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City of St. Helens COUNCIL AGENDA

Wednesday, March 15, 2017

City Council Chambers, 265 Strand Street, St. Helens

City Council Members

Mayor Rick Scholl
Council President Doug Morten
Councilor Keith Locke
Councilor Susan Conn
Councilor Ginny Carlson

Welcome!

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

1. **6:30PM – PUBLIC HEARING: Zone Map Amendment – 2554 & 2560 Columbia Blvd.**
2. **7:00PM - CALL REGULAR SESSION TO ORDER**
3. **PLEDGE OF ALLEGIANCE**
4. **INVITATION TO CITIZENS FOR PUBLIC COMMENT – *Limited to five (5) minutes per speaker.***
5. **DELIBERATIONS: Zone Map Amendment – 2554 & 2560 Columbia Blvd.**
6. **RESOLUTIONS**
 - A. **Resolution No. 1781:** A Resolution of the Common Council of the City of St. Helens Establishing Council Goals for 2017
 - B. **Resolution No. 1782:** A Resolution of the Common Council of the City of St. Helens Adopting a City Employee Compensation Plan for the Positions of Utility, Banking & Court Specialist and Wastewater Treatment Plant Operator III/Pretreatment Coordinator
7. **APPROVE AND/OR AUTHORIZE FOR SIGNATURE**
 - A. Intergovernmental Agreement with Columbia City for Building Inspection & Plan Review Services
8. **APPOINTMENTS TO CITY BOARDS & COMMISSIONS**
9. **CONSENT AGENDA FOR ACCEPTANCE**
 - A. Accounts Payable Bill List
10. **CONSENT AGENDA FOR APPROVAL**
 - A. Exclusive Use Permit: SH Little League, 6th Street Ballfields & McCormick Park Soccer Field, 3/13 – 6/17
 - B. Purchase of New Vehicle (2017 Ford Escape 4WD \$21,950) from St. Helens Auto Center for Use by Multiple Departments
 - C. New Job Description for Utility, Banking & Court Specialist
 - D. New Job Description for Wastewater Treatment Plant Operator III/Pretreatment Coordinator
 - E. OLCC Licenses
 - F. Council Work Session & Regular Session Minutes dated January 4 & 18, 2017
 - G. Declare Surplus Property – Library Equipment
 - H. Accounts Payable Bill List
11. **MAYOR SCHOLL REPORTS**
12. **COUNCIL MEMBER REPORTS**
13. **DEPARTMENT REPORTS**
14. **ADJOURN**

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**CITY OF ST. HELENS PLANNING DEPARTMENT
STAFF REPORT
CPZA.4.16**

DATE: March 7, 2017
TO: City Council
FROM: Jacob A. Graichen, AICP, City Planner
Jennifer Dimsho, Assistant Planner
APPLICANT: Craig & Ronda Melton, David Coombs
OWNER: Same
ZONING: Moderate Residential (R7)
LOCATION: 4N1W-5DA-2300 & 2401
2554 & 2560 Columbia Blvd.
PROPOSAL: Zone Map Amendment from Moderate Residential (R7) to Apartment Residential (AR) and Comprehensive Plan Amendment from Suburban Residential (SR) to General Residential (GR)

The 120-day rule (ORS 227.178) for final action for this land use decision is not applicable per ORS 227.178(7).

SITE INFORMATION / BACKGROUND

2554 Columbia Blvd. is developed on a 0.75-acre lot with a single-family dwelling that was built in the 1960s. There is also an existing detached accessory structure in the backyard. 2560 Columbia Blvd. is developed on a 0.37-acre lot with a multi-dwelling unit (4-plex). It was built in 1983 under the Rural Housing Federal Program which assists low-income tenants. Since then, according to the applicant, the 4-plex only houses residents 55 years of age and older with 75% of the current occupants receiving financial housing assistance from the Northwest Oregon Housing Authority. If this 4-plex was destroyed, it could not be rebuilt with current R7 zoning per the City's non-conforming use rules. Both sites have access from Columbia Blvd. with paved parking areas. The driveway to the 4-plex is already developed with sidewalks and curbs. There is an existing access and utility easement located on the 4-plex property for the benefit of the abutting property to the north.

PUBLIC HEARING & NOTICE

Hearing dates are as follows: February 14, 2017 before the Planning Commission and March 15, 2017 before the City Council.

At their February 14, 2017 meeting, the Commission unanimously, with one absent member, recommended approval of the request to the City Council.

Notice of this proposal was sent to surrounding property owners within 300 feet of the subject properties on January 24, 2017 via first class mail. Notice was sent to agencies by mail or e-mail on January 24, 2017. Notice was published in the The Chronicle on February 1, 2017. Notice

was sent to the Oregon Department of Land Conservation and Development on January 11, 2017.

AGENCY REFERRALS & COMMENTS

City Engineering: I have not objections to the request. The proposed amendment would not have any direct negative impact on public infrastructure. Utility improvements will be required depending on the future development proposal.

APPLICABLE CRITERIA, ANALYSIS & FINDINGS

SHMC 17.20.120(1) – Standards for Legislative Decision

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

- (a) The statewide planning goals and guidelines adopted under ORS Chapter 197;
- (b) Any federal or state statutes or guidelines found applicable;
- (c) The applicable comprehensive plan policies, procedures, appendices and maps; and
- (d) The applicable provisions of the implementing ordinances.

(a) Discussion: This criterion requires analysis of the applicable statewide planning goals. The applicable goals in this case are Goal 1, Goal 2, Goal 10, and Goal 12.

Finding (s):

Statewide Planning Goal 1: Citizen Involvement.

Goal 1 requires the development of a citizen involvement program that is widespread, allows two-way communication, provides for citizen involvement through all planning phases, and is understandable, responsive, and funded.

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

The City's Development Code is consistent with State law with regards to notification requirements. Pursuant to SHMC 17.20.080 at least one public hearing before the Planning Commission and City Council is required. Legal notice in a newspaper of general circulation is required too. Notice of this proposal was sent to surrounding property owners within 300 feet of the subject properties. The City has met these requirements and notified DLCD of the proposal.

Given the public vetting for the plan, scheduled public hearings, and notice provided, Goal 1 is satisfied.

Statewide Planning Goal 2: Land Use Planning.

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

The City and State (i.e., DLCD) coordinated with regard to the adoption of this proposal. The City notified DLCD as required by state law prior to the public hearings to consider the proposal.

There are no known federal or regional documents that apply to this proposal. Comprehensive Plan consistency is addressed further below.

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

Statewide Planning Goal 10: Housing

This goal is about meeting the housing needs of citizens of the state. Buildable lands for residential use shall be inventoried and plans shall encourage the availability of adequate numbers of needed housing units at price ranges and rent levels which are commensurate with the financial capabilities of Oregon households and allow for flexibility of housing location, type and density.

The proposed zoning map amendment would allow for an increase in the number of residential dwelling units. Given the demand for additional housing units in St. Helens and the region, Goal 10 is satisfied.

Statewide Planning Goal 12: Transportation

Goal 12 requires local governments to “provide and encourage a safe, convenient and economic transportation system.” Goal 12 is implemented through DLCD’s Transportation Planning Rule (TPR), OAR 660, Division 12. The TPR requires that where an amendment to a functional plan, an acknowledged comprehensive plan, or a land use regulation would significantly affect an existing or planned transportation facility, the local government shall put in place measures to assure that allowed land uses are consistent with the identified function, capacity, and performance standards of the facility.

A traffic impact analysis shall be submitted with a plan amendment or zone change application, **as applicable**, pursuant to Chapter 17.156 SHMC. See Section (d) for a more detailed discussion of the TPR and implementing ordinances.

(b) Discussion: This criterion requires analysis of any applicable federal or state statutes or guidelines in regards to the residential zone change request.

Finding: There are no known applicable federal or state statutes or guidelines applicable to this zone change request.

- (c) **Discussion:** This criterion requires analysis of applicable comprehensive plan policies, procedures, appendices, and maps. The applicable Comprehensive Plan goals and policies are:

19.08.050 Housing goals and policies.

(1) Preface. Residents of the city of St. Helens are demographically in different stages of socioeconomics. As such, they vary in their family sizes, economic capabilities and interests and will desire different types of housing. The strategy is to ensure that sufficient lands are designated for those different phases and desires of current and future residents and to encourage policies and decisions to allow all residents the ability to find affordable housing.

(2) Goals.

(a) To promote safe, adequate, and affordable housing for all current and future members of the community.

(b) To locate housing so that it is fully integrated with land use, transportation and public facilities as set forth in the Comprehensive Plan.

(3) Policies. It is the policy of the city of St. Helens to:

(a) Maintain adequate development and building codes to achieve the city's housing goals.

(b) Encourage the distribution of low income and/or multifamily housing throughout the city rather than limiting them to a few large concentrations.

[...]

(d) Encourage and cooperate with all efforts to provide adequate housing for those with special needs.

[...]

(h) Encourage energy-efficient housing patterns in residential developments.

19.12.030 Suburban residential category goals and policies.

(1) Goals. To establish conditions which will maintain attractive, convenient residential living typical of moderate density semi-suburban areas.

(2) Policies. It is the policy of the city of St. Helens to:

(a) Allow for the convenient location of grocery stores by the conditional use process.

(b) Permit a degree of flexibility in residential site design and a mixture of housing, including multi-dwelling units, through the planned development procedures.

(c) Promote the development of homesites at a density and standard consistent with: the level of services that can reasonably be provided and the characteristics of the natural environment.

(d) Review diligently all subdivision plats in the suburban residential category to ensure the establishment of a safe and efficient road system.

(e) Designate suburban residential lands as R-7, Moderate Residential, or R-10, Suburban Residential, on the city zoning map.

19.12.020 General residential category goals and policies.

- (1) *Goals. To create conditions suitable for higher concentrations of people in proximity to public services, shopping, transportation and other conveniences.*
- (2) *Policies. It is the policy of the city of St. Helens to:*
- (a) *Require undeveloped public ways of record to be improved to applicable city standards as a condition to the issuance of building permits for lots that front these ways.*
 - (b) *Encourage the infilling of areas presently undeveloped due to topographical limitations to achieve a more efficient use of the land.*
 - (c) *Allow for the convenient location of grocery stores by the conditional use process.*
 - (d) *Develop rules for multifamily dwellings which are consistent with housing policies.*
 - (e) *Designate general residential lands as R-5, General Residential or AR, Apartment Residential on the city zoning map.*

Discussion: The proposal is to amend the Zoning Map from Moderate Residential (R7) to Apartment Residential (AR), and the Comprehensive Plan Map from Suburban Residential (SR) to General Residential (GR), in order to accommodate AR zoning.

Finding (s): There is demand for additional housing units in the region and in St. Helens. The applicant notes a specific demand for 55 and older housing for the growing baby boomer population. This proposal is not contrary to Comprehensive Plan goals and policies.

The Commission determined the zoning change request is consistent with the Comprehensive Plan goals and policies.

(d) Discussion: This criterion requires that the proposal not conflict with the applicable provisions of the implementing ordinances. See the applicant's narrative for a list of permitted uses within the AR and R7 zoning districts.

Per Chapter 17.156 Per SHMC, a Traffic Impact Analysis shall be required to be submitted to the City with a land use application when the proposed action is estimated to generate 250 average daily trips (ADT) or more or 25 or more weekday a.m. or p.m. peak hour trips (or as required by the city engineer).

The worst case development scenario using permitted uses for the .075 acre lot under R7 zoning would be four single-family dwelling units. According to the 9th ed. of the Institute of Transportation Engineers (ITE), this would generate 38 ADTs, 3 peak hour a.m. trips, and 4 peak hour p.m. trips. Under AR zoning, the worst case development scenario using permitted uses is a 20-unit multi-dwelling unit. The ITE states this would generate 133 ADTs, 10 peak hour a.m. trips, and 12 peak hour p.m. trips. Therefore, difference in ADTs and peak hour trips between R7 and AR does not exceed 250 or 25 weekday a.m. or p.m. peak hour trips. A Transportation Impact Analysis will not be required for this proposal.

The definition of "spot zoning" per Chapter 17.16 SHMC:

Rezoning of a lot or parcel of land to benefit an owner for a use incompatible with surrounding uses and not for the purpose or effect of furthering the comprehensive plan.

Although the property abuts existing AR zoning, on the Comprehensive Plan Map, the properties surrounding the zone change proposal are not zoned GR. The commission was satisfied with a new area designated General Residential (GR) on the Comprehensive Plan Map and found that the proposal will remain compatible with the surrounding area.

Finding(s): This proposal will not significantly affect an existing or planned transportation facility. A Traffic Impact Analysis will not be required for this proposal.

The proposal will result in the existing multi-dwelling unit to become a permitted use instead of a non-conforming use, enabling it to be re-built if destroyed. The detached single-family dwelling is a permitted use in either case.

The Commission determine that this proposal is not a spot zoning; thus, according to the Commission this criterion to be met.

CONCLUSION & RECOMMENDATION

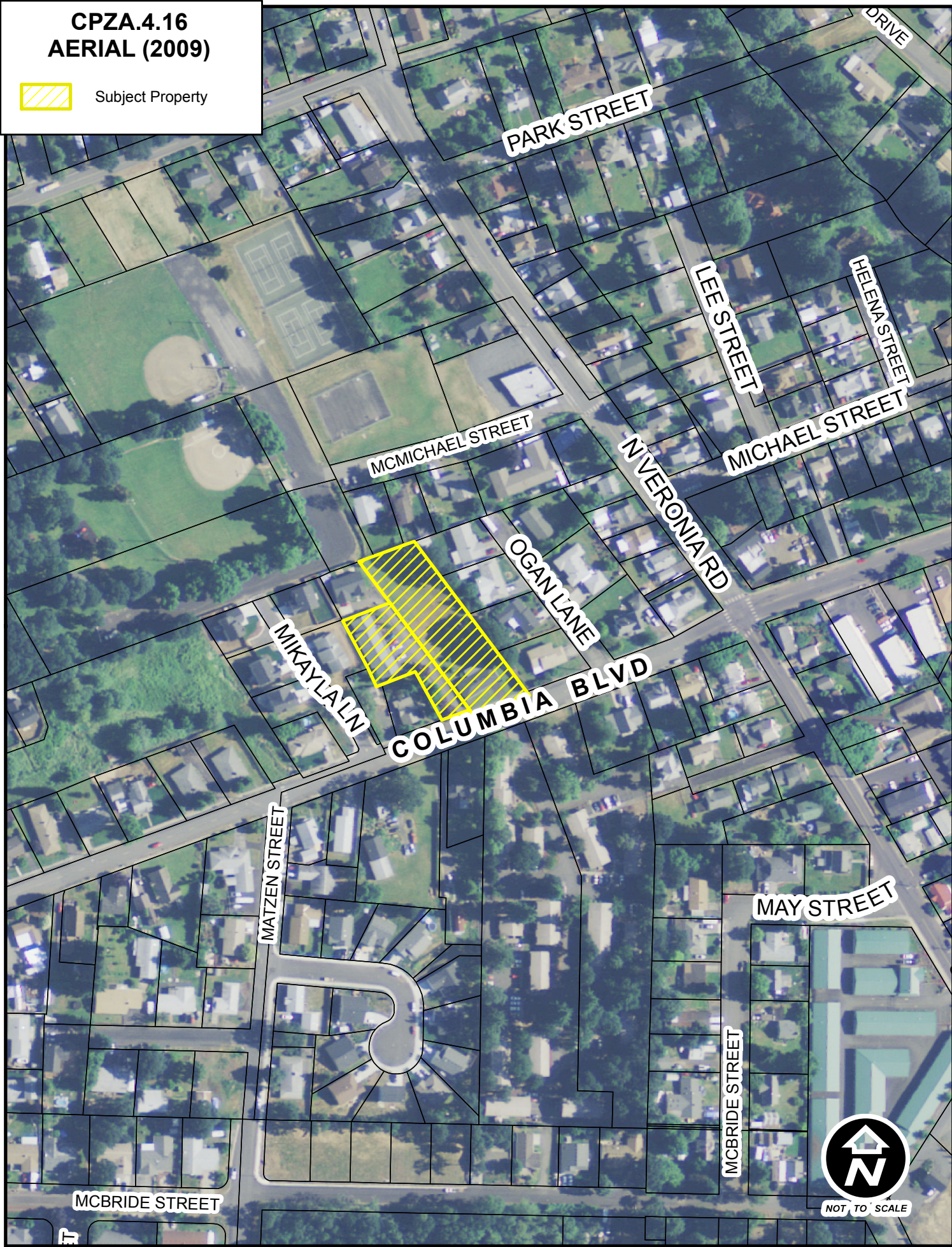
Based upon the facts and findings herein, the Planning Commission recommends the City Council approval of the proposal.

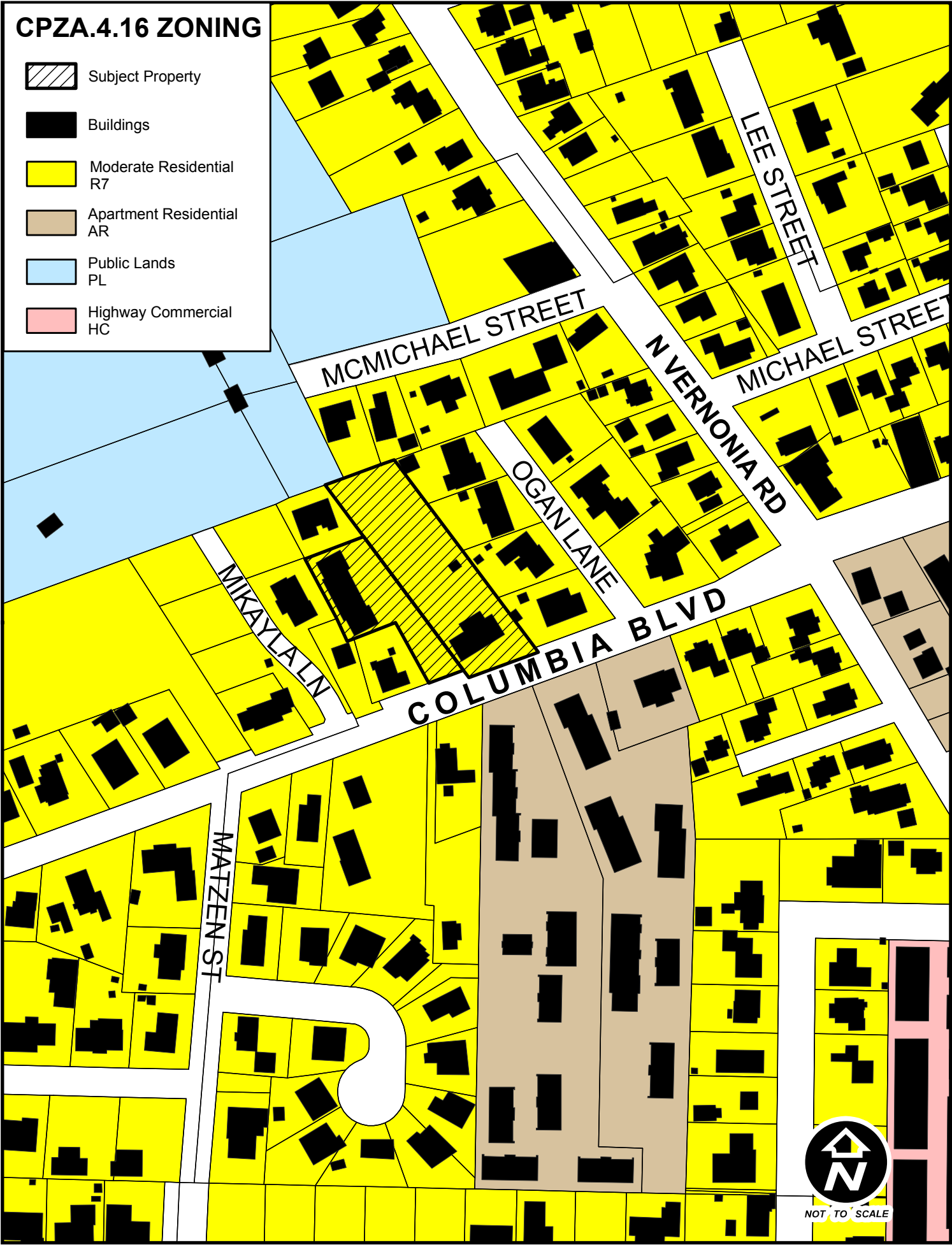
Attachment(s): Aerial Map
Zoning Map
Comprehensive Plan Map
Applicant's Narrative & Attachments (A-E)
Letter from the Fair Housing Council of Oregon dated Feb. 14, 2017
Campbell Park Senior Apartments sheet (submitted at Feb. 14 PC hearing)

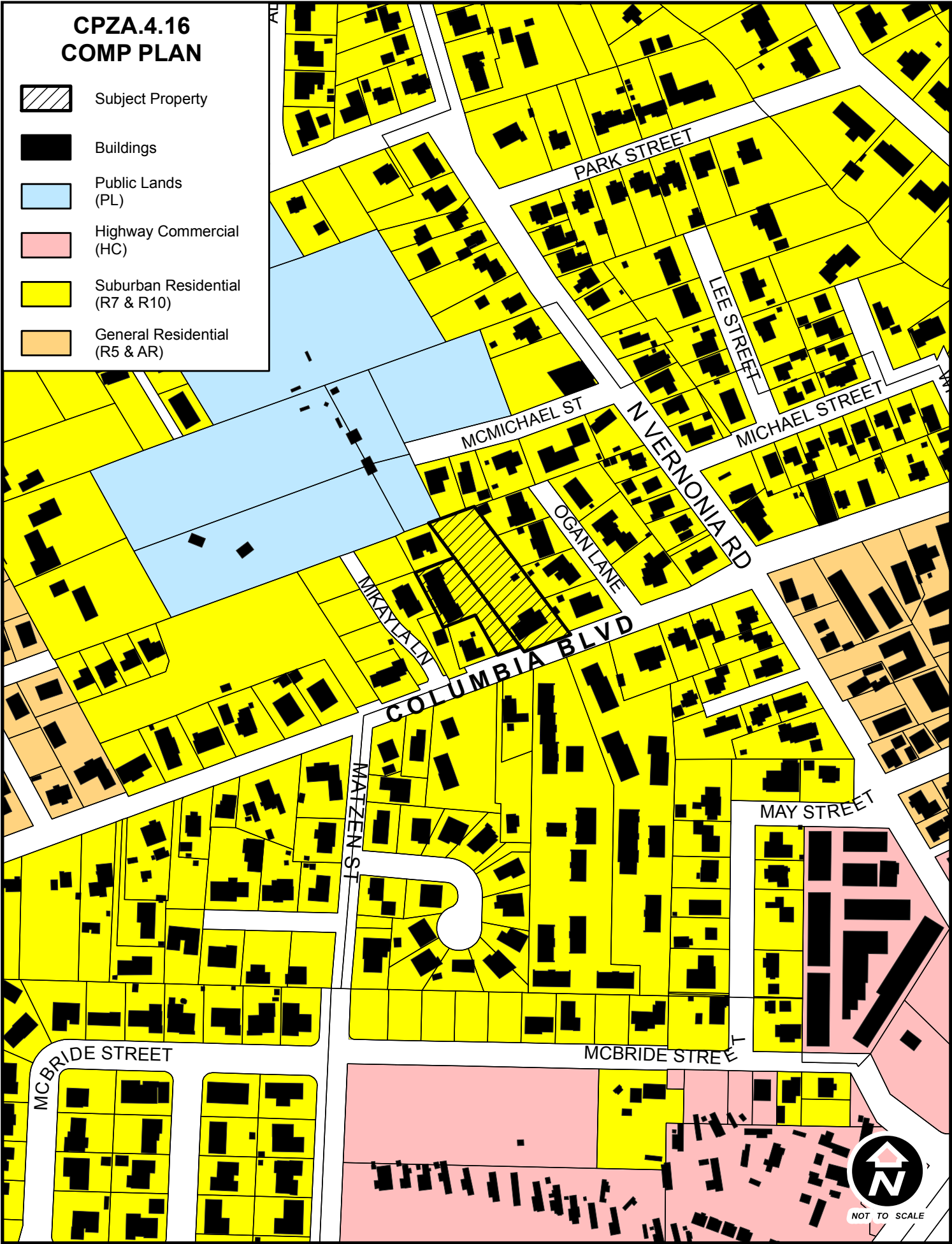
CPZA.4.16
AERIAL (2009)



Subject Property







Craig & Ronda Melton
58014 S. Bachelor Flat Road
Warren, OR 97053

Dave Coombs
34014 Edna Lane
Warren, OR 97053

December 12, 2016

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

RE: General Land Use Application, City of St. Helens, County of Columbia

Applicants: Owners

Craig & Ronda Melton (husband & wife)	David Coombs
58014 S. Bachelor Flat Road	34014 Edna Lane
Warren, OR 97053	Warren, OR 97053
503-397-9060 (w)/503-504-8680 (c)	971-203-4409 (w)/503-522-1692 (c)
Email: k2zm@msn.com	Email: dave3455@comcast.net

Parcel information: Columbia County Tax Accounts #12389 & #12391

Tax Map: 40105DA

Situs Address Parcel #1: 2560 Columbia Blvd, Tax Acct: 12391

Situs Address Parcel #2: 2554 Columbia Blvd, Tax Acct: 12389

Current Zoning: R7 – Moderate Residential

Proposed Zoning: AR – Apartment Residential

Current Comprehensive Plan Designation – SR – Suburban Residential

Proposed Comprehensive Plan Designation – GR- General Residential

Request

The Applicants are applying for a General Land Use Application for the above referenced adjoining parcels and both owned by the applicants. The applicants are seeking a zoning change from Moderate Residential Zone (R7) to Apartment Residential Zone (AR). See attached Parcel identification and maps, Attachments A & B. The zone classification is consistent with the purpose and intent of the proposed amendment to the Comprehensive Plan land use map. The applicants are also requesting a change in Comprehensive Plan designation from Suburban Residential (SR) to General Residential (GR) to make the zoning change possible.

Description

Parcel #1 currently has one, single story structure that is a 4-Plex apartment that includes a separate utility room which houses a washer and dryer for the resident's use. The structure was built in 1983 under the Rural Housing Federal Program that assists low income tenants. Since then, the 4-Plex has been the home to residents 55 years of age and older with 75% of the current occupants receiving housing assistance funding from Northwest Oregon Housing Authority.

Parcel #2 currently has one single story residential home built in the 1960s. The lot size is .75 of an acre. The physical characteristics of both properties are flat, grass terrain with areas of landscaping. The driveway and parking area on both sites are paved. The parcel appears to have no sensitive areas. Both parcels have easy access to Campbell Park and Columbia Blvd. The parcel appears to have no natural or environmentally sensitive areas. The site does prove to be optimal for future solar use for harvesting energy.

Zoning, Municipal Code Title 17

Chapter 17.32.060, Moderate residential zone – R-7

The purpose for the R-7 zone is intended to provide minimum development standards for residential purposes and to establish urban moderate density residential home sites.

Allowed Uses	Conditional Uses
Home child care	Auxiliary Dwelling Units
Home Occupation Types I & II	Bed & Breakfast, Homestay, Boarding House
Public Facilities, Minor	Children's Day Care
Public Park	Community Recreation, Public Facilities
Residential Home; Single Dwelling Unit	Duplex Residential Units
	Neighborhood Store, Safety Facilities
	Elderly/Convalescent Home
	Private Park, Religious Assembly

Chapter 17.32.080 Apartment residential zone – AR

The purpose for the AR zone is intended to provide minimum development standards for residential purposes where complete community services are available and to provide for single dwellings, detached and attached, duplexes, and low/medium-rise multiple-dwelling residential units for heavy density residential development.

Duplex Residential Units	Auxiliary Dwelling Units
Home Occupation, Home Child Care	Bed & Breakfast, Homestay, Boarding House
Multi-Dwelling Residential Units	Children's Day Care
Public Facility, Park	Community Recreation, Public Facilities
Residential Facility and Home	Duplex Residential Units
Single-Dwelling Units; Attached & Detached	Neighborhood Store, Safety Facilities

	Elderly/Convalescent Home
	Private Park, Religious Assembly
	Commercial Recreation Facilities
	Hospitals, Rest & Elderly Homes
	Lodge, Civic Assembly & Parking
	Lodging Facilities and Rooming House
	Schools & Related Facilities

Chapter 17.08, Amendments

Per municipal code, amendments may be necessary from time to time to reflect changing community conditions, needs and desires, to correct mistakes or to address changes in the law. It is specified that the change will not adversely affect the health, safety, and welfare of the community. The intent of the applicants' is to improve the health, safety, and welfare of the community by providing 8-10 units of affordable housing for seniors.

Our mission is to provide seniors in our community accessible housing to promote their continued independence. The intent is to build accessible units with amenities to aid the residents in daily living. The complex is unique in that the features are located in efficiently designed single-story units creating affordable living for those on fixed income easing their aging experience.

Statistics show that there is a health benefit and government reduction in cost of the individual for senior citizens living independently. The applicants have built and maintained a community garden on Parcel #1 for their current tenants. This has improved overall health, exercise and the cooperation between tenants resulting in stronger relationships.

The Deputy Director of Northwest Oregon Housing Authority (NOHA) was quoted stating, "One of the factors driving the increases is a shortage of rental units" and estimated that Columbia County has a vacancy rate of .25% compared to the norm of 3-5% in a healthy rental market.¹ The proposed zone change would allow for multifamily residences for a growing baby boomer population. Data shows a huge need for housing as this large demographic continues to grow.

Chapter 17.08.060, Transportation Plan Compliance

The involved properties empty directly onto a collector street (Columbia Blvd) leading to a major arteriole (Columbia River Highway.) The multifamily dwelling on Parcel #1 has existed since 1983 and a zoning reclassification will not change activity of vehicles. The size of Parcel #2 would allow for the addition of two duplexes under current R7 zoning. Each duplex provides residences for 2-4 persons, totaling an addition of 8-16 people. The proposed project requiring AR zoning is to build 8-10 units aimed at single seniors, whom drive considerably less than their younger counterparts. In the scope of this project, a zoning change from R7 to AR will not affect population density or vehicles; therefore, traffic facilities will have minimal, if any, impact.

¹ Patterson, Don. "Rent increases put a squeeze on Columbia County residents." The Chronicle. 10 Nov. 2015. Web. 20 Nov. 2016.

Comprehensive Plan, Municipal Code Title 19

The current Comprehensive Plan Map for these (2) parcels is designated Sub-Residential (SR). See Attachment C. The applicants are requesting to change the (2) parcels to General Residential (GR) to meet the policy of Municipal Code 19.12.020 (2) (e).

The Comprehensive Plan follows Oregon Statewide Land Use Planning Goals and Guidelines as specified in Chapter 19.04.010. Re-designation of these (2) parcels from SR to GR conforms to the current City Comprehensive Plan Land Use Map and complies with the Statewide planning goals. The impact on surrounding land will be consistent with the specific goals and policies contained within the City of St. Helens Comprehensive Plan.

Per the City of St. Helens Parks & Trails- Master Plan, Chapter 2.8, Trails Master Plan Map, the City of St. Helens uses a two-map zoning system. One map represents the existing zoning and the other is the comprehensive plan map, which reflects how the City is to be developed into the future. See Attachment B and C. This is important when considering the proposed change since the current Comprehensive Plan Land Use map reflects the City and community vision of St. Helens while maintaining the statewide planning goals.

Chapter 19.08.050 Housing goals and policies (statewide planning goal #10)

The proposed project will meet the goals and policies of this code by:

- Providing safe, adequate, and affordable housing for current and future members of the community by expanding a project that currently serves low income senior citizens.
- Working with interested agencies to facilitate housing construction as the applicants already actively work with Northwest Housing Authority (NOHA) and Community Action Team (CAT).
- Providing housing for those with special needs with accommodations for older citizens with limited physical abilities.
- Constructing single story structures that will not block views or sunlight.
- Providing adequate off street parking.
- Meeting landscape requirements.
- Being consistent with adjacent parcels as the property directly across the street, 2545 Columbia Blvd is zoned as AR and several multifamily dwellings are in the area. (statewide planning goal #2). See Attachment E.

Chapter 19.30, Transportation Systems Plan (statewide planning goal #12)

Allows current and future residents to have easy access and local walking access to shopping, dining and City parks. ORS 197.712 and Department of Land Conservation and Development, DLCD Administrative Rule as the Transportation Planning Rule (TPR) guide the Transportation System Plan (TSP). The (2) parcels have direct access to Columbia Blvd, which is a collector street per the TSP. See Attachment D. The street design of Columbia Blvd, the frontage road for both parcels, support the functional and operational needs of the community's roadway network. The design's appearance and function of Columbia Blvd. including wide travel lanes, sidewalks on both lanes of travel, capacity, operating speed,

and safety have been addressed for additional AR zoning. The proposed location of the project is two blocks from a grocery and within walking distance of one of only three established Columbia County Rider bus stops in the city. The additional single resident apartments will smoothly transition into the current infrastructure which is capable of safely and efficiently serving the traveling public.


Supplemental Information

- The existing 4-Plex located on Parcel #1 was built in 1983. If destroyed, current zoning of R7 would not allow replacement of a four-unit structure, which would reduce existing housing and displace senior residents.
- The private driveway to Parcel #1, 2560 Columbia Blvd is already equipped with sidewalks and curbs.
- Granting the applicants' requests would allow for the expansion of affordable senior housing, which will aid in serving the estimated population growth of St. Helens.
- The applicants have met with the City Planner, Building Official, and Public Works regarding the project. Utilities have been reviewed and discussed about possible locations of water and sewer. Location for power access has been discussed with Columbia River PUD.
- The applicants have spoke with a contractor about the project and are prepared to move forward.

We would like to thank the City of St. Helens Planning Department and Planning Commission, in advance, for considerations of our proposed Parcel #1 and #2 changes in zoning and comprehensive plan designation. If you have any further questions, please contact me us at our cell phone numbers or email provided.

Respectfully submitted,

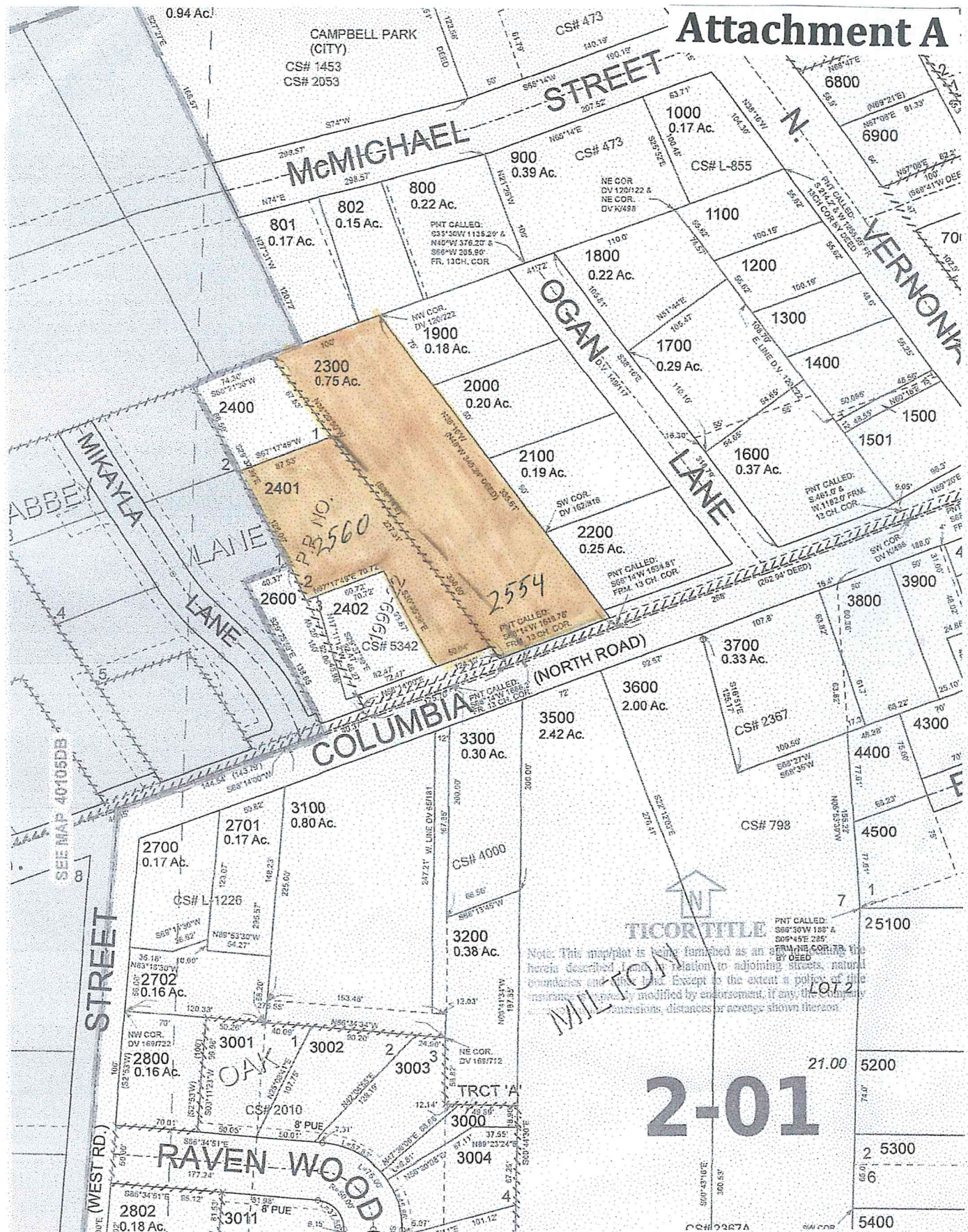

Craig Melton


Ronda Melton


David Coombs

Enclosures:
Attachments: A-E

Attachment A



City of St. Helens Zoning Map

Attachment B

Subject Properties
(Currently Moderate Residential, R7)

ZONING DISTRICTS

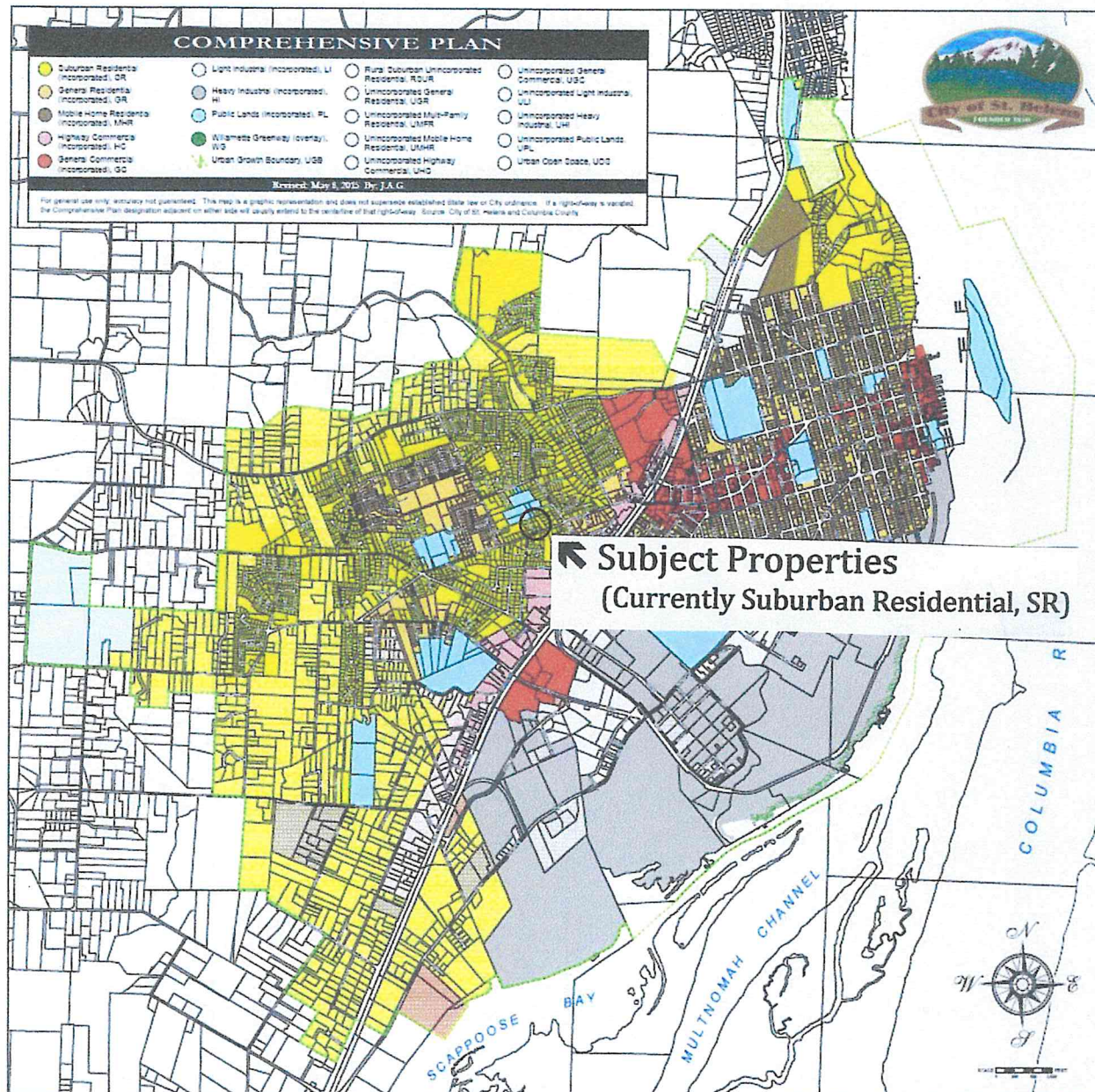
- Suburban Residential, R10
- Moderate Residential, R7
- General Residential, R5
- Apartment Residential, AR
- Mobile Home Residential, MHR
- Mixed Use, MU
- Designated Landmark (historic resource)
- Urban Growth Boundary, UGB
- Industrial Park (approved and yes)
- Riverfront District, RD
- Houston Business District, HBD
- Willamette Greenway (overlay), V
- Planned Development (overlay), F
- Annexed "Established" (overlay)
- Annexed "Developing" (overlay)
- Highway Commercial, HC
- General Commercial, GC
- Marine Commercial, MC
- Light Industrial, LI
- Heavy Industrial, HI
- Public Lands, PL

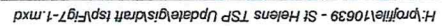
Revised May 20, 2016 By J.A.G.

For general use only; accuracy not guaranteed. This map is a graphic representation and does not supersede established State law or City ordinance. All properties within the corporate land limits of the City are zoned (i.e., with color). Those not colored are outside City limits. City limits over water not shown. If a right-of-way is vacant the zoning adjacent on either side will usually extend to the centerline of that right-of-way. Source: City of St. Helens and Columbia County

Attachment C

ST. HELENS COMPREHENSIVE ZONING MAP (MAY 2015)





Attachment E





February 14, 2017

City of St. Helens Planning Commission
265 St. Helens Street
St. Helens, OR 97051

Re: CPZA.4.16: Amending the Zoning Map from Moderate Residential (R-7) to Apartment Residential (AR) and Amending the Comprehensive Plan from Suburban Residential (SR) to General Residential (GR).

Dear St. Helens Planning Commission:

This letter is submitted jointly by Housing Land Advocates (HLA) and the Fair Housing Council of Oregon (FHCO). Both HLA and FHCO are non-profit organizations that advocate for land use policies and practices that ensure an adequate and appropriate supply of affordable housing for all Oregonians. FHCO's interests relate to a jurisdiction's obligation to affirmatively further fair housing. Please include these comments in the record for the above-referenced proposed amendment.

As you may know, amendments to comprehensive plans and zoning maps must be in compliance with the Statewide Planning Goals. ORS 197.175(2)(a). However, the staff report for this proposal does not completely analyze the proposal's impact on the City's Statewide Planning Goal 10 (Goal 10) obligations.

HLA and FHCO appreciate that this change would allow for an increase in housing density. However, when a decision is made affecting the residential land supply, cities are required to refer to their Housing Needs Analysis to show that an adequate number of needed housing units (both housing type and affordability level) will be supported by the residential land supply after the proposed change is enacted. The staff report did not conduct that analysis.

Even when a proposal adds housing units, the City must show that it is adding needed residential zones (e.g. General Residential vs. Apartment Residential). The City must demonstrate that its actions do not leave it with less than adequate residential land supplies in the types, locations,



and affordability ranges affected. *See Mulford v. Town of Lakeview*, 36 Or LUBA 715, 731 (1999) (rezoning residential land for industrial uses); *Gresham v. Fairview*, 3 Or LUBA 219 (same); see also, *Home Builders Assn. of Lane County v. City of Eugene*, 41 Or LUBA 370, 422 (2002) (subjecting Goal 10 inventories to tree and waterway protection zones of indefinite quantities and locations).

HLA and FHCO urge the Commission to defer adoption of the proposed amendment until its impact on the City's Goal 10 obligations is adequately documented. Thank you for your consideration. Please provide written notice of your decision to, FHCO, c/o Louise Dix, at 1221 SW Yamhill Street, #305, Portland, OR 97205 and HLA, c/o Jennifer Bragar, at 121 SW Morrison Street, Suite 1850, Portland, OR 97204. Please feel free to email Louise Dix at ldix@fhco.org or reach her by phone at (541) 951-0667.

Thank you for your consideration.

A handwritten signature in black ink that reads "Louise Dix". The signature is fluid and cursive, with the first name being more prominent.

Louise Dix
AFFH Specialist
Fair Housing Council of Oregon

A handwritten signature in black ink that reads "Jennifer Bragar". The signature is fluid and cursive, with the last name being more prominent.

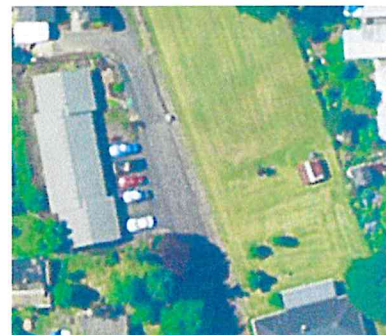
Jennifer Bragar
President
Housing Land Advocates

cc. Gordon Howard

Campbell Park Senior Apartments

Affordable housing for seniors

SUBMITTED AT FEB. 14, 2017 PLAN. COMM. MEETING



The owners:

Live and work in the community

Have an established relationship with CAT and NOHA

Have a very high renter retention rate

A unique, conveniently located & thoughtfully designed senior complex. Adjacent to a city park and walking distance to all essential services including grocery, drugstore, hardware, bank and CC Rider stop.

- The proposed project will be designed for those with physical limitations.
 - Halls and doorways will accommodate wheelchairs and/or scooters.
 - Bathrooms to include grab bars and step-in showers.
 - Elevated community garden.
 - Off street, safe environment.
 - On site laundry.

Thoughtfully designed housing for older adults is not being created on a scale commensurate with the growing need. It's not a market many architects or developers have embraced.

City of St. Helens
RESOLUTION NO. 1781

**A RESOLUTION OF THE COMMON COUNCIL OF THE CITY
OF ST. HELENS ESTABLISHING COUNCIL GOALS FOR 2017**

WHEREAS, the City Council has developed Goals based on identifying those priorities and actions most important to be undertaken in 2017; and

WHEREAS, the 2017 Goals will guide the Council's work and leadership over the year; and

WHEREAS, the 2017 Goals will be the foundation of the City's budget formulation and the development of staff work programs.

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

The City Council hereby approves the 2017 Council Goals as set forth in Exhibit A attached hereto and incorporated herein.

Approved and adopted by the City Council on March 15, 2017, by the following vote:

Ayes:

Nays:

Rick Scholl, Mayor

ATTEST:

Kathy Payne, City Recorder



**2017 CITY OF ST. HELENS
CITY COUNCIL MISSION AND GOALS**

- GOAL 1 Provide Effective Governance and Fiscal Management**
- GOAL 2 Improve Service, Communication and Relationships**
- GOAL 3 Foster a Safe and Healthy Community**
- GOAL 4 Facilitate Economic Development**
- GOAL 5 Provide Sound Stewardship of Community Assets**

The City of St. Helens’ mission is to provide quality, effective and efficient service to our citizens.

By doing so we will:

- Develop and preserve the highest possible quality of life for our residents, businesses, and visitors.***
- Provide a safe and healthy environment within a sound economic framework.***
- Provide leadership which is open and responsive to the needs of the community and works for the benefit of all.***

GOAL 1 – Provide Effective Governance and Fiscal Management

The operation of government is reflected in the organization structure and management of financial resources.

DESIRED OUTCOME – City government operates efficiently and effectively in carrying out its tasks and meeting its goals. The process of governance is transparent and accessible to the Citizens. Financial management is prudent and sound.

- ✓ **Promote Fiscal Sustainability**
 - **Maintain sufficient operating reserves in General Fund and Enterprise fund accounts**
 - **Update financial elements of capital improvement plans**
 - **Consider sustainability in purchasing decisions**
 - **Review and adjust rates as appropriate to ensure equity to system users**
- ✓ **Promote balanced revenue system that reflects service demands**
- ✓ **Support stable, effective and accountable management**
- ✓ **Improve efficiencies and effectiveness**
 - **Implement monthly utility billing**
 - **Continue to explore, develop and implement cost saving efficiencies**
 - **Enhance use of existing resources (Columbia Center, Library, PEG channel 29, Website)**



GOAL 2 – Improve Service, Communication and Relationships

The channels of communication, service and partnership are embodied in the relationships between City government and the Citizens.

DESIRED OUTCOME – Effective leveraging of resources, respect, and good will mark the relationship between City government and its Citizens. Citizens feel valued and actively participate in their community and government.

- ✓ **Provide open, inclusive and transparent government**
 - **Encourage citizen involvement**
 - **Support City programs and City Departments mission and goals**
 - **Participate in initiatives which further the City’s mission and goals**
 - **Explore community survey options to measure City governance performance**
 - **Further organize website to improve user experience**
- ✓ **Improve communication**
 - **Assure good communication throughout the City and community**
 - **Utilize P.E.G. programming to improve community outreach efforts**
 - **Explore live camera feeds on City website**
 - **Continue social media engagement efforts: Gazette, Facebook (City, Police, Library), Twitter, E-blasts, YouTube channels**
- ✓ **Deliver excellent customer service**
 - **Promote a positive workplace environment and good employee morale**
 - **Explore customer service training program**
- ✓ **Improve community relationships**
 - **Promote estate/endowment donation to support services and improve community connection**
 - **Develop plan for recruiting and sustaining volunteers**
 - **Improve civic relationships (schools, county, state, federal and community partners)**



GOAL 3 – Foster a Safe and Healthy Community

The City government facilitates access to available resources in order to ensure a healthy, safe and prosperous community.

DESIRED OUTCOME – The community is safe, attractive and inviting. Citizens have good access to public resources and take pride in their personal health and the overall health of their community.

- ✓ **Provide resources to support City services**
 - **Explore methods to attract and retain police officers**
 - **Support Police reserve program**
 - **Support Police accreditation program**
 - **Support Library operations and programming**
- ✓ **Support City infrastructure and facilities**
 - **Maintain streets in safe/serviceable condition**
 - **Explore alternative funding for street maintenance**
 - **Provide clean drinking water and compliant waste water treatment**
 - **Adequately staff, equip and house police services**
- ✓ **Promote and support public health programs and services**
- ✓ **Promote education, activities and programs to improve community health and welfare**
 - **Improve personal/family preparedness**
 - **Exercise disaster/emergency preparedness plans**
 - **Support public art and beautification**
 - **Support Library programs for all ages**
- ✓ **Support parks, trails and recreation programs**
 - **Explore alternative funding for parks maintenance**



GOAL 4 – Facilitate Economic Development

The City’s programs and leadership encourage sustainable economic development.

DESIRED OUTCOME – The City has a vibrant and durable local economy with job growth in both the commercial and industrial sectors. The three commercial districts are all prosperous with a variety of viable businesses and high occupancy rates.

- ✓ **Leverage assets to retain, support and attract local business**
 - **Support Columbia County Economic Team (CCET)**
 - **Support and promote Tourism related activities**
 - **Support the Main Street Approach to improving community vitality**
- ✓ **Establish development policies and public improvements/standards that recognize economic trends and further community “livability”**
- ✓ **Collaborate with community organizations to create a cohesive Economic Development effort**
 - **Develop strategic partnerships to further the City’s mission and goals**
 - **Participate in regional economic development activities**
- ✓ **Encourage business-friendly policies**
- ✓ **Encourage private investment in the City**



GOAL 5 – Provide Sound Stewardship of Community Assets

The community’s assets are maintained and operated in a manner demonstrating professionalism and community pride.

DESIRED OUTCOME – The City exercises wise stewardship of public infrastructure assuring facilities are built to meet growing needs, infrastructure is maintained to industry standards, and provisions are made to provide funding for needed future investments. Private spaces visible or usable by the public are well maintained.

- ✓ **Complete capital projects in a timely and cost effective manner**
 - **Radio read water meter replacement**
 - **I&I reduction program**
 - **Gable Road Design and Construction**
 - **Drinking Water Reservoir Rehabilitation**
- ✓ **Secure Infrastructure funding resources**
 - **Evaluate urban renewal infrastructure funding**
 - **Ensure capital facilities plans are up to date**
 - **Secure grants, loans and funding**
 - **Develop public/private partnerships and collaborations**
 - **Pursue street/highway safety project funding**
- ✓ **Maintain compliance with local, state and federal regulations**
 - **Update 2006 Personnel Policies and Procedures**
- ✓ **Complete community visioning and planning projects**
 - **Update 2006 Economic Opportunities Analysis**
 - **Continue waterfront redevelopment site planning and development**
 - **Complete DLCD TGM grant - Gable Rd./Old Portland/ 1st Street/ Plymouth Street Refinement Planning**
 - **EPA-CWA Community Wide Assessment Grant**
 - **Wastewater Lagoon repurposing analysis**
 - **Explore Sykes Road Land Fill Property acquisition**
 - **Complete Branding and Wayfinding Plan**

City of St. Helens
RESOLUTION NO. 1782

A RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF ST. HELENS,
OREGON ADOPTING A CITY EMPLOYEE COMPENSATION PLAN FOR THE
POSITIONS OF UTILITY, BANKING & COURT SPECIALIST AND WASTEWATER
TREATMENT PLANT OPERATOR III/PRETREATMENT COORDINATOR

WHEREAS, the position of Utility, Banking & Court Specialist has been created to better reflect the current duties of the Utility Billing Specialist and Office Assistant positions; and

WHEREAS, the position of Wastewater Treatment Plant Operator III/Pretreatment Coordinator is being created to add the mandatory Pretreatment Program duties to an Operator III position.

NOW, THEREFORE, THE CITY OF ST. HELENS RESOLVES that the City employee salary schedule for the fiscal year 2016-17 be updated to include the positions of Utility, Banking & Court Specialist and Wastewater Treatment Plant Operator III/Pretreatment Coordinator at the following salary ranges:

POSITION	MONTHLY SALARY RANGE				
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Utility, Banking & Court Specialist	3,223	3,385	3,555	3,733	3,920
Wastewater Treatment Plant Operator III/Pretreatment Coordinator	4,656	4,889	5,132	5,391	5,661

Approved and adopted by the City Council on March 15, 2017, by the following vote:

Ayes:

Nays:

Rick Scholl, Mayor

ATTEST:

Kathy Payne, City Recorder

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

PARTIES

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

RECITALS

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

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

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

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

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

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

AGREEMENT

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

1. **Effective Date.** This Agreement is effective on the last date signed by the parties, below.
2. **Completion Date.** This Agreement shall continue until June 30, 2017 and shall automatically renew every year thereafter on July 1st unless terminated by either party pursuant to Paragraph 7 of this Agreement.
3. **St. Helens Services.** St. Helens agrees to provide services as follows:
 - a. Building inspection services, to supplement Columbia City Staff upon request of Columbia City, to determine compliance with approved plans and Columbia City adopted Oregon State Building Codes (including Building, Plumbing and Mechanical.) The service goal is to perform such inspections within 48 hours of request by Columbia City and provide an inspection record to the applicant and Columbia City.
 - b. Plan review services of complete plans with the following service goals:
 - i. For one and two family residential buildings, additions and related work: complete initial plan review within seven (7) business days.
 - ii. For multi-family residential, mixed use and non-residential buildings deemed by St. Helens

- to be of normal complexity: complete initial plan review in less than twelve (12) business days.
- iii. For multi-family residential, mixed use and non-residential buildings deemed by St. Helens to be of unusual complexity: complete plan review in less than fifteen (15) business days.

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

4. Consideration. Compensation shall be at the following hourly rates, billed in one half-hour increments:

- a. Commercial and mixed use plan review and inspections: 75% of permit fees.
- b. Residential plan review and inspection: 75% of permit fees.

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

5. Permit fees. Permit fees collected by Columbia City will be consistent with the fee schedule approved by the State of Oregon Building Codes Division on August 1, 2014. All Columbia City system development charges, planning fees, City surcharges, local ordinance fees and the State Building Code surcharge fees (12%) will be collected by Columbia City.

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

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

- a. For St. Helens:
Robert Johnston, Building Official
City of St. Helens
PO Box 278
St. Helens, Oregon 97051
- b. For Columbia City:
Leahnette Rivers, City Administrator
City of Columbia City
PO Box 189
1840 Second Street
Columbia City, OR 97018

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

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

9. Reports. Upon the request of Columbia City, St. Helens shall, within a reasonable time, provide a written

report on the progress of and information related to the work outlined in this Agreement.

10. Hold Harmless. To the extents of the limitations of the Oregon TORT Claims Act, the Oregon Constitution and the St. Helens Charter, St. Helens agrees to indemnify and hold harmless Columbia City, its officers, agents and employees from and against all third party claims, suits, actions, damages, costs, losses and expenses in any manner resulting from, arising out of, or connected to St. Helens' performance, or failure to perform, its obligations under this Agreement or any other negligent or willful act or omission by St. Helens. Columbia City agrees to indemnify and hold harmless St. Helens, its officers, agents and employees from and against all third party claims, suits, actions, damages, costs, losses and expenses in any manner resulting from, arising out of, or connected to Columbia City's performance, or failure to perform, its obligations under this Agreement or any other negligent or willful act or omission by Columbia City.
11. Non-Discrimination. St. Helens agrees that no person shall, on the grounds of race, color, creed, national origin, sex, marital status, handicap or age, suffer discrimination in the performance of this Agreement.
12. Non-Appropriation. In the event sufficient funds shall not be appropriated for the payment of consideration required to be paid under this Agreement, and if Columbia City has no funds legally available for consideration from other sources, then Columbia City may terminate this Agreement pursuant to Section 7 of this Agreement. St. Helens may, pursuant to Paragraph 7, terminate this Agreement at any time that funds are not appropriated by Columbia City for compensation to St. Helens, and in such event St. Helens may immediately cease its performance of its obligations under this Agreement.
13. Legal Fees. In the event any action, suit or proceeding, including any appeals therefrom, is brought for failure to observe or perform any of the terms of this Agreement, each party shall be responsible for its own attorney's fees, expenses, costs and disbursements for said action, suit, proceeding or appeal.
14. Non-Waiver. The failure of either party to enforce any provision of this Agreement shall not constitute a waiver of that or any other provision of this Agreement.
15. Time of the Essence. The parties agree that time is of the essence in this Agreement.
16. Choice of Law. This Agreement shall be governed by the laws of the State of Oregon.
17. Venue. Venue relating to this Agreement shall be in the circuit court of the State of Oregon for Columbia County, located in St. Helens, Oregon.
18. Severability. If any provision of this Agreement is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holdings shall not affect the validity of the remainder of this Agreement.
19. Entire Agreement. This Agreement constitutes the entire agreement between the parties. No waiver, consent, modification or change of terms of this Agreement shall bind either party unless in writing and signed by both parties. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. There are no understandings, agreements, or representations, oral or written, regarding this Agreement that are not contained within the terms of this Agreement. St. Helens, by signature of its authorized representatives below, hereby acknowledges that it has reviewed, understands and agrees to the terms and conditions of this Agreement. Columbia City, by signature of its authorized representatives below, hereby acknowledges that it has reviewed, understands and agrees to the terms and conditions of this Agreement.

DATED this _____ day of _____, 2017.

CITY OF COLUMBIA CITY:

Mayor

Attested:

City Administrator

Approved as to Form:

City Attorney

CITY OF ST HELENS:

Approved by the City Council: 3/15/17

Mayor

Attested:

City Administrator

Approved as to Form:

City Attorney for Contracts

APPOINTMENTS TO ST. HELENS CITY BOARDS AND COMMISSIONS

City Council Meeting ~ March 15, 2017

Pending applications received:

<u>Name</u>	<u>Interest</u>	<u>Date Application Received</u>	<u>Referred by Email To Committee(s)</u>
• Joann Nelson	Arts & Cultural Commission	9/19/16	9/19/16
• Amanda Heynemann	Library Board	11/10/16	11/21/16
• Julie Stenberg	Planning Commission	2/16/17	2/17/17
• Jenn Farrington	Arts & Cultural Commission	3/1/17	3/2/17

Arts & Cultural Commission (3-year terms)

- Susie Patterson resigned. Her term expires 9/30/2017.

Status: There is currently one vacancy.

Next Meeting: February 28, 2017

Recommendation: None at this time.

Bicycle & Pedestrian Commission (3-year terms)

- Dave Ehrenkranz resigned. His term expired 12/31/2015.
- Matt Freeman resigned. His term expired 12/31/2015.
- Ray Scholl resigned. His term expired 12/31/2015.
- Dave Woullet resigned. His term expired 12/31/2014.
- Angela Barlow resigned. Her term expired 12/31/2016.
- Simon Date resigned. His term expired 12/31/2016.
- Martin Kennedy resigned. His term expired 12/31/2016.
- Ben Tiscareno's term expired 12/31/2016.
- Cynthia Sweet's term expired 12/31/2016.

Status: Currently, the Commission has 5 members and 5 vacancies.

Next Meeting: February 23, 2017

Recommendation: None at this time.

Library Board (4-year terms)

- The Council approved a Code change to allow 9 members on the Library Board.

Status:

Next Meeting: March 21, 2017

Recommendation: The Board recommends that the Council appoint Amanda Heynemann.

Accounts Payable

To Be Paid Proof List

User: jenniferj
 Printed: 03/02/2017 - 1:46PM
 Batch: 00011.02.2017 - AP 3/3/17 FY 16-17

14



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
ALLEN GUTTERS, LLC									
001040									
02282017	2/28/2017	1,087.00	0.00	03/03/2017				False	0
004-410-501000 Property Maintenance				FARA BLDG. GUTTER REPLACEMENT					
02282017 Total:		1,087.00							
ALLEN GUTTERS, LLC T		1,087.00	✓						
CENTURY LINK									
034002									
02172017	2/17/2017	20.35	✓	0.00	03/03/2017			False	0
018-020-458000 Telecommunication Expense				025B					
02172017	2/17/2017	20.36	✓	0.00	03/03/2017			False	0
018-019-458000 Telecommunication Expense				025B					
02172017	2/17/2017	40.71	✓	0.00	03/03/2017			False	0
017-017-458000 Telephone Expense				369B					
02172017 Total:		81.42							
CENTURY LINK Total:		81.42							
CENTURY LINK- ACCESS BILLING									
034004									
3263X201S17045	2/14/2017	82.22	0.00	03/03/2017				False	0
017-417-458000 Telephone expense				0153					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
3263X201S17045 Total:		82.22	✓						
3263X204S17042	2/11/2017	82.22	0.00	03/03/2017				False	0
001-002-458000 Telephone Expense				0453					
3263X204S17042 Total:		82.22	✓						
CENTURY LINK- ACCES		164.44							
CINTAS CORPORATION 037620									
5007228830	2/23/2017	128.94	0.00	03/03/2017				False	0
013-403-470000 Building				CABINET REFILL					
5007228830 Total:		128.94	✓						
5007228832	2/23/2017	157.74	0.00	03/03/2017				False	0
012-107-457000 Office supplies				CABINET REFILL					
5007228832 Total:		157.74	✓						
CINTAS CORPORATION		286.68							
CINTAS CORPORATION-463 006830									
463801229	2/20/2017	47.95	✓	0.00	03/03/2017			False	0
018-019-470000 Building Expense					MATS				
463801229	2/20/2017	47.96	✓	0.00	03/03/2017			False	0
018-020-470000 Building Expense					MATS				
463801229 Total:		95.91							
463801236	2/20/2017	43.53	0.00	03/03/2017				False	0
013-403-470000 Building					MATS				
463801236 Total:		43.53	✓						

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
<hr/>									
CINTAS CORPORATION		139.44							
CITY OF ST. HELENS ST.HELEN 02142017	2/14/2017	67.20	0.00	03/03/2017				False	0
001-002-470000 Building Expense					BUILDING PERMIT 13396 WATER HEATER POLICE S7				
02142017 Total:		67.20							
CITY OF ST. HELENS To		67.20							
COASTAL ENTERPRISES 00715 649731	3/1/2017	20.50	0.00	03/03/2017				False	0
012-106-457000 Office supplies					WATER SERVICE UB / COURT BUILDING				
649731 Total:		20.50							
COASTAL ENTERPRISES		20.50							
COLUMBIA COUNTY CLERK 007500 03022017	3/2/2017	56.00	0.00	03/03/2017				False	0
001-104-494000 Recording fees					RECORDING FEES PUBLIC SEWER EASEMENT LOT :				
03022017 Total:		56.00							
COLUMBIA COUNTY CL		56.00							
COLUMBIA COUNTY TRANSFER STATION 007579 01192017	1/19/2017	25.89	0.00	03/03/2017				False	0
018-021-501000 Operating Materials & Supplies					TICKET 412012 SOLID WASTE				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
01192017 Total:		25.89							
COLUMBIA COUNTY TR		25.89							
COLUMBIA LEARNING CENTER									
008152									
141	2/20/2017	1,079.00	0.00	03/03/2017				False	0
001-110-470000 Building expense				1/2 DIRECTORS AND OFFICERS INSURANCE POLICY					
141 Total:		1,079.00							
COLUMBIA LEARNING		1,079.00							
COMCAST									
COMCAST									
02212017	2/21/2017	184.85	0.00	03/03/2017				False	0
001-004-500000 Computer Maintenance				8631					
02212017	2/21/2017	320.25	0.00	03/03/2017				False	0
012-107-458000 Telecommunication expense				9110					
02212017	2/21/2017	94.85	0.00	03/03/2017				False	0
012-107-458000 Telecommunication expense				8453					
02212017	2/21/2017	184.85	0.00	03/03/2017				False	0
001-004-500000 Computer Maintenance				3388					
02212017	2/21/2017	244.74	0.00	03/03/2017				False	0
001-002-458000 Telephone Expense				4855					
02212017 Total:		1,029.54							
COMCAST Total:		1,029.54							
COMMUNITY ACTION TEAM, INC., ATTN: SALLY MCLAUGHLIN									
008603									
02282017	2/28/2017	8,334.50	0.00	03/03/2017				False	0
033-033-550000 C.A.T. Distribution				CITY REVOLVING LOAN FUND -DONNA WALTER PA					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
02282017 Total:		8,334.50							
COMMUNITY ACTION T		8,334.50							
CONSOLIDATED SUPPLY									
009000									
S8116043.001	2/14/2017	142.56	0.00	03/03/2017				False	0
017-017-501000 Operating Materials & Sup.				MATERIALS					
S8116043.001 Total:		142.56							
S8129571.001	2/23/2017	678.04	0.00	03/03/2017				False	0
018-018-501000 Operating Materials & Supplies				MATERIALS					
S8129571.001 Total:		678.04							
CONSOLIDATED SUPPL		820.60							
DAHLGRENS DO IT BEST BUILDERS SUPPLY									
009800									
02242017	2/24/2017	8.97	0.00	03/03/2017				False	0
018-019-501000 Operating Materials				MATERIALS ACCT 10026					
02242017	2/24/2017	26.57	0.00	03/03/2017				False	0
012-106-473000 Miscellaneous				MATERIALS ACCT 10026					
02242017	2/24/2017	12.17	0.00	03/03/2017				False	0
001-005-501000 Operating Materials & Supp				MATERIALS ACCT 10026					
02242017	2/24/2017	72.60	0.00	03/03/2017				False	0
012-106-473000 Miscellaneous				MATERIALS ACCT 10026					
02242017	2/24/2017	4.99	0.00	03/03/2017				False	0
018-018-501000 Operating Materials & Supplies				MATERIALS ACCT 10026					
02242017	2/24/2017	138.00	0.00	03/03/2017				False	0
017-017-501000 Operating Materials & Sup.				MATERIALS ACCT 10026					
02242017	2/24/2017	4.99	0.00	03/03/2017				False	0
001-002-501000 Operating Materials & Supp				MATERIALS ACCT 10026					
02242017	2/24/2017	8.97	0.00	03/03/2017				False	0
018-021-501000 Operating Materials & Supplies				MATERIALS ACCT 10026					
02242017	2/24/2017	3.94	0.00	03/03/2017				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
004-410-501000 Property Maintenance					MATERIALS ACCT 10026				
02242017	2/24/2017	335.80	0.00	03/03/2017				False	0
018-019-470000 Building Expense					MATERIALS ACCT 10026				
02242017	2/24/2017	344.77	0.00	03/03/2017				False	0
018-020-470000 Building Expense					MATERIALS ACCT 10026				
02242017	2/24/2017	14.95	0.00	03/03/2017				False	0
004-410-501000 Property Maintenance					MATERIALS ACCT 10026				
02242017	2/24/2017	34.99	0.00	03/03/2017				False	0
012-107-457000 Office supplies					MATERIALS ACCT 10026				
02242017	2/24/2017	12.06	0.00	03/03/2017				False	0
018-019-501000 Operating Materials					MATERIALS ACCT 10026				
02242017	2/24/2017	8.97	0.00	03/03/2017				False	0
018-021-501000 Operating Materials & Supplies					MATERIALS ACCT 10026				
02242017	2/24/2017	990.00	0.00	03/03/2017				False	0
010-302-653207 2 mg reservior rehab					MATERIALS ACCT 10026				
02242017	2/24/2017	257.97	0.00	03/03/2017				False	0
010-302-653207 2 mg reservior rehab					MATERIALS ACCT 10026				
02242017	2/24/2017	109.98	0.00	03/03/2017				False	0
018-020-501000 Operating Materials & Supplies					MATERIALS ACCT 10026				
02242017	2/24/2017	11.96	0.00	03/03/2017				False	0
018-021-501000 Operating Materials & Supplies					MATERIALS ACCT 10026				
02242017	2/24/2017	47.92	0.00	03/03/2017				False	0
010-302-653207 2 mg reservior rehab					MATERIALS ACCT 10026				
02242017	2/24/2017	18.98	0.00	03/03/2017				False	0
012-107-457000 Office supplies					MATERIALS ACCT 10026				
02242017	2/24/2017	8.58	0.00	03/03/2017				False	0
001-004-470000 Building Expense					MATERIALS ACCT 10026				
02242017 Total:		2,478.13							
DAHLGRENS DO IT BES		2,478.13							
EATON'S TIRE AND SERVICE CENTER									
011000									
67013	2/16/2017	73.50	0.00	03/03/2017				False	0
015-015-501000 Operating Materials & Supp					TIRE REPAIR ON BOOT ON SWEEPER TRUCK				
67013 Total:		73.50							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
<hr/>									
EATON'S TIRE AND SER		73.50							
<hr/>									
ETTER, TERRI R. ETTER.T 02232017	2/23/2017	1,925.00	0.00	03/03/2017				False	0
001-002-554000 Contractual Services				FEB 2017 / 77 HOURS					
02232017 Total:		1,925.00							
ETTER, TERRI R. Total:		1,925.00							
<hr/>									
EUSTICE, EVIN 011560 01312017	1/31/2017	59.25	0.00	03/03/2017				False	0
001-002-490000 Police Training/Supplies				DT INSTRUCTOR UPDATE E. EUSTICE MEALS EXP					
01312017 Total:		59.25							
EUSTICE, EVIN Total:		59.25							
<hr/>									
EVERBANK COMMERCIAL FINANCE INC 03522 4271578	2/21/2017	130.59	0.00	03/03/2017				False	0
012-107-502000 Equipment expense				CONTRACT 41452028-1 KYOCERA					
4271578 Total:		130.59							
EVERBANK COMMERC		130.59							
<hr/>									
GREEN, CAROL L. 014160 02222017	2/22/2017	359.94	0.00	03/03/2017				False	0
012-106-490000 Professional development				CAROL GREEN CIS CONF HOTEL/ MILEAGE/ MEAL I					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
02222017 Total:		359.94							
GREEN, CAROL L. Total:		359.94							
H.D. FOWLER CO.									
012650									
I4431784	2/17/2017	80.60	0.00	03/03/2017				False	0
013-403-501000 Operating materials/supplies					YELLOW MARKING PAINT / BLACK				
I4431784 Total:		80.60							
H.D. FOWLER CO. Total:		80.60							
HACH COMPANY									
014200									
10341722	2/28/2017	225.00	0.00	03/03/2017				False	0
018-019-501000 Operating Materials					MATERIALS				
10341722	2/28/2017	225.77	0.00	03/03/2017				False	0
018-020-501000 Operating Materials & Supplies					MATERIALS				
10341722 Total:		450.77							
HACH COMPANY Total:		450.77							
HAMER ELECTRIC, INC.									
014475									
39297	2/28/2017	109.50	0.00	03/03/2017				False	0
001-005-554000 Contractual Services					SPLASH PAD ELECTRICAL WORK				
39297 Total:		109.50							
HAMER ELECTRIC, INC		109.50							

HASA

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
014771									
510485	2/22/2017	4,276.14	0.00	03/03/2017				False	0
018-020-527000 Hypochlorite Expense					MULTI-CHLOR 1 GAL BULK				
510485 Total:		4,276.14							
HASA Total:		4,276.14							
INGRAM LIBRARY SERVICES, INC.									
016240									
93708588	2/15/2017	10.34	0.00	03/03/2017				False	0
001-004-511000 Printed Materials					BOOKS 20C7921				
93708588 Total:		10.34							
97290488	2/14/2017	22.03	0.00	03/03/2017				False	0
001-004-511000 Printed Materials					BOOKS 20C7921				
97290488 Total:		22.03							
97290489	2/14/2017	27.62	0.00	03/03/2017				False	0
001-004-511000 Printed Materials					BOOKS 20C7921				
97290489 Total:		27.62							
97290490	2/14/2017	313.55	0.00	03/03/2017				False	0
001-004-511000 Printed Materials					BOOKS 20C7921				
97290490 Total:		313.55							
97300445	2/15/2017	56.33	0.00	03/03/2017				False	0
001-004-483000 Audio Materials					BOOKS 20C7921				
97300445 Total:		56.33							
97300446	2/15/2017	54.82	0.00	03/03/2017				False	0
001-004-511000 Printed Materials					BOOKS 20C7921				
97300446 Total:		54.82							
97300447	2/15/2017	26.75	0.00	03/03/2017				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
001-004-511000 Printed Materials				BOOKS 20C7921					
97300447 Total:		26.75							
97300448	2/15/2017	109.56	0.00	03/03/2017				False	0
001-004-511000 Printed Materials				BOOKS 20C7921					
97300448 Total:		109.56							
97300449	2/15/2017	74.02	0.00	03/03/2017				False	0
001-004-511000 Printed Materials				BOOKS 20C7921					
97300449 Total:		74.02							
97308587	2/15/2017	10.15	0.00	03/03/2017				False	0
001-004-511000 Printed Materials				BOOKS 20C7921					
97308587 Total:		10.15							
97308589	2/15/2017	327.21	0.00	03/03/2017				False	0
001-004-511000 Printed Materials				BOOKS 20C7921					
97308589 Total:		327.21							
INGRAM LIBRARY SERV		1,032.38							
INTEGRA TELECOM, INC.									
016479									
14479107	2/21/2017	102.22	0.00	03/03/2017				False	0
001-002-458000 Telephone Expense				754802					
14479107	2/21/2017	351.06	0.00	03/03/2017				False	0
012-107-458000 Telecommunication expense				754802					
14479107	2/21/2017	285.13	0.00	03/03/2017				False	0
001-004-458000 Telephone Expense				754802					
14479107	2/21/2017	48.49	0.00	03/03/2017				False	0
017-017-458000 Telephone Expense				754802					
14479107	2/21/2017	485.81	0.00	03/03/2017				False	0
017-417-458000 Telephone expense				754802					
14479107	2/21/2017	105.50	0.00	03/03/2017				False	0
013-403-458000 Telecommunication expense				754802					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
14479107	2/21/2017	98.54	0.00	03/03/2017				False	0
018-019-458000	Telecommunication Expense			754802					
14479107	2/21/2017	98.55	0.00	03/03/2017				False	0
018-020-458000	Telecommunication Expense			754802					
14479107	2/21/2017	290.10	0.00	03/03/2017				False	0
018-022-458000	Telecommunication expense			754802					
14479107 Total:		1,865.40							
INTEGRA TELECOM, IN		1,865.40							
ISLAND CREATIVE PRINTING & PUBLISHING LLC									
016016									
6284	2/17/2017	450.00	0.00	03/03/2017				False	0
008-008-451000	Media Expense			CRYA CRUISE GUIDE 2017					
6284 Total:		450.00							
ISLAND CREATIVE PRIN		450.00							
JOHNSON, RUSSEL									
01701									
02272017	2/27/2017	625.00	0.00	03/03/2017				False	0
001-000-354000	Misc Revenue			RE ISSUE CK 116791 FOR COL CO. BAIL REFUND					
02272017 Total:		625.00							
JOHNSON, RUSSEL Tota		625.00							
KENNEDY/JENKS CONSULTANTS INC									
017440									
108808	2/3/2017	2,508.68	0.00	03/03/2017				False	0
010-302-653207	2 mg reservior rehab			W-449 2MG RESEVOIR REHAB PROJECT 1676012***0					
108808 Total:		2,508.68							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
<hr/>									
	KENNEDY/JENKS CONS	2,508.68							
LAKESIDE INDUSTRIES									
018000									
8014406MB	2/22/2017	1,000.34	0.00	03/03/2017				False	0
011-011-501000 Operating Materials & Supp				EZ STREET ASPH 8.27 TONS					
	8014406MB Total:	1,000.34							
	LAKESIDE INDUSTRIES	1,000.34							
LAND DEVELOPMENT SERVICES, COLUMBIA COUNTY									
007550									
JANUARY 2017	2/21/2017	487.50	0.00	03/03/2017				False	0
001-105-554000 Contract Services				MIKE SMITH INSPECTIONS					
	JANUARY 2017 Total:	487.50							
	LAND DEVELOPMENT S	487.50							
MIDWEST TAPE									
020427									
94779310	2/16/2017	205.92	0.00	03/03/2017				False	0
001-004-481000 Visual Materials				DCD					
	94779310 Total:	205.92							
	MIDWEST TAPE Total:	205.92							
NAS ASSOCIATES, INC.									
028148									
19684	2/24/2017	4,300.00	0.00	03/03/2017				False	0
018-019-472000 Lab Testing				TOXICITY TESTING					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
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19684 Total:		4,300.00							
NAS ASSOCIATES, INC.		4,300.00							
<hr/>									
NORTHSTAR CHEMICAL, INC.									
021556									
98833	2/22/2017	445.80	0.00	03/03/2017	SODIUM HYPO 12.5%			False	0
017-417-527000 Chlorine									
98833 Total:		445.80							
NORTHSTAR CHEMICAL		445.80							
<hr/>									
OLDCASTLE PRECAST, INC.									
021742									
020172944	2/16/2017	1,750.00	0.00	03/03/2017	CB TYPE 26 BASE			False	0
018-021-501000 Operating Materials & Supplies									
020172944 Total:		1,750.00							
OLDCASTLE PRECAST,		1,750.00							
<hr/>									
ONE CALL CONCEPTS, INC.									
021950									
7020493	2/28/2017	48.00	0.00	03/03/2017	41 REG TICKETS / 60 TICKETS MODEM DELIERY			False	0
017-017-554000 Contractual/Consult Serv.									
7020493	2/28/2017	48.00	0.00	03/03/2017	41 REG TICKETS / 60 TICKETS MODEM DELIERY			False	0
018-018-554000 Contractual/Consulting Serv									
7020493 Total:		96.00							
ONE CALL CONCEPTS,		96.00							
<hr/>									
OREGON ASSOC. OF MUNICIPAL RECORDERS									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
OAMR									
00760	3/1/2017	150.00	0.00	03/03/2017				False	0
012-102-490000 Professional development					KATHY PAYNE 2017 OAMR MID YEAR ACADEMY				
00760 Total:		150.00							
OREGON ASSOC. OF MU		150.00							
PAYNE, KATHY									
025401									
02222017	2/22/2017	81.21	0.00	03/03/2017				False	0
012-102-490000 Professional development					K. PAYNE CIS ANNUAL CONFERENCE MILEAGE EX				
02222017 Total:		81.21							
PAYNE, KATHY Total:		81.21							
PETTY CASH- JAMIE EDWARDS									
018757									
02282017	2/28/2017	35.99	0.00	03/03/2017				False	0
004-400-554120 Urban Renewal					URBAN RENEWAL MTG SNACKS				
02282017	2/28/2017	11.56	0.00	03/03/2017				False	0
008-008-558103 Grant Expense					WAYFINDING MTG SNACKS				
02282017	2/28/2017	31.25	0.00	03/03/2017				False	0
008-008-558103 Grant Expense					WAYFINDING MASTER PLAN ADV COMM MTG COO				
02282017	2/28/2017	58.00	0.00	03/03/2017				False	0
001-005-490000 Schools & Conventions					LAW AND SAFETY TEST PEST CERT T. SHELBY				
02282017	2/28/2017	5.00	0.00	03/03/2017				False	0
012-102-457000 Office supplies					COFFEE CREAMER FOR BREAKROOM				
02282017	2/28/2017	38.75	0.00	03/03/2017				False	0
012-107-457000 Office supplies					COFFEE FOR EMPLOYEES AND BREAKROOM / MEE				
02282017	2/28/2017	15.00	0.00	03/03/2017				False	0
012-102-490000 Professional development					OAMR LUNCH MTG.				
02282017	2/28/2017	12.00	0.00	03/03/2017				False	0
013-403-490000 Professional development					SAFETY MTG DONUTS				
02282017	2/28/2017	15.98	0.00	03/03/2017				False	0
012-107-457000 Office supplies					MINI BLINDS FOR GREG PAYNES OFFICE				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
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02282017 Total:		223.53							
PETTY CASH- JAMIE ED		223.53							
PHILLIPS, CYNTHIA 025515									
03152017	3/1/2017	1,670.00	0.00	03/03/2017				False	0
001-103-554000 Contractual/consulting serv					MUNICIPAL COURT JUDGE 3/1-3/15				
03152017 Total:		1,670.00							
PHILLIPS, CYNTHIA Tot		1,670.00							
SELDEN, LAURIE 030715									
03152017	3/1/2017	3,015.00	0.00	03/03/2017				False	0
001-103-554000 Contractual/consulting serv					3/1-3/15 CRIMINAL PROSECUTORIAL SERVICES				
03152017 Total:		3,015.00							
SELDEN, LAURIE Total:		3,015.00							
SOLUTIONS YES 013581									
INV91905	12/30/2016	299.99	0.00	03/03/2017				False	0
012-106-502000 Equipment expense					HP LASERJET PRO 400 - CAROL GREEN				
INV91905 Total:		299.99							
SOLUTIONS YES Total:		299.99							
STAPLES BUSINESS ADVANTAGE 031983									
3331030397	2/18/2017	63.64	0.00	03/03/2017				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					JUMBO TISSUE				
3331030397	2/18/2017	63.64	0.00	03/03/2017				False	0
001-004-470000 Building Expense					JUMBO TISSUE				
3331030397 Total:		127.28							
3331030398	2/18/2017	108.66	0.00	03/03/2017				False	0
001-004-470000 Building Expense					ECO GREEN RECY NAT WHITE P				
3331030398	2/18/2017	108.66	0.00	03/03/2017				False	0
012-107-457000 Office supplies					ECO GREEN RECY NAT WHITE P				
3331030398	2/18/2017	10.38	0.00	03/03/2017				False	0
001-103-457000 Office supplies					ECO GREEN RECY NAT WHITE P				
3331030398	2/18/2017	10.99	0.00	03/03/2017				False	0
012-106-457000 Office supplies					ECO GREEN RECY NAT WHITE P				
3331030398	2/18/2017	18.99	0.00	03/03/2017				False	0
012-107-457000 Office supplies					ECO GREEN RECY NAT WHITE P				
3331030398 Total:		257.68							
3331030399	2/18/2017	3.59	0.00	03/03/2017				False	0
012-107-457000 Office supplies					7 POCKET EXP BLUE FILE				
3331030399 Total:		3.59							
STAPLES BUSINESS AD		388.55							
THE LIBRARY CORPORATION									
018420									
2017050086	2/15/2017	6,895.00	0.00	03/03/2017				False	0
001-004-500000 Computer Maintenance					LIB SOLUTION SOFTWARE				
2017050086 Total:		6,895.00							
THE LIBRARY CORPORA		6,895.00							
TRAFFIC SAFETY SUPPLY CO., INC									
033600									
123958	2/17/2017	176.37	0.00	03/03/2017				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
011-011-501000 Operating Materials & Supp					CUSTOM BLACK ORANGE SIGN 1887				
123958 Total:		176.37	✓						
124934	2/7/2017	61.63	0.00	03/03/2017				False	0
018-018-501000 Operating Materials & Supplies					GREEN STAKE FLAG ON 30 WIRE				
124934 Total:		61.63	✓						
TRAFFIC SAFETY SUPP		238.00							
U.S. BANK EQUIPMENT FINANCE									
033955									
324414655	2/15/2017	229.50	0.00	03/03/2017				False	0
012-107-502000 Equipment expense					EQUIPMENT ID M12531 KYOCERA COPIER				
324414655 Total:		229.50	✓						
324656461	2/17/2017	178.50	0.00	03/03/2017				False	0
012-107-502000 Equipment expense					EQUIPMENT ID M12495 KYOCERA COPIER				
324656461 Total:		178.50	✓						
U.S. BANK EQUIPMENT		408.00							
UPS									
033900									
00006550XW077	2/18/2017	53.98	0.00	03/03/2017				False	0
017-417-472000 Lab testing					SHIPPING CHARGES				
00006550XW077	2/18/2017	8.63	0.00	03/03/2017				False	0
013-403-457000 Office supplies					SHIPPING CHARGES				
00006550XW077 Total:		62.61	✓						
UPS Total:		62.61							

WILCOX & FLEGEL

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
037003									
C015813-IN	2/27/2017	2,447.54	0.00	03/03/2017	SHOP GAS			False	0
013-403-531000 Gasoline									
	C015813-IN Total:	2,447.54 ✓							
C015854-IN	2/28/2017	1,248.04 ✓	0.00	03/03/2017	POLICE GAS			False	0
001-002-531000 Gasoline Expense									
	C015854-IN Total:	1,248.04							
CL62072	2/28/2017	58.03 ✓	0.00	03/03/2017	POLICE GAS			False	0
001-002-531000 Gasoline Expense									
	CL62072 Total:	58.03							
	WILCOX & FLEGEL Tota	3,753.61							
	Report Total:	55,088.15							

Accounts Payable

To Be Paid Proof List

User: jenniferj
 Printed: 03/02/2017 - 1:46PM
 Batch: 00001.03.2017 - AP 3/3/17 FY 16-17 OVER 10K



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description					Reference			
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RCP SHELTERS, INC 02700									
11017	1/6/2017	16,455.00	0.00	03/03/2017				False	0
010-300-652990	McComick Park Cover Shelter				24 X 30 ALL STEEL GABLE SHELTER / DRAWING CEI				
	11017 Total:	16,455.00							
	RCP SHELTERS, INC Tot	16,455.00							
	Report Total:	16,455.00							

MP 3/2/17

Accounts Payable

To Be Paid Proof List

User: jenniferj
 Printed: 03/10/2017 - 10:05AM
 Batch: 00002.03.2017 - AP 3/10/17 FY 16-17



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
AZIMUTH COMMUNICATIONS INC									
AZI									
35935	2/28/2017	1,009.67	0.00	03/10/2017				False	0
012-107-575000 Equipment expense				INSTALL 4 NEW NETWORK DROPS CITY HALL					
35935 Total:		1,009.67							
AZIMUTH COMMUNICA		1,009.67	✓						
BROWN, MATTHEW									
BROWN.M									
03082017	3/8/2017	198.07	0.00	03/10/2017				False	0
012-106-490000 Professional development				MATT BROWN TRAVEL EXP OGFOA SPRING CONF 20					
03082017 Total:		198.07							
BROWN, MATTHEW Tot		198.07	✓						
CINTAS CORPORATION									
037620									
5007228829	2/23/2017	64.91	0.00	03/10/2017				False	0
001-002-501000 Operating Materials & Supp				CABINET REFILL POLICE					
5007228829 Total:		64.91							
CINTAS CORPORATION		64.91	✓						

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
CINTAS CORPORATION-463									
006830									
463783771	1/16/2017	50.73	0.00	03/10/2017				False	0
001-002-501000 Operating Materials & Supp				MATS					
463783771 Total:		50.73	✓						
463787241	1/23/2017	35.00	0.00	03/10/2017				False	0
001-002-470000 Building Expense				SAFEWASHER					
463787241 Total:		35.00	✓						
463794234	2/6/2017	35.00	0.00	03/10/2017				False	0
001-002-470000 Building Expense				SAFEWASHER					
463794234 Total:		35.00	✓						
463797740	2/13/2017	50.73	0.00	03/10/2017				False	0
001-002-470000 Building Expense				SAFEWASHER					
463797740 Total:		50.73							
463804752	2/27/2017	99.08	0.00	03/10/2017				False	0
001-002-470000 Building Expense				MATS					
463804752 Total:		99.08	✓						
463808233	3/6/2017	43.53	0.00	03/10/2017				False	0
013-403-470000 Building				MATS					
463808233 Total:		43.53	✓						
CINTAS CORPORATION		314.07							
CITY OF COLUMBIA CITY									
007370									
02262017	2/26/2017	73.27	0.00	03/10/2017				False	0
017-417-459000 Utilities				001754-001					
02262017 Total:		73.27	✓						

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
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CITY OF COLUMBIA CIT		73.27							
CITY OF VERNONIA									
034910									
03022017	3/2/2017	80.00	✓	0.00	03/10/2017			False	0
001-100-490000 Professional development					COUNCIL (4) CITY COUNTY DINNERS MTG.				
03022017	3/2/2017	20.00	✓	0.00	03/10/2017			False	0
012-101-473000 Miscellaneous					JOHN WALSH CITY COUNTY MTG DINNERS				
03022017 Total:		100.00	✓						
CITY OF VERNONIA Tot		100.00							
CLOUD RECORDS MANAGEMENT SOLUTION, CHAVES									
006630									
170088	3/3/2017	259.14	0.00	03/10/2017				False	0
012-102-554000 Contractual/consulting serv					MONTHLY USER FEE OR 0486 ERMS SAAS				
170088 Total:		259.14							
CLOUD RECORDS MAN		259.14	✓						
COLUMBIA ELECTRIC FEED & SEED									
008000									
5184	2/28/2017	15.98	0.00	03/10/2017				False	0
018-019-501000 Operating Materials					RAT POISON				
5184 Total:		15.98							
5190	2/27/2017	11.90	0.00	03/10/2017				False	0
018-018-501000 Operating Materials & Supplies					BAG LIME				
5190 Total:		11.90							
5191	2/27/2017	34.95	0.00	03/10/2017				False	0
001-005-501000 Operating Materials & Supp					TORO LAWN MOVER CABLE				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
5191 Total:		34.95							
COLUMBIA ELECTRIC F		62.83							
COLUMBIA RIVER P.U.D. 008325									
03012017	3/1/2017	8,143.37	0.00	03/10/2017				False	0
018-019-534000 Electrical Energy				38633					
03012017 Total:		8,143.37							
COLUMBIA RIVER P.U.D		8,143.37							
COMCAST COMCAST									
02252017	2/25/2017	102.85	0.00	03/10/2017				False	0
001-005-509000 Marine board expense				3930					
02252017 Total:		102.85							
COMCAST Total:		102.85							
DAILY JOURNAL OF COMMERCE, INC 009900									
743171804	3/6/2017	73.60	0.00	03/10/2017				False	0
012-106-526000 Advertisements				CONSULTING SERVICES AND SDC RFP					
743171804 Total:		73.60							
DAILY JOURNAL OF CO		73.60							
DARROUX, SHARON 009945									
02282017	2/28/2017	36.95	0.00	03/10/2017				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
013-402-490000 Professional development					S. DARROUX MILEAGE EXP / PARKING WW COATIN				
02282017 Total:		36.95							
DARROUX, SHARON To		36.95							
DAY WIRELESS SYSTEMS									
010117									
429619	2/10/2017	109.46	0.00	03/10/2017				False	0
001-002-522000 Radio & radar maint					MICRO SPEAKER KIT				
429619 Total:		109.46							
587391	1/26/2017	157.00	0.00	03/10/2017				False	0
001-002-501000 Operating Materials & Supp					REMOTE MOUNT KIT				
587391 Total:		157.00							
DAY WIRELESS SYSTEM		266.46							
DON'S RENTAL									
010700									
495824	3/1/2017	10.00	0.00	03/10/2017				False	0
001-002-501000 Operating Materials & Supp					TEXTURE GUN POLICE STATION				
495824 Total:		10.00							
DON'S RENTAL Total:		10.00							
DTS SYSTEMS, INC.									
DTS									
24127	3/8/2017	580.00	0.00	03/10/2017				False	0
017-417-501000 Operating materials and suppli					FIRE ALARM SERVICE CALL				
24127 Total:		580.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
DTS SYSTEMS, INC. Tot		580.00							
E2C CORPORATION									
E2C									
4028	3/8/2017	2,350.00	0.00	03/10/2017				False	0
008-008-554000 Consulting/Contractual				MARCH 2017 CONTRACTORS COMPENSTATIONS					
4028 Total:		2,350.00	✓						
4029	3/8/2017	240.00	0.00	03/10/2017				False	0
008-008-554000 Consulting/Contractual				ST. HELENS LIB INSURANCE TINA CURRY					
4029 Total:		240.00	✓						
E2C CORPORATION Tota		2,590.00							
ECONORTHWEST									
011130									
18139	2/28/2017	1,408.75	0.00	03/10/2017				False	0
004-400-554110 Area Wide Planning				PROJECT 22781.00 RFQ ASSISTANCE					
18139 Total:		1,408.75							
ECONORTHWEST Total:		1,408.75	✓						
EMMERT MOTORS, INC.									
020693									
14293	2/2/2017	1,691.73	0.00	03/10/2017				False	0
001-002-510000 Automobile Expense				OIL LEAK REPAIR 2008 CHEV SILV.					
14293 Total:		1,691.73	✓						
14672	2/24/2017	206.37	0.00	03/10/2017				False	0
015-015-501000 Operating Materials & Supp				RIGHT FRONT LAMP CHEV COLORADO 09					
14672 Total:		206.37	✓						

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
<hr/>									
EMMERT MOTORS, INC		1,898.10							
GRANTS PASS WATER LAB									
01414									
16229	2/16/2017	42.00	0.00	03/10/2017				False	0
017-417-472000 Lab testing				TESTING					
16229 Total:		42.00	✓						
301149	2/28/2017	350.00	0.00	03/10/2017				False	0
017-417-472000 Lab testing				TESTING					
301149 Total:		350.00	✓						
<hr/>									
GRANTS PASS WATER L		392.00							
GREEN, CAROL L.									
014160									
03082017	3/8/2017	657.72	0.00	03/10/2017				False	0
012-106-490000 Professional development				CAROL GREEN OGFOA SPRING CONF 2017 TRAVEL I					
03082017 Total:		657.72							
GREEN, CAROL L. Total:		657.72	✓						
<hr/>									
HANSEN, AMANDA									
HANS									
02282017	2/28/2017	25.00	0.00	03/10/2017				False	0
001-000-204000 Bail Deposit				BOND TRANSFER AMANDA HANSEN					
02282017 Total:		25.00							
HANSEN, AMANDA Tota		25.00	✓						

HUDSON GARBAGE SERVICE

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
015875									
9209044	3/1/2017	60.11	0.00	03/10/2017				False	0
001-004-459000 Utilities				1554					
9209044 Total:		60.11							
9209161	3/1/2017	109.63	0.00	03/10/2017				False	0
018-020-459000 Utilities				8333					
9209161	3/1/2017	109.63	0.00	03/10/2017				False	0
018-019-459000 Utilites				8333					
9209161 Total:		219.26							
9209310	3/1/2017	83.76	0.00	03/10/2017				False	0
012-107-459000 Utilitites				7539					
9209310 Total:		83.76							
9209311	3/1/2017	109.05	0.00	03/10/2017				False	0
001-002-459000 Utilities				7547					
9209311 Total:		109.05							
9209312	3/1/2017	78.88	0.00	03/10/2017				False	0
013-403-459000 Utilities				7555					
9209312 Total:		78.88							
9209313	3/1/2017	402.94	0.00	03/10/2017				False	0
001-005-459000 Utilities				7598					
9209313 Total:		402.94							
9209314	3/1/2017	311.27	0.00	03/10/2017				False	0
001-110-459000 Utilities				7601					
9209314 Total:		311.27							
9209315	3/1/2017	156.48	0.00	03/10/2017				False	0
001-005-459000 Utilities				7636					
9209315 Total:		156.48							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
HUDSON GARBAGE SER		1,421.75	✓						
JOHNSON, JENNIFER A.									
017039									
03072017	3/7/2017	157.81	0.00	03/10/2017	JENNIFER JOHNSON OGFOA SPRING CONF 2017 TRA			False	0
012-106-490000 Professional development									
03072017 Total:		157.81							
JOHNSON, JENNIFER A.		157.81	✓						
JORDAN RAMIS PC									
030274									
130014	2/23/2017	170.00	0.00	03/10/2017	LEGAL SERVICES			False	0
012-106-554000 Contractual/consulting serv									
130014 Total:		170.00							
130015	2/23/2017	1,216.00	0.00	03/10/2017	LEGAL SERVICES			False	0
001-104-454000 Attorney									
130015 Total:		1,216.00							
130070	2/23/2017	1,138.00	0.00	03/10/2017	LEGAL SERVICES			False	0
004-410-454000 Attorney									
130070 Total:		1,138.00							
130184	2/23/2017	114.00	0.00	03/10/2017	LEGAL SERVICES			False	0
018-018-454000 Attorney Expense									
130184 Total:		114.00							
JORDAN RAMIS PC Tota		2,638.00	✓						
KOLDKIST BOTTLED WATER									
007248									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
01312017	1/31/2017	111.75	0.00	03/10/2017				False	0
001-002-501000 Operating Materials & Supp				BOTTLED WATER POLICE 169870					
01312017 Total:		111.75							
KOLDKIST BOTTLED W		111.75	✓						
LEXIPOL LLC									
LEXIPOL									
19592	2/10/2017	5,785.00	0.00	03/10/2017				False	0
001-002-554000 Contractual Services				1 YR POLICY MAN UPDATE SUBSC. 3/1-2/28/18					
19592 Total:		5,785.00							
LEXIPOL LLC Total:		5,785.00	✓						
LOCKE, KEITH									
018860									
03032017	3/3/2017	166.75	0.00	03/10/2017				False	0
004-400-554120 Urban Renewal				KEITH LOCKE DOCKSIDE FOOD FOR DEVELOPERS					
03032017 Total:		166.75							
LOCKE, KEITH Total:		166.75	✓						
LYLE SIGNS, INC.									
019250									
000413101	2/10/2016	139.68	0.00	03/10/2017				False	0
011-011-505000 Street Signs				FREIGHT CHARGES FOR BRACKET GREEN STD CAP					
000413101 Total:		139.68							
LYLE SIGNS, INC. Total:		139.68	✓						

MAILBOXES NORTHWEST

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
019366									
01302017	1/30/2017	26.01	0.00	03/10/2017				False	0
001-002-480000 Postage					SHIPPING OSP FORENSICS LAB				
01302017 Total:		26.01	✓						
02272017	2/27/2017	13.34	0.00	03/10/2017				False	0
001-002-480000 Postage					SHIPPING OSP FORENSICS LAB				
02272017 Total:		13.34	✓						
MAILBOXES NORTHWE		39.35							
METRO PLANNING INC.									
020291									
3956	3/6/2017	112.50	✓	0.00	03/10/2017			False	0
001-104-500000 Information services					GIS WEB HOSTING MARCH 2017				
3956	3/6/2017	37.50	✓	0.00	03/10/2017			False	0
013-402-575000 Equipment expense					GIS WEB HOSTING MARCH 2017				
3956 Total:		150.00							
METRO PLANNING INC		150.00							
MIDWEST TAPE									
020427									
94800861	2/23/2017	119.96	0.00	03/10/2017				False	0
001-004-481000 Visual Materials					DVD				
94800861 Total:		119.96							
MIDWEST TAPE Total:		119.96	✓						
MULTNOMAH COUNTY SHERIFF'S OFFICE, ATTN: DIANE HUTC									
00668									
03092017	3/9/2017	80.00	0.00	03/10/2017				False	0
001-002-490000 Police Training/Supplies					TERRY MOSS / JOSEPH HOGUE METRO LAW ENF QU				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
03092017 Total:		80.00							
MULTNOMAH COUNTY		80.00	✓						
NORTHERN SAFETY CO., INC.									
021152									
902310401	2/22/2017	145.62	0.00	03/10/2017				False	0
013-403-501000 Operating materials/supplies					SHOVEL HANDLE / GLOVES				
902310401 Total:		145.62							
NORTHERN SAFETY CO		145.62	✓						
NORTHWEST OCCUPATIONAL									
021449									
01312017	1/31/2017	720.00	0.00	03/10/2017				False	0
001-002-501000 Operating Materials & Supp					SEAN LUEDKE MED / PSYCH SCREENIGN EVAL				
01312017 Total:		720.00	✓						
02142017	2/14/2017	720.00	0.00	03/10/2017				False	0
001-002-501000 Operating Materials & Supp					TIM DAVIS MED / PSYCH SCREENIGN EVAL				
02142017 Total:		720.00	✓						
NORTHWEST OCCUPAT		1,440.00							
OPUS:INTERACTIVE, INC.									
021979									
284793	2/12/2017	5.00	0.00	03/10/2017				False	0
001-002-500000 Computer System Maint.					5022				
284793 Total:		5.00	✓						
OPUS:INTERACTIVE, IN		5.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
OREGON ASSOC. OF MUNICIPAL RECORDERS									
OAMR									
03012017	3/1/2017	75.00	0.00	03/10/2017				False	0
012-102-490000	Professional development			2017 OAMR MID YEAR ATHENIAN LEADERSHIP DIA					
03012017 Total:		75.00							
OREGON ASSOC. OF MU		75.00							
OREGON CITY PLANNING DIRECTORS ASSOCIATION									
021708									
03092017	3/9/2017	85.00	0.00	03/10/2017				False	0
001-104-490000	Professional development			JACOB GRAICHEN 2017 MEMBERSHIP OCPDA					
03092017 Total:		85.00							
OREGON CITY PLANNIN		85.00							
PAULSON PRINTING									
025300									
D10762	1/31/2017	201.00	0.00	03/10/2017				False	0
001-002-501000	Operating Materials & Supp			BUS CARDS					
D10762 Total:		201.00							
PAULSON PRINTING To		201.00							
PETTY CASH LIBRARY- SHANNA DUGGAN									
018754									
03092017	3/9/2017	30.00	0.00	03/10/2017				False	0
001-000-318000	Fines- Library			REFUND FOUND BOOK					
03092017	3/9/2017	12.00	0.00	03/10/2017				False	0
001-004-457000	Office Supplies			INK FOR STAMP PADS					
03092017	3/9/2017	30.00	0.00	03/10/2017				False	0
001-000-318000	Fines- Library			REFUND FOUND ITEM					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
03092017 Total:		72.00							
PETTY CASH LIBRARY-		72.00							
PLANNING & ZONING RESOURCES 0256									
03072017	3/7/2017	20.00	0.00	03/10/2017				False	0
001-000-354000 Misc Revenue				REFUND PRR DEPOSIT REF 100586-1					
03072017 Total:		20.00							
PLANNING & ZONING R		20.00							
REID INVESTIGATIONS, LLC 027134									
140-17	2/8/2017	992.31	0.00	03/10/2017				False	0
001-002-501000 Operating Materials & Supp				BACKGROUND INVESTIGATIONS LUEDKE / DAVIS					
140-17 Total:		992.31							
REID INVESTIGATIONS		992.31							
SCHOLL YARD MAINTENACE, RICK R.SCHOLL									
584404	2/4/2017	75.00	0.00	03/10/2017				False	0
001-002-470000 Building Expense				JAN 2017 YARDCARE					
584404 Total:		75.00							
SCHOLL YARD MAINTEN		75.00							
SOLUTIONS YES 013581									
INV97985	3/1/2017	111.68	0.00	03/10/2017				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
012-107-502000 Equipment expense					CONTRACT C11379-01 CITY HALL				
INV97985 Total:		111.68	✓						
INV98608	3/7/2017	31.47	0.00	03/10/2017				False	0
012-107-502000 Equipment expense					CONTRACT C11461-01 COURT PRINTER				
INV98608 Total:		31.47	✓						
SOLUTIONS YES Total:		143.15							
STAPLES BUSINESS ADVANTAGE									
031983									
3331990606	2/25/2017	31.82	0.00	03/10/2017				False	0
013-403-457000 Office supplies					OFFICE SUPPLIES TP				
3331990606 Total:		31.82	✓						
3331990607	2/25/2017	80.60	0.00	03/10/2017				False	0
013-403-457000 Office supplies					MATERIALS				
3331990607 Total:		80.60	✓						
3331990608	2/25/2017	13.61	0.00	03/10/2017				False	0
013-403-457000 Office supplies					GRAFFITI REMOVER				
3331990608 Total:		13.61	✓						
3331990609	2/25/2017	179.03	0.00	03/10/2017				False	0
012-107-457000 Office supplies					OFFICE SUPPLIES				
3331990609 Total:		179.03	✓						
STAPLES BUSINESS AD		305.06							
SUNSET AUTO PARTS, INC.									
020815									
02282017	2/28/2017	91.03	0.00	03/10/2017				False	0
015-015-501000 Operating Materials & Supp					6355 ACCT AUTO PARTS				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
02282017	2/28/2017	-69.04	0.00	03/10/2017				False	0
015-015-501000 Operating Materials & Supp				6355 ACCT AUTO PARTS					
02282017	2/28/2017	18.40	0.00	03/10/2017				False	0
001-002-510000 Automobile Expense				6355 ACCT AUTO PARTS					
02282017	2/28/2017	26.98	0.00	03/10/2017				False	0
013-403-501000 Operating materials/supplies				6355 ACCT AUTO PARTS					
02282017	2/28/2017	29.95	0.00	03/10/2017				False	0
018-018-501000 Operating Materials & Supplies				6355 ACCT AUTO PARTS					
02282017	2/28/2017	28.88	0.00	03/10/2017				False	0
015-015-501000 Operating Materials & Supp				6355 ACCT AUTO PARTS					
02282017 Total:		126.20							
SUNSET AUTO PARTS, I		126.20							
TEC EQUIPMENT, INC.									
0330111									
826503P	2/8/2017	25.17	0.00	03/10/2017				False	0
015-015-501000 Operating Materials & Supp				PARTS					
826503P Total:		25.17							
TEC EQUIPMENT, INC. T		25.17							
VERIZON WIRELESS									
000720									
9780661091	2/20/2017	1,513.56	0.00	03/10/2017				False	0
001-002-458000 Telephone Expense				271826771-0001					
9780661091 Total:		1,513.56							
9780711954	2/20/2017	132.11	0.00	03/10/2017				False	0
013-402-458000 Telecommunication expense				871458396-00001					
9780711954	2/20/2017	87.84	0.00	03/10/2017				False	0
001-105-458000 Telephone expense				871458396-00001					
9780711954	2/20/2017	332.60	0.00	03/10/2017				False	0
013-403-458000 Telecommunication expense				871458396-00001					
9780711954	2/20/2017	173.07	0.00	03/10/2017				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
017-417-458000 Telephone expense				871458396-00001					
9780711954	2/20/2017	61.73	0.00	03/10/2017				False	0
018-019-458000 Telecommunication Expense				871458396-00001					
9780711954	2/20/2017	46.30	0.00	03/10/2017				False	0
018-020-458000 Telecommunication Expense				871458396-00001					
9780711954	2/20/2017	40.01	0.00	03/10/2017				False	0
017-017-458000 Telephone Expense				871458396-00001					
9780711954	2/20/2017	46.30	0.00	03/10/2017				False	0
018-022-458000 Telecommunication expense				871458396-00001					
9780711954 Total:		919.96	✓						
VERIZON WIRELESS To		2,433.52							
WELTER, KATHRYN M.									
036275									
02272017	2/27/2017	12.95	0.00	03/10/2017				False	0
001-002-490000 Police Training/Supplies				FEMAL ENFORCERS TRAINING K. WELTER MEAL E					
02272017 Total:		12.95							
WELTER, KATHRYN M.		12.95	✓						
WILLEMSE GLASS									
037225									
30096	2/2/2017	389.00	0.00	03/10/2017				False	0
012-107-554000 Contractual/consulting serv				WINDOW GLASS REPLACED CITY HALL UB					
30096 Total:		389.00							
WILLEMSE GLASS Total		389.00	✓						
Report Total:		35,622.79							



City of St. Helens
 265 Strand Street ♦ P.O. Box 278 ♦ St. Helens, Oregon 97051
 Phone: (503)397-6272 ♦ Fax: (503)397-4016
 www.ci.st-helens.or.us

Exclusive Use Permit

Group/Organization Name St. Helens Little League Phone _____
 Authorized Agent Name Bryan Hutton Phone 503-438-0507
 Address PO Box 331 City, State, Zip St. Helens OR 97051
 Mailing Address (if different) _____

Park/Field 6th & 7th St. Fields & McCormick Soccer Field

Activity Description Baseball

Term (Dates) March 13, 2017 to June 17, 2017

Days/Hours of Use: Monday 3pm – 9pm
 Tuesday 3pm – 9pm
 Wednesday 3pm – 9pm
 Thursday 3pm – 9pm
 Friday 3pm – 9pm
 Saturday 8am – 6pm
 Sunday _____



AUTHORIZATION

Proof of Insurance Received ☒ Yes ☐ No
 Commercial Use ☐ Authorized ☒ Not ☐ Concessions Authorized
 Parks Commission ☒ Approved 3/03/17 ☐ Denied _____
 Meeting Date Meeting Date
 City Council ☐ Approved _____ ☐ Denied _____
 Meeting Date Meeting Date

Notes _____



Approved [Signature] 3-2-17
 City of St. Helens Official Date Signed

This permit may be revoked at any time, upon notice to applicant, its agent, or employees, for noncompliance with the Agreements & Conditions (attached) and Rules & Regulations (attached) of this permit or for the preservation of the public peace, health, safety, or general welfare.

Fee Schedule

Fee Type	Check All That Apply	Amount Due
Athletic Fields (not more than 2 weeks)	<input checked="" type="checkbox"/> \$10.00 per day x <u>3</u> fields x <u>84</u> days	\$2520.00
Use of Field Lights (Add'l)	<input type="checkbox"/> \$10.00 per day x _____ fields x _____ days	
TOTAL AMOUNT DUE:		\$2520.00

Amount Paid \$ 2520.00 Date Paid 3-01-17 Receipt No. 102520 Initials SLI

City of St. Helens

Exclusive Use Application

As per Ordinance Nos. 2003 and 2250 and all attending ordinances



Athletic Fields

Please complete this application for periods of exclusive use over two weeks.



SECTION 1 Applicant Information

Group/Organization Name St Helens Little League Phone _____
 Authorized Agent Name BRYAN Hutton Phone 503 438 0507
 Address PO Box 331 City, State, Zip St. Helens OR 97051
 Mailing Address (if different) _____

SECTION 2 Permit Information

Park/Field 6th St, 7th St, McCormick Tball Field
 Activity Description (i.e. softball, soccer, etc.) BASEBALL
 Dates 3/13/17 to 6/17/17
 Days/Hours of Use:
 Monday 3:00 pm - 9:00 pm
 Tuesday " "
 Wednesday " "
 Thursday " "
 Friday " "
 Saturday 8:00 AM - 6:00 pm
 Sunday NONE

Do you intend to sell any merchandise or service? ☒ No ☐ Yes
 If "yes", describe _____

Will you require use of the concessions stand? ☒ No ☐ Yes
 Other Comments/Information _____

FOR OFFICE USE	
Application date	<u>3-1-17</u>
<input checked="" type="checkbox"/> Insurance	
<input checked="" type="checkbox"/> Summary Report	
<input checked="" type="checkbox"/> Fee paid	
Receipt #	<u>102520</u>
<input checked="" type="checkbox"/> Calendar	
<input checked="" type="checkbox"/> Parks → <input type="checkbox"/> Council	
Approval dates	
<input type="checkbox"/> Parks	_____
<input type="checkbox"/> Council	_____
<input type="checkbox"/> Permit issued	_____

DECLARATION

By signing this application, you declare that you have read and agree to the attached "Agreements and Conditions" and "Rules and Regulations" for use of City-owned properties including public right-of-ways.

Signature of Authorized Agent _____

Date signed 2/28/17

FEE SCHEDULE

ATHLETIC FIELDS = \$10 PER FIELD, PER DAY

USE OF FIELD LIGHTS, additional = \$10 PER FIELD, PER DAY

Athletic Fields	<input checked="" type="checkbox"/> \$10.00 per day X <u>3</u> fields X <u>24</u> days =	\$ <u>2520</u>
Use of field lights (add'l fee)	<input type="checkbox"/> \$10.00 per day X _____ fields X _____ days =	\$ _____
TOTAL AMOUNT DUE		\$ <u>2520</u>

City of St. Helens

Annual Summary Report

Exclusive Use Permit Financial Activities for 2017 Year

Organization name St. Helens Little League
 Authorized agent Bryan Hutton
 Contact # 503-438-0507
 Fields/Facilities used 6th St, 7th St ; McCormick TRAC
 Dates of usage 3/13 to 6/17

Concession Stand gross sales	\$ <u>0</u>
Concession Stand expenditures	<u>0</u>
Concession Stand net receipts	<u>0</u>
Permit Holder park improvement expenditures*	<u>\$10,000-</u>
Permit Holder maintenance activities expenditures**	<u>4,000-</u>
Permit Holder use fees (City)	<u>\$2,520-</u>
Permit Holder lighting fees	<u>0</u>
Other	

*Permit Holder park improvements (please describe): NEW DOGBOOTS @ 6th St

BASEBALL : McCormick + BALL FIELD (#2)

**Permit Holder maintenance activities expenditures (please describe):

REPLACE ENTIRE INFIELD MIX @ McCormick + BALL
REGULAR FIELD MAINTENANCE

<u>TOTAL EXPENDITURES</u>	\$ <u>16,520-</u>
<u>TOTAL INCOME</u>	\$ <u>0</u>
<u>TOTAL AMOUNT FORWARD TO NEXT SEASON</u>	\$ <u>16,520-</u>

Please return this form to the City of St. Helens with your application for an Exclusive Use Permit.

CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YY)
PRODUCER Keystone Risk Managers, LLC 1995 Point Township Drive Northumberland, PA 17867		CERTIFICATE #: 4370102-1
ADDITIONAL NAMED INSURED: SAINT HELENS LL BRYAN HUTTON 2305 6TH ST COLUMBIA		INSURERS AFFORDING COVERAGE: INSURER A: Lexington Insurance Company INSURER B: National Union Fire Insurance Company of Pittsburgh, PA INSURER C: AIG Specialty Insurance Company
OR 97018		4 37 01

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L NAMED INSRD	TYPE OF INSURANCE		POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS	
A	X	GENERAL LIABILITY		011225818	2/06/2017	1/01/2018	EACH OCCURRENCE	\$1,000,000
		X OCCURRENCE	GENERAL AGGREGATE				\$2,000,000	
		X INCL PARTICIPANTS	Property Damage Deductible: \$250			PRODUCTS/COMP OPS AGGREGATE	\$1,000,000	
		X SEXUAL ABUSE			Sexual Abuse OCCURRENCE	\$1,000,000		
					Sexual Abuse AGGREGATE	\$2,000,000		
			MEDICAL PAYMENTS			Any One Person		
A	X	DIRECTORS & OFFICERS		18251913	1/01/2017	1/01/2018	EACH LOSS	\$1,000,000
			AGGREGATE				\$1,000,000	
C	X	CYBER LIABILITY COVERAGE	017601604	1/01/2017	1/01/2018	LIMIT OF LIABILITY CLAIMS MADE	\$100,000 PER LEAGUE AGGREGATE	
		S&P SECURITY AND PRIVACY LIABILITY INSURANCE	\$100,000 PER LEAGUE SUBLIMIT OF LIABILITY \$1,000 PER LEAGUE RETENTION			RETROACTIVE DATE	CONTINUITY DATE	
		REGULATORY ACTION SUBLIMIT OF LIABILITY	\$100,000 PER LEAGUE SUBLIMIT OF LIABILITY \$1,000 PER LEAGUE RETENTION			POLICY INCEPTION	POLICY INCEPTION	
	EM	EVENT MANAGEMENT INSURANCE	\$100,000 PER LEAGUE SUBLIMIT OF LIABILITY \$1,000 PER LEAGUE RETENTION			NOT APPLICABLE	POLICY INCEPTION	
A		CRIME COVERAGE					EACH LOSS	\$35,000
		Crime Deductible: \$250 Property/\$1,000 Money				AGGREGATE	NONE	
B	X	SPORTS EXCESS ACCIDENT	SRG9105434	1/01/2017	1/01/2018	As in Master Policy: Med. Max. \$100,000 Deductible \$50	As in Master Policy Excess	

"X" INDICATES COVERAGE(S) SELECTED FOR ADDITIONAL NAMED INSURED

ADDITIONAL INSURED

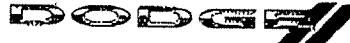
Who is an Insured (SECTION II) of the General Liability policy is amended to include as an insured the person or organization shown in the schedule, but only with respect to liability arising out of the above named Little League's maintenance or use of ball fields, or other premises loaned, donated, or rented to that Little League by such person or organizations and subject to the following additional exclusions:

- Structural alterations, new construction, maintenance, repair or demolition operations performed by or on behalf of the person or organization designated in the Schedule and/or performed by the above named Little League; and
- That part of the ball field or other premises not being used by the above named Little League.

NAME AND ADDRESS OF PERSON OR ORGANIZATION:

- ST HELENS SCHOOL DISTRICT
- MOOSE LODGE #591 OF WARREN
- CITY OF ST HELENS
- COLUMBIA COUNTY FAIRGROUNDS
- ALPENROSE DAIRY
- GRACE BAPTIST CHURCH
- COLUMBIA RIVER PEOPLE'S UTILITY DISTRICT

INSURED	CANCELLATION
Little League Baseball Risk Purchasing Group, Inc. 539 U.S. RT. 15 Highway South Williamsport, PA 17702	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE



Jeep

March 3, 2017

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

St. Helens Ford agree to order:

Please see attached.

New 2017 Ford Escape 4WD.	\$25,450.00
Less factory rebate	<u>(\$3,500.00)</u>
Total	\$21,950.00

Oregon license fee to be determined at the time of delivery

.....
Ron Miller, Sales Manager.

RECEIVED
MAR 03 2017
OFFICE OF ST. HELENS
CITY RECORDER



Preview Order 8227 - U9G 4x4 SE : Order Summary Time of Preview: 03/03/2017 15:17:54

Dealership Name : St. Helens Ford

Sales Code : F74505

Dealer Rep.	v-suvanv	Type	Stock	Vehicle Line	Escape	Order Code	8227
Customer Name		Priority Code	80	Model Year	2017	Price Level	750

DESCRIPTION	MSRP	DESCRIPTION	MSRP
U9G0 ESCAPE 4DR SE 4WD	\$27000	.6-SPD AUTO TRANS W/SLCTSHFT	\$0
.105.9" WHEELBASE	\$0	235/55R17 LRR A/S BSW TIRES	\$0
OXFORD WHITE	\$0	JOB #2 ORDER	\$0
CLOTH BUCKET SEATS	\$0	FRONT LICENSE PLATE BRACKET	\$0
CHARCOAL BLACK	\$0	CALIF EMISSIONS NOT REQUIRED	\$0
EQUIPMENT GROUP 200A	\$0	FUEL CHARGE	\$0
.17" SPARKLE SLVER PTD ALUM WHL	\$0	PRICED DORA	\$0
.1.5L ECOBOOST ENGINE	\$0	DESTINATION & DELIVERY	\$895
			MSRP
TOTAL BASE AND OPTIONS			\$27895
DISCOUNTS			NA
TOTAL			\$27895

This order has not been submitted to the order bank.

This is not an invoice.

City of St. Helens

Job Title: Utility, Banking & Court Specialist
Department: Administration
FLSA Status: Non-Exempt
Union: Yes - AFSCME
Created: March 15, 2017
Wage Scale: Utility, Banking & Court Specialist

GENERAL PURPOSE

Performs routine clerical, administrative, and data processing tasks. Coordinates and processes bank deposits and processes utility billing uploads and adjustments. Performs other related public services in support of Administration Department operations.

SUPERVISION RECEIVED

Works under the general supervision of the Finance Director.

SUPERVISION EXERCISED

None.

JOB DUTIES AND RESPONSIBILITIES

- Reconciles and processes deposits from all departments. Prepares daily deposits after batch closing. Take deposits to bank. Scans physical checks electronically.
- Pursue any CR batches left open for more than 2 business days.
- Picks up mail daily from post office and provides assistance to open and distribute. Processes outgoing mail.
- Prepares utility adjustments for Finance Director's approval. Posts adjustments after approval.
- Pursues collection of delinquent utility accounts, including preparation and mailing of final notices, shut-off and turn-on orders, establishing and monitoring payment schedules, and customer follow-up account research.
- Coordinates printing of monthly & bi-monthly billings either through a third party or internally. Prepares billing statements for mailing.
- Prepares all special billings.
- Reviews meter reading data for possible errors before bills are printed. Reviews billings for correctness and accuracy within 95%. Recalculates bills which have been issued to customers improperly.
- Performs daily upload of billing information via online portals.
- Processes late fees, reconnect fees and reminder letters. Makes phone calls on past due accounts. Reviews payment plans for accuracy and delinquency.
- Serves as lead in training Utility, Billing & Court Specialists on utility billing tasks.
- Maintains current customer account files.
- Interprets City Ordinances and Administration Rules relating to Utility Services.
- Receives telephone calls and citizen visits concerning utility billings or services; answers questions and responds to citizen complaints.
- Processes/creates new utility accounts.
- Processes payments for utility billing accounts.
- Processes work orders for utility disconnections, reconnections, new orders, and other public works service requests.

- Processes and reviews meter reading data for utility billings.
- May perform duties such as ordering supplies for City Hall and other departments as necessary and time allows.
- Provides backup during absence of other staff in related positions which include Court, Building, Administration and City Recorder.
- Processes Municipal Court payments and posts properly within 95% accuracy. Answers general court-related questions and inquiries. Assists Municipal Court Clerk and Legal Assistant in court processes when necessary.
- Manages and collects Business License renewals and new business licenses for the city.

MINIMUM QUALIFICATIONS

- Graduation from a high school or GED equivalent.
- 2+ years of experience in general office practices such as typing, data processing, and customer service.

DESIRED QUALIFICATIONS

- 2+ years of experience in Banking Services or other positions related to cash handling.
- Working knowledge of computers and electronic data processing; working with modern office practices and programs such as Microsoft Word and Excel.
- Skills in operating computers, 10-key calculator, phone, fax, and copy machine.
- Ability to perform arithmetic computations accurately and quickly.
- Ability to communicate effectively verbally and in writing.
- Ability to establish successful working relationships.
- Ability to work under pressure and/or request interruptions.
- Ability to work with angry and/or difficult customers.

SPECIAL REQUIREMENTS

- None.

PHYSICAL DEMANDS

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

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

The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

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

Usual office working conditions. The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises but may be a little loud depending on the day.

EMPLOYEE ACKNOWLEDGEMENT

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

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

ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the **Utility, Banking & Court Specialist** job description. I understand that it is my responsibility to adhere to the guidelines of the expectations, hours of work and essential duties outlined within this job description.

Employee Signature: _____

Date: _____

Print Name: _____

Manager Signature: _____

Date: _____

City of St. Helens

Job Title: WASTEWATER TREATMENT PLANT OPERATOR III /
PRETREATMENT COORDINATOR
Department: Public Works
FLSA Status: Non-Exempt
Union: Yes
Date Revised: March 15, 2017

GENERAL PURPOSE

Performs a variety of semi-skilled and skilled technical and maintenance work in the operation, maintenance, and repair of wastewater treatment facilities and systems. Coordinates the implementation of the City Pretreatment Program.

SUPERVISION RECEIVED

Works under the general supervision of the Wastewater Treatment Superintendent or designee.

SUPERVISION EXERCISED

May serve as a lead worker over Level II and Level I Operators. Functions as the NPDES required facility supervisor when on call.

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

- Monitors the performance of all equipment, gauges, and charts in the treatment plant and pump stations; records statistical data concerning plant operations; maintains, operates, repairs, and replaces equipment as necessary; charts lab test results for trend analysis and maintains accurate records of analyses and test results; evaluates data and writes reports as required.
- Operates, maintains, and repairs malfunctions at the wastewater treatment plant; repairs gauges, pumps, filters, and other controls and equipment. Performs certain maintenance of the physical grounds and buildings of the WWTP and lift stations.
- Collects samples and identifies concentrations of chemical, physical, or biological characteristics of wastewater required in accordance with local, state, and federal requirements; gathers and tests wastewater samples as required.
- Performs quality control tests on lab equipment and lab analyses; evaluates procedures and results for accuracy and determines appropriate methods.
- Assures that the plant operates within required standards and provides information to the superintendent on immediate and long term status and needs.
- Contains and disposes of hazardous wastes generated by the lab.
- May be required to work weekends and/or be on call.
- Repairs machinery and equipment while on a boat or on a float. Required to work from a boat or float in the repair, maintenance, and placement of equipment and to perform water quality sampling and monitoring.
- Calibrates, modifies, or repairs instrumentation and control equipment including recorders, flow meter, and other water quality monitoring equipment.

- Operates and maintains sewage pump stations; cleans wet wells and operates pumps and valves to control and adjust flow and treatment process.
- Operates the plant in absence of the Superintendent or Operator IV.
- Operates work boats on wastewater lagoons and navigable waters.
- Coordinates the implementation of the City pretreatment program among various industrial users, other government agencies, and City staff.
- Reviews and tracks industrial user compliance reports and compliance status.
- Provides recommendations as to enforcement action and industrial user permitting for review and authorization by the City Attorney.
- Develops and maintains a listing of current industrial users, industrial user files, and other documentation required by the pretreatment program.
- Prepares reports and updates of the City pretreatment program, including the DEQ required annual report, the periodic local limit review, and other reports as needed to ensure the program is in compliance with state and federal regulations.
- Prepares an annual and 5-year pretreatment budget for review by the WWTP Superintendent.
- Other duties as assigned.

PERIPHERAL DUTIES

- Maintains the drawings and schematics of electrical and other systems in the treatment plant.
- Monitors performance of electrical systems, circuits or equipment of the treatment plant.
- May serve as a member of various employee committees.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (a) Graduation from high school education or GED equivalent, supplemented by three (3) years post-secondary college or technical training in biology, environmental science, chemistry, or a closely related field, and
- (b) Three (3) years of experience in wastewater treatment and collections, or
- (c) Any equivalent combination of education and experience.
- (d) Experience with pretreatment programs highly desirable.

Necessary Knowledge, Skills and Abilities:

- (a) Working knowledge of equipment, facilities, materials, methods, and procedures used in wastewater treatment plant maintenance and operation activities; working knowledge of laboratory procedures and practices;
- (b) Skill in operation of some of the listed tools and equipment.
- (c) Ability to perform process control calculations; ability to work safely; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, other departments, and the public; ability to understand and carry out written and oral instructions.

SPECIAL REQUIREMENTS

- Must possess or have the ability to obtain a valid state driver's license.

- Certification as an Oregon Wastewater Treatment Plant Operator III, or ability to obtain a Treatment III certification within 6 months or as determined by the Superintendent.
- Certification as an Oregon Wastewater Collection Operator II, or ability to obtain a Collection II certification within 6 months or as determined by the Superintendent.
- State of Oregon Marine Board Boater Education Certificate.
- Trained in confined space procedures and use and containment of hazardous chemicals used. Trained in the use of all safety equipment, oxygen detection meter, blower, respirator, etc.
- Must be able to use basic spreadsheet and word processing computer programs to enter data and prepare correspondence. Possess skills or have the ability to learn to operate Supervisory Control and Data Acquisition (SCADA) equipment and software.

TOOLS AND EQUIPMENT USED

Motor vehicle, generators, pumps, gauges, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, calculator, personal computer including word processing and spreadsheets, and a variety of lab equipment.

PHYSICAL DEMANDS

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

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

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, risk of electrical shock, and vibration. The employee is frequently exposed to toxic or caustic chemicals.

The noise level in the work environment is usually moderately loud.

EMPLOYEE ACKNOWLEDGEMENT

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

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

ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the **WWTP Operator III/Pretreatment Coordinator** job description. I understand that it is my responsibility to adhere to the guidelines of the expectations, hours of work and essential duties outlined within this job description.

Employee Signature: _____ Date: _____

Print Name: _____

Manager Signature: _____ Date: _____

City of St. Helens
Consent Agenda for Approval

OLCC LICENSES

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

2017 RENEWALS

<u>Business Name</u>	<u>Applicant Name</u>	<u>Location</u>	<u>Purpose</u>
• Dockside Steak & Pasta	In-Time Inc.	343 S. 1 st Street	Renewal
• El Tapatio Restaurant	Guitron-Galvan Inc.	2105 Columbia Blvd.	Renewal
• Happy Garden Chinese Restr.	Zhen's Family Inc.	2296 Gable Road #230	Renewal
• Klondike Restaurant & Bar	Klondike Restaurant Group LLC	71 Cowlitz Street	Renewal
• Miyako Restaurant	Miyako Inc.	1835 Columbia Blvd.	Renewal
• Oregon Trail Lanes	Oregon Trail Lanes Inc.	735 S. Columbia River Hwy.	Renewal
• Pour House, The	C&S Pour House Inc.	2098 Old Portland Road	Renewal
• Roythai	Thongsima, Thaneenath	295 Strand Street	Renewal
• Walmart Store #2422	Wal-Mart Stores Inc.	2295 Gable Road	Renewal
• Zatterbergs Market	Kim, Justin C.	770 West Street	Renewal

City of St. Helens
Consent Agenda for Approval

CITY COUNCIL MINUTES

Presented for approval on this 15th day of March, 2017 are the following Council minutes:

2017

- Work Session and Regular Session Minutes dated January 4, 2017
- Work Session and Regular Session Minutes dated January 18, 2017

After Approval of Council Minutes:

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

City of St. Helens

CITY COUNCIL

Work Session Minutes

January 4, 2017

Members Present: Rick Scholl, Mayor
Doug Morten, Council President
Keith Locke, Councilor
Ginny Carlson, Councilor

Members Absent: Susan Conn, Councilor

Staff Present: John Walsh, City Administrator
Matt Brown, Finance Director
Kathy Payne, City Recorder
Margaret Jeffries, Library Director
Terry Moss, Police Chief
Neal Sheppard, Public Works Operations Director
Sue Nelson, Public Works Engineering Director
Crystal Farnsworth, Communications Officer
Joe Hogue, Police Lieutenant
Matt Molden, Police Sergeant
Lisa Scholl, Deputy City Recorder
Sharon Darroux, Engineering Project Manager I
Jenny Dimsho, Assistant Planner

Others: Nicole Thill Tina Curry Cody Mann

Mayor Rick Scholl called the meeting to order at 1:05 p.m. (We were waiting for Judge Grove.)

Oaths of Office – Mayor and Council Positions 2 and 4

Circuit Court Judge Ted Grove administered oaths of office to new Mayor Rick Scholl and Councilors Keith Locke (position 2) and Ginny Carlson (position 4).

Oaths of Office – Joe Hogue as Lieutenant and Matt Molden as Sergeant

Circuit Court Judge Ted Grove administered oaths of office to Joe Hogue who is promoted from Sergeant to Lieutenant and Matt Molden who is promoted from Patrol Officer to Sergeant.

Introduction of New K-9 Officer Ryder

Officer Brent Thompson introduced our new K-9 Officer Ryder to the Council, staff and audience.

Visitor Comments

No visitor comments.

Discuss Council Appointments

Mayor Scholl felt it would be best to keep everything the same. Council concurred.

Ballots were handed out for Council President. Mayor Scholl said that it was a 3-1 vote.

Therefore, Councilor Doug Morten will continue to be Council President.

Update on Sewer Rates for McNulty PUD Customers

Finance Director Brown reviewed the properties being added, a copy of which is included in the meeting packet. A resolution will be on tonight's agenda. No questions from Council.

Discuss Proposal for 2017 Fireworks Display

City Administrator Walsh reviewed the proposal from Western Display Fireworks in October. A copy is included in the meeting packet.

Motion: Locke moved to enter into an agreement with Western Display Fireworks in the amount of \$12,000 for fireworks on July 4th. Morten seconded.

Discussion. Council President Morten asked what day of the week is proposed for fireworks. Consultant Tina Curry explained that she is working with Christina Sullivan, of 13 Nights on the River, to plan activities. Unfortunately, no independent groups have agreed to take it on. They are planning a Thursday, Friday, Saturday, Sunday and Monday concert series. It would be an outreach of tourism and 13 Nights. There will be self-contained camping on the waterfront property and tailgating on Monday, July 3rd, with fireworks. That would give people July 4th to travel home. She proposes that only non-profits vendors be involved on Monday. There were no complaints about parking last year. Tina talked about the changes to 13 Nights to work collaboratively with the City and increase revenue.

Council President Morten asked if the yachting community in Portland were approached to donate money? Tina does not believe that they would contribute. Morten encouraged her to reach out to them. Councilor Locke pointed out that the its local boaters that come here for July 4th. Morten argued that Tina is proposing the fireworks on July 3rd, so they may be more likely to come out here.

Mayor Scholl asked how much money was made from tailgating last year? Tina said it was a couple thousand dollars. That was their first time trying it. He expressed concern about doing the fireworks on July 3rd. It's been a tradition for almost 50 years on July 4th. He believes there would be a lot of opposition from the community.

Discussion ensued. Some of the concerns discussed were:

- Lack of volunteers for a multiple day event.
- Level of work needed from staff for a multiple day event.
- Possible rainy weather.
- People expecting fireworks on July 4th.
- Organizations who have fundraised in the past do not want to do it this year. It's a lot of work.
- There are other cities who do fireworks on July 3rd.
- Will there still be fireworks if enough money is not raised?

Motion retracted and tabled until January 18.

Department Reports

Police Chief Moss reported...

- Held a sergeant's promotional process. Three candidates participated. Matt Molden rose to the top and was promoted January 1st.
- Joe Hogue was promoted to lieutenant January 1st.
- K9 Officer Ryder completed training two weeks ahead of schedule. Really happy to have

him on board.

- Struggling to fill the open police officer positions. He would like the Council consider what might attract people to law enforcement. This is an issue all over the state. Everyone is competing for the same quality applicant. Many agencies attract good candidates through incentives. He has reached out to see what other agencies offer and will report back with the results.

Council President Morten talked about the number of officers who have stayed for only a few years and then move on. Can bonuses be given at seven or eight years of employment? Portland is trying to raise a lot of revenue to entice officers to sign up now. Moss agreed that it's an option to look at. He strongly feels that the most successful long-term employees are those who are invested in the community; live here, send their kids to school here, shop here, etc. He will return to Council with proposed ideas.

Public Works Engineering Director Nelson reported...

- Congratulations to Mayor Scholl, Councilor Carlson, Councilor Locke, Lieutenant Hogue and Sergeant Molden.

Public Works Operations Director Sheppard reported...

- Congratulations to Mayor Scholl, Councilor Carlson and Councilor Locke. He appreciates that the Council will remain in the same positions.
- They are prepared for the big weather storm coming on Saturday.

Library Director Jeffries reported...

- Tonight's packet includes a grant agreement with the Columbia County Cultural Coalition. It was initiated by the ukulele group.
- The Library is hosting an Oregon Humanities Conversation Project on January 19. The topic is Homeless in the Land of Plenty.
- Several after-school programs have been planned over the next several months based on requests.

Finance Director Brown reported...

- Nothing to report.

City Recorder Payne reported...

- Reminder that we are having a couple of different receptions for our former Mayor Randy Peterson on Wednesday, January 11; one is 2-4pm here in the Council Chambers and the other is 5-7pm at the Elks.

City Administrator Walsh reported...

- Department of Land Conservation and Development will be meeting January 26 and 27 at the Meriwether Place. The City will be hosting the meeting.
- The contract with Alta Planning for wayfinding and branding was approved at the last meeting. There is a time limit of one year to complete the grant. He proposes an advisory committee of about 10 people be formed; including selected members of staff, Council, SHEDCO, Chamber of Commerce, Planning Commission, Bicycle & Pedestrian Commission, Arts & Cultural Commission and Youth Council. Council President Morten would prefer holding it as a public meeting so that all the Council members can attend.
- Tonight's agenda includes a resolution amending last week's resolution in regards to personnel benefits.
- The Arts & Cultural Commission wants to move forward with the salmon tree sculpture project. They have raised about \$35,000, which will cover the art piece of it. Walsh will

return with a contract for Council approval.

- The City's attorney is working on the lease document for Civic Pride Park.
- He has asked ECO Northwest to help draft the RFP for the waterfront site development.
- He has not gotten to the tourism RFP yet.
- Voters approved the tax of recreational marijuana sales. The state has offered to manage and enforce it for a percentage of revenues. The county also mentioned doing something similar.
- Meeting individually with taxing districts to discuss the formation of an Urban Renewal District.

Council President Morten mentioned that the lights in the gateway sculpture over Milton Creek do not appear to be functional. Public Works Operations Director thinks there is a limit to how bright they can be.

Council Reports

Councilor Locke reported...

- Welcome aboard, Mayor Scholl.

Councilor Carlson reported...

- We are lucky to have such a great team. Our library goes above and beyond to make everyone feel welcome. She appreciates all of the staff.
- Congratulations to Mayor Scholl.

Council President Morten reported...

- Congratulations to Mayor Scholl.
- Accolades to Jeffries. The library has become a cultural center for the community.
- Code enforcement has made such an impact in our community. He appreciates what has been done. He asked Walsh for an update on the lady who attended the last meeting with her attorney. Walsh will find out and report back.
- Lisa Scholl and Joe Hogue have stepped up to lead the City's Relay for Life team.
- Thank you to Public Works and the Police Department for their work during adverse weather.
- Received a call from a veterans representative proposing to move forward with the veterans plaza at McCormick Park. It would increase the size of the concrete slab to give more space for seating, wheel chairs and the Howitzer. It would also add more current war memorials.
- We are unique as a governing system. Our voters overwhelmingly voted in favor of the Council being a commission form of government. That means that each councilor oversees a department. He asked the Council to finish their department head evaluations and give them to City Recorder Payne as soon as possible.

Mayor Scholl reported...

- Thanked everyone for being patient with him. He is a team player and does not hold grudges. If he has a problem he will address it and move on. We have a very good team. He is very approachable and can be called anytime. He's happy to be sitting here and is grateful for the opportunity. He has a lot to learn. If you think he needs to know something, let him know.

Executive Session

ORS 192.660(2)(e) Real Property Transactions

No executive session was needed.

Other Business

No other business.



There being no further business, the meeting was adjourned at 2:37 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor

DRAFT

City of St. Helens CITY COUNCIL

Regular Session Minutes

January 4, 2017

Members Present: Rick Scholl, Mayor
Doug Morten, Council President
Keith Locke, Councilor
Ginny Carlson, Councilor

Members Absent: Susan Conn, Councilor

Staff Present: John Walsh, City Administrator
Matt Brown, Finance Director
Kathy Payne, City Recorder
Margaret Jeffries, Library Director
Terry Moss, Police Chief
Neal Sheppard, Public Works Operations Director
Sue Nelson, Public Works Engineering Director
Bob Johnston, Building Official
Lisa Scholl, Deputy City Recorder

Others: Ray & Micky Scholl Ryan Scholl Don Patterson
Yvonne, Nick & Sarah Scholl Bill Allshouse Floyd Harrison
Shauna Harrison
There were a lot of supporters of Mayor Scholl to see him being sworn in.

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

Pledge of Allegiance – Mayor Scholl

Ceremonial Swearing In of New Mayor Rick Scholl

Circuit Court Judge Ted Grove administered the oath of office to new Mayor Rick Scholl. Mayor Scholl thanked everyone for their support.

Invitation to Citizens for Public Comment

♦Floyd Harrison. He was issued a nuisance abatement and was given 30 days to clean it up. He is requesting extra time due to the inclement weather and being banged up and disabled. He is asking for an additional 45-60 days. As soon as the weather warms up he can work outside more.

The Council was in concurrence to extend the deadline for Mr. Harrison to the end of March.

City Recorder Payne reported that notices were sent to 12 property owners. She does anticipate more requests of this nature. Is Council willing to grant them the same extension?

Council was in concurrence to give the other properties an additional 30 days to abate their nuisance. If they need more than that, they need to approach the Council with their request.

♦Bill Allshouse. He received an abatement letter too. He cuts up lumber and burns limbs and wood for heat. He doesn't think he should have to give up his fire wood. There are rows and piles stacked.

Councilor Locke told Bill he was granted an additional 30 days to have it cleaned up and looking neat. Building Official Bob Johnston referred to pictures of Bill's property. The wood is not the issue. It's the discarded debris, scrap metal, etc.

Councilor Carlson informed Bill that he is not allowed to scrap metal within City limits, you can't have debris, car parts and stuff that is unsightly to your neighbors. You can have lumber and wood. They understand he is using it to heat his home. The City is giving him time to clean up.

♦Shauna Harrison. Requested flags be lowered to half-staff for Chief Ralph Painter.

Ordinances – First Readings

A. **Ordinance No. 3211:** An Ordinance to Amend the City of St. Helens Zoning District Map for Certain Property from Highway Commercial (HC) Zone to the Apartment Residential (AR) Zone

Mayor Scholl read Ordinance No. 3211 by title for the first time. The final reading will be held at the next regular session.

Resolutions

A. **Resolution No. 1772:** A Resolution of the Common Council of the City of St. Helens, Oregon, Adopting Benefit Changes for Full-Time Unrepresented Personnel, Superseding Resolution No. 1771

Mayor Scholl read Resolution No. 1772 by title. **Motion:** Upon Locke's motion and Carlson's second, the Council unanimously adopted Resolution No. 1772. [Ayes: Locke, Carlson, Morten, Scholl; Nays: None]

PUBLIC COMMENT: Increase in Sewer Rates for McNulty Water PUD Customers

No comments received.

B. **Resolution No. 1773:** A Resolution to Establish a Fixed Sewer Utility Rate for Outside City Limits Customers on McNulty PUD Water

Mayor Scholl read Resolution No. 1773 by title. **Motion:** Upon Carlson's motion and Locke's second, the Council unanimously adopted Resolution No. 1773. [Ayes: Locke, Carlson, Morten, Scholl; Nays: None]

Approve and/or Authorize for Signature

- A. Amendment No. 1 to IGA with Oregon Building Codes Division for Building Services
- B. Grant Agreement with Columbia County Cultural Coalition for Ukulele Instructional and Performance Equipment
- C. Hold Harmless Agreement with S.A.F.E. of Columbia County for Use of the Columbia Center for Support Group Meetings
- D. Extension of Agreement with Pauly, Rogers and Co, PC for Audit Services
- E. Contract Payments

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

Consent Agenda for Acceptance

A. Accounts Payable Bill List

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

Consent Agenda for Approval

A. Accounts Payable Bill List

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

Council Reports

Mayor Scholl reported...

- He is glad to be on board. He looks forward to serving with everyone and getting familiar with everything.

Councilor Locke reported...

- It was nice to see a full house tonight.

Councilor Carlson reported...

- Agreed with Locke. It's nice to see new faces.

Council President Morten reported...

- Agreed with Locke and Carlson. Encouraged by Scholl's enthusiasm and support.
- He is very excited about what is happening with the waterfront property.

Department Reports

Police Chief Moss reported...

- Nothing to report.

Public Works Engineering Director Nelson reported...

- Nothing to report.

Public Works Operations Director Sheppard reported...

- Nothing to report.

Library Director Jeffries reported...

- Nothing to report.

Finance Director Brown reported...

- Nothing to report.

City Recorder Payne reported...

- Congratulated Mayor Scholl and looks forward to working with him. She has worked here for 15 years and is very proud to work for the City.

City Administrator Walsh reported...

- Congratulated Mayor Scholl.
- After discussion, Council set a retreat date of January 25.

Adjourn - There being no further business, the meeting adjourned at 7:25 p.m.



Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor

DRAFT

City of St. Helens

CITY COUNCIL

Work Session Minutes

January 18, 2017

Members Present: Rick Scholl, Mayor
Doug Morten, Council President
Keith Locke, Councilor
Susan Conn, Councilor
Ginny Carlson, Councilor

Staff Present: John Walsh, City Administrator
Matt Brown, Finance Director
Kathy Payne, City Recorder
Margaret Jeffries, Library Director
Neal Sheppard, Public Works Operations Director
Sue Nelson, Public Works Engineering Director
Crystal Farnsworth, Communications Officer
Jacob Graichen, City Planner
Jasmine Jordan, Mainstreet Coordinator
Jenny Dimsho, Assistant Planner

Others: Carl Coffman Gretchen Williams Chuck Daughtry
Tina Curry Cody Mann Nicole Thill
Jan Zurbrugg

Mayor Rick Scholl called the meeting to order at 1:00 p.m.



Visitor Comments

No visitor comments.

PROTEST HEARING: Notice of Nuisance Abatement – 364 N. 1st Street (Mullins)

This item has been postponed to February 1.

Annual Report from City Auditor

This item has been postponed to February 1.

SHEDCO's Report from their Tourism Meetings

Gretchen Williams, SHEDCO Board member, was present to give a report. She handed out a document to each Council member which she reviewed; a copy of which is available in the archive packet for this meeting. One highlight was from a recent survey that asked what St. Helens greatest assets were. The predominant answers were the river and waterfront district and Spirit of Halloweentown events.

Council President Morten congratulated Gretchen for putting together a concise report with this amount of energy. Where does the Chamber of Commerce fit in? Gretchen explained that the Chamber Board was initially reluctant to help with events. She talked to them about it being common for Chambers to be involved. In the end, they decided event planning was something they would get involved in.

Councilor Conn pointed out that advertising and marketing was mentioned in the report. She has heard from businesses that it's a need. What is the Chamber and SHEDCO doing to help businesses with that? Gretchen said the Chamber advertises events on their website and allows use of their bulk mailing permit. She would like to see more services made available. SHEDCO will be talking about it at their next meeting.

Discussion about SHEDCO, Keep it Local Columbia County, the Chamber and businesses needing to work together.

Affordable Housing Proposal

Carl Coffman, a developer, presented a proposal to have a container box housing facility. The containers are designed to stack seven to eight high and hold 50,000 pounds. Over 20,000 arrive on our shore and never leave. It's like a new, raw material. He showed examples of shipping containers turned to housing facilities in other countries. He proposes to place two buildings, which would be 36 units, on the waterfront property. The units would be sold individually and charged HOA's fees to cover the maintenance of the buildings and grounds.

Council President Morten liked the presentation. The property has been identified and the design has been identified. What kind of flexibilities are there with the proposed location? This is the first request, that he's aware of, to use the waterfront property. Carl responded that he recently had a conversation with Dan Saltzman with the City of Portland. He was told that if he got on the fast-track developer status, every year the City will tell him how much land is available and ask what he proposes. He's not sure what other land is available here. You can do anything with a cube. There's a lot of flexibility with location and design. They will become less affordable if a lot of modifications are made.

Councilor Conn appreciated the use of examples in Coffman's presentation. She is very interested in the use of reclaimed materials.

Councilor Carlson asked if the model is nearby to view. Carl said it is in Southern Oregon. It's made out of 20 foot containers. He proposes 40 foot containers.

Council President Morten asked Carl if he would consider commercial use on the lower level. Carl said it could be done but he pointed out all the vacant commercial buildings in town. He thinks commercial would be a mistake in that location.

Review Request to Extend Enterprise Zone Benefits for Cascades Tissue

Chuck Daughtry, CCET Executive Director, was in attendance to present the request. A copy is included in the archive meeting packet. Enterprise zones are designated geographic areas. South Columbia County Enterprise Zone includes parts of Scappoose, Vernonia, Columbia City, St. Helens and other nearby industrial areas. Lower Columbia Maritime Enterprise Zone includes parts of Rainier, Port Westward, Clatskanie and some land in Clatsop County. He has been working with Cascades Tissue for over a year on their expansion. It adds 70 jobs, preserves 100 jobs and is a \$56 million investment.

Enterprise zones allow companies who build within the designated geographic area to receive property tax abatement for up to three years. He is requesting the City approve an additional two years of abatement, called the extended enterprise zone. In exchange for that, the company will agree to pay 150% of the average medium wage within Columbia County. They will also be required to sign an agreement to recruit locally.

Semi-Annual Report from Columbia County Economic Team

While he was here, Chuck Daughtry gave the CCET semi-annual report.

- Proposed expansion of an existing manufacturing business in St. Helens.
- The Port of St. Helens has been discussing plans to construct spec buildings at McNulty Creek. There is wetland mitigation that needs to be resolved.
- Oregon Manufacturers Innovation Center (OMIC) is a collaborative process that involves all the research institutions in Oregon; including Oregon State University, Portland State University, Oregon Institute of Technology and Portland Community College to build a world-class research, development and training facility in Columbia County. They were able to purchase the John Jersey property in Scappoose. As part of the land purchase, there was an agreement to construct a road access. There are companies from all of the world looking to co-locate near OMIC.
- The CCET annual breakfast is being re-scheduled again due to the weather.

Councilor Locke asked why companies are looking out here with all the empty buildings in Beaverton and Portland. Chuck explained that the cost of buildings is high in those areas. There is not as many industrial vacancies with the growth of marijuana.

2nd Quarter Communications Report

Crystal Farnsworth, Communications Officer, presented her report which is included in the archive packet for this meeting. She reviewed Spirit of Halloweentown communications in depth. About 250,000 people interacted with the City of St. Helens and Spirit of Halloweentown Facebook pages throughout the month of October. Farnsworth communicated with media from all across the United States to highlight events.

Discussion Regarding Use of RVs for Medical Hardships

City Planner Jacob Graichen reviewed his memo which is included in the archive packet for this meeting. The proposed amendment is for the use of Rvs on private property and not in City right-of-way.

Council emphasized their desire for it to only apply to relatives caring for each other and require an updated note from the doctor more often than once a year.

2nd Quarter Financial Report for FY 2016-17

This item has been postponed to February 1.

Review 2017-18 Proposed Budget Calendar

Finance Director Brown reviewed the proposed budget calendar. No concerns from Council.

Review Investment Policy

Finance Director Brown reviewed the proposed investment policy and a letter from the Oregon Short Term Fund Board with their approval and recommended changes. A copy is included in the archive meeting packet.

City Administrator Walsh explained that without an investment policy, they would follow the State's plan which is less of a percentage than if they had their own. The investment proposals are safe.

Council concurred with moving forward on the proposed investment policy. Brown will return with a report diagraming previous investments. After that, he will include it in his quarterly report.

Discussion Regarding 2017 Fireworks Plan

City Administrator Walsh talked about the risk involved with fireworks. The Council should keep in mind that they may not raise the entire amount needed for fireworks.

The St. Helens Community Foundation has come to the City asking for help. They are not in a position this year to do 13 Nights on the River on their own. Tina Curry and Christina Sullivan are working together to plan this year's 13 Nights on the River line-up, insurance and operations. Tina reported that 13 Nights is proposed to have two nights in June, five nights in July and two nights in August and September. They are planning to have concerts Thursday, Friday, Saturday, Sunday, Monday and Tuesday over the 4th of July weekend. They will also be helping with concerts during Spirit of Halloweentown.

Discussion of needing to get the community involved in raising funds for fireworks. Councilor Locke suggested that the City advertise for a fireworks fundraising committee. If no one volunteers, then we announce that there will not be fireworks. It should not be a City task. Walsh added that it speaks to the need to have a group that organizes community events.

It was the consensus of the Council to work with Communications Officer Crystal Farnsworth to perform a media blitz requesting volunteers to form a committee to fundraise for fireworks. The contract was tabled for a couple months as they wait to see if they get volunteers.

Discussion Regarding Collection of Marijuana Tax

City Administrator Walsh reminded the Council that voters overwhelmingly approved a local marijuana tax of 3%. There were three options to collect; 1) the City collects and enforces, 2) the State administers and 3) the County collects. Scappoose has chosen to use the State. Walsh recommends St. Helens do the same. Council concurred with the recommendation. It is on tonight's agenda for ratification.

Proposed Increase to Library Board Membership

Library Director Jeffries reported that the Library Board currently has a seven member board. The bylaws call for five to seven members. There are currently two vacancies. However, they received three very strong candidates to fill those vacancies. She proposes to increase the bylaws to have seven to nine members.

The Council was in concurrence to allow Jeffries to bring back the appropriate code amendments to increase the size of the Library Board.

Department Reports

Reports were postponed until tonight's meeting.

Council Reports

Reports were postponed until tonight's meeting.

Executive Session

ORS 192.660(2)(e) Real Property Transactions

Motion: At 4:11 p.m., upon Locke's motion and Carlson's second, the Council unanimously voted to move into executive session under ORS 192.660(2)(e) Real Property Transactions.

Motion: At 4:54 p.m., upon completion of the executive session, Morten moved to go back into work session, seconded by Conn, and unanimously approved.

Other Business

No other business.



There being no further business, the meeting was adjourned at 4:54 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor

City of St. Helens CITY COUNCIL

Regular Session Minutes

January 18, 2017

Members Present: Rick Scholl, Mayor
Doug Morten, Council President
Keith Locke, Councilor
Susan Conn, Councilor
Ginny Carlson, Councilor

Staff Present: John Walsh, City Administrator
Matt Brown, Finance Director
Kathy Payne, City Recorder
Margaret Jeffries, Library Director
Neal Sheppard, Public Works Operations Director
Sue Nelson, Public Works Engineering Director

Others: Jacqueline Curry Howard Blumenthal Nathaniel C.
Heather Anderson-Bibler Kevin Bibler Geoff Thompson



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

Pledge of Allegiance – Mayor Scholl

Invitation to Citizens for Public Comment

♦Jacqueline Curry. She is a 17-year resident of Columbia County. She is here to speak about the lagoon issue. Eleven years ago, her daughter, Victoria was diagnosed with a life-threatening illness. There is no history of cancer in their family. *She showed pics of her daughter.* She spent four years in the hospital with a 20% chance of survival, where she underwent full-body radiation and chemotherapy. At the time, they lived in Goble. She had no idea that Columbia County has the highest rate of cancer in Oregon. The chemical plant across the river in Kalama blows benzene over, which is what caused her daughter's cancer. One per million are diagnosed with Aplastic Anemia. Three people in Goble were diagnosed with it within months of each other. Since then, there have been several more in St. Helens. Health records are not public but death records are. When she heard about the lagoon proposal, she called City Administrator Walsh. The fact that the City would even consider this makes her sick. Portland tried dumping it in St. John's and the community stopped it. Her daughter was fortunate enough to live but still suffers from the ramifications of her disease. She's going to graduate from high school this year and be a pediatric oncology nurse. She has a mission in life to help other kids who are suffering like she did.

♦Howard Blumenthal. He spoke to several topics:

- He has friends who serve on committees in Portland that are involved with the superfund site in Portland. They say they are not getting rid of any clean material. The sewage lagoon needs to be filled but not with Portland superfund materials. It's too close to the river to risk it.
- There is a growing amount of graffiti on the waterfront property. He suggested an ordinance requiring graffiti be painted over within 72 hours of when it is noticed. People will eventually get the idea that it won't stay and move on.
- Columbia View Park still has incorrect signage for the no-smoking ordinance. All of our

parks are no-smoking, yet we don't have signs posted.

- He heard the Council is reviewing the funding of fireworks and Spirit of Halloweentown. He would prefer to see fireworks than a month-long event promoting people to come visit. Spirit of Halloweentown could be shortened down to two weeks.

Ordinances – Final Readings

A. **Ordinance No. 3211:** An Ordinance to Amend the City of St. Helens Zoning District Map for Certain Property from Highway Commercial (HC) to the Apartment Residential (AR) Zone
Mayor Scholl read Ordinance No. 3211 by title. **Motion:** Upon Morten's motion and Carlson's second, the Council unanimously adopted Ordinance No. 3211. [Ayes: Locke, Carlson, Conn, Morten, Scholl; Nays: None]

Resolutions

A. **Resolution No. 1774:** A Resolution Appointing the Budget Officer for Fiscal Year 2017-18
Mayor Scholl read Resolution No. 1774 by title. **Motion:** Upon Locke's motion and Conn's second, the Council unanimously adopted Resolution No. 1774. [Ayes: Locke, Carlson, Conn, Morten, Scholl; Nays: None]

B. **Resolution No. 1775:** A Resolution of the City of St. Helens Authorizing Extended Enterprise Zone Benefits for a Fourth and Fifth Year to Cascades Tissue Group-Oregon Converting, a Division of Cascades Holding U.S. Inc. (Cascades), Located in the South Columbia County Enterprise Zone

Mayor Scholl read Resolution No. 1775 by title. **Motion:** Upon Carlson's motion and Conn's second, the Council unanimously adopted Resolution No. 1775. [Ayes: Locke, Carlson, Conn, Morten, Scholl; Nays: None]

Approve and/or Authorize for Signature

- A. [RATIFY] Marijuana Tax Collection Agreement with State of Oregon Department of Revenue
- B. Community Impact Agreement with Sweet Relief St. Helens for Retail Marijuana Sales
- C. Community Impact Agreement with Miss Organics, dba: Green Lion for Retail Marijuana Sales
- D. Asset Donation Agreement and Arbitration Provision for Acquisition of Production Props
- E. Professional Services Agreement with Centerlogic for IT Services
- F. Contract Payments

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

Appointments to City Boards/Commissions

Library Board (4-year terms)

- Eloise Bates resigned. Her term expires 6/30/2017.
- Patty James resigned. Her term expires 6/30/2019.

Recommendation: The Board recommends that the Council appoint Heather Anderson-Bible and Leanne Murray to the Board. Heather's term will expire on 6/30/17 and Leanne's will expire on 6/30/19.

Motion: Upon Conn's motion and Carlson's second, the Council unanimously appointed Heather Anderson-Bibler and Leanne Murray to the Library Board. Heather's term will expire on 6/30/17 and Leanne's will expire on 6/30/19.

Consent Agenda for Acceptance

- A. Planning Commission Minutes dated December 13, 2016
- B. Accounts Payable Bill List

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

Consent Agenda for Approval

A. Accounts Payable Bill List

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

Council Reports

Mayor Scholl reported...

- He thanked Public Works for their hard work removing snow and clearing storm drains.
- In response to the comments made earlier, he will make sure nothing bad comes into the community. That being said, it's a long ways away. It has yet to be determined what can be done there.

Councilor Locke reported...

- Kudos to Public Works. They did a great job on the roads.

Councilor Carlson reported...

- Nothing to report.

Council President Morten reported...

- Met with Public Works this morning. Congratulations to them for their great work. It's the responsibility of the property owners to clear their sidewalks and driveways.
- Parks staff were also very busy clearing debris out of the parks.
- Speaking to the earlier comments, one of the reasons he ran for Council was for safety. He and Locke are both cancer survivors. He doesn't think anyone in this room would want anything other than clean fill material brought in. They also want what is existing cleaned up. Information got out of hand about toxic waste and Portland Harbor. They are in the process of researching and hope to make the best decision.
- Carl Coffman gave a presentation during the work session about affordable housing. He requested it be added to a work session for discussion.

Councilor Conn reported...

- The Library Board has been working on the Strategic Plan.
- She met with the Columbia County Future Connect Coalition. They are working to provide scholarships for first generation college students. It includes a strong mentorship program.
- She had an opportunity to emcee the recent Ron Wyden Town Hall.

Department Reports

Public Works Engineering Director Nelson reported...

- The LED street light conversion started earlier this week. There are two phases to the project:
1) The contractor will replace the lights hanging on independent light poles. 2) The PUD will change the lights on the poles that also hold power lines.
- The 2MG reservoir rehabilitation project is underway again after waiting for additional materials and the weather delay.
- The revised grant documents for the Gable Road project are being reviewed by County Counsel now. Once approved, the City will have to sign a revised agreement with the County.

Public Works Operations Director Sheppard reported...

- Reminder that residents are responsible to clear their own sidewalks. He saw a couple kids fall on their way to school.
- He would appreciate help from residents to clear storm drains around their house.

- The material for the new McCormick Park shelter has arrived.

Library Director Jeffries reported...

- There are brochures listing upcoming Library events at the sign-in table.
- Tomorrow night, the Library is hosting a conversation that is going to be led by a facilitator from Oregon Humanities. The theme is Homeless in the Land of Plenty.

Finance Director Brown reported...

- The work session packet includes an article from LGPI about annual reports and financial statements. He encouraged Council to read the article.
- Tonight's agenda included an agreement with Centerlogic. It is a one-year agreement that is renewable. There will be assistance here on a more regular basis. Max will be here on Mondays and Wednesdays, 8:30 a.m. – 5 p.m. Rick will be here on Thursdays, 8:30 a.m. – 5 p.m.
- The Tech Panel met today and talked about the AV equipment needs. He will return with an updated quote.
- He hopes to bring the cost of service analysis RFP to Council for review in February.
- A couple months ago, Council approved two new job descriptions for utility billing. After receiving feedback, he is working with the union and staff to make more changes to it.

City Recorder Payne reported...

- On January 9, interviews were conducted for Police Officer. They are moving forward with a background check for one candidate.
- The Annual Employee Recognition Banquet is on January 27. Please RSVP to her or Lisa by Friday.
- Randy Peterson's Farewell Reception has been rescheduled to Tuesday, January 31.

City Administrator Walsh reported...

- In response to the comments made on the lagoon, one of the Council's goals is a safe and healthy community. That will be kept in mind with the lagoon repurposing project and any other project in the City. They are a long ways from a decision.
- The CIS conference is February 22-24.
- On January 25 and 26, Land Conservation and Development Commission will host a two-day meeting in St. Helens.
- The Council retreat will be held January 25 beginning at 10 a.m.
- The Branding and Wayfinding grant will be kicked off on February 2.
- Have met with all the taxing districts to discuss urban renewal plans. The next advisory committee meeting is February 7.
- The TGM project is getting ready to kick-off.
- Earlier today, they talked about events and tourism. He is working on an RFP for that.
- He talked to Bob Salisbury about the St. Helens Community Foundation's event insurance. There have been some changes and they will approach the Council with a request.

Adjourn - There being no further business, the meeting adjourned at 7:52 p.m.



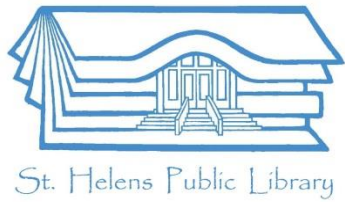
Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor

DRAFT



March 2017

From: Margaret Jeffries, Library Director

To: The Mayor and Members of the City Council

Subject: Declare Surplus Library Equipment

The St. Helens Public Library requests that the following list of items be declared surplus and that we are authorized to dispose of the property through sale, donation or discard.

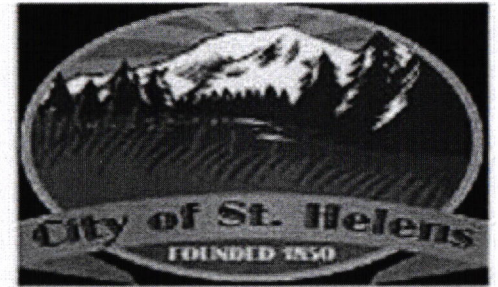
Quantity	Type	Brand or further description	Model number, if known	Serial number, if known	Working condition
1	Monitor	HP	L1908w	3CQ8282GDR	Does not work
1	Microfilm reader/printer	Alos/Minolta	Z40 Reader-Printer	32042477	Barely functional, lens retention ring is broken
1	Globe (illuminated) and floor stand	Replogle Globes, Inc.	Unknown	Unknown	Globe does not light up, damaged section near the Philippines, and there are new countries as well as some depicted that no longer exist
1	Printer	Kyocera	Ecosys P6026cdn	LWZ3Y00396	Does not work

Accounts Payable

To Be Paid Proof List

User: jenniferj
 Printed: 03/02/2017 - 1:46PM
 Batch: 00001.03.2017 - AP 3/3/17 FY 16-17 OVER 10K

13



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description					Reference			
RCP SHELTERS, INC									
02700									
11017	1/6/2017	16,455.00	0.00	03/03/2017				False	0
010-300-652990	McComick Park Cover Shelter				24 X 30 ALL STEEL GABLE SHELTER / DRAWING CEI				
11017 Total:		16,455.00							
RCP SHELTERS, INC Tot		16,455.00							
Report Total:		16,455.00							

mmg

Accounts Payable

To Be Paid Proof List

User: jenniferj
 Printed: 03/09/2017 - 8:26AM
 Batch: 00003.03.2017 - AP 3/09/17 FY 16-17 TICOR OVER 10K

54



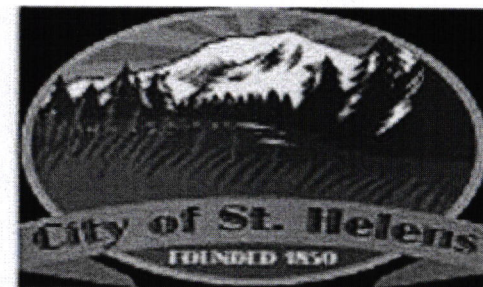
Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description					Reference			
TICOR TITLE									
0033200									
03082017	3/8/2017	36,447.67	✓	0.00	03/09/2017			False	0
010-301-653106 SDC Portion Purchase					PROPERTY PURCHASE 391 S. 12TH ST SCOTT SHROL				
03082017	3/8/2017	125,254.54	✓	0.00	03/09/2017			False	0
010-301-653150 Capital Portion Purchase					PROPERTY PURCHASE 391 S. 12TH ST SCOTT SHROL				
	03082017 Total:	161,702.21							
	TICOR TITLE Total:	161,702.21	✓						
	Report Total:	161,702.21							



Accounts Payable

To Be Paid Proof List

User: jenniferj
 Printed: 03/10/2017 - 10:05AM
 Batch: 00004.03.2017 - AP 3/10/17 FY 16-17 OVER 10K



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description					Reference			
<hr/>									
ALTA PLANNING AND DESIGN INC									
00138									
00-2017-040-2	3/2/2017	10,842.70	0.00	03/10/2017				False	0
008-008-558103 Grant Expense				PROJECT 00-2017-040 BRANDING AND WAYFINDING					
		<hr/>							
00-2017-040-2 Total:		10,842.70							
		<hr/>							
ALTA PLANNING AND D		10,842.70							
COLUMBIA COUNTY ECONOMIC TEAM, CCET									
007573									
10302165	8/12/2016	15,000.00	0.00	03/10/2017				False	0
001-104-558322 Col Cnty EDT				CCET MEMBERSHIP DUES 7/1/16-6/30/17					
		<hr/>							
10302165 Total:		15,000.00							
		<hr/>							
COLUMBIA COUNTY EC		15,000.00							
ECONORTHWEST									
011130									
18145	2/28/2017	17,505.84	0.00	03/10/2017				False	0
004-400-554120 Urban Renewal				PROJECT 22668.00 ST. HELENS URBAN RENEWAL PL					
		<hr/>							
18145 Total:		17,505.84							
		<hr/>							
ECONORTHWEST Total:		17,505.84							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
<hr/>									
WIRE WORKS LLC									
035698									
4717	12/26/2016	16,771.47	0.00	03/10/2017				False	0
010-305-653551	Police vehicles			POLICE CAR SETUP					
		<hr/>							
4717 Total:		16,771.47							
		<hr/>							
WIRE WORKS LLC Total		16,771.47							
		<hr/>							
		<hr/>							
Report Total:		60,120.01							
		<hr/>							
		<hr/>							

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