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City of St. Helens COUNCIL AGENDA

Wednesday, December 16, 2015

City Council Chambers, 265 Strand Street, St. Helens

City Council Members

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

Welcome!

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

1. **7:00PM - CALL REGULAR SESSION TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **INVITATION TO CITIZENS FOR PUBLIC COMMENT** – *Limited to five (5) minutes per speaker.*
4. **ORDINANCES – First 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
5. **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
 - 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
 - C. **Resolution No. 1728:** A Resolution Adopting a City of St. Helens Identity Theft Prevention Program Policy
6. **AWARD PURCHASE OF TRAILER FOR PUBLIC WORKS TO PAPE MACHINERY INC.**
7. **APPROVE AND/OR AUTHORIZE FOR SIGNATURE**
 - A. Contract Payments
8. **APPOINTMENTS TO CITY BOARDS & COMMISSIONS**
9. **CONSENT AGENDA FOR ACCEPTANCE**
 - A. Planning Commission Minutes dated November 10, 2015
 - B. Accounts Payable Bill List
10. **CONSENT AGENDA FOR APPROVAL**
 - A. Council Work Session and Regular Session Minutes dated November 18 and December 2, 2015
 - B. Accounts Payable Bill List
11. **MAYOR PETERSON REPORTS**
12. **COUNCIL MEMBER REPORTS**
13. **DEPARTMENT REPORTS**
14. **ADJOURN**

Season's Greetings
&
Happy New Year



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

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

City of St. Helens
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. 1726

A RESOLUTION TO AMEND RESOLUTION NO. 1454,
THE BUSINESS LICENSE FEE SCHEDULE,
TO PROVIDE FOR A MARIJUANA BUSINESS LICENSE FEE

WHEREAS, the City incurs costs by providing application and review processes for marijuana related businesses; and

WHEREAS, Ordinance No. 3202 provides for the setting of fees by resolution.

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

Section 1. That the Business License Fee Schedule adopted by Resolution No. 1454, and amended by Resolution Nos. 1466 and 1520, is hereby amended and attached as Exhibit A.

Section 2. The effective date of these fees is 30 days after the final adoption date of Ordinance No. 3202, which is the effective date for the ordinance, which shall be January 1, 2016.

Approved and adopted by the City Council on December 16, 2015, by the following vote:

Ayes:

Nays:

Randy Peterson, Mayor

ATTEST:

Kathy Payne, City Recorder

Business License Fee Schedule

Fee Type	Amount
1. Resident Business - Δ business location is inside St. Helens City Limits \$55 annual fee plus \$5.00 per full-time employee in excess of two devoting the principal part of his/her time to such business. Average number of persons regularly employed by said business during the year immediately preceding the year for which the application for license is made. This average shall be computed by adding all regular employees listed on the quarterly social security reports during the year and dividing this total by four. If the firm or business makes a different number of social security reports than four, the average shall be computed by dividing by the number of reports made.	\$55.00 per calendar year +\$5.00 per full-time employee or two part-time employees <i>Not to exceed a maximum of \$1000 annually.</i>
2. Non-Resident Business - Δ business location is outside St. Helens City Limits	\$100.00 per calendar year Flat Fee. Do Not pay per employee.
3. Residential Rentals (2 or more rental units) - Submit address list of all rental units. Includes houses, multifamily (duplex = 2 units, triplex = 3 units), apartments, hotel, motel. This cannot be combined with another type of business license.	\$10.00 per unit
4. Commercial Rentals - Submit address list of all rental units. This cannot be combined with another type of business license.	\$40.00 per unit
5. Delivery Service Only for Non-Resident Business	\$50.00 per calendar year Flat Fee. Do Not pay per employee.
6. 7-Day License - May be renewed one time for a total of 14 days. These fees cannot be applied toward annual fee.	\$25.00 per calendar year
7. Mobile Home Park	\$4.00 per space
8. Taxicab Company Permit – initial fee	\$35.00 initial application
9. Taxicab Driver Permit – initial fee	\$35.00 initial application
10. Taxicab Driver Permit – renewal fee	\$20.00 per calendar year
11. Late Application Fee – Fail to file the application 30 days prior to the date the license is requested to be effective.	\$15.00
12. Late Renewal Fee – Fail to renew an annual business before February 1 st of the license year.	\$20.00 per month not to exceed 3 mos.
13. Transfer of License/Change of Business Ownership	\$10.00
14. Non-refundable Appeals Fee	\$125.00
15. OLCC Original Application Processing Fee	\$100.00
16. OLCC Change in Ownership, Location, or Privilege Processing Fee	\$75.00
17. OLCC Renewal or Temporary Application Processing Fee	\$35.00
18. Sidewalk Vendor Application Fee	\$60.00 non-refundable
19. Sidewalk Vendor Permit Fee	\$75.00
20. Sidewalk Vendor Appeal Fee	\$75.00
21. Sidewalk Vendor Renewal Fee – Applies only to valid permits. If you have an invalid permit, you will need to begin the application process over again.	No fee unless permit is invalid
22. Marijuana Business License Fee	\$

- ❖ Businesses granted licenses **after June 30** shall pay 50% of the appropriate license fee total.
- ❖ Businesses granted licenses **after September 30** shall pay 25% of the appropriate license fee total.
- ❖ The Change of Ownership/Re-Issue fee is \$10.
- ❖ Secondhand Dealers/Pawnbrokers, **and** Taxicab **and** Marijuana businesses **companies** are required to register their businesses on a separate application, in addition to this business license. Contact City Hall for appropriate forms to complete.
- ❖ **If you do not pay before February 1st, you will be assessed a late fee.**

Example: Mr. Smith comes in to get his Resident Business License renewed on May 15, although he has been operating his business since January 1 of the year. He has two full-time employees in addition to himself. He will be assessed a \$20 late fee for the months of February, March, and April.

Example:

Fee Type 1	\$	55.00
Plus 2 FT employees:		+ 10.00
Total Fee	\$	65.00
Late Fee	\$	+ 60.00 (\$20 x 3 months)
TOTAL DUE	\$	125.00*

***Do not pay this amount!! This is an example only!!**

City of St. Helens
RESOLUTION NO. 1727

**A RESOLUTION TO SET 2016 CITY PUBLIC MEETINGS AND HOLIDAY
CLOSURES SCHEDULE FOR CITY OF ST. HELENS COUNCIL,
BOARDS AND COMMISSIONS**

WHEREAS, the City Council holds meetings generally on the first and third Wednesdays of each month, with the work session beginning at 1:00 p.m. and the regular session beginning at 7:00 p.m. in the City Council Chambers. Council public forums or public hearings, if any, are usually scheduled between 6-7:00 p.m. on those Wednesdays; and

WHEREAS, the Arts & Cultural Commission generally on the fourth Tuesday of every month at 6:30 p.m. in the City Council Chambers; and

WHEREAS, the Bicycle & Pedestrian Commission meets generally on the last Thursday of every other month at 6:30 p.m. in the City Council Chambers; and

WHEREAS, the Budget Committee meets when convened in the City Council Chambers; and

WHEREAS, the Library Board meets generally on the third Tuesday of each month at 7:15 p.m. in the Columbia Center Auditorium; and

WHEREAS, the Parks Commission meets generally on the third Monday of every other month at 4:00 p.m. in the City Council Chambers; and

WHEREAS, the Planning Commission meets generally on the second Tuesday of each month at 7:00 p.m. in the City Council Chambers; and

WHEREAS, the Youth Council meets generally every other Monday at 7:00 p.m. in the City Council Chambers; and

WHEREAS, from time to time the Council appoints special committees to work on special projects for the City. Due notice will be given to the public and media of such meetings; and

WHEREAS, if a regularly scheduled meeting falls on or near a holiday, the respective meeting was moved to an alternate date.

NOW, THEREFORE, THE CITY OF ST. HELENS RESOLVES as follows and adopts the 2016 City Public Meetings and Holiday Closures Schedule, for January through December, attached and listed as Exhibit A to this Resolution.

Approved and adopted by the City Council on December 16, 2015, by the following vote:

Ayes:

Nays:

Randy Peterson, Mayor

ATTEST:

Kathy Payne, City Recorder

January 1, 2016

Friday

All Day

New Years Day -- CLOSED

January 6, 2016

Wednesday

1:00 PM - 4:30 PM

Council Work Session -- City Hall Council Chambers

7:00 PM - 8:00 PM

Council Regular Session -- City Hall Council Chambers

January 11, 2016

Monday

7:00 PM - 8:30 PM

Youth Council -- Council Chambers

January 12, 2016

Tuesday

7:00 PM - 10:00 PM

Planning Commission -- City Hall Council Chambers

January 18, 2016

Monday

All Day

Martin Luther King Jr. Day -- CLOSED

January 19, 2016

Tuesday

7:15 PM - 8:15 PM

Library Board -- Columbia Center Auditorium

January 20, 2016

Wednesday

1:00 PM - 4:30 PM

Council Work Session -- City Hall Council Chambers

7:00 PM - 8:00 PM

Council Regular Session -- City Hall Council Chambers

January 25, 2016

Monday

7:00 PM - 8:30 PM

Youth Council -- Council Chambers

January 26, 2016

Tuesday

6:30 PM - 8:00 PM

Arts & Cultural Commission -- Council Chambers

February 3, 2016

Wednesday

1:00 PM - 4:30 PM

Council Work Session -- City Hall Council Chambers

7:00 PM - 8:00 PM

Council Regular Session -- City Hall Council Chambers

February 8, 2016

Monday

4:00 PM - 5:30 PM

Parks Commission -- City Council Chambers

7:00 PM - 8:30 PM

Youth Council -- Council Chambers

February 9, 2016

Tuesday

7:00 PM - 10:00 PM

Planning Commission -- City Hall Council Chambers

7:15 PM - 8:15 PM

Library Board -- Columbia Center Auditorium

February 15, 2016

Monday

All Day

Presidents' Day -- CLOSED

February 17, 2016

Wednesday

1:00 PM - 4:30 PM

Council Work Session -- City Hall Council Chambers

7:00 PM - 8:00 PM

Council Regular Session -- City Hall Council Chambers

February 22, 2016

Monday

7:00 PM - 8:30 PM

Youth Council -- Council Chambers

February 23, 2016

Tuesday

6:30 PM - 8:00 PM

Arts & Cultural Commission -- Council Chambers

February 25, 2016

Thursday

6:30 PM - 8:30 PM

Bicycle & Pedestrian Commission -- City Hall Council Chambers

March 2, 2016

Wednesday

1:00 PM - 4:30 PM

Council Work Session -- City Hall Council Chambers

7:00 PM - 8:00 PM

Council Regular Session -- City Hall Council Chambers

March 7, 2016

Monday

7:00 PM - 8:30 PM

Youth Council -- Council Chambers

March 8, 2016

Tuesday

7:00 PM - 10:00 PM

Planning Commission -- City Hall Council Chambers

March 15, 2016

Tuesday

7:15 PM - 8:15 PM

Library Board -- Columbia Center Auditorium

March 16, 2016

Wednesday

1:00 PM - 4:30 PM

Council Work Session -- City Hall Council Chambers

7:00 PM - 8:00 PM

Council Regular Session -- City Hall Council Chambers

March 21, 2016

Monday

7:00 PM - 8:30 PM

Youth Council -- Council Chambers

March 22, 2016

Tuesday

6:30 PM - 8:00 PM

Arts & Cultural Commission -- Council Chambers

April 4, 2016

Monday

7:00 PM - 8:30 PM

Youth Council -- Council Chambers

April 6, 2016

Wednesday

1:00 PM - 4:30 PM

Council Work Session -- City Hall Council Chambers

April 6, 2016 Continued

Wednesday

7:00 PM - 8:00 PM

Council Regular Session -- City Hall Council Chambers

April 12, 2016

Tuesday

6:30 PM - 7:30 PM

Library Board -- Columbia Center Auditorium

7:00 PM - 10:00 PM

Planning Commission -- City Hall Council Chambers

April 18, 2016

Monday

4:00 PM - 5:30 PM

Parks Commission -- City Council Chambers

7:00 PM - 8:30 PM

Youth Council -- Council Chambers

April 20, 2016

Wednesday

1:00 PM - 4:30 PM

Council Work Session -- City Hall Council Chambers

7:00 PM - 8:00 PM

Council Regular Session -- City Hall Council Chambers

April 26, 2016

Tuesday

6:30 PM - 8:00 PM

Arts & Cultural Commission -- Council Chambers

April 28, 2016

Thursday

6:30 PM - 8:30 PM

Bicycle & Pedestrian Commission -- City Hall Council Chambers

May 2, 2016

Monday

7:00 PM - 8:30 PM

Youth Council -- Council Chambers

May 4, 2016

Wednesday

1:00 PM - 4:30 PM

Council Work Session -- City Hall Council Chambers

7:00 PM - 8:00 PM

Council Regular Session -- City Hall Council Chambers

May 10, 2016

Tuesday

7:00 PM - 10:00 PM

Planning Commission -- City Hall Council Chambers

May 16, 2016

Monday

7:00 PM - 8:30 PM

Youth Council -- Council Chambers

May 17, 2016

Tuesday

7:15 PM - 8:15 PM

Library Board -- Columbia Center Auditorium

May 18, 2016

Wednesday

1:00 PM - 4:30 PM

Council Work Session -- City Hall Council Chambers

7:00 PM - 8:00 PM

Council Regular Session -- City Hall Council Chambers

May 24, 2016

Tuesday

6:30 PM - 8:00 PM

Arts & Cultural Commission -- Council Chambers

May 30, 2016

Monday

All Day

Memorial Day -- CLOSED

7:00 PM - 8:30 PM

Youth Council -- Council Chambers

June 1, 2016

Wednesday

1:00 PM - 4:30 PM

Council Work Session -- City Hall Council Chambers

7:00 PM - 8:00 PM

Council Regular Session -- City Hall Council Chambers

June 13, 2016

Monday

7:00 PM - 8:30 PM

Youth Council -- Council Chambers

June 14, 2016

Tuesday

7:00 PM - 10:00 PM

Planning Commission -- City Hall Council Chambers

June 15, 2016

Wednesday

1:00 PM - 4:30 PM

Council Work Session -- City Hall Council Chambers

7:00 PM - 8:00 PM

Council Regular Session -- City Hall Council Chambers

June 20, 2016

Monday

4:00 PM - 5:30 PM

Parks Commission -- City Council Chambers

June 21, 2016

Tuesday

7:15 PM - 8:15 PM

Library Board -- Columbia Center Auditorium

June 27, 2016

Monday

7:00 PM - 8:30 PM

Youth Council -- Council Chambers

June 28, 2016

Tuesday

6:30 PM - 8:00 PM

Arts & Cultural Commission -- Council Chambers

June 30, 2016

Thursday

6:30 PM - 8:30 PM

Bicycle & Pedestrian Commission -- City Hall Council Chambers

July 4, 2016

Monday

All Day

Independence Day -- CLOSED

July 6, 2016

Wednesday

1:00 PM - 4:30 PM

Council Work Session -- City Hall Council Chambers

July 6, 2016 Continued

Wednesday

7:00 PM - 8:00 PM

Council Regular Session -- City Hall Council Chambers

July 11, 2016

Monday

7:00 PM - 8:30 PM

Youth Council -- Council Chambers

July 12, 2016

Tuesday

7:00 PM - 10:00 PM

Planning Commission -- City Hall Council Chambers

July 19, 2016

Tuesday

7:15 PM - 8:15 PM

Library Board -- Columbia Center Auditorium

July 20, 2016

Wednesday

1:00 PM - 4:30 PM

Council Work Session -- City Hall Council Chambers

7:00 PM - 8:00 PM

Council Regular Session -- City Hall Council Chambers

July 25, 2016

Monday

7:00 PM - 8:30 PM

Youth Council -- Council Chambers

July 26, 2016

Tuesday

6:30 PM - 8:00 PM

Arts & Cultural Commission -- Council Chambers

August 3, 2016

Wednesday

1:00 PM - 4:30 PM

Council Work Session -- City Hall Council Chambers

7:00 PM - 8:00 PM

Council Regular Session -- City Hall Council Chambers

August 8, 2016

Monday

7:00 PM - 8:30 PM

Youth Council -- Council Chambers

August 9, 2016

Tuesday

7:00 PM - 10:00 PM

Planning Commission -- City Hall Council Chambers

August 15, 2016

Monday

4:00 PM - 5:30 PM

Parks Commission -- City Council Chambers

August 16, 2016

Tuesday

7:15 PM - 8:15 PM

Library Board -- Columbia Center Auditorium

August 17, 2016

Wednesday

1:00 PM - 4:30 PM

Council Work Session -- City Hall Council Chambers

7:00 PM - 8:00 PM

Council Regular Session -- City Hall Council Chambers

August 22, 2016

Monday

7:00 PM - 8:30 PM

Youth Council -- Council Chambers

August 23, 2016

Tuesday

6:30 PM - 8:00 PM

Arts & Cultural Commission -- Council Chambers

August 25, 2016

Thursday

6:30 PM - 8:30 PM

Bicycle & Pedestrian Commission -- City Hall Council Chambers

September 5, 2016

Monday

All Day

Labor Day -- CLOSED

7:00 PM - 8:30 PM

Youth Council -- Council Chambers

September 7, 2016

Wednesday

1:00 PM - 4:30 PM

Council Work Session -- City Hall Council Chambers

September 7, 2016 Continued

Wednesday

7:00 PM - 8:00 PM

Council Regular Session -- City Hall Council Chambers

September 13, 2016

Tuesday

7:00 PM - 10:00 PM

Planning Commission -- City Hall Council Chambers

September 19, 2016

Monday

7:00 PM - 8:30 PM

Youth Council -- Council Chambers

September 20, 2016

Tuesday

7:15 PM - 8:15 PM

Library Board -- Columbia Center Auditorium

September 21, 2016

Wednesday

1:00 PM - 4:30 PM

Council Work Session -- City Hall Council Chambers

7:00 PM - 8:00 PM

Council Regular Session -- City Hall Council Chambers

September 27, 2016

Tuesday

6:30 PM - 8:00 PM

Arts & Cultural Commission -- Council Chambers

October 3, 2016

Monday

7:00 PM - 8:30 PM

Youth Council -- Council Chambers

October 5, 2016

Wednesday

1:00 PM - 4:30 PM

Council Work Session -- City Hall Council Chambers

7:00 PM - 8:00 PM

Council Regular Session -- City Hall Council Chambers

October 11, 2016

Tuesday

7:00 PM - 10:00 PM

Planning Commission -- City Hall Council Chambers

October 17, 2016

Monday

4:00 PM - 5:30 PM

Parks Commission -- City Council Chambers

7:00 PM - 8:30 PM

Youth Council -- Council Chambers

October 18, 2016

Tuesday

7:15 PM - 8:15 PM

Library Board -- Columbia Center Auditorium

October 19, 2016

Wednesday

1:00 PM - 4:30 PM

Council Work Session -- City Hall Council Chambers

7:00 PM - 8:00 PM

Council Regular Session -- City Hall Council Chambers

October 25, 2016

Tuesday

6:30 PM - 8:00 PM

Arts & Cultural Commission -- Council Chambers

October 27, 2016

Thursday

6:30 PM - 8:30 PM

Bicycle & Pedestrian Commission -- City Hall Council Chambers

October 31, 2016

Monday

7:00 PM - 8:30 PM

Youth Council -- Council Chambers

November 2, 2016

Wednesday

1:00 PM - 4:30 PM

Council Work Session -- City Hall Council Chambers

7:00 PM - 8:00 PM

Council Regular Session -- City Hall Council Chambers

November 8, 2016

Tuesday

7:00 PM - 10:00 PM

Planning Commission -- City Hall Council Chambers

November 11, 2016

Friday

All Day

Veterans' Day -- CLOSED

November 14, 2016

Monday

7:00 PM - 8:30 PM

Youth Council -- Council Chambers

November 15, 2016

Tuesday

6:30 PM - 8:00 PM

Arts & Cultural Commission -- Council Chambers

7:15 PM - 8:15 PM

Library Board -- Columbia Center Auditorium

November 16, 2016

Wednesday

1:00 PM - 4:30 PM

Council Work Session -- City Hall Council Chambers

7:00 PM - 8:00 PM

Council Regular Session -- City Hall Council Chambers

November 24, 2016

Thursday

All Day

Thanksgiving Day -- CLOSED

November 25, 2016

Friday

All Day

Day After Thanksgiving -- CLOSED

November 28, 2016

Monday

7:00 PM - 8:30 PM

Youth Council -- Council Chambers

December 7, 2016

Wednesday

1:00 PM - 4:30 PM

Council Work Session -- City Hall Council Chambers

7:00 PM - 8:00 PM

Council Regular Session -- City Hall Council Chambers

December 12, 2016

Monday

4:00 PM - 5:30 PM

Parks Commission -- City Council Chambers

7:00 PM - 8:30 PM

Youth Council -- Council Chambers

December 13, 2016

Tuesday

7:00 PM - 10:00 PM

Planning Commission -- City Hall Council Chambers

December 20, 2016

Tuesday

6:30 PM - 8:00 PM

Arts & Cultural Commission -- Council Chambers

7:15 PM - 8:15 PM

Library Board -- Columbia Center Auditorium

December 21, 2016

Wednesday

1:00 PM - 4:30 PM

Council Work Session -- City Hall Council Chambers

7:00 PM - 8:00 PM

Council Regular Session -- City Hall Council Chambers

December 24, 2016

Saturday

All Day

Christmas Eve -- CLOSED

December 25, 2016

Sunday

All Day

Christmas Day -- CLOSED

December 29, 2016

Thursday

6:30 PM - 8:30 PM

Bicycle & Pedestrian Commission -- City Hall Council Chambers

City of St. Helens
RESOLUTION NO. 1728

**A RESOLUTION ADOPTING A CITY OF ST. HELENS
IDENTITY THEFT PREVENTION PROGRAM POLICY**

WHEREAS, in 2003, the Federal Trade Commission adopted the "Red Flag Rule", which implements sections of the Fair and Accurate Credit Transactions Act (FACTA) of 2003; and

WHEREAS, according to the Red Flag Rule, municipalities are creditors subject to FACTA; and

WHEREAS, in 2007, the State of Oregon enacted the Oregon Consumer Identity Theft Protection Act (OCITPA) which states that every financial institution and creditor is required to establish an "Identity Theft Prevention Program"; and

WHEREAS, the purpose of the Program is to comply with the Red Flag Rule and OCITPA by providing for the detection, prevention, and mitigation of identity theft in connection with employees' and customers' personally identifiable information; and

WHEREAS, the City Council finds it in the best interest of the employees, citizens and customers of the City of St. Helens, to adopt an Identity Theft Prevention Program Policy.

NOW, THEREFORE, the City of St. Helens resolves as follows:

Section 1. The Identity Theft Prevention Program Policy, attached as Exhibit A and incorporated herein by reference, is hereby adopted.

Approved and adopted by the City Council on December 16, 2015, by the following vote:

Ayes:

Nays:

Randy Peterson, Mayor

ATTEST:

Kathy Payne, City Recorder

CITY OF ST. HELENS	
IDENTITY THEFT PREVENTION PROGRAM	POLICY NUMBER:
EFFECTIVE DATE:	APPROVAL:

I. PURPOSE

In 2003, the Federal Trade Commission adopted 16 C.F.R. § 681.2 (“Red Flag Rule”), which implements Section 114 and 315 of the Fair and Accurate Credit Transactions Act (FACTA) of 2003. According to the Red Flag Rule, municipalities are creditors subject to FACTA. In 2007, the State of Oregon enacted ORS 646A.622, the Oregon Consumer Identity Theft Protection Act, (OCITPA). Under these laws, every financial institution and creditor is required to establish an “Identity Theft Prevention Program” tailored to its size, complexity and the nature of its operation. The Identity Theft Prevention Program must contain reasonable policies and procedures to:

- A. Identify relevant patterns, practices, or specific activities (red flags) that may indicate the existence of identity theft related to new and existing covered accounts and incorporate those red flags into the Program;
- B. Detect red flags that have been incorporated into the Program;
- C. Respond appropriately to any red flags that are detected to prevent and mitigate identity theft; and
- D. Update periodically to reflect changes in risks to customers or to the safety and soundness of information to prevent identity theft.

The purpose of the City’s Identity Theft Prevention Program (the “Program”) is to comply with the Red Flag Rule and OCITPA by providing for the detection, prevention, and mitigation of identity theft in connection with the opening of a new covered account or with an existing covered account with the City, and providing for continued administration of the Program for compliance with changes to the Red Flag Rule and the OCITPA. The Program was developed with oversight by the Program Administrator. After consideration of the size and complexity of the City's operations and account systems, and the nature and scope of the City's activities, the City Council determined that this Program is appropriate to the size, complexity and nature of the City’s operations, and approved the Program on _____, 2015.

II. DEFINITIONS

- A. **Customer** means a person to whom the City provides services.
- B. **Covered Account** means:
 1. Any account the City offers to, or maintains for, customers that is primarily for personal, family or household purposes, and that involves multiple payments or transactions; and
 2. Any other account that the City offers or maintains for persons where there is a reasonably foreseeable risk of identity theft.

C. **Identity Theft** means fraud committed using the personal information of another.

D. **Personal Information** means:

1. A customer's first name, or first initial and last name, in combination with one or more of the following:
 - a. The customer's social security number;
 - b. The customer's driver's license number or state identification card number issued by the Oregon Department of Transportation;
 - c. The customer's passport number or other identification number issued by the United States; or
 - d. The customer's financial account number, credit or debit card number, in combination with a security code, access code or password that would permit access to the customer's financial account.
2. The information in Section 1 is not "Personal Information" when the information is rendered inaccessible through encryption, redaction, or other security method, and the encryption key or other security method has not been acquired by an unauthorized person.
3. "Personal Information" does not include information in a federal, state or local government record that is lawfully made available to the public in compliance with Public Records Laws.

E. **Program Administrator** means the City Administrator, or designee.

F. **Red Flag** means a pattern, practice, or specific activity that indicates possible Identity Theft.

G. **Security Breach** means the unauthorized acquisition of Personal Information.

H. **Security Information** means government data, the disclosure of which would likely place the security of information, individuals, or property in substantial jeopardy of theft, tampering, improper use, attempted escape, illegal disclosure, trespass, or physical injury.

III. IDENTITY THEFT PROTECTION.

- A. City departments, divisions, and employees shall only collect Personal Information for appropriate business reasons, including, but not limited to, the opening of an account, making a payment on an account, or the application of a license or permit. Examples include, but are not limited to, City water or sewer utility accounts, program loans, library account information, or applications for permits.
- B. The City will safeguard Personal Information in its possession, unless disclosure is required by law.
- C. Personal Information shall not be printed on mailed materials unless the Personal Information has been redacted in such a way as to render the information unusable for identity theft. Personal

Information shall not be printed on cards used to access products, services, or City buildings. Personal Information shall not be included on public postings or displays, including the City's website. Personal Information may be used by City staff for internal verification or administrative purposes.

- D. The City will maintain reasonable safeguards for the custody and disposal of Personal Information so as to prevent disclosure. Each City Department shall establish administrative, technical, and physical safeguards to protect Personal Information maintained by the Department.
 - 1. Administrative safeguards shall include assigning an employee to coordinate a security program, to identify internal and external risks, and to train employees.
 - 2. Technical safeguards shall include assessing risks in network and software design; in information processing, transmission, and storage; and in testing and monitoring controls.
 - 3. Physical safeguards shall include locking material containing Personal Information in file cabinets or storage systems; electronic data kept on a secured server; detecting, preventing, and responding to intrusions that could result in the disclosure of Personal Information; and protecting Personal Information from unauthorized access.
- E. Each City Department is responsible for the proper disposal of Personal Information after the Personal Information is no longer needed for City business purposes. Proper disposal may include shredding or rendering the material unreadable by other means.
- F. Each City employee shall take the following actions to safeguard Personal Information, whether in paper or electronic form:
 - 1. Social security number shall not be collected or used unless there is an appropriate business reason, or the collection or use is required by law.
 - 2. Social security numbers shall not be printed on cards or documents that are mailed to customers or publicly displayed unless the customer has requested the information that requires a social security number. Examples include, by way of illustration, a copy of a credit application or employment application.
 - 3. Credit card receipts shall not include the full credit card number of the customer.
 - 4. Paper documents containing Personal Information shall be stored in locked cabinets and storage systems, or in locked rooms or locked storage areas.
 - 5. If an employee has computer access to Personal Information, the employee's computer shall be password protected and include an active password protected screen saver.
 - 6. Observable confidential or individually identifiable information shall be shielded from unauthorized disclosure on computer screens and paper documents.

IV. RED FLAGS.

In addition to the procedures covered under the Identity Theft Protection in Section III, each Department shall identify "Red Flags" that will allow detection of the misuse or theft of Personal Information. A Red Flag may be a pattern, practice, or specific activity that may indicate the existence of Identity Theft.

A. Identifying Red Flags

To identify Red Flags, each Department shall consider the types of accounts that it offers and maintains, the methods it provides to open accounts, the methods it provides to access the accounts, the methods applied to closing accounts, and any previous experiences with Identity Theft. The following shall be considered Red Flags by each Department:

1. Notifications and Warnings from Credit Reporting Agencies

- a. Report of fraud accompanying a credit report.
- b. Notice or report from a credit agency of a credit freeze on a customer or applicant.
- c. Notice or report from a credit agency of an active duty alert for an applicant.
- d. Indication from a credit report of activity that is inconsistent with a customer's usual pattern of activity.

2. Suspicious Documents

- a. Identification document or card that appears to be forged, altered, or inauthentic.
- b. Identification document or card on which a customer's or applicant's photograph or physical description is not consistent with the person presenting the document.
- c. Other document with information that is not consistent with existing customer information. Example: a person's signature on a check appears forged.
- d. Application for service that appears to have been altered or forged.

3. Suspicious Personal Identifying Information

- a. Identifying information presented that is inconsistent with other information the customer provides. Example: inconsistent birthdates.
- b. Identifying information presented that is inconsistent with other sources of information. Example: an address not matching an address on a credit report.
- c. Identifying information presented that is the same as information shown on other applications that were found to be fraudulent.
- d. Identifying information presented that is consistent with fraudulent activity. Example: an invalid phone number or fictitious billing address.
- e. Social security number presented that is the same as one given by another customer.
- f. An address or phone number presented that is the same as that of another person.
- g. A person fails to provide complete personal identifying information on an application when reminded to do so.
- h. A person's identifying information is not consistent with the information that is on file for the customer.

4. Suspicious Account Activity or Unusual Use of Account

- a. Change of address for an account followed by a request to change the account holder's name.
- b. Payments stop on an otherwise consistently up-to-date account.

- c. Account used in a way that is not consistent with prior use. Example: very high activity.
- d. Mail sent to the account holder is repeatedly returned as undeliverable.
- e. Notice to the City that a customer is not receiving mail sent by the City.
- f. Notice to the City that an account has unauthorized activity.
- g. Breach in the City's computer system security.
- h. Unauthorized access to or use of customer account information.

5. Alerts from Others

Notice to the City from a customer, identity theft victim, law enforcement or other person that a fraudulent account has been opened or maintained for a person engaged in identity theft.

B. Detecting Red Flags.

1. **New Accounts.** In order to detect any of the Red Flags associated with opening of a *new account*, City personnel shall take the following steps to obtain and verify the identity of the person opening the account:
 - a. Require multiple forms of identifying information such as name, date of birth, residential or business address, principal place of business for an entity, driver's license or other identification;
 - b. Review documentation showing the existence of a business entity; and/or
 - c. Independently verify the information provided.
2. **Existing Accounts.** In order to detect any of the Red Flags identified above for an *existing account*, City personnel shall take the following steps to the extent possible to monitor transactions with an account:
 - a. Verify the identification of customers if they request information, either in person, via telephone, via facsimile, via email;
 - b. Verify the validity of requests to change billing addresses; and
 - c. Verify changes in banking information given for payment purposes.

C. Preventing and Mitigating Identity Theft

In the event an employee detects a Red Flag, the employee shall immediately contact the Program Administrator and continue to monitor the account for evidence of identity theft. The Program Administrator shall investigate the matter and determine the appropriate response, which should include one or more of the following actions:

1. Notify the Customer.
2. Not open a new account.
3. Close an existing account.
4. Reopen an account with a new number.
5. Notify law enforcement.
6. Determine that no response is warranted under the particular circumstances.

If a Red Flag is detected, the Program Administrator shall determine whether a Security Breach has, or is likely to have, occurred and take appropriate action as outlined in Section V.

V. SECURITY BREACH.

If the Program Administrator determines a Security Breach has, or is likely to have, occurred, the following actions are required:

- A. The Program Administrator shall immediately report the security breach to the City Manager.
- B. The Program Administrator shall, as soon as possible, notify all persons whose Personal Information was subject to a security breach by one of the following methods:
 - 1. Written notification;
 - 2. Electronic notification, if this is the customary means of communication with the person;
 - 3. Telephone notice, provided that direct contact with the person is made; or
 - 4. Substitute notice as provided in ORS 646A.604.
- C. The notice provided to the customer shall include:
 - 1. A description of the incident in general terms;
 - 2. The approximate date of the security breach;
 - 3. The type of Personal Information obtained as a result of the security breach;
 - 4. The contact information of the Program Administrator or the Program Administrator's designee in order for the customer to have direct contact for questions or concerns about the incident;
 - 5. Contact information for national customer reporting agencies; and
 - 6. Information to the customer to report suspected identity theft to law enforcement, including the Federal Trade Commission.
- D. An incident response team designated by the Program Administrator shall investigate any security breach and provide a written report to the City Manager assessing the situation and actions to be undertaken, if necessary.

VI. PROGRAM UPDATES

- A. **Time for Updates.** The Program Administrator shall review the Program when changes in risks to customers or to the safety and soundness of the City's practices in reducing the risks of customers from Identity Theft occur.
- B. **Considerations when Updating.** In reviewing the Program, the Program Administrator shall consider the City's experiences with Identity Theft, changes in Identity Theft methods, changes in Identity Theft detection and prevention, and changes in the City's business arrangements with other entities.
- C. **Recommend Changes to Program.** After considering these factors, the Program Administrator shall determine whether changes to the Program, including the listing of Red

Flags, are warranted. If warranted, the Program Administrator refer the Program updates to the City Council for proposed adoption.

VII. SERVICE PROVIDER CONTRACTS

If the City engages a service provider (the “Contractor”) to perform an activity in connection with one or more accounts, the Department Head responsible for the contract shall take the following steps to ensure the Contractor performs its activity in accordance with reasonable policies and procedures designed to detect, prevent, and mitigate the risk of Identity Theft.

A. Include a clause in the contract that:

1. “Contractor shall comply with the federal Fair and Accurate Credit Transactions Act of 2003, as amended, and the Oregon Consumer Identity Theft Protection Act (ORS 646A.600 to 646A.628), as amended.”
2. “In addition to any policies or procedures adopted by Contractor pursuant to the federal Fair and Accurate Credit Transactions Act of 2003, as amended, and the Oregon Consumer Identity Theft Protection Act (ORS 646A.600 to 646A.628), as amended, Contractor shall comply with the City’s Identity Theft Prevention Program.”
3. “Contractor agrees to defend indemnify, and hold harmless the City, its officers, employees, and agents from and against any and all claims arising out of or related to Contractor violating: (i) the federal Fair and Accurate Credit Transactions Act of 2003, as amended; (ii) the Oregon Consumer Identity Theft Protection Act (ORS 646A.600 to 646A.628), as amended; or (iii) the City’s Identity Theft Prevention Program.”

B. Include a copy of the City’s Identity Theft Prevention Program as an attachment to the contract, and incorporate the attachment into the contract by reference; and

C. Include a clause in the contract that requires Contractors to review the City’s Program, comply with its terms, and immediately report any Red Flags to the City Program Administrator.

VIII. PROGRAM ADMINISTRATION.

A. Responsibility and Oversight.

Responsibility and oversight for developing, implementing and updating the Program lies with the Program Administrator. The Program Administrator shall appoint an Identity Theft Committee. At least one member of the Committee shall have detailed technical knowledge of the City’s information technology systems.

B. Responsibility for Implementation.

The Program Administrator shall be responsible for the Program implementation and oversight of Department compliance, for ensuring Departments provide adequate training on the Program, for

determining which steps of prevention and mitigation should be taken in particular circumstances, and for considering and recommending changes to the Program.

C. Internal Audits.

A compliance audit will be conducted annually on a component, department, or division covered by this program by the Finance Director.


D. Staff Training and Reports.

The Program Administrator shall ensure that City staff responsible for the Program are trained. Training shall include the goals of the Program, how to protect Personal Information, how to detect Red Flags, and how to take steps responsive to a Red Flag. Department Heads are responsible for the Program compliance for their Departments, and shall periodically meet with their staff to assess current compliance and document appropriate safeguard practices. Department Heads responsible for the Program will provide reports to the Program Administrator on incidents of Identity Theft.

E. Non-disclosure of Specific Practices.

For the effectiveness of this Identity Theft Prevention Program, knowledge about Red Flag identification, detection, mitigation and prevention practices shall be limited to the Identity Theft Prevention Committee and employees who implement the Program. Documents produced in order to develop or implement the Program shall be considered “security information” and unavailable to the public because public disclosure would substantially jeopardize the security of information against improper use and circumvent the City’s Identity Theft prevention efforts, thereby facilitating the commission of Identity Theft. Employees shall comply with the Program and any internal processes adopted by the City Administrator, the Identity Theft Prevention Committee, and Department Heads. Noncompliance may result in formal disciplinary action, up to and including termination of employment. Employees should contact their immediate supervisor or Program Administrator if they have questions about compliance with the Program or any implementing measures.

COUNCIL ACTION SHEET

To:	The Mayor and Members of City Council	
From:	Sue Nelson, Public Works Engineering Director Neal Sheppeard, Public Works Operations Director	
Date:	16 December 2015	
Subject:	Award Purchase of Trailer	

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.

Attachment:

HGAC Buy contract pricing worksheet and PWC quote.

HGACBuy		CONTRACT PRICING WORKSHEET For Standard Equipment Purchases		Contract No.:	TR11-14	Date Prepared:	11/19/2015
<p>This Worksheet is prepared by Contractor and given to End User. If a PO is issued, both documents <u>MUST</u> be faxed to H-GAC @ 713-993-4548. Therefore please type or print legibly.</p>							
Buying Agency:	City of St. Helens			Contractor:	Pape' Machinery, Inc.		
Contact Person:	Brett Long			Prepared By:	Khia Branch		
Phone:	503.319.3607			Phone:	503.978.3649		
Fax:	503.366.3029			Fax:	503.978.3669		
Email:	BrettL@ci.st-helens.or.us			Email:	kbranch@papemachinery.com		
Product Code:	X112	Description:	Trail King trailers: open tilt deck utility				
A. Product Item Base Unit Price Per Contractor's H-GAC Contract:							11590
B. Published Options - Itemize below - Attach additional sheet if necessary - Include Option Code in description if applicable (Note: Published Options are options which were submitted and priced in Contractor's bid.)							
Description		Cost	Description		Cost		
TKT16U Tilt-Utility Trailer							
Pintle eye							
20' Deck (4'Stationary, 16' Tilt)							
1 1/2" Oak dek							
No spare tire or wheel							
7-pole RV-style electric plug							
14 GA Steel enclosed fenders							
Bright White paint w/ black decals							
			Subtotal From Additional Sheet(s):				
					Subtotal B:	0	
C. Unpublished Options - Itemize below - Attach additional sheet if necessary (Note: Unpublished options are items which were not submitted and priced in Contractor's bid.)							
Description		Cost	Description		Cost		
			Subtotal From Additional Sheet(s):				
					Subtotal C:	0	
Check: Total cost of Unpublished Options (C) cannot exceed 25% of the total of the Base Unit Price plus Published Options (A+B).					For this transaction the percentage is:		0%
D. Total Cost before any other applicable Charges, Trade-Ins, Allowances, Discounts, Etc. (A+B+C)							
Quantity Ordered:	1	X Subtotal of A + B + C:	11590	=	Subtotal D:	11590	
E. Trade-Ins / Special Discounts / Other Allowances / Freight / Installation / Miscellaneous Charges							
Description		Cost	Description		Cost		
Inbound Freight		1000					
			Pape' Customer Loyalty Discount		-515		
					Subtotal E:	485	
Delivery Date:		30 days		F. Total Purchase Price (D+E):		12075	

11/19/15



MACHINERY

Brett Long
City of St Helens
58555 McNulty Way
PO Box 278
St Helens, OR 97051
Phone: (503) 397-7825

Trail King TKT16U

Serial Number: 1TKU02527GR099132

Current Hours: 0

13925	TKT16U TILT-UTILITY TRAILER
11298	PINTLE EYE
11305	20'DECK(4'STATIONARY,16'TILT)
13928	1-1/2"OAK
10058	NO SPARE WHEEL
10059	NO SPARE TIRE
11318	7 POLE RV STYLE ELECTRIC PLUG
11310	14 GA STEEL ENCLOSED FENDERS
08029	BRIGHT WHITE W/BLACK DECALS

Total Sale Price

\$12,075.00

Brigham Lambley
Pape Machinery
(503) 519-3345
blambley@papemachinery.com

www.papemachinery.com



- Axle Systems Division

- Driveline Express Division

- Hydraulic & P.T.O. Division

TRUCK PARTS SPECIALISTS

LOW TRAILER (RYAN)

LANDALL LT1420

\$ 20,000

SPECIAL ORDER TRAILER

THAT IS WHY THERE IS SUCH
A DIFFERENCE IN PRICE

PLUS WE GET THE HGAC
PRICE FROM PAPER



41 N.E. WALKER STREET, PORTLAND, OR 97211

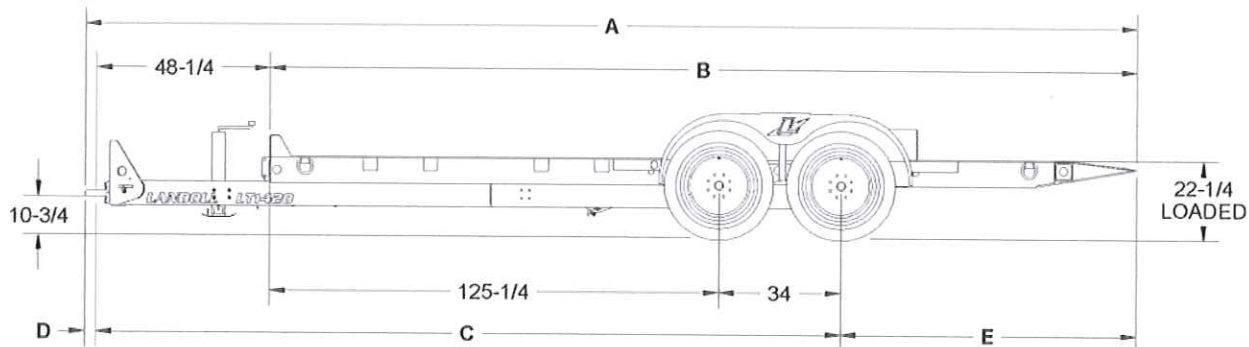
(503) 829-4PWC(4792) 877-731-4PWC(4792)

600 INDUSTRIAL WAY, LONGVIEW, WA 98632

(360) 577-9632 800-666-9632



Model LT1420 Line Drawings



MODEL	A		B		C		D		E	
	FEET IN.	METERS	FEET IN.	METERS	FEET IN.	METERS	IN.	CM.	FEET IN.	METERS
LT1420	24' 5-1/4"	7.45	20' 1-3/4"	6.14	17' 3-3/4"	5.28	3"	7.62	6' 10-1/4"	2.09

2013 / 12 / 06
LD_LT1420_125698

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Intertek

CONTRACT PAYMENTS

City Council Meeting
December 16, 2015

Murray, Smith & Associates, Inc.

Project: SD-146 Godfrey Park Storm Drain (Inv#09-1078-69) \$ **2,299.50**

Semling Construction Inc.

Project: SD-156 S. 4th & Cowlitz Storm Drain (Inv#4825) \$ **21,863.00**

RECEIVED

NOV 23 2015

CITY OF ST. HELENS

MSA

Murray, Smith & Associates, Inc.
Engineers/Planners

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

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

November 20, 2015
Invoice No: 09-1078 - 69

Project 09-1078 Sanitary Sewer Rehabilitation Program

For professional engineering services performed through October 31, 2015

Task 310 PM - Godfrey Park

Labor

	Hours	Rate	Amount	
Professional Engineer V	.50	138.00	69.00	
Total	.50		69.00	
Labor Subtotal				69.00
			Task Total	\$69.00

Task 370 Engineering Support Services during Construction - Godfrey Park

Labor

	Hours	Rate	Amount	
Professional Engineer V	7.50	138.00	1,035.00	
Engineering Designer I	7.50	103.00	772.50	
Technician IV	3.00	125.00	375.00	
Total	18.00		2,182.50	
Labor Subtotal				2,182.50

In-House Reimbursable

CADD Time	48.00		
In-House Reimbursable Subtotal	48.00		48.00

Task Total \$2,230.50

Invoice Total \$2,299.50

APPROVED FOR PAYMENT

INIT	DATE
<u> </u>	<u> </u>
ACCOUNTS PAYABLE	
FINANCE	12-9-15
SUPERVISOR	12-9-15

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

Semling Construction Inc.

P.O. Box 1082
St. Helens, OR 97051

Invoice

DATE	INVOICE #
12/4/2015	4825

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

P.O. NO.	TERMS	PROJECT
	Upon Receipt	16121 - 4th Street St...

QUANTITY	DESCRIPTION	RATE	AMOUNT
	SOUTH 4TH STREET AND PARKWAY STORM DRAIN REROUTE		
✓ 1	1) Mob, Bonds, Insurance, Demob	2,200.00	2,200.00
✓ 85	2) Install 8" Storm Drain	148.00	12,580.00
✓ 2	3) Connection to Existing	800.00	1,600.00
✓ 0	4) Deflect 6" water Line	2,978.00	0.00
✓ 10.66	5) Rock Excavation	300.00	3,198.00
✓ 1	6) Erosion Control	500.00	500.00
✓ 1	7) Traffic Control	850.00	850.00
✓ 85	8) CCTV	11.00	935.00
		Total	\$21,863.00

DUE UPON RECEIPT. Invoices unpaid as of the due date are past due. Past due amounts are billed finance charges at the rate of 1 1/2 % per month. Invoices more than 60 days past due are considered in default. Contractor reserves the right to collect accounts in default using any appropriate collection process. Customer is responsible for all collection costs of

Phone #	Fax #	E-mail
503-397-1809	503-397-0907	info@semlingconstruction.com

010-304-653400
SD-156 S. 4th &
Cowlitz Storm Refractor

A:5805
T-46320/46350

KEEP THIS SLIP FOR REFERENCE

APPOINTMENTS TO ST. HELENS CITY BOARDS AND COMMISSIONS

City Council Meeting ~ December 16, 2015

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

City of St. Helens

Planning Commission Meeting

November 10, 2015

Minutes

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

Members Absent: None

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

Councilors Present: Ginny Carlson, City Council Liaison

Others Present: Jennifer Plahn
Darrold Sandberg
Shane Welliver
Larry VanDolah
Trevor Moss
Sean & Teresa Dillon

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

Consent Agenda

Approval of Minutes

Commissioner Semling moved to approve the minutes of the October 13, 2015 Planning Commission meeting. Commissioner Webster seconded the motion. Motion carried with all in favor. And Chair Petersen did not vote as per operating rules.

□

Topics From The Floor

Teresa Dillon spoke to the Commission regarding the Waterfront Redevelopment Project. She is hoping to be a part of the process. Chair Petersen referred her to the Waterfront Redevelopment Project website and discussed the recently awarded EPA Area-Wide Planning Grant. Dillon was told where to find out information regarding upcoming meetings. Either Assistant Planner Dimsho, City Planner Graichen, and/or City Administrator Walsh are great people to contact for more in depth information.

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Public Hearing

Jennifer Plahn

Conditional Use Permit / CUP.6.15

1771 Columbia Blvd.

It is now 7:05 p.m. and Chair Petersen opened the public hearing. There were no ex-parte contacts, conflicts of interest or bias in this matter.

Graichen entered the following items into the record:

- Staff report packet dated November 3, 2015 with attachments

Graichen discussed the history of the site, approval criteria and potential conditions as noted in the staff report. Two additional documents were given to the Commission: 1) An updated referral letter from Columbia River Fire & Rescue, and 2) An informational handout regarding carbon air filtration.

Commissioner Lawrence clarified that personal property (such as RVs) outside of those related to the proposal cannot be stored on the property. Graichen said that is correct.

Commissioner Cohen asked if the staff report and approval conditions were for "common" nurseries. Graichen said the St. Helens Municipal Code does not discriminate against different types of nurseries.

Vice Chair Cary noted that the pictures of the site look like the same as the previous Conditional Use Permit for the upholstery business. He asked if the fence has been repaired since then. Graichen said there were some portions of the fence in disrepair that have been fixed, but there are still some missing sight-obscuring slats and ones in disrepair. Vice Chair Cary asked if there are any needed upgrades to the public parking area. Graichen said the applicant will need to provide a new handicap parking space and signage.

IN FAVOR

VanDolah, Larry. Applicant. VanDolah discussed the carbon air filtration system which will keep all odors from escaping the facility. He said the existing fence has cedar slats and they have been getting estimates for replacing it with plastic. He discussed the ten percent landscaping requirement, but noted that it is tough to do because the property is mostly concrete and asphalt. VanDolah said they are good stewards of the community and that this proposal will create local jobs.

Chair Petersen asked if this is a marijuana growing facility. VanDolah said yes, they will be growing and producing marijuana. Chair Petersen asked about their licensing with the Oregon Liquor Control Commission (OLCC). VanDolah said they will be licensed as a producer. In the front portion of the property, they plan to have an office and lab. Chair Petersen asked if they will be drying the flowers and packaging them inside. VanDolah said yes, the product will be packaged in child-safety bags. Chair Petersen asked what will occur inside the "industry resource center." VanDolah said there are a lot of producers and growers in the local area, but there aren't a lot of resources and information available. They will offer resources to professionals in the industry. Commissioner Lawrence asked if they will be offering those resources for free. VanDolah said they will not be charging. Chair Petersen asked if they will be registered through the OLCC as a processor, which allows them to make edibles, extracts, etc. VanDolah said no, not at this time.

Commissioner Cohen asked if they will be an outlet for public consumers. VanDolah said no, the product they grow will be for their own retail marijuana stores or for other shops who want to purchase wholesale.

Commissioner Webster asked how many plants they will have. VanDolah said they will grow as many as the

OLCC will let them. Commissioner Webster asked VanDolah if he spoke to Columbia River PUD. He said no, but they have licensed contractors doing the electrical work. VanDolah has worked with the Columbia River PUD on other facilities and is confident the demand for electricity will not cause a problem.

Commissioner Cohen asked about security for the building. VanDolah said OLCC requires them to have 45 days of 24/7 surveillance feed backed up on and off-site and a double-locked door system. They are inspected and approved by OLCC to ensure they meet all security rules before they can open.

Commissioner Cohen asked if he has dealt with local law enforcement. VanDolah said Chief Terry Moss will have access to surveillance feed from the last 45 days which is stored on the OLCC site at any time. There is not a single area within the building that will not be covered by cameras.

Commissioner Hubbard asked if OLCC required a bond. VanDolah said no, but per the building owner, they hold a five million dollar insurance policy.

Welliver, Shane. Partner of the Applicant. Welliver is speaking in support of the proposal. He said if we are going to have marijuana dispensaries, we should also have the local facilities that grow and produce the product. Otherwise, they will just import the product from elsewhere. It would be better to keep it local. Taxes from the facility will benefit the City. Welliver said they want to keep the property looking nice from the curb and not be an eyesore to the community.

Commissioner Webster asked if he would be renting space to grow. Welliver said he will be overseeing the growing operation as part-owner of the facility.

IN OPPOSITION

Sandberg, Darrold. Property Owner. Sandberg is concerned about property values going down. He owns the building across the street on 17th Street. Sandberg said it is a moral thing, but he thinks the federal government should have ruled against allowing states to legalize marijuana. He has a relative who is a drug enforcement agent who believes marijuana is the worst drug of them all because that is what people start with. Sandberg also thinks there are too many school children walking up and down that street around 3 p.m. every day.

REBUTTAL

VanDolah, Larry. Applicant. Regarding property values, VanDolah noted there are many vacancies along Columbia Blvd. There would be more vacant buildings, but he is renting out a few of them. The business core along Columbia Blvd. is dying because of relocation to Highway 30. He feels this facility will attract and bring people to the area. His employees and visitors to the resource center will shop and support surrounding local business. The people doing work at the facility now eat at Dari Delish every day and shop at Red Apple. He sees this proposal as an increase to property values.

FURTHER QUESTIONS OF STAFF

Vice Chair Cary asked about the signage requirements. Chair Petersen said the OLCC rules address retail, but do not address producers and growers. Commissioner Cohen asked if they could prohibit advertising related to the product. Graichen said they could make a condition that the signage not reflect marijuana-related symbols and terminology. However, the applicant could also challenge this on constitutionality.

Chair Petersen said the St. Helens Municipal Code (SHMC) defines retail marijuana facilities, but does not have a definition for a marijuana nursey. However, OLCC is regulating and licensing this site as a marijuana facility. Chair Petersen asked if the Commission could use marijuana retailer (as defined by SHMC) as the most similar use, instead of using nursey. Graichen said yes, if the Commission feels that a marijuana grow operation does not fall into a nursery use, they could make a finding that the use fits better into one of the existing marijuana establishment use categories or, like was used in the earth removal case, utilize the "determination of similar use" criteria to determine the appropriateness of the use in that zoning district.

Chair Petersen clarified that nurseries are allowed outright in Light and Heavy Industrial zones.

END OF ORAL TESTIMONY

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

CLOSE PUBLIC HEARING & RECORD

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

DELIBERATIONS

Chair Petersen is concerned because nurseries are allowed outright in Heavy Industrial and Light Industrial zones. It is only conditional in commercial zones. He said one of the criteria for approval of the Conditional Use Permit says, "Use will comply with applicable policies of the Comprehensive Plan." One of the Comprehensive Plan policies for General Commercial zones includes a policy that says, "Goals: To establish commercial areas that provide a maximum service to the public and are properly integrated to the physical pattern of the City" and "Encourage a variety of retail shopping activities to concentrate in the core commercial areas and enhance their attractiveness to a broad range of shoppers." He does not feel this promotes a broad range of shoppers.

Chair Petersen also noted that the definition of manufacturing is the "mechanical or chemical transformation of materials or substances into new products." Manufacturing production is usually for the wholesale market rather than direct sales. Chair Petersen feels this proposal is similar to a production facility for wholesale. Chair Petersen said manufacturing is allowed in Heavy and Light Industrial zones. Chair Petersen said the applicant is going to be drying and packaging the product. He feels these uses more strongly belong in Heavy and Light Industrial zones.

Chair Petersen said we have already approved three marijuana facilities throughout St. Helens. An argument could be made that this is not a marijuana facility, but a nursery. But he disagrees because it is an OLCC-regulated marijuana facility.

Commissioner Lawrence respects and agrees with what Chair Petersen has said, but pointed out that this part of St. Helens has been long neglected. The proposal site specifically has been an unproductive commercial location for a long time. She feels this is an opportunity for the building to be kept up and become a productive use again. Commissioner Cohen agrees that he would like to see the property become productive, but that still does not address the issue of the Comprehensive Plan policy which encourages retailers that are open to customers in commercial zones. He feels the proposed use is more fitting for an industrial zone.

Vice Chair Cary has a concern about the power. In Salem, marijuana growing operations had overloaded their system and caused blackouts. He would like to see a condition that ensures power needs are verified

and approved with the Columbia River PUD.

Chair Petersen said he does not want Main Street St. Helens to have another storefront with blacked out windows. Near the proposed location, there is a tavern, a marijuana retailer, and a growing operation, all of which are required to have dark windows. These uses do not contribute to an overall feeling of a lively, thriving commercial district, which is the intent of the Comprehensive Plan policy that states commercial zones should encourage a variety of retail shopping activities to concentrate in the core commercial areas. Chair Petersen feels we should not approve a use that is blacked out and blocked off to the public in the St. Helens historic, core commercial area. He said if the applicant had decided to locate in an industrial zone, it would be permitted outright and is a more fitting use for the zone.

MOTION

Commissioner Cohen made a motion to deny the Conditional Use Permit based on the criteria that it does not comply with the Comprehensive Plan policy for commercial zones. Commissioner Webster seconded.

Commissioner Webster, Commissioner Hubbard, Commissioner Semling, and Commissioner Cohen in favor; Vice Chair Cary and Commissioner Lawrence opposed; motion carries.

Graichen will bring back the Findings and Conclusions for signature to the next regular meeting on December 8, 2015.

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Acceptance Agenda: Planning Administrator Site Design Review

- a. Site Design Review at 125 S. 13th – Elk's Veterans Bunker

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

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Planning Director Decisions

- a. Sign Permit (Banner) at 2100 block of Columbia Blvd. – Columbia River Fire & Rescue dba Toy & Joy – Toy & Joy Auction
- b. Sign Permit at 299 S. Vernonia Rd. (O'Reilly Auto Parts) – Tube Art Group

There were no comments.

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Planning Department Activity Reports

There were no comments.

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For Your Information Items

Graichen said the City Council officially reappointed Commissioner Lawrence to the Commission at their last meeting.

Graichen said text amendments for earth removal, trail development, and housekeeping fixes are being prepared for the January Commission meeting.

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There being no further business before the Planning Commission, the meeting was adjourned at 8:30 p.m.

Respectfully submitted,

Jennifer Dimsho
Planning Secretary

2015 Planning Commission Attendance Record

P=Present A=Absent Can=Cancelled

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

Accounts Payable

To Be Paid Proof List

User: jenniferj
 Printed: 11/24/2015 - 9:01AM
 Batch: 00018.11.2015 - 11/27 FY 15-16



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ATLANTA, GA 30353-0958									
001145									
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NOV 2015	11/23/2015	15.27	0.00	11/27/2015				False	0
001-004-481000 Visual Materials				MATERIALS					
NOV 2015	11/23/2015	21.72	0.00	11/27/2015				False	0
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AMAZON.COM Total:		181.15							
CENTRAL CITY CONCERN									
232 NW 6TH AVE									
PORTLAND, OR 97209									
006279									
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001-002-473000 Miscellaneous Expense				CIVIL HOLD C. FLETCHER, K. HAGELIN, A. OROSCO					
NOV 2015 Total:		435.00							
CENTRAL CITY CONCE		435.00							

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SEATTLE, WA 98111-9255									
034002									
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001-002-458000 Telephone Expense				CIRC. LINE ACCT 435B					
OCT 2015 Total:		3.69							
CENTURY LINK Total:		3.69							
CENTURY LINK									
P O BOX 29080									
PHOENIX, AZ 85038-9080									
034004									
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001-002-458000 Telephone Expense				ACCT 1664					
NOV 2015 Total:		88.41							
CENTURY LINK Total:		88.41							
CHARLIE'S PRODUCE									
P.O. BOX 24606									
SEATTLE, WA 98124									
charlies									
6385793	10/8/2015	682.25	0.00	11/27/2015				False	0
008-008-558104 Events				PUMPKIN BINS STRAW BALES					
6385793 Total:		682.25							
CHARLIE'S PRODUCE T		682.25							
COMCAST									
PO BOX 34744									
SEATTLE, WA 98124-1744									
COMCAST									

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	COMCAST Total:	117.01							
CORRECT EQUIPMENT									
14576 NE 95TH STREET									
REDMOND, WA 98052									
009210									
32247	11/9/2015	1,230.00	0.00	11/27/2015				False	0
010-303-653306 Lift station				S-636 LIFT STATION 7 UPGRADE					
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	CORRECT EQUIPMENT	1,230.00							
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PO BOX 9278									
PORTLAND, OR 97207									
006800									
204264	11/11/2015	50.00	0.00	11/27/2015				False	0
012-101-527000 Communications				BETERAN CHRONICLE					
	204264 Total:	50.00							
	COUNTRY MEDIA INC. T	50.00							
DAVIS, GUY P.									
58471 CHILDS ROAD									
ST HELENS, OR 97051									
010110									
NOV 2015	11/18/2015	415.21	0.00	11/27/2015				False	0
017-417-490000 Professional development				AWWA ORG. OP. CONF. TRAVEL EXPENSE					

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DEMCO, INC. PO BOX 8048 MADISON, WI, 53708-8048 010130									
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	5734523 Total:	75.93							
	DEMCO, INC. Total:	75.93							
EAGLE STAR ROCK PRODUCTS, INC. P.O. BOX 750 ST. HELENS, OR 97051 010970									
30182	11/12/2015	565.10	0.00	11/27/2015				False	0
018-021-501000 Operating Materials & Supplies				ROCK - S 1ST ST DRAIN					
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018-021-501000 Operating Materials & Supplies				ROCK - S 1ST ST DRAIN					
	30205 Total:	373.46							
	EAGLE STAR ROCK PRO	938.56							
EASYPERMIT POSTAGE PO BOX 371874 PITTSBURGH, PA 15250-7874 025602									
NOV 2015	11/11/2015	3,000.00	0.00	11/27/2015				False	0

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	EASYPERMIT POSTAGE	3,000.00							
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61490	10/22/2015	829.05	0.00	11/27/2015				False	0
001-002-510000 Automobile Expense					SERVICE TO 2012 TAHOE				
	61490 Total:	829.05							
61548	10/27/2015	426.05	0.00	11/27/2015				False	0
001-002-510000 Automobile Expense					SERVICE TO 2014 CHEV CAPRICE				
	61548 Total:	426.05							
	EATON'S TIRE AND SER	1,255.10							
H.D. FOWLER CO. P. O. BOX 160 BELLEVUE, WA, 98009 012650									
I4087626	11/12/2015	244.00	0.00	11/27/2015				False	0
017-017-501000 Operating Materials & Sup.					MATERIALS				
	I4087626 Total:	244.00							
	H.D. FOWLER CO. Total:	244.00							
INGRAM LIBRARY SERVICES, INC. INGRAM BOOK COMPANY P.O. BOX 502779 ST. LOUIS, MO 63150									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
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016240									
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90023501 Total:		38.01							
90023502	10/30/2015	14.30	0.00	11/27/2015				False	0
001-004-511000 Printed Materials					MATERIALS				
90023502 Total:		14.30							
90023503	10/30/2015	513.70	0.00	11/27/2015				False	0
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90023503 Total:		513.70							
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90023504 Total:		286.17							
90044977	11/2/2015	-11.39	0.00	11/27/2015				False	0
001-004-511000 Printed Materials					CREDIT				
90044977 Total:		-11.39							
INGRAM LIBRARY SERV		840.79							
JAMES W. FOWLER CO. 12775 WESTVIEW DRIVE DALLAS, OREGON, 97338									
012675									
NOV 2015	11/17/2015	174.38	0.00	11/27/2015				False	0
017-000-206000 Balance Dep Payable					HYDRANT METER REFUND DEPOSIT				
NOV 2015 Total:		174.38							
JAMES W. FOWLER CO.		174.38							

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JAURON, SCOTT J. 33615 NE PRAIRIE SCAPPOOSE, OR 97056 016902									
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013-403-490000 Professional development				TRAVEL EXPENSE AWWA OREGON OP CONF.					
NOV 2015 Total:		354.86							
JAURON, SCOTT J. Total		354.86							
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KOLDKIST BOTTLED WATER 909 N. COLUMBIA BLVD. PORTLAND, OR 97217 007248									
NOV 2015	10/31/2015	40.00	0.00	11/27/2015				False	0
001-002-473000 Miscellaneous Expense				BOTTLED WATER					
NOV 2015 Total:		40.00							
KOLDKIST BOTTLED W		40.00							
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NAS ASSOCIATES, INC. PO BOX 1437 NEWPORT, OR 97365 028148									
19525	11/17/2015	4,300.00	0.00	11/27/2015				False	0
018-019-472000 Lab Testing				TOXICITY TESTING					
19525 Total:		4,300.00							
NAS ASSOCIATES, INC.		4,300.00							
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NET TRANSCRIPTS, INC. 425 S 48TH STREET SUITE 101 TEMPE, AZ 85281									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
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020976									
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001-002-473000	Miscellaneous Expense				KEVIN HAWKINS A. MILTICK. LENNY OLSEN 120HR				
	0004839-IN Total:	107.46							
	NET TRANSCRIPTS, INC	107.46							
OHA-DRINKING WATER SERVICES									
CASHIER									
PO BOX 14260									
PORTLAND, OR 97293									
021743									
NOV 2015	11/2/2015	120.00	0.00	11/27/2015				False	0
013-403-490000	Professional development				DRINKING WATER OPERATOR CERT 2016-2017 RENE				
	NOV 2015 Total:	120.00							
	OHA-DRINKING WATER	120.00							
OPUS:INTERACTIVE, INC.									
1225 W BURNSIDE STREET									
SUITE 310									
PORTLAND, OR 97209									
021979									
273205	11/14/2015	39.00	0.00	11/27/2015				False	0
012-102-473000	Miscellaneous				ACCT 5951				
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273588	11/14/2015	5.00	0.00	11/27/2015				False	0
001-002-500000	Computer System Maint.				ACCT 4775				
	273588 Total:	5.00							
	OPUS:INTERACTIVE, IN	44.00							

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1191 CAPITOL ST.NE									
SALEM,, OR 97301									
022715									
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009-211-652110 PD Reserve expense				STANARD & ASSOCIATES POST TESTS					
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201511019 Total:		126.00							
OREGON ASSOCIATION		126.00							
OREGON DEPT. OF REVENUE									
HAZARDOUS SUBSTANCE FEE									
PO BOX 14725									
SALEM, OR 97309-5018									
023201									
NOV 2015	11/13/2015	113.00	0.00	11/27/2015				False	0
001-002-473000 Miscellaneous Expense				HAZARDOUS SUBSTANCE FEE POLICE					
NOV 2015	11/13/2015	113.00	0.00	11/27/2015				False	0
001-005-513000 Chemicals				HAZARDOUS SUBSTANCE FEE PARKS					
NOV 2015	11/13/2015	136.00	0.00	11/27/2015				False	0
017-417-527000 Chlorine				HAZARDOUS SUBSTANCE FEE WFF					
NOV 2015	11/13/2015	113.00	0.00	11/27/2015				False	0
017-017-501000 Operating Materials & Sup.				HAZARDOUS SUBSTANCE FEE PUBLIC WORKS					
NOV 2015 Total:		475.00							
OREGON DEPT. OF REV		475.00							
OREGON DMV									
DRIVER & MOTOR VEHICLE SERV									
1905 LANA AVE. N.E.									
SALEM,, OR 97314-2253									
023150									
NOV 2015	10/30/2015	23.00	0.00	11/27/2015				False	0
001-002-473000 Miscellaneous Expense				SUSPENSION PACKAGE					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
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	NOV 2015 Total:	23.00							
<hr/>									
	OREGON DMV Total:	23.00							
<hr/>									
PAULSON PRINTING 125 N. 19TH ST. ST. HELENS, OR, 97051 025300									
C8509	10/31/2015	23.50	0.00	11/27/2015				False	0
001-002-501000 Operating Materials & Supp					VEHICLE REPORT SIG CARDS				
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	C8509 Total:	23.50							
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	PAULSON PRINTING To	23.50							
<hr/>									
SHRED-IT USA, LLC 23166 NETWORK PLACE CHICAGO, IL 60673-1252 SHRED-IT									
8120452442	11/23/2015	132.72	0.00	11/27/2015				False	0
001-002-473000 Miscellaneous Expense					4225 POLICE SHREDDING				
<hr/>									
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<hr/>									
	SHRED-IT USA, LLC Tot	132.72							
<hr/>									
SOLUTIONS YES 7409 SW TECH CENTER DRIVE SUITE 100 PORTLAND, OR 97223 013581									
INV56106	11/18/2015	241.49	0.00	11/27/2015				False	0
012-107-502000 Equipment expense					CONTRACT C10184-01 COPIER				
<hr/>									
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Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
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001-002-502000 Equipment Expense				SECURITY CAMERA					
2194 Total:		279.00							
STAR HOME THEATER T		279.00							
TUALATIN VALLEY WORKSHOP INC 6615 SE ALEXANDER STREET HILLSBORO, OR 97123 033827									
0018117-IN	10/31/2015	1,354.31	0.00	11/27/2015				False	0
012-107-554000 Contractual/consulting serv				JANITORIAL CITY HALL - CREDIT 0018518-CM 281.9					
0018117-IN Total:		1,354.31							
0018118-IN	10/31/2015	1,318.70	0.00	11/27/2015				False	0
001-004-508000 Janitorial Services				JANITORIAL POLICE 0018519-CM CREDIT 61.83					
0018118-IN Total:		1,318.70							
0018119-IN	10/31/2015	475.14	0.00	11/27/2015				False	0
001-002-508000 Janitorial Services				JANITORIAL POLICE					
0018119-IN Total:		475.14							
0018120-IN	10/31/2015	163.96	0.00	11/27/2015				False	0
018-019-501000 Operating Materials				JANITORIAL WWTP					
0018120-IN	10/31/2015	163.97	0.00	11/27/2015				False	0
018-020-501000 Operating Materials & Supplies				JANITORIAL WWTP					
0018120-IN Total:		327.93							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
<hr/>									
	TUALATIN VALLEY WO	3,476.08							
UPS									
P.O. BOX 894820									
LOS ANGELES, CA 90189-4820									
033900									
00006550XW465	11/14/2015	13.27	0.00	11/27/2015				False	0
017-017-501000 Operating Materials & Sup.				SHIPPING WATER METRICS WEST					
00006550XW465 Total:		13.27							
UPS Total:		13.27							
WATER METRICS WEST									
16120 S.W. 72ND AVE.									
PORTLAND, OR, 97224									
035800									
IVC52068	11/12/2015	102.37	0.00	11/27/2015				False	0
017-017-501000 Operating Materials & Sup.				GUAGE CALIBRATION					
IVC52068 Total:		102.37							
WATER METRICS WEST		102.37							
WATER SUPPLY LLC									
PO BOX 714									
RAINIER, OR 97048									
035819									
NOV 2015	10/15/2015	121.04	0.00	11/27/2015				False	0
017-000-206000 Balance Dep Payable				HYDRANT METER DEPOSIT REFUND					
NOV 2015 Total:		121.04							
WATER SUPPLY LLC Tot		121.04							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
WILCOX & FLEGEL									
P O BOX 69									
LONGVIEW, WA, 98632									
037003									
C169822-IN	11/13/2015	1,288.81	0.00	11/27/2015				False	0
001-002-531000 Gasoline Expense				GAS- POLICE					
C169822-IN Total:		1,288.81							
WILCOX & FLEGEL Total		1,288.81							
Report Total:		21,000.08							

Accounts Payable

To Be Paid Proof List

User: jenniferj
 Printed: 12/03/2015 - 1:36PM
 Batch: 00004.12.2015 - 12/4 FY 15-16 (2)



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
BULLARD LAW 200 SW MARKET ST., SUITE 1900 PORTLAND,, OR 97201 004880									
20476	11/10/2015	589.00	0.00	12/04/2015				False	0
001-002-454000 Attorney				LEGAL SERVICES					
20476 Total:		589.00							
BULLARD LAW Total:		589.00							
MAUL FOSTER ALONGI, INC. 400 E. MILL PLAIN BLVD SUITE 400 VANCOUVER, WA 98660 019555									
24410	11/6/2015	2,162.13	0.00	12/04/2015				False	0
009-209-554100 Environmental review				PROJECT 0830.01.02 VENEER ON-CALL					
24410 Total:		2,162.13							
24411	11/6/2015	1,415.00	0.00	12/04/2015				False	0
009-209-554100 Environmental review				PROJECT 0830.02.03 TWP ON-CALL SERVICES					
24411 Total:		1,415.00							
24412	11/6/2015	797.50	0.00	12/04/2015				False	0
009-209-554150 Sediment Repository Analysis				PROJECT 0830.03.01 SEDIMENT REPOSITORY					
24412 Total:		797.50							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
24413	11/6/2015	1,285.00	0.00	12/04/2015				False	0
009-209-554100	Environmental review			PROJECT 0830.04.02 AREA-WIDE PLANNING					
	24413 Total:	1,285.00							
	MAUL FOSTER ALONGI	5,659.63							
	Report Total:	6,248.63							

Accounts Payable

To Be Paid Proof List

User: jenniferj
 Printed: 12/03/2015 - 8:33AM
 Batch: 00021.11.2015 - 12/4 FY 15-16



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
BEMIS PRINTING 267 S 1ST STREET ST. HELENS, OR 97051 002701									
6549	11/24/2015	34.50	0.00	12/04/2015	7 X 11 - DO NOT ENTER			False	0
001-105-457000 Office supplies									
6549 Total:		34.50							
BEMIS PRINTING Total:		34.50							
CARQUEST AUTO PARTS STORES 58105 COLUMBIA RIVER HWY ST. HELENS, OR 97051 005845									
1611-IC-289264	11/10/2015	-10.06	0.00	12/04/2015	AUTO PARTS CREDIT			False	0
015-015-501000 Operating Materials & Supp									
1611-IC-289264 Total:		-10.06							
1611-IC-289265	11/10/2015	-40.00	0.00	12/04/2015	AUTO PARTS CREDIT			False	0
015-015-501000 Operating Materials & Supp									
1611-IC-289265 Total:		-40.00							
1611-ID-288569	11/1/2015	127.66	0.00	12/04/2015	AUTO PARTS			False	0
015-015-501000 Operating Materials & Supp									
1611-ID-288569 Total:		127.66							
1611-ID-288702	11/3/2015	101.06	0.00	12/04/2015				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
015-015-501000 Operating Materials & Supp					AUTO PARTS				
1611-ID-288702 Total:		101.06 ✓							
1611-ID-289170	11/9/2015	278.50	0.00	12/04/2015				False	0
001-002-510000 Automobile Expense					AUTO PARTS				
1611-ID-289170 Total:		278.50 ✓							
1611-ID-289213	11/9/2015	203.66	0.00	12/04/2015				False	0
001-002-510000 Automobile Expense					AUTO PARTS				
1611-ID-289213 Total:		203.66 ✓							
1611-ID-289933	11/18/2015	103.68	0.00	12/04/2015				False	0
001-002-510000 Automobile Expense					AUTO PARTS				
1611-ID-289933 Total:		103.68 ✓							
1611-ID-290411	11/25/2015	174.96	0.00	12/04/2015				False	0
001-002-510000 Automobile Expense					AUTO PARTS				
1611-ID-290411 Total:		174.96 ✓							
1611-ID-290451	11/25/2015	118.74	0.00	12/04/2015				False	0
001-005-501000 Operating Materials & Supp					BAT CHARGER WHEELED				
1611-ID-290451 Total:		118.74 ✓							
CARQUEST AUTO PART		1,058.20							
CASCADE CONCRETE PRODUCTS, INC.									
P O BOX 1245									
SCAPPOOSE, OR, 97056									
005925								False	0
64145	11/18/2015	777.00 ✓	0.00	12/04/2015					
018-021-501000 Operating Materials & Supplies					MATERIALS				
64145 Total:		777.00							
64193	11/24/2015	113.00	0.00	12/04/2015				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
018-018-501000 Operating Materials & Supplies					MATERIALS				
64193 Total:		113.00 ✓							
CASCADE CONCRETE P		890.00							
CENTURY LINK PO BOX 91155 SEATTLE, WA 98111-9255 034002								False	0
NOV 2015 ✓	11/17/2015	40.71 ✓	0.00	12/04/2015	ACCT 369B			False	0
017-017-458000 Telephone Expense									
NOV 2015	11/17/2015	20.35 ✓	0.00	12/04/2015	ACCT 025B			False	0
018-019-458000 Telecommunication Expense									
NOV 2015	11/17/2015	20.36 ✓	0.00	12/04/2015	ACCT 025B				
018-020-458000 Telecommunication Expense									
NOV 2015 Total:		81.42							
CENTURY LINK Total:		81.42							
CENTURY LINK P O BOX 29080 PHOENIX, AZ 85038-9080 034004								False	0
B11166583915319	11/15/2015	88.40	0.00	12/04/2015	ACCT 1665				
017-417-458000 Telephone expense									
B11166583915319 Total:		88.40							
CENTURY LINK Total:		88.40 ✓							
CHAVES CONSULTING, INC.-CRMS CLOUD RECORDS MGMT.SOLUTIC P. O. BOX 886 BAKER CITY, OR 9814 006630									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
150208	12/1/2015	259.14	0.00	12/04/2015				False	0
012-102-554000	Contractual/consulting serv				MONTHLY USER FEE DECEMBER 2015				
150208 Total:		259.14							
CHAVES CONSULTING,		259.14							
CINTAS CORPORATION									
CINTAS FIRST AID & SAFETY									
PO BOX 631025									
CINCINNATI, OH 45263-1025									
037620								False	0
5003975588	11/24/2015	152.80	0.00	12/04/2015					
001-005-501000	Operating Materials & Supp				CABINET REFILL PARKS				
5003975588 Total:		152.80							
5003975590	11/24/2015	78.99	0.00	12/04/2015				False	0
012-107-457000	Office supplies				CABINET REFILL CITY HALL				
5003975590 Total:		78.99							
5003975592	11/24/2015	49.59	0.00	12/04/2015				False	0
013-403-470000	Building				CABINET REFILL				
5003975592 Total:		49.59							
CINTAS CORPORATION		281.38							
CINTAS CORPORATION-463									
PO BOX 650838									
DALLAS, TX 75265-0838									
006830								False	0
463575824	11/23/2015	94.63	0.00	12/04/2015					
001-002-473000	Miscellaneous Expense				MATERIALS				
463575824 Total:		94.63							
463579277	11/30/2015	44.11	0.00	12/04/2015				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
018-019-470000 Building Expense					MATS			False	0
463579277	11/30/2015	44.12	0.00	12/04/2015					
018-020-470000 Building Expense					MATS				
463579277 Total:		88.23							
CINTAS CORPORATION		182.86							
CITY OF SCAPPOOSE 33568 E COLUMBIA AVE SCAPPOOSE, OR 97056 SCAPPOOS 0000070	11/30/2015	900.90	0.00	12/04/2015				False	0
001-105-554000 Contract Services					BUILDING OFFICAL SERVICES D. SALLEE 10/25-11/2				
0000070 Total:		900.90							
CITY OF SCAPPOOSE To		900.90							
CODE PUBLISHING, INC. 9410 ROOSEVELT WAY NE SEATTLE, WA 98115-2844 007162	11/24/2015	275.40	0.00	12/04/2015				False	0
51458					MUNICIPAL CODE ELECTRONI UPDATE 11/20 3197 31				
012-102-554000 Contractual/consulting serv									
51458 Total:		275.40							
CODE PUBLISHING, INC		275.40							
COLUMBIA HUMANE SOCIETY 2084 OREGON STREET PO BOX 845 ST HELENS, OR 97051 008162	11/24/2015	2,500.00	0.00	12/04/2015				False	0
1450					FEB, MARCH, APRIL, MAY, JUNE CONTRACT \$500 E				
001-110-554000 Contractual/consulting serv									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
1450 Total:		2,500.00							
COLUMBIA HUMANE S		2,500.00							
COLUMBIA RIVER P.U.D. P. O. BOX 1193 ST. HELENS, OR, 97051 008325									
1539452	11/24/2015	1,864.47	0.00	12/04/2015	STREET LIGHTS ACCT 73638			False	0
011-011-453000 Street Lighting									
1539452 Total:		1,864.47							
COLUMBIA RIVER P.U.D		1,864.47							
COMCAST PO BOX 34744 SEATTLE, WA 98124-1744 COMCAST									
DEC 2015	11/21/2015	107.85	0.00	12/04/2015	4855			False	0
001-002-458000 Telephone Expense									
DEC 2015	11/21/2015	184.97	0.00	12/04/2015	9110			False	0
012-107-458000 Telecommunication expense									
DEC 2015	11/21/2015	97.59	0.00	12/04/2015	8631			False	0
001-004-500000 Computer Maintenance									
DEC 2015	11/21/2015	92.85	0.00	12/04/2015	8453			False	0
012-107-458000 Telecommunication expense									
DEC 2015	11/21/2015	92.85	0.00	12/04/2015	3388			False	0
001-004-500000 Computer Maintenance									
DEC 2015 Total:		576.11							
COMCAST Total:		576.11							
COUNTRY MEDIA INC. PO BOX 9278									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
PORTLAND, OR 97207									
006800								False	0
204517	11/18/2015	70.00	0.00	12/04/2015	ADVERTISING				
012-102-526000 Advertisements									
204517 Total:		70.00							
COUNTRY MEDIA INC. T		70.00							
DAHLGREN BUILDERS SUPPLY									
58351 COLUMBIA RIVER HWY.									
P.O. BOX 1021									
ST. HELENS, OR, 97051									
009800								False	0
A20135286	11/25/2015	5.98	0.00	12/04/2015	PREMIX CONCRETE				
018-018-501000 Operating Materials & Supplies									
A20135286 Total:		5.98							
DAHLGREN BUILDERS		5.98							
DAILY JOURNAL OF COMMERCE, INC									
SDS 12-2812									
PO BOX 86									
MINNEAPOLIS, MN 55486-2812									
009900								False	0
10028816	9/22/2015	62.10	0.00	12/04/2015	Advertising for the VOIP Request for Proposals				
012-107-458000 Telecommunication expense									
10028816 Total:		62.10							
DAILY JOURNAL OF CO		62.10							
E2C CORPORATION									
2316 NE MINNEHAHA STREET									
VANCOUVER, WA 98665									
E2C									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
3837	12/2/2015	350.00	0.00	12/04/2015	MONTHLY MANAGEMENT COL CO EVENTS			False	0
008-008-451000 Media Expense									
3837 Total:		350.00							
E2C CORPORATION Tota		350.00							
EAGLE STAR ROCK PRODUCTS, INC. P.O. BOX 750 ST. HELENS, OR 97051									
010970								False	0
30193	11/16/2015	128.06	0.00	12/04/2015	ROCK- BOISE PROPERTY				
009-209-554000 Contract Services									
30193 Total:		128.06							
30213	11/19/2015	126.32	0.00	12/04/2015	ROCK- BOISE PROPERTY			False	0
009-209-554000 Contract Services									
30213 Total:		126.32							
30216	11/24/2015	243.86	0.00	12/04/2015	ROCK- 1ST ST STORM			False	0
018-021-501000 Operating Materials & Supplies									
30216 Total:		243.86							
EAGLE STAR ROCK PRO		498.24							
FDG - FIRWOOD DESIGN GROUP, LLC 39065 PIONEER BLVD., STE. #104 SANDY, OR 97055									
FDG								False	0
11032	11/13/2015	970.00	0.00	12/04/2015	S-636 LIFT STATION #7 UPGRADE				
010-303-653306 Lift station									
11032 Total:		970.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
FDG - FIRWOOD DESIGN		970.00							
FERGUSON ENTERPRISES, INC. #3011									
LOCKBOX 043090 M/S 90									
PO BOX 4300									
PORTLAND, OR 97208									
011883								False	0
3833885	11/16/2015	136.05	0.00	12/04/2015	MATERIALS				
018-021-501000 Operating Materials & Supplies									
3833885 Total:		136.05							
FERGUSON ENTERPRIS		136.05							
INGRAM LIBRARY SERVICES, INC.									
INGRAM BOOK COMPANY									
P.O. BOX 502779									
ST. LOUIS, MO 63150									
016240								False	0
90109983	11/6/2015	39.25	0.00	12/04/2015	PRINTED MATERIALS				
001-004-511000 Printed Materials									
90109983 Total:		39.25							
90109984	11/6/2015	687.77	0.00	12/04/2015	PRINTED MATERIALS			False	0
001-004-511000 Printed Materials									
90109984 Total:		687.77							
90109985	11/6/2015	44.71	0.00	12/04/2015	PRINTED MATERIALS			False	0
001-004-511000 Printed Materials									
90109985 Total:		44.71							
90109986	11/6/2015	27.39	0.00	12/04/2015	PRINTED MATERIALS			False	0
001-004-511000 Printed Materials									
90109986 Total:		27.39							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
90109987	11/6/2015	11.08	0.00	12/04/2015				False	0
001-004-511000 Printed Materials				PRINTED MATERIALS					
90109987 Total:		11.08							
90159126	11/10/2015	-17.60	0.00	12/04/2015				False	0
001-004-483000 Audio Materials				CREDIT AUDIO MATERIALS					
90159126 Total:		-17.60							
INGRAM LIBRARY SERV		792.60							
INTEGRA TELECOM, INC.									
PO BOX 2966									
MILWAUKEE, WI 53201									
016479									
NOV 2015	11/21/2015	406.83	0.00	12/04/2015				False	0
001-002-458000 Telephone Expense				ACCT 754802					
NOV 2015	11/21/2015	58.19	0.00	12/04/2015				False	0
012-106-480000 Postage				ACCT 754802					
NOV 2015	11/21/2015	1,234.60	0.00	12/04/2015				False	0
012-107-458000 Telecommunication expense				ACCT 754802					
NOV 2015	11/21/2015	297.76	0.00	12/04/2015				False	0
001-004-458000 Telephone Expense				ACCT 754802					
NOV 2015	11/21/2015	48.48	0.00	12/04/2015				False	0
017-017-458000 Telephone Expense				ACCT 754802					
NOV 2015	11/21/2015	558.11	0.00	12/04/2015				False	0
017-417-458000 Telephone expense				ACCT 754802					
NOV 2015	11/21/2015	202.48	0.00	12/04/2015				False	0
013-403-458000 Telecommunication expense				ACCT 754802					
NOV 2015	11/21/2015	175.48	0.00	12/04/2015				False	0
018-019-458000 Telecommunication Expense				ACCT 754802					
NOV 2015	11/21/2015	175.47	0.00	12/04/2015				False	0
018-020-458000 Telecommunication Expense				ACCT 754802					
NOV 2015	11/21/2015	708.03	0.00	12/04/2015				False	0
018-022-458000 Telecommunication expense				ACCT 754802					
NOV 2015 Total:		3,865.43							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
<hr/>									
INTEGRA TELECOM, IN		3,865.43							
ISA MEMBERSHIP									
PO BOX 3129									
CHAMPAIGN, IL 61826-3129									
016033								False	0
NOV 2015	11/30/2015	180.00	0.00	12/04/2015	MEMBERSHIP PAUL GERDES				
001-005-490000 Schools & Conventions									
NOV 2015 Total:		180.00							
ISA MEMBERSHIP Total:		180.00							
J.APPLESEED PUBLISHERS' CO-OP									
P.O. BOX 3006									
MANKATO, MN 56002									
016702								False	0
144305	11/9/2015	305.40	0.00	12/04/2015	MATERIALS				
001-004-511000 Printed Materials									
144305 Total:		305.40							
J.APPLESEED PUBLISHE		305.40							
JONES, NATHAN									
2856 NE 46th AVENUE									
PORTLAND, OR 97213									
017110								False	0
NOV 2015	11/23/2015	69.88	0.00	12/04/2015	WALMART PUMPKIN PAINTING REFRESHMENTS				
001-004-517000 Library Program									
NOV 2015 Total:		69.88							
JONES, NATHAN Total:		69.88							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
LAKESIDE INDUSTRIES									
P.O.BOX 7016									
ISSAQUAH,, WA 98027									
018000								False	0
999999	11/24/2015	634.12	0.00	12/04/2015	COLD MIX B				
011-011-501000 Operating Materials & Supp									
999999 Total:		634.12							
LAKESIDE INDUSTRIES		634.12							
METRO PLANNING INC.									
370 Q STREET									
SPRINGFIELD, OR 97477									
020291								False	0
3421	11/30/2015	177.50	0.00	12/04/2015	WEB GIS HOSTING				
001-104-500000 Information services								False	
3421	11/30/2015	37.50	0.00	12/04/2015	WEB GIS HOSTING				
013-402-575000 Equipment expense									
3421 Total:		215.00							
METRO PLANNING INC		215.00							
METROPRESORT									
3506 NW 35TH AVENUE									
PORTLAND, OR 97210-1640									
020292								False	
478159	11/24/2015	1,000.00	0.00	12/04/2015	POSTAGE DEPOSIT				
012-106-554000 Contractual/consulting serv									
478159 Total:		1,000.00							
METROPRESORT Total:		1,000.00							
OLDCASTLE PRECAST, INC.									
PO BOX 323									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
WILSONVILLE OR, 97070- 021742 020165435	11/19/2015	6,680.00	0.00	12/04/2015	CB TYPE 1 TOP W 20X24 CB TYPE 26 BASE PLUS FRE			False	0
018-021-501000 Operating Materials & Supplies									
020165435 Total:		6,680.00							
OLDCASTLE PRECAST,		6,680.00							
OREGON ASSOC. OF MUNICIPAL RECORDERS NANCY BATCHELDER, TREASURE P.O. BOX 345 YACHATS, OR 97498 OAMR DEC 2015	12/1/2015	50.00	0.00	12/04/2015	RENEWAL OAMR MEMBERSHIP			False	0
012-102-490000 Professional development									
DEC 2015 Total:		50.00							
OREGON ASSOC. OF MU		50.00							
OREGON DEPT. OF AGRICULTURE P.O. BOX 4395, UNIT 16 PORTLAND, OR 97208-4395 023001 DEC 2015	11/30/2015	65.00	0.00	12/04/2015	PAUL GERDES DUES 1/1/16-12/31/20			False	0
001-005-490000 Schools & Conventions									
DEC 2015 Total:		65.00							
OREGON DEPT. OF AGR		65.00							
OREGON DMV DRIVER & MOTOR VEHICLE SERV 1905 LANA AVE. N.E. SALEM,, OR 97314-2253									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
023150								False	0
DEC 2015	12/1/2015	34.00 ✓	0.00	12/04/2015	E-PLATES FOR PW TRUCK				
015-015-501000	Operating Materials & Supp								
	DEC 2015 Total:	34.00							
	OREGON DMV Total:	34.00							
OSU CHEMICAL APPLICATORS LINDA PARKS, OSU/IPPC 2040 CORDLEY HALL CORVALLIS, OR 97331									
024037								False	0
DEC 2015	11/30/2015	200.00 ✓	0.00	12/04/2015	PAUL GERDES CHEMICAL APPLICATORS SHORT CO				
001-005-490000	Schools & Conventions								
	DEC 2015 Total:	200.00							
	OSU CHEMICAL APPLIC	200.00							
PAYNE, KATHY									
025401								False	0
DEC 2015	12/1/2015	127.47 ✓	0.00	12/04/2015	OAMR BOARD AND CONFERENCE COMMITTEE MEE				
012-102-490000	Professional development								
	DEC 2015 Total:	127.47							
	PAYNE, KATHY Total:	127.47							
PEGASUS PRESS P.O. BOX 5398 GLENDALE HEIGHTS, IL 60139									
025413								False	0
17970	11/17/2015	425.60 ✓	0.00	12/04/2015	MATERIALS				
001-004-511000	Printed Materials								

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
17970 Total:		425.60							
PEGASUS PRESS Total:		425.60							
PETTY CASH- SHANNA DUGGAN									
,									
018757								False	0
DEC 2015	11/3/2015	6.00	0.00	12/04/2015					
001-100-473000 Miscellaneous					YOUTH COUNCIL SNACKS			False	0
DEC 2015	11/4/2015	13.21	0.00	12/04/2015					
001-100-473000 Miscellaneous					COUNCIL SNACKS			False	0
DEC 2015	11/5/2015	19.75	0.00	12/04/2015					
012-106-457000 Office supplies					S. MAHAR DOOR CLOSE OUT SHORTAGE			False	0
DEC 2015	11/9/2015	13.40	0.00	12/04/2015					
001-100-473000 Miscellaneous					YOUTH COUNCIL SNACKS			False	0
DEC 2015	11/16/2015	6.00	0.00	12/04/2015					
001-100-473000 Miscellaneous					YOUTH COUNCIL SNACKS			False	0
DEC 2015	11/18/2015	12.01	0.00	12/04/2015					
001-100-473000 Miscellaneous					COUNCIL SNACKS			False	0
DEC 2015	11/19/2015	4.25	0.00	12/04/2015					
012-102-473000 Miscellaneous					BIRTHDAY CARD			False	0
DEC 2015	11/20/2015	9.89	0.00	12/04/2015					
012-107-457000 Office supplies					SPOONS FOR BREAKROOM			False	0
DEC 2015	11/23/2015	24.00	0.00	12/04/2015					
012-107-457000 Office supplies					BREAKROOM MTG COFFEE			False	0
DEC 2015	11/23/2015	6.00	0.00	12/04/2015					
001-100-473000 Miscellaneous					YOUTH COUNCIL SNACKS			False	0
DEC 2015	11/30/2015	24.00	0.00	12/04/2015					
012-107-457000 Office supplies					BREAKROOM MEETING COFFEE			False	0
DEC 2015	11/30/2015	236.96	0.00	12/04/2015					
008-008-558104 Events					EXTENTION CORD CHRISTMAS TREE LIGHTS				
DEC 2015 Total:		375.47							
PETTY CASH- SHANNA		375.47							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
PHILLIPS, CYNTHIA									
11220 SW APALACHEE STREET									
TUALATIN, OR 97062									
025515									
121515	12/1/2015	1,592.00	0.00	12/04/2015				False	0
001-103-554000 Contractual/consulting serv				MUNICIPAL COURT JUDGE 12/1-12/15					
121515 Total:		1,592.00							
PHILLIPS, CYNTHIA Tot		1,592.00							
PLATT									
PO BOX 418759									
BOSTON, MA 02241-8759									
025610									
1185827	11/19/2015	30.17	0.00	12/04/2015				False	0
018-020-501000 Operating Materials & Supplies				MATERIALS					
1185827	11/19/2015	30.17	0.00	12/04/2015				False	0
018-019-501000 Operating Materials				MATERIALS					
1185827 Total:		60.34							
PLATT Total:		60.34							
POLICE EXECUTIVE RESEARCH FORUM									
P.O. BOX 418044									
BOSTON, MA 02241-8044									
025615									
6168	11/6/2015	200.00	0.00	12/04/2015				False	0
001-002-473000 Miscellaneous Expense				2016 PERF MEMBERSHIP					
6168 Total:		200.00							
POLICE EXECUTIVE RE		200.00							
SNYDER, THE LAW OFFICE OF NOEL									
4415 NE SANDY BLVD.									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
SUITE 204									
PORTLAND, OR 97213									
018045									
111915	11/19/2015	80.00	0.00	12/04/2015				False	0
001-103-554000 Contractual/consulting serv				KENDAL O'BRIEN1					
111915 Total:		80.00							
112015	11/20/2015	120.00	0.00	12/04/2015				False	0
001-103-554000 Contractual/consulting serv				PATRICK STOUF					
112015 Total:		120.00							
SNYDER, THE LAW OFF		200.00							
STAPLES BUSINESS ADVANTAGE									
DEPT LA									
PO BOX 83689									
CHICAGO, IL 60696									
031983									
3284268330	11/14/2015	69.74	0.00	12/04/2015				False	0
012-107-457000 Office supplies				OFFICE SUPPLIES					
3284268330	11/14/2015	52.49	0.00	12/04/2015				False	0
012-102-457000 Office supplies				OFFICE SUPPLIES					
3284268330	11/14/2015	113.77	0.00	12/04/2015				False	0
001-005-501000 Operating Materials & Supp				OFFICE SUPPLIES					
3284268330 Total:		236.00							
3284868896	11/17/2015	42.80	0.00	12/04/2015				False	0
012-107-457000 Office supplies				OFFICE SUPPLIES					
3284868896	11/17/2015	6.80	0.00	12/04/2015				False	0
001-103-457000 Office supplies				OFFICE SUPPLIES					
3284868896	11/17/2015	7.68	0.00	12/04/2015				False	0
001-105-457000 Office supplies				OFFICE SUPPLIES					
3284868896 Total:		57.28							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
<hr/>									
STAPLES BUSINESS AD		293.28							
THE LIBRARY CORPORATION									
PO BOX 1610									
INWOOD, WV 25428									
018420									
2016020087	11/23/2015	500.00	0.00	12/04/2015				False	0
001-004-500000	Computer Maintenance			SIP COMMUNICATIONS SOFTWARE					
2016020087 Total:		500.00							
THE LIBRARY CORPOR		500.00							
THE OREGONIAN									
PO BOX 9001049									
LOUISVILLE, KY 40289-1049									
0240010									
DEC 2015	12/1/2015	312.00	0.00	12/04/2015				False	0
001-004-512000	Periodicals			DEC 2015-2016					
DEC 2015 Total:		312.00							
THE OREGONIAN Total:		312.00							
THOMPSON, CHRIS									
2965 SW FAIRVIEW BLVD.									
PORTLAND, OR 97205									
THOMPS.C									
1	11/25/2015	1,500.00	0.00	12/04/2015				False	0
008-008-451000	Media Expense			SPIRIT OF HALLOWEENTOWN VIDEO PRODUCTION					
1 Total:		1,500.00							
THOMPSON, CHRIS Tota		1,500.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
TYPETHINK, LLC									
224 SW FIRST AVENUE									
PORTLAND, OR 97204									
034599									
5170	11/1/2015	300.00	0.00	12/04/2015				False	0
009-206-458100 PEG Access				WEB HOSTING DECEMBER 2015					
5170 Total:		300.00							
TYPETHINK, LLC Total:		300.00							
UNIVERSITY OF OREGON LIBRARIES									
1299 UNIVERSITY OF OREGON									
EUGENE, OR 97403-1299									
034502									
81	11/25/2015	75.00	0.00	12/04/2015				False	0
001-004-512000 Periodicals				MICROFILM SUBSCRIPTION					
81 Total:		75.00							
UNIVERSITY OF OREGO		75.00							
VERIZON WIRELESS									
PO BOX 660108									
DALLAS, TX 75266-0108									
000720									
9755876827	11/20/2015	1,526.09	0.00	12/04/2015				False	0
001-002-458000 Telephone Expense				POLICE ACCT 271826771-00001					
9755876827 Total:		1,526.09							
9755926728	11/20/2015	130.01	0.00	12/04/2015				False	0
013-402-458000 Telecommunication expense				ACCT 871458396-00001					
9755926728	11/20/2015	128.32	0.00	12/04/2015				False	0
001-105-458000 Telephone expense				ACCT 871458396-00001					
9755926728	11/20/2015	350.43	0.00	12/04/2015				False	0
013-403-458000 Telecommunication expense				ACCT 871458396-00001					
9755926728	11/20/2015	133.07	0.00	12/04/2015				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
017-417-458000 Telephone expense					ACCT 871458396-00001				
9755926728	11/20/2015	35.69✓	0.00	12/04/2015				False	0
018-019-458000 Telecommunication Expense					ACCT 871458396-00001				
9755926728	11/20/2015	26.77✓	0.00	12/04/2015				False	0
018-020-458000 Telecommunication Expense					ACCT 871458396-00001				
9755926728	11/20/2015	26.77✓	0.00	12/04/2015				False	0
018-022-458000 Telecommunication expense					ACCT 871458396-00001				
9755926728 Total:		831.06							
VERIZON WIRELESS To		2,357.15✓							
WILCOX & FLEGEL									
P O BOX 69									
LONGVIEW, WA, 98632									
037003									
C170112-IN	11/24/2015	137.65✓	0.00	12/04/2015				False	0
001-002-531000 Gasoline Expense					GAS- POLICE				
C170112-IN Total:		137.65							
WILCOX & FLEGEL Tota		137.65							
Report Total:		33,632.54							

Accounts Payable

To Be Paid Proof List

User: jenniferj
 Printed: 12/07/2015 - 1:36PM
 Batch: 00006.12.2015 - 12/7 FY 15-16



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description					Reference			
ACE HARDWARE 155 S COLUMBIA RIVER HWY ST HELENS, OR 97051 000500									
1213	11/30/2015	388.82 ✓	0.00	12/07/2015	MATERIALS			False	0
001-005-501000 Operating Materials & Supp									
1213 Total:		388.82							
1214	11/30/2015	16.16	0.00	12/07/2015	MATERIALS			False	0
001-002-470000 Building Expense									
1214 Total:		16.16 ✓							
1217	11/30/2015	6.09	0.00	12/07/2015	MATERIALS			False	0
018-018-501000 Operating Materials & Supplies									
1217	11/30/2015	72.61	0.00	12/07/2015	MATERIALS			False	0
018-019-501000 Operating Materials									
1217	11/30/2015	72.32	0.00	12/07/2015	MATERIALS			False	0
018-020-501000 Operating Materials & Supplies									
1217 Total:		151.02 ✓							
1218	11/30/2015	20.48 ✓	0.00	12/07/2015	MATERIALS			False	0
001-004-470000 Building Expense									
1218	11/30/2015	51.47 ✓	0.00	12/07/2015	MATERIALS			False	0
001-005-509000 Marine board expense									
1218	11/30/2015	3.14 ✓	0.00	12/07/2015	MATERIALS			False	0
011-011-501000 Operating Materials & Supp									
1218	11/30/2015	7.19 ✓	0.00	12/07/2015	MATERIALS			False	0
012-107-457000 Office supplies									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
1218	11/30/2015	42.59 ✓	0.00	12/07/2015				False	0
015-015-501000	Operating Materials & Supp				MATERIALS			False	0
1218	11/30/2015	330.08 ✓	0.00	12/07/2015				False	0
017-017-501000	Operating Materials & Sup.				MATERIALS			False	0
1218	11/30/2015	20.48 ✓	0.00	12/07/2015				False	0
017-417-501000	Operating materials and suppli				MATERIALS				
1218 Total:		475.43							
ACE HARDWARE Total:		1,031.43							
Report Total:		1,031.43							

City of St. Helens
Consent Agenda for Approval

CITY COUNCIL MINUTES

Presented for approval on this 16th day of December, 2015 are the following Council minutes:

2015

- Work Session and Regular Session Minutes dated November 18, 2015
- Work Session and Regular Session Minutes dated December 2, 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

November 18, 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
Lisa Scholl, Deputy City Recorder
Margaret Jeffries, Library Director
Terry Moss, Police Chief
Neal Sheppard, Public Works Operations Director (left early)
Sue Nelson, Public Works Engineering Director
Jenny Dimsho, Assistant City Planner
Bob Johnston, Building Official
Anya Moucha, Main Street Program Coordinator

Others: Christina Sullivan Bob Salisbury Diane Dillard

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

This meeting is contained in audio file 111815CCWS.MP3 on file at City Hall.

Visitor Comments

No comments received.

Employee Length of Service Award

We have one employee who has reached a big milestone in his employment with the City of St. Helens. The following individual will receive a certificate and pin at the November 18 Council work session.

5 Years

Jon Ellis began working for the City in October 2010 as our Finance Director where he has served ever since.

Congratulations to Jon, and **thank you** for your service!

Annual Report from St. Helens Community Foundation and 13 Nights on the River

Bob Salisbury, President of the Foundation, and Christina Sullivan, 13 Nights on the River Managing Director, were in attendance to give their reports.

Bob thanked the Council for their support and covering the cost of the insurance. He reviewed the events the Foundation has supported.

The Foundation was hit with a \$6,100 loss for the 4th of July events. Sponsorships were down and it was really hot that day, resulting in less concession sales. They will be requesting the City waive the last concession fee to help cover the loss. Fourth of July was a good learning experience. They learned that the Foundation does not have the volunteer base needed to organize and manage a large event.

Mayor Peterson congratulated Christina on a successful 13 Nights on the River. Christina reported that 13 Nights has eight actively involved volunteers. They are giving more than 30 hours a week of their time to help with the event. The 2016 concert series is gearing up. Band contacts began in October. January will become busier as they begin recruiting sponsorships. Council President Morten thanked Christina for her great work.

Main Street Program First Quarter Report

Anya Moucha, Main Street Program Coordinator, was in attendance to give her report, which a copy of is available in the archive packet for this meeting.

Request from Kiwanis to Co-Sponsor 2015 Holiday Hope Program

The Kiwanis is requesting that we partner with them for the Holiday Hope food drive again this year. They would also like to use our folder/sorter for some of their mailings. A letter of request is included in the archive packet for this meeting. Council was in concurrence with supporting the event.

Review Concept for Development Code Amendments

Assistant City Planner Jenny Dimsho was in attendance to review the amendments. A copy is included in the archive packet for this meeting.

Review Proposed Utility Rates Resolution

Finance Director Jon Ellis reviewed the proposed utility rates resolution. A copy of the resolution is included in the archive packet for this meeting. There were no concerns from the Council.

Department Reports

Police Chief Moss reported...

- Sadly, canine officer Lycos passed away yesterday.
- He will be presenting a lifesaving award to an officer at tonight's meeting.

Public Works Engineering Director Nelson reported...

- A meeting was held on November 9th with all the staff involved in the sewer lateral abatement repair at 184 N. Vernonia Road. Nelson distributed a memo and photos, which includes details of what has occurred to date. A copy is included in the archive meeting packet. The pipe was identified incorrectly during the first video. Either way, the pipe needs to be repaired because it was found to be offset and fractured. The lateral to be repaired is 16 feet in length.

Motion: Upon Carlson motion and Conn's second, the Council unanimously agreed to require the property owner to repair the sewer lateral located at 184 N. Vernonia Road and credit the permit fee for what was already paid.

Library Director Jeffries reported...

- She is attending a school district forum today at 5 p.m. for their strategic planning process.
- A late night write will be held at the Library on Friday.
- The Friends of the Library is holding quarterly art shows in the Library.

Finance Director Ellis reported...

- He will not be here tonight.
- Tonight's agenda includes a resolution to set the water, sewer and storm drainage utility fees and two resolutions creating liens on property related to weed abatement.
- He will be out of the office until December 14.

Deputy City Recorder Scholl reported...

- Nothing to report.

City Administrator Walsh reported...

- We are in the process of getting the lights and decorations for the Plaza for the Christmas holiday. There will be photo opportunities available.
- The Foundation talked about their desire to step away from organizing events. He has asked Tina Curry to reach out to community organizations to see if there is interest in someone taking on 4th of July. If not, we need to look at what it would take for the City to organize it.

Council Reports

Mayor Peterson reported...

- Nothing to report.

Councilor Conn reported...

- Congratulations to Youth Council member John Chabala. He received an award as the Elks Teen of the Month.
- She is also attending the school district meeting tonight.

Council President Morten reported...

- Thanks to the hard working Public Works staff.
- Kudos to the Water Filtration Facility for their award. We have a phenomenal system.

Councilor Carlson reported...

- Nothing to report.

Councilor Locke reported...

- We receive a lot of negative comments about the taste of our water. He lives in the third oldest house in the city. He has replaced all of his lines and his water tastes good.
- Youth Council is going well. Thank you to Morten for attending the meeting during his absence.
- He would like to begin thinking about a retreat after the first of the year.

Executive Session

ORS 192.660(2)(e) Real Property Transactions

ORS 192.660(2)(h) Consult with Legal Counsel

Motion: At 2 p.m., upon Morten's motion and Conn's second, the Council unanimously voted to move into executive session under ORS 192.660(2)(e) Real Property Transactions and ORS 192.660(2)(h) Consult with Legal Counsel.

Motion: At 3:26 p.m., upon completion of the executive session, Carlson moved to go back into work session, seconded by Morten, and unanimously approved.



There being no further business, the meeting was adjourned at 3:26 p.m.

ATTEST:

Lisa Scholl, Deputy City Recorder

Randy Peterson, Mayor

DRAFT

City of St. Helens CITY COUNCIL

Regular Session Minutes

November 18, 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
Lisa Scholl, Deputy City Recorder
Margaret Jeffries, Library Director
Terry Moss, Police Chief
Sue Nelson, Public Works Engineering Director

Others: Luanne Kreutzer Joan Youngberg Kannikar Petersen
Police Department staff and family members



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

Pledge of Allegiance – Mayor Peterson

Presentation of Lifesaving Award

Police Chief Terry Moss presented Officer Jon Eggers with a lifesaving award.

On September 6, 2015 Officer Jon Eggers along with two other St. Helens Police Officers and a Columbia County Sheriff's Deputy were dispatched to a residence on the report of a man in a mental health crisis. It was reported that he wrapped a plastic zip tie around his neck and was attempting suicide. From the time of the call, to the arrival of the officers, six minutes had passed.

Officer Eggers found the man, sitting behind the wheel of a vehicle, parked in the garage. The zip tie was around his neck and he was struggling to breathe.

In just about any case, the removal of a zip tie is simple. A sharp knife pressed against the plastic is usually enough to break through it. But in a stressful situation, involving a human being in a race against the clock, it's not that easy.

With the help of a witness, the very quick thinking, Officer Eggers was able to find a pair of cutters in the garage. Officer Eggers was able to cut through the zip tie without causing any injury to the man and immediately restore his airway. The man was transported by ambulance to a hospital where he received treatment.

If asked, Officer Eggers will tell you that "it was no big deal." He will deflect the attention given to him tonight by reminding you that other officers were present. He might also tell you that "any of them could have done it."

The actions taken by Officer Eggers caught the attention of his peers and made a significant impact. It was his peers who saw the quick, decisive and selfless action that saved the life of another human being. It was his peers who unanimously suggested that he receive this award. I could not agree more.

Officer Eggers, you have brought honor to yourself and every member of this Department. For your meritorious service, it gives me great pleasure to present you with the St. Helens Police Department Lifesaving Award.

Recognition of Arts & Cultural Commission Resigning Members

Councilor Conn recognized Luanne Kreutzer and Joan Youngberg for their years of service on the Arts & Cultural Commission.

Invitation to Citizens for Public Comment

No comments received.

Ordinances – Final Readings

- A. **Ordinance No. 3199:** An Ordinance to Repeal St. Helens Municipal Code Chapter 2.60, Tourism Committee

Mayor Peterson read Ordinance No. 3199 by title for the final time. **Motion:** Upon Morten's motion and Conn's second, the Council unanimously adopted Ordinance No. 3199. [Ayes: Locke, Carlson, Conn, Morten and Peterson; Nays: None]

Ordinances – First Readings

- A. **Ordinance No. 3200:** An Ordinance Updating St. Helens Municipal Code Chapter 13.08 Regarding Cross-Connections

Mayor Peterson read Ordinance No. 3200 by title for the first time. The final reading will be held at the next regular session.

- B. **Ordinance No. 3201:** An Ordinance Amending St. Helens Municipal Code Section 2.04.110, Process for Approval of Special Solicitation Methods and Exemptions

Mayor Peterson read Ordinance No. 3201 by title for the first time. The final reading will be held at the next regular session.

Resolutions

- A. **Resolution No. 1723:** A Resolution Assessing Costs to Abate the Nuisance Upon Property Located Within St. Helens and Creating a Lien (224 S. 20th Street)

Mayor Peterson read Resolution No. 1723 by title. **Motion:** Upon Conn's motion and Locke's second, the Council unanimously adopted Resolution No. 1723. [Ayes: Locke, Carlson, Morten, Conn and Peterson; Nays: None]

- B. **Resolution No. 1724:** A Resolution Assessing Costs to Abate the Nuisance Upon Property Located Within St. Helens and Creating a Lien (274 N. 9th Street)

Mayor Peterson read Resolution No. 1724 by title. **Motion:** Upon Conn's motion and Locke's second, the Council unanimously adopted Resolution No. 1724. [Ayes: Locke, Carlson, Morten, Conn and Peterson; Nays: None]

- C. **Resolution No. 1725:** A Resolution to Establish Water, Sewer and Storm Drainage Utility Rates

Mayor Peterson read Resolution No. 1725 by title. **Motion:** Upon Morten's motion and Conn's second, the Council unanimously adopted Resolution No. 1725. [Ayes: Locke, Carlson, Morten, Conn and Peterson; Nays: None]

Approve and/or Authorize for Signature

- A. Extension of Agreement with Pauly, Rogers and Co., PC for Auditing Services
- B. Contract Payments

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

Consent Agenda for Acceptance

- A. Accounts Payable Bill List

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

Consent Agenda for Approval

- A. Accounts Payable Bill List

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

Council Reports

Mayor Peterson reported...

- The marijuana business license and impact agreement was discussed earlier today. He requested staff bring an amended ordinance back to the next meeting, based on what was discussed. Those changes included a community impact fee of 7% for retail establishments and increase the business license fee for grow operations and retail establishments. Council concurred.

Councilor Conn reported...

- Nothing to report.

Council President Morten reported...

- Nothing to report.

Councilor Carlson reported...

- The high school band raises money by playing Civil War fight songs around town. She would like the Council to participate by having it performed at the senior center during lunch. Council concurred.
- She read that the County is pursuing a canine officer. Chief Moss confirmed that Officer Eggers has been involved in the County's pursuit for a canine.

Councilor Locke reported...

- Nothing to report.

Department Reports

Police Chief Moss reported...

- Canine Officer Lycos lost the use of his shoulders over the weekend. Sadly, he was put to sleep yesterday.

Public Works Engineering Director Nelson reported...

- Congratulations to Officer Eggers on his award.

- Condolences for retired Officer Lycos.

Library Director Jeffries reported...

- Nothing to report.

Deputy City Recorder Scholl reported...

- Nothing to report.

City Administrator Walsh reported...

- Nothing to report.

Adjourn - There being no further business, the meeting adjourned at 7:14 p.m.



ATTEST:

Lisa Scholl, Deputy City Recorder

Randy Peterson, Mayor

City of St. Helens

CITY COUNCIL

Work Session Minutes

December 2, 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
Kathy Payne, City Recorder
Margaret Jeffries, Library Director
Terry Moss, Police Chief
Neal Sheppard, Public Works Operations Director
Sue Nelson, Public Works Engineering Director

Others: Genet Smiens
Chuck Daughtry
Nicole Thill
Denise Simpson

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

Visitor Comments

♦Genet Smiens, Columbia County Christian School. They are interested in the old hospital property on Millard Road. The school is currently located behind Warren Community Fellowship but is required to relocate by 2021. They have been searching for property and this would be a great fit. She submitted a letter and asked the Council to consider their request.

♦Denise Simpson. She read her comments into the record. People are constantly producing cannabis in their bodies. Cannabis is an antioxidant, anti-nausea, anti-fungal, anti-inflammatory and antibiotic. She talked about the benefits of cannabis. She would like to apply for two licenses for a cannabis garden. They have purchased their building and have spent thousands of dollars preparing. She needs the help of the City. Cannabis should be taxed but not to death. It is not a thing to be shamed. She plans to be an active part of the community.

Recommendations from Bicycle & Pedestrian Commission

- 1) The Bicycle & Pedestrian Commission voiced concerns about the crosswalks near Lewis & Clark Elementary School. They recommended installing a traffic light on Columbia Blvd., near IGA.

Councilor Carlson suggested a flashing light through the school zone during high use times. Locke agreed the flashing light is what they would like to see. Council President Morten added that the Portland metro areas have blinking lights in the middle of the street. He suggested we talk to Public Works about what they can do.

- 2) The Commission applied to be recognized as a Bicycle Friendly City through the League of American Bicyclists. They did not get approved this time because of the inadequate bike racks around the city. Is the Council in support of adding bike racks?

Mayor Peterson would be in favor of the City subsidizing the bike racks if they worked with the school district and came up with a plan.

Review Ordinance Amendments for Marijuana Related Businesses

City Administrator Walsh talked about the challenges that have arisen with marijuana related business licenses and rules. They have reduced the community impact proposed fee and made it only for retail businesses. The fee would then be credited back to the business license. There are many cities waiting to see what's going to happen. Our Council is being more proactive and moving forward.

Councilor Locke asked if marijuana related businesses will go to the Police Department for approval. Walsh confirmed that there is a background check process.

There were no other concerns from the Council.

Review Community Impact Agreement for Marijuana Related Businesses

City Administrator Walsh reported that the community impact agreement only applies to the retail establishments. The fee has been reduced to be more consistent with the hotel tax in effect.

Department Reports

Public Works Engineering Director Nelson reported...

- Nothing to report.

Public Works Operations Director Sheppard reported...

- There is a stormwater project happening at the end of S. First Street. They are adding more catch basins.
- The tree is up. Tina will be in town next Wednesday to finish decorating.

Council President Morten asked if there are safety measures in place if it gets icy when the Christmas Ships are here. Sheppard said they could put deicer on the docks.

Library Director Jeffries reported...

- She mentioned at the last meeting that the Library has planned events happening in the afternoons when kids get out of school early. On December 21, 12-1:30 p.m., they will create "Stop Motion Lego Movies." They are going to use the Library's Lego collection and iPad's with the appropriate software.

City Recorder Payne reported...

- She asked the Council if they are checking their City voicemail lines. It was the consensus of the Council to discontinue using the City voicemail and reference their personal phones.

City Administrator Walsh reported...

- The ornaments and lights will be hung in the Plaza tomorrow. The decorating will be done in time for the Christmas tree lighting.

Council Reports

Mayor Peterson reported...

- Reminded everyone that December 12 is the Police Department Donut Day, tree lighting ceremony and Christmas Ships.

Councilor Conn reported...

- The Arts & Cultural Commission has recommendations to appoint new members tonight.
- There is no recommendation for the sculpture that was proposed of Seaman the dog. They feel it is too soon to choose art for the waterfront property.
- She received a report from the Sheriff's Office yesterday that there are no inmates being furloughed at this point.

Council President Morten reported...

- Thanked City Recorder Payne for preparing the department head evaluation form. Council needs to schedule times to meet with department heads.
- Big thanks to Rich Bailey for donating the Christmas tree.
- Thanked Howie and Guy for their due diligence to give us all good, clean water. They received a certificate of excellence for good quality water and follow-through.

Councilor Carlson reported...

- Nothing to report.

Councilor Locke reported...

- The Youth Council has been doing well. There is a possibility of the Youth Council taking over the reflector business from Victoria. She is leaving the area and would like to see it continue.

Executive Session

ORS 192.660(2)(e) Real Property Transactions

Motion: At 1:39 p.m., upon Morten's motion and Conn's second, the Council unanimously voted to move into executive session under ORS 192.660(2)(e) Real Property Transactions.

Motion: At 2:20 p.m., upon completion of the executive session, Morten moved to go back into work session, seconded by Locke, and unanimously approved.

Semi-Annual Report from Columbia County Economic Team (CCET)

Chuck Daughtry, CCET Executive Director, was present to give his report.

- There is a meeting on Friday with EconNorthwest to discuss the potential economic impacts of the Boise white paper property.
- Thanked everyone who attended the CCET Breakfast in Clatskanie. Over 100 people attended.
- Today is the deadline for appeals of the UGB expansion in Scappoose.
- Has not heard any updates about Portland Community College locating in the County.
- They are working with a major employer in Columbia County who is looking to expand. It will add 70 good wage jobs.
- Custom Metal Fab in Scappoose would like to expand. They are looking at land near the airport.
- Part of the Port's property on McNulty Creek is encumbered with wetlands that need to be mitigated in some way. They are looking at a possible plan. They have one company in mind that manufactures jerky.
- They are working with Photo Solutions in Vernonia again. They recently purchased a \$250,000 machine to help with their manufacturing.
- ColPac and CCET will have a holiday party on December 21 at 3 p.m. You are welcome to come.
- We sent a letter of support to the City for the Community Wide Assessment grant application.

- CCET is setting up a tour of various businesses and agencies for Sarah Baessler with Suzanne Bonamici's office.
- The Keep it Local campaign was successful. They were able to get another \$15,000 grant from the Federal Economic Development Commission.
- CCET has a website and Facebook page.
- They are working on a tour for Rebecca Carey Smith, who is the new PGE county representative. Council President Morten asked why anyone would want to relocate when the PGE rates are 50% higher than the PUD rates. Chuck responded that it's still cheaper than other areas. He suggested bringing that question up to Rebecca.
- Working with Rightline in Rainier on an enterprise zone application.
- Organizing an electrical utilities luncheon for members of CCET. He would like to open up communication between them.
- There is an enterprise zone application for Dyno Nobel. They are in the process of completing a \$50 million expansion that created 10 new jobs.
- The golf tournament will be May 5.

Other Business

Motion: Upon Locke's motion and Carlson second, the Council unanimously approved entering into a contract with Maul Foster Alongi for the market analysis of the City's secondary lagoon at the wastewater treatment plant.



There being no further business, the meeting was adjourned at 2:42 p.m.

ATTEST:

Kathy Payne, City Recorder

Randy Peterson, Mayor

City of St. Helens

CITY COUNCIL

Regular Session Minutes

December 2, 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
Kathy Payne, City Recorder
Margaret Jeffries, Library Director
Terry Moss, Police Chief
Neal Sheppard, Public Works Operations Director
Sue Nelson, Public Works Engineering Director

Others: Kyle Boggs Oscar Nelson



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

Pledge of Allegiance – Mayor Peterson

Recognition of Tourism Committee Members

Mayor Peterson recognized Kyle Boggs, Robin Balza, Sherry Quarry, Brian Vaerewyck, Tana Phemester, David Tolleshaug, Roni Bartlett and Blair Walters for their years of service on the Tourism Committee.

Invitation to Citizens for Public Comment

No comments received.

Ordinances – Final Readings

- A. **Ordinance No. 3200:** An Ordinance Updating St. Helens Municipal Code Chapter 13.08 Regarding Cross-Connections

Mayor Peterson read Ordinance No. 3200 by title for the final time. **Motion:** Upon Locke's motion and Morten's second, the Council unanimously adopted Ordinance No. 3200. [Ayes: Locke, Carlson, Conn, Morten, Peterson; Nays: None]

- B. **Ordinance No. 3201:** An Ordinance Amending St. Helens Municipal Code Section 2.04.110, Process for Approval of Special Solicitation Methods and Exemptions

Mayor Peterson read Ordinance No. 3201 by title for the final time. **Motion:** Upon Carlson's motion and Locke's second, the Council unanimously adopted Ordinance No. 3201. [Ayes: Locke, Carlson, Conn, Morten, Peterson; Nays: None]

Ordinances – First Readings

- A. **Ordinance No. 3202:** An Ordinance Amending the St. Helens Municipal Code Chapter 5.30 Regarding Licenses for Marijuana Related Businesses

Mayor Peterson read Ordinance No. 3202 by title for the first time. **Motion:** Upon Conn's motion and Carlson's second, the Council unanimously adopted Ordinance No. 3202. [Ayes: Locke, Carlson, Conn, Morten, Peterson; Nays: None]

Approve and/or Authorize for Signature

A. Contract Payments

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

Consent Agenda for Acceptance

A. Arts & Cultural Commission Minutes dated July 28 and August 25, 2015

B. Library Board Minutes dated October 20, 2015

C. Planning Commission Minutes dated October 13, 2015

D. Accounts Payable Bill List

Motion: Upon Conn's motion and Morten's second, the Council unanimously accepted 'A' through 'D' above.

Consent Agenda for Approval

A. Work Session, Public Forum and Regular Session Minutes dated November 4, 2015

B. Community Impact Agreement for Marijuana Related Businesses

C. Accounts Payable Bill List

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

Appointments to City Boards/Commissions

Motion: Upon Conn's motion and Carlson's second, the Council unanimously appointed Nancy Bowers and Diane Dunn to the Arts & Cultural Commission.

Council Reports

Mayor Peterson reported...

- Nothing to report.

Councilor Conn reported...

- December 12 is Donut Day and the Christmas Tree Lighting.

Council President Morten reported...

- Nothing to report.

Councilor Carlson reported...

- The Toy N' Joy auction is this Saturday. Their bazaar is the following Saturday. These fundraisers benefit needy families in our community.

Councilor Locke reported...

- They had their Rotary and Kiwanis Civil War meeting last week. Oregon won the jeopardy and Kiwanis won the peanut butter and jelly contest. Rotary will host a social event and invite Kiwanis.

Department Reports

Police Chief Moss reported...

- The 13th annual Donut Day is December 12. They will have musical talent, Dutch Bros., and KOHI will be broadcasting live. They have collected about 42,000 pounds of food and about

\$35,000 in cash for the food bank over the years.

Public Works Engineering Director Nelson reported...

- Nothing to report.

Public Works Operations Director Sheppard reported...

- Nothing to report.

Library Director Jeffries reported...

- Nothing to report.

City Recorder Payne reported...

- Nothing to report.

City Administrator Walsh reported...

- Ordinance No. 3202 has a provision for a marijuana business license fee. He proposes to amend the business license fee schedule by resolution at a future meeting. Mayor Peterson requested to add that to the December 16 meeting.
- The Girl Scouts would like to do concessions in the Plaza during the Christmas tree lighting. Typically, we would enter into a concessions agreement but this is a one-time, short event. Council had no objections. Councilor Locke will ask if the Youth Council would like to sell reflectors during that time as well.

Additional Public Comment

♦Oscar Nelson. Along with the state tax, there is a 2% provision that is retained for recordkeeping and processing of paperwork for the tax. He suggests the City implement a 2% provision as well.

Mayor Peterson explained that the original version designated a percentage for that. It was taken out when the tax was reduced.

Adjourn - There being no further business, the meeting adjourned at 7:11 p.m.

ATTEST:

Kathy Payne, City Recorder

Randy Peterson, Mayor

Accounts Payable

To Be Paid Proof List

User: jenniferj
 Printed: 12/02/2015 - 4:43PM
 Batch: 00002.12.2015 - 12/4 OVER 10K FY 15-16



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
COLUMBIA BANK									
P.O. BOX 1757									
TACOMA, WA 98401-1757									
007350									
NOV 2015	11/17/2015	20,561.67	0.00	12/04/2015				False	0
009-209-569000 Debt Service Interest				INTEREST ON COLUMBIA BANK NOTE					
NOV 2015	11/17/2015	41,813.01	0.00	12/04/2015				False	0
009-209-563000 Debt service - Principal				INTEREST ON COLUMBIA BANK NOTE					
NOV 2015 Total:		62,374.68							
COLUMBIA BANK Total:		62,374.68							
S-2 CONTRACTORS, INC.									
6860 S ANDERSON ROAD									
AURORA, OR 97002									
028399									
1571E1	11/13/2015	29,087.20	0.00	12/04/2015				False	0
011-011-523000 Road patching projects				R-644 2015 AC TRENCH PATCHING					
1571E1 Total:		29,087.20							
S-2 CONTRACTORS, INC		29,087.20							
Report Total:		91,461.88							