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City of St. Helens COUNCIL AGENDA

Wednesday, January 6, 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. **6:00PM – PUBLIC HEARING: Appeal of Site Design Review**
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: Appeal of Site Design Review**
6. **REQUEST FOR FEE WAIVER OR REDUCTION: Appeal of Site Design Review**
7. **ORDINANCES – Final Reading**
 - 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 1st Street
8. **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
9. **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
10. **APPOINTMENTS TO CITY BOARDS & COMMISSIONS**
11. **CONSENT AGENDA FOR ACCEPTANCE**
 - A. Parks Commission Minutes dated October 19, 2015
 - B. Accounts Payable Bill List
12. **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

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

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

F. Accounts Payable Bill List

13. **MAYOR PETERSON REPORTS**
14. **COUNCIL MEMBER REPORTS**
15. **DEPARTMENT REPORTS**
16. **ADJOURN**

**CITY OF ST. HELENS PLANNING DEPARTMENT
STAFF REPORT**

AP.1.15—Appeal of Site Design Review SDR.5.15

DATE: December 29, 2015
To: City Council
FROM: Jacob A. Graichen, AICP, City Planner

APPLICANT: Port of St. Helens
OWNER: same as applicant

ZONING: Heavy Industrial, HI
LOCATION: 200 Port Avenue; Tax Assessor Map No. 4N1W-8AA-700
PROPOSAL: Building addition to existing building and related site improvements on a developed site

The 120-day rule (ORS 227.178) for final action for this land use decision is February 11, 2015.

SITE INFORMATION / BACKGROUND

This is an appeal of Site Design Review SDR.5.15. The appeal by the original applicant, Port of St. Helens, is based on the requirement to install Port Avenue frontage improvements (e.g., sidewalk, curb, gutter, landscape strip, and street trees) as a condition of development approval. However, note that per SHMC 17.24.320, an appeal is de novo (treated like a new application), thus any standard may apply per law. The appellant's application for appeal is attached.

Though typically administrative decisions are appealed to the Planning Commission, SHMC 17.24.310 and 17.24.400 (Table A), seem to indicate the Council is the appellate authority for Site Design Review.

Site History:

The site is developed with a 6,000 square foot building and related site improvements such as landscaping and off-street parking. The site was undeveloped prior to a 1988 Site Design Review, which permitted development as approved by the Planning Commission. That as approved in 1988 is what is more-or-less present today. The 1988 Site Design Review included an approved site/landscape plan and three conditions as follows:

1. Street access limited to one. The choice is up to the Port of St. Helens to determine (the approved plan shows two).
2. All signs must conform to the City's sign code.
3. Drainage plan required.

The 1988 Site Development Review background information is attached.

PUBLIC HEARING & NOTICE

Hearing dates are as follows: January 6, 2016 before the City Council

Notice of this proposal was sent to surrounding property owners within 300 feet of the subject property(ies) on December 14, 2015 via first class mail. Notice was sent to agencies by mail or e-mail on the same date. Notice was published in the The Chronicle on 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 appeal proposal. However, CRFR provided comments for the original Site Design Review application, which are attached.

APPLICABLE CRITERIA, ANALYSIS & FINDINGS

SHMC 17.96.180 – Site Development Review approval standards

- (1) Provisions of the following chapters:
 - (a) Chapter 17.44 SHMC, Sensitive Lands;
 - (b) Chapter 17.60 SHMC, Manufactured/Mobile Home Regulations;
 - (c) Chapter 17.56 SHMC, Density Computations;
 - (d) Chapter 17.124 SHMC, Accessory Structures;
 - (e) Chapter 17.64 SHMC, Additional Yard Setback Requirements and Exceptions;
 - (f) Chapter 17.68 SHMC, Building Height Limitations – Exceptions;
 - (g) Chapter 17.72 SHMC, Landscaping and Screening;
 - (h) Chapter 17.76 SHMC, Visual Clearance Areas;
 - (i) Chapter 17.80 SHMC, Off-Street Parking and Loading Requirements;
 - (j) Chapter 17.84 SHMC, Access, Egress, and Circulation;
 - (k) Chapter 17.88 SHMC, Signs;
 - (l) Chapter 17.132 SHMC, Tree Removal;
 - (m) Chapter 17.152 SHMC, Street and Utility Improvement Standards; and
 - (n) Chapter 17.156 SHMC, Transportation Impact Analysis.

SHMC Chapter 17.44 – Sensitive Lands: In regards to sensitive lands, the City's local wetlands inventory shows wetland MC-22 adjacent to the subject property on its NW side. Chapter 17.40 SHMC identified this as a Type II significant wetland. Such wetlands normally include a 50' upland protection zone or buffer.

This site was originally developed in the late 1980's. The City's current wetland regulations were adopted in 2003.

The proposed addition will be constructed within an area that was impacted by the 1980's development. Thus, the footprint of the building will not result in new impact.

An Environmental Assessment will not be required unless construction activities impact the wetland or its protection zone. This SDR does not allow any new impact to any wetland within the vicinity of the subject property or a related protection zone thereof. Note that the existing protection zone for wetland MC-22 is likely less than 50 feet on the side of the subject property as a result of the 1980's development.

Impacts resulting from construction are possible. As such, a wetland protection plan prepared and certified by a qualified environmental professional and approved by the city shall accompany the building permit to prevent construction impacts.

Note the permanent fence noted on plans may be within the protection zone and shall not be allowed without further proof of no sensitive lands impact; and additional permitting as necessary.

SHMC Chapter 17.56 – Density Computations: This applies to residential development. This is not residential development.

SHMC Chapter 17.60 – Manufactured/Mobile Home Regulations: No manufactured/mobile home is involved.

SHMC Chapter 17.64 – Additional Yard Setback Requirements & Exceptions: Port Avenue is classified as a Collector Street per the City's Transportation Systems Plan. The right-of-way width is 60 feet, meeting the minimum standard. No additional setback applies.

SHMC Chapter 17.68 – Building Height Limitations & Exceptions: Proposed building height is a bit over 20 feet. There is no adjacent residential or mixed use zoning district. No issues.

SHMC Chapter 17.72 – Landscaping & Screening: First, note that a landscape plan was approved by the Planning Commission in 1988. This included significant landscape treatment along Port Avenue. Today, much of this landscaping is grass and invasive Himalayan blackberry, which differs from the originally approved plan. Also, reviewing aerial photography, sometime after mid-2006 some of this greenspace was removed to widen the street access (from 30' per the 1980's plan to 80 feet). No authorization of this could be found.

The applicant proposes to restore much of this lost landscaping area as well as include more actual landscaping plants.

Development projects on a property with more than 100' of street frontage requires street trees. The subject property has about 140' of street frontage along Port Avenue. Street trees will be required. They will need to be installed within the public right-of-way in a location consistent with the street design cross-section for collector streets (attached). Note that there are no overhead utility lines along Port Avenue that would restrict the tree species size.

Screening of service facilities such as external HVAC units is required.

SHMC Chapter 17.76 – Visual Clearance Areas: Per this chapter: A clear vision area shall contain no vehicle, hedge, planting, fence, wall structure, or temporary or permanent obstruction (except for an occasional utility pole or tree), exceeding three feet in height, measured from the top of the curb, or where no curb exists, from the street centerline grade, except that trees exceeding this height may be located in this area, provided all branches below eight feet are removed.

Clear vision could be an issue, but can be addressed via proper pruning/landscape maintenance.

SHMC Chapter 17.80 – Off-Street Parking & Loading Requirements: The plan from the 1980's showed 9 off-street parking spaces. The spaces have been lost over time. The applicant proposes to install 8 spaces, which should accommodate the need based on the applicant's narrative (i.e., number of employees).

A disabled person parking space is being installed too, as required. It shall be van-accessible and meet State of Oregon standards.

The site is already paved, with some changes to accommodate the new parking scheme. Vehicular parking/maneuvering areas are required to be paved.

Wheel stops are provided in the front of each parking stall.

Bicycle parking for industrial uses is 5% of vehicle off-street parking. Thus one bicycle space is required. The site should be able to accommodate this.

Note that gravel parking areas are not allowed within 50 feet of a significant wetland. As described above, there is such a wetland just to the west of the site. Based on the parking/site plan vehicular access to this side of the building is not proposed.

Per SHMC 17.80.090, commercial or industrial buildings or structures to be altered, which receive and distribute materials by truck are required to provide and maintain off-street loading and maneuvering if they have 10,000 square feet of floor area or more. In this case, the existing building is approximately 6,000 square feet. The proposed addition is approximately 7,520 square feet. Thus, with the proposed addition the total size of the building will be approximately 13,520 square feet, which is over 10,000 square feet and necessitates at least one off-street loading space and proper maneuvering, if large trucks will be used.

In regards to maneuvering, SHMC 17.84.060(3) prohibits vehicle maneuvering/backing movements within non-local classified streets. Per the City's Transportation Systems Plan, Port Avenue is a Collector Street, thus SHMC 17.84.060(3) applies.

So, due to the size increase of the building and the industrial zoning, truck access needs to be addressed. The applicant didn't address this issue specifically, but per discussions with the applicant, deliveries to the subject property via large truck are not necessary.

The 1988 Site Design Review staff report for the Planning Commission includes discussion about truck access and circulation. For example:

“Loading and unloading will be provided behind the building within the fenced area”

“The building will be set on the lot so that trucks can drive all the way around the building.”

This site design proposal eliminates the possibility of truck maneuvering (regardless of size) as detailed in the 1988 Site Design Review. The proposed building takes place in what appears to be the maneuvering area noted in the 1988 staff report. Note that further southerly impact to the property beyond this area would require further analysis as to wetland impact. See Sensitive Lands discussion above for some explanation.

Per conversation with the applicant, deliveries to the subject property via large truck are not necessary. However, it's possible that this could change in the future, such that no city review would normally be necessary. For example business practice could change but the land use or building code occupancy doesn't. Land use and building code change is a typical trigger for city review. This necessitates two conditions of approval to ensure this issue is documented in the decision (for the city as public record) and the deed of the property (for future property owners) as follows:

- This Site Design Review approval is based on the site receiving and distributing materials via vehicles that can fit and maneuver in areas indented for standard passenger vehicles (e.g., no large trucks). This plan does not include a loading zone for large trucks. In no case shall vehicles receiving or distributing materials be of such size that backward movement or other maneuvering within Port Avenue is necessary or that blocks access to other vehicles intending to access or exit the subject property.
- A deed restriction shall be recorded that this property is restricted to deliver trucks per the above. Such document shall be subject to city approval prior to recordation. Such documentation shall include but not be limited to the following elements:
 - This legal document shall run with the land and be binding on the property owner, and their successors and assigns.
 - The City of St. Helens may bring an action to enforce compliance with the terms of the legal document. It may be modified, removed or terminated only at such time as an authorized representative of the City of St. Helens approves and executes a modification or release, which approval and execution shall be in the sole discretion of the City of St. Helens.
 - The legal document shall be recorded in the Columbia County property records.

To ensure recordation and compliance with the condition for such, this shall be done prior to building permit issuance.

SHMC Chapter 17.84 – Access, Egress, & Circulation: As described above, one access was allowed for the subject property in the 1980's site design review. That access was shown as being 30' wide on the approved 1980's plan.

Also, reviewing aerial photography, sometime after mid-2006 the 30' wide street access was widened to 80 feet contrary to the approved plan from the 1980's and today's standards. No authorization of this site modification change could be found. The applicant proposes to restore the 30' wide street access.

Walkways are required to extend from ground floor entrances to the streets which provide the required access and egress. This is not included on the plans; such connection shall be included to the required sidewalk. Where such walkway crosses vehicular access driveways or parking lots, crossing shall be designed for pedestrian safety.

SHMC Chapter 17.88 – Signs: The site appears to be void of signage. Any new sign requires a permit per this Chapter.

SHMC Chapter 17.124 – Accessory Structures: No accessory structures are proposed.

SHMC Chapter 17.132 – Tree Removal: There are no trees on the site except one landscaping tree along Port Avenue that is proposed to be kept.

SHMC Chapter 17.152 – Street & Utility Improvement Standards:

Frontage improvements in accordance with the city's design standards for Collector Streets (see attached) will be required. These improvements shall be required for the following reasons:

- The current building is 6,000 square feet in size. The plans provided by the applicant indicate a new building area of 7,720 square feet. This is a 129% increasing in building size. The building addition more than doubles the size of the existing one.
- The grade along the Port Avenue right-of-way is level with little to no topographic irregularities. Such irregularities could add complexity to frontage improvement construction. The absence of such helps control costs and increases the feasibility of such for other adjacent properties.
- Most of the north side of Port Avenue includes curb-tight sidewalks along the developed properties. This is the standard prior to the City's Transportation Systems Plan (TSP) update in 2011. As a collector street, the city's TSP calls for improvements on both sides of the street to meet all modes of travel. On the south side of Port Avenue, there is only curb-tight sidewalks along 150 Port Avenue. Thus, the lack of sidewalks on the south side is an opportunity for the new standard and as properties develop, the sidewalk will

eventually be complete to serve employees and customers of the site and the general public.

- As described above, the Port of St. Helens modified the curbing and landscaping sometime after mid-2006 along Port Avenue contrary to the 1988 Site Design Review and city law. Frontage improvement modification would require additional city review and is less likely to occur under the radar. Frontage improvements would better delineate the required street access design and help prevent future unlawful acts.
- Significant concrete work is part of the proposal for the building addition, regardless of whether or not sidewalks, curb, etc. (a major component of street frontage improvements) are required. Since concrete work is already being done, it is cost-effective to do the frontage improvements at the same time as the building addition.
- Per the February 2015 International Code Council (ICC) (used for the Building Permit fee schedule) the proposed 7,720 square foot addition (assuming an occupancy class of S2) is valued at \$437,492.40. The subject property has approximately 140 linear feet of street frontage. Per City Engineering, the approximate cost of frontage improvements is \$60 per linear foot. This may not include all costs such as street trees, but only comes to \$8,400, which is 2% of the ICC building value described. The frontage improvement cost is small compared to the overall project cost.

Also note that given the concrete work, which is part of the building addition, the costs may be less given the typical discount for quantity (i.e., it could cost more if a contractor was going to build the frontage improvements separate from any other project). This is another argument for constructing the frontage improvement now as opposed to after the proposed building addition.

Utilities are generally required to be underground. Relocation of overhead power is proposed (from the side opposite Port Avenue). This is ok provided it does not result in an increase in poles.

SHMC Chapter 17.156 – Traffic Impact Analysis: TIA is not warranted.

(2) Relationship to the Natural and Physical Environment.

Discussion: There are no trees (planted by nature) to be preserved. The new building is being placed within an area impacted by the development from the 1980's.

Finding: This criterion is met.

(3) Exterior Elevations.

Discussion: This applies to residential development

Finding: Not applicable.

- (4) Buffering, Screening, and Compatibility between Adjoining Uses (See Figure 13, Chapter 17.72 SHMC).

Discussion: This is addressed above.

Finding: This criterion is met.

- (5) Privacy and Noise.

Discussion: This applies to residential development.

Finding: Not applicable.

- (6) Private Outdoor Area – Residential Use.

Discussion: This applies to residential development.

Finding: Not applicable.

- (7) Shared Outdoor Recreation Areas – Residential Use.

Discussion: This applies to residential development.

Finding: Not applicable.

- (8) Demarcation of Public, Semipublic, and Private Spaces – Crime Prevention.

Discussion: Public and private areas should be clearly demarcated by street frontage improvements.

Finding: This criterion is met.

- (9) Crime Prevention and Safety.

Discussion: There is a light on the front of the existing building to illuminate the off-street parking lot. In addition, the site has a camera system for the back portion of the lot.

Finding: This criterion is met.

- (10) Access and Circulation.

Discussion: This is addressed above. Both City Police and Columbia River Fire and Rescue receive notice of this proposal to respond in regards to emergency vehicle access.

Finding: This criterion is met.

- (11) Distance between Multiple-Family Residential Structure and Other.

Discussion: This applies to residential development.

Finding: Not applicable.

- (12) Parking. All parking and loading areas shall be designed in accordance with the requirements set forth in SHMC 17.80.050 and 17.80.090; Chapter 17.76 SHMC, Visual Clearance Areas; and Chapter 17.84 SHMC, Access, Egress, and Circulation;

Discussion: This is addressed above.

Finding: This criterion is met.

- (13) Landscaping.

Discussion: This is addressed above.

Finding: This criterion is met.

- (14) Drainage. All drainage plans shall be designed in accordance with the criteria in the most current adopted St. Helens master drainage plan;

Discussion: A drainage plan was required in the 1980's Site Design Review. A new could be required if desired by City Engineering.

Finding: This criterion is met with conditions.

- (15) Provision for the Handicapped. All facilities for the handicapped shall be designed in accordance with the requirements pursuant to applicable federal, state and local law;

Discussion: This shall be a condition of approval and will be reviewed through the building permit process.

Finding: This criterion is met with conditions.

- (16) Signs. All sign placement and construction shall be designed in accordance with requirements set forth in Chapter 17.88 SHMC;

Finding: This shall be a condition of approval.

- (17) All of the provisions and regulations of the underlying zone shall apply unless modified by other sections of this code (e.g., the planned development, Chapter 17.148 SHMC; or a variance granted under Chapter 17.108 SHMC; etc.). (Ord. 2875 § 1.128.180, 2003)

Discussion: "All manufacturing, repairing, compounding, research, assembly, fabricating, or processing activities without off-site impacts" is a permitted use in the HI zone.

Finding: The use is permitted in the HI zone.

CONCLUSION & DECISION

Based upon the facts and findings herein, staff recommends approval of this Major Site Design Review, with the following conditions:

1. This **Site Development Review** approval is valid for a limited time pursuant to SHMC 17.96.040.
2. The following shall be required prior to development/building permit issuance:
 - a. A wetland/wetland protection zone impact prevention plan shall be submitted for review and approval. This plan shall accompany the building permit and be implemented as part of the construction project. The plan shall be prepared and certified by a qualified environmental professional.
 - b. Engineering/construction plans shall be submitted for review and approval. This shall include public right-of-way frontage improvements in accordance with the City's Collector Street standards, and all other public infrastructure proposed or required.
 - c. A drainage plan shall be reviewed and approved by City Engineering, unless waived by City Engineering
 - d. Materials including but not necessarily limited to a site plan shall be submitted to the City for review and approval demonstrating compliance with all applicable provisions of the Development Code (SHMC Title 17) and in accordance with the conditions herein. This/these material(s) shall specifically address and be subject to the following:
 - i. Permanent fence shown on originally submitted plans near the SW corner of the building addition shall be omitted or an Environmental Assessment shall be conducted to demonstrate it is outside of any wetland/wetland protection zone.
 - ii. Include frontage improvements of Port Avenue consistent with the City of St. Helens' standards for collector classified streets.
 - iii. Street trees shall be required in addition to other required landscaping.
 - iv. Loading (no parking) zone shall be indicated (as striping/markings to be installed).
 - v. Walkways are required to extend from ground floor entrances to the streets which provide the required access and egress. Such walkway shall connect to the sidewalk required to be installed. Where such walkway crosses vehicular access driveways or parking lots, crossing shall be designed for pedestrian safety.

- e. A deed restriction shall be recorded in the Columbia County property records per the issue addressed in condition 8. Such document shall be subject to city approval prior to recordation. Such documentation shall include but not be limited to the following elements:
 - i. This legal document shall run with the land (subject property) and be binding on the property owner, and their successors and assigns.
 - ii. The City of St. Helens may bring an action to enforce compliance with the terms of the legal document. It may be modified, removed or terminated only at such time as an authorized representative of the City of St. Helens approves and executes a modification or release, which approval and execution shall be in the sole discretion of the City of St. Helens.
- 3. The following shall be required prior to Certificate of Occupancy or final inspection (if no Certificate of Occupancy is required) by the City Building Official:
 - a. See condition 4.
 - b. See condition 5.
 - c. All improvements necessary to address the requirements herein, and in accordance with approved plans, shall be in place.
- 4. A Sensitive Lands Permit will be required (with a final decision including resolution of all appeals) if there are any impacts to the nearby wetland or related protection zone.
- 5. Service facilities such as gas meters and air conditioners which would otherwise be visible from a public street, customer or resident parking area, any public facility or any residential area shall be screened, **regardless if such screening is absent on any plan reviewed by the City. This includes but is not limited to ground mounted, roof mounted or building mounted units.**
- 6. Disabled person parking space(s) shall comply with State standards.
- 7. All areas used for the parking or storage or maneuvering of any vehicle, boat, or trailer shall be improved with asphalt or concrete surfaces or other similar type materials approved by the city. *Note that gravel parking areas are not allowed within 50 feet of a significant wetland.*
- 8. This Site Design Review approval is based on the site receiving and distributing materials via vehicles that can fit and maneuver in areas indented for standard passenger vehicles (e.g., no large trucks). This plan does not include a loading zone for large trucks. In no case shall vehicles receiving or distributing materials be of such size that backward movement or other maneuvering within Port Avenue is necessary or that blocks access to other vehicles intending to access or exit the subject property.
- 9. Any new sign requires a sign permit prior to installation, pursuant to Chapter 17.88 SHMC.

10. Utilities are generally required to be underground. Relocation of overhead power is proposed (from the side opposite Port Avenue). This is ok provided it does not result in an increase in the number of poles.
11. No plan submitted to the City for approval shall contradict another. For example, engineering/construction plans shall not contradict the approved site plan. Otherwise revisions as applicable shall be necessary to remedy the contradiction. Applicant is responsible to notify the engineering, planning and building departments, individually, of such changes.
12. Owner/applicant is still responsible to comply with the City Development Code (SHMC Title 17). In addition, this approval does not exempt the requirements of or act as a substitute for review of other City departments (e.g., Building and Engineering) or other agencies.

Attachment(s): Plans submitted for Site Design Review SDR.5.15.

Applicant's narrative for SDR.5.15

Comment Letter for SDR.5.15 from CRFR dated November 18, 2015

Pre-Application form signed by Port of St. Helens staff Craig Allisson on August 18, 2015

Excerpt from the City of St. Helens Local Wetlands Inventory

Standard cross section for city streets (includes collector classified streets, which is the classification of Port Avenue)

Letter dated June 30, 1988 from City of St. Helens to Port of St. Helens regarding final decision for 1988 Site Design Review of subject property

Approved site/landscape plan of the 1988 Site Design Review of the subject property

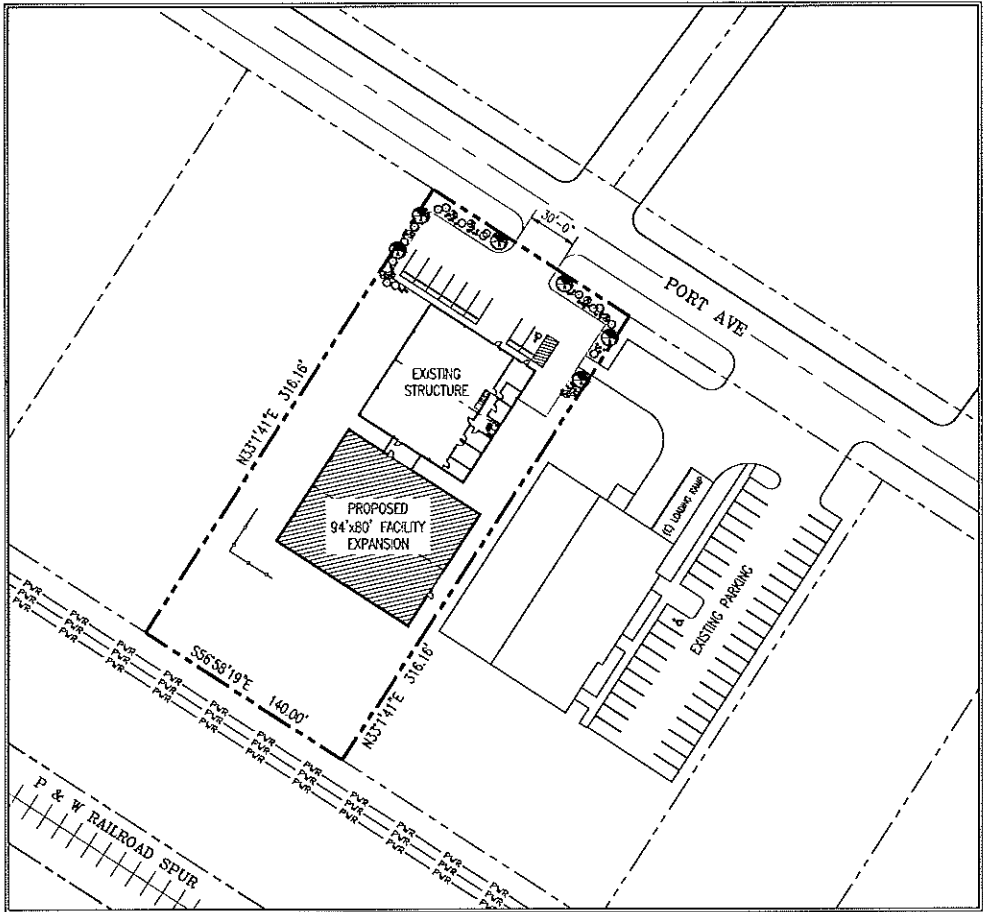
Excerpt of minutes from June 28, 1988 Planning Commission meeting (portion regarding the 1988 Site Design Review of the subject property)

Staff Report for the 1998 Site Design Review of the subject property

1995 aerial photo (see arrow pointing to subject property)

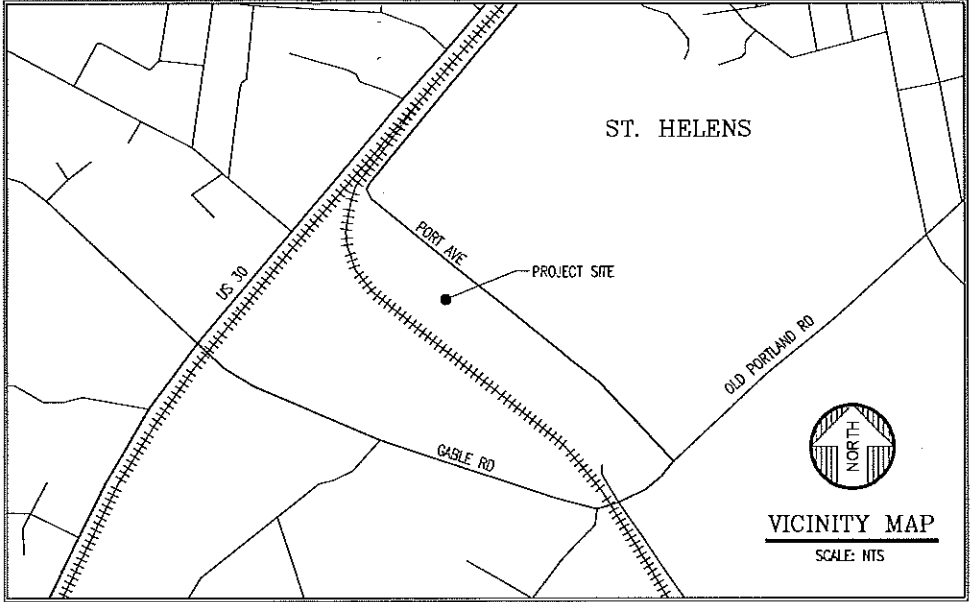
2000 aerial photo of subject property

2006, 2010, and 2015 Google Earth aerial imagery comparison



PLOT PLAN
SCALE: 1" = 50'-0"

RAINSHADOW LABS
FACILITY EXPANSION
ST. HELENS, OREGON
SCHEMATIC PLANS



VICINITY MAP
SCALE: 1" = 1 MILE

DEFERRED SUBMITTALS (BY OTHERS)

PLANS AND SPECIFICATIONS REQUIRED FOR THE WORK OF SPECIALTY TRADES MAY BE SUBMITTED AS DEFERRED SUBMITTALS IN ACCORDANCE WITH IRC SECTION 107.3.4.2.

- ELECTRICAL
- PLUMBING
- MECHANICAL
- STAMPED STEEL BUILDING PLANS

STATEMENT OF SPECIAL INSPECTION

- PERIODIC SPECIAL INSPECTION IS REQUIRED FOR ALL HIGH STRENGTH STRUCTURAL BOLTS PER ASTM STANDARDS BASED ON CONNECTION TYPES SPECIFIED BY BUILDING ENGINEER.
- REINFORCED CONCRETE SHALL BE PERIODICALLY TESTED IN ACCORDANCE WITH THE STANDARDS OF ASTM C192 AND ACI 318.
- PERFORM CONTINUOUS SPECIAL INSPECTION OF ALL FIELD WELDING.
- CONTRACTOR IS RESPONSIBLE FOR COORDINATING ALL REQUIRED INSPECTIONS/OBSERVATIONS.

UTILITY LOCATES

(48 HOUR NOTICE PRIOR TO EXCAVATION)
OREGON LAW REQUIRES YOU TO FOLLOW THE RULES ADOPTED BY THE OREGON UTILITY NOTIFICATION CENTER. THOSE RULES ARE SET FORTH IN OAR 952-001-0010 THROUGH 952-001-0100. (YOU MAY OBTAIN COPIES OF THE RULES FROM THE CENTER BY CALLING 503 246 1987.)

ONE CALL SYSTEM.....1 800 332 2344
ON LINE <http://www.callbeforeyoudig.org/>

THE PUBLIC WORKS MAINTENANCE SUPERVISOR (NEAL SHEPHERD) 503-397-3532 MUST BE NOTIFIED 48 HOURS IN ADVANCE TO COORDINATE ANY TAPS AND/OR WATER VALVE OPERATION. THE CONTRACTOR IS NOT ALLOWED TO OPERATE ANY WATER VALVES CONTROLLING FLOW TO NEW PIPING FROM CITY'S POTABLE WATER SYSTEM.

A CITY PERMIT IS REQUIRED TO WORK IN THE PUBLIC R.O.W.

CODE ANALYSIS

CONSTRUCTION TYPE II-B
OCCUPANCY S2

BUILDING AREA

EXISTING BUILDING AREA 6,000 SF
NEW BUILDING AREA 7,720 SF
TOTAL 13,720 SF

ALLOWABLE AREA

$A_0 = [A_t + (A_t \times I_f) + (A_t \times I_s)]$ (SECTION 506.1)

$I_f = [F/P - 0.25] W/30$

$F = 448'$

$P = 528'$

$W/30 = 1$

$I_f = [448/528 - 0.25] W/30$

$I_f = [.85 - 0.25] 1 = .60$

$I_s = .60$

$I_s = 0$ (NO FIRE SPRINKLERS)

ALLOWABLE AREA (TYPE II-B, GROUP S-2)

$A_t = 26,000$ SF (TABLE 503)

$A_0 = [A_t + (A_t \times I_f) + (A_t \times I_s)]$

$A_0 = 26,000$ SF + 26,000(.60)SF + 26,000(0)

$A_0 = 26,000$ SF + 15,600 SF + 0 SF

$A_0 = 41,600$ SF

THEREFORE:

ACTUAL TOTAL BUILDING AREA = 13,720 SF

ALLOWABLE AREA = 41,600 SF (PER SECTION 506)

ACTUAL AREA < ALLOWABLE AREA

THEREFORE: BUILDING IS AREA COMPLIANT PER SECTION 506

DRAWING INDEX

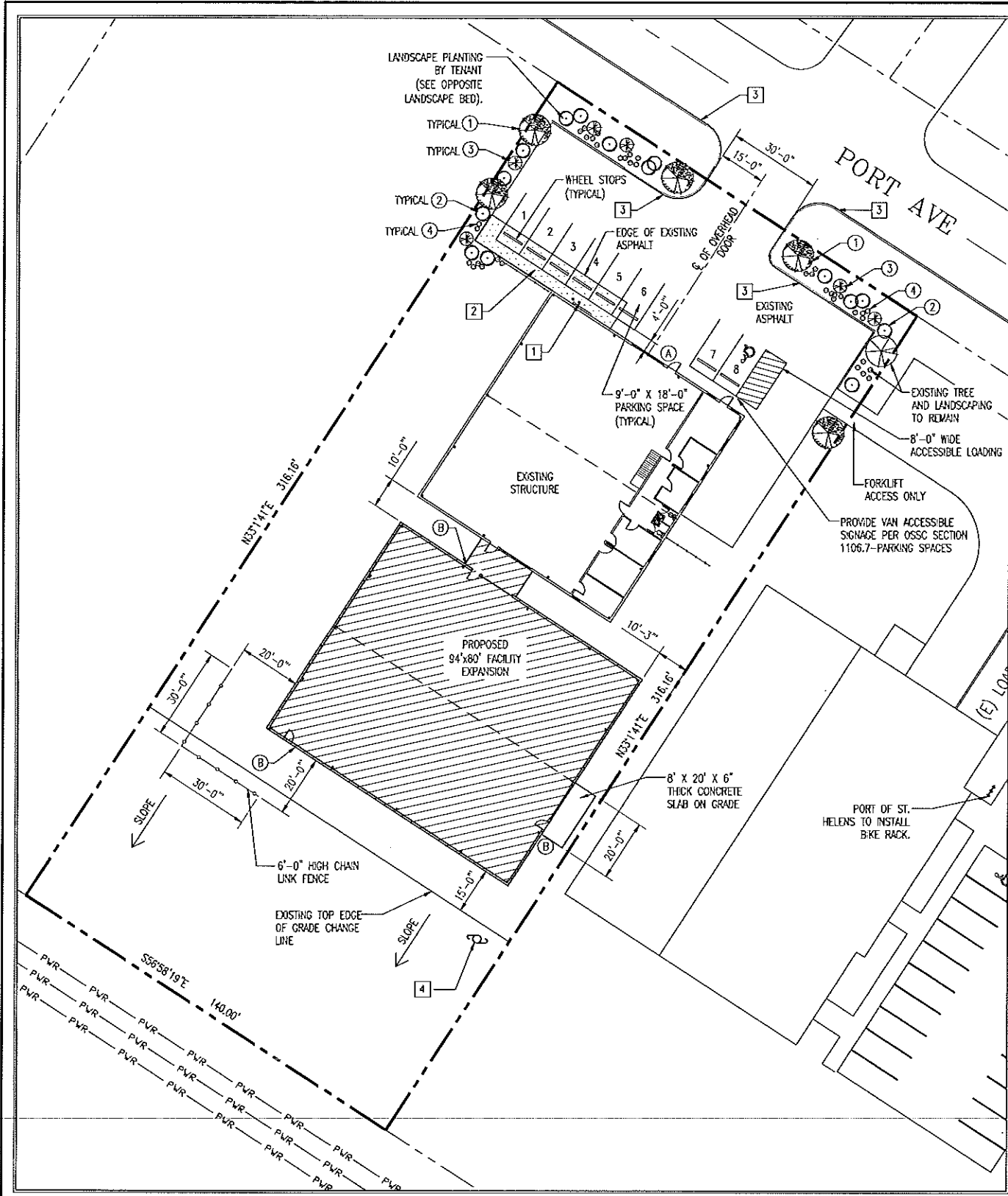
DRAWING NUMBER	DESCRIPTION
D-1991-1000-01	PLOT PLAN, CODE SUMMARY & VICINITY MAP
D-1991-1000-02	ENLARGED SITE PLAN
D-1991-1000-03	EXISTING CONDITIONS SITE PLAN
D-1991-2000-01	PROPOSED FLOOR/FOUNDATION PLAN
D-1991-2000-02	EXTERIOR ELEVATIONS
D-1991-2000-03	BUILDING SECTIONS AND DETAILS

REV.	REVISION RECORD	DATE
A	REVISED SITE PLAN	5/11/15
B	OWNER REVISIONS	6/16/15
C	OWNER REVISIONS	07/16/15
D	REVISED PLOT PLAN	09/08/15
E	UPDATE SITE PLAN PER OWNER REVISIONS	09/16/15



PROJ. NO.	1991	PORT OF ST. HELENS
DWG. BY	MA	RAINSHADOW LABS EXPANSION
APPR. BY		SITE PLAN, CODE SUMMARY & VICINITY MAP
SCALE	NOTED	DATE 5/11/15
DWG. NO.		D-1991-1000-01-E

DATE: 09/16/15
PRELIMINARY
NOT
FOR CONSTRUCTION



1 ENLARGED SITE PLAN
SCALE: 1"=20'-0"



LEGEND

EOP
+60.1
FH
WM
(N)
(E)
CO

EDGE OF PAVEMENT
EXISTING SPOT ELEVATION
PROPOSED ELEVATION
EXISTING FIRE HYDRANT
EXISTING POWER POLE
WATER METER
PROPOSED
EXISTING
PIPE CLEAN OUT
EXISTING MAJOR CONTOUR LINE
EXISTING MINOR CONTOUR LINE
PROPERTY LINE
ADJACENT PROPERTY LINE
FENCE LINE
WATER LINE
GAS LINE
POWER LINE
SANITARY SEWER LINE

UTILITY LOCATES

(48 HOUR NOTICE PRIOR TO EXCAVATION)
OREGON LAW REQUIRES YOU TO FOLLOW THE RULES ADOPTED BY THE OREGON UTILITY NOTIFICATION CENTER. THOSE RULES ARE SET FORTH IN OUR 952-001-0010 THROUGH 952-001-0100. (YOU MAY OBTAIN COPIES OF THE RULES FROM THE CENTER BY CALLING 503 246 1987.)

ONE CALL SYSTEM.....1 800 382 2344
ON LINE..... <http://www.callbeforeyoudig.org/>

UTILITY NOTES

ALL UTILITIES TO BE LOCATED PRIOR TO THE COMMENCEMENT OF WORK. THE UTILITIES SHOWN ON THIS SITE PLAN ARE TO BE CONFIRMED BY THE OWNER AND OR CONTRACTOR.

LANDSCAPING LEGEND

① CARPINUS BETULUS FASTIGIATA (COLUMNAR EUROPEAN HORNBEAM) STREET TREES AT 20'-0" O.C.
② EUCOMYUS (DWARF BURNING BUSH SHRUB)
③ FORSYTHIA INTERMEDIA SPECTABILIS (GOLDEN FORSYTHIA FLOWERING SHRUB)
④ PHILADELPHUS LEWISII (MOCK ORANGE SHRUB)

LANDSCAPE IRRIGATION
1. CONTRACTOR TO PROVIDE AN IRRIGATION SYSTEM FOR THE PLANTERS IN THE OFFICE PARKING AREA

LIGHTING

(A) EXISTING WALL MOUNTED LUMINAIRE FOR LIGHTING THE PARKING AREA IN FRONT OF THE BUILDING.
(B) PROVIDE WALL MOUNTED CUT-OFF LUMINAIRES ADJACENT TO MAIN DOOR. COORDINATE FINAL LOCATION WITH PORT. LITHONIA OLMP.

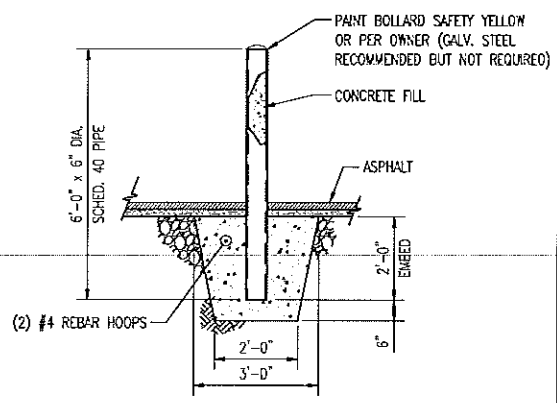
DATE: 09/24/15
REVISED PRINT
VOID ALL PREVIOUS

DATE: 09/24/15
PRELIMINARY
NOT
FOR CONSTRUCTION

REV.	REVISION RECORD	DATE
A	PARKING LOT REVISIONS	09/14/15
B	OWNER REVISIONS/COMMENTS	09/21/15
C	RENDER MAIN DOOR SWINGS	09/24/15

PRE-ENGINEERED METAL BUILDING SPECIFICATIONS

- APPLICABLE GOVERNING CODES
A. 2014 OREGON STRUCTURAL SPECIALTY CODE
B. CURRENT AMERICAN INSTITUTE OF STEEL CONSTRUCTION MANUAL OF STEEL CONSTRUCTION
C. AMERICAN WELDING SOCIETY D1.1
D. ALL LOCAL CODES SHALL BE FOLLOWED AND VERIFIED BY BUILDING MANUFACTURER.
- DESIGN CRITERIA (TO BE VERIFIED BY BUILDING ENGINEER)
A. MINIMUM GROUND SNOW LOAD = 25 POUNDS PER SQUARE FOOT
B. BUILDING IS HEATED
C. COLLATERAL ROOF DEAD LOAD = 5 POUNDS PER SQUARE FOOT
D. CONCENTRATED MECHANICAL LOAD = 3,000 POUNDS AT CENTER OF FRAME
E. BASIC WIND SPEED = 120 MILES PER HOUR (3-SECOND GUST)
F. WIND EXPOSURE = C
G. CATEGORY CLASSIFICATION FOR IMPORTANCE FACTOR = II
H. SEISMIC DESIGN CATEGORY D & THE FOLLOW FACTORS
 $S_s = .93$
 $S_1 = .42$
- PRIMARY STRUCTURE
A. ALL STRUCTURAL STEEL PLATE SHALL CONFORM TO ASTM A529, A572 OR A1011 GRADE 50.
B. ALL HOT ROLLED WALL SHAPES SHALL CONFORM TO ASTM A36 OR A572.
C. ALL SQUARE AND RECTANGULAR TUBING SHALL CONFORM TO ASTM A500 GRADE B.
D. ALL ROUND PIPE SHALL CONFORM TO ASTM A53 OR A500 GRADE B.
E. ALL FRAMES SHALL RECEIVE 3.5 MILS OF RUST INHIBITIVE PRIMER AFTER CLEANING OF OIL, DIRT, LOOSE SCALE AND FOREIGN WATER. EXPOSED STEEL SHALL BE TOUCHED UP WITH MATCHING PRIMER TO PREVENT CORROSION.
F. FRAMES SHALL BE DESIGNED SUCH THAT OWNER IS NOT RESTRICTED FROM WELDING TO THEM.
- SECONDARY ROOF FRAMING
A. ALL COLD FORMED LIGHT GAGE SHAPES SHALL CONFORM TO ASTM A1011 GRADE 55.
B. ALL SECONDARY ROOF FRAMING SHALL BE DESIGNED WITH A MAXIMUM DEFLECTION OF L/240 UNDER THE MOST SEVERE LOADING COMBINATIONS.
C. ALL PURLINS SHALL BE 14 GAGE MINIMUM.
D. PROVIDE PRICING OPTION FOR GALVANIZED ROOF PURLINS.
E. ROOF PANELS SHALL BE ATTACHED TO PURLINS WITH SSR CLIPS WITH MOVABLE TABS WHICH INTERLOCK WITH SEALED SSR PANEL RIBS AND PROVIDE FOR 1 1/2 INCHES OF PANEL MOVEMENT IN EITHER DIRECTION FROM CENTER OF CLIP TO COMPENSATE FOR THERMAL EFFECTS. INSTALLATION SETTING SHALL ALLOW FOR CURRENT TEMPERATURE.
- WALL FRAMING
A. ALL COLD FORMED LIGHT GAGE SHAPES SHALL CONFORM TO ASTM A1011 GRADE 55.
B. ALL WALL GIRTS SHALL BE 14 GAGE MINIMUM.
C. ALL GIRT SPANS IN EXCESS OF 25 FEET SHALL HAVE SAG BRACING AT CENTER POINT.
D. INSIDE LIP OF ALL WALL GIRTS SHALL BE TURNED DOWN TO PREVENT ACCUMULATION OF DEBRIS.
E. PROVIDE PRICING OPTION FOR GALVANIZED WALL GIRTS.
- BOLTS
A. ALL BOLTS SHALL CONFORM TO ASTM A307, A325 OR A490, AS REQUIRED PER THE LATEST EDITION OF THE AISC DESIGN MANUAL.
B. ALL BOLTS SHALL BE FULLY TENSIONED AND INSPECTED IN ACCORDANCE WITH THE LATEST AISC/RCS "SPECIFICATION FOR STRUCTURAL JOINTS USING ASTM A325 OR A490 BOLTS" AND THE APPLICABLE BUILDING CODE.
C. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO VERIFY PROPER BOLT TIGHTNESS.
- SIDING AND ROOFING
A. ALL SIDING AND ROOFING SHALL CONFORM TO ASTM A653 OR A792 GRADE 50, 26 GAGE MINIMUM AND BE PRE-PRIMED AND FINISH COATED PER OWNER'S STANDARD COLOR. OWNER SHALL APPROVE ACTUAL COLOR FROM SAMPLE.
B. ROOF SYSTEM SHALL BE SSR TESTED AND CERTIFIED TO MEET UNDERWRITERS LABORATORIES UL 90 WIND UPLIFT RATING.
C. SIDING, ROOFING AND NECESSARY FLASHING SHALL BE CONFIGURED TO PREVENT WIND AND RAIN FROM ENTERING THE BUILDING, EVEN UNDER EXTREME WEATHER CONDITIONS.
D. ROOF SYSTEM SHALL ACCOMMODATE PROPER VENTILATION PER ALL APPLICABLE CODES.
- BRACING
A. ALL BRACE RODS SHALL CONFORM TO ASTM A572 GRADE 65.
B. ALL STRUCTURAL CABLES SHALL CONFORM TO ASTM A475 GRADE EHS.
C. ALL BRACING SYSTEMS SHALL INCLUDE MEANS FOR TIGHTENING.
D. NO BRACING SHALL BE SPECIFIED WITHIN THE PRESCRIBED WALL OPENINGS.
E. NO BRACING SHALL EXTEND INTO BUILDING SPACE BEYOND THE MAIN BUILDING FRAMES.
- INSULATION
A. INSULATION SHALL CONFORM TO NAIMA 202-96.
B. ENTIRE ROOF SHALL BE COVERED WITH R30 FIBERGLASS BLANKET INSULATION WITH A VINYL REINFORCED VINYL VAPOR BARRIER ON THE INSIDE, WITH A MINIMUM THICKNESS OF .0032". PROVIDE R21 FIBERGLASS BLANKET INSULATION WITH VINYL REINFORCED VINYL VAPOR BARRIER ON THE INSIDE IN WALLS.
C. ANY TEARS OR DAMAGE TO VAPOR BARRIER AND INSULATION SHALL BE APPROPRIATELY REPAIRED PRIOR TO JOB COMPLETION.
- GUTTER SYSTEM
A. GUTTER SYSTEM SHALL BE DESIGNED TO HANDLE A 100 YEAR ONE HOUR EVENT UNDERGROUND COLLECTOR SYSTEM.
B. GUTTERS SYSTEM SHALL BE CAPABLE OF WITHSTANDING LOADING FROM SNOW AND/OR ICE SLIDING OFF OF THE ROOF SYSTEM.
C. SECTION BAFFLES SHALL NOT BE LEFT IN PLACE THAT RESTRICTS FLOW.
D. ZINC COATING IS NOT ALLOWED.
- DOORS
A. ALL DOORS SHALL CONFORM TO THE STEEL DOOR INSTITUTE 100, GRADE 1, MODEL 1, 1 3/4" THICK WITH 20 GA. STEEL FACE SHEETS.
B. FRAMES SHALL INCLUDE 4 3/4" MINIMUM JAMB DEPTH WITH A MINIMUM THICKNESS OF 16 GAGE.
C. FINISH SHALL BE TWO COATS OF BAKED ON PAINT ON ALL EXPOSED SURFACES, APPLY AFTER CHEMICAL TREATMENT FOR CORROSION RESISTANCE AND PAINT ADHESION WITH OWNER'S STANDARD COLOR.
- SPECIAL CONDITIONS
A. SEE DRAWING PAGES:
D-1991-1000-01
D-1991-1000-02
D-1991-1000-03
D-1991-1000-04
D-1991-2000-01
B. BASE BID SHALL BE SUBMITTED IN ACCORDANCE WITH ALL SPECIFICATIONS AND COMMON INDUSTRY STANDARDS. OPTIONS THAT ARE SUGGESTED AS IMPROVEMENTS TO PERFORMANCE OR PRICE ARE WELCOME. SUCH OPTIONS SHALL BE CLEARLY IDENTIFIED, EXPLAINED AND ACCOMPANIED WITH THE APPROPRIATE PRICE ADDITION OR DEDUCTION FROM THE BASE BID.
C. ANY CHANGES TO THESE SPECIFICATIONS WILL BE BY WRITTEN ADDENDUM ONLY.
D. NO ADDITIONAL WORK SHALL BE DONE WITHOUT A WRITTEN CHANGE ORDER THAT HAS BEEN APPROVED BY THE OWNER AND CONTRACTOR.



2 TYPICAL BOLLARD ASSEMBLY DETAIL
SCALE: 1/2" = 1'-0"

PROPOSED PLAN NOTES

① INSTALL (2) BOLLARDS TO PROTECT EXISTING GAS METER. COORDINATE FINAL LOCATION WITH OWNER. SEE DETAIL 2/02

② NEW ASPHALT PAVING. SEE TYPICAL ASPHALT SECTION ON SHEET D-1991-1000-03.

③ NEW CURBING AS REQUIRED TO ACCOMMODATE DRIVEWAY ENTRY MODIFICATION. FOR TYPICAL TYPE 'A' CURB SEE SHEET D-1991-1000-03.

④ MOVE EXISTING POWER POLE. COORDINATE LOCATION WITH CRPUD. REROUTE POWER LINE AS REQUIRED TO ACCOMMODATE NEW ADDITION.

NOTE:
1. CONTRACTOR TO VERIFY ALL ELECTRICAL BOXES, PANELS AND CONDUIT ARE NOT "LIVE" BEFORE REMOVING, REPLACING OR ALTERING.
2. NOTIFY ENGINEER IF ANY ADDITIONAL DEFICIENCIES ARE NOTED DURING REPAIR AND/OR PERIODIC OBSERVATIONS.

Lower Columbia Engineering
St. Helens, Oregon
PROJ. NO. 1991
PORT OF ST. HELENS
DWG. BY MA
RAINSHADOW LABS EXPANSION
APPR. BY
ENLARGED SITE PLAN
SCALE NOTED
DATE 5/11/15
DWG. NO. D-1991-1000-02-C

Diagram illustrating the cross-section of a curb and gutter. The diagram shows the following dimensions and components:

- FACE OF CURB**: The vertical face of the curb.
- WIDTH OF STREET**: The width of the street adjacent to the curb.
- 1" R**: Radius of the curb face.
- 6"**: Horizontal distance from the curb face to the start of the gutter.
- 1/2" R**: Radius of the gutter.
- 6"**: Vertical height of the curb face.
- ROAD**: The road surface.
- BACKFILL BEHIND CURB**: The material behind the curb.
- 15"**: Vertical height of the backfill.
- 9"**: Horizontal distance from the curb face to the start of the gutter.
- 12"**: Horizontal distance from the curb face to the end of the gutter.
- BASE COURSE**: The base layer of the road.

1. CONCRETE TO HAVE COMPRESSIVE STRENGTH OF 3300 P.S.I. AFTER 28 DAYS.
EXPANSION JOINTS:
A. TO BE PROVIDED:
 - 1) AT EACH POINT OF TANGENCY OF THE CURB.
 - 2) AT EACH COLD JOINT.
 - 3) AT EACH SIDE OF INLET STRUCTURES.
 - 4) AT EACH END OF DRIVEWAYS.
- B. MATERIAL TO BE PRE-MOLDED, ASPHALT IMPREGUATED, NON-EXTRUDING, WITH A THICKNESS OF 1/2 INCH.
2. CONTRACTION JOINTS:
 - A. SPACING TO BE NOT MORE THAN 15 FEET.
 - B. THE DEPTH OF THE JOINT SHALL BE AT LEAST 1-1/2 INCHES.
 - C. WEEDHOLE TO BE CONNECTED WITH CONTRACTION JOINTS.
3. BASE ROCK 1 1/2'-0 ON 3/4'-0, .95K (ASHTO T-160) COMPACTION. BASE ROCK SHALL BE TO SURFACE OF STREET STRUCTURE. DEPTH WHICHEVER IS GREATER. SUBGRADE ROCK TO EXTEND 1' BEYOND CURB.
4. PROVIDE DRAINAGE WEEDHOLE IN DRIVEWAY AREA FROM ENTRANCE TO FIRST CATCH BASIN
3" DIA. PLASTIC PIPE.
 - A. LD. PLASTIC PIPE WITH COUPLING.
 - B. DRAINAGE ACCESS THROUGH EXISTING CURBS SHALL BE CORE DRILLED.

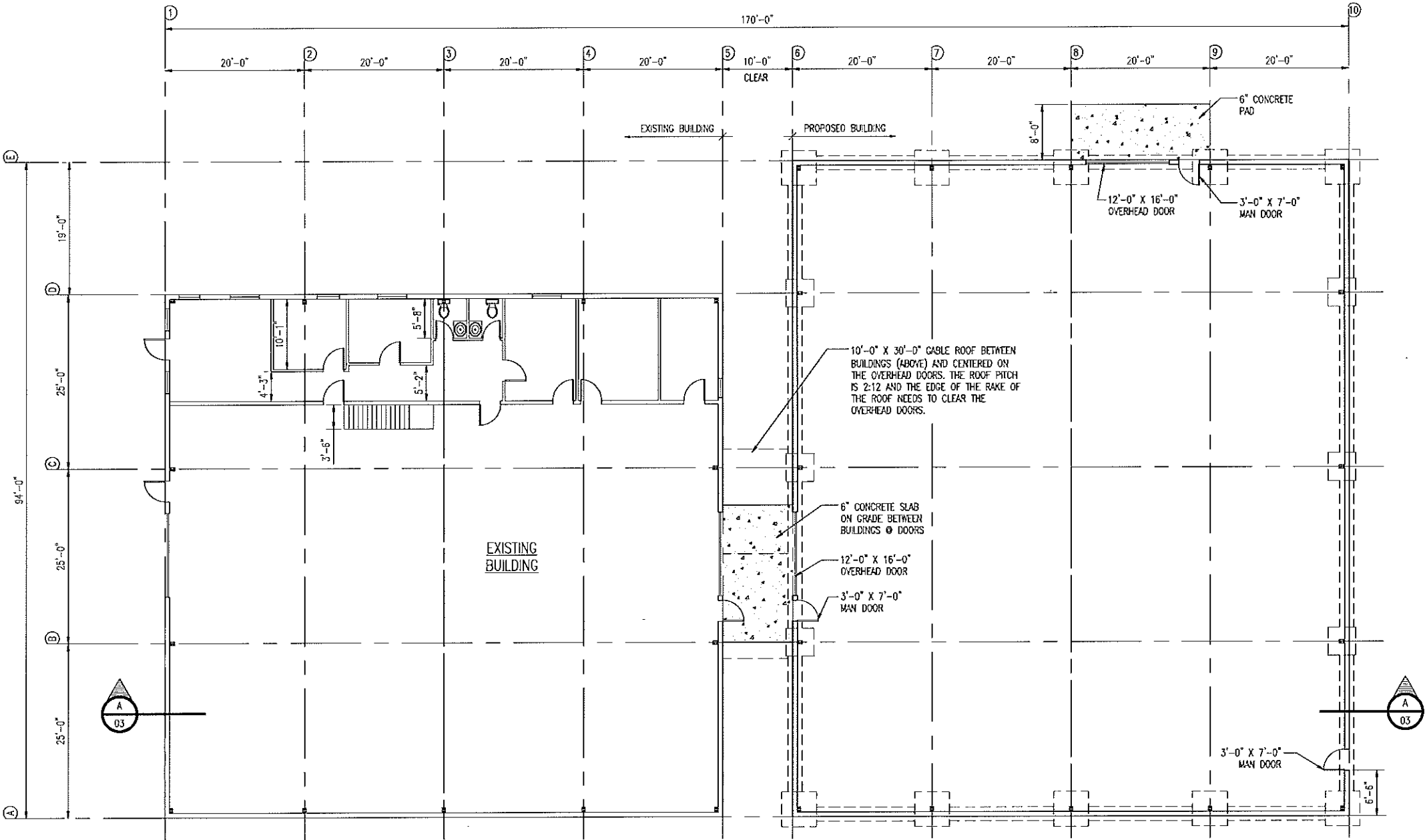
REV.	REVISION RECORD	DATE
A	PARKING LOT REVISIONS	09/14/1
B	DRAINER REVISIONS AND COMMENTS	09/21/1
C	REVISE GATE LOCATION	09/24/1



PROJ. NO.	1991	PORT OF ST. HELENS	
DWG. BY	MA	RAINSHADOW LABS EXPANSION	
APPR. BY		EXISTING CONDITIONS SITE PLAN	
SCALE	NOTED	DATE	5/11/15
		DWG. NO.	D-1991-1000-03-C

DATE: 09/24/15
REVISED PRINT
VOID ALL PREVIOUS

DATE: 09/21/15
PRELIMINARY
NOT
FOR CONSTRUCTION



MECHANICAL/ELECTRICAL NOTES

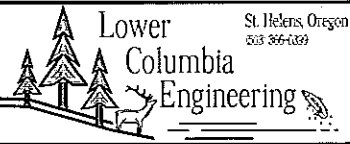
1. CONTRACTOR IS RESPONSIBLE FOR INSTALLING ALL NEW HVAC EQUIPMENT AND COORDINATING ELECTRICAL REQUIREMENTS AND HVAC REQUIREMENTS WITH THE SUB- CONTRACTORS.
2. ROUTING OF WIRING AND JUNCTION BOXES FOR NEW LIGHTING, LIGHT SWITCHES AND MECHANICAL EQUIPMENT IS THE RESPONSIBILITY OF THE CONTRACTOR.
3. CONTRACTOR TO PROVIDE ELECTRICAL DRAWINGS FOR THE PERMIT PROCESS. THIS IS A DESIGN BUILD MECHANICAL AND ELECTRICAL PROJECT. CONTRACTOR IS RESPONSIBLE FOR DESIGN. THESE DRAWINGS ARE CONCEPTUAL ONLY.
4. CONTRACTOR TO PROVIDE ELECTRICAL PERMIT.
5. CONTRACTOR TO PROVIDE MECHANICAL PERMIT AND REQUIRED DRAWINGS FOR MECHANICAL PERMIT. MECHANICAL CONTRACTOR RESPONSIBLE FOR SIZING SYSTEM APPROPRIATELY FOR THE ADDITION. THE MECHANICAL UNIT FOR THE ADDITION IS TO MATCH THE UNIT IN THE ADJACENT BUILDING AND IT IS TO BE PROPERLY SIZED FOR THE ADDITION.
6. CONTRACTOR IS RESPONSIBLE FOR PROPERLY SECURING ALL FIXTURES TO ENSURE PROPER PERFORMANCE AND SAFETY AT ALL TIMES, INCLUDING SEISMIC ACTIVITY.
7. ALL NEW ELECTRICAL WORK TO BE WITHIN THE WALLS. COORDINATE ALL ELECTRICAL OUTLETS AND DATA WITH THE OWNER/TENANT.

FOOTING SIZES TO FOLLOW
AFTER RECEIPT OF BUILDING
REACTION FROM MANUFACTURER.

PROPOSED FLOOR/FOUNDATION PLAN

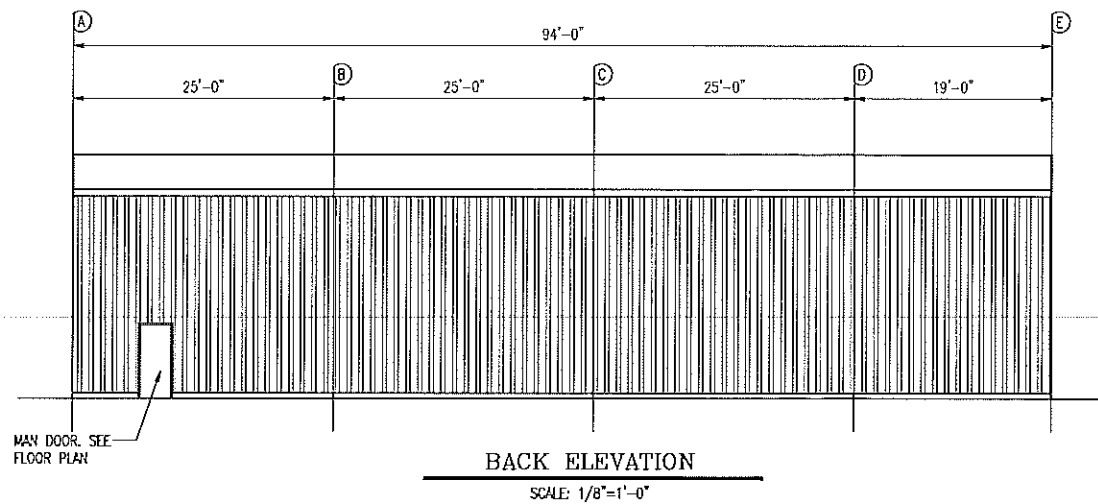
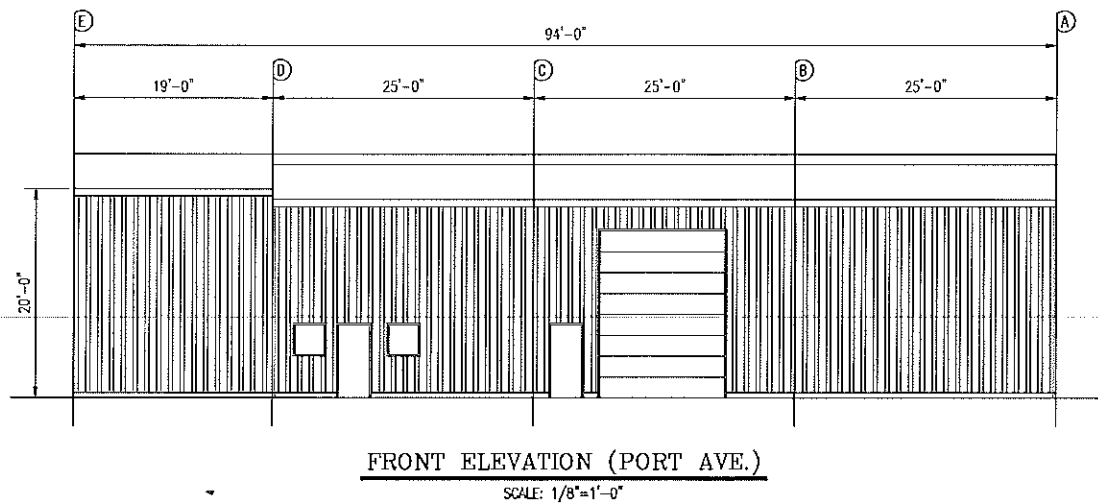
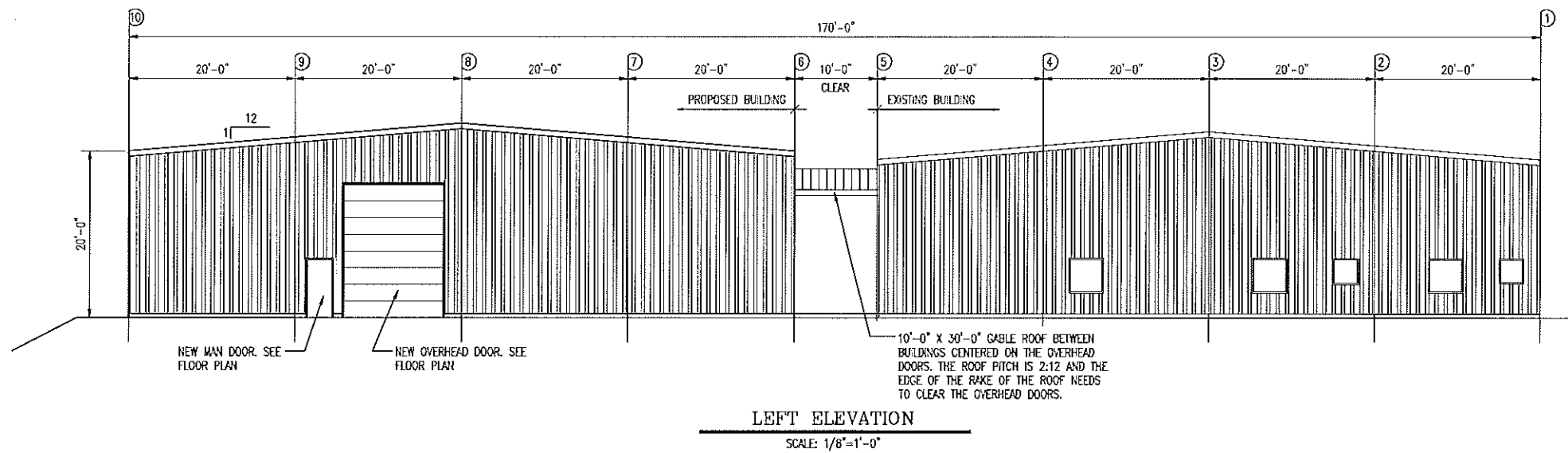
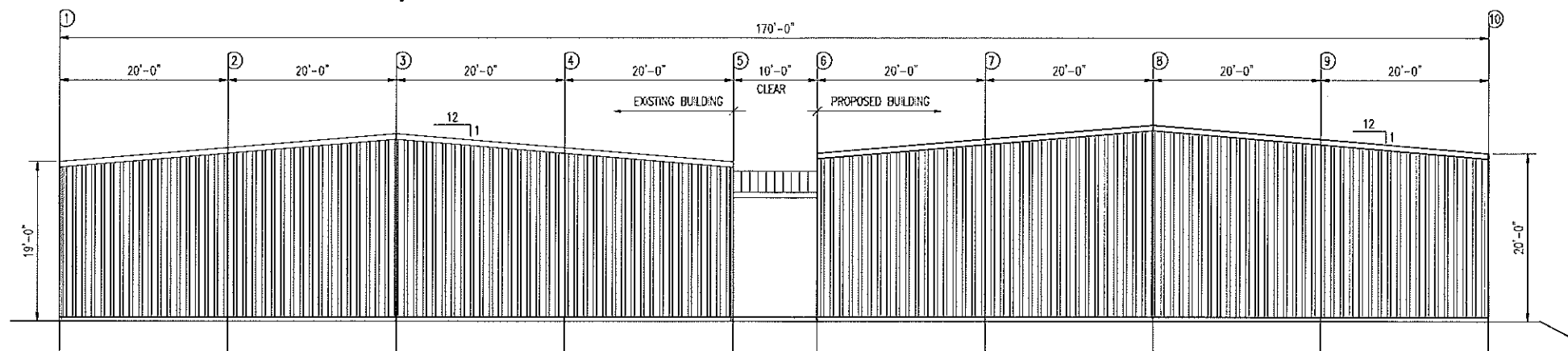
SCALE: 1/8"=1'-0"

REV.	REVISION RECORD	DATE
F	REVERSE MAN DOOR SYMBOLS	09/24/15
B	OWNER REVISIONS	5/16/15
C	OWNER REVISIONS	07/16/15
D	FOUNDATION INFORMATION ADDED	09/09/15
E	REVISE NOTES FOR OWNER	09/16/15

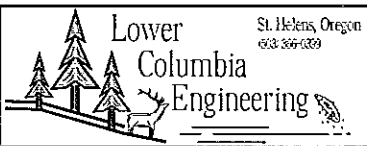


PROJ. NO.	1991	PORT OF ST. HELENS
DWG. BY	MA	RAINSHADOW LABS EXPANSION
APPR. BY		PROPOSED FLOOR/FOUNDATION PLAN
SCALE	NOTED	DATE 5/11/15
DWG. NO.	D-1991-2000-01-F	

DATE: 09/24/15
REVISED PRINT
VOID ALL PREVIOUS
DATE: 09/16/15
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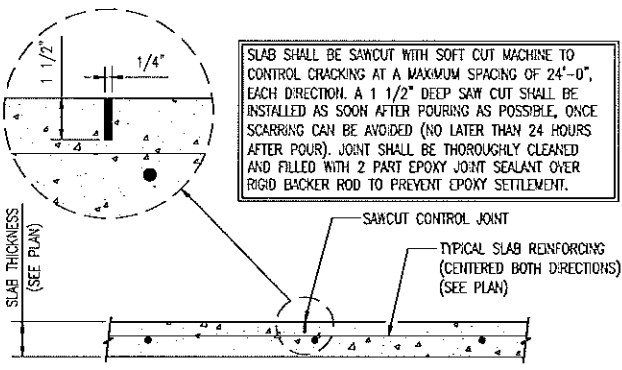


REV.	REVISION RECORD	DATE
A	REVISED ELEVATIONS	5/11/15
B	OWNER REVISIONS	6/16/15
C	OWNER REVISIONS	07/16/15
D	REVISE NOTES PER OWNER	09/16/15
E	REVISE DOOR NOTE	09/21/15

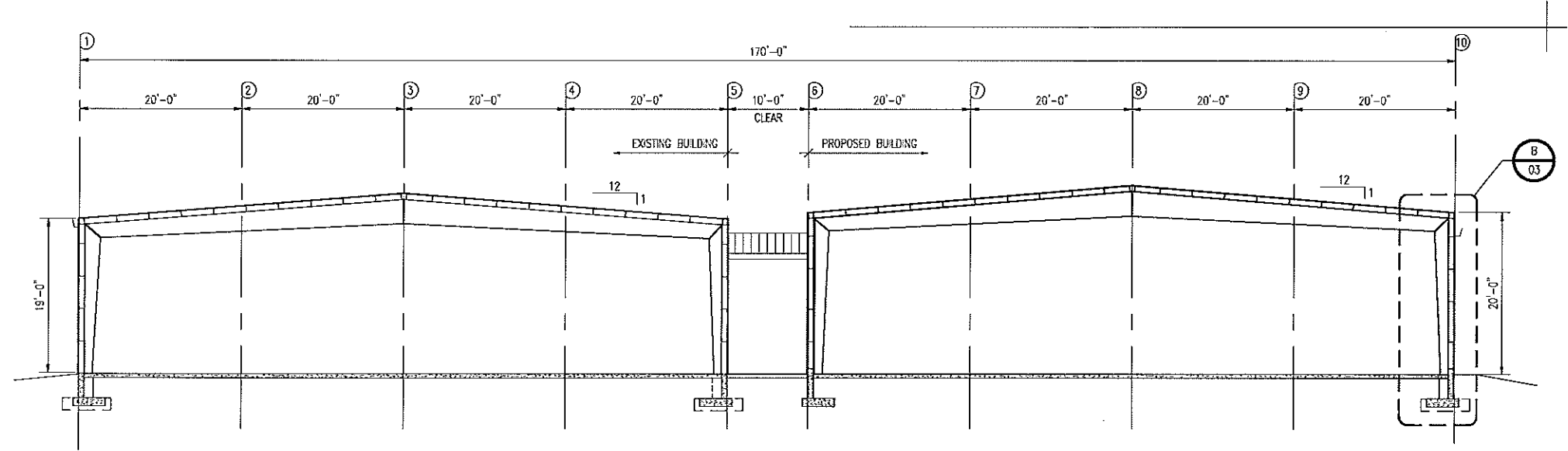


PROJ. NO.	1991	PORT OF ST. HELENS
OWN. BY	MA	RAINSHADOW LABS EXPANSION
APPR. BY		EXTERIOR ELEVATIONS
SCALE	NOTED	DATE 5/11/15
DWG. NO.	D-1991-2000-02-E	

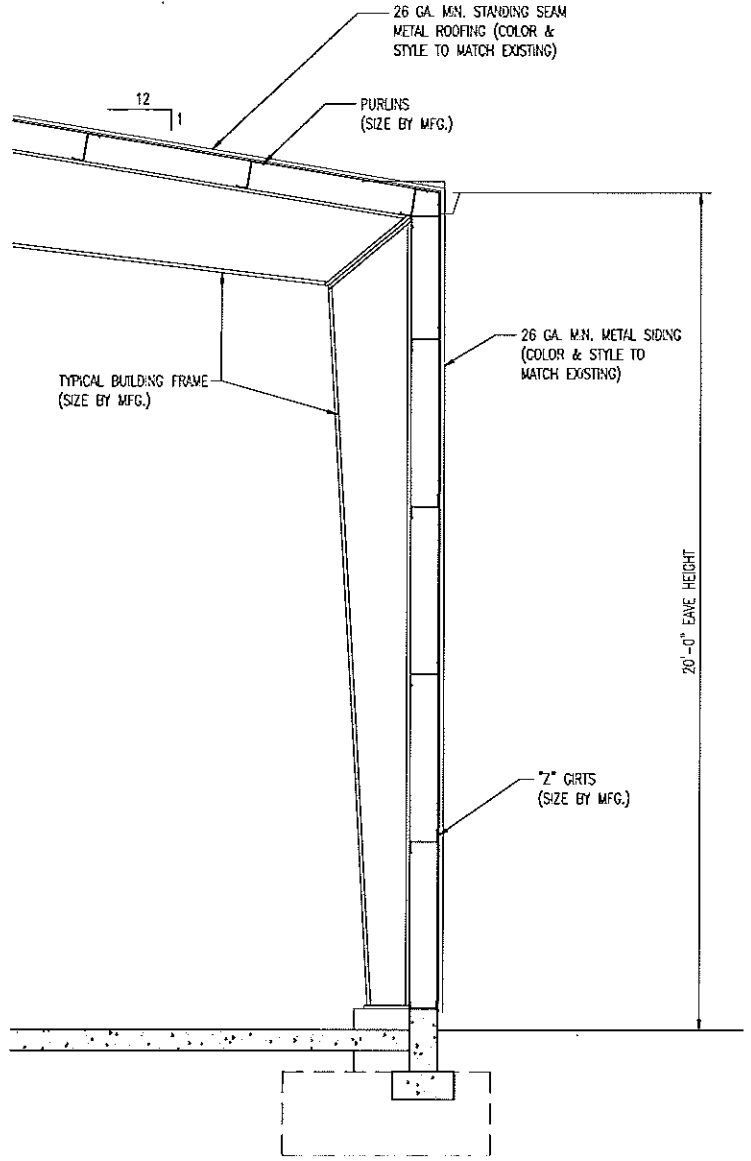
DATE 09/21/15
PRELIMINARY
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FOR CONSTRUCTION



SAW CUT CONTROL JOINT DETAIL
SCALE: NTS



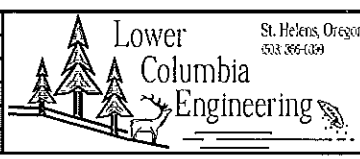
A BUILDING SECTION
SCALE: 1/8"=1'-0"



B WALL SECTION
SCALE: 1/2"=1'-0"

DATE: 09/16/15
PRELIMINARY
NOT
FOR CONSTRUCTION

REV.	REVISION RECORD	DATE
A	REVISED SECTION	5/11/15
B	OWNER REVISIONS	6/16/15
C	OWNER REVISIONS	07/16/15
D	WALL SECTION AND DETAIL	09/09/15
E	REVISED ROOF BETWEEN BUILDINGS	09/16/15



PROJ. NO.	1991	PORT OF ST. HELENS
DWG. BY	MA	RAINSHADOW LABS EXPANSION
APPR. BY		BUILDING SECTIONS AND DETAILS
SCALE	NOTED	DATE 5/11/15
DWG. NO.		D-1991-2000-03-E

FILE SPR. 5.15

Site Development Review Narrative

Milton Creek Industrial Park, Rainshadow Labs Facility Expansion

Project Summary

The Port of St Helens is proposing an expansion to our building at 200 Port Avenue, currently leased to Rainshadow Labs. The expansion will be 7,520 sf and located behind the existing building, as shown on the attached plans. Our tenant will be using this space exclusively for storing product, with no expected increase in employment.

The existing building is approximately 7,500 sf of manufacturing and storage space. The additional storage space will increase the capacity, flexibility and efficiency of the existing processing operation.

While this plan was being developed it was discovered that the current street access is not what was originally permitted. As part of this project we will be addressing this issue, as well as refreshing the landscaping and parking areas in the front of the building.

Applicable Regulations

St. Helens Community Development Code

17.32 Zones and Uses

The property is zoned HI Heavy Industrial. All manufacturing, repairing, compounding, research, assembly, fabricating, or processing activities without off-site impact is outright permitted in the zone.

17.40 Wetlands and Riparian area Protection Zones

There is a wetland area crossing the extreme south west corner of the property. There may be wetland areas in the lot sharing the property line to the northwest. To address this possible wetland area we have sited the building as far as is practicable from the potential wetland areas. We are also proposing to install a fence near the southwest corner of the building to deter any interaction or impact to the wetland area. The precise fencing location would be field fit after the building has been constructed to allow for sufficient access around the building for maintenance and emergency egress activities.

17.46 Floodplains and Floodways

There are no floodplains or floodways on the property.

17.52 Environmental and Performance Standards

This project will not generate any excessive noise, visible emissions, vibration, odors, glare or heat discernable at the property line. Solid waste will be appropriately stored and disposed of. All State and Federal rules will be followed for any hazardous materials that may be necessary for the manufacturing process.

17.72 Landscaping and Screening

Landscaping will be updated along the street frontage as indicated on the attached plans. The

new addition is already screened from the road by the existing structure. As previously mentioned a fence will be added along the southwest corner of the expansion to deter access to possible wetland areas.

17.76 Visual Clearance Areas

Adequate visual clearances will be maintained to Port Avenue.

17.80 Parking and Loading Areas

Parking requirements for the Industrial, Manufacturing, Processing use are 1 space per employee of the largest shift. This plan provides for 8 parking spaces, one of which is an accessible parking space. The current employment for the building is ~~XX~~ and no additional employment is anticipated.

2

1 (SD)

Bicycle parking for Industrial uses is five percent of the parking spaces, or (5% of X) spaces. The 300 Port Avenue building is owned by the Port and also leased to Rainshadow Labs. The majority of Rainshadow's employees work in that building so we propose that this requirement would be better met by installing a bike rack at the 300 Port Avenue building, where it is more likely to see regular use.

The loading area will continue to be the existing loading area for the building, front and center facing the street.

17.84 Access, Egress, and Circulation

The property has existing access from Port Avenue. This is the only practicable access to city roads due to the presence of a railroad spur and possible wetlands in the area. The building has a ground level main entrance.

17.88 Signs

No additional signage is anticipated at this time. Any new signage will conform to sign standards.

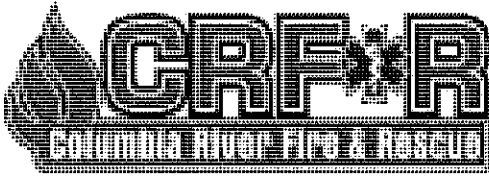
17.152 Street and Utility Improvement Standards

No new or additional utilities will be required for this project. The building is already well served for general manufacturing needs. There will be a need to relocate the power pole behind the building to allow for development. This work will be coordinated with the PUD.

No street improvements are anticipated beyond those shown on the plans to address the street access issue.

17.156 Traffic Impact Analysis

This action does not meet the 17.156.030 Applicability requirements. No zone change, use change, or direct Highway 30 access is proposed. The site is currently operating and this proposal is to add additional storage space. No significant change in traffic associated with the site is anticipated.



Columbia River Fire & Rescue

Fire Chief's Office

270 Columbia Blvd ★ St Helens, Oregon ★ 97051

Phone (503)-397-2990x101 ★ www.crfr.com ★ FAX (503)-397-3198

November 18, 2015

Jennifer Dimsho, Planning
City of St. Helens
265 Strand Street
St. Helens, OR 97051

RE: **Port of St. Helens
Site Design Review / SDR.3.15
4N1W-1700-100
58144 Old Portland Rd.**

Dear Jennifer:

I have reviewed this SDR and would note that the Fire District will follow the City Building Official's lead on the project to ensure provisions of the Fire Code are met. Hydrant coverage and fire apparatus access will need to be evaluated.

If you need more input from the Fire District please call me.

Regards,

Jay M. Tappan

Jay M. Tappan
Chief/Acting Fire Marshal

cc: file

Attendees:

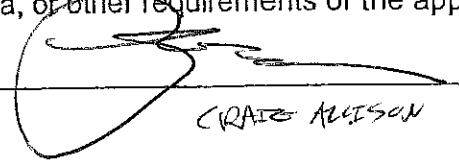
Preapplication Conference for 200 PORT AVE - NEW WAREHOUSE BLDG

Preface - Unless excepted herein, all applicants for quasi-judicial land use applications shall be required to meet with the Director for a preapplication conference. Another preapplication conference is required if an application is submitted more than six months after the initial preapplication conference. Unless excepted, a pre-application conference is a jurisdictional prerequisite to filing an application.

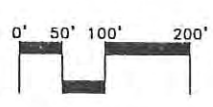
Content - Preapplication conference issues. At the preapplication conference, Director, the applicant, and the representatives from other City departments and state agencies shall discuss issues that relate to the proposed development and application. Those issues shall include but not be limited to the following, as applicable to the proposed development:

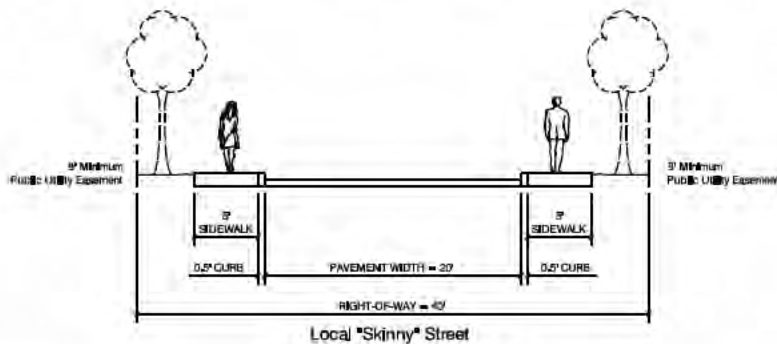
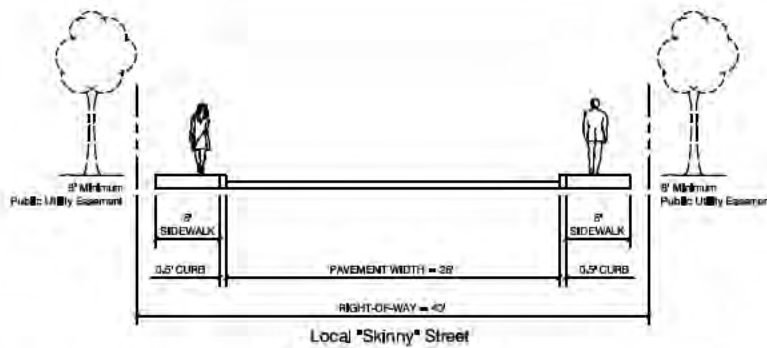
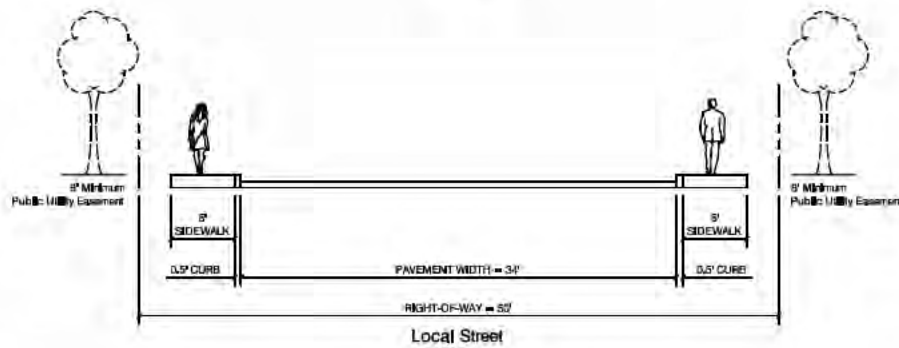
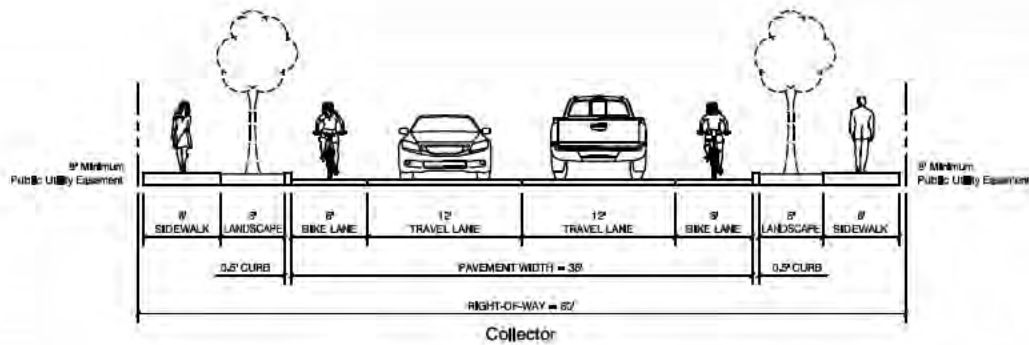
1. The burden on the applicant to demonstrate consistency with the Comprehensive Plan and the requirements of the Land Development Code; and,
2. Identification of the application requirements and appropriate development review procedures for the proposed development, and a tentative schedule of review for any proposed consolidation of review for more than one application; and,
3. The consistency of the request with the land use and zoning designations on the property; and,
4. The relationship between the proposed development and surrounding land uses;
5. Physical characteristics of the site proposed for development including but not limited to environmentally sensitive areas, wetlands, uplands, wildlife protection issues and existing roads, utilities, easements, and facilities; and,
6. The characteristics of the proposed site development including proposed on-site streets, utilities or other public and private facilities, including common open areas, recreation areas and maintenance mechanisms designed to guarantee the care and upkeep of the common elements; and,
7. Status of public facilities that would serve the proposed development, including specifically the public facilities, water, sewer, solid waste, drainage, roads, parks and mass transit; and,

Responsibility - The applicant has the burden to demonstrate strict compliance with each and every applicable approval criterion by providing competent substantial evidence of compliance for the record. The burden is on the applicant to ascertain for themselves what is required for approval from the text of the local code, plan and state statutes. The information and opinions provided in a preapplication conference is for the general assistance of the applicant, and shall not be binding on the City, the applicant or any of the participants. Failure of the Director to cite or identify any of the information required by this chapter shall not constitute a waiver of the standards, criteria, or other requirements of the application.

Completed on AUG. 18, 2015 By: 

CRAG ALLISON





LEGEND



TREES TO BE PROVIDED AS APPROPRIATE PER CITY CODE AND LOCATION SPECIFIC CONSIDERATIONS



STANDARD CROSS SECTIONS
ST. HELENS, OREGON

FIGURE
7-3

June 30. 1988

Port of St. Helens
Peter Williamson, Port Manager
P.O. Box 598
St. Helens, OR, 97051

Dear Peter:

This letter is to inform you of the decision of the St. Helens Planning Commission at their June 28, 1988 meeting to approve the site design you submitted for a 6000 sq. ft. building on Port property along Port Ave. Your site plan was approved with three conditions. Those conditions are:

1. Access be limited to one access off of Port Ave. The choice of which access that will be used will be left up to the Port to determine.
2. All signs must meet conform to the City's Sign Ordinance.
3. A drainage plan be submitted and approve by the City's Public Works Director or his designate prior to obtaining a building permit.

A copy of the approved site plan, with the conditions of approval, has been included for your records.

Upon completion of a drainage plan and submission of building plans to the City Building Inspector, a building permit can be issued for this project.

If you have any questions or if I can be of any further assistance to you please do not hesitate to contact me.

Sincerely,

Brian Little
Planning/Community Development Director

cc Jerry Miller, PWD
Bill Ward, Building Official

COPY

LANDSCAPING PLAN

Approved by P.C.

Approved as Site Plan
also by St. Helens Planning
Commission on June 28,
1988 w/conditions

- ① Only one access to be chosen by Port
- ② Signs must conform to City Sign Ord.
- ③ Prunage Plans be submitted to L.W.D. for approval

SCALE: 1" = 20'

BL

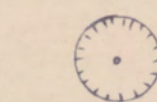
PLANT LIST

QTY.	SCIENTIFIC NAME	COMMON NAME	SIZE
TREES:			
7	ELAEAGNUS ANGUSTIFOLIA	RUSSIAN OLIVE	6-8'
SHRUBS/GROUNDCOVER:			
45	COTONEASTER DAMMERI 'SKOGSHOLMEN'	SKOGSHOLMEN COTONEASTER	1 GAL.
34	GENISTA LYDIA	LYDIA BROOM	1 GAL.
51	GENISTA PILOSA	WORDWAXEN	1 GAL.
60	POTENTILLA FRUTICOSA 'GOLD STAR'	GOLD STAR CINQUEFOIL	1 GAL.

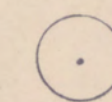
DESIGN NOTES:

1. SITE SIZE 63,000 #, 6,000 # BUILDING, 6,400 # LANDSCAPING.
2. SIGN LOCATION AND DESIGN TO BE DETERMINED AT LATER DATE.
3. 8 PARKING SPACES PLUS ONE HANDICAPPED. EXTRUDED CURBING ON PLANTING BED FOR TIRE STOP.
4. ALL REFUSE CONTAINERS HOUSED WITHIN BLDG. OR INSIDE CYCLONE FENCE.
5. 18" TOPSOIL TO ALL PLANTED AREAS COVERED BY 3" BARKDUST.
6. ELAEAGNUS TO BE PRUNED TO SINGLE TRUNK TREE AND DOUBLE STAKED FOR ONE YEAR.
7. FOUR WALL MOUNTED SECURITY LIGHTS.
8. COTONEASTER PRUNED TO LOW LYING HEDGE AS IT APPROACHES MATURITY.

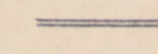
SYMBOLS:



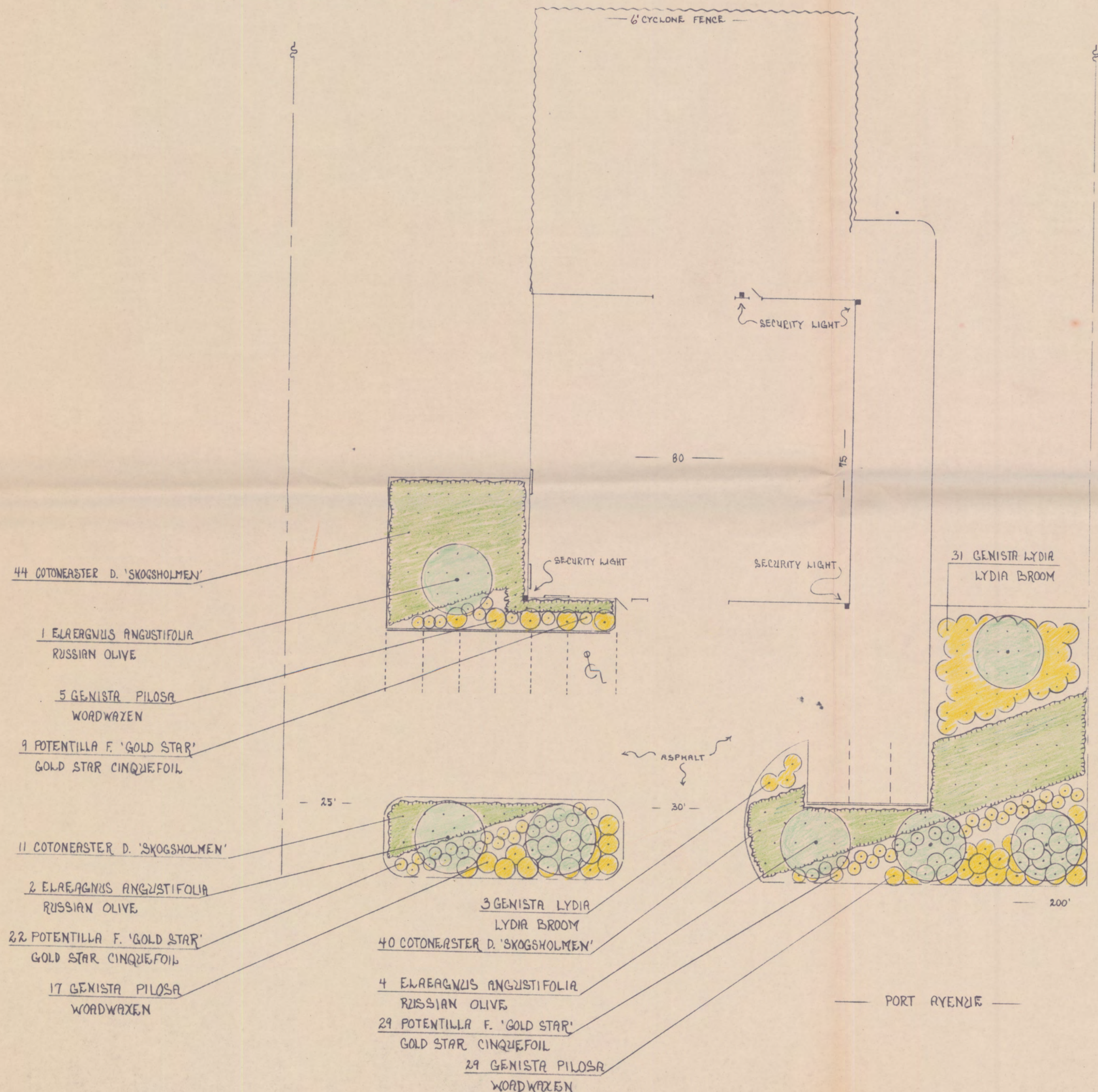
EVERGREEN



DECIDUOUS



EXTRUDED CURB



judy marracci

6/88

JUNE 28, 1988
(EXCERPT) PLANNING COMMISSION
REGULAR MEETING
MINUTES
PC. 6-28-88, page 2

2. Current City Ordinances prohibit curb cuts in excess of 25 feet. A 25 foot curb cut will not allow two vehicles to utilize the driveway at the same time. Miller suggests that we defer to the State Highway Divisions expertise and revise the City's current ordinance.

3. The site plan did not address stormwater runoff, and Burgerville must be required to provide for the disposal of stormwater.

Commissioner Barbour asked about the build up of water on the property. Little stated this problem would be corrected with the new building.

Commissioner Corsiglia asked Kathy Bevis if Burgerville would have any problem accepting the turn lane from Sykes Road. She stated they would be willing to accept the responsibility for it. Miller stated that the Sykes Road improvement would be completed before the Burgerville improvement. The road work would begin somewhere around the first of August.

No Opponents were present.

The public comment period was closed.

COPY

DECISION

Commissioner Jim Calnon moved to adopt the Findings of Fact as presented in the Staff Report with the inclusion of the memo from Jerry Miller and Calnon also moved that the Site Design Review be approved with the following conditions.

1. The cooperation of Burgerville to construct a right turn lane as specified in Jerry Miller's memo.
2. The signs to be applied to the property need to comply with City ordinance, and be presented for approval.
3. The drainage issue be addressed in cooperation with the City plans for Sykes Road development.

Commissioner Barbour seconded the motion and it passed by unanimous vote.

SITE DESIGN REVIEW: PORT OF ST. HELENS

Little read the Planning Staff Report and the Port's request for a new 6,000 square foot industrial building on Port Avenue between the PUD building and Sunset Equipment.

START HERE

PC, 6-28-88, Page 3

The Port has negotiated a lease with a company that operates a portable industrial machinery washing business. This building would be used as their office and their trucks would be stored there when they are not in operation. The actual washing occurs at a business that contracts with them. Port officials indicate that the operator is running out of room at their present location and a larger facility is needed.

Little states that this is a typical type of request for an industrial area. The building is one that would commonly be found in an industrial park such as this one.

There are areas of concern though. First the plot plan shows two access points from Port Avenue 60 feet apart. This would not necessarily be good traffic control. The idea of a joint access is a good, however, two accesses in 60 feet would not be good. If the Port wants to have joint access, then the driveway in the center should be blocked off.

Secondly, no drainage plans were submitted. It is important to know what impact the development will have on drainage patterns in the area. Little feels before the building is started, a drainage plan needs to be submitted to Public Works for their approval.

If these issues can be resolved, then the proposal will conform with the requirements for site design approval.

Chairman Iverson opened the review for public comment.

PROPOSONENTS

Chairman Iverson asked Little if more had been discussed with the Port on the access issue.

Joe Schultz, Vice President of the Port, stated that the property adjacent to the Port property will probably be leased to someone else. The other exit could be curbed off so as not to have two accesses within 60 feet of each other.

Wally Thompson, also with the Port, stated they would like to have the flexibility of choosing between the two accesses.

Commissioner Calnon asked what type of trucks would predominately use the access. It was stated that 2-1/2 ton trucks would be used.

With no opponents present the public hearing was closed.

DECISION

Commissioner Corsiglia moved that the Site Design Review for

COPY

PC, 6-28-88, Page 4

the Port be accepted with the following stipulations.

1. That the drainage plan be submitted to Public Works for their approval.
2. If joint access to adjoining property to the east is developed then the second access must be eliminated. The access selected will be left up to the Port.
3. The signage must be in compliance with City ordinance and limited to the site.

Commissioner Barbour seconded the motion and it passed by unanimous vote.

SITE DESIGN REVIEW: ROBERT A. LUCAS - CONVERSION - KELLY'S KITCHEN

Little read the Planning Staff Report which requests approval by Robert Lucas for the conversion of the Kelly's Kitchen building at 100 St. Helens Street, which was a restaurant, to a lawyer's office with the addition of another 407 sq. ft. of floor space.

Mr. Lucas would like to be closer to the courthouse. His proposed plan would be to convert the building into an office. The building would be added onto on two sides. A second story is planned and included with the application, however only the first floor will be done immediately. The building is in the City's National Historic District, but is considered nonsignificant and noncontributing.

Chairman Iverson opened the public hearing.

PROPOSONENTS

Little stated that he feels natural tones or brick siding would help to preserve the historic harmony of the area. Even though this building currently does not lend anything to historic values Little would like it now to come into line with the historical setting of surrounding buildings.

Robert Lucas stated he would like to use brick on his building. Although the building would look more modern than historical, due to the design of the building now.

With no Opponents present the public hearing was closed.

DECISION

Commissioner Barbour moved that the Findings of Fact be accepted with the stipulation that the second story meet City codes and

COPY

City of St. Helens

P.O. BOX 278

PHONE (503) 397-6272

St. Helens, Oregon

97051

PLANNING STAFF REPORT

TO: Planning Commission DATE: June 17, 1988
FROM: Brian Little REVIEW DATE: June 28, 1988
SUBJECT: Site Design Review for a new industrial building
 on Port Ave.
APPLICANT: Port of St. Helens

** ** ** ** **

REQUEST:

Site design review of a new 6000 sq. ft. industrial building on Port Ave. between the PUD building and Sunset Motors.

BACKGROUND:

The Port has negotiated a lease with a company that operates a portable industrial machinery washing business. This building would be used as their office and their trucks would be stored there when they are not in operation. The actual washing occurs at a business that contracts with them. Port officials indicate that the operator is running out of room at their present location and a larger facility is needed.

GENERAL INFORMATION:

1. Location- The project site is located along Port Ave. between Sunset Motors and the PUD Building on property owned by the Port of St. Helens.
2. Field Inspection- The site is relatively flat ground that is undeveloped. The site is covered with low growing ground cover. Much of the surrounding land is also undeveloped.
3. Comprehensive Plan- The Comprehensive plan designates the site as Heavy Industrial.
4. Zoning- The City Zoning Map designates the property as Heavy Industrial.
5. Access- Access to the property is from Port Ave. a paved street maintained by the City.
6. Layout- The plans call for a 6,000 sq.ft. metal fabricated building with another 6,000 sq.ft. of fenced area behind the building. Access would be from either a 30 ft. drive in the center of the property or a 50 ft. drive to the east of the building to be shared with a another potential

COPY

leasee. The Port will lease 63,000 sq.ft. to this operator. 6,400 sq.ft. of landscaping will be provided which is more than the 10% requirement. 9 parking spaces are being provided. Loading and unloading will be provided behind the building within the fenced area.

7. Circulation- The building will be set on the lot so that trucks can drive all the way around the building.

8. Building Design- The building will be 26 gauge commercial steel siding and roofing. There will be an overhead door on both ends of the building. A small office will be framed in on the front corner of the building according to the plans.

9. Signage- There are no signs proposed at this time.

10. Landscaping- A landscaping plan has been submitted that provides for 6,400 sq.ft. of landscaping. This is approximately 11% of the area that will be leased.

11. Drainage- No drainage plans have been submitted. There is a natural drainage to the west of the site where drainage can be directed. Plans for drainage need to be approved by Public Works.

APPROVAL CRITERIA AND EVALUATION:

1. Crime Prevention- Security lighting is proposed on three sides of the building that will provide for adequate lighting. The building is situated on the lot so that police vehicles will be able to patrol around the building. Chief Bowles indicated that this area is subject to random patrols and more development will provide less cover for hiding.

2. Handicap Provisions- The parking plans call for a one handicap parking space next to the door.

3. Preservation of Natural Landscape- Only the front portion of the lot will be developed. The rest of the lot will be left in a natural state. The area to the west is a natural drainage. The Port has indicated that this property will not be developed until drainage of the area has been studied.

4. Energy Conservation- No special provision have been taken to enhance energy conservation measures.

5. Pedestrian and Vehicular Circulation- The plot plan call for a 30 ft. driveway in the center of the leased area and a 25 ft. drive on the east side of the leased area. The thinking is that the 25 ft. access on the east could be used combined with another leasee as a joint access. Having two access so close together is not a good idea. One or the

COPY

other should be approved for access but not both. The parking area will only be a small portion of the site so that a sea of asphalt will not be a problem. A service drive will be constructed around the side of the building that will allow for safer traffic patterns.

6. Signs and Graphics- No signs or graphics are proposed at this time.

7. Surface Drainage- No drainage plans have been included. Plans need to be approved by Public Works for a program to control drainage.

8. Relationship to Surrounding Development- This area is part of the Port's industrial park. This type of use would be compatible with the surrounding development in the area.

9. Architectural Quality- The building will be a typical metal building that is found in many commercial and industrial areas. It is neither unique nor out of the ordinary.

10. Scenic Areas- This area has not been identified as having a scenic view.

11. Service and Delivery- A service drive will be constructed around the side of the building to the back of the building so that traffic will be separated from the general public area.

12. Buffer and Screening- This site is in the middle of an industrial park area and screening will not be of a major concern.

13. Landscaping- A landscaping plan has been submitted that addresses the requirements for site design review in industrial areas.

DISCUSSION TOPICS:

This is a typical type request for an industrial area. The building is one that would commonly be found in an industrial park such as this one.

There are areas of concern that the staff has. First the plot plan shows two access points from Port Ave 60 feet apart. This would not necessary be good traffic control. The idea of a joint access is a good one. However, two access in 60 feet would not be good. If the Port wants to have joint access, then the driveway in the center should be blocked off.

Secondly, no drainage plans were submitted. It is important to know what impact the development will have on drainage

COPY

patterns in the area. Prior to building, a drainage plan needs to be submitted to Public Works for their approval.

If these issues can be resolved, then the proposal will conform with the requirements for site design approval.

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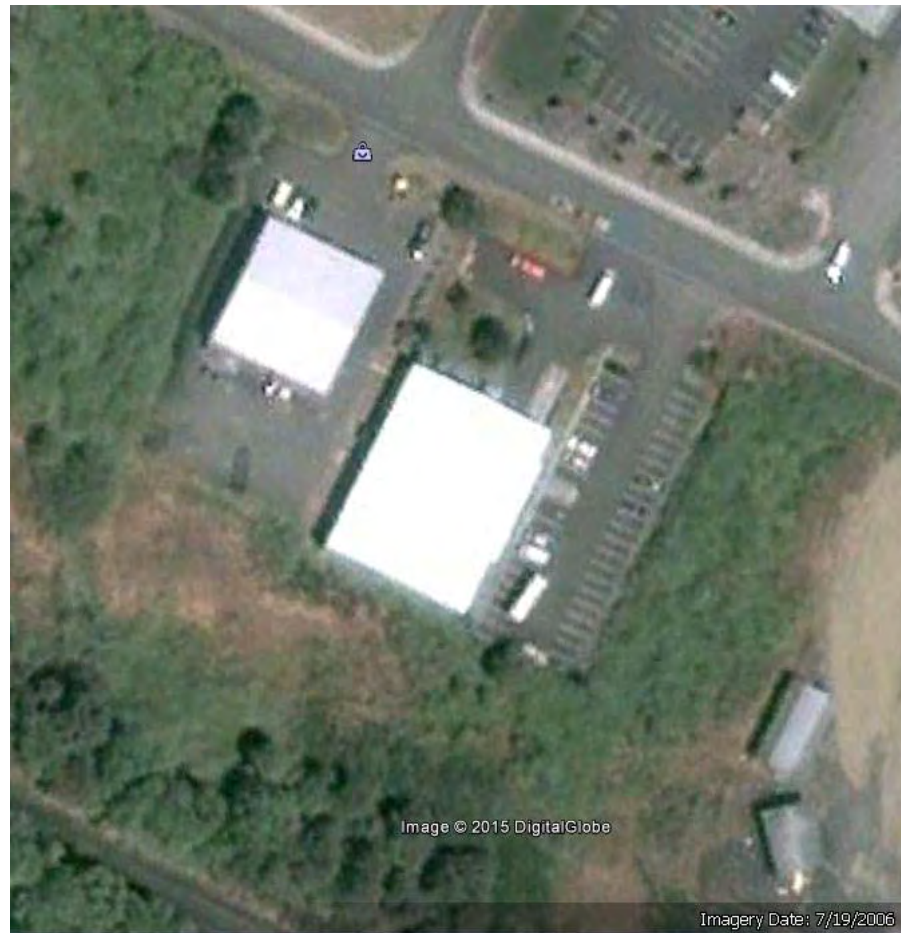


2000 Aerial Photo

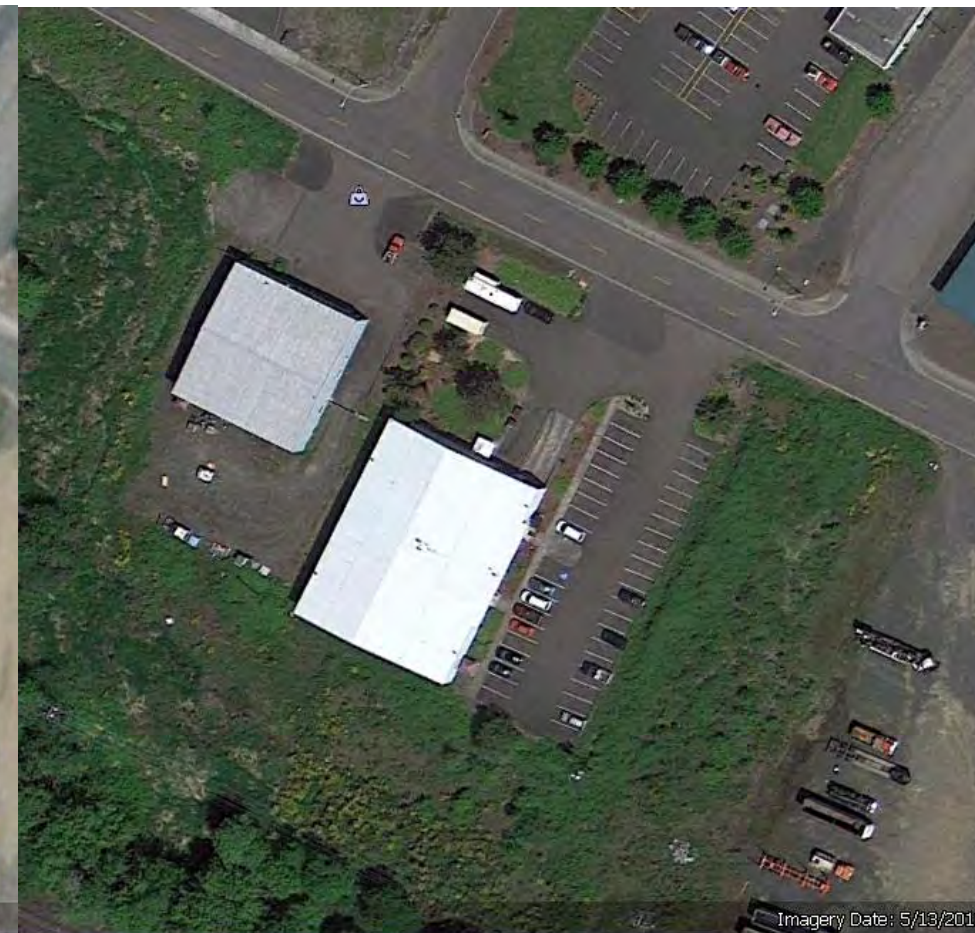
200 Port Avenue

Source: City of St. Helens

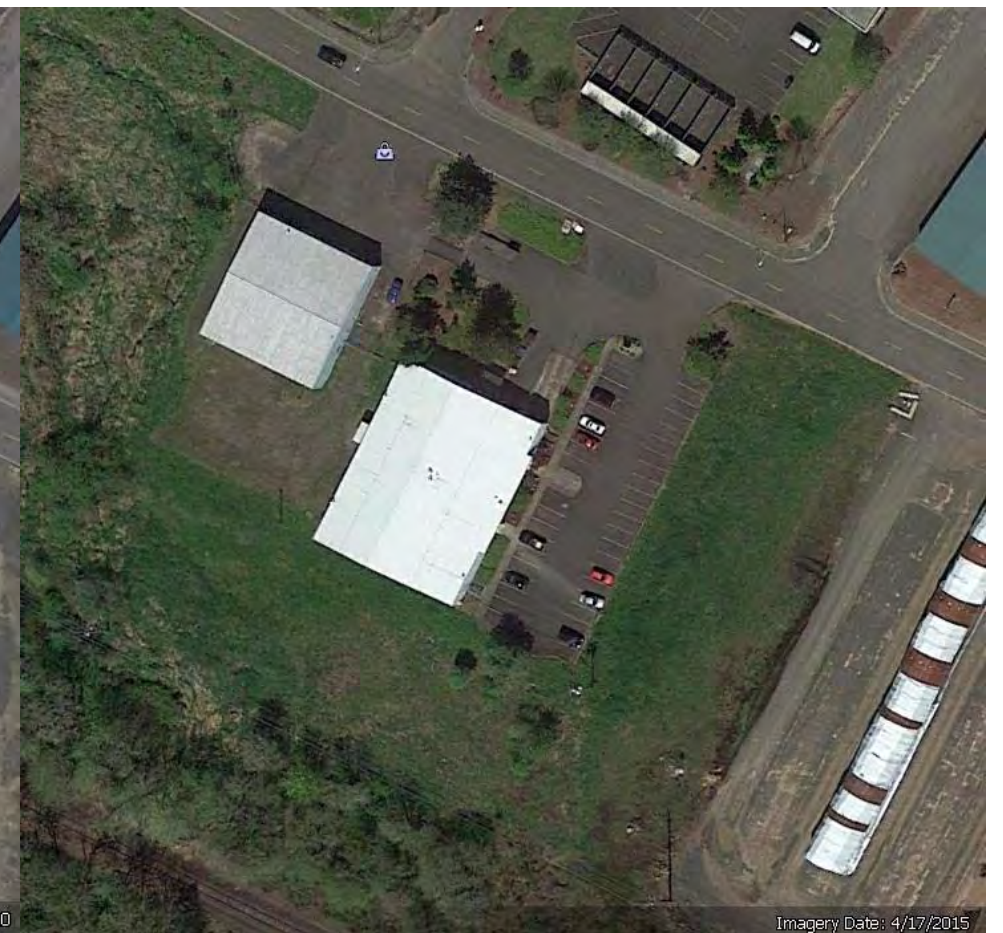




The 200 Port Ave. building (on the left) in 2006.



The 200 Port Ave. building (on the left) in 2010.



The 200 Port Ave. building (on the left) in 2015.

The property at 200 Port Avenue was originally developed in the 1980's. This included an approved site plan and conditions from 1988.

The three aerial photos shown here are from Google Earth and show little change in the site design of 200 Port Avenue except for the landscaping area along Port Avenue. It appears that changes were made after July of 2006 contrary to the approved plan from 1988. As a change in site design, elimination of this landscaping would have required approval from the city to evaluate street access considerations, landscaping requirements and such. The city has no record of the Port of St. Helens attempting to permit these changes.

The building in the center of the pictures is 300 Port Avenue, also owned by the Port of St. Helens.



CITY OF ST. HELENS PLANNING DEPARTMENT

MEMORANDUM

TO: City Council
FROM: Jacob A. Graichen, AICP, City Planner
RE: Port of St. Helens (appellant) fee waiver request for file Appeal AP.1.15
This is an appeal of Site Design Review SDR.5.15 for 200 Port Avenue
DATE: December 29, 2015

Attached to this memo is an email from the Port of St. Helens dated December 11, 2015 requesting a fee waiver for the appeal. SHMC 17.24.345 discusses potential fee waiver or reduction and one of the criteria for meeting the potential waiver/reduction is if the applicant is a public agency.

Note that the code reads “may” be waived, so the Council is not obligated to do so in this case.

Staff's position on the matter is that the fee should not be waived or reduced in this case unless the Council feels staff erred in the original decision. This is because of the time and expense it takes to process appeals.

The fee in this case is \$250.

SHMC 17.24.345 reads as follows:

(1) The fee for a petition (application) for appeal may be waived or reduced and/or refunded in whole or in part to the applicant by the council upon written request if:

- (a) The proposed project will benefit the general public; or
- (b) The applicant is a public agency or nonprofit, community-oriented service organization; or
- (c) Payment of the application fee would pose a financial hardship to the applicant.

(2) Only the “local” portion of a fee may be waived or reduced when a portion of a fee must be remitted to another agency as required by law.

(3) If the reason for the appeal is found to be due to a mistake by the original approving authority and the appellant is the final prevailing party after all appeals are completed, then the fee shall be refunded in full.

Jacob Graichen

From: Scott Jensen <Jensen@portsh.org>
Sent: Friday, December 11, 2015 10:41 AM
To: Jacob Graichen
Subject: Appeal fee waiver request

Jacob,

The Port is seeking a fee waiver for the fee associated with our appeal of SDR.5.15. We are seeking this fee waiver based on St. Helens Municipal Code Chapter 17.24.345 section 1,b "The applicant is a public agency..." and the Port of St Helens is a public agency.

Thank you for your consideration,

Scott Jensen
Planner, Port of St. Helens
503 397-2888
Jensen@portsh.org

City of St. Helens
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 1ST STREET

WHEREAS, according to St. Helens Municipal Code Chapter 10.04 [Traffic Control], the City allows parking on a sidewalk on the east side of South 1st Street in front of the properties at 100 through 160 South 1st Street; and

WHEREAS, citizens have expressed concern regarding the practice of allowing vehicles to park on the sidewalk; and

WHEREAS, vehicles parked on the sidewalk in such a manner as to be safely out of the northbound vehicle travel lane of South 1st Street cover the majority of the width of the sidewalk and therefore violate the Americans with Disabilities Act (ADA) and force pedestrians to exit the sidewalk and enter the vehicle travel lanes to pass around; and

WHEREAS, the 2011 St. Helens Transportation System Plan Update adopted by Ordinance No. 3150 recommends safe passage of pedestrians and ADA compliance.

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

Section 1. **Amendment.** Code section 10.04.150 [Prohibited parking or standing], is hereby amended to read as follows (new language underlined, deleted language ~~stricken~~):

10.04.150 Prohibited parking or standing.

(1) No person shall park or stand:

(k) A vehicle on a sidewalk ~~except on the east side of South 1st Street in front of the properties at 100 through 160 South 1st Street.~~

Read the first time:	December 16, 2015
Read the second time:	January 6, 2016

APPROVED AND ADOPTED by the City Council this 6th day of January, 2016, by the following vote:

Ayes:

Nays:

Randy Peterson, Mayor

ATTEST:

Kathy Payne, City Recorder

City of St. Helens
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

WHEREAS, St. Helens Municipal Code (SHMC) Section 8.12.010(1)(d), 8.12.130, 13.12.040(8), 13.12.040(12), 13.12.040(13), 13.12.050(1), 13.12.050(2), and 13.12.090(1) makes connection of downspouts, roof runoff, foundations drains, areaway drains, storm water, surface water, subsurface drainage, groundwater infiltration, bituminous fiber pipe, or other sources or surface runoff or ground water to a public sewer a violation of city code and a nuisance; and

WHEREAS, video inspections have revealed the existence of one or more of the prohibited defects in the building sewer lateral for the parcel listed in Exhibit A, attached hereto and hereby incorporated by reference; and

WHEREAS, it appears that the parcel listed in Exhibit A is a nuisance parcel and the City has the ability to abate the nuisance pursuant to SHMC 8.12.220 – 8.12.260.

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

Section 1. The parcel listed in Exhibit A to this Resolution constitutes a nuisance parcel.

Section 2. Council hereby directs a notice to be posted on said premise listed in Exhibit A which contains: a description of the real property, by street address or otherwise; a direction to remove (repair) the nuisance within 30 days of the date of the notice; a description of the nuisance; a statement that unless such nuisance is removed (repaired), the City will remove (repair) the nuisance and the cost of removal (repair) 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 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. 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 6, 2016, by the following vote:

Ayes:

Nays:

Randy Peterson, Mayor

ATTEST:

Kathy Payne, City Recorder

Exhibit A

Identified Deficient Sewer Lateral Abatement Properties

STREET NO.	STREET	MAP NO.
109	MacArthur Street	4N1W 5AC 8600

**AMENDMENT TO SUBLEASE AGREEMENT
ML - 42848**

Effective Date: _____, 2015

PARTIES: City of St. Helens ("Sublessor")
 PO Box 278
 St. Helens OR 97051
 Phone: 503-397-6272
 Fax: 503-397-4016
 E-mail: jwalsh@ci.st-helens.or.us

AND: Bob Hendrickson ("Sublessee")
 St. Helens Marina, LLC
 PO Box 1054
 St. Helens, OR 97051
 Phone: 503 397-4162

RECITALS

A. Oregon Department of State Lands ("DSL") is the owner of submerged land abutting real property owned by Sublessor. DSL and Sublessor are parties to a waterway lease ("Lease") which was amended on October 7, 2015, to modify the description of the leased premises. The current description of the leased premises is more particularly described in Exhibit A, a copy of which is attached here to and hereby incorporated by reference.

B. Sublessee operates a marina and on June 1, 2009, entered into a Sublease with Sublessor for submerged land leased from DSL. The purpose of this amendment is to adopt the amended description of the leased premises and to set forth an amended rent amount for the premises.

AGREEMENT

1. Sublessor and Sublessee hereby agree that the sublease referred to in Recital B. above shall encompass submerged land described as set forth in Exhibit A; and

2. Sublessor and Sublessee further agree that the rent amount for this sublease shall be \$372 per year.

3. All other terms and conditions of this Sublease shall remain in full force and effect for the remainder of the term of the Sublease.

SUBLESSOR:

City of St Helens

By _____

Name _____

Its _____

Date _____

SUBLESSEE:

St. Helens Marina, LLC

By  _____

Name BRAD HENDRICKSON

Its _____

Date 12/8/15

CONSENT BY LESSOR

The undersigned, as Lessor under the Lease, hereby consents to the foregoing Sublease on the express conditions that: (1) Sublessee shall be and continue to remain liable for the performance of each and every term, covenant, and condition of the Lease on the part of the tenant thereunder to be observed and performed; (2) nothing contained in the Sublease shall be taken or construed to in any way modify, alter, waive, or affect any of the terms, covenants, or conditions contained in the Lease or be deemed to grant Sublessee any privity of contract with Lessor or require Lessor to accept any payment or honor any requests from Sublessee on behalf of Sublessor; and (3) the Sublease shall be deemed and agreed to be a sublease only and not an assignment, and there shall be no further subletting or assignment of all or any portion of the Leased Premises demised under the Lease (including the Lease Premises), except in accordance with the terms and conditions of the Lease.

LESSOR:

Dept. of State Lands, State of Oregon

By _____

Its _____

Date _____

EXHIBIT A

STATE OF OREGON
DEPARTMENT OF STATE LANDS
42848-ML

Lands situated in Columbia County more fully described as follows:

All state-owned submerged lands on the left bank of the Columbia River in Section 34CC, Township 5 North, Range 1 West, Willamette Meridian, Columbia County, Oregon, more particularly described as follows:

Beginning at the intersection of the Southerly Right-of-Way line of Wyeth Street and the Easterly Right-of-Way line of South River Street (Columbia County Assessor's Map 40103BA);

thence waterward along the Southerly Right-of-Way line of Wyeth Street to the intersection with the Mean Low Tide Line of the Columbia River and the TRUE POINT OF BEGINNING;

Continuing waterward and perpendicular to the thread of stream a distance of 475 feet, more or less;

thence downstream a distance of 55 feet;

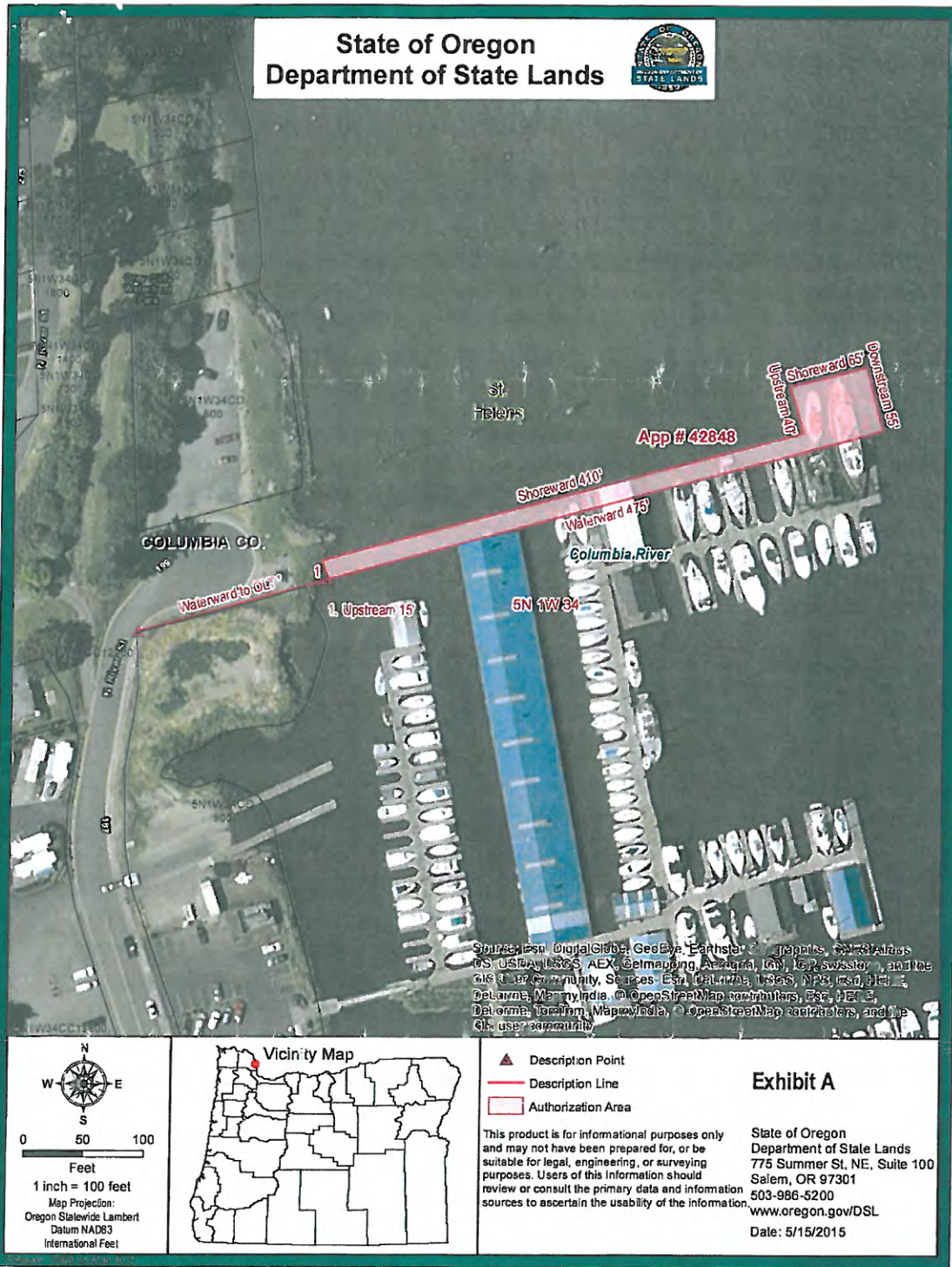
thence shoreward a distance of 65 feet;

thence upstream a distance of 40 feet;

thence shoreward a distance of 410 feet, more or less;

thence upstream a distance of 15 feet, more or less, to the TRUE POINT OF BEGINNING,

Containing 0.23 acres or 10,000 square feet, more or less, as shown on Exhibit "A."



**AMENDMENT TO SUBLEASE AGREEMENT
ML - 42849**

Effective Date: _____, 2015

PARTIES: City of St. Helens ("Sublessor")
 PO Box 278
 St. Helens OR 97051
 Phone: 503-397-6272
 Fax: 503-397-4016
 E-mail: jwalsh@ci.st-helens.or.us

AND: Bob Hendrickson ("Sublessee")
 St. Helens Marina, LLC
 PO Box 1054
 St. Helens, OR 97051
 Phone: 503 397-4162

RECITALS

A. Oregon Department of State Lands ("DSL") is the owner of submerged land abutting real property owned by Sublessor. DSL and Sublessor are parties to a waterway lease ("Lease") which was amended on October 7, 2015, to modify the description of the leased premises. The new description of the leased premises is more particularly described in Exhibit A, a copy of which is attached here to and hereby incorporated by reference.

B. Sublessee operates a marina and on June 1, 2009, entered into a Sublease with Sublessor for the northern 15 feet of the submerged land leased by Sublessor from DSL. The purpose of this amendment is to adopt an amended description of the premises subleased by Sublessee and to set forth an amended rent amount for the premises.

AGREEMENT

1. Sublessor and Sublessee hereby agree that the sublease referred to in Recital B. above shall encompass the northern 40' of the submerged land described as set forth in Exhibit A; and

2. Sublessor and Sublessee further agree that the rent amount for this sublease shall be \$409.50 per year.

3. All other terms and conditions of this Sublease shall remain in full force and effect for the remainder of the term of the Sublease.

SUBLESSOR:
City of St. Helens

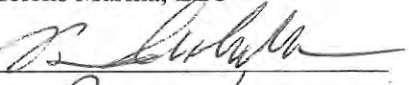
By _____

Name _____

Its _____

Date _____

SUBLESSEE:
St Helens Marina, LLC

By 

Name BRAD HENDRICKSON

Its _____

Date 12/8/15

CONSENT BY LESSOR

The undersigned, as Lessor under the Lease, hereby consents to the foregoing Sublease on the express conditions that: (1) Sublessee shall be and continue to remain liable for the performance of each and every term, covenant, and condition of the Lease on the part of the tenant thereunder to be observed and performed; (2) nothing contained in the Sublease shall be taken or construed to in any way modify, alter, waive, or affect any of the terms, covenants, or conditions contained in the Lease or be deemed to grant Sublessee any privity of contract with Lessor or require Lessor to accept any payment or honor any requests from Sublessee on behalf of Sublessor; and (3) the Sublease shall be deemed and agreed to be a sublease only and not an assignment, and there shall be no further subletting or assignment of all or any portion of the Leased Premises demised under the Lease (including the Lease Premises), except in accordance with the terms and conditions of the Lease.

LESSOR:

Dept. of State Lands, State of Oregon

By _____

Its _____

Date _____

EXHIBIT A

STATE OF OREGON
DEPARTMENT OF STATE LANDS
42849-ML

Lands situated in Columbia County more fully described as follows:

All state-owned submerged lands on the left bank of the Columbia River in Section 3BA, Township 4 North, Range 1 West, Willamette Meridian, Columbia County, Oregon, more particularly described as follows:

Beginning at the intersection of the Southerly Right-of-Way line of Columbia Boulevard and the Easterly Right-of-Way line of South River Street (Columbia County Assessor's Map 40103BA);

thence waterward along the Southerly Right-of-Way line of Columbia Boulevard to the intersection with the Mean Low Tide Line of the Columbia River and the TRUE POINT OF BEGINNING;

Continuing waterward and perpendicular to the thread of stream a distance of 375 feet, more or less;

thence downstream and parallel to the Mean Low Tide Line a distance of 80 feet, more or less;

thence shoreward and perpendicular to the thread of stream a distance of 375 feet, more or less to the Mean Low Tide Line;

thence upstream along the said Mean Low Tide Line a distance of 80 feet, more or less to the TRUE POINT OF BEGINNING,

Containing 0.69 acres or 30,000 square feet, more or less, as shown on Exhibit "A."

**AMENDMENT TO SUBLEASE AGREEMENT
ML - 42849**

Effective Date: _____, 2015

PARTIES: City of St. Helens ("Sublessor")
 PO Box 278
 St. Helens OR 97051
 Phone: 503-397-6272
 Fax: 503-397-4016
 E-mail: jwalsh@ci.st-helens.or.us

AND: Dillard's Moorage LLC ("Sublessee")
 Diane Dillard
 124 N. 2nd Street
 St. Helens, OR 97051
 Phone: 503 397-1244
 Fax: 503 397-6407
 E-mail: diane@dillardpr.com

RECITALS

A. Oregon Department of State Lands ("DSL") is the owner of submerged land abutting real property owned by Sublessor. DSL and Sublessor are parties to a waterway lease ("Lease") which was amended on October 7, 2015, to modify the description of the leased premises. The new description of the leased premises is more particularly described in Exhibit A, a copy of which is attached here to and hereby incorporated by reference.

B. Sublessee operates a marina and on June 1, 2009, entered into a Sublease with Sublessor for the northern 15 feet of the submerged land leased by Sublessor from DSL. The purpose of this amendment is to adopt an amended description of the premises subleased by Sublessee and to set forth an amended rent amount for the premises.

AGREEMENT

1. Sublessor and Sublessee hereby agree that the sublease referred to in Recital B. above shall encompass the southerly 40' of the submerged land described as set forth in Exhibit A; and

2. Sublessor and Sublessee further agree that the rent amount for this sublease shall be \$409.50 per year.

3. All other terms and conditions of this Sublease shall remain in full force and effect for the remainder of the term of the Sublease.

SUBLESSOR:

City of St. Helens

By _____

Name _____

Its _____

Date _____

SUBLESSEE:

Dillard's Moorage LLC

By Diane McDillard

Name Diane McDillard

Its _____

Date 12-4-2015

CONSENT BY LESSOR

The undersigned, as Lessor under the Lease, hereby consents to the foregoing Sublease on the express conditions that: (1) Sublessee shall be and continue to remain liable for the performance of each and every term, covenant, and condition of the Lease on the part of the tenant thereunder to be observed and performed; (2) nothing contained in the Sublease shall be taken or construed to in any way modify, alter, waive, or affect any of the terms, covenants, or conditions contained in the Lease or be deemed to grant Sublessee any privity of contract with Lessor or require Lessor to accept any payment or honor any requests from Sublessee on behalf of Sublessor; and (3) the Sublease shall be deemed and agreed to be a sublease only and not an assignment, and there shall be no further subletting or assignment of all or any portion of the Leased Premises demised under the Lease (including the Lease Premises), except in accordance with the terms and conditions of the Lease.

LESSOR:

Dept. of State Lands, State of Oregon

By _____

Its _____

Date _____

EXHIBIT A

**STATE OF OREGON
DEPARTMENT OF STATE LANDS
42849-ML**

Lands situated in Columbia County more fully described as follows:

All state-owned submerged lands on the left bank of the Columbia River in Section 3BA, Township 4 North, Range 1 West, Willamette Meridian, Columbia County, Oregon, more particularly described as follows:

Beginning at the intersection of the Southerly Right-of-Way line of Columbia Boulevard and the Easterly Right-of-Way line of South River Street (Columbia County Assessor's Map 40103BA);

thence waterward along the Southerly Right-of-Way line of Columbia Boulevard to the intersection with the Mean Low Tide Line of the Columbia River and the TRUE POINT OF BEGINNING;

Continuing waterward and perpendicular to the thread of stream a distance of 375 feet, more or less;

thence downstream and parallel to the Mean Low Tide Line a distance of 80 feet, more or less;

thence shoreward and perpendicular to the thread of stream a distance of 375 feet, more or less to the Mean Low Tide Line;

thence upstream along the said Mean Low Tide Line a distance of 80 feet, more or less to the TRUE POINT OF BEGINNING,

Containing 0.69 acres or 30,000 square feet, more or less, as shown on Exhibit "A."

**THIRD AMENDMENT TO
NORTH POINT TECHNOLOGY, LLC
MATERIALS AND SERVICES CONTRACT
SCADA SYSTEM UPGRADE, W-429A**

This agreement is entered into this ____ day of January, 2016, by and between the City, (hereinafter "City"), and North Point Technology, LLC, (hereinafter "Contractor").

RECITALS

- A. City and Contractor entered into a Materials and Services Contract on May 3, 2013, and said contract, hereinafter "original contract", is on file at St. Helens City Hall.
- B. As part of the original contract Contractor and City agreed that Contractor would perform services and provide materials to upgrade the SCADA system at the Water Filtration Facility, with the work being completed by December 31, 2013.
- C. Due to unanticipated Contractor staffing changes, additional time is required to complete the work.

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

- 1. The recitals set forth above are true and correct and are incorporated herein by this reference.
- 2. Paragraph 4.1 of the Contract shall be amended to allow for additional extension of the Contract Term. The Contract Term shall be extended to March 31, 2016.
- 3. All other terms of the original contract not specifically amended by this agreement remain in full force and effect.

Dated this ____ day of January, 2016.

Contractor

City

Printed Name:_____

Randy Peterson, Mayor

Date:_____

Date:_____

Attest:

By:_____

Kathy Payne, City Recorder

**FIRST AMENDMENT TO
LANDIS & LANDIS CONSTRUCTION LLC
PUBLIC IMPROVEMENT CONTRACT
PUMP STATION NO. 7 UPGRADE PROJECT, S-636**

This agreement is entered into this ____ day of January, 2016, by and between the City, (hereinafter "City"), and Landis & Landis Construction, LLC, (hereinafter "Contractor").

RECITALS

- A. City and Contractor entered into a Public Improvement Contract on October 7, 2015, and said contract, hereinafter "original contract", is on file at St. Helens City Hall.
- B. As part of the original contract Contractor and City agreed that Contractor would perform services and provide materials to upgrade sanitary Pump Station No. 7, with a completion date of November 30, 2015.
- C. Additional time is required to obtain the necessary materials and complete the work.

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

- 1. The recitals set forth above are true and correct and are incorporated herein by this reference.
- 2. The contract completion date shall be extended to May 31, 2016.
- 3. All other terms of the original contract not specifically amended by this agreement remain in full force and effect.

Dated this ____ day of January, 2016.

Contractor

City

Printed Name: _____

Randy Peterson, Mayor

Date: _____

Date: _____

Attest:

By: _____
Kathy Payne, City Recorder

CONTRACT PAYMENTS

City Council Meeting

January 6, 2016

Firwood Design Group, LLC

Project: S-636 Pump Station #7 Upgrade (Inv#11049)	\$	4,580.00
--	----	-----------------

Murray, Smith & Associates, Inc.

Project: SD-146 Godfrey Park Storm Drain (Inv#09-1078-70)	\$	3,228.31
---	----	-----------------

KP



INVOICE

Invoice # 11049

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

December 11, 2015

RECEIVED

Project: E15-009

CITY OF ST. HELENS

Engineering Services

For engineering services related to requested improvements on wastewater pump station, Lift Station No. 7. Services are for the period between November 1, 2015 and November 30, 2015. This is a progress billing.

Engineering Services:

Senior Project Engineer, 25 hrs. @ \$105.00/hr.	=	\$ 2,625.00
Reimbursable: R&W Engineering Inv. #237806	=	\$ <u>1,955.00</u>

Total Amount Due

\$ 4,580.00

Payment is appreciated upon receipt of this invoice.

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

S-636 Pump Station #7 Upgrade
010-303-653306

APPROVED FOR PAYMENT

INIT	ACCOUNTS PAYABLE	DATE
<i>[Signature]</i>	FINANCE	12-30-15
	SUPERVISOR	12-3-15



Firwood Design Group
Erik Hoovestol
39065 Pioneer Blvd, Suite 104
Sandy, OR 97055

Invoice number 237806
Date 11/25/2015
Project 1179007 Lift Station #7 Upgrade

Project # 1179.007.001 Lift Station #7 Upgrade - Replace pumps and electrical controls for sewer lift station

001 Design

Labor

Sr. Technician - II

Hours	Rate	Billed Amount
5.00	105.00	525.00

002 Bidding and Construction

Labor

Sr. Engineer - II

Hours	Rate	Billed Amount
11.00	130.00	1,430.00

Invoice total **1,955.00**

KP



Murray, Smith & Associates, Inc.
Engineers/Planners

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

RECEIVED

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

December 21, 2015
Invoice No: 09-1078 - 70

CITY OF ST. HELENS

Project 09-1078 Sanitary Sewer Rehabilitation Program

For professional engineering services performed through November 30, 2015

Task 330 Environmental & Cultural Research - Godfrey Park

Consultant

SWCA Environmental Consultants	253.31	
Consultant Subtotal	253.31	253.31
Task Total		\$253.31

Task 370 Engineering Support Services during Construction - Godfrey Park

Labor

	Hours	Rate	Amount
Principal Engineer III	10.00	194.00	1,940.00
Professional Engineer V	7.50	138.00	1,035.00
Total	17.50		2,975.00
Labor Subtotal			2,975.00

Task Total \$2,975.00

Invoice Total \$3,228.31

SD-146 Godfrey Park Storm Drain
010-304-653409

APPROVED FOR PAYMENT

INIT	DATE
ACCOUNTS PAYABLE	
FINANCE	12-30-15
SUPERVISOR	12-30-15

APPOINTMENTS TO ST. HELENS CITY BOARDS AND COMMISSIONS

City Council Meeting ~ January 6, 2016

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

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.

Next Meeting: TBD

Recommendation: Pending.

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.

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

ST. HELENS PARKS COMMISSION

Minutes for Meeting of October 19, 2015

Council Chambers, City Hall

MEMBERS PRESENT

Jacob Woodruff, Chair
Howard Blumenthal, Vice Chair
Elisa Mann, Commissioner
Stan Chiotti, Commissioner
John Brewington, Commissioner
Jerry Belcher, Commissioner

MEMBERS ABSENT

Phillip Roddy, Commissioner

COUNCILORS IN ATTENDANCE

Doug Morten

STAFF PRESENT

Jenny Dimsho, Assistant Planner
Sheri Ingram, Secretary

GUESTS

Nicole Thill
Doug Desilva
David Hamblin

■ ■ ■

CALL TO ORDER

The meeting was called to order by Chair Woodruff at 4:00 p.m.

APPROVAL OF MINUTES

Chiotti made a **motion** to approve the minutes of the August 17, 2015 meeting. Motion was seconded by Blumenthal and approved unanimously.

TOPICS FROM THE FLOOR

Doug Desilva from Troop 142 was attending the meeting as part of his Eagle Scout project. Nicole Thill from the Spotlight was just there to observe.

NEW BUSINESS

Adopted Master Plan: Dimsho said Morten suggested they go over the Master Plan. They talked about it while it was being developed and the Parks Commission was instrumental in a lot of the projects that got recommended. She outlined each chapter with them. She said Morten had suggested they divide the parks up into groups that they could oversee and report on.

Chiotti said he would take Walnut Tree Park and Heinie Heumann. The garden club is involved with the triangle and they have adopted the entrance to McCormick and sign area on the corner.

Woodruff and Blumenthal will take Sand Island. Woodruff also bounces around the ball fields at McCormick and 6th Street so will take those. He thinks the ore people that work on McCormick, the better because it's so big.

Blumenthal will take Nob Hill and Dalton Lake.

Mann will take McCormick for the trails and Grey Cliffs for the dog parks at both.

Belcher will take the Botanical Gardens and Grey Cliffs and maybe Godfrey.

Brewington will take Columbia View and Campbell

Belcher thought it would be a good idea to take Dalton Lake even though it is not part of our parks system right now because it would be nice to know where we stand in the process. He also likes the idea of empowering people to have park they look at and he thinks they should build it into their schedule that a couple of people to talk about their parks at every meeting.

It was decided to report on 6th Street, Godfrey and Grey Cliffs at the December meeting.

David Hamblin said he is on a committee for the Boy Scouts Pack 142 and it's his job to see that they get their Eagle Scout awards which is the highest one they can achieve. There are 2.2 million Boy Scouts and less than 3% get their Eagle Scout award. An example is they just did the irrigation, landscaping and electrical for the Veterans Park in Columbia City. The City purchased the materials and if it is a task the Eagle Scouts can plan, schedule and do safely, they do the labor for nothing.

Camping: Morten said the Council would like to see camping at Sand Island and discussed how to charge people. There was a handout with pros and cons for different options and he recommended they take a strong look at option #3. He wants them to look at it and make a recommendation back to the Council.

Brewington said we don't have the ability to get the police out to the island right away. A camp host may cut down on the bad activity but they could also run into drunk or threatening people. Woodruff said we have a caretaker at McCormick but we still have problems over there. Belcher thought if we put a structure over there like a yurt, it would probably get vandalized. Dimsho said the Capital Improvement section of the Master Plan recommends doing some kind of study before doing any of those options. It would look at the costs of a caretaker and how many campsites the island can feasibly hold and where they would be and how much we could collect in fees. It would basically be a site master plan for Sand Island.

After some discussion Belcher made a **motion** that they recommend that the Council go forward with a study. Motion was seconded by Brewington and approved unanimously.

OLD BUSINESS

DISCUSSION ITEMS

Blumenthal said Carolyn Skinner asked him to mention that they would like to get a bench and kiosk at Nob Hill someday. That may be able to fall in the category of a Boy Scout project. They are also having a work party on Saturday, November 7th at 1:00. Also there are a lot of people using one area with a walkable grade as an access point from the park into the Boise property. There are a lot of tree roots in it and the neighbor said they need to build a staircase in it. Dimsho said that would be a City decision on whether we want that to be used or not. Blumenthal said water runs down that in the winter. Dimsho said the kiosk is listed as a high priority and if Sheppard was there, she would ask him if he could just build a kiosk on the Wastewater Plant side. She also said we did not get the HEAL grant for a kiosk at Columbia View and no smoking signs.

Belcher said he would like to see a fenced dog area. He would like the others to talk to their friends and neighbors who have dogs and see what they think about a fenced dog area. If it was approved and the City paid for it, he would be willing to head up the installation. The Grey Cliffs one is well defined. Elisa said most people at McCormick don't want a fence because they like having access to the creek. Dimsho suggested maybe putting one in Civic Pride or Heine Heumann.

Chiotti said they are going to have their Veterans Day ceremony at McCormick as usual.

Brewington thanked Dimsho for all of her work on the Master Plan.

Woodruff said he appreciates all that the Scouts do and it would be great to get them more involved with the parks.

COUNCILOR'S REPORT

Morten said he is an advocate of youth on the Commission and he applauds the Scouts for being there. He would like one or two members of the youth council or Scouts to work with the Parks Commission.

The Council is all about listening to the Commission and a fenced dog area may be a good idea because not everyone trusts unleashed dogs.

The Council waived fees for community events for non-profits and City-sponsored events and they will waive the fees for the Veterans ceremony.

OTHER MATTERS

ADJOURNMENT

The meeting was adjourned at 5:05 p.m. The next meeting is scheduled for Monday, December 14, 2015, at 4:00 p.m., in the Council Chambers at City Hall.

Respectfully Submitted,

Sheri Ingram
Secretary

2015 ATTENDANCE RECORD							
P = PRESENT / E = EXCUSED ABSENCE/U = UNEXCUSED ABSENCE							
Meeting Date	John Brewington	VACANT	Jacob Woodruff	VACANT	Stan Chiotti	Howard Blumenthal	Phillip Roddy
2/09	P		P		P	P	P
4/20	P	Elisa Mann	P	Jerry Belcher	P	P	P
6/15	E	P	P	E	E	P	P
8/17	P	P	P	P	P	P	P
10/19	P	P	P	P	P	P	E
12/14							

Accounts Payable

To Be Paid Proof List

User: jenniferj
 Printed: 12/11/2015 - 1:19PM
 Batch: 00005.12.2015 - 12/11 FY 15-16



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
<hr/>									
ACCESS CPR									
56505 CASCADE VIEW DRIVE									
WARREN, OR 97053									
000492									
NOV 2015	11/19/2015	175.00	0.00	12/11/2015				False	0
001-002-490000 Police Training/Supplies				7 STUDENTS - MEDIC 1ST AID					
NOV 2015 Total:		175.00							
ACCESS CPR Total:		175.00							
ALEXIN ANALYTICAL LABS, INC.									
LABORATORIES, INC.									
13035 S.W. PACIFIC HWY.									
TIGARD, OR, 97223-									
001650									
24380	11/30/2015	375.00	0.00	12/11/2015				False	0
017-017-472000 Lab Testing				ROUTINE E COLI TESTING					
24380 Total:		375.00							
ALEXIN ANALYTICAL L		375.00							
ALS ENVIRONMENTAL									
ALS GROUP USA, CORP.									
PO BOX 975444									
DALLAS, TX 75397-5444									
001328									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
51-322526-0	11/25/2015	579.00	0.00	12/11/2015				False	0
018-019-472000 Lab Testing				TESTING					
51-322526-0	11/25/2015	579.00	0.00	12/11/2015				False	0
018-020-472000 Lab Testing				TESTING					
51-322526-0 Total:		1,158.00							
51-323367-0	11/25/2015	411.00	0.00	12/11/2015				False	0
018-019-472000 Lab Testing				TESTING					
51-323367-0	11/25/2015	411.00	0.00	12/11/2015				False	0
018-020-472000 Lab Testing				TESTING					
51-323367-0 Total:		822.00							
ALS ENVIRONMENTAL		1,980.00							
ANDERSON'S WESTERN SALES AND SUPPLY, INC. P.O. BOX 248 ST. HELENS,, OR 97051-0248 001708									
169859	11/6/2015	16.62	0.00	12/11/2015				False	0
018-019-501000 Operating Materials				GLOVES					
169859	11/6/2015	16.63	0.00	12/11/2015				False	0
018-020-501000 Operating Materials & Supplies				GLOVES					
169859 Total:		33.25							
ANDERSON'S WESTERN		33.25							
BEMIS PRINTING 267 S 1ST STREET ST. HELENS, OR 97051 002701									
6532	11/11/2015	464.50	0.00	12/11/2015				False	0
017-017-501000 Operating Materials & Sup.				DAILY ENTRY PERMIT #6					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
<hr/>									
6532 Total:		464.50							
6558	11/30/2015	272.00	0.00	12/11/2015				False	0
012-107-457000 Office supplies				OFF. REC. BOOKS					
6558 Total:		272.00							
BEMIS PRINTING Total:		736.50							
BLUMENTHAL UNIFORMS, GALLS,LLC - P.O. BOX 71628 CHICAGO, IL 60994-1628 003660									
004421714	11/19/2015	14.95	0.00	12/11/2015				False	0
001-002-502000 Equipment Expense				ACCUMOLD ELITE BELT KEEPERS					
004421714 Total:		14.95							
BLUMENTHAL UNIFOR		14.95							
BRATTAIN INTERNATIONAL,INC. TRUCKS P O BOX 11287 PORTLAND, OR, 97211 004250									
12149315	12/3/2015	241.86	0.00	12/11/2015				False	0
015-015-501000 Operating Materials & Supp				STRAP FUEL TK					
12149315 Total:		241.86							
BRATTAIN INTERNATIO		241.86							
CANON SOLUTIONS AMERICA, INC 15004 COLLECTIONS CENTER DRIV CHICAGO, IL 60693 021694									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
4017623044	11/26/2015	124.69	0.00	12/11/2015				False	0
012-107-502000 Equipment expense				CITY HALL COPIER					
4017623044 Total:		124.69							
4017647011	11/30/2015	16.76	0.00	12/11/2015				False	0
001-004-473000 Misc Expense				LIB COPIER					
4017647011 Total:		16.76							
4017707541	1/1/2015	161.78	0.00	12/11/2015				False	0
012-107-502000 Equipment expense				CITY HALL COPIER					
4017707541 Total:		161.78							
CANON SOLUTIONS AM		303.23							
CARY, DAN 59912 Tamarack Dr. ST HELENS, OR 97051 CARYD DEC 2015	12/9/2015	90.00	0.00	12/11/2015				False	0
001-104-461000 Public meetings				PLANNING COMMISSION STIPEND					
DEC 2015 Total:		90.00							
CARY, DAN Total:		90.00							
CENTERLOGIC, INC. 7414 NE HAZEL DELL AVE SUITE B VANCOUVER, WA 98665 011595 DEC 2015	12/10/2015	123.56	0.00	12/11/2015				False	0
012-101-500000 Information services				IT SUPPORT					
DEC 2015	12/10/2015	96.46	0.00	12/11/2015				False	0
001-100-500000 Information services				IT SUPPORT					
DEC 2015	12/10/2015	157.30	0.00	12/11/2015				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
001-103-500000 Information services				IT SUPPORT					
DEC 2015	12/10/2015	76.96	0.00	12/11/2015				False	0
001-104-500000 Information services				IT SUPPORT					
DEC 2015	12/10/2015	1,188.00	0.00	12/11/2015				False	0
001-002-500000 Computer System Maint.				IT SUPPORT					
DEC 2015	12/10/2015	120.25	0.00	12/11/2015				False	0
001-004-500000 Computer Maintenance				IT SUPPORT					
DEC 2015	12/10/2015	149.88	0.00	12/11/2015				False	0
001-105-500000 Information services				IT SUPPORT					
DEC 2015	12/10/2015	9.75	0.00	12/11/2015				False	0
015-015-500000 Computer System Maint.				IT SUPPORT					
DEC 2015	12/10/2015	172.01	0.00	12/11/2015				False	0
012-102-500000 Information services				IT SUPPORT					
DEC 2015	12/10/2015	445.38	0.00	12/11/2015				False	0
012-106-500000 Information services				IT SUPPORT					
DEC 2015	12/10/2015	322.02	0.00	12/11/2015				False	0
013-402-500000 Information services				IT SUPPORT					
DEC 2015	12/10/2015	78.00	0.00	12/11/2015				False	0
013-403-500000 Information services				IT SUPPORT					
DEC 2015	12/10/2015	9.75	0.00	12/11/2015				False	0
017-417-500000 Information Tech				IT SUPPORT					
DEC 2015	12/10/2015	110.50	0.00	12/11/2015				False	0
018-019-500000 Computer System Maint.				IT SUPPORT					
DEC 2015 Total:		3,059.82							
CENTERLOGIC, INC. To		3,059.82							
CENTURY LINK									
PO BOX 91155									
SEATTLE, WA 98111-9255									
034002									
NOV 2015	11/25/2015	1.87	0.00	12/11/2015				False	0
001-002-458000 Telephone Expense				ACCT 435B CIRC. LINE					
NOV 2015 Total:		1.87							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
CENTURY LINK Total:		1.87							
CINTAS CORPORATION									
CINTAS FIRST AID & SAFETY									
PO BOX 631025									
CINCINNATI, OH 45263-1025									
037620									
5003975589	11/24/2015	61.26	0.00	12/11/2015				False	0
001-002-502000 Equipment Expense				CABINET REFILL POLICE					
5003975589 Total:		61.26							
CINTAS CORPORATION		61.26							
CINTAS CORPORATION-463									
PO BOX 650838									
DALLAS, TX 75265-0838									
006830									
463579278	11/30/2015	38.84	0.00	12/11/2015				False	0
013-403-470000 Building				MATS					
463579278 Total:		38.84							
CINTAS CORPORATION		38.84							
CITY OF COLUMBIA CITY									
P.O. BOX 189									
COLUMBIA CITY,, OR 97018									
007370									
NOV 2015	11/26/2015	71.14	0.00	12/11/2015				False	0
017-417-459000 Utilities				001754-001 WTP					
NOV 2015 Total:		71.14							
CITY OF COLUMBIA CIT		71.14							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
COHEN, GREG 58974 MORTEN LANE ST HELENS, OR 97051 COHEN									
DEC 2015	12/9/2015	90.00	0.00	12/11/2015				False	0
001-104-461000 Public meetings				PLANNING COMMISSION STIPEND					
DEC 2015 Total:		90.00							
COHEN, GREG Total:		90.00							
COLUMBIA CO. DEPT. OF COMM. JUSTICE 901 PORT AVENUE ST. HELENS, OR 97051 007581									
201511CSH	12/1/2015	1,625.00	0.00	12/11/2015				False	0
001-005-554000 Contractual Services				PARKS WORK CREW					
201511CSH	12/1/2015	1,300.00	0.00	12/11/2015				False	0
013-403-554000 Contractual/consulting serv				PUBLIC WORKS WORK CREW					
201511CSH 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									
DEC 2015	12/16/2015	16,457.02	0.00	12/11/2015				False	0
018-019-534000 Electrical Energy				ACCT 38633					
DEC 2015 Total:		16,457.02							
COLUMBIA RIVER P.U.D		16,457.02							

COMCAST

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
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PO BOX 34744									
SEATTLE, WA 98124-1744									
comcast									
DEC 2015	12/7/2015	102.85	0.00	12/11/2015				False	0
001-005-509000 Marine board expense				12/5/15-1/4/16 ACCT 3930 MARINE BOARD					
DEC 2015	12/7/2015	205.76	0.00	12/11/2015				False	0
017-417-459000 Utilities				ACCT 3238 DOCKS KIOSK OCT / NOV BILL					
DEC 2015 Total:		308.61							
COMCAST Total:		308.61							
<hr/>									
COMPUTROL									
8537 COMMERCE COURT									
BURNABY, BC CANADA, V5A4N4									
008720									
20441	7/17/2015	208.00	0.00	12/11/2015				False	0
018-020-501000 Operating Materials & Supplies				PRINTER PAPER WWTP					
20441 Total:		208.00							
COMPUTROL Total:		208.00							
<hr/>									
COUNTRY MEDIA INC.									
PO BOX 9278									
PORTLAND, OR 97207									
006800									
206266	11/25/2015	70.00	0.00	12/11/2015				False	0
012-102-526000 Advertisements				ADVERTISING					
206266 Total:		70.00							
COUNTRY MEDIA INC. T		70.00							
<hr/>									
DCBS- FISCAL SERVICES									
P O BOX 14610									
SALEM, OR 97309-0445									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
010113									
DEC 2015	12/10/2015	750.00	0.00	12/11/2015				False	0
001-105-490000 Professional development					RESIDENTIAL STRUCTRUAL MECHANICAL COMB I				
	DEC 2015 Total:	750.00							
	DCBS- FISCAL SERVICE	750.00							
DEQ, OREGON BUSINESS OFFICE 811 SW 6TH AVE PORTLAND,, OR 97204-1390									
010137									
DEC 2015	12/10/2015	160.00	0.00	12/11/2015				False	0
017-417-490000 Professional development					GUY DAVIS TWO YEAR CERT RENEWAL				
	DEC 2015 Total:	160.00							
	DEQ, OREGON Total:	160.00							
DIMSHO, JENNIFER 7304 N SEWARD AVENUE #B PORTLAND, OR 97217									
DIMSHO									
DEC 2015	12/4/2015	18.75	0.00	12/11/2015				False	0
001-104-490000 Professional development					OAPA LEGAL ISSUES WORKSHOP J. DIMSHO				
	DEC 2015 Total:	18.75							
	DIMSHO, JENNIFER Total:	18.75							
EAGLE STAR ROCK PRODUCTS, INC. P.O. BOX 750 ST. HELENS, OR 97051									
010970									
30226	11/12/2005	662.09	0.00	12/11/2015				False	0
018-021-501000 Operating Materials & Supplies					1ST STREET STORM				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
30226 Total:		662.09							
EAGLE STAR ROCK PRO		662.09							
ENVIRO-CLEAN EQUIPMENT 2395 NW ELEVEN MILE AVE GRESHAM, OR 97030 011455									
S15-113001	11/30/2015	1,140.00	0.00	12/11/2015				False	0
015-015-501000 Operating Materials & Supp				5 SEG GUTTER BROOM 26 WIRE 18 WPH					
S15-113001 Total:		1,140.00							
ENVIRO-CLEAN EQUIPM		1,140.00							
ERS, EMERGENCY RESPONDER SERVICES, INC. ATTN: ACCOUNTS RECEIVABLE 2637 SATURN WAY BOISE, ID 83709 011515									
15-204	11/19/2015	716.00	0.00	12/11/2015				False	0
001-002-510000 Automobile Expense				WARNING LIGHTS					
15-204 Total:		716.00							
ERS, EMERGENCY RESP		716.00							
GOOD HOUSEKEEPING PO BOX 6093 HARLAN, IA 51593-1593 G.HOUSEK DEC 2015									
	12/10/2015	10.00	0.00	12/11/2015				False	0
001-004-512000 Periodicals				SUBSCRIPTION					
DEC 2015 Total:		10.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
	GOOD HOUSEKEEPING	10.00							
GRAICHEN, JACOB A. 21716 LINDBERG ROAD CLATSKANIE, OR 97016 014039									
DEC 2015	12/4/2015	58.25	0.00	12/11/2015				False	0
001-104-490000 Professional development					0AOAS 2015 LEGAL ISSUES WORKSHOP J. GRAICHE				
	DEC 2015 Total:	58.25							
	GRAICHEN, JACOB A. T	58.25							
HASA 23119 DRAYTON STREET SAUGUS, CA 91350 014771									
481876	11/25/2015	4,328.60	0.00	12/11/2015				False	0
018-020-527000 Hypochlorite Expense					MULTI-CHLOR				
	481876 Total:	4,328.60							
	HASA Total:	4,328.60							
HGTV MAGAZINE P.O. BOX 6298 HARLAN, IA 51593-1798 HGTV									
DEC 2015	12/2/2015	25.00	0.00	12/11/2015				False	0
001-004-512000 Periodicals					SUBSCRIPTION				
	DEC 2015 Total:	25.00							
	HGTV MAGAZINE Total:	25.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
<hr/>									
HUBBARD, RUSSELL 275 N. RIVER STREET ST. HELENS, OR 97051 HUBBAR.R									
DEC 2015	12/9/2015	90.00	0.00	12/11/2015				False	0
001-104-461000 Public meetings				PLANNING COMMISSION STIPEND					
		<hr/>							
DEC 2015 Total:		90.00							
		<hr/>							
HUBBARD, RUSSELL To		90.00							
HUDSON GARBAGE SERVICE PO BOX 1002 ST HELENS, OR 97051 015875									
8645665	12/1/2015	54.38	0.00	12/11/2015				False	0
001-004-459000 Utilities				1554 375 S 18TH ST					
		<hr/>							
8645665 Total:		54.38							
8645790	12/1/2015	108.71	0.00	12/11/2015				False	0
018-020-459000 Utilities				83333 451 PLYM					
8645790	12/1/2015	108.71	0.00	12/11/2015				False	0
018-019-459000 Utilites				83333 451 PLYM					
		<hr/>							
8645790 Total:		217.42							
8645945	12/1/2015	83.00	0.00	12/11/2015				False	0
012-107-459000 Utilitites				7539 265 STRAND ST					
		<hr/>							
8645945 Total:		83.00							
8645946	12/1/2015	83.00	0.00	12/11/2015				False	0
001-002-459000 Utilities				7547 150 S 13					
		<hr/>							
8645946 Total:		83.00							
8645947	12/1/2015	78.31	0.00	12/11/2015				False	0
013-403-459000 Utilities				7555 984 OR ST					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
8645947 Total:		78.31							
8645948	12/1/2015	398.37	0.00	12/11/2015				False	0
001-005-459000 Utilities		7598 MCCORMICK							
8645948 Total:		398.37							
8645949	12/1/2015	306.57	0.00	12/11/2015				False	0
001-110-459000 Utilities		7601 DOWNTOWN							
8645949 Total:		306.57							
8645950	12/1/2015	154.96	0.00	12/11/2015				False	0
001-005-459000 Utilities		7636 260 STRAND							
8645950 Total:		154.96							
8646020	12/1/2015	608.64	0.00	12/11/2015				False	0
008-008-558104 Events		1050 265 STRAND ST EXTRA PICK UP H. TOWN EVEN							
8646020 Total:		608.64							
HUDSON GARBAGE SER		1,984.65							
INGRAM LIBRARY SERVICES, INC. INGRAM BOOK COMPANY P.O. BOX 502779 ST. LOUIS, MO 63150 016240									
90378896	11/25/2015	14.65	0.00	12/11/2015				False	0
001-004-483000 Audio Materials		MATERIALS							
90378896 Total:		14.65							
90378897	11/25/2015	6.57	0.00	12/11/2015				False	0
001-004-511000 Printed Materials		MATERIALS							
90378897 Total:		6.57							
90378898	11/25/2015	50.57	0.00	12/11/2015				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
001-004-511000 Printed Materials				MATERIALS					
90378898 Total:		50.57							
90378899	11/25/2015	42.68	0.00	12/11/2015				False	0
001-004-511000 Printed Materials				MATERIALS					
90378899 Total:		42.68							
90378900	11/25/2015	54.55	0.00	12/11/2015				False	0
001-004-511000 Printed Materials				MATERIALS					
90378900 Total:		54.55							
90378901	11/25/2015	45.57	0.00	12/11/2015				False	0
001-004-511000 Printed Materials				MATERIALS					
90378901 Total:		45.57							
90378902	11/25/2015	40.74	0.00	12/11/2015				False	0
001-004-483000 Audio Materials				MATERIALS					
90378902 Total:		40.74							
90487422	12/1/2015	21.00	0.00	12/11/2015				False	0
001-004-511000 Printed Materials				MATERIALS					
90487422 Total:		21.00							
90487423	12/1/2015	39.11	0.00	12/11/2015				False	0
001-004-511000 Printed Materials				MATERIALS					
90487423 Total:		39.11							
90487424	12/1/2015	445.57	0.00	12/11/2015				False	0
001-004-511000 Printed Materials				MATERIALS					
90487424 Total:		445.57							
90487425	12/1/2015	65.77	0.00	12/11/2015				False	0
001-004-511000 Printed Materials				MATERIALS					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
90487425 Total:		65.77							
90487426	12/1/2015	508.69	0.00	12/11/2015				False	0
001-004-483000 Audio Materials		MATERIALS							
90487426 Total:		508.69							
90515988	12/2/2015	33.17	0.00	12/11/2015				False	0
001-004-511000 Printed Materials		MATERIALS							
90515988 Total:		33.17							
90515989	12/2/2015	504.21	0.00	12/11/2015				False	0
001-004-511000 Printed Materials		MATERIALS							
90515989 Total:		504.21							
90515990	12/2/2015	28.21	0.00	12/11/2015				False	0
001-004-511000 Printed Materials		MATERIALS							
90515990 Total:		28.21							
INGRAM LIBRARY SERV		1,901.06							
KJ SECURITY SOLUTIONS & LOCKSMITH, LLC P.O. BOX 1041 ST. HELENS, OR 97051 KJSECUR									
0000756	11/6/2015	505.00	0.00	12/11/2015				False	0
012-107-457000 Office supplies		KEY PAD UB / COURT DOOR REPLACED							
0000756 Total:		505.00							
KJ SECURITY SOLUTIO		505.00							
LAND DEVELOPMENT SERVICES, COLUMBIA COUNTY 230 STRAND STREET ST. HELENS, OR 97051									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
007550									
NOV 2015	12/3/2015	1,442.50	0.00	12/11/2015				False	0
001-105-554000 Contract Services					MIKE SMITH BUILDING INSPECTIONS				
	NOV 2015 Total:	1,442.50							
	LAND DEVELOPMENT S	1,442.50							
LANG, ATTORNEY AT LAW, MARK J. P.O. BOX 1611 ST. HELENS, OR 97051									
018006									
1559	11/16/2015	120.00	0.00	12/11/2015				False	0
001-103-554000 Contractual/consulting serv					CHRISTOPHER RICHARDS				
	1559 Total:	120.00							
	LANG, ATTORNEY AT LA	120.00							
LAWRENCE, KATHRYN 184 S. RIVER STREET, UNIT C ST. HELENS, OR 97051 LAWREN.K									
DEC 2015	12/9/2015	60.00	0.00	12/11/2015				False	0
001-104-461000 Public meetings					PLANNING COMMISSION STIPEND				
	DEC 2015 Total:	60.00							
	LAWRENCE, KATHRYN	60.00							
LEAF PO BOX 742647 CINCINNATI, OH 45274-2647									
018101									
6111389	12/25/2015	170.00	0.00	12/11/2015				False	0
012-107-502000 Equipment expense					OCE VL2822C COPIER				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
6111389 Total:		170.00							
LEAF Total:		170.00							
LEGISLATIVE COUNSEL COMMITTEE 900 COURT STREET NE S-101 SALEM, OR 97301-4065 018175									
DEC 2015	12/9/2015	650.00	0.00	12/11/2015				False	0
012-102-473000 Miscellaneous					2015 OREGON REVISED STATUTES				
DEC 2015 Total:		650.00							
LEGISLATIVE COUNSEL		650.00							
MAILBOXES NORTHWEST 2034 COLUMBIA BLVD. ST. HELENS, OR 97051 019366									
NOV 2015	11/30/2015	8.07	0.00	12/11/2015				False	0
018-019-472000 Lab Testing					SHIPPING ELEC. DATA SOLUTIONS				
NOV 2015 Total:		8.07							
MAILBOXES NORTHWE		8.07							
MASON, BRUCE, & GIRARD, INC. NATURAL RESOURCE CONSULTAN 707 SW WASHINGTON SUITE 1300 PORTLAND, OR 97205-3035 019413									
20282	11/12/2015	3,722.73	0.00	12/11/2015				False	0
017-517-546000 Forestry preservation					PROJECT 0100308 MILTON CREEK FREST INVENTOR				
20282 Total:		3,722.73							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
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MASON, BRUCE, & GIR		3,722.73							
METROPRESORT									
3506 NW 35TH AVENUE									
PORTLAND, OR 97210-1640									
020292									
478355	12/3/2015	704.45	0.00	12/11/2015				False	0
012-106-554000 Contractual/consulting serv				BILL PRINTING SERVICES					
478355 Total:		704.45							
METROPRESORT Total:		704.45							
MIDWEST TAPE									
P.O. BOX 820									
HOLLAND, OH 43528									
020427									
93476153	12/3/2015	22.99	0.00	12/11/2015				False	0
001-004-481000 Visual Materials				MISSION IMPOSSIBLE					
93476153 Total:		22.99							
MIDWEST TAPE Total:		22.99							
NORTHWEST CONTROL CO.									
PO BOX 22919									
MILWAUKIE, OR 97269									
021166									
26089	11/30/2015	585.00	0.00	12/11/2015				False	0
017-417-470000 Building expense				REFRIGERATION LEAK					
26089 Total:		585.00							
NORTHWEST CONTROL		585.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
NORTHWEST SIGN RECYCLING									
PO BOX 2424									
REDMOND, OR 97756									
021481									
2244	12/8/2015	266.11	0.00	12/11/2015				False	0
011-011-505000 Street Signs				HYDROSTRPPING STOP REFACING STOP SIGNS					
2244 Total:		266.11							
NORTHWEST SIGN REC		266.11							
OREGON ASSOC. OF MUNICIPAL RECORDERS									
C/O MARY DIBBLE, CMC									
P.O. BOX 490									
ALBANY, OR 97321									
OAMR									
DEC 2015	12/3/2015	50.00	0.00	12/11/2015				False	0
012-102-490000 Professional development				2016 OAMR MEMBERSHIP RENEWAL FOR LISA SCH					
DEC 2015 Total:		50.00							
OREGON ASSOC. OF MU		50.00							
PAMPLIN MEDIA GROUP, COMMUNITY NEWSPAPERS/									
PO BOX 22109									
PORTLAND, OR 97269-2109									
031685									
15811817	12/4/2015	199.50	0.00	12/11/2015				False	0
012-102-526000 Advertisements				POLICE OFFICER RECRUITS					
15811817 Total:		199.50							
PAMPLIN MEDIA GROU		199.50							
PAPE' MACHINERY EXCHANGE									
P.O. BOX 5077									
PORTLAND, OR 97208-5077									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
024755									
145878	11/30/2015	938.01	0.00	12/11/2015				False	0
015-015-501000	Operating Materials & Supp			REPAIR BREAKER					
	145878 Total:	938.01							
	PAPE' MACHINERY EXC	938.01							
PAULSON PRINTING									
125 N. 19TH ST.									
ST. HELENS, OR, 97051									
025300									
C8601	11/30/2015	55.00	0.00	12/11/2015				False	0
001-105-457000	Office supplies			JOHNSTON BUS CARDS					
	C8601 Total:	55.00							
C8603	11/30/2015	55.00	0.00	12/11/2015				False	0
012-106-457000	Office supplies			UB BUS CARDS					
	C8603 Total:	55.00							
C8653	11/30/2015	55.00	0.00	12/11/2015				False	0
012-101-457000	Office supplies			WALSH BUS CARDS					
	C8653 Total:	55.00							
	PAULSON PRINTING To	165.00							
PEAK ELECTRIC GROUP, LLC									
57096 S MORSE ROAD									
WARREN, OR 97053									
PEAK ELE									
150236	11/25/2015	2,650.00	0.00	12/11/2015				False	0
010-304-653409	Godfrey Outfall			RE INSTALL LIGHT POST IN PLAZA, INSTALL NEW (
	150236 Total:	2,650.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
PEAK ELECTRIC GROU		2,650.00							
PENCE, MERLE									
035555									
DEC 2015	12/11/2015	300.00	0.00	12/11/2015				False	0
008-008-558104 Events					SANTA FOR CHRISTMAS LIGHTING 2014 + 2015				
DEC 2015 Total:		300.00							
PENCE, MERLE Total:		300.00							
PERTECH RESOURCES, INC.									
860 COLLEGEVIEW DRIVE									
RIVERTON, WY 82501									
025412									
INV916556	11/30/2015	75.23	0.00	12/11/2015				False	0
012-107-457000 Office supplies					RIBBON CART BLACK 5300				
INV916556 Total:		75.23							
PERTECH RESOURCES,		75.23							
PETERSEN, WILLIAM AL									
101 ST HELENS STREET									
ST HELENS, OR 97051									
PETER.WA									
DEC 2015	12/9/2015	90.00	0.00	12/11/2015				False	0
001-104-461000 Public meetings					PLANNING COMMISSION STIPEND				
DEC 2015 Total:		90.00							
PETERSEN, WILLIAM A		90.00							

PITNEY BOWES

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
PO BOX 371896									
PITTSBURGH, PA 15250-7896									
025600									
469394	12/4/2015	175.08	0.00	12/11/2015				False	0
012-106-502000 Equipment expense				INK FOR POSTAGE MACHINE					
469394 Total:		175.08							
PITNEY BOWES Total:		175.08							
QUILL CORP.									
PO BOX 37600									
PHILADELPHIA, PA 19101-0600									
026700									
9709169	11/17/2015	22.99	0.00	12/11/2015				False	0
012-107-457000 Office supplies				CITY HALL CALENDARS					
9709169 Total:		22.99							
9749806	11/18/2015	121.36	0.00	12/11/2015				False	0
012-107-457000 Office supplies				CITY HALL CALENDARS					
9749806 Total:		121.36							
QUILL CORP. Total:		144.35							
SCHOLL YARD MAINTENACE, RICK									
555 NORTH 10th									
ST. HELENS, OR 97051									
R.SCHOLL									
858432	12/2/2015	75.00	0.00	12/11/2015				False	0
001-002-470000 Building Expense				NOV YARD SERVICE POLICE					
858432 Total:		75.00							
SCHOLL YARD MAINTEN		75.00							


Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
SELDEN, LAURIE 9765 SW IMPERIAL DRIVE PORTLAND, OR 97225 030715									
DEC 2015	12/8/2015	2,948.00	0.00	12/11/2015				False	0
001-103-554000 Contractual/consulting serv				12/1-12/15 CRIMINAL PROSECUTORIAL SERVICES					
DEC 2015 Total:		2,948.00							
SELDEN, LAURIE Total:		2,948.00							
SEMLING, SHIELA 35212 HAZEL ST ST. HELENS, OR 97051 SMLNG.SH									
DEC 2015	12/9/2015	90.00	0.00	12/11/2015				False	0
001-104-461000 Public meetings				PLANNING COMMISSION STIPEND					
DEC 2015 Total:		90.00							
SEMLING, SHIELA Total		90.00							
ST. HELENS MARINA, L.L.C. 134 N. RIVER STREET ST. HELENS, OR 97051 029000									
DEC 2015	12/3/2015	1,710.00	0.00	12/11/2015				False	0
001-005-509000 Marine board expense				ANNUAL FEE TO 1/1/17					
DEC 2015 Total:		1,710.00							
ST. HELENS MARINA, L		1,710.00							
STAPLES BUSINESS ADVANTAGE DEPT LA PO BOX 83689 CHICAGO, IL 60696									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
031983									
3285626939	11/28/2015	292.77	0.00	12/11/2015				False	0
012-107-457000 Office supplies				OFFICE SUPPLIES					
3285626939	11/28/2015	34.88	0.00	12/11/2015				False	0
018-019-501000 Operating Materials				OFFICE SUPPLIES					
3285626939	11/28/2015	34.88	0.00	12/11/2015				False	0
018-020-501000 Operating Materials & Supplies				OFFICE SUPPLIES					
	3285626939 Total:	362.53							
	STAPLES BUSINESS AD	362.53							
SUPERIOR TIRE SERVICES									
PO BOX 13759									
SALEM, OR 97309									
032774									
6402566	11/30/2015	1,307.45	0.00	12/11/2015				False	0
001-002-510000 Automobile Expense				TIRES					
	6402566 Total:	1,307.45							
	SUPERIOR TIRE SERVIC	1,307.45							
TCMS CORPORATION									
PO BOX 11005									
PORTLAND, OR, 97211									
033013									
013908	12/3/2015	1,383.50	0.00	12/11/2015				False	0
012-107-554000 Contractual/consulting serv				01051 CITY HALL C10630					
	013908 Total:	1,383.50							
013909	12/3/2015	363.00	0.00	12/11/2015				False	0
012-107-554000 Contractual/consulting serv				01051 ANNEX C10000					
	013909 Total:	363.00							
013925	12/3/2015	235.00	0.00	12/11/2015				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
018-020-470000 Building Expense				030028 WWTP CONTRACT C10855					
013925	12/3/2015	235.00	0.00	12/11/2015				False	0
018-019-470000 Building Expense				030028 WWTP CONTRACT C10855					
013925 Total:		470.00							
TCMS CORPORATION T		2,216.50							
TRAFFIC SAFETY SUPPLY CO., INC 2324 S.E. UMATILLA ST. PORTLAND, OR, 97202 033600									
105987	11/24/2015	619.28	0.00	12/11/2015				False	0
011-011-505000 Street Signs				SIGNS					
105987 Total:		619.28							
106213	11/30/2015	290.90	0.00	12/11/2015				False	0
011-011-505000 Street Signs				POST ANCHOR					
106213 Total:		290.90							
TRAFFIC SAFETY SUPP		910.18							
TUALATIN VALLEY WORKSHOP INC 6615 SE ALEXANDER STREET HILLSBORO, OR 97123 033827									
0018690-IN	11/30/2015	1,354.31	0.00	12/11/2015				False	0
012-107-554000 Contractual/consulting serv				CITY HALL					
0018690-IN Total:		1,354.31							
0018691-IN	11/30/2015	1,318.70	0.00	12/11/2015				False	0
001-004-508000 Janitorial Services				COL CENTER					
0018691-IN Total:		1,318.70							
0018692-IN	11/30/2015	475.14	0.00	12/11/2015				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
001-002-508000 Janitorial Services					POLICE				
0018692-IN Total:		475.14							
0018693-IN	11/30/2015	163.96	0.00	12/11/2015				False	0
018-019-470000 Building Expense					WWTP				
0018693-IN	11/30/2015	163.97	0.00	12/11/2015				False	0
018-020-470000 Building Expense					WWTP				
0018693-IN Total:		327.93							
TUALATIN VALLEY WO		3,476.08							
UNIVERSITY OF OREGON CASHIER, UNIVERSITY OF OREGO P O BOX 3237 EUGENE, OR 97403 034500									
3750A5-02	12/1/2015	5,500.00	0.00	12/11/2015				False	0
001-104-558321 Main street					RARE PROGRAM SERVICES AGREEMENT 2ND QUAI				
3750A5-02 Total:		5,500.00							
UNIVERSITY OF OREGO		5,500.00							
WEBSTER, AUDREY 215 N. 1ST STREET ST. HELENS, OR 97051 WEBSTERA DEC 2015									
001-104-461000 Public meetings	12/9/2015	90.00	0.00	12/11/2015				False	0
					PLANNING COMMISSION STIPEND				
DEC 2015 Total:		90.00							
WEBSTER, AUDREY Tot		90.00							

WILCOX & FLEGEL

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
<hr/>									
P O BOX 69									
LONGVIEW, WA, 98632									
037003									
C170367-IN	11/30/2015	93.64	0.00	12/11/2015				False	0
013-403-531000 Gasoline				GAS CITY SHOP					
C170367-IN Total:		93.64							
C170689-IN	12/8/2015	1,283.16	0.00	12/11/2015				False	0
001-002-531000 Gasoline Expense				GAS POLICE					
C170689-IN Total:		1,283.16							
CL99622	7/8/2015	28.56	0.00	12/11/2015				False	0
001-005-531000 Gasoline Expense				OIL PARKS					
CL99622 Total:		28.56							
WILCOX & FLEGEL Total:		1,405.36							
Report Total:		72,220.87							

Accounts Payable

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Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description					Reference			
BANKCARD CENTER									
PO BOX 4021									
ALAMEDA, CA 94501-0421									
002197									
DEC 2015 4863	12/8/2015	198.10	0.00	12/18/2015				False	0
001-002-490000 Police Training/Supplies				TRAVELOCITY T. MOSS					
DEC 2015 4863	12/8/2015	276.60	0.00	12/18/2015				False	0
001-002-490000 Police Training/Supplies				TRAVELOCITY T. MOSS					
DEC 2015 4863	11/3/2015	59.47	0.00	12/18/2015				False	0
001-002-473000 Miscellaneous Expense				KEURIG					
DEC 2015 4863	11/3/2015	36.93	0.00	12/18/2015				False	0
001-002-473000 Miscellaneous Expense				KEURIG					
DEC 2015 4863	11/9/2015	180.00	0.00	12/18/2015				False	0
001-002-490000 Police Training/Supplies				OREGON ASSOCIATION CHIEFS OF POLICE					
DEC 2015 4863	11/3/2015	140.79	0.00	12/18/2015				False	0
001-002-457000 Office Supplies				OFFICE DEPOT					
DEC 2015 4863	11/3/2015	169.95	0.00	12/18/2015				False	0
001-002-502000 Equipment Expense				FACTORY OUTLET STORE PLANTRONICS					
DEC 2015 4863	11/6/2015	-100.00	0.00	12/18/2015				False	0
001-002-490000 Police Training/Supplies				JOES PERS RESERVATION REFUND					
DEC 2015 4863	11/6/2015	695.00	0.00	12/18/2015				False	0
001-002-490000 Police Training/Supplies				WINGS SEMINAR JOSE CASTILLEJA					
DEC 2015 4863	11/4/2015	21.49	0.00	12/18/2015				False	0
001-002-473000 Miscellaneous Expense				ORIENTAL TRADING PHOTO PROPS					
DEC 2015 4863	11/5/2015	300.00	0.00	12/18/2015				False	0
001-002-490000 Police Training/Supplies				CODE 4 CONSULTANTS R. GRAHAM					
DEC 2015 4863	11/6/2015	590.00	0.00	12/18/2015				False	0
001-002-490000 Police Training/Supplies				NW LEADERSHIP SEMINAR					
DEC 2015 4863	11/18/2015	87.66	0.00	12/18/2015				False	0
001-002-501000 Operating Materials & Supp				SIRCHIE					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
DEC 2015 4863	11/13/2015	39.98	0.00	12/18/2015				False	0
001-002-502000 Equipment Expense				TCC					
DEC 2015 4863	11/18/2015	163.71	0.00	12/18/2015				False	0
001-002-470000 Building Expense				EAGLE MOUNTAIN FLAG AND FLAGPOLE					
DEC 2015 4863	11/18/2015	19.88	0.00	12/18/2015				False	0
001-002-502000 Equipment Expense				WALMART					
DEC 2015 4863	11/18/2015	365.78	0.00	12/18/2015				False	0
001-002-502000 Equipment Expense				HOMEDEPOT					
DEC 2015 4863	11/3/2015	9.19	0.00	12/18/2015				False	0
001-002-457000 Office Supplies				OFFICE DEPOT					
DEC 2015 4863	11/13/2015	46.45	0.00	12/18/2015				False	0
001-002-473000 Miscellaneous Expense				DAHLGRENS					
DEC 2015 4863	11/13/2015	20.05	0.00	12/18/2015				False	0
001-002-457000 Office Supplies				BARCODE PLANET					
DEC 2015 4863 Total:		3,321.03							
DEC 2015 7727	11/23/2015	29.87	0.00	12/18/2015				False	0
013-403-457000 Office supplies				WALMART BLUE TOOTH					
DEC 2015 7727	11/16/2015	19.92	0.00	12/18/2015				False	0
013-403-457000 Office supplies				STAPLES OFFICE SUPPLIES					
DEC 2015 7727	11/16/2015	99.00	0.00	12/18/2015				False	0
013-403-457000 Office supplies				WALMART MONITOR					
DEC 2015 7727	11/9/2015	94.99	0.00	12/18/2015				False	0
013-403-457000 Office supplies				STAPLES OFFICE SUPPLIES					
DEC 2015 7727	11/5/2015	52.90	0.00	12/18/2015				False	0
001-005-509000 Marine board expense				MASTER LANDSCAPE SUPPLY - FITTINGS FOR DOC					
DEC 2015 7727	11/5/2015	69.55	0.00	12/18/2015				False	0
017-017-501000 Operating Materials & Sup.				AMAZON- ROLLING MAGNET					
DEC 2015 7727	11/3/2015	132.59	0.00	12/18/2015				False	0
001-005-509000 Marine board expense				MASTER LANDSCAPE SUPPLY - FITTINGS FOR DOC					
DEC 2015 7727	10/30/2015	25.08	0.00	12/18/2015				False	0
013-403-457000 Office supplies				CELL PHONE CASE					
DEC 2015 7727	10/27/2015	40.93	0.00	12/18/2015				False	0
013-403-457000 Office supplies				LIFESAVERS INC - CPR MASKS					
DEC 2015 7727	11/9/2015	50.00	0.00	12/18/2015				False	0
017-417-490000 Professional development				NWMOA RENEWALL FOR HOWIE BURRTON					
DEC 2015 7727 Total:		614.83							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
DEC 2015 8267	10/26/2015	618.00	0.00	12/18/2015				False	0
012-106-575000 Equipment expense				IKEA - DESK FOR FINANCE					
DEC 2015 8267	10/28/2015	150.00	0.00	12/18/2015				False	0
012-101-490000 Professional development				OREGON BUS SUMMIT - J. WALSH					
DEC 2015 8267	10/28/2015	150.00	0.00	12/18/2015				False	0
001-100-490000 Professional development				OREGON BUS SUMMIT - SUSAN CONN					
DEC 2015 8267	10/29/2015	53.98	0.00	12/18/2015				False	0
008-008-558104 Events				TROPHY OUTLET - TROPHY FOR SCARCROW CONT					
DEC 2015 8267	10/29/2015	57.24	0.00	12/18/2015				False	0
008-008-558104 Events				TROPHY OUTLET TROPHY FOR SCARCROW CONTE					
DEC 2015 8267	11/2/2015	498.00	0.00	12/18/2015				False	0
001-105-457000 Office supplies				NAT. BUSINESS FUNITTURE PURCHASE ERGONOMI					
DEC 2015 8267	10/30/2015	46.85	0.00	12/18/2015				False	0
013-403-457000 Office supplies				AMAZON - OFFICE SUPPLIES					
DEC 2015 8267	11/5/2015	200.00	0.00	12/18/2015				False	0
012-102-526000 Advertisements				YOURMEMBERSHIP.COM JOB POSTING					
DEC 2015 8267	11/5/2015	145.00	0.00	12/18/2015				False	0
012-102-526000 Advertisements				NATIONAL MINORITY UPDATE					
DEC 2015 8267	11/6/2015	546.00	0.00	12/18/2015				False	0
012-102-524000 Special projects				LENGHT OF SERVICE LAPEL PINS					
DEC 2015 8267	11/5/2015	1,511.04	0.00	12/18/2015				False	0
008-008-558104 Events				AMAZON- CHIRSTMAS LIGHTS					
DEC 2015 8267	11/12/2015	200.00	0.00	12/18/2015				False	0
012-102-526000 Advertisements				YOURMEMBERSHIP.COM JOB POSTING					
DEC 2015 8267	11/19/2015	75.23	0.00	12/18/2015				False	0
012-107-457000 Office supplies				PERTECH - INK					
DEC 2015 8267	11/13/2015	-13.92	0.00	12/18/2015				False	0
012-101-490000 Professional development				CREDIT RIVERHOUSE HOTEL OVER CHARGED					
DEC 2015 8267	11/13/2015	40.00	0.00	12/18/2015				False	0
001-004-517000 Library Program				AMERICAN LIB ASSOC.					
DEC 2015 8267	11/20/2015	80.00	0.00	12/18/2015				False	0
012-101-490000 Professional development				LUNCH KLONDIKE					
DEC 2015 8267 Total:		4,357.42							
BANKCARD CENTER To		8,293.28							

CAPITAL ONE COMMERCIAL

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
PO BOX 5219									
CAROL STREAM, IL 60197-5219									
COSTCO									
DEC 2015 2497	11/24/2015	339.98	0.00	12/18/2015				False	0
012-101-457000 Office supplies					TWO MONITORS COSTCO ADMIN				
DEC 2015 2497	12/1/2015	259.98	0.00	12/18/2015				False	0
001-105-457000 Office supplies					TWO COSTCO MONITORS PURCHASED 12/1				
DEC 2015 2497	12/1/2015	-169.99	0.00	12/18/2015				False	0
012-101-457000 Office supplies					MONITOR RETURNED 1				
DEC 2015 2497	12/1/2015	129.99	0.00	12/18/2015				False	0
012-101-457000 Office supplies					COSTCO MONITORS PURCHASED 12/1				
DEC 2015 2497 Total:		559.96							
CAPITAL ONE COMMERCIAL		559.96							
E2C CORPORATION									
2316 NE MINNEHAHA STREET									
VANCOUVER, WA 98665									
E2C									
DEC 2015	12/15/2015	442.63	0.00	12/18/2015				False	0
008-008-558104 Events					HALLOWEEN TOWN EVENTS				
DEC 2015	12/15/2015	950.85	0.00	12/18/2015				False	0
008-008-558104 Events					CHRISTMAS TREE LIGHTING				
DEC 2015 Total:		1,393.48							
E2C CORPORATION Total:		1,393.48							
Report Total:		10,246.72							

Accounts Payable

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Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
ACCELA, INC. #774375 4375 SOLUTIONS CENTER CHICAGO, IL 60677-4003 000496									
INV32191	11/30/2015	344.00	0.00	12/18/2015				False	0
012-106-554000 Contractual/consulting serv				IVR 344 TRANSACTIONS					
INV32191 Total:		344.00							
ACCELA, INC. #774375 T		344.00							
BEMIS PRINTING 267 S 1ST STREET ST. HELENS, OR 97051 002701									
6575	12/17/2015	60.00	0.00	12/18/2015				False	0
009-201-558108 Administration & marketing				CHRISTMAS CARDS ACC					
6575 Total:		60.00							
BEMIS PRINTING Total:		60.00							
BULLARD LAW 200 SW MARKET ST., SUITE 1900 PORTLAND,, OR 97201 004880									
20808	12/10/2015	266.00	0.00	12/18/2015				False	0
001-002-454000 Attorney				CONFIDENTIAL LEGAL SERVICES					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
20808 Total:		266.00							
BULLARD LAW Total:		266.00							
CINTAS CORPORATION-463									
PO BOX 650838									
DALLAS, TX 75265-0838									
006830									
463586185	12/14/2015	44.11	0.00	12/18/2015				False	0
018-019-470000 Building Expense				MATS					
463586185	12/14/2015	44.12	0.00	12/18/2015				False	0
018-020-470000 Building Expense				MATS					
463586185 Total:		88.23							
463586187	12/14/2015	38.84	0.00	12/18/2015				False	0
013-403-470000 Building				MATS					
463586187 Total:		38.84							
CINTAS CORPORATION		127.07							
COMCAST									
PO BOX 34744									
SEATTLE, WA 98124-1744									
COMCAST									
JAN 2016	12/16/2015	94.85	0.00	12/18/2015				False	0
001-005-458000 Telephone Expense				9144					
JAN 2016 Total:		94.85							
COMCAST Total:		94.85							
COUNTRY MEDIA INC.									
PO BOX 9278									
PORTLAND, OR 97207									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
006800									
207655	12/2/2015	70.00	0.00	12/18/2015				False	0
012-102-526000 Advertisements				CHRONICLE ADVERTISING					
207655 Total:		70.00							
COUNTRY MEDIA INC. T		70.00							
GREENLEAF TREE RELIEF LLC									
PO BOX 1416									
ST HELENS, OR 97051									
014167									
1824	12/11/2015	1,300.00	0.00	12/18/2015				False	0
008-008-558104 Events				PUT UP XMAS LIGHTS IN TREES PLAZA SQUARE 161					
1824 Total:		1,300.00							
GREENLEAF TREE RELI		1,300.00							
ISLAM, MD SHAHIDUL									
67 WARREN ST# 60									
STATEN ISLAND, NY 10304-2560									
MD.ISLAM									
DEC 2015	12/16/2015	103.00	0.00	12/18/2015				False	0
009-212-473300 Other Reimbr Events				CASE 15-30033 RETURNED SEIZED FUNDS					
DEC 2015 Total:		103.00							
ISLAM, MD SHAHIDUL		103.00							
JORDAN RAMIS PC									
ATTORNEYS AT LAW									
PO BOX 230669									
PORTLAND, OR 97281									
030274									
NOV 2015	11/30/2015	675.00	0.00	12/18/2015				False	0
012-101-454000 Attorney				LEGAL SERVICES BOISE CASCADE / WHITE PAPER					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
NOV 2015	11/30/2015	1,806.00	0.00	12/18/2015				False	0
009-209-554120 Urban renewal review					LEGAL SERVICES BOISE CASCADE / WHITE PAPER				
	NOV 2015 Total:	2,481.00							
	JORDAN RAMIS PC Tota	2,481.00							
KRISPY KREME DOUGHNUTS 16415 NW CORNELL ROAD BEAVERTON, OR 97006 KRISPY K									
3318121115	12/11/2015	1,113.75	0.00	12/18/2015				False	0
009-212-473200 Donute day event					225 GLAZED DOUGHNUTS FOR DONUT DAY				
	3318121115 Total:	1,113.75							
	KRISPY KREME DOUGH	1,113.75							
LEAGUE OF OREGON CITIES 1201 COURT ST.NE,SUITE 200 SALEM, OR 97301 018100									
17121	12/8/2015	20.00	0.00	12/18/2015				False	0
012-102-526000 Advertisements					POLICE OFFICER POSTING				
	17121 Total:	20.00							
	LEAGUE OF OREGON C	20.00							
MASON, BRUCE, & GIRARD, INC. NATURAL RESOURCE CONSULTAN 707 SW WASHINGTON SUITE 1300 PORTLAND, OR 97205-3035 019413									
20351	12/10/2015	3,190.49	0.00	12/18/2015				False	0
017-517-546000 Forestry preservation					0100308 MILTON CREEK FOREST INV. PLANNING				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
20351 Total:		3,190.49							
MASON, BRUCE, & GIR		3,190.49							
MAUL FOSTER ALONGI, INC. 400 E. MILL PLAIN BLVD SUITE 400 VANCOUVER, WA 98660 019555									
24648	12/9/2015	4,133.75	0.00	12/18/2015				False	0
009-209-554100 Environmental review			PROJECT 0830.01.02 VENEER ON CALL SERVICES						
24648 Total:		4,133.75							
24649	12/9/2015	2,501.25	0.00	12/18/2015				False	0
009-209-554100 Environmental review			PROJECT 0830.02.03 BWP ON CALL SERVICES						
24649 Total:		2,501.25							
24650	12/9/2015	3,116.22	0.00	12/18/2015				False	0
009-209-554100 Environmental review			PROJECT 0830.04.02 AREA WIDE PLANNING WATERF						
24650 Total:		3,116.22							
MAUL FOSTER ALONGI		9,751.22							
MCCOY ELECTRIC CO., INC. 2014 SE 9TH AVENUE P.O. BOX 42428 PORTLAND, OR 97242 019713									
213348	11/30/2015	598.70	0.00	12/18/2015				False	0
001-002-470000 Building Expense			NEW OUTLET FOR PARTS WASHER LIGHT SWITCH /						
213348 Total:		598.70							
213349	11/30/2015	313.50	0.00	12/18/2015				False	0
018-020-501000 Operating Materials & Supplies			SEWER TROUBLE SHOOT DRIVE MOTOR ON SCREE						

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
<hr/>									
213349 Total:		313.50							
213350	11/30/2015	825.38	0.00	12/18/2015				False	0
018-022-501000	Materials and supplies			SEWER PLANT INSTALL TEMP FLOATS AT LIFT STA1					
213350 Total:		825.38							
MCCOY ELECTRIC CO.,		1,737.58							
MIDWEST TAPE P.O. BOX 820 HOLLAND, OH 43528 020427									
93473019	12/3/2015	192.94	0.00	12/18/2015				False	0
001-004-481000	Visual Materials			DVDS					
93473019 Total:		192.94							
MIDWEST TAPE Total:		192.94							
MURRAY, SMITH & ASSOC., INC. 121 S.W. SALMON SUITE 900 PORTLAND, OR, 90204-2919 020762									
09-1078-69	11/20/2015	2,299.50	0.00	12/18/2015				False	0
010-304-653409	Godfrey Outfall			SD-146 GODFREY PARK STORM DRAIN					
09-1078-69 Total:		2,299.50							
MURRAY, SMITH & ASS		2,299.50							
MY TECH OASIS 33299 BARTA COURT SCAPPOOSE, OR 97056 MYTECH									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
0159	11/17/2015	300.00	0.00	12/18/2015				False	0
008-008-558104 Events					HALLOWEEN SOUND / VIDEO PRODUCTION WINDC				
0159 Total:		300.00							
MY TECH OASIS Total:		300.00							
NORTHWEST NATURAL GAS									
P.O. BOX 6017									
PORTLAND,, OR 97228-6017									
021400									
DEC 2015	12/14/2015	124.59	0.00	12/18/2015				False	0
018-019-459000 Utilites					GAS 575-0				
DEC 2015	12/14/2015	124.60	0.00	12/18/2015				False	0
018-020-459000 Utilities					GAS 575-0				
DEC 2015	12/14/2015	121.58	0.00	12/18/2015				False	0
012-107-459000 Utilitites					GAS 528-5				
DEC 2015	12/14/2015	121.67	0.00	12/18/2015				False	0
012-107-459000 Utilitites					GAS 284-8				
DEC 2015	12/14/2015	74.22	0.00	12/18/2015				False	0
001-005-459000 Utilities					GAS 856-3				
DEC 2015	12/14/2015	1,588.86	0.00	12/18/2015				False	0
017-417-459000 Utilities					GAS 294-2				
DEC 2015	12/14/2015	214.89	0.00	12/18/2015				False	0
001-002-459000 Utilities					GAS 563-8				
DEC 2015	12/14/2015	155.77	0.00	12/18/2015				False	0
001-005-459000 Utilities					GAS 304-7				
DEC 2015	12/14/2015	7.84	0.00	12/18/2015				False	0
017-017-459000 Utilities					GAS 772-0				
DEC 2015	12/14/2015	7.84	0.00	12/18/2015				False	0
018-018-459000 Utilites					GAS 772-0				
DEC 2015	12/14/2015	90.73	0.00	12/18/2015				False	0
013-403-459000 Utilities					GAS 867-5				
DEC 2015	12/14/2015	969.21	0.00	12/18/2015				False	0
001-004-459000 Utilities					GAS 767-3				
DEC 2015 Total:		3,601.80							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
<hr/>									
	NORTHWEST NATURAL	3,601.80							
OAWU 935 N MAIN STREET INDEPENDENCE, OR 97351 021691									
19100	7/1/2015	37.50	0.00	12/18/2015				False	0
018-019-490000 Schools & Conventions					A. KUNDERS MEMBERSHIP RENEWAL				
19100	7/1/2015	37.50	0.00	12/18/2015				False	0
018-020-490000 Schools & Conventions					A. KUNDERS MEMBERSHIP RENEWAL				
19100 Total:		75.00							
OAWU Total:		75.00							
OPUS:INTERACTIVE, INC. 1225 W BURNSIDE STREET SUITE 310 PORTLAND, OR 97209 021979									
274122	12/15/2015	39.00	0.00	12/18/2015				False	0
012-102-473000 Miscellaneous					ACCT 5951				
274122 Total:		39.00							
274446	12/15/2015	5.00	0.00	12/18/2015				False	0
001-002-500000 Computer System Maint.					ACCT 4775				
274446 Total:		5.00							
OPUS:INTERACTIVE, IN		44.00							
OREGON ASSOC. OF CLEAN WATER AGENCIES 107 SE WASHINGTON SUITE 242 PORTLAND,, OR 97214 022010									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
7126	12/9/2015	644.00	0.00	12/18/2015				False	0
018-019-501000 Operating Materials				2016 MEMBERSHIP					
7126 Total:		644.00							
OREGON ASSOC. OF CL		644.00							
PEAK ELECTRIC GROUP, LLC 57096 S MORSE ROAD WARREN, OR 97053 PEAK.ELE									
150193	10/6/2015	163.00	0.00	12/18/2015				False	0
013-403-470000 Building				REPLACE 1 BALLAST EMPLOYEE LUNCH ROOM					
150193 Total:		163.00							
PEAK ELECTRIC GROU		163.00							
PHILLIPS, CYNTHIA 11220 SW APALACHEE STREET TUALATIN, OR 97062 025515									
123115	12/15/2015	1,592.00	0.00	12/18/2015				False	0
001-103-554000 Contractual/consulting serv				MUNICIPAL COURT JUDGE 12/15-12/31					
123115 Total:		1,592.00							
DEC 2015	11/17/2015	100.00	0.00	12/18/2015				False	0
012-101-454000 Attorney				CONTRACTING ENTRIES 11/16-12/15					
DEC 2015	11/17/2015	20.00	0.00	12/18/2015				False	0
012-101-454000 Attorney				CONTRACTING ENTRIES 11/16-12/15					
DEC 2015 Total:		120.00							
PHILLIPS, CYNTHIA Tot		1,712.00							

PORTLAND GENERAL ELECTRIC

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
<hr/>									
WESTERN REGION									
PO BOX 4438									
PORTLAND, OR, 97208-4438									
025702									
DEC 2015	12/16/2015	46.52	0.00	12/18/2015				False	0
011-011-453000 Street Lighting				STREET LIGHTS 9724					
DEC 2015 Total:		46.52							
PORTLAND GENERAL E		46.52							
<hr/>									
PRECISION ENGRAVING, INC.									
33097 ONNA WAY									
SCAPPOOSE, OR 97056									
026004									
57673	12/7/2015	28.32	0.00	12/18/2015				False	0
001-105-457000 Office supplies				NAME PLATES FOR BUILDING OFFICIAL					
57673 Total:		28.32							
PRECISION ENGRAVING		28.32							
<hr/>									
QUILL CORP.									
PO BOX 37600									
PHILADELPHIA, PA 19101-0600									
026700									
1004245	11/30/2015	194.65	0.00	12/18/2015				False	0
001-004-457000 Office Supplies				OFFICE SUPPLIES					
1004245 Total:		194.65							
QUILL CORP. Total:		194.65							
<hr/>									
RICOH USA INC									
PO BOX 31001-0850									
PASADENA, CA 91110-0850									
027295									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
5039471802	12/6/2015	71.10	0.00	12/18/2015				False	0
012-107-502000 Equipment expense				COPIES					
5039471802 Total:		71.10							
RICOH USA INC Total:		71.10							
SELDEN, LAURIE 9765 SW IMPERIAL DRIVE PORTLAND, OR 97225 030715									
DEC 2015	12/15/2015	2,948.00	0.00	12/18/2015				False	0
001-103-554000 Contractual/consulting serv				12/15-12/29 CRIMINAL PROSECUTORIAL SERVICES					
DEC 2015 Total:		2,948.00							
SELDEN, LAURIE Total:		2,948.00							
SUNSET AUTO PARTS, INC. NAPA AUTO PARTS P.O. BOX 669 SCAPPOOSE,, OR 97056 020815									
932-19366	11/24/2015	114.15	0.00	12/18/2015				False	0
015-015-501000 Operating Materials & Supp				AUTO PARTS					
932-19366 Total:		114.15							
932-19464	11/25/2015	89.89	0.00	12/18/2015				False	0
001-002-510000 Automobile Expense				AUTO PARTS					
932-19464 Total:		89.89							
SUNSET AUTO PARTS, I		204.04							
SUNSHINE PIZZA 2124 COLUMBIA BLVD.									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
ST. HELENS,, OR 97051									
032710									
011811	10/20/2015	46.35	0.00	12/18/2015				False	0
001-103-457000 Office supplies				PIZZA FOR JURY					
011811 Total:		46.35							
SUNSHINE PIZZA Total:		46.35							
VERIZON WIRELESS									
PO BOX 660108									
DALLAS, TX 75266-0108									
000720									
9756400058	12/16/2015	167.52	0.00	12/18/2015				False	0
017-017-459000 Utilities				ACCT 242060134-00001					
9756400058 Total:		167.52							
VERIZON WIRELESS To		167.52							
WILCOX & FLEGEL									
P O BOX 69									
LONGVIEW, WA, 98632									
037003									
C170724-IN	12/9/2015	2,529.15	0.00	12/18/2015				False	0
013-403-531000 Gasoline				760.1 DIESEL 650.0 GAS CITY SHOP					
C170724-IN Total:		2,529.15							
WILCOX & FLEGEL Tota		2,529.15							
Report Total:		35,926.85							

Accounts Payable

To Be Paid Proof List

User: jenniferj
 Printed: 12/18/2015 - 2:45PM
 Batch: 00013.12.2015 - 12/18 FY 15-16 (3)

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

Clark, Terri
 314 S 14th Street
 Sth Helens, OR 97051
 Clark Te

DEC 2015	12/18/2015	500.00	0.00	12/18/2015				False	0
018-018-557000 Sewer Backup Problems	PUMP RENTAL AND RELATED EXPENSES								

DEC 2015 Total: 500.00

Clark, Terri Total: 500.00

Report Total: 500.00

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Accounts Payable

To Be Paid Proof List

User: jenniferj
 Printed: 12/22/2015 - 10:17AM
 Batch: 00014.12.2015 - 12/23 FY 15-16



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
AIRGAS USA, LLC									
P O BOX 7423									
PASADENA, CA 91109-7423									
AIRGAS									
9932022607	11/30/2015	45.90	0.00	12/23/2015				False	0
017-017-501000 Operating Materials & Sup.				CO2					
9932022607 Total:		45.90							
AIRGAS USA, LLC Total:		45.90							
AMAZON.COM									
PO BOX 530958									
ATLANTA, GA 30353-0958									
001145									
DEC 2015	11/28/2015	191.61	0.00	12/23/2015				False	0
001-004-457000 Office Supplies				MATERIALS					
DEC 2015	11/28/2015	106.80	0.00	12/23/2015				False	0
001-004-470000 Building Expense				MATERIALS					
DEC 2015	11/28/2015	31.91	0.00	12/23/2015				False	0
001-004-511000 Printed Materials				MATERIALS					
DEC 2015 Total:		330.32							
AMAZON.COM Total:		330.32							
BROWNELLS, INC.									
200 SOUTH FRONT STREET									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
MONTEZUMA, IA 50171-1000									
BROWNELL									
11925631.00	12/4/2015	808.54	0.00	12/23/2015				False	0
001-002-504000 Ammunition				MATERIALS / AMMO					
11925631.00 Total:		808.54							
BROWNELLS, INC. Total		808.54							
CENTERLOGIC, INC.									
7414 NE HAZEL DELL AVE									
SUITE B									
VANCOUVER, WA 98665									
011595									
DEC 2015	12/21/2015	82.83	0.00	12/23/2015				False	0
012-101-500000 Information services				IT SUPPORT					
DEC 2015	12/21/2015	55.22	0.00	12/23/2015				False	0
001-100-500000 Information services				IT SUPPORT					
DEC 2015	12/21/2015	110.56	0.00	12/23/2015				False	0
001-103-500000 Information services				IT SUPPORT					
DEC 2015	12/21/2015	55.22	0.00	12/23/2015				False	0
001-104-500000 Information services				IT SUPPORT					
DEC 2015	12/21/2015	150.00	0.00	12/23/2015				False	0
001-002-500000 Computer System Maint.				IT SUPPORT					
DEC 2015	12/21/2015	227.50	0.00	12/23/2015				False	0
001-004-500000 Computer Maintenance				IT SUPPORT					
DEC 2015	12/21/2015	104.99	0.00	12/23/2015				False	0
001-105-500000 Information services				IT SUPPORT					
DEC 2015	12/21/2015	121.57	0.00	12/23/2015				False	0
012-102-500000 Information services				IT SUPPORT					
DEC 2015	12/21/2015	292.81	0.00	12/23/2015				False	0
012-106-500000 Information services				IT SUPPORT					
DEC 2015	12/21/2015	226.68	0.00	12/23/2015				False	0
013-402-500000 Information services				IT SUPPORT					
DEC 2015	12/21/2015	315.00	0.00	12/23/2015				False	0
017-417-500000 Information Tech				IT SUPPORT					
DEC 2015 Total:		1,742.38							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
<hr/>									
	CENTERLOGIC, INC. To	1,742.38							
CENTRAL CITY CONCERN									
232 NW 6TH AVE									
PORTLAND, OR 97209									
006279									
NOV 2015	11/30/2015	435.00	0.00	12/23/2015				False	0
001-002-473000 Miscellaneous Expense				LESOWSKE, OMELAS, OROSCO					
NOV 2015 Total:		435.00							
CENTRAL CITY CONCE		435.00							
<hr/>									
CENTRO PRINTING SOLUTIONS									
PO BOX 186									
BEND, OR 97709-0186									
006282									
208234	12/7/2015	280.50	0.00	12/23/2015				False	0
012-106-457000 Office supplies				PAYROLL CHECKS / AP CHECKS					
208234 Total:		280.50							
208243	12/7/2015	160.15	0.00	12/23/2015				False	0
012-106-457000 Office supplies				MATERIALS W2, 1099, W2 ENVELOPES					
208243 Total:		160.15							
CENTRO PRINTING SOL		440.65							
<hr/>									
CENTURY LINK									
P O BOX 29080									
PHOENIX, AZ 85038-9080									
034004									
B111664280-1534	12/11/2015	88.41	0.00	12/23/2015				False	0
001-002-458000 Telephone Expense				ACCT 1664					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
B111664280-1534 Total:		88.41							
CENTURY LINK Total:		88.41							
CITY OF VANCOUVER FINANCIAL SERVICES PO BOX 8995 VANCOUVER, WA 98668-8995									
034817								False	0
425009	12/4/2015	600.00	0.00	12/23/2015	REGIONAL EVOC 2015				
001-002-490000 Police Training/Supplies									
425009 Total:		600.00							
CITY OF VANCOUVER T		600.00							
COLUMBIA CO. RIDER ATTN: JANET WHITE 230 STRAND STREET ST HELENS, OR 97051									
007766								False	0
2016-1725	11/30/2015	12.00	0.00	12/23/2015	ST. HELENS- LONGVIEW / ST. HELENS TO PORTLAND				
001-002-473000 Miscellaneous Expense									
2016-1725 Total:		12.00							
COLUMBIA CO. RIDER T		12.00							
COLUMBIA COUNTY CLERK 230 STRAND STREET ST. HELENS, OR 97051									
007500								False	0
DEC 2015	12/21/2015	66.00	0.00	12/23/2015	COUNTY RECORDING FEE PUBLIC SEWER EASEMENT				
001-104-494000 Recording fees									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
	DEC 2015 Total:	66.00							
	COLUMBIA COUNTY CL	66.00							
COLUMBIA COUNTY TRANSFER STATION 230 STRAND STREET ST. HELENS, OR 97051 007579									
5126	11/30/2015	16.80	0.00	12/23/2015	FLOURESCENT TUBES WASTE			False	0
001-005-501000 Operating Materials & Supp									
	5126 Total:	16.80							
	COLUMBIA COUNTY TR	16.80							
COLUMBIA PACIFIC FOOD BANK P.O. BOX 1031 ST. HELENS, OR 97051 008275									
DEC 2015	12/21/2015	1,406.65	0.00	12/23/2015	DONUT DAY DONATIONS / INCOME 2015			False	0
009-212-473200 Donute day event									
	DEC 2015 Total:	1,406.65							
	COLUMBIA PACIFIC FO	1,406.65							
COLUMBIA RIVER P.U.D. P. O. BOX 1193 ST. HELENS, OR, 97051 008325									
DEC 2015	12/22/2015	429.34	0.00	12/23/2015	ACCT 7493 POWER BILL			False	0
001-002-459000 Utilities									
DEC 2015	12/22/2015	682.27	0.00	12/23/2015	ACCT 7493 POWER BILL			False	0
001-004-459000 Utilities									
DEC 2015	12/22/2015	556.99	0.00	12/23/2015	ACCT 7493 POWER BILL			False	0
001-005-459000 Utilities									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
DEC 2015	12/22/2015	284.75	0.00	12/23/2015				False	0
001-005-509000 Marine board expense				ACCT 7493 POWER BILL				False	0
DEC 2015	12/22/2015	5,319.99	0.00	12/23/2015				False	0
011-011-453000 Street Lighting				ACCT 7493 POWER BILL				False	0
DEC 2015	12/22/2015	1,081.12	0.00	12/23/2015				False	0
012-107-459000 Utilities				ACCT 7493 POWER BILL				False	0
DEC 2015	12/22/2015	764.24	0.00	12/23/2015				False	0
013-403-459000 Utilities				ACCT 7493 POWER BILL				False	0
DEC 2015	12/22/2015	3,078.55	0.00	12/23/2015				False	0
017-017-459000 Utilities				ACCT 7493 POWER BILL				False	0
DEC 2015	12/22/2015	5,046.74	0.00	12/23/2015				False	0
017-417-459000 Utilities				ACCT 7493 POWER BILL				False	0
DEC 2015	12/22/2015	1,036.54	0.00	12/23/2015				False	0
018-019-534000 Electrical Energy				ACCT 7493 POWER BILL				False	0
DEC 2015	12/22/2015	3,109.61	0.00	12/23/2015				False	0
018-020-534000 Electrical Energy				ACCT 7493 POWER BILL				False	0
DEC 2015	12/22/2015	139.33	0.00	12/23/2015				False	0
018-021-459000 Utilities				ACCT 7493 POWER BILL				False	0
DEC 2015	12/22/2015	1,240.99	0.00	12/23/2015				False	0
018-022-459000 Utilities				ACCT 7493 POWER BILL					
DEC 2015 Total:		22,770.46							
COLUMBIA RIVER P.U.D		22,770.46							
COMCAST									
PO BOX 34744									
SEATTLE, WA 98124-1744									
COMCAST								False	0
DEC 2015	12/21/2015	117.01	0.00	12/23/2015					
001-005-458000 Telephone Expense				ACCT 9228					
DEC 2015 Total:		117.01							
JAN 2016	12/21/2015	102.93	0.00	12/23/2015				False	0
017-417-459000 Utilities				ACCT 3238 DOCKS KIOSK DEC / JAN BILL					
JAN 2016 Total:		102.93							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
COMCAST Total:		219.94							
COUNTRY MEDIA INC. PO BOX 9278 PORTLAND, OR 97207 006800									
207656	12/2/2015	177.96	0.00	12/23/2015	BIKES AD			False	0
001-002-526000 Publicity									
207656 Total:		177.96							
COUNTRY MEDIA INC. T		177.96							
DON'S RENTAL 2274 COLUMBIA BLVD. ST. HELENS, OR, 97051 010700									
479033	12/14/2015	17.50	0.00	12/23/2015	MRS. SANTA RENTAL SUIT TREE LIGHTING EVENT			False	0
008-008-558104 Events									
479033 Total:		17.50							
DON'S RENTAL Total:		17.50							
E C POWER SYSTEMS OF OREGON 1835 NW 21ST AVENUE P.O. BOX 10286 PORTLAND,, OR 97296-0286 010977									
177260	12/17/2015	612.26	0.00	12/23/2015	ANNUAL MAINTENANCE ON GENERATOR			False	0
001-002-501000 Operating Materials & Supp									
177260 Total:		612.26							
E C POWER SYSTEMS O		612.26							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
EAGLE STAR ROCK PRODUCTS, INC.									
P.O. BOX 750									
ST. HELENS, OR 97051									
010970								False	0
30228	12/1/2015	376.35	0.00	12/23/2015	ROCK- 1ST STREET STORM				
018-021-501000 Operating Materials & Supplies									
30228 Total:		376.35						False	0
30233	12/1/2015	1,453.20	0.00	12/23/2015	ROCK- 1ST STREET STORM				
018-021-501000 Operating Materials & Supplies									
30233 Total:		1,453.20						False	0
30241	12/2/2015	508.17	0.00	12/23/2015	ROCK- 1ST STREET STORM				
018-021-501000 Operating Materials & Supplies									
30241 Total:		508.17						False	0
30245	12/3/2015	264.90	0.00	12/23/2015	ROCK- 1ST STREET STORM				
018-021-501000 Operating Materials & Supplies									
30245 Total:		264.90						False	0
30263	12/9/2015	86.18	0.00	12/23/2015	ROCK- STORM				
017-017-501000 Operating Materials & Sup.									
30263 Total:		86.18						False	0
EAGLE STAR ROCK PRO		2,688.80							
H.D. FOWLER CO.									
P. O. BOX 160									
BELLEVUE, WA, 98009									
012650								False	0
14105888	12/14/2015	176.60	0.00	12/23/2015	PVC HANDPUMP				
017-017-501000 Operating Materials & Sup.									
14105888 Total:		176.60							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
H.D. FOWLER CO. Total:		176.60							
ISON TRANSPORTATION, INC. P.O. BOX 1524 ST. HELENS, OR 97051 ISON TR									
1914	12/14/2015	540.00	0.00	12/23/2015	CLEAR RIVER DEBRIS DOCK SHEER BOOMS			False	0
001-005-509000 Marine board expense									
1914 Total:		540.00							
ISON TRANSPORTATION		540.00							
KOLDKIST BOTTLED WATER 909 N. COLUMBIA BLVD. PORTLAND, OR 97217 007248									
DEC 2015	11/30/2015	74.50	0.00	12/23/2015	WATER			False	0
001-002-473000 Miscellaneous Expense									
DEC 2015 Total:		74.50							
KOLDKIST BOTTLED W		74.50							
KRP DATA SYSTEMS P.O. BOX 504 ROSEBURG, OR 97470 KRP.DATA									
SHPD-004	12/3/2015	4,320.00	0.00	12/23/2015	WEBLEDS HOSTED SYSTEM SUBSCRIPTION			False	0
001-002-500000 Computer System Maint.									
SHPD-004 Total:		4,320.00							
KRP DATA SYSTEMS To		4,320.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
MALLORY CO.									
PO BOX 2068									
LONGVIEW, WA 98632-8190									
019380								False	0
4015011	12/17/2015	518.15	0.00	12/23/2015					
001-002-502000 Equipment Expense				LED LIGHTS					
4015011 Total:		518.15							
MALLORY CO. Total:		518.15							
MIDWEST TAPE									
P.O. BOX 820									
HOLLAND, OH 43528									
020427								False	0
93494590	12/10/2015	95.95	0.00	12/23/2015					
001-004-481000 Visual Materials				DVD'S					
93494590 Total:		95.95							
MIDWEST TAPE Total:		95.95							
MILLER COMMUNICATION SERVICES									
385 SPINNAKER WAY									
COLUMBIA CITY,, OR 97018									
020470								False	0
6504	11/28/2015	185.90	0.00	12/23/2015					
001-002-470000 Building Expense				ADDED EXTENSION TO SGTS OFFICE					
6504 Total:		185.90							
MILLER COMMUNICAT		185.90							
MOSS, TERRY J.									
33355 CROWN POINT DRIVE									
WARREN, OR 97053									
020691									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
DEC 2015	12/13/2015	1,401.15	0.00	12/23/2015				False	0
009-212-551100 BJA - Justice-MIHealth Grant				JUSTICE AND MENTAL HEALTH CONF. TERRY MOSS					
DEC 2015 Total:		1,401.15							
MOSS, TERRY J. Total:		1,401.15							
NORTHERN SAFETY CO., INC. P.O. BOX 4250 UTICA, NY 13504-4250 021152									
901724936	12/9/2015	437.66	0.00	12/23/2015				False	0
013-403-501000 Operating materials/supplies				MATERIALS					
901724936 Total:		437.66							
NORTHERN SAFETY CO		437.66							
NORTHSTAR CHEMICAL, INC. P.O. BOX 6860 PORTLAND,, OR 97228-6860 021556									
80190	12/8/2015	455.75	0.00	12/23/2015				False	0
017-417-527000 Chlorine				SODIUM HYPOCHLORITE					
80190 Total:		455.75							
NORTHSTAR CHEMICAL		455.75							
OCCUPATIONAL SAFETY, HEALTH & WELLNESS, LLC 16200 SW PACIFIC HIGHWAY SUITE H255 TIGARD, OR 97224 OSHW									
153	12/15/2015	605.64	0.00	12/23/2015				False	0
001-002-473000 Miscellaneous Expense				HEALTH TESTING POLICE					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
153 Total:		605.64							
OCCUPATIONAL SAFET		605.64							
OPUS:INTERACTIVE, INC. 1225 W BURNSIDE STREET SUITE 310 PORTLAND, OR 97209 021979									
274347	12/15/2015	10.00	0.00	12/23/2015				False	0
001-002-500000 Computer System Maint.				5022					
274347 Total:		10.00							
OPUS:INTERACTIVE, IN		10.00							
OREGON CITY/COUNTY MANAGEMENT ASSOCIATION 1201 COURT ST.NE, SUITE 200 SALEM, OR 97301 021701									
DEC 2015	12/21/2015	245.38	0.00	12/23/2015				False	0
012-101-490000 Professional development				OCCMA 2016 MEMBERSHIP JOHN WALSH					
DEC 2015 Total:		245.38							
OREGON CITY/COUNTY		245.38							
OREGON DMV DRIVER & MOTOR VEHICLE SERV 1905 LANA AVE. N.E. SALEM, OR 97314-2253 023150									
NOV 2015	11/30/2015	23.00	0.00	12/23/2015				False	0
001-002-473000 Miscellaneous Expense				ACCT 67431					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
	NOV 2015 Total:	23.00							
	OREGON DMV Total:	23.00							
OREGON MAYORS ASSOCIATION 1201 COURT ST. NE, SUITE 200 SALEM, OR 97301 022500									
DEC 2015	12/22/2015	128.00	0.00	12/23/2015				False	0
001-100-490000	Professional development			2016 OMA MEMBERSHIP RANDY PETERSON					
	DEC 2015 Total:	128.00							
	OREGON MAYORS ASSO	128.00							
PAULSON PRINTING 125 N. 19TH ST. ST. HELENS, OR, 97051 025300									
C8619	11/30/2015	60.00	0.00	12/23/2015				False	0
001-002-501000	Operating Materials & Supp			DURAN BUS. CARDS					
	C8619 Total:	60.00							
	PAULSON PRINTING To	60.00							
PETERSON PO BOX 2218 SAN LEANDRO, CA 94577-0343 019599									
SW290029182	12/12/2015	850.00	0.00	12/23/2015				False	0
017-417-501000	Operating materials and suppli			ANNUAL SERVICE					
	SW290029182 Total:	850.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
PETERSON Total:		850.00							
RICOH USA, INC. PO BOX 650073 DALLAS, TX 75265-0073 027294									
95940658	12/4/2015	206.87	0.00	12/23/2015				False	0
001-002-502000 Equipment Expense	POLICE COPIER RENT ACCT 6313								
95940658 Total:		206.87							
RICOH USA, INC. Total:		206.87							
SHRED-IT USA, LLC 23166 NETWORK PLACE CHICAGO, IL 60673-1252 SHRED-IT									
8120499718	11/30/2015	132.72	0.00	12/23/2015				False	0
001-002-473000 Miscellaneous Expense	4225 POLICE SHREDDING								
8120499718 Total:		132.72							
SHRED-IT USA, LLC Tot		132.72							
STAPLES BUSINESS ADVANTAGE DEPT LA PO BOX 83689 CHICAGO, IL 60696 031983									
3286960117	12/12/2015	19.46	0.00	12/23/2015				False	0
012-107-457000 Office supplies	OFFICE SUPPLIES								
3286960117 Total:		19.46							
3286960118	12/12/2015	381.29	0.00	12/23/2015				False	0
012-107-457000 Office supplies	OFFICE SUPPLIES								

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
3286960118 Total:		381.29							
STAPLES BUSINESS AD		400.75							
TCMS CORPORATION PO BOX 11005 PORTLAND, OR, 97211 033013									
013970	12/14/2015	691.12	0.00	12/23/2015				False	0
012-107-554000 Contractual/consulting serv				01051 - ANNEX SERVICE CALL HEAT DOWN - REPLA					
013970 Total:		691.12							
TCMS CORPORATION T		691.12							
USA BLUEBOOK P.O. BOX 9004 GURNEE, IL 60031-9004 033965									
800307	11/11/2015	62.96	0.00	12/23/2015				False	0
018-019-501000 Operating Materials				EYE WASH / SKIM NETS					
800307	11/11/2015	62.97	0.00	12/23/2015				False	0
018-020-501000 Operating Materials & Supplies				EYE WASH / SKIM NETS					
800307 Total:		125.93							
USA BLUEBOOK Total:		125.93							
Report Total:		44,164.64							

Accounts Payable

To Be Paid Proof List

User: jenniferj
 Printed: 12/30/2015 - 12:56PM
 Batch: 00015.12.2015 - 01/01 FY 15-16



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
CASCADE CONCRETE PRODUCTS,INC. P O BOX 1245 SCAPPOOSE, OR, 97056 005925									
64222	12/16/2015	125.00	0.00	01/01/2016				False	0
018-021-501000 Operating Materials & Supplies				BLUELINE GROUT					
64222 Total:		125.00							
CASCADE CONCRETE P		125.00							
CENTURY LINK PO BOX 91155 SEATTLE, WA 98111-9255 034002									
DEC 2015	12/17/2015	40.71	0.00	01/01/2016				False	0
017-017-458000 Telephone Expense				ACCT 369B					
DEC 2015	12/17/2015	20.35	0.00	01/01/2016				False	0
018-019-458000 Telecommunication Expense				ACCT 369B					
DEC 2015	12/17/2015	20.36	0.00	01/01/2016				False	0
018-019-458000 Telecommunication Expense				ACCT 369B					
DEC 2015 Total:		81.42							
CENTURY LINK Total:		81.42							

CENTURY LINK
 P O BOX 29080

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
PHOENIX, AZ 85038-9080									
034004									
B11166583915349	12/15/2015	88.40	0.00	01/01/2016				False	0
017-417-458000 Telephone expense				ACCT 1665					
B11166583915349 Total:		88.40							
CENTURY LINK Total:		88.40							
CINTAS CORPORATION									
CINTAS FIRST AID & SAFETY									
PO BOX 631025									
CINCINNATI, OH 45263-1025									
037620									
5004195751	12/28/2015	72.09	0.00	01/01/2016				False	0
012-107-457000 Office supplies				CABINET REFILL CITY HALL					
5004195751 Total:		72.09							
5004195752	12/28/2015	80.08	0.00	01/01/2016				False	0
013-403-470000 Building				CABINET REFILL PW					
5004195752 Total:		80.08							
CINTAS CORPORATION		152.17							
CINTAS CORPORATION-463									
PO BOX 650838									
DALLAS, TX 75265-0838									
006830									
463593051	12/28/2015	38.84	0.00	01/01/2016				False	0
013-403-470000 Building				MATS					
463593051 Total:		38.84							
CINTAS CORPORATION		38.84							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
COASTWIDE LABORATORIES									
39554 TREASURE CENTER									
CHICAGO, IL 60694-9500									
007159									
2836436	12/17/2015	36.18	0.00	01/01/2016				False	0
013-403-457000 Office supplies				TP					
2836436 Total:		36.18							
2836437	12/17/2015	85.11	0.00	01/01/2016				False	0
012-107-457000 Office supplies				TP ROWEL TOWEL FOAM SOAP					
2836437 Total:		85.11							
2836437-1	12/21/2015	59.67	0.00	01/01/2016				False	0
001-004-470000 Building Expense				PAPER TOWELS					
2836437-1 Total:		59.67							
COASTWIDE LABORATO		180.96							
CODE PUBLISHING, INC.									
9410 ROOSEVELT WAY NE									
SEATTLE, WA 98115-2844									
007162									
51666	12/18/2015	160.65	0.00	01/01/2016				False	0
012-102-554000 Contractual/consulting serv				MUNICIPAL CODE UPDATE					
51666 Total:		160.65							
CODE PUBLISHING, INC		160.65							
CONSOLIDATED SUPPLY									
P O BOX 5788									
PORTLAND, OR, 97228									
009000									
S7586534.001	12/21/2015	211.98	0.00	01/01/2016				False	0
017-017-501000 Operating Materials & Sup.				MATERIALS					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
S7586534.001 Total:		211.98							
CONSOLIDATED SUPPL		211.98							
DAHLGREN BUILDERS SUPPLY 58351 COLUMBIA RIVER HWY. P.O. BOX 1021 ST. HELENS, OR, 97051 009800									
A20136236	12/2/2015	11.96	0.00	01/01/2016				False	0
018-018-501000 Operating Materials & Supplies			N 7TH ST STORM PREMIX CONCRETE						
A20136236 Total:		11.96							
A20136689	12/10/2015	18.00	0.00	01/01/2016				False	0
008-008-558104 Events			SUPPLIES FOR CHRISTMAS LIGHTS PLAZA						
A20136689 Total:		18.00							
DAHLGREN BUILDERS		29.96							
EATON'S TIRE AND SERVICE CENTER 1780 COLUMBIA BLVD. ST. HELENS, OR 97051 011000									
61622	11/4/2015	45.00	0.00	01/01/2016				False	0
001-002-510000 Automobile Expense			2012 CHEVY TAHOE E257822						
61622 Total:		45.00							
EATON'S TIRE AND SER		45.00							
HAMER ELECTRIC, INC. 126 INDUSTRIAL WAY LONGVIEW, WA 98632 014475									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
37602	12/9/2015	1,182.96	0.00	01/01/2016				False	0
001-005-509000 Marine board expense					WIRELESS REMOTE MONITORING MARINE SYNC JC				
37602 Total:		1,182.96							
HAMER ELECTRIC, INC		1,182.96							
INTEGRA TELECOM, INC. PO BOX 2966 MILWAUKEE, WI 53201 016479									
13532978	12/21/2015	393.97	0.00	01/01/2016				False	0
001-002-458000 Telephone Expense					ACCOUNT 754802				
13532978	12/21/2015	58.19	0.00	01/01/2016				False	0
012-106-480000 Postage					ACCOUNT 754802				
13532978	12/21/2015	1,205.10	0.00	01/01/2016				False	0
012-107-458000 Telecommunication expense					ACCOUNT 754802				
13532978	12/21/2015	294.10	0.00	01/01/2016				False	0
001-004-458000 Telephone Expense					ACCOUNT 754802				
13532978	12/21/2015	48.48	0.00	01/01/2016				False	0
017-017-458000 Telephone Expense					ACCOUNT 754802				
13532978	12/21/2015	555.24	0.00	01/01/2016				False	0
017-417-458000 Telephone expense					ACCOUNT 754802				
13532978	12/21/2015	200.05	0.00	01/01/2016				False	0
013-403-458000 Telecommunication expense					ACCOUNT 754802				
13532978	12/21/2015	181.38	0.00	01/01/2016				False	0
018-019-458000 Telecommunication Expense					ACCOUNT 754802				
13532978	12/21/2015	181.38	0.00	01/01/2016				False	0
018-020-458000 Telecommunication Expense					ACCOUNT 754802				
13532978	12/21/2015	724.50	0.00	01/01/2016				False	0
018-022-458000 Telecommunication expense					ACCOUNT 754802				
13532978 Total:		3,842.39							
INTEGRA TELECOM, IN		3,842.39							

INTERSTATE BATTERY OF

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
COLUMBIA RIVER									
3421 NE 109TH AVE									
VANCOUVER, WA 98682-7723									
016626									
40031912	12/21/2015	255.04	0.00	01/01/2016				False	0
015-015-501000 Operating Materials & Supp				BATTERIES					
40031912 Total:		255.04							
INTERSTATE BATTERY		255.04							
KNIFE RIVER									
32260 OLD HWY 34									
TANGENT, OR 97389									
017628									
1532597	12/9/2015	651.90	0.00	01/01/2016				False	0
018-018-501000 Operating Materials & Supplies				SAND - FOR SAND BAGS - FLOODING					
1532597	12/9/2015	651.91	0.00	01/01/2016				False	0
018-021-501000 Operating Materials & Supplies				SAND - FOR SAND BAGS - FLOODING					
1532597	12/9/2015	651.91	0.00	01/01/2016				False	0
011-011-501000 Operating Materials & Supp				SAND - FOR SAND BAGS - FLOODING					
1532597 Total:		1,955.72							
KNIFE RIVER Total:		1,955.72							
LAWSON PRODUCTS, INC.									
PO BOX 809401									
CHICAGO, IL 60680-9401									
018040									
9303770012	12/17/2015	260.81	0.00	01/01/2016				False	0
015-015-501000 Operating Materials & Supp				MATERIALS					
9303770012 Total:		260.81							
LAWSON PRODUCTS, IN		260.81							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
LD PRODUCTS, INC.									
3700 COVER STREET									
LONG BEACH, CA 90808									
018060									
SIP-004122961	12/17/2015	264.28	0.00	01/01/2016				False	0
001-004-457000 Office Supplies				MATERIALS					
SIP-004122961 Total:		264.28							
LD PRODUCTS, INC. Tot		264.28							
LOCKE, KEITH									
90 COLUMBIA BLVD.									
ST. HELENS, OR 97051									
018860									
DEC 2015	12/29/2015	100.83	0.00	01/01/2016				False	0
008-008-558104 Events				CHRISTMAS SHIP DINNER EVENT K. LOCKE					
DEC 2015 Total:		100.83							
LOCKE, KEITH Total:		100.83							
MAILBOXES NORTHWEST									
2034 COLUMBIA BLVD.									
ST. HELENS, OR 97051									
019366									
DEC 2015	11/30/2015	39.90	0.00	01/01/2016				False	0
001-002-480000 Postage				SHIPPING CHARGES POLICE					
DEC 2015 Total:		39.90							
MAILBOXES NORTHWE		39.90							
MIDWEST TAPE									
P.O. BOX 820									
HOLLAND, OH 43528									
020427									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
93517418	12/17/2015	55.98	0.00	01/01/2016				False	0
001-004-481000 Visual Materials				DVDS					
93517418 Total:		55.98							
93517419	12/17/2015	158.47	0.00	01/01/2016				False	0
001-004-481000 Visual Materials				DVDS					
93517419 Total:		158.47							
MIDWEST TAPE Total:		214.45							
NORTHERN SAFETY CO., INC. P.O. BOX 4250 UTICA, NY 13504-4250 021152									
901735658	12/17/2015	315.22	0.00	01/01/2016				False	0
013-403-501000 Operating materials/supplies				RUFFLEX LITE FLV BK RUF-FLEX THERMO GLV					
901735658 Total:		315.22							
NORTHERN SAFETY CO		315.22							
PACIFIC HOSE & FITTINGS, INC. 8405 N ALBINA PORTLAND, OR 97217 024218									
306225-001	12/18/2015	867.27	0.00	01/01/2016				False	0
015-015-501000 Operating Materials & Supp				MATERIALS					
306225-001 Total:		867.27							
PACIFIC HOSE & FITTIN		867.27							
PAMPLIN MEDIA GROUP, COMMUNITY NEWSPAPERS/ PO BOX 22109 PORTLAND, OR 97269-2109									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
031685									
DEC 2015	12/25/2015	28.00	0.00	01/01/2016				False	0
012-102-526000 Advertisements					1- YEAR SUBSCRIPTION CITY HALL				
	DEC 2015 Total:	28.00							
	PAMPLIN MEDIA GROU	28.00							
PELASCINI, GINO 234 S. 17TH STREET ST. HELENS, OR 97051 PELASC, G									
DEC 2015	12/21/2015	245.00	0.00	01/01/2016				False	0
001-000-204000 Bail Depositi					BOND REFUND G. PELASCINI				
	DEC 2015 Total:	245.00							
	PELASCINI, GINO Total:	245.00							
POSTMASTER 1571 COLUMBIA BLVD. ST. HELENS,, OR 97051 026000									
DEC 2015	12/20/2015	225.00	0.00	01/01/2016				False	0
012-106-480000 Postage					PERMIT PRESORT FEE THROUGH 2/16/16				
	DEC 2015 Total:	225.00							
	POSTMASTER Total:	225.00							
SCHOLL YARD MAINTENACE, RICK 555 NORTH 10th ST. HELENS, OR 97051 R.SCHOLL									
858422	11/4/2015	75.00	0.00	01/01/2016				False	0
001-002-470000 Building Expense					OCT YARD SERVICE POLICE				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
858422 Total:		75.00							
SCHOLL YARD MAINT		75.00							
SOLUTIONS YES 7409 SW TECH CENTER DRIVE SUITE 100 PORTLAND, OR 97223 013581									
INV58330	12/21/2015	496.51	0.00	01/01/2016				False	0
012-107-502000 Equipment expense					CONTRACT 12/19-01/18/16 ACCT C002 CONTRACT OV				
INV58330 Total:		496.51							
SOLUTIONS YES Total:		496.51							
SOUTH COLUMBIA COUNTY CHAMBER OF COMMERCE 2194 COLUMBIA BLVD. ST. HELENS, OR 97051 028700									
DEC 2015	12/25/2015	100.00	0.00	01/01/2016				False	0
001-100-490000 Professional development					CHAMBER OF COMMERCE DUES 2016				
DEC 2015 Total:		100.00							
SOUTH COLUMBIA COU		100.00							
STAPLES BUSINESS ADVANTAGE DEPT LA PO BOX 83689 CHICAGO, IL 60696 031983									
3286422291	12/5/2015	31.45	0.00	01/01/2016				False	0
001-103-457000 Office supplies					OFFICE SUPPLIES				
3286422291	12/5/2015	14.39	0.00	01/01/2016				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
001-105-457000 Office supplies					OFFICE SUPPLIES				
3286422291	12/5/2015	47.33	0.00	01/01/2016				False	0
012-107-457000 Office supplies					OFFICE SUPPLIES				
3286422291 Total:		93.17							
3287540763	12/19/2015	77.79	0.00	01/01/2016				False	0
012-107-457000 Office supplies					OFFICE SUPPLIES				
3287540763	12/19/2015	5.41	0.00	01/01/2016				False	0
001-103-457000 Office supplies					OFFICE SUPPLIES 2 HOLE PUNCH				
3287540763 Total:		83.20							
STAPLES BUSINESS AD		176.37							
SUNSHINE PIZZA									
2124 COLUMBIA BLVD.									
ST. HELENS, OR 97051									
032710									
011823	12/8/2015	26.55	0.00	01/01/2016				False	0
013-403-501000 Operating materials/supplies					PIZZA FOR PW GUYS WHO WORKED THROUGH THE				
011823 Total:		26.55							
SUNSHINE PIZZA Total:		26.55							
TRAFFIC SAFETY SUPPLY CO., INC									
2324 S.E. UMATILLA ST.									
PORTLAND, OR, 97202									
033600									
106314	12/4/2015	100.54	0.00	01/01/2016				False	0
011-011-505000 Street Signs					SIGNS				
106314	12/4/2015	100.55	0.00	01/01/2016				False	0
001-005-501000 Operating Materials & Supp					SIGNS				
106314 Total:		201.09							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
<hr/>									
	TRAFFIC SAFETY SUPP	201.09							
UPS									
P.O. BOX 894820									
LOS ANGELES, CA 90189-4820									
033900									
00006550XW515	12/19/2015	7.62	0.00	01/01/2016				False	0
013-403-457000 Office supplies				SHIPPING STATEO F OREGON DCBS SALEM OR 9730					
00006550XW515 Total:		7.62							
UPS Total:		7.62							
WEST/MEYER FENCE									
4511 NE 135TH AVE									
PORTLAND, OR 97230									
036320									
20018414	12/23/2015	1,292.00	0.00	01/01/2016				False	0
018-021-501000 Operating Materials & Supplies				REMOVE FENCING INSTALL GATE NEW HINGE POS					
20018414 Total:		1,292.00							
WEST/MEYER FENCE T		1,292.00							
WILCOX & FLEGEL									
P O BOX 69									
LONGVIEW, WA, 98632									
037003									
C171184-IN	12/23/2015	148.83	0.00	01/01/2016				False	0
018-022-501000 Materials and supplies				GAS WWTP 113.0 BIO DIESEL CUST # 04-0011497					
C171184-IN Total:		148.83							
WILCOX & FLEGEL Tota		148.83							

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

Report Total:

13,435.22



City of St. Helens
Consent Agenda for Approval

CITY COUNCIL MINUTES

Presented for approval on this 6th day of January, 2016 are the following Council minutes:

2015

- Work Session and Regular Session Minutes dated December 16, 2015

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

December 16, 2015

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
Howie Burton, Water Filtration Facility Supervisor
Nathan Jones, Librarian I

Others: Amanda Renner Nicole Thill

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

Visitor Comments

No comments received.

Employee Length of Service Awards

We are happy to announce that we have two employees who have reached big milestones in their employment with the City of St. Helens. The following individuals will receive a certificate and pin at the December 16 Council work session.

10 Years

Howie Burton came to work for the City as a Water Treatment Operator in November of 2005. In July of 2013, he was promoted to Water Filtration Facility Supervisor where he continues to serve the public with the best drinking water this side of the Mississippi!

5 Years

Nathan Jones began working for the City in November of 2010 as a part-time Librarian. With the help of a grant received by the Library, Nathan began working full-time on a temporary basis starting in July of 2012. Fortunately, we were able to bring him on as a regular full-time employee in July of this year. Nathan works primarily with children and does an excellent job of providing high quality services to our community!

Congratulations to Howie and Nathan, and thank you for your service!

Parking on 1st Street – Results of Affected Resident Participation

Background

In September 2015, the Council first considered the modification to the existing Municipal Code which allows vehicle parking on the sidewalk on S. 1st Street in front of the addresses between 100 S. 1st Street and 160 S. 1st Street. This is a specific exception to the overall City Code prohibiting parking on a sidewalk in all other areas of the city. Vehicle parking on the sidewalk along this section of narrow roadway has initiated complaints in the past when the vehicles have covered the majority of the sidewalk, restricting or prohibiting safe pedestrian passage. It is often necessary for pedestrians to step out into the northbound traffic lanes to get around the vehicles. When vehicles do not leave at least 3 feet of clear passage, it also creates a violation of the Americans with Disabilities Act (ADA). However, off-street parking is very limited and guests, contractors, and/or service vehicles typically do not have any other option for parking when making a call to the homes and apartments along this section. The Corridor Master Plan (CMP), adopted in February 2015 as an addendum to the 2011 Transportation System Plan, recommends eliminating all on-street (and on-sidewalk) parking along the east side of S. 1st Street between Columbia Boulevard and St. Helens Street or, as an alternative, to consider narrowing portions of the 8-ft wide sidewalk to the minimum 5-feet and potentially provide limited parking pockets. In either case, the CMP recommends reversing the code that allows on-sidewalk parking.

At least one of the impacted property owners expressed concerns about the modification to the Code and the Council asked to have the issue put on hold to provide an opportunity to further review the issue and provide additional information to the property owners and residents.

On December 1, Public Works Engineering Director Nelson went door-to-door and spoke with four of the five renters and four of the six property owners. Each was also invited to a meeting held on December 8 to further discuss the Code change and get their thoughts on developing alternative parking options. Letters were mailed to the renters and owners that were not be personally reached that day. One of the property owners called and set up an alternative time to meet and go over their thoughts and preferences. One person attended the meeting on December 8.

Summary

Overall, the owners and renters of the homes and apartments between 100 S. 1st Street and 160 S. 1st Street understand the primary issue and the problems that are created when vehicles park across the sidewalk in such a way that pedestrian and ADA passage is restricted. The following is a summary of the discussions with the various property owners and residents:

Owner or Resident	Comment
Owner/resident	Understands reason for Code change. Would prefer <u>no</u> on-street parking be created. Could potentially create additional traffic hazards and problems during high-traffic volume events such as Spirt of Halloweentown and Fourth of July.
Owner/resident	Understands reason for Code change. Generally in favor of on-street parking.
Owner/resident	Against any change to Code. No change is needed. City is protected from legal action by Comprehensive Plan. Change to ordinance is being forced on owners.
Owner	Understands reason for Code change. Concerned if all on-street/sidewalk parking is eliminated it will negatively impact ability to maintain the property i.e., landscapers, contractors, etc. In favor of on-street parking.

Resident	No comment.
Resident	Understands reason for Code change. Generally in favor of on-street parking.
Resident	Understands reason for Code change. Generally in favor of on-street parking.
Resident	No response.
Resident	Understands reason for Code change. Generally in favor of on-street parking. Parking is limited for apartment residents and visitors.
Owner/resident	Understands reason for Code change. Generally in favor of on-street parking. Cares for parent with a wheelchair.
Owner/resident	No response.

Recommendation

Follow the recommendation of the City's Transportation System Plan as amended by the Corridor Master Plan and revise the Municipal Code to eliminate the provision allowing parking on the sidewalk on the east side of S. 1st Street in front of the properties at 100 through 160 S. 1st Street. Direct staff on the Council's preference to further investigate the possibility of modifying the existing sidewalk to provide parking pockets along the same section.

Council and Nelson discussed the potential of adding parallel parking and reducing the sidewalk to five feet in width. This may impact landscaping if it is in the right-of-way. However, there may be areas that parking cannot be added due to driveways and utility poles. They won't know until a survey is completed.

Mayor Peterson directed staff to get an estimate on what a survey would cost and bring that information back to the Council.

Discussion on Marijuana Business License Fee

City Administrator Walsh reported that the fee is related to administration, service and enforcement of the license. The higher the fee, the more likely it will be challenged. Portland is \$3,750. He recommends \$2,500 for St. Helens. It can be adjusted in the future.

Council concurred with \$2,500 as a start. It will be on tonight's agenda as a resolution.

Discussion about Library Staffing

Library Director Jeffries reported that the Youth Librarian has resigned and a vacancy will occur. They also have an employee who will be on maternity leave next year. Jeffries recommends posting a short-term part-time Library Assistant position to cover that gap. A current library assistant will continue the in-house story times. They will not be able to continue the outreach outside of the library until that position is filled.

Council was in consensus to proceed as staff recommends.

Review Proposed Identity Theft Prevention Program Policy

Finance Director Ellis summarized what the program is about. A copy is included in the archive meeting packet. It provides for improved security.

Department Reports

Public Works Engineering Director Nelson reported...

- The power pedestals at the docks have not been working since last week. A service technician came out and discovered it was an electronics failure in the control unit that controls the communication between the kiosk and the internet. It needed to be reset.

Public Works Operations Director Sheppard reported...

- Marc Knudsen and Jim Thorp are retiring at the end of this month. There will be a pizza party on December 31 for them. Jim's job, which is a Wastewater Collection Operation, was advertised internally. Scott Jauron met the qualifications and was awarded that position. Scott's job, which is a Water Operator, will be advertised internally as well. They will be recruiting for a Utility Worker I position to fill the position of whoever is offered the Water Operator position. He and Nelson will be reviewing Marc's job description before opening that position.
- Thank you to Holly Haebe and the CENT team for their work during the flooding. There was more citizen involvement this time as well.

Library Director Jeffries reported...

- Nothing to report.

Finance Director Ellis reported...

- Nothing to report.

City Recorder Payne reported...

- Nothing to report.

City Administrator Walsh reported...

- He received a request from CCMH to assist with a grant application. It is through the Oregon Health Authority up to \$500,000 for jail diversion services. They would like Jenny Dimsho to assist and will pay her wages. The application is due February 9. Council was in support.
- The Christmas Tree Lighting was a soggy success. He thanked the volunteers.

Council Reports

Mayor Peterson reported...

- Thanked everyone for their hard work during the flooding. He appreciates it.

Councilor Conn reported...

- Attended the Oregon Business Plan's Leadership Summit on Monday. They discussed the proposed transportation package, Oregon jobs, education, boosting rural economic development and outdoor recreation. She appreciates the opportunity to attend.

Council President Morten reported...

- He acknowledged the volunteers that made the Christmas Tree Lighting a success, especially SHEDCO. It was very well done.
- This is our last meeting of the year. He thanked the Council for a really good year. Mayor Peterson added that they have made some big decisions this year. Council worked together well.
- One of the things that he likes to see is that St. Helens kept out of the headlines because we didn't have any major flooding instances with our infrastructure. Thank you to the hard working Public Works staff.
- Department head evaluations are due by the end of year.
- He will be here for the retirement of Jim and Marc on December 31. He regrets missing the last one.

Councilor Carlson reported...

- She and Lieutenant Graham met with Judy from NAMI this morning at Walmart to help with

the gifts for those suffering from mental illness in our community. NAMI raised \$9,500 for Columbia County.

- She and Councilor Locke are working with the Youth Council to address their issues and get more people involved. They have seen a lot of change since the beginning.

Councilor Locke reported...

- There are 15 members on the Youth Council now. They really need more sophomores and juniors to join. They are going to lose their seniors and most of the others are freshman.
- The Christmas Ships dinner went really well. Thank you to Sunshine Pizza, IGA Market, Dockside, Klondike and Noi's Thai Kitchen. There were about 60 people eating.
- He agreed that a lot was done over the last year. The next year is sure to be even better.
- After this meeting, he will be moving the peanut butter and jelly collected through Holiday Hope to the fairgrounds.

Other Business

No other business.



There being no further business, the meeting was adjourned at 1:55 p.m.

ATTEST:

Kathy Payne, City Recorder

Randy Peterson, Mayor

City of St. Helens CITY COUNCIL

Regular Session Minutes

December 16, 2015

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

Members Absent: Susan Conn, 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

Others: Amanda Renner



7:00PM – Call Regular Session to Order – Mayor Peterson

Pledge of Allegiance – Mayor Peterson

Invitation to Citizens for Public Comment

No comments received.

Ordinances – First 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 1st Street

Mayor Peterson read Ordinance No. 3194 by title for the first time. The final reading will be held at the next regular session.

Resolutions

- A. **Resolution No. 1726:** A Resolution to Amend Resolution No. 1454, the Business License Fee Schedule, to Provide for a Marijuana Business License Fee

Mayor Peterson read Resolution No. 1726 by title. **Motion:** Upon Locke's motion and Carlson's second, the Council unanimously adopted Resolution No. 1726. [Ayes: Locke, Carlson, Peterson; Nays: None]

- B. **Resolution No. 1727:** A Resolution to Set 2016 City Public Meetings and Holiday Closures Schedule for City of St. Helens Council, Boards and Commissions

Mayor Peterson read Resolution No. 1727 by title. **Motion:** Upon Locke's motion and Carlson's second, the Council unanimously adopted Resolution No. 1727. [Ayes: Locke, Carlson, Peterson; Nays: None]

C. Resolution No. 1728: A Resolution Adopting a City of St. Helens Identity Theft Prevention Program Policy

Mayor Peterson read Resolution No. 1728 by title. **Motion:** Upon Locke's motion and Carlson's second, the Council unanimously adopted Resolution No. 1728. [Ayes: Locke, Carlson, Peterson; Nays: None]

Council President Morten arrived.

Award Purchase of Trailer for Public Works to Pape Machinery Inc.

Background

Public Works Operations Department has a need for a mid-size utility trailer for the purpose of hauling equipment to and from job sites. In the past, this has been done by using a much larger trailer than is needed. However, the long trailer is too big to bring to certain locations and getting the appropriate equipment to these jobsites has been problematic.

State contracting law allows utilization of interstate cooperative procurement processes for obtaining competitive bids to streamline the purchasing process and save costs. Competitive bids for a new Trail King 20-ft tilt utility trailer were received by the Houston-Galveston Area Council Buy program (HGAC Buy) from Pape Machinery, Inc., of Portland, Oregon. The City is a member of HGAC Buy and has previously purchased equipment through their program. The low bid was \$12,075.00. One other bid was obtained from Potter Webster Company for a similar trailer for a total of \$20,000.00. The trailer purchase is included in the 2015/2016 approved budget for \$30,000.00.

Public contracting rules require that the City advertise the intent to purchase through an interstate cooperative agreement for seven days. If any comments are received within that time they are to be reviewed by the City Attorney and a written determination will be made of whether it is in the City's best interest to enter such an agreement. If no comments are received within the comment period, the purchase may be finalized.

Recommendation

Council award bid for the Trail King TKT16U Tilt Utility Trailer purchase to Pape Machinery Inc. through the HGAC Buy purchasing program in the amount of \$12,075.00, subject to approval by City Attorney at the end of the specified comment period.

Motion: Upon Locke's motion and Carlson's second, the Council unanimously awarded the bid for the trailer to Pape Machinery, Inc.

Approve and/or Authorize for Signature

A. Contract Payments

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

Appointments to City Boards/Commissions

No appointments.

Consent Agenda for Acceptance

A. Planning Commission Minutes dated November 10, 2015

B. Accounts Payable Bill List

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

Consent Agenda for Approval

- A. Council Work Session and Regular Session Minutes dated November 18 and December 2, 2015
- B. Accounts Payable Bill List

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

Council Reports

Mayor Peterson reported...

- Cautioned everyone about another weather event coming up. We will see flooding again in certain areas.
- Happy Holidays!

Council President Morten reported...

- Thank you to Public Works for lending a hand to the County and working in collaboration with the County to loan their pump and sandbag machine to the City of Vernonia.
- He asked Library Director Jeffries to elaborate on what Nathan Jones will be doing in his new position. Jeffries explained that he will be working for the Kitsap Regional Library at their Port Orchard Branch. It is an exciting opportunity for him. He will be missed.

Councilor Carlson reported...

- Nothing to report.

Councilor Locke reported...

- Thanked the Christmas Ships for coming to St. Helens.

Department Reports

Public Works Engineering Director Nelson reported...

- Happy holidays!

Public Works Operations Director Sheppard reported...

- Nothing to report.

Library Director Jeffries reported...

- Nothing to report.

Finance Director Ellis reported...

- Nothing to report.

City Recorder Payne reported...

- Nothing to report.

City Administrator Walsh reported...

- The grant application discussed during the work session requires his signature. He requested Council authorization to allow him to sign.

Motion: Upon Locke's motion and Carlson's second, the Council unanimously authorized City Administrator Walsh to sign the application for the Mental Health Collaboration Grant Program through the Bureau of Justice Assistance.

- There are six months until fireworks and they don't have a plan yet. Council agreed to

discuss it next year.

Adjourn - There being no further business, the meeting adjourned at 7:06 p.m.



ATTEST:

Kathy Payne, City Recorder


Randy Peterson, Mayor

DRAFT

City of St. Helens Council Action Request

Date: 12/19/15

To: Mayor Peterson
Councilor Locke
Councilor Carlson
Councilor Morten
Councilor Conn

From: Terry Moss, 
Chief of Police

Re: Declaration of Surplus Property

We request that the property itemized on the attached lists be declared surplus and that we be authorized to dispose of the property through sale, donation or discard.

AFFIDAVIT OF PUBLICATION

COUNTY OF COLUMBIA
STATE OF OREGON SS.

I, Don Patterson, being first duly sworn, depose and say that I am The Publisher of The Chronicle, a newspaper of general circulation, as defined by sections ORS 193.010 and 193.020, printed and published at St. Helens, in the aforesaid county and state; that the

City of St. Helens

Public Notice
St. Helens Police Department -
Unclaimed Personal Property

2 (two) successive and consecutive weeks in the following issues:

November 25 & December 2, 2015

Don Patterson

Don Patterson

Subscribed and sworn before me this

4 day of December, 2015

CH15-0297

Public Notice
City of St. Helens
Police Department

The St. Helens Police Department has in its physical possession the unclaimed personal property described below. If you have any ownership interest in any of the unclaimed property, you must file a claim with the St. Helens Police Department within 30 days from the date of this notice, or you will lose your interest in the property.

Contact personnel at the St. Helens Police Department located at 150 South 13th Street or call 397-3333 between the hours of 10:00 am and 4:00 pm.

The following items and currency are in the possession of the St. Helens Police Department:

POSTED: 11/19/2015

15-300080 KENT
BMX,15-300089 RED
MTN BIKE,15-301210
WHITE MTN BIKE,15-300287 BLUE MTN
BIKE,15-300308 MTN
BIKE,15-300324 BRN/
WHI MTN BIKE,15-300332 BLK/GRN
MTN BIKE,15-300398
RED/WHI MTN
BIKE,15-300403 MTN
BIKE,15-300486 RED
10SPD BIKE AND
RED MTN BIKE,15-300556 WHEEL-
CHAIR,15-300565 BLU
MTN BIKE, 15-300574
BLK MTN BIKE,15-300590 GRN BMX,15-300614 RED/SLV MTN
BIKE,15-300650 BLK
BMX, 15-300842 BLU
MTN BIKE,15-300870
BLU KIDS BIKE,15-300879 BLK/BLU MTN
BIKE,15-300925 RED
KIDS BIKE,15-300943
GRY MTN BIKE,15-300991 BLU/YLW
KIDS MTN BIKE,15-301011 PRPL MTN
BIKE,15-301018 BLU
MTN BIKE,15-301034
BLK MTN BIKE,15-301035 BLK/GRY MTN
BIKE,15-301036 BLK
MTN BIKE,15-301043
BLK MTN BIKE,15-301044 TWO SLVR
MTN BIKES AND RED

MTN BIKE,15-301061
GRN/WHI ROAD-
MASTER BIKE,15-301064 MTN BIKE,15-301079 ORNG MTN
BIKE,15-301131 BLK
MTN BIKE,15-301132
PINK KIDS BIKE,15-301316 GRN MTN
BIKE,15-300730 GRY
MTN BIKE AND BLU
BACKPACK,15-300933
JACKET AND
SHIRT, 14-301398
BACKPACK,14-301427
BACKPACK,14-301785
BACKPACK,14-301811
BACKPACK,15-300072
BACKPACK,15-300423
B A C K -
PACK,\$19,14-301709
GRN/WHI BMX,14-301728 BLK MTN
BIKE,15-300397 BACK-
PACK, 14-300853
MTN BIKE,14-301007
BLK BIKE,14-301061
BIKE,14-301568 BLU
BIKE,15-300267 BMX
BIKE,15-300352 RED
BMX,15-300398 RED/
WHI MTN BIKE, 14-301811 GRY/BLK MTN
BIKE,15-300092 BLK/
RED MTN BIKE,14-301569 DEBIT
CARDS, 14-301755
WALLET,15-300008
MAIL,15-300082 PIS-
TOL/AMMO,15-300397
MISC TOOLS,14-301318
BACKPACK,14-301453
PISTOL,14-301590
KNIFE,14-301712
KNIFE, 14-301780
MISC JEWELRY/
PURSE/CELL, 14-301791 MISC ITEMS
IN BAG,14-301817
KNIFE,15-300072
LUNCH BOX,15-301111 HOUSEHOLD
ITEMS,15-300151
KNIVES/SCISSORS,15-300343
SATCHEL,15-300370
BBCAP LIGHTER, 15-300344

COPY

RECEIVED

DEC 21 2015

CITY OF ST. HELENS



Public Notice

City of St. Helens Police Department

The St. Helens Police Department has in its physical possession the unclaimed personal property described below. If you have any ownership interest in any of the unclaimed property, you must file a claim with the St. Helens Police Department within 30 days from the date of this notice, or you will lose your interest in the property.

Contact personnel at the St. Helens Police Department located at 150 South 13th Street or call 397-3333 between the hours of 10:00 am and 4:00 pm.

The following items and currency are in the possession of the St Helens Police Department:

POSTED: 11/19/2015

15-300080 KENT BMX	15-300590 GRN BMX
15-300089 RED MTN BIKE	15-300614 RED/SLV MTN BIKE
15-301210 WHITE MTN BIKE	15-300650 BLK BMX
15-300287 BLUE MTN BIKE	15-300842 BLU MTN BIKE
15-300308 MTN BIKE	15-300870 BLU KIDS BIKE
15-300324 BRN/WHI MTN BIKE	15-300879 BLK/BLU MTN BIKE
15-300332 BLK/GRN MTN BIKE	15-300925 RED KIDS BIKE
15-300398 RED/WHI MTN BIKE	15-300943 GRY MTN BIKE
15-300403 MTN BIKE	15-300991BLU/YLW KIDS MTN BIKE
15-300486 RED 10SPD BIKE AND RED MTN BIKE	15-301011 PRPL MTN BIKE
15-300556 WHEELCHAIR	15-301018 BLU MTN BIKE
15-300565 BLU MTN BIKE	15-301034 BLK MTN BIKE
15-300574 BLK MTN BIKE	15-301035 BLK/GRY MTN BIKE
	15-301036 BLK MTN BIKE

15-301043 BLK MTN BIKE	14-301780 MISC JEWELRY/PURSE
15-301044 TWO SLVR MTN BIKES	/CELL
AND RED MTN BIKE	14-301791 MISC ITEMS IN BAG
15-301061 GRN/WHI ROADMASTER	14-301817 KNIFE
BIKE	15-300072 LUNCH BOX
15-301064 MTN BIKE	15-301111 HOUSEHOLD ITEMS
15-301079 ORNG MTN BIKE	15-300151 KNIVES/SCISSORS
15-301131 BLK MTN BIKE	15-300343 SACHEL
15-301132 PINK KIDS BIKE	15-300370 BBCAP LIGHTER
15-301316 GRN MTN BIKE	15-300111 HOUSEHOLD GOODS
15-300730 GRY MTN BIKE AND BLU	
BACKPACK	
15-300933 JACKET AND SHIRT	
14-301398 BACKPACK	
14-301427 BACKPACK	
14-301785 BACKPACK	
14-301811 BACKPACK	
15-300072 BACKPACK	
15-300423 BACKPACK/\$19	
14-301709 GRN/WHI BMX	
14-301728 BLK MTN BIKE	
15-300397 BACKPACK	
14-300853 MTN BIKE	
14-301007 BLK BIKE	
14-301061 BIKE	
14-301568 BLU BIKE	
15-300267 BMX BIKE	
15-300352 RED BMX	
15-300398 RED/WHI MTN BIKE	
14-301811 GRY/BLK MTN BIKE	
15-300092 BLK/RED MTN BIKE	
14-301569 DEBIT CARDS	
14-301755 WALLET	
15-300008 MAIL	
15-300082 PISTOL/AMMO	
15-300397 MISC TOOLS	
14-301318 BACKPACK	
14-301453 PISTOL	
14-301590 KNIFE	
14-301712 KNIFE	

City of St. Helens

Job Title: BUILDING MAINTENANCE UTILITY WORKER
Department: Public Works
FLSA Status: Non-Exempt
Union: Yes
Date Revised: December 29, 2015

GENERAL PURPOSE

Plans, performs, and/or coordinates a variety of skilled and semi-skilled work including carpentry and painting work related to maintenance, construction, and repair of City buildings and facilities. Operates a variety of equipment in the construction, operation, repair, maintenance, and replacement of City water, sewer, street, and storm drainage facilities and systems.

SUPERVISION RECEIVED

Works under the direction of the Public Works Supervisor or a designated alternate.

SUPERVISION EXERCISED

May exercise limited supervision over a few employees as to instruction or direction in the purpose of simple or semi-skilled tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

- Performs duties related to building maintenance in areas of carpentry and painting including basic construction, finish work, and repair.
- May be directed to evaluate building maintenance needs and provide recommendations on repair/remodel of City buildings.
- Maintains a variety of records relating to inspections and buildings maintenance activity.
- Ensures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.
- Drives trucks of various sizes and weights in the loading, hauling, and unloading of various equipment, gravel and sand.
- Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor; cleans equipment.
- Operates light and medium-sized construction and power equipment, such as mechanized broom, jetter/vacuum truck, backhoe/loader, and other equipment as necessary.
- Performs all duties in conformance to appropriate safety and security standards.

- Performs required labor involved in construction and maintenance projects as part of a crew, including pavement cutting, ditch digging, manhole and line cleaning, main and pipe repair, laying, and backfilling.
- Assists in the training of lower level employees to increase their skills in the maintenance of City buildings and in maintenance, construction and repair of water, sewer, street and storm drainage facilities.
- Operates a variety of power, construction, and maintenance equipment used in building maintenance as well as in the water, sewer, and street departments.
- May paint street lines and symbols.
- May maintain and install street signage within the city limits.
- Other duties as assigned.

PERIPHERAL DUTIES

- Serves on various employee or other committees as assigned.
- Assists on occasion with inspections and/or repairs of chlorine machine, booster pumping stations, reservoir, meters, streets, drainage systems, and sewer system at frequent intervals to ensure that all aspects of the systems are functioning properly.
- Responds to complaints regarding water leaks, pressure loss, or no water; evaluates situation; explains findings to supervisor.
- Be available to respond for emergency call-back as necessary and respond to off-duty requests.
- Occasionally contacts residents and business owners in area where services will be discontinued and explains when services will be shut off and how soon it will be turned back on.
- Occasionally cuts, fits, lays, repairs, taps, cleans, and flushes water mains, pipes, gates and fittings on repair of mains and services and installation of services and fire hydrants; assists in shutting off broken sections of water mains.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (a) Graduation from high school education or GED equivalent, and
- (b) Two years of experience relating to construction, maintenance, or repair, or
- (c) Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- (a) Knowledge of equipment, facilities, materials, methods, and procedures used in maintenance, construction, and repair activities;
- (b) Knowledge of HVAC systems and equipment;
- (c) Skill in operation of some of the listed tools and equipment;
- (d) Ability to perform heavy manual tasks for extended periods of time; ability to work safely; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, other departments and the public; ability to understand and carry out written and oral instructions;
- (e) Skill in basic and finish carpentry, including painting;
- (f) Knowledge of building codes and construction standards in the areas of assignment.

SPECIAL REQUIREMENTS

Valid State Driver's license and CDL certification, or ability to obtain one.

First Aid and CPR Certificate

Flagging and Traffic Safety Certificate

TOOLS AND EQUIPMENT USED

Motorized vehicles and equipment, including dump truck, pickup truck, utility truck, street sweeper, jetter/vacuum truck, street roller, manlift, tamper, jack hammer, plate compactor, saws, pumps, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, ditch witch, carpentry tools, cement tools, concrete tools, and painting equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 60 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places

and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud.

EMPLOYEE ACKNOWLEDGEMENT

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to 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 Building Maintenance Utility Worker 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: _____

Manager Signature: _____

Date: _____

City of St. Helens

Job Title: ACCOUNTING ASSISTANT
Department: Administration
FLSA Status: Non-Exempt
Union: No
Date Revised: ~~April 2, 2007~~ December 30, 2015

GENERAL PURPOSE

Performs technical and administrative accounting work in maintaining the fiscal records and systems of the City. Performs routine clerical, bookkeeping, accounting, and administrative work in administering accounts payable, accounts receivable and the payroll functions of the City. Compiles ~~payroll~~ data to maintain ~~payroll~~ records.

SUPERVISION RECEIVED

Works under the general supervision of the Finance Director and lead of the Accounting Technician.

SUPERVISION EXERCISED

~~None generally Serves as lead worker to the utility billing section in the monitoring of aged receivables.~~

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

- Contributes to a positive work environment.
- Maintains a positive relationship with contacts specific to them and positions outside the City organization.
- Prepares and processes weekly accounts payable including, but ~~are~~ not limited to: ~~P~~reparing vendor data and processing accounts payable transactions; tracking of ~~s~~ invoices/purchase orders and performing accounts payable filing; working closely with departments to assure accurate and timely processing of invoices; preparesing accounts payable checks for distribution; assisting in reconciliation of bank statements; balancesing Council approved bills with computer generated invoice batches; preparesing all payable reports for City Council.
- Miscellaneous accounts receivables including, but ~~are~~ not limited to: preparing recurring monthly, quarterly, semi-annual and annual billings for city services and/or assessments; monitoring to assure timely actions for failure to pay; and maintaining centralized log of activity.
- Prepares and processes monthly payroll including but ~~are~~ not limited to: compiling documents verifying employees' work hours, taxes, insurances.

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and withholdings; generating of employees' pay and applicable remittance advices; reviewing wages computed and correcting errors to ensure accuracy of payroll; generating of applicable federal, state, and local monthly, quarterly and annual reports; and working closely with Human Resources in the interpretation/application of bargaining units' contract terms.

- Provides confidential support to the City's management team assigned to negotiations with the City's identified bargaining units. Duties include, but are not limited to, assisting in compiling data necessary for salary survey comparisons, providing suggestions to assure efficient/effective processing of pay/benefits and, computing cost of benefits for labor negotiations.

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- Records maintenance and retention – responsible for maintaining all historic records associated with accounts payable, miscellaneous receivables, and payroll. Compiles payroll data such as hours worked, taxes, insurance, and union dues to be withheld, from time sheets and other records; file

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- Prepares periodic financial, statistical or operational reports. Assists in the preparation of the annual and other State or Federal reports.

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- Assists in preparation of year-end reports.

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- Prorates expenses to be debited or credited to each department for cost accounting records.

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- Inputs budgetary data into financial accounting system and assists in reconciling general ledger to various payroll reports.

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- Prepares periodic financial, statistical or operational reports as assigned.

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- Assists the Finance Director in the operation and maintenance of the City's central financial computer system.

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- Responsible for complete new hire paperwork implementation.

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- Prepares and maintains department reports.

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- Performs other duties as assigned that support the overall objective of the position.

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- ~~Payroll duties performed: collect time cards; input data; edit errors; check deduction; pay expenses; balance general ledger.~~

- ~~Prepares quarterly reports for SAIF.~~

- ~~Keeps records of leave pay and nontaxable wages.~~

- ~~Prepares and issues paychecks~~

- ~~Enters payroll data on ledgers, control sheets, other accounting records; enters accounts payable expenditures into financial system.~~
- ~~Prepares labor distributions.~~
- ~~Makes journal entries to balance and close monthly books in general ledger; revenue and expense accounts; reconciles general ledger and subsidiary utility accounts.~~
- ~~Maintains the fixed asset accounts of the City.~~
- ~~Prepares computer input forms, enters data into computer files, or computes wages and deductions and posts to payroll records.~~
- ~~Records changes affecting net wages such as exemptions, insurance coverage, and various payroll deductions for each employee to update master payroll records.~~

PERIPHERAL DUTIES

- Ability to disseminate verbally and/or in writing general information to employees, general public, and contract vendors related to assigned duties.
- Ability to discern confidential information, parties whom may receive such information and instances allowing release of such confidential information.
- Employment verification.
- ~~Answers payroll and insurance related questions for employees.~~
- ~~Answers personnel related questions for public.~~
- ~~Maintains payroll related employee leave records, such as sick or vacation leave.~~
- ~~Administers payroll related employee benefit programs such as health insurance, leaves, retirement, etc.~~
- ~~Assist A/P as needed~~

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DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- a. Graduation from a high school or GED equivalent with specialized course work in accounting, general office practices, or data processing, and,
- b. Two years of progressively responsible municipal accounting or finance work, or
- c. Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- a. Working knowledge of modern governmental accounting principles and practices; working knowledge of office automation and computerized financial applications and modern office procedures and practices; working knowledge of payroll and accounts payable functions;
- b. Skill in operating the listed tools and equipment;
- c. Ability to perform arithmetic computations accurately and quickly; ability to communicate effectively verbally and in writing; ability to establish successful working relationships; ability to work under pressure and/or frequent interruptions.

TOOLS AND EQUIPMENT USED

Computer, including spreadsheet and word processing software; central financial computer system; telephones; 10-key calculator; typewriter; copy machine; fax machine; printer.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

EMPLOYEE ACKNOWLEDGEMENT

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to 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 Accounting 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: _____
Manager Signature: _____ Date: _____

City of St. Helens

Job Title: OFFICE ASSISTANT
Department: Administration
FLSA Status: Non-Exempt
Union: Yes
Date Revised: ~~August 11, 2005~~ December 30, 2015

GENERAL PURPOSE

Performs routine accounting, clerical, secretarial, and administrative work in bookkeeping, cashiering, data processing, receiving the public, providing customer assistance, and answering phones.

SUPERVISION RECEIVED

Works under the close supervision of the City Administrator ~~and~~ or the Finance Director, according to an established work routine. May receive directions from specific line staff assigned to Departments/Divisions the Office Assistant is assigned.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Contributes to a positive work environment.
- Maintains a positive relationship with contacts specific to them and positions outside the City organization.
- Maintains records, files and books to provide accurate information.
- Accurately provides cashiering services.
- Develops and maintains office forms and procedures, and assists with administrative tasks involving personnel, customer service, cashiering, and records management ~~budgeting, municipal court, and facilities.~~
- Ability to provide support to multiple departments/divisions housed at City Hall and Annex based on assignments (floating). Departments and divisions housed at City Hall are Administration, City Recorder, Municipal Court, Utility Billing, Finance, Community Development, and Engineering.
- Municipal Court duties may consist of, but are not limited to: customer and cashiering services; records maintenance (data entry and filing of court documents); compiling and dissemination of information requested/required to defendants, attorneys, and other governmental agencies; completion of assorted governmental agencies' forms; and other assorted reporting requirements.
- Utility Billing duties may consist of, but are not limited to: customer and cashiering services; records maintenance (data entry and filing of assorted documents); compiling and dissemination of

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information requested/required to customers, property owners and City employees; processing work orders for utility disconnections, reconnections, new orders, and other public works service requests; receiving telephone calls and citizen visits concerning utility billings or services; receiving calls in general calls and be able to readily and accurately routing calls to applicable department/division; and responding to citizen complaints and other governmental agencies' inquiries.

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• Finance duties may consist of, but are not limited to: conducting analyses on designated financial accounts; records maintenance (data entry and filing of documents); compiling and disseminating of information to internal and external users of financial records; assisting in preparation and/or verification of payroll and accounts payable processes; preparing of periodic financial, statistical and/or operational reports assigned.

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• Screens, sorts, and distributes mail. Organizes and processes special mail such as urgent deliveries, packages, and bulk mailings.

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• Assists others with reports by locating and compiling information onto established formats and maintaining support records. May be required to extract data from existing databases and convert to alternate formats.

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• Performs other duties as assigned that support the overall objective of the position.

•

• Assists Finance Director and Accounting Assistant in the preparation and verification of monthly payrolls.

• Assists Finance Director and Accounting Assistant in maintaining data on full time and part time employees including total hours, changes in name or address, salary changes, exemptions, insurance, vacation and sick leave records.

• Assists Finance Director and Accounting Assistant in processing claims and vouchers for payment, and verification of account codes.

• Assists Finance Director and Accounting Assistant in the preparation of monthly, quarterly, and annual payroll reports.

• Assists Finance Director and Accounting Assistant in the preparation of employee benefit payments.

• Assists Finance Director and Accounting Assistant in maintaining daily cash balance and balancing cash on hand against receipts; assists in preparing and balancing deposits.

• Prepares periodic utility, financial, statistical or operational reports as assigned.

• Assists the Municipal Judge and Court Clerk in administering criminal proceedings and docketing.

• Assists the Municipal Judge and Court Clerk in the coordination of court matters.

• Prepares and maintains jury lists and keeps jury panels updated on trial activity.

- ~~• Responds to requests from the Municipal Judge and Court Clerk, City Prosecutor, Police Department, and others for assistance and information.~~
- ~~• Perform a variety of courtroom related tasks.~~
- ~~• Serves as a back up to Utility Billing Specialist when the incumbent is gone on leave.~~
- ~~• Serves as a back up to the Municipal Court Clerk when the incumbent is gone on leave.~~
- Operates listed office machines as required.

PERIPHERAL DUTIES

- Provides clerical support to the finance staff and Municipal Court, as required.
- Composes, types, and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.
- Provides backup to other related positions.
- Receives the public and answers questions; responds to inquiries from employees, citizens and others and refers, when necessary, to appropriate persons.
- Serves as cashier including receipting of utility payments and various other payments, and posting monies to appropriate accounts.
- Assists in setting up, closing, and amending utility accounts and Municipal Court accounts.
- Answers central telephone system.
- Issues various licenses and permits as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- ~~(A)~~a. Graduation from a high school or GED equivalent with specialized course work in general office practices such as typing, filing, accounting and bookkeeping;
- ~~(B)~~b. One (1) year of post high school training and/or education in accounting; and
- ~~(C)~~c. Two (2) years of increasingly responsible related experience, or any equivalent combination of related education and experience.

Necessary Knowledge, Skills and Abilities:

- ~~(A)~~a. Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; some knowledge of accounting principles and practices;
- ~~(B)~~b. Skill in operation of listed tools and equipment; and
- ~~(C)~~c. Ability to perform cashier duties accurately; ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing; ability to handle stressful situations.

SPECIAL REQUIREMENTS

~~Office Assistant-City Hall - updated 12-30-15 - Redlined.doc~~
~~Office Assistant-City Hall - updated 12-30-15 - Redlined~~
~~Office Assistant-City Hall~~

None.

TOOLS AND EQUIPMENT USED

Phone switchboard; networked computer terminal; personal computer; copy machine; postage machine; fax machine; various computer software programs; 10-key calculator.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderately noisy.

EMPLOYEE ACKNOWLEDGEMENT

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to 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 Office 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: _____

Manager Signature: _____ Date: _____

Accounts Payable

To Be Paid Proof List

User: jenniferj
 Printed: 12/17/2015 - 2:29PM
 Batch: 00011.12.2015 - 12/18 FY 15-16 OVER 10K



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #	
Account Number	Description				Reference					
OREGON DEPT. OF TRANSPORTATION RAIL DIVISION 555 13TH ST. NE STE 3 SALEM,, OR 97301-4179 023301										
DEC 2015	12/16/2015	100,000.00	0.00	12/18/2015					False	0
009-209-575130 Potential development ops				PURCHASE RIGHT OF WAY ON VENEER ROPERTY						
DEC 2015 Total:		100,000.00								
OREGON DEPT. OF TRA		100,000.00								
SEMLING CONSTRUCTION, INC. 58645 MCNULTY WAY P O BOX 1082 ST. HELENS,, OR 97051 030725										
4825	12/4/2015	21,863.00	0.00	12/18/2015					False	0
010-304-653400 Storm drains				SD-156 S 4TH / COWLITZ STROM REROUTE						
4825 Total:		21,863.00								
SEMLING CONSTRUCTI		21,863.00								
Report Total:		121,863.00								

Accounts Payable

To Be Paid Proof List

User: jenniferj
 Printed: 12/30/2015 - 3:49PM
 Batch: 00017.12.2015 - 01/01 FY 15-16 OVER 10K



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description					Reference			
Boise White Paper, LLC									
Attn: Steve Grant, Suite 100									
1111 W. Jefferson Street									
Boise, ID 83703									
003720									
DEC 2015	12/30/2015	12,500.00	0.00	01/01/2016				False	0
009-209-563000 Debt service - Principal				JANUARY 2016 NOTE PAYMENT					
DEC 2015 Total:		12,500.00							
Boise White Paper, LLC To		12,500.00							
Report Total:		12,500.00	