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## City of St. Helens COUNCIL AGENDA

**Wednesday, January 20, 2016**

City Council Chambers, 265 Strand Street, St. Helens

### City Council Members

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

### Welcome!

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

1. **6:30PM – PUBLIC HEARING: Development Code Amendments**
2. **7:00PM - CALL REGULAR SESSION TO ORDER**
3. **PLEDGE OF ALLEGIANCE**
4. **INVITATION TO CITIZENS FOR PUBLIC COMMENT – *Limited to five (5) minutes per speaker.***
5. **DELIBERATIONS: Development Code Amendments**
6. **RESOLUTIONS**
  - A. **Resolution No. 1730:** A Resolution Determining that a Nuisance Exists Upon Property Located at 515 North 10<sup>th</sup> Street within the City of St. Helens and Directing that a Notice to Abate the Nuisance be Posted on Said Premises
  - B. **Resolution No. 1731:** A Resolution Determining that a Nuisance Exists Upon Property Located at 496 South 13<sup>th</sup> Street within the City of St. Helens and Directing that a Notice to Abate the Nuisance be Posted on Said Premises
7. **AWARD BID FOR SEWER LATERAL ABATEMENTS PROJECT**
8. **APPROVE AND/OR AUTHORIZE FOR SIGNATURE**
  - A. Contract Payments
9. **APPOINTMENTS TO CITY BOARDS & COMMISSIONS**
10. **CONSENT AGENDA FOR ACCEPTANCE**
  - A. Planning Commission Minutes dated December 8, 2015
  - B. Memorandum of Agreement with Building Codes Division Relating to Delegated Building Inspection Program
  - C. Accounts Payable Bill List
11. **CONSENT AGENDA FOR APPROVAL**
  - A. Council Work Session, Public Hearing and Regular Session Minutes dated January 6, 2016
  - B. Amended Library Assistant Job Description
  - C. Accounts Payable Bill List
12. **MAYOR PETERSON REPORTS**
13. **COUNCIL MEMBER REPORTS**
14. **DEPARTMENT REPORTS**
15. **ADJOURN**

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**CITY OF ST. HELENS PLANNING DEPARTMENT  
STAFF REPORT  
St. Helens Comprehensive Plan Amendments ZA.3.15**

**DATE:** January 13, 2016  
**TO:** City Council  
**FROM:** Jacob Graichen, City Planner  
Jennifer Dimsho, Assistant Planner  
**APPLICANT:** City of St. Helens  
**PROPOSAL:** Amendments to the development code regarding clarifying uses in the HI zone, general housekeeping amendments, and amendments to help facilitate off-street trail development in accordance with the recently adopted Parks & Trails Master Plan.

**The 120-day rule (ORS 227.178) for final action for this land use decision is not applicable.**

**BACKGROUND**

**These code amendments can be broken down into three parts.**

One aspect clarifies definitions and use in the HI zone as it applies to excavation, mining and natural mineral resources development. It also addresses dated Oregon Revised Statue reference.

Another aspect will help facilitate the development of the trail proposals identified in Chapter 6 of the Parks and Trails Master Plan (“the Plan”). The Plan was adopted in January 2015 and updated the 1999 Parks Master Plan. It was the first Master Plan in St. Helens to examine the existing trail inventory and propose trail route recommendations.

The other aspect are general “housekeeping” amendments.

**PUBLIC HEARING & NOTICE**

Hearing dates are as follows: January 12, 2016 before the Planning Commission and January 20, 2016 before the City Council.

**At their Jan. 12, 2016 meeting, the Planning Commission unanimously (w/ two absent members) recommended approval of the proposed amendments (attached).**

Notice was published in the The Chronicle on December 30, 2015. Notice was sent to the Oregon Department of Land Conservation and Development (DLCD) on December 8, 2015. Notice was sent to agencies by mail or e-mail on December 23, 2015

**AGENCY REFERRALS & COMMENTS**

As of the date of this staff report, no agency referrals/comments have been received that are pertinent to the analysis of this proposal.



## APPLICABLE CRITERIA, ANALYSIS & FINDINGS

### SHMC 17.20.120(1) – Standards for Legislative Decision

The recommendation by the commission and the decision by the council shall be based on consideration of the following factors:

- (a) The statewide planning goals and guidelines adopted under ORS Chapter 197, including compliance with the Transportation Planning Rule, as described in SHMC 17.08.060;
- (b) Any federal or state statutes or guidelines found applicable;
- (c) The applicable comprehensive plan policies, procedures, appendices and maps; and
- (d) The applicable provisions of the implementing ordinances.

#### (a) Discussion:

The statewide planning goals that technically apply or are related to this proposal are Goal 1, Goal 2, Goal 5, Goal 8, and Goal 11.

#### **Finding: Statewide Planning Goal 1: Citizen Involvement.**

*This goal requires the development of a citizen involvement program that is widespread, allows two-way communication, provides for citizen involvement through all planning phases, and is understandable, responsive, and funded.*

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

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

The public engagement process for the Parks and Trails Master Plan was very comprehensive. There were over 15 input gathering sessions that began in October 2013 with the Parks Commission, the Bicycle and Pedestrian Commission, and the Planning Commission, all of which were open to the public. Current park and trail levels of satisfaction were collected through a month-long, online survey, the results of which are memorialized in the Needs Assessment in Chapter 5. A well-attended Parks and Trails Public Forum was held on April 16, 2014 where residents were given a presentation of draft park and trail proposals and had the option to record their feedback publicly or complete a hardcopy comment worksheet. Additional park and trail feedback was gathered from various service groups, clubs, and one-on-one interviews throughout the planning process. More details about the public engagement process is listed in the Needs Assessment of Chapter 5 of the Parks and Trails Master Plan.

Given the substantial amount of public vetting for the Plan, scheduled public hearings, and notice provided, Goal 1 is satisfied.

**Finding: Statewide Planning Goal 2: Land Use Planning.**

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

The City and State (i.e., DLCD) coordinated with regard to the adoption of this proposal.

County-wide data and priorities from the Statewide Comprehensive Outdoor Recreation Plan (SCORP) 2013-2017 created by the Oregon Parks and Recreation Department (OPRD) were addressed in Chapter 5 of the Plan. City of St. Helens Comprehensive Plan consistency is addressed further below. There are no other known federal or regional documents that apply to this proposal.

Given the inclusion of local, state, regional and federal documents, laws, participation and opportunity for feedback as applicable, Goal 2 is satisfied.

**Finding: Statewide Planning Goal 5: Natural Resources, Scenic and Historic Areas, and Open Spaces.**

*It is the purpose of this goal to protect natural resources and conserve scenic and historic areas and open spaces.*

Natural resource areas play an important role in the balance of an active and passive parks and recreation system. Many city parks contain natural areas that afford a passive recreational experience. There are also natural areas, such as Dalton Lake Recreation Area that play a critical role in the overall park system. The Parks and Trails Master Plan addresses these areas and identifies future projects that will enhance the overall natural resource system, supporting the intent of Goal 5. Therefore, Goal 5 is satisfied.

**Finding: Statewide Planning Goal 8: Recreational Needs**

*It is the purpose of this goal to satisfy the recreational needs of the citizens of the state and visitors and, where appropriate, to provide for the siting of the necessary recreational facilities including destination resorts.*

The Parks and Trail Master Plan's purpose is to establish the long-term framework for enhancing the livability of the community for residents, employees, and visitors for the next 10-15 years. The provision of parks, trails, and recreation facilities and amenities is a crucial aspect of the Plan. Given that the development and implementation of the Plan plays a keystone role in satisfying the recreational needs of citizens of the state, and visitors to the community, Goal 8 is satisfied.

**Finding: Statewide Planning Goal 11: Public Facilities and Services**

*It is the purpose of this goal to plan and develop a timely, orderly and efficient arrangement of public facilities and services to serve as a framework for urban and rural development.*

Ensuring proposals for parks and recreation amenities are located at equal intervals and are easily accessible for all residents throughout the community has been an important consideration throughout the planning process. Namely, an identified need for parkland on the west side of US Highway 30 has been addressed through park project recommendations. Further, incorporating a

Trails Master Plan into the Parks Master Plan has ensured the trail network proposals are efficiently arranged, taking into consideration the location of existing parks and future park projects. For these reasons, Goal 11 is satisfied.

**The proposed amendments to the St. Helens Comprehensive Plan are either consistent with the intent of the Statewide Goals, or the Goals are not applicable because the plan does not affect issues addressed by the Goal.**

**(b) Discussion:** This criterion requires analysis of any applicable federal or state statutes or guidelines. There are no applicable federal statutes.

In regards to the Parks and Trails Master Plan, the applicable state guideline is the 2013-2017 Oregon Statewide Comprehensive Outdoor Recreation Plan (SCORP). The SCORP is Oregon's five-year plan for outdoor recreation. It also provides guidance for Oregon Parks and Recreation Department (OPRD) grant programs. The OPRD supports the implementation of key statewide and local planning recommendations through partnerships and OPRD-administered grant programs.

In regards to other aspects of the proposed code amendments the definition of "surface mining," which references and outdated ORS citation is being eliminated as unnecessary.

**Finding:** County-wide data and priorities from the 2013-2017 SCORP were addressed in Chapter 5 of the Parks and Trails Master Plan. Specifically, Columbia County's top ranked recreation needs for the future as assessed by the SCORP's public involvement process are public access sites to waterways, soft surface walking trails and paths, and children's playgrounds made of natural materials. All these priorities are incorporated in the Plan's list of high priority park and trail projects.

**(c) Discussion:** This criterion requires analysis of applicable comprehensive plan policies, procedures, appendices, and maps. Organized by section, applicable Comprehensive Plan policies include:

**Finding: SHMC 19.08.040 Transit Policies**

- (3)(g) *Plan and develop street routes to help alleviate Hwy 30's traffic load*
- (3)(j) *Develop a plan for walking trails*
- (3)(k) *Maintain, implement and update the bikeway plan*

The Parks and Trails Master Plan (an adopted addendum to the Comprehensive Plan) includes 18 mostly off-street trail route proposals totaling 10.17 miles, 3 bicycle and 3 pedestrian fitness routes that utilize existing pedestrian infrastructure, and a trail classification system with design trail feature examples. Full implementation of the on-street and off-street trail proposals may help to reduce US Highway 30's traffic load, by reducing the number of local trips that require a car. The Plan satisfies these criteria.

**Finding: SHMC 19.08.060 Natural Factors and Local Resources Policies**

- (3)(a) *Participate in resource management planning through participation in collective federal, State, and regional agency planning programs.*
- (3)(b) *Consider airshed and water resources capacities in reviewing all plans, ordinance and permits for land development actions.*
- (3)(e) *Encourage the preservation of those forest lands between Columbia City and St. Helens.*
- (3)(f) *Encourage the preservation, restoration, and functionality of the open space corridors or rezone to open space zone the following lands:*

- (i) *The canyon-area adjoining Godfrey Park.*
  - (ii) *The unimproved gullies and creekbed systems.*
  - (iii) *The lands along significant riparian corridors and connecting wetlands.*
- (3)(g) *Direct development away from the Willamette River Greenway to the maximum extent possible; provided, however, lands committed to the urban uses within the Greenway shall be allowed to continue, and to intensify provided the activity is water-related or water-dependent. The City shall prohibit new non-water related or non-water dependent uses from within 150 feet of the Willamette River Greenway.*

Parks, open space designations, and hiking trails offer a way to preserve and restore the functionality of natural areas, while also offering substantial public benefit. Open space and natural areas provide opportunities for passive recreation and a place to gain a deeper appreciation for nature. The construction of low-impact hiking trails can guarantee that an open space corridor, like the unimproved gullies and valleys on the east side of Hwy 30 remain natural and will not be lost to future development. Likewise, developing Dalton Lake Recreation Area as a nature park as the plan suggests, will “encourage the preservation of the forested lands between Columbia City and St. Helens” and will encourage further restoration because of its nature park designation. The Plan satisfies these criteria.

### **CONCLUSION & RECOMMENDATION**

**Based upon the facts and findings herein, staff and the Planning Commission recommend approval of the proposed text amendment to the Development Code.**

**Attachment(s):** Proposed text amendments  
Excerpt from Parks & Trails Master Plan (Chapter 6.3)

underline words are added  
~~words stricken~~ are deleted

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## CHAPTER 17.16 GENERAL AND LAND USE DEFINITIONS

### 17.16.010 General and land use definitions.

Words used in this Development Code have their normal dictionary meaning unless they are listed below. Words listed below have the specific meaning stated, unless the context clearly indicates another meaning.

The definition of words with specific meaning in the Development Code are as follows:

[...]

~~“Excavation” means removal or recovery by any means whatsoever of soil, rock, minerals, mineral substances, or organic substances other than vegetation, from water or land on or beneath the surface thereof, or beneath the land surface, whether exposed or submerged.~~

Excavation. The removal, placement, or replacement of earth or manmade materials as necessary to facilitate development of buildings and/or infrastructure, not including natural mineral resources development.

[...]

~~“Mining and/or quarrying” means the~~ The extraction of minerals including: solids, such as sand, gravel, rock, coal and ores; liquids, such as crude petroleum; and gases, such as natural gases. The term also includes quarrying; well operation; milling, such as crushing, screening, washing and flotation; and other preparation customarily done at the mine site or as part of a mining activity. See ~~“surface mining.”~~

[...]

~~Surface Mining. As per ORS 517.755(14)(a):~~

~~Surface Mining includes all or any part of the process of mining minerals by the removal of overburden and the extraction of natural mineral deposits thereby exposed by any method by which more than 5,000 cubic yards of minerals are extracted or by which at least one acre of land is affected within a period of 12 consecutive calendar months, including open-pit mining operations, auger mining operations, processing, surface impacts of underground mining, production of surface mining refuse and the construction of adjacent or off-site borrow pits (except those constructed for use as access roads).~~

[...]

## CHAPTER 17.24 PROCEDURES FOR DECISION-MAKING – QUASI-JUDICIAL

[...]

### **17.24.120 Notice of decision by the director.**

(1) Notice of the director's decision on an application pursuant to SHMC 17.24.090 shall be given by the director in the following manner:

(a) Within 10 working days of signing the proposed decision, notice shall be sent by mail to:

(i) The applicant and all owners or contract purchasers of record of the property which is the subject of the application for the following types of director decisions:

(A) Minor modifications to site design reviews ~~or conditional use permits~~;

(B) Nonconforming status;

(C) Sign permits;

(ii) All surrounding property owners of record of property within the applicable notice area of the property for the following types of director decisions:

(A) ~~Lot line adjustments, h~~Home occupations – Type I, unlisted uses: abutting properties;

(B) Lot line adjustments, Mmajor site design reviews, minor modifications to conditional use permits, home occupations – Type II, sensitive lands, temporary uses, accessory structures: 100 feet;

(C) Land partitions: 200 feet;

(D) Expedited land divisions: 300 feet.

(iii) For home occupations – Type II, see SHMC 17.120.060.

~~(iii)~~ (iv) Any governmental agency which is entitled to notice under an intergovernmental agreement entered into with the city which includes provision for such notice. For subject sites located adjacent to a state roadway or where proposals may have an impact on a state facility, notice of the decision shall be sent to ODOT; and

~~(iv)~~ (v) Any person who requests, in writing, and pays the required fee established by the council.

[...]

## CHAPTER 17.32 ZONES AND USES

[...]

### **17.32.140 Heavy Industrial – HI.**

[...]

(2) Uses Permitted Outright. In the HI zone the following buildings and uses are permitted after compliance with the provisions of this section and others of this code:

[...]

(i) Natural mineral resources development including necessary building, apparatus and appurtenances for rock, sand, gravel and mineral extraction and dredging, processing and stockpiling and all types of mineral recovery or mining, excluding smelters and ore reduction.

[...]

## **CHAPTER 17.88 SIGNS**

[...]

17.88.060 Commercial/industrial sign district.

[...]

(2) Maximum Sign Height.

[...]

(c) Pole signs permitted in the commercial/industrial sign district shall not exceed 24 feet in height ~~on the west side of Columbia River Highway (Highway 30) and, except such signs located along Milton Way between Port Avenue and Milton Creek shall not exceed 45 feet in height on the east side of Columbia River Highway (Highway 30) between Gable Road and Milton Creek Bridge on Milton Way.~~

[...]

## **CHAPTER 17.152 STREET AND UTILITY IMPROVEMENT STANDARDS**

[...]

### **17.152.175 Bikeways and off-street trails**

(1) Developments adjoining or containing proposed bikeways and off-street trails identified ~~on the adopted pedestrian/bikeway plan~~ within adopted City plans, including but not limited to the Transportation Systems Plan (2011) and the Parks and Trails Master Plan (2015), shall include provisions for the future extension of such bikeways and off-street trails through the dedication of easements or rights-of-way (subject to constitutional limitations).

(2) Development permits issued for planned unit developments, conditional use permits, subdivisions, and other developments which will principally benefit from such bikeways and/or



off-street trails shall be conditioned to include the cost or construction of bikeway and/or off-street trail improvements (subject to constitutional limitations).

(3) Minimum width for bikeways within the roadway is six feet per bicycle travel lane. Minimum width for two-way bikeways separated from the road is eight feet.

(4) Minimum off-street trail width is determined by the trail function and classification from Chapter 6 of the Parks and Trails Master Plan attached to Ordinance No. 3191 as Attachment A.

[...]

## **CHAPTER 18.32 BICYCLE/PEDESTRIAN FACILITIES**

### **18.32.010 General requirements**

[...]

(2) Bicycle facilities shall be constructed along routes identified ~~on~~ in the adopted ~~pedestrian/bikeway plan~~ Comprehensive Plan and all addendums thereof.

### 6.33 TRAIL ROUTE PROPOSALS

A total of 10.17 miles of off-street trail routes that work to connect neighborhoods to the waterfront, parks, and local businesses are listed below. To help visualize the complete network of trail route proposals, a table of the proposals is below, followed by a map of the proposals on the next page. The Trail # corresponds to the # on the Trail Proposal Map found on the page following the table. The Trail Name is strictly for reference purposes and can be changed as the routes are developed further. The trail classifications and corresponding design guidelines are discussed in the previous section.

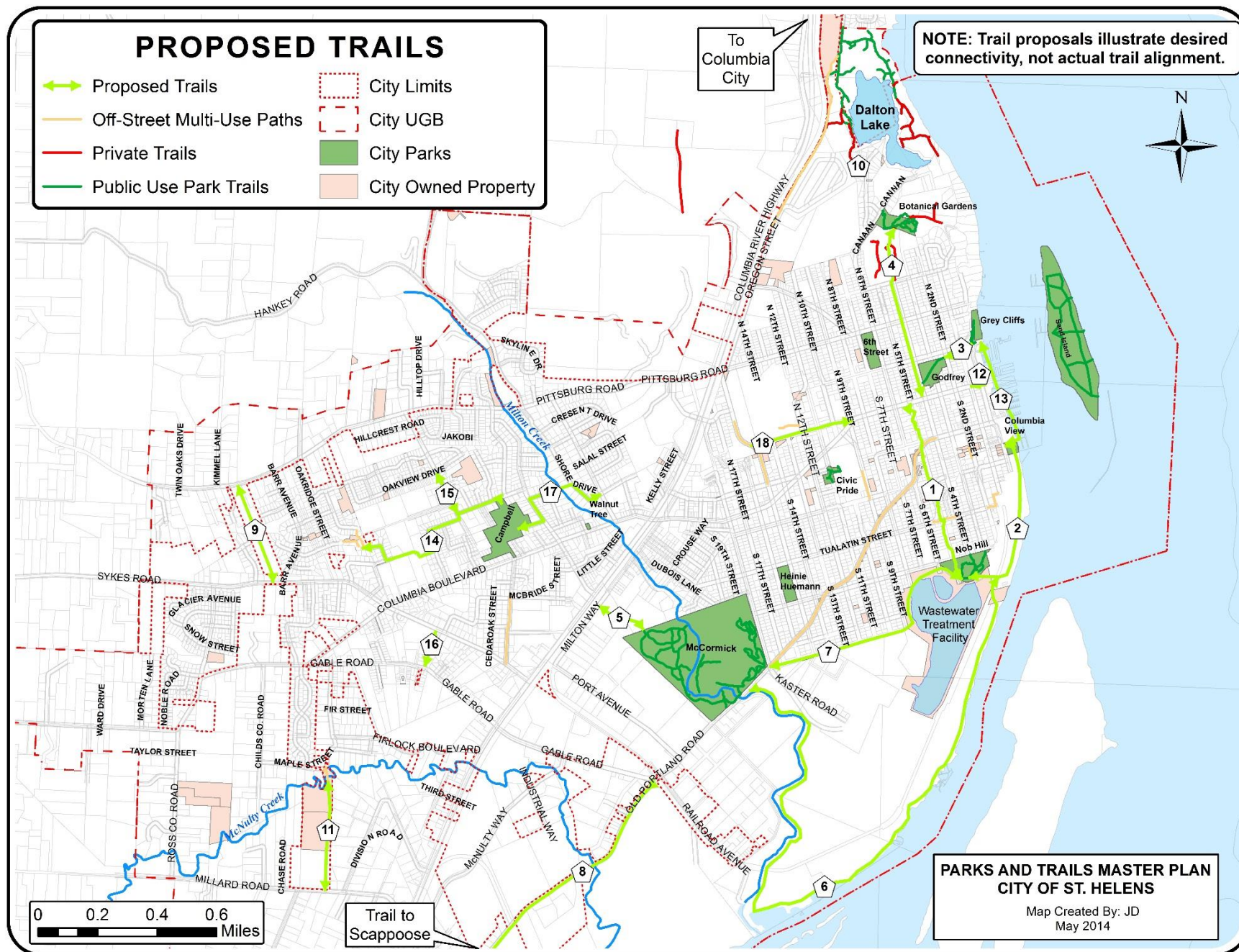
#### TRAIL ROUTE PROPOSALS

Trail #	Trail Name	Trail Classification	Comment	Length (Miles)
1	5th St. Trail	Hiking trail	Connects Columbia Blvd to trails in Nob Hill Nature Park	0.69
2	St. Helens Riverfront Trail	Regional trail	Connects Nob Hill Nature Park trails to Columbia View Park along waterfront	0.6
3	Wyeth St. Alternative	Local access trail	Small pedestrian connection from 2nd St. to stairs at Grey Cliffs Park	0.11
4	4th St. Gardens Trail	Local access trail	Connects Columbia Blvd. to the Botanical Gardens, passes by Godfrey Park	0.59
5	McCormick Trail Extension	Local access trail	Connects McCormick Park trails to Milton Way	0.18
6	Milton Creek Trail	Regional trail	Follows Milton Creek from McCormick Park to the riverfront	2.58
7	East St. Trail	Local access trail	Connects McCormick Park trails to Nob Hill Nature Park trails	0.83
8	Old Portland Rd. Scappoose Trail	Regional trail	Connects City of St. Helens to City of Scappoose and the Crown Zellerbach Trail	1.6
9	Pittsburg Rd. to Sykes Rd.	Local access trail	Connects Pittsburg Rd. to Sykes Rd.	0.35
10	Dalton Lake Trail Connection	Local access trail	Connects neighborhood on Madrona Ct. to Dalton Lake trails	0.04
11	Millard Rd. Trail	Local access trail	Connects Millard Rd. to a footbridge over McNulty Creek to Marle St.	0.37

## TRAIL ROUTE PROPOSALS

Trail #	Trail Name	Trail Classification	Comment	Length (Miles)
12	West Columbia Blvd. Extension	Local access trail	Small pedestrian connection from Columbia Blvd. to River St.	0.06
13	Columbia Riverfront Boardwalk	Boardwalk*	Boardwalk over river from Grey Cliffs Park to Columbia View Park	0.4
14	West Campbell Park Connection	Local access trail	Connects Oak Ridge Estates Neighborhood to Campbell Park	0.67
15	North Vernonia Trail	Local access trail	Connects neighborhood to Campbell Park. No sidewalks on N. Vernonia	0.16
16	Gable Rd. to Sykes Rd.	Local access trail	Connects Gable Rd. to Sykes Rd. HS Students walk through private property here frequently	0.13
17	East Campbell Park Connection	Local access trail	Crosses Milton Creek and connects neighborhood to Campbell Park	.46
18	West Columbia Blvd. Extension	Hiking trail	Extends Columbia Blvd. through canyon and right-of-way to N. 15 <sup>th</sup> St. Route may be difficult topography/wetlands	.35
<b>Total Miles</b>				<b>10.17</b>

\*Boardwalk is not an actual trail classification, but because the route is over water, it stands alone in its design requirements.





**City of St. Helens**  
**RESOLUTION NO. 1730**

**A RESOLUTION DETERMINING THAT A NUISANCE EXISTS UPON PROPERTY  
LOCATED AT 515 NORTH 10<sup>th</sup> STREET WITHIN THE CITY OF ST. HELENS AND  
DIRECTING THAT NOTICE TO ABATE THE NUISANCE BE POSTED ON SAID  
PREMISES**

**WHEREAS**, St. Helens Municipal Code (SHMC) Section 8.14.070(1) (a) provides that "All exterior property and premises shall be maintained in a clean, safe and sanitary condition. The occupant shall keep that part of the exterior property which such occupant occupies or controls in a clean and sanitary condition;" and

**WHEREAS**, St. Helens Municipal Code (SHMC) Section 8.14.070(2) (p) provides that "All exterior doors, door assemblies, operator systems if provided, and hardware shall be maintained in good condition. Locks at all entrances to dwelling units and sleeping units shall tightly secure the door. Locks on means of egress doors shall be readily openable from the side from which egress is to be made without the need for keys, special knowledge or effort, except where the door hardware conforms to that permitted by the building code.;" and

**WHEREAS**, the structures located at 515 North 10<sup>th</sup> Street, St. Helens, Oregon were determined by the Building Official to be in violation of one or more provisions of Chapter 8.14 of the St. Helens Municipal Code and therefore a nuisance pursuant to the ordinance.

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

**Section 1.** The structures at 515 North 10th Street, St. Helens, Oregon constitute a nuisance under SHMC Chapter 8.14, based on the photographs of the premises, attached hereto and incorporated by reference, and information from the Building Official. Council finds that the photographs show debris and trash piled in the front yard. The structures were previously posted to as uninhabitable but the individual(s) occupying the residence without the permission of the Owner left their personal belongings in the front yard for approximately 3 weeks. The posting has not resolved the problem of vagrants entering the premises due to the rear entry door being unsecured. Council hereby directs that the premises located at 515 North 10<sup>th</sup> Street be secured to prevent persons from entering this unsafe building.

**Section 2.** Pursuant to SHMC 8.2.220, Council hereby delegates a temporary remedy of boarding up the structures so as to prevent entry into the structures. Such boarding up shall take place as soon as possible under the circumstances. Council further directs that this nuisance be permanently abated within 30 days from the date of this resolution.

**Section 3.** Council hereby directs a notice to be posted at 515 North 10<sup>th</sup> Street, St. Helens, Oregon which contains: a description of the real property, by street address or otherwise; a direction to remove the nuisance within 30 days of the date of the notice; a description of the nuisance; a statement that unless the debris is removed and such structures are immediately sufficiently secured to prevent access into them, the City will perform temporary nuisance abatement and secure said structures and that the costs shall be a lien against the property; furthermore, unless a permanent abatement of the nuisance is performed within 30 days of this resolution, the City will permanently remove the nuisance and secure the property and that the costs shall be a lien against the property; and a statement that the person in charge of the property may protest the action by giving notice to the City Recorder within ten (10) days from the date of the notice.

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

**Approved and adopted** by the City Council on January 20, 2016, by the following vote:

Ayes:

Nays:

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

ATTEST:

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















**City of St. Helens**  
**RESOLUTION NO. 1731**

**A RESOLUTION DETERMINING THAT A NUISANCE EXISTS UPON PROPERTY  
LOCATED AT 496 SOUTH 13<sup>TH</sup> STREET WITHIN THE CITY OF ST. HELENS AND  
DIRECTING THAT NOTICE TO ABATE THE NUISANCE BE POSTED ON SAID  
PREMISES**

**WHEREAS**, St. Helens Municipal Code (SHMC) Section 8.12.050(2) provides that "Debris on Private Property. All accumulations of debris, trash, garbage, rubbish, manure and other refuse located on private property or sidewalks abutting thereon, and which has not been removed within a reasonable time and which is unsightly or which affects the health, safety or welfare of the city." and

**WHEREAS**, St. Helens Municipal Code (SHMC) Section 8.12.070 (1) provides that "No person in charge of any premises shall permit: (a) To remain unguarded upon said premises any machinery, automobile bodies or parts thereof, equipment, structures, buildings or other devices having the characteristic of an attractive nuisance or which is liable to attract children;" and

**WHEREAS**, the structures located at 496 South 13th Street, St. Helens, Oregon were determined by the Building Official to be in violation of one or more provisions of Chapter 8.12 of the St. Helens Municipal Code and therefore a nuisance pursuant to the ordinance.

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

**Section 1.** The structures at 496 South 13th Street, St. Helens, Oregon constitute a nuisance under SHMC Chapter 8.12, based on the photographs of the premises, attached hereto and incorporated by reference, and information from the Building Official. Council finds that the photographs show debris, trash, machinery, automobile bodies or parts thereof and equipment piled in the front yard. Council hereby directs that the premises located at 496 South 13th Street be cleared of debris, trash automobile bodies or parts thereof, appliances and equipment presenting the attractive nuisance.

**Section 2.** Council hereby directs a notice to be posted at 496 South 13th Street, St. Helens, Oregon which contains: a description of the real property, by street address or otherwise; a direction to remove the nuisance within 30 days of the date of the notice; a description of the nuisance; a statement that unless the debris is removed, the City will perform nuisance abatement and that the costs shall be a lien against the property; furthermore, unless a permanent abatement of the nuisance is performed within 30 days of this resolution, the City will permanently remove the nuisance and a statement that the person in charge of the property may protest the action by giving notice to the City Recorder within ten (10) days from the date of the notice.

**Section 3.** The City Recorder shall cause a copy of said notice to be forwarded by registered or certified mail, postage prepaid, to the person in charge of the property at the last known address of such person. That notice shall contain all the elements listed in paragraph 2, supra, that is, the posting. If the person responsible for the nuisance is not the owner, an additional notice shall be sent to the owner, stating that the cost of abatement not paid by the person responsible may be assessed to and become a lien on the property.

**Approved and adopted** by the City Council on January 20, 2016, by the following vote:

Ayes:

Nays:

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

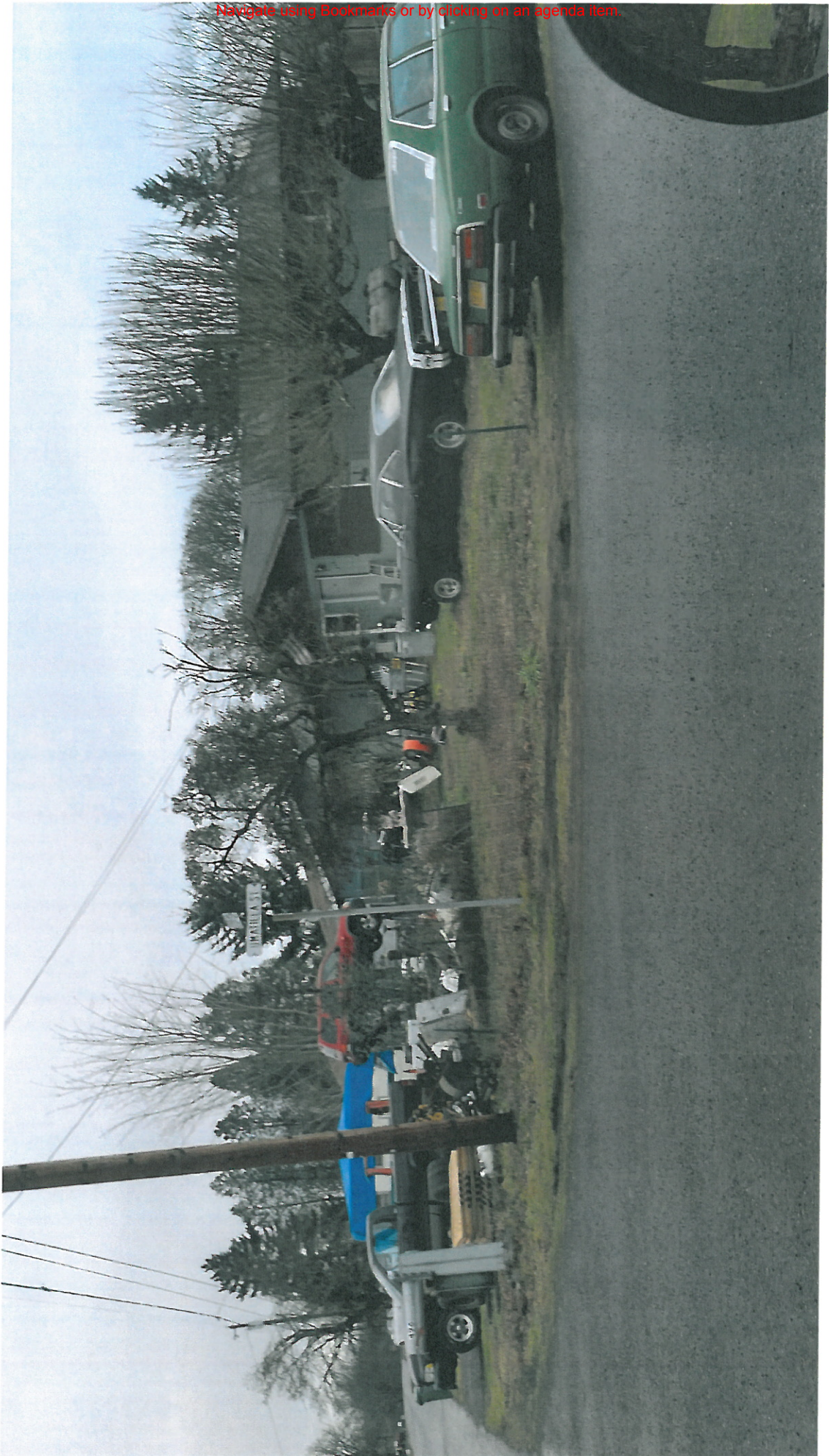
ATTEST:

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










## COUNCIL ACTION SHEET

<b>To:</b>	The Mayor and Members of City Council	
<b>From:</b>	Sue Nelson, Public Works Engineering Director Neal Sheppard, Public Works Operations Director	
<b>Date:</b>	20 January 2016	
<b>Subject:</b>	Award Contract for Repair and Replacement of Nuisance Sewer Laterals, S-638A	

### Background:

On September 2, 2015 the Council approved a resolution to declare certain properties within the city to be in violation of sections of the Municipal Code in regards to deficient sewer laterals and that a nuisance exists on such properties. On September 8, 2015 a letter was sent to each of the sixteen affected property owners advising them of the nuisance determination and each property was posted. Of these 16 properties, four obtained permits to complete the repairs and one filed a protest that was heard by the Council and given additional time to complete the repairs. Eleven properties remain out of compliance.

The Engineering Department has developed a project and specifications to perform the necessary work to make repairs or otherwise abate the problems on the eleven remaining properties. The project was put out for bid on December 16, 2015, with a closing date of January 14, 2016. The following proposals were received:

FIRM	LOCATION	QUOTE

The pre-bid estimate range was \$33,000 to \$38,000. The project is included in the 2015/2016 approved budget as Sanitary Sewer Capital Improvements, GL 010-303-653301 with a total budgeted amount of \$300,000.

### Recommendation:

Award the contract for the Repair and Replacement of Nuisance Sewer Laterals project, S-638A, to XXX as the lowest responsive bidder and authorize the Mayor to execute a Construction Contract for the Repair and Replacement of Nuisance Sewer Laterals project, S-638A. Contract will be at the rate prescribed in that firm's submitted bid, plus standard contingency.



## **CONTRACT PAYMENTS**

City Council Meeting  
January 20, 2016

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**James W. Fowler Co.**

Project: SD146 Godfrey Park Storm Project (PE#8)	<b>\$</b>	<b>84,557.37</b>
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K.P.

James W. Fowler Co.  
12775 Westview Drive  
Dallas, OR 97338

Godfrey Park Storm Sewer Replacement Project

Date  
Pay Estimate

12/7/2015  
8

Invoice: November 3, 2015 to December 7, 2015 Pay Estimate #8 Revision 2 to City of St. Helens

Bid Item		Bid		Contract		Current Billing		Previous Billing		Total To Date		% Complete
No.	Description	Quantity	UM	Unit Price	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount	To Date
1	Mobilization, Bonds, Insurance and Demobilization	1.00	LS	\$170,000.00	\$170,000.00							
	Initial Mobilization	1.00	LS	\$90,950.00	\$ 90,950.00	0%	\$ -	100%	\$ 90,950.00	100%	\$ 90,950.00	100%
	Bonds	1.00	LS	\$4,250.00	\$ 4,250.00	0%	\$ -	100%	\$ 4,250.00	100%	\$ 4,250.00	100%
	Insurance	1.00	LS	\$4,250.00	\$ 4,250.00	0%	\$ -	100%	\$ 4,250.00	100%	\$ 4,250.00	100%
	Demobilization	1.00	LS	\$70,550.00	\$ 70,550.00	0%	\$ -	0%	\$ -	0%	\$ -	0%
2	Traffic Control	1.00	LS	\$5,500.00	\$ 5,500.00							
	Materials	1.00	LS	\$5,000.00	\$ 5,000.00	0%	\$ -	100%	\$ 5,000.00	100%	\$ 5,000.00	100%
	Installation	1.00	LS	\$500.00	\$ 500.00	0%	\$ -	65%	\$ 325.00	65%	\$ 325.00	65%
	Erosion Control	1.00	LS	\$3,000.00	\$ 3,000.00							
3	Engineering / Submittals	1.00	LS	\$1,000.00	\$ 1,000.00	0%	\$ -	100%	\$ 1,000.00	100%	\$ 1,000.00	100%
	Materials	1.00	LS	\$1,000.00	\$ 1,000.00	0%	\$ -	100%	\$ 1,000.00	100%	\$ 1,000.00	100%
	Installation	1.00	LS	\$1,000.00	\$ 1,000.00	10%	\$ 200.00	65%	\$ 650.00	85%	\$ 850.00	85%
4	Pollution Control Plan	1.00	LS	\$3,000.00	\$ 3,000.00							
	Engineering / Submittals	1.00	LS	\$3,000.00	\$ 3,000.00	0%	\$ -	100%	\$ 3,000.00	100%	\$ 3,000.00	100%
5	Clearing	1.00	LS	\$15,000.00	\$ 15,000.00							
	Clear West of 2nd	1.00	LS	\$10,000.00	\$ 10,000.00	0%	\$ -	100%	\$ 10,000.00	100%	\$ 10,000.00	100%
	Clear East of 2nd	1.00	LS	\$5,000.00	\$ 5,000.00	0%	\$ -	100%	\$ 5,000.00	100%	\$ 5,000.00	100%
6	Tree Removal	9.00	EA	\$1,100.00	\$ 9,900.00	0%	\$ -	17.00	\$ 18,700.00	17.00	\$ 18,700.00	189%
7	Rock Excavation	50.00	CY	\$100.00	\$ 5,000.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	0%
8	Outlet Protection	1.00	EA	\$25,000.00	\$ 25,000.00	0.00	\$ -	1.00	\$ 25,000.00	1.00	\$ 25,000.00	100%
9	Riprap Basins	2.00	EA	\$3,200.00	\$ 6,400.00	1.00	\$ 3,200.00	1.00	\$ 3,200.00	2.00	\$ 6,400.00	100%
10	Gabion Check Dams	240.00	LF	\$137.00	\$ 32,880.00	196.00	\$ 26,852.00	0.00	\$ -	196.00	\$ 26,852.00	82%
11	Trench Foundation Stabilization	5.00	CY	\$95.00	\$ 475.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	0%
12	Trenchless Pipe Installation, 66 Inch Pipe Ramming	400.00	LF	\$3,150.00	\$ 1,260,000.00	0.00	\$ -	340.00	\$ 1,071,000.00	340.00	\$ 1,071,000.00	85%
13	Open Trench Pipe Installation, 66 Inch	237.00	LF	\$500.00	\$ 118,500.00	0.00	\$ -	128.00	\$ 64,000.00	128.00	\$ 64,000.00	54%
14	Open Trench Pipe Installation, 24 Inch	50.00	LF	\$75.00	\$ 3,750.00	0.00	\$ -	50.00	\$ 3,750.00	50.00	\$ 3,750.00	100%
15	Open Trench Pipe Installation, 12 Inch	125.00	LF	\$75.00	\$ 9,375.00	0.00	\$ -	129.00	\$ 9,675.00	129.00	\$ 9,675.00	103%
16	Open Trench Pipe Installation, 6 Inch	44.00	LF	\$40.00	\$ 1,760.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	0%
17	Water Pipe Deflection	73.00	LF	\$109.00	\$ 7,957.00	0.00	\$ -	73.00	\$ 7,957.00	73.00	\$ 7,957.00	100%
18	New Catch Basin	1.00	EA	\$1,700.00	\$ 1,700.00	0.00	\$ -	1.00	\$ 1,700.00	1.00	\$ 1,700.00	100%
19	Concrete Manholes, 96 Inch	2.00	EA	\$15,000.00	\$ 30,000.00	0.00	\$ -	1.00	\$ 15,000.00	1.00	\$ 15,000.00	50%
20	Connection to Existing Structures	2.00	EA	\$550.00	\$ 1,100.00	0.00	\$ -	1.00	\$ 550.00	1.00	\$ 550.00	50%
21	Filling Abandoned Structures	2.00	EA	\$900.00	\$ 1,800.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	0%
22	Existing Pipe Abandonment	1.00	LS	\$50,000.00	\$ 50,000.00	0%	\$ -	0%	\$ -	0%	\$ -	0%
	Materials	1.00	LS	\$25,000.00	\$ 25,000.00	0%	\$ -	0%	\$ -	0%	\$ -	0%
	Install Bulkheads	1.00	LS	\$12,500.00	\$ 12,500.00	0%	\$ -	0%	\$ -	0%	\$ -	0%
	Remove Ravine Pipe	1.00	LS	\$12,500.00	\$ 12,500.00	0%	\$ -	0%	\$ -	0%	\$ -	0%
23	Outfall Structure, Columbia River	1.00	LS	\$60,000.00	\$ 60,000.00							
	Excavation	1.00	LS	\$10,000.00	\$ 10,000.00	-25%	\$ (2,500.00)	125%	\$ 12,500.00	100%	\$ 10,000.00	100%
	Rock	1.00	LS	\$5,000.00	\$ 5,000.00	0%	\$ -	100%	\$ 5,000.00	100%	\$ 5,000.00	100%
	Rabar	1.00	LS	\$15,000.00	\$ 15,000.00	0%	\$ -	100%	\$ 15,000.00	100%	\$ 15,000.00	100%
	Concrete	1.00	LS	\$27,000.00	\$ 27,000.00	0%	\$ -	100%	\$ 27,000.00	100%	\$ 27,000.00	100%
	Misc Steel	1.00	LS	\$1,000.00	\$ 3,000.00	0%	\$ -	0%	\$ -	0%	\$ -	0%
	Inlet Structure, Godfrey Park Ravine	1.00	LS	\$35,000.00	\$ 35,000.00							
24	Excavation	1.00	LS	\$10,500.00	\$ 10,500.00	0%	\$ -	100%	\$ 10,500.00	100%	\$ 10,500.00	100%
	Rock	1.00	LS	\$6,000.00	\$ 6,000.00	0%	\$ -	100%	\$ 6,000.00	100%	\$ 6,000.00	100%
	Rabar	1.00	LS	\$8,000.00	\$ 8,000.00	25%	\$ 2,000.00	75%	\$ 6,000.00	100%	\$ 8,000.00	100%
	Concrete	1.00	LS	\$8,000.00	\$ 8,000.00	50%	\$ 4,000.00	50%	\$ 4,000.00	100%	\$ 8,000.00	100%
	Misc Steel	1.00	LS	\$2,500.00	\$ 2,500.00	0%	\$ -	0%	\$ -	0%	\$ -	0%
25	Removal and Replace Concrete Curb and Gutter	35.00	LF	\$60.00	\$ 2,100.00	63.00	\$ 3,780.00	0.00	\$ -	63.00	\$ 3,780.00	180%
26	Asphalt Berm	15.00	LF	\$22.00	\$ 330.00	6.00	\$ 132.00	0.00	\$ -	6.00	\$ 132.00	40%
27	Removal and Disposal of Contaminated Soils	10.00	CY	\$150.00	\$ 1,500.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	0%
28	Native Seeding	0.50	AC	\$15,000.00	\$ 7,500.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	0%
29	Native Shrub Planting, #1 Container	349.00	EA	\$14.00	\$ 4,886.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	0%
30	Native Shrub Planting, #5 Container	29.00	EA	\$80.00	\$ 2,320.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	0%
	Habitat Mitigation - Plant Establishment	1.00	LS	\$21,000.00	\$ 21,000.00							
	Materials	1.00	LS	\$15,000.00	\$ 15,000.00	0%	\$ -	0%	\$ -	0%	\$ -	0%
	Installation	1.00	LS	\$6,000.00	\$ 6,000.00	0%	\$ -	0%	\$ -	0%	\$ -	0%
32	Erosion Control Matting	3419.00	SY	\$5.00	\$ 17,095.00	170.00	\$ 850.00	0.00	\$ -	170.00	\$ 850.00	5%
33	Construction Staking and As-Built	1.00	LS	\$14,000.00	\$ 14,000.00							
	Construction Staking	1.00	LS	\$13,000.00	\$ 13,000.00	0%	\$ -	90%	\$ 11,700.00	90%	\$ 11,700.00	90%
	As-Built	1.00	LS	\$1,000.00	\$ 1,000.00	0%	\$ -	0%	\$ -	0%	\$ -	0%
34	Ravine Access	1.00	LS	\$40,000.00	\$ 40,000.00							
	Materials	1.00	LS	\$10,000.00	\$ 10,000.00	0%	\$ -	100%	\$ 10,000.00	100%	\$ 10,000.00	100%
	Installation	1.00	LS	\$30,000.00	\$ 30,000.00	0%	\$ -	100%	\$ 20,000.00	100%	\$ 30,000.00	100%
35	Standpipe Decommissioning	1.00	LS	\$1,100.00	\$ 1,100.00	0%	\$ -	0%	\$ -	0%	\$ -	0%
36	Post Construction CCTV	856.00	LF	\$2.50	\$ 2,140.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	0%
37	Private Property Condition Documentation & Owner Approval	3.00	EA	\$3,000.00	\$ 9,000.00	0.00	\$ -	3.00	\$ 9,000.00	3.00	\$ 9,000.00	100%
38	T&M Work						\$ 50,493.76	0.00	\$ -		\$ 50,493.76	

Contract Totals:	\$1,989,411.00	\$ 89,007.76	\$ 1,502,000.00	\$ 1,591,007.76	79.97%
Retainage (5%):		\$ 4,450.39	\$ 75,100.00	\$ 79,550.39	
Amount Due:		\$ 84,557.37	\$ 1,426,900.00	\$ 1,511,457.37	

APPROVED FOR PAYMENT

INIT

DATE

ACCOUNTS PAYABLE

FINANCE

SUPERVISOR

1/15/16  
1-15-16

\$84,557.37

010-304-653409

SD-146 Godfrey Park  
storm



January 14, 2016

Sue Nelson, PE  
Engineering Supervisor  
City of St. Helens  
265 Strand Street  
St. Helens, OR 97051

e-mail: Suen@ci.st-helens.or.us  
Phone: 503.397.6272

**Subject: Progress Payment Request #8 Revision 2 for November 2015**

Dear Sue,

Please see the attached revised progress payment request for the month of November.

During the month of November the following items were complete.

Partial Bid Item 3: Erosion Control

Complete Bid Item 9: Riprap Basins

Complete Bid Item 10: Gabion Check Dams

Partial Credit Bid Item 23: Outfall Structure, Columbia River

Partial Bid Item 24: Inlet Structure, Godfrey Park Ravine

Complete Bid Item 25: Removal and Replace Concrete Curb and Gutter

Complete Bid Item 26: Asphalt Berm

Complete Bid Item 32: Erosion Control Matting

Included in this pay estimate are T&M Invoices agreed to be paid for extra work as directed by the City due to DSC at approximate stationing 2+70 and 6+50.

The Progress Payment Invoice totals \$89,007.76, less 5% retainage of \$4,450.39, for an amount due of **\$84,557.37.**

Attached is a calculation sheet with the all of the bid items, T&M cost summary, and approved T&M invoices. Please feel free to contact me at (503) 623-5373 with any questions.

Regards,

Scott Thibert

Project Manager

James W. Fowler Co.

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

City Council Meeting ~ January 20, 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>
• Gretchen Williams	Budget Committee	12/04/15	12/07/15

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### **Arts & Cultural Commission (3-year terms)**

- Kannikar Petersen's term expired 9/30/2015. She would like to be reappointed.

**Status:** Pending recommendation from Commission.

**Next Meeting:** January 26, 2016

**Recommendation:** None at this time.

### **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.

**Next Meeting:** February 25, 2016

**Recommendation:** None at this time.

### **Budget Committee (3-year terms)**

- Bill Eagle's term expires 12/31/2015. He is interested in being reappointed.

**Status:** A press release to recruit members was sent out on November 6 with a deadline to apply of December 4. One application was received. On January 11, Councilor Conn and Mayor Peterson interviewed Gretchen Williams and found that there was a conflict of interest.

**Next Meeting:** TBD

**Recommendation:** Councilor Conn will recommend reappointment of Bill Eagle to the Committee.

### **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 have not received any applications as of packet time.

**Next Meeting:** January 19, 2016

**Recommendation:** None at this time.

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

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

**WHEREAS**, the City Council 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

## Planning Commission Meeting

### December 8, 2015

### Minutes

**Members Present:** Al Petersen, Chair  
Dan Cary, Vice Chair  
Greg Cohen, Commissioner  
Sheila Semling, Commissioner  
Audrey Webster, Commissioner  
Russell Hubbard, Commissioner

**Members Absent:** Kathryn Lawrence, Commissioner

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

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

**Others Present:** Mark Cooper  
Shane Welliver

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

□

### **Consent Agenda**

#### **Approval of Minutes**

Commissioner Semling moved to approve the minutes of the November 10, 2015 Planning Commission meeting. Vice Chair Cary seconded the motion. Motion carried with all in favor. And Chair Petersen did not vote as per operating rules.

□

### **Topics From The Floor**

Mark Cooper lives at 125 N. 13<sup>th</sup> Street. He discussed the service station at 13<sup>th</sup> St. and Columbia Blvd (previously Outlaw Exhaust). When this muffler business was originally proposed, he was notified of the proposal. The proposal had a site plan with the proposed parking areas and landscaping, but none of it was followed. There are always derelict vehicles that remain on the property. They work very loudly past 5 p.m. and sometimes past 9 p.m. Cooper said he could understand the noise if they worked 8 a.m. - 6 p.m., but 9 p.m. is late for loud, automotive noise right next to a neighborhood. It has changed ownership many times over the years. He thinks it is going to change ownership again and would like his comments to be on the record for any new proposal.

City Planner Jacob Graichen explained the business was approved through a Conditional Use Permit. In the past meeting minutes, the Commission agreed during deliberations there was not enough public testimony to justify limiting hours of operation. Graichen said over the years there have been many code enforcement issues, like unscreened tire storage and parking within the landscaping strip. The issues with vision clearance are difficult to fix because the right-of-way is large and it is an odd-shaped lot. With a new proposal, the Commission and staff will be more cautious with the parking plan to ensure adequate vision clearance.

The Commission thanked Cooper for getting his testimony on the record.

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

- a. Site Design Review at 200 Port Ave. – Port of St. Helens

Graichen said the Site Design Review decision at 200 Port Ave. is being appealed to the City Council, so the Commission does not need a motion to accept the acceptance agenda.

□

### **Findings of Fact & Conclusions of Law:**

- a. Conditional Use Permit at 1771 Columbia Blvd. – Jennifer Plahn

Graichen discussed the draft Findings of Fact & Conclusions of Law which were included in the packet. Chair Petersen said the Comprehensive Plan Goal related to General Commercial zones was not included in the findings, only the policy was. Graichen said he could incorporate the Comprehensive Plan General Commercial Goal 19.12.70 (1) text into finding (f).

Chair Petersen mentioned that the “determination of similar use” was alluded to at the bottom of page four, but it didn’t say outright that the Commission was utilizing this determination. The Commission decided that this would not be necessary.

### **MOTION**

Commissioner Cohen moved to approve the Findings of Fact & Conclusions of Law with the addition of the Comprehensive Plan General Commercial Goal 19.12.70 (1) into finding (f). Webster seconded. All in favor; none opposed; motion carries.

Vice Chair Cary moved to have Chair Petersen sign the Findings of Fact & Conclusions of Law once prepared. Commissioner Webster seconded. All in favor; none opposed; motion carries.

□

### **Earth Removal, Trail Development, & Housekeeping Text Amendments Discussion**

Graichen said there will be a formal review of the text amendments and a public hearing at the January meeting for a recommendation to the Council. He discussed the text amendments memo, which was included in the packet.

Chair Petersen asked if the proposed trails map included local street routes. Assistant Planner Jennifer Dimsho clarified that the proposed trail routes did not consider local streets. Instead they included off-street routes on undeveloped private land, public land or within undeveloped right-of-way.

Graichen explained that the requirement for trail right-of-way (and possible construction cost) would occur during an application for a subdivision, land partition, site development review, or conditional use permit. He also noted this requirement would be subject to current case law and constitutional limits.

Commissioner Cohen does not want the required trail development to be an unfair financial burden on developers. Graichen said it is much easier to argue for trail right-of-way dedication or construction for large developments, like subdivisions. Commissioner Cohen said it makes sense to have this requirement for major developments like subdivisions, but a single family dwelling should not have to put aside thousands for a trail through their property. On the other hand, Vice Chair Cary noted that trail development is historically underfunded, so if smaller developments had to chip in, funding a new trail may be much easier. Commissioner Cohen just wants the process to be fair.

Commissioner Hubbard asked if all new development would have to pay for trail construction. Dimsho said no, only the developers who have property that include proposed trails on the map included in Chapter 6 of the Parks & Trails Master Plan would be subject to the rules.

Chair Petersen suggested defining trails as a public improvement in the engineering standards (similar to street trees) so that they can be bonded. Graichen said he would look into Title 18 Engineering Standards to see if any additional text changes would be necessary to allow trails to be bonded public improvements.

Commissioner Webster made a small word change to the sign amendment to help with clarity. Graichen will incorporate her suggestion into the text amendment.

Commissioner Cohen asked about the earth removal changes. Graichen discussed how the changes relate to lessons learned from the Earth Removal Land Use Board of Appeals (LUBA) case last year. Graichen explained that the text changes were suggested and approved by the City attorney.

□

## **Planning Director Decisions**

- a. Sign Permit (Wall) at 445 Port Ave. – Comcast
- b. Temporary Use Permit at 1300 Kaster Rd. – Cascade Tissue Group
- c. Home Occupation (Type I) at 370 N. Vernonia Rd. - Mobile automobile service
- d. Home Occupation (Type I) at 59555 Clinton St. - Cleaning service
- e. Sign Permit (Banner) at 2100 Block of Columbia Blvd. – St. Helens Police Donut Day
- f. Home Occupation (Type I) at 205 S. 4<sup>th</sup> Street – Tree service
- g. Sign Permit at 244 N 14<sup>th</sup> Street – Crest Apartments II Limited Partnership
- h. Sign Permit at 345 N 16<sup>th</sup> Street – Woodland Trail Apartments Limited
- i. Sign Permit at 184 Bradley Street – Norcrest II Limited Partnership

There were no comments.

□

## **Planning Department Activity Reports**

There were no comments.



### **For Your Information Items**

Graichen said in 1997, there was a petition to require a vote by the general public for annexations in the City's Charter. Scappoose eliminated a similar requirement with the reasoning that the voting process wastes time, money, and annexations have never been turned down. Graichen said he tends to agree with these reasons. There are very few cities that have this voting requirement in their charters. He explained that this is not necessarily a land use issue, but sometimes City Council likes to know what the Planning Commission thinks about certain issues.

Commissioner Semling could understand requiring a vote if the Planning Commission did not review annexations, but since they do, it seems excessive.

Commissioner Cohen said the petition to make annexations require a vote was triggered by fears of potential annexation of parts of Columbia City in the 90s. He explained that residents did not want to grow too quickly. Chair Petersen said the petition may have also been related to the McNulty Water District debate.

Vice Chair Cary said his family never votes on the annexations because they don't really understand what they are anyways.

Commissioner Cohen feels that the City has outgrown the need for a general vote on annexations, but there should be ample public outreach if the voting power is to be eliminated. The Commission agrees.



There being no further business before the Planning Commission, the meeting was adjourned at 8:03 p.m.

Respectfully submitted,

Jennifer Dimsho  
Planning Secretary

### 2015 Planning Commission Attendance Record

*P=Present A=Absent Can=Cancelled*

Date	Petersen	Hubbard	Lawrence	Cohen	Cary	Semling	Webster
01/13/15	P	P	P	P	P	P	P
02/10/15	P	P	P	P	P	P	P
03/10/15	P	P	A	P	P	P	P
04/14/15	CAN	CAN	CAN	CAN	CAN	CAN	CAN
05/12/15	P	P	P	P	P	P	P
06/09/15	P	P	P	P	P	P	P
07/14/15	A	P	P	P	P	P	P
08/11/15	P	A	P	A	P	P	P
09/08/15	P	P	A	P	A	A	P
10/13/15	P	P	P	P	P	P	P
11/10/15	P	P	P	P	P	P	P
12/08/15	P	P	A	P	P	P	P

## Memorandum of Agreement Relating to Delegated Building Inspection Program

### I. Parties:

This agreement is made and entered into by the Building Codes Division (hereinafter the "Division"), through the Department of Consumer and Business Services, and the City of St. Helens building inspection program ("Jurisdiction"). In providing the services specified in this agreement (and any associated services) both parties are public bodies and maintain their public body status as specified in ORS 30.260. Both parties understand and acknowledge that each retains all immunities and privileges granted them by the Oregon Tort Claims Act (ORS 30.260 through 30.295) and any and all other statutory rights granted as a result of their status as local public bodies.

### II. Purpose:

In accordance with the authority granted by Oregon Revised Statutes (ORS) chapter 455 and the rules adopted thereunder, this Memorandum of Agreement (MOA) sets forth the delegation from the state to Jurisdiction to operate a municipal building inspection program as referenced in ORS chapter 455.

### III. Background:

The Department is authorized to:

1. Promulgate a state building code to govern the construction, reconstruction, alteration and repair of buildings. The state building code establishes uniform performance standards providing reasonable safeguards for health, safety, welfare, comfort and security for the residents of this state; and
2. Delegate authority to a Jurisdiction willing and able to assume operation of all or any portion of a building inspection program for a reporting period. A reporting period means a four-year period during which a Jurisdiction administers and enforces a building inspection program pursuant to an approved operating plan on behalf of the state.

### IV. Agreement:

Jurisdiction's building inspection program agrees to the following minimum standards, policies and procedures while operating a building inspection program during the current reporting period:

1. **Administrative Standards.** Program must provide adequate funds, equipment and other resources needed to administer and enforce the program consistent with the inspection and permit requirements of the state building code.
2. **Electrical Program.** A building inspection program with an electrical program must comply with all applicable electrical rules for the inspection and enforcement of electrical programs.
3. **Fees.** Program must follow the uniform fee methodology for building permit and inspection fees. Program must use permit and inspection fees collected only for the administration and enforcement of the building inspection program. Electrical permit fees must only be used for the administration and enforcement of the electrical program. To avoid division enforcement action, program must collect and remit surcharges (with permit log) to the division no later than the 15<sup>th</sup> day following the month or quarter for which the surcharges are required to be collected according ORS 455.220.



4. **Appeals.** Program must have a policy to allow an applicant for building permit to appeal decision made by building official. Program must also allow an applicant for a building permit to file a written appeal of a decision of the building official directly to the division on any matter relating to the administration and enforcement of ORS Chapter 455.
5. **Operating Plan.** Program must amend operating plan within 30 days when changes occur and provide amended operating plan to the division. Changes include a change of building official.
6. **Staff.** Program must have and use only appropriately certified employees, or approved and appropriately certified and associated state-licensed third party contractors and inspectors for inspections.
7. **Enforcement.** Program must not enforce any standard different from the state building code, unless specifically authorized to do so by the Director of the Department of Consumer and Business Services under ORS 455.040(1), and only in the manner so authorized; any standard so authorized shall not be considered an amendment to the state building code under ORS 455.030.
8. **Documentation.** Program must respond timely to division data requests on any matter relating to the administration and enforcement of ORS Chapter 455.

V. Indemnity:

To the extent permitted by Article XI, sections 9 and 10 of the Oregon Constitution, and within the limits of liability established in the Oregon Tort Claims Act, Jurisdiction shall defend, indemnify and save the division, its officers, agents, and employees harmless from any and all claims, actions, costs or damages caused by Jurisdiction.

Subject to the limitations of Article XI, section 7 of the Oregon Constitution and the Oregon Tort Claims Act, the State shall indemnify, within the limits of and subject to the restrictions in the Oregon Tort Claims Act, Jurisdiction, any liability for personal injury or damage to life or property arising from the State's negligent activity under this Agreement provided, however, the State shall not be required to indemnify Jurisdiction for any such liability arising out of the wrongful acts of Jurisdiction, its officers, employees or agents.

VI. Term of the Agreement:

This agreement will become effective upon signature of all parties and will remain in effect until the end of the Jurisdiction's current reporting period unless the Jurisdiction abandons or ceases to administer the building inspection program or the division assumes administration of the program under activities related to ORS 455.770. Failure to comply with any provision of this agreement may impact the Jurisdiction's continued administration of the building inspection program.

VII. Signatures:

Both parties, by the signatures below, hereby acknowledge that they have read this agreement, understand it and agree to be bound by its terms and conditions.



Building Codes Division

Date

Mark S. Long, Administrator  
Building Codes Division



City of St. Helens

Date

Please print building official name

Building Official Signature

Date

Please print name and title

Jurisdiction Representative Signature

## CITY OF ST. HELENS OPERATIONAL PLAN FOR BUILDING PLANS EXAMINATION & INSPECTIONS

### 1. ADMINISTRATIVE STANDARDS: Adequate funds and equipment

#### a. Funds:

The City of St. Helens has adopted **Resolution No. 1230**, which lists the fees for the plan review and inspections for commercial and one and two family construction, reconstruction or modification, as well as fees for mechanical and plumbing installations. In addition, the City has adopted the fee for manufactured home placement as adopted by the Manufactured Structures and Parks Advisory Board. *These fees are equal to those charged by the State of Oregon Building Codes Division.*

All fees collected by the City in connection with the administration and enforcement of the building inspection programs will be used for the administration and enforcement of those programs by the City. **The City employs a full time Building Official and contracts commercial plumbing and Fire and Life Safety plan examinations with Columbia County.** *Columbia County has the electrical program as authorized by ORS 455.148 and 150.*

#### b. Equipment:

The City Building Official will be supplied with equipment reasonably necessary to administer and enforce the specialty codes, as adopted by the City, in an efficient, effective, timely, and acceptable manner. Such equipment may include, but is not limited to, a vehicle capable of traveling to and from inspection sites as may be required, personal protection equipment necessary to ensure the safety of the employee at inspection sites, a cellular phone, code books, inspection report forms, business cards, photo identification, clerical help, and other resources reasonably required to carry out inspection responsibilities.

#### c. Authority and Responsibility of the Building Official and Plans Examiner:

**Building Official:** Provides interpretations of the uniform building code in conformance with the intent and purpose of the code. The Building Official is also responsible for the enforcement of all codes, including the State Structural Safety, Mechanical and Plumbing Codes. In addition, the Building Official must be certified to do plans review for Structural, Mechanical and Plumbing. A detailed position description is on file at City Hall.

**Plans Examination:** The Building Official must be certified to examine construction plans, blue prints, architectural drawings, designs, and other documents for compliance with small and large commercial and industrial structures, one and two family dwellings, mechanical, plumbing, energy and fire protections codes. The Building Official provides code interpretation guidance and counsel on technical issues and technology and advice and problem solving assistance to the general Public. Due to the high volume of permits, the City of St. Helens is currently contracting with **Columbia County** for this service **on an as needed basis.**

**d. Appeals Process:**

The City has adopted **Ordinance No. 2738** to implement its building program. This ordinance provides for a board of appeals for decisions made by the Building Official. The Ordinance also provides for an aggrieved party to request a second opinion from a qualified consulting firm in building plans review and inspection. The cost of the second opinion is borne by the party requesting the second opinion. Per ORS 455.690, any person aggrieved by the final decision of a municipal appeals board may, within 30 days after the decision, appeal to the appropriate State Advisory Board.

**e. Receipts Collected for Administration and Enforcement of Building Inspection Programs:**

Funds received for plans review and inspections for all codes are received by the City in its general fund category of Building Permits. Those fees are then allocated through the budget process by the City Budget Committee and City Council for use in the building codes examination and enforcement undertaken by the City. In those years where fees do not meet the budget requirements to maintain the Building Official position, the City subsidizes the position with other general fund revenues. In those years where fees exceed the requirements of the Building Official's position, the City hires outside consultants to help meet the needs.

**f. Retention and Retrieval of Records:**

The City will maintain plans, plan review notices, and inspection records at City Hall, 265 Strand St., in compliance with adopted records retentions regulations. The City also has electronic filing for building permits and will keep those on file. Files may be requested from the City pursuant to the Oregon Record Statutes.

**g. Operational Plans:**

A copy of the City of St. Helens Operational Plan is available to the public at City Hall, 265 Strand St. (P.O. Box 278), St. Helens, OR 97051; telephone 503.397.6272.

**h. Public Inquiries, Comments, and Complaints:**

The Building Official, **Robert Johnston**, maintains an office at City Hall which is open to the public Monday through Friday from 8:30 am to 5:00pm. The telephone number to reach the Building Official is 503.397.6272. Fax number is 503.397.4016. Inquiries, comments and complaints will be referred to the appropriate city official.

**i. Customer Questions regarding permits, plans review, and inspections; types of permits sold; hours of operation by phone and at the counter:**

The Building Official maintains an office at City Hall which is open to the public Monday through Friday from 8:30am to 5:00pm. The telephone number to reach the Building Official is 503.397.6272. Fax number is 503.397.4016.

**j. Jurisdictional Boundaries:**



The City of St. Helens maintains jurisdiction of building activities within its legally recognized corporate boundaries. A copy of the current City limits line is on file at City Hall.

k. **Persons, in addition to the Building Official, to whom notices should be issued:**

Notices should also be sent to the City Administrator at P.O. Box 278, St. Helens, OR 97051.

2. **PERMITTING STANDARDS:**

a. **Purchase of Permits:**

Permits for structural, mechanical, plumbing, and manufactured dwelling placement are available for purchase from City Hall during regular office hours of 8:30 am to 5:00 pm, Monday through Friday. Telephone 503.397.6272. Fax 503.397.6272. Minor plumbing installation labels are also available to qualified plumbing contractors in blocks of ten. Permits for electrical are available through Columbia County Land Development Services Office located in the County Courthouse in St. Helens.

b. **Receipt of Permit Applications**

Permits are accepted at City Hall and reviewed for completeness. Beginning November 1, 2015 the City of St. Helens will perform plan reviews for all structures except commercial plumbing and Fire and Life Safety. Presently, the City contracts commercial plumbing and Fire and Life Safety plans review with Columbia County. The contract specifies that plans will be returned to the City within 10 working days from pick up for residential plans, and 15 days for commercial or industrial plans. Applicants are kept informed of the progress being made and if corrections are required, written notice will be sent from Columbia County. The City's contract allows for up to two additional rechecks before additional costs are incurred.

c. **Issuance of Permits**

When a building, plumbing, mechanical, or manufactured home placement permit is received at City Hall, it is logged into the City's permit records. Plan reviews are then performed in-house or sent to Columbia County for its review. Plans are usually picked up in the same week that they are submitted. The contract with Columbia County requires that plans be returned to the City within 10 business days for residential and 15 business days for commercial or industrial. Upon return to the City, the applicant is then contacted for payment of fees.

d. **Issuance of Permits not Requiring Plan Review:**

Permit applications not requiring a plan review will be reviewed by the Building Official upon receipt. If additional information is required, the applicant will be advised of exactly what is needed to complete the application. Where the permit application is deemed complete, the requested permit will be issued immediately upon payment of the permit fee and sign off by the Building Official. For minor plumbing installation labels, the City will maintain records of the date of sale, the number of labels sold, the contractor who purchased the labels and the consecutive identification numbers on the labels.



Applications received through the mail will be reviewed for completeness and issued within one business day after review by the Building Official. The Building Official will make every effort to review permits within one day of receipt. However, when the Building Official is away from City Hall on approved leave or training, the permit will be reviewed within one business day after the return of the Building Official. If the Building Official finds the permit application incomplete, the Building Official will contact the applicant within 24 hours of receipt of the permit by the Building Official.

**e. Licensing and Registration Requirements:**

Applicants requesting permits in person shall be required to demonstrate compliance with applicable licensing and registration requirements. Applicants requesting permits by mail will be checked for licensing and registration requirements through the statewide register maintained by the City.

**3. PLANS REVIEW STANDARDS:**

**a. Plan Review Process**

When plans are submitted for review, they are logged into a record book at City Hall. Plans are then picked up, on an as needed basis, by a representative of [Columbia County](#), who signs out for the plans in the City's log book. Certified plan reviewers at Columbia County or City of Scappoose then review the plans per the applicable code requirements. If the City chooses to review the plans in-house, the job description for the Building Official requires that person to hold appropriate certification for plans review.

**b. Plans Review Consultants**

The City presently has a contract with [Columbia County](#) for plan reviews. The staff provided by [Columbia County](#) is listed in the Appendix. As of July 1, 1997, [Columbia County](#) have performed these services for the City on an as needed basis. Their Operational Plan is on file with the Department.

**c. Plan Review Staff:**

The City's Building Official is certified to do plan reviews **except commercial plumbing and Fire and Life Safety**. Beginning July 1, 1997, the City has contracted with [Columbia County](#) for **these** plan reviews.

**4. INSPECTION STANDARDS**

**a. Plan Review Process:**

Persons with a valid, approved permit may request an inspection either by phone, by calling 503.397.6272, or in person at City Hall during normal business hours. After hours, a request can be made by leaving a message on extension 110. Requests for inspections must be made at least 24-hours in advance. Inspection requests received with at least 24-hours' notice will be inspected on the day requested, unless unforeseen circumstances arise whereby the City Building Official is unable to work and no other arrangements for coverage can be made by the City. Those requests will be honored at the next

available time by the City Building Official, or other certified inspector that the City may contact to cover when the Building Official is unable to perform such work.

Inspections requests shall include:

1. Permit Number
2. Name of person to whom permit is issued
3. Address of site and directions, if needed
4. Type of inspection requested
5. Information as to whether the request is for an initial inspection or re-inspection
6. Telephone number of contact person requesting inspection

Inspection requests that do not contain the required information will be considered incomplete, and the applicant will be contacted by telephone and asked to provide the missing information. Inspections will not be performed until all required information has been provided.

Upon arrival at a job site, the inspector will verify that a permit has been posted and that approved plans are available. Where approved plans are required, inspections will be performed based on the approved plans. After completing the requested inspection, the inspector will prepare a written report which describes all items that require correction in accordance with applicable specialty code and cite the applicable section. A copy of the inspector's report will be left with the owner or contractor, if either is on site. If the owner or contractor is not available at the site, a copy of the report will be left at the job site. If the inspector finds that all minimum code requirements have been met, the inspector will indicate such approval on the onsite job card.

For minor plumbing installation labels, the contractor must deliver a copy of each sheet of labels to the City within ten (10) days of the date on which the final label is utilized for within twelve (12) months from the date of issuance, whichever is earlier. The information requested on the label must be completed or the label will be considered invalid. Within 30 days of the receipt of the contractor's copy of the labels utilized, the City will inspect at least 10% of the minor installations from that block of labels. When the sheet of labels is returned to the City, the Building Official will conduct an inspection of at least 10% of the labels. Those inspections will be recorded at the City. The remainder of the labels (those which have not been inspected) will be closed out with an action indicating that no inspection was required to be performed under the minor label rules (OAR 918-780-100 through -190 and OAR 918-100-000 through -060).

**b. Inspection Staff:**

The City of St. Helens currently funds one Building Official. The incumbent is [Robert Johnston](#). His qualifications are attached.

**c. Vest Building Official with authority to issue stop work orders:**

St. Helens Ordinance No. 2738 vests authority to issue stop work orders with the Building Official. [A copy of Ordinance No. 2738 is attached.](#)

**d. Investigation of Electrical and Plumbing Licensing Violations**

The City does not issue or inspect electrical activities covered by the Oregon Electrical Specialty Code. The City has adopted the **Oregon Plumbing Specialty Code**. Persons found to be performing work without required licenses will be instructed to immediately cease all work and will be reported to the Contractors Builders Board.

## **5. COMPLIANCE PROGRAMS**

### **a. Procedures to receive public complaints:**

Public complaints shall include at a minimum:

- Individual or business name of alleged violator
- Date, or period of time, of alleged violation
- Location (address) of alleged violation
- Owner or lessee name
- Description of work performed
- Complainant name, phone number, and address for follow up contacts.

Complaints may be made at City Hall, or by telephone, during regular business hours. Complaints will be forwarded to the Building Official for investigation, unless the complaint is against the Building Official. A complaint against the Building Official needs to be addressed to the City Administrator.

### **b. Investigation of complaints:**

The Building Official will interview some or all of the following persons:

- Complainant
- Customer
- Any witnesses
- Local officials
- Employees of other agencies who may be involved with the project.

The Building Official may also obtain any written information or documentation that would help in making a determination regarding the validity of the claim. When the investigation is complete, the Building Official shall provide a report of his findings to any interested parties. If a violation occurs, the Building Official shall contact the City Attorney to begin whatever legal proceedings are necessary.

### **c. Issuance of Notices of Proposed Assessment of Civil Penalties:**

Any person violating the provisions of City Ordinance No. 2738 is subject to, upon conviction, a fine not to exceed \$1,000 per violation. Violations of this ordinance are filed in the Municipal Court for the City of St. Helens.



**COLUMBIA COUNTY – CITY OF ST. HELENS  
INTERGOVERNMENTAL AGREEMENT  
BUILDING INSPECTION AND PLAN REVIEW SERVICES**

**PARTIES**

This Agreement is entered into by and between Columbia County, a political subdivision of the State of Oregon, hereinafter referred to as “County”, and the City of St. Helens, a municipal corporation of the State of Oregon, hereinafter referred to as “City”.

**RECITALS**

WHEREAS, by the authority granted in ORS 190.010, a local government may enter into an intergovernmental agreement with another local government to perform any and all functions that a party to the agreement, its officers or agencies, have the authority to perform; and

WHEREAS, City desires to employ the services of County to provide building inspection and plan review services for review of compliance with applicable building codes; and

WHEREAS, City desires to provide a high level of professional and technical services at a cost less than the fees paid to City by permit applicants; and

WHEREAS, City wishes to contract with an organization directed by persons having experience and knowledge in the interpretation and application of regulations providing for protection of the public; and

WHEREAS, County’s building inspectors, supervisors and managers are credentialed, have regulatory plan review and building inspection experience and otherwise meet City’s criteria; and

WHEREAS, County is able to provide the services City is seeking and is willing to enter into this Agreement with City to provide building inspection and plan review services to City in accordance with and limited to the provisions set forth in this Agreement.

**AGREEMENT**

In consideration of the promises and mutual covenants and agreements herein contained, it is agreed between the parties as follows:

1. Effective Date. This Agreement is effective on the last date signed by the parties, below, but shall be retroactive to July 1, 2011.
2. Completion Date. This Agreement shall continue until June 30, 2013, or until such other



date as is mutually agreed upon by the Parties in writing, and shall automatically renew for one two-year period unless terminated by either party pursuant to Paragraph 7 of this Agreement. The automatic renewal of this Agreement shall continue until June 20, 2015.

3. County Services. County agrees to provide services as follows:
  - a. Building inspection services, to supplement City Staff upon request of City, to determine compliance with approved plans and City adopted Oregon State Building Codes (including Building, Plumbing, Mechanical). The service goal is to perform such inspections within 48 hours of request by City and provide an inspection record to the applicant and City.
  - b. Plan review services of complete plans with the following service goals:
    - i. For one and two family residential buildings, additions and related work: complete initial plan review within seven (7) business days.
    - ii. For multi-family residential, mixed use and non-residential buildings deemed by County to be of normal complexity: complete initial plan review in less than twelve (12) business days.
    - iii. For multi-family residential, mixed use and non-residential buildings deemed by County to be of unusual complexity: complete plan review in less than fifteen (15) business days.

Notwithstanding the service goals outlined above, County reserves the right to prioritize its own building inspection and plan review work over City building inspection and plan review service requests.

4. Consideration. Compensation shall be at the following hourly rates, billed in one half-hour increments:
  - a. Commercial and mixed use plan review: \$75.00 per hour.
  - b. Residential plan review: \$60.00 per hour.
  - c. All inspections: \$60.00 per hour.

County shall submit, after the first business day of each month, the invoice for building inspections performed during the prior month. Payment of invoiced and approved items shall be mailed to county within twenty-five (25) days after the date of the invoice. Payments not made within the above time frame shall, when paid, be increased one and one-half percent per month, or any portion of a month, for each month the payment is delayed.

5. Compliance with Codes and Standards. It shall be County's responsibility to determine compliance with all applicable building, health and sanitation laws and codes, and with other applicable Federal, State and local acts, statutes, ordinances, regulations, provisions and rules.
6. Contract Representatives. Contract representatives for this Agreement are the following:
  - a. For County:

Director of Land Development Services  
Department of Land Development Services  
Columbia County Courthouse  
230 Strand Street  
St. Helens, Oregon 97051
  - b. For City:

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

All correspondence shall be sent to the above addresses when written notification is necessary. Representatives of the parties to this Agreement can be changed or substituted by either party providing written notice to the other party at the provided addresses.

7. Termination. This Agreement may be terminated by either party upon thirty (30) days written notice to the other party. In the event County fails to substantially perform the work in a manner satisfactory to City, or City fails to make timely payments for work invoiced by County, this Agreement may be terminated immediately and all costs incurred and fees earned by County prior to the termination date shall be paid by City to County.
8. Independent Contractor. County is hereby engaged as an independent contractor, and will be so deemed for purposes of this Agreement and any applicable laws, regulations or policies relating to contracting or employment.
9. Nonassignment. County shall not assign, subcontract, or delegate the responsibility for providing the services outlined in this Agreement to any other person, firm or corporation without the express written consent of City.
10. Reports. Upon the request of City, the County shall, within a reasonable time, provide a written report on the progress of and information related to the work outlined in this

Agreement.

11. Hold-Harmless. County agrees to indemnify and hold harmless City, its officers, agents and employees from and against all third party claims, suits, actions, damages, costs, losses and expenses in any manner resulting from, arising out of, or connected to County's performance, or failure to perform, its obligations under this Agreement or any other negligent or willful act or omission by County. City agrees to indemnify and hold harmless County, its officers, agents and employees from and against all third party claims, suits, actions, damages, costs, losses and expenses in any manner resulting from, arising out of, or connected to City's performance, or failure to perform, its obligations under this Agreement or any other negligent or willful act or omission by City.
12. County Not Agent of City. It is agreed by and between the parties that County is not carrying out a function on behalf of City, and City does not have the right or direction or control of the manner in which County delivers services under this Agreement and does not exercise any control over the activities of County. Any questions regarding policy implementation or determination shall be addressed by City.
13. Non-Discrimination. County agrees that no person shall, on the grounds of race, color, creed, national origin, sex, marital status, handicap or age, suffer discrimination in the performance of this Agreement.
14. Non-Appropriation. In the event sufficient funds shall not be appropriated for the payment of consideration required to be paid under this Agreement, and if City has no funds legally available for consideration from other sources, then City may terminate this Agreement pursuant to Section 7 of this Agreement. County may, pursuant to Paragraph 7, terminate this Agreement at any time that funds are not appropriated by City for compensation to County, and in such event County may immediately cease its performance of its obligations under this Agreement.
15. Legal Fees. In the event any action, suit or proceeding, including any appeals therefrom, is brought for failure to observe or perform any of the terms of this Agreement, each party shall be responsible for its own attorneys fees, expenses, costs and disbursements for said action, suit, proceeding or appeal.
16. Nonwaiver. The failure of either party to enforce any provision of this Agreement shall not constitute a waiver of that or any other provision of this Agreement.
17. Time of the Essence. The parties agree that time is of the essence in this Agreement.
18. Choice of Law. This Agreement shall be governed by the laws of the State of Oregon.
19. Venue. Venue relating to this Agreement shall be in the circuit court of the State of

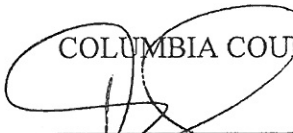


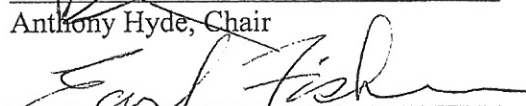
Oregon for Columbia County, located in St. Helens, Oregon.

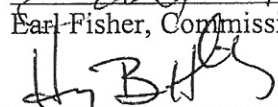
20. Severability. If any provision of this Agreement is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holdings shall not affect the validity of the remainder of this Agreement.
21. Entire Agreement. This Agreement constitutes the entire agreement between the parties. No waiver, consent, modification or change of terms of this Agreement shall bind either party unless in writing and signed by both parties. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. There are no understandings, agreements, or representations, oral or written, regarding this Agreement that are not contained within the terms of this Agreement. County, by signature of its authorized representatives below, hereby acknowledges that it has reviewed, understands and agrees to the terms and conditions of this Agreement. City, by signature of its authorized representatives below, hereby acknowledges that it has reviewed, understands and agrees to the terms and conditions of this Agreement.

DATED this 22nd day of FEBRUARY, 2011.

COLUMBIA COUNTY:

  
\_\_\_\_\_  
Anthony Hyde, Chair

  
\_\_\_\_\_  
Earl Fisher, Commissioner

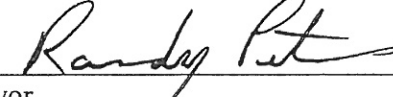
  
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Henry Heimuller, Commissioner

Approved as to Form:

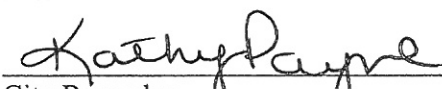
  
\_\_\_\_\_  
Office of County Counsel

ST. HELENS

CITY OF SCAPPOOSE:

  
\_\_\_\_\_  
Mayor

Attested:

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

Approved as to Form:

**See attached**  
\_\_\_\_\_  
City Attorney

Oregon for Columbia County, located in St. Helens, Oregon.

20. Severability. If any provision of this Agreement is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holdings shall not affect the validity of the remainder of this Agreement.
21. Entire Agreement. This Agreement constitutes the entire agreement between the parties. No waiver, consent, modification or change of terms of this Agreement shall bind either party unless in writing and signed by both parties. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. There are no understandings, agreements, or representations, oral or written, regarding this Agreement that are not contained within the terms of this Agreement. County, by signature of its authorized representatives below, hereby acknowledges that it has reviewed, understands and agrees to the terms and conditions of this Agreement. City, by signature of its authorized representatives below, hereby acknowledges that it has reviewed, understands and agrees to the terms and conditions of this Agreement.

DATED this 22<sup>nd</sup> day of February, 2011.

COLUMBIA COUNTY:

\_\_\_\_\_  
Anthony Hyde, Chair

\_\_\_\_\_  
Earl Fisher, Commissioner

\_\_\_\_\_  
Henry Heimulter, Commissioner

Approved as to Form:

\_\_\_\_\_  
Office of County Counsel

ST. HELENS

CITY OF SCAPPOOSE:

\_\_\_\_\_  
Mayor

Attested:

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

Approved as to Form:

\_\_\_\_\_  
City Attorney

Oregon for Columbia County, located in St. Helens, Oregon.

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DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

COLUMBIA COUNTY:

\_\_\_\_\_  
Anthony Hyde, Chair

\_\_\_\_\_  
Earl Fisher, Commissioner

\_\_\_\_\_  
Henry Heimuller, Commissioner

Approved as to Form:

\_\_\_\_\_  
Office of County Counsel

ST. HELENS

CITY OF SCAPPOOSE:

\_\_\_\_\_  
Mayor

Attested:

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

Approved as to Form:

\_\_\_\_\_  
City Attorney



**CITY OF ST. HELENS – CITY OF SCAPPOOSE  
INTERGOVERNMENTAL AGREEMENT  
BUILDING INSPECTION AND PLAN REVIEW SERVICES**

PARTIES

This Agreement is entered into by and between the City of St. Helens, a municipal corporation of the State of Oregon, hereinafter referred to as “St. Helens” and the City of Scappoose, a municipal corporation of the State of Oregon, hereinafter referred to as “Scappoose”.

RECITALS

WHEREAS, by the authority granted in ORS 190.010, a local government may enter into an intergovernmental agreement with another local government to perform any and all functions that a party to the agreement, its officers or agencies, have the authority to perform; and

WHEREAS, St. Helens desires to employ the services of Scappoose to provide building inspection and plan review services for review of compliance with applicable building codes; and

WHEREAS, St. Helens desires to provide a high level of professional and technical services at a cost less than the fees paid to St. Helens by permit applicants; and

WHEREAS, St. Helens wishes to contract with an organization directed by persons having experience and knowledge in the interpretation and application of regulations providing for protection of the public; and

WHEREAS, Scappoose’s building inspectors, supervisors and managers are credentialed, have regulatory plan review and building inspection experience and otherwise meet St. Helens’ criteria; and

WHEREAS, Scappoose is able to provide the services St. Helens is seeking and is willing to enter into this Agreement with St. Helens to provide building inspection and plan review services to St. Helens in accordance with and limited to the provisions set forth in this Agreement.

AGREEMENT

In consideration of the promises and mutual covenants and agreements herein contained, it is agreed between the parties as follows:

1. Effective Date. This Agreement is effective on the last date signed by the parties, below.
2. Completion Date. This Agreement shall continue until June 30, 2014, or until such other date as is mutually agreed upon by the Parties in writing, and shall automatically renew

every year thereafter on July 1<sup>st</sup> unless terminated by either party pursuant to Paragraph 7 of this Agreement.

3. Scappoose Services. Scappoose agrees to provide services as follows:
  - a. Building inspection services, to supplement St. Helens Staff upon request of St. Helens, to determine compliance with approved plans and St. Helens adopted Oregon State Building Codes (including Building, Plumbing, Mechanical). The service goal is to perform such inspections within 48 hours of request by St. Helens and provide an inspection record to the applicant and St. Helens.
  - b. Plan review services of complete plans with the following service goals:
    - i. For one and two family residential buildings, additions and related work: complete initial plan review within seven (7) business days.
    - ii. For multi-family residential, mixed use and non-residential buildings deemed by Scappoose to be of normal complexity: complete initial plan review in less than twelve (12) business days.
    - iii. For multi-family residential, mixed use and non-residential buildings deemed by Scappoose to be of unusual complexity: complete plan review in less than fifteen (15) business days.

Notwithstanding the service goals outlined above, Scappoose reserves the right to prioritize its own building inspection and plan review work over St. Helens building inspection and plan review service requests.

4. Consideration. Compensation shall be at the following hourly rates, billed in one half-hour increments:
  - a. Commercial and mixed use plan review: \$75.00 per hour.
  - b. Residential plan review: \$60.00 per hour.
  - c. All inspections: \$60.00 per hour.

Scappoose shall submit, after the first business day of each month, the invoice for building inspections performed during the prior month. Payment of invoiced and approved items shall be mailed to Scappoose within twenty-five (25) days after the date of the invoice. Payments not made within the above time frame shall, when paid, be increased one and one-half percent per month, or any portion of a month, for each month the payment is delayed.

5. Compliance with Codes and Standards. It shall be Scappoose's responsibility to determine compliance with all applicable building, health and sanitation laws and codes, and with other applicable Federal, State and local acts, statutes, ordinances, regulations, provisions and rules.

6. Contract Representatives. Contract representatives for this Agreement are the following:

a. For St. Helens:

Building Official  
City of St. Helens  
PO Box 278  
St. Helens, Oregon 97051

b. For Scappoose:

Building Official  
City of Scappoose  
33568 E. Columbia Avenue  
Scappoose, OR 97056

All correspondence shall be sent to the above addresses when written notification is necessary. Representatives of the parties to this Agreement can be changed or substituted by either party providing written notice to the other party at the provided addresses.

7. Termination. This Agreement may be terminated by either party upon thirty (30) days written notice to the other party. In the event Scappoose fails to substantially perform the work in a manner satisfactory to St. Helens, or St. Helens fails to make timely payments for work invoiced by Scappoose, this Agreement may be terminated immediately and all costs incurred and fees earned by Scappoose prior to the termination date shall be paid by St. Helens to Scappoose.

8. Independent Contractor. Scappoose is hereby engaged as an independent contractor, and will be so deemed for purposes of this Agreement and any applicable laws, regulations or policies relating to contracting or employment.

9. Nonassignment. Scappoose shall not assign, subcontract, or delegate the responsibility for providing the services outlined in this Agreement to any other person, firm or corporation without the express written consent of St. Helens.

10. Reports. Upon the request of St. Helens, Scappoose shall, within a reasonable time, provide a written report on the progress of and information related to the work outlined in this Agreement.

11. Hold-Harmless. Scappoose agrees to indemnify and hold harmless St. Helens, its officers, agents and employees from and against all third party claims, suits, actions, damages, costs, losses and expenses in any manner resulting from, arising out of, or connected to Scappoose's performance, or failure to perform, its obligations under this Agreement or any other negligent or willful act or omission by Scappoose. St. Helens agrees to indemnify and hold harmless Scappoose, its officers, agents and employees



from and against all third party claims, suits, actions, damages, costs, losses and expenses in any manner resulting from, arising out of, or connected to St. Helens' performance, or failure to perform, its obligations under this Agreement or any other negligent or willful act or omission by St. Helens.

12. Scappoose Not Agent of St. Helens. It is agreed by and between the parties that Scappoose is not carrying out a function on behalf of St. Helens, and St. Helens does not have the right or direction or control of the manner in which Scappoose delivers services under this Agreement and does not exercise any control over the activities of Scappoose. Any questions regarding policy implementation or determination shall be addressed by St. Helens.
13. Non-Discrimination. Scappoose agrees that no person shall, on the grounds of race, color, creed, national origin, sex, marital status, handicap or age, suffer discrimination in the performance of this Agreement.
14. Non-Appropriation. In the event sufficient funds shall not be appropriated for the payment of consideration required to be paid under this Agreement, and if St. Helens has no funds legally available for consideration from other sources, then St. Helens may terminate this Agreement pursuant to Section 7 of this Agreement. Scappoose may, pursuant to Paragraph 7, terminate this Agreement at any time that funds are not appropriated by St. Helens for compensation to Scappoose, and in such event Scappoose may immediately cease its performance of its obligations under this Agreement.
15. Legal Fees. In the event any action, suit or proceeding, including any appeals therefrom, is brought for failure to observe or perform any of the terms of this Agreement, each party shall be responsible for its own attorney's fees, expenses, costs and disbursements for said action, suit, proceeding or appeal.
16. Non-Waiver. The failure of either party to enforce any provision of this Agreement shall not constitute a waiver of that or any other provision of this Agreement.
17. Time of the Essence. The parties agree that time is of the essence in this Agreement.
18. Choice of Law. This Agreement shall be governed by the laws of the State of Oregon.
19. Venue. Venue relating to this Agreement shall be in the circuit court of the State of Oregon for Columbia County, located in St. Helens, Oregon.
20. Severability. If any provision of this Agreement is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holdings shall not affect the validity of the remainder of this Agreement.
21. Entire Agreement. This Agreement constitutes the entire agreement between the parties. No waiver, consent, modification or change of terms of this Agreement shall bind either



# Accounts Payable

## To Be Paid Proof List

User: jenniferj  
 Printed: 01/06/2016 - 8:55AM  
 Batch: 00002.01.2016 - 01/06 FY 15-16



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
ACE HARDWARE									
155 S COLUMBIA RIVER HWY									
ST HELENS, OR 97051									
000500									
1213	12/31/2015	104.23	0.00	01/06/2016				False	0
001-005-501000 Operating Materials & Supp				MATERIALS					
1213	12/31/2015	39.43	0.00	01/06/2016				False	0
008-008-558104 Events				MATERIALS					
1213 Total:		143.66							
1214	12/31/2015	24.42	0.00	01/06/2016				False	0
001-002-470000 Building Expense				MATERIALS					
1214	12/31/2015	3.69	0.00	01/06/2016				False	0
001-002-502000 Equipment Expense				MATERIALS					
1214 Total:		28.11							
1217	12/31/2015	19.80	0.00	01/06/2016				False	0
018-018-501000 Operating Materials & Supplies				MATERIALS					
1217	12/31/2015	332.33	0.00	01/06/2016				False	0
018-022-501000 Materials and supplies				MATERIALS					
1217	12/31/2015	106.53	0.00	01/06/2016				False	0
018-019-501000 Operating Materials				MATERIALS					
1217	12/31/2015	106.53	0.00	01/06/2016				False	0
018-020-501000 Operating Materials & Supplies				MATERIALS					
1217 Total:		565.19							
1218	12/31/2015	8.99	0.00	01/06/2016				False	0
001-004-470000 Building Expense				MATERIALS					



Invoice Number Account Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type Reference	PO #	Close P	Line #
1218	12/31/2015	3.59	0.00	01/06/2016				False	0
012-107-457000 Office supplies				MATERIALS					
1218	12/31/2015	23.38	0.00	01/06/2016				False	0
015-015-501000 Operating Materials & Supp				MATERIALS					
1218	12/31/2015	66.31	0.00	01/06/2016				False	0
017-017-501000 Operating Materials & Sup.				MATERIALS					
1218	12/31/2015	62.31	0.00	01/06/2016				False	0
001-005-501000 Operating Materials & Supp				MATERIALS					
1218	12/31/2015	19.57	0.00	01/06/2016				False	0
018-019-501000 Operating Materials				MATERIALS					
1218	12/31/2015	19.57	0.00	01/06/2016				False	0
018-020-501000 Operating Materials & Supplies				MATERIALS					
1218	12/31/2015	7.18	0.00	01/06/2016				False	0
013-403-457000 Office supplies				MATERIALS					
1218	12/31/2015	40.41	0.00	01/06/2016				False	0
001-002-501000 Operating Materials & Supp				MATERIALS					
1218 Total:		251.31							
ACE HARDWARE Total:		988.27							
Report Total:		988.27							

# Accounts Payable

## To Be Paid Proof List

User: jenniferj  
 Printed: 01/07/2016 - 4:25PM  
 Batch: 00001.01.2016 - 01/08 FY 15-16



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
ALEXIN ANALYTICAL LABS, INC. LABORATORIES, INC. 13035 S.W. PACIFIC HWY. TIGARD, OR, 97223- 001650									
24688	12/30/2015	975.00	0.00	01/08/2016				False	0
017-017-472000 Lab Testing				ROUTINE E COLI TESTING ORGANIC CARBON SAMI					
24688 Total:		975.00							
ALEXIN ANALYTICAL L		975.00							
ANCHOR SCIENTIFIC, INC. 480 TAMARACK AVENUE P.O. BOX 378 LONG LAKE, MN 55356 001704									
219020	12/28/2015	560.82	0.00	01/08/2016				False	0
018-022-501000 Materials and supplies				ROTO FLOAT					
219020 Total:		560.82							
ANCHOR SCIENTIFIC, I		560.82							
CANON SOLUTIONS AMERICA, INC 15004 COLLECTIONS CENTER DRI CHICAGO, IL 60693 021694									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
4017893307	12/25/2015	120.66	0.00	01/08/2016				False	0
001-002-502000 Equipment Expense				POLICE COPIER					
4017893307 Total:		120.66							
4017916378	12/31/2015	14.09	0.00	01/08/2016				False	0
001-004-473000 Misc Expense				LIBRARY COPIER					
4017916378 Total:		14.09							
CANON SOLUTIONS AM		134.75							
CENTERLOGIC, INC.									
7414 NE HAZEL DELL AVE									
SUITE B									
VANCOUVER, WA 98665									
011595									
JAN 2016	1/7/2016	348.53	0.00	01/08/2016				False	0
012-101-500000 Information services				IT SUPPORT					
JAN 2016	1/7/2016	262.58	0.00	01/08/2016				False	0
001-100-500000 Information services				IT SUPPORT					
JAN 2016	1/7/2016	448.85	0.00	01/08/2016				False	0
001-103-500000 Information services				IT SUPPORT					
JAN 2016	1/7/2016	220.73	0.00	01/08/2016				False	0
001-104-500000 Information services				IT SUPPORT					
JAN 2016	1/7/2016	199.90	0.00	01/08/2016				False	0
001-002-500000 Computer System Maint.				IT SUPPORT					
JAN 2016	1/7/2016	378.83	0.00	01/08/2016				False	0
001-004-500000 Computer Maintenance				IT SUPPORT					
JAN 2016	1/7/2016	427.31	0.00	01/08/2016				False	0
001-105-500000 Information services				IT SUPPORT					
JAN 2016	1/7/2016	20.93	0.00	01/08/2016				False	0
015-015-500000 Computer System Maint.				IT SUPPORT					
JAN 2016	1/7/2016	491.51	0.00	01/08/2016				False	0
012-102-500000 Information services				IT SUPPORT					
JAN 2016	1/7/2016	1,189.18	0.00	01/08/2016				False	0
012-106-500000 Information services				IT SUPPORT					
JAN 2016	1/7/2016	919.21	0.00	01/08/2016				False	0
013-402-500000 Information services				IT SUPPORT					



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description					
						Reference			
JAN 2016	1/7/2016	167.36	0.00	01/08/2016				False	0
013-403-500000 Information services				IT SUPPORT					
JAN 2016	1/7/2016	1,348.43	0.00	01/08/2016				False	0
017-417-501000 Operating materials and suppli				IT SUPPORT					
JAN 2016	1/7/2016	125.40	0.00	01/08/2016				False	0
018-019-500000 Computer System Maint.				IT SUPPORT					
JAN 2016 Total:		6,548.75							
CENTERLOGIC, INC. To		6,548.75							
CHAVES CONSULTING, INC.-CRMS CLOUD RECORDS MGMT.SOLUTIC P. O. BOX 886 BAKER CITY, OR 9814 006630									
160007	1/4/2016	259.14	0.00	01/08/2016				False	0
012-102-554000 Contractual/consulting serv				MONTHLY USER FEE PER USER OR-0486 ERMS SAA\$					
160007 Total:		259.14							
CHAVES CONSULTING,		259.14							
CINTAS CORPORATION CINTAS FIRST AID & SAFETY PO BOX 631025 CINCINNATI, OH 45263-1025 037620									
5004195749	12/28/2015	90.27	0.00	01/08/2016				False	0
001-005-501000 Operating Materials & Supp				CABINET REFILL PARKS					
5004195749 Total:		90.27							
CINTAS CORPORATION		90.27							
CINTAS CORPORATION-463 PO BOX 650838									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
DALLAS, TX 75265-0838									
006830									
463593047	12/28/2015	44.11	0.00	01/08/2016				False	0
018-019-470000 Building Expense				MATS					
463593047	12/28/2015	44.12	0.00	01/08/2016				False	0
018-020-470000 Building Expense				MATS					
							</		

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
JAN 2016	1/4/2016	102.85	0.00	01/08/2016				False	0
001-005-509000 Marine board expense				ACCT 3930 1/5-2/4 MARINE BOARD					
JAN 2016	12/21/2015	107.85	0.00	01/08/2016				False	0
001-002-458000 Telephone Expense				4855					
JAN 2016	12/21/2015	186.97	0.00	01/08/2016				False	0
012-107-458000 Telecommunication expense				9110					
JAN 2016	12/21/2015	97.59	0.00	01/08/2016				False	0
001-004-500000 Computer Maintenance				8631					
JAN 2016	12/21/2015	92.85	0.00	01/08/2016				False	0
012-107-458000 Telecommunication expense				8453					
JAN 2016	12/21/2015	92.85	0.00	01/08/2016				False	0
001-004-500000 Computer Maintenance				3388					
JAN 2016 Total:		680.96							
COMCAST Total:		680.96							
COMPLETE CARPET & RESTORATION SERVICES									
58014 S BACHELOR FLAT ROAD									
WARREN, OR 97053									
008609									
688795	12/30/2015	295.00	0.00	01/08/2016				False	0
001-005-501000 Operating Materials & Supp				DUCT CLEANING ENVIRO TREATMENT					
688795 Total:		295.00							
COMPLETE CARPET & R		295.00							
COUNTRY MEDIA INC.									
PO BOX 9278									
PORTLAND, OR 97207									
006800									
209806	12/23/2015	70.00	0.00	01/08/2016				False	0
012-102-526000 Advertisements				ADVERTISING					
209806 Total:		70.00							



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
209807	12/23/2015	70.00	0.00	01/08/2016				False	0
012-102-526000 Advertisements				ADVERTISING					
209807 Total:		70.00							
209808	12/23/2016	63.30	0.00	01/08/2016				False	0
012-101-527000 Communications				ADVERTISING					
209808 Total:		63.30							
209809	12/23/2015	55.50	0.00	01/08/2016				False	0
010-305-653501 Heavy equipment - backhoe				ADVERTISING					
209809 Total:		55.50							
209810	12/23/2015	83.04	0.00	01/08/2016				False	0
001-104-493000 Legal notices				ADVERTISING					
209810 Total:		83.04							
COUNTRY MEDIA INC. T		341.84							
E2C CORPORATION 2316 NE MINNEHAHA STREET VANCOUVER, WA 98665 E2C									
3850	1/6/2016	350.00	0.00	01/08/2016				False	0
008-008-451000 Media Expense				MONTHLY MANAGEMENT COLUMBIA COUNTY JAN					
3850 Total:		350.00							
E2C CORPORATION Tota		350.00							
FDG - FIRWOOD DESIGN GROUP, LLC 39065 PIONEER BLVD., STE. #104 SANDY, OR 97055 FDG									
11049	12/11/2015	4,580.00	0.00	01/08/2016				False	0
010-303-653306 Lift station				S-636 PUMPSTATION #7 UPGRADE					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
<hr/>									
11049 Total:		4,580.00							
FDG - FIRWOOD DESIGN		4,580.00							
<hr/>									
HASA									
23119 DRAYTON STREET									
SAUGUS, CA 91350									
014771									
482993	12/21/2015	4,187.56	0.00	01/08/2016				False	0
018-020-527000 Hypochlorite Expense				MULTI CHLOR BULK					
482993 Total:		4,187.56							
HASA Total:		4,187.56							
<hr/>									
HUDSON GARBAGE SERVICE									
PO BOX 1002									
ST HELENS, OR 97051									
015875									
8656198	1/1/2016	54.38	0.00	01/08/2016				False	0
001-004-459000 Utilities				1554 LIBRARY					
8656198 Total:		54.38							
8656476	1/1/2016	83.00	0.00	01/08/2016				False	0
012-107-459000 Utilitites				7539 265 STRAND					
8656476 Total:		83.00							
HUDSON GARBAGE SER		137.38							
<hr/>									
INGRAM LIBRARY SERVICES, INC.									
INGRAM BOOK COMPANY									
P.O. BOX 502779									
ST. LOUIS, MO 63150									
016240									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
91043747	12/30/2015	19.79	0.00	01/08/2016				False	0
001-004-511000 Printed Materials				BOOKS					
91043747 Total:		19.79							
INGRAM LIBRARY SERV		19.79							
JEFFRIES, MARGARET P.O. BOX 33 COLUMBIA CITY, OR 97018 016949									
JAN 2016	1/5/2016	18.98	0.00	01/08/2016				False	0
001-004-517000 Library Program				SAFEWAY REFRESHMENTS FOR OREGON HUMANIT					
JAN 2016 Total:		18.98							
JEFFRIES, MARGARET T		18.98							
LAWRENCE COMPANY PO BOX 871688 VANCOUVER,, WA 98687 018028									
10902	1/1/2016	200.00	0.00	01/08/2016				False	0
012-106-554000 Contractual/consulting serv				10/1-12/31 AND 1/1-3/31 2016 RE ISSUE 100 CK 112578					
10902 Total:		200.00							
LAWRENCE COMPANY		200.00							
LEAF PO BOX 742647 CINCINNATI, OH 45274-2647 018101									
6178513	1/25/2016	170.00	0.00	01/08/2016				False	0
012-107-502000 Equipment expense				OCE COPIER CONTRACT 100-1411067-001					



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
6178513 Total:		170.00							
LEAF Total:		170.00							
METRO PLANNING INC. 370 Q STREET SPRINGFIELD, OR 97477 020291									
3457	1/4/2016	112.50	0.00	01/08/2016				False	0
001-104-500000 Information services					WEB GIS HOSTING JAN 2016				
3457	1/4/2016	37.50	0.00	01/08/2016				False	0
013-402-575000 Equipment expense					WEB GIS HOSTING JAN 2016				
3457 Total:		150.00							
METRO PLANNING INC		150.00							
MIDWEST TAPE P.O. BOX 820 HOLLAND, OH 43528 020427									
93536055	12/22/2015	15.74	0.00	01/08/2016				False	0
001-004-481000 Visual Materials					DVDS				
93536055 Total:		15.74							
93542270	12/28/2015	24.14	0.00	01/08/2016				False	0
001-004-481000 Visual Materials					DVDS				
93542270 Total:		24.14							
MIDWEST TAPE Total:		39.88							
MORTEN, DOUGLAS 484 GREY CLIFF DRIVE ST. HELENS, OR 97051									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
020688									
JAN 2016	1/7/2016	303.16	0.00	01/08/2016				False	0
001-100-490000	Professional development			D. MORTEN OJUA BOARD MEETING					
	JAN 2016 Total:	303.16							
	MORTEN, DOUGLAS Tot	303.16							
MURRAY, SMITH & ASSOC., INC. 121 S.W. SALMON SUITE 900 PORTLAND, OR, 90204-2919									
020762									
09-1078-70	12/21/2015	3,228.31	0.00	01/08/2016				False	0
010-304-653409	Godfrey Outfall			SD-146 GODFREY PARK STORM DRAIN PROJECT 09-					
	09-1078-70 Total:	3,228.31							
	MURRAY, SMITH & ASS	3,228.31							
NOB HILL RIVERVIEW BED & BREAKFAST 285 S. 2ND STREET ST. HELENS, OR 97051 NOB HILL									
DEC 2015	12/31/2015	35.00	0.00	01/08/2016				False	0
001-000-311000	Business License			REFUND OVERPAYMENT OF BUS LICENSE 02840					
	DEC 2015 Total:	35.00							
	NOB HILL RIVERVIEW B	35.00							
OREGON CITY PLANNING DIRECTORS ASSOCIATION 1201 COURT ST.NE, SUITE 200 SALEM, OR 97301									
021708									
JAN 2016	1/4/2016	85.00	0.00	01/08/2016				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
001-104-490000 Professional development					JACOB GRAICHEN 2016 MEMBERSHIP				
	JAN 2016 Total:	85.00							
	OREGON CITY PLANNIN	85.00							
PAMPLIN MEDIA GROUP, COMMUNITY NEWSPAPERS/ PO BOX 22109 PORTLAND, OR 97269-2109 031685									
15429168	12/4/2015	219.30	0.00	01/08/2016				False	0
001-002-526000 Publicity					PUBLIC NOTICE UNCLAIMED PERSONAL PROPERTY				
	15429168 Total:	219.30							
	PAMPLIN MEDIA GROU	219.30							
PETTY CASH- SHANNA DUGGAN , 018757									
JAN 2016	12/2/2015	12.86	0.00	01/08/2016				False	0
001-100-473000 Miscellaneous					COUNCIL MTG. SNACKS				
JAN 2016	12/4/2015	19.99	0.00	01/08/2016				False	0
012-102-473000 Miscellaneous					J. ELLIS GET WELL BASKET				
JAN 2016	12/4/2015	30.95	0.00	01/08/2016				False	0
012-101-490000 Professional development					J. WALSH PARKING DOWNTOWN MEETINGS				
JAN 2016	12/4/2015	97.08	0.00	01/08/2016				False	0
008-008-558104 Events					J. WALSH TOURISM EXT CORDS REELS TREE LIGHT				
JAN 2016	12/7/2015	11.38	0.00	01/08/2016				False	0
001-100-473000 Miscellaneous					YOUTH COUNCIL SNACKS				
JAN 2016	12/8/2015	4.99	0.00	01/08/2016				False	0
011-011-501000 Operating Materials & Supp					COOKIES FOR S 1ST ST MEETING				
JAN 2016	12/11/2015	100.00	0.00	01/08/2016				False	0
008-008-558104 Events					FROZEN CHARACTERS FOR TREE LIGHTING				
JAN 2016	12/14/2015	10.74	0.00	01/08/2016				False	0
001-100-473000 Miscellaneous					YOUTH COUNCIL SNACKS				
JAN 2016	12/15/2015	56.13	0.00	01/08/2016				False	0



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
008-008-558104 Events					LIGHTS CORDS WIRE TREE LIGHTING J. WALSH				
JAN 2016	12/15/2015	20.00	0.00	01/08/2016				False	0
012-101-490000 Professional development					J.WALSH PARKING CONV. CENTER PSU				
JAN 2016	12/16/2015	14.75	0.00	01/08/2016				False	0
001-100-473000 Miscellaneous					COUNCIL MTG. SNACKS				
JAN 2016	12/16/2015	15.00	0.00	01/08/2016				False	0
012-102-490000 Professional development					OAMR REGION 1 LUNCH MEETING L. SCHOLL				
JAN 2016	12/16/2015	15.00	0.00	01/08/2016				False	0
012-102-490000 Professional development					OAMR REGION 1 LUNCH MEETING K. PAYNE				
JAN 2016	12/21/2015	101.00	0.00	01/08/2016				False	0
009-209-575130 Potential development ops					RECORD EASEMENT FOR BOISE VENEER PROPERTY				
JAN 2016	12/21/2015	26.94	0.00	01/08/2016				False	0
013-403-501000 Operating materials/supplies					S, NELSON SAMSUNG BELT CLIP HOLSTER				
JAN 2016	12/29/2015	24.00	0.00	01/08/2016				False	0
012-107-457000 Office supplies					COUNCIL EMPLOYEE COFFEE				
JAN 2016	12/30/2015	29.91	0.00	01/08/2016				False	0
012-102-473000 Miscellaneous					BIRTHDAY CARDS				
JAN 2016 Total:		590.72							
PETTY CASH- SHANNA		590.72							
PHILLIPS, CYNTHIA 11220 SW APALACHEE STREET TUALATIN, OR 97062 025515									
011516	1/5/2016	1,592.00	0.00	01/08/2016				False	0
001-103-554000 Contractual/consulting serv					MUNICIPAL COURT JUDGE 1/1-1/15				
011516 Total:		1,592.00							
PHILLIPS, CYNTHIA Tot		1,592.00							
QUILL CORP. PO BOX 37600 PHILADELPHIA, PA 19101-0600 026700									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
1600333	12/17/2015	201.35	0.00	01/08/2016				False	0
001-004-457000 Office Supplies					LIBRARY OFFICE SUPPLIES				
1600333 Total:		201.35							
QUILL CORP. Total:		201.35							
RITE AID CORPORATION ATTN: KATHY HARIG 30 HUNTER LANE CAMP HILL, PA 17011 RITE AID									
0002556	8/5/2015	33.99	0.00	01/08/2016				False	0
001-000-237000 Restitution					CHECK RE-ISSUE 112541RESTITUTION DISBURSEMI				
0002556 Total:		33.99							
0002557	8/5/2015	37.50	0.00	01/08/2016				False	0
001-000-237000 Restitution					CHECK RE-ISSUE 112541RESTITUTION DISBURSEMI				
0002557 Total:		37.50							
0002573	10/1/2015	20.00	0.00	01/08/2016				False	0
001-000-237000 Restitution					CHECK RE-ISSUE 112541RESTITUTION DISBURSEMI				
0002573 Total:		20.00							
RITE AID CORPORATIO		91.49							
SELDEN, LAURIE 9765 SW IMPERIAL DRIVE PORTLAND, OR 97225 030715									
083114	1/4/2016	2,948.00	0.00	01/08/2016				False	0
001-103-554000 Contractual/consulting serv					1/1-1/15/16 CRIMINAL PROSECUTORIAL SERVICES				
083114 Total:		2,948.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
<hr/>									
SELDEN, LAURIE Total:		2,948.00							
SUNSHINE PIZZA									
2124 COLUMBIA BLVD.									
ST. HELENS,, OR 97051									
032710									
011825	12/20/2015	100.00	0.00	01/08/2016				False	0
008-008-558104 Events				PIZZA CATERING					
<hr/>									
011825 Total:		100.00							
<hr/>									
SUNSHINE PIZZA Total:		100.00							
TYPETHINK, LLC									
224 SW FIRST AVENUE									
PORTLAND, OR 97204									
034599									
5372	1/1/2016	300.00	0.00	01/08/2016				False	0
009-206-458100 PEG Access				MONTHLY WEBHOSTING					
<hr/>									
5372 Total:		300.00							
<hr/>									
TYPETHINK, LLC Total:		300.00							
UNIVERSITY OF OREGON LIBRARIES									
1299 UNIVERSITY OF OREGON									
EUGENE, OR 97403-1299									
034502									
102	12/31/2015	75.00	0.00	01/08/2016				False	0
001-004-512000 Periodicals				MICROFILM SUBSCRIPTION					
<hr/>									
102 Total:		75.00							
<hr/>									
UNIVERSITY OF OREGO		75.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #	
Account Number				Description	Reference					
VASEY, JENNIFER 74511 COLUMBIA RIVER HWY. RAINIER, OR 97048 VASEY.J										
DEC 2015	12/30/2015	169.00	0.00	01/08/2016					False	0
001-000-341000 Fines				OVERPAYMENT OF COURT FINES AFTER BAIL POST						
DEC 2015	12/30/2015	16.00	0.00	01/08/2016					False	0
001-000-236000 County assessments				OVERPAYMENT OF COURT FINES AFTER BAIL POST						
DEC 2015 Total:		185.00								
VASEY, JENNIFER Total:		185.00								
VERIZON WIRELESS PO BOX 660108 DALLAS, TX 75266-0108 000720										
9757519601	12/20/2015	1,317.36	0.00	01/08/2016					False	0
001-002-458000 Telephone Expense				POLICE PHONES ACCT 271826771-00001						
9757519601 Total:		1,317.36								
9757569599	12/20/2015	106.59	0.00	01/08/2016					False	0
013-402-458000 Telecommunication expense				ACCT 871458396-00001						
9757569599	12/20/2015	42.30	0.00	01/08/2016					False	0
001-105-458000 Telephone expense				ACCT 871458396-00001						
9757569599	12/20/2015	272.80	0.00	01/08/2016					False	0
013-403-458000 Telecommunication expense				ACCT 871458396-00001						
9757569599	12/20/2015	148.46	0.00	01/08/2016					False	0
017-417-458000 Telephone expense				ACCT 871458396-00001						
9757569599	12/20/2015	29.26	0.00	01/08/2016					False	0
018-019-458000 Telecommunication Expense				ACCT 871458396-00001						
9757569599	12/20/2015	21.94	0.00	01/08/2016					False	0
018-020-458000 Telecommunication Expense				ACCT 871458396-00001						
9757569599	12/20/2015	39.38	0.00	01/08/2016					False	0
017-017-458000 Telephone Expense				ACCT 871458396-00001						
9757569599	12/20/2015	21.95	0.00	01/08/2016					False	0
018-022-458000 Telecommmunication expense				ACCT 871458396-00001						



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	9757569599 Total:	682.68							
	VERIZON WIRELESS To	2,000.04							
WILCOX & FLEGEL P O BOX 69 LONGVIEW, WA, 98632 037003									
C171498-IN	12/30/2015	2,009.90	0.00	01/08/2016				False	0
013-403-531000 Gasoline				GAS 590.0 DIESEL 500.0					
	C171498-IN Total:	2,009.90							
C171590-IN	12/30/2015	1,350.27	0.00	01/08/2016				False	0
013-403-501000 Operating materials/supplies				INSTALL NEW PUMP NOZZLE, HOSE AND METER					
	C171590-IN Total:	1,350.27							
	WILCOX & FLEGEL Tota	3,360.17							
	Report Total:	35,389.03							

# Accounts Payable

## To Be Paid Proof List

User: jenniferj  
 Printed: 01/07/2016 - 4:02PM  
 Batch: 00003.01.2016 - 01/08 FY 15-16 (2)



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
PETTY CASH- SHANNA DUGGAN									
,									
018757									
JAN 2016	10/5/2015	0.50	0.00	01/08/2016				False	0
001-000-318000 Fines- Library				PAID 0.50 TO A LOST ITEM					
JAN 2016	10/19/2015	30.00	0.00	01/08/2016				False	0
001-000-318000 Fines- Library				LOST BOOK					
JAN 2016	10/28/2015	30.00	0.00	01/08/2016				False	0
001-000-318000 Fines- Library				REFUND FOR LOST ITEM					
JAN 2016	12/18/2015	48.70	0.00	01/08/2016				False	0
001-004-517000 Library Program				NANO WRI MO PARTY AT VILLAGE INN					
JAN 2016 Total:		109.20							
PETTY CASH- SHANNA		109.20							
Report Total:		109.20							

# Accounts Payable

## To Be Paid Proof List

User: jenniferj  
 Printed: 01/14/2016 - 4:16PM  
 Batch: 00004.01.2016 - 01/15 FY 15-16



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
AMERICAN SECURITY ALARMS, INC. 5411 S.E. McLOUGHLIN BLVD. PORTLAND,, OR 97202- 001384									
78656	1/1/2016	149.70	0.00	01/15/2016	24HR ALARM SERVICE ACCT 1215 WF JAN FEB MAF			False	0
017-417-470000 Building expense									
78656 Total:		149.70							
78951	1/1/2016	52.50	0.00	01/15/2016	24HR ALARM SERVICE ACCT 984 CITY SHOP JAN FE			False	0
013-403-470000 Building									
78951 Total:		52.50							
78952	1/1/2016	119.85	0.00	01/15/2016	24HR ALARM SERVICE ACCT 375 COL CENTE JAN F			False	0
001-004-470000 Building Expense									
78952 Total:		119.85							
78953	1/1/2016	98.70	0.00	01/15/2016	24HR ALARM SERVICE ACCT 475 PARKS JAN FEB M			False	0
001-005-501000 Operating Materials & Supp									
78953 Total:		98.70							
78954	1/1/2016	89.85	0.00	01/15/2016	24HR ALARM SERVICE ACCT 150 POLICE JAN FEB M			False	0
001-002-473000 Miscellaneous Expense									
78954 Total:		89.85							
78955	1/1/2016	89.70	0.00	01/15/2016	24HR ALARM SERVICE ACCT 451 WWTP JAN FEB M			False	0
018-019-470000 Building Expense									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
78955 Total:		89.70							
AMERICAN SECURITY A		600.30							
CANON SOLUTIONS AMERICA, INC 15004 COLLECTIONS CENTER DR CHICAGO, IL 60693 021694									
4017981315	1/1/2016	161.78	0.00	01/15/2016	COPIER			False	0
012-107-502000 Equipment expense									
4017981315 Total:		161.78							
CANON SOLUTIONS AM		161.78							
CARQUEST AUTO PARTS STORES 58105 COLUMBIA RIVER HWY ST. HELENS, OR 97051 005845									
1611-290723	12/1/2015	114.39	0.00	01/15/2016	MOTORCYCLE BATTERY			False	0
015-015-501000 Operating Materials & Supp									
1611-290723 Total:		114.39							
1611-290754	12/1/2015	79.19	0.00	01/15/2016	MOTORCYCLE BATTERY			False	0
015-015-501000 Operating Materials & Supp									
1611-290754 Total:		79.19							
1611-290755	12/1/2015	-114.39	0.00	01/15/2016	CREDIT MOTORCYCLE BATTERY			False	0
015-015-501000 Operating Materials & Supp									
1611-290755 Total:		-114.39							
1611-290843	12/3/2015	103.68	0.00	01/15/2016	MOTOR OIL			False	0
001-002-510000 Automobile Expense									



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
	CARQUEST AUTO PART	351.39							
CASCADE CONCRETE PRODUCTS,INC. P O BOX 1245 SCAPPOOSE, OR, 97056 005925									
64236	12/18/2015	557.00	0.00	01/15/2016	MANHOLE BASE, FLATTOP LID			False	0
018-021-501000 Operating Materials & Supplies									
64236 Total:		557.00							
CASCADE CONCRETE P		557.00							
CINTAS CORPORATION CINTAS FIRST AID & SAFETY PO BOX 631025 CINCINNATI, OH 45263-1025 037620									
5004195755	12/28/2015	43.15	0.00	01/15/2016	CABINET REFILL			False	0
001-002-473000 Miscellaneous Expense									
5004195755 Total:		43.15							
CINTAS CORPORATION		43.15							
CINTAS CORPORATION-463 PO BOX 650838 DALLAS, TX 75265-0838 006830									
463582734	12/7/2015	94.63	0.00	01/15/2016	MATS			False	0
001-002-473000 Miscellaneous Expense									
463582734 Total:		94.63							
463589665	12/21/2015	49.29	0.00	01/15/2016	MATS 27.00 /18.34 CREDIT			False	0
001-002-473000 Miscellaneous Expense									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
	1611-290843 Total:	103.68							
1611-291283	12/9/2015	27.58	0.00	01/15/2016	EXHAUST FLUID			False	0
015-015-501000	Operating Materials & Supp								
	1611-291283 Total:	27.58							
1611-291428	12/11/2015	8.16	0.00	01/15/2016	PAINT MARKER YELLOW / SILVER			False	0
015-015-501000	Operating Materials & Supp								
	1611-291428 Total:	8.16							
1611-291611	12/15/2015	4.58	0.00	01/15/2016	LENS / LAMP			False	0
015-015-501000	Operating Materials & Supp								
	1611-291611 Total:	4.58							
1611-291658	12/15/2015	22.30	0.00	01/15/2016	OIL / AIR FILTERS			False	0
015-015-501000	Operating Materials & Supp								
	1611-291658 Total:	22.30							
1611-291706	12/16/2015	19.73	0.00	01/15/2016	BELTS			False	0
015-015-501000	Operating Materials & Supp								
	1611-291706 Total:	19.73							
1611-292397	12/28/2015	11.39	0.00	01/15/2016	AIR FILTER			False	0
001-002-510000	Automobile Expense								
	1611-292397 Total:	11.39							
1611-292437	12/28/2015	43.99	0.00	01/15/2016	AUTO PARTS			False	0
015-015-501000	Operating Materials & Supp								
	1611-292437 Total:	43.99							
1611-292499	12/29/2015	30.79	0.00	01/15/2016	AUTO PARTS			False	0
015-015-501000	Operating Materials & Supp								
	1611-292499 Total:	30.79							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
463589665 Total:		49.29							
463596506	1/4/2016	49.29	0.00	01/15/2016				False	0
001-002-473000	Miscellaneous Expense			MATS 27.00 /18.34 CREDIT					
463596506 Total:		49.29							
463599881	1/11/2016	44.11	0.00	01/15/2016				False	0
018-019-470000	Building Expense			MATS					
463599881	1/11/2016	44.12	0.00	01/15/2016				False	0
018-020-470000	Building Expense			MATS					
463599881 Total:		88.23							
CINTAS CORPORATION		281.44							
CODE PUBLISHING, INC. 9410 ROOSEVELT WAY NE SEATTLE, WA 98115-2844 007162									
51802	1/4/2016	350.00	0.00	01/15/2016				False	0
012-102-554000	Contractual/consulting serv			MUNICIPAL CODE WEB HOSTING JAN 2016- JAN 201					
51802 Total:		350.00							
51836	1/5/2016	390.15	0.00	01/15/2016				False	0
012-102-554000	Contractual/consulting serv			MUNICIPAL CODE UPDATE					
51836 Total:		390.15							
CODE PUBLISHING, INC		740.15							
COLUMBIA CO. DEPT. OF COMM. JUSTICE 901 PORT AVENUE ST. HELENS, OR 97051 007581									
DEC 2015	1/7/2016	1,300.00	0.00	01/15/2016				False	0
001-005-554000	Contractual Services			PARKS WORK CREW					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
DEC 2015	1/7/2016	1,625.00	0.00	01/15/2016				False	0
013-403-554000 Contractual/consulting serv				PUBLIC WORKS WORK CREW					
DEC 2015 Total:		2,925.00							
COLUMBIA CO. DEPT. O		2,925.00							
COLUMBIA RIVER P.U.D. P. O. BOX 1193 ST. HELENS, OR, 97051 008325									
JAN 2016	1/4/2016	16,959.63	0.00	01/15/2016				False	0
018-019-534000 Electrical Energy				ACCT 38633					
JAN 2016 Total:		16,959.63							
COLUMBIA RIVER P.U.D		16,959.63							
COUNTRY MEDIA INC. PO BOX 9278 PORTLAND, OR 97207 006800									
210309	12/30/2015	70.00	0.00	01/15/2016				False	0
012-102-526000 Advertisements				ADVERTISING					
210309 Total:		70.00							
210310	12/30/2015	70.00	0.00	01/15/2016				False	0
012-102-526000 Advertisements				ADVERTISING					
210310 Total:		70.00							
210311	12/30/2015	97.68	0.00	01/15/2016				False	0
001-104-493000 Legal notices				ADVERTISING					
210311 Total:		97.68							
210312	12/30/2015	184.74	0.00	01/15/2016				False	0
001-104-493000 Legal notices				ADVERTISING					



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
	210312 Total:	184.74							
	COUNTRY MEDIA INC. T	422.42							
DAMON, THOMAS 8601 119TH STREET COURT E PUYALLUP, WA 98373 T.DAMON									
SH1501	12/10/2015	5,960.89	0.00	01/15/2016	SCADA SETUP SOFTWARE			False	0
	010-303-653301 Sewer main replacement								
	SH1501 Total:	5,960.89							
	DAMON, THOMAS Total	5,960.89	-						
EAGLE STAR ROCK PRODUCTS, INC. P.O. BOX 750 ST. HELENS, OR 97051 010970									
30310	12/29/2015	252.16	0.00	01/15/2016	ROCK- 1ST ST			False	0
	018-021-501000 Operating Materials & Supplies								
	30310 Total:	252.16							
30317	12/30/2015	237.78	0.00	01/15/2016	ROCK- 1ST ST			False	0
	018-021-501000 Operating Materials & Supplies								
	30317 Total:	237.78							
30330	1/7/2016	119.47	0.00	01/15/2016	ROCK- 1ST ST STORM			False	0
	018-021-501000 Operating Materials & Supplies								
	30330 Total:	119.47							
	EAGLE STAR ROCK PRO	609.41							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
ENVIRONMENTAL RESOURCE ASSOC. DEPT. CH 19753 PALATINE, IL 60055-9753 011470									
777828	1/6/2016	91.26	0.00	01/15/2016				False	0
018-019-501000 Operating Materials				MATERIALS					
777828	1/6/2016	91.26	0.00	01/15/2016				False	0
018-020-501000 Operating Materials & Supplies				MATERIALS					
777828 Total:		182.52							
ENVIRONMENTAL RESO		182.52							
FELTON'S HEATING & COOLING PO BOX 717 LONGVIEW, WA 98632 0011882									
028539	12/21/2015	355.92	0.00	01/15/2016				False	0
001-005-501000 Operating Materials & Supp				HEATING MAINT.					
028539 Total:		355.92							
FELTON'S HEATING & C		355.92							
GALLS, LLC - D.B.A BLUEMENTHAL UNIFORM P.O BOX 71628 CHICAGO, IL 60694-1628 013074									
5289500	12/31/2015	715.00	0.00	01/15/2016				False	0
001-002-501000 Operating Materials & Supp				UNIFORMS					
5289500 Total:		715.00							
GALLS, LLC - D.B.A BLU		715.00							
HACH COMPANY 2207 COLLECTIONS CENTER DRIV									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
CHICAGO,, IL 60693									
014200									
9734155	1/4/2016	57.08	0.00	01/15/2016				False	0
017-017-501000 Operating Materials & Sup.					REAGENT SET CHLORINE FEE CL17				
9734155	1/4/2016	114.16	0.00	01/15/2016				False	0
017-417-472000 Lab testing					REAGENT SET CHLORINE FEE CL17				
	9734155 Total:	171.24							
	HACH COMPANY Total:	171.24							
HECKMAN, MARTIN									
500 B STREET									
COLUMBIA CITY, OR 97018									
HECKMAN									
0002593	1/13/2016	736.82	0.00	01/15/2016				False	0
001-000-237000 Restitution					RESTITUTION DISBURSEMENT DEFENDANT ROBER				
	0002593 Total:	736.82							
	HECKMAN, MARTIN To	736.82							
HUDSON GARBAGE SERVICE									
PO BOX 1002									
ST HELENS, OR 97051									
015875									
8656321	1/1/2016	108.71	0.00	01/15/2016				False	0
018-019-459000 Utilites					8333				
8656321	1/1/2016	108.71	0.00	01/15/2016				False	0
018-020-459000 Utilities					8333				
	8656321 Total:	217.42							
8656477	1/1/2016	97.25	0.00	01/15/2016				False	0
001-002-459000 Utilities					7547				
	8656477 Total:	97.25							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
8656478	1/1/2016	78.31	0.00	01/15/2016				False	0
013-403-459000 Utilities				7555					
8656478 Total:		78.31							
8656479	1/1/2016	398.37	0.00	01/15/2016				False	0
001-005-459000 Utilities				7598					
8656479 Total:		398.37							
8656480	1/1/2016	306.57	0.00	01/15/2016				False	0
001-110-459000 Utilities				7601					
8656480 Total:		306.57							
8656481	1/1/2016	154.96	0.00	01/15/2016				False	0
001-005-459000 Utilities				7636					
8656481 Total:		154.96							
HUDSON GARBAGE SER		1,252.88							
IN TIME SERVICES INC 1465 SLATER ROAD P.O. BOX 5007 FERNDALE, WA 98248-5007 016061									
4463	12/31/2015	2,280.00	0.00	01/15/2016				False	0
001-002-554000 Contractual Services				ISELINK SERVICES FOR 2/1/16-1/31/17					
4463 Total:		2,280.00							
IN TIME SERVICES INC		2,280.00							
INGRAM LIBRARY SERVICES, INC. INGRAM BOOK COMPANY P.O. BOX 502779 ST. LOUIS, MO 63150 016240									



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
91043748	12/30/2015	135.61	0.00	01/15/2016				False	0
001-004-511000 Printed Materials				BOOKS					
91043748 Total:		135.61							
91043749	12/30/2015	187.83	0.00	01/15/2016				False	0
001-004-511000 Printed Materials				BOOKS					
91043749 Total:		187.83							
91066375	12/31/2015	34.16	0.00	01/15/2016				False	0
001-004-511000 Printed Materials				BOOKS					
91066375 Total:		34.16							
91066376	12/31/2015	716.65	0.00	01/15/2016				False	0
001-004-511000 Printed Materials				BOOKS					
91066376 Total:		716.65							
INGRAM LIBRARY SERV		1,074.25							
JORDAN RAMIS PC ATTORNEYS AT LAW PO BOX 230669 PORTLAND, OR 97281 030274									
DEC 2015	12/31/2015	2,022.00	0.00	01/15/2016				False	0
012-101-454000 Attorney				LEGAL SERVICES					
DEC 2015	12/31/2015	216.00	0.00	01/15/2016				False	0
018-018-454000 Attorney Expense				LEGAL SERVICES					
DEC 2015	12/31/2015	4,956.00	0.00	01/15/2016				False	0
009-209-554120 Urban renewal review				LEGAL SERVICES					
DEC 2015 Total:		7,194.00							
JORDAN RAMIS PC Tota		7,194.00							

LAND DEVELOPMENT SERVICES, COLUMBIA COUNTY

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
230 STRAND STREET									
ST. HELENS, OR 97051									
007550									
DEC 2015	1/6/2016	857.50	0.00	01/15/2016				False	0
001-105-554000 Contract Services				BUILDING INSPECTIONS MIKE SMITH					
DEC 2015 Total:		857.50							
LAND DEVELOPMENT S		857.50							
MALLORY CO.									
PO BOX 2068									
LONGVIEW, WA 98632-8190									
019380									
4021953	1/4/2016	149.20	0.00	01/15/2016				False	0
001-002-501000 Operating Materials & Supp				GLOVES					
4021953 Total:		149.20							
MALLORY CO. Total:		149.20							
METROPRESORT									
3506 NW 35TH AVENUE									
PORTLAND, OR 97210-1640									
020292									
479419	1/11/2016	2,990.68	0.00	01/15/2016				False	0
012-106-554000 Contractual/consulting serv				BILL PRINTING REG BILLING					
479419 Total:		2,990.68							
METROPRESORT Total:		2,990.68							
MIDWEST TAPE									
P.O. BOX 820									
HOLLAND, OH 43528									
020427									
93553450	12/30/2015	16.99	0.00	01/15/2016				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
001-004-481000 Visual Materials					DVDS				
93553450 Total:		16.99							
93553451	12/30/2015	66.11	0.00	01/15/2016				False	0
001-004-481000 Visual Materials					DVDS				
93553451 Total:		66.11							
MIDWEST TAPE Total:		83.10							
NURNBERG SCIENTIFIC									
PO BOX 408									
LAKE OSWEGO, OR 97034									
021703									
0151675-IN	1/6/2016	374.58	0.00	01/15/2016				False	0
018-019-501000 Operating Materials					DRIERITE MESH / FILTER 47MM				
0151675-IN	1/6/2016	374.59	0.00	01/15/2016				False	0
018-020-501000 Operating Materials & Supplies					DRIERITE MESH / FILTER 47MM				
0151675-IN Total:		749.17							
NURNBERG SCIENTIFIC		749.17							
OREGON CITY PLANNING DIRECTORS ASSOCIATION									
c/o LEAGUE OF OREGON CITIES									
1201 COURT ST.NE, SUITE 200									
SALEM, OR 97301									
021708									
JAN 2016	1/14/2016	195.00	0.00	01/15/2016				False	0
001-104-490000 Professional development					JACOB GRAICHEN OCPDA CONFERENCE 2016				
JAN 2016 Total:		195.00							
OREGON CITY PLANNIN		195.00							

PAPE' MACHINERY EXCHANGE

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
P.O. BOX 5077									
PORTLAND, OR 97208-5077									
024755									
9770463	1/7/2016	122.99	0.00	01/15/2016				False	0
015-015-501000 Operating Materials & Supp				FUEL FILTERS					
9770463 Total:		122.99							
PAPE' MACHINERY EXC		122.99							
PEAK ELECTRIC GROUP, LLC									
57096 S MORSE ROAD									
WARREN, OR 97053									
PEAK.ELE									
DEC 2015	12/29/2015	133.00	0.00	01/15/2016				False	0
017-017-501000 Operating Materials & Sup.				REPLACED 1 X 120 VOLT SINGLE POLE LIGHTING S'					
DEC 2015 Total:		133.00							
PEAK ELECTRIC GROU		133.00							
PITNEY BOWES									
PO BOX 371896									
PITTSBURGH, PA 15250-7896									
025600									
662957	1/3/2016	261.50	0.00	01/15/2016				False	0
012-106-502000 Equipment expense				POSTAGE MACHINE RENT 10/1-12/31/15					
662957 Total:		261.50							
PITNEY BOWES Total:		261.50							
RICOH USA INC									
PO BOX 31001-0850									
PASADENA, CA 91110-0850									
027295									
5039890970	1/5/2016	74.90	0.00	01/15/2016				False	0



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
<hr/>									
012-107-502000 Equipment expense				COPIES 15120165 BW 1357 COL. 229					
5039890970 Total:		74.90							
RICOH USA INC Total:		74.90							
RICOH USA, INC. PO BOX 650073 DALLAS, TX 75265-0073 027294									
96098815	1/4/2016	201.73	0.00	01/15/2016				False	0
001-002-502000 Equipment Expense				POLICE COPIER 6313					
96098815 Total:		201.73							
RICOH USA, INC. Total:		201.73							
SCHOLL YARD MAINTENACE, RICK 555 NORTH 10th ST. HELENS, OR 97051 R.SCHOLL									
416453	1/1/2016	75.00	0.00	01/15/2016				False	0
001-002-470000 Building Expense				DEC 2015 YARDCARE					
416453 Total:		75.00							
SCHOLL YARD MAINTEN		75.00							
SOLUTIONS YES 7409 SW TECH CENTER DRIVE SUITE 100 PORTLAND, OR 97223 013581									
INV59569	1/7/2016	108.00	0.00	01/15/2016				False	0
012-107-502000 Equipment expense				STAPLES					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
<hr/>									
	INV59569 Total:	108.00							
<hr/>									
	SOLUTIONS YES Total:	108.00							
<hr/>									
ST. HELENS MARKET FRESH IGA P O BOX 777 ST. HELENS, OREGON, 97051 029225									
DEC 2015	12/31/2015	22.38	0.00	01/15/2016				False	0
001-002-473000 Miscellaneous Expense				K CUPS					
<hr/>									
	DEC 2015 Total:	22.38							
<hr/>									
	ST. HELENS MARKET F	22.38							
<hr/>									
SUNSET AUTO PARTS, INC. NAPA AUTO PARTS P.O. BOX 669 SCAPPOOSE,, OR 97056 020815									
932-19968	12/1/2015	10.45	0.00	01/15/2016				False	0
015-015-501000 Operating Materials & Supp				AUTO PARTS					
<hr/>									
	932-19968 Total:	10.45							
<hr/>									
932-21965	12/22/2015	272.88	0.00	01/15/2016				False	0
001-002-510000 Automobile Expense				AUTO PARTS					
<hr/>									
	932-21965 Total:	272.88							
<hr/>									
	SUNSET AUTO PARTS, I	283.33							
<hr/>									
SUNSET EQUIPMENT CO. 100 PORT AVE. ST. HELENS, OR, 97051 032700									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
083055	12/15/2015	9.95	0.00	01/15/2016				False	0
015-015-501000 Operating Materials & Supp	HUSKY BAR OIL GAL.								
083055 Total:		9.95							
083060	12/16/2015	53.15	0.00	01/15/2016				False	0
001-005-501000 Operating Materials & Supp	PULL ROPE								
083060 Total:		53.15							
SUNSET EQUIPMENT C		63.10							
SUNSHINE PIZZA 2124 COLUMBIA BLVD. ST. HELENS,, OR 97051 032710									
JAN 2016	1/6/2016	20.00	0.00	01/15/2016				False	0
001-000-311000 Business License	REFUND OVERPAYMENT OF BUSINESS LIC 00359 RE								
JAN 2016 Total:		20.00							
SUNSHINE PIZZA Total:		20.00							
SUPERIOR TIRE SERVICES PO BOX 13759 SALEM, OR 97309 032774									
6406387	12/11/2015	176.34	0.00	01/15/2016				False	0
001-002-510000 Automobile Expense	TIRES POLICE								
6406387 Total:		176.34							
6406388	12/22/2015	721.12	0.00	01/15/2016				False	0
001-002-510000 Automobile Expense	TIRES POLICE								
6406388 Total:		721.12							
6406731	12/23/2015	546.44	0.00	01/15/2016				False	0
015-015-501000 Operating Materials & Supp	TIRES PW								

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description					Reference			
6406731 Total:		546.44							
6406732	12/22/2015	406.05	0.00	01/15/2016	TIRES PW			False	0
015-015-501000 Operating Materials & Supp									
6406732 Total:		406.05							
SUPERIOR TIRE SERVIC		1,849.95							
TCMS CORPORATION									
PO BOX 11005									
PORTLAND, OR, 97211									
033013									
013987	12/21/2015	497.50	0.00	01/15/2016	CITY HALL WORK ORDER 80927 C10630			False	0
012-107-554000 Contractual/consulting serv									
013987 Total:		497.50							
014039	1/7/2015	1,786.00	0.00	01/15/2016	LIBRARY CONTRACT G10115			False	0
001-004-470000 Building Expense									
014039	1/7/2016	1,190.00	0.00	01/15/2016	LIBRARY CONTRACT G10115			False	0
009-202-470000 Building expense									
014039 Total:		2,976.00							
014040	1/7/2016	208.50	0.00	01/15/2016	PUBLIC WORKS CONTRACT C10245			False	0
013-403-470000 Building									
014040 Total:		208.50							
TCMS CORPORATION T		3,682.00							
TUALATIN VALLEY WORKSHOP INC									
6615 SE ALEXANDER STREET									
HILLSBORO, OR 97123									
033827									
0019387-IN	12/31/2015	1,354.31	0.00	01/15/2016	JANITORIAL CITY HALL			False	0
012-107-554000 Contractual/consulting serv									



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
0019387-IN Total:		1,354.31							
0019388-IN	12/31/2015	1,318.70	0.00	01/15/2016	JANITORIAL COL CENTER			False	0
001-004-508000 Janitorial Services									
0019388-IN Total:		1,318.70							
0019389-IN	12/31/2015	475.14	0.00	01/15/2016	JANITORIAL POLICE			False	0
001-002-508000 Janitorial Services									
0019389-IN Total:		475.14							
0019390-IN	12/31/2015	163.96	0.00	01/15/2016	JANITORIAL WWTP			False	0
018-019-470000 Building Expense									
0019390-IN	12/31/2015	163.97	0.00	01/15/2016	JANITORIAL WWTP			False	0
018-020-470000 Building Expense									
0019390-IN Total:		327.93							
TUALATIN VALLEY WO		3,476.08							
VERIZON WIRELESS									
PO BOX 660108									
DALLAS, TX 75266-0108									
000720									
9758043905	1/12/2016	168.02	0.00	01/15/2016	ACCT 242060134-00001			False	0
017-017-459000 Utilities									
9758043905 Total:		168.02							
VERIZON WIRELESS To		168.02							
Report Total:		59,141.82							

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

**CITY COUNCIL MINUTES**

Presented for approval on this 20<sup>th</sup> day of January, 2016 are the following Council minutes:

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2016

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- Work Session, Public Hearing and Regular Session Minutes dated January 6, 2016

**After Approval of Council Minutes:**

- ☐ Scan as PDF Searchable
- ☐ Make one double-sided, hole-punched copy and send to Library Reference
- ☐ Minutes related to hearings and deliberations get copied to working file
- ☐ Save PDF in Minutes folder
- ☐ Update file name of Word document
- ☐ Copy Word document into Council minutes folder on Administration drive
- ☐ Post PDFs to website
- ☐ Email minutes to distribution list
- ☐ Add minutes to HP Trim
- ☐ File Original in Vault

# City of St. Helens CITY COUNCIL

## Work Session Minutes

January 6, 2016

**Members Present:** Randy Peterson, Mayor  
Doug Morten, Council President  
Keith Locke, Councilor  
Susan Conn, Councilor

**Members Absent:** Ginny Carlson, Councilor

**Staff Present:** John Walsh, City Administrator  
Jon Ellis, Finance Director  
Kathy Payne, City Recorder  
Margaret Jeffries, Library Director  
Neal Sheppard, Public Works Operations Director  
Sue Nelson, Public Works Engineering Director  
Jacob Graichen, City Planner  
Jenny Dimsho, Assistant Planner

**Others:** Nicole Thille Amanda Renner

Mayor Randy Peterson called the meeting to order at 1:00 p.m.

### **Visitor Comments**

No visitors commented.

### **Discuss Recommended Charter Amendment**

*As presented in a staff report dated December 17, 2015, from City Planner Graichen.*

Annexations involve many things such as a land use decision process, compliance with State law, and compliance with provisions in a government's charter.

Based on State law (Oregon Revised Statutes), a vote before the electorate is required in *some* circumstances. Put simply, the state law requires a combination of signed petitions or consents to annexation; otherwise a vote is required. However, for some local jurisdictions, their charter necessitates a vote regardless of state law. St. Helens is one of those cities.

St. Helens has only been one of those cities since the late 1990's, however. In the packet, is documentation from 1997 that shows the catalyst behind the change to include an electorate vote for all annexations in St. Helens.

Staff proposes that St. Helens eliminate this provision. Scappoose did so earlier in 2015.

Pros for the change:

- ✓ Less staff time (especially for the city recorder)
- ✓ No annexation has ever been denied by voters (to the best of my knowledge)
- ✓ Less uncertainty

- ✓ Less cost to applicants or the County (to pay for the election process)

Cons against the change:

- ✓ Do you think this is a necessary democratic process that should be kept?

This month, department head staff discussed the matter and supports the change. I also presented the idea to the Planning Commission at their December 8, 2015 meeting and the Commission supports the change.

Though some annexations require a vote, most if not all, in the last several years (all since I've been with the City since 2007) have been via consent from property owners where no election would be required by state law.

This action would require a vote to change the city's charter (I assume). Staff seeks the Council's guidance on the matter to proceed.

Mayor Peterson asked if the change was an initiative on the ballot or a Council decision. Graichen explained that it was an election vote. It would need to be voted on again to remove it.

Mayor Peterson recalls it being changed when Wal-Mart wanted to locate on property near Millard Road and Highway 30. It would be interesting now to see how voters would vote to remove it.

The Council was in consensus to eliminate the provision. A public forum will be held and media publications will be released.

#### **Review Preliminary Budget Calendar**

Finance Director Ellis reminded the Council that six Budget Committee meetings were held last year. Feedback from our volunteers was to have fewer meetings. He proposes going back to the standard three or four meetings. Mayor Peterson and Councilor Conn concurred with the proposal.

Council President Morten found last year's format valuable. It gave the Council an opportunity to hear from each department and time to consider each request. He understands it was cumbersome for some of the volunteers. Councilor Locke agreed with Morten. It gives them more time to review the proposal.

Ellis will return with a final calendar for review at the next meeting.

#### **Review Proposed Job Description for PW Building Maintenance Utility Worker which replaces the PW Utility Craftsman Job Description**

Public Works Operations Director Sheppard reported that the position became vacant as of December 31, 2015. This is a good opportunity to review the job description and orient the job duties towards building maintenance.

Council had no objections.

#### **Review Proposed Changes to Accounting Assistant and Office Assistant Job Descriptions**

Finance Director Ellis reviewed the proposed changes. Council had no objections.



### **Discuss Timing of Recruitment for Finance Director Position**

Staff requests further direction from City Council as to the recruitment of the Finance Director position.

In June 2016, Finance Director Ellis will be retiring his position with the City. To assure a timely transition of the position, staff wishes to further vet possible scenarios and receive direction from City Council.

#### **Possible Scenarios:**

- 1) Back fill the Finance Director position a month prior to projected retirement date.
  - a. Recruitment timing:
    - i. Initiate recruitment process on March 1, 2016 to coincide with the Spring Conference of the Oregon Government Finance Officers Association (OGFOA) spring conference (March 6, 2016).
    - ii. Close date for recruitment on April 15, 2016
    - iii. Selection by May 13, 2016
    - iv. Start date June 1, 2016
  - b. Retiring Finance Director be reassigned to work special projects in the month of June and orientate new Finance Director accordingly.
  - c. Potential increase in personnel cost to FY 15-16 budget would be \$12,500 which could be allocated based on ICAP (GF \$2,000) or based on the assigned special projects.
- 2) Back fill the Finance Director position, whereby timing would allow newly hired Finance Director to participate in some of the budget meetings. This means one of two things:
  - a. Back fill position from sometime in April or
  - b. Compress the budget committee process to the month of May and back fill position from the 1<sup>st</sup> of May.
  - c. Potential increase in personnel cost to FY 15-16 budget would be \$25,000 to 37,500 which could be allocated based on ICAP or based on the assigned special projects.
- 3) Time the recruitment and hiring of new Finance Director to have position filled in July 2016 and contract with retiring Finance Director. Total costs unknown at this time – based on further analysis.
- 4) Other Potential Alternatives, Contracting out position, IGA with other agency, different timing for recruitment, restructure organization?

Discussion of amount of overlap needed between a new Finance Director and Ellis's retirement. Council concurred with scenario one. The position will be posted in February.

### **Department Reports**

**Public Works Engineering Director Nelson** reported...

- Thanked the Public Works crew for their hard work during the storm events. She attended the Columbia County Traffic Safety Committee meeting this morning. They discussed the recent storm events. County Commissioner Heimuller complimented the City on how well the streets were taken care of during the events. He was impressed with the responsiveness of our crews.

**Public Works Operations Director Sheppard** reported...

- Suggested everyone be prepared for a tornado or earthquake, since that is all we have not had recently.

**Library Director Jeffries** reported...

- The Library received a \$2,000 grant from the Columbia County Cultural Coalition. It will be used with additional funds from the St. Helens Public Library to purchase a new microfilm reader. We have a lot of microfilm of local newspapers that are not available to digitize.

**Finance Director Ellis** reported...

- Staff is assessing the need to bring in an account temp until the part-time Office Assistant is hired. The backlog is impacting court. They have been down half a person since August.

**City Recorder Payne** reported...

- Graichen asked if the Council would be willing to hold a 5:30 p.m. public hearing on February 3. There is already one scheduled for 6:30 p.m. Council concurred. Mayor Peterson may not be at that meeting. He is having knee surgery the day before.

**City Administrator Walsh** reported...

- He received all positive feedback about the decorated Plaza and Christmas ships. The only casualty was the cardboard Elsa did not survive the rain and wind. The décor will be taken down over the next couple weeks.
- He will be contacting Tina Curry to submit a proposal for 4<sup>th</sup> of July, both with and without fireworks.
- The area-wide planning grant is moving along. Steering committee meetings will begin in mid-February. The composition of the advisory committee was discussed. Rather than it being a two-member Council representation, does the entire Council want to be involved? Council concurred.
- The phone system will be demonstrated next week.

**Council Reports**

**Mayor Peterson** reported...

- Kudos to the Public Works crews, City Hall staff and Library staff who persevered through the weather.

**Councilor Conn** reported...

- She serves on the CIT steering committee. They had a technical conference call yesterday and will continue to have them monthly. A coordinator will be hired as soon as possible.

**Council President Morten** reported...

- Thanked everyone for getting most of their evaluations completed. They need to be submitted no later than this month.
- Thanked Public Works. The roads look great. They have done a remarkable job on the stormwater runoff. The heavy rains and icy weather seemed to be handled very effectively.
- Congratulated Marc and Jim on their retirement. He represented the Council at their retirement party last week. He was impressed with all the work they completed and their years of service.
- He requested the Council hold a retreat. Council concurred. They will review the governing policy, evaluations, goals and other items to be determined. Councilor Conn will search for a location. It will tentatively be held on February 10.

**Councilor Locke** reported...

- Police Chief Moss is not here because they are conducting police officer interviews today. We are still short-handed. Staff has been working a lot of overtime.
- Asked Ellis what the status is of back payments for water and court. Ellis will report back at the next Council meeting.
- Asked what the status is of the Council phone lines. Payne reported that she changed the message on that line indicating that it is no longer in use, they can press '0' to be transferred to her.
- He asked for his personal email address to be added to the distribution list. Payne told Locke that the other Councilors have their City email forwarded to their personal email address. Locke agreed to do that.

**Other Business**

City Administrator Walsh reported that Marc Knudsen repaired all the chairs that were missing feet in the Council Chambers as part of his final projects before retirement.



There being no further business, the meeting was adjourned at 1:54 p.m.

ATTEST:

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Kathy Payne, City Recorder

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Randy Peterson, Mayor

# City of St. Helens CITY COUNCIL

## Public Hearing Minutes

January 6, 2016

**Members Present:** Randy Peterson, Mayor  
Doug Morten, Council President  
Keith Locke, Councilor  
Susan Conn, Councilor  
Ginny Carlson, Councilor

**Staff Present:** John Walsh, City Administrator  
Kathy Payne, City Recorder  
Neal Sheppard, Public Works Operations Director  
Sue Nelson, Public Works Engineering Director  
Jacob Graichen, City Planner

**Others:** Paula Miranda Scott Jensen Terry Luttrell  
Craig Tim Johansson Amanda Renner  
Nicole Thille Nancy Bowers Austin A.  
Eric Torres Kevin Christenson

### **Public Hearing**

**Applicant/Owner:** Port of St. Helens

**Subject:** Appeal of a Site Design Review (SDR.5.15)

**Location:** 200 Port Avenue, St. Helens

At 6:00 p.m., Mayor Randy Peterson opened the public hearing.

**Ex-Parte Contact/Conflict of Interest** – None.

### **Staff Report**

City Planner Jacob Graichen presented his staff report dated December 29, 2015.

The basis of the appeal is whether or not the City is going to require frontage improvements or not. Staff, in the initial decision, said they are required. Port disagrees and has appealed the City Planner's decision.

Graichen reviewed a letter that was submitted from the Port after the packets were published. Copies were distributed to the Council. He pointed out that the pre-application conference is to get a broad idea of the proposal and review what requirements that may be imposed. Until the full application is submitted, there is some unknown of what may be required, such as frontage improvements. The Council needs to decide if the frontage improvements are necessary. Some things to consider are:

- 1) The current building is 6,000 sq. ft. The addition is over 7,000 sq. ft. That is an increase of approximately 129%.
- 2) There are no topographical complexities with Port Avenue.
- 3) Port Avenue is a collector street. The Transportation System Plans calls for frontage improvements on both sides of the street.



- 4) The proposal includes significant concrete work.
- 5) Based on the building type and size, it is valued at over \$430,000. The frontage improvements will be a minimal cost compared to the overall project.
- 6) The history of the site demonstrates need.
- 7) Safe passage.

A couple other things the Port is opposed to are:

- 1) The nearby wetland will require an environmental assessment.
- 2) Addition of a deed restriction to signify that large trucks cannot back into Port Avenue.

Based upon the facts and findings, staff recommends approval of this Major Site Design Review with conditions as outlined in the staff report.

Council President Morten visited the site. He recalls that the adjacent property does have a sidewalk. Graichen confirmed that is correct. The south side of Port Avenue is largely void of sidewalks but there is some.

### Testimony

◆ Paula Miranda, Deputy Director for the Port of St. Helens. She appreciates the opportunity to represent the Port. She made it clear that everything said today has no reflection on working with the Planning Department or the City. They have had a lot of projects that are bringing jobs to the area. They are not very happy with the process. They are not necessarily appealing the requirement for frontage improvements but are requesting time to budget for it. Two of our staff employees are here, Scott and Craig, who attended the pre-application conference. They understand that the pre-app is not the final decision. They are trying to help a tenant expand his business and stay in the area. Without the addition, he would have to move to a larger location. The Port is requesting they be given 3-5 years to properly budget for the improvements. The cost is making them question if they should do the project or not. They are also concerned about the deed restriction to limit truck access. That will have a negative impact on future industrial businesses. It is currently not an issue because everything that comes from that property is by forklift. Also, that condition was not in the original decision. It was added after the appeal. Therefore, she requests that condition be eliminated.

◆ Scott Jensen, Port of St. Helens. Graichen mentioned that this is a De Novo process. However, he understands that process is limited to the items the applicant is appealing. Therefore, they should only be able to address the frontage improvements and landscaping. There should be no changes to the parking rules.

Paula appreciates working with the City. To bring an oversight from 15 years ago and suggest a fine is ridiculous. They want to work with the City. They are helping a good tenant bring jobs to the City. If the City is treating us like this, how are the other developers being treated?

Mayor Peterson asked what the square footage of the building is in relation to the lot. Paula explained that the building is currently 6,000 sq. ft. and they are adding 7,520 sq. ft. The lot is 1.05 acres.

Peterson asked how long they would need to budget for the frontage improvements. Paula responded that they would need 3 – 5 years. The funds are not coming in as expected and they want to make sure they can cover it in the budget.

Council President Morten asked Paula to clarify why the frontage improvement funds were not budgeted. Paula responded it was never brought up. They based the estimate on what was

expected. The project came out over budget when an RFP was done. Scott added that the Code allows for the director to permit the future improvement guarantee if, "...due to the nature of existing development on adjacent properties is unlikely that street improvements would be extended in the foreseeable future and the improvement associated with the project under review does not, by itself, provide a significant improvement to street safety or capacity." Seeing how the property is completely developed on one side and a potential wetland encumbrance is on the other, they do not anticipate future development there. That is why they did not think it would be required.

♦Terry Luttrell. He is an elected board member of the Port of St. Helens. They are not asking for any special favors or special treatment. They are just asking that the City be fair to the Port and any future business who may want to locate here. They need to be able to budget for the sidewalks. They have lost over one million dollars in income this year. They have granted the City various easements at no cost and written letters of support when asked. The Port's mission is to create jobs and keep people in the county employed. This is a very good tenant and we need to watch out for that. They are already \$20,000 over budget for this project. This project is estimated at \$6,500 in tax revenue for our community. With all the additional requirements, this project does not look as favorable as it did when they first began. Please consider what has been shared.

♦Tim Johansson. He owns Rainshadow Labs, which is the tenant of the subject property. They have been located at 200 and 300 Port Avenue for almost eight years. Rainshadow Labs manufactures skin care products for other brands throughout the world. They have grown tremendously and added a lot of jobs. Their payroll this year is close to \$1.5 million. He loves that his business is here. The decisions made here are ultimately passed on to him. He understands the complexity but wants it to work for everyone. He may have to consider moving if it does not become affordable.

Councilor Conn asked Graichen if it is within our scope to grant a temporary waiver. Graichen said yes. A few different ways it could be done are:

- 1) A non-remonstrance agreement. If a local improvement district is formed, they could not vote against the formation.
- 2) We request the funds instead of require the improvements. The money is held onto until more improvements are made.
- 3) An agreement that says the improvements need to be made within three years.

It is the Council's decision. It has to pass the proportionality test.

7:00 PM, Councilor Carlson arrived.

Mayor Peterson asked for clarification on the deed restriction for large trucks. The Port argues that it cannot be imposed after the appeal. However, Graichen states that it's a De Novo hearing and it can be added. Graichen suggested they consult legal counsel for their opinion. Councilor Conn expressed her concerns for the lack of turn-around space for future trucks. Graichen explained that it would still be in the public records. It was a condition in the staff report. The idea of the flag is to be aware. He does not recall that a deed restriction has been done like this in the past. Peterson pointed out that it's ultimately the Port's responsibility to make sure their tenants know about any restrictions. Graichen agreed.

Councilor Conn, Council President Morten, Councilor Locke and Mayor Peterson agreed to remove the added conditions for an environmental assessment and deed restriction.

Councilor Carlson declared a conflict of interest. Rainshadow Labs used to do business with Riverside, which is her employer. She feels more comfortable not participating in this hearing.

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

**Close Public Hearing and Record – 7:11 p.m.**

Deliberations will be held during the regular session following this hearing.



ATTEST:

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Kathy Payne, City Recorder

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Randy Peterson, Mayor

**DRAFT**

# City of St. Helens CITY COUNCIL

## Regular Session Minutes

January 6, 2016

**Members Present:** Randy Peterson, Mayor  
Doug Morten, Council President  
Keith Locke, Councilor  
Susan Conn, Councilor  
Ginny Carlson, Councilor

**Staff Present:** John Walsh, City Administrator  
Jon Ellis, Finance Director  
Kathy Payne, City Recorder  
Margaret Jeffries, Library Director  
Neal Sheppard, Public Works Operations Director  
Sue Nelson, Public Works Engineering Director  
Jacob Graichen, City Planner

**Others:** Paula Miranda      Scott Jensen      Terry Luttrell  
Craig      Tim Johansson      Amanda Renner  
Nicole Thille      Nancy Bowers      Austin A.  
Eric Torres      Kevin Christenson

**7:11PM – Call Regular Session to Order** – Mayor Peterson

**Pledge of Allegiance** – Mayor Peterson

**Invitation to Citizens for Public Comment**

No visitor comments were received.

**Deliberations from Public Hearing**

**Applicant/Owner:** Port of St. Helens

**Subject:** Appeal of a Site Design Review (SDR.5.15)

**Location:** 200 Port Avenue, St. Helens

A public hearing was held earlier in the evening.

Mayor Peterson agrees with City Planner Graichen about the Council being in favor of street improvements for the last 10-12 years. If you don't require the improvements, you will be left with gravel streets, no curb, gutter and storm drains like we have in some areas now. It's more costly to do it later. As improvements come in, we have been requiring them. However, there are some we have deferred. When it came time for the improvements to be done, we had to fight with them. Although, he does not have the same concern about the Port. How long are we willing to defer it?

Councilor Locke asked if they could build sidewalks across the street instead. Riverside is right down the street and they often go on walks. Mayor Peterson referred back to the Code that curb and sidewalk are required on both sides of the street. In this case, we have an opportunity to get one piece of that. He understands that it looks ridiculous to have a sidewalk



that goes nowhere but eventually those will be connected. Councilor Carlson pointed out the number of people walking between there and McCormick Park. Sidewalks are important.

Graichen has never seen sidewalks built across the street rather than on your property. However, there is room to be creative. City Administrator Walsh has seen it done. A lot of it is contingent on the developer's willingness to make an off-site investment.

Mayor Peterson asked what was done for the other developments that deferred frontage improvements. Graichen explained that they were modeled after the ones in the storage unit case on the highway. It required the improvements to be done by a certain date. If not, the City would conduct the improvements and lien the property for that cost.

Discussion of a written agreement for frontage improvements. A condition could be added that the improvements must be made by a certain date. The time of year and weather should be considered as well.

**Motion:** Locke moved to approve the site design review as presented originally with an additional condition that the street improvements be done within a three year period. Conn second. Locke, Conn, Morten and Peterson in favor; Carlson abstained; none opposed. Motion carries.

#### **Request for a Fee Waiver or Reduction**

Applicant: Port of St. Helens  
Appeal of Site Design Review \$250

Discussion of request. The cost included staff time, mailing costs and legal notice publication.

Council President Morten thinks we should split the cost.

Mayor Peterson does not believe the City was in error by requiring sidewalks. He is opposed to the waiver and reduction. Locke agreed.

Councilor Conn finds it difficult because they are a partner agency. Mayor Peterson pointed out that they cannot be held to a different standard. Conn agreed. The costs are real.

**Motion:** Locke moved to not waive or reduce the fee. Conn seconded. Locke, Conn and Peterson in favor; Carlson abstained; Morten opposed. Motion carries.

#### **Ordinances – Final Readings**

A. **Ordinance No. 3194:** An Ordinance Amending St. Helens Municipal Code Section 10.04.150(1)(K) Regarding Parking on a Sidewalk on the East Side of South 1<sup>st</sup> Street  
Mayor Peterson read Ordinance No. 3194 by title for the final time. **Motion:** Upon Locke's motion and Conn's second, the Council unanimously adopted Ordinance No. 3194. [Ayes: Locke, Carlson, Conn, Morten, Peterson; Nays: None]

#### **Resolutions**

A. **Resolution No. 1729:** A Resolution Determining that a Nuisance Exists Upon Property Located at 109 MacArthur Street within the City of St. Helens and Directing that Notice to Abate the Nuisance be Posted on Said Premises  
Mayor Peterson read Resolution No. 1729 by title. **Motion:** Upon Conn's motion and Carlson's second, the Council unanimously adopted Resolution No. 1729. [Ayes: Locke, Carlson, Conn, Morten, Peterson; Nays: None]

### **Approve and/or Authorize for Signature**

- A. Amendment to Sublease Agreement ML-42848 with St. Helens Marina, LLC
- B. Amendment to Sublease Agreement ML-42849 with St. Helens Marina, LLC
- C. Amendment to Sublease Agreement ML-42849 with Dillard's Moorage, LLC
- D. Third Amendment to North Point Technology, LLC Contract for SCADA System Upgrade
- E. First Amendment to Landis & Landis Construction LLC Contract for Pump Station No. 7 Upgrade
- F. Contract Payments

**Motion:** Upon Locke's motion and Carlson's second, the Council unanimously approved 'A' through 'F' above.

### **Appointments to City Boards/Commissions**

No appointments.

### **Consent Agenda for Acceptance**

- A. Parks Commission Minutes dated October 19, 2015
- B. Accounts Payable Bill List

**Motion:** Upon Conn's motion and Locke's second, the Council unanimously accepted 'A' through 'B' above.

### **Consent Agenda for Approval**

- A. Council Work Session and Regular Session Minutes dated December 16, 2015
- B. Declare Surplus Property – Police Department Unclaimed Personal Property
- C. New Public Works Building Maintenance Utility Worker Job Description
- D. Amended Accounting Assistant Job Description
- E. Amended Office Assistant Job Description
- F. Accounts Payable Bill List

**Motion:** Upon Carlson's motion and Locke's second, the Council unanimously approved 'A' through 'F' above.

### **Council Reports**

**Mayor Peterson** reported...

- Nothing to report.

**Councilor Conn** reported...

- Nothing to report.

**Council President Morten** reported...

- Nothing to report.

**Councilor Carlson** reported...

- Kudos to Public Works crews for their hard work. They did a fantastic job keeping people safe.

**Councilor Locke** reported...

- Nothing to report.

### **Department Reports**

**Finance Director Ellis** reported...

- Nothing to report.

**Public Works Engineering Director Nelson** reported...

- She received a preliminary quote from one surveyor for the S. First Street parking. It will cost approximately \$3,500. She will get more quotes.

**Public Works Operations Director Sheppard** reported...

- Nothing to report.

**Library Director Jeffries** reported...

- Nothing to report.

**City Recorder Payne** reported...

- The employee banquet is January 29. Please RSVP soon. The last two years, the employee of the year was judged by the management team. This year they would like the Council to be the judges. She will distribute packets.

**City Administrator Walsh** reported...

- Keith Forsythe, Stan's Refrigeration and Steve Topaz would like to donate the North Pole to the City to add to our Christmas collection. Council concurred and asked Walsh to verify if there is a process to accept it.
- The office of Emergency Management and FEMA will be in the City next week to talk to people about their damage. Property owners should contact him if they received significant damage.

**Adjourn** - There being no further business, the meeting adjourned at 7:39 p.m.

ATTEST:

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

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

## City of St. Helens

**Job Title:** LIBRARY ASSISTANT  
**Department:** Library  
**FLSA Status:** Non-Exempt  
**Union:** Dependent upon hours worked  
**Date Revised:** ~~April 6, 2007~~ January 2016

### PURPOSE OF POSITION

Perform various duties within the Library requiring general knowledge of library operations, primarily in the circulation area, including technical services, children's services, and limited ready reference.

### SUPERVISION RECEIVED

Works under the general supervision of the Library Director ~~or Head of Public Services, depending on specific assignments.~~

### SUPERVISORY RESPONSIBILITIES

Supervision is not a typical function assigned to this position. May provide training and give direction to volunteers.

**ESSENTIAL JOB FUNCTIONS** include, but are not limited to the following:

- ~~Prepare the library for opening and/or closing.~~ Staff the circulation area, which includes checking library materials **in and out**; collecting fines/fees; answering telephone; **issuing library cards/forms/applications**; reviewing returned materials for damage; **and**, arranging materials for re-shelving **and shelving materials**. ~~May prepare the library for opening and/or closing.~~
- Perform paraprofessional library duties such as searching **the library catalog, data bases, ordering materials**, locating or requesting items, **receiving and logging in order**, and notifying patron **of arrived requests**. Instruct patrons in the use of the online library catalog **to locate materials**. May provide limited **reader's advisory and** ready reference services for the public.
- ~~Prepare materials for circulation, including stamping books, taping spines, typing spine labels, applying covers, preparing video and audio cassettes, and updating lists.~~
- Respond to inquiries from the public regarding use of the library **and equipment**. Explain use of facilities and equipment, e.g., public-access computers, **printers, photocopier, photocopy machine**, microfilm reader, etc. ~~Instruct patrons in the use of the TLC computer system to locate materials on their own.~~ Explain library programs and services to patrons.
- ~~Prepares information for archives.~~



- Issues library cards in accordance with City policy.
- ~~Assist with Children's programming including craft development, evening story time, and Holiday reads.~~ May assist with library programs including the development of displays, brochures and event flyers, children's craft activities, etc.
- ~~Completes balancing of Balances~~ the till on a rotating basis; records total amount in log. Issues refunds from petty cash.
- Maintain cooperative working relationships with **co-workers**, City staff, **volunteers**, other organizations, and the general public.
- Follow all safety rules and procedures for work areas.

## AUXILIARY JOB FUNCTIONS

- Provide assistance to other staff as workload and staffing levels dictate.
- Perform various clerical tasks in support of library operations, e.g., data entry and review of same by others, ~~mail-sorting~~, photocopying, ~~typing~~, completing reports, creating posters and brochures, publicity, ordering supplies, etc.
- Serve on City committees as requested.
- Maintain proficiency by attending trainings, ~~and~~ meetings, reading library listservs and publications ~~materials~~, and meeting with others in areas of responsibility.
- Maintain work areas in a clean and orderly manner.

## KNOWLEDGE/SKILLS/ABILITIES

Mandatory Requirements: Knowledge of general library operations, Dewey Decimal Classification System, operation of data entry and other standard office equipment, alpha/numeric sorting methods, and computerized/hard copy research techniques. Equivalent to high school education in general academic areas and six months library experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills, and abilities to perform the above duties. **Familiarity with computers and common software applications. Ability to communicate effectively in English. Good customer service skills.**

Special Requirements/Licenses: None.

Desirable Requirements: Previous work experience in a public library organization with automated library systems. Familiarity with a broad range of literature and information sources. Some college coursework is desirable.

## **TOOLS AND EQUIPMENT USED**

Computer, printer, photocopier, barcode reader, fax machine, microfilm reader, glue gun, ~~dye~~ die cutter, ~~lamine~~te laminating machine, folding machine, paper cutter, rotary cutter, and scissors.

## **PHYSICAL DEMANDS**

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, ~~communi~~cate, reach and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to five pounds on a regular basis such as magazines, files, books, office equipment, etc., and infrequently weighing up to 50 pounds. Manual dexterity and coordination are required over 50 percent of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

## **WORKING CONDITIONS**

Usual library working conditions. The noise level in the work environment is typical of most library environments with telephones, personal interruptions, and background noises.

## EMPLOYEE ACKNOWLEDGEMENT

This description covers the most significant essential and auxiliary duties performed by the position, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

### ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the Library Assistant job description. I understand that it is my responsibility to adhere to the guidelines of the expectations, hours of work and essential duties outlined within this job description.

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

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

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

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

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

# Accounts Payable

## To Be Paid Proof List

User: jenniferj  
 Printed: 01/14/2016 - 4:42PM  
 Batch: 00006.01.2016 - 01/15 FY 15-16 OVER 10K



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description					Reference			
COLUMBIA COUNTY ECONOMIC TEAM P.O. BOX 1653 ST HELENS, OR 97051 007573									
10302064	1/5/2016	15,000.00	0.00	01/15/2016				False	0
001-104-558322 Col Cnty EDT					CITY OF ST. HELENS CONTRIBUTION FY 15-16 PUBL				
10302064 Total:		15,000.00							
COLUMBIA COUNTY EC		15,000.00							
ECONORTHWEST SUITE 1600 222 SW COLUMBIA STREET PORTLAND, OR 97201 011130									
16528	12/31/2015	13,202.75	0.00	01/15/2016				False	0
009-209-554110 Economic and Market assessmen					AREA PLANNING PSH GRANT				
16528 Total:		13,202.75							
ECONORTHWEST Total:		13,202.75							
PAPE' MACHINERY EXCHANGE P.O. BOX 5077 PORTLAND, OR 97208-5077 024755									
005489	1/13/2016	12,075.00	0.00	01/15/2016				False	0



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
010-305-653501	Heavy equipment - backhoe				UTILITY TRAILER PO 005489				
	005489 Total:	12,075.00							
	PAPE' MACHINERY EXC	12,075.00							
	Report Total:	40,277.75							