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City of St. Helens COUNCIL AGENDA

Wednesday, September 2, 2015

City Council Chambers, 265 Strand Street, St. Helens

City Council Members

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

Welcome!

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

1. **7:00PM - CALL REGULAR SESSION TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **INVITATION TO CITIZENS FOR PUBLIC COMMENT** – *Limited to five (5) minutes per speaker.*
4. **ORDINANCES – First Reading**
 - A. **Ordinance No. 3193:** An Ordinance Amending the St. Helens Municipal Code Chapter 5.04 to Allow Business Licenses for Marijuana Related Businesses
 - B. **Ordinance No. 3194:** An Ordinance Amending St. Helens Municipal Code Section 10.04.150(1)(K) Regarding Parking on a Sidewalk on the East Side of South 1st Street
 - C. **Ordinance No. 3195:** An Ordinance Amending St. Helens Municipal Code Title 13 Relating to Utilities Administrative Processes for Billings and Rates
5. **RESOLUTIONS**
 - A. **Resolution No. 1710:** A Resolution Adopting a City of St. Helens Risk Management Program Policy
 - B. **Resolution No. 1711:** A Resolution Determining that a Nuisance Exists Upon Properties Located within the City of St. Helens and Directing that Notice to Abate the Nuisance be Posted on Said Premises (Multiple Properties)
 - C. **Resolution No. 1712:** A Resolution Determining Abatement Costs to Abate the Nuisance Upon Property Located Within St. Helens, Assessing Such Costs Against Said Property and Creating a Lien (155 Kelly Street)
 - D. **Resolution No. 1713:** A Resolution Determining Abatement Costs to Abate the Nuisance Upon Property Located Within St. Helens, Assessing Such Costs Against Said Property and Creating a Lien (344 N. 3rd Street)
 - E. **Resolution No. 1714:** A Resolution Determining that a Nuisance Exists Upon Property Located Within St. Helens and Directing that Notice to Abate the Nuisance be Posted on Said Premises (274 N. 9th Street, 345 S. 3rd Street, Block 2 Lot 19 on N. 14th Street)
 - F. **Resolution No. 1715:** A Resolution Adopting a City of St. Helens Worksite Wellness Program Policy
6. **AWARD BID TO DUKE'S ROOT CONTROL FOR 2015 DE-ROOTING PROJECT**
7. **APPROVE AND/OR AUTHORIZE FOR SIGNATURE**
 - A. Personal Services Agreement with E2C Corporation for Halloweentown & Holiday Festivities
 - B. Copyright License and Access Agreement for Portland State University's Total Employer Cost of Compensation (TECC) Software Enabled Benchmarking System
 - C. Contract Payments

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

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

8. **APPOINTMENTS TO CITY BOARDS & COMMISSIONS**
9. **CONSENT AGENDA FOR ACCEPTANCE**
 - A. Parks Commission Minutes dated June 15, 2015
 - B. Planning Commission Minutes dated July 14, 2015
 - C. Library Board Minutes dated July 14, 2015
 - D. Accounts Payable Bill List
10. **CONSENT AGENDA FOR APPROVAL**
 - A. Amended Building Official Job Description
 - B. Amended WWTP Operator III Job Description
 - C. Declare Surplus Property – Finance Department
 - D. Street Closure Request: St. Frederic Church Fall Festival – Close S. 14th Street from Cowlitz to Columbia Blvd. – October 10-11, 2015
 - E. Council Work Session, Public Hearing and Regular Session Minutes dated August 12, 2015
 - F. Accounts Payable Bill List
11. **MAYOR PETERSON REPORTS**
12. **COUNCIL MEMBER REPORTS**
13. **DEPARTMENT REPORTS**
14. **ADJOURN**

City of St. Helens
ORDINANCE NO. 3193

**AN ORDINANCE AMENDING THE ST. HELENS MUNICIPAL CODE
CHAPTER 5.04 TO ALLOW BUSINESS LICENSES FOR
MARIJUANA RELATED BUSINESSES**

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

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

WHEREAS, amendments to Chapter 5.04 of the St. Helens Municipal Code, Business Licenses, are necessary to clarify the City's Code; and

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

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

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

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

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

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

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

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

Ayes:

Nays:

Randy Peterson, Mayor

ATTEST:

Kathy Payne, City Recorder

ATTACHMENT A

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CHAPTER 5.04 BUSINESS LICENSES

[...]

5.04.100 License requirements.

In addition to any other requirements of this chapter, a licensee shall:

(1) Abide by all federal, state, and local laws, zoning regulations, and provisions of this chapter, with the exception of the Controlled Substances Act as it applies to marijuana legal under the laws of the State of Oregon.

[...]

5.04.120 Denial or revocation of license.

(1) The city may deny or revoke a license upon finding that:

(a) The applicant fails to meet the requirements of this chapter, or is doing business in violation of this chapter, zoning regulations, or applicable federal, state, county, or local law, with the exception of the Controlled Substances Act as it applies to marijuana legal under the laws of the State of Oregon.

City of St. Helens
ORDINANCE NO. 3194

AN ORDINANCE AMENDING ST. HELENS MUNICIPAL CODE SECTION
10.04.150(1)(K) REGARDING PARKING ON A SIDEWALK ON THE
EAST SIDE OF SOUTH 1ST STREET

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

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

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

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

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

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

10.04.150 Prohibited parking or standing.

(1) No person shall park or stand:

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

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

APPROVED AND ADOPTED by the City Council this 16 day of September, 2015, by the following vote:

Ayes:

Nays:

Randy Peterson, Mayor

ATTEST:

Kathy Payne, City Recorder

City of St. Helens
ORDINANCE NO. 3195

**AN ORDINANCE AMENDING ST. HELENS MUNICIPAL CODE TITLE 13
RELATING TO UTILITIES ADMINISTRATIVE PROCESSES FOR
BILLINGS AND RATES**

WHEREAS, several changes need to be made to Title 13 of the St. Helens Municipal Code relating to administrative processes related to utility billing and rates; and

WHEREAS, the administrative procedures associated with water, sanitary sewer, and stormwater sewer service billings and rates are or should be identical and should be in a separate administrative code section, rather than mainly in the water utilities chapter as they are now. Combining these administrative procedures would enhance the public's understanding of the process and would make it easier and more clear when staff need to communicate about the processes to the public; and

WHEREAS, a new Chapter, Chapter 13.02 – Utility Service Administration, a copy of which is attached hereto, labeled Attachment A and hereby incorporated as if set out in full in this ordinance, should be enacted into Title 13, Public Services, of the St. Helens Municipal Code; and

WHEREAS, many of the provisions of the new Chapter 13.02 were taken from Chapter 13.04 so Chapter 13.04 needs to be amended to prevent redundancy with Chapter 13.02 and to update and improve the language of most of the remaining sections of the chapter to reflect that fees, charges and rates shall be set by council resolution, to make the provisions gender neutral and to reflect the correct titles of the Public Works Directors. The amended Chapter 13.04 shall read as set forth in Attachment B, a copy of which is attached hereto, and hereby incorporated as if set out in full in this ordinance.

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

Section 1. A new chapter, Chapter 13.02 is hereby enacted and added to Title 13 – Public Services of the Code. The new chapter shall read as set forth in Attachment A.

Section 2. Chapter 13.04 be amended to remove redundant code sections being moved to Chapter 13.02 and improve the language of the Chapter. Chapter 13.04 shall read as set forth in Attachment B (additions underlined; deletions ~~stricken~~).

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

APPROVED AND ADOPTED by the City Council this 16th day of September, 2015, by the following vote:

Ayes:

Nays:

Randy Peterson, Mayor

ATTEST:

Kathy Payne, City Recorder

Chapter 13.02

UTILITY SERVICE ADMINISTRATION

Sections:

- 13.02.010 Definitions
- 13.02.020 Application for utility service; condition of service
- 13.02.030 Turn on fees
- 13.02.040 Utility service rates, fees and charges
- 13.02.050 Billing
- 13.02.060 Application of payments received
- 13.02.070 Billing errors; adjustment to bills
- 13.02.080 Restoration charge
- 13.02.090 Denial of utility service
- 13.02.100 Responsibility for payment of bills
- 13.02.110 Utility charge liens
- 13.02.120 In-lieu franchise fee

13.02.010 Definitions.

- (1) “Bi-monthly” means the designated account is billed once every two months.
- (2) “City” means the City of St. Helens.
- (3) “Customer” means the owner of property which is served by the city water, sanitary/wastewater sewer, and/or stormwater sewer system. A person, corporation, association or agency which rents or leases premises shall be considered an agent of the property owner.
- (4) “Service connection” means the pipe, valves and other equipment by means of which the city conducts water, sanitary/wastewater sewer, and /or stormwater sewer services to or from the property, but does not include piping from the property line and/or meter to the premises served.

- (5) “Utility service” means water service, sanitary/wastewater sewer service (hereinafter “wastewater or wastewater service”), stormwater sewer service (hereinafter “stormwater or stormwater service”), or any combination of services, provided by the City to customers.

13.02.020 Application for utility service; condition of service

- (1) An applicant for utility service shall provide the following information in making application for service:
- (a) The date of application;
 - (b) The name of applicant;
 - (c) The location of premises to be served;
 - (d) Whether the premises has ever been supplied utility service by the city;
 - (e) The type of utility service being sought, and, if water service will be provided, the intended use of water;
 - (f) The size of the service;
 - (g) The date on which the applicant wishes the services to begin;
 - (h) Whether or not the applicant is the owner of the property;
 - (i) If the applicant is not the owner of the property, the name and mailing address of the owner or the owner’s agent;
 - (j) The name and mailing address for sending utility bills; and
 - (k) Personal identifying information, property information, or any other information deemed necessary to establish an account or to ensure the identity of the account holder and payment for service. Personal identifying information shall not be disclosed, except as is otherwise required by law and as set forth in council resolution.
- (2) Deposits – An application deposit as established by council resolution shall be required in order to initiate utility service. Deposits may be refunded in whole or in part to the customer upon request if customer’s account demonstrates compliance with the regulations governing refund of deposits as set forth in council resolution. Any deposit remaining at the time of closure of the customer account shall be applied to the unpaid balance of the account.

- (3) As a condition of receiving utility service, each successful applicant shall agree to comply with all ordinances, rules and regulations related to such service.
- (4) Two or more parties who join to make application for service shall be jointly and severally liable for the costs of the utility service. Regardless of the number of parties who are liable for the costs of service, each account shall be sent a single billing.
- (5) The obligation to pay for stormwater service arises whenever the premises contain impervious surfaces, whether or not any application for such services has been submitted.
- (6) In addition to the application and deposit, a contract, promissory note, bond or other legal instrument designed to insure payment for services may be required prior to service when special circumstances exist. Special circumstances which may require additional security and examples of security which may be required are set forth in the council resolution governing deposits.
- (7) No premises shall be connected to the city water, wastewater and/or stormwater system without an approved application. Any premises found to be connected without an approved application will be disconnected.
- (8) No service connection or main extension for service connections shall be tapped into water, wastewater and/or stormwater infrastructure without an approved application.
- (9) Application for new service connection outside the city limits for surplus city water and/or utilization of the wastewater or stormwater collection system shall be reviewed by the city engineer and the council for facilities planning. Such applications shall not be approved by the council unless the necessary size of main is extended to serve anticipated growth in the relevant area of the city's urban growth boundary.
- (10) No connection for new service outside the city limits for city water, wastewater or stormwater services shall be installed unless a signed consent to annex form has been received by the Planning Department and a signed outside city utility user agreement has been received by the Building Department.

13.02.030 Turn on fee

There are no fees for turning on services for new customer accounts performed during regularly scheduled work hours. If a customer requests service to be turned on outside the regularly scheduled work hours, a fee as set by council resolution will be charged.

13.02.040 Utility service rates, fees and charges.

Rates, fees and other charges for utility services, including, but not limited to, delinquent fees, reinstatement fees, and any other account fees shall be set or amended by council in a public forum after considering a staff report to provide an overview and allowing for public comments and testimony. Council shall pass a rate resolution after the forum.

13.02.050 Billing.

- (1) All billings for utility service shall be made monthly or bi-monthly, based upon customer classification and usage as defined by council resolution.
- (2) Administrative services charges, which include, but not limited to, activation fees, reactivation fees, suspension fees, fees for tampering with or bypassing water meters, locking devices, or otherwise interfering with any city equipment, or any other fees and charges may be charged to the customer's account and included in the billing.
- (3) Regular monthly / bi-monthly billings are read on or before the 15th of the month; mailed no later than 28th of the month; due upon receipt; late if not paid in full on or before the 15th of the subsequent month; and placed on potential shut off status if not paid in full on or before the 25th of the subsequent month.
- (4) Prior to discontinuance of service, the city shall advise the customer and the owner of the premises if the customer is not the owner by a written notice that utilities will be disconnected unless the delinquent amounts are paid immediately. If full payment is not made, the city shall immediately thereafter turn off the service. The notice shall be sufficient if mailed to the addresses listed on the application for service.
- (5) Final/closing billings are calculated as of the day the customer designates as being their last day of service or when the City receives an account closing notification, whichever is the later. The full amount of the invoice is due and payable in full after fifteen days of account closing, minus any applicable deposit.

- (6) Billings may include non-utility services items as designated by ordinance or separately contracted with individual customers, such as loan repayments for SDC fees, Sewer Lateral low income loans, past due balances, etc.
- (7) Each meter on a customer's premises shall be billed separately, and the readings of two or more meters shall not be combined unless the city's operating convenience requires.

13.02.060 Application of payments received

- (1) For customers receiving only one utility service, payments made by the customer to the City shall be credited first against any administrative services charges and then to the customer's utility account.
- (2) For customers receiving two or more utility services, payments made to the City will be credited in the following manner: 1st to administrative services charges, 2nd to the non-utility charges (i.e. loan agreements); 3rd to stormwater service charges; 4th to wastewater service charges; and finally to water service charges.

13.02.070 Billing errors; adjustment to bills

Council shall adopt by resolution rules governing adjustments, refunds, or waivers to adjust for billing errors.

13.02.080 Restoration charge.

A customer shall pay for restoration of utility service when service has been discontinued under the provisions of this chapter. The costs will be set by resolution. This charge shall not apply to new utility service applicants.

13.02.090 Denial of utility service

- (1) Utility service may be denied to any person for one or more of the following reasons:
 - a. The person has an unpaid utility bill or account fees at the current or another address within the city;
 - b. The person caused damage or loss of revenue by tampering with or bypassing water meters, locking devices, or otherwise interfering with city equipment; or

- c. The person fails to provide adequate personally identifying information to establish a new account or to resume utility service where service has been disconnected.

- (2) Utility service may be denied to any property owner and subsequent tenant of the property owner, if a former tenant at the property has an unpaid utility bill or account fee, or caused damage or loss of revenue resulting from tampering with or bypassing water meters, locking devices, or otherwise interfering with any city equipment. A person aggrieved by this section may request a hearing before Council if such request is filed with the City Recorder within 30 days of the denial of service.
- (3) Upon rectification of the cause of the denial of service by the person or property owner and paying any account fees, service may be commenced or reinstated.

13.02.100 Responsibility for payment of bills.

The property owner of record shall be responsible for the payment of all charges prescribed in this chapter. If the property is rented and the renter fails to pay the charges, the city shall notify the owner of the premises of account delinquencies by mailing a copy of notices of delinquency by first class mail to the last address of the owner or owner's agent that is on file with the city, at the time the notice was sent to the renter.

13.02.110 Utility charge liens.

Unpaid utility service charges and fees shall be a lien against the premises served from and after the date of billing and entry on the ledger or other records of the city pertaining to its utility system until paid, and such ledger record or other record of unpaid charges and fees shall be made accessible for inspection by anyone interested in ascertaining the amount of such lien against the property. Whenever a bill for utility service and fees remains unpaid 60 days after it has been rendered, the lien thereby created may be foreclosed in the manner provided for by ORS 223.610, or in any other manner provided by law or city ordinance.

13.02.120 In-lieu franchise fee

In exchange for the right and privilege to place, lay, maintain and operate in, upon and under the streets, alleys, public highways, and other public places a water, wastewater and/or stormwater drainage system, the person or entity desiring to establish or continue such system shall pay an annual

franchise fee representing a percentage of gross revenues derived from utility service charges collected. The franchise fee rate shall be set by council resolution.

Chapter 13.04
WATER REGULATION AND RATES UTILITY

Sections:

Article I. Definitions

13.04.010 Definitions.

Article II. Service Provided

13.04.020 Regular service.

13.04.030 Fire protection service.

13.04.040 Outside city service.

13.04.050 Temporary service.

13.04.060 Limitations on use.

13.04.070 Interruptions in service.

13.04.080 Application for new service. Revised and renumbered 13.02.020

13.04.090 Meters.

13.04.100 Meter deposits.

13.04.110 Meter error.

Article III. Main Extensions

13.04.120 Payment for main extensions.

13.04.130 Payment records.

Article IV. Permits, Fees, Charges and Rates

13.04.140 Turn on fee. Revised and renumbered 13.02.030

13.04.150 Water service connection permit.

13.04.160 Restoration charge. Revised and renumbered 13.02.090

13.04.170 Rate schedule. Revised and renumbered 13.02.040

Article V. Accounts and Billing

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Attachment B – Chapter 13.04
Water Utility
Page 2 of 19

- 13.04.180 _Billing. Revised and renumbered 13.02.050
- 13.04.190 _Adjustment of accounts. Revised and renumbered 13.02.070
- 13.04.200 _Delinquent accounts. Revised and renumbered 13.02.050
- 13.04.210 _Responsibility for payment of bills. Revised and renumbered 13.02.100
- 13.04.220 _Water charge liens. Revised and renumbered 13.02.110

Article ~~VIV~~V. Discontinuance of Service

- 13.04.230 _Nonpayment of bills. Revised and renumbered 13.02.050
- 13.04.240 Unsafe apparatus.
- 13.04.250 Service detrimental to others.
- 13.04.260 Fraud and abuse.
- 13.04.270 Noncompliance.
- 13.04.280 Water waste.
- 13.04.290 Customer request for discontinuance.
- 13.04.300 Temporary discontinuance of service.
- 13.04.310 Abandoned and nonrevenue-producing services.

Article ~~VHVI~~V. General

- 13.04.320 Pools and tanks.
- 13.04.330 Fire hydrants.
- 13.04.340 Damage to city property.
- 13.04.350 Control valves.
- 13.04.360 Cross-connections.
- 13.04.370 Resale of water.
- 13.04.380 Access to premises.
- 13.04.390 Contract purchaser deemed owner.
- 13.04.400 Penalty.

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Article I. Definitions

13.04.010 Definitions.

- (1) “Customer” means the owner of property which is served by the city water system. A person, corporation, association or agency which rents or leases premises shall be considered an agent of the property owner.
- (2) “Fire protection service” means provision of water to premises for automatic fire protection.
- (3) “Mains” means distribution pipelines that are part of the city water system.
- (4) “Premises” means the integral property or area, including improvements thereon, to which water service is or will be provided.
- (5) “Service connection” means the pipe, valves and other equipment by means of which the city conducts water from its mains to and through the meter, but not including piping from the meter to the premises served. (~~Ord. 2285 § 1, 1978~~)

Article II. Service Provided

13.04.020 Regular service.

- (1) The city shall furnish and install a service connection of such size and location as a customer requests; provided, that the request is reasonable. The service will be installed from the main to a point between the curb line and the property line if the premises of the main is in the street, or to a point in a city right-of-way or easement.
- (2) The customer shall, at ~~his~~customer’s own risk and expense, furnish, install and keep in good and safe condition equipment that may be required for receiving, controlling, applying and utilizing water. The city shall not be responsible for loss or damage caused by the improper installation of the equipment, or the negligence, want of proper care or wrongful act of the customer in installing, maintaining, using, operating or interfering with the equipment.
- (3) The city shall not be responsible for damage to property caused by a spigot, faucet, valve or other equipment that is open when the water is turned on at the meter.

Attachment B – Chapter 13.04
Water Utility
Page 4 of 19

(4) A customer making any material change in the size, character or extent of the equipment or operation utilizing water service, or whose change in operation results in a large increase in the use of water, shall immediately give the city written notice of the nature of the change and, if requested, amend ~~his~~the application.

(5) The service connection, whether located on public or private property, is the property of the city, and the city reserves the right to repair, maintain and replace it.

(6) No customer shall serve any other water user through ~~his own~~customer's meter without the express written consent of the city.

(7) All water users in the city whose closest property line is within 160 feet of a city water main shall be connected to the city water system. (~~Ord. 3127 § 1, 2010; Ord. 2285 § 2, 1978~~)

13.04.030 Fire protection service.

Fire protection facilities shall be allowed inside and outside of a building under the following conditions:

(1) The owner of a fire protection system shall furnish and maintain a service meter approved by the city. The connection with the city main and the setting of the meter and the construction of a suitable meter chamber shall be made by the city upon payment of the charges prescribed in SHMC 13.04.150.

(2) When a building has a fire protection service, whether a wet or dry sprinkler system, which is separate from the regular water service to the building, an approved proportional meter or detector check may be used in place of a service meter. The owner of the building shall agree in writing that water supplied through this service will not be used for any purpose except for extinguishing a fire. If registration is recorded on the meter or detector check, the installation of a service meter or the removal of the service may be required.

(3) No charge shall be made for water used in the extinguishing of a fire if the owner reports the use to the city in writing within 10 days of the fire.

**Attachment B – Chapter 13.04
Water Utility
Page 5 of 19**

(4) Water may be obtained from fire protection facilities for filling a tank connected with the fire service, but only if written permission is secured from the city in advance and an approved means of measurement is available. The rates for general use will apply. (~~Ord. 2285 § 3, 1978~~)

13.04.040 Outside city service.

The following terms and conditions shall be applicable to every purchaser and user of surplus water outside the city limits unless expressly provided otherwise in the agreement between the city and the user.

(1) The word “user” herein refers to any person, firm or corporation desiring to purchase surplus water from the city for use by said user or person, firm or corporation supplied by such user outside of the city. The phrase “private line” herein refers to that water line on private property and extending from the meter.

(2) The user at ~~his~~user's own expense will construct a private water line from the city's meter to the property upon which the water is to be used.

(3) The user at ~~his~~user's own expense will install a pump sufficient to adequately supply water for the user's purpose.

(4) The private line and pump installation will be installed in accordance with the specifications of the city engineer, and the costs of the engineering will be at the user's expense.

(5) If a water main needs to be extended for the provision of water service to accommodate a private line, installation will be in accordance with the specifications of the city engineer, and such main will be the property of the city upon acceptance by the city engineer. The cost of construction will be at the user's expense.

(6) The user will own the private water line, pump and equipment, and will be responsible for the operation, maintenance and replacement of the same.

(7) The user will construct and maintain housing for the pump at ~~his~~user's own expense.

(8) The city will sell surplus water to all users on the user's line at the prevailing nonresident rates.

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**Attachment B – Chapter 13.04
Water Utility
Page 6 of 19**

(9) Each user shall be required to pay to the city the usual nonresident meter installation charge and water deposit, and the city will install a water meter at the lot line of such user.

(10) The city will read all meters, and the users will provide the city with easements across all reasonable routes in order to permit access by city employees and equipment to read the meters and maintain, repair and replace the equipment.

(11) The user agrees to and does hereby hold the city, its officers and employees harmless for any claim of damage that might result to the user's line, pump and equipment, and to the users of such equipment, as a result of the failure of the city to supply surplus water, or as a result of any activity or failure to act on the part of the city, its officers and employees.

(12) The city will bill all water users directly; the owner of a private line may bill users of that line, if any, as he may see fit for their pro rata cost of purchasing, installing, maintaining, operating and replacing the user's line, pump and equipment.

(13) The user's agreement, and the renewal thereof, shall be in effect for such period as may be agreed upon by the council.

(14) Nothing contained in said agreement shall prevent the city from raising, lowering or changing the rate schedule at any time to nonresident users; and users shall at all times pay to the city the prevailing nonresident water rate.

(15) The user, ~~his~~any successors, heirs and assigns, and all users of ~~his~~this private line, shall comply with all rules, laws and regulations of the ~~water department of the city of St. Helens~~ and sign all necessary documents required by the city, such as the nonresident water user's agreement.

(16) If at any time it is determined by the ~~superintendent of public works of the city of St. Helens~~director or the council, that the pipeline or pump of the user or ~~his~~user's successors, heirs or assigns, or those being permitted to use the same, is not being properly maintained or is in violation of the contract and agreement between the user and the city, the city may terminate surplus water to such pipeline and to the users of the line.

Attachment B – Chapter 13.04
Water Utility
Page 7 of 19

(17) Nothing in said agreement shall bind or require the city to furnish any water other than surplus water above and beyond the needs of the city. ~~(Ord. 2285 § 4, 1978)~~

13.04.050 Temporary service.

(1) Charges for water furnished through a temporary service connection shall be at the established rates for other customers, except as noted in subsection (5) of this section.

(2) The applicant for temporary service will be required:

- (a) To pay the city, in advance, the estimated cost of installing and removing the facilities to furnish the service.
- (b) To deposit an amount sufficient to cover the bill for water during the entire period temporary service may be used, or to establish credit approved by the city.
- (c) To deposit with the city an amount equal to the value of equipment loaned by the city. This deposit shall be refundable under the terms of subsection (3) of this section.

(3) The customer shall use all possible care to prevent damage to the meter or other equipment loaned by the city which is involved in furnishing the temporary service from the time they are installed until they are removed, or until 48 hours' notice in writing has been given to the city that the contractor or other person is through with the meter and other equipment. If the meter or other equipment is damaged, the cost of making repairs shall be paid by the customer.

(4) Temporary service connections shall be disconnected and terminated within six months after installation unless an extension of time is granted in writing by the city.

(5) In cases of new construction where there will be a permanent installation, the city may allow temporary service during the construction period, not to exceed six months. The contractor desiring this temporary water service shall be charged ~~\$2.00 a month; he~~ monthly fee; Contractor shall pay ~~at the fee of \$12.00~~ in advance and be reimbursed for the months the water is not needed. ~~(Ord. 2285 § 5, 1978)~~ Fees are set by council resolution.

13.04.060 Limitations on use.

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Attachment B – Chapter 13.04
Water Utility
Page 8 of 19

The mayor may limit the use of water in times of shortage. (~~Ord. 2285 § 6, 1978~~)

13.04.070 Interruptions in service.

Temporary shutdowns may be resorted to by the city for improvements and repairs. Whenever possible, and as time permits, customers affected shall be notified prior to a shutdown. The city shall not be liable for damage resulting from an interruption in service. (~~Ord. 2285 § 7, 1978~~)

13.04.080 Application for new service. ; (~~Revised and renumbered 13.02.020~~)

~~(1) No water service will be provided without a signed application containing the following information:~~

- ~~(a) The date of application.~~
- ~~(b) The location of premises to be served.~~
- ~~(c) The date on which the applicant will be ready for service.~~
- ~~(d) Whether the premises has ever before been supplied by the city.~~
- ~~(e) The purpose for which the service is to be used.~~
- ~~(f) The size of the service.~~
- ~~(g) The address to which bills are to be mailed or delivered.~~
- ~~(h) Whether the applicant is an owner or tenant of the premises.~~
- ~~(i) An agreement to abide by all rules, regulations **and** ordinances of the city governing water service.~~
- ~~(j) Such other information as the city may reasonably request.~~

~~(2) Two or more parties who join to make application for service shall be jointly and individually liable and shall be sent a single billing.~~

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Attachment B – Chapter 13.04
Water Utility
Page 9 of 19

~~(3) Contracts, other than applications, may be required prior to service when, in the opinion of the city, special circumstances exist.~~

~~(4) If premises are connected to the city water system without application, the premises will be disconnected. Before a new connection is made, the applicant shall pay double the rate for the estimated quantity of water consumed.~~

~~(5) No service connection or main extension for service connections shall be tapped into water transmission lines without city council approval.~~

~~(6) Application for new service connection outside the city limits for surplus city water shall be reviewed by the city engineer and the city council for facilities planning. Such applications shall not be approved by the city council unless the necessary size of main is extended to serve anticipated growth in the relevant area of the city's urban growth boundary.~~

~~(7) No connection for new service outside the city limits for city water shall be installed unless consent to annex and an outside city water user agreement are signed and received by the water department. (Ord. 2613, 1991; Ord. 2510, 1986; Ord. 2285 § 8, 1978)~~

13.04.090 Meters.

(1) Meters shall be furnished and owned by the city.

(2) No rent or other charges shall be paid by the city for a meter or other equipment located on the customer's premises.

(3) Meters shall be ~~sealed~~sealed by the city at the time of installation, and no seal shall be altered or broken except by one of ~~its~~the city's authorized agents.

(4) If a change in size of a meter and service is required, the installation shall be accomplished on the basis of a new connection. ~~(Ord. 2285 § 9, 1978)~~

13.04.100 Meter deposits.

Where meters are furnished by the city, the ~~consumer~~customer will be held responsible for the proper use of the meter and to protect the city against misuse. A deposit ~~of \$30.00 will be~~

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~~required of consumers within the city limits, and a deposit of \$40.00 will be required of consumers outside the city limits of the city of St. Helens, as set by council resolution will be required of customers~~ before water will be furnished. Any money due the water department for repairs to the meter on account of mechanical injury or for back water rent will be deducted from this sum. Any balance will be returned upon discontinuance of service to the original applicant for water service, or to ~~his~~any legal heirs or assigns. ~~(Ord. 2285 § 10, 1978)~~

13.04.110 Meter error.

A customer may request the city to test the meter serving ~~his~~the user's premises.

~~(1)~~ The customer shall deposit an amount set by council resolution to cover the reasonable cost of the test. This deposit will be returned if the meter is found to register more than two percent fast. ~~The deposit required of a customer requesting a meter test shall be as follows: _~~

Size of Meter	Amount of Deposit
3/4 inch to one inch	\$100.00
Larger than one inch through 1-1/2 inch	\$150.00
Larger than 1-1/2 inch	Cost to be determined by superintendent of public works

~~(2)~~ A written report giving the results of the test shall be available to the customer within 10 days after completion of the test.

~~(3)~~ Adjustment of bills for meter error will be made according to the resolution governing adjustments, refunds or waivers adopted by Council pursuant to provisions of SHMC 13.04.21002.070. ~~(Ord. 2744, 1997; Ord. 2285 § 11, 1978).~~

Article III. Main Extensions

13.04.120 Payment for main extensions.

Water mains extended in the city to supply new connections shall be constructed and paid for as follows:

(1) Where an existing location desires to be served immediately by extension of and connection to a main, the council shall cause such extension to be constructed:

(a) Prior to construction, the customer connecting to such extension shall pay to the city, in addition to the regular water rate, a sum to be determined by the ~~superintendent of public works. The payment shall~~ director to reflect the actual cost of installing the extension.

(b) Future customers connecting to such a main shall also pay a similarly determined amount to the city at the time the request for water service is made.

(c) The city ~~of St. Helens~~ may, at its option, permit the customer to pay the amount so calculated in 12 equal monthly payments, but such installment payments shall bear interest, the rate of which is to be determined by the city recorder to reflect local current interest rates, but in no case shall it exceed 10 percent per annum.

(2) Where a person, firm or corporation is developing, or desires to develop, a subdivision, and has applied to the city for the construction of water mains therein, the city may proceed to construct the necessary mains upon payment by the subdivider of the amount specified under the provisions of this section, or may require the subdivider to construct said main ~~himself. (Ord. 2285 § 12, 1978)~~

13.04.130 Payment records.

The city recorder shall cause to be kept records in the water department showing completely and accurately the location, cost and extent of all mains constructed according to the provisions of this chapter. These records shall show the amount which each individual customer has agreed to pay for the construction of the main and ~~his~~ the schedule of payments, together with a record of payments made. ~~(Ord. 2285 § 13, 1978)~~

Article IV. Permits, Fees, Charges and Rates

13.04.140 Turn on fee. (Revised and renumbered 13.02.030)

~~No fee shall be charged if the turn on can be performed during regular working hours. There shall be a \$5.00 turn on fee for each new account requiring a turn on other than during regular working hours. (Ord. 2285 § 14, 1978).~~

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13.04.150 Water service connection permit.

All new water connections require a water service permit. The cost for such permit shall be paid in advance. Permit costs may include a systems development charge as well as connection costs incurred by the city. Such costs will be set by council resolution. ~~(Ord. 2622, 1991; Ord. 2420 § 1, 1983; Ord. 2285 § 15, 1978)~~

13.04.160 Restoration charge. (Revised and renumbered 13.02.080)

~~A customer shall pay for restoration of water service when service has been discontinued under the provisions of this chapter. The customer shall pay the sum of \$20.00 or actual cost of labor and materials, whichever is higher. This charge shall not apply to new water service applicants. (Ord. 2613, 1991; Ord. 2285 § 16, 1978).~~

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13.04.170 Rate schedule. (Revised and renumbered 13.02.040)

~~(1) The rates to be paid by all users of city water, including those desiring fire service, shall be the total of the rates set out in the following schedules:~~

~~(a) For all water users within the city of St. Helens, the rate shall be \$0.0086 per cubic foot, effective October 15, 1984.~~

~~(b) For all water provided to the city of Columbia City under its contract with the city of St. Helens in exchange for a pipeline permit and water agreement, the rate shall be \$0.0055 per cubic foot effective July 15, 1984.~~

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~~(c) For all other water service outside the city limits of St. Helens, the rate shall be \$0.0172 per cubic foot, except as indicated in the Enterprise Zone Ordinance No. 2500.~~

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Attachment B – Chapter 13.04
Water Utility
Page 13 of 19

(d) All users of city water, inside or outside the city of St. Helens, shall pay \$1.00 per month service charge for each water service meter in addition to the rate paid for water used.

(e) For all water use over 100,000 cubic feet per account per month, the rate for additional water shall be \$0.0060 per cubic foot. (Ord. 2541, 1988; Ord. 2459 § 1, 1984; Ord. 2453 § 1, 1983; Ord. 2420 § 2, 1983; Ord. 2408 § 1, 1982; Ord. 2393 § 1, 1982; Ord. 2377 § 1, 1981; Ord. 2359 § 1, 1981; Ord. 2285 § 17, 1978)

Article V. Accounts and Billing

13.04.180 Billing. (Revised and renumbered 13.02.050)

(1) Water service shall be billed at a bimonthly rate, and payment shall be made within the first 10 days of the period following the last month for which charge is made.

(2) Meters shall be read at regular bimonthly intervals for the preparation of bimonthly bills and as required for the preparation of opening, closing and special bills.

(3) Closing bills shall be collected at the time of discontinuance of service.

(4) Each meter on a customer's premises shall be billed separately, and the readings of two or more meters shall not be combined unless the city's operating convenience requires. (Ord. 2285 § 18, 1978)

13.04.190 Adjustment of accounts. (Revised and renumbered 13.02.070)

Customer accounts shall be adjusted for any of the following circumstances:

(1) Accounts receiving 15 days or less of service in a month shall be billed one half of the minimum monthly charge unless calculation of metered service results in a higher charge.

Attachment B – Chapter 13.04
Water Utility
Page 14 of 19

~~(2) When, upon test, a meter is found to be registering more than two percent fast, under conditions of normal operation, the city shall refund to the customer the full amount of the overcharge, based on corrected meter readings for a period not exceeding three months.~~

~~(3) When, upon test, a meter is found to be registering more than five percent slow, the city may bill the customer for the amount of the undercharge, based upon corrected meter readings for a period not exceeding three months.~~

~~(4) The city may bill the customer for water consumed while the meter was not registering. The bill shall be at the minimum monthly meter rate or shall be computed upon an estimate of consumption based upon the customer's prior use during the same season of the prior year. (Ord. 2285 § 19, 1978)~~

13.04.200 Delinquent accounts. (Revised and renumbered 13.02.050)

~~(1) Upon failure to pay water charges due within the first 10 days of a month, by the fifteenth day of the month the account shall be delinquent and a late charge of \$2.00 shall be added, and by the twenty-fifth day of the month the water service to the customer turned off.~~

~~(2) Prior to discontinuance of water service, the city shall advise the customer by a written notice that water is to be disconnected unless the delinquent amounts are paid immediately. If full payment is not made, the city shall immediately thereafter turn off the service. The notice shall be sufficient if mailed to the address listed on the application for water service.~~

~~(3) The customer owing the water bill shall pay the restoration fee as contained in SHMC 13.04.160, plus the accrued water bill, before the city will restore water service.~~

~~(4) If a user is delinquent in his payments and service has been discontinued for two consecutive billing periods, the restoration charge will be doubled for the second restoration of service, and in cases where the user's deposit is less than the amount currently being required by the city for a water deposit, the user shall pay the difference before service is restored.~~

~~(5) The city recorder or his agent, in cases of extreme hardship, shall have the discretion of renewing service to a delinquent account upon the acceptance of a valid plan for the payment of past due amounts in installments. (Ord. 2613, 1991; Ord. 2445, 1983; Ord. 2285 § 20, 1978)~~

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13.04.210 Responsibility for payment of bills.**(Revised and renumbered 13.02.100)**

~~The property owner of record shall be responsible for the payment of all charges prescribed in this chapter. If the property is rented and the renter fails to pay the charges, the city recorder shall, upon approval of the council, submit the bill to the property owner. (Ord. 2285 § 21, 1978)~~

13.04.220 Water charge liens.**(Revised and renumbered 13.02.110)**

~~Water service charges shall be a lien against the premises served from and after the date of billing and entry on the ledger or other records of the city pertaining to its water system, and such ledger record or other record shall be made accessible for inspection by anyone interested in ascertaining the amount of such charges against the property. Whenever a bill for water service remains unpaid 60 days after it has been rendered, the lien thereby created may be foreclosed in the manner provided for by ORS 223.610, or in any other manner provided by law or city ordinance. (Ord. 2285 § 22, 1978)~~

~~Article VI.~~ **Article V. Discontinuance of Service**

13.04.230 Nonpayment of bills. **(Revised and renumbered 13.02.050)**

~~A customer's water service may be discontinued if the water bill is not paid in accordance with SHMC 13.04.180. (Ord. 2285 § 23, 1978).~~

13.04.240 Unsafe apparatus.

(1) The city may refuse to furnish water and may discontinue service to a premises where an apparatus, appliance, or other equipment using water is dangerous, unsafe or is being used in violation of laws, ordinances or legal regulations.

(2) The city ~~does~~is not ~~assume liability for inspection~~required to inspect apparatus on the customer's property. The city does reserve the right ~~of inspection to inspect such apparatus,~~ however, if there is reason to believe that unsafe or illegal apparatus is in use. ~~(Ord. 2285 § 24, 1978)~~

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13.04.250 Service detrimental to others.

The city may refuse to furnish water and may discontinue service to premises where excessive demand by one customer will result in inadequate service to others. (~~Ord. 2285 § 25, 1978~~)

13.04.260 Fraud and abuse.

The city shall have the right to refuse or to discontinue water service to a premises to protect itself against fraud or abuse. (~~Ord. 2285 § 26, 1978~~)

13.04.270 Noncompliance.

The city may discontinue water service to a customer for noncompliance with a city ~~water or sewage regulation ordinances and regulations~~ if the customer fails to comply with the ~~ordinance or~~ regulation within five days after receiving written notice of the city's intention to discontinue service. If such noncompliance affects matters of health or safety or other conditions that warrant such action, the city may discontinue water service immediately. (~~Ord. 2285 § 27, 1978~~)

13.04.280 Water waste.

Where wasteful or negligent water use seriously affects the general service, the city may discontinue the service if such conditions are not corrected within five days after the customer is given written notice. (~~Ord. 2285 § 28, 1978~~)

13.04.290 Customer request for discontinuance.

(1) A ~~customer may have his~~customer's water service ~~may be~~ discontinued by notifying the city at least three days in advance of the desired date of discontinuance. ~~He~~Customer shall be required to pay water charges until the date of such discontinuance.

(2) If notice is not given, the customer shall be required to pay for the water service until the date the city has learned that the customer has vacated the premises or otherwise has discontinued service. (~~Ord. 2285 § 29, 1978~~)

13.04.300 Temporary discontinuance of service.

Should ~~it be desired~~customer wish to ~~discontinue~~temporarily suspend water service to the premises for a period of not less than one month, ~~written~~ notice ~~in writing~~ shall be given to the city ~~reorder~~ and payment shall be made for ~~the fee for this service and any other~~ unpaid charges,

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Attachment B – Chapter 13.04
Water Utility
Page 17 of 19

if any there be, ~~at the office of the city recorder.~~ Within 24 hours after such notice and payment, the water shall be turned off and shall only be turned on again upon application. There will be a charge of \$2.00 made. The fee for this service. No discontinuance of water charges will be made for a period of less than one month or without the notice prescribed in this section. (Ord. 2285 § 30, 1978) shall be set by council resolution.

13.04.310 Abandoned and nonrevenue-producing services.

Where a service connection to a premises has been abandoned or not used for a period of one year or longer, the city may remove it. New service shall be placed only upon the customer's application and paying for a new service connection. The cost of such new connection shall be based on time and materials. ~~(Ord. 2628, 1991; Ord. 2285 § 31, 1978)~~

Article ~~VIII~~ VIII. General

13.04.320 Pools and tanks.

When an abnormally large quantity of water is desired for filling a swimming pool, log pond, or for other purposes, arrangements shall be made with the city prior to taking such water. Permission to take water in unusual quantities shall be given only if it can be safely delivered and if other customers will not be inconvenienced. ~~(Ord. 2285 § 32, 1978)~~

13.04.330 Fire hydrants.

~~If a property owner or other party desires~~ Customers desiring a change in the size, type or location of a fire hydrant, ~~he~~ shall bear the cost of such change. A change in the location of a fire hydrant must be approved by the city. ~~It is unlawful for any and the CRFPD. No person to~~ shall cut, alter, change, remove, disconnect or connect with, or in any manner interfere, meddle or tamper with any hydrant owned or used by the city without ~~a permit~~ having received express written approval pursuant to this section. The provisions of this section shall not apply to the fire district, street department, or water department of the city in the proper performance of their duties, or where the requirement for a permit has been waived by the public works ~~superintendent. (Ord. 2694, 1995; Ord. 2285 § 33, 1978)~~ director.

13.04.340 Damage to city property.

Attachment B – Chapter 13.04
Water Utility
Page 18 of 19

The customer shall be liable for damage to a meter or other equipment or property owned by the city, which is caused by an act of the customer, ~~his~~customer's tenants or agents. The damage shall include the breaking or destruction of seals ~~by the customer~~ on or near a meter and damage to a meter that may result from hot water or steam from a boiler or heater on the customer's premises. The city shall be reimbursed by the customer for such damage promptly on presentation of a bill. No person shall tamper or interfere with city water mains, meters or other water service devices. (~~Ord. 2285 § 34, 1978~~)

13.04.350 Control valves.

The customer shall install a suitable valve, as close to the meter location as practical, the operation of which will control the entire water supply from the service. ~~The operation by the~~No customer ~~of~~shall be permitted to operate the curb stop in the meter box ~~is not permitted.~~ (~~Ord. 2285 § 35, 1978~~).

13.04.360 Cross-connections.

No physical connection, direct or indirect, shall exist, even temporarily, between the city water supply and that of a private water supply. Where such a connection is found to exist, or where provision is made to connect the two systems by means of a spacer or otherwise, the city water service shall be turned off. The service shall not be reestablished until satisfactory proof is furnished that the cross-connection has been permanently severed. (~~Ord. 2285 § 36, 1978~~)

13.04.370 Resale of water.

Except by special arrangement with the city, no customer shall resell city water ~~received by him from the city~~, nor shall water be delivered to premises other than those specified in the application for service. (~~Ord. 2285 § 37, 1978~~)

13.04.380 Access to premises.

The city or its duly authorized agents shall, during reasonable hours, have the right to enter or leave the customer's premises for a purpose properly connected with the service of water to the premises. (~~Ord. 2285 § 38, 1978~~)

13.04.390 Contract purchaser deemed owner.

Attachment B – Chapter 13.04
Water Utility
Page 19 of 19

A person or persons purchasing property under contract, for the purposes of this chapter, shall be deemed to be the owner or owners of the property covered by the contract. (~~Ord. 2285 § 39, 1978~~)

13.04.400 Penalty.

Violation of any provision of this chapter is a Class B violation, punishable by a presumptive fine ~~not to of \$26091.00, but in no case shall the fine exceed \$500.00. (Ord. 2420 § 3, 1983; Ord. 2285 § 41, 1978)~~1,000.00.

City of St. Helens
RESOLUTION NO. 1710

**A RESOLUTION ADOPTING A CITY OF ST. HELENS
RISK MANAGEMENT PROGRAM POLICY**

WHEREAS, CityCounty Insurance Services (CIS), the City's insurance carrier, offers insurance credits if we participate in their Bonus Incentive Programs; and

WHEREAS, one of those programs is establishing a multi-department leadership team called the Executive Risk Management Team (ERMT); and

WHEREAS, the City has established an ERMT, comprised of the City Administrator, Finance Director, City Recorder, City Planner, Public Works Operations Director, Public Works Engineering Director, Waste Water Treatment Plant Superintendent, Public Works Field Supervisor/Safety Coordinator, Building Official, Police Chief, Library Director, and the City's Insurance Agent of Record; and

WHEREAS, one of the first tasks of the ERMT is to prepare a Risk Management Program Policy; and

WHEREAS, the City Council finds it in the best interest of the employees and citizens of the City of St. Helens, to adopt a Risk Management Program Policy to identify and assess risks, select and implement measures to address risk, and monitor the program's effectiveness in an effort to identify risks and prevent claims.

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

Section 1. The Risk Management Program Policy, attached as Exhibit A and incorporated herein by reference, is hereby adopted.

Approved and adopted by the City Council on September 2, 2015, by the following vote:

Ayes:

Nays:

Randy Peterson, Mayor

ATTEST:

Kathy Payne, City Recorder

CITY OF ST. HELENS	
RISK MANAGEMENT PROGRAM POLICY	POLICY NUMBER: RM 100
EFFECTIVE DATE:	APPROVAL:

Mission Statement

The mission of the City of St. Helens Risk Management Program is to identify and assess risks, select and implement measures to address risk, and monitor the program's effectiveness in an organized and coordinated fashion to pro-actively identify risks and prevent claims.

Risk Management Objectives/Duties

Accidents and losses must be reported promptly and in accordance with prescribed procedures. The benefits of timely reporting include enhanced citizen confidence, better protection of the City's interest, reduced time lost for employees and equipment, and savings realized through prompt settlements.

Reports of general liability claims and automobile accidents should be immediately reported to the City Administrator. The following information should be included in every report:

- a. Date, time, and location of accident or event.
- b. Description of vehicle, equipment, or property involved.
- c. Name(s) of person(s) involved.
- d. Name(s) of person(s) injured.
- e. Description of any medical attention received.
- f. Nature and extent of damage/loss.
- g. Description of circumstances; diagram of events if possible.
- h. Insurance company name, policy numbers, and agent's name (if available).
- i. Name(s) and addresses of witnesses.
- j. Copy of DMV report, if filed
- k. Copy of Police report, if filed

The City Administrator, or designee, will process all accident/loss notices, except workers' compensation (processed by the Accounting Technician), and will notify the City's insurance agent. The Accounting Technician/Human Resources will file workers' compensation accident reports with the appropriate insurance coverage provider.

Additions and/or deletions of coverage: Any and all changes, additions or deleted coverage shall be reported to the City Recorder who will then submit them to the City's insurance agent (auto, new building and/or facilities, equipment, and program or service). A "Change of Insurance Form" will be completed by the City, signed and dated by the department head, and approved by the City Administrator. The request will be forwarded to the insurance agent, signed and dated to acknowledge receipt of the request and returned to the City. The form will be returned to the City Recorder and filed.

Special events: If required, a certificate of general liability insurance with the City of St. Helens, its officers, employees and agents shall be added as an additional named insured, with a 30-day notice of cancellation in the face amount of \$2 million per occurrence. Special events may require additional insurance, to be determined by the City. Certificates of Liability Insurance must be filed with the City prior to the event.

Disciplinary Actions

All potential disciplinary actions should initially be forwarded to CIS' Pre-Loss Attorney before taking action.

Who is responsible for Risk Management?

Executive Risk Management Team – The City's Executive Risk Management Team is comprised of the City Administrator, Finance Director, City Recorder, City Planner, Building Official, Public Works Engineering Director, Public Works Operations Director, Public Works Field Supervisor/Safety Coordinator, WWTP Superintendent, Police Chief, Library Director, and the City's Insurance Agent. The City's CIS Risk Management Coordinator will be invited to participate. It shall be the Committee's responsibility to make recommendations regarding how to best carry out the City's Risk Management Objectives. The Executive Risk Management Team will:

- a. Establish a vision
- b. Set annual objectives for risk management
- c. Set priorities by identifying top risks
- d. Determine risk tolerance
- e. Learn best practices identified by insurance coverage providers
- f. Review Annual Best Practice Survey
- g. Understand emergency management policies and procedures
- h. Promote sound records management including data security and confidentiality
- i. Oversee compliance with OSHA and other regulations
- j. Review significant claims
- k. Assure accountability by reviewing risk activities and results.

Department Heads and Supervisors

Department heads and supervisors are tasked with supporting the City's Risk Management Program by ensuring employees understand and comply with all risk management and safety requirements. Department heads and supervisors will:

- a. Promote safety program and loss control efforts
- b. Ensure employees are trained on risk management, loss control, employee safety and emergency response policies
- c. Allocate time for employee safety training and Safety Committee participation
- d. Identify, reduce, and eliminate hazards through regular inspections and accident investigations
- e. Hold all employees accountable for safety
- f. Recognize and reward safe behavior
- g. Understand and enforce contractual standards
- h. Assure proper handling of hazardous materials

- i. Promote and model ethical behavior
- j. Initial administration of workers' compensation process in the event of an employee injury or illness by processing an 801 form as soon as possible after event.
- k. Maintain reserves to meet operational and unanticipated expenses while funding the costs of the Risk Management program fairly.
 - 1. Ensure adequate reserves are budgeted and attained
 - 2. Routinely evaluate levels and types of coverage
 - 3. Review methodology for allocating internal charges fairly and revise no less than every 3rd year.

Employees

All City employees shall:

- a. Participate in training
- b. Follow all safety rules
- c. Report all incidents, injuries, and accidents to their supervisor immediately
- d. Share any risk or potential risk with their supervisor immediately
- e. Know what to do in an emergency; how to mitigate an event
- f. Acknowledge responsibility for their own actions
- g. Work in an ethical manner.

Safety Committee

The primary function of the Safety Committee is to focus on internal solutions to safety problems. The City's Safety Committee is made up of representatives from all departments and in compliance with the City's Safety & Health Manual shall:

- a. Meet monthly
- b. Review incident reports
- c. Conduct quarterly inspections of City facilities
- d. Review Health & Safety Manual and update as needed
- e. Conduct accident/incident analysis
- f. Conduct job hazard analysis
- g. Review OSHA consultations and ensure compliance
- h. Make recommendations to City Administrator and/or Department Heads regarding safety concerns.

Insurance Agent

Provides a wide array of services for its customers including:

- a. Assist, train, attend Safety, Risk Management and staff meetings as required
- b. Frequent communication with public entity staff
- c. Advise staff on risk management training opportunities
- d. Perform loss prevention and control surveys, inspections, and recommend future actions
- e. Negotiate, on behalf of the City, pricing of insurance products and policies
- f. Assist with disaster/emergency, business interruption, contingency planning assistance (Agility)
- g. Assist in claims processing and communication
- h. Advise on workers' compensation insurance.

Analyze Risk Treatment Alternatives

1. Eliminate or avoid risk – Some identified risks can be eliminated or avoided. For example, hazards that are identified during inspections or by individuals can be removed, and broken equipment can be locked/tagged out until it is repaired.
2. Control of risk – For risks that cannot be eliminated or transferred, appropriate control methods shall be implemented. Control methods include personal protective equipment, regular inspection of safety equipment, training in safe job procedures, ergonomic assessments and improvements, and obtaining assistance with tasks when needed.

Review and update

This Policy shall be reviewed every two years by the Executive Risk Management Team and updated as appropriate.

City of St. Helens
RESOLUTION NO. 1711

**A RESOLUTION DETERMINING THAT A NUISANCE EXISTS UPON PROPERTIES
LOCATED WITHIN THE CITY OF ST. HELENS AND DIRECTING THAT NOTICE TO
ABATE THE NUISANCE BE POSTED ON SAID PREMISES**

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

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

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

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

Section 1. The parcels listed in Exhibit A to this Resolution constitute nuisance parcels.

Section 2. Council hereby directs a notice to be posted on each premise listed in Exhibit A which contains: a description of the real property, by street address or otherwise; a direction to remove (repair) the nuisance within 30 days of the date of the notice; a description of the nuisance; a statement that unless such nuisance is removed (repaired), the City will remove (repair) the nuisance and the cost of removal (repair) shall be a lien against the property; and a statement that the person in charge of the property may protest the action by giving notice to the City Recorder within ten (10) days from the date of the notice.

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

Approved and adopted by the City Council on September 2, 2015, by the following vote:

Ayes:

Nays:

Randy Peterson, Mayor

ATTEST:

Kathy Payne, City Recorder

Exhibit A

Identified Deficient Sewer Lateral Abatement Properties

STREET NO.	DIR	STREET	MAP NO.
224	S.	20 th Street	4N1W 4CA 5500
135	N.	4 th Street	4N1W 3BB 4900
297	N.	5 th Street	5N1W33DD13100
260		St. Helens Street	4N1W 3BB 701
344	S.	2 nd Street	4N1W 3BD 1500
344	N.	3 rd Street	5N1W34CB 4500
324	S.	3 rd Street	4N1W 3BD 5000
314	S.	3 rd Street	4N1W 3BD 5100
1071		Cowlitz Street	4N1W 4AD 4700
184	N.	Vernonia Road	4N1W 5AD10300
293		Sunset Blvd.	4N1W 5AD 100
507		Columba River Hwy	4N1W 4BA 3500
584	S.	10 th Street	4N1W 4DD 500
475	S.	14 th Street	4N1W 4DD 9400
453	N.	11 th Street	5N1W33DC 6000
515	N.	10 th Street	5N1W33DC 2200

City of St. Helens
RESOLUTION NO. 1712

**A RESOLUTION DETERMINING ABATEMENT COSTS TO ABATE THE NUISANCE
UPON PROPERTY LOCATED WITHIN ST. HELENS, ASSESSING SUCH COSTS
AGAINST SAID PROPERTY AND CREATING A LIEN**

WHEREAS, St. Helens Municipal Code (SHMC) Section 8.14.030(4) provides that “[i]f a structure is vacant and in violation of one of more of the provisions of this chapter, the Building Official may order the structure closed up so as not to be an attractive nuisance;” and

WHEREAS, the structure located at 155 Kelly Street, St. Helens, Oregon was determined by the Building Official to be vacant and to be in violation of one or more provisions of Chapter 8.14 of the St. Helens Municipal Code and therefore a nuisance pursuant to the ordinance; and

WHEREAS, notification of the owner or person in charge of the property was accomplished as set forth in SHMC [8.12.250](#)(1) through (3), in that the property was posted with a notice to abate the nuisance and such notice was also directed to the person in charge of the property and the owner of record of the property, with a direction to remove or abate the nuisance within 30 days of the notice; and

WHEREAS, since neither the person in charge of the property nor the owner of the property removed or abated the nuisance on the property within the time specified in the order, the Building Official caused the premises to be closed and secured and kept an accounting of the cost thereof, which was referred to Council so as to place a lien upon the premises as permitted by SHMC Section 8.12.250(15); and

WHEREAS, it appears notice of and direction to pay the costs of abatement or to submit a protest of such costs was sent to the owner of the property on July 28, 2015, by certified mail, and that no payment was received on or before the deadline for payment, which was on or about August 12, 2015, and no objection to the costs was received and such costs remain unpaid.

NOW, THEREFORE, THE CITY OF ST. HELENS RESOLVES that the amount of \$720.00, the cost of boarding up the abandoned property located at 155 Kelly Street, St. Helens, Oregon, plus administrative overhead, shall be assessed against the property and entered in the docket of city liens and shall constitute a lien upon the property located at 155 Kelly Street, St. Helens, Oregon.

Approved and adopted by the City Council on September 2, 2015, by the following vote:

Ayes:

Nays:

Randy Peterson, Mayor

ATTEST:

Kathy Payne, City Recorder



P.O. Box 278, St. Helens, OR 97051
Phone: (503) 397-6272 Fax: (503) 397-4016
www.ci.st-helens.or.us

July 28, 2015

Federal National Mortgage Association
P.O. Box 650043
Dallas, TX 75265

Re: Abatement of Abandoned Property at
155 Kelly Street, St. Helens, OR 97051

In accordance with St. Helens Municipal Code Chapter 8.14 Property Maintenance, Abandoned Buildings, the Building Official determined the property at 155 Kelly Street, St. Helens, Oregon to be abandoned and required the property to be closed up so as not to be an attractive nuisance.

The total costs associated with closing up the property is \$720.00 (reference attached). Please make payment payable to City of St. Helens and mailed to:

Attention: City Recorder
P.O. Box 278
St. Helens, OR 97051

Failure to make payment within 30 days of this notice will result in the City bringing legal actions under ORS 30.315(1)(a) in small claims court for collection and/or will become a lien against the property. If you disagree with subject abatement, written protest must be received by the City Recorder within 15 days of this notice (same address indicated above).

The City Council meeting of Wednesday, September 2, 2015 on or after 7PM has been set aside for Council's consideration of any written protest received or resolution to proceed with further collection actions if payment or written protest are not received within stipulated timelines.

If you have any question, please do not hesitate to contact me.

Respectfully,

Jon Ellis
Finance Director
503-366-8227
jellis@ci.st-helens.or.us

INVOICE

INVOICE # 001-110-554000B
DATE July 28, 2015

FOR Abatement of Abandoned Property
155 Kelly Street, St. Helens, OR 97051

Description	Amount
Contract costs – Invoice 1275 to Board up property	\$685.00
City of St. Helens Administrative Cost	\$ 35.00
Total	\$720.00

If you have any questions concerning this invoice, contact Jon Ellis | 503-366-8227 |

FY 15-16

Roger Stauffer Remodeling LLC.

Roger Stauffer Remodeling LLC.
61609 Dart Creek Rd.
St. Helens, OR 97051

(503)396-1380
r.stauffer@q.com

Invoice

Date	Invoice #
07/12/2015	1275
Terms	Due Date
Net 30	08/11/2015

Bill To
St Helens City of St Helens

Amount Due	Enclosed
\$685.00	

Please detach top portion and return with your payment.

Activity	Amount
<ul style="list-style-type: none"> boarded up 155 Kelly St St Helens <p>001-110-554000 [Signature]</p>	685.00
Total	\$685.00

City of St. Helens
RESOLUTION NO. 1713

**A RESOLUTION DETERMINING ABATEMENT COSTS TO ABATE THE NUISANCE
UPON PROPERTY LOCATED WITHIN ST. HELENS, ASSESSING SUCH COSTS
AGAINST SAID PROPERTY AND CREATING A LIEN**

WHEREAS, St. Helens Municipal Code (SHMC) Section 8.14.030(4) provides that "[i]f a structure is vacant and in violation of one of more of the provisions of this chapter, the Building Official may order the structure closed up so as not to be an attractive nuisance;" and

WHEREAS, the structure located at 344 N. 3rd Street, St. Helens, Oregon was determined by the Building Official to be vacant and to be in violation of one or more provisions of Chapter 8.14 of the St. Helens Municipal Code and therefore a nuisance pursuant to the ordinance; and

WHEREAS, notification of the owner or person in charge of the property was accomplished as set forth in SHMC [8.12.250](#)(1) through (3), in that the property was posted with a notice to abate the nuisance and such notice was also directed to the person in charge of the property and the owner of record of the property, with a direction to remove or abate the nuisance within 30 days of the notice; and

WHEREAS, since neither the person in charge of the property nor the owner of the property removed or abated the nuisance on the property within the time specified in the order, the Building Official caused the premises to be closed and secured and kept an accounting of the cost thereof, which was referred to Council so as to place a lien upon the premises as permitted by SHMC Section 8.12.250(15); and

WHEREAS, it appears notice of and direction to pay the costs of abatement or to submit a protest of such costs was sent to the owner of the property on July 28, 2015 and again on August 5, 2015, by certified mail, and that no payment was received on or before the deadline for payment, which was on or about August 12, 2015, and no objection to the costs was received and such costs remain unpaid.

NOW, THEREFORE, THE CITY OF ST. HELENS RESOLVES that the amount of \$1,140.00, the cost of boarding up the abandoned property located at 344 N. 3rd Street, St. Helens, Oregon, plus administrative overhead, shall be assessed against the property and entered in the docket of city liens and shall constitute a lien upon the property located at 344 N. 3rd Street, St. Helens, Oregon.

Approved and adopted by the City Council on September 2, 2015, by the following vote:

Ayes:

Nays:

Randy Peterson, Mayor

ATTEST:

Kathy Payne, City Recorder



P.O. Box 278, St. Helens, OR 97051
Phone: (503) 397-6272 Fax: (503) 397-4016
www.ci.st-helens.or.us

July 28, 2015

Mr. Bryan Stuhmer
103A Longnecker Street
Buffalo, NY 14206

Re: Abatement of Abandoned Property at
344 N. 3rd Street, St. Helens, OR 97051

In accordance with St. Helens Municipal Code Chapter 8.14 Property Maintenance, Abandoned Buildings, the Building Official determined the property at 344 North 3rd Street, St. Helens, Oregon to be abandoned and required the property to be closed up so as not to be an attractive nuisance.

The total costs associated with closing up the property is \$1,140.00 (reference attached). Please make payment payable to City of St. Helens and mailed to:

Attention: City Recorder
P.O. Box 278
St. Helens, OR 97051

Failure to make payment within 30 days of this notice will result in the City bringing legal actions under ORS 30.315(1)(a) in small claims court for collection and/or will become a lien against the property. If you disagree with subject abatement, written protest must be received by the City Recorder within 15 days of this notice (same address indicated above).

The City Council meeting of Wednesday, September 2, 2015 on or after 7PM has been set aside for Council's consideration of any written protest received or resolution to proceed with further collection actions if payment or written protest are not received within stipulated timelines.

If you have any question, please do not hesitate to contract me.

Respectfully,

A handwritten signature in dark ink, appearing to read "Jon Ellis", is written over a horizontal line.

Jon Ellis
Finance Director
503-366-8227
jellis@ci.st-helens.or.us

CC: Federal National Mortgage Association
P.O. Box 650043
Dallas, TX 75265

(503)396-1380
r.stauffer@q.com

Invoice

Date	Invoice #
07/12/2015	1274
Terms	Due Date
Net 30	08/11/2015

Bill To
St Helens City of St Helens

PAID

Balance Due	Enclosed
\$0.00	

Please detach top portion and return with your payment.

Activity		Amount
• boarded up 344 N 3rd		1,085.00
	Total	\$1,085.00
	Payment	\$1,085.00
	Balance Due	\$0.00

City of St. Helens
RESOLUTION NO. 1714

**A RESOLUTION DETERMINING THAT A NUISANCE EXISTS UPON PROPERTY
LOCATED WITHIN ST. HELENS AND DIRECTING THAT NOTICE TO ABATE THE
NUISANCE BE POSTED ON SAID PREMISES**

WHEREAS, St. Helens Municipal Code (SHMC) Section 8.12.010(1)(d) and 8.12.090(3) makes permitting weeds or grasses to grow on property or in adjacent streets or alleys in excess of 10 inches in height between the dates of June 1 and October 15 of any year a violation of city code and a nuisance; and

WHEREAS, it appears that there are weeds and/or grasses growing on property or in adjacent streets or alleys in excess of 10 inches in height on the parcels listed in the attached Exhibit A, attached hereto and hereby incorporated by reference; and

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

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

Section 1. The parcels listed in Exhibit A to this Resolution constitute nuisance parcels.

Section 2. Council hereby directs a notice to be posted on each premise listed in Exhibit A which contains: a description of the real property, by street address or otherwise; a direction to remove the nuisance within 10 days of the date of the notice; a description of the nuisance; a statement that unless such nuisance is removed, the City will remove the nuisance and the cost of removal shall be a lien against the property; and a statement that the person in charge of the property may protest the action by giving notice to the City Recorder within five (5) days from the date of the notice.

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

Approved and adopted by the City Council on September 2, 2015, by the following vote:

Ayes:

Nays:

Randy Peterson, Mayor

ATTEST:

Kathy Payne, City Recorder

Identified Weed and Grass Abatement Properties

Street #	DIR	Street	Map #
274	N	9th Street	5N1W33-DD-08900
345	S	3rd Street	4N1W03-BC-00800
Block 2 Lot 19	N	14th Street	5N1W33-DD-09202

City of St. Helens
RESOLUTION NO. 1715

**A RESOLUTION ADOPTING A CITY OF ST. HELENS
WORKSITE WELLNESS PROGRAM POLICY**

WHEREAS, the City of St. Helens City Council wishes to encourage wellness in the workplace; and

WHEREAS, studies have shown that where there is support from management to conduct worksite wellness programs in the workplace, more employees participate; and

WHEREAS, the goal of a worksite wellness policy is to create programs that support employees' efforts to improve their overall health and well-being; and

WHEREAS, the City acknowledges its need to contribute in a positive way to the health and well-being of its employees.

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

Section 1. The Worksite Wellness Program Policy, attached as Exhibit A and incorporated herein by reference, is hereby adopted.

Approved and adopted by the City Council on September 2, 2015, by the following vote:

Ayes:

Nays:

Randy Peterson, Mayor

ATTEST:

Kathy Payne, City Recorder

CITY OF ST. HELENS	
WORKSITE WELLNESS PROGRAM	POLICY NUMBER:
EFFECTIVE DATE:	APPROVAL:

I. POLICY

The City of St. Helens recognizes employees are critical to the quality and efficiency of local government services. The health of its employees directly affects their ability to perform their job duties and provide services to its citizens and also has a direct effect on the costs of the City. The City recognizes its need to contribute in a positive way to the health and well-being of its employees. This policy is established as a means to provide information and encourage activities for City employees to promote health and safety in the work environment.

II. GOAL

To support wellness in the workplace by creating a program of health education and fitness activities that meets the needs and interest of employees.

III. VOLUNTARY PARTICIPATION

Employee participation in the programs and activities is voluntary.

IV. EMPLOYEE WELLNESS COMMITTEE

Duties

The duties of the committee members are to:

1. Provide enthusiastic support of the purpose and goal of the Wellness Program
2. Act as a liaison between the Wellness Committee and the employees to represent the interest, needs, and opinions of the employees
3. Help plan, implement, and promote wellness programs
4. Provide peer support and advocacy to boost wellness program participation
5. Perform evaluation of ongoing programs and activities
6. A representative from the Committee will attend the annual CIS Benefits open enrollment meeting/webinar

Confidentiality

Confidentiality is important in all health education activities. Because the Wellness Committee may offer programs about potentially sensitive issues, the transactions and interaction regarding personal and medical information that take place in the wellness programs will be confidential and will be respected as such.

V. PROGRAM ACTIVITIES

1. Nutritional information and motivational programs for stress reduction, smoking cessation, weight management, healthful eating and exercise.
2. Information and awareness programs such as flyers, paycheck stuffers, bulletin boards, brown bag lunch sessions, wellness seminars, workshops and classes.
3. Opportunities to develop and institute additional wellness incentives and policies that contribute to the health and well-being of employees and their family members.

VI. PROGRAM BUDGET

1. Apply for the available grants for Wellness programs
2. City budget resources when available


VII. PROGRAM COSTS

Depending on the nature of the activity, programs may be provided at cost, low cost, or no cost.

VIII. PROGRAM INVOLVEMENT

City management will allow employees time for wellness activities and programs as the normal workload demands are appropriately met.

COUNCIL ACTION SHEET

To:	The Mayor and Members of City Council	
From:	Sue Nelson, Public Works Engineering Director Neal Sheppeard, Public Works Operations Director	
Date:	2 September 2015	
Subject:	Award Sanitary Sewer De-rooting to Duke's Root Control, Inc.	

Background:

In 2007, the City started an annual systematic maintenance program to clear roots from sanitary sewer mainlines. Each year, a list of sanitary mains is generated based on age, location, and observed physical condition. The treatment consists of applying an herbicidal foaming agent, Diquat dibromide, throughout the length of the main. The agent will bond to the roots, killing only those exposed, and leave a deterrent residual at the site to discourage additional penetration. This method has been proven to be the most effective, environmentally safe, and had a neutral impact on the wastewater treatment plant.

The City of Portland, Oregon conducts a competitive bidding process to secure de-rooting services. Duke's Root Control, Inc. has secured the bid for Portland and will offer St. Helens the same competitive pricing.

The estimate for the current project is \$8,900. The project is identified in the 2015/2016 Approved Budget as Sanitary Collections Contractual/Consulting, GL 018-018-554000.

Recommendation:

Award the contract for the 2015 De-Rooting Project to Duke's Root Control, Inc. and authorize the Mayor to execute a Materials and Services Contract for the 2015 De-Rooting Project, S-601E. Contract will be at the rate prescribed in that firm's submitted bid.

PERSONAL SERVICES AGREEMENT

This PERSONAL SERVICES AGREEMENT (this “Agreement”) is made and entered into by and between the **City of St. Helens** (the “City”), an Oregon municipal corporation, and E2C Corporation (“Contractor”).

RECITALS

A. The City is in need of consulting services to E2C Corporation, and Contractor is qualified and prepared to provide such services.

B. The purpose of this Agreement is to establish the services to be provided by Contractor and the compensation and terms for such services.

AGREEMENT

1. Engagement. The City hereby engages Contractor to provide services (“Services”) related to coordination of Spirit of Halloweentown events and Christmas Tree Lighting Ceremony, and Contractor accepts such engagement. The principal contact for Contractor shall be Tina Curry, phone (360) 241-6456.

2. Scope of Work. The duties and responsibilities of Contractor, including a schedule of performance, shall be as described in Attachment A attached hereto and incorporated herein by reference.

3. Term. Subject to the termination provisions of Section 11 of this Agreement, this Agreement shall commence once executed by both parties and shall terminate on January 15, 2016. The City reserves the exclusive right to extend the contract for a period of two (2) years in one (1) year increments. Such extensions shall be in writing with terms acceptable to both parties. Any increase in compensation for the extended term shall be as agreed to by the parties but shall not exceed five percent (5%) of the then-current fees.

4. Compensation. The terms of compensation for the initial term shall be as provided in Attachment C.

5. Payment.

5.1 The City agrees to pay Contractor for and in consideration of the faithful performance of the Services, and Contractor agrees to accept from the City as and for compensation for the faithful performance of the Services, the fees outlined in Attachment C, except that the hourly fee shall include all local travel, local telephone expense, computer expense, and routine document copying. Reimbursable expenses shall be billed at cost without markup and shall include travel and related expenses in compliance with the City’s travel and expense policy, reproduction of documents or reports with prior written approval, and long-distance telephone expenses. Contractor’s cost for approved sub-consultants may be marked up a maximum of five percent (5%) by Contractor for management and handling expenses.

5.2 Contractor shall make and keep reasonable records of work performed pursuant to this Agreement and shall provide detailed monthly billings to the City. Following approval by the City Administrator, billings shall be paid in full within thirty (30) days of receipt thereof. The City shall notify Contractor of any disputed amount within fifteen (15) days from receipt of the invoice, give reasons for the objection, and promptly pay the undisputed amount. Disputed amounts may be withheld without penalty or interest pending resolution of the dispute.

5.3 The City may suspend or withhold payments if Contractor fails to comply with requirements of this Agreement.

5.4 Contractor is engaged by the City as an independent contractor in accordance with the standards prescribed in ORS 670.600. Contractor shall not be entitled to any benefits that are provided by the City to City employees.

5.5 Any provision of this Agreement that is held by a court to create an obligation that violates the debt limitation provision of Article XI, Section 9 of the Oregon Constitution shall be void. The City's obligation to make payments under this Agreement is conditioned upon appropriation of funds pursuant to ORS 294.305 through 294.565.

6. Document Ownership. Upon acceptance of the Services and payment for such Services by the City, all work products, including, but not limited to, documents, drawings, papers, computer programs and photographs, performed or produced by Contractor for the benefit of the City under this Agreement shall become the property of the City. Any reuse or alteration of any work produced under this Agreement, except as contemplated herein, shall be at the City's sole risk.

7. Notices. All notices, bills and payments shall be made in writing and may be given by personal delivery or by mail. Notices, bills and payments sent by mail should be addressed as follows:

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

CONTRACTOR: E2C Corporation
Attn: Tina Curry
2316 NE Minnehaha Street
Vancouver, WA 98665

When so addressed, such notices, bills and payments shall be deemed given upon deposit in the United States mail, postage-prepaid.

8. Standard of Care. Contractor shall comply with applicable standards of professional care in the performance of the Services. Contractor shall prepare materials and deliverables in accordance with generally accepted standards of professional practice for the intended use of the project.

9. Consequential Damages. Neither party shall be liable to the other for consequential damages, including, without limitation, loss of use or loss of profits incurred by one another or their subsidiaries or successors, regardless of whether such damages are caused by either party's breach of contract, willful misconduct, negligent act or omission, or other wrongful act.

10. Insurance.

10.1 At all times during the term of this Agreement, Contractor shall carry, maintain and keep in full force and effect a policy or policies of insurance as specified in Attachment B attached hereto and incorporated herein by reference.

10.2 All insurance policies shall provide that the insurance coverage shall not be canceled or reduced by the insurance carrier without thirty (30) days' prior written notice to the City. Contractor agrees that it will not cancel or reduce said insurance coverage.

10.3 Contractor agrees that if it does not keep the aforesaid insurance in full force and effect, the City may either immediately terminate this Agreement or, if insurance is available at a reasonable cost, the City may take out the necessary insurance and pay, at Contractor's expense, the premium thereon. If the City procures such insurance, the City shall retain any cost incurred for same from moneys due Contractor hereunder.

10.4 At all times during the term of this Agreement, Contractor shall maintain on file with the City a Certificate of Insurance or a copy of actual policies acceptable to the City showing that the aforesaid policies are in effect in the required amounts. The policies shall contain an endorsement naming the City, its officers, employees and agents, as additional insureds (except for the professional liability and workers' compensation insurance).

10.5 The insurance provided by Contractor shall be primary to any coverage available to the City. The insurance policies (other than workers' compensation) shall include provisions for waiver of subrogation. Contractor shall be responsible for any deductible amounts outlined in such policies.

11. Termination. Either party may terminate this Agreement upon seven (7) days' written notice if one of the following occurs: (a) the other party fails to substantially perform in accordance with the terms of this Agreement; or (b) the City, in its sole discretion, decides to abandon the project. If either party terminates this Agreement, Contractor shall receive compensation only for Services actually performed up to the date of termination.

12. No Third-Party Rights. This Agreement shall not create any rights in or inure to the benefit of any parties other than the City and Contractor.

13. Modification. Any modification of the provisions of this Agreement shall be set forth in writing and signed by the parties.

14. Waiver. A waiver by a party of any breach by the other shall not be deemed to be a waiver of any subsequent breach.

15. Indemnification. Contractor and the officers, employees, agents and subcontractors of Contractor are not agents of the City, as those terms are used in ORS 30.265. Contractor shall defend, indemnify and hold harmless the City and its officers, employees,

elected officials, volunteers and agents from any and all claims for injury to any person or damage to property caused by the negligence or other wrongful acts, omissions, or willful misconduct of Contractor or officers, employees, agents, or subcontractors of Contractor. Contractor shall not be responsible for claims caused by the negligence or other wrongful acts or omissions of the City or the City's officers, employees, or agents.

16. Governing Laws. This Agreement shall be governed by the laws of the State of Oregon. Venue shall be in the Circuit Court for Columbia County, Oregon.

17. Compliance with Law.

17.1 Contractor shall comply with all applicable federal, state and local statutes, ordinances, administrative rules, regulations and other legal requirements in performance of this Agreement.

17.2 Contractor shall comply with applicable provisions of ORS 279B.020, 279B.220, 279B.225, 279B.230 and 279B.235. Pursuant to ORS 279B.235, any person employed by Contractor who performs Services shall be paid at least time and a half pay for all overtime in excess of forty (40) hours in any one (1) week, except for persons who are excluded or exempt from overtime pay under ORS 653.010 through 653.261 or under 29 USC Sections 201 through 209.

17.3 Contractor is a "subject employer," as defined in ORS 656.005, and shall comply with ORS 656.017.

17.4 Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, national origin, physical or mental disability, or disabled veteran or veteran status in violation of state or federal laws.

17.5 Contractor certifies that it currently has a City business license or will obtain one prior to delivering services under this Agreement. [Business License No. 04062]

18. Confidentiality. Contractor shall maintain the confidentiality, both external and internal, of that confidential information to which it is exposed by reason of this Agreement. Contractor warrants that its employees assigned to this Agreement shall maintain necessary confidentiality.

19. Publicity. Contractor shall not use any data, pictures, or other representations of the City in its external advertising, marketing programs, or other promotional efforts except with prior specific written authorization from the City.

20. Succession. This Agreement shall inure to the benefit of and shall be binding upon each of the parties hereto and such parties' partners, successors, executors, administrators and assigns.

21. Assignment. This Agreement shall not be assigned by Contractor without the express written consent of the City. Contractor shall not assign Contractor's interest in this Agreement or enter into subcontracts for any part of the Services without the prior written consent of the City.

22. Default.

22.1 A party will be in default under this Agreement if that party fails to comply with any provision of this Agreement within ten (10) days after the other party gives written notice specifying the breach. If the breach specified in the notice cannot be completely cured within the ten (10)-day period, a default will not occur if the party receiving the notice diligently begins curative action within the ten (10)-day period and proceeds to cure the breach as soon as practicable.

22.2 Notwithstanding Subsection 22.1, the City may declare a default immediately by written notice to Contractor if Contractor intentionally or repeatedly breaches material provisions of this Agreement or if Contractor's breach of contract creates unreasonable risk of injury to any person or damage to property.

22.3 Should a dispute arise between the parties to this Agreement, it is agreed that such dispute will be submitted to a mediator prior to any litigation. The parties shall exercise good-faith efforts to select a mediator who shall be compensated equally by both parties. Mediation shall be conducted in St. Helens, Oregon, unless both parties agree in writing otherwise. Both parties agree to exercise good-faith efforts to resolve disputes covered by this section through the mediation process. If a party requests mediation and the other party fails to respond within ten (10) days, a mediator shall be appointed by the presiding judge of the Circuit Court of the State of Oregon for Columbia County upon request of either party. The parties shall have any rights at law or in equity with respect to any dispute not covered by this section. Nothing in this section shall preclude a party from seeking equitable relief to enjoin a violation of this Agreement.

22.4 If a default occurs, the party injured by the default may terminate this Agreement and enforce any remedies available under Oregon law. Litigation shall be conducted in the Circuit Court of the State of Oregon for Columbia County. Litigation initiated by the City must be authorized by the St. Helens City Council.

23. Attorney Fees. If legal action is commenced in connection with this Agreement, the prevailing party in such action shall be entitled to recover its reasonable attorney fees and costs incurred herein at trial and on appeal.

24. Inspection and Audit by the City.

24.1 Services provided by Contractor and Contractor's performance data, financial records, and other similar documents and records of Contractor that pertain, or may pertain, to the Services under this Agreement shall be open for inspection by the City or its agents at any reasonable time during business hours. Upon request, copies of records or documents shall be provided to the City free of charge.

24.2 The City shall have the right to inspect and audit Contractor's financial records pertaining to the Services under this Agreement at any time during the term of this Agreement or within two (2) years following the termination of this Agreement.

24.3 This Section 24 is not intended to limit the right of the City to make inspections or audits as provided by law or administrative rule.

25. Entire Agreement. This Agreement contains the entire agreement between the parties and supersedes all prior written or oral discussions or agreements regarding the Services described herein.

26. Severance. If any provision of this Agreement is held to be invalid, it will not affect the validity of any other provision. This Agreement will be construed as if the invalid provision had never been included.

IN WITNESS WHEREOF, the City has caused this Agreement to be executed in duplicate originals by its duly authorized undersigned agents, and Contractor has executed this Agreement on the date written below.

CITY:

CONTRACTOR:

CITY OF ST. HELENS

E2C Corporation

Council Meeting Date: September 2, 2015

Signature: _____

Signature: _____

Print: _____

Print: _____

Title: _____

Title: _____

Date: _____

Date: _____

APPROVED AS TO FORM:

By: _____

City Attorney

ATTACHMENT A
Scope of Work

See attached.

All activities will be listed at <http://www.discovercolumbiacounty.com> Day to day action, photos and more check out our facebook pages at Spirit of Halloweentown and Columbia County Events.

October 1st – 31st – Scare Crow Contest throughout business district and downtown. Visit facebook at Spirit of Halloweentown Scarecrow Contest and click on Like for your favorite.

October 10th

9:30 – 4 p.m. St. Frederic's Fall Festival & Pumpkin Patch

5 p.m. The St. Helens Monster Dash returns for its second year on the St. Helens riverfront! Presented by the Rotary Club of Columbia County, this event is a benefit for local veterans. Register by September 15th and the 10K is \$40.00, the 5K is \$30.00 and the Monster Mile is just \$5.00. Start Time 5 p.m

7:30 – 8 p.m. Pumpkin Lighting Ceremony. Bring the whole family as we light up The Giant Pumpkin.

8 p.m. "Dark & Dank Disco at Dockside" – It's a street party! DJ Extraordinaire. Frightful.

10 p.m. Paranormal Tour at Dockside and Gracie's Antiques lead by Oregon Paranormal. Registration Required via discovercolumbiacounty.com

Day – Evening with Haunted Hot Spots at Klondike Restaurant – 71 Cowlitz Street, 97051 Reservations Required. Check discovercolumbiacounty.com for more information.

October 11th – Pumpkin Patch & Haunted Tractor Rides & Photo Ops. Courthouse Plaza 12 – 3 p.m.

10:30 – 4 p.m. St. Frederic's Fall Festival & Pumpkin Patch

October 16 – 18th

Halloween Yacht Cruise In at Sand Island

October 17th

Rent a Kayak on your own or take a guided tour with Scappoose Bay Paddling Center 57420 Old Portland Rd, Warren, OR 97053 Reservations Required at 1-503.397.2161 to Haunted Yachts on Spooky Sand Island

4 – 7 p.m. Take the Pontoon Boat from dock in front of City Hall to Sand Island – sponsored by St. Helens Youth Council. Reservations Required. Visit discovercolumbiacounty.com for information and tickets.

11- 3 p.m. Pumpkin Patch & Haunted Tractor Rides & Photo Ops. Courthouse Plaza

Noon - ??? Haunted Hotrod & Hearse Rally – Courthouse Plaza

6 – 9 p.m. Howl at the Moon Bonfire, Bloody BBQ and Mad Mad Music at the River Front.

October 18th

Noon – 3 p.m. Pumpkin Patch & Haunted Tractor Rides & Photo Ops.

October 23rd

Walking Dead exhibit at The Chamber of Commerce 4 – 8 p.m.

October 24th –

11- 4 p.m. Pumpkin Patch & Haunted Tractor Rides & Photo Ops.

4 – 8 p.m. Walking Dead exhibit at The Chamber of Commerce

6 – 8 p.m. Glow in the Dark Disc Golf for 5 – 11 year olds. First Come. First Serve. Courthouse Square

6 – 11 p.m. Windermere Annual Charity Masquerade Ball

Kids Night Out at Meriweathers Event Center – A Fundraise sponsored by St. Helens Youth Council.

October 25th

Noon – 3 p.m. Pumpkin Patch & Haunted Tractor Rides & Photo Ops.

October 30th

3 – 4 p.m. The Public Library in St. Helens - Bring your pumpkin and make the mess at our place inside The Public Library!

Pumpkin painting for young ones – the library provides the paints, brushes and stencils – you provide the gourd.

Spooky treats will be served. Auditorium

4 – 8 p.m. Walking Dead exhibit at The Chamber of Commerce

October 31st

Kiwanis Children's Fair 10 – 4 p.m.

October 31st - Little Spooks Parade 4:30 – 6 sponsored by The Chronicle – candy and store front trick or treats - Kids costume contest.

October 31st - . Dinner, Costumes and Ghost Stories at Deer Island Manor. Adults only. October 31, 2015. Th First of an Annual Event. Be part of the inaugural, one of a kind event in Deer Island, Oregon. Reservations Required. Limited Seating. 1-503-339-7333

ATTACHMENT B INSURANCE REQUIREMENTS

Contractor and its subcontractors shall maintain insurance acceptable to the City in full force and effect throughout the term of this Contract.

It is agreed that any insurance maintained by the City shall apply in excess of, and not contribute toward, insurance provided by Contractor. The policy or policies of insurance maintained by Contractor and its subcontractors shall provide at least the following limits and coverage:

TYPE OF INSURANCE	LIMITS OF LIABILITY		REQUIRED FOR THIS CONTRACT
General Liability	Each occurrence General Aggregate Products/Comp Ops Aggregate Personal and Advertising Injury	\$1,000,000 \$2,000,000 \$2,000,000 \$1,000,000 w/umbrella or \$1,500,000 w/o umbrella	YES
Please indicate if Claims Made or Occurrence			
Automobile Liability	Combined Single – covering any vehicle used on City business	\$2,000,000	YES
Workers' Compensation	Per Oregon State Statutes If workers compensation is not applicable please initial here _____. State the reason it is not applicable: _____		YES
Professional Liability	Per occurrence Annual Aggregate	\$500,000 or per contract \$500,000 or per contract	NO

Contractor's general liability and automobile liability insurance must be evidenced by certificates from the insurers. The policies shall name the City, its officers, agents and employees, as additional insureds and shall provide the City with a thirty (30)-day notice of cancellation.

Workers' compensation insurance must be evidenced by a certificate from the insurer. The certificate need not name the City as an additional insured, but must list the City as a certificate holder and provide a thirty (30)-day notice of cancellation to the City.

Certificates of Insurance shall be forwarded to:

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

Contractor agrees to deposit with the City, at the time the executed Contract is returned, Certificates of Insurance and Binders of Insurance if the policy is new or has expired, sufficient to satisfy the City that the insurance provisions of this Contract have been complied with and to keep such insurance in effect and the certificates and/or binders thereof on deposit with the City during the entire term of this Contract. Such certificates and/or binders must be delivered prior to commencement of the Work.

The procuring of such required insurance shall not be construed to limit Contractor's liability hereunder. Notwithstanding said insurance, Contractor shall be obligated for the total amount of any damage, injury or loss caused by negligence or neglect connected with this Contract.

ATTACHMENT C


Terms of Compensation

The City of St. Helens agrees to contract with E2C to ensure the Spirit of Halloweentown and Christmas tree lighting ceremony 2015 events occur this year. The work includes the coordination of the events and activities outlined in Attachment A with the recognition that changes may be necessary due to inclement weather and other unforeseen factors. The city accepts the \$10,000 management fee with an additional materials and supplies budget not to exceed \$5,000. Terms. The City will issue an initial \$5,000 management fee retainer and make additional progress payments commensurate with the work completed. Similarly, a \$2,500 advance deposit for materials and supplies will be provided with the expectation for constructive receipts.



Memorandum

To: The Mayor and Members of the City Council

From: Jon Ellis, Finance Director 

Subject: Participate in Portland State's Total Employer Cost of Compensation (TECC) Project

Date: September 2, 2015

Request:

Request City Council at this evenings meeting to authorize the City Administrator to enter into agreement with Portland State University to participate in the "Total Employer Cost of Compensation (TECC) project"?

Background:

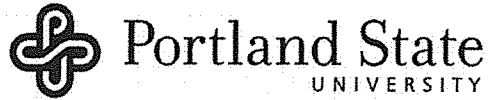
Portland State is in the process of developing an accessible data base that contains TECC information on positions at City and County Governmental Agencies (currently 22 agencies and growing). Participates will be provided assistance in inputting TECC and be provided access to the growing data base for compensation and classification studies on positions.

The contract/subscription would be a 3 year commitment with the total cost of \$3,200. The first year payment of \$1,600 due upon contract execution with \$800 due at the beginning of each of the subsequence fiscal years. It will be funded out of existing Professional Development appropriations in the City Administrator's Budget, however may require reappropriations later in the year if anticipated savings are not realized.

The access to this data base will be invaluable when the City initiate's contract negotiations with AFSCME in 2016 (contract expires 6-30-16), and SHPA in 2017 (contract expires 6-30-17). In addition, the data base will assist in staff's assessment of positions that have changes to responsibilities and duties.

Recommendation:

Staff recommends Council authorize the City Administrator to enter into agreement with Portland State University to participate in the "Total Employer Cost of Compensation (TECC) project"?



Research & Strategic Partnerships
Innovation & Intellectual Property
503-725-9884 | iip@pdx.edu

DATE	INVOICE #
8/21/2015	IIP16830

INVOICE

BILL TO

City of St. Helens
Attn: John Walsh
265 Strand St.
St. Helens, OR 97051
jwalsh@ci.st-helens.or.us

Description	Amount
Total Employer Cost of Compensation Study Access Agreement (TECC3.0) – Payment 1 of 3 (with 20% LGPI discount applied)	\$1,600.00
Subscriber Information: TECC 3-Year Licensing Agreement for Small Size LGPI-member jurisdiction	
Date of Subscription: 8/21/2015	
FOR PAYMENT BY WIRE TRANSFER:	
NAME: Oregon State Treasury	
BANK: US Bank	
302 State Street	
Salem, OR 97301	
ROUTING: 123000220	
ACCOUNT: 153600334160	
DESCRIPT: Portland State University	
IIP – TECC3.0, K Cooper 5-9884	
FOR PAYMENT BY CHECK:	
Portland State University	
Innovation & Intellectual Property	
PO Box 751-RSP	
Portland, OR 97207-0751	
Total Amount Due by September 21, 2015	\$1,600.00

PSU Internal Use Only

INDEX	FUND	ORG	PROG	ACCOUNT	ACTIVITY	AMOUNT
IIA130	065001	400201	15002	05150/05153	QKEIP1	\$2,800.00

**Total Employer Cost of Compensation
Software Enabled Benchmarking System
Copyright License and Access Agreement**

This “Agreement” is between the municipality or county paying the license fee for access, hereafter referred to as “Subscriber” and Portland State University, an institution of higher education in the State of Oregon, located in Portland, Oregon, hereafter referred to as “University”. The parties agree as follows:

Background

University desires to have organizations join the TECC network, gain access to total employer cost of compensation data and comparisons, and contribute their own data to the network.

Subscriber is an organization involved in the hiring of public employees and desires access to the TECC network. Subscriber requires access to the software, periodic reports, and may desire limited training and certain technical support from University.

Definitions

“Contact” means the individual authorized by Subscriber to receive access to the Work and notices from University as entered in the online Subscriber sign up form.

“Agreement” means this Access Agreement, with attached Schedules.

“Content” means data and other materials which comply with Standard and which Subscriber uploads into Work.

“Effective Date” shall be the date Subscriber agrees to this Agreement either through online submission or a signed Agreement document. .

“License Fee” shall mean the amount due from Subscriber for the permissions provided by this Agreement, as set forth on Schedule B.

“Standard” means the TECC 3.0 data standards available from University.

“Users” means individuals authorized to access content Subscriber places into Work.

“Work” means the TECC 3.0 software, as described more fully in Schedule A. Work specifically excludes the Content that the Subscriber adds to the Work.

Access

Beginning on the Effective Date, University hereby grants to Subscriber, and Subscriber accepts, a limited, non-transferable, non-exclusive license to display and access Work, provided Subscriber complies with the terms of this Agreement.

Subscriber may add Content to the Work, may grant Users access to the Work.

Conditions

Subscriber acquires no proprietary interest in Work. Subscriber shall not remove or obscure rights management markings, such as copyright and trademark notices, from Work or printouts from Work. Subscriber shall not reverse engineer or otherwise intentionally exploit the formulas or methodology contained in the Work.

Subscriber retains all of ownership rights in Content. As between University and Subscriber, University does not acquire any ownership rights in Content. However, by submitting Content to Work, Subscriber hereby grants University a worldwide, non-exclusive, royalty-free license to use, reproduce, distribute, prepare derivative works of, display, and perform aggregate Content in connection with the Work, including without limitation for promoting and redistributing part or all of the Work (and derivative works thereof) in any media formats and through any media channels.

Subscriber shall not sublicense, sell, display, lend, rent, lease or otherwise transfer all or any of Work. Subscriber agrees not to circumvent, disable or otherwise interfere with security-related features of the Work. Subscriber shall not provide reports generated by Work to any third party. This paragraph is subject to the requirements of the Oregon Public Records law.

University does not endorse any Content or any opinion, recommendation, or advice expressed therein.

Subscriber Content

Subscriber may add Content to Work. Subscriber shall use reasonable efforts to insure that complies with Standard.

Subscriber agrees not to alter or modify any part of the Work, except for adding permitted Content.

Subscriber agrees not to use or launch any automated system, including without limitation, "robots," "spiders," or "offline readers," that accesses the Work in a manner that sends more request messages to the Work servers in a given period of time than a human can reasonably produce in the same period by using a conventional on-line web browser. Subscriber agrees not to collect or harvest any personally identifiable information, including account names, from the Work, nor to use the communication systems provided by the Work (e.g. comments, email) for any commercial solicitation purposes.

Subscriber is solely responsible for Content and the consequences of posting or publishing Content on Work. In connection with Content, Subscriber affirms, represents, and warrants that: Subscriber owns or has the necessary licenses, rights, consents, and permissions to use and authorize University to distribute Work and aggregate Content to others.

Subscriber further agrees that Subscriber will not submit Content that is defamatory, copyrighted, protected by trade secret or otherwise subject

to third party proprietary rights, including privacy and publicity rights, unless Subscriber is the owner of such rights or has permission from their rightful owner to post the material and to grant University the license rights granted herein.

Communications	Notices to Subscriber shall be sent to the Contact given at subscription sign up.
Confidentiality	<p>“Proprietary Information” means information of any form or format disclosed by University to Subscriber pertaining to the Work and identified by University at the time of disclosure as not for public release, or if orally disclosed, reduced to written form and identified by University as not for public release within thirty (30) days of disclosure. Proprietary Information does not include information which (i) Subscriber can demonstrate was previously known to Subscriber, or (ii) has been independently developed by Subscriber by those without access to Proprietary Information, or (iii) has been obtained by Subscriber from sources not breaching any obligation to University; or (iv) which is or in the future becomes public knowledge other than through acts or omissions of Subscriber; or (v) is required to be disclosed by operation of law or the action of a court of competent jurisdiction.</p> <p>Subscriber shall hold Proprietary Information in confidence for ten (10) years from date of disclosure, using safeguards at least comparable to those by which Subscriber handles its own similar proprietary information, but in any case not less than reasonable safeguards. Subscriber shall not disclose Proprietary Information to any third party, including without limitation any patent or copyright office, unless required by court order..</p>
Technical Assistance	University may provide certain training to Subscriber to enable Subscriber’s optimal use of the Work. University shall endeavor to respond to routine requests for clarifications. Any such efforts by University, however, shall be on an “as available” basis.
Delivery	University shall provide Subscriber access to Work by means of password and internet address for Work. Delivery is authorized by Subscriber to be made to the Contact, who shall serve as Subscriber’s contact for University with respect to Work. University shall contact Contact within five (5) business days of the Effective Date.
Payment	Subscriber shall pay to University License Fee as set forth on Schedule B, due upon execution of this Agreement and as outlined in the payment schedule in Schedule B. Should any payment not be received from Subscriber, University, at its sole discretion, may end Subscriber’s access to Work.
Term	This Agreement shall expire three years after June 30th of the same calendar year as the effective date.
Notices	All notices to University regarding this Agreement shall be sent by U.S. mail or email per the following:

Portland State University
PO Box 751, Mailcode RSP
Portland, OR 97207
Attention: Director, Innovation & Intellectual Property
Telephone: 503.725.8454
Email: iip@pdx.edu

Termination

Provided Subscriber has paid the portion of the License Fee due, Subscriber may terminate this Agreement at any time upon thirty (30) days written notice to University. University shall not refund to Subscriber any portion of License Fee received by University for early termination.

University may terminate this Agreement upon notice if Subscriber is in breach of this Agreement and fails within thirty (30) days of a written demand for performance to cure such breach. After notice period elapses, access to Work will be immediately terminated. If University determines that University can no longer administer this Agreement, University may terminate the Agreement upon ninety (90) days notice to Subscriber.

The provisions under which this Agreement may be terminated shall be in addition to any and all other legal remedies which either party may have for the enforcement of any and all terms hereof, and do not in any way limit any other legal remedy such party may have.

Termination of this Agreement shall terminate all rights and permissions granted to Subscriber relating to Work. The obligation to pay any required License Fee then due survives termination of this Agreement.

Disclaimers

The Work has been developed as part of research conducted at Portland State University. The Work is experimental in nature and is made available "AS IS," without obligation by University to provide accompanying services or support except as specified in this Agreement. The entire risk as to the quality and performance of the Work is with Subscriber.

UNIVERSITY EXPRESSLY DISCLAIMS ANY AND ALL WARRANTIES, WHETHER EXPRESS OR IMPLIED, PERTAINING TO THE MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE OF WORK OR ANY SUBJECT MATTER OTHERWISE PROVIDED TO SUBSCRIBER UNDER THIS AGREEMENT.

The Work may contain links to third party websites that are not owned or controlled by University. University has no control over, and assumes no responsibility for, the content, privacy policies, or practices of any third party websites. In addition, University will not and cannot censor or edit the content of any third-party site. By using the Work, Subscriber expressly agrees that University has no liability arising from Subscriber's use of any third-party website. University does not guarantee security or privacy of any Content.

University does not permit copyright infringing activities and infringement of intellectual property rights on Work, and University will remove all Content if properly notified that such Content infringes on another's intellectual property rights.

University reserves the right to remove Content without prior notice.

Indemnification

Subscriber shall save, hold harmless and indemnify the State of Oregon, the State Board of Higher Education, University, and their agencies, subdivisions, officers, employees and agents from and against any and all claims, suits, actions, losses, demands, damages, costs, expenses (including, but not limited to, those arising out of personal injuries, wrongful death or property damage suffered by any third party) and reasonable attorneys' fees incurred by University, arising out of or related to Subscriber's use of Work or any other activities of Subscriber or its officers, employees, subcontractors or agents under this Agreement.

General

Subscriber may not assign any of its rights under this Agreement. The failure of either party to assert a right hereunder or to insist upon compliance with any term or condition of the Agreement shall not constitute a waiver of that right or excuse a similar subsequent failure to perform any such term or condition by the other party. In the event that any provision hereof is found to be invalid or unenforceable pursuant to a final judgment or decree, the remainder of this Agreement shall remain valid and enforceable according to its terms. Nothing contained in this Agreement shall be construed as creating a joint venture, partnership or employment relationship between the parties hereto. Except as specified herein, neither party shall have the right, power or implied authority to create any obligation or duty, express or implied, on behalf of the other party hereto. Subscriber and University are the only parties to this Agreement and are the only parties entitled to enforce its terms; nothing in this Agreement gives or is intended to give, or shall be construed to give or provide any benefit or right, whether directly, indirectly or otherwise, to any third persons. Subscriber agrees not to use the name of University or any of its employees, in any advertisement or sales promotion relating to any Work without prior written approval by University. This document represents the entire Agreement between the parties as to the matters set forth and integrates all prior discussions or understandings between them. This Agreement may only be modified or amended in writing by a document signed by an authorized representative of University and Subscriber.

**Access Agreement
Schedule A
Work**

The Total Employer Cost of Compensation Software (TECC) Enabled Benchmarking System was developed at Portland State University's Center for Public Service and refined with input from the Local Government Personnel Institute. This software allows jurisdictions to efficiently input compensation related information and then calculates the Total Employer Cost of Compensation value as determined through university research. Aspects that the University considers proprietary are the survey design (including questions) and process and order in which questions are asked as well as the actual calculations to determine the TECC. The software then assists the jurisdiction in making comparisons of like jobs and comparable jurisdictions. The methodology, including questions and rating system to determine like jobs is considered proprietary. The determination of candidates for comparable jurisdictions is also proprietary. Finally, the job descriptions and selection called "Standard Jobs" in the software is also proprietary.

**Access Agreement
Schedule B
License Fee, Payment Schedule**

Updated 7-8-2015

License Fee

Fees are for a three year term.

Subscriber Size¹	Normal Fee <input type="checkbox"/>	LGPI Member² <input type="checkbox"/>
Smallest <input type="checkbox"/> County/SD up to 10k City up to 5K	\$2,000	\$1,600
Small <input type="checkbox"/> County/SD 10k to 100K City 5K to 20K	\$4,000	\$3,200
Medium <input type="checkbox"/> County/SD 100K to 200K City 20K to 50K	\$5,500	\$4,400
Large <input type="checkbox"/> County/SD over 200K City over 50K	\$7,000	\$5,600

Payment Schedule

Due	Within 30 days of Execution	Within 30 days of July 1 of 2nd calendar year	Within 30 days of July 1 of 3rd calendar year
Amount	50% of License Fee	25% of License Fee	25% of License Fee

- 1) The determination of a given jurisdiction's population will be based on census data from the most recently certified and published population estimates from the PSU Population Research Center. Subscribers are guaranteed to remain within that pricing tier during the entire period of their 3-year subscription. PSU's Center for Public Service, the provider of the TECC software-enabled service, has the authority to change and set pricing terms at any time for future subscribers.
- 2) A jurisdiction will be deemed eligible to receive the LGPI membership discount if either of the following apply:
 - The jurisdiction is an LGPI member on the day its TECC subscription officially starts; or

- The jurisdiction has been an LGPI member for at least 180 days during the calendar year in which they begin their 3-year TECC subscription.

If a subscriber is an LGPI member at the time of their initial subscription, they will receive the discount throughout their subscription term. If a subscriber initially pays a non-LGPI member rate, but then joins LGPI during its 3-year subscription term, the renewal rate will be reduced to reflect any LGPI discount that's in place.

Jon Ellis

From: John Walsh
Sent: Monday, August 24, 2015 10:33 AM
To: Jon Ellis
Cc: Kathy Payne
Subject: FW: Welcome to TECC; Invoice Enclosed, Sign Up Steps, and Scheduling an Initial Meeting
Attachments: IIP16830 City of St Helens.pdf; tecc_licensing_agreement.pdf

Jon,
This is the Invoice for the PSU Total Employer Cost of Compensation TECC project. I would like to run it by Council for acceptance. I will be attending the Brownfields Conference in Chicago during the next Council meeting and hoping you can carry the torch on this one.

Kathy,
Please place on Sept. 2 Consent Agenda for acceptance.

Regards,

John Walsh

City Administrator
City of St. Helens
265 Strand Street
St. Helens, OR 97051
Phn: 503-366-8211
Fax: 503-397-4016
jwalsh@ci.st-helens.or.us
www.ci.st-helens.or.us



From: rsykes@pdx.edu [mailto:rsykes@pdx.edu] **On Behalf Of** TECC
Sent: Thursday, August 20, 2015 11:27 PM
To: John Walsh
Cc: Phillip Keisling; RSP shared email; Rachel Sykes
Subject: Welcome to TECC; Invoice Enclosed, Sign Up Steps, and Scheduling an Initial Meeting

Hello John and Team!

Please find attached invoice no. IIP16830 for the City of St. Helens' first payment of the three year subscription to TECC. Instructions for payment are included on the invoice.

A copy of the End User Licensing Agreement is also attached for your records. By submitting your payment for the first year's fee you are indicating your acceptance of the terms and conditions contained in the End User Licensing Agreement.

As a new subscriber, you are joining more than 22 other jurisdictions that are already members. We also look forward to this number growing significantly in the weeks and months ahead, making the information you and your fellow subscribers gain from TECC even more valuable in the future. (For a full list of TECC subscribers, go to www.pdx.edu/cps/tecc).

First and foremost, we want to provide a few important "First Steps" to make the onboarding process go as smoothly as possible. It will be helpful to you and us if you can follow the checklist below, in the order laid out

Here are the First Steps we'd like you to take:

- 1) Go to the TECC site: <http://tecc.research.pdx.edu/>
- 2) Click the "New User Sign Up" button in the bottom right corner. Then fill out the basic subscription information. Important: your jurisdiction name should be in the following exact format: City of St Helens
- 3) Record and retain your user name in an accessible place. While the TECC system is designed so that only one user name is assigned to each jurisdiction, you can (and may need to) allow different individuals in your organization to log in to enter or review your data. (Should you misplace your user name, contact TECC and we will assist you). Decide how your jurisdiction would like to pay the initial TECC subscription fee. If paying by invoice, simply check the "Please send me an invoice" box on the website's subscription page and our team will send one to you promptly.
- 4) Once you've completed Steps 1-3, click "Continue." This will generate an automatic email that will then ask you to set your password. (We recommend that record and retain this along with your user name; if you somehow forget your jurisdiction password, simply contact the TECC staff for assistance.

Finishing these 4 actions will then complete the "Initial TECC Set up Process."

We would love to set up a time to come out to St. Helens to introduce you further to the TECC software, talk about data entry and what data should be gathered before hand, and show you the job matching piece of the software. The meeting will take approximately an hour. If you would like to send a few dates and times in the coming weeks that would work for an orientation session, then we can set something up that works for us all.

In the meantime, if you have any questions, please do not hesitate to ask.

Thanks,

The TECC Team

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Total Employer Cost of Compensation (TECC) Program
Center for Public Service
Mark O. Hatfield School of Government
College of Urban and Public Affairs
Portland State University

Phone: (503) 725-5116
E-mail: tecc@pdx.edu

Web: tecc.research.pdx.edu



Mark O. Hatfield
School of Government
OREGON POLICE TRAINING ACADEMY

CONTRACT PAYMENTS

City Council Meeting
September 2, 2015

Bridge Brothers

Project: M-451 McCormick Park Ped Bridge (Inv#01)	\$	7,676.00
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Firwood Design Group, LLC

Project: S-636 Pump Station No. 7 Upgrade (Inv#10903)	\$	4,592.50
-------------------------------------------------------	----	-----------------

Liberty Electric

Project: W-429 Telemetry Upgrade (Inv#1405-10)	\$	10,800.64
------------------------------------------------	----	------------------

Murray, Smith & Associates, Inc.

Project: SD-146 Godfrey Park Storm (Inv#09-1078-66)	\$	1,288.75
-----------------------------------------------------	----	-----------------

KP



INVOICE

ALL

57 Old Ivy Square
Atlanta GA, 30342
(866) 258-3401

INVOICENUMBER: 01
INVOICE DATE: 08/21/2015
PO# OR JOB NAME: McCormick Park Ped Bridge
CUSTOMER: City of St. Helens

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

CONTACT NAME: Jennifer Dimsho

CUSTOMER NO. 9705101	SALESPERSON NAME Eli Angell
-------------------------	--------------------------------

Taxing Authority

Tax Exempt No:

QTY ORDERED	ITEM	Tax	Type	UM	UNIT PRICE	EXTENDED PRICE
1	DEPOSIT / Progress Billing 20% Deposit	N	INV	EA		\$7,676

Subtotal	\$7,676.00
Sales Tax	\$0.00
Total	\$7,676.00

APPROVED FOR PAYMENT

INIT	DATE
<u>[Signature]</u>	<u>8/25/15</u>
ACCOUNTS PAYABLE	
FINANCE	
SUPERVISOR	<u>8-25-15</u>

010-300-652970
M-451 McCormick
Park Ped Bridge

X Elias Angell 08/21/2015
Sales Manager Signature



BRIDGE BUILT TO LAST...
PEDESTRIAN - MARINE - INDUSTRIAL

KP



Firwood Design Group, LLC
SURVEYING • ENGINEERING • PLANNING

INVOICE

Invoice # 10903

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

August 13, 2015

RECEIVED

AUG 21 2015

Project: E15-009

CITY OF ST. HELENS

Engineering Services

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

Engineering Services:

Senior Project Engineer, 41.75 hrs. @ \$110.00/hr. = \$ 4,592.50

Total Amount Due

\$ 4,592.50

Payment is appreciated upon receipt of this invoice.

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

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

APPROVED FOR PAYMENT

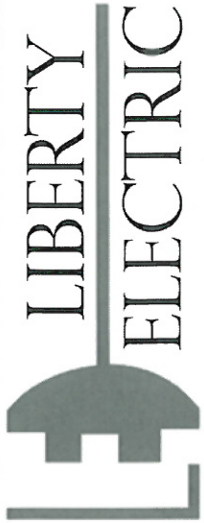
INIT

DATE

ACCOUNTS PAYABLE
FINANCE
SUPERVISOR

8/25/15
8-25-15

KP



PAYMENT APPLICATION

Invoice Number: 1405 - 10
For Period Ending: 8/31/2015

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

Project Number: 1405

Project: Water Dist. Telemetry System Upgrade
St. Helens OR 97051

Owner Project Number: W-429

Remit Payment to: Liberty Electric
PO Box 1681
Clackamas, OR 97015
503-752-7573

FY 14/15

Contract Summary	
Original Contract Amount:	216,012.50
Changes Amount:	0.00
Total Contract Amount:	216,012.50
Completed To Date:	216,012.50
Retainage To Date:	0.00
Completed Less Retainage:	216,012.50
Less Previous Application:	205,211.86
Current Payment Due:	10,800.64
Current Payment Due Plus Tax:	10,800.64
Balance To Finish:	0.00

APPROVED FOR PAYMENT

INIT _____ DATE _____
ACCOUNTS PAYABLE
FINANCE 8/25/15
SUPERVISOR 8-25-15

010-302-653200

PAYMENT APPLICATION DETAILS

Customer: City of St. Helens

Application Number: 10

Project: Water Dist. Telemetry System Upgrade

For Period Ending: 8/31/2015

Item Number - Description		Scheduled Value	Prev. App Value	Completed Work				Balance To Finish	Retainage Value
				This App.		Total			
				Value	%	Value	%		
01 - St. Helens Telemetry Upgrade									
01.01 - General Items									
01.01.01 - Mobilization		5,400.00	5,400.00	0.00	0.00	5,400.00	100.00	0.00	0.00
01.01.02 - Basic Material Submittals		16,200.00	16,200.00	0.00	0.00	16,200.00	100.00	0.00	0.00
01.01.03 - Radio Survey Submittal		10,800.00	10,800.00	0.00	0.00	10,800.00	100.00	0.00	0.00
01.01.04 - Design Submittals		16,700.00	16,700.00	0.00	0.00	16,700.00	100.00	0.00	0.00
02 - Site A									
02.01 - City Shop									
02.01.01 - Install MTU Panel		13,000.00	13,000.00	0.00	0.00	13,000.00	100.00	0.00	0.00
02.01.02 - Install Antenna		1,250.00	1,250.00	0.00	0.00	1,250.00	100.00	0.00	0.00
02.01.03 - Install Raceway System / Cable		5,500.00	5,500.00	0.00	0.00	5,500.00	100.00	0.00	0.00
02.01.04 - Testing / Startup		500.00	500.00	0.00	0.00	500.00	100.00	0.00	0.00
02.01.05 - Demolition of Existing		750.00	750.00	0.00	0.00	750.00	100.00	0.00	0.00
03 - Site B									
03.01 - Low Level Reservoir									
03.01.01 - Install Underground Raceway Sys. / Cable		26,500.00	26,500.00	0.00	0.00	26,500.00	100.00	0.00	0.00
03.01.02 - Install Exposed Raceway System / Cable		6,750.00	6,750.00	0.00	0.00	6,750.00	100.00	0.00	0.00
03.01.03 - Install Instrument & Hatch Switches		1,500.00	1,500.00	0.00	0.00	1,500.00	100.00	0.00	0.00
03.01.04 - Install Antenna		1,250.00	1,250.00	0.00	0.00	1,250.00	100.00	0.00	0.00
03.01.05 - Install RTU Panel		11,000.00	11,000.00	0.00	0.00	11,000.00	100.00	0.00	0.00
03.01.06 - Demolition of Existing		750.00	750.00	0.00	0.00	750.00	100.00	0.00	0.00
03.01.07 - Testing / Startup		500.00	500.00	0.00	0.00	500.00	100.00	0.00	0.00
04 - Site C									
04.01 - 200,000 Gallon Tank									
04.01.01 - Install Raceway System / Cable		12,225.00	12,225.00	0.00	0.00	12,225.00	100.00	0.00	0.00
04.01.02 - Install Hatch Switch		400.00	400.00	0.00	0.00	400.00	100.00	0.00	0.00
04.01.03 - Testing / Startup		500.00	500.00	0.00	0.00	500.00	100.00	0.00	0.00
05 - Site D									
05.01 - Ranney Collector Well 2									
05.01.01 - Install Raceway System / Cable		1,250.00	1,250.00	0.00	0.00	1,250.00	100.00	0.00	0.00
05.01.02 - Install Antenna		1,250.00	1,250.00	0.00	0.00	1,250.00	100.00	0.00	0.00

PAYMENT APPLICATION DETAILS

Customer: City of St. Helens

Application Number: 10

Project: Water Dist. Telemetry System Upgrade

For Period Ending: 8/31/2015

Item Number - Description	Scheduled Value	Completed Work				Balance To Finish	Retainage Value
		Prev. App Value	This App.		Total		
			Value	%	Value	%	
05.01.03 - Install RTU Panel	11,000.00	11,000.00	0.00	0.00	11,000.00	100.00	0.00
05.01.04 - Demolition of Existing	750.00	750.00	0.00	0.00	750.00	100.00	0.00
05.01.05 - Testing / Startup	500.00	500.00	0.00	0.00	500.00	100.00	0.00
06 - Site E							
06.01 - Bayport Well							
06.01.01 - Install Raceway System / Cable	1,250.00	1,250.00	0.00	0.00	1,250.00	100.00	0.00
06.01.02 - Install Antenna	1,250.00	1,250.00	0.00	0.00	1,250.00	100.00	0.00
06.01.03 - Install RTU Panel	13,000.00	13,000.00	0.00	0.00	13,000.00	100.00	0.00
06.01.04 - Demolition of Existing	750.00	750.00	0.00	0.00	750.00	100.00	0.00
06.01.05 - Testing / Startup	500.00	500.00	0.00	0.00	500.00	100.00	0.00
07 - Site F							
07.01 - Lemont Pump Station							
07.01.01 - Install Raceway System / Cable	1,200.00	1,200.00	0.00	0.00	1,200.00	100.00	0.00
07.01.02 - Install Antenna	1,250.00	1,250.00	0.00	0.00	1,250.00	100.00	0.00
07.01.03 - Install RTU Panel	11,000.00	11,000.00	0.00	0.00	11,000.00	100.00	0.00
07.01.04 - Demolition of Existing	750.00	750.00	0.00	0.00	750.00	100.00	0.00
07.01.05 - Testing / Startup	500.00	500.00	0.00	0.00	500.00	100.00	0.00
08 - Site G							
08.01 - Ranney Collector Well 3							
08.01.01 - Install Raceway System / Cable	1,200.00	1,200.00	0.00	0.00	1,200.00	100.00	0.00
08.01.02 - Install Antenna	1,250.00	1,250.00	0.00	0.00	1,250.00	100.00	0.00
08.01.03 - Install RTU Panel	11,000.00	11,000.00	0.00	0.00	11,000.00	100.00	0.00
08.01.04 - Demolition of Existing	750.00	750.00	0.00	0.00	750.00	100.00	0.00
08.01.05 - Testing / Startup	500.00	500.00	0.00	0.00	500.00	100.00	0.00
09 - Site H							
09.01 - Elk Ridge							
09.01.01 - Install Utility Service	5,387.50	5,387.50	0.00	0.00	5,387.50	100.00	0.00
09.01.02 - Platform Structure Modifications	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00	0.00
09.01.03 - Install Raceway System / Cable	3,250.00	3,250.00	0.00	0.00	3,250.00	100.00	0.00
09.01.04 - Install Antenna	1,250.00	1,250.00	0.00	0.00	1,250.00	100.00	0.00
09.01.05 - Install RTU Panel	11,000.00	11,000.00	0.00	0.00	11,000.00	100.00	0.00

PAYMENT APPLICATION DETAILS

Customer: City of St. Helens

Application Number: 10

Project: Water Dist. Telemetry System Upgrade

For Period Ending: 8/31/2015

Item Number - Description	Scheduled Value	Completed Work				Balance To Finish	Retainage Value
		Prev. App Value	This App.		Total		
			Value	%	Value	%	
09.01.06 - Demolition of Existing	750.00	750.00	0.00	0.00	750.00	100.00	0.00
09.01.07 - Testing / Startup	500.00	500.00	0.00	0.00	500.00	100.00	0.00
TOTAL:	216,012.50	216,012.50	0.00	0.00	216,012.50	100.00	0.00

KP



Murray, Smith & Associates, Inc.
Engineers/Planners

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

RECEIVED

August 19, 2015

Invoice No: 09-1078 - 66

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

AUG 21 2015

CITY OF ST. HELENS

Project 09-1078 Sanitary Sewer Rehabilitation Program

For professional engineering services performed through July 31, 2015

Task 310 PM - Godfrey Park

Labor

	Hours	Rate	Amount
Principal Engineer III	2.00	194.00	388.00
Professional Engineer V	1.00	138.00	138.00
Total	3.00		526.00
Labor Subtotal			526.00

Task Total \$526.00

Task 370 Engineering Support Services during Construction - Godfrey Park

Labor

	Hours	Rate	Amount
Professional Engineer V	4.50	138.00	621.00
Total	4.50		621.00
Labor Subtotal			621.00

Consultant

Staheli Trenchless Consultants	141.75	
Consultant Subtotal	141.75	141.75

Task Total \$762.75

Invoice Total \$1,288.75

APPROVED FOR PAYMENT

INIT

DATE

ACCOUNTS PAYABLE

FINANCE

SUPERVISOR

8/25/15

8-25-15

010-304-653409
SD-146 Godfrey Park
Storm

APPOINTMENTS TO ST. HELENS CITY BOARDS AND COMMISSIONS

City Council Meeting ~ September 2, 2015

Pending applications received:

<u>Name</u>	<u>Interest</u>	<u>Date Application Received</u>	<u>Referred by Email To Committee(s)</u>
• Susie Patterson	Arts & Cultural Commission	7/27/15	7/28/15

Arts & Cultural Commission (3-year terms)

- XK Austin resigned. Her term expires 9/30/17.
- Luanne Kreutzer, Joan Youngberg and Kannikar Petersen's terms expire 9/30/2015. Luanne and Joan do not wish to be reappointed.

Status:

Next Meeting: September 22, 2015

Recommendation: At their August 25 regular meeting, the Commission voted to recommend to the Council appointment of Susie Patterson to the Arts & Cultural Commission. Her term will expire 9/30/17.

Bicycle & Pedestrian Commission (3-year terms)

- Dave Ehrenkranz resigned. His term expires 12/31/2015.
- Matt Freeman resigned. His term expires 12/31/2015.
- Ray Scholl resigned. His term expires 12/31/2015.
- Dave Woullet resigned. His term expired 12/31/2014.
- Angela Barlow resigned. Her term expires 12/31/2016.
- Simon Date resigned. His term expires 12/31/2016.
- Martin Kennedy resigned. His term expires 12/31/2016.

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

Next Meeting: August 27, 2015

Recommendation: None at this time.

City of St. Helens
RESOLUTION NO. 1648

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

WHEREAS, the City Council wished to establish the same guidelines for recruitment, interviews and appointments for all City boards, committees and commissions, and adopted Resolution No. 1521 on August 12, 2009; and

WHEREAS, Resolution No. 1521 established general recruitment, selection and appointment guidelines for appointments to the City of St. Helens boards, committees and commissions; and

WHEREAS, the Council wishes to update the guidelines adopted in Resolution No. 1521 to better meet the needs of the City.

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

1. The City Recorder shall send a press release to the local newspaper of record announcing all board, committee and commission vacancies as they become available. A "vacancy" is defined as an unoccupied position, resulting from a voluntary resignation or involuntary termination. A member whose term expired does not create a vacancy, unless that member is resigning at the end of his/her term or the majority of the board, committee or commission wishes to terminate said member.
2. Any individual or group is encouraged to submit names for consideration to the City.
3. All new applicants shall submit a written application to the City Recorder's Office.
4. Members wishing to continue their appointment for another term will inform the City Recorder but need not submit a new application. If a member has served two consecutive full terms, a press release shall be sent to the local newspaper of record, each subsequent term expiration thereafter, to solicit new applications for that position. The incumbent may be reappointed at the discretion of the interview panel and City board, committee or commission. If an individual has been off a City board, committee or commission for a year or more, they must complete a new application.
5. The recruitment period to the board, committee or commission shall be for a finite period. At the end of the advertising period, the Council liaison shall determine if the pool of candidates is sufficient to continue with the selection process or may continue the recruitment period for a set or unlimited period until it is determined there is a sufficient pool of candidates.
6. The Council liaison to the board, committee or commission shall be responsible to assemble an interview committee. The interview committee shall be responsible to make recommendations via the Council liaison to the Mayor and City Council.
7. Appointments must comply with any ordinances, bylaws, Charter provisions, or state or federal laws concerning the board, committee or commission. In the event of any inconsistency between these policies and a chapter relating to a specific board, committee or commission, the specific chapter shall control.
8. In order to become more familiar with each applicant's qualifications, the interview committee may interview all or a shortlist of applicants for a position. The number of applicants to be interviewed is at the interview committee's discretion. The interview committee also has the discretion to reject

all applications in favor of re-advertising if no applicants are found to be suitable for the board, committee or commission.

9. Reappointments to a City board, committee or commission shall be considered in accordance with the guidelines listed in this section, together with the type of service the individual has already given to the board, committee or commission and his/her stated willingness to continue.
10. Consideration should be given to residents outside the City when the board, committee or commission or function serves residents outside City boundaries.
11. Board, committee or commission members shall not participate in any proceeding or action in which there may be a direct or substantial financial interest to the member, the member's relative or a business with which the member or a relative is associated, including any business in which the member is serving on their board or has served within the previous two years; or any business with which the member is negotiating for or has an arrangement or understanding concerning prospective partnership or employment. Any actual or potential conflict of interest shall be disclosed at the meeting where the action is being taken.
12. Board, committee or commission vacancies are filled by appointment of the Mayor with the consent of Council. Board, committee or commission members shall serve without compensation except the Planning Commission that may receive a monthly stipend at the discretion of the City Council.
13. Individuals appointed to one City board, committee or commission shall not serve on any other City board, committee or commission during the term of their appointment; provided, that the Council may waive this limitation if it is in the public interest to do so.

PASSED AND ADOPTED by the City Council on this 18th day of December, 2013, by the following vote:

Ayes: Locke, Carlson, Conn, Morten, Peterson

Nays: None

/s/ Randy Peterson
Randy Peterson, Mayor

ATTEST:

/s/ Kathy Payne
Kathy Payne, City Recorder

ST. HELENS PARKS COMMISSION

Minutes for Meeting of June 15, 2015

Council Chambers, City Hall

MEMBERS PRESENT

Jacob Woodruff, Chair
Howard Blumenthal, Vice Chair
Phillip Roddy, Commissioner
Elisa Mann, Commissioner

STAFF PRESENT

Thad Houk, Parks Supervisor
Neal Sheppeard, PW Co-Director
Sheri Ingram, Secretary

MEMBERS ABSENT

Stan Chiotti, Commissioner
John Brewington, Commissioner
Jerry Belcher, Commissioner

GUESTS

Carolyn Butcher

COUNCILORS IN ATTENDANCE

Keith Locke

■ ■ ■

CALL TO ORDER

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

APPROVAL OF MINUTES

Roddy made a **motion** to approve the minutes of the April 20, 2015 meeting. Motion was seconded by Blumenthal and approved unanimously.

TOPICS FROM THE FLOOR

Carolyn Butcher talked about having a disc golf tournament on October 10th and it would be a fundraising tournament for the Yankton Community Fellowship Church to raise money for a mission trip to Mexico. It is an open tournament that anyone can enter who is registered. It will be well-publicized on the web and newspaper and the McCormick Park Disc Course Facebook page and she has been talking with Jared Fischer about it and he is in favor of it. They have reserved the gazebo and a picnic area from 7am to 6pm but she doesn't think they will need the course for that long.

Houk said he thought this was just a private group that wanted to reserve the course and that was the issue. He didn't know it was an actual tournament and he doesn't see any problem with them having it. Woodruff said we can't approve her permit because they are just a recommending body. The group just has to reserve it and pay the fee and the Parks Commissioners don't see any issues with it.

NEW BUSINESS

New Commissioner: Woodruff welcomed new Commissioner Elisa Mann. Mann said thank you and she was really excited to serve on the board.

OLD BUSINESS

Free Library: Woodruff received an e-mail that the new free library that was installed by the docks is up and running. She walked by one day and there were more books in it than what she had originally put in so it looks like it will be successful.

Pay Station Updates: Sheppard said the card reader is not working so the City is arguing with the manufacturer over it.

DISCUSSION ITEMS

Blumenthal said Nob Hill is looking good and the grass is getting taller. He also wanted to remind everyone about the meeting next week for discussing what they want the waterfront to be. Locke said it is to discuss ideas they already have and hear any new ideas. The sale of the property should close at the end of the month.

Locke said he wanted to bring up something with Nob Hill Nature Park. He said they planted some trees in a swale that is a City street right-of-way that could possibly be turned into a future road. It is on the 3rd Street end in a little bowl right where the entrance is. Blumenthal said he has always been told that is park. He has never heard anything about a road possibly going through there. Blumenthal said they couldn't put a street through there because the other end of that area that was dedicated back to the property owner so the City would have to buy it back to be able to do anything. They gave him the face of the cliff. Locke said he would look into that. Blumenthal said he is going to have to get some neighbors together to go the meeting Tuesday to voice their opinions because he doesn't want their neighborhood that is now on dead end streets to become the entrance into a parking garage. Are they going to have big 6-7 story buildings down there that will block the view because the cliff is only about 30 feet high? He thinks he needs to talk to Jacob Graichen about this because he thinks those areas should be dedicated to the park because that is what has always been implied over the years to them.

Locke asked what the time schedule was on the splash park and Houk said he thought it was set from 9am to 10pm. Locke said he went by the night before and it was running and there was nobody around. He talked to a couple who were sitting there and they said they had been there about 20 minutes and no one had been in the splash park during that time. He stayed around another 5-10 minutes and it didn't shut off. Sheppard wasn't sure what the time setting was on the button.

Houk said the new roofs were put on the dugouts on field one at Campbell Park. Field two has been leveled. The dugout roofs haven't been done on that field because there are engineering problems they have to deal with. Most of the summer helpers started work today. They had to take down quite a few dying trees at McCormick. They are old maples and the tops are falling out of them. Little League came in and redid the t-ball field. It was graded and they will plant grass this fall. They brought in a bunch of top dressing for the infield, put in a new backstop and new dugouts. Woodruff said Little League is very good about taking care of their fields.

Sheppard said the contractor who built the docks at Sand Island in 1996 is going to give the City a price on repairing them.

COUNCILOR'S REPORT

OTHER MATTERS

ADJOURNMENT

The meeting was adjourned at 4:50 p.m. The next meeting is scheduled for Monday, August 17, 2015, at 4:00 p.m., in the Council Chambers at City Hall.

Respectfully Submitted,

Sheri Ingram
Secretary

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

City of St. Helens

Planning Commission Meeting

July 14, 2015

Minutes

Members Present:

Dan Cary, Vice Chair
Greg Cohen, Commissioner
Sheila Semling, Commissioner
Audrey Webster, Commissioner
Kathryn Lawrence, Commissioner
Russell Hubbard, Commissioner

Members Absent:

Al Petersen, Chair

Staff Present:

Jacob Graichen, City Planner
Crystal Farnsworth, Planning Secretary

Councilors Present:

Ginny Carlson, City Council Liaison

Others Present:

Carl Coffman
Oscar Nelson
Larry VanDolah
Joe Kessi
Cheryl VanDomelen
Kristy Bills
Jayne Brenneman
Jennifer Plahn

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

□

Consent Agenda

Approval of Minutes

Commissioner Webster said she voted on the minutes from the last meeting, but her name is not listed as voting.

Commissioner Cohen moved to approve the minutes of the June 9, 2015 Planning Commission meeting with changes as noted above. Commissioner Webster seconded the motion. All in favor; none opposed; motion carries. Commissioner Hubbard did not vote, as he did not arrive until after the consent agenda.

□

Topics From The Floor

There were no topics from the floor.



Public Hearing

Tater Rental, LLC

Variance / V.3.15

31 Cowlitz St.

It is now 7:01 p.m. and Vice Chair Cary opened the public hearing. There were no ex-parte contacts, conflicts of interest or bias in this matter.

Jacob Graichen entered the following items into the record:

- Staff report packet dated July 7, 2015 with attachments

Graichen reviewed the staff report with the Commission. The staff report findings are divided into three parts: the variance, the site design review, and the architectural review. The variance request is for an exception to the height restriction in order to add a fourth floor to the existing building. The height restriction in the Riverfront District is 45 feet; the applicant is requesting a building height of approximately 55 feet. The Commission will also have to take the Riverfront District Architectural Design Guidelines into consideration when making a decision.

Commissioner Webster asked about the proposed siding of the building and if it was typical of historic structures in the area. Graichen said from an age standpoint, the siding meets the Architectural Design Guideline standards.

Commissioner Cohen asked if any neighbors commented on the additional height. Graichen said no. Commissioner Lawrence asked if neighbors on Nob Hill were notified of the application and had any comment. Graichen said the radius to receive a mailed notice for a variance is 100 feet, so they were only notified indirectly through advertisement in The Chronicle.

IN FAVOR

Coffman, Carl. Applicant. Property Owner. Coffman said he has been very nervous about putting money into the Muckle Building because the return on investment is risky. If he is going to restore the building, get people to come downtown, and increase economic vitality of the area, providing access to the view on top of the building is crucial. He said filling commercial space in other projects has been difficult, but he feels the Muckle Building will be more successful at filling the retail space if he can create a must-see viewpoint on top. He does not have a siding preference and will comply with the preference of the Planning Commission.

Commissioner Hubbard asked what the overhead doors will be made out of. Coffman's goal was to pick something subtle and non-reflective. Coffman said they are installing a black roof, so it will not be blinding. He wants to use muted colors to blend in with the existing building. He plans on using dark colors for the door.

Commissioner Lawrence said board and batten can be a risky choice because it can look very good or very bad. She hopes that it will be a good quality board and batten. Coffman says he has high expectations for the material and the look of the building. The exterior color of the building will match the brick exterior.

IN OPPOSITION

None spoke in opposition.

END OF ORAL TESTIMONY

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

CLOSE PUBLIC HEARING & RECORD

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

DELIBERATIONS

The Commission agreed that they liked the design of the building and that the materials appear to meet the Riverfront District's Architectural Design Guidelines.

MOTION

Commissioner Lawrence moved to approve the variance permit with the conditions as presented in the staff report. Commissioner Webster seconded.

Coffman noted that he would like three foot overhangs to be approved as part of the proposal instead of the two feet presented in the proposal.

The motion was withdrawn.

Commissioner Webster moved to approve the variance with the conditions as presented in the staff report, with the modification of an approved three foot overhang instead of a two foot overhang. Commissioner Semling seconded. All in favor; none opposed; motion carries.

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

□

Commissioner Lawrence would like the ADA parking space standards to be reviewed by City Council and staff.

Commissioner Lawrence made a motion to recommend that at least one on-street ADA space be designated as part of the Muckle Building development. Commissioner Semling seconded.

Commissioner Webster thinks that an ADA parking space should not be a requirement of a specific development, but reviewed for the entire Riverfront District area.

All in favor; none opposed; motion carries.

□

Public Hearing

Jennifer Plahn & Bing Theobald
Conditional Use Permit / CUP.3.15
365 S. Columbia River Hwy

It is now 7:51 p.m. and Vice Chair Cary opened the public hearing. There were no ex-parte contacts, conflicts of interest or bias in this matter.

Vice Chair Cary noted that he has known Jennifer Plahn for several years, but he does not feel that this will affect his ability to make a fair decision. He will also not be voting as he is chairing the meeting.

Jacob Graichen entered the following items into the record:

- Staff report packet dated July 7, 2015 with attachments

Graichen reviewed the staff report with the Commission. The application is to establish a medical marijuana establishment in an existing suite. There were comments from the City's Police Chief related to the business license rules. Graichen said that the business license is a separate matter for the City Council to decide. The Planning Commission is simply reviewing the Development Code aspect of the application.

Commissioner Cohen asked, since a new use is being created at this location, does the Commission take that into consideration when determining the number of required parking spaces? Graichen said yes. The **net** spaces for a new use is what would be required. If the Commission is concerned, they could require the applicant provide a detailed parking analysis, but Graichen thinks the current spaces at the site are adequate per the existing parking standards.

IN FAVOR

VanDolah, Larry. Applicant Representative. VanDolah entered a written packet into the record. VanDolah said that there is adequate parking on site for this new use and they plan on requiring employees to carpool to work in order to minimize parking impacts. They will have a dumpster on site for garbage that will have a bar used to lock and secure the dumpster. He has spoken with neighbors in the area, and they have not heard any complaints about parking. They expect one to two customers per hour. They would like to operate 11 a.m. to 7 p.m. if that is allowed.

Nelson, Oscar. He is a co-owner of Sweet Relief in Astoria. They have been very successful this past year and have zero off-street parking. They have been busy and have had no issues with parking. The transactions are very quick. He would like the Commission to consider that in regards to this proposal.

Kessi, Joe. He said he is neither in favor or opposition of the proposal. He owns rental properties behind Skinny's. He is not sure about the parking. He would like to see a new business go into the area, but he may have concerns with the lack of parking spaces. He would like the record to be left open for written testimony so that he can look further into the parking issue.

Councilor Carlson asked if he notices any lighting issues in the area. Kessi said that lighting is an issue.

IN OPPOSITION

None spoke in opposition.

REBUTTAL

VanDolah, Larry. Applicant Representative. VanDolah said he would like to work with Kessi and is willing to meet to discuss the parking issue further with him if he would like.

END OF ORAL TESTIMONY

There was a request to continue the hearing or leave the record open. Kessi requested the record be left open for seven days. Written testimony will be closed after July 21, 2015 at 5 p.m. The applicant agreed to the record being left open, and will have the opportunity to respond or rebut anything submitted into the record. The applicant's deadline for response or rebuttal is July 28, 2015 at 5 p.m.

CLOSE PUBLIC HEARING & RECORD

The applicant did not waive the opportunity to submit final written argument, since the record is left open for a period of time. The deadline for any final written argument will be 5 p.m. on July 28, 2015. Deliberations on the matter will commence at the regularly scheduled meeting on August 11, 2015 on or after 7 p.m.

□

Planning Director Decisions

- a. Accessory Structure Permit at 75 River Way - David & Susan Branch
- b. Temporary Use Permit at 2295 Gable Rd. – TNT Fireworks/St. Helens Band Patrons
- c. Sign Permit (Banner) at 2100 Block of Columbia Blvd. – Columbia County Fairgrounds

There were no comments.

□

Planning Department Activity Reports

There were no comments.

□

For Your Information Items

There were no comments.

□

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

Respectfully submitted,

Jennifer Dimsho
Planning Secretary

2015 Planning Commission Attendance Record

P=Present A=Absent Can=Cancelled

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

City of St. Helens
Library Board
Minutes from Thursday, July 14, 2015
Columbia Center Auditorium

Members Present

Barbara Lines, Chair
An Der Chang
Casey Jolissaint
Vanessa Jones
Mary Ellen Funderburg
Nancy Herron

Members Absent

Marsha Caton

Guests

Councilors in Attendance

Susan Conn

Staff Present

Margaret Jeffries, Library Director



CALL MEETING TO ORDER: The meeting was called to order at 7:17 p.m. by Chair Barbara Lines.

INVITATION TO CITIZENS FOR PUBLIC COMMENT: No public comment.

PREVIOUS MEETING MINUTES: Minutes approved with no change.

AGENDA REVISIONS: No revisions.

WELCOME OF NEW MEMBERS AND INTRODUCTIONS

REVIEW OF LIBRARY BOARD PROJECTS AND ACTIVITIES: Projects the Library Board has worked on include: updating the Board's Bylaws, creating a five-year plan for the Library, selecting books for Our Community Reads, selecting Oregon Humanities Conversation Projects for the Library to host, giving input on Library policies, implementing Food For Fines, giving input on the Library's hours, helping create Library Rules of Conduct, assisting with employee interviews, and presenting a yearly report of Library Board activity to City Council.

ELECTION OF CHAIR AND VICE-CHAIR: Postponed until August meeting.

DISCUSSION OF POSSIBLE CHANGE IN MEETING TIME: Director Jeffries proposed change the Library Board Meetings to the third Tuesday of each month. Member Jolissaint made a motion that the Library change its regularly scheduled meeting day from the third Thursday of the month to the third Tuesday of the month. The meeting time will remain 7:15 p.m. Member Funderburg seconded the motion. Motion passed unanimously. Secretary Woodruff will make the appropriate changes to the By-laws.

LIBRARY DIRECTOR'S REPORT: The LSTA grant will close at the end of June 2015. The report will be sent to the State Library by the end of July. The grant provided approximately \$60,000 per year for three years. The purpose of the grant was to extend services to citizens not currently being served by the Library. The target population was families with children 18 years or younger living outside the city limits of St. Helens, but inside the St. Helens School District. The funding from the grant provided new materials, cultural passes, Freegal, programs, Teen Gaming Nights, and performers.

Board Duties-Director Jeffries welcomed new Library Board Members and discussed upcoming responsibilities. This year the Board will work on creating a new five-year plan for the Library, working from the Oregon State Library Public Library Standards; the Board will form a sub-committee to investigate the pros and cons of becoming a Passport Library; the Board will also offer input on the selection of the 2016 Our Community Reads book.

Director Jeffries reviewed St. Helens Public Library Statistics from June 2014 and June 2015. Circulation numbers were higher in 2015, although the total number of Library users had decreased. More people came into the Library in 2015, however there were a higher number of program attendees in 2014 in part due to Big Rig Day, which explains the decrease in Library use in part.

FRIENDS' REPORT: There will be no July meeting.

The Crow's nest is currently empty of Friends' book donations.

The Little Free Libraries are being used.

COUNCILOR'S REPORT: City Councilors mentioned being excited the Library Board received as many applications for the open Board positions as they did.

NEXT MEETING:

The next regular meeting is scheduled for Tuesday, August 18, at 7:15 p.m. in the Auditorium.

Members need to bring all relevant materials to each meeting.

ADJOURNMENT:

The meeting was adjourned at 8:38 p.m. by Chair Lines.

✂

Respectfully submitted by:

Library Director, Margaret Jeffries

2014-2015 Library Board Attendance Record

P=Present E=Excused Absence U=Unexcused Absence

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

City of St. Helens

Job Title: BUILDING OFFICIAL
Department: Community Development
FLSA Status: Exempt
Union: No
Date Revised: September 2, 2015

GENERAL PURPOSE

Performs a variety of routine and complex technical work in building, plumbing, and mechanical inspection work to insure Oregon Building Code, Oregon Plumbing Code, and Oregon Mechanical Code and other related codes are met.

SUPERVISION RECEIVED

Works under the general supervision of the Community Development Director.

SUPERVISION EXERCISED

May exercise supervision over Building & Administration Secretary, Building Inspectors, part-time, temporary or other staff as assigned.

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

- Enforces building, plumbing, mechanical and related local codes as adopted such as signs, sprinkling, nuisance, clearing, grading, filling, and zoning, etc. Issues correction notices and citations.
- Performs on-site inspections on footings, foundations, framing, plumbing, and mechanical systems.
- Examines general framing and structure of buildings to ensure code compliance with plans and permits.
- Performs plumbing inspections of all plumbing fixtures examining for vent size, grade and size of pipe and examines all joints for proper sealing to ensure there are no leaks, etc. Observes water tests on all completed plumbing, examining for sealing and leakage, etc.
- Performs the duties of plans examiner.
- Maintains records of building and plumbing inspection activity. Issues certificates and permits as appropriate.
- Assists in researching problems and complaints regarding commercial and residential buildings, building construction and code compliance. Responds to complex and sensitive building issues.
- Assists in resolving complex and sensitive customer service issues, either personally, by telephone or in writing.
- Interprets codes in the field. Authorizes acceptable alternative methods of code compliance within limits of authority.

- Assists in administering the permitting function, including application processing, fee assessment and collection, and permit issuance.
- Performs or assists subordinates in performing duties; Responds to errors and complaints.
- Explains, interprets, and provides guidance regarding all applicable codes within area of responsibility to architects, engineers, contractors, developers and other interested parties.
- Reviews current trends and developments in the field of construction, and prepares revisions to codes, ordinances and local regulations.
- Coordinates plan reviews, inspections, and enforcement actions.
- Conflict resolution between inspector and builder.
- Attends City Council work sessions.
- Responsible for budgeting expenses for department.
- Required attendance to pre-application meetings.
- Ability to work cooperatively with staff, public and the building community.
- Ability to educate the public on code and compliance related matters.

PERIPHERAL DUTIES

- Perform performance reviews for staff.
- Set up weekly staff meetings.

MINIMUM QUALIFICATIONS

Education and Experience:

- a. Graduation from a standard senior high school or GED equivalent, supplemented by two years of post-secondary college or technical instruction in building technology, construction management , mechanical, electrical, plumbing or building construction, and
- b. Five years of experience in general construction and related fields, or
- c. Any equivalent combination of education and experience on a year for year basis.

Necessary Knowledge, Skills and Abilities:

- a. Thorough knowledge of Oregon building codes, plumbing codes, mechanical codes, general construction codes, and a thorough knowledge of carpentry
- b. Considerable knowledge in carpentry work, cement work, and plumbing, and skill in applying knowledge of international building codes as adopted by the State of Oregon and amended by the City of St. Helens, zoning and land use applications.
- c. Skill in the operation of the listed equipment.
- d. Ability to establish effective working relationships with contractors, developers, architects, engineers, owners, and the general public.
- e. Ability to read and understand complicated plans and blueprints.
- f. Ability to communicate effectively orally and in writing.

Certifications Required:

- a. Building Official;
- b. Oregon Residential Plans Examiner;
- c. Current Oregon Inspector Certification

- d. One A-Level Certification; and
- e. One Residential Structural Certification.

Possess or be able to obtain the following certifications within six months of employment:

- a. A-Level Structural Inspector;
- b. A-Level Plans Examiner;
- c. Plumbing Inspector;
- d. Mechanical Inspector;
- e. C-Level Plans Examiner;
- f. C-Level Plumbing Inspector; and
- g. C-Level Mechanical Inspector.

Desired Certifications:

- a. A-Level Plumbing Inspector;
- b. A-Level Mechanical Inspector; and
- c. A-Level Fire & Life Safety Plan Review.

SPECIAL REQUIREMENTS

A valid Oregon state driver's license or ability to obtain one by start of employment.

TOOLS AND EQUIPMENT USED

Motor vehicle; computer; phone; ladder or scaffolding; tape measure; moisture meter; water temperature sensor; pressure gauges; and levelers.

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.

Work is performed partially in an office setting, but outdoor work is required in the inspection of various land use developments, construction sites. Hand-eye coordination is necessary to operate various pieces of office equipment.

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

The employee must occasionally lift and/or move up to 40 pounds.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

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

The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.

EMPLOYEE ACKNOWLEDGEMENT

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

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

ACKNOWLEDGEMENT

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

Employee Signature: _____

Date: _____

Manager Signature: _____

Date: _____

City of St. Helens

Job Title: WASTEWATER TREATMENT PLANT OPERATOR III
Department: Public Works
FLSA Status: Non-Exempt
Union: Yes
Date Revised: September 2, 2015

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.

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.
- Repair 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.
- Assignment of work on pretreatment program.

- Operate the plant in absence of the Superintendent or Operator IV.
- Required to be able to operate work boats on wastewater lagoons and navigable waters
- 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 frequently is 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 job description. I understand that it is my responsibility to adhere to the guidelines of the expectations, hours of work and essential duties outlined within this job description.

Employee Signature: _____

Date: _____

Manager Signature: _____

Date: _____

City of St. Helens
Declare Surplus Property
City Council Meeting
September 2, 2015

If approved, the following items will be disposed of per
St. Helens Municipal Code Chapter 2.04.

Finance Department

4 – Desk Chairs
2-Folders
1-Scanner

PETITION FOR TEMPORARY CLOSURE OF CITY STREET(S)

You must attach a map of street area to be closed.

RECEIVED

AUG 24 2015

I/we, the undersigned, request that the St. Helens City Council allow temporary closure of the following streets.

CITY OF ST. HELENS

Street Closure #1			
Street Name	S. 14th St.		
Beginning Point	Cowlitz St.	Ending Point	Sat - to church drive - thru
Start Date	Oct 10	End Date	Sun - to Col. Blvd
Time to Begin Closure	7 A.M.	Time to Reopen	5 PM
Purpose of Closure	Fall Festival in Baccini Hall + Church Parking lot @ St. Frederic		
Street Closure #2			
Street Name	Church. Closed street used for parking. (venders)		
Beginning Point		Ending Point	
Start Date		End Date	
Time to Begin Closure		Time to Reopen	
Purpose of Closure			
Street Closure #3			
Street Name			
Beginning Point		Ending Point	
Start Date		End Date	
Time to Begin Closure		Time to Reopen	
Purpose of Closure			

Approval of emergency responders: (required)

<u>J. M. T...</u>	<u>8/11/15</u>	<u>T. ...</u>	<u>8/20/15</u>	<u>Neal Sheppard</u>	<u>8/11/15</u>
Fire/District	Date	Police Department	Date	Public Works	Date
270 Columbia Blvd.	503-397-2990	150 S. 13 th St.	503-397-3333	984 Oregon St.	503-397-3532

DECLARATION

I/we understand that any barricades or other devices to close off the street must be provided at my (our) expense or may be provided by the City at my/our expense for specific times and dates. I/we also understand that arrangements for placement of barricades/devices must be made with the Public Works Department (503.397.3532). I/we certify that I/we have notified all affected property owners, business owners and/or tenants in person or in writing of my/our intent to close the street/s listed above and that written consents of each are attached. It is my/our belief that there are no major conflicts with this closure.

Petitioner Signature <u>Gail T. Wieber</u>	Date Signed <u>8-10-15</u>
Print Name <u>Gail T. Wieber</u>	Phone <u>503-397-0148</u>
Mailing Address <u>175 S. 13th St.</u>	City, State, Zip <u>St. Helens, OR 97051</u>
Petitioner Signature <u>St. Helens, OR 97051</u>	Date Signed _____
Print Name _____	Phone _____
Mailing Address _____	City, State, Zip _____

FOR OFFICIAL USE ONLY

Date Rec'd 8/24/15 Rec'd by CF Date sent to CC 8-25-15 City Council ☐ Approved ☐ Denied Meeting date 9-2-15

Attested [Signature], City Administrator Date 8/25/15

CITY STREET CLOSURE CONSENT FORM

Applicant must take this form to each affected business for consent signatures.

Applicant St. Frederic Catholic Church Phone 503-397-0148
 Name of Event Fall Festival Date(s) of Event Oct 10th + 11th Time(s) Sat 9:30-4:00 Sun 10:30-4:00
 Street(s) to be closed for event S. 14th St.

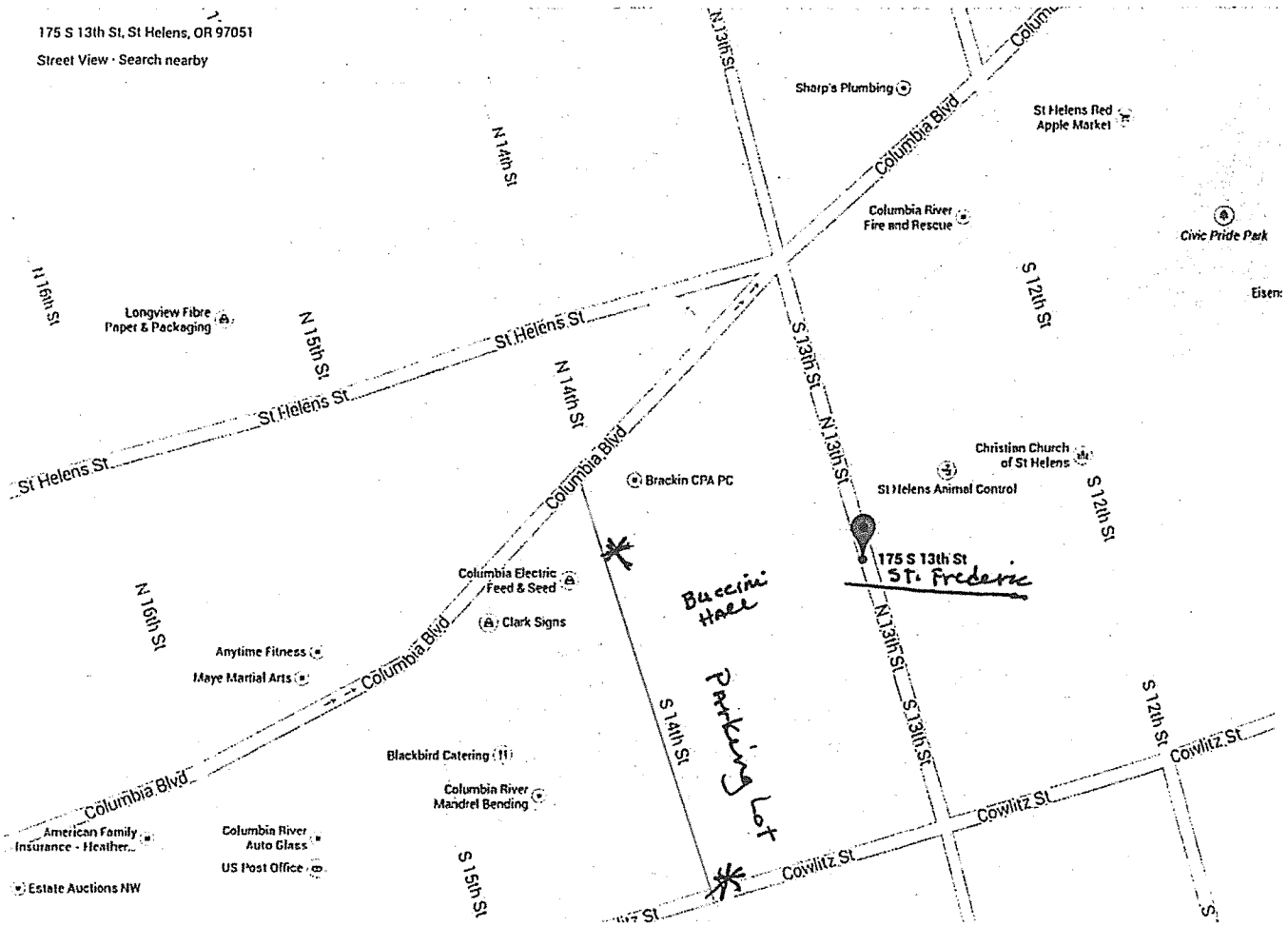
The following affected businesses/individuals have been contacted and informed of the event listed above and have marked whether they consent or not to the closure of the street(s) listed above on the date(s) listed above:

Business name <u>Sommers Financial Mgmt.</u> <input checked="" type="checkbox"/> I/We consent to street closure <input type="checkbox"/> I/We DO NOT consent to street closure Signature <u>Joyce Pereira</u> Printed name <u>Joyce Pereira</u> Date signed <u>8/11/2015</u>
Business name <u>Abby's Business Ctr</u> <input checked="" type="checkbox"/> I/We consent to street closure <input type="checkbox"/> I/We DO NOT consent to street closure Signature <u>Abby Hyde</u> Printed name <u>Abby Hyde</u> Date signed <u>8/11/2015</u>
Business name <u>Brackin CPA</u> <input checked="" type="checkbox"/> I/We consent to street closure <input type="checkbox"/> I/We DO NOT consent to street closure Signature <u>Judi Brackin</u> Printed name <u>Judi Brackin</u> Date signed <u>8/11/2015</u>
Business name <u>Col. Food</u> <input type="checkbox"/> I/We consent to street closure <input type="checkbox"/> I/We DO NOT consent to street closure Signature <u>David Pense</u> Printed name <u>David Pense</u> Date signed <u>8-12-15</u>

Business name _____ <input type="checkbox"/> I/We consent to street closure <input type="checkbox"/> I/We DO NOT consent to street closure Signature _____ Printed name _____ Date signed _____
Business name _____ <input type="checkbox"/> I/We consent to street closure <input type="checkbox"/> I/We DO NOT consent to street closure Signature _____ Printed name _____ Date signed _____
Business name _____ <input type="checkbox"/> I/We consent to street closure <input type="checkbox"/> I/We DO NOT consent to street closure Signature _____ Printed name _____ Date signed _____
Business name _____ <input type="checkbox"/> I/We consent to street closure <input type="checkbox"/> I/We DO NOT consent to street closure Signature _____ Printed name _____ Date signed _____

**Return this to City Hall with your
 Petition for Temporary Closure of City Street(s)**

175 S 13th St, St Helens, OR 97051
Street View · Search nearby



City of St. Helens
Consent Agenda for Approval

CITY COUNCIL MINUTES

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

2015

- Work Session, Public Hearing and Regular Session Minutes dated August 12, 2015

After Approval of Council Minutes:

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

City of St. Helens City Council

Work Session Minutes

August 12, 2015

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

Members Absent: Randy Peterson, Mayor

Staff Present: John Walsh, City Administrator
Jon Ellis, Finance Director
Kathy Payne, City Recorder
Margaret Jeffries, Library Director
Terry Moss, Police Chief
Neal Sheppard, Interim Public Works Co-Director
Sue Nelson, Interim Public Works Co-Director
Jacob Graichen, City Planner
Don Sallee, Building Official
Scott Williams, Code Enforcement Officer

Others: Cheryl Young
Joe Pacitti Phil Malyon Mark Miller

Council President Morten called the meeting to order at 1 p.m.

Visitor Comments

No visitor comments.

Semi-Annual Report from Senior Center

Senior Center Manager Cheryl Young was in attendance to give the report. The report includes their intent to add an adult day care service. Caretakers would use their facility to operate the service. It would help offset utility fees. Cheryl hopes that the two can work together for programs. The senior center will still run the meal program and their activities. The day care will operate additional activities that they hope senior center participants can participate in as well.

Cheryl introduced Marvel Brown. She works at the front desk. It is probably the most important place to be.

Cheryl predicts that the adult day care will serve between 8-10 people per day. The largest gain will be the utility fee offset and providing a service needed in the community. It will also bring in additional people paying for lunch. She does not see this as a way to make a profit. She would like to begin this as a one-year trial. She is not aware of another adult day care program in Columbia County. Councilor Carlson agreed with the need.

Cheryl reported that the Top Notch Thrift Store provides job skill opportunities. The earnings provide funds for their meal program. They still have to be careful financially.

The Council was in favor of the adult day care proposal. They asked her to proceed with research of other adult day care programs and return with a plan.

City Administrator Walsh pointed out that there may be land use regulations since the property is zoned for public use. That is something else to be researched. Council will discuss this with the city planner at a future work session.

Presentation by KOHI on Proposed Promotion Plan

Phil Malyon was in attendance to present the proposal. He submitted an updated proposal to the Council. A copy is included in the archive meeting packet. KOHI has been broadcasting for 55 years. There are 75,000 listeners at any given time. There are also over 1,000 listeners following them on tunein.com.

KOHI would like to partner with the City and is offering three-years of advertising at a low price.

Council will discuss the proposal at the next work session and make a decision.

Visitor Comments

♦Joe Pacitti. An event to benefit Columbia County veterans is scheduled to take place at Dockside on Saturday, August 22. He is proposing to close the end of the street. No private homes will be affected. The fire district, public works and police department have all signed their approval.

City Recorder Payne informed the Council that a street closure would have to be approved at tonight's meeting. It needs to include insurance listing the City as an additional insured. Councilor Locke with help Joe get the insurance from Tiffany at the Dockside.

Request from Chamber to Sponsor Wings & Wheels Event

The Chamber has requested that the City sponsor the Wings and Wheels Event held on August 8, 2015, for \$1,000.

Councilor Conn reported that the City was an advertised sponsor for the event. We had a 10x20 informational booth. People were stopping by all day. The waterfront development project received the most interest. The event collected 307 pounds of food and \$1,191.57 in cash donations for the Food Bank. She thanked staff for their support.

Discussion on Derelict Houses

Councilor Morten brought this forward because of the many emails and phone calls he receives. He would like to discuss how these homes can be cleaned and what we can do to improve the health and safety of our community.

Code Enforcement Officer Williams said that banks have to be held accountable. The houses at 344 N. 3rd Street and 155 Kelly Street are boarded up but not cleaned up. The house on 3rd Street had hypodermic needles though out the yard. He doesn't know the condition of the inside. Fanny Mae contacted Finance Director Ellis about putting a lock on the back. They discovered someone was living it in several months ago and left because they don't deal with conflict.

There was discussion about squatters breaking into abandoned houses and living there with no services. Chief Moss has appreciated having code enforcement to take on these projects. The Council has recently passed ordinances that have allowed them to handle these situations. He

agrees that the banks need to take responsibility. Moss pointed out that Williams only works two days a week but there's enough work to keep him busy seven days a week.

Finance Director Ellis said that his staff is generating a list of residences that have not had water or sewer for a long period of time. That list will be given to Williams to investigate.

Discussion ensued about the enforcement process.

Building Official Saltee reported that the Building Department is creating an abatement card to post on the derelict houses. It will refer to the ordinance, marks the house with "no trespassing," and gives the police the authority to move to the next step of enforcement.

Councilor Carlson reminded everyone that we were without code enforcement for quite a while. It will take time to catch up.

4th Quarter Building Division Report

Finance Director Ellis reviewed the report.

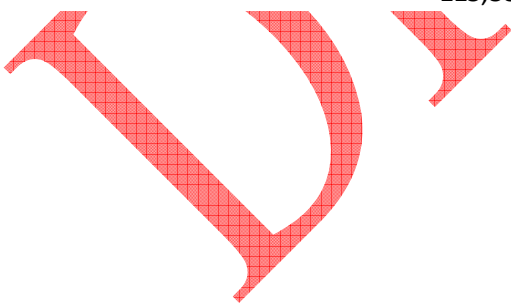
The 5-year summary of building activity illustrates the continued improvement in the housing and development market in St. Helens.

- Building permit revenues are slightly down primarily due to last year's spike in development to secure permits before the increase to SDCs. While permit revenues are slightly down they are significantly improved in comparison with all other previous years.
- System Development Charges reflect the spike mentioned in 2013-14; however, with the end of the subsidy to SDCs, revenues based on lower building activity in the current year still slightly outpaced prior year revenues in aggregate.

The Statement of Revenues and Expenditures illustrates the continued increase in the building reserve of approximately \$84,000, bringing the reserve total to approximately \$145,000. Please note that these numbers will slightly change before final audit primarily due to the pending June 2015 invoice from the County for inspection services. The primary driver for the reserve improvement is due to contracting with the City of Scappoose for part-time Building Official support. The City is currently in the process of the recruitment for a full time Building Official.

City of St. Helens
Building Activity Summary

	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 14-15
<u>System Development Charges</u>					
Parks	9,691	6,810	16,501	33,301	45,784
Streets	26,212	34,244	44,242	95,636	75,794
Water	19,367	12,650	33,080	70,557	80,781
Sewer	41,058	17,275	50,338	108,689	126,829
Storm	4,734	7,381	7,963	17,017	23,308
	101,063	78,360	152,123	325,199	352,496
<u>Building Permits Revenues</u>					
Building	58,113	57,669	63,152	136,293	107,780
Plumbing	16,997	19,218	23,630	44,123	32,186
Mechanical	5,822	7,254	8,266	13,075	12,477
Plan Check	34,343	34,594	51,761	69,164	71,776
	115,275	118,735	146,809	262,655	224,219
<u>Building Permits Pulled</u>					
Dwellings (Single/Multi/Manif)	14	11	24	51	35
Non-Resid/Industrial	41	4	1	2	-
Others	328	365	284	387	293
	383	380	309	440	328
<u>Building Operations</u>					
Personnel services	79,447	136,854	139,880	45,931	52,786
Materials and supplies	36,134	37,167	32,763	94,778	87,431
Capital outlay	-	-	-	-	-
	115,581	174,021	172,643	140,709	140,217



**City of St Helens
Building Financial Activity**

			FY 14-15		
Classification / Description	Actual 6-30-13	Actual 6-30-14	Adopted 14-15	UnAudited Actual 6-30-15	% of Bud
Revenues					
Licenses and permits					
000 312000 Building permits	63,152	136,293	101,500	102,515	101%
312100 Building admin-temp co				5,265	
313000 Plumbing permit fees	23,630	44,123	35,530	32,186	91%
314000 Mechanical permit fee	8,266	13,075	11,170	12,477	112%
315000 Plan check fees	51,761	69,164	55,830	71,776	129%
Licenses and permits Total	146,809	262,655	204,030	224,219	110%
Total Revenues	146,864	262,655	204,030	224,219	110%
Expenditures					
Personnel Costs					
105 401000 Salary	76,969	2,802	78,870	-	0%
415000 SSI taxes	5,857	214	6,030	-	0%
416000 Retirement	19,134	709	19,960	-	0%
417000 Workers comp	741	6	730	-	0%
418000 Medical benefits	20,088	-	6,760	-	0%
419000 Disability/life ins	195	-	210	-	0%
438000 VEBA	1,550	-	1,080	-	0%
449100 Direct labor charge	23,225	42,441	43,900	52,786	120%
449200 Direct labor charge	(8,110)	(242)	(7,410)	-	0%
471000 PF health	231	-	480	-	0%
Personnel Costs Total	139,880	45,931	150,610	52,786	35%
Materials and Services					
105 452000 Plan review expense	5,700	-	-	-	0%
454000 Attorney expense	3,385	-	2,000	-	0%
457000 Office supplies	280	1,580	2,000	1,229	61%
458000 Telephone expense	-		800	-	0%
473000 Miscellaneous	280	295	1,000	-	0%
490000 Professional development	1,706	140	2,500	923	37%
500000 Information services	6,049	6,588	7,420	7,045	95%
502000 Vehicle expense	11	-	-	-	0%
531000 Gasoline	179	-	-	-	0%
554000 Professional Services	-	-	-	-	0%
City of Scappose		24,195	-	29,109	100%
Columbia County		41,248	9,600	26,801	279%
OR State		-	-	324	100%
Springbrook		4,990	6,000	4,279	71%
579100 Indirect cost allocation	15,173	15,743	18,490	17,720	96%
Materials and Services Total	32,763	94,778	49,810	87,431	176%
Total Expenditures	172,642	140,709	200,420	140,217	70%
Net Income / (Expense)	(25,778)	121,945	3,610	84,002	2327%
Funded from General Fund FY 11-12		(34,717)		-	
Funded from General Fund FY 12-13		(25,778)		-	
Due to General Fund		(60,495)		-	
Reserve for building		61,450		84,002	

Building Official Sallee reported that building is picking up. There are new subdivisions being developed and commercial construction has increased. Sallee would like to begin a program to open communication lines with industry partners.

Sallee is nearing retirement. He is working with staff to recruit a full-time building official. He feels very strong about getting someone that will fit well. He will continue working with the City until the replacement is hired. He has appreciated working with staff here.

4th Quarter Municipal Court Report

Finance Director Ellis reviewed the report.

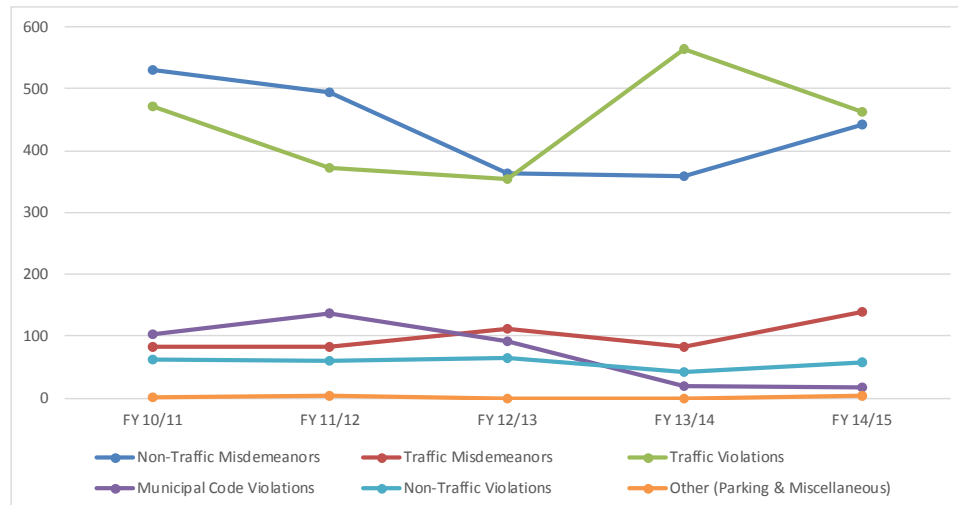
Based on the trend reports, misdemeanor case workloads are up 31% or 138 cases per year while violations are down 14% or 90 cases. Staffing workloads are primarily driven by misdemeanors, while violations take minimal time and effort. Misdemeanor case workload levels in FY 14/15 have not been seen since FY 10/11, the year prior to reducing court from three to two days (right sizing).

Staff anticipates the workloads will continue to increase as the Police Department staffing further stabilizes, emphasizing the goal of addressing these challenges with enhanced efficiencies in operations. A couple of opportunities that staff are pursuing consist of enhanced utilization of existing court software, vetting processes and procedures that other courts have implemented, and are continuing to explore efficiencies associated with an upgrade to Full Court Enterprise Software. Specific steps thus far have been:

- 1) Enhanced utilization of current Full Court software to: generate court documents which were previously done manually requiring multiple repetitive inputs (i.e. warrants, reset letters, notice to appear, security release agreements, etc.); enhanced reporting output (elimination of manual extrapolations); and e-mails via Full Court sent directly to all pertinent parties with case information (streamline pretrial communications).
- 2) Invited the Court Administrator from Eugene and the Senior Court Clerk from Salem (nationally recognized Courts by NCSC) to meet with staff to further glean best practices that St. Helens Municipal Court may adopt. A number of ideas have been generated and staff is in the process of further vetting potential changes.
- 3) Staff continues to explore efficiencies associated with the implementation of the upgrade to Full Court - Enterprise. Council had authorized funds in FY 14-15 and carryforward these funds in FY 15-16. We definitely anticipate increased efficiency and the potential of reviving the SO List electronically which C-COM (911) may access, much like they do now with the Circuit Court software program Oracle. We only await final approval to proceed with the implementation.

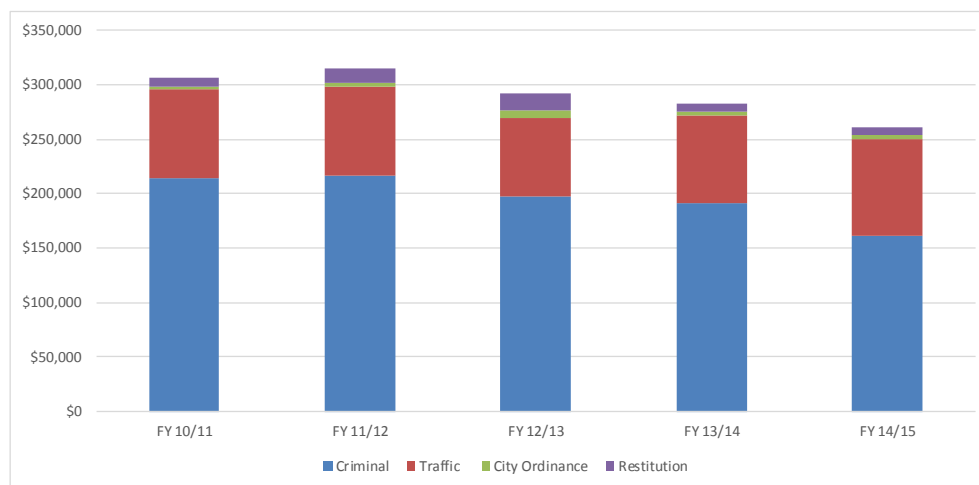
In an effort to develop reports that provide enhanced understanding of court workloads and challenges, we have further modified the usual graphic/tables and included a Clearance Rate graph/table to better track Municipal Court workloads. This graphic will eventually include a measurement of pending cases and average wait time to disposition (some additional research required). Staff will continue to revamp statistics and reports to better track case workloads, backlogs, waiting queue associated with charge to adjudication, and enhanced collection reports that contrast with industries indices.

St. Helens Municipal Court Trend Number of Cases Disposed



Cases Disposed	FY 10/11	FY 11/12	FY 12/13	FY 13/14	FY 14/15	Percent Increase / (Decrease)
Non-Traffic Misdemeanors	531	493	362	358	442	23%
Non-Traffic Violations	63	61	64	43	58	35%
Traffic Misdemeanors	82	83	111	82	139	70%
Traffic Violations	472	371	353	565	462	-18%
Municipal Code Misdemeanors	4	1	-	3	-	
Municipal Code Violations	102	137	92	19	17	
Other (Parking & Miscellaneous)	2	3	-	-	3	

St. Helens Municipal Court Trend Gross Revenue Collected by Charge Type



Charge Type	FY 10/11	FY 11/12	FY 12/13	FY 13/14	FY 14/15	Percent Increase / (Decrease)
Criminal	\$213,908	\$216,599	\$196,777	\$190,807	\$161,792	-15%
Traffic	\$81,867	\$82,006	\$73,038	\$80,710	\$88,869	10%
City Ordinance	\$2,103	\$3,385	\$6,505	\$3,144	\$2,527	-20%
Restitution	\$8,346	\$12,672	\$15,198	\$7,775	\$7,837	1%

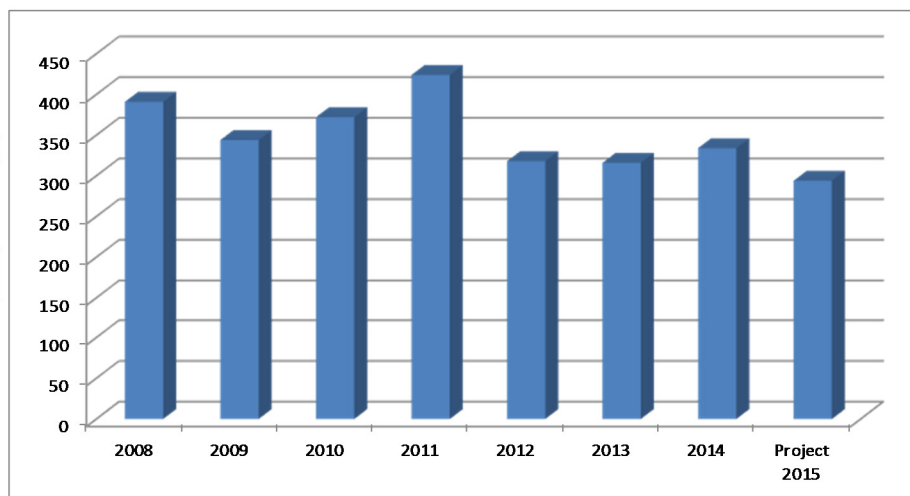
Gross Revenue data does not include payments posted to old court system due to inconsistent reporting capabilities.

St. Helens Municipal Court Trend Clearance Rate (Cases Filed Vs. Disposed)



	FY 10/11	FY 11/12	FY 12/13	FY 13/14	FY 14/15
Filed	1,240	1,175	907	1,149	1,041
Disposed	1,256	1,149	982	1,070	1,121
Clearance rate	101%	98%	108%	93%	108%
Warrants Outstanding By Issue Date	22	30	50	47	117
Total Warrants Outstanding					548
Pending Cases	163	220	216	302	483
Average Age of non-warrant pending cases					

St. Helens Municipal Court Trend Number of New Criminal Cases (Calendar Year)



Year	2008	2009	2010	2011	2012	2013	2014	Project 2015	2015 as of 6/30/15
# Cases	391	344	372	424	318	316	334	294	147
		-12%	8%	14%	-25%	-1%	6%	-12%	

2012 - stopped charging Failure to Appear on Violations

These number are provided by the prosecutor's office. Each case will have one or more charges listed on the complaint. These numbers are generated on a calendar year basis rather than a fiscal year basis.

**City of St Helens
Municipal Court**

Fd	Dpt	Acct	Adopted 2014-15	Actual 06-31-15	% of Amended
001	103	Municipal Court			
001	000	341000 Fines	193,000	187,542	97%
001	000	344000 Court reimbursement	4,040	6,149	152%
001	000	351000 Police trainee fee	8,000	9,384	117%
		Total Revenues	205,040	203,075	99%
		Personnel services			
001	103	401000 Salary	92,780	84,549	91%
001	103	415000 SSI taxes	7,170	6,477	90%
001	103	416000 Retirement	19,370	17,542	91%
001	103	417000 Workers comp	200	215	108%
001	103	418000 Medical benefits	41,230	35,721	87%
001	103	419000 Disability/life ins	420	405	96%
001	103	422000 Longevity	960	360	38%
001	103	438000 VEBA	1,560	1,520	97%
001	103	471000 PF health	960	198	21%
		Total Personnel service	164,650	146,987	89%
		Materials and Services			
001	103	457000 Office supplies	1,000	887	89%
001	103	465000 Jury / witness fees	2,500	1,152	46%
001	103	473000 Miscellaneous	500	96	19%
001	103	490000 Professional developr	1,500	2,522	168%
001	103	500000 Information services	15,850	8,794	55%
001	103	511000 Reference materials	330	94	28%
001	103	554000 Professional services	133,200	128,840	97%
001	103	579100 Indirect cost allocatio	29,890	28,549	96%
		Total Materials and Ser	184,770	170,933	93%
001	103	Total Expenditures	349,420	317,919	91%
		Net Expense	(144,380)	(114,844)	

Review Proposed Ordinance Regarding Business Licenses

Ordinance No. 3193, An Ordinance Amending the St. Helens Municipal Code Chapter 5.04 to Allow Business Licenses for Marijuana Related Businesses, is on tonight's agenda for a first reading, if the Council concurs.

City Planner Graichen reported that the business license ordinance states that a license cannot be issued for a business that is contrary to federal, state and local law. It can be revoked if contrary. Marijuana is federally illegal under the legal substances act. Issuing a business license would be illegal under that law. Several inquiries have been received, which is why we

are proposing the change. Graichen reviewed past case law. State law does not pre-empt federal law. The City Attorney has suggested changes to the ordinance based on recommendations from CIS, which is included in the packet. Some of the options Council has is to strike the reference to "federal" in the business license ordinance, change the verbiage to allow marijuana related businesses, or wait to see what happens in other cities.

Councilor Conn is reluctant to strike "federal" from the ordinance. It applies to more than just marijuana use. Council represents the public and the public approved the use.

Police Chief Terry Moss expressed his concerns. He talked about what this really means to this community from the perspective of a police officer. The municipal code does not allow for adult entertainment within 1,000 feet of a residential district; public or private nursery, preschool, elementary, junior or high school; day care; nursery; convalescent home; resident care facility; hospital; library; public park; or church. Could the industry have similar impacts on youth, crime, addiction, public safety, and traffic safety? Should marijuana be treated differently? Organizers behind the pro-marijuana movement have not dealt with issues that meet the standards of modern medicine; such as quality, safety and effectiveness. There is no recommended amounts to prescribe. There is no quality control. There is no accountability. There is no way to measure it effectiveness. Nor is it covered by insurance. Quoting the Obama Administration, "the cost to society for alcohol alone is more than 15 times the revenue that we gain in its taxation." The City collected over \$100,000 from OLCC from alcohol sales last year.

Moss is concerned that there is no education involved in selling marijuana. The products and marketing is virtually unregulated. Recreational sales will begin October 1. Think about how these things will be affected:

- 1) Traffic. Will there be an increase in DUI's related to marijuana consumption? What are the risks to the public? What training will be involved for the officers? In 2007 in Colorado, operators testing positive for marijuana was 7% of their fatalities and by 2012 that number doubled to 16.5%. Forty-four percent of marijuana users in Washington have reported driving a motor vehicles within two hours of consumption.
- 2) Youth consumption. Colorado conducted a survey of kids between the ages of 12-17, asking how many have used marijuana within the past month. In 2012 that number was 10.47%. They are ranked fourth in the nation now but was 14th in the nation eight years ago. Drug related suspensions and expulsions have increased 32% from the 2008-2009 school year to the 2012-2013 school year. The vast majority are marijuana violations.
- 3) Adult consumption. What are the social costs related to employment, housing, education, addiction and treatment? In Denver, 48% of people arrested test positive for marijuana. That's a 16% increase since 2008.
- 4) Marijuana related exposure. Colorado's rate of marijuana exposure is triple the national average.
- 5) Diversion. Colorado has had a 390% increase in the number of diversion cases. That is marijuana being shipped to other states.

Moss said that enforcement will fall on the police department. Open consumption is rampant in Washington and he has no reason to believe that Oregon will be any different. The amount of tax generated will not cover the cost of enforcement. Do we need to be on the front edge of this issue? Do we have time to wait? Should we wait and watch how other cities react?

Council President Morten asked if Council has the option of postponing reading the ordinance

tonight. City Recorder Payne said that is an option. There is a pending business license.

Council gave their opinion:

- Councilor Conn sees no reason to postpone it.
- Councilor Locke has spoken with Chief Moss and the Youth Council about the topic. Youth Council is not in favor of dispensaries in town. He agrees.
- Councilor Carlson believes they need to uphold the decision made by voters. She does not think we should prevent businesses from opening because we do not agree with their products. If the community does not support them, they will close.
- Council President Morten spoke of the City of Eugene's position. They voted not to endorse dispensaries in their city. Chief Moss brought up good points. As a sail boat racer, going in uncharted waters can be extremely risky. There is safety in staying with the fleet. He agrees with Councilor Locke. The Council is split. He would like to table this until Mayor Peterson returns.

Discussion will be continued at the September 2 work session.

Request Council Set Public Forum Date/Time for Utility Rates

The City last held a public forum on November 20, 2013 to receive public comment on staff's recommended biennium rate increases of 4.5% in 2014 and 4.5% in 2015.

Staff will be updating the utility forecast models the latter part of August to initiate discussions on potential rate increases in the next calendar year. We anticipate having some alternatives to vet with City Council at the work session of September 16, with a more robust discussion at the work session of October 7. These discussions will help staff frame the appropriate rate increase proposal and advertise accordingly before the next public forum.

Staff recommends Council select the regular meeting of November 4, 2015 to hold the public forum. The designation of a date now will allow us to advertise the public forum date on the utility billing going out in August and again with further dissemination of information on the October billing.

The Council was in concurrence to hold a public forum on November 4, 2015 at 6:30 p.m. on utility rates.

Review Cooperative Agreement with EPA for Brownfields Grant

City Administrator Walsh reviewed the agreement. The \$200,000 grant is included on tonight's agenda for acceptance. There is not a local match. However, there is a requirement to attend the National Brownfields conference being held the first week of September.

Walsh reviewed the RFQ evaluation criteria. Maul Foster scored the highest. The review committee recommends they be selected.

Council President Morten believes that all of the responders seem to be well qualified. Council discussed the qualifications of the highest scoring submittals.

LED Street Lighting Conversion Project

The City recently completed an RFQ to solicit proposals from qualified energy services companies to evaluate and manage the conversion of existing street lights to LED technology. We received three proposals; two of which met all qualifications. The evaluation committee consisting of Public Works Operations Director Sheppard, Public Works Engineering Director Nelson and himself reviewed and scored the proposals to find Ameresco to be the most

qualified firm based on the established evaluation criteria.

On August 8, staff met with Ameresco representatives to discuss the project details and steps towards completion. The next step will be for the Council to recognize Ameresco as the City's selected energy services firm and authorize the technical energy audit. The proposal included in the packet outlines the scope of work for these audit services, which include creating an inventory of existing lighting facilities, analyze lighting needs and evaluate costs and energy savings. Upon conclusion of the audit the City will have the opportunity to review the findings and make a decision regarding the lighting conversion project.

This item is on the Council regular session agenda for approval.

Councilor Locke is in favor of LED technology. Councilor Carlson pointed out that Ikea will only be selling LED light bulbs after the end of this year.

Tourism Committee Discussion

City Administrator Walsh requested that Council authorize staff to lead a consultant contract for the Spirit of Halloweentown and Christmas Tree Lighting events. The goal is to save more tourism funds for future grant matching and projects. There are still unanswered questions about what will happen with the Tourism Committee. Discussions are continuing with local partners.

Discussion of Spirit of Halloweentown activities. Councilor Carlson reported that the Youth Council wants to participate this year. They would like to help decorate the Plaza. She also suggested approaching Christina Sullivan about coordinating the events. Walsh is requesting to coordinate with Tina Curry since she has done it the last two years. It can be a collaborative effort.

Request from Habitat for Humanity

Boyd Ruby, President of Columbia County Habitat for Humanity, submitted a letter requesting the Council waive the system development charges on the third and final house they are preparing to start. The City waived the SDCs for the first two houses.

Council was in concurrence to waive the SDCs.

Department Reports

Reports were deferred to tonight's regular session meetings.

Council Reports

Reports were deferred to tonight's regular session meetings.

Executive Session

ORS 192.660(2)(e) Real Property Transactions

ORS 192.660(2)(h) Potential Litigation

Motion: At 3:46 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 and (h) Potential Litigation.

Motion: At 4:22 p.m., upon completion of the executive session, Locke moved to go back into work session, seconded by Carlson, and unanimously approved.

Other Business

Tonight we have a public hearing at 6:30 p.m. for a street vacation and a regular session at 7:00 p.m.



There being no further business, the meeting was adjourned at 4:23 p.m.

ATTEST:

Kathy Payne, City Recorder

Doug Morten, Council President

DRAFT

City of St. Helens

City Council

Public Hearing Minutes

August 12, 2015

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

Members Absent: Randy Peterson, Mayor

Staff Present: John Walsh, City Administrator
Kathy Payne, City Recorder
Margaret Jeffries, Library Director
Neal Sheppard, Interim Public Works Co-Director
Sue Nelson, Interim Public Works Co-Director
Jennifer Dimsho, Assistant Planner

Others: Brenda Fielding
Cassidy Jones
Jason Brasmer
Jeanne Crawford
Cheryl VanDomelen
Larry VanDolah
Oscar Nelson
Mandy Sill
Jen Plahn
Baylee Crawford

Public Hearing

Petitioner: Brett & Brighton Brooksby

Proposal: Vacation of public right of way

Location: Portion of West Street at N. 10th Street

At 6:30 p.m., Council President Morten opened the public hearing.

Staff Report

City Planning Assistant Jennifer Dimsho presented her staff report dated July 31, 2015.

Based upon the facts and findings, staff recommends denial of the street vacation petition.

Engineering does not support this vacation for three reasons:

- 1) West Street has an untouched 80 foot right-of-way (ROW). No other street vacations have been granted along West Street.
- 2) For purposes of the Public Works crew performing maintenance, ROW consistency along West Street is efficient and desirable. Since the intent of this vacation is to build a future addition, staff also noted if the applicant builds out to the edge of their property line (even with setbacks), the addition will be the only building along the corridor at that distance from the street.
- 3) Vacating this portion of the West Street ROW could potentially trigger adjacent properties to consider street vacations.

Dimsho pointed out that the original intent of the applicant was to build an addition for a prospective buyer. That buyer has backed out and they do not intend to follow through with

the addition. However, they would still like to gain the additional property.

Council President Morten spoke of a possible future overpass on West Street to cross the railroad. That would warrant a wider ROW.

Public Works Operations Director Sheppard spoke of the negative impact street vacations would have on West Street related to water meters and maintenance.

Testimony in Favor

◆ Brenda Fielding. This is her daughter's property. She's also a broker for Oregon First. The house sits far back from the road. Granting the street vacation will not hinder any road work. Brenda hopes more people request street vacations and build garages. It will improve the home values and aesthetics in the area. What they are requesting is reasonable and will improve the city.

Testimony in Opposition

None received.

Councilor Locke pointed out that West Street is the only main street in that area. We have to look at long-term future development.

Brenda said she was under the impression that there are vacations granted all over St. Helens. It seems ridiculous that they can't build to the fence. Thinking down the road 50 years does not seem reasonable.

Councilor Locke pointed out that he personally applied for a street vacation and was denied. Councilor Carlson added that not all street vacations are granted.

Brenda asked if we are holding back St. Helens or moving forward. Council President Morten said they are trying to move forward.

Close Public Hearing – 6:49 p.m.

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



ATTEST:

Kathy Payne, City Recorder

Doug Morten, Council President

City of St. Helens

City Council

Regular Session Minutes

August 12, 2015

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

Members Absent: Randy Peterson, Mayor

Staff Present: John Walsh, City Administrator
Jon Ellis, Finance Director
Kathy Payne, City Recorder
Margaret Jeffries, Library Director
Terry Moss, Police Chief
Neal Sheppeard, Interim Public Works Co-Director
Sue Nelson, Interim Public Works Co-Director

Others: Brenda Fielding
Cassidy Jones
Jason Brasmer
Jeanne Crawford
Cheryl VanDomelen
Larry VanDolah
Oscar Nelson
Mandy Sill
Jen Plahn
Baylee Crawford

7:00PM – Call Regular Session to Order – Council President Morten

Pledge of Allegiance – Council President Morten

Invitation to Citizens for Public Comment

♦Oscar Nelson. Last May, the City put forth a moratorium (marijuana). Council was aware they had a year to work on the issue. It looks like nothing was done in that time. We are well past May with an issue that the state of Oregon has spoken on. St. Helens is opening itself up for litigation. The Council had a year to work on the issue. This is unacceptable for your city and citizens. He understands the mayor is gone and they are dragging their feet. This needs to be resolved.

♦Baylee Crawford. She has been involved in the Columbia County Fair and Rodeo Court for the past three years and was honored with the titled as Miss Teen Rodeo Oregon on July 12. She is also a member of the St. Helens Youth Council. Baylee is here today requesting sponsorships. She distributed and reviewed a sponsorship packet.

♦Brenda Fielding. She voiced her objection to the marijuana dispensary on the waterfront. She does not think it's the most appropriate place. It's too close to the park.

♦Mandy Sill. She is requesting the Council consider the waterfront, culture, and accessibly for those who need it when reviewing the placement of the marijuana dispensaries.

♦Cheryl VanDomelen. She's not exactly sure why this was put off, other than the mayor not being here. She encourages the Council to make the changes as quickly as possible to allow

the issuance of a Business License. The conditional use permit was approved. She would like to purchase her medication in the City she lives in. The issue of parking was brought up at last month's meeting. Having gone to other dispensaries, parking is not really an issue. Customers are in and out.

Councilor President Morten explained that they were deadlocked in their discussions during the work session. They are waiting for input from the mayor.

♦Howard Blumenthal. He is representing the Friends of Nob Hill Nature Park. Last year, the City paid \$25 for the InterTwine membership. He has since discovered that it is a yearly membership. The renewal is due now and he is requesting the City pay for the renewal.

Council President Morten requested Howard present this at Monday's Parks Commission meeting.

Howard suggested including a reminder about the leash law rules in city publications. He has seen numerous violations.

♦Cassidy Jones. She read a letter into the record urging the Council to adopt a resolution requesting Oregon Legislature to put a price on carbon and hold polluters accountable. Ashland, Medford, Portland, Corvallis and Albany are just some of the cities that have already adopted a resolution. Oregon Climate is advocating for a dividend to be distributed to all Oregonians. Eventually, the idea is that an energy transition will occur.

Councilor Conn asked who is identified as polluters and how it will be taxed or levied. Cassidy responded that food processors are the number one contributor as fossil fuel vendors. She explained that it will be a set fee and not a tax.

Council President Morten requested that Cassidy or a representative return to a work session with more information. City Recorder Payne will contact Cassidy.

♦Jason Brasmer. He is here to talk about a lateral line that needs to be repaired on his property. The previous owner did what he thought was necessary to fix it. It was never repaired and he was told to bury it. Jason purchased the property three months later and received a 90-day notice to fix the line. He feels it's unfair that the responsibility falls to him since the City never handled it the first time around.

Council President Morten would like to discuss a policy for this at a future work session. Jason would like to be involved and requested to be notified of the meeting date. Staff will be in contact with him.

Deliberations

Petitioner: Brett & Brighton Brooksby

Proposal: Vacation of Public Right-of-Way

Location: Portion of West Street at N. 10th Street

Council members voiced their support of staff recommendations.

Motion: Locke moved to deny the request for a street vacation. Carlson seconded.

Comment: City Administrator Walsh commented that some cities have looked at creating an alley when there is a large right-of-way and section of property proposing a similar request.

Vote: All in favor; none opposed; motion carries.

City Planner Graichen reminded the Council that half of the fee was refunded the last time a street vacation was denied.

Motion: Upon Locke's motion and Conn's second, the Council unanimously granted refunding half of the application fee.

Ordinances – First Readings

- A. **Ordinance No. 3193:** An Ordinance Amending the St. Helens Municipal Code Chapter 5.04 to Allow Business Licenses for Marijuana Related Businesses

During today's work session, the Council was split two-two. They continued the discussion to the September 2 work session to allow input from Mayor Peterson.

Resolutions

- A. **Resolution No. 1708:** A Resolution Authorizing Purchase of Real Property Within the City of St. Helens from the State of Oregon, Acting By and Through Its Oregon Department of Transportation, Including Necessary Steps to Effect Purchase of Real Property in Service of the City's Economic Development, Environmental, and Public Use Goals

Council President Morten read Resolution No. 1708 by title. **Motion:** Upon Locke's motion and Carlson's second, the Council unanimously adopted Resolution No. 1708. [Ayes: Locke, Carlson, Conn, Morten; Nays: None]

- B. **Resolution No. 1709:** A Resolution Determining that a Nuisance Exists Upon Properties Located within the City of St. Helens and Directing that Notice to Abate the Nuisance be Posted on Said Premises

Council President Morten read Resolution No. 1709 by title. **Motion:** Upon Conn's motion and Locke's second, the Council unanimously adopted Resolution No. 1709. [Ayes: Locke, Carlson, Conn, Morten; Nays: None]

Award Contract for EPA Brownfields Area-Wide Planning Grant Consultant Services to Maul Foster Alongi

Motion: Upon Conn's motion and Locke's second, the Council unanimously awarded the contract for the EPA Brownfields Area-Wide Planning Grant consultant services to Maul Foster Alongi.

Approve and/or Authorize for Signature

- A. Amendment No. 2 to IGA with City of Carlton for Communications Services
- B. Extension of Contract with Tualatin Valley Workshop for Janitorial Services
- C. Fourth Amendment to Hamer Electric Public Improvement Contract for Courthouse Docks Project
- D. Authorize Pump Equipment Purchase from Correct Equipment, Inc. for Lift Station No. 7 Upgrade
- E. Authorize Bridge Purchase from Bridge Brothers for McCormick Park Pedestrian Bridge Project
- F. Recognize Ameresco as City's Energy Services Company and Authorize Technical Energy Audit Related to Converting City Street Lights to LED Technology
- G. Contract Payments

Motion: Conn moved to approve 'A' through 'G' above. Carlson seconded.

Discussion. Council President Morten asked for clarification on the IGA with Carlton. Walsh explained that it is an agreement to allow our communications officer to perform communications work for Carlton. Councilor Locke expressed concerns he heard that our support staff is overworked, yet we're taking on work for other cities. Walsh explained that it is done outside of regular duties.

Vote: All in favor; none opposed; motion carries.

Appointments to City Boards/Commissions

No appointments were made.

Consent Agenda for Acceptance

- A. Planning Commission Minutes dated June 9, 2015
- B. Arts & Cultural Minutes dated June 30, 2015
- C. Library Board Minutes dated June 16, 2015
- D. EPA Cooperative Agreement for Brownfields Grant
- E. Accounts Payable Bill List

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

Consent Agenda for Approval

- A. Council Regular Session Minutes dated July 8, 2015
- B. Exclusive Use Permits:
 - i. FC Columbia County (Youth Soccer), 6th Street Ballfields, August 24 – November 7
 - ii. Columbia County Crusaders (Rugby), McCormick Park Soccer Field, August 24 – November 4
- C. Animal Facility Licenses:
 - i. Brown at 454 N. 10th Street, Multiple Dogs
 - ii. Harrison at 185 N. Vernonia, Multiple Dogs
 - iii. Gray at 930 West Street, Multiple Dogs
- D. Accounts Payable Bill List

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

City Recorder Payne reported that she did not receive an application for the street closure, as presented by Joe Pacitti during today's work session. She requested the Council make a motion pending the insurance.

MOTION: Upon Locke's motion and Carlson's second, the Council unanimously approved the closure of S. 1st Street between Dockside and the City property during the requested hours on August 22, pending insurance.

Council Reports

Council President Morten reported...

- He attended the Cascadia Subduction Zone at the CEPA meeting. They asked for a City staff member to participate in the planning. Public Works Operations Director received an email from CEPA but has not responded yet.
- As we move forward on the Brownsfield area-wide planning, he would like to see involvement from all the Council. He suggested televising it as well. Council concurred.
- It is very costly for our taxpayers to clean up after people who are camping in our City,

particularly in our parks. He would like to suggest at the next Parks Commission to close camping in all of our parks. It's going to help our police, parks and public works crews. We could possibly look at permits for large group camping. The amount of clean-up needed at Sand Island has gotten out of hand.

Councilor Conn reported...

- She also attended the CEPA meeting. The Cascadia Subduction Zone presentation was excellent. Columbia 911 is looking into adding the capability of texting during emergencies.
- She attended the Municipal Court meeting with representatives from Eugene and Salem presenting their operations. Her purpose was to learn more about how a court of record operates. It was interesting and helpful.

Councilor Carlson reported...

- She thanked Council President Morten for addressing the parks concerns. Taking it to the Parks Commission for their input is a great idea. Ultimately our goal is to have a safe park for our citizens.
- She attended a Shop Local/Buy Local organization meeting. They have great participation. They are excited about having a county-wide plan to unite us together.
- She is excited to see groups wanting to help with Spirit of Halloweentown events.
- Youth Council is looking forward to helping out with activities this winter.
- It's been a great summer with perfect weather.
- She thanked Public Works for the paving and striping work on St. Helens Street.

Councilor Locke reported...

- He would like to move forward to develop a trail on the new City property. Locke and Morten will work with staff on the design and details.

Department Reports

Police Chief Moss reported...

- The Police Department is well aware of the camping issues. They have been working with staff to address it under the current Code. He would like to review the Code and discuss new ways to approach it.

Interim Public Works Co-Director Nelson reported...

- She hopes to have the pedestals on the docks operating next week. The contractor is conducting extensive testing.
- Eisenschmidt Lane is tentatively scheduled to be paved on Monday.
- Cross walks and striping for Eisenschmidt Lane and St. Helens Street will be completed soon.

Councilor Carlson has witnessed pedestrians attempting to use the crosswalk between Wild Currant and the movie theater. Cars continue driving because they're unable to see the pedestrians with cars parked along. Nelson is aware of the large vehicles that park there and block visibility. The long-term plan is to put bump-outs at the intersection. She will look at eliminating that end parking space.

Interim Public Works Co-Director Sheppard reported...

- He has instructed parks staff to have community services workers clean the planter area across from Dockside.

Library Director Jeffries reported...

- The Library has a new Library Assistant. Our communications officer did a very good job of

introducing Dan Dieter to the City. There is a short article about him in the e-Newsletter on the City's Facebook page.

Finance Director Ellis reported...

- He recommends taking Chris Iverson on a tour of the proposed trail on the City's new property. His input as our insurance agent would be valuable. There were people running on the railroad trestle during the waterfront open house. Walsh said he has walked the property with Chris.

City Recorder Payne reported...

- Nothing to report.

City Administrator Walsh reported...

- He participated in a citizen involvement panel at the Oregon Mayor's Conference, after the success of the "What's Your Waterfront" project. Redevelopment projects are a good way to get citizen involvement. The City of Beaverton talked about their positive experience with a Youth Council. The City of Dallas talked about their Citizen's Academy. Citizens learn about different departments and their duties.
- He met with the new school superintendent earlier this week to discuss ways the City and school can work together. Walsh is going to present the "What's Your Waterfront" at a future school board meeting.

Adjourn - There being no further business, the meeting adjourned at 7:59 p.m.

ATTEST:

Kathy Payne, City Recorder

Doug Morten, Council President

Accounts Payable

To Be Paid Proof List

User: jenniferj
 Printed: 08/14/2015 - 8:25AM
 Batch: 00004.08.2015 - 08/14 FY 15-16



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
ALS ENVIRONMENTAL									
ALS GROUP USA, CORP.									
PO BOX 975444									
DALLAS, TX 75397-5444									
001328									
51-309595-0	7/31/2015	579.00	0.00	08/14/2015				False	0
018-019-501000	Operating Materials			TESTING					
51-309595-0	7/31/2015	579.00	0.00	08/14/2015				False	0
018-020-501000	Operating Materials & Supplies			TESTING					
51-309595-0 Total:		1,158.00							
ALS ENVIRONMENTAL		1,158.00							
BANKCARD CENTER									
PO BOX 4021									
ALAMEDA, CA 94501-0421									
002197									
AUG- 0819	8/1/2015	477.06	0.00	08/14/2015				False	0
001-100-490000	Professional development			RIVER HOUSE HOTEL J. WALSH S. CONN					
AUG- 0819	8/1/2015	318.04	0.00	08/14/2015				False	0
012-101-490000	Professional development			RIVER HOUSE HOTEL J. WALSH S. CONN					
AUG- 0819	8/1/2015	75.00	0.00	08/14/2015				False	0
012-101-490000	Professional development			OPRA WORKSHOP J. DIMSHO					
AUG- 0819	8/1/2015	455.00	0.00	08/14/2015				False	0
012-101-490000	Professional development			ICMA CONFERENCE J. WALSH					
AUG- 0819	8/1/2015	774.60	0.00	08/14/2015				False	0
012-101-490000	Professional development			OCCMA CONFERENCE JOHN WALSH					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
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AUG- 0819 Total:		2,099.70							
AUG- 7727	8/1/2015	201.74	0.00	08/14/2015				False	0
017-417-501000 Operating materials and suppli				LIGHT BULBS					
AUG- 7727	8/1/2015	34.99	0.00	08/14/2015				False	0
017-417-457000 Office supplies				OFFICE SUPPLIES - STAPLES					
AUG- 7727	8/1/2015	114.47	0.00	08/14/2015				False	0
013-403-457000 Office supplies				OFFICE SUPPLIES - STAPLES					
AUG- 7727	8/1/2015	704.51	0.00	08/14/2015				False	0
001-005-501000 Operating Materials & Supp				RESTROOM PARTS- CAMPBELL PARK					
AUG- 7727	8/1/2015	336.95	0.00	08/14/2015				False	0
013-403-457000 Office supplies				OFFICE SUPPLIES - STAPLES					
AUG- 7727	8/1/2015	24.45	0.00	08/14/2015				False	0
017-417-470000 Building expense				OFFICE SUPPLIES - STAPLES					
AUG- 7727	8/1/2015	17.98	0.00	08/14/2015				False	0
013-403-457000 Office supplies				OFFICE SUPPLIES - STAPLES					
AUG- 7727	8/1/2015	114.00	0.00	08/14/2015				False	0
013-403-501000 Operating materials/supplies				CAMERA					
AUG- 7727 Total:		1,549.09							
AUG- 8267	8/1/2015	39.23	0.00	08/14/2015				False	0
001-004-470000 Building Expense				LIGHT BULBS					
AUG- 8267	8/1/2015	103.56	0.00	08/14/2015				False	0
001-004-470000 Building Expense				LIGHT BULBS					
AUG- 8267	8/1/2015	494.41	0.00	08/14/2015				False	0
001-004-500000 Computer Maintenance				RICOH SF 3610 #407305					
AUG- 8267	8/1/2015	402.16	0.00	08/14/2015				False	0
001-004-512000 Periodicals				MAGAZINE COVERS					
AUG- 8267	8/1/2015	246.45	0.00	08/14/2015				False	0
001-004-517000 Library Program				SUMMER READING PROGRAM SUPPLIES					
AUG- 8267	8/1/2015	185.34	0.00	08/14/2015				False	0
001-004-519000 Furnishing/Shelving Exp				REPLACEMENT OF PEOPLE COUNTER					
AUG- 8267	8/1/2015	145.00	0.00	08/14/2015				False	0
012-102-526000 Advertisements				FEATURED EMPLOYER ADVERTISING POLICE AD					
AUG- 8267	8/1/2015	200.00	0.00	08/14/2015				False	0
012-102-526000 Advertisements				DISCOVER POLICING					
AUG- 8267	8/1/2015	278.00	0.00	08/14/2015				False	0
009-209-554000 Contract Services				AIRLINES JOHN WALSH					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
AUG- 8267	8/1/2015	387.95	0.00	08/14/2015				False	0
009-208-457000 Supplies				MAD SCIENCE ASSEMBLY SHOW					
AUG- 8267	8/1/2015	746.27	0.00	08/14/2015				False	0
009-208-457000 Supplies				SUPPLIES FOR LSTA GRANT					
AUG- 8267	8/1/2015	30.55	0.00	08/14/2015				False	0
012-102-526000 Advertisements				FACEBOOK					
AUG- 8267 Total:		3,258.92							
AUG- 9741	8/1/2015	11.00	0.00	08/14/2015				False	0
001-002-510000 Automobile Expense				EASY WASH					
AUG- 9741	8/1/2015	120.00	0.00	08/14/2015				False	0
001-002-490000 Police Training/Supplies				PARKING SEATTLE					
AUG- 9741	8/1/2015	100.00	0.00	08/14/2015				False	0
001-002-473000 Miscellaneous Expense				POLICE EXECUTIVE RESEARCH MEMBERSHIP					
AUG- 9741	8/1/2015	1,025.28	0.00	08/14/2015				False	0
001-002-490000 Police Training/Supplies				SHERATON HOTEL SEATTLE T. MOSS					
AUG- 9741	8/1/2015	17.96	0.00	08/14/2015				False	0
001-002-502000 Equipment Expense				WALMART IPAD CABLE					
AUG- 9741	8/1/2015	69.33	0.00	08/14/2015				False	0
001-002-457000 Office Supplies				OFFICE SUPPLIES					
AUG- 9741	8/1/2015	264.33	0.00	08/14/2015				False	0
001-002-457000 Office Supplies				OFFICE SUPPLIES					
AUG- 9741	8/1/2015	59.47	0.00	08/14/2015				False	0
001-002-473000 Miscellaneous Expense				KEURIG					
AUG- 9741	8/1/2015	25.00	0.00	08/14/2015				False	0
001-002-490000 Police Training/Supplies				AMERICAN AIRLINES					
AUG- 9741	8/1/2015	2.93	0.00	08/14/2015				False	0
001-002-457000 Office Supplies				OFFICE SUPPLIES					
AUG- 9741	8/1/2015	24.42	0.00	08/14/2015				False	0
001-002-457000 Office Supplies				OFFICE SUPPLIES					
AUG- 9741	8/1/2015	32.36	0.00	08/14/2015				False	0
001-002-457000 Office Supplies				OFFICE SUPPLIES					
AUG- 9741	8/1/2015	1,241.32	0.00	08/14/2015				False	0
001-002-457000 Office Supplies				OFFICE SUPPLIES					
AUG- 9741	8/1/2015	19.99	0.00	08/14/2015				False	0
012-107-457000 Office supplies				AMAZON FRAUD CHARGES ON CARD 9741					
AUG- 9741	8/1/2015	308.85	0.00	08/14/2015				False	0
012-107-457000 Office supplies				AMAZON FRAUD CHARGES ON CARD 9741					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
<hr/>									
	AUG- 9741 Total:	3,322.24							
	BANKCARD CENTER To	10,229.95							
BIO-MED TESTING SERVICE, INC. 3110 25TH STREET SE SALEM, OR, 97302-003505									
44482	8/5/2015	305.00	0.00	08/14/2015				False	0
012-102-554000 Contractual/consulting serv				RANDOM SELECTION TESTING					
	44482 Total:	305.00							
	BIO-MED TESTING SERV	305.00							
BOISE PACKAGING & NEWSPRINT, LLC P O BOX 51655 LOS ANGELES, CA 90051-5955 003704									
203-32111	7/23/2015	462.00	0.00	08/14/2015				False	0
001-002-504000 Ammunition				POLICE TARGET					
	203-32111 Total:	462.00							
	BOISE PACKAGING & N	462.00							
CANON SOLUTIONS AMERICA, INC 15004 COLLECTIONS CENTER DRIVE CHICAGO, IL 60693 021694									
4016600514	7/31/2015	120.66	0.00	08/14/2015				False	0
001-002-502000 Equipment Expense				COPIER POLICE					
	4016600514 Total:	120.66							
4016660422	8/1/2015	147.08	0.00	08/14/2015				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				COPIER CITY HALL				
	4016660422 Total:	147.08							
	CANON SOLUTIONS AM	267.74							
CINTAS CORPORATION									
CINTAS FIRST AID & SAFETY									
PO BOX 631025									
CINCINNATI, OH 45263-1025									
037620									
5003421357	8/11/2015	82.74	0.00	08/14/2015				False	0
001-005-501000	Operating Materials & Supp				PARKS CAMINET REFILL				
	5003421357 Total:	82.74							
5003421360	8/11/2015	21.80	0.00	08/14/2015				False	0
018-019-501000	Operating Materials				WWTP CABINET REFILL				
5003421360	8/11/2015	21.80	0.00	08/14/2015				False	0
018-020-501000	Operating Materials & Supplies				WWTP CABINET REFILL				
	5003421360 Total:	43.60							
	CINTAS CORPORATION	126.34							
CNA SURETY									
PO BOX 957312									
ST LOUIS, MO 63195-7312									
007157									
JULY 2015	7/31/2015	175.00	0.00	08/14/2015				False	0
012-102-490000	Professional development				BOND POLICY # 70604085 K. PAYNE				
	JULY 2015 Total:	175.00							
	CNA SURETY Total:	175.00							

CODE PUBLISHING, INC.

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
9410 ROOSEVELT WAY NE									
SEATTLE, WA 98115-2844									
007162									
50562	8/5/2015	749.20	0.00	08/14/2015					
012-102-554000 Contractual/consulting serv				SUPPLEMENT UPDATE #22 148 PAGES				False	0
50562 Total:		749.20							
50577	8/7/2015	91.80	0.00	08/14/2015					
012-102-554000 Contractual/consulting serv				CODE ELECTRONIC UPDATE				False	0
50577 Total:		91.80							
CODE PUBLISHING, INC		841.00							
COLUMBIA CO. DEPT. OF COMM. JUSTICE									
901 PORT AVENUE									
ST. HELENS, OR 97051									
007581									
201507	8/3/2015	1,300.00	0.00	08/14/2015					
001-005-554000 Contractual Services				PARKS WORK CREW				False	0
201507	8/3/2015	1,300.00	0.00	08/14/2015					
013-403-554000 Contractual/consulting serv				PUBLIC WORKS WORK CREW				False	0
201507 Total:		2,600.00							
COLUMBIA CO. DEPT. O		2,600.00							
COLUMBIA CO. TREASURER									
230 STRAND STREET									
COLUMBIA COUNTY COURTHOUS									
ST. HELENS,, OR 97051									
007701									
AUG 6 2015	8/6/2015	453.00	0.00	08/14/2015					
001-000-235000 State Assessments				JAIL ASSESSMENTS FOR JUNE 2015				False	0
AUG 6 2015	8/6/2015	224.00	0.00	08/14/2015					
001-000-235000 State Assessments				COUNTY ASSESSMENTS FOR JUNE 2015				False	0
AUG 6 2015	8/6/2015	-67.70	0.00	08/14/2015				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
001-000-341000 Fines					LESS COURT COSTS DUII / MARJ. EVALUATIONS				
	AUG 6 2015 Total:	609.30							
	COLUMBIA CO. TREASU	609.30							
COLUMBIA ELECTRIC FEED & SEED 1421 COLUMBIA BLVD. ST. HELENS, OR, 97051 008000									
5087	7/17/2015	14.98	0.00	08/14/2015				False	0
018-019-501000 Operating Materials					MATERIALS				
	5087 Total:	14.98							
	COLUMBIA ELECTRIC F	14.98							
CONSOLIDATED SUPPLY P O BOX 5788 PORTLAND, OR, 97228 009000									
S7406829.001	7/30/2015	440.28	0.00	08/14/2015				False	0
017-017-501000 Operating Materials & Sup.					MATERIALS				
	S7406829.001 Total:	440.28							
	CONSOLIDATED SUPPL	440.28							
COUNTRY MEDIA INC. PO BOX 9278 PORTLAND, OR 97207 006800									
190646	8/5/2015	72.36	0.00	08/14/2015				False	0
001-104-493000 Legal notices					CH15-0223 PUBLIC NOTICE				
	190646 Total:	72.36							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
<hr/>									
COUNTRY MEDIA INC. T		72.36							
DIMSHO, JENNIFER 7304 N SEWARD AVENUE #B PORTLAND, OR 97217 DIMSHO									
AUG 2015	8/8/2015	325.00	0.00	08/14/2015					
001-104-490000 Professional development				APA-OR 2015 PLANNING CONFERENCE REGISTRAIC				False	0
AUG 2015 Total:		325.00							
<hr/>									
DIMSHO, JENNIFER Tota		325.00							
DON'S RENTAL 2274 COLUMBIA BLVD. ST. HELENS, OR, 97051 010700									
475107	8/4/2015	15.80	0.00	08/14/2015					
017-017-501000 Operating Materials & Sup.				PROPANE				False	0
475107 Total:		15.80							
<hr/>									
DON'S RENTAL Total:		15.80							
EAGLE STAR ROCK PRODUCTS, INC. P.O. BOX 750 ST. HELENS, OR 97051 010970									
29675	7/31/2015	100.27	0.00	08/14/2015					
010-302-653201 Water main replacement				ROCK				False	0
29675 Total:		100.27							
29685	7/31/2015	118.89	0.00	08/14/2015					
018-021-501000 Operating Materials & Supplies				ROCK				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
29685 Total:		118.89							
EAGLE STAR ROCK PRO		219.16							
EVERY DAY WITH RACHAEL RAY PO BOX 37425 BOONE, IA 50037 EVERYDAY AUG 2015	8/7/2015	20.00	0.00	08/14/2015					
001-004-512000 Periodicals				SUBSCRIPTION				False	0
AUG 2015 Total:		20.00							
EVERY DAY Total:		20.00							
H.D. FOWLER CO. P. O. BOX 160 BELLEVUE, WA, 98009 012650 I3989326	7/24/2015	224.70	0.00	08/14/2015					
017-017-501000 Operating Materials & Sup.				REPLACEMENT TEETH				False	0
I3989326 Total:		224.70							
I3997987	8/4/2015	3,959.60	0.00	08/14/2015					
010-302-653202 Water meter replacement				MATERIALS				False	0
I3997987 Total:		3,959.60							
I3997989	8/4/2015	1,223.96	0.00	08/14/2015					
017-017-501000 Operating Materials & Sup.				MATERIALS				False	0
I3997989 Total:		1,223.96							
I3997991	8/10/2015	2,543.88	0.00	08/14/2015					
017-017-501000 Operating Materials & Sup.				MATERIALS				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
<hr/>									
	I3997991 Total:	2,543.88							
	H.D. FOWLER CO. Total:	7,952.14							
HACH COMPANY									
2207 COLLECTIONS CENTER DRIV									
CHICAGO,, IL 60693									
014200									
9508204	8/4/2015	57.08	0.00	08/14/2015					
017-417-472000 Lab testing				CHLORINE				False	0
9508204	8/4/2015	114.16	0.00	08/14/2015					
017-017-501000 Operating Materials & Sup.				CHLORINE				False	0
	9508204 Total:	171.24							
	HACH COMPANY Total:	171.24							
HASA									
23119 DRAYTON STREET									
SAUGUS, CA 91350									
014771									
472447	7/31/2015	4,278.50	0.00	08/14/2015					
018-020-527000 Hypochlorite Expense				MULTI-CHLOR BULK				False	0
	472447 Total:	4,278.50							
	HASA Total:	4,278.50							
HUDSON GARBAGE SERVICE									
PO BOX 1002									
ST HELENS, OR 97051									
015875									
JULY 2015	7/31/2015	119.90	0.00	08/14/2015					
018-020-459000 Utilities				GARBAGE 451 PLYMOUTH				False	0
JULY 2015	7/31/2015	119.90	0.00	08/14/2015					
018-019-459000 Utilites				GARBAGE 451 PLYMOUTH				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
JULY 2015	7/31/2015	425.74	0.00	08/14/2015					
001-005-459000 Utilities				GARBAGE MCCORMICK PARK				False	0
JULY 2015	7/31/2015	154.96	0.00	08/14/2015					
001-005-459000 Utilities				GARBAGE COL VIEW PARK				False	0
JULY 2015	7/31/2015	306.57	0.00	08/14/2015					
001-110-459000 Utilities				GARBAGE DOWNTOWN				False	0
JULY 2015	7/31/2015	117.65	0.00	08/14/2015					
013-403-459000 Utilities				GARBAGE PUBLIC WORKS				False	0
JULY 2015	7/31/2015	83.00	0.00	08/14/2015					
001-002-459000 Utilities				GARBAGE 150 S 13TH				False	0
JULY 2015 Total:		1,327.72							
HUDSON GARBAGE SER		1,327.72							
INGRAM LIBRARY SERVICES, INC.									
INGRAM BOOK COMPANY									
P.O. BOX 502779									
ST. LOUIS, MO 63150									
016240									
86415418	7/23/2015	7.98	0.00	08/14/2015					
001-004-517000 Library Program				BOOKS				False	0
86415418 Total:		7.98							
INGRAM LIBRARY SERV		7.98							
JONES, NATHAN									
2856 NE 46th AVENUE									
PORTLAND, OR 97213									
017110									
AUG 11 2015	8/10/2015	319.69	0.00	08/14/2015					
001-004-517000 Library Program				LIBRARY PROGRAMS				False	0
AUG 11 2015 Total:		319.69							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
JONES, NATHAN Total:		319.69							
LEAGUE OF OREGON CITIES 1201 COURT ST.NE,SUITE 200 SALEM, OR 97301 018100									
16934	8/4/2015	20.00	0.00	08/14/2015				False	0
012-102-526000 Advertisements				BUILDING OFFICIAL					
16934 Total:		20.00							
LEAGUE OF OREGON C		20.00							
MARTHA STEWART LIVING PO BOX 62140 TAMPA, FL 33662-2140 MS.LIVIN									
AUG 2015	8/11/2015	24.00	0.00	08/14/2015				False	0
001-004-512000 Periodicals				SUBSCRIPTION					
AUG 2015 Total:		24.00							
MARTHA STEWART LIV		24.00							
METROPRESORT 3506 NW 35TH AVENUE PORTLAND, OR 97210-1640 020292									
474997	8/3/2015	790.56	0.00	08/14/2015				False	0
012-106-554000 Contractual/consulting serv				BILL PRINTING SERVICES UB					
474997 Total:		790.56							
METROPRESORT Total:		790.56							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
NORTHWEST DELI DISTRIBUTION INC									
PO BOX 2303									
LONGVIEW, WA 98632									
021184									
253101	8/7/2015	1,422.90	0.00	08/14/2015					
001-005-501000	Operating Materials & Supp			MATERIALS				False	0
253101 Total:		1,422.90							
NORTHWEST DELI DIST		1,422.90							
OCLC, INC.									
DEPT #34299									
PO BOX 39000									
SAN FRANCISCO, CA 94139									
021704									
0000411046	7/31/2015	1,092.54	0.00	08/14/2015					
001-004-518000	Interlibrary Services			CAT EXPRESS INDIVIDUAL 1000 TITLES				False	0
0000411046 Total:		1,092.54							
OCLC, INC. Total:		1,092.54							
ODOT HIGHWAY BUDGET-CAO COORDINATOR MS#22									
355 CAPITOL STREET NE									
SALEM, OR 97301									
ODOT.H.B									
0002544	8/5/2015	25.00	0.00	08/14/2015					
001-000-341000	Fines			RESTITUTION DISBURSEMENT SCOTT A. CONGER				False	0
0002544 Total:		25.00							
ODOT HIGHWAY BUDGE		25.00							
OLIVER, JONATHAN LEE									
33049 STONE ROAD									
WARREN, OR 97053									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
OLIVER.J									
0002549	8/5/2015	25.00	0.00	08/14/2015					
001-000-341000 Fines					RESTITUTION DISBURSEMENT SHAWN CRANE			False	0
0002549 Total:		25.00							
OLIVER, JONATHAN LE		25.00							
OREGON DEPT. OF REVENUE									
P.O. BOX 14110									
SALEM, OR 97309-0910									
023202									
AUG 6 2015	8/6/2015	1,393.00	0.00	08/14/2015					
001-000-235000 State Assessments					STATE			False	0
AUG 6 2015	8/6/2015	367.50	0.00	08/14/2015					
001-000-235000 State Assessments					STATE DUII DIVERSION			False	0
AUG 6 2015	8/6/2015	644.50	0.00	08/14/2015					
001-000-235000 State Assessments					UNITARY			False	0
AUG 6 2015	8/6/2015	75.00	0.00	08/14/2015					
001-000-235000 State Assessments					STATE COURT FACILITY SECURITY ACCOUNT			False	0
AUG 6 2015	8/6/2015	42.00	0.00	08/14/2015					
001-000-235000 State Assessments					LEMLA			False	0
AUG 6 2015 Total:		2,522.00							
OREGON DEPT. OF REV		2,522.00							
PAULSON PRINTING									
125 N. 19TH ST.									
ST. HELENS, OR, 97051									
025300									
C8220	7/31/2015	55.00	0.00	08/14/2015					
013-403-457000 Office supplies					BUSINESS CARDS FOR N. SHEPPEARD			False	0
C8220 Total:		55.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
PAULSON PRINTING To		55.00							
PORTLAND ENGINEERING INC 2020 SE 7th AVENUE, SUITE 200 PORTLAND, OR 97214 025641									
5015	8/7/2015	658.50	0.00	08/14/2015	TELEMETRY WORK			False	0
017-017-554000 Contractual/Consult Serv.									
5015 Total:		658.50							
PORTLAND ENGINEERI		658.50							
PORTLAND GENERAL ELECTRIC WESTERN REGION PO BOX 4438 PORTLAND, OR, 97208-4438 025702									
AUG 2015	8/12/2015	46.52	0.00	08/14/2015	ACCT 4499724 STREET LIGHTING			False	0
011-011-453000 Street Lighting									
AUG 2015 Total:		46.52							
PORTLAND GENERAL E		46.52							
RICOH USA INC PO BOX 31001-0850 PASADENA, CA 91110-0850 027295									
5037285984	8/5/2015	104.50	0.00	08/14/2015	COPIER CITY HALL			False	0
012-107-502000 Equipment expense									
5037285984 Total:		104.50							
RICOH USA INC Total:		104.50							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
RICOH USA, INC. PO BOX 650073 DALLAS, TX 75265-0073 027294									
95203369	8/4/2015	188.19	0.00	08/14/2015					
001-002-502000 Equipment Expense				POLICE COPIER RENT / IMAGES ACCT 1496666-33562				False	0
95203369 Total:		188.19							
RICOH USA, INC. Total:		188.19							
RITE AID 785 S COLUMBIA RIVER HWY. ST HELENS, OR 97051 RITE AID									
0002546	8/5/2015	5.99	0.00	08/14/2015					
001-000-341000 Fines				RESTITUTION DISBURSEMENT TRACEY G JUSTICE				False	0
0002546 Total:		5.99							
RITE AID Total:		5.99							
ROTHWILSON, BLAIR MIKAL 125 S. 4TH STREET ST. HELENS, OR 97051 ROTHWILS									
0002547	8/5/2015	12.50	0.00	08/14/2015					
001-000-341000 Fines				RESTITUTION DISBURSEMENT REBECCA STOTTS				False	0
0002547 Total:		12.50							
ROTHWILSON, BLAIR M		12.50							
SAFEWAY 795 S. COLUMBIA RIVER HWY ST HELENS, OR 97051									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
SAFEWAY									
0002548	8/5/2015	30.48	0.00	08/14/2015					
001-000-341000 Fines				RESTITUTION DISBURSEMENT MICHAEL THOMPSC				False	0
0002548 Total:		30.48							
SAFEWAY Total:		30.48							
SCHOLL, LISA									
ST. HELENS, OR 97051									
L.SCHOLL									
AUG 2015	8/6/2015	93.20	0.00	08/14/2015					
012-102-490000 Professional development				KATHY & LISA ATTENDING OAMR REGION I MEETII				False	0
AUG 2015 Total:		93.20							
SCHOLL, LISA Total:		93.20							
SOUTH COLUMBIA COUNTY									
CHAMBER OF COMMERCE									
2194 COLUMBIA BLVD.									
ST. HELENS, OR 97051									
028700									
01964	7/24/2015	1,000.00	0.00	08/14/2015					
008-008-558104 Events				WINGS AND WHEELS SPONSORSHIP				False	0
01964 Total:		1,000.00							
SOUTH COLUMBIA COU		1,000.00							
STAPLES BUSINESS ADVANTAGE									
DEPT LA									
PO BOX 83689									
CHICAGO, IL 60696									
031983									
3272782348	7/25/2015	350.19	0.00	08/14/2015					
012-107-457000 Office supplies				OFFICE SUPPLIES				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
3272782348 Total:		350.19							
3273846957	7/28/2015	79.20	0.00	08/14/2015					
012-107-457000 Office supplies					OFFICE SUPPLIES			False	0
3273846957 Total:		79.20							
STAPLES BUSINESS AD		429.39							
SUNSET AUTO PARTS, INC.									
NAPA AUTO PARTS									
P.O. BOX 669									
SCAPPOOSE,, OR 97056									
020815									
JULY 2015	7/28/2015	26.20	0.00	08/14/2015					
017-017-501000 Operating Materials & Sup.					MATERIALS			False	0
JULY 2015	7/1/2015	23.28	0.00	08/14/2015					
013-403-501000 Operating materials/supplies					MATERIALS			False	0
JULY 2015	7/16/2015	16.87	0.00	08/14/2015					
018-019-501000 Operating Materials					MATERIALS			False	0
JULY 2015	7/16/2015	16.88	0.00	08/14/2015					
018-020-501000 Operating Materials & Supplies					MATERIALS			False	0
JULY 2015	7/22/2015	37.74	0.00	08/14/2015					
018-019-501000 Operating Materials					MATERIALS			False	0
JULY 2015	7/22/2015	37.73	0.00	08/14/2015					
018-020-501000 Operating Materials & Supplies					MATERIALS			False	0
JULY 2015	7/13/2015	83.78	0.00	08/14/2015					
015-015-501000 Operating Materials & Supp					MATERIALS			False	0
JULY 2015	7/10/2015	19.28	0.00	08/14/2015					
015-015-501000 Operating Materials & Supp					MATERIALS			False	0
JULY 2015	7/28/2015	25.38	0.00	08/14/2015					
017-017-501000 Operating Materials & Sup.					MATERIALS			False	0
JULY 2015	7/29/2015	15.99	0.00	08/14/2015					
017-017-501000 Operating Materials & Sup.					MATERIALS			False	0
JULY 2015 Total:		303.13							

Navigate using Bookmarks or by clicking on an agenda item.

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
<hr/>									
SUNSET AUTO PARTS, I		303.13							
TUALATIN VALLEY WORKSHOP INC 6615 SE ALEXANDER STREET HILLSBORO, OR 97123 033827									
0016090-IN	7/31/2015	1,334.25	0.00	08/14/2015				False	0
012-107-554000 Contractual/consulting serv				JANITORIAL CITY HALL					
0016090-IN Total:		1,334.25							
0016091-IN	7/31/2015	1,241.14	0.00	08/14/2015				False	0
001-004-508000 Janitorial Services				JANITORIAL COLUMBIA CENTER					
0016091-IN Total:		1,241.14							
0016092-IN	7/31/2015	424.22	0.00	08/14/2015				False	0
001-002-508000 Janitorial Services				JANITORIAL POLICE					
0016092-IN Total:		424.22							
0016093-IN	7/31/2015	147.56	0.00	08/14/2015				False	0
018-019-501000 Operating Materials				JANITORIAL WWTP					
0016093-IN	7/31/2015	147.56	0.00	08/14/2015				False	0
018-020-501000 Operating Materials & Supplies				JANITORIAL WWTP					
0016093-IN Total:		295.12							
TUALATIN VALLEY WO		3,294.73							
VERIZON WIRELESS PO BOX 660108 DALLAS, TX 75266-0108 000720									
9749829218	8/11/2015	167.70	0.00	08/14/2015				False	0
017-017-459000 Utilities				ACCT 242060134-00001					
9749829218 Total:		167.70							

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

VERIZON WIRELESS To	167.70								
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YABUT, KNIGHT BALUYOT
33261 SW MAPLE STREET, APT. C
SCAPPOOSE, OR 97056
YABUT.KB

0002543	8/4/2015	1,000.00	0.00	08/14/2015					
001-000-204000 Bail Deposit				BOND REFUND ORIG. AMOUNT 1000.00 CASE DISMI					

False

0

0002543 Total:	1,000.00								
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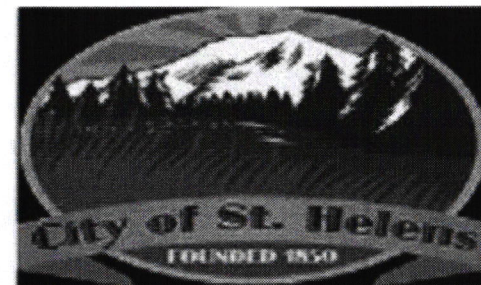
YABUT, KNIGHT BALUY	1,000.00								
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Report Total:	45,251.01								
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Accounts Payable

To Be Paid Proof List

User: jenniferj
 Printed: 08/13/2015 - 11:24AM
 Batch: 00011.08.2015 - 08/14 FY 14-15 CONTRACT PAYMENTS



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
FDG - FIRWOOD DESIGN GROUP, LLC 39065 PIONEER BLVD., STE. #104 SANDY, OR 97055 FDG									
10866	7/14/2015	8,148.75	0.00	08/14/2015				False	0
010-303-653306 Lift station				LIFT STATION #7 UPGRADE S-636					
10866 Total:		8,148.75							
FDG - FIRWOOD DESIGN		8,148.75							
HDR ENGINEERING, INC. 1001 SW 5TH AVENUE PORTLAND, OR 97204-1134 014187									
00450033-H	7/7/2015	3,513.77	0.00	08/14/2015				False	0
010-302-653200 Telemmetry System Upgrade				TELEMETRY UPGRADE W-429					
00450033-H Total:		3,513.77							
HDR ENGINEERING, INC		3,513.77							
MURRAY, SMITH & ASSOC., INC. 121 S.W. SALMON SUITE 900 PORTLAND, OR, 90204-2919 020762									
09-1078-65	7/14/2015	4,193.46	0.00	08/14/2015				False	0

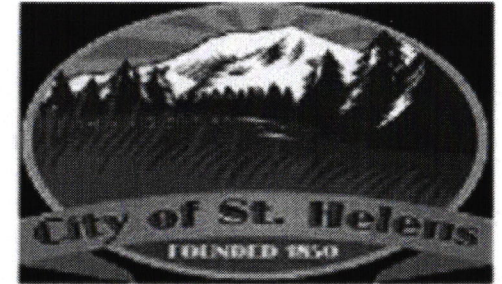
Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
010-304-653409 Godfrey Outfall					GODFREY PARK STORM SD-146				
	09-1078-65 Total:	4,193.46							
	MURRAY, SMITH & ASS	4,193.46							
	Report Total:	15,855.98							



Accounts Payable

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User: jenniferj
 Printed: 08/13/2015 - 9:21AM
 Batch: 00005.08.2015 - 08/14 FY 15-16 CONTRACT PAYMENTS



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
ADVANCED AMERICAN CONSTRUCTION INC. P O BOX 83599 PORTLAND, OR 97283 ADV.AM.C									
7095	8/5/2015	8,414.23	✓ 0.00	08/14/2015				False	0
010-300-652970 McCormick Pk Ped Bridge				SAND ISLAND DOCK REPAIRS					
7095 Total:		8,414.23							
7096	8/5/2015	6,563.54	0.00	08/14/2015				False	0
010-300-652970 McCormick Pk Ped Bridge				SAND ISLAND DOCK REPAIRS					
7096 Total:		6,563.54							
ADVANCED AMERICAN		14,977.77							
JAMES W. FOWLER CO. 12775 WESTVIEW DRIVE DALLAS, OREGON, 97338 012675									
AUG 2015	8/4/2015	359,100.00	✓ 0.00	08/14/2015				False	0
010-304-653409 Godfrey Outfall				GODFREY PARK STORM SEWER REPLACEMENT PRO					
AUG 2015 Total:		359,100.00							
JAMES W. FOWLER CO.		359,100.00							
TFT CONSTRUCTION, INC. TOM FISCHER TRUCKING									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
53990 WEST LANE ROAD									
SCAPPOOSE,, OR 97056									
012226									
2254244	7/31/2015	177,688.96	0.00	08/14/2015	False0				
010-301-653107 St Helens Street Overlay				ST. HELENS STREET OVERLAY R-622					
2254244 Total:		177,688.96							
2254246	7/31/2015	26,125.00	0.00	08/14/2015	False0				
010-301-653108 Eisenschmidt Sidewalk-Overlay				EISENSCHMIDT LANE R-623					
2254246 Total:		26,125.00							
TFT CONSTRUCTION, IN		203,813.96							
Report Total:		577,891.73							

Accounts Payable

To Be Paid Proof List

User: jenniferj
 Printed: 08/20/2015 - 11:13AM
 Batch: 00013.08.2015 - 8/21 FY 15-16



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
AIRGAS USA, LLC									
P O BOX 7423									
PASADENA, CA 91109-7423									
airgas									
9929120303	7/31/2015	63.24	0.00	08/21/2015				False	0
017-017-501000 Operating Materials & Sup.				CO2					
9929120303 Total:		63.24							
AIRGAS USA, LLC Total:		63.24							
AMAZON.COM									
PO BOX 530958									
ATLANTA, GA 30353-0958									
001145									
AUG 2015	8/6/2015	35.00	0.00	08/21/2015				False	0
001-004-481000 Visual Materials				BOOK					
AUG 2015 Total:		35.00							
AMAZON.COM Total:		35.00							
BEMIS PRINTING									
267 S 1ST STREET									
ST. HELENS, OR 97051									
002701									
6361	8/7/2015	33.95	0.00	08/21/2015				False	0
012-102-490000 Professional development				NOTARY STAMP L. SCHOLL					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
6361 Total:		33.95							
BEMIS PRINTING Total:		33.95							
BLACKSTONE AUDIO, INC. 31 MISTLETOE ROAD ASHLAND, OR 97520 003595									
780348	7/27/2015	10.72	0.00	08/21/2015				False	0
001-004-483000 Audio Materials				CD					
780348 Total:		10.72							
BLACKSTONE AUDIO, I		10.72							
BROOKSBY, BRETT & BRIGHTON 520 SW 4TH STREET APT. C8 SCAPPOOSE, OR 97056 BROOKSBY									
AUG 2015	8/13/2015	357.00	0.00	08/21/2015				False	0
001-000-324000 Planning Fees				1/2 APP FEE STREET VACATION FILE V.2.15					
AUG 2015 Total:		357.00							
BROOKSBY, BRETT & B		357.00							
BUTLER, GERRY 8635 NW ASH STREET PORTLAND, OR 97229 BUTLER.G									
AUG 2015	8/12/2015	100.00	0.00	08/21/2015				False	0
001-004-511000 Printed Materials				APPLE BOOKS					
AUG 2015 Total:		100.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
BUTLER, GERRY Total:		100.00							
CELUCH, ATTORNEY AT LAW, DAVID 1318 SW 12TH AVENUE PORTLAND, OR 97201 CELUCH									
AUG 17 2015	8/17/2015	12.00	0.00	08/21/2015				False	0
001-000-354000 Misc Revenue			REFUND OVERPAYMENT DISCOVERY D. CELUCH 20						
AUG 17 2015 Total:		12.00							
CELUCH, ATTORNEY AT		12.00							
CENTERLOGIC, INC. 7414 NE HAZEL DELL AVE SUITE B VANCOUVER, WA 98665 011595									
30699	8/5/2015	14.00	0.00	08/21/2015				False	0
012-101-500000 Information services			IT SUPPORT						
30699	8/5/2015	24.50	0.00	08/21/2015				False	0
001-100-500000 Information services			IT SUPPORT						
30699	8/5/2015	10.50	0.00	08/21/2015				False	0
001-103-500000 Information services			IT SUPPORT						
30699	8/5/2015	3.50	0.00	08/21/2015				False	0
001-104-500000 Information services			IT SUPPORT						
30699	8/5/2015	84.00	0.00	08/21/2015				False	0
001-002-500000 Computer System Maint.			IT SUPPORT						
30699	8/5/2015	24.50	0.00	08/21/2015				False	0
001-004-500000 Computer Maintenance			IT SUPPORT						
30699	8/5/2015	10.50	0.00	08/21/2015				False	0
001-105-500000 Information services			IT SUPPORT						
30699	8/5/2015	10.50	0.00	08/21/2015				False	0
015-015-500000 Computer System Maint.			IT SUPPORT						
30699	8/5/2015	10.50	0.00	08/21/2015				False	0
012-102-500000 Information services			IT SUPPORT						
30699	8/5/2015	28.00	0.00	08/21/2015				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
012-106-500000 Information services				IT SUPPORT					
30699	8/5/2015	21.00	0.00	08/21/2015				False	0
013-402-500000 Information services				IT SUPPORT					
30699	8/5/2015	84.00	0.00	08/21/2015				False	0
013-403-500000 Information services				IT SUPPORT					
30699	8/5/2015	10.50	0.00	08/21/2015				False	0
017-417-501000 Operating materials and suppli				IT SUPPORT					
30699	8/5/2015	14.00	0.00	08/21/2015				False	0
018-019-500000 Computer System Maint.				IT SUPPORT					
30699 Total:		350.00							
30824	8/18/2015	145.16	0.00	08/21/2015				False	0
012-101-500000 Information services				IT SUPPORT					
30824	8/18/2015	96.77	0.00	08/21/2015				False	0
001-100-500000 Information services				IT SUPPORT					
30824	8/18/2015	193.73	0.00	08/21/2015				False	0
001-103-500000 Information services				IT SUPPORT					
30824	8/18/2015	96.77	0.00	08/21/2015				False	0
001-104-500000 Information services				IT SUPPORT					
30824	8/18/2015	162.50	0.00	08/21/2015				False	0
001-002-500000 Computer System Maint.				IT SUPPORT					
30824	8/18/2015	105.00	0.00	08/21/2015				False	0
001-004-500000 Computer Maintenance				IT SUPPORT					
30824	8/18/2015	183.98	0.00	08/21/2015				False	0
001-105-500000 Information services				IT SUPPORT					
30824	8/18/2015	213.05	0.00	08/21/2015				False	0
012-102-500000 Information services				IT SUPPORT					
30824	8/18/2015	513.12	0.00	08/21/2015				False	0
012-106-500000 Information services				IT SUPPORT					
30824	8/18/2015	397.22	0.00	08/21/2015				False	0
013-402-500000 Information services				IT SUPPORT					
30824	8/18/2015	150.00	0.00	08/21/2015				False	0
017-417-501000 Operating materials and suppli				IT SUPPORT					
30824 Total:		2,257.30							
CENTERLOGIC, INC. To		2,607.30							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
CENTRAL CITY CONCERN 232 NW 6TH AVE PORTLAND, OR 97209 006279									
JULY 31 2015	7/31/2015	290.00	0.00	08/21/2015				False	0
001-002-473000 Miscellaneous Expense				DETOX K. FABER G. LUX					
JULY 31 2015 Total:		290.00							
CENTRAL CITY CONCE		290.00							
CENTURY LINK P O BOX 29080 PHOENIX, AZ 85038-9080 034004									
B111664280-1522	8/11/2015	88.41	0.00	08/21/2015				False	0
001-002-458000 Telephone Expense				ACCT 503 B11-1664 280					
B111664280-1522 Total:		88.41							
CENTURY LINK Total:		88.41							
CINTAS CORPORATION CINTAS FIRST AID & SAFETY PO BOX 631025 CINCINNATI, OH 45263-1025 037620									
5003421358	8/11/2015	49.16	0.00	08/21/2015				False	0
001-002-501000 Operating Materials & Supp				POLICE CABINET REFILL					
5003421358 Total:		49.16							
CINTAS CORPORATION		49.16							
CINTAS CORPORATION-463 PO BOX 650838									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
DALLAS, TX 75265-0838									
006830									
463526080	8/12/2015	38.84	0.00	08/21/2015				False	0
013-403-470000 Building				MATS					
463526080 Total:		38.84							
CINTAS CORPORATION		38.84							
COLUMBIA COUNTY TRANSFER STATION									
230 STRAND STREET									
ST. HELENS, OR 97051									
007579									
4881	7/2/2015	26.54	0.00	08/21/2015				False	0
001-005-509000 Marine board expense				SOLID WASTE					
4881	7/6/2015	29.39	0.00	08/21/2015				False	0
001-005-509000 Marine board expense				SOLID WASTE					
4881	7/6/2015	34.51	0.00	08/21/2015				False	0
001-005-509000 Marine board expense				SOLID WASTE					
4881	7/8/2015	43.45	0.00	08/21/2015				False	0
001-005-509000 Marine board expense				SOLID WASTE					
4881	7/27/2015	44.73	0.00	08/21/2015				False	0
001-005-509000 Marine board expense				SOLID WASTE					
4881	7/15/2015	21.00	0.00	08/21/2015				False	0
001-005-509000 Marine board expense				SOLID WASTE					
4881	7/22/2015	46.01	0.00	08/21/2015				False	0
001-005-501000 Operating Materials & Supp				SOLID WASTE					
4881	7/31/2015	44.73	0.00	08/21/2015				False	0
001-005-501000 Operating Materials & Supp				SOLID WASTE					
4881 Total:		290.36							
COLUMBIA COUNTY TR		290.36							
COLUMBIA RIVER P.U.D.									
P. O. BOX 1193									
ST. HELENS, OR, 97051									
008325									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
JULY 10 2015	8/12/2015	491.41	0.00	08/21/2015				False	0
001-002-459000 Utilities									
JULY 10 2015	8/12/2015	970.37	0.00	08/21/2015				False	0
001-004-459000 Utilities				ACCT 7493					
JULY 10 2015	8/12/2015	1,043.49	0.00	08/21/2015				False	0
001-005-459000 Utilities				ACCT 7493					
JULY 10 2015	8/12/2015	124.99	0.00	08/21/2015				False	0
001-005-509000 Marine board expense				ACCT 7493					
JULY 10 2015	8/12/2015	4,860.66	0.00	08/21/2015				False	0
011-011-453000 Street Lighting				ACCT 7493					
JULY 10 2015	8/12/2015	871.75	0.00	08/21/2015				False	0
012-107-459000 Utilites				ACCT 7493					
JULY 10 2015	8/12/2015	340.15	0.00	08/21/2015				False	0
013-403-459000 Utilities				ACCT 7493					
JULY 10 2015	8/12/2015	3,115.34	0.00	08/21/2015				False	0
017-017-459000 Utilities				ACCT 7493					
JULY 10 2015	8/12/2015	6,421.72	0.00	08/21/2015				False	0
017-417-459000 Utilities				ACCT 7493					
JULY 10 2015	8/12/2015	961.32	0.00	08/21/2015				False	0
018-019-534000 Electrical Energy				ACCT 7493					
JULY 10 2015	8/12/2015	2,883.96	0.00	08/21/2015				False	0
018-020-534000 Electrical Energy				ACCT 7493					
JULY 10 2015	8/12/2015	21.67	0.00	08/21/2015				False	0
018-021-459000 Utilites				ACCT 7493					
JULY 10 2015	8/12/2015	465.28	0.00	08/21/2015				False	0
018-022-459000 Utilities				ACCT 7493					
JULY 10 2015 Total:		22,572.11							
COLUMBIA RIVER P.U.D		22,572.11							
COMCAST									
PO BOX 34744									
SEATTLE, WA 98124-1744									
COMCAST									
AUG 14 2015	8/14/2015	94.85	0.00	08/21/2015				False	0
013-403-458000 Telecommunication expense				PUBLIC WORKS INTERNET					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
<hr/>									
	AUG 14 2015 Total:	94.85							
	COMCAST Total:	94.85							
<hr/>									
CONSOLIDATED SUPPLY									
P O BOX 5788									
PORTLAND, OR, 97228									
009000									
S7398441.002	8/5/2015	31.52	0.00	08/21/2015				False	0
017-017-501000 Operating Materials & Sup.				MATERIALS					
	S7398441.002 Total:	31.52							
	CONSOLIDATED SUPPL	31.52							
<hr/>									
COSMOPOLITAN									
PO BOX 6093									
HARLAN, IA 51593-1593									
COSMO									
AUG 2015	8/20/2015	27.97	0.00	08/21/2015				False	0
001-004-512000 Periodicals				SUBSCRIPTION					
	AUG 2015 Total:	27.97							
	COSMOPOLITAN Total:	27.97							
<hr/>									
CUES									
P O BOX 933258									
ATLANTA, GA 31193-3258									
007247									
438810	8/6/2015	155.25	0.00	08/21/2015				False	0
015-015-501000 Operating Materials & Supp				CONTROLLER DESK REEL WINCH ASSY					
	438810 Total:	155.25							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
CUES Total:		155.25							
DEQ, OREGON BUSINESS OFFICE 811 SW 6TH AVE PORTLAND,, OR 97204-1390 010137									
WQT16-0004	8/6/2015	852.00	0.00	08/21/2015				False	0
010-303-653306 Lift station		PUMP STATION # 7 IMPROVEMENTS							
WQT16-0004 Total:		852.00							
DEQ, OREGON Total:		852.00							
EAGLE STAR ROCK PRODUCTS, INC. P.O. BOX 750 ST. HELENS, OR 97051 010970									
29665	7/28/2015	133.56	0.00	08/21/2015				False	0
018-021-501000 Operating Materials & Supplies		ROCK S 6TH STREET STORM							
29665 Total:		133.56							
29670	7/29/2015	124.78	0.00	08/21/2015				False	0
018-021-501000 Operating Materials & Supplies		ROCK S 6TH STREET STORM							
29670 Total:		124.78							
29723	8/11/2015	118.41	0.00	08/21/2015				False	0
018-021-501000 Operating Materials & Supplies		ROCK							
29723 Total:		118.41							
EAGLE STAR ROCK PRO		376.75							

EATON'S TIRE AND SERVICE CENTER
1780 COLUMBIA BLVD.

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
ST. HELENS, OR 97051									
011000									
60491	7/14/2015	180.00	0.00	08/21/2015				False	0
015-015-501000	Operating Materials & Supp			ATV TIRES					
	60491 Total:	180.00							
	EATON'S TIRE AND SER	180.00							
FAMILYFUN									
P.O.BOX 37425									
BOONE, IA 50037-4405									
FAMILYFU									
AUG 2015	8/20/2015	14.95	0.00	08/21/2015				False	0
001-004-512000	Periodicals			SUBSCRIPTION					
	AUG 2015 Total:	14.95							
	FAMILYFUN Total:	14.95							
FARNSWORTH, CRYSTAL									
,									
011858									
JULY 2015	8/17/2015	254.48	0.00	08/21/2015				False	0
012-101-490000	Professional development			FEMA ADVANCED PIO TRAINING - CRYSTAL FARNS					
	JULY 2015 Total:	254.48							
	FARNSWORTH, CRYSTA	254.48							
FRAHM-HINKLE, LISA									
P.O. BOX 470									
SCAPPOOSE, OR 97056									
FRAHM-H									
AUG 11 2015	8/11/2015	20.00	0.00	08/21/2015				False	0
001-000-354000	Misc Revenue			REFUND PUBLIC RECORDS REQUEST					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
<hr/>									
	AUG 11 2015 Total:	20.00							
	FRAHM-HINKLE, LISA T	20.00							
<hr/>									
GARDEN GATE P O BOX 37303 BOONE, IA 50037-0303 GARDEN AUG 2015	8/20/2015	29.00	0.00	08/21/2015				False	0
001-004-512000 Periodicals				SUBSCRIPTION					
<hr/>									
	AUG 2015 Total:	29.00							
<hr/>									
	GARDEN GATE Total:	29.00							
<hr/>									
INGRAM LIBRARY SERVICES, INC. INGRAM BOOK COMPANY P.O. BOX 502779 ST. LOUIS, MO 63150 016240									
86704164	8/6/2015	12.02	0.00	08/21/2015				False	0
001-004-511000 Printed Materials				MATERIALS					
<hr/>									
	86704164 Total:	12.02							
86704165	8/6/2015	3.18	0.00	08/21/2015				False	0
001-004-511000 Printed Materials				MATERIALS					
<hr/>									
	86704165 Total:	3.18							
86704166	8/6/2015	143.68	0.00	08/21/2015				False	0
001-004-511000 Printed Materials				MATERIALS					
<hr/>									
	86704166 Total:	143.68							
86704167	8/6/2015	169.74	0.00	08/21/2015				False	0
001-004-483000 Audio Materials				MATERIALS					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
86704167 Total:		169.74							
86729038	8/6/2015	53.11	0.00	08/21/2015				False	0
001-004-511000 Printed Materials		MATERIALS							
86729038 Total:		53.11							
86729039	8/6/2015	635.40	0.00	08/21/2015				False	0
001-004-483000 Audio Materials		MATERIALS							
86729039 Total:		635.40							
86729040	8/6/2015	95.19	0.00	08/21/2015				False	0
001-004-511000 Printed Materials		MATERIALS							
86729040 Total:		95.19							
INGRAM LIBRARY SERV		1,112.32							
KOHI RADIO 36200 PITTSBURG ROAD SUITE C ST. HELENS, OR 97051 017679									
AUG 2015	8/20/2015	4,500.00	0.00	08/21/2015				False	0
008-008-451000 Media Expense		RADIO AD							
AUG 2015 Total:		4,500.00							
KOHI RADIO Total:		4,500.00							
KOLDKIST BOTTLED WATER 909 N. COLUMBIA BLVD. PORTLAND, OR 97217 007248									
AUG 19 2015	7/31/2015	40.00	0.00	08/21/2015				False	0
001-002-473000 Miscellaneous Expense		ACCT 169870 BOTTLED WATER							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
	AUG 19 2015 Total:	40.00							
	KOLDKIST BOTTLED W	40.00							
LAWSON PRODUCTS, INC. PO BOX 809401 CHICAGO, IL 60680-9401 018040									
9303483404	8/13/2015	545.17	0.00	08/21/2015				False	0
	015-015-501000 Operating Materials & Supp				MATERIALS				
	9303483404 Total:	545.17							
	LAWSON PRODUCTS, IN	545.17							
MAUL FOSTER ALONGI, INC. 400 E. MILL PLAIN BLVD SUITE 400 VANCOUVER, WA 98660 019555									
23759	8/11/2015	922.50	0.00	08/21/2015				False	0
	009-209-554110 Economic and Market assessmen				WATER FRONT PROP - DUE DILIGENCE				
	23759 Total:	922.50							
23761	8/11/2015	786.25	0.00	08/21/2015				False	0
	009-209-554110 Economic and Market assessmen				SEDIMENT REPOSITORY FEASIBILITY EVALUATION				
	23761 Total:	786.25							
	MAUL FOSTER ALONGI	1,708.75							
MIDWEST TAPE P.O. BOX 820 HOLLAND, OH 43528 020427									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
93094425	8/6/2015	592.80	0.00	08/21/2015				False	0
001-004-481000 Visual Materials				DVD'S					
93094425 Total:		592.80							
93112257	8/12/2015	200.94	0.00	08/21/2015				False	0
001-004-481000 Visual Materials				DVD'S					
93112257 Total:		200.94							
MIDWEST TAPE Total:		793.74							
NAS ASSOCIATES, INC. PO BOX 1437 NEWPORT, OR 97365 028148									
19490	7/31/2015	4,300.00	0.00	08/21/2015				False	0
018-019-472000 Lab Testing				WATER TESTING					
19490 Total:		4,300.00							
NAS ASSOCIATES, INC.		4,300.00							
NATIONAL TESTING NETWORK 18720 33RD AVENUE WEST LYNNWOOD, WA 98037 030205									
2843	8/14/2015	500.00	0.00	08/21/2015				False	0
001-002-473000 Miscellaneous Expense				ANNUAL NTN MEMBERSHIP					
2843 Total:		500.00							
NATIONAL TESTING NE		500.00							
NORTHERN SAFETY CO., INC. P.O. BOX 4250 UTICA, NY 13504-4250									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
<hr/>									
021152									
901551342	8/6/2015	356.54	0.00	08/21/2015				False	0
013-403-501000	Operating materials/supplies			MATERIALS					
		<hr/>							
901551342 Total:		356.54							
		<hr/>							
NORTHERN SAFETY CO		356.54 ✓							
NORTHWEST DELI DISTRIBUTION INC									
PO BOX 2303									
LONGVIEW, WA 98632									
021184									
252038	7/21/2015	1,510.24	0.00	08/21/2015				False	0
001-005-501000	Operating Materials & Supp			MATERIALS					
		<hr/>							
252038 Total:		1,510.24 ✓							
		<hr/>							
253101-1	8/11/2015	314.00	0.00	08/21/2015				False	0
001-005-501000	Operating Materials & Supp			SHOWER CLEANER					
		<hr/>							
253101-1 Total:		314.00 ✓							
		<hr/>							
NORTHWEST DELI DIST		1,824.24							
NORTHWEST NATURAL GAS									
P.O. BOX 6017									
PORTLAND,, OR 97228-6017									
021400									
AUG 2015	8/12/2015	15.68	0.00	08/21/2015				False	0
013-403-459000	Utilities			ACCT 114867-5					
AUG 2015	8/12/2015	18.87	0.00	08/21/2015				False	0
001-005-459000	Utilities			ACCT 256304-7					
AUG 2015	8/12/2015	15.68	0.00	08/21/2015				False	0
001-002-459000	Utilities			ACCT 256563-8					
AUG 2015	8/12/2015	14.62	0.00	08/21/2015				False	0
018-019-501000	Operating Materials			ACCT 256563-8					
AUG 2015	8/12/2015	14.63	0.00	08/21/2015				False	0
018-020-501000	Operating Materials & Supplies			ACCT 256563-8					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
AUG 2015	8/12/2015	28.45	0.00	08/21/2015				False	0
001-004-459000 Utilities				ACCT 258767-3					
AUG 2015	8/12/2015	74.16	0.00	08/21/2015				False	0
001-005-459000 Utilities				ACCT 259856-3					
AUG 2015	8/12/2015	16.68	0.00	08/21/2015				False	0
012-107-459000 Utilitites				ACCT 1323284-8					
AUG 2015	8/12/2015	15.68	0.00	08/21/2015				False	0
012-107-459000 Utilitites				ACCT 1323284-8					
AUG 2015	8/12/2015	7.84	0.00	08/21/2015				False	0
017-017-459000 Utilities				ACCT 1960772-0					
AUG 2015	8/12/2015	7.85	0.00	08/21/2015				False	0
018-018-501000 Operating Materials & Supplies				ACCT 1960772-0					
AUG 2015 Total:		230.14							
NORTHWEST NATURAL		230.14							
OCCUPATIONAL SAFETY, HEALTH & WELLNESS, LLC									
16200 SW PACIFIC HIGHWAY									
SUITE H255									
TIGARD, OR 97224									
OSHW									
105	7/28/2015	204.00	0.00	08/21/2015				False	0
001-002-473000 Miscellaneous Expense				ANNUAL POST EXPOSURE ACCESS					
105 Total:		204.00							
OCCUPATIONAL SAFET		204.00							
OPUS:INTERACTIVE, INC.									
1225 W BURNSIDE STREET									
SUITE 310									
PORTLAND, OR 97209									
021979									
270487	8/15/2015	39.00	0.00	08/21/2015				False	0
012-102-473000 Miscellaneous				ACCT 5951					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
270487 Total:		39.00							
270874	8/15/2015	5.00	0.00	08/21/2015				False	0
001-002-500000 Computer System Maint.		ACCT 4775 POLICE EMAIL							
270874 Total:		5.00							
OPUS:INTERACTIVE, IN		44.00							
OREGON DMV DRIVER & MOTOR VEHICLE SERV 1905 LANA AVE. N.E. SALEM,, OR 97314-2253 023150									
67431-073115	7/31/2015	23.00	0.00	08/21/2015				False	0
001-002-473000 Miscellaneous Expense		ACCT 67431 SUSPENSION PACKAGE							
67431-073115 Total:		23.00							
OREGON DMV Total:		23.00							
OREGON TRAVEL EXPERIENCE 1500 LIBERTY STREET SE STE 150 SALEM, OR 97302-4386 OR. TRAVE									
79410	8/15/2015	144.00	0.00	08/21/2015				False	0
008-008-451000 Media Expense		RENEWAL PERMIT HIGHWAY DIRECTIONAL SIGNIN							
79410 Total:		144.00							
OREGON TRAVEL EXPE		144.00							
ORKIN P.O. BOX 7161 PASADENA, CA 91109-7161 ORKIN									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
103771637	8/19/2015	86.00	0.00	08/21/2015				False	0
001-002-470000 Building Expense				PEST CONTROL					
103771637 Total:		86.00							
ORKIN Total:		86.00							
PAULSON PRINTING 125 N. 19TH ST. ST. HELENS, OR, 97051 025300									
C8201	7/31/2015	67.00	0.00	08/21/2015				False	0
001-002-501000 Operating Materials & Supp				BUS CARDS FOR COY					
C8201 Total:		67.00							
C8212	7/31/2015	43.50	0.00	08/21/2015				False	0
001-002-501000 Operating Materials & Supp				DOMESTIC ABUSE CARDS					
C8212 Total:		43.50							
PAULSON PRINTING To		110.50							
PENTAIR VALVES & CONTROL DEPT. 0789 P.O.BOX 120001 DALLAS, TX 75312-0789 PENTAIR									
4936160-00	8/4/2015	1,860.40	0.00	08/21/2015				False	0
017-417-501000 Operating materials and suppli				MATERIALS					
4936160-00 Total:		1,860.40							
PENTAIR VALVES & CO		1,860.40							
PHILLIPS, CYNTHIA 11220 SW APALACHEE STREET									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
TUALATIN, OR 97062									
025515									
08/30/15	8/17/2015	1,592.00	0.00	08/21/2015				False	0
001-103-554000	Contractual/consulting serv			MUNICIPAL COURT JUDGE					
08/30/15 Total:		1,592.00							
120340-40	8/17/2015	330.00	0.00	08/21/2015				False	0
012-101-454000	Attorney			CONTRACT ATTORNEY SERVICES 7/7/15-8/17/15					
120340-40	8/17/2015	135.00	0.00	08/21/2015				False	0
017-017-454000	Attorney Expense			CONTRACT ATTORNEY SERVICES 7/7/15-8/17/15					
120340-40	8/17/2015	135.00	0.00	08/21/2015				False	0
018-018-454000	Attorney Expense			CONTRACT ATTORNEY SERVICES 7/7/15-8/17/15					
120340-40 Total:		600.00							
AUG 2015	8/17/2015	197.00	0.00	08/21/2015				False	0
001-103-490000	Professional development			OMJA JUDICIAL CONFERENCE AND CLE - CINDY PH					
AUG 2015	8/17/2015	195.00	0.00	08/21/2015				False	0
001-103-490000	Professional development			OMJA CONFERENCE REGISRATION CINDY PHILLIPS					
AUG 2015 Total:		392.00							
PHILLIPS, CYNTHIA Tot		2,584.00							
QUILL CORP.									
PO BOX 37600									
PHILADELPHIA, PA 19101-0600									
026700									
28109	8/6/2015	79.76	0.00	08/21/2015				False	0
001-004-457000	Office Supplies			OFFICE SUPPLIES					
28109	8/6/2015	17.80	0.00	08/21/2015				False	0
001-004-500000	Computer Maintenance			WIRED KEYBOARD					
28109 Total:		97.56							
QUILL CORP. Total:		97.56							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
SCHOLL YARD MAINTENACE, RICK 555 NORTH 10th ST. HELENS, OR 97051 R.SCHOLL									
188234	8/3/2015	75.00	0.00	08/21/2015				False	0
001-002-470000 Building Expense				JULY YARDCARE					
188234 Total:		75.00							
SCHOLL YARD MAINTEN		75.00							
SHRED-IT USA, LLC 23166 NETWORK PLACE CHICAGO, IL 60673-1252 SHRED-IT									
8120252805	8/3/2015	132.72	0.00	08/21/2015				False	0
001-002-473000 Miscellaneous Expense				ACCT 13664225 POLICE SHREDDING					
8120252805 Total:		132.72							
SHRED-IT USA, LLC Tot		132.72							
SNYDER, THE LAW OFFICE OF NOEL 4415 NE SANDY BLVD. SUITE 204 PORTLAND, OR 97213 018045									
72815	8/4/2015	120.00	0.00	08/21/2015				False	0
001-103-554000 Contractual/consulting serv				LEGAL SERVICES					
72815 Total:		120.00							
80315	8/4/2015	120.00	0.00	08/21/2015				False	0
001-103-554000 Contractual/consulting serv				LEGAL SERVICES					
80315 Total:		120.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
<hr/>									
	SNYDER, THE LAW OFF	240.00							
SPECIAL ASPHALT PRODUCTS									
P.O. BOX 83295									
PORTLAND,, OR 97283-0295									
031655									
INVC069362	8/6/2015	2,293.20	0.00	08/21/2015				False	0
001-005-501000 Operating Materials & Supp				TENNIS COURTS					
	INVC069362 Total:	2,293.20							
	SPECIAL ASPHALT PRO	2,293.20							
STAPLES BUSINESS ADVANTAGE									
DEPT LA									
PO BOX 83689									
CHICAGO, IL 60696									
031983									
8035535002	8/8/2015	187.10	0.00	08/21/2015				False	0
012-107-457000 Office supplies				OFFICE SUPPLIES					
8035535002	8/8/2015	36.49	0.00	08/21/2015				False	0
001-103-457000 Office supplies				OFFICE SUPPLIES					
	8035535002 Total:	223.59							
	STAPLES BUSINESS AD	223.59							
STAT PADS, LLC									
13897 W WAINWRIGHT									
BOISE, ID 83713									
021973									
92939	3/24/2015	297.00	0.00	08/21/2015				False	0
001-002-501000 Operating Materials & Supp				3 YEAR RENEWAL STAT PADS AED MEDICAL DIREC					
	92939 Total:	297.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
STAT PADS, LLC Total:		297.00							
SUNSET EQUIPMENT CO. 100 PORT AVE. ST. HELENS, OR, 97051 032700									
081185	7/6/2015	21.00	0.00	08/21/2015				False	0
001-005-501000 Operating Materials & Supp				OIL					
081185 Total:		21.00							
SUNSET EQUIPMENT C		21.00							
TCMS CORPORATION PO BOX 11005 PORTLAND, OR, 97211 033013									
012881	8/4/2015	491.82	0.00	08/21/2015				False	0
012-107-554000 Contractual/consulting serv				CITY HALL 265 STRAND WORK ORDER# 80630					
012881 Total:		491.82							
012882	8/4/2015	562.50	0.00	08/21/2015				False	0
001-110-470000 Building expense				SR. CENTER WORK ORDER 80598					
012882 Total:		562.50							
012895	8/4/2015	1,023.00	0.00	08/21/2015				False	0
001-110-470000 Building expense				SR. CENTER MAINTENANCE AGREEMENT					
012895 Total:		1,023.00							
TCMS CORPORATION T		2,077.32							
WAYNE MARTIN FLOOR CVR., INC. 234 N. COLUMBIA RIVER HWY ST. HELENS, OR, 97051									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
019407									
5581	7/30/2015	150.00	0.00	08/21/2015				False	0
001-002-470000 Building Expense					VCT PREPLACEMENT / REPAIR				
5581 Total:		150.00							
WAYNE MARTIN FLOOR		150.00							
WEST/MEYER FENCE 4511 NE 135TH AVE PORTLAND, OR 97230 036320									
20018081	8/7/2015	568.00	0.00	08/21/2015				False	0
013-000-115100 Accounts Receivable					18TH AND WYETH FENCE REPAIR				
20018081 Total:		568.00							
WEST/MEYER FENCE T		568.00							
WILCOX & FLEGEL P O BOX 69 LONGVIEW, WA, 98632 037003									
C165589-IN	8/12/2015	3,071.67	0.00	08/21/2015				False	0
013-403-531000 Gasoline					GAS / DIESEL				
C165589-IN Total:		3,071.67							
C165590-IN	8/12/2015	1,283.53	0.00	08/21/2015				False	0
001-002-531000 Gasoline Expense					GAS POLICE				
C165590-IN Total:		1,283.53							
WILCOX & FLEGEL Tota		4,355.20							

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

Report Total:

60,082.25




Accounts Payable

To Be Paid Proof List

User: jenniferj
 Printed: 08/20/2015 - 9:35AM
 Batch: 00014.08.2015 - 8/21 FY 15-16 OVER 10K



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
MAUL FOSTER ALONGI, INC. 400 E. MILL PLAIN BLVD SUITE 400 VANCOUVER, WA 98660 019555									
23760	8/11/2015	11,639.41	0.00	08/21/2015				False	0
009-209-554110 Economic and Market assessmen				BOISE WHITE PAPER LAND TRANSFER / DUE DILIGI					
23760 Total:		11,639.41							
MAUL FOSTER ALONGI		11,639.41							
Report Total:		11,639.41							

Accounts Payable

To Be Paid Proof List

User: jenniferj
 Printed: 08/27/2015 - 10:10AM
 Batch: 00018.08.2015 - 8/28 FY 15-16 OVER 10K



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

CITY OF PORTLAND
 ACCOUNTING DIVISION
 1120 SW 5TH, ROOM 1250
 PORTLAND,, OR 97204
 025636

10192508	8/18/2015	11,712.00	0.00	08/28/2015				False	0
001-002-502000 Equipment Expense				7/1/15 THROUGH 6-30-16 ANNUAL BILLING REGJIN /					

10192508 Total: 11,712.00

CITY OF PORTLAND Tot 11,712.00

Report Total: 11,712.00