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City of St. Helens COUNCIL AGENDA

Wednesday, December 2, 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. **RECOGNITION OF TOURISM COMMITTEE MEMBERS**
4. **INVITATION TO CITIZENS FOR PUBLIC COMMENT** – *Limited to five (5) minutes per speaker.*
5. **ORDINANCES – Final Reading**
 - A. **Ordinance No. 3200:** An Ordinance Updating St. Helens Municipal Code Chapter 13.08 Regarding Cross-Connections
 - B. **Ordinance No. 3201:** An Ordinance Amending St. Helens Municipal Code Section 2.04.110, Process for Approval of Special Solicitation Methods and Exemptions
6. **ORDINANCES – First Reading**
 - A. **Ordinance No. 3202:** An Ordinance Amending the St. Helens Municipal Code Chapter 5.30 Regarding Licenses for Marijuana Related Businesses
7. **APPROVE AND/OR AUTHORIZE FOR SIGNATURE**
 - A. Contract Payments
8. **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
9. **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
10. **MAYOR PETERSON REPORTS**
11. **COUNCIL MEMBER REPORTS**
12. **DEPARTMENT REPORTS**
13. **ADJOURN**

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For more information or for an application, stop by City Hall or call 503-366-8217.

City of St. Helens
ORDINANCE NO. 3200

**AN ORDINANCE UPDATING ST. HELENS MUNICIPAL CODE
CHAPTER 13.08 REGARDING CROSS-CONNECTIONS**

WHEREAS, although SHMC Chapter 13.08, when adopted, was consistent with state law on Cross Connections, state law and administrative rules on the subject have been modified; and

WHEREAS, City Council wishes this Chapter to be consistent with current state law and administrative regulations.

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

SECTION 1. Chapter 13.08 of the St. Helens Municipal Code is hereby amended to read as set out in Attachment A, attached hereto and hereby incorporated by reference (underlined language is added; ~~stricken language is deleted~~); and

SECTION 2. CONSTITUTIONALITY AND SAVING CLAUSE. Should any provision, section, sentence, clause or phrase of this Ordinance, or the application of same to any person or set of circumstances, are for any reason held to be unconstitutional, void, invalid, or for any reason unenforceable, the validity of the remaining portions of this Ordinance, or its application to other persons or circumstances, shall not be affected; thereby, it being the intent of the City of St. Helens Water System in adopting and approving this Ordinance that no portion hereof or provision or regulation contained herein shall become inoperative or fail by reason of any unconstitutionality or invalidity of any other portion, provision, or regulation.

Read the first time: November 18, 2015
Read the second time: December 2, 2015

APPROVED AND ADOPTED by the City Council this 2nd day of December, 2015, by the following vote:

Ayes:

Nays:

Randy Peterson, Mayor

ATTEST:

Kathy Payne, City Recorder

Chapter 13.08 CROSS-CONNECTIONS

Sections:

13.08.010 Definitions.

13.08.020 Purpose and Application.

13.08.030 Cross-connections regulated~~prohibited~~.

13.08.040 Backflow prevention assembly requirements.

13.08.041 New Construction.

13.08.042 Retrofitting.

13.08.043 Irrigations Systems.

13.08.044 Thermal Expansion.

13.08.050 Mobile units.

13.08.054 Temporary Meters and Hydrant Valves.

13.08.056 Plumbing Code.

13.08.060 Right-of-way encroachment.

13.08.070 Multiple connections.

13.08.080 Access to premises.

13.08.090 Installation requirements.

13.08.100 Annual Testing and Repair of assemblies.

13.08.110 Maintenance of assemblies.

13.08.115 Responsibilities of Backflow Prevention Assembly Testers.

13.08.120 Pressure loss.

13.08.130 Cost of compliance.

~~13.08.140 Installation standards and specifications.~~

~~13.08.150 Reduced pressure principle detector backflow prevention assembly (RPDA).~~

~~13.08.160 Double check valve backflow prevention assembly (DC).~~

~~13.08.170 Double check detector backflow prevention assembly (DCDA).~~

~~13.08.180 Pressure vacuum breaker backflow prevention assembly (PVB).~~

~~13.08.190 Air gap separation.~~

~~13.08.200 Fire systems.~~

~~13.08.210 Responsibilities of Property Owners and Renters.~~

~~13.08.220 Termination of service.~~

~~13.08.230 Recovery of Costs~~

~~13.08.240 Falsifying Information.~~

13.08.010 Definitions. For the purposes of this Chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning. If a word or term used in this Chapter is not contained in the following list, its definition, or other technical terms used, shall have the meanings or definitions listed in the Oregon Administrative Rules, Chapter 333, or the most recent edition of the *Manual of Cross Connection Control* published by the Foundation for Cross Connection Control and Hydraulic Research, University of Southern California (USC).

(1) "Approved backflow prevention assembly" or "backflow assembly" or "assembly" means an assembly to counteract backpressure or prevent backsiphonage. This assembly must appear on the list of approved assemblies issued by the Oregon Health ~~Division~~ Authority.

(a) "Reduced pressure principle backflow prevention assembly" or "reduced pressure principle assembly" or "RP" means an assembly containing two independently acting approved check valves together with a hydraulically operated, mechanically independent pressure differential relief valve located between the check ~~valves~~ valves and at the same time below the first check valve. The assembly shall include properly located test cocks and two tightly closing shut-off valves ~~at the end of the assembly.~~

(b) "Reduced pressure ~~principle~~ detector backflow prevention assembly" or "~~reduced pressure detector~~" or "RPDA" means an approved assembly consisting of two approved reduced pressure backflow assemblies, set in parallel, equipped with a meter on the bypass line to detect small amounts of water leakage or use. The assembly should include properly-located test cocks and two tightly closing shut off valves composed of a line size approved reduced pressure principle assembly with a

~~bypass containing a specific water meter and an approved reduced pressure principle backflow prevention assembly. The meter shall register accurately for very low rates of flow.~~

(c) "Double check valve backflow prevention assembly" or "double check assembly" or "double check" or "DCVA" means an assembly which consists of two independently operating check valves which are spring-loaded or weighted. The assembly comes complete with a gate resilient seated shut-off valve on each side of the checks, as well as test cocks to test the checks for tightness.

(d) ~~"Double check detector backflow prevention assembly" or "double check detector" or "DCDA" means an assembly which consists composed of two independently operating check valves which are spring-loaded or weighted. The assembly comes complete with a shut-off valve on each side of the checks, as well as test cocks to test the checks for tightness. It shall also be provided with a factory bypass arrangement with a meter and a minimum of an approved double check assembly a line size approved double check assembly with a bypass containing a specific water meter and an approved double check valve assembly. The meter shall register accurately for very low rates of flow.~~

(e) ~~"Pressure vacuum breaker backflow prevention assembly" or "pressure vacuum breaker" or "PVB" means an assembly, which provides protection against backsiphonage, but does not provide adequate protection against backpressure backflow. The assembly is a combination of a single check valve with an AVB and can be used with downstream shut off valves. In addition, the assembly has suction and discharge gate valves and test cocks, which allow the full testing of the assembly.~~

(f) ~~"Spill resistant pressure vacuum breaker" or "SVB" means an assembly containing and independently operating, internally loaded check valve and independently operating, loaded air inlet valve located on the discharge side of the check valve. This assembly is to be equipped with a properly located test cock and shut-off valves on the suction and discharge ports of the assembly.~~

(2) ~~"Air gap" means a physical separation between the free flowing discharge end of a potable water supply piping and/or appurtenance and an open or nonpressure receiving vessel, plumbing fixture or other device. An "approved air gap separation" shall be at least double the diameter of the supply pipe measured vertically above the overflow rim of the vessel, plumbing fixture, or other device in no case less than one inch.~~

(3) ~~"Atmospheric vacuum breaker backflow prevention device" or "atmospheric vacuum breaker" or "AVB" means a device used to prevent backsiphonage in nonhealth hazard conditions.~~

(24) ~~"Auxiliary supply" means any water source or system other than the City of St. Helens Water System public water system that may be available in the building or on the property.~~

(35) ~~"Backflow" means the flow in the direction opposite to the normal flow or the introduction of any foreign liquids, gases, or substances into the water system of the city's water.~~

~~(6) "Backpressure" means any elevation of pressure in the downstream piping system (by any means) above the supply pressure at the point of consideration which would cause, or tend to cause, a reversal of the normal direction of flow and the introduction of fluids, mixtures, or substances from any source other than the intended source.~~

~~(7) "Backsiphonage" is the flow of water or other liquids, mixture, or substances into the distribution pipes of a potable water supply system from any source other than its intended source caused by a sudden reduction of pressure in the potable water supply system.~~

~~(8) "Boresight" or "boresight to daylight" means providing adequate drainage for backflow prevention assemblies installed in vaults through the use of an unobstructed drain pipe.~~

~~(49) "Certified Backflow Assembly tester" means a person who has successfully completed and maintains all requirements as established by the Oregon Health Authority to be a tester in the state of Oregon is a certified backflow prevention assembly technician approved by the Oregon Health Division.~~

~~(540) "Certified Cross Connection Control Specialist" shall mean a person who has successfully completed and maintains all requirements as established by the Oregon Health Authority to be a Specialist in the state of Oregon.~~

~~(6) "City Water System" shall refer to and mean the City of St. Helens Water System, which shall include, wells, treatment mechanisms or processes, pumping stations, reservoirs, supply trunk or feeder lines, service lines, meters and all other appurtenances, device lines and items necessary to the operation of the system and to supply water service to individual property or premises and shall include the City of St. Helens potable water with which the system is supplied.~~

~~(407) "Contamination" means the entry into or presence in a public water supply system of ~~an~~ any substance, which may be deleterious to health and/or quality of the water.~~

~~(448) "Cross-connection" means any physical arrangement where a potable water supply is connected, directly or indirectly (~~actual or potential~~), with any other ~~non-drinkable~~ water system, ~~used water system~~ or auxiliary water system supply, sewer, drain conduit, swimming pool, storage reservoir, plumbing fixture, swamp cooler, ~~air conditioner unit, fire protection system~~, or any other ~~assembly device~~ which contains, or may contain, contaminated water, sewage, or other liquid of unknown or unsafe quality which may be capable of imparting contamination to the public water system as a result of backflow. Bypass arrangements, jumper connections, removable sections, swivel or changeover ~~devices assemblies~~, or other temporary or permanent ~~assemblies devices~~ through which, or because of which, backflow may occur are considered to be cross-connections.~~

~~(429) "Degree of hazard" means the ~~non-health hazard low or high~~ health hazard classification that shall be ~~attached~~ assigned to all actual or potential cross-connections.~~

(a) ~~"High Health hazard" means the classification assigned to an actual or potential threat of contamination of a physical, chemical or biological nature to the public potable water system or the consumer's potable water system that would be a danger to health cross-connection that potentially could allow a substance that may cause illness or death to backflow into the potable water supply.~~

(b) ~~"Low Non-health hazard" means the classification assigned to an actual or potential cross-connection that potentially could allow a substance that may be objectionable, but not hazardous to one's health, to backflow into the potable water supply.~~

(c) ~~"Health hazard" means an actual or potential threat of contamination of a physical or toxic nature to the public potable water system or the consumer's potable water system that would be a danger to health. Renumbered. See above.~~

(d) ~~"Plumbing hazard" means an internal or plumbing type cross-connection in a consumer's potable water system that may be either a pollutional or a contamination type hazard.~~

(e) ~~"Pollutional hazard" means an actual or potential threat to the physical properties of the water system or the potability of the public or the consumer's potable water system but which would not constitute a health or system hazard, as defined. The maximum degree of intensity of pollution to which the potable water system could be degraded under this definition would cause a nuisance or be aesthetically objectionable or could cause minor damage to the system or its appurtenances. Renumbered, see below.~~

(f) ~~"System hazard" means an actual or potential threat of severe danger to the physical properties of the public consumer's potable water supply or of a pollution or contamination that would have a detrimental effect on the quality of the potable water in the system.~~

(13) ~~"Nonresidential use" means and includes all used not specifically included in "residential use" defined in subsection (19) of this section.~~

(10) "Mobile units" shall mean units that are temporary in nature, connecting to the water system through a legally-permitted hydrant, hosebib, or other appurtenance of a permanent nature that is part of the City of St. Helens water system or a permanent water service to a premises. Examples can include but are not limited to the following: water trucks, pesticide applicator vehicles, chemical mixing units or tanks, waste hauler's trucks or units, sewer cleaning equipment, carpet or steam cleaning equipment other than homeowner use, rock quarry or asphalt/concrete batch plants or any other mobile equipment or vessel that poses a threat of backflow in the City of St. Helens Water System. Uses that are excluded from this definition are recreational vehicles at assigned sites or parked in accordance with other City of St. Helens policies pertaining to recreational vehicles and homeowner devices that are used by the property owner in accordance with other provisions of this, or other, City of St. Helens policies pertaining to provision of water service to a premises.

(4511) "OHA" means the Oregon Health Authority.

(12) "OAR" means Oregon Administrative Rule.

(13) "Persons" means a natural person (individual), corporation, company, city, partnership, firm, limited liability company, joint venture company, and other such entity.

~~(14) "Pollutional hazard" means an actual or potential threat to the physical properties of the water system or the potability of the public or the consumer's potable water system but which would not constitute a health or system hazard, as defined. The maximum degree of intensity of pollution to which the potable water system could be degraded under this definition would cause a nuisance or be aesthetically objectionable or could cause minor damage to the system or its appurtenances.~~

~~"Potable water supply" means any water supply intended or used for human consumption or other domestic use.~~

~~(15) "Premises" means any piece of real or personal property to which water is provided, including but not limited to, all improvements, mobile structures, and other structures located on it.~~

~~(16) "In-Premises Protection isolation" means the appropriate backflow prevention within the consumer's water system at or near the point at which the actual or potential cross connection exists the service connection between the public water system and the water user.~~

~~(17) "Premises Isolation" means the appropriate backflow prevention at the service connection between the public water system and the water user premises. This location will be at or near the property line and downstream from the service connection meter~~

~~(18) "Public works" or "city" or "the city" means the public works department of the city of St. Helens or designee.~~

~~(20) "Residential use" means and includes single family dwellings, duplexes, multiplex, housing and apartments where the individual units are each on a separate meter, or, in cases where two or more units are served by one meter, the units are dwellings.~~

~~(21) "Service connection" means the point of delivery at which the city loses control of the water.~~

~~(22) "Used water" means water supplied by a public water system to a water user's system after it has passed through the service connection.~~

(19) "Resident" means a person or persons living within the area(s) served by the City of St. Helens Water System.

(20) "Retrofitting" means to furnish a service connection with parts or equipment made available after the time of construction or assembly installation.

- (21) “Specialist” means an Oregon Health Authority-certified Cross Connection Specialist, either employed with the City of St. Helens or contracted by the City of St. Helens.
- (22) “Submerged heads” means irrigation sprinkling or delivery devices that are located below the surface of the landscaped area in which they are installed.
- (23) “Supervisor” shall mean the Public Works Supervisor or his/her designee.
- (24) “Thermal expansion” means the pressure created by the expansion of heated water.
- (25) “Written Program Plan” or “WPP” shall mean the City’s current Cross Connection Control Written Program Plan.

13.08.020 Purpose and Application.

The purpose of this chapter is to protect the water supply of the city of St. Helens public works department from contamination or pollution due to any existing or potential cross-connection and to comply with the Oregon Administrative Rule Chapter 333-061-0070, 0071, 0072, 0073 and 0074 or as amended. This Chapter applies throughout the City of St. Helens Water System and to every premises and property served by the City of St. Helens Water System. It applies to all premises, regardless of date of connection to the City of St. Helens Water System. Every owner, occupant or person in control of any concerned premises is responsible for the terms and provisions contained in this Chapter.

13.08.030 Cross-connections regulated prohibited.

- (1) No cross connections shall be created, installed, used or maintained within the ~~water service~~ area(s) served by the City of St. Helens ~~by any water user~~ Water System, except in accordance with this chapter.
- (2) The Specialist shall carry out or cause surveys to be carried out to determine if any actual or potential cross connection exists. If found necessary, an assembly commensurate with the degree of hazard will be required at the service connection.
- (3) The owner, occupant or person in control of any given premises is responsible for all cross connection control within the premises.
- (4) All premises found on Table 48 of the OAR shall install a Reduced Pressure Backflow Assembly at the service connection in accordance with this Chapter.
- (5) It is the responsibility of the property owner/occupant to purchase, install, test, repair and maintain all backflow assemblies.

(6) If there is a change in ownership of any and all property within the City's service area, it shall be the responsibility of the new owner to determine that all assemblies are in compliance with this Chapter.

(7) The use of any type of chemical spray attachment connected to the premises plumbing, including garden hose fertilizers and pesticide applicators, is not allowed within the City of St. Helens Water System without proper protection from the potential of backflow occurring.

(8) The use of any type of radiator flush kits attached to the premises plumbing is not allowed within the City of St. Helens Water System without proper protection from backflow occurring.

13.08.040 Backflow prevention assembly requirements.

~~A backflow assembly will be required in each of the following circumstances:~~

A Specialist employed by or under contract with the City of St. Helens, shall determine the type of backflow assemblies to be installed within the City of St. Helens Water System. All assemblies shall be installed at the service connection unless it is determined by the Specialist and approved by the Public Works Supervisor that in-premises protection would be adequate. An approved assembly shall be required in each of the following circumstances, but the Specialist is in no way limited to the following circumstances:

(1) In the case of any premises where there is any material dangerous to health which is handled in such a fashion as to permit entry into potable water system, the potable water system shall be protected by an approved air gap separation or an approved reduced pressure principle backflow prevention assembly.

~~(2) When the nature and extent of any activity at a premises, or the materials used in connection with any activity on the premises, or materials stored on the at a premises, could contaminate or pollute the potable water supply.~~

~~(3) When a Ppremises has having any one (1) or more cross connections as that term is defined in SHMC 13.08.010(448).~~

~~(34) When iinternal cross connections are present that are not correctable.~~

~~(45) When iIntricate plumbing arrangements are present making it impractical to ascertain whether cross connections exist.~~

~~(56) When the premises has There is a repeated history of cross connections being established or re-established.~~

~~(67) When entry to the premises There is unduly restricted entry so that inspections surveys for cross connections cannot be made with sufficient frequency to assure cross connections do not exist.~~

(78) When Mmaterials are being used such that, if backflow should occur, a health hazard could result.

(89) When Aan appropriate cross connection survey report form has not been filed with the City of St. Helens Public Works Supervisor.

(1410) Any and all used water return systems.

~~(10) A fire sprinkler system using nonpotable piping material is connected to the city's water system.~~

~~(11) All new construction if deemed necessary in the plan review. The type of assembly will be commensurate with the degree of hazard as determined by the city.~~

~~(12) When a building is constructed on commercial premises, and the end use of such building is not determined or could change, a reduced pressure principle backflow prevention assembly may be installed at the service connection that supplies water for public domestic use.~~

~~(13) All facilities that require continuous, uninterrupted water service and are required to have a backflow assembly must make provisions for the parallel installation of assemblies of the same type so that testing, repair, and maintenance can be performed.~~

~~(14) Any used water return system.~~

~~(15) In the event a point of use assembly has not had the testing or repair done as required by this chapter, a premises isolation assembly will be required.~~

~~(16) If it is determined that additions or rearrangements have been made to the plumbing system without obtaining proper permits as required by the city.~~

~~(17) All multistory buildings or any building with a booster pump or elevated storage tank.~~

~~(18) Retrofitting will be required on all high hazard connections and wherever else the city deems necessary to retrofit.~~

(11) If an in-premises assembly has not been tested or repaired as required by this Chapter, the installation of a reduced pressure principle assembly will be required at the service connection.

(12) There is piping or equipment for conveying liquids other than potable City of St. Helens water and that piping or other equipment is under pressure and installed and operated in a manner that could cause a cross connection.

(13) When installation of an approved backflow prevention assembly is deemed by a Specialist to be necessary to accomplish the purpose of this Chapter.

(14) Wherever reclaimed water or separate irrigation water is used on premises.

(15) When there is a premises with an auxiliary water supply which is interconnected to the City of St. Helens Water Service or supply system.

13.08.041 New Construction.

(1) On all new non-residential construction, an approved backflow assembly shall be installed at the service connection. The type of the assembly will be commensurate with the degree of hazard as determined by a Specialist.

(2) When a building is constructed on commercial premises, and the end use of the building is not determined or could change, a reduced pressure principle backflow prevention assembly shall be installed at the service connection to provide protection of the public water supply in the event of the most hazardous use of the building.

13.08.042 Retrofitting.

Retrofitting shall be required at all service connections where an actual or potential cross connection exists, and wherever else the City of St. Helens deems retrofitting necessary to comply with the OAR, this Chapter and the City's WPP.

13.08.043 Irrigation Systems.

All irrigation systems shall be protected according to the Uniform Plumbing Code. In the event any system is equipped with an injector system, a reduced pressure principle assembly will be required at the service connection.

13.08.044 Thermal Expansion.

If a closed system has been created by the installation of a backflow prevention assembly, or other appurtenances, it is the responsibility of the property owner, the occupant, or person in control of the property to eliminate the possibility of damage from thermal expansion in accordance with the Plumbing Code.

13.08.050 Mobile units.

(1) Any mobile unit or apparatus, as defined in section 13.08.010(10), which uses the water from any premises within the City of St. Helens Water System must first obtain a permit from the city of St. Helens and be inspected to assure an approved air gap or a reduced pressure principle assembly is installed on the unit before using any city water. These mobile units will include, but are not limited to, carpet-cleaning vehicles, water-hauling vehicles, street-cleaning vehicles that use water, portable toilet-hauling and water service vehicles, septic tank-cleaning vehicles that use water. A fixed air gap or backflow assembly mounted either on the truck or piping system may be required.

(2) The city reserves the right to revoke the permit if the owner fails to comply with above procedures.

13.08.054 Temporary Meters and Hydrant Valves.

Backflow protection will be required on all temporary meters and hydrant valves before any use. The type of assembly will be commensurate with the degree of hazard and will be determined on a case-by-case basis by a City of St. Helens Specialist.

13.08.056 Plumbing Code.

As a condition of water service, customers shall install, maintain, and operate their piping and plumbing systems in accordance with the current Uniform Plumbing Code, or as amended. If there is a conflict between this Ordinance and the Plumbing Code, the more stringent supersedes.

13.08.060 Right-of-way encroachment.

No person shall install or maintain a backflow prevention assembly upon or within any city right-of-way unless approved by the city.

13.08.070 Multiple connections.

Any premises requiring multiple service connections for adequacy of supply and/or fire protection will be required to install a backflow assembly on each of the additional service lines to the premises. The assembly will be commensurate with the degree of potential hazard that could occur in the event of an interconnect between any of the buildings on the premises.

13.08.080 Access to premises.

Authorized personnel of the City of St. Helens, with proper identification and sufficient notice, shall have access during the hours of 8:00 am to 5:00 pm all parts of a premises and within the structure to which water is supplied. However, if any owner, occupant or person in control refuses authorized personnel access to a premise, or to the interior of a structure, during these hours for inspection, a reduced pressure principle assembly must be installed at the service connection to that premise.

~~Every water user provided water service by the city directly or indirectly shall, during the hours of 8:00 a.m. to 5:00 p.m., permit the city or its agents to enter the premises and building for examination of pipes and fixtures and the manner in which the water is used, and refusal may result in a disconnect or termination of water service from the city.~~

13.08.090 Installation requirements.

All backflow prevention assembly installations shall follow the requirements as stipulated by the City of St. Helens and the current OAR Chapter 333, Division 061, as amended.

If the premises isolation assembly is allowed to be installed at an alternate location, the City of St. Helens must have access to the assembly. No connections can be made between the meter and the backflow assembly.

The type of backflow prevention assembly required shall be commensurate with the degree of hazard that exists and must, at all times, meet the standards of the Oregon Health Authority. All backflow prevention assemblies required under this section shall be of a type and model approved by the OHA.

~~To ensure proper operation and accessibility of all backflow prevention assemblies, the following requirements shall apply to the installation of these assemblies:~~

~~(1) Backflow prevention assemblies shall be installed in accordance with the current Oregon Health division regulation and this chapter. The assembly installer must obtain the required plumbing permits and have the installation inspected by the city.~~

~~(2) No part of the reduced pressure principle backflow prevention assembly shall be submerged in water or installed in a location subject to flooding. If a double check valve assembly is installed in a vault, brass pipe plugs are required in the test ports at all times and adequate drainage shall be provided.~~

~~(3) Assemblies must be installed at the point of delivery of the water supply. Such installation of the assembly must be before any branch in the line and on private property located just inside the boundary between the city right of way and the landowner's property. City may specify other areas for installation of the assembly.~~

~~(4) The assembly must be protected from freezing and other severe weather conditions.~~

~~(5) All backflow prevention assemblies shall be of a type and model approved by the city.~~

~~(6) All vertical installations of backflow assemblies must be approved by the city.~~

~~(7) The assembly shall be readily accessible with adequate room for maintenance and testing. Assemblies two inches and smaller shall have at least six inches clearance on all sides of the assembly. All assemblies larger than two inches shall have a minimum clearance of 12 inches on the backside, 24 inches on the test cock side, 12 inches below the assembly and 36 inches above the assembly. "Y" pattern double check valve assemblies shall be installed so that the checks are horizontal and the test cocks face upwater (see Installation Standards, Section 4:01). These clearance standards apply to all assemblies installed in vaults, enclosures, and meter boxes (see Standard Detail 4:01-1 and 4:01-4).~~

~~(8) If permission is granted to install the backflow assembly inside of the building, the assembly shall be readily accessible for inspection during regular working hours of 8:00 a.m. to 5:00 p.m., Monday through Friday.~~

~~(9) If an assembly is installed inside of the premises and is four inches or larger and is installed five feet above the floor, it must be equipped with a rigidly and permanently installed scaffolding acceptable to the city. This installation must also meet the requirements set out by the U.S. Occupational Safety and Health Administration and Oregon Health Division.~~

~~(10) RP assemblies may be installed in a vault only if relief valve discharge can be drained to daylight through a "boresight" type drain. The drain shall be of adequate capacity to carry the full rated flow of the assembly and shall be screened on both ends.~~

~~(11) An approved air gap shall be located at the relief valve orifice of RP assemblies.~~

~~(12) Upon completion of installation, the city shall be notified and all assemblies must be inspected and tested. All backflow assemblies must be registered with the city. Registration shall consist of date of installation, manufacturer, model, type, size, serial number of the backflow assembly, and initial test report.~~

13.08.100 Annual Testing and repair of assemblies.

All backflow prevention assemblies installed within the area(s) served by the City of St. Helens shall be tested immediately upon installation, and at least annually thereafter by an OHA certified backflow assembly tester. All such assemblies found not functioning properly shall be promptly repaired or replaced at the expense of the owner, occupant or person in control of the premises. In the event an assembly is moved, repaired or replaced it must be retested immediately.

All repairs on backflow assemblies within the City of St. Helens service area must be performed according to all State and County regulations.

~~(1) The city shall inspect and test, or cause to be inspected and tested, all assemblies in each of the following circumstances:~~

- ~~(a) Immediately after installations;~~
- ~~(b) Whenever the assembly is moved;~~
- ~~(c) Minimum of once a year;~~
- ~~(d) Immediately after repairs.~~

~~Assemblies may be required to be tested more frequently if the city deems necessary.~~

~~(2) All assembly testing shall be performed by a state approved certified backflow prevention assembly tester, in accordance with Oregon Health Division procedures.~~

~~(3) The city shall not be liable for damage to a backflow prevention assembly that occurs during testing.~~

13.08.110 Maintenance of assemblies.

Backflow prevention assemblies shall be maintained, tested and repaired in accordance with the requirements set out in this Chapter, the City's WPP, the OAR and all applicable State agencies' regulations. The assembly owner is responsible for protecting their assembly from freezing and vandalism.

In the event an assembly is not properly tested and repaired, the City of St. Helens will have the assembly tested and repaired and apply all costs associated with this to the assembly owner's utility bill.

~~(1) A person who owns, operates, or manages premises where required backflow prevention assemblies are installed shall maintain such assemblies in proper working order at all times, including repair as required.~~

~~(2) Backflow prevention assemblies shall be maintained in a manner which allows them to be tested by a method that has been approved by the Oregon Health Division.~~

~~(3) It is the responsibility of the property owner to have all assemblies repaired in accordance with this chapter.~~

13.08.115 Responsibilities of Backflow Prevention Assembly testers.

(1) All backflow assembly testers operating within the City of St. Helens Water System service area shall be certified in accordance with all applicable regulations of the OHA and must abide by the requirements of this Chapter and the City's WPP.

(2) Persons certified as backflow assembly testers shall agree to abide by all requirements of the United States Occupational Safety and Health Administration ("OSHA") and Oregon Occupational Safety and Health Administration ("OR-OSHA").

(3) It is the responsibility of backflow assembly testers to submit records of all backflow assembly test reports to the City of St. Helens within 10 days of completing the test.

13.08.120 Pressure loss.

Any reduction in water pressure caused by the installation of a backflow assembly is not the responsibility of the city. ~~The city will give reasonable assistance to the owner regarding~~

~~information on adequate sizing of assemblies and proper plumbing practices to provide for required pressure and flows for fire protection.~~

13.08.130 Cost of compliance.

~~The All costs associated with purchase, installation, surveys, testing, replacement, maintenance, parts and repairs of the backflow prevention assembly, and all costs associated with enforcement of this document, are the financial responsibility of the property owner, occupant, or other person in control of the premises. of complying with these regulations is the responsibility of the property owner. These costs include but are not limited to purchasing, installation, testing, repair of the assembly, and thermal expansion, if necessary. These costs are to also include point-of-use and premises isolation assemblies.~~

The fees for the inspection and testing will be set by resolution of the City Council.

13.08.140 Installation standards and specifications.

~~(1) Reduced Pressure Principle Backflow Prevention Assembly (RP). RPs may be utilized at premises where a substance is handled that would be hazardous to health if introduced into the potable water system. The RP is normally used in location where an air gap is impractical. The RP is effective against both backsiphonage and backpressure.~~

~~(a) RPs must be sized to provide an adequate supply of water and pressure for the premises being served. Flow characteristics are not standard. Consult manufacturer's specifications for specific performance data.~~

~~(b) Premises where interruption of water supply is critical should be provided with two assemblies installed in parallel. They should be sized in such a manner that either assembly will provide the maximum flow required.~~

~~(c) Bypass lines are prohibited. Pipefittings, which could be used for connecting a bypass line, must not be installed.~~

~~(d) The assembly must be readily accessible for testing and maintenance and must be located in an area where water damage to building or furnishings would not occur from relief valve discharge. An approved air gap funnel assembly may be used to direct minor discharges away from the assembly; this assembly will not control flow in a continuous relief situation. Drain lines to accommodate full relief valve discharge flow should be considered.~~

~~(i) RPs are typically installed above grade in well drained areas, but may be installed below grade (ground level) if a boresight drain to daylight, sized to accommodate the full discharge rate of the relief valve, is provided (see Standard Detail 4:01 2). The owner shall be responsible for keeping these vaults free of silt and debris.~~

~~(ii) Enclosures shall be designed for ready access and sized to allow for the minimum clearances established below. Removable protective enclosures are typically installed on the smaller assemblies. Daylight drain ports must be provided to accommodate full pressure discharge from the assembly.~~

~~(iii) Assemblies two inches and smaller shall have at least three-inch clearance on both side and on top of the assembly, and 12 inches below and behind the assembly. All assemblies larger than two inches shall have a minimum of 12 inches on the back side, 24 inches on the test cock side, and the relief valve opening shall be at least 12 inches plus nominal size of assembly above the floor or highest possible water level. Headroom of six feet, zero inches is required in vaults without a fully removable top. A minimum access opening of 36 inches square is required on all vault lids.~~

~~(iv) Assemblies that are larger than four inches and installed more than five feet above floor level must have a suitable platform for use by testing or maintenance personnel.~~

~~(e) The assembly must be protected from freezing and other severe weather conditions.~~

~~(f) Vertical installation is prohibited.~~

~~(g) Lines should be thoroughly flushed prior to installation. A strainer with blowout tapping may be required ahead of assembly.~~

~~(h) The property owner assumes all responsibility for any damage caused by water discharge from an RP assembly.~~

~~(i) All RP assemblies must be tested in accordance with this chapter. Tests are the responsibility of the assembly owner. The owner must notify the city of St. Helens Public Works Department upon installation of any backflow prevention assembly.~~

~~(j) Variance from these specifications will be evaluated on a case-by-case basis.~~

~~13.08.150 Reduced pressure principle detector backflow prevention assembly (RPDA).~~

~~Reduced pressure detector assemblies may be utilized in all installations requiring a reduced pressure principle backflow prevention assembly and detector metering.~~

~~(1) RPDA's shall comply with the installation requirements applicable for reduced pressure principle backflow assemblies (RP).~~

~~(2) The line-size RP assembly and the bypass RP assembly must each be tested. A separate test report for each assembly must be completed by the certified tester.~~

~~13.08.160 Double check valve backflow prevention assembly (DC).~~

~~Double check valve assemblies may be utilized at premises where a substance is handled that would be objectionable but not hazardous to health if introduced into the potable water system.~~

~~(1) DCs must be sized to provide an adequate supply of water and pressure for the premises being served. Flow characteristics are not standard. Consult manufacturer's specifications for specific performance data.~~

~~(2) Premises where interruption of water supply is critical should be provided with two assemblies installed in parallel. They should be sized in such a manner that either assembly will provide the minimum water requirements while the two together will provide the maximum flow required.~~

~~(3) Bypass lines are prohibited. Pipefittings which could be used for connecting a bypass line shall not be installed.~~

~~(4) The assembly shall be readily accessible with adequate room for testing and maintenance. DCs may be installed above grade, providing all test cocks are fitted with brass pipe plugs. All vaults shall be well drained, constructed of suitable materials, and sized to allow for the minimum clearances established below.~~

~~(a) Assemblies two inches and smaller shall have at least three inch clearance below and on both sides of the assembly, and if located in a vault, the bottom of the assembly shall be not more than 24 inches above grade. All assemblies larger than two inches shall have a minimum clearance of 12 inches on the back side, 24 inches on the test cock side, and 12 inches below the assembly. Headroom of six feet, zero inches is required in vaults without a fully removable top. A minimum access opening of 36 inches square is required on all vault lids.~~

~~(b) Assemblies that are larger than four inches and are installed more than five feet above floor level must have a suitable platform for use by testing or maintenance personnel.~~

~~(5) Vertical installations are allowed on sizes up to and including four inches that meet the following requirements:~~

~~(a) Internally spring loaded check valves;~~

~~(b) Flow is upward through assembly;~~

~~(c) Manufacturer states their assembly can be used in a vertical position.~~

~~(6) The assembly must be protected from freezing and other severe weather conditions.~~

~~(7) Lines should be thoroughly flushed prior to installation. A strainer with blowout tapping may be required ahead of the assembly.~~

~~(8) The water user or owner assumes all responsibility for any damages resulting from installation, operation, and/or maintenance of backflow assembly. The owner shall be~~

responsible for keeping all backflow prevention assembly vaults reasonably free of silt and debris.

(9) All DCs must be tested in accordance with this chapter. Tests are the responsibility of the assembly owner. The owner must notify the city of St. Helens public works department upon installation of any backflow prevention assembly.

(10) Variances from these specifications will be evaluated on a case-by-case basis.

13.08.170 Double check detector backflow prevention assembly (DCDA).

Double check detector valve assemblies may be utilized in all installations requiring a double check valve assembly and detector metering.

(1) DCDA's shall comply with the installation requirements applicable for double check valve assemblies (DCs).

(2) The line-size DC assembly and the bypass DC assembly must each be tested. A separate test report for each assembly must be completed by the certified tester.

13.08.180 Pressure vacuum breaker backflow prevention assembly (PVB).

PVBs may be utilized as point-of-use protection only and where a substance is handled that would be objectionable but not hazardous to health if introduced into the potable water system. PVBs protect against backsiphonage only and shall not be installed where there is potential for backpressure.

(1) The assembly shall be installed a minimum of 12 inches above the highest downstream piping.

(2) PVBs shall not be installed in an area subject to flooding or where damage would occur from water discharge.

(3) The assembly must be protected from freezing.

(4) The assembly shall be readily accessible for testing and maintenance, with a minimum clearance of 12 inches all around the assembly.

(5) A strainer with blowout tapping may be required ahead of the assembly.

(6) All PVBs must be tested in compliance with this chapter. Tests are the responsibility of the assembly owner. The owner must notify the city of St. Helens public works department upon installation of any backflow prevention assembly.

(7) Variances from these specifications will be evaluated on a case-by-case basis.

13.08.190 Air gap separation.

~~Air gap separations provide maximum protection from backflow hazards and may be utilized at premises where a substance is handled that would be hazardous to health if introduced into the potable water system.~~

~~(1) An air gap separation shall be at least twice the diameter of the supply pipeline measured vertically above the top rim of the receiving vessel—in no case less than one inch.~~

~~If splashing is a problem, tubular screens may be attached or the supply line may be cut at a 45 degree angle. The air gap distance is measured from the bottom of the angle. Hoses are not allowed.~~

~~(2) Air gap separations shall not be altered in any way without prior approval from the city of St. Helens public works department and must be available for inspection at all reasonable times.~~

~~(3) Side walls, ribs or similar obstructions do not affect air gaps when spaced from the inside edge of the spout opening a distance greater than three times the diameter of the effective opening for a single, or a distance greater than four times the effective opening for two intersecting walls.~~

~~(4) The effective opening shall be the minimum cross-sectional area at the seat of the control valve or the supply pipe or tubing which feeds the assembly or outlet. If two or more lines supply one outlet, the effective opening shall be the sum of the cross-sectional areas of the individual supply lines or the area of the single outlet, whichever is smaller.~~

13.08.200 Fire systems.

An approved double check detector ~~backflow prevention~~ assembly (DCDA) shall be the minimum protection ~~for~~ on all new fire sprinkler systems using piping material that is not approved for potable water use and/or that does not provide for periodic flow-through ~~during~~ each 24-hour period, ~~unless a variance has been issued in writing from the city.~~ A reduced pressure principle detector ~~backflow prevention~~ assembly (RPDA) must be installed if any solution other than the potable water can be introduced into the sprinkler system.

Retrofitting on fire sprinkler systems will be required in each of the following circumstances:

- (1) Where improper maintenance has occurred;
- (2) On all health hazard systems;
- (3) Wherever a Specialist deems necessary; or
- (4) Wherever required by the OAR.

In the event an assembly is installed on a designated lateral, a detector assembly commensurate with the degree of hazard will be required.

13.08.210 Responsibilities of Property Owners and Renters.

It is the responsibility of all property owner and their renters to abide by the conditions of this chapter. In the event of any changes to the plumbing system, it is the responsibility of the property owners to notify the city.

13.08.220 Termination of service.

Failure on the part of any owner, occupant or person in control of the premises to install a required assembly, have it tested a minimum of annually and repaired if necessary, and/or to discontinue the use of all cross connections and to physically separate cross connections in accordance with this Chapter is sufficient cause for the discontinuance of public water service to the premises pursuant to Oregon Administrative Rule chapter 333-061-0070, or as amended. In the case of an extreme emergency or where an immediate threat to life or public health is found to exist, discontinuance or termination of public water service to the premises shall be immediate.

In lieu of termination of service, the City of St. Helens may, at the property owner's expense, install a reduced pressure assembly at the meter. Testing, maintenance and repair of the assembly will be the responsibility of the property owner.

~~Failure on the part of any water user to discontinue the use of all cross connections and to physically separate cross connections or otherwise violate any provision of this chapter is sufficient cause for the immediate termination of water service to the premises (OAR 333-061-0070[1][b]).~~

13.08.230 Recovery of Costs

Any water customer violating any of the provisions of this Chapter and who causes damage to or impairs the City of St. Helens Water System, including, but not limited to, allowing contamination, pollution, any other solution or used water to enter the City of St. Helens Water System, shall be liable to the City of St. Helens for any expense, loss or damage caused by such violation. The City of St. Helens shall collect from the violator the cost incurred by the City of St. Helens for any cleaning, purifying, repair or replacement work or any other expenses caused by the violation. Refusal to pay the assessed costs shall constitute a violation of this Chapter and shall result in the termination of service.

All cost associated with any disconnect or reconnect fees resulting from the enforcement of this Chapter are the sole responsibility of the property owner.

13.08.240 Falsifying Information

Any person who knowingly makes any false statement, representation, record, report or other document filed or required to be maintained pursuant to this Chapter, or who falsifies, tampers with, or knowingly renders inaccurate any backflow assembly, device or method required under this Chapter shall be subject to civil and/or criminal penalties provided by state law.

City of St. Helens
ORDINANCE NO. 3201

AN ORDINANCE AMENDING ST. HELENS MUNICIPAL CODE
SECTION 2.04.110, PROCESS FOR APPROVAL OF SPECIAL
SOLICITATION METHODS AND EXEMPTIONS

WHEREAS, although SHMC Section 2.04.110, when adopted, was consistent with public contracting procedures adopted by state law, ORS 279B.085, upon which SHMC Section 2.04.110 is based has since changed; and

WHEREAS, City Council wishes this local rule to be consistent with the state law on public contracting.

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

Section 1. SHMC 2.04.110 Public contracts – Process for approval of special solicitation methods and exemptions, shall be amended to read as follows: (added language is underlined, deleted language is ~~stricken~~)

“SHMC 2.04.110 Public contracts – Process for approval of special solicitation methods and exemptions.

(1) Authority of City of St. Helens City Council. In its capacity as contract review board for the city of St. Helens, the city council, upon its own initiative or upon request of the city administrator, may create special selection, evaluation and award procedures for, or may exempt from competition, the award of a specific contract or class of contracts as provided in this section.

(2) Basis for Approval. The approval of a special solicitation method or exemption from competition must be based upon a record before the local contract review board that contains the following:

(a) The nature of the contract or class of contracts for which the special solicitation or exemption is requested;

(b) The estimated contract price or cost of the project, if relevant;

(c) Findings to support the substantial cost savings, enhancement in quality or performance or other public benefit anticipated by the proposed selection method or exemption from competitive solicitation;

(d) Findings to support the reason that approval of the request would be unlikely to encourage favoritism or diminish competition for the public contract or class of public contracts, or would otherwise substantially promote the public interest in a manner that could not practicably be realized by complying with the solicitation requirements that would otherwise be applicable under these regulations; and

(e) A description of the proposed alternative contracting methods to be employed;
~~and~~

~~(f) The estimated date by which it would be necessary to let the contract(s).~~

In making a determination regarding a special selection method, the local contract review board may consider the type, cost, amount of the contract or class of contracts, number of persons available to make offers, and such other factors as it may deem appropriate.

(3) Hearing:

(a) ~~The city of St. Helens shall~~ The local contract review board may approve the special solicitation or exemption after a public hearing before the local contract review board following notice by publication in at least one newspaper of general circulation in the city of St. Helens area having received a written request that describes the contracting procedure, the goods or services or the class of goods or services that are the subject of the special procurement and the circumstances that justify the use of a special procurement under the standards set forth in subsection (2), above.

(b) ~~At the public hearing, the city of St. Helens shall offer an opportunity for any interested party to appear and present comment.~~

(c) ~~The local contract review board will consider the findings and may approve the exemption as proposed or as modified by the board after providing an opportunity for public comment~~ may approve a special procurement if the board finds that the request submitted under subsection 2, above, demonstrates that the use of a special procurement as described in the request:

(i) is unlikely to encourage favoritism in the awarding of public contracts or to substantially diminish competition for public contracts; and

(ii) is reasonably expected to result in substantial cost savings to the city or the public or otherwise substantially promotes the public interest in a manner that could not be practicably realized by complying with the requirements of the local contract review board rules without using an exemption.

(4) ~~Special Notice Requirements for Public Improvement Contracts:~~

(a) ~~Notification of the public hearing for approval of an exemption of a public improvement contract, or class of public improvement contracts, to the local contract review board rules shall be published in a trade newspaper of general statewide circulation at least 14 days prior to the hearing.~~ at least once in at least one newspaper of general circulation in the St. Helens area and in as many additional issues and publications as the city may determine.

(b) ~~The notice shall state that the public hearing is for the purpose of taking comments on the city of St. Helens draft findings for an exemption from the standard solicitation method. At the time of the notice, copies of the draft findings shall be made available to the public. Any affected person may protest the approval of a special exemption in accordance with ORS 279B.400 and OAR 137-047-0700, by filing such protest within seven (7) days from the date of publication of notice of the approval.~~

(5) ~~Commencement of Solicitation Prior to Approval.~~ A solicitation may be issued prior to the approval of a special exemption under this section provided that the closing of the solicitation may not be earlier than five days after the date of the hearing at which the LCRB approves the exemption. If the LCRB fails to approve a requested exemption or requires the use of a solicitation procedure other than the procedures described in the

issued solicitation documents, the issued solicitation may either be modified by addendum, or cancelled.”

Read the first time: November 18, 2015
Read the second time: December 2, 2015

APPROVED AND ADOPTED by the City Council this 2nd day of December, 2015, by the following vote:

Ayes:

Nays:

Randy Peterson, Mayor

ATTEST:

Kathy Payne, City Recorder

City of St. Helens
ORDINANCE NO. 3202

AN ORDINANCE AMENDING THE ST. HELENS MUNICIPAL CODE
CHAPTER 5.30 REGARDING LICENSES FOR
MARIJUANA RELATED BUSINESSES

WHEREAS, the City of St. Helens requires businesses operating in the City to obtain a business license; and

WHEREAS, pursuant to Article XI, Section 2, of the Oregon Constitution, the City of St. Helens is a "home rule" municipal corporation having the authority that the constitution, statutes, and common law of the United States and this State expressly or implicitly grant or allow over the civil affairs of its City; and

WHEREAS, the City Council finds that the unique characteristic of marijuana related businesses require additional City resources to protect the public safety of the community; and

WHEREAS, the City Council passed Ordinance No. 3193 establishing a business license for all Marijuana Related Businesses operating in the City and now seeks to clarify that ordinance; and

WHEREAS, although the State of Oregon has authorized the legal use of medical and recreational marijuana, marijuana remains illegal under federal law. The City's licensing program attempts to reduce the risk to the public health, safety, and welfare related to marijuana facilities and the City's actions shall not be construed as an endorsement of such facilities or as an authorization to engage in any activity prohibited by law.

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

Section 1. The City of St. Helens Municipal Code is hereby amended, attached hereto as **Attachment A** and made part of this reference.

Section 2. Severability. If any section, provision, clause, sentence, or paragraph of this Ordinance or the application thereof to any person or circumstances shall be held invalid, such invalidity shall not affect the other sections, provisions, clauses or paragraphs of this Ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are declared to be servable. This City Council hereby declares that it would have adopted this ordinance irrespective of the invalidity of any particular portion thereof and intends that the invalid portions should be severed and the balance of the ordinance be enforced.

Section 3. Provisions of this Ordinance shall be incorporated in the St. Helens Municipal Code and the word "ordinance" may be changed to "code," "article," "section," or another word, and the sections of this Ordinance may be renumbered, or re-lettered, provided however that Whereas clauses and boilerplate provisions need not be codified.

Section 4. The effective date of this Ordinance shall be 30 days after approval, in accordance with the City Charter and other applicable laws.

Read the first time: December 2, 2015
Read the second time: December 16, 2015

APPROVED AND ADOPTED this 16th day of December, 2015, by the following vote:

Ayes:

Nays:

Randy Peterson, Mayor

ATTEST:

Kathy Payne, City Recorder

ATTACHMENT A

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

CHAPTER 5.30 MARIJUANA BUSINESS REGULATIONS

5.30.010 Purpose.

The purpose of this ordinance is to minimize any adverse public safety and public health impacts that may result from allowing marijuana related businesses in the City.

5.30.015 Definitions.

As used in this ordinance, unless the context requires otherwise:

1. “Marijuana” means all parts of the plant of the Cannabis family Moraceae, whether growing or not; the resin extracted from any part of the plant; and every compound, manufacture, salt, derivative, mixture, or preparation of the plant or its resin, as may be defined by Oregon Revised Statutes as they currently exist or may from time to time be amended. It does not include the mature stalks of the plant, fiber produced from the stalks, oil or cake made from the seeds of the plant, any other compound, manufacture, salt, derivative, mixture, or preparation of the mature stalks (except the resin extracted there from), fiber, oil, or cake, or the sterilized seed of the plant which is incapable of germination.
2. “Marijuana Related Business” means any commercial or public use or structure where marijuana is produced, processed, distributed, transferred, sold, or consumed.
3. “Person” means natural person, joint venture, joint stock company, partnership, association, club, company, corporation, business, trust, organization, or any group or combination acting as a unit, including the United States of America, the State of Oregon and any political subdivision thereof, or the manager, lessee, agent, servant, officer or employee of any of them.
4. “Retail” means any medical marijuana dispensary registered under ORS 475.314 or marijuana retailer licensed under section 22, chapter 1, Oregon Laws 2015.

5.30.020 License Required; Fee.

1. In addition to obtaining a business license pursuant to SHMC 5.04, all Marijuana Related Businesses operating in the City shall possess a valid Marijuana Related Business License.

ATTACHMENT A

2. License required. It shall be unlawful for any person to conduct a Marijuana Related Business within the City without first obtaining the appropriate business license and maintaining compliance with this chapter.
3. Fees for licenses required by this Chapter shall be set by resolution of the City Council.

5.30.025 License Requirements.

A Marijuana Related Business shall provide to the City:

1. A detailed description of the type, nature, and extent of the proposed business operations; and
2. A detailed description of the proposed accounting and inventory systems for the business; and
3. ~~An executed community impact agreement.~~ Payment of the fee required by Section 5.30.020 of this Chapter.

5.30.030 Community Impact Agreement for Retail Marijuana Related Businesses.

In addition to the license requirements of Section 5.30.025 of this Chapter, all Retail Marijuana Related Businesses shall jointly negotiate and execute a community impact agreement. ~~The City and a Marijuana Related Business shall jointly negotiate a community impact agreement.~~ The community impact agreement shall seek to mitigate the public safety and public health impacts of the Retail Marijuana Related Business on the community and shall include the payment of ~~an additional~~ a fee to the City for the mitigation efforts.

1. The fee shall be calculated based on the impacts to the community and increased burden on the City from the Marijuana Related Business.
2. Proceeds from the fee shall be dedicated to fund public safety and marijuana related programs.
3. The community impact agreement shall be approved by the City Council prior to becoming effective.
4. The business license fee paid to the City, pursuant to Section 5.30.020 of this Chapter, may be deducted from any payment due to the City as part of a community impact agreement.

ATTACHMENT A

5.30.035 Characteristics of License.

1. Nontransferable. A license issued pursuant to this chapter is nontransferable.
2. Term. A license issued pursuant to this chapter shall remain in effect until such time as:
 - a. The Person who obtained the license ceases to operate the Marijuana Related Business;
 - b. The Person who obtained the Marijuana Related Business license ceases to possess a valid authorization from the Oregon Liquor Control Commission or Oregon Health Authority to legally operate in the State of Oregon;
 - c. The Person who obtained the Marijuana Related Business License ceases to comply with the provisions of SHMC 5.04, this chapter, or the terms of the community impact agreement; or
 - d. Federal or state statutes, regulations, or guidelines are modified, changed, or interpreted in such a way by state or federal law enforcement officials so as to prohibit operation of a business under this chapter.
3. The City may revoke a Marijuana Related Business License upon a finding that the license is no longer in effect, pursuant to SHMC 5.30.035.2. An aggrieved Person may appeal the City's decision to City Council by filing a written notice of appeal with the City Recorder within 10 days of the City's decision to revoke the license.

5.30.040 Penalties

A violation of the provisions of this Chapter shall constitute a Class C misdemeanor.



Firwood Design Group, LLC
SURVEYING • ENGINEERING • PLANNING

INVOICE

Invoice # 11032

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

RECEIVED
NOV 18 2015
CITY OF ST. HELENS

November 13, 2015

Project: E15-009

Engineering Services

For engineering services related to requested improvements on wastewater pump station, Lift Station No. 7. Services are for the period between October 1, 2015 and October 31, 2015. This is a progress billing.

Engineering Services:

Senior Project Engineer, 7 hrs. @ \$105.00/hr.	=	\$ 735.00
Reimbursable: R&W Engineering Inv. #237665	=	\$ <u>235.00</u>

Total Amount Due

\$ 970.00

Payment is appreciated upon receipt of this invoice.

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

APPROVED FOR PAYMENT

INIT	DATE
<u>[Signature]</u>	<u>11-20-15</u>
ACCOUNTS PAYABLE	
FINANCE	<u>11-20-15</u>
SUPERVISOR	

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



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

Invoice number 237665
Date 10/25/2015

Project 1179007 Lift Station #7 Upgrade

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

002 Bidding and Construction

Labor

	Hours	Rate	Billed Amount
Sr. Engineer - II	1.00	130.00	130.00
Sr. Technician - II	1.00	105.00	105.00
Labor subtotal	2.00		235.00
Phase subtotal			235.00
		Invoice total	235.00

Approved by:

Gregg H. Scholz, P.E.

S-2 Contractors, Inc.

6860 S. Anderson Rd.

Aurora, Or. 97002

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

Invoice

DATE	INVOICE #
11/13/2015	1571E1

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

OR. CCB# 67253 AZ. CCB# ROC185469

QTY	DESCRIPTION	RATE	AMOUNT
5,608	SF ASPHALT PATCHING	4.90	27,479.20
201	LF ASPHALT BERM	8.00	1,608.00

APPROVED FOR PAYMENT

INIT _____ DATE _____

ACCOUNTS PAYABLE _____

FINANCE 11-20-15

SUPERVISOR 11-20-15

R-644, 2015 AC Trench
Patching

NET 30 DAYS

Total	\$29,087.20
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011-011-523000

City of St. Helens

Arts & Cultural Commission

Minutes from Tuesday July 28, 2015

City Council Chambers

Members Present

Kannikar Petersen
Diane Dillard, Vice Chair
Rosemary Imhof
Joan Youngberg
Kevin Chavez, Chair
Luanne Kreutzer

Members Absent

None

Guests

Mary Rose

Councilors in Attendance

Susan Conn

Staff Present

Jennifer Johnson, Secretary
Margaret Jeffries, Library Director

☞

CALL MEETING TO ORDER

Vice Chair Dillard called the meeting to order at 6:03 p.m.

VISITORS

Mary Rose thanked the Commission for the opportunity to submit her proposal for the Gateway Project Phase II.

APPROVAL OF MINUTES FOR JUNE 30, 2015

Motion: Vice Chair Dillard moved to approve the minutes for June 30, 2015. Commissioner Petersen seconded. All in favor; none opposed; motion carries.

FISCAL REPORT

The Commission reviewed the fiscal report. There was a question about the sponsorship from Dillard's Moorage. Johnson will look into it.

GRANT AND FUNDRAISING

Commissioner Petersen said with the mural project not yet confirmed there is no project information to submit a grant request.

The Commission would like to enlist the help of Jennifer Dimsho in applying for the grant for the Gateway Project Phase II.

TRASH CAN PAINTING COMPETITION

The competition was a success with seventeen cans painted. Most of the participants were walk-ins. The Commission received a feedback letter. Suggestions included prizes for runner ups, and acknowledgement for all participants. Another suggestion was to have a youth category.

Jeffries suggested going around to the parks and switching out unpainted cans with painted cans to get a better idea on how many unpainted cans are remaining. Cans that are old and worn will be recycled. Logos of sponsored cans have been added by Petersen. Anti-graffiti paint will be applied to all the cans.

Dillard, Imhof and Kreutzer will send thank you notes to everyone who participated.

FAIR AWARDS

Imhof and Kreutzer judged the art at the fair for the Arts and Cultural special awards. Kreutzer shared photos of the winner's art. Kreutzer added colorful painted paper and the Arts and Cultural Commission name to ribbons she picked up for minimal cost. Winners received \$15 prize money each. Next year the Commission will be recognized in the fair book for the special awards given.

Motion: Commissioner Kreutzer moved to participate in the Columbia County Fair by providing four prizes for art categories every year. Commissioner Imhof seconded. All in favor; none opposed; motion carries.

MURAL PROJECT

Commissioner Petersen said the mural project was denied by the Postmaster. A request of extension for the grant is needed there is a one year deadline.

Motion: Vice Chair Dillard moved to ask for an extension on the grant and personally meet with the Portland Postmaster. Commissioner Kreutzer seconded. All in favor; none opposed; motion carries.

SPIRIT OF HALLOWEENTOWN

Dillard suggested Tina curry share her plans and how the Commission would fit in. The Commission discussed a carved pumpkin contest.

ARTS AND EATS

Petersen said she was approached by Councilor Keith Locke. He would like to bring back Arts and Eats in 2016. Petersen would like to be supportive with the art piece of the event. Dillard suggested partnering with the Chamber of Commerce and SHEDCO. Jeffries suggested building off an existing event instead. The Commission briefly discussed adding an event to the end of the Kiwanians Parade.

GATEWAY PROJECT PHASE II REVIEW OF SUBMISSIONS

The Commission received a total of seven submissions with five meeting the guidelines. The Commission reviewed the evaluation criteria. They reviewed each submission on the overhead projector.

The submissions were graded on a point system.

- Mary Paige Rose – 332 pts.
- Wilson & Arsen Studio – 424 pts.
- Rastovich – 447 pts.
- Marion-Heidel Studios – 512 pts.
- Rhiza A & D - 560 pts.

Rhiza A & D was chosen. They will be invited to attend the public hearing. There was a discussion about inviting Marion-Heidel Studios as well.

Chavez and Youngberg were in favor of inviting Marion-Heidel Studios; Petersen, Dillard, Kreutzer, and Imhof were opposed to inviting them.

Rhiza A & D will be the only submission invited to the public hearing that will be scheduled on September 22, 2015 at 5:30 p.m.

APPLICATION FOR VANANCY

A subcommittee will interview the one applicant. Youngberg and Kreutzer’s terms expire in September and will not be renewing their terms.

ADJOURNMENT

The meeting was adjourned at 8:45 p.m.

NEXT MEETING

The next meeting is scheduled for Tuesday, August 25, 2015 at 6 p.m.



Submitted by:

Jennifer Johnson
Utility Billing Specialist

Present=P Absent=A

Date	Kreutzer	Petersen	Dillard	Youngberg	Imhof	Chavez	Vac
June 30, 2015	A	P	P	P	P	P	-
July 28, 2015	P	P	P	P	P	P	-

City of St. Helens

Arts & Cultural Commission

Minutes from Tuesday August 25, 2015

City Council Chambers

Members Present

Kannikar Petersen
Diane Dillard, Vice Chair
Rosemary Imhof
Joan Youngberg
Kevin Chavez, Chair
Luanne Kreutzer

Members Absent

None

Guests

Tina Curry

Councilors in Attendance

Susan Conn

Staff Present

Jennifer Johnson, Secretary
Margaret Jeffries, Library Director

☞

CALL MEETING TO ORDER

Chair Chavez called the meeting to order at 6:03 p.m.

VISITORS

No comments.

APPROVAL OF MINUTES FOR JULY 28, 2015

Motion: Commissioner Kreutzer moved to approve the minutes for July 28, 2015. Vice Chair Dillard seconded. All in favor; none opposed; motion carries.

FISCAL REPORT

The Commission reviewed the fiscal report. The fair awards were paid out.

HALLOWEENTOWN

Tina Curry discussed a tentative Halloweentown schedule. The Commission will put on a carved pumpkin contest. Pumpkins will be accepted already carved for the contest. They will be displayed in the Council Chambers window. Pumpkins will be lit with battery operated lights. Pumpkins no taller than 14" including stem will be accepted. Only one side of the pumpkin will be displayed. Concrete blocks will be borrowed from Commissioner Dillard for the display set up.

One entry will be allowed per family. Prize money will be awarded for 1st, 2nd, and 3rd places. The public will vote. Prize money amounts will be \$100, \$75, and \$50. Pumpkins will be checked in at City Hall.

Motion: Commissioner Youngberg moved to award \$100, \$75, and \$50 prize awards. Commissioner Petersen seconded. All in favor; none opposed; motion carries.

GATEWAY PROJECT

Petersen met with the new ODOT district manager. Paperwork is in the works. He was invited to the public hearing.

The grant the Commission would like to apply for is the national endowment for the arts. First deadline is September 21st. Assistant Planner Jennifer Dimsho will help with the application. The grant is a matching grant. Petersen shared project costs for this project. Phase II of this project is projected to cost \$56,700. At the beginning of the next fiscal year the Commission will have around \$13,000. In order to apply for the \$25,000 grant the Commission would need to have \$25,000 in the bank. With \$10,000 donated from AKAAN Architecture + Design LLC for project management that leaves a shortage of \$2000. Petersen talked with City Administrator John Walsh. If the grant was awarded, the City would make up the \$2000 shortage. To make this project happen, \$18,700 hard cash is needed.

Commissioner Petersen would like the Commission to focus more on grants and less on fund raising.

COMMISSION VACANCY

Motion: Vice Chair Dillard moved to appoint Suzie Paterson to the Arts & Cultural Commission. Commissioner Petersen seconded. All in favor; none opposed; motion carries.

BANNER PROJECT

Petersen presented photos of the two possible locations. The locations at Columbia and Sykes and Columbia and Ninth Street were discussed. The Commission will pursue one banner at a time.

Motion: Commissioner Youngberg moved to move forward with one banner at the proposed banner site on Columbia and Sykes. Vice Chair Dillard seconded. All in favor; none opposed; motion carries.

BENCH REPAIR

There has been no response from Robert Tidwell for a repair quote. Vice Chair Dillard suggested Tony Hyde as a possible option. The Commission will decide if repair will be done once they receive a quote.

BANNER REPAIR

Commissioner Petersen showed photos of a banner in need of repair. The artist will be contacted.

MEETING TIME

Motion: Commissioner Petersen moved to move the meeting time to 6:30 p.m. Chair Chavez seconded. All in favor; none opposed; motion carries.

ADJOURNMENT

The meeting was adjourned at 7:30 p.m.

NEXT MEETING

Arts and Cultural Commission –August 25, 2015 Approved 9/22/15

The next meeting is a public hearing and regular meeting that is scheduled for Tuesday, September 22, 2015 at 5:30 p.m.



Submitted by:

Jennifer Johnson
Utility Billing Specialist

Present=P Absent=A

Date	Kreutzer	Petersen	Dillard	Youngberg	Imhof	Chavez	Vac
June 30, 2015	A	P	P	P	P	P	-
July 28, 2015	P	P	P	P	P	P	-
August 25, 2015	P	P	P	P	P	P	-

City of St. Helens
Library Board
Minutes from Tuesday, October 20, 2015
Columbia Center Auditorium

Members Present

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

Members Absent

An Der Chang
Vanessa Jones
Casey Jolissaint

Guests

Councilors in Attendance

N/A

Staff Present

Margaret Jeffries, Library Director



CALL MEETING TO ORDER: The meeting was called to order at 7:16 p.m. by Chair Marsha Caton.

INVITATION TO CITIZENS FOR PUBLIC COMMENT: No public comment.

PREVIOUS MEETING MINUTES: Minutes approved with no change.

AGENDA REVISIONS: No revisions.

OREGON LIBRARY ASSOCIATION'S PUBLIC LIBRARY DIVISION FUNDRAISING WORKSHOP: Director Jeffries registered interested parties for the OLA Fundraising Workshop on October 24, 2015. Participants will meet at City Hall to carpool at 7:45 a.m.

REVIEW OF LIBRARY STANDARDS: The Board continued reviewing the Standards to gain familiarity with them and to answer any questions. The Board will form subcommittees to use the Standards as a guide for the 5-year-plan.

Continuing with the review starting on pages 17 through 19 of the Standards for Oregon Public Libraries (Standards) – Technology. Director Jeffries recommended reviewing the Edge Initiative which is funded by the Bill and Melinda Gates Foundation. Assistance is available from the State Library to advise individual libraries on how to implement the Edge Initiative. A tool kit with online tools will be provided by the Oregon Library Association at no cost. More information will be received at the OLA Director's Meeting. Director Jeffries recommends tabling discussion of the technology

section of the Library Standards.

Pages 9 and 10 - Diversity. Director Jeffries researched community resources for aiding Adult Literacy in St. Helens. Work Source offers one-on-one help, not official classes. There are basic Adult Education classes and GED classes offered through Work Source.

Staff Member Brenda Herren informed Director Jeffries at one time Emporia University had a class for community needs assessment. Herren will contact the University and inquire whether any graduate students would be interested in doing a needs assessment for St. Helens as part of their course work.

Pages 20 through 21 – Advocacy. Director Jeffries stated that advocating at a local level is a higher priority than at a state level.

At the next meeting the Boards will prioritize a needs assessment. Past-Chair Lines suggested the Board take a tour of the Library as well.

LIBRARY DIRECTOR'S REPORT: The Library is hosting the Conversation Project, "Talking About Dying" on November 5, 2015 at 7:00 p.m.

COUNCILOR'S REPORT: N/A

FRIENDS' REPORT: The Friends fall book sale on October 17, 2015 made \$314.

NEXT MEETING:

The next regular meeting is scheduled for Tuesday, November 17, at 7:15 p.m. in the Auditorium.

Members need to bring all relevant materials to each meeting.

ADJOURNMENT:

The meeting was adjourned at 9:08 p.m. by Chair Caton.

CR

Respectfully submitted by:

Library Director, Margaret Jeffries

2014-2015 Library Board Attendance Record

P=Present E=Excused Absence U=Unexcused Absence

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

City of St. Helens

Planning Commission Meeting

October 13, 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: Joe Turner
Katherine McCarter
Brenda Fielding
Konrad Hyle

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 Webster moved to approve the minutes of the August 11, 2015 Planning Commission meeting as presented. Commissioner Semling seconded the motion. Motion carried with all in favor. Commissioner Cohen and Commissioner Hubbard recused themselves from voting due to their absences from that meeting. And Chair Petersen did not vote as per operating rules.

Commissioner Cohen moved to approve the minutes of the September 11, 2015 Planning Commission meeting. Commissioner Webster seconded the motion. Motion carried with all in favor. Commissioner Semling, Commissioner Lawrence, and Vice Chair Cary recused themselves from voting due to their absences from that meeting. And Chair Petersen did not vote as per operating rules.

□

Topics From The Floor

There were no comments from the floor.

□

Amended Decision/Deliberations

RP Oregon, Inc.

Conditional Use Permit / CUP.5.15

31 Cowlitz St.

City Planner Jacob Graichen discussed the procedural voting error that occurred during the September 8 Planning Commission meeting. Deliberations are re-occurring because of the error, but the public hearing is not being re-opened.

Chair Petersen restated his opinion from last meeting. He believes the applicant complies with the rules handed down to the Commission from City Council and the Development Code. Vice Chair Cary and Commissioner Semling agreed.

Commissioner Hubbard asked if approval could make the City ineligible to receive federal funds, since marijuana is still illegal federally. Graichen said this is something the City is discussing internally through the business license policy, but land use approval would likely not have any effect.

Commissioner Cohen voiced his opposition to the proposal. He feels the location of the proposed use is too close to Columbia View Park. Vice Chair Cary noted the Commission could consider hours of operation as a condition, but pointed out that limiting the hours still won't address the concerns Commissioner Cohen has about the proximity to the park. Chair Petersen said it is similar to the liquor store being close to Godfrey Park. He is concerned about the proximity to the waterfront redevelopment project, but ultimately feels the proposal complies with the rules the Commission has to work with.

MOTION

Vice Chair Cary moved to approve the Conditional Use Permit with the conditions as presented by staff. Commissioner Semling seconded. Commissioner Lawrence, Commissioner Webster, Commissioner Semling and Vice Chair Cary voted in favor; Commissioner Cohen and Commissioner Hubbard opposed; motion carries.

Commissioner Cohen moved for Chair Petersen to sign the Findings and Conclusions once prepared. Vice Chair Cary seconded. All in favor; none opposed; motion carries.

□

Public Hearing

Kevin & Katherine McCarter

Variance / V.4.15

35732 Hankey Rd.

It is now 7:23 p.m. and Chair Petersen opened the public hearing. There were no ex-parte contacts, conflicts of interest or bias in this matter. No one in the audience objected to any members of the Commission to make a fair decision.

Graichen entered the following items into the record:

- Staff report packet dated October 6, 2015 with attachments

Graichen discussed the background for the access variance, the criteria for approval and staff recommendations as presented in the staff report.

Graichen explained that the proposed driveway width is wide enough to allow vehicles to maneuver so they are not backing onto Hankey Road. This is why the proposed condition #3 (hammerhead design) is only optional.

Commissioner Cohen asked why the applicant is allowed to have such a large driveway. Graichen clarified there is not a maximum width for the driveway. There is only a 24 feet maximum width for the driveway approach.

Commissioner Cohen pointed out that the variance is self-imposed because the applicant chose that location for the building addition. Graichen said that would be a great discussion with the applicant.

Commissioner Lawrence noted the proposed driveway would be a safer access point because it offers more time to see oncoming vehicles than the existing driveway.

Vice Chair Cary clarified the state of the Elk Ridge subdivision sidewalk construction. Graichen said the sidewalk is completed in certain portions. He said the approved Elk Ridge subdivision plans did not show a driveway approach where the applicants prematurely built the proposed approach.

IN FAVOR

McCarter, Katherine. Applicant. McCarter is requesting a variance in order to build an attached garage with access. The existing driveway is approximately 30 feet from the existing home. If they wanted to build a new driveway, they would still have to relocate the existing driveway closer to the home. The existing driveway is also circular and the topography is very challenging. There is about a 3 foot island in the center of the driveway where the water collects from the rest of their 1-acre hillside property. McCarter said it looks like they have a lot of property, but most of it is a steep hill.

The existing driveway also causes safety problems with the lack of vision clearance on the north (existing) access. She has pictures that illustrate the difficulty of fast moving vehicles coming around the corner. The new driveway would create about 25 more feet of vision.

McCarter discussed the neighbor's driveway adjacent to the proposed access. The neighbor uses this driveway for boats, not as their main access.

Vice Chair Cary asked if McCarter was open to removing the circular driveway. McCarter said it is very narrow, difficult to use, and a long distance from the house. They would be open to losing access to that portion of their property.

Commissioner Cohen asked if the proposed new driveway is straight. McCarter said yes and it will attach to the southern portion of their house. It is a wide driveway because the garage is a 3-car garage. The width will also allow them to turn vehicles around before entering Hankey Road.

IN OPPOSITION

There was no testimony in opposition.

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

Commissioner Lawrence believes the proposal for a new access is safer for the applicant and for the general public. Commissioner Webster and Commissioner Cohen think the existing driveway should be removed and a sidewalk should be installed as a condition of approval. Commissioner Cohen does not want the driveway to be any wider than 30 feet.

Commissioner Hubbard suggested leaving the old access for future development because it has already been engineered and built. Commissioner Cohen said if a lot division occurs, there is no guarantee that is the location where the future access will be. The Commission felt the northern access will be discussed only when/if the northern end of the property develops.

Commissioner Cohen moved to approve the access variance permit with conditions #1 and #2 as written. Commissioner Webster seconded. Vice Chair Cary requested the Commission first go through the findings together. Commissioner Cohen withdrew his motion. The Commission agreed with all nine criteria and additionally found that for criteria three, four, seven and eight, the new access also results in a safer driveway with greater vision clearance.

MOTION

Commissioner Cohen moved to approve the access variance permit with the conditions #1 and #2 as written. Commissioner Webster seconded. All in favor; none opposed; motion carries.

Commissioner Lawrence moved for Chair Petersen to sign the Findings and Conclusions once prepared. Commissioner Cohen seconded. All in favor; none opposed; motion carries.

□

Architectural Review: Columbia County Courthouse Cell Modifications

Graichen discussed the history of the proposal. Commissioner Cohen clarified that this is not a historic resource review, so no public hearing is required. Graichen said this is simply the Commission's opportunity to review and make recommendations that he can incorporate into his decision.

Vice Chair Cary asked if the view will change for residents. Chair Petersen said no, the proposal is not high enough to affect residents.

Konrad Hyle, a consultant for Verizon Wireless, discussed the proposal with the Commission as discussed in the memo. Commissioner Webster asked why they are proposing a metal staircase instead of using an existing landing/entrance. Hyle said Columbia County wanted to minimize disturbance to the mature landscape area and limit conflicts with the public who are accessing the building through the front.

Chair Petersen asked why there is no wall on the east side to block view of the antennas from the river. Hyle said if a wall is proposed, a door would be needed for crew to access equipment inside.

Chair Petersen asked why there is a jog in the wall mounted cable chase on drawing A-4. It would be easier to hide it if it were straight. Hyde said he would have to check with the structural engineer to see if they were avoiding something structurally. Hyde was open to altering the jog in order to help it blend in with the

existing siding.

Chair Petersen suggested enclosing the antennas by extending the screening. A door would not be required. Residents and visitors utilize the river and Sand Island extensively and screening from all sides would not require significant changes to the design. Hyle was open to this change.

Commissioner Hubbard asked how many carriers will utilize the new equipment. Hyle said this facility is only for Verizon Wireless.

Graichen said projections are not included in building height calculations because they are not used for human occupancy and therefore are not considered buildings. However, the antennae are subject to screening requirements, which the applicant meets. Graichen also stated the scenic resource review rules do not apply to the Riverfront District zone.

MOTION

Commissioner Cohen made a motion to recommend approval of the Columbia County Courthouse cell modifications with three additional changes: 1. Straighten the jog in the cable chase, 2. Enclose the entire structure with screening, and 3. Paint the staircase to match the color of the building. Commissioner Webster seconded. All in favor; none opposed; motion carries.

□

Acceptance Agenda: Planning Administrator Site Design Review

- a. Site Design Review (Minor) at 500 N Columbia River Hwy – Parking lot expansion

Commissioner Cohen moved to accept the acceptance agenda. Commissioner Webster seconded. All in favor; none opposed; motion carries.

□

Term Expiration Discussion

Graichen discussed Commissioner Lawrence’s upcoming term expiration (12/31/15). Commissioner Lawrence would like to serve for another term.

□

Planning Director Decisions

- a. Sign Permit (Wall) at 1570 Columbia Blvd (Ark Real Estate) – Dewey’s Sign Service
- b. Home Occupation (Type I) at 821 Columbia Blvd. - Heating and cooling business
- c. Sign Permit (Wall) x 2 at 299 S. Vernonia Rd. (O’Reilly) – Tube Art Group
- d. Sign Permit at intersection of Elk Meadows Dr. and Hankey Rd – St. Helens Assets, LLC
- e. Sign Permit (Banner) at 2100 block of Columbia Blvd. – Columbia River PUD Public Power Week

There were no comments.

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Planning Department Activity Reports

There were no comments.

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For Your Information Items

Chair Petersen discussed the Oregon Department of Transportation (ODOT) U.S. 30/Millard Rd. Safety Project design with the Commission. There is a meeting scheduled for Thursday, October 15 at 5 p.m. at the America's Best Value Inn Conference Room, 535 South Columbia River Highway.

□

There being no further business before the Planning Commission, the meeting was adjourned at 9:09 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							
12/08/15							

Accounts Payable

To Be Paid Proof List

User: jenniferj
 Printed: 11/13/2015 - 10:36AM
 Batch: 00005.11.2015 - 11/13 FY 15-16

JE 61



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
ACCESS CPR 56505 CASCADE VIEW DRIVE WARREN, OR 97053 000492									
OCT 2015	10/23/2015	189.00	0.00	11/13/2015	AED CPR TRAINING LIBRARY			False	0
001-004-490000 Schools & Conventions									
OCT 2015	10/23/2015	27.00	0.00	11/13/2015	AED CPR TRAINING PARKS			False	0
001-005-490000 Schools & Conventions									
OCT 2015	10/23/2015	81.00	0.00	11/13/2015	AED CPR TRAINING PLANNING			False	0
001-104-490000 Professional development									
OCT 2015	10/23/2015	27.00	0.00	11/13/2015	AED CPR TRAINING BUILDING			False	0
001-105-490000 Professional development									
OCT 2015	10/23/2015	54.00	0.00	11/13/2015	AED CPR TRAINING CITY ADMIN			False	0
012-101-490000 Professional development									
OCT 2015	10/23/2015	27.00	0.00	11/13/2015	AED CPR TRAINING CITY RECORDER			False	0
012-102-490000 Professional development									
OCT 2015	10/23/2015	81.00	0.00	11/13/2015	AED CPR TRAINING FINANCE			False	0
012-106-490000 Professional development									
OCT 2015	10/23/2015	27.00	0.00	11/13/2015	AED CPR TRAINING PW ENGINEERING			False	0
013-402-490000 Professional development									
OCT 2015	10/23/2015	162.00	0.00	11/13/2015	AED CPR TRAINING PW OPERATIONS			False	0
013-403-490000 Professional development									
OCT 2015 Total:		675.00							
ACCESS CPR Total:		675.00							

ADVANCED LOCKING SOLUTIONS, INC.
 8115 SW NIMBUS AVENUE BLDG #1

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
BEAVERTON, OR 97008									
000668									
10062	10/22/2015	70.44	0.00	11/13/2015				False	0
013-403-501000 Operating materials/supplies				LOCKS					
10062 Total:		70.44							
ADVANCED LOCKING S		70.44							
BEMIS PRINTING									
267 S 1ST STREET									
ST. HELENS, OR 97051									
002701									
6469	10/8/2015	31.65	0.00	11/13/2015				False	0
001-002-457000 Office Supplies				RUBBER STAMP					
6469 Total:		31.65							
BEMIS PRINTING Total:		31.65							
C & N CONSTRUCTION									
29A HOPE LANE									
SONORA, CA 95370									
C&N.CNST									
OCT 2015	10/26/2015	158.30	0.00	11/13/2015				False	0
017-000-206000 Balance Dep Payable				HYDRANT WATER METER DEPOSIT REFUND					
OCT 2015 Total:		158.30							
C & N CONSTRUCTION		158.30							
CANON SOLUTIONS AMERICA, INC									
15004 COLLECTIONS CENTER DR									
CHICAGO, IL 60693									
021694									
4017392922	10/31/2015	15.45	0.00	11/13/2015				False	0
001-004-473000 Misc Expense				COPIER					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
	4017392922 Total:	15.45							
	CANON SOLUTIONS AM	15.45							
CARQUEST AUTO PARTS STORES 58105 COLUMBIA RIVER HWY ST. HELENS, OR 97051 005845									
1611-IC-286616	10/7/2015	-14.72	0.00	11/13/2015				False	0
	015-015-501000 Operating Materials & Supp				AUTO PARTS CREDIT				
	1611-IC-286616 Total:	-14.72							
1611-ID-286231	10/2/2015	79.42	0.00	11/13/2015				False	0
	015-015-501000 Operating Materials & Supp				AUTO PARTS				
	1611-ID-286231 Total:	79.42							
1611-ID-286455	10/6/2015	6.43	0.00	11/13/2015				False	0
	015-015-501000 Operating Materials & Supp				AUTO PARTS				
	1611-ID-286455 Total:	6.43							
1611-ID-286491	10/6/2015	48.75	0.00	11/13/2015				False	0
	015-015-501000 Operating Materials & Supp				AUTO PARTS				
	1611-ID-286491 Total:	48.75							
1611-ID-286500	10/6/2015	14.72	0.00	11/13/2015				False	0
	015-015-501000 Operating Materials & Supp				AUTO PARTS				
	1611-ID-286500 Total:	14.72							
1611-ID-286573	10/7/2015	30.67	0.00	11/13/2015				False	0
	015-015-501000 Operating Materials & Supp				AUTO PARTS				
	1611-ID-286573 Total:	30.67							
1611-ID-286617	10/7/2015	12.34	0.00	11/13/2015				False	0
	015-015-501000 Operating Materials & Supp				AUTO PARTS				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	1611-ID-286617 Total:	12.34							
1611-ID-286887	10/12/2015	44.43	0.00	11/13/2015				False	0
015-015-501000	Operating Materials & Supp			AUTO PARTS					
	1611-ID-286887 Total:	44.43							
1611-ID-287659	10/20/2015	60.40	0.00	11/13/2015				False	0
015-015-501000	Operating Materials & Supp			AUTO PARTS					
	1611-ID-287659 Total:	60.40							
1611-ID-288123	10/26/2015	192.94	0.00	11/13/2015				False	0
015-015-501000	Operating Materials & Supp			AUTO PARTS					
	1611-ID-288123 Total:	192.94							
1611-ID-288305	10/28/2015	11.89	0.00	11/13/2015				False	0
015-015-501000	Operating Materials & Supp			AUTO PARTS					
	1611-ID-288305 Total:	11.89							
1611-ID-288368	10/29/2015	20.29	0.00	11/13/2015				False	0
015-015-501000	Operating Materials & Supp			AUTO PARTS					
	1611-ID-288368 Total:	20.29							
1611-ID-288376	10/29/2015	33.00	0.00	11/13/2015				False	0
015-015-501000	Operating Materials & Supp			AUTO PARTS					
	1611-ID-288376 Total:	33.00							
1611-ID-288501	10/29/2015	211.59	0.00	11/13/2015				False	0
015-015-501000	Operating Materials & Supp			AUTO PARTS					
	1611-ID-288501 Total:	211.59							
	CARQUEST AUTO PART	752.15							

CENTERLOGIC, INC.

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
7414 NE HAZEL DELL AVE									
SUITE B									
VANCOUVER, WA 98665									
011595									
NOV 2015	11/3/2015	220.62	0.00	11/13/2015				False	0
012-101-500000	Information services			IT SUPPORT					
NOV 2015	11/3/2015	2,150.96	0.00	11/13/2015				False	0
012-108-575000	Equipment expense			3 NEW COMPUTERS					
NOV 2015	11/3/2015	147.08	0.00	11/13/2015				False	0
001-100-500000	Information services			IT SUPPORT					
NOV 2015	11/3/2015	294.45	0.00	11/13/2015				False	0
001-103-500000	Information services			IT SUPPORT					
NOV 2015	11/3/2015	147.08	0.00	11/13/2015				False	0
001-104-500000	Information services			IT SUPPORT					
NOV 2015	11/3/2015	390.00	0.00	11/13/2015				False	0
001-002-500000	Computer System Maint.			IT SUPPORT					
NOV 2015	11/3/2015	642.50	0.00	11/13/2015				False	0
001-004-500000	Computer Maintenance			IT SUPPORT					
NOV 2015	11/3/2015	279.63	0.00	11/13/2015				False	0
001-105-500000	Information services			IT SUPPORT					
NOV 2015	11/3/2015	323.81	0.00	11/13/2015				False	0
012-102-500000	Information services			IT SUPPORT					
NOV 2015	11/3/2015	779.87	0.00	11/13/2015				False	0
012-106-500000	Information services			IT SUPPORT					
NOV 2015	11/3/2015	603.71	0.00	11/13/2015				False	0
013-402-500000	Information services			IT SUPPORT					
NOV 2015 Total:		5,979.71							
CENTERLOGIC, INC. To		5,979.71							
CINTAS CORPORATION									
CINTAS FIRST AID & SAFETY									
PO BOX 631025									
CINCINNATI, OH 45263-1025									
037620									
5003705186	10/2/2015	170.52	0.00	11/13/2015				False	0
001-005-501000	Operating Materials & Supp			CABINET REFILL					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
		170.52							
5003705186 Total:		170.52							
5003880919	10/27/2015	95.95	0.00	11/13/2015	CABINET REFILL			False	0
001-005-501000 Operating Materials & Supp									
		95.95							
5003880919 Total:		95.95							
		266.47							
CINTAS CORPORATION		266.47							
CINTAS CORPORATION-463 PO BOX 650838 DALLAS, TX 75265-0838 006830									
5003880920	10/27/2015	78.82	0.00	11/13/2015	CABINET REFILL			False	0
001-002-473000 Miscellaneous Expense									
		78.82							
5003880920 Total:		78.82							
		78.82							
CINTAS CORPORATION		78.82							
COLUMBIA CO. DEPT. OF COMM. JUSTICE 901 PORT AVENUE ST. HELENS, OR 97051 007581									
201510CSH	11/2/2015	1,300.00	0.00	11/13/2015	PARKS WORK CREW			False	0
001-005-554000 Contractual Services									
201510CSH	11/2/2015	1,300.00	0.00	11/13/2015	PUBLIC WORKS WORK CREW			False	0
013-403-554000 Contractual/consulting serv									
		2,600.00							
201510CSH Total:		2,600.00							
		2,600.00							
COLUMBIA CO. DEPT. O		2,600.00							
COLUMBIA ELECTRIC FEED & SEED 1421 COLUMBIA BLVD. ST. HELENS, OR, 97051									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
008000									
5116	10/24/2015	60.00	0.00	11/13/2015				False	0
008-008-558104 Events				8 BAILS OF STRAW H. TOWN					
	5116 Total:	60.00							
	COLUMBIA ELECTRIC F	60.00							
COLUMBIA FEED & SUPPLY P. O. BOX 629 SCAPPOOSE, OR, 97056									
008120									
20304	10/7/2015	35.00	0.00	11/13/2015				False	0
015-015-501000 Operating Materials & Supp				SAW REPAIR					
	20304 Total:	35.00							
	COLUMBIA FEED & SUP	35.00							
COLUMBIA RIVER P.U.D. P. O. BOX 1193 ST. HELENS, OR, 97051									
008325									
1524434	10/30/2015	247.02	0.00	11/13/2015				False	0
011-011-453000 Street Lighting				STREET LIGHTS ACCT 73638					
	1524434 Total:	247.02							
NOV 2015	11/2/2015	11,570.81	0.00	11/13/2015				False	0
018-019-534000 Electrical Energy				ACCT 38633					
	NOV 2015 Total:	11,570.81							
	COLUMBIA RIVER P.U.D	11,817.83							

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									
202106	10/28/2015	27.54	0.00	11/13/2015				False	0
009-209-554000	Contract Services			CONTRACTING BOARD APPROVAL OF CLASS SPECI					
	202106 Total:	27.54							
202107	10/28/2015	102.36	0.00	11/13/2015				False	0
001-104-493000	Legal notices			PUBLIC HEARING PLANNING COM.					
	202107 Total:	102.36							
22481	10/28/2015	84.40	0.00	11/13/2015				False	0
001-100-461000	Public meetings			NOTICE IN PUBLIC FORUM					
	22481 Total:	84.40							
	COUNTRY MEDIA INC. T	214.30							
E2C CORPORATION									
2316 NE MINNEHAHA STREET									
VANCOUVER, WA 98665									
E2C									
3829	11/5/2015	500.00	0.00	11/13/2015				False	0
008-008-558104	Events			CHRISTMAS EVENTS					
	3829 Total:	500.00							
	E2C CORPORATION Tota	500.00							
ELMERS FLAG & BANNER									
1332 NE BROADWAY									
PORTLAND, OR 97232									
011179									
7673	10/27/2015	564.95	0.00	11/13/2015				False	0
001-002-470000	Building Expense			FLAGS					
	7673 Total:	564.95							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	ELMERS FLAG & BANN	564.95							
GILBERT, WILLIAM 4810 NE 94TH STREET VANCOUVER, WA 98665 GILBER.W									
NOV 2015	11/2/2015	8.00	0.00	11/13/2015				False	0
001-000-354000	Misc Revenue			REFUND PUBLIC RECORDS DEPOSIT					
	NOV 2015 Total:	8.00							
	GILBERT, WILLIAM Total:	8.00							
HACH COMPANY 2207 COLLECTIONS CENTER DRIV CHICAGO,, IL 60693 014200									
9655477	11/4/2015	200.03	0.00	11/13/2015				False	0
018-019-501000	Operating Materials			MATERIALS					
9655477	11/4/2015	200.04	0.00	11/13/2015				False	0
018-020-501000	Operating Materials & Supplies			MATERIALS					
	9655477 Total:	400.07							
	HACH COMPANY Total:	400.07							
HARDIN, TARA 34690 GLACIER AVE SAINT HELENS, OR 97051-9301 UB*00739									
NOV 2015	11/4/2015	25.00	0.00	11/13/2015				False	0
008-008-558104	Events			3RD PLACE WINNER KIDS COSTUME CONTEST H.TC					
	NOV 2015 Total:	25.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
HARDIN, TARA Total:		25.00							
HARTLEY, STEWART									
014669									
NOV 2015	11/9/2015	405.94	0.00	11/13/2015				False	0
018-019-490000 Schools & Conventions		S. HARTLEY BOISE ID PNCWA CONFERENCE EXPEN							
NOV 2015	11/9/2015	405.94	0.00	11/13/2015				False	0
018-020-490000 Schools & Conventions		S. HARTLEY BOISE ID PNCWA CONFERENCE EXPEN							
NOV 2015 Total:		811.88							
HARTLEY, STEWART To		811.88							
HOWARD, LANCE & MELISSA									
35111 BURT ROAD									
ST. HELENS, OR 97051									
HOWARD.L									
NOV 2015	11/4/2015	150.00	0.00	11/13/2015				False	0
008-008-558104 Events		1ST PLACE WYATT HOWARD KIDS COSTUME CONTI							
NOV 2015 Total:		150.00							
HOWARD, LANCE & ME		150.00							
HUDSON GARBAGE SERVICE									
PO BOX 1002									
ST HELENS, OR 97051									
015875									
8608446	11/1/2015	66.00	0.00	11/13/2015				False	0
001-004-459000 Utilities		1554 LIBRARY							
8608446 Total:		66.00							
8608572	11/1/2015	108.71	0.00	11/13/2015				False	0
018-019-459000 Utilites		8333 451 PLYMOUTH							
8608572	11/1/2015	108.71	0.00	11/13/2015				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
018-020-459000 Utilities					8333 451 PLYMOUTH				
	8608572 Total:	217.42							
8608727	11/1/2015	83.00	0.00	11/13/2015				False	0
012-107-459000 Utilitites					7539 265 STRAND ST				
	8608727 Total:	83.00							
8608728	11/1/2015	83.00	0.00	11/13/2015				False	0
001-002-459000 Utilities					7547 150 S 13TH				
	8608728 Total:	83.00							
8608729	11/1/2015	78.31	0.00	11/13/2015				False	0
013-403-459000 Utilities					7555 984 OR ST				
	8608729 Total:	78.31							
8608730	11/1/2015	398.37	0.00	11/13/2015				False	0
001-005-459000 Utilities					7598 MCCORMICK PARK				
	8608730 Total:	398.37							
8608731	11/1/2015	306.57	0.00	11/13/2015				False	0
001-110-459000 Utilities					7601 DOWNTOWN				
	8608731 Total:	306.57							
8608732	11/1/2015	154.96	0.00	11/13/2015				False	0
001-005-459000 Utilities					7636 260 STRAND				
	8608732 Total:	154.96							
8608802	11/1/2015	162.00	0.00	11/13/2015				False	0
008-008-558104 Events					1050 265 STRAND ST EXTRA PICK UP H.TOWN EVEN				
	8608802 Total:	162.00							
8608969	11/1/2015	358.02	0.00	11/13/2015				False	0
001-005-459000 Utilities					6169 COL VIEW PARK				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
	8608969 Total:	358.02							
	HUDSON GARBAGE SER	1,907.65							
INGRAM LIBRARY SERVICES, INC. INGRAM BOOK COMPANY P.O. BOX 502779 ST. LOUIS, MO 63150 016240									
89927365	10/23/2015	28.16	0.00	11/13/2015				False	0
	001-004-511000 Printed Materials				BOOKS				
	89927365 Total:	28.16							
89948086	10/26/2015	47.61	0.00	11/13/2015				False	0
	001-004-483000 Audio Materials				AUDIO BOOKS				
	89948086 Total:	47.61							
89948087	10/26/2015	27.07	0.00	11/13/2015				False	0
	001-004-511000 Printed Materials				BOOKS				
	89948087 Total:	27.07							
89948088	10/26/2015	159.92	0.00	11/13/2015				False	0
	001-004-511000 Printed Materials				BOOKS				
	89948088 Total:	159.92							
	INGRAM LIBRARY SERV	262.76							
JEFFRIES, MARGARET P.O. BOX 33 COLUMBIA CITY, OR 97018 016949									
NOV 2015	11/9/2015	21.24	0.00	11/13/2015				False	0
	001-004-470000 Building Expense				ACE SCREEN REPAIR WINDOW FIXTURES/ KEYS				
NOV 2015	11/9/2015	22.00	0.00	11/13/2015				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
001-004-517000 Library Program					DOCKSIDE MEASL FOR CONVERSATION PROJECT S				
	NOV 2015 Total:	43.24							
	JEFFRIES, MARGARET T	43.24							
MAILBOXES NORTHWEST 2034 COLUMBIA BLVD. ST. HELENS, OR 97051 019366									
OCT 2015	10/31/2015	48.73	0.00	11/13/2015				False	0
001-002-480000 Postage					ACCOUNT 1 POLICE				
	OCT 2015 Total:	48.73							
	MAILBOXES NORTHWE	48.73							
NORTHWEST DELI DISTRIBUTION INC PO BOX 2303 LONGVIEW, WA 98632 021184									
257224	9/29/2015	793.68	0.00	11/13/2015				False	0
001-005-501000 Operating Materials & Supp					MATERIALS				
	257224 Total:	793.68							
257224-1	10/6/2015	132.37	0.00	11/13/2015				False	0
001-005-501000 Operating Materials & Supp					MATERIALS				
	257224-1 Total:	132.37							
258924	10/23/2015	1,383.75	0.00	11/13/2015				False	0
001-005-501000 Operating Materials & Supp					MATERIALS				
	258924 Total:	1,383.75							
258924-1	10/30/2015	835.66	0.00	11/13/2015				False	0
001-005-501000 Operating Materials & Supp					MATERIALS				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
	258924-1 Total:	835.66							
	NORTHWEST DELI DIST	3,145.46							
OAWU 935 N MAIN STREET INDEPENDENCE, OR 97351 021691									
19712	11/1/2015	75.00	0.00	11/13/2015				False	0
	013-403-490000 Professional development				MEMBERSHIP RENEWAL 2015-2016 N. SHEPPEARD				
	19712 Total:	75.00							
	OAWU Total:	75.00							
OPUS:INTERACTIVE, INC. 1225 W BURNSIDE STREET SUITE 310 PORTLAND, OR 97209 021979									
272597	10/15/2015	5.00	0.00	11/13/2015				False	0
	001-002-500000 Computer System Maint.				DNS HOSTING				
	272597 Total:	5.00							
	OPUS:INTERACTIVE, IN	5.00							
OREGON DEPT. OF FORESTRY UNIT 12/ PO BOX 4395 PORTLAND, OR 97208-4395 023002									
16122	10/30/2015	7,518.52	0.00	11/13/2015				False	0
	017-517-546000 Forestry preservation				FIRE PROTECTION OR 477.210 7/1/15-6/30/16				
	16122 Total:	7,518.52							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
	OREGON DEPT. OF FOR	7,518.52							
OREGON HUNTERS ASSOCIATION PO BOX 1706 MEDFORD, OR 97501-0252 OR HUNTE									
6994	11/2/2015	5.00	0.00	11/13/2015				False	0
001-004-512000 Periodicals				SUBSCRIPTION					
6994 Total:		5.00							
OREGON HUNTERS ASS		5.00							
ORKIN P.O. BOX 7161 PASADENA, CA 91109-7161 orkin									
105449212	10/15/2015	172.00	0.00	11/13/2015				False	0
001-002-470000 Building Expense				PEST CONTROL					
105449212 Total:		172.00							
ORKIN Total:		172.00							
PAULSON PRINTING 125 N. 19TH ST. ST. HELENS, OR, 97051 025300									
C8490	10/31/2015	55.00	0.00	11/13/2015				False	0
001-004-457000 Office Supplies				BUS. CARDS D. DIETER					
C8490 Total:		55.00							
C8532	10/31/2015	25.00	0.00	11/13/2015				False	0
001-103-457000 Office supplies				BUS. CARDS R. FRAPPIER					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
	C8532 Total:	25.00							
	PAULSON PRINTING To	80.00							
PAXXO 1924 MILLARD FARMER ROAD NEWNAN, GA 30263 025380									
F15-183	7/24/2015	865.00	0.00	11/13/2015				False	0
	018-020-501000 Operating Materials & Supplies				LONGOPAC CASSETTE MAXI STR TRA 90M				
	F15-183 Total:	865.00							
	PAXXO Total:	865.00							
PEACEHEALTH MEDICAL GROUP OCC.HEALTH 1405 DELAWARE LONGVIEW, WA 98632 025390									
03-059343	11/2/2015	230.00	0.00	11/13/2015				False	0
	013-403-554000 Contractual/consulting serv				PHYSICAL EXAM P. GERDES S. TUPPER				
	03-059343 Total:	230.00							
	PEACEHEALTH MEDICA	230.00							
PETERSON, BRENDA 1680 TUDOR WAY SE ALBANY, OR 97322 PETRSN.B									
NOV 2015	11/4/2015	75.00	0.00	11/13/2015				False	0
	008-008-558104 Events				2ND PLACE ALAXNA SHIPP KIDS COSTUME CONTE!				
	NOV 2015 Total:	75.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
	PETERSON, BRENDA To	75.00							
PRECISION ENGRAVING, INC. 33097 ONNA WAY SCAPPOOSE, OR 97056 026004									
57647	11/6/2015	95.50	0.00	11/13/2015				False	0
	001-100-473000 Miscellaneous				BARTLETT / QUARRY				
57647	11/6/2015	95.50	0.00	11/13/2015				False	0
	012-102-524000 Special projects				THORP / KNUDSEN				
	57647 Total:	191.00							
	PRECISION ENGRAVING	191.00							
RICOH USA, INC. PO BOX 650073 DALLAS, TX 75265-0073 027294									
95759646	11/4/2015	221.35	0.00	11/13/2015				False	0
	001-002-502000 Equipment Expense				POLICE COPIER RENT ACCT 6313				
	95759646 Total:	221.35							
	RICOH USA, INC. Total:	221.35							
SCAPPOOSE SAND & GRAVEL 33485 E. CROWN ZELLERBACH P. O. BOX AF SCAPPOOSE, OR, 97056 030050									
8685	11/6/2015	30.00	0.00	11/13/2015				False	0
	017-017-501000 Operating Materials & Sup.				DUMP FEES				
	8685 Total:	30.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
		30.00							
SCAPPOOSE SAND & GR									
SCHOLL YARD MAINTENACE, RICK 555 NORTH 10th ST. HELENS, OR 97051 R.SCHOLL									
858412	10/17/2015	75.00	0.00	11/13/2015	SEPT YARDCARE			False	0
001-002-470000 Building Expense									
858412 Total:		75.00							
SCHOLL YARD MAINTE		75.00							
ST. HELENS MARKET FRESH IGA P O BOX 777 ST. HELENS, OREGON, 97051 029225									
01-505401	9/15/2015	25.52	0.00	11/13/2015	FREEZER BAGS			False	0
001-002-501000 Operating Materials & Supp									
01-505401 Total:		25.52							
02-1136332	9/11/2015	4.50	0.00	11/13/2015	ICE			False	0
001-002-501000 Operating Materials & Supp									
02-1136332 Total:		4.50							
NOV 2015	9/15/2015	-15.28	0.00	11/13/2015	CREDIT ON ACCOUNT			False	0
001-002-501000 Operating Materials & Supp									
NOV 2015 Total:		-15.28							
ST. HELENS MARKET F		14.74							
STAPLES BUSINESS ADVANTAGE DEPT LA PO BOX 83689									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
CHICAGO, IL 60696									
031983									
3283108087	10/31/2015	335.39	0.00	11/13/2015				False	0
012-107-457000 Office supplies									
OFFICE SUPPLIES									
3283108087 Total:		335.39							
STAPLES BUSINESS AD		335.39							
STAR HOME THEATER									
565 S. COLUMBIA RIVER HWY.									
ST. HELENS,, OR 97051									
031985									
2193	11/3/2015	4,500.00	0.00	11/13/2015				False	0
010-305-653556 CIS grant eqpmt									
VIDEO SRVEILLANCE SYSTEM CIS GRANT T.MOSS									
2193 Total:		4,500.00							
STAR HOME THEATER T		4,500.00							
SUNSET EQUIPMENT CO.									
100 PORT AVE.									
ST. HELENS, OR, 97051									
032700									
082502	10/16/2015	34.82	0.00	11/13/2015				False	0
001-005-501000 Operating Materials & Supp									
PIN HITCH									
082502 Total:		34.82							
SUNSET EQUIPMENT C		34.82							
SYMBOLARTS									
6083 SOUTH 1550 EAST									
OGDEN, UT 84405									
032863									
0244467-IN	10/20/2015	50.00	0.00	11/13/2015				False	0
001-002-502000 Equipment Expense									
BADGE									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
	0244467-IN Total:	50.00							
	SYMBOLARTS Total:	50.00							
TCMS CORPORATION PO BOX 11005 PORTLAND, OR, 97211 033013									
013774	11/3/2015	1,053.75	0.00	11/13/2015				False	0
	001-110-470000 Building expense				SR CENTER 01051 11/1-1/31/16 MAINT. AGREEMENT				
	013774 Total:	1,053.75							
	TCMS CORPORATION T	1,053.75							
THE INTERIOR GALLERY LLC 410 CENTRAL EXPRESSWAY SOUT ALLEN, TX 75013 INTER.GA									
11022015RP	11/10/2015	4,049.02	0.00	11/13/2015				False	0
	008-008-558104 Events				XMAS EVENTS				
	11022015RP Total:	4,049.02							
	THE INTERIOR GALLER	4,049.02							
TUPPER, SEAN , 033834									
NOV 2015	11/3/2015	61.35	0.00	11/13/2015				False	0
	013-403-490000 Professional development				OAWU SMALL WATER SYSTEMS CLASS E XPENSE M				
	NOV 2015 Total:	61.35							
	TUPPER, SEAN Total:	61.35							

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

VERIZON WIRELESS
 PO BOX 660108
 DALLAS, TX 75266-0108
 000720

9754764278	11/10/2015	167.52	0.00	11/13/2015				False	0
017-017-459000	Utilities			ACCT 242060134-00001					

9754764278 Total: 167.52

VERIZON WIRELESS To 167.52

Report Total: 50,432.32

Accounts Payable

To Be Paid Proof List

User: jenniferj
 Printed: 11/19/2015 - 12:07PM
 Batch: 00011.11.2015 - 11/20 FY 15-16



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
ACCELA, INC. #774375 4375 SOLUTIONS CENTER CHICAGO, IL 60677-4003 000496									
INV31930	10/30/2015	95.00	0.00	11/20/2015	IVR SUBSCRIPTION SUBSCRIPTION REV			False	0
012-106-554000 Contractual/consulting serv									
INV31930 Total:		95.00							
ACCELA, INC. #774375 T		95.00							
AIRGAS USA, LLC P O BOX 7423 PASADENA, CA 91109-7423 AIRGAS									
9931296814	10/31/2015	47.43	0.00	11/20/2015	CO2			False	0
017-017-501000 Operating Materials & Sup.									
9931296814 Total:		47.43							
AIRGAS USA, LLC Total:		47.43							
BANKCARD CENTER PO BOX 4021 ALAMEDA, CA 94501-0421 002197									
NOV 2015 4863	10/7/2015	15.00	0.00	11/20/2015	COLUMBIA ELECTRIC FEED AND SEED			False	0
001-002-473000 Miscellaneous Expense									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
NOV 2015 4863	10/13/2015	240.69	0.00	11/20/2015				False	0
001-002-457000 Office Supplies					OFFICE DEPOT			False	0
NOV 2015 4863	10/14/2015	22.42	0.00	11/20/2015				False	0
001-002-457000 Office Supplies					VITALITY MEDICAL			False	0
NOV 2015 4863	10/14/2015	244.28	0.00	11/20/2015				False	0
001-002-457000 Office Supplies					OFFICE DEPOT			False	0
NOV 2015 4863	10/15/2015	40.00	0.00	11/20/2015				False	0
001-002-473000 Miscellaneous Expense					PORTLAND YACHT CLUB			False	0
NOV 2015 4863	10/15/2015	12.50	0.00	11/20/2015				False	0
001-002-473000 Miscellaneous Expense					PARKING			False	0
NOV 2015 4863	10/15/2015	69.13	0.00	11/20/2015				False	0
001-002-473000 Miscellaneous Expense					CASH AND CARRY				
	NOV 2015 4863 Total:	644.02							
NOV 2015 7727	9/29/2015	22.66	0.00	11/20/2015				False	0
017-417-501000 Operating materials and suppli					AMAZON - HOWIE CHARGER			False	0
NOV 2015 7727	9/30/2015	153.88	0.00	11/20/2015				False	0
013-403-457000 Office supplies					STAPLES OFFICE SUPPLIES			False	0
NOV 2015 7727	10/6/2015	108.89	0.00	11/20/2015				False	0
013-403-457000 Office supplies					RECYCLING .COM			False	0
NOV 2015 7727	10/9/2015	39.99	0.00	11/20/2015				False	0
017-417-457000 Office supplies					TXMICRO.COM MONITOR			False	0
NOV 2015 7727	10/9/2015	44.83	0.00	11/20/2015				False	0
013-403-457000 Office supplies					WALMART BLUETOOTH CARGER CAR			False	0
NOV 2015 7727	10/20/2015	285.60	0.00	11/20/2015				False	0
013-402-490000 Professional development					SEVEN FEATHERS APWA CONF. SUE. NELSON			False	0
NOV 2015 7727	10/22/2015	84.85	0.00	11/20/2015				False	0
001-005-501000 Operating Materials & Supp					WALMART CAMERA / ACCESSORIES				
	NOV 2015 7727 Total:	740.70							
NOV 2015 8267	10/1/2015	191.83	0.00	11/20/2015				False	0
012-102-526000 Advertisements					INDEED			False	0
NOV 2015 8267	10/6/2015	3.50	0.00	11/20/2015				False	0
001-002-510000 Automobile Expense					ODOT DMV			False	0
NOV 2015 8267	10/10/2015	126.99	0.00	11/20/2015				False	0
008-008-558104 Events					WALMART			False	0
NOV 2015 8267	10/10/2015	94.74	0.00	11/20/2015				False	0
008-008-558104 Events					WALMART SNACKS				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
	NOV 2015 8267 Total:	417.06							
	BANKCARD CENTER To	1,801.78							
BEMIS PRINTING									
267 S 1ST STREET									
ST. HELENS, OR 97051									
002701								False	0
6512	10/30/2015	70.00	0.00	11/20/2015	4.25 X 5.5 PADS				
	013-403-457000 Office supplies								
	6512 Total:	70.00						False	0
6524	11/9/2015	61.00	0.00	11/20/2015	RUBBER STAMP				
	001-105-457000 Office supplies								
	6524 Total:	61.00							
	BEMIS PRINTING Total:	131.00							
BIO-MED TESTING SERVICE, INC.									
3110 25TH STREET SE									
SALEM, OR, 97302-									
003505								False	0
45956	11/4/2015	184.00	0.00	11/20/2015	B. LONG, D. ELDER, S. CUPP J. LEAVY - TESTING				
	012-102-554000 Contractual/consulting serv								
	45956 Total:	184.00							
	BIO-MED TESTING SERV	184.00							
CANON SOLUTIONS AMERICA, INC									
15004 COLLECTIONS CENTER DR									
CHICAGO, IL 60693									
021694								False	0
4017430190	11/1/2015	19.10	0.00	11/20/2015					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
012-107-502000	Equipment expense				COPIER				
	4017430190 Total:	19.10							
4017452108	11/1/2015	140.07	0.00	11/20/2015				False	0
012-107-502000	Equipment expense				COPIER				
	4017452108 Total:	140.07							
	CANON SOLUTIONS AM	159.17							
CENTERLOGIC, INC.									
7414 NE HAZEL DELL AVE									
SUITE B									
VANCOUVER, WA 98665									
011595								False	0
NOV 2015	11/19/2015	84.13	0.00	11/20/2015				False	0
012-101-500000	Information services				IT SUPPORT			False	0
NOV 2015	11/19/2015	56.08	0.00	11/20/2015				False	0
001-100-500000	Information services				IT SUPPORT			False	0
NOV 2015	11/19/2015	112.28	0.00	11/20/2015				False	0
001-103-500000	Information services				IT SUPPORT			False	0
NOV 2015	11/19/2015	56.08	0.00	11/20/2015				False	0
001-104-500000	Information services				IT SUPPORT			False	0
NOV 2015	11/19/2015	863.75	0.00	11/20/2015				False	0
001-002-500000	Computer System Maint.				IT SUPPORT			False	0
NOV 2015	11/19/2015	16.25	0.00	11/20/2015				False	0
001-004-500000	Computer Maintenance				IT SUPPORT			False	0
NOV 2015	11/19/2015	106.63	0.00	11/20/2015				False	0
001-105-500000	Information services				IT SUPPORT			False	0
NOV 2015	11/19/2015	123.47	0.00	11/20/2015				False	0
012-102-500000	Information services				IT SUPPORT			False	0
NOV 2015	11/19/2015	297.38	0.00	11/20/2015				False	0
012-106-500000	Information services				IT SUPPORT			False	0
NOV 2015	11/19/2015	230.20	0.00	11/20/2015				False	0
013-402-500000	Information services				IT SUPPORT			False	0
NOV 2015	11/19/2015	65.00	0.00	11/20/2015				False	0
018-019-500000	Computer System Maint.				IT SUPPORT				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	NOV 2015 Total:	2,011.25							
	CENTERLOGIC, INC. To	2,011.25 ✓							
CINTAS CORPORATION									
CINTAS FIRST AID & SAFETY									
PO BOX 631025									
CINCINNATI, OH 45263-1025									
037620								False	0
5003880920	10/27/2015	78.82	0.00	11/20/2015	CABINET REFILL POLICE				
	001-002-501000 Operating Materials & Supp								
	5003880920 Total:	78.82 ✓							
	CINTAS CORPORATION	78.82							
CINTAS CORPORATION-463									
PO BOX 650838									
DALLAS, TX 75265-0838									
006830								False	0
463565556	11/2/2015	38.84	0.00	11/20/2015	MATS				
	013-403-470000 Building								
	463565556 Total:	38.84 ✓							
463572414	11/16/2015	44.11 ✓	0.00	11/20/2015	MATS			False	0
	018-019-470000 Building Expense								
463572414	11/16/2015	44.12 ✓	0.00	11/20/2015	MATS			False	0
	018-020-470000 Building Expense								
	463572414 Total:	88.23							
463572415	11/16/2015	38.84 ✓	0.00	11/20/2015	MATS			False	0
	013-403-470000 Building								
	463572415 Total:	38.84							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
		<u>165.91</u>							
CINTAS CORPORATION									
COASTWIDE LABORATORIES									
39554 TREASURE CENTER									
CHICAGO, IL 60694-9500									
007159									0
2826414	11/12/2015	134.88 ✓	0.00	11/20/2015	SEAT COVER / PAPER TOWEL			False	
012-107-457000 Office supplies									
		<u>134.88</u>							
2826414 Total:									
		<u>134.88</u>							
COASTWIDE LABORATO									
CODE PUBLISHING, INC.									
9410 ROOSEVELT WAY NE									
SEATTLE, WA 98115-2844									
007162									0
51352	11/9/2015	137.70	0.00	11/20/2015	MUNICIPAL CODE ELECTRONIC UPDATE 11/6/15			False	
012-102-554000 Contractual/consulting serv									
		<u>137.70</u> ✓							
51352 Total:									
		<u>137.70</u>							
CODE PUBLISHING, INC									
COLUMBIA COUNTY TRANSFER STATION									
230 STRAND STREET									
ST. HELENS, OR 97051									
007579									0
362820	10/5/2015	56.23	0.00	11/20/2015	SOLID WASTE			False	
001-005-509000 Marine board expense									
		<u>56.23</u>							
362820 Total:									
		<u>56.23</u>							
364723	10/23/2015	21.00	0.00	11/20/2015	SOLID WASTE			False	0
001-004-470000 Building Expense									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	364723 Total:	21.00							
365147	10/27/2015	58.79	0.00	11/20/2015	SOLID WASTE			False	0
	001-005-509000 Marine board expense								
	365147 Total:	58.79							
	COLUMBIA COUNTY TR	136.02							
COLUMBIA RIVER P.U.D.									
P. O. BOX 1193									
ST. HELENS, OR, 97051									
008325								False	0
OCT 2015	11/12/2015	414.07	0.00	11/20/2015					
	001-002-459000 Utilities				ACCT 7493			False	0
OCT 2015	11/12/2015	741.35	0.00	11/20/2015					
	001-004-459000 Utilities				ACCT 7493			False	0
OCT 2015	11/12/2015	400.73	0.00	11/20/2015					
	001-005-509000 Marine board expense				ACCT 7493			False	0
OCT 2015	11/12/2015	5,325.08	0.00	11/20/2015					
	011-011-453000 Street Lighting				ACCT 7493			False	0
OCT 2015	11/12/2015	825.74	0.00	11/20/2015					
	012-107-459000 Utilitites				ACCT 7493			False	0
OCT 2015	11/12/2015	394.17	0.00	11/20/2015					
	013-403-459000 Utilities				ACCT 7493			False	0
OCT 2015	11/12/2015	2,396.58	0.00	11/20/2015					
	017-017-459000 Utilities				ACCT 7493			False	0
OCT 2015	11/12/2015	4,393.56	0.00	11/20/2015					
	017-417-459000 Utilities				ACCT 7493			False	0
OCT 2015	11/12/2015	1,148.71	0.00	11/20/2015					
	018-019-534000 Electrical Energy				ACCT 7493			False	0
OCT 2015	11/12/2015	3,446.12	0.00	11/20/2015					
	018-020-534000 Electrical Energy				ACCT 7493			False	0
OCT 2015	11/12/2015	65.52	0.00	11/20/2015					
	018-021-459000 Utilites				ACCT 7493			False	0
OCT 2015	11/12/2015	643.35	0.00	11/20/2015					
	018-022-459000 Utilities				ACCT 7493			False	0
OCT 2015	11/12/2015	681.21	0.00	11/20/2015					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
001-005-459000 Utilities					ACCT 7493				
	OCT 2015 Total:	20,876.19							
	COLUMBIA RIVER P.U.D	20,876.19 ✓							
COMCAST PO BOX 34744 SEATTLE, WA 98124-1744									
COMCAST DEC 2015	11/17/2015	94.85	0.00	11/20/2015	9144			False	0
001-005-458000 Telephone Expense									
	DEC 2015 Total:	94.85							
	COMCAST Total:	94.85 ✓							
CONSOLIDATED SUPPLY P O BOX 5788 PORTLAND, OR, 97228									
009000 S7425067.001	8/12/2015	-422.34	0.00	11/20/2015	CREDIT ORIG SALE S7395128.001			False	0
001-005-501000 Operating Materials & Supp									
	S7425067.001 Total:	-422.34 *							
S7532214.001	11/5/2015	452.78	0.00	11/20/2015	MATERIALS			False	0
017-017-501000 Operating Materials & Sup.									
	S7532214.001 Total:	452.78 *							
S7532214.002	11/5/2015	20.82	0.00	11/20/2015	MATERIALS			False	0
017-017-501000 Operating Materials & Sup.									
	S7532214.002 Total:	20.82 *							
	CONSOLIDATED SUPPL	51.26 ✓							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
DEQ, OREGON BUSINESS OFFICE 811 SW 6TH AVE PORTLAND,, OR 97204-1390									
010137								False	0
NOV 2015	11/17/2015	130.00	0.00	11/20/2015					
018-019-490000 Schools & Conventions					J. LEAVY WASTEWATER SYSTEM OP CERT BY RECIP			False	0
NOV 2015	11/17/2015	130.00	0.00	11/20/2015					
018-020-490000 Schools & Conventions					J. LEAVY WASTEWATER SYSTEM OP CERT BY RECIP				
	NOV 2015 Total:	<u>260.00</u>							
	DEQ, OREGON Total:	<u>260.00</u> ✓							
EAGLE STAR ROCK PRODUCTS, INC. P.O. BOX 750 ST. HELENS, OR 97051									
010970								False	0
30095	10/26/2015	508.36	0.00	11/20/2015					
018-021-501000 Operating Materials & Supplies					ROCK - S 1ST DRAIN				
	30095 Total:	<u>508.36</u> ✓							
30101	10/27/2015	414.95	0.00	11/20/2015				False	0
018-021-501000 Operating Materials & Supplies					ROCK - S 1ST DRAIN				
	30101 Total:	<u>414.95</u> ✓							
30128	11/2/2015	129.89	0.00	11/20/2015				False	0
018-021-501000 Operating Materials & Supplies					ROCK - S 1ST DRAIN				
	30128 Total:	<u>129.89</u> ✓							
30137	11/3/2015	240.39	0.00	11/20/2015				False	0
018-021-501000 Operating Materials & Supplies					ROCK - S 1ST DRAIN				
	30137 Total:	<u>240.39</u> ✓							
30146	11/4/2015	242.99	0.00	11/20/2015				False	0
018-021-501000 Operating Materials & Supplies					ROCK - S 1ST DRAIN				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
	30146 Total:	242.99 ✓							
30164	11/9/2015	127.57	0.00	11/20/2015	ROCK - S 1ST DRAIN			False	0
018-021-501000 Operating Materials & Supplies									
	30164 Total:	127.57 ✓							
30168	11/10/2015	132.98	0.00	11/20/2015	ROCK- PARKWAY STORM			False	0
018-021-501000 Operating Materials & Supplies									
	30168 Total:	132.98 ✓							
	EAGLE STAR ROCK PRO	1,797.13							
FINKSINC MARKETING & COMMUNICATIONS 14000 NW 29TH AVENUE VANCOUVER, WA 98685									
012206	11/18/2015	4,000.00 ✓	0.00	11/20/2015	MARKETING COMMUNICATIONS 10-16 / 11-17			False	0
NOV 2015									
008-008-554000 Consulting/Contractual									
	NOV 2015 Total:	4,000.00							
	FINKSINC MARKETING	4,000.00							
FLEETPRIDE, INC. P.O. BOX 847118 DALLAS, TX 75284-7118									
012244	10/29/2015	117.40	0.00	11/20/2015	MATERIALS			False	0
73192026									
015-015-501000 Operating Materials & Supp									
	73192026 Total:	117.40 ✓							
	FLEETPRIDE, INC. Total:	117.40							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
GALLS, LLC - D.B.A BLUEMENTHAL UNIFORM									
P.O BOX 71628									
CHICAGO, IL 60694-1628									
013074								False	0
004244468	10/19/2015	64.94	0.00	11/20/2015	HANDCUFFS				
001-002-502000	Equipment Expense								
	004244468 Total:	64.94							
	GALLS, LLC - D.B.A BLU	64.94							
HACH COMPANY									
2207 COLLECTIONS CENTER DRIV									
CHICAGO,, IL 60693									
014200								False	0
2122128	11/3/2015	-10.47*	0.00	11/20/2015	CREDIT ISSUED ON ORDER 313845206			False	0
018-020-501000	Operating Materials & Supplies								
2122128	11/3/2015	-10.48*	0.00	11/20/2015	CREDIT ISSUED ON ORDER 313845206			False	0
018-019-501000	Operating Materials								
	2122128 Total:	-20.95							
9654337	11/4/2015	57.08	0.00	11/20/2015	MATERIALS			False	0
017-017-501000	Operating Materials & Sup.								
9654337	11/4/2015	114.16	0.00	11/20/2015	MATERIALS			False	0
017-417-472000	Lab testing								
	9654337 Total:	171.24							
	HACH COMPANY Total:	150.29							
LAND DEVELOPMENT SERVICES, COLUMBIA COUNTY									
230 STRAND STREET									
ST. HELENS, OR 97051									
007550								False	0
OCT 2015	11/9/2015	1,995.00*	0.00	11/20/2015	MIKE SMITH BUILDING INSPECTIONS				
001-105-554000	Contract Services								

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
	OCT 2015 Total:	<u>1,995.00</u>							
	LAND DEVELOPMENT S	<u>1,995.00</u>							
LAWSON PRODUCTS, INC. PO BOX 809401 CHICAGO, IL 60680-9401 018040									
9303682975	11/10/2015	188.04 ✓	0.00	11/20/2015	MATERIALS			False	0
	015-015-501000 Operating Materials & Supp								
	9303682975 Total:	<u>188.04</u>							
9303686113	11/11/2015	224.04 ✓	0.00	11/20/2015	ZEP WATER BASED PARTS WASHER CONC			False	0
	015-015-501000 Operating Materials & Supp								
	9303686113 Total:	<u>224.04</u>							
	LAWSON PRODUCTS, IN	<u>412.08</u>							
LEAGUE OF OREGON CITIES 1201 COURT ST.NE,SUITE 200 SALEM, OR 97301 018100									
17091	11/4/2015	20.00 ✓	0.00	11/20/2015	LATERAL POLICE OFFICER			False	0
	012-102-526000 Advertisements								
	17091 Total:	<u>20.00</u>							
	LEAGUE OF OREGON C	<u>20.00</u>							
MAILBOXES NORTHWEST 2034 COLUMBIA BLVD. ST. HELENS, OR 97051 019366									
OCT 2015	10/31/2015	182.77	0.00	11/20/2015				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
018-019-472000 Lab Testing					SHIPPING TRE ENVIROMENTAL				
	OCT 2015 Total:	182.77							
	MAILBOXES NORTHWE	182.77							
MCCOY FREIGHTLINER PO BOX 17218 PORTLAND, OR 97217 019714									
C081856175:01	10/29/2015	315.93	0.00	11/20/2015	ELEMENT FUEL FILTER WATER SEPA FILTER			False	0
015-015-501000 Operating Materials & Supp									
	C081856175:01 Total:	315.93							
	MCCOY FREIGHTLINER	315.93							
METROPRESORT 3506 NW 35TH AVENUE PORTLAND, OR 97210-1640 020292									
477811	11/11/2015	3,775.60	0.00	11/20/2015	BILL PRINTING SERVIES REG BILLING			False	0
012-106-554000 Contractual/consulting sefv									
	477811 Total:	3,775.60							
	METROPRESORT Total:	3,775.60							
MUNICIPAL SUPPLY COMPANY P.O. BOX 627 COQUILLE,, OR 97423 020710									
1028155	11/9/2015	169.64	0.00	11/20/2015	LIQUID DYE 1P YELLOW -GREEN			False	0
018-018-501000 Operating Materials & Supplies									
	1028155 Total:	169.64							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
MUNICIPAL SUPPLY CO		169.64							
NORTHSTAR CHEMICAL, INC. P.O. BOX 6860 PORTLAND,, OR 97228-6860									
021556								False	0
67193	11/6/2015	440.45	0.00	11/20/2015	SODIUM HYPOCHLORITE 12.5%				
017-417-527000 Chlorine									
67193 Total:		440.45							
NORTHSTAR CHEMICAL		440.45							
NORTHWEST NATURAL GAS P.O. BOX 6017 PORTLAND,, OR 97228-6017									
021400								False	0
NOV 2015	11/10/2015	26.35	0.00	11/20/2015	GAS 867-5			False	0
013-403-459000 Utilities								False	0
NOV 2015	11/10/2015	7.83	0.00	11/20/2015	GAS 772-0			False	0
017-017-459000 Utilities								False	0
NOV 2015	11/10/2015	7.84	0.00	11/20/2015	GAS 772-0			False	0
018-018-459000 Utilites								False	0
NOV 2015	11/10/2015	543.73	0.00	11/20/2015	GAS 294-2			False	0
017-417-459000 Utilities								False	0
NOV 2015	11/10/2015	288.07	0.00	11/20/2015	GAS 767-3			False	0
001-004-459000 Utilities								False	0
NOV 2015	11/10/2015	42.34	0.00	11/20/2015	GAS 563-8			False	0
001-002-459000 Utilities								False	0
NOV 2015	11/10/2015	21.00	0.00	11/20/2015	GAS 304-7			False	0
001-005-459000 Utilities								False	0
NOV 2015	11/10/2015	35.90	0.00	11/20/2015	GAS 528-5			False	0
012-107-459000 Utilitites								False	0
NOV 2015	11/10/2015	51.70	0.00	11/20/2015	GAS- 284-8			False	0
012-107-459000 Utilitites								False	0
NOV 2015	11/10/2015	88.87	0.00	11/20/2015	GAS- 856-3			False	0
001-005-459000 Utilities								False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
NOV 2015	11/10/2015	40.32	0.00	11/20/2015				False	0
018-019-459000 Utilities				GAS- 575-0				False	0
NOV 2015	11/10/2015	40.32	0.00	11/20/2015					
018-020-459000 Utilities				GAS- 575-0					
	NOV 2015 Total:	1,194.27							
	NORTHWEST NATURAL	1,194.27							
OHA-DRINKING WATER SERVICES									
CASHIER									
PO BOX 14260									
PORTLAND, OR 97293									
021743									
NOV 2015	11/5/2015	200.00	0.00	11/20/2015				False	0
013-403-490000 Professional development				DRINKING WATER SERV. CROSS CONN. BACKFLOW				False	0
NOV 2015	11/2/2015	80.00	0.00	11/20/2015					
013-403-490000 Professional development				DRINKING WATER OPP CERTIFICATION SEAN TUPPI					
	NOV 2015 Total:	280.00							
	OHA-DRINKING WATER	280.00							
OREGON DMV									
DRIVER & MOTOR VEHICLE SERV									
1905 LANA AVE. N.E.									
SALEM,, OR 97314-2253									
023150									
OCT 2015	10/30/2015	14.50	0.00	11/20/2015				False	0
001-103-473000 Miscellaneous				CERTIFIED COURT PRINT					
	OCT 2015 Total:	14.50							
	OREGON DMV Total:	14.50							
PHILLIPS, CYNTHIA									
11220 SW APALACHEE STREET									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
TUALATIN, OR 97062									
025515								False	0
113015	11/16/2015	1,592.00	0.00	11/20/2015	MUNICIPAL COURT JUDGE 11/15-11/30				
001-103-554000 Contractual/consulting serv									
	113015 Total:	1,592.00							
NOV 2015									
012-101-454000 Attorney	10/15/2015	120.00	0.00	11/20/2015	CONTRACTING ENTRIES - REVIEW PROPOSED ORD			False	0
NOV 2015	10/15/2015	20.00	0.00	11/20/2015	CONTRACTING ENTRIES - REVIEW AND SIGN NOTI			False	0
012-101-454000 Attorney				11/20/2015	CONTRACTING ENTRIES - REVIEW AND SIGN PATCI			False	0
NOV 2015	10/21/2015	40.00	0.00	11/20/2015	CONTRACTING ENTRIES - REVIEW AND SIGN PATCI			False	0
011-011-454000 Attorney				11/20/2015	CONTRACTING ENTRIES - REVIEW AND SIGN FINKS			False	0
NOV 2015	11/9/2015	10.00	0.00	11/20/2015	CONTRACTING ENTRIES - REVIEW AND SIGN FINKS			False	0
008-008-554000 Consulting/Contractual				11/20/2015	CONTRACTING ENTRIES - CROSS CONNECTION UPI			False	0
NOV 2015	11/9/2015	100.00	0.00	11/20/2015	CONTRACTING ENTRIES - CROSS CONNECTION UPI			False	0
017-017-454000 Attorney Expense				11/20/2015	CONTRACTING ENTRIES - ABANDONED STRUCTUR			False	0
NOV 2015	11/14/2015	60.00	0.00	11/20/2015	CONTRACTING ENTRIES - ABANDONED STRUCTUR			False	0
012-101-454000 Attorney				11/20/2015	CONTRACTING ENTRIES - SUBLEASE FOR DILLARI			False	0
NOV 2015	11/14/2015	150.00	0.00	11/20/2015	CONTRACTING ENTRIES - SUBLEASE FOR DILLARI			False	0
012-101-454000 Attorney									
	NOV 2015 Total:	500.00							
	PHILLIPS, CYNTHIA Tot	2,092.00							
POLAND, CHRISTOPHER J.									
2535 GABLE ROAD									
ST. HELENS, OR 97051									
POLAND.C									
OCT 2015	10/20/2015	594.00	0.00	11/20/2015	BAIL REFUND			False	0
001-000-204000 Bail Deposit									
	OCT 2015 Total:	594.00							
	POLAND, CHRISTOPHE	594.00							

PORTLAND GENERAL ELECTRIC

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
WESTERN REGION									
PO BOX 4438									
PORTLAND, OR, 97208-4438									
025702									
NOV 2015	11/25/2015	46.52	0.00	11/20/2015	STREEET LIGHTS 9724			False	0
011-011-453000 Street Lighting									
NOV 2015 Total:		46.52							
PORTLAND GENERAL E		46.52							
PRICELINE.COM LLC									
800 CONNECTICUT AVENUE									
NORWALK, CT 06854									
PRICELIN									
NOV 2015	11/13/2015	175.00	0.00	11/20/2015	REFUND OVERPAYMENT OF BUSINESS LIC 04265 RE			False	0
001-000-311000 Business License									
NOV 2015 Total:		175.00							
PRICELINE.COM LLC To		175.00							
RICOH USA INC									
PO BOX 31001-0850									
PASADENA, CA 91110-0850									
027295									
5038972753	11/5/2015	78.45	0.00	11/20/2015	COPIES 15120165			False	0
012-107-502000 Equipment expense									
5038972753 Total:		78.45							
RICOH USA INC Total:		78.45							
SELDEN, LAURIE									
9765 SW IMPERIAL DRIVE									
PORTLAND, OR 97225									
030715									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
NOV 2015	11/17/2015	2,948.00	0.00	11/20/2015	CRIMINAL PROSECUTORIAL SERVICES 11/15-11/30			False	0
001-103-554000 Contractual/consulting serv									
NOV 2015 Total:		2,948.00							
SELDEN, LAURIE Total:		2,948.00							
ST. HELENS COMMUNITY FOUNDATION									
PO BOX 1532									
ST HELENS, OR 97051									
SHCF									
NOV 2015	11/17/2015	40.00	0.00	11/20/2015	H. TOWN WATER AND CHIPS USED FROM FOUNDAT			False	0
008-008-558104 Events									
NOV 2015 Total:		40.00							
ST. HELENS COMMUNI		40.00							
ST. HELENS MARKET FRESH IGA									
P O BOX 777									
ST. HELENS, OREGON, 97051									
029225									
OCT 2015	10/29/2015	10.38	0.00	11/20/2015	WATER FOR 40MM CLASS R. GRAHAM			False	0
001-002-490000 Police Training/Supplies									
OCT 2015 Total:		10.38							
ST. HELENS MARKET F		10.38							
STAPLES BUSINESS ADVANTAGE									
DEPT LA									
PO BOX 83689									
CHICAGO, IL 60696									
031983									
3283719844	11/3/2015	84.70	0.00	11/20/2015	TONER			False	0
001-103-457000 Office supplies									
3283719844	11/3/2015	45.29	0.00	11/20/2015				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
012-107-457000	Office supplies				OFFICE SUPPLIES				
	3283719844 Total:	129.99							
	STAPLES BUSINESS AD	129.99							
SUPERIOR TIRE SERVICES									
PO BOX 13759									
SALEM, OR 97309									
032774								False	0
6402540	10/30/2015	828.84	0.00	11/20/2015	TIRES				
015-015-501000	Operating Materials & Supp								
	6402540 Total:	828.84							
	SUPERIOR TIRE SERVIC	828.84							
TERRITORIAL SUPPLIES INC.									
103 MOSER AVENUE									
P O BOX 474									
COUNCIL,, ID 83612									
033015								False	0
12681	10/12/2015	120.42	0.00	11/20/2015	NK TEST				
001-002-501000	Operating Materials & Supp								
	12681 Total:	120.42							
	TERRITORIAL SUPPLIE	120.42							
THE RADAR SHOP									
1601 S GROVE									
WICHITA, KS 67211									
026810								False	0
7795	11/3/2015	669.00	0.00	11/20/2015	RADAR RE-CERTIFICATIONS				
001-002-522000	Radio & radar maint								

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
	7795 Total:	669.00							
	THE RADAR SHOP Total	669.00							
UNITED FIRE,HEALTH, & SAFETY 4611 N.E. M.L. KING JR. BLVD. PORTLAND, OR, 97211-034285									
0168236	10/29/2015	229.70 ✓	0.00	11/20/2015	ANNUAL MAINTENANCE FIRE EXTINGUISHERS			False	0
	001-002-473000 Miscellaneous Expense								
	0168236 Total:	229.70							
	UNITED FIRE,HEALTH,	229.70							
WILCOX & FLEGEL P O BOX 69 LONGVIEW, WA, 98632 037003									
C169483-IN	11/2/2015	502.16 ✓	0.00	11/20/2015	GAS 250.2 PARKS			False	0
	001-005-531000 Gasoline Expense								
	C169483-IN Total:	502.16							
C169715-IN	11/10/2015	2,971.40 ✓	0.00	11/20/2015	GAS / DIESEL 700.0 / 790.3			False	0
	013-403-531000 Gasoline								
	C169715-IN Total:	2,971.40							
	WILCOX & FLEGEL Tota	3,473.56							
	Report Total:	52,731.12 ✓							

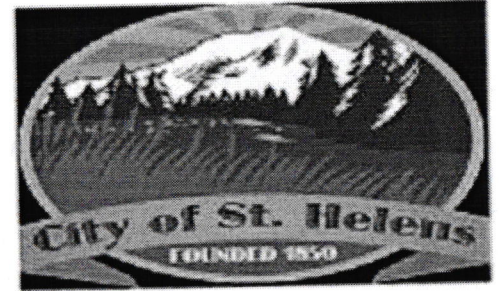
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Accounts Payable

To Be Paid Proof List

User: jenniferj
 Printed: 11/20/2015 - 2:51PM
 Batch: 00017.11.2015 - 11/20 FY 15-16 (2)

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Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
E2C CORPORATION 2316 NE MINNEHAHA STREET VANCOUVER, WA 98665									
E2C 3828	11/5/2015	5,000.00	0.00	11/20/2015	ST. HELENS BALANCE OF SPIRIT OF HALLOWEEN I			False	0
008-008-554000 Consulting/Contractual									
3828 Total:		5,000.00							
E2C CORPORATION Tota		5,000.00							
Report Total:		5,000.00							

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City of St. Helens
Consent Agenda for Approval

CITY COUNCIL MINUTES

Presented for approval on this 2nd day of December, 2015 are the following Council minutes:

2015

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

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

Members Absent: Keith Locke, Councilor

Staff Present: John Walsh, City Administrator
Kathy Payne, City Recorder
Margaret Jeffries, Library Director
Terry Moss, Police Chief
Sue Nelson, Public Works Engineering Director

Others: Robert Kern Blair Walter Max Stahl, Centerlogic
Denise Chausee Bill Hoadley Sam Chapman
Tiffany Smith

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

Visitor Comments

No visitor comments received.

Protest on Sewer Lateral Replacement – 184 N. Vernonia Road

Background: On September 2, 2015 the Council approved a resolution to declare certain properties within the city to be in violation of sections of the Municipal Code in regards to deficient sewer laterals and that a nuisance exists on such properties. On September 8, 2015 a letter was sent to each of the affected property owners advising them of the nuisance determination. In accordance with the Code, property owners have 10 days to provide a written protest of the notice. On September 18, a protest was submitted by the owner of 184 N. Vernonia Road. The packet includes a timeline of activity for this property with regards to the sewer lateral. Also included in the packet are letters, inspection reports and notices.

Robert Kern was in attendance to protest his sewer lateral replacement. A copy of his letter of protest is included in the archive meeting packet. He uncovered the pipe and discovered it was not Orangeburg and did not to be replaced. The City then told him another area of pipe needed to be replaced. He believes that was damaged during pressure buildup from a clog in the City's mainline and is not his responsibility to repair.

Public Works Engineering Director Sue Nelson confirmed that a second video was done. The contractor did misidentify a section of pipe as Orangeburg. A second video was done to see the end of the line. That video found deficiencies. Nelson spoke to the crew members that were at Robert's property and none of them mentioned pressure buildup. None of the other houses experienced issues with their system. There were no backups or debris in the mainline.

Robert believes this was a blatant error. He was there and knows what he saw and what the maintenance people told him. He was told by Tim that there was enough pressure to cause damage to his pipe.

Mayor Peterson asked him for time to look into and they would get back with him.

Semi-Annual Report from IT Consultant Centerlogic

Max Stahl was in attendance to give their semi-annual report.

- Reviewing the phone RFP responses.
- Three of five new credit card machines have been installed.
- The website has been migrated to a new host server. They are still working out some kinks in WordPress.
- The City's backup is now on the cloud.
- The squad car camera project is complete. They will upload their videos to the server when they return.
- The Public Works telemetry project is complete. It is integrated between Water Filtration and Public Works.
- The new server was installed at the Library.

Council President Morten still receives complaints about the volume of Comcast channel 29. It is still very, very low. Max will contact CompView and Comcast again. He thought it was fixed.

Continued Discussion on Community Impact Agreement

City Administrator Walsh said the Community Impact Agreement is part of the marijuana business license. He handed out an amended agreement that changes two sections. Section 6, establishes a first year rate, provides an annual review and establishes a rate cap. Section 9, adds a severability option, should the City decide not to do impact agreements in the future.

Council discussed the percentage options and the earliest it may take effect.

Comments

♦Denise Chausse and Bill Hoadley. Denise read a letter into the record. A copy is included in the archive meeting packet. They are partners in the Columbia Craft Cannabis Grow in St. Helens. It is a small, local company. They are concerned about the proposed impact fee. The 15% impact fee will establish a significant disadvantage by having a built-in 15% higher production cost than a non-St. Helens grower. As a grower, they are not dependent on the local St. Helens market for the sale of their product. They travel to their customers throughout the state. To avoid the impact fee, Denise proposes to not sell any product within 10 miles of St. Helens. That would mitigate any impacts on the City. The State will compensate cities. She suggests the City address the issue directly with the legislature if they feel they have been treated unfairly. She is concerned that the impact fee will discourage people from entering the business and make it profitable for only the rich. This is a great opportunity for entrepreneurs. Community impact fees are not assessed on the distillery businesses in town. There is evidence that the police are involved in more events caused by alcohol than cannabis. She does not feel they should be treated differently. Denise respectfully requests the Council reconsider the position.

Council President Morten asked if Denise is opposed to any impact fee; such as 1%, 2% or 3%. Denise explained that they are not open to the public. The impact to the City if they only sell their product 10 miles outside city limits would be null. They would pay their property taxes and employ a few people. Morten pointed out that a retailer came to an earlier meeting and

said they would be fine with a 25% tax. Now they are hearing from others the hardship it would cause. Denise pointed out that is a retailer. She is a grower. The State take their percentages differently.

♦Sam Chapman. He resides in Portland now but graduated from St. Helens High School. He has been working professionally as a consultant in the cannabis industry for about eight years. After graduating from the University of Oregon, he and another gentleman wrote House Bill 3460, which is the law that has legalized and regulated medical marijuana dispensaries. He passed out an excerpt from House Bill 3400. He is not sure that a community impact agreement is legal but he's not an attorney. He gave an article to Mayor Peterson dispelling a 185-page document regarding the impacts of marijuana in Colorado.

Councilor Carlson asked what can be done about the smell that permeates neighborhoods. Her family has respiratory issues and is affected by not being able to walk down the street. How do you preserve the quality of life for everyone? Sam hears that question often. Cities can require a charcoal ventilation system to mitigate the nuisance smell.

Mayor Peterson suggested that this be tabled again to discuss further information with the City Attorney. The Council was in concurrence. Discussion was tabled until November 18.

Review Ordinance to Repeal Tourism Committee

City Administrator Walsh reported that the repeal takes away the Tourism Committee and allows the Council to form ad-hoc committees for specific events, such as Spirit of Hallweentown. There is currently a committee that meets regularly and reports to Council.

*Blair Walters. He represented the Chamber of Commerce on the Tourism Committee for a year and a half. He hopes to see the new program be more active with tourism-related activities. He was happy to see the Spirit of Halloweentown email announcing upcoming planning meetings. He hopes the City continues to involve the community in planning.

Review Proposal for Visitor Center

*Tiffany Smith. She is representing the Chamber of Commerce. She is here to talk to the Council about helping fund the Visitor Center. They have an executive director who works about 20 hours a week, as well as operating the Visitor Center. They have asked the City of Scappoose and will be asking the City of Columbia City to do the same. Scappoose has agreed to grant \$4,000 for a staff person and \$2,000 for marketing, contingent upon the buy-in of St. Helens. Tiffany is asking St. Helens for \$8,000 for a staff person and \$4,000 for marketing. The budget is for December 1, 2015 – June 30, 2016. This would pay for a Visitor Center staff person to work 24 hours a week. A copy of their proposal is included in the archive meeting packet. They would really like to have a couple outside kiosks to guide people when the Visitor Center is not open. She hopes the staff person will eventually take on more tourism activities.

Mayor Peterson asked what happens June 30. Tiffany will report back to the Council to discuss how things are going. They'll discuss the budget at that time.

Councilor Carlson talked about the volunteers downtown during Spirit of Halloweentown activities. They distributed stacks of SHEDCO maps. Having an advocate for the community is important.

Councilor Conn thanked Tiffany for bringing the proposal to the Council. She sees potential.

Council President Morten asked if the businesses listed on the map are only for Chamber

members. Tiffany clarified that the Visitor Center represents Columbia City, St. Helens and Scappoose and all businesses located there.

Mayor Peterson talked about the meeting between the Chamber, SHEDCO and St. Helens Community Foundation. They had hoped to pull all those groups together but it didn't seem to work out. Tiffany confirmed that they are still in communication but have not been meeting on a regular basis. She is here specifically asking to keep the Visitor Center open. She has an Executive Director who needs to spend time working for the Chamber members.

Mayor Peterson asked how they determine the dollar amount requested. Tiffany explained that they based it on a \$10/hour job, added 10% for administrative expenses and a marketing budget to get started. The requested amounts from cities is based on population.

Councilor Carlson talked about how good it is to see all of the Chamber of Commerce's in Columbia County working collaboratively on the Buy Local campaign.

Mayor Peterson talked about how the Visitor Center is only one piece of what is needed as they move forward. He would like to see collaboration with the Chamber, SHEDCO, St. Helens Community Foundation and Visitor Center improve as was discussed during previous restructuring meetings.

Discussion about the need to have volunteers assisting in the Visitor Center as well.

Motion: Upon Carlson's motion and Conn's second, the Council unanimously approved granting funds from the Transient Room Tax to help fund a part-time Visitor Center position per the proposal, not to exceed \$12,012.

Councilor Carlson would be happy to volunteer on a Saturday to help train other volunteers.

Blair talked about the collaboration that has already been happening.

1st Quarter Financial Report

City Administrator John Walsh reviewed the report. A copy is included in the archive meeting packet.

Introduction of New Building Official

City Administrator Walsh introduced Bob Johnston as our new full-time Building Official.

Deliberations – Requests for Staffing Additions/Modifications (continued from 10/21)

Council reviewed and discussed the options listed in the proposal, which is included in the archive meeting packet. Council was in favor of having Jon Ellis's replacement on board prior to his retirement or requesting he be available for training.

Motion: Upon Carlson's motion and Conn's second, the Council unanimously approved option two as proposed.

Department Reports

Police Chief Moss reported...

- POW flags were recently donated to the City. A flag raising ceremony will be held at the police station on Friday, November 6 at 9:45 a.m. The Council and community is invited. Students from Lewis and Clark will be attending as well.

Public Works Engineering Director Nelson reported...

- The Oregon Health Division Drinking Water Program recently performed a physical inspection of our water facilities, treatment facilities, and staffing certifications. We received their highest certification. Kudos to Public Works staff.
- Reviewed a summary of projects. A copy is included in the archive meeting packet.

Library Director Jeffries reported...

- Today is an early release school day. A Lego play is scheduled in the early afternoon. A teen game night is scheduled in the late afternoon.
- She, three Library Board members, and one of the Friends of the Library recently attended an all-day workshop at the Tigard Library. They came away with a clearer focus on their rolls and how to work together. The Friends and Board members are going to meet in the auditorium Monday afternoon. They will get to know each other and start to talk about rolls, advocacy and public awareness. They need to align with the Library goals as well.
- The Friends of the Library has started hosting a quarterly art show in the Library.
- The Oregon Humanities Conversation Project: Talking about Dying is tomorrow at 7 p.m. in the Library.

City Recorder Payne reported...

- Nothing to report.

City Administrator Walsh reported...

- We received five proposals in response to the phone RFP. The proposals are being closely reviewed.
- We are now moving forward with the Christmas tree lighting and Christmas ship programs. We learned from Spirit of Halloweentown that people love photo opportunities. He proposes to increase props and lighting in the Plaza. Council was in support.

Council Reports

Mayor Peterson reported...

- A public forum will be held tonight for utility rates.
- Earlier today we had a gentleman talk about his sewer lateral. He asked for Council President Morten to work with staff to get more information.

Councilor Conn reported...

- The Arts & Cultural Commission has two openings. They interviewed three people and really liked all three. They may be talking about increasing the size of the commission or retaining the list for future open positions.

Council President Morten reported...

- Kudos to Councilor Locke and Councilor Carlson for their work with the Youth Council. He had an opportunity to sit in on a Youth Council meeting. He was impressed with the discipline and focus.
- Sand Island has doubled in size. The south and east ends have increased a substantial amount. He understands that the north end is going to get some help as well from the Corps of Engineers.
- Camping on Sand Island has been discussed in the past. The Parks Commission recommended that we have a study conducted of camping potential on the island.

Councilor Carlson reported...

- Planning Commission has been quiet.
- She has spoken with people about the activities that occurred throughout the month of

October. They engaged in nonprofit activities and brought in new money to the community. They weren't here just to visit the Plaza. The haunted dinner at Deer Island Manor went very well. Tickets sold out. It was a benefit for United Way.

- Youth Council has gone through some growing pains. She is very proud of them.
- Her son's teacher is being given the Educator of Week award on Friday on K103.

Executive Session

ORS 192.660(2)(e) Real Property Transactions

No need for an executive session.

Other Business

No other business.



There being no further business, the meeting was adjourned at 3:22 p.m.

ATTEST:

Kathy Payne, City Recorder

Randy Peterson, Mayor

DRAFT

City of St. Helens CITY COUNCIL

Public Forum Minutes

November 4, 2015

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

Members Absent: Keith Locke, Councilor

Staff Present: John Walsh, City Administrator
Kathy Payne, City Recorder
Margaret Jeffries, Library Director
Terry Moss, Police Chief
Sue Nelson, Public Works Engineering Director

Others:

Steve Topaz	Gary Miller	Sally Gump
Howard Blumenthal	Kay Covel	Bob Covel
Keith Bunn	Sam Bake	Alissa Sediver Munro
Jan Zuccarini	Bryce Bumgardner	Heather Bumgardner
Dan Goodnight	Bonnie F.	David Barker
Laura Byrd	C. Chabala	Peter Chabala
Joy B.	Megan Evans	Alec Martinson
Riley B.	Alex Lokum	

Public Forum **Proposed 2016 Utility Rates**

Staff Report

City Administrator Walsh presented a PowerPoint presentation which is included in the archive packet for this meeting.

Public Comment

◆Steve Topaz. He has seen large mistakes that cost the City a lot of money. He is here to talk about the mistakes as a result of the I&I project. When he arrived in 2002, his water bill was \$21.70. The last bill was \$210. No one seems to be in charge of what is going on with the I&I project. Prior to the I&I project, he was pumping 33,000 gallons of water out of his sump pumps every 24 hours with a half inch rain. Now he pumps 88,000 gallons of water. The water level used to be a foot below his basement level and now it's 20 inches above. That is against City code. He talked about improper engineering documentation causing problems with current and future projects. Some of Steve's suggestions to help with cost are: 1) Since the Clean Water Act loans come from the State and are mandated by the Federal Government, the City should ask the Federal Government to relieve us or abandon the loans and give us the money. 2) We need a management system to know who is in charge. He suggested each Council position be assigned a department. That way when a person is running for a position the citizens will know what department they will oversee. 3) He has heard rumors that administrative staff is getting 20-25% raises. The union workers say they are limited to two-

three percent per their contract. He suggests adjusting the administrative staff's salaries to 2010 rates and pro-rate at 5%. 4) The facilities department has shown that they are not adequate for the job. They should be replaced. He has received duplicate inspection reports for the same project. 5) He also has questions he would ask CDC and the Federal Government.

◆Gary Miller. He lives on Nob Hill. He feels bad that people cannot even afford to water their lawns. In 2013, the monthly billing rate was \$9.95. In 2014, it was \$10.40. It continues to increase. He talked about the tree farm on the Salmonberry property. The website says the trees are harvested to subsidize water rates. What happened with that? He looked at the other cities that are comparable in size. Our rates are higher than all of those cities.

Mayor Peterson reported that we have been harvesting trees. We have had a lull over the last few years. The money is used for capital projects.

Gary would like the Council to look at alternative funding sources, rather than raising rates. Council President Morten talked about all the review and discussions they have had. The bills include water, sewer and stormwater. A significant increase has been because of the sewer rates. The Clean Water Act has had a huge impact on the city. It has been a costly project. We will be fined daily if we don't do the improvements. Boise Cascade had helped subsidize our rates and they are no longer here.

◆Daniel Goodnight. Monthly billing costs more. Why are we looking at doing it?

Council President Morten said it based mostly on citizen requests. Daniel would like people to be aware that it will cost them more. Morten explained that it would be extremely costly right now. They are continuing to install radio read meters to make it an easier process.

Daniel suggested having a program that would help subsidize low income families. He lives outside City limits. His rates are twice the amount as inside. He doesn't understand that. Council President Morten asked for his contact information and they will look into it.

◆Laura Byrd. She asked if the slide show was made available for the public review.

Council confirmed that it is on the City's website.

Laura repeated an earlier comment that the website states that trees are harvested to subsidize water rates. An earlier statement by Council was made that it is not. Mayor Peterson explained that the revenue from harvesting trees is not figured into the rate structure. It is used for capital improvements.

Laura explained that last October she reduced from two people to one person living in a three bedroom home. Her amount of usage almost doubled. How is that possible? Why have our rates continued to climb? What happened to the timberland that was earmarked for the water? When was it last logged? How much was the gross of that logging? How much actually went to keep our rates lower? How much went to other projects or general fund?

Mayor Peterson responded that none of it goes to other projects or general fund. It stays within the water department. Council President Morten explained that capital projects can include reservoir acquisition of land, building and infrastructure.

Laura understands that Boise Cascade had a contract with the City. What happened with that contract? Were they let out of the contract? Mayor Peterson explained that Boise paid for what

they used. At the time they were running, it was about 98% of the secondary lagoon costs. When they stopped using the secondary lagoon for their effluent they didn't have to pay anymore. There was a sewer and use agreement. Laura state that it was the City's fault for letting them walk away from it. She has heard from people that have \$300-600 utility bills. That's unreasonable. Are the proposed rates in addition to what we already pay? Peterson confirmed it is.

Laura referenced Resolution No. 1647. Commercial and industrial businesses pay the same fixed rate for storm water as residential. She does not understand that. Public Works Engineering Director Nelson explained that commercial and industrial businesses pay the set amount for one house, per 2,500 sq. ft. If a business is 25,000 sq. ft., they will pay 100 times what you pay. It is based on square footage of impervious surface.

Laura said that water is 20% of her income. She is on disability and makes less than \$1,500 a month. That's the difference between having food and water. This is ridiculous. Mayor Peterson told Laura that there is a low income subsidy available. She needs to come talk to the Finance Department.

◆ Keith Bunn. He lives outside City limits. Will the increase for him be double the amount for users inside the City? He talked about the bill increase when he let his grandkids play in the sprinkler or someone comes over to use his washer. Is Cascade using the lagoon?

Mayor Peterson confirmed that they are. They have taken on their share of the rates.

◆ Dave Baxter. He is a property and home owner in St. Helens. It's wonderful that we can come talk to you. The rates will be raised whether we like it or not. Government has to go forward. His water bill has doubled over the last three-four years. He would like the Council to understand that you don't receive an raise when you're retired and on a fixed income.

◆ Howard Blumenthal. He has been coming in here for years and talking about the water rates. This is the biggest turnout he has ever seen. It's very important to say involved. We all need to conserve. He believes the monthly billing would create a havoc at this time. Howard reminded everyone that their sewer rates are based on a two-billing cycle during the winter. That will set your sewer rate for the rest of year. If you heavily conserve during that time, your bill will be less.

Deliberations will be held during the regular session.

CLOSE PUBLIC FORUM – 7:28 p.m.



ATTEST:

Kathy Payne, City Recorder

Randy Peterson, Mayor

City of St. Helens CITY COUNCIL

Regular Session Minutes

November 4, 2015

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

Members Absent: Keith Locke, Councilor

Staff Present: John Walsh, City Administrator
Kathy Payne, City Recorder
Margaret Jeffries, Library Director
Terry Moss, Police Chief
Sue Nelson, Public Works Engineering Director

Others:

Steve Topaz	Gary Miller	Sally Gump
Howard Blumenthal	Kay Covel	Bob Covel
Keith Bunn	Sam Bake	Alissa Sediver Munro
Jan Zuccarini	Bryce Bumgardner	Heather Bumgardner
Dan Goodnight	Bonnie F.	David Barker
Laura Byrd	C. Chabala	Peter Chabala
Joy B.	Megan Evans	Alec Martinson
Riley B.	Alex Lokum	

7:28PM – Call Regular Session to Order – Mayor Peterson

Pledge of Allegiance – Mayor Peterson

Invitation to Citizens for Public Comment

♦Sally Gump. The tweakers across the street from her park up and down the block, there are numerous people living in the house and ugly motor home. It's a junky mess and lowers her house value. They park their cars all over and leave them there for weeks. We also have an increase in our homeless population. Portland has resources for the homeless. We don't seem to have anything.

Mayor Peterson told Sally that they have been discussing that. Council President Morten added that Community Action Team is involved also. Councilor Conn said the agencies are working together to have the Warming Center open for a longer period of time.

♦Laura Byrd. She echoes some of Sally's comments on the homeless issues. People are afraid to take their children to McCormick Park because of the homeless camping. She would like to see rents revitalized. In Vancouver, for \$750 a month you have a bedroom apartment with access to your own private storefront.

♦Claire Chabala. She read a letter for Sue Cardwell who is from Rainier. She is opposed to a business being proposed at Highway 30 and Lindberg Road. She also sent letters to the County.

Mayor Peterson confirmed that the property referenced is in the County's jurisdiction. She would need to talk to them.

◆Howard Blumenthal. They are having a work party at Nob Hill Nature Park on Saturday, 1-4 p.m. He thanked the Council for their support of the park.

Deliberations – Proposed 2016 Utility Rates

Council President Morten said this has been talked about quite a bit. He encouraged the citizens to attend the Budget Committee meetings that will begin in May. They can become familiar with the process and ask questions. Staff recommended a four – five percent increase and Councilor Carlson told the Council that citizens really need a break. Council is looking for ways to keep rates affordable and fair. He supports the small percentage as reported during the public forum.

Councilor Carlson talked about the number of staff lost in the water department and projects that have been put on hold. She's a single mom and understands the hardship of increasing rates. There's not much more to do without decreasing services.

Motion: Councilor Conn moved to accept the recommendation to increase water rates by .75% and sewer/storm rates by .25%.

Comments. Council President Morten clarified that the money collected for the water, sewer and stormwater are part of an enterprise fund. It is not subsidized by taxes and general fund. He repeated the need to get involved in the budget process.

Council President Morten seconded. All in favor; none opposed; motion carries.

Ordinances – First 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 first time. The final reading will be held at the next regular session.

Resolutions

A. **Resolution No. 1721:** A Resolution Establishing a Reserve Account for Library Grant Continuation

Mayor Peterson read Resolution No. 1721 by title. **Motion:** Upon Conn's motion and Carlson's second, the Council unanimously adopted Resolution No. 1721. [Ayes: Carlson, Conn, Morten, Peterson; Nays: None]

B. **Resolution No. 1722:** A Resolution Increasing Building Fund Reserve and Transferring Appropriations

Mayor Peterson read Resolution No. 1722 by title. **Motion:** Upon Carlson's motion and Conn's second, the Council unanimously adopted Resolution No. 1722. [Ayes: Carlson, Conn, Morten, Peterson; Nays: None]

Approve and/or Authorize for Signature

- A. Amendment No. 3 to ECONorthwest Agreement for Boise Site Consultation Services
- B. Agreement with Finksinc Marketing + Communications for Support of Halloweentown Events

C. Contract Payments

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

Appointments to City Boards/Commissions

Parks Commission (4-year terms)

- Howard Blumenthal's term expires 12/31/2015. He has not served a full term and would like to be reappointed.

Status: At their October 19 meeting, the Parks Commission requested that the Council reappoint Howard Blumenthal.

Next Meeting: December 21, 2015

Recommendation: Reappoint Howard Blumenthal to a 4-year term. His term will expire 12/31/2019.

Planning Commission (4-year terms)

- Kathryn Lawrence's term expires 12/31/2015. She has expressed a desire to be reappointed.

Status: Kathryn was appointed on July 17, 2013 to fill a vacant seat. Therefore, she has not filled a full term and is able to be reappointed without advertising.

Next Meeting: November 10, 2015

Recommendation: Reappoint Kathryn Lawrence to an additional 4-year term. Her term would expire 12/31/2019.

Motion: Upon Carlson's motion and Conn's second, the Council unanimously reappointed Howard Blumenthal to a 4-year term on the Parks Commission and reappointed Kathryn Lawrence to a 4-year term on the Planning Commission.

Consent Agenda for Acceptance

- Parks Commission Minutes dated August 17, 2015
- Library Board Minutes dated September 15, 2015
- Accounts Payable Bill List

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

Consent Agenda for Approval

- ~~Community Impact Agreement Form for Marijuana-Related Businesses~~
- Work Session, Public Hearing and Regular Session Minutes dated October 7 and 21, 2015
- Accounts Payable Bill List

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

Council Reports

Mayor Peterson reported...

- It is nice to see people here tonight and receive their input.

Councilor Conn reported...

- Nothing to report.

Council President Morten reported...

- A Veteran's Day service will be held at McCormick Park next week.
- He thanked the Garden Club for their efforts to clean up the McCormick Park garden area at the corner of Old Portland Road and S. 18th Street.

Councilor Carlson reported...

- She is excited about growth in businesses after Halloween. We can grow ourselves out of the rates quicker than we can tax our customers or cut jobs.
- Congratulations to Scappoose Girls Soccer. They have advanced to the quarter finals in soccer playoffs.

Department Reports

Police Chief Moss reported...

- Nothing to report.

Public Works Engineering Director Nelson reported...

- Nothing to report.

Library Director Jeffries reported...

- Nothing to report.

City Recorder Payne reported...

- Nothing to report.

City Administrator Walsh reported...

- Nothing to report.

Adjourn - There being no further business, the meeting adjourned at 7:49 p.m.

ATTEST:

Kathy Payne, City Recorder

Randy Peterson, Mayor

COMMUNITY IMPACT AGREEMENT

This Community Impact Agreement ("Agreement") is entered into between the City of St. Helens, an Oregon municipal corporation ("City") and _____, a _____, ("Marijuana Related Business") collectively "the Parties."

RECITALS

WHEREAS, the St. Helens City Council approved Ordinance No. 3196 on October 7, 2015, and Ordinance No. _____ on _____ 2015, amending St. Helens Municipal Code ("SHMC") Chapter 5.30 to allow Marijuana Related Businesses to operate in the City; and

WHEREAS, SHMC 5.30.020 requires Marijuana Related Businesses to obtain a Marijuana Related Business License from the City in order to legally operate in the City; and

WHEREAS, an executed community impact agreement is one requirement for Retail Marijuana Related Businesses to obtain a License from the City; and

WHEREAS, the Parties jointly wish to enter into this Agreement.

Now, THEREFORE, in consideration for the mutual covenants and agreements herein, the sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. PURPOSE. The purpose of this Agreement is to seek to mitigate the public safety and public health impacts of the Marijuana Related Business on the St. Helens community. Marijuana Related Business has expressed a desire to positively contribute to the community, including through this Agreement.
2. DEFINITIONS. As used in this Agreement, unless the context requires otherwise:
 - a. "Administrator" means the Finance Director for the City of St. Helens or his/her designee.
 - b. "Gross Sales" means the total amount received in money, credits, property or other consideration from sales of marijuana, medical marijuana and marijuana-infused products.
 - c. "Marijuana" means all parts of the plant of the Cannabis family Moraceae, whether growing or not; the resin extracted from any part of the plant; and every compound, manufacture, salt, derivative, mixture, or preparation of the plant or its resin, as may be defined by Oregon Revised Statutes as they currently exist or may from time to time be amended. It does not include the mature stalks of the plant, fiber produced from the stalks, oil or cake made from the seeds of the plant, any other compound, manufacture, salt, derivative, mixture, or preparation of the mature stalks (except the resin extracted there from), fiber, oil, or cake, or the sterilized seed of the plant which is incapable of germination.
 - d. "Person" means natural person, joint venture, joint stock company, partnership,

association, club, company, corporation, business, trust, organization, or any group or combination acting as a unit, including the United States of America, the State of Oregon and any political subdivision thereof, or the manager, lessee, agent, servant, officer or employee of any of them.

- e. "Purchase or Sale" means the acquisition or furnishing for consideration by any person of marijuana or marijuana-infused products within the City.
 - f. "Retail sale" means the transfer of goods or services in exchange for any valuable consideration.
3. CITY FINDINGS. The City hereby finds that the operation of the Marijuana Related Business in the City will contribute to the economic development of the City, but may also increase the demand on City services resulting from the use of marijuana, specifically on public safety and public health. The City therefore intends, by this Agreement, to increase support to public safety, enforcement, and health related programs in the City and broader community which are impacted by increased marijuana usage.
4. TERM. The term of this Agreement shall commence upon the approval of this Agreement by the City Council and execution by the Mayor and shall continue for five (5) years unless (i) sooner terminated as provided in this Agreement or (ii) extended as mutually agreed upon, in writing, by the Parties.
5. COMMUNITY IMPACT PAYMENTS. The Marijuana Related Business recognizes and acknowledges that the City may experience direct and indirect impacts resulting from the use of marijuana, specifically on public safety and public health. In order to mitigate those impacts, Marijuana Related Business shall make quarterly Community Impact Payments to City in the amount described in Section 6 of this Agreement. City shall appropriate funds from the Community Impact Payments to public safety and marijuana related programs in the City.
6. AMOUNT OF COMMUNITY IMPACT PAYMENTS.
- a. Marijuana Related Business shall pay to the City seven percent (7%) of the gross sale amount paid to the Marijuana Related Business of marijuana and marijuana-infused products for the first year of this Agreement. No later than December of each year, the City will review the amount of the Community Impact Payments and may, in its sole discretion, adjust that amount for the subsequent year, beginning in January. In no event shall the amount of the Community Impact Payment exceed seven percent (7%) of the gross sale amount.
 - b. The following deductions shall be allowed against sales received by the Marijuana Related Business providing marijuana or marijuana-infused products:
 - i. Refunds of sales actually returned to any purchaser.

- ii. Any adjustments in sales which amount to a refund to a purchaser, providing such adjustment pertains to the actual sale of marijuana or marijuana-infused products and does not include any adjustments for other services furnished by Marijuana Related Business.
- c. Marijuana Related Business may treat as a credit, against its community impact payments, the amount paid to the City for a Marijuana Business License.

7. METHOD AND TIMING OF PAYMENTS.

- a. Marijuana Related Business shall, on or before the last day of the month following the end of each calendar quarter (in the months of April, July, October and January) make a return to the Administrator, on forms provided by the City, specifying the total sales pursuant to this Agreement and the amount of the Community Impact Payment.
- b. Marijuana Related Business must keep and preserve in an accounting format established by the Administrator records of all sales and such other books or accounts as may be required by the Administrator. All such books, invoices and other records shall be retained for a period of three (3) years. The Administrator shall have the right to inspect all such records at all reasonable times.

8. REFUNDS.

- a. Whenever the amount of the Community Impact Payment has been overpaid or paid more than once, or has been erroneously collected or received by the City, it may be refunded as provided in subsection b. of this section, provided a claim in writing, stating under penalty of perjury the specific grounds upon which the claim is founded, is filed with the Administrator within one year of the date of payment. The claim shall be on forms furnished by the Administrator.
- b. The Administrator shall have twenty (20) calendar days from the date of receipt of a claim to review the claim and make a determination in writing as to the validity of the claim. The Administrator shall notify the Marijuana Related Business in writing of the Administrator's determination. Such notice shall be mailed to the address provided on the claim form. In the event a claim is determined by the Administrator to be a valid claim, Marijuana Related Business may claim a refund, or take as credit against future Community Impact Payments in the amount overpaid, paid more than once, or erroneously collected or received. Marijuana Related Business shall notify Administrator of its choice no later than fifteen (15) days following the date Administrator mailed the determination. In the event Marijuana Related Business has not notified the Administrator of its choice within the fifteen (15) day period and Marijuana Related Business is still in business, a credit will be granted against the Community Impact Payment for the next quarter. If the Marijuana Related Business is no longer in business, a refund check will be mailed to the address provided in the claim form. Any credit for erroneous overpayment taken on a

subsequent Community Impact Payment for refund of an amount erroneously overpaid by Marijuana Related Business must be so taken or filed within three (3) years after the date on which the overpayment was made to the City.

- c. No refund shall be paid under the provisions of this section unless the Marijuana Related Business established the right by written records showing entitlement to such refund and the Administrator acknowledged the validity of the claim.
9. TERMINATION. This Agreement shall be terminated:
- a. At any time upon mutual agreement of the Parties.
 - b. If Marijuana Related Business breaches this Agreement and fails to cure the breach within thirty (30) calendar days' notice from the City. Termination shall be effective immediately following the time to cure.
 - c. Pursuant to SHMC 5.30.035, should federal or state statutes, regulations, or guidelines be modified, changed, or interpreted in such a way by state or federal law enforcement officials so as to prohibit legal operation of a Marijuana Related Business. Termination shall be effective immediately.
 - d. If the City revokes the Marijuana Related Business License, pursuant to SHMC 5.30.035(2).
 - e. If the City amends or repeals SHMC 5.30 to eliminate the City's authority to enter into a community impact agreement. Termination shall be effective immediately upon the effective date of the amending ordinance.
10. CONFIDENTIALITY. Except as otherwise required by law, it shall be unlawful for the City, any officer, employee or agent to divulge, release or make known in any manner any financial information submitted or disclosed to the City under the terms of this Agreement. Nothing in this section shall prohibit:
- a. The disclosure of the names and addresses of any person who is operating Marijuana Related Business; or
 - b. The disclosure of general statistics in a form which would not reveal Marijuana Related Business' financial information; or
 - c. The disclosure of information when such disclosure of conditionally exempt information is ordered under public records law procedures.
11. AUDIT OF BOOKS, RECORDS, OR PERSONS.
- a. The City, for the purpose of determining the correctness of the Community Impact Payment, may examine or may cause to be examined by an agent or representative designated by the City for that purpose, any books, papers, records, or memoranda, including copies of Marijuana Related Business' state

and federal income tax return. All books, invoices, accounts and other records shall be made available within the city limits and be open at any time during regular business hours for examination by the Administrator or an authorized agent of the Administrator.

- b. If the examinations or investigations disclose that any reports of Marijuana Related Business filed with the Administrator pursuant to the requirements herein have shown incorrectly the amount of the Community Impact Payment accruing, the Administrator may make such changes in subsequent reports and payments, or make such refunds, as may be necessary to correct the errors disclosed by its examinations or investigations.
 - c. Marijuana Related Business shall reimburse the City for reasonable costs of the examination or investigation if the action disclosed that the Marijuana Related Business paid ninety five percent (95%) or less of the amount owing for the period of the examination or investigation. In the event that such examination or investigation results in an assessment by and an additional payment due to the City, such additional payment shall be subject to interest at the rate of nine percent (9%) per year from the date the original payment was due.
 - d. Marijuana Related Business shall keep a record in such form as may be prescribed by the Administrator of all sales of marijuana and marijuana-infused products. The records shall at all times during the business hours of the day be subject to inspection by the Administrator or authorized officers or agents of the Administrator.
 - e. Marijuana Related Business shall maintain and keep, for a period of three (3) years, all records of marijuana and marijuana-infused products sold.
12. FORMS. City shall provide to Marijuana Related Business a form on which Marijuana Related Business shall report the sales of marijuana and marijuana-infused products to City and determination of the Community Impact Payment.
13. AMENDMENTS. Amendments to this Agreement must be made in writing and approved by all Parties.
14. NON-ASSIGNMENT. This Agreement may not be assigned by any of the Parties without written consent of the other Parties.
15. ENTIRE AGREEMENT. This Agreement incorporates by reference SHMC Chapter 5.30 and constitutes the entire agreement between the Parties.
16. SEVERABILITY. The Parties agree that, if any term of this Agreement is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms will not be affected.

CITY:

CITY OF ST. HELENS, a municipal corporation of the State of Oregon

By: _____
Name: _____
Its: City Administrator

Date: _____

MARIJUANA RELATED BUSINESS:

By: _____
Name: _____
Its: _____

Date: _____

APPROVED AS TO FORM:

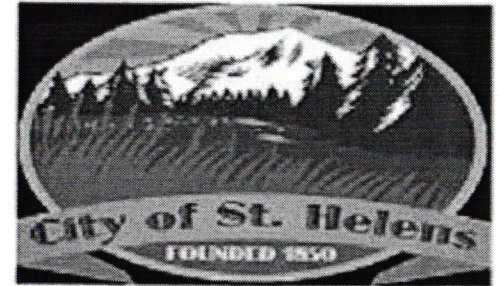
By: _____
City Attorney

Accounts Payable

To Be Paid Proof List

User: jenniferj
 Printed: 11/16/2015 - 8:08AM
 Batch: 00010.11.2015 - 11/16 FY 15-16

JE



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
COLUMBIA COUNTY TAX COLLECTOR COL. COUNTY COURTHOUSE 230 STRAND STREET ST. HELENS, OREGON, 97051 007625									
NOV 16 2015	11/13/2015	259,099.99	0.00	11/16/2015				False	0
009-209-473000 Taxes					BOISE WHITE PAPER PROP TAX 2015-2016				
NOV 16 2015	11/13/2015	26,190.11	0.00	11/16/2015				False	0
009-209-473000 Taxes					BOISE VENEER PROP TAX 2015-2016				
NOV 16 2015	11/13/2015	36.38	0.00	11/16/2015				False	0
017-017-501000 Operating Materials & Sup.					OTHER PROPERTIES TAX 2015-2016				
	NOV 16 2015 Total:	285,326.48							
	COLUMBIA COUNTY TA	285,326.48							
	Report Total:	285,326.48							

JJE

Accounts Payable

To Be Paid Proof List

User: jenniferj
 Printed: 11/19/2015 - 11:21AM
 Batch: 00015.11.2015 - 11/20 OVER 10K FY 15-16



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
Boise White Paper, LLC Attn: Steve Grant, Suite 100 1111 W. Jefferson Street Boise, ID 83703 003720									
NOV 2015	11/17/2015	12,500.00	0.00	11/20/2015				False	0
009-209-563000 Debt service - Principal				DECEMBER 2015 NOTE PAYMENT ACQUISITION OF :					
NOV 2015 Total:		12,500.00							
Boise White Paper, LLC To		12,500.00							
H.D. FOWLER CO. P. O. BOX 160 BELLEVUE, WA, 98009 012650									
I4087631	11/12/2015	79,192.00	0.00	11/20/2015				False	0
010-302-653202 Water meter replacement				400 RADIO READ METERS 3/4"					
I4087631 Total:		79,192.00							
H.D. FOWLER CO. Total:		79,192.00							
JAMES W. FOWLER CO. 12775 WESTVIEW DRIVE DALLAS, OREGON, 97338 012675									
NOV 2015	11/3/2015	169,955.00	0.00	11/20/2015				False	0

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

010-304-653409 Godfrey Outfall

GODFREY PARK STORM SWR REPLACEMENT SD-14

NOV 2015 Total: 169,955.00

JAMES W. FOWLER CO. 169,955.00

Report Total: 261,647.00