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

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

Contractor's general liability and automobile liability insurance must be evidenced by certificates from the insurers. The policies shall name the City, its officers, agents and employees, as additional insureds and shall provide the City with a thirty (30)-day notice of cancellation.

Workers' compensation insurance must be evidenced by a certificate from the insurer. The certificate need not name the City as an additional insured, but must list the City as a certificate holder and provide a thirty (30)-day notice of cancellation to the City.

Certificates of Insurance shall be forwarded to:

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

Contractor agrees to deposit with the City, at the time the executed Contract is returned, Certificates of Insurance and Binders of Insurance if the policy is new or has expired, sufficient to satisfy the City that the insurance provisions of this Contract have been complied with and to keep such insurance in effect and the certificates and/or binders thereof on deposit with the City during the entire term of this Contract. Such certificates and/or binders must be delivered prior to commencement of the Work.

The procuring of such required insurance shall not be construed to limit Contractor's liability hereunder. Notwithstanding said insurance, Contractor shall be obligated for the total amount of any damage, injury or loss caused by negligence or neglect connected with this Contract.

**ATTACHMENT C**  
**Terms of Compensation**

Hasa, Inc. pricing direct to the City of St. Helens is \$0.730/gallon delivered.

3000-4000 gallons per month; not to exceed \$75,000.

THERE ARE NO OTHER FEES ASSOCIATED WITH THIS DELIVERY.

## **CONTRACT PAYMENTS**

City Council Meeting  
March 2, 2016

---

**Firwood Design Group, LLC**

Project: S-636 Pump Station #7 Upgrade (Inv#11121)      \$      **262.50**

**Inland Company**

Project: S-638A Repair Nuisance Sewer Laterals (PR#1)      \$      **21,720.00**

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

Project: SD-146 Godfrey Park Storm (Inv#09-1078-72)      \$      **2,224.88**

**S-2 Contractors, Inc.**

Project: R-644 2015 Asphalt Patching (Inv#1571E2)      \$      **18,162.00**



Firwood Design Group, LLC  
SURVEYING \* ENGINEERING \* PLANNING

# INVOICE

Invoice # 11121

To: City of St. Helens  
Attn: City Administrator  
PO Box 278  
St. Helens, OR 97051

RECEIVED

FEB 22 2016

February 18, 2016

CITY OF ST. HELENS

Project: E15-009

Engineering Services

For engineering services related to requested improvements on wastewater pump station, Lift Station No. 7. Services are for the period between January 1, 2016 and January 31, 2016. This is a progress billing.

Engineering Services:

Senior Project Engineer, 2.5 hrs. @ \$105.00/hr. = \$ 262.50

Total Amount Due

\$ 262.50

*Payment is appreciated upon receipt of this invoice.*

*For your convenience, we accept payment by Visa/MasterCard/American Express.*

APPROVED FOR PAYMENT

INIT

DATE

*[Signature]*  
*[Signature]*

ACCOUNTS PAYABLE  
FINANCE  
SUPERVISOR

*2/24/16*  
*2-24-16*

*S-636 Pump Station #7 Upgrade*

*010-303-653306*



**City of St. Helens**  
265 Strand Street, St Helens, Oregon 97051  
Phone: (503) 397-6272 | Fax: (503) 366-3782

# Payment Request #01

**CONTRACTOR:**  
**Inland Company**  
PO Box 2131  
Battle Ground, WA 98604

**PROJECT: REPAIR & REPLACEMENT OF NUISANCE SEWER**  
**PROJECT #:** S-638A  
**DATE:** 2/24/2016  
**DEPARTMENT:** Engineering

010-303-653301

Total Contract Amount	\$29,435.00	Total Earned This Month	\$21,720.00
Total Amount Earned To Date	\$21,720.00	Less 5% Retainage	\$0.00
<b>Total Amount Due</b>			<b>\$21,720.00</b>

Item No.	Description	Unit	Qty	Unit Price	Total Contract Price	Completed This Month	Quantity Completed This Month	Quantity Completed Prior Billing	Quantity Completed To Date	Total Earned To-Date
1	224 S 20th St, Abandon sewer lateral and cap	LS	1	\$1,700.00	\$1,700.00	\$1,700.00	1.00		1.00	\$1,700.00
2	135 N 4th St Sewer Lateral Repair									
	A) Sewer lateral repair, complete	LS	1	\$2,020.00	\$2,020.00	\$2,020.00	1.00		1.00	\$2,020.00
	B) Additional lateral repair exceeding 16 linear feet	LF	50	\$20.00	\$1,000.00	\$1,050.00	52.50		52.50	\$1,050.00
3	297 N 5th St, Abandon sewer lateral and cap at sewer main	LS	1	\$650.00	\$650.00	\$650.00	1.00		1.00	\$650.00
4	260 St. Helens St Sewer Lateral Repair									
	A) Sewer lateral repair, complete	LS	1	\$3,200.00	\$3,200.00	\$3,200.00	1.00		1.00	\$3,200.00
	B) Additional lateral repair exceeding 8 linear feet	LF	4	\$35.00	\$140.00	\$0.00			0.00	\$0.00
5	344 S 2nd St, Sewer Lateral Repair									
	A) Sewer lateral repair, complete	LS	1	\$4,800.00	\$4,800.00	\$0.00			0.00	\$0.00
	B) Additional lateral repair exceeding 18 linear feet	LF	5	\$45.00	\$225.00	\$0.00			0.00	\$0.00
6	344 N 3rd St, Abandon sewer lateral and cap at sewer main	LS	1	\$800.00	\$800.00	\$800.00	1.00		1.00	\$800.00
7	1071 Cowlitz St, Sewer Lateral Repair									
	A) Sewer lateral repair, complete	LS	1	\$2,000.00	\$2,000.00	\$2,000.00	1.00		1.00	\$2,000.00
	B) Additional lateral repair exceeding 78 linear feet	LF	50	\$35.00	\$1,750.00	\$0.00			0.00	\$0.00
8	293 Sunset Blvd, Sewer Lateral Repair									
	A) Sewer lateral repair, complete	LS	1	\$1,600.00	\$1,600.00	\$1,600.00	1.00		1.00	\$1,600.00
	B) Additional lateral repair exceeding 7 linear feet	LF	5	\$35.00	\$175.00	\$0.00			0.00	\$0.00
9	475 S 14th St, Sewer Lateral Repair									
	A) Sewer lateral repair, complete	LS	1	\$2,400.00	\$2,400.00	\$2,400.00	1.00		1.00	\$2,400.00
	B) Additional lateral repair exceeding 35 linear feet	LF	5	\$35.00	\$175.00	\$0.00			0.00	\$0.00
10	453 N 11th St, Construct cleanout, complete	LS	1	\$600.00	\$600.00	\$0.00			0.00	\$0.00
11	515 N 10th St, Sewer Lateral Repair									
	A) Sewer lateral repair, complete	LS	1	\$2,800.00	\$2,800.00	\$2,800.00	1.00		1.00	\$2,800.00
	B) Additional repair exceeding 18 linear feet	LF	10	\$40.00	\$400.00	\$0.00			0.00	\$0.00
12	Replace existing cleanouts with new cleanout	EA	2	\$250.00	\$500.00	\$1,000.00	4.00		4.00	\$1,000.00
<b>Contract Subtotal</b>					<b>\$26,935.00</b>	<b>\$19,220.00</b>				<b>\$19,220.00</b>

## Contract Modifications

Item No.	Description	Unit	Qty	Unit Price	Contract Price	Completed This Month	Quantity Completed This Month	Quantity Completed Prior Billing	Quantity Completed To Date	Total Earned To-Date
	Install 4-inch PVC Sanitary Sewer Lateral Pipe by Open-trench methods, Class A									
CO4	backfill at 297 N 5th St	LS	1	\$2,500.00	\$2,500.00	\$2,500.00	1.00		1.00	\$2,500.00
<b>Change Order Subtotal</b>					<b>\$2,500.00</b>	<b>\$2,500.00</b>				<b>\$2,500.00</b>

APPROVED FOR PAYMENT

INIT

DATE

*[Signature]*

ACCOUNTS PAYABLE  
FINANCE  
SUPERVISOR

2/24/16  
2-24-16



Inland Company  
P.O. Box 2131  
Battle Ground, WA 98604  
Phone #: (360) 883-8866  
Fax #: (360) 883-4822

## Invoice

Invoice Date:	Invoice #:
2/23/2016	2016-022

Terms:
Net 30

**Customer/Bill To:**

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

P.O. Number:	Project:
16-003	16-003 - Sewer Replacements

Description	Rate	Qty	Amount
Progress Billing #1 - February 2016			
Site #1	1,700.00	1	1,700.00 ✓
Site #2	2,020.00	1	2,020.00 ✓
- Extra Lineal Foot (35 LF)	700.00	1	700.00 ✓
- Clean Out (2 EA)	500.00	1	500.00 ✓
- Pipe Repair (17.5 LF)	350.00	1	350.00 ✓
Site #3	650.00	1	650.00 ✓
Change Order Lateral	2,500.00	1	2,500.00 ✓
Site #4	3,200.00	1	3,200.00 ✓
		1	0.00
Site #6	800.00	1	800.00 ✓
Site #7	2,000.00	1	2,000.00 ✓
- Clean Outs (2 EA)	500.00	1	500.00 ✓
Site #8	1,600.00	1	1,600.00 ✓
Site #9	2,400.00	1	2,400.00 ✓
Site #11	2,800.00	1	2,800.00 ✓

Thank you for your business!

We appreciate your prompt payment!

**Subtotal:** \$21,720.00

**Sales Tax:** \$0.00

**Total:** \$21,720.00

**Balance Due:** \$21,720.00

Saint Helens Sewer Repairs

Site #1	
Contract Amount	\$ 1,700.00

Site #2		
Contract Amount	\$ 2,020.00	
Extra Lineal Foot	\$ 700.00	35 LF
Clean Out	\$ 500.00	2 Each
(Tree Removal) Billed as Pipe Repair	\$ 350.00	17.5 LF

Site #3	
Contract Amount	\$ 650.00
Change Order Lateral	\$ 2,500.00

Site #4		
Contract Amount	\$ 3,200.00	
Extra Lineal Foot	\$ 105.00	3 LF

Removed from system  
2/29/16

Site #5	VOID
Contract Amount	VOID
Extra Lineal Foot	VOID

Site #6	
Contract Amount	\$ 800.00

Site #7		
Contract Amount	\$ 2,000.00	
Clean Out	\$ 500.00	2 Each

Site #8	
Contract Amount	\$ 1,600.00

Site #9	
Contract Amount	\$ 2,400.00

Site #10	
Contract Amount	VOID

Site #11	
Contract Amount	\$ 2,800.00

TOTAL	\$ 21,825.00
-------	--------------

LS

RECEIVED

FEB 24 2016



Murray, Smith & Associates, Inc.  
Engineers/Planners

CITY OF ST. HELENS

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

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

February 22, 2016  
Invoice No: 09-1078 - 72

Project 09-1078 Sanitary Sewer Rehabilitation Program

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

Task 370 Engineering Support Services during Construction - Godfrey Park

**Labor**

	Hours	Rate	Amount
Principal Engineer III	6.50	199.00	1,293.50
Professional Engineer VI	6.00	151.00	906.00
Total	12.50		2,199.50
<b>Labor Subtotal</b>			<b>2,199.50</b>

**In-House Reimbursable**

Mileage	25.38
<b>In-House Reimbursable Subtotal</b>	<b>25.38</b>

**Task Total \$2,224.88**

**Invoice Total \$2,224.88**

SD-146 Godfrey Park Storm

010-304-653409

APPROVED FOR PAYMENT

INT

DATE

ACCOUNTS PAYABLE

FINANCE

SUPERVISOR

2/24/16  
2-24-16



LS

# S-2 Contractors, Inc.

6860 S. Anderson Rd.

Aurora, Or. 97002

PHONE # 503-651-4000 FAX # 503-651-4004

## Invoice

DATE	INVOICE #
1/20/2016	1571E2

BILL TO
CITY OF ST HELENS ATTN: SUE NELSON PO BOX 278 ST HELENS, OR 97051

OR. CCB# 67253  
AZ. CCB# ROC185469

QTY	DESCRIPTION	RATE	AMOUNT
4,155	SF ASPHALT PATCHING	4.90	20,359.50
	DISCOUNT PER DAVE SHORT	-2,197.50	-2,197.50
	R-644		
	APPROVED FOR PAYMENT		
	INIT DATE		
	ACCOUNTS PAYABLE		
	FINANCE		
	SUPERVISOR		
	2/24/16		

NET 30 DAYS

Total

\$18,162.00

011-011-523000

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

City Council Meeting ~ March 2, 2016

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**Pending applications received:**

<u>Name</u>	<u>Interest</u>	<u>Date Application Received</u>	<u>Referred by Email To Committee(s)</u>
• Elizabeth Wallace	Bicycle & Pedestrian Commission	1/19/16	2/16/16
• Elizabeth Wallace	Library Board	1/19/16	1/19/16
• Lynn Carver	Library Board	1/29/16	1/29/16
• Eloise Bates	Library Board	1/29/16	1/29/16

---

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

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

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

**Next Meeting:** April 28, 2016

**Recommendation:** None at this time.

---

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

- Casey Jolissaint is stepping down. Her term expires 6/30/2017.

**Status:** A press release was sent out on November 25 to recruit applicants. We received three applications. A subcommittee interviewed each candidate and recommends Eloise Bates be appointed.

**Next Meeting:** March 15, 2016

**Recommendation:** Appoint Eloise Bates to the Library Board. Her term will expire 6/30/2017.

---

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

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

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

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

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

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

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

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

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

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

Ayes: Locke, Carlson, Conn, Morten, Peterson

Nays: None

/s/ Randy Peterson  
Randy Peterson, Mayor

ATTEST:

/s/ Kathy Payne  
Kathy Payne, City Recorder

City of St. Helens  
**Arts & Cultural Commission**  
**Minutes from Tuesday November 24, 2015**  
City Council Chambers

**Members Present**

Kannikar Petersen  
Dillard Dillard, Vice Chair  
Rosemary Imhof  
Kevin Chavez, Chair  
Susan Patterson

**Members Absent**

None

**Guests**

Eric Jensen

**Councilors in Attendance**

Susan Conn

**Staff Present**

Jennifer Johnson, Secretary

❧

**CALL MEETING TO ORDER**

Chair Chavez called the meeting to order at 6:30 p.m.

**VISITORS**

Eric Jensen presented an idea for a landmark monument to be placed in the newly purchased waterfront property.

**APPROVAL OF MINUTES FOR OCTOBER 27, 2015**

**Motion:** Commissioner Petersen moved to approve the minutes for October 27, 2015. Commissioner Imhof seconded. All in favor; none opposed; motion carries.

**FISCAL REPORT**

The Commission reviewed the fiscal report.

**HOLIDAY CARDS**

The Commission agreed to send out holiday cards again this year.

**Motion:** Vice Chair Dillard moved to spend up to \$250 on holiday cards. Commissioner Imhof seconded. All in favor; none opposed; motion carries.

Written and electronic cards will be sent out.

Dillard will donate the cost of postage.

**KICKSTARTER**

The Commission reviewed the soft deadlines provided by Assistant Planner Jenny Dimsho. The launch date is expected to be April 2016.

The Commission would like to work with the same videographer used for the Gateway Phase I video.

**Motion:** Commissioner Imhof moved to move forward on video production with a budget of \$1000. Commissioner Patterson seconded. All in favor; none opposed; motion carries.

Vice Chair Dillard suggested reaching out to Sue Piper of Columbia River Reader.

### **DECEMBER MEETING**

The Commission decided to cancel the December meeting.

### **VACANCY**

The Commission had a total of four applicants one dropped out, three were interviewed. Commissioners Imhof and Petersen nominated Nancy Bowers and Diane Dunn.

There was talk of adding more members. The Commission decided to stay with seven members but invite interested people to join subcommittees.

**Motion:** Vice Chair Dillard moved to appoint Nancy Bowers and Diane Dunn. Imhof seconded. All in favor; none opposed; motion carries.

### **NOMINATIONS FOR CHAIR AND VICE CHAIR**

**Motion:** Vice Chair Dillard nominated Chavez for Chair and Imhof for Vice Chair. Commissioner Patterson seconded. All in favor; none opposed; motion carries

### **BENCH REPAIR**

Vice Chair Dillard contacted Bert Mueller who took a look at the bench. He will be able to repair it once the weather is dry in the spring or summer. Vice Chair Dillard will request a bid.

### **BIKE RACKS**

Commissioner Petersen recommended a location in front of the Vault Elite business. Imhof reached out to Mr. Sumsion but no response. Chair Chavez suggested Imhof visit him in person.

### **SEAMAN SUBMISSION**

The Commission reviewed the submission. There is not enough information at this time to make any kind of recommendation. The property is too new. The Commission agreed it's too soon to place anything there. Chair Chavez will contact Mr. Jensen regarding his submission. There will be no recommendation at this time.

### **COMMUNITY NEWS**

SHEDCO built 33 lighted Christmas balls for the plaza trees. The Christmas Tree Lighting was discussed.

### **ADJOURNMENT**

The meeting was adjourned at 7:40 p.m.

### **NEXT MEETING**

The next is scheduled for Tuesday, January 26, 2016 at 6:30 p.m.



Submitted by:

Jennifer Johnson  
Utility Billing Specialist

*Present=P Absent=A*

<b>Date</b>	<b>Vac</b>	<b>Petersen</b>	<b>Dillard</b>	<b>Vac</b>	<b>Imhof</b>	<b>Chavez</b>	<b>Patterson</b>
<b>October 27, 2015</b>	-	<b>P</b>	<b>P</b>	-	<b>P</b>	<b>P</b>	-
<b>November 24, 2015</b>	-	<b>P</b>	<b>P</b>	-	<b>P</b>	<b>P</b>	<b>P</b>

City of St. Helens  
***Library Board***  
**Minutes from Tuesday, January 19, 2016**  
Columbia Center Auditorium

**Members Present**

Barbara Lines, Past-Chair  
Marsha Caton, Chair  
Nancy Herron, Vice-Chair  
Mary Ellen Funderburg  
An Der Chang  
Vanessa Jones

**Members Absent**

**Guests**

4 Students from SHHS Citizenship Class

**Councilors in Attendance**

Susan Conn

**Staff Present**

Margaret Jeffries, Library Director



**CALL MEETING TO ORDER:** The meeting was called to order at 7:17 p.m. by Chair Marsha Caton.

**INVITATION TO CITIZENS FOR PUBLIC COMMENT:** No public comment. Board Members introduced to Guests.

**PREVIOUS MEETING MINUTES:** Minutes approved with no changes.

**AGENDA REVISIONS:** Agenda was changed to include a discussion about the subcommittee for researching the Oregon Library Passport Program.

**PASSPORT PROGRAM SUBCOMMITTEE DISCUSSION:** Director Margaret Jeffries listed several items to be considered before making a final decision to join the Passport Program.

- Should the cards be limited, or should Passport Patrons have the same online privileges as other Patrons?
- St. Helens Public Library (SHPL) does not subscribe to the Oregon State Library courier service. Would Passport Patrons return items borrowed from other



Libraries to SHPL? Jeffries stated Scappoose Library has not had that problem.

- What are the possible financial ramifications of joining the Program? What would the potential loss of revenue be if current non-resident patrons chose to get a less expensive non-resident card at a different Passport Library?
- What is the added value to the Library and the City of joining the Passport Program?

#### **LIBRARY DIRECTOR'S REPORT:**

- SUB-COMMITTEE TO INTERVIEW NEW BOARD MEMBER: Past-Chair Barbara Lines and Member Mary Ellen Funderburg will interview applicants for the Library Board. January 29, 2016 is the last day for applications to be submitted. Director Jeffries asked the Board to encourage community members to apply in order to create a broader representation of the community and a well-rounded Board that represents a diverse St. Helens.
- UPDATE ON STAFFING: Director Jeffries asked Council to approve hiring a 10hr/week assistant to help cover staffing shortages created by the loss of the Youth Librarian and maternity leave for a current part-time assistant. Member Funderburg asked if the number of hours the current assistants were working per week could be increased. Jeffries said that increasing the hours of the current assistants would require the payment of benefits that are not included in the current budget. Jeffries would like to restore staffing to 5.5 FTE for FY 16-17.

Assistant Woodruff is doing all three storytimes until a Youth Librarian is hired.

Assistant Bean and Reference Librarian Herren-Kenaga are continuing Teen Game Nights.

Interviews for the new Youth Librarian will take place the last week in January with a five-person panel.

The application deadline for the .25 assistant closes on February 5, 2016.

- STRATEGIC PLANNING GRANT: Director Jeffries will inform City Council that the Library wants to pursue a \$5000 technology assistance grant from the Ford Family Foundation to help cover the cost of hiring Penny Hummel of Penny Hummel Consulting to help the Board create a Strategic Plan for the Library. There is a requirement of a 20% match (\$1000 plus any additional costs) that the Library will have to provide.
- BY-LAWS: Director Jeffries and Board Secretary Woodruff will identify areas in the By-Laws that are currently in conflict with the Municipal Code and submit to Council any needed changes to the Code.

#### **COUNCILOR'S REPORT: N/A**

**FRIENDS' REPORT:** N/A. No meeting in December. The next meeting is scheduled

for January 27, 2016.

**NEXT MEETING:** The next regular meeting is scheduled for Tuesday, February 9, at 7:15 p.m. in the Auditorium.

Members need to bring all relevant materials to each meeting.

**ADJOURNMENT:**

The meeting was adjourned at 8:03 p.m. by Chair Caton.



Respectfully submitted by:

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Library Director, Margaret Jeffries

## 2014-2015 Library Board Attendance Record

*P=Present E=Excused Absence U=Unexcused Absence*

Date	Bensen	Caton	Chang	Jolissaint	Lines	Mann	Woiccak
01/15/15	P	P	E	E	P	P	E
02/19/15	P	P	E	E	P	E	P
03/19/15	P	P	E	P	P	P	P
04/16/15	P	P	E	P	P	P	P
05/21/15	P	E	E	P	P	P	P
06/16/15	E	P	P	E	P	P	P
Date	Caton	Chang	Funderburg	Herron	Jolissaint	Jones	Lines
07/14/15	E	P	P	P	P	P	P
08/18/15	P	P	P	P	E	P	P
09/15/15	P	E	P	E	P	P	P
10/20/15	P	E	P	P	U	E	P
<b><u>11/09/15</u></b>	<b><u>P</u></b>	<b><u>E</u></b>	<b><u>P</u></b>	<b><u>P</u></b>	<b><u>E</u></b>	<b><u>E</u></b>	<b><u>P</u></b>
11/17/15	P	P	P	P	U	E	P
12/15/15	No December Meeting						
	N/A						
01/19/16	P	P	P	P		P	P
02/09/16							
03/15/16							
04/12/16							
05/17/16		E					
06/21/16							
07/19/16							

City of St. Helens  
***Library Board***  
**Minutes from Monday, November 9, 2015**  
**Special Meeting**  
Columbia Center Auditorium

**Members Present**

Barbara Lines, Past-Chair  
Marsha Caton, Chair  
Nancy Herron, Vice-Chair  
Mary Ellen Funderburg

**Councilors in Attendance**

Susan Conn

**Staff Present**

Margaret Jeffries, Library Director  
Nicole Woodruff, Board Secretary  
Brenda Herren  
Becky Bean  
Diane Barbee

**Members Absent**

An Der Chang  
Vanessa Jones  
Casey Jolissaint

**Guests**

Matthew Kenaga  
Patty Coffey  
Mary Woicak



**CALL MEETING TO ORDER:** The meeting was called to order at 3:35 p.m. by Director Jeffries.

**INTRODUCTIONS:** Board Members, Staff, and Guests introduced themselves. Past-Chair Barbara Lines informed the meeting about the Quarterly Art Show installation in the Library. Local Artist Victoria Ann Worral has several pieces on display. The Friends of the St. Helens Public Library would like to grow the Quarterly Art show to include all types of local artists such as musicians and performers.

**OREGON LIBRARY ASSOCIATION'S PUBLIC LIBRARY DIVISION FUNDRAISING WORKSHOP:** Director Jeffries, Board Members Mary Ellen Funderburg, Nancy Herron, and Barbara Lines and Friend of the Library, Mary Woicak, attended the Oregon Library Association's Fundraising Workshop on October 24, 2015. Director Jeffries asked the attendees to share with the meeting what information was most important to them.

Woicak stated that the Friends' organization needs to grow their membership and broaden the focus of what they do, but said it would be a gradual process to do so. Jeffries added that there were ways to grow the Friends group without necessarily

having all members attend meetings, such as approaching individuals about opportunities like designing a Friends' webpage, or to lobby the City government on behalf of the Library.

Herron commented on the separation of the different groups involved with public libraries, Friends organizations, staff members, Library Boards, and Foundations, and how staff was not involved in fundraising for their libraries.

Funderburg talked about how the goal of the Friends organizations and library foundations was to support the Strategic Plans put in place by library staff and their library boards.

Lines added that by using the Strategic Plan as a guideline, boards, foundations and Friends organizations have a guide for future goals.

The workshop laid out four activities for fundraising—"Activities for Ensuring Your Library's Future" or the "Big 4". They are Fundraising, Advocacy, Public Awareness, and Planning.

Director Jeffries stated that the Strategic Planning efforts for the St. Helens Public Library are just beginning. The Library Board is looking at the new Standards for Public Libraries put out by the Oregon Library Association. So far, the Board has identified which Standards are being met or not, and is in the process of prioritizing which Standards to address first. Once a Strategic Plan is in place it can be used to drive the other three Activities.

Staff member Becky Bean stated that by not having a separate Facebook page the Library was missing out on an opportunity to effectively engage the community. Staff member Herren informed the meeting that the Library events page on the Library website gets lots of traffic. Jeffries is hopeful that the site can become more individualized than it is, currently. It was proposed that in future years, advocating for additional staff that could be dedicated to monitoring the website and Facebook would be beneficial to the Library.

Several members indicated that identifying how the Library is currently being used and also identifying ways the community would like to see it grow should be used to guide future fundraising efforts. Funderburg requested more meeting time with Staff members to gain their input about Strategic Planning.

Director Jeffries plans to contact Penny Hummel of Library Strategic Solutions, the group that ran the workshop, to discuss how the St. Helens Public Library might move forward with its Strategic Plan.

**NEXT MEETING:**

The next special meeting will be held Monday, December 7, at 2:15 p.m. in the Auditorium.

Members need to bring all relevant materials to each meeting.

**ADJOURNMENT:**

The meeting was adjourned at 5:13 p.m. by Director Jeffries.

CR

Respectfully submitted by:

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Library Director, Margaret Jeffries

## 2014-2015 Library Board Attendance Record

*P=Present E=Excused Absence U=Unexcused Absence*

Date	Bensen	Caton	Chang	Jolissaint	Lines	Mann	Woiccak
01/15/15	P	P	E	E	P	P	E
02/19/15	P	P	E	E	P	E	P
03/19/15	P	P	E	P	P	P	P
04/16/15	P	P	E	P	P	P	P
05/21/15	P	E	E	P	P	P	P
06/16/15	E	P	P	E	P	P	P
Date	Caton	Chang	Funderburg	Herron	Jolissaint	Jones	Lines
07/14/15	E	P	P	P	P	P	P
08/18/15	P	P	P	P	E	P	P
09/17/15	P	E	P	E	P	P	P
10/15/15	P	E	P	P	U	E	P
10/24/15	P	E	P	P	U	E	P
11/19/15							
12/17/15							
01/21/16							
02/18/16							

# Accounts Payable

## To Be Paid Proof List

User: jenniferj  
 Printed: 02/11/2016 - 2:28PM  
 Batch: 00003.02.2016 - 02/12 FY 15-16



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
ACCELA, INC. #774375 4375 SOLUTIONS CENTER CHICAGO, IL 60677-4003 000496									
INV32598	1/31/2016	322.00	0.00	02/12/2016				False	0
012-106-554000 Contractual/consulting serv				IVR WEB PAYMENT TRANS FEE 322					
INV32598 Total:		322.00							
ACCELA, INC. #774375 T		322.00							
AIRGAS USA, LLC P O BOX 7423 PASADENA, CA 91109-7423 AIRGAS									
9933483728	1/31/2016	40.29	0.00	02/12/2016				False	0
017-017-501000 Operating Materials & Sup.				CO2					
9933483728 Total:		40.29							
AIRGAS USA, LLC Total:		40.29							
ALS ENVIRONMENTAL ALS GROUP USA, CORP. PO BOX 975444 DALLAS, TX 75397-5444 001328									
51-330191-0	1/29/2016	579.00	0.00	02/12/2016				False	0



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
018-019-501000 Operating Materials				TESTING					
51-330191-0	1/29/2016	579.00	0.00	02/12/2016				False	0
018-020-501000 Operating Materials & Supplies				TESTING					
	51-330191-0 Total:	1,158.00							
	ALS ENVIRONMENTAL	1,158.00							
AMERICAN EXTERMINATION PLUS, INC. 2770 SE TV HWY. HILLSBORO,, OR 97123 AMERICAN									
109719	2/2/2016	110.00	0.00	02/12/2016				False	0
001-110-470000 Building expense				SR. CENTER PEST CONTROL 108565 ACCT					
	109719 Total:	110.00							
	AMERICAN EXTERMIN	110.00							
AMERICAN SECURITY ALARMS, INC. 5411 S.E. McLOUGHLIN BLVD. PORTLAND,, OR 97202- 001384									
79860	2/3/2016	243.75	0.00	02/12/2016				False	0
001-004-470000 Building Expense				ZONE TRIP WORK ORDER 67530 ACCT 4544375 COL C					
	79860 Total:	243.75							
	AMERICAN SECURITY A	243.75							
BECKWITH & KUFFEL 1313 S. 96TH STREET SEATTLE, WA 98108 002545									
BI-0306081	1/28/2016	130.91	0.00	02/12/2016				False	0
017-417-501000 Operating materials and suppli				WOODS CPLG SLEEVE					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
BI-0306081 Total:		130.91							
BECKWITH & KUFFEL T		130.91							
BEST WESTERN OAK MEADOWS INN 585 S. COLUMBIA RIVER HIGHWAY ST. HELENS, OR, 97051 003060									
FEB 2016	2/1/2016	124.19	0.00	02/12/2016				False	0
001-002-473000 Miscellaneous Expense				DOMESTIC VIOLENCE VICTIM SHELTER FULL ROOM					
FEB 2016 Total:		124.19							
BEST WESTERN OAK M		124.19							
BIO-MED TESTING SERVICE, INC. 3110 25TH STREET SE SALEM, OR, 97302- 003505									
48305	2/4/2016	100.00	0.00	02/12/2016				False	0
012-102-554000 Contractual/consulting serv				RANDOM SELECTION TEST T. UNDERWOOD / S. TUI					
48305 Total:		100.00							
BIO-MED TESTING SERV		100.00							
CANON SOLUTIONS AMERICA, INC 15004 COLLECTIONS CENTER DRIVE CHICAGO, IL 60693 021694									
4018190224	1/31/2016	11.83	0.00	02/12/2016				False	0
001-004-473000 Misc Expense				COPIER CONTRACT 1539734					
4018190224 Total:		11.83							
4018236047	2/1/2016	161.78	0.00	02/12/2016				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
012-107-502000 Equipment expense				COPIER CONTRACT 1634867 CITY HALL					
4018236047 Total:		161.78							
CANON SOLUTIONS AM		173.61							
CARQUEST AUTO PARTS STORES 58105 COLUMBIA RIVER HWY ST. HELENS, OR 97051 005845									
1611-292801	1/4/2016	70.83	0.00	02/12/2016				False	0
015-015-501000 Operating Materials & Supp				AUTO PARTS					
1611-292801 Total:		70.83							
1611-292945	1/5/2016	1.38	0.00	02/12/2016				False	0
015-015-501000 Operating Materials & Supp				AUTO PARTS					
1611-292945 Total:		1.38							
1611-293041	1/6/2016	57.14	0.00	02/12/2016				False	0
015-015-501000 Operating Materials & Supp				AUTO PARTS					
1611-293041 Total:		57.14							
1611-293390	1/12/2016	31.47	0.00	02/12/2016				False	0
015-015-501000 Operating Materials & Supp				AUTO PARTS					
1611-293390 Total:		31.47							
1611-293907	1/19/2016	165.17	0.00	02/12/2016				False	0
001-002-510000 Automobile Expense				AUTO PARTS					
1611-293907 Total:		165.17							
1611-293966	1/20/2016	41.37	0.00	02/12/2016				False	0
015-015-501000 Operating Materials & Supp				AUTO PARTS					
1611-293966 Total:		41.37							
1611-293975	1/20/2016	101.73	0.00	02/12/2016				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
015-015-501000 Operating Materials & Supp				AUTO PARTS					
1611-293975 Total:		101.73							
1611-294063	1/21/2016	15.15	0.00	02/12/2016				False	0
015-015-501000 Operating Materials & Supp				AUTO PARTS					
1611-294063 Total:		15.15							
1611-294684	1/28/2016	39.02	0.00	02/12/2016				False	0
015-015-501000 Operating Materials & Supp				AUTO PARTS					
1611-294684 Total:		39.02							
1611-294687	1/28/2016	71.71	0.00	02/12/2016				False	0
015-015-501000 Operating Materials & Supp				AUTO PARTS					
1611-294687 Total:		71.71							
1611-294688	1/28/2016	-34.18	0.00	02/12/2016				False	0
015-015-501000 Operating Materials & Supp				AUTO PARTS					
1611-294688 Total:		-34.18							
CARQUEST AUTO PART		570.79							
CINTAS CORPORATION-463									
PO BOX 650838									
DALLAS, TX 75265-0838									
006830									
463610293	2/1/2016	94.63	0.00	02/12/2016				False	0
001-002-473000 Miscellaneous Expense				MATERIALS					
463610293 Total:		94.63							
463613712	2/8/2016	44.11	0.00	02/12/2016				False	0
018-019-470000 Building Expense				MATERIALS					
463613712	2/8/2016	44.12	0.00	02/12/2016				False	0
018-020-470000 Building Expense				MATERIALS					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
	463613712 Total:	88.23							
463613714	2/8/2016	38.84	0.00	02/12/2016				False	0
013-403-470000 Building				MATS					
	463613714 Total:	38.84							
	CINTAS CORPORATION	221.70							
CITY OF PORTLAND ACCOUNTING DIVISION 1120 SW 5TH, ROOM 1250 PORTLAND,, OR 97204 025636									
10204712	2/3/2016	2,063.00	0.00	02/12/2016				False	0
018-019-472000 Lab Testing				LAB SERVICES OCT-DEC 2015					
10204712	2/3/2016	2,063.00	0.00	02/12/2016				False	0
018-020-472000 Lab Testing				LAB SERVICES OCT-DEC 2015					
	10204712 Total:	4,126.00							
	CITY OF PORTLAND Tot	4,126.00							
COASTWIDE LABORATORIES 39554 TREASURE CENTER CHICAGO, IL 60694-9500 007159									
2849552	2/4/2016	61.42	0.00	02/12/2016				False	0
001-004-470000 Building Expense				PAPER TOWELS LIBRARY					
	2849552 Total:	61.42							
	COASTWIDE LABORATO	61.42							
CODE PUBLISHING, INC. 9410 ROOSEVELT WAY NE									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
SEATTLE, WA 98115-2844									
007162									
52132	2/5/2016	68.85	0.00	02/12/2016				False	0
012-102-554000 Contractual/consulting serv					MUN CODE ELECTRONIC UPDATE 2/5/16				
52132 Total:		68.85							
CODE PUBLISHING, INC		68.85							
COLUMBIA CO. DEPT. OF COMM. JUSTICE									
901 PORT AVENUE									
ST. HELENS, OR 97051									
007581									
201601CSH	2/1/2016	1,300.00	0.00	02/12/2016				False	0
001-005-554000 Contractual Services					PARKS WORK CREW				
201601CSH	2/1/2016	1,300.00	0.00	02/12/2016				False	0
013-403-554000 Contractual/consulting serv					PW WORK CREW				
201601CSH Total:		2,600.00							
COLUMBIA CO. DEPT. O		2,600.00							
COLUMBIA COUNTY CLERK									
230 STRAND STREET									
ST. HELENS, OR 97051									
007500									
133810	1/21/2016	3.00	0.00	02/12/2016				False	0
012-107-457000 Office supplies					COPIES				
133810 Total:		3.00							
COLUMBIA COUNTY CL		3.00							
COLUMBIA COUNTY RIDER									
ATTN: JANET WRITE									
230 STRAND STREET									
ST HELENS, OR 97051									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
007766									
2016-1816	1/31/2016	6.00	0.00	02/12/2016				False	0
001-002-473000	Miscellaneous Expense			ST. HELENS TO PORTLAND VOUCHER					
	2016-1816 Total:	6.00							
	COLUMBIA COUNTY RI	6.00							
COLUMBIA FEED & SUPPLY									
P. O. BOX 629									
SCAPPOOSE, OR, 97056									
008120									
21836	2/10/2016	692.95	0.00	02/12/2016				False	0
001-005-501000	Operating Materials & Supp			STIHL -					
	21836 Total:	692.95							
	COLUMBIA FEED & SUP	692.95							
COLUMBIA RIVER FIRE & RESCUE									
ADMINISTRATIVE OFFICE									
270 COLUMBIA BLVD.									
ST. HELENS, OREGON, 97051									
029270									
15-12 DEC	2/1/2016	5,991.42	0.00	02/12/2016				False	0
015-015-470000	Building Expense			JOINT MAINTENANCE 7/1/15-12/31/15					
	15-12 DEC Total:	5,991.42							
	COLUMBIA RIVER FIRE	5,991.42							
CONSOLIDATED SUPPLY									
P O BOX 5788									
PORTLAND, OR, 97228									
009000									
S7610767-001	1/19/2016	412.24	0.00	02/12/2016				False	0
017-017-501000	Operating Materials & Sup.			MATERIALS					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
S7610767-001 Total:		412.24							
S7610767-002	1/22/2016	251.78	0.00	02/12/2016				False	0
017-017-501000	Operating Materials & Sup.			MATERIALS					
S7610767-002 Total:		251.78							
S7626038.001	2/2/2016	630.00	0.00	02/12/2016				False	0
018-018-501000	Operating Materials & Supplies			MATERIALS					
S7626038.001 Total:		630.00							
S7626875.001	2/2/2016	111.28	0.00	02/12/2016				False	0
017-017-501000	Operating Materials & Sup.			MATERIALS					
S7626875.001 Total:		111.28							
CONSOLIDATED SUPPL		1,405.30							
COUNTRY MEDIA INC. PO BOX 9278 PORTLAND, OR 97207 006800									
213467	1/20/2016	106.38	0.00	02/12/2016				False	0
001-104-493000	Legal notices			ADVERTISING CUSTOMER 22483					
213467 Total:		106.38							
214200	1/27/2016	70.00	0.00	02/12/2016				False	0
012-102-526000	Advertisements			ADVERTISING					
214200 Total:		70.00							
214201	1/27/2016	107.70	0.00	02/12/2016				False	0
001-104-493000	Legal notices			ADVERTISING					
214201 Total:		107.70							



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
COUNTRY MEDIA INC. T		284.08							
ENVIRO-CLEAN EQUIPMENT 2395 NW ELEVEN MILE AVE GRESHAM, OR 97030 011455									
R16-020809	2/8/2016	372.00	0.00	02/12/2016				False	0
015-015-501000 Operating Materials & Supp					WORK PERFORMED ON SCHWARZE DOOR SEAL				
R16-020809 Total:		372.00							
ENVIRO-CLEAN EQUIPM		372.00							
GALE/CENGAGE LEARNING PO BOX 95501 CHICAGO, IL 60694-5501 013073									
57386113	2/2/2016	50.00	0.00	02/12/2016				False	0
001-004-517100 Digital resources					SUBSCRIPTION 2/1/16-1/31/17				
57386113 Total:		50.00							
GALE/CENGAGE LEARN		50.00							
HACH COMPANY 2207 COLLECTIONS CENTER DRIV CHICAGO,, IL 60693 014200									
9778971	2/3/2016	57.08	0.00	02/12/2016				False	0
017-017-501000 Operating Materials & Sup.					REAGENT SET CHLORINE FREE				
9778971	2/3/2016	114.16	0.00	02/12/2016				False	0
017-417-472000 Lab testing					REAGENT SET CHLORINE FREE				
9778971 Total:		171.24							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
HACH COMPANY Total:		171.24							
HASA									
23119 DRAYTON STREET									
SAUGUS, CA 91350									
014771									
484909	2/5/2016	4,327.52	0.00	02/12/2016				False	0
018-020-527000 Hypochlorite Expense				MULTI-CHLOR					
484909 Total:		4,327.52							
HASA Total:		4,327.52							
HELLER ENTERPRISES									
504 MILTON WAY									
SUITE 100									
ST HELENS, OR 97051									
015064									
23254	2/3/2016	20.80	0.00	02/12/2016				False	0
001-005-501000 Operating Materials & Supp				FLAT BAR PARKS					
23254 Total:		20.80							
HELLER ENTERPRISES		20.80							
HUDSON GARBAGE SERVICE									
PO BOX 1002									
ST HELENS, OR 97051									
015875									
8695632	2/1/2016	51.75	0.00	02/12/2016				False	0
001-004-459000 Utilities				1554					
8695632 Total:		51.75							
8695755	2/1/2016	108.71	0.00	02/12/2016				False	0
018-019-459000 Utilites				8333					
8695755	2/1/2016	108.71	0.00	02/12/2016				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
018-020-459000 Utilities				8333					
8695755 Total:		217.42							
8695909	2/1/2016	83.00	0.00	02/12/2016				False	0
012-107-459000 Utilitites				7539					
8695909 Total:		83.00							
8695910	2/1/2016	83.00	0.00	02/12/2016				False	0
001-002-459000 Utilities				7547					
8695910 Total:		83.00							
8695911	2/1/2016	78.31	0.00	02/12/2016				False	0
013-403-459000 Utilities				7555					
8695911 Total:		78.31							
8695912	2/1/2016	398.37	0.00	02/12/2016				False	0
001-005-459000 Utilities				7598					
8695912 Total:		398.37							
8695913	2/1/2016	306.57	0.00	02/12/2016				False	0
001-110-459000 Utilities				7601					
8695913 Total:		306.57							
8695914	2/1/2016	154.96	0.00	02/12/2016				False	0
001-005-459000 Utilities				7636					
8695914 Total:		154.96							
HUDSON GARBAGE SER		1,373.38							
KOLDERUP, GRETCHEN 530 E. 88TH STREET #1C NEW YORK, NY 10128 007249									
FEB 2016	2/9/2016	653.89	0.00	02/12/2016				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
<hr/>									
009-210-473100 Recruitment expense					AIRFARE REIMBURSEMENT LIBRARIAN I CANDIDA				
	FEB 2016 Total:	653.89							
	KOLDERUP, GRETCHEN	653.89							
<hr/>									
KOLDKIST BOTTLED WATER									
909 N. COLUMBIA BLVD.									
PORTLAND, OR 97217									
007248									
JAN 2016	1/31/2016	45.50	0.00	02/12/2016				False	0
001-002-473000 Miscellaneous Expense					WATER POLICE 169870				
	JAN 2016 Total:	45.50							
	KOLDKIST BOTTLED W	45.50							
<hr/>									
LIBRARY JOURNAL									
PO BOX 460957									
ESCONDIDO, CA 92046-9805									
018431									
FEB 2016	2/10/2016	157.99	0.00	02/12/2016				False	0
001-004-512000 Periodicals					SUBSCRIPTION ONE YEAR				
	FEB 2016 Total:	157.99							
	LIBRARY JOURNAL Tota	157.99							
<hr/>									
MCNULTY WATER PEOPLES UTILITY DISTRICT									
PO BOX 260									
ST. HELENS, OR 97051									
020116									
FEB 2016	2/10/2016	45.00	0.00	02/12/2016				False	0
012-101-473000 Miscellaneous					ACCT 45.00 MILLARD WETLANDS				
	FEB 2016 Total:	45.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
<hr/>									
MCNULTY WATER PEOP		45.00							
METRO PLANNING INC. 370 Q STREET SPRINGFIELD, OR 97477 020291									
3496	2/3/2016	112.50	0.00	02/12/2016				False	0
001-104-500000 Information services					WEB GIS HOSTING				
3496	2/3/2016	37.50	0.00	02/12/2016				False	0
013-402-575000 Equipment expense					WEB GIS HOSTING				
3496 Total:		150.00							
METRO PLANNING INC		150.00							
METROPRESORT 3506 NW 35TH AVENUE PORTLAND, OR 97210-1640 020292									
480123	2/2/2016	681.73	0.00	02/12/2016				False	0
012-106-554000 Contractual/consulting serv					PAST DUE NOTICE BILL PRINTING				
480123 Total:		681.73							
METROPRESORT Total:		681.73							
MOLDEN, MATTHEW 3000 FIFTH STREET COLUMBIA CITY, OR 97018 020670									
FEB 2016	2/10/2016	69.66	0.00	02/12/2016				False	0
001-002-490000 Police Training/Supplies					MATT MOLDEN - BEND TRAINING MEALS EXPENSE				
FEB 2016 Total:		69.66							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
<hr/>									
MOLDEN, MATTHEW To		69.66							
NAS ASSOCIATES, INC. PO BOX 1437 NEWPORT, OR 97365 028148									
19562	2/5/2016	4,300.00	0.00	02/12/2016				False	0
018-019-472000 Lab Testing				TOXICITY TESTING					
19562 Total:		4,300.00							
NAS ASSOCIATES, INC.		4,300.00							
OREGON ASSOC. OF MUNICIPAL RECORDERS C/O NANCY BATCHELDER, MMC P.O. BOX 345 YACHATS, OR 97498 OAMR									
FEB 2016	2/9/2016	150.00	0.00	02/12/2016				False	0
012-102-490000 Professional development				2016 OAMR MID YEAR ACADEMY L. SCHOLL					
FEB 2016 Total:		150.00							
OREGON ASSOC. OF MU		150.00							
OREGON DEPT. OF STATE LANDS 775 SUMMER STREET NE SUITE 100 SALEM, OR 97301 023199									
16741	2/1/2016	1,223.29	0.00	02/12/2016				False	0
011-011-457000 Office Supplies				WATERWAY LEASE 10478-ML ACCOUNT ID APP00104					
16741 Total:		1,223.29							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
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OREGON DEPT. OF STAT		1,223.29							
OREGON DMV DRIVER & MOTOR VEHICLE SERVICE 1905 LANA AVE. N.E. SALEM,, OR 97314-2253 023150									
61018-012916	1/29/2016	17.50	0.00	02/12/2016				False	0
001-103-473000	Miscellaneous			CERTIFIED COURT PRINT					
61018-012916 Total:		17.50							
OREGON DMV Total:		17.50							
PAMPLIN MEDIA GROUP, COMMUNITY NEWSPAPERS/ PO BOX 22109 PORTLAND, OR 97269-2109 031685									
FEB 2016	2/10/2016	50.00	0.00	02/12/2016				False	0
001-002-473000	Miscellaneous Expense			2 YEAR SUBSCRIPTION POLICE 80649664					
FEB 2016 Total:		50.00							
PAMPLIN MEDIA GROU		50.00							
PAULSON PRINTING 125 N. 19TH ST. ST. HELENS, OR, 97051 025300									
C8829	1/31/2016	55.00	0.00	02/12/2016				False	0
001-103-457000	Office supplies			BUS CARDS FOR FRAPPIER					
C8829 Total:		55.00							
C8849	1/31/2016	22.85	0.00	02/12/2016				False	0
018-019-501000	Operating Materials			SEPTAGE WASTE TICKETS					
C8849	1/31/2016	22.85	0.00	02/12/2016				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
018-020-501000 Operating Materials & Supplies				SEPTAGE WASTE TICKETS					
C8849 Total:		45.70							
PAULSON PRINTING To		100.70							
RICOH USA, INC. PO BOX 650073 DALLAS, TX 75265-0073 027294									
96279550	2/4/2016	212.48	0.00	02/12/2016				False	0
001-002-502000 Equipment Expense				1496666-3356313 ACCT POLICE IMAGES					
96279550 Total:		212.48							
RICOH USA, INC. Total:		212.48							
ROGER STAUFFER REMODELING LLC 61609 DART CREEK ROAD ST. HELENS, OR 97051 R.STAUFF									
1340	2/3/2016	160.00	0.00	02/12/2016				False	0
012-107-575000 Equipment expense				ASBESTOS TESTING ON SPLASTER UPSTAIRS CLOS					
1340 Total:		160.00							
ROGER STAUFFER REM		160.00							
RUSSELL AUTOMATION INC 21211 NE 72ND AVE BATTLE GROUND, WA 98604 028888									
5059	1/21/2016	1,162.50	0.00	02/12/2016				False	0
017-417-501000 Operating materials and suppli				ONSITE VISIT -IGNITION PROJECT					
5059 Total:		1,162.50							



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
<hr/>									
RUSSELL AUTOMATION		1,162.50							
SCHOLL YARD MAINTENACE, RICK									
555 NORTH 10th									
ST. HELENS, OR 97051									
R.SCHOLL									
416457	2/2/2016	75.00	0.00	02/12/2016				False	0
001-002-470000 Building Expense				JAN 2016 YARDCARE POLICE					
416457 Total:		75.00							
<hr/>									
SCHOLL YARD MAINTENANCE		75.00							
TCMS CORPORATION									
PO BOX 11005									
PORTLAND, OR, 97211									
033013									
014260	2/2/2016	1,053.75	0.00	02/12/2016				False	0
001-110-470000 Building expense				CONTRACT C10625 SR. CENTER 2/1-4/30					
014260 Total:		1,053.75							
<hr/>									
TCMS CORPORATION T		1,053.75							
VERIZON WIRELESS									
PO BOX 660108									
DALLAS, TX 75266-0108									
000720									
9759671779	2/1/2016	168.02	0.00	02/12/2016				False	0
017-017-459000 Utilities				ACCT 242060134-00001					
9759671779 Total:		168.02							
<hr/>									
VERIZON WIRELESS To		168.02							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
WEST COAST WIRE ROPE & RIGGING INC									
2900 N.W. 29TH AVENUE									
PORTLAND, OR 97210									
036310									
5354872	1/21/2016	180.00	0.00	02/12/2016				False	0
017-017-501000 Operating Materials & Sup.				CHINESE LEVER LOAD BINDER					
5354872 Total:		180.00							
5354874	1/21/2016	496.00	0.00	02/12/2016				False	0
017-017-501000 Operating Materials & Sup.				MATERIALS					
5354874 Total:		496.00							
WEST COAST WIRE ROP		676.00							
WILCOX & FLEGEL									
P O BOX 69									
LONGVIEW, WA, 98632									
037003									
C001196-IN	2/3/2016	577.73	0.00	02/12/2016				False	0
013-403-531000 Gasoline				EQUIPMENT					
C001196-IN Total:		577.73							
WILCOX & FLEGEL Tota		577.73							
Report Total:		36,469.94							

# Accounts Payable

## To Be Paid Proof List

User: jenniferj  
 Printed: 02/18/2016 - 2:58PM  
 Batch: 00006.02.2016 - 02/19 FY 15-16



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
ADVANCED LOCKING SOLUTIONS, INC. 8115 SW NIMBUS AVENUE BLDG #1 BEAVERTON, OR 97008									
000668								False	0
10562	2/17/2016	350.16 ✓	0.00	02/19/2016	PADLOCKS				
013-403-501000 Operating materials/supplies									
10562 Total:		350.16							
ADVANCED LOCKING S		350.16							
BANKCARD CENTER PO BOX 4021 ALAMEDA, CA 94501-0421									
002197								False	0
FEB 2016 4863	2/17/2016	90.00	0.00	02/19/2016	FIBINAA MEMBERSHIP RENEWAL RICK GRAHAM			False	0
001-002-473000 Miscellaneous Expense									
FEB 2016 4863	2/17/2016	48.55	0.00	02/19/2016	ZHENS LUNCH FOR ORAL BOARD PARTIC. 1/16 HIRI			False	0
001-002-473000 Miscellaneous Expense									
FEB 2016 4863	2/17/2016	128.15	0.00	02/19/2016	LYNN PEAVEY COMPANY - MATERIALS			False	0
001-002-502000 Equipment Expense									
FEB 2016 4863	2/17/2016	7.50	0.00	02/19/2016	EASYWASH- CAR WASH			False	0
001-002-510000 Automobile Expense									
FEB 2016 4863	2/17/2016	90.00	0.00	02/19/2016	FBINAA MEMBERSHIP RENEWAL T. MOSS			False	0
001-002-473000 Miscellaneous Expense									
FEB 2016 4863	2/17/2016	125.00	0.00	02/19/2016	OR. ASSOC. CHIEFS OF POLICE			False	0
001-002-473000 Miscellaneous Expense									
FEB 2016 4863	2/17/2016	97.68	0.00	02/19/2016	QUILL SUPPLIES				
001-002-457000 Office Supplies									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
FEB 2016 4863	2/17/2016	45.00	0.00	02/19/2016				False	0
001-002-490000 Police Training/Supplies					METRO DINNER - T. MOSS			False	0
FEB 2016 4863	2/17/2016	32.37	0.00	02/19/2016				False	0
001-002-457000 Office Supplies					QUILL SUPPLIES			False	0
FEB 2016 4863	2/17/2016	9.99	0.00	02/19/2016				False	0
001-002-457000 Office Supplies					QUILL SUPPLIES			False	0
FEB 2016 4863	2/17/2016	147.15	0.00	02/19/2016				False	0
001-002-490000 Police Training/Supplies					2016 ELTS CONFERENCE SHILO INN			False	0
FEB 2016 4863	2/17/2016	49.00	0.00	02/19/2016				False	0
001-002-480000 Postage					CARDS 1571 COL BLVD				
FEB 2016 4863 Total:		870.39						False	0
FEB 2016 7727	2/17/2016	76.98	0.00	02/19/2016				False	0
017-417-501000 Operating materials and suppli					HARBOR FREIGHT HOIST			False	0
FEB 2016 7727	2/17/2016	335.00	0.00	02/19/2016				False	0
015-015-501000 Operating Materials & Supp					ACTUATOR MOTION INDUSTRIES			False	0
FEB 2016 7727	2/17/2016	102.36	0.00	02/19/2016				False	0
013-403-457000 Office supplies					STAPLES OFFICE SUPPLIES			False	0
FEB 2016 7727	2/17/2016	30.86	0.00	02/19/2016				False	0
013-403-457000 Office supplies					AMAZON			False	0
FEB 2016 7727	2/17/2016	21.96	0.00	02/19/2016				False	0
012-107-457000 Office supplies					AMAZON LIGHT BULBS			False	0
FEB 2016 7727	2/17/2016	31.76	0.00	02/19/2016				False	0
013-403-457000 Office supplies					WALMART COFFEE			False	0
FEB 2016 7727	2/17/2016	169.15	0.00	02/19/2016				False	0
001-005-501000 Operating Materials & Supp					STE RHOMBUS -TANK ALERT UNIT			False	0
FEB 2016 7727	2/17/2016	19.98	0.00	02/19/2016				False	0
001-005-501000 Operating Materials & Supp					AMAZON - CLIPBOARD CLIPS			False	0
FEB 2016 7727	2/17/2016	95.18	0.00	02/19/2016				False	0
001-005-509000 Marine board expense					CAPS FOR COL VIEW PARK -GNAINGER			False	0
FEB 2016 7727	2/17/2016	43.25	0.00	02/19/2016				False	0
013-403-457000 Office supplies					STAPLES OFFICE SUPPLIES			False	0
FEB 2016 7727	2/17/2016	29.88	0.00	02/19/2016				False	0
017-417-457000 Office supplies					WALMART COFFEE MAKER				
FEB 2016 7727 Total:		956.36						False	0
FEB 2016 8267	2/17/2016	175.00	0.00	02/19/2016				False	0
012-102-490000 Professional development					CIS SERVICES - GOODS / SERVICES				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
FEB 2016 8267	2/17/2016	2.99	0.00	02/19/2016				False	0
012-107-457000 Office supplies				AMAZON- ERROR CHARGE JOHN WALSH- REPAID R				False	0
FEB 2016 8267	2/17/2016	2.99	0.00	02/19/2016				False	0
012-107-457000 Office supplies				AMAZON- ERROR CHARGE JOHN WALSH- REPAID R				False	0
FEB 2016 8267	2/17/2016	114.15	0.00	02/19/2016				False	0
012-102-526000 Advertisements				INDEED- JOB POSTING HITS				False	0
FEB 2016 8267	2/17/2016	117.50	0.00	02/19/2016				False	0
012-102-473000 Miscellaneous				BOLI TECHNICAL ASSIST. FOR EMPLOYER PROGR				False	0
FEB 2016 8267	2/17/2016	3.50	0.00	02/19/2016				False	0
001-002-510000 Automobile Expense				DMV STICKERS FOR PLATES CHEV WBC786				False	0
FEB 2016 8267	2/17/2016	23.00	0.00	02/19/2016				False	0
001-004-481000 Visual Materials				PAYPAL FILM IS FOREVER PRODUCTIONS - DVD PU				False	0
FEB 2016 8267	2/17/2016	25.00	0.00	02/19/2016				False	0
013-402-457000 Office supplies				HIPPUS - COMPUTER MOUSE -S.D				False	0
FEB 2016 8267	2/17/2016	60.49	0.00	02/19/2016				False	0
012-102-524000 Special projects				CROWN AWARDS				False	0
FEB 2016 8267	2/17/2016	50.00	0.00	02/19/2016				False	0
001-004-517000 Library Program				OREGON HUMANITITES CONV. PROJECT LIB PAYPA				False	0
FEB 2016 8267	2/17/2016	510.00	0.00	02/19/2016				False	0
001-105-457000 Office supplies				CODE BOOKS					
FEB 2016 8267 Total:		1,084.62							
FEB 2016 9549	2/17/2016	153.09	0.00	02/19/2016				False	0
001-105-457000 Office supplies				IAPMO CODE BOOKS				False	0
FEB 2016 9549	2/17/2016	331.45	0.00	02/19/2016				False	0
001-105-457000 Office supplies				NFPA CODE BOOKS				False	0
FEB 2016 9549	2/17/2016	302.50	0.00	02/19/2016				False	0
012-106-490000 Professional development				OMFOA SPRING CONF J. JOHNSON J. ELLIS REGISTF					
FEB 2016 9549 Total:		787.04							
BANKCARD CENTER To		3,698.41							

BUSINESS OREGON, OREGON BUSINESS DEVELOPMENT DEPA  
ATTN: FISCAL BROWNFIELDS CON  
775 SUMMER ST. NE SUITE 200  
SALEM, OR 97301  
023048

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
FEB 2016	2/18/2016	200.00	0.00	02/19/2016				False	0
012-101-490000 Professional development				BRWONSFIELDS CONFERENCE -JOHN WALSH					
FEB 2016	2/18/2016	200.00	0.00	02/19/2016				False	0
001-104-490000 Professional development				BRWONSFIELDS CONFERENCE -J.DIMSHO					
FEB 2016 Total:		400.00							
BUSINESS OREGON, OR		400.00							
CASCADE CONCRETE PRODUCTS,INC.									
P O BOX 1245									
SCAPPOOSE, OR, 97056									
005925									
64478	2/4/2016	100.00	0.00	02/19/2016				False	0
018-021-501000 Operating Materials & Supplies				BLUELINE GROUT					
64478 Total:		100.00							
CASCADE CONCRETE P		100.00							
CENTERLOGIC, INC.									
7414 NE HAZEL DELL AVE									
SUITE B									
VANCOUVER, WA 98665									
011595									
32909	2/18/2016	13.00	0.00	02/19/2016				False	0
012-101-500000 Information services				SERVERS BACKUP					
32909	2/18/2016	22.75	0.00	02/19/2016				False	0
001-100-500000 Information services				SERVERS BACKUP					
32909	2/18/2016	9.75	0.00	02/19/2016				False	0
001-103-500000 Information services				SERVERS BACKUP					
32909	2/18/2016	3.25	0.00	02/19/2016				False	0
001-104-500000 Information services				SERVERS BACKUP					
32909	2/18/2016	78.00	0.00	02/19/2016				False	0
001-002-500000 Computer System Maint.				SERVERS BACKUP					
32909	2/18/2016	22.75	0.00	02/19/2016				False	0
001-004-500000 Computer Maintenance				SERVERS BACKUP					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
32909	2/18/2016	9.75	0.00	02/19/2016				False	0
001-105-500000 Information services				SERVERS BACKUP					
32909	2/18/2016	9.75	0.00	02/19/2016				False	0
015-015-500000 Computer System Maint.				SERVERS BACKUP					
32909	2/18/2016	9.75	0.00	02/19/2016				False	0
012-102-500000 Information services				SERVERS BACKUP					
32909	2/18/2016	26.00	0.00	02/19/2016				False	0
012-106-500000 Information services				SERVERS BACKUP					
32909	2/18/2016	19.50	0.00	02/19/2016				False	0
013-402-500000 Information services				SERVERS BACKUP					
32909	2/18/2016	78.00	0.00	02/19/2016				False	0
013-403-500000 Information services				SERVERS BACKUP					
32909	2/18/2016	9.75	0.00	02/19/2016				False	0
017-417-501000 Operating materials and suppli				SERVERS BACKUP					
32909	2/18/2016	13.00	0.00	02/19/2016				False	0
018-019-500000 Computer System Maint.				SERVERS BACKUP					
32909 Total:		325.00							
33191	2/4/2016	141.63	0.00	02/19/2016				False	0
012-101-500000 Information services				IT SUPPORT					
33191	2/4/2016	94.42	0.00	02/19/2016				False	0
001-100-500000 Information services				IT SUPPORT					
33191	2/4/2016	189.01	0.00	02/19/2016				False	0
001-103-500000 Information services				IT SUPPORT					
33191	2/4/2016	94.42	0.00	02/19/2016				False	0
001-104-500000 Information services				IT SUPPORT					
33191	2/4/2016	987.50	0.00	02/19/2016				False	0
001-002-500000 Computer System Maint.				IT SUPPORT					
33191	2/4/2016	179.50	0.00	02/19/2016				False	0
001-105-500000 Information services				IT SUPPORT					
33191	2/4/2016	207.86	0.00	02/19/2016				False	0
012-102-500000 Information services				IT SUPPORT					
33191	2/4/2016	500.63	0.00	02/19/2016				False	0
012-106-500000 Information services				IT SUPPORT					
33191	2/4/2016	387.53	0.00	02/19/2016				False	0
013-402-500000 Information services				IT SUPPORT					
33191 Total:		2,782.50							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
CENTERLOGIC, INC. To		3,107.50							
COLUMBIA RIVER P.U.D. P. O. BOX 1193 ST. HELENS, OR, 97051 008325									
JAN 2016	2/11/2016	452.39	0.00	02/19/2016				False	0
001-002-459000 Utilities				ACCT 7493					
JAN 2016	2/11/2016	687.64	0.00	02/19/2016				False	0
001-004-459000 Utilities				ACCT 7493					
JAN 2016	2/11/2016	639.61	0.00	02/19/2016				False	0
001-005-459000 Utilities				ACCT 7493					
JAN 2016	2/11/2016	263.72	0.00	02/19/2016				False	0
001-005-509000 Marine board expense				ACCT 7493					
JAN 2016	2/11/2016	5,315.71	0.00	02/19/2016				False	0
011-011-453000 Street Lighting				ACCT 7493					
JAN 2016	2/11/2016	1,044.69	0.00	02/19/2016				False	0
012-107-459000 Utilitites				ACCT 7493					
JAN 2016	2/11/2016	791.16	0.00	02/19/2016				False	0
013-403-459000 Utilities				ACCT 7493					
JAN 2016	2/11/2016	2,718.83	0.00	02/19/2016				False	0
017-017-459000 Utilities				ACCT 7493					
JAN 2016	2/11/2016	4,250.37	0.00	02/19/2016				False	0
017-417-459000 Utilities				ACCT 7493					
JAN 2016	2/11/2016	546.76	0.00	02/19/2016				False	0
018-019-534000 Electrical Energy				ACCT 7493					
JAN 2016	2/11/2016	1,640.28	0.00	02/19/2016				False	0
018-020-534000 Electrical Energy				ACCT 7493					
JAN 2016	2/11/2016	189.66	0.00	02/19/2016				False	0
018-021-459000 Utilites				ACCT 7493					
JAN 2016	2/11/2016	1,268.85	0.00	02/19/2016				False	0
018-022-459000 Utilities				ACCT 7493					
JAN 2016 Total:		19,809.67							
COLUMBIA RIVER P.U.D		19,809.67							



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
<hr/>									
COMCAST									
PO BOX 34744									
SEATTLE, WA 98124-1744									
COMCAST									
FEB 2016	2/18/2016	94.85	0.00	02/19/2016				False	0
001-005-458000 Telephone Expense				9144					
		<hr/>							
FEB 2016 Total:		94.85							
		<hr/>							
COMCAST Total:		94.85							
COUNTRY MEDIA INC.									
PO BOX 9278									
PORTLAND, OR 97207									
006800									
215555	2/3/2016	70.00	0.00	02/19/2016				False	0
012-102-526000 Advertisements				ADVERTISING CUSTOMER 22481					
		<hr/>							
215555 Total:		70.00							
		<hr/>							
COUNTRY MEDIA INC. T		70.00							
E2C CORPORATION									
2316 NE MINNEHAHA STREET									
VANCOUVER, WA 98665									
E2C									
3868	2/15/2016	2,350.00	0.00	02/19/2016				False	0
008-008-554000 Consulting/Contractual				TINA CURRY CONSULTING MARKETING MONTHLY					
		<hr/>							
3868 Total:		2,350.00							
		<hr/>							
E2C CORPORATION Tota		2,350.00							
EAGLE STAR ROCK PRODUCTS, INC.									
P.O. BOX 750									
ST. HELENS, OR 97051									
010970									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
30447	2/3/2016	264.90	0.00	02/19/2016				False	0
018-021-501000 Operating Materials & Supplies				ROCK- S VERNONIA STORM					
30447 Total:		264.90							
30455	2/4/2016	139.54	0.00	02/19/2016				False	0
018-021-501000 Operating Materials & Supplies				ROCK- S VERNONIA STORM					
30455 Total:		139.54							
EAGLE STAR ROCK PRO		404.44							
LAND DEVELOPMENT SERVICES, COLUMBIA COUNTY									
230 STRAND STREET									
ST. HELENS, OR 97051									
007550									
JAN 2016	2/11/2016	972.50	0.00	02/19/2016				False	0
001-105-554000 Contract Services				BUILDING INSPECTIONS MIKE SMITH					
JAN 2016 Total:		972.50							
LAND DEVELOPMENT S		972.50							
MCNULTY WATER PEOPLES UTILITY DISTRICT									
PO BOX 260									
ST. HELENS, OR 97051									
020116									
FEB 2016	2/17/2016	12.00	0.00	02/19/2016				False	0
012-101-473000 Miscellaneous				YEARLY CUSTOMER CHARGE					
FEB 2016 Total:		12.00							
MCNULTY WATER PEOP		12.00							
NORTHWEST NATURAL GAS									
P.O. BOX 6017									
PORTLAND,, OR 97228-6017									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
021400									
FEB 2016	2/15/2016	107.58 ✓	0.00	02/19/2016				False	0
012-107-459000 Utilities				284-8					
FEB 2016	2/15/2016	87.64 ✓	0.00	02/19/2016				False	0
001-005-459000 Utilities				856-3					
FEB 2016	2/15/2016	679.87 ✓	0.00	02/19/2016				False	0
001-004-459000 Utilities				767-3					
FEB 2016	2/15/2016	122.24 ✓	0.00	02/19/2016				False	0
018-019-459000 Utilites				575-0					
FEB 2016	2/15/2016	122.23 ✓	0.00	02/19/2016				False	0
018-020-459000 Utilities				575-0					
FEB 2016	2/15/2016	153.69 ✓	0.00	02/19/2016				False	0
001-005-459000 Utilities				304-7					
FEB 2016	2/15/2016	197.59 ✓	0.00	02/19/2016				False	0
001-002-459000 Utilities				563-8					
FEB 2016	2/15/2016	1,116.74 ✓	0.00	02/19/2016				False	0
017-417-459000 Utilities				294-2					
FEB 2016	2/15/2016	7.86 ✓	0.00	02/19/2016				False	0
018-018-459000 Utilites				772-0					
FEB 2016	2/15/2016	7.86 ✓	0.00	02/19/2016				False	0
017-017-459000 Utilities				772-0					
FEB 2016	2/15/2016	104.58 ✓	0.00	02/19/2016				False	0
013-403-459000 Utilities				867-5					
FEB 2016	2/15/2016	147.34 ✓	0.00	02/19/2016				False	0
012-107-459000 Utilites				528-5					
FEB 2016 Total:		2,855.22							
NORTHWEST NATURAL		2,855.22							
OAWU									
935 N MAIN STREET									
INDEPENDENCE, OR 97351									
021691									
20280	2/1/2016	75.00 ✓	0.00	02/19/2016				False	0
017-417-490000 Professional development				MEMBERSHIP RENEWAL 2016-2017 HOWARD BURTC					
20280 Total:		75.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
<hr/>									
OAWU Total:		75.00							
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OPTA									
4230 SE KING RD									
PNIB 238									
MILWAUKIE, OR 97222									
021715									
FEB 2016	2/12/2016	125.00	0.00	02/19/2016				False	0
001-105-490000 Professional development				OPTA PERMIT TECH CERT COURSE H. DAVIS					
<hr/>									
FEB 2016 Total:		125.00							
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OPTA Total:		125.00							
<hr/>									
PEACEHEALTH MEDICAL GROUP OCC.HEALTH									
1405 DELAWARE									
LONGVIEW, WA 98632									
025390									
03-060568	2/1/2016	115.00	0.00	02/19/2016				False	0
013-403-554000 Contractual/consulting serv				DOT PHYSICAL EXAM THAD HOUK					
<hr/>									
03-060568 Total:		115.00							
<hr/>									
PEACEHEALTH MEDICA		115.00							
<hr/>									
PEAK ELECTRIC GROUP, LLC									
57096 S MORSE ROAD									
WARREN, OR 97053									
PEAK.ELE									
160028	2/16/2016	894.00	0.00	02/19/2016				False	0
001-005-501000 Operating Materials & Supp				REPLACE BALLAST / LAMPS MENS ROOM MC. PARI					
<hr/>									
160028 Total:		894.00							
<hr/>									
PEAK ELECTRIC GROU		894.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
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PHILLIPS, CYNTHIA 11220 SW APALACHEE STREET TUALATIN, OR 97062 025515									
FEB 2016	2/16/2016	1,592.00 ✓	0.00	02/19/2016				False	0
001-103-554000 Contractual/consulting serv				MUNICIPAL COURT JUDGE 2/15-2/29					
FEB 2016	2/16/2016	40.00 ✓	0.00	02/19/2016				False	0
010-304-653409 Godfrey Outfall				CONTRACTING ENTRIES 12/15 -2/17 C. PHILLIPS					
FEB 2016	2/16/2016	520.00 ✓	0.00	02/19/2016				False	0
012-101-454000 Attorney				CONTRACTING ENTRIES 12/15 -2/17 C. PHILLIPS					
FEB 2016	2/16/2016	160.00 ✓	0.00	02/19/2016				False	0
010-304-653409 Godfrey Outfall				CONTRACTING ENTRIES 12/15 -2/17 C. PHILLIPS					
FEB 2016 Total:		2,312.00							
PHILLIPS, CYNTHIA Tot		2,312.00							
PORTLAND GENERAL ELECTRIC WESTERN REGION PO BOX 4438 PORTLAND, OR, 97208-4438 025702									
FEB 2016	2/18/2016	42.43 ✓	0.00	02/19/2016				False	0
011-011-453000 Street Lighting				ACCT 9724 STREET LIGHTS					
FEB 2016 Total:		42.43							
PORTLAND GENERAL E		42.43							
RDO TRUST #80-5800 PO BOX 2445 PASCO, WA 99302-2445 027012									
P70655	1/25/2016	317.81 ✓	0.00	02/19/2016				False	0
015-015-501000 Operating Materials & Supp				MATERIALS					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
P70655 Total:		317.81							
RDO TRUST #80-5800 To		317.81							
RICOH USA INC PO BOX 31001-0850 PASADENA, CA 91110-0850 027295 5040396531	2/5/2016	100.45	0.00	02/19/2016					
012-107-502000 Equipment expense				CONTRACT 3346106 CUSTOMER15120165				False	0
5040396531 Total:		100.45							
RICOH USA INC Total:		100.45							
SELDEN, LAURIE 9765 SW IMPERIAL DRIVE PORTLAND, OR 97225 030715 FEB 16 2016	2/16/2016	2,948.00	0.00	02/19/2016					
001-103-554000 Contractual/consulting serv				CRIMINAL PROSECUTORIAL SERVICES 2/15-2/29				False	0
FEB 16 2016 Total:		2,948.00							
SELDEN, LAURIE Total:		2,948.00							
STAPLES BUSINESS ADVANTAGE DEPT LA PO BOX 83689 CHICAGO, IL 60696 031983 3291723562	1/27/2016	25.71	0.00	02/19/2016					
012-102-457000 Office supplies				OFFICE SUPPLIES				False	0
3291723562	1/27/2016	63.99	0.00	02/19/2016					
001-005-501000 Operating Materials & Supp				OFFICE SUPPLIES				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
<hr/>									
3291723562 Total:		89.70							
STAPLES BUSINESS AD		89.70							
SUNRIVER RESORT P.O. BOX 3609 SUNRIVER,, OR 97707-0609 032650 FEB 2016	2/16/2016	120.36	0.00	02/19/2016				False	0
001-104-490000 Professional development					CONFIRMATION # 2I986P 2016 OR BROWNFIELDS C				
FEB 2016 Total:		120.36							
SUNRIVER RESORT Total		120.36							
WILCOX & FLEGEL P O BOX 69 LONGVIEW, WA, 98632 037003 0706984-IN	2/19/2015	4.54	0.00	02/19/2016				False	0
013-403-531000 Gasoline					GAS - CITY SHOP				
0706984-IN Total:		4.54							
C169536-IN 013-403-531000 Gasoline	11/14/2015	76.33	0.00	02/19/2016				False	0
C169536-IN 013-403-531000 Gasoline	11/19/2015	-35.59	0.00	02/19/2016				False	0
					GAS - CITY SHOP CREDIT MEMO				
C169536-IN Total:		40.74							
WILCOX & FLEGEL Total		45.28							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			

Report Total:

41,409.78





**City of St. Helens**  
*Consent Agenda for Approval*

**OLCC LICENSES**

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

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**2016 RENEWALS**

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<b><u>Business Name</u></b>	<b><u>Applicant Name</u></b>	<b><u>Location</u></b>	<b><u>Purpose</u></b>
• Johnny's Bar & Grill	Jimikat Inc.	1750 Old Portland Road	Renewal
• Kozy Korner Restr. & Lounge	Ogan Inc.	371 Columbia Blvd.	Renewal
• Starbucks Coffee #13327	Coffee House Holdings Inc.	2298 Gable Road	Renewal
• Walgreens #10056	Walgreen Co.	175 S. Columbia River Hwy.	Renewal
• West Street Grocery Market	Pyon, Chang Sik	305 N. 7 <sup>th</sup> Street	Renewal
• Zhen's Chinese Restaurant	Zhen's Chinese Restr. Inc.	1671 Columbia Blvd.	Renewal