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City of St. Helens COUNCIL AGENDA

Wednesday, March 18, 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. 3182:** An Ordinance Vacating a Portion of the South 4th Street (Winter Street) Right of Way
5. **APPROVE AND/OR AUTHORIZE FOR SIGNATURE**
 - A. Contract Payments
6. **APPOINTMENTS TO CITY BOARDS & COMMISSIONS**
7. **CONSENT AGENDA FOR ACCEPTANCE**
 - A. Planning Commission Minutes dated February 10, 2015
 - B. Accounts Payable Bill List
8. **CONSENT AGENDA FOR APPROVAL**
 - A. Council Work Session, Public Hearing and Regular Session Minutes dated March 4, 2015
 - B. OLCC Licenses
 - C. Accounts Payable Bill List
9. **MAYOR PETERSON REPORTS**
10. **COUNCIL MEMBER REPORTS**
11. **DEPARTMENT REPORTS**
12. **ADJOURN**

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

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

City of St. Helens
ORDINANCE NO. 3182

**AN ORDINANCE VACATING A PORTION OF
THE SOUTH 4TH STREET (WINTER STREET) RIGHT OF WAY**

WHEREAS, a petition to vacate a portion of the S. 4th Street right of way was filed with the City Recorder on or about January 26, 2015; and

WHEREAS, a Notice of Street Vacation was published February 18, 2015 and February 25, 2015 in *The Chronicle* describing the property to be vacated, the date the petition was filed, the date and location for objections, and the date of the hearing; and

WHEREAS, copies of the Notice of Street Vacation were posted near the property proposed to be vacated February 17, 2015; and

WHEREAS, a public hearing was held on March 4, 2015 and testimony was received for the record.

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

Section 1. The City Council hereby adopts the following findings based on the record:

- a. The Council received notice of the petition and set the public hearing date.
- b. The Notice of Street Vacation was duly published and posted in the manner required by law.
- c. The City Recorder has searched the City records and certified that there are no outstanding liens against the property to be vacated. They also certified that the real estate taxes on this property are also current.
- d. The majority of affected property owners support the street vacation request.

Section 2. The portion of S. 4th Street right of way requested to be vacated, hereby vacated from and after the effective date of this ordinance, is underdeveloped right of way that is described as follows:

The west 15 feet of the South 4th Street right-of-way abutting Lots 12 and 13, Block 40, of the St. Helens Subdivision, City of St. Helens, Columbia County, Oregon.

Section 3. The City reserves to itself and any operating public utility provider, easements over the entire vacated street right-of-way for access, maintenance and repair of any existing or future public facility or public utility, except such easements are not reserved for the vacated area where the existing building is located. The location of the existing building is depicted per **Attachment "A"** attached hereto.

Section 4. The City Recorder shall file a certified copy of this Ordinance with the County Clerk, the County Assessor, and the County Surveyor of Columbia County, Oregon.

Read the first time: March 18, 2015

Read the second time: April 1, 2015

APPROVED AND ADOPTED this 1st day of April, 2015 by the following vote:

Ayes:

Nays:

Randy Peterson, Mayor

ATTEST:

Kathy Payne, City Recorder

CONTRACT PAYMENTS

City Council Meeting
March 18, 2015

Hamer Electric, Inc.

Project: M-434A Courthouse Docks Upgrade (Inv#21986*03) \$ **73,510.66**

HDR Engineering, Inc.

Project: W-429 Telemetry Upgrade (Inv#00429761-H) \$ 641.25

Project: W-429 Telemetry Upgrade (Inv#00437910-H) \$ 699.75

Total \$ **1,341.00**

Semling Construction Inc.

Project: S-637 ME8-ME10 SS Repair (Inv#4779) \$ **28,850.00**

KP

HAMER ELECTRIC, INC.
126 INDUSTRIAL WAY
LONGVIEW, WA 98632
360 636-2227

Invoice 21986*03

Bill to: CITY OF ST. HELENS PO BOX 278 ST. HELENS, OR 97051	Job: 21986 CITY OF ST HELENS CITY OF ST. HELENS BOAT DOCK
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Invoice #: 21986*03 Payment Terms: NET 10 DAYS Customer Code: STH02	Date: 02/25/15 Salesperson:	Customer P.O. #:
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Remarks: FROM DRAW REQUEST BILLING ENTRY

Quantity	Description	U/M	Unit Price	Extension
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CONTRACT BILLING

Subtotal:	<u>77,379.64</u>
Total:	<u>77,379.64</u>
Less Retention:	<u>-3,868.98</u>
Current Due:	<u>73,510.66</u>

PAST DUE INVOICES ARE SUBJECT TO A 1.5% FINANCE CHARGE PER MONTH

RECEIVED

MAR - 2 2015

CITY OF ST. HELENS

009-207-652958

M-434A Courthouse Dock
Utility Upgrade

APPROVED FOR PAYMENT

INIT	DATE
_____	_____
ACCOUNTS PAYABLE	_____
FINANCE	_____
<u>Sm</u> SUPERVISOR	<u>3-11-15</u>

Application and Certificate For Payment

To: CITY OF ST. HELENS PO BOX 278 ST. HELENS, OR 97051	Project: CITY OF ST HELENS CITY OF ST. HELENS BOAT DOCK	Application No: 3 Date: 02/25/15
From: HAMER ELECTRIC, INC. 126 INDUSTRIAL WAY LONGVIEW, WA 98632	Contractor Job Number: 21986	Period To: 02/25/15 Contract Date:
Phone: 360 636-2227	Contract For:	

Original contract sum	221,147.00
Net change by change orders (as per attached breakdown)	5,888.00
Contract sum to date	227,035.00
Completed to date (as per attached breakdown)	165,196.81
Stored material (as per attached breakdown)	0.00
Total completed and stored to date	165,196.81
Total retainage (5.0%)	8,259.84
Total earned less retainage	156,936.97
Less previous certificates of payment	83,426.31
Subtotal	73,510.66
Sales tax at 0.000% on 0.00	0.00

Amount of this request **73,510.66**

Certificate of the Subcontractor:

I hereby certify that the work performed and the materials supplied to date as shown on the above represent the actual value of accomplishment under the terms of the contract (and all authorized changes thereto) between the undersigned and CITY OF ST. HELENS relating to the above-referenced project.

I also certify that Payments, less applicable retention, have been made through the period covered by previous payments received from the contractor, to (1) all my subcontractors (sub-subcontractors) and (2) for all materials and labor used in connection with the performance of this contract.

I further certify I have complied with Federal, State and Local tax laws, including Social Security laws and unemployment laws and Workmen's Compensation laws insofar as applicable to the performance of this contract.

Furthermore, in consideration of this request of the payments received and upon receipt of the amount of this request, the undersigned does hereby waive, release, and relinquish all claims or right of lien which the undersigned may now have upon the premises above described except for claims or right of lien for contract and/or change order work performed to the extent that payment is being retained or will subsequently become due.

Date: _____
 Subscribed and sworn to before me this _____ day
 of _____ (Year).
 Notary public: _____
 My commission expires _____.

Contractor: HAMER ELECTRIC, INC.
 By: Richard Peltz
 Title: Accounting

Application and Certificate For Payment -- page 2

To: CITY OF ST. HELENS
 From (Subcontractor): HAMER ELECTRIC, INC.
 Project: CITY OF ST HELENS

Application No: 3
 Period To: 02/25/15
 Contractor's Job Number: 21986

Date: 02/25/15

Item Number	Description	Scheduled Value	Work Completed		Materials Presently Stored	Completed and Stored to Date	%	Balance to Finish	Retention	Memo
			Previous Application	This Period						
001	CONTRACT BILLING	221,147.00	87,817.17	77,379.64	0.00	185,196.81	74.70	55,950.19	8,259.84	
001	REPLACE DAMAGED SUPPORTS Billing Total	1,249.00	0.00	0.00	0.00	0.00	0.00	1,249.00	0.00	
002	CARD READER CONTROL PANEL	4,639.00	0.00	0.00	0.00	0.00	0.00	4,639.00	0.00	
Application Total		227,035.00	87,817.17	77,379.64	0.00	185,196.81	72.78	61,838.19	8,259.84	

KP



Invoice

HDR Engineering, Inc.
 Portland, OR 97204
 Phone: (503)423-3700

Reference Invoice Number with Payment

HDR Invoice No. 00429761-H
 Invoice Date December 12, 2014
 Invoice Amount Due \$641.25
 Payment Terms Net 30

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

Remit to P.O. Box 3480
 Omaha, NE 68103-0480
 Wire transfer to US Bank
 ABA #104000029
 Account #148704272449

W-429 Telemetry Upgrade

Professional Services
 From: November 2, 2014 To: November 29, 2014

Professional Services Summarization	Hours	Amount
Direct Labor	3.00	567.88
	3.00	Total Professional Services \$567.88

Expenses Summarization	Quantity	Amount
Miscellaneous Charges		60.00
Phones		2.27
Technology Charge	3.00	11.10
		Total Expenses \$73.37

Amount Due this Invoice \$641.25

010-302-653200

Fee Amount	\$76,590.00
Fee Invoiced to Date	\$63,094.70
Fee Remaining	\$13,495.30

HDR Internal Reference Only	
Client Number	200053
Business Unit	00102
Contract Number	CON0083154
Project Number	00000000215938

APPROVED FOR PAYMENT

INIT _____ DATE _____

ACCOUNTS PAYABLE _____

FINANCE _____

SN SUPERVISOR *3-11-15*



Invoice

HDR Invoice No.
Invoice Date

00429761-H
December 12, 2014

Professional Services and Expense Detail

Project ID 00000000215938
St. Helens:Telemetry Upgrade2

Activity 001
Project Administration

Professional Services	Hours	Billing Rate	Amount
Direct Labor Johnston,Bruce M	1.50	189.29	283.94
	1.50	Total Professional Services	\$283.94

Expenses	Quantity	Billing Rate	Amount
Miscellaneous Charges			60.00
Phones			0.34
Technology Charge	1.50	3.70	5.55
		Total Expenses	\$65.89

		Total Activity	\$349.83
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Invoice

HDR Invoice No.
Invoice Date

00429761-H
December 12, 2014

Professional Services and Expense Detail

Project ID 00000000215938
St. Helens:Telemetry Upgrade2

Activity 004
Services During Construction

Professional Services		Hours	Billing Rate	Amount
Direct Labor	Johnston, Bruce M	1.50	189.29	283.94
		1.50	Total Professional Services	\$283.94
Expenses		Quantity	Billing Rate	Amount
	Phones			1.93
	Technology Charge	1.50	3.70	5.55
			Total Expenses	\$7.48
			Total Activity	\$291.42

KP



Invoice

HDR Engineering, Inc.
 Portland, OR 97204
 Phone: (503)423-3700

Reference Invoice Number with Payment

HDR Invoice No. 00437910-H
 Invoice Date March 6, 2015
 Invoice Amount Due \$699.75
 Payment Terms Net 30

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

Remit to P.O. Box 3480
 Omaha, NE 68103-0480
 Wire transfer to US Bank
 ABA #104000029
 Account #148704272449

W-429. Telemetry Upgrade

Professional Services
 From: January 25, 2015 To: February 21, 2015

Professional Services Summarization	Hours	Amount
Direct Labor	3.50	595.17
	3.50	Total Professional Services \$595.17

Expenses Summarization	Quantity	Amount
Miscellaneous Charges		90.00
Phones		1.63
Technology Charge	3.50	12.95
		Total Expenses \$104.58

Amount Due this Invoice **\$699.75**

010-302-653200

Fee Amount	\$76,590.00
Fee Invoiced to Date	\$65,394.25
Fee Remaining	\$11,195.75

HDR Internal Reference Only	
Client Number	200053
Business Unit	00102
Contract Number	CON0083154
Project Number	00000000215938

APPROVED FOR PAYMENT

INIT _____ DATE _____

ACCOUNTS PAYABLE _____

FINANCE _____

SUPERVISOR *gn* DATE *3-11-15*



Invoice

HDR Invoice No.
Invoice Date

00437910-H
March 6, 2015

Professional Services and Expense Detail

Project ID 00000000215938
St. Helens:Telemetry Upgrade2

Activity 001
Project Administration

Professional Services		Hours	Billing Rate	Amount
Direct Labor	Johnston,Bruce M	1.00	196.85	196.85
		1.00	Total Professional Services	\$196.85

Expenses		Quantity	Billing Rate	Amount
	Miscellaneous Charges			90.00
	Technology Charge	1.00	3.70	3.70
			Total Expenses	\$93.70

			Total Activity	\$290.55
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Invoice

HDR Invoice No.
Invoice Date

00437910-H
March 6, 2015

Professional Services and Expense Detail				
Project ID 00000000215938 St. Helens:Telemetry Upgrade2		Activity 004 Services During Construction		
Professional Services		Hours	Billing Rate	Amount
Direct Labor	Davis,Greg R	1.00	103.04	103.04
	Johnston,Bruce M	1.50	196.85	295.28
		2.50	Total Professional Services	\$398.32
Expenses		Quantity	Billing Rate	Amount
	Phones			1.63
	Technology Charge	2.50	3.70	9.25
			Total Expenses	\$10.88
			Total Activity	\$409.20

KP

Semling Construction Inc.

Invoice

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

DATE	INVOICE #
2/27/2015	4779

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

RECEIVED
MAR - 2 2015
CITY OF ST. HELENS

S-637 MEG-ME10 Sanitary
Sewer Repair
010-303-653301

P.O. NO.	TERMS	PROJECT
	Upon Receipt	15132 - Sewer Line ...

QUANTITY	DESCRIPTION	RATE	AMOUNT
SEWER REPAIR			
1	ITEM #1 - Mobilization - Est. Qty 1 Unit LS	4,200.00	4,200.00
10	ITEM #2 - 6-inch Sanitary Sewer Rehabilitated by Slip-lining with 6-inch Diameter PVC Pipe -Est. Qty 10 Unit LF	580.00	5,800.00
150	ITEM #3 - 6-inch Sanitary Sewer Rehabilitated by Cured in Place Pipe (CIPP) Methods -Est. Qty 150 Unit LF	89.00	13,350.00
4	ITEM #4 - Reconnection of Sanitary Sewer Laterals - Est. Qty 4 Unit EA	400.00	1,600.00
1	ITEM #5 - New Cleanout to Replace Existing Cleanout - Est. Qty 1 Unit EA	2,100.00	2,100.00
10	ITEM #6 - Remove and Reinstall Existing Fence Est. Qty. 10 Unit LF	90.00	900.00
1	ITEM #7 - Clearing and Brush Removal Est. Qty 1 Unit LS	900.00	900.00
Total			\$28,850.00

DUE UPON RECEIPT. Invoices unpaid as of the due date are past due. Past due amounts are billed finance charges at the rate of 1 1/2 % per month. Invoices more than 60 days past due are considered in default. Contractor reserves the right to collect accounts in default

APPROVED FOR PAYMENT

INIT _____ DATE _____
ACCOUNTS PAYABLE _____
FINANCE _____
SUPERVISOR SM 3-11-15

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

APPOINTMENTS TO ST. HELENS CITY BOARDS AND COMMISSIONS

City Council Meeting ~ March 18, 2015

Pending applications received:

<u>Name</u>	<u>Interest</u>	<u>Date Application Received</u>	<u>Referred by Email To Committee(s)</u>
▪ Stephen Topaz	Parks Commission	4/14/14	4/15/14
▪ Elisa Mann	Parks Commission	11/18/14	11/19/14
▪ Jerry Belcher	Parks Commission	1/13/15	1/14/15
▪ Benjamin Tiscareno	Bicycle & Pedestrian Commission	3/4/15	3/5/15

Arts & Cultural Commission (3-year terms)

- XK Austin resigned. Her term expires 9/30/17.

Status: The Commission met on March 5 and requested that a press release be sent out to recruit a new member. The press release went out on March 9. The deadline to submit applications is March 27.

Next Meeting: April 2, 2015

Recommendation: None at this time.

Bicycle & Pedestrian Commission (3-year terms)

- Dave Ehrenkranz resigned. His term expires 12/31/2015.
- Matt Freeman resigned. His term expires 12/31/2015.
- Ray Scholl resigned. His term expires 12/31/2015.
- Dave Woulet resigned. His term expired 12/31/2014.

Status: They also requested that we send out another press release to recruit members. A press release was sent out and the deadline to apply is April 10.

Next Meeting: April 30, 2015

Recommendation: None at this time.

Parks Commission (4-year terms)

- Sari Swick's term expired 12/31/2013. She has resigned from the Commission.
- Debi Corsiglia resigned. Her term expires 12/31/2016.

Status: At their February 9 meeting, the Commission interviewed Elisa Mann and Steve Topaz. They are waiting until they can meet with Jerry Belcher before making a recommendation to the Council.

Next Meeting: April 20, 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

City of St. Helens

Planning Commission Meeting

February 10, 2015

Minutes

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

Members Absent: None

Staff Present: Jacob Graichen, City Planner
Jennifer Dimsho, Assistant Planner

Councilors Present: Ginny Carlson, City Council Liaison

Others Present: Stanton Wirta
Breanne Mares
Jeff & Karen Reinan

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

□

Consent Agenda

Approval of Minutes

Commissioner Cohen requested that Columbia River Fire & Rescue's condition regarding use of the fire prop on "no burn days" be clarified for the reader and to better match Graichen's condition. Chair Petersen requested on page 11 that one-thirtieth of a PSI be changed to one-third of a PSI, and on page 8, 70 miles per hour be changed to 70 miles.

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

□

Topics From The Floor

There were no topics from the floor.

□

Public Hearing

Stanton Wirta

Variance / V.1.15

2625 Sykes Rd.

It is now 7:07 p.m. and Chair Petersen opened the public hearing. Chair Petersen declared an ex-parte contact. In 2006, Chair Petersen owned and developed the parcel adjacent to the subject property. He has also spoken with Wirta regarding the subject property.

City Planner Jacob Graichen entered the following items into the record:

- Staff report packet dated February 3, 2015 with attachments

Graichen discussed the staff report and applicable criteria with the Commission. The applicant wishes to divide the parcel into three lots, but due to lot dimensions, the applicant cannot quite meet the minimum standard for lot width at the building line. The minimum required lot width at the building line is 60 feet, and the subject proposed parcel has a building line width of 55 feet.

Chair Petersen requested to view the city's sewer and storm drainage systems using the city's Web GIS. When Chair Petersen developed the adjacent property, he installed a storm drain to the city's storm system, eliminating the practical need for the drainage ditch mentioned in the staff report under criterion D. The drainage ditch, although it may still be listed on the deed of the subject property, is no longer a practical issue because all of the water flowing from upstream is now routed to the city's storm line.

Commissioner Cohen asked if the side setbacks would change. Graichen said no. The applicant is only requesting a variance for a slightly smaller building line width. Commissioner Webster asked if the lot would still meet the minimum lot size. Graichen said yes. Graichen also noted there is also a requirement for a 50 foot minimum width at the street, which can be met via the proposed access easement.

Commissioner Semling asked about the applicant's driveway. Graichen noted that the applicant's site plan uses the same symbology for the access easement (the driveway), the utility easement, and the emergency turn-around.

IN FAVOR

γ **Stanton Wirta, Applicant.** Wirta explained that the smaller, third lot didn't have quite enough width at the building line and that is what he is requesting a variance for. He explained that he made his driveway (access easement) wide in order to meet the 50 feet minimum width at the street on the third lot. Wirta said he also went to the fire station to make sure the emergency turn-around on the site plan met their needs.

IN OPPOSITION

There was no testimony in opposition.

END OF ORAL TESTIMONY

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

CLOSE PUBLIC HEARING & RECORD

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

DELIBERATIONS

Vice Chair Cary clarified that the subject property does not contain any known wetlands.

Chair Petersen said it is a fairly minor request, five feet off the width of the building line. Commissioner Lawrence said as long as the setback requirements are met, she sees no problems with the proposal. Commissioner Webster concurred.

MOTION B

Commissioner Webster moved to approve the variance with no additional conditions. Commissioner Semling seconded. All in favor; none opposed; motion carries.

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

□

Marijuana and Land Use Discussion (Continued)

Breanne Mares, the Prevention Specialist at Columbia County Mental Health (CCMH), requested to share information with the Commission regarding trends related to marijuana use and perception among youth, risk and prevention factors, and the cognitive and developmental impacts of marijuana on youth. Her full report is included in the archived packet.

Commissioner Lawrence asked Mares if CCMH has strategies or plans to educate parents on this issue. Mares said yes and just this last year at the Middle School, there was a presentation to parents regarding drug use. CCMH also intends to share the information with parents regarding drug use and perception by using social media and local newspapers.

Commissioner Cohen asked if the survey in the presentation only looked at marijuana use. Mares said it includes other illicit drugs, alcohol, and prescription drugs. Commissioner Cohen asked how the other drugs rated compared to marijuana. Mares said alcohol is the most abused because of easy access, but she did not know how the percentages of the other drugs off-hand. Commissioner Cohen asked if Oregon is doing research into Colorado's youth marijuana prevention methods. Mares said the OLCC is gathering input across the state and she will be attending a session in Beaverton at the end of February to ask questions.

Chair Petersen summarized the marijuana proposal being considered tonight and asked if there were any other recommendations Mares wanted to discuss. Mares explained her intention with the presentation was to provide information and data to the Commission, not to make land use recommendations.

Commissioner Lawrence asked if Mares has data about marijuana youth prevention in Colorado and Washington, where recreational marijuana is legal. Mares said the rate of marijuana use among youth has gone up in Colorado. She does not know about Washington, but assumes it will follow this trend. She said that accidental youth poisoning (consumption of highly concentrated THC edibles) has gone up by 213 percent in Colorado.

Graichen said that City Council felt comfortable with the inclusion of light industrial in the original recommendation, but not heavy industrial. Vice Chair Cary asked if that is because heavy industrial is not a

good location for commercial uses. Commissioner Cohen said he understands why the Commission would want to locate marijuana retailers in certain areas in order to hide them, but locating them in heavy industrial zones devalues the potential for future heavy industrial use. Councilor Carlson elaborated by saying that Council did not want to compromise the integrity of the land use or diminish the inventory of heavy industrial land by including commercial marijuana retailers in heavy industrial zones. However, Chair Petersen said he has seen a survey that says St. Helens far exceeds the state recommended level of heavy industrial lands.

Commissioner Webster asked about the sentence on page three of the memo under section 17.32.140 (1) that begins with, "It is also intended to provide locations for activities that need to be separated..." She would like this sentence to also be added section to the end of 17.32.130 (1). Graichen agreed.

Chair Petersen pointed out that without the heavy industrial, the amount of light industrial land available for use is very small. Commissioner Cohen said this is a good thing. Limiting the use to a narrower, more confined area is a very valid argument to only allow the use in light industrial zones. He is thoroughly opposed to allowing marijuana retailers to locate on heavy industrial lands because it diminishes the quality and purpose of the heavy industrial zone.

Commissioner Cohen asked about the different marijuana products, including baked goods. Graichen said OLCC will regulate the specific marijuana products. He clarified that the proposal for tonight is determining where *any* marijuana product, as permitted by the OLCC, can be purchased.

Chair Petersen asked if the proposal, as written, would allow marijuana manufacturing in light industrial zones. Graichen said yes, but that under Oregon law, the marijuana provider and manufacturer cannot be located on the same site.

Graichen asked if the proposal should contain a sentence about retailers selling "marijuana items only" to prohibit marijuana retailers from selling things like potato chips. He noted that the OLCC does regulate the other incidental items that liquor stores can sell and they will probably do the same for marijuana retailers. Commissioner Lawrence thinks the Commission should let the OLCC regulate what other products retailers can sell. The Commission concurred.

Chair Petersen requested that a sentence be added to not allow marijuana uses to be a temporary use. Commissioner Webster agreed. Commissioner Lawrence asked if trash storage could be required to be inside the building. Graichen said the City of Ashland had an ordinance that required any exterior refuse to be secured. Commissioner Lawrence said the disposal of marijuana refuse or marijuana by-products should be located inside or in a secure and locked area outside. The Commission agreed.

Commissioner Cohen asked what would happen if a marijuana retailer was permitted and a daycare facility wanted to locate within the 1,000 feet buffer. Graichen said he would first see if OLCC kicks the retailer out. However, from a pragmatic standpoint, since the marijuana facility came first and the childcare facility requested to locate there, they could. The 1,000 foot buffer applies to the marijuana retailer, not the childcare facility. He also noted that the chances of this happening are very slim because of the limited light industrial land available.

□

Residential Lot Coverage Increase Discussion (Continued)

Chair Petersen asked what the basic lot coverage requirements are for other jurisdictions. Graichen said when he was reviewing this proposal about a year ago, the increase from 40 percent seemed consistent across other jurisdictions. When he did this initial research, he was not focused on the increase from 50 percent, but if the city is going to increase the lot coverage percentage for the lower density residential zones, why not increase it for higher density residential zones too.

Commissioner Webster asked if this proposal to increase lot coverage was triggered by requests to build patios, garages, breezeways, etc. If so, could we increase the lot coverage only for these building additions? Her concern is that if we increase the lot coverage to 40 and 55 percent for new buildings, builders will then ask for 45 and 60 percent. Graichen said yes, it could be specified that the lot coverage increase to 40 and 55 percent only applies to building additions. He explained that currently, the city has a setback reduction of 20 percent for any building additions. This allows the city to maintain original setback requirements, but still gives a break for building additions. Commissioner Webster would prefer if the increase in lot coverage could only apply to building additions or new accessory structures. The Commission agreed.

Vice Chair Cary asked if builders were asking for an increase in lot coverage for building the initial, primary structure. Graichen said he ran into about four plans in the last year where he had to request that the builder re-submit new plans with less lot coverage. Commissioner Cohen says this is good because he does not want to see bigger and bigger houses with less and less natural area between houses. Vice Chair Cary asked what is the difference between a builder who wants to construct the initial structure with a patio but can't because he exceeds the minimum lot coverage up front and a builder who meets the minimum lot coverage initially, but utilizes the increase in lot coverage when he builds the additional patio later? Chair Petersen said the builder would be told that is the way the system works and that he can return in six months to build the addition. There are plenty of examples where the system requires two steps to get to the end result.

Chair Petersen said it is a natural progression of cities to increase in density as they age. He is in support of increasing the lot coverage for additions because he feels densification will occur naturally anyways. The Commission agrees with increasing the lot coverage for additions and accessory structures.

□

Reinan Street Vacation Discussion for Recommendation to Council

Graichen said the subject street has a right-of-way of 80 feet and is classified as a local street, which has a 50 feet standard. The bank will not issue a loan to the petitioners because their duplex is located about eight feet into the right-of-way. The petitioners are requesting the west fifteen feet of the South 4th Street right-of-way, fronting their duplex. Graichen said if the street was to be widened in the future, fill material and a retaining wall may be necessary because of the topography. In that circumstance, it would be more ideal to vacate only ten feet of the right-of-way in order for the city to access a potential, future retaining wall.

Vice Chair Cary noted that even though the right-of-way extends beyond it, the city would be unlikely to widen beyond the retaining wall seen on the bottom of page three in the staff report because of engineering difficulties. In the foreseeable future, Graichen agreed. Chair Petersen clarified that 4th Street dead ends. Graichen said yes, it dead ends at Nob Hill Nature Park.

Commissioner Webster asked if approving the vacation would prohibit the city from widening the street to 50 feet in the future. Graichen said no, but clarified fifteen feet is the maximum amount of right-of-way we could grant and still be able to widen the street in the future.

Commissioner Cohen asked if there is a utility easement located in the proposed vacation. Graichen said a utility easement is often required with street vacation, but in this case, there are no known utilities located nearby. Graichen also noted that when the notice is referred to other agencies (including other utility companies), the city can evaluate whether or not to require a utility easement based on the comments received.

Karen Reinan, the petitioner, was invited to speak at the podium. Her and her husband currently own and are renting out the duplex. Reinan said they would eventually like to sell or fix the duplex up, but the bank will not loan on a building within the right-of-way. If they want to sell it, they would have to find a buyer who could buy it with cash or carry the contract themselves. Commissioner Lawrence asked if their duplex would be out of the right-of-way if they only vacated ten feet. Graichen said if the 1981 survey is correct, yes, they would no longer be located within the right-of-way. Commissioner Cohen asked why we would not just vacate the full fifteen feet. Chair Petersen said there was a comment received from the city engineer who said if they ever had to build a retaining wall because of a street widening project in the distant future, they would need a little extra room to access and maintain the constructed retaining wall. Reinan said this is the first time she has heard about considering ten feet.

Chair Petersen said this is a local street that only accesses six to eight properties and dead ends into a park. It is unlikely to ever develop into a major thoroughfare. He sees no reason not to vacate all fifteen feet as the petitioner requested. Commissioner Webster agreed. Vice Chair Cary said it seems like the Commission should leave enough room for the City to access a future retaining wall, should the street ever be widened. Commissioner Lawrence agreed.

Commissioner Webster made a motion to recommend approval to the City Council of the fifteen feet street vacation as requested. Commissioner Semling seconded. Commissioner Lawrence clarified that the city engineer requested ten feet in order to build and retain a possible retaining wall, should the street ever be widened. Chair Petersen said that whenever someone builds a wall on a property line, it is considered common law that they have the right to access it for purposes of maintenance. It has worked this way for hundreds of years. He feels that the city will already have the right to access and maintain any future retaining wall without the extra room. Commissioner Lawrence said hypothetically, if structural work was needed, the extra five feet would allow the city engineers the space to build and maintain the facility. Commissioner Semling said that it is unlikely this would happen in the near future though. Commissioner Webster and Commissioner Semling voted in favor; Vice Chair Cary, Commissioner Hubbard, Commissioner Cohen and Commissioner Lawrence opposed. Motion fails.

Commissioner Cohen said if ten feet gets the petitioner what they need to be out of the right-of-way and satisfies the city engineers' request, then we should go with ten feet. Commissioner Lawrence made a motion to recommend approval to the City Council of a ten feet street vacation. Commissioner Cohen seconded. Vice Chair Cary, Commissioner Hubbard, Commissioner Cohen and Commissioner Lawrence voted in favor; Commissioner Webster and Commissioner Semling opposed. Motion carries.

□

Acceptance Agenda: Planning Administrator Site Design Review

- a. Site Design Review (Major) at 299 S. Vernonia Rd. – O’Reilly Auto Enterprise, LLC

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

□

Planning Director Decisions

- a. Home Occupation (Type I) at 264 N. 5th St. – Home office
- b. Sign Permit (Banner) at 2100 Block of Columbia Blvd. – Dianna Holmes
- c. Sign Permit (Banner) at 2100 Block of Columbia Blvd. – Sacagawea Health Center
- d. Sign Permit (Banner) at 2100 Block of Columbia Blvd. – Columbia County OHA
- e. Sign Permit (Banner) at 2100 Block of Columbia Blvd. – Pacific NW Works

There were no comments.

□

Planning Department Activity Reports

Councilor Carlson mentioned the resident who applied for a Planning Commission vacancy a while back is currently gathering funds to install turf on the St. Helens High School JV football field. They are currently fundraising, applying for grants, and are getting closer to their funding goal to install a turf field.

Graichen reported that the earth removal case is being appealed to the Court of Appeals.

□

There being no further business before the Planning Commission, the meeting was adjourned at 9:22 p.m.

Respectfully submitted,

Jennifer Dimsho
Assistant Planner

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							
04/14/15							
05/12/15							
06/09/15							
07/14/15							
08/11/15							
09/08/15							
10/13/15							
11/10/15							
12/08/15							

Accounts Payable

To Be Paid Proof List

User: Shellym
 Printed: 03/03/2015 - 9:45AM
 Batch: 00001.03.2015



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
PETTY CASH-JENNIFER JOHNSON									
018758									
MARCH3 2015	3/3/2015	6.99	0.00	03/03/2015				False	0
012-107-457000					Office supplies	DISH SOAP UPSTAIRS KITCHEN			
MARCH3 2015	3/3/2015	21.00	0.00	03/03/2015				False	0
017-517-546000					Forestry preservation	SALMONBERRY TRASH DISPOSAL- HUNTER OGLE			
MARCH3 2015	3/3/2015	183.89	0.00	03/03/2015				False	0
012-102-524000					Special projects	EMPLOYEE BANQUET SUPPLIES - LISA			
MARCH3 2015	3/3/2015	170.00	0.00	03/03/2015				False	0
001-103-465000					Jury / witness fees	JURY PAY 17 PEOPLE X \$10			
MARCH3 2015	3/3/2015	25.00	0.00	03/03/2015				False	0
012-102-524000					Special projects	EMP BANQ VOLUNTEER PRIZE GIFT CARD- LISA			
MARCH3 2015	3/3/2015	33.46	0.00	03/03/2015				False	0
001-100-473000					Miscellaneous	TOURISM RETREAT SNACKS			
MARCH3 2015	3/3/2015	40.00	0.00	03/03/2015				False	0
001-000-354000					Misc Revenue	PUB RECORDS REFUNDS X2			
MARCH3 2015	3/3/2015	108.00	0.00	03/03/2015				False	0
018-018-501000					Operating Materials & Supplies	RECORDING FEES - LISA			
MARCH3 2015	3/3/2015	12.94	0.00	03/03/2015				False	0
001-100-473000					Miscellaneous	COUNCIL SNACKS - LISA			
MARCH3 2015	3/3/2015	7.00	0.00	03/03/2015				False	0
001-103-473000					Miscellaneous	CERTIFIED STATEMENTS FOR COURT- MELANIE			
MARCH3 2015	3/3/2015	17.00	0.00	03/03/2015				False	0
012-107-457000					Office supplies	CITY COFFEE FOR PUBLIC MEETINGS - THAD			
MARCH3 2015	3/3/2015	19.06	0.00	03/03/2015				False	0
012-106-473000					Miscellaneous	TRAQVEL EXP - SHELLY MAHAR			
MARCH3 2015	3/3/2015	19.09	0.00	03/03/2015				False	0
012-102-473000					Miscellaneous	MARCH AND APRIL BDAY CARDS - CRYSTAL			
MARCH3 2015	3/3/2015	25.75	0.00	03/03/2015				False	0
012-107-457000					Office supplies	JON E STAFF COFFEE			

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
MARCH3 2015	3/3/2015	5.99	0.00	03/03/2015				False	0
013-403-501000	Operating materials/supplies			JON E STAFF COFFEE					
MARCH3 2015	3/3/2015	0.25	0.00	03/03/2015				False	0
012-106-473000	Miscellaneous			SHORTAGE					
MARCH3 2015 Total:		695.42							
PETTY CASH-JENNIFER		695.42							
Report Total:		695.42							



Accounts Payable

GL Distribution Report

UB # 12



User: Shellym
 Printed: 3/3/2015 - 12:15 PM
 Batch: 00002.03.2015
 Fiscal Period: 9
 JE Date: 03/03/15

Section 1	DR Amount	CR Amount	Account Number	Description
001 General Fund				
	0.00	832.81	001-000-202000	Accounts Payable
	82.36	0.00	001-002-459000	Utilities
	51.43	0.00	001-004-459000	Utilities
	394.54	0.00	001-005-459000	Utilities
	304.48	0.00	001-110-459000	Utilities
	<u>832.81</u>	<u>832.81</u>		
012 Administrative Services				
	0.00	82.36	012-000-202000	Accounts Payable
	82.36	0.00	012-107-459000	Utilities
	<u>82.36</u>	<u>82.36</u>		
013 Public Works				
	0.00	77.83	013-000-202000	Accounts Payable
	77.83	0.00	013-403-459000	Utilities
	<u>77.83</u>	<u>77.83</u>		
018 Sewer (Storm) Fund				
	0.00	215.90	018-000-202000	Accounts Payable
	107.95	0.00	018-019-501000	Operating Materials
	107.95	0.00	018-020-501000	Operating Materials & Supplies
	<u>215.90</u>	<u>215.90</u>		
Grand Total:	<u>1,208.90</u>	<u>1,208.90</u>		

Accounts Payable

To Be Paid Proof List

User: Shellym
 Printed: 03/06/2015 - 9:45AM
 Batch: 00004.03.2015



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
ACE HARDWARE									
000500									
ACCT 1213	2/28/2015	252.72	0.00	03/06/2015				False	0
001-005-501000					Operating Materials & Supp	PARKS MATERIALS			
	ACCT 1213 Total:	252.72							
ACCT 1214	2/28/2015	5.84	0.00	03/06/2015				False	0
001-002-501000					Operating Materials & Supp	POLICE MATERIALS			
	ACCT 1214 Total:	5.84							
ACCT 1217	2/28/2015	89.77	0.00	03/06/2015				False	0
018-019-501000					Operating Materials	SEWER MATERIALS			
ACCT 1217	2/28/2015	89.78	0.00	03/06/2015				False	0
018-020-501000					Operating Materials & Supplies	SEWER MATERIALS			
	ACCT 1217 Total:	179.55							
ACCT 1218	2/28/2015	12.98	0.00	03/06/2015				False	0
012-107-457000					Office supplies	CITY HALL MATERIALS			
ACCT 1218	2/28/2015	23.99	0.00	03/06/2015				False	0
015-015-501000					Operating Materials & Supp	BRETT MATERIALS			
ACCT 1218	2/28/2015	31.95	0.00	03/06/2015				False	0
001-004-470000					Building Expense	LIBRARY MATERIALS			
ACCT 1218	2/28/2015	21.98	0.00	03/06/2015				False	0
013-403-501000					Operating materials/supplies	MATERIALS			
ACCT 1218	2/28/2015	16.47	0.00	03/06/2015				False	0
001-005-501000					Operating Materials & Supp	PARKS MATERIALS			
ACCT 1218	2/28/2015	107.68	0.00	03/06/2015				False	0
017-417-501000					Operating materials and suppli	WWTP MATERIALS			

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
ACCT 1218	2/28/2015	146.66	0.00	03/06/2015				False	0
017-017-501000	Operating Materials & Sup.			SHOP MATERIALS					
	ACCT 1218 Total:	361.71							
	ACE HARDWARE Total:	799.82							
ADVANCED LOCKING SOLUTIONS, INC.									
000668									
8369	2/24/2015	383.70	0.00	03/06/2015				False	0
017-017-501000	Operating Materials & Sup.			MATERIALS					
8369	2/24/2015	383.70	0.00	03/06/2015				False	0
018-018-501000	Operating Materials & Supplies			MATERIALS					
8369	2/24/2015	188.10	0.00	03/06/2015				False	0
001-005-501000	Operating Materials & Supp			MATERIALS					
	8369 Total:	955.50							
	ADVANCED LOCKING S	955.50							
AKS ENGINEERING & FORESTRY									
001128									
4401-01	1/31/2015	750.00	0.00	03/06/2015				False	0
010-300-652970	McCormick Pk Ped Bridge			M-451 MCCORMICK PK PEDESTRIAN BRIDGE					
	4401-01 Total:	750.00							
	AKS ENGINEERING & F	750.00							
ALEXIN ANALYTICAL LABS, INC.									
001650									
21273	2/26/2015	375.00	0.00	03/06/2015				False	0
017-017-472000	Lab Testing			E COLI TESTING JAN 2015					
	21273 Total:	375.00							

Invoice Number Account Number	Invoice Date	Amount	Quantity	Payment Date	Task Label Description	Type Reference	PO #	Close PO	Line #
		<u>375.00</u>							
ALEXIN ANALYTICAL L		375.00							
ALLURE ALLURE MARCH3 2015 001-004-512000 Periodicals	3/3/2015	15.00	0.00	03/06/2015	SUBSCRIPTION			False	0
	MARCH3 2015 Total:	<u>15.00</u>							
	ALLURE Total:	<u>15.00</u>							
ALS ENVIRONMENTAL 001328 51-290213-0 018-019-472000 Lab Testing	2/13/2015	579.00	0.00	03/06/2015	QUARTERLY SAMPLING			False	0
51-290213-0 018-020-472000 Lab Testing	2/13/2015	579.00	0.00	03/06/2015	QUARTERLY SAMPLING			False	0
	51-290213-0 Total:	<u>1,158.00</u>							
	ALS ENVIRONMENTAL	<u>1,158.00</u>							
AMAZON.COM 001145 019116621512 001-004-511000 Printed Materials	1/16/2015	8.24	0.00	03/06/2015	MATERIALS			False	0
	019116621512 Total:	<u>8.24</u>							
071773012513 001-004-481000 Visual Materials	1/9/2015	5.99	0.00	03/06/2015	MATERIALS			False	0
071773012513 001-004-457000 Office Supplies	1/9/2015	40.97	0.00	03/06/2015	MATERIALS			False	0
	071773012513 Total:	<u>46.96</u>							
071779465798	1/9/2015	15.98	0.00	03/06/2015				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
001-004-457000 Office Supplies					MATERIALS				
071779465798	1/9/2015	8.69	0.00	03/06/2015				False	0
001-004-481000 Visual Materials					MATERIALS				
	071779465798 Total:	24.67							
089432577419	1/16/2015	250.00	0.00	03/06/2015				False	0
009-203-652312 Public Computers - software					MATERIALS				
	089432577419 Total:	250.00							
182074713956	1/10/2015	50.38	0.00	03/06/2015				False	0
001-004-511000 Printed Materials					MATERIALS				
182074713956	1/10/2015	112.00	0.00	03/06/2015				False	0
009-208-575000 Equipment					MATERIALS				
	182074713956 Total:	162.38							
199569245974	2/2/2015	49.97	0.00	03/06/2015				False	0
009-208-575000 Equipment					MATERIALS				
	199569245974 Total:	49.97							
205515344594	2/2/2015	8.66	0.00	03/06/2015				False	0
001-004-511000 Printed Materials					MATERIALS				
	205515344594 Total:	8.66							
261234353132	1/16/2015	18.43	0.00	03/06/2015				False	0
001-004-511000 Printed Materials					MATERIALS				
	261234353132 Total:	18.43							
	AMAZON.COM Total:	569.31							
BARBEE, DIANE									
017100									
FEB11 2015	2/11/2015	23.22	0.00	03/06/2015				False	0
009-208-457000 Supplies					LSTA SUPPLIES				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
	FEB11 2015 Total:	23.22							
FEB27 2015	2/27/2015	190.00	0.00	03/06/2015	ADULT SUMMER READING PROGRAM PRIZES			False	0
001-004-517000	Library Program								
	FEB27 2015 Total:	190.00							
	BARBEE, DIANE Total:	213.22							
BULLARD, SMITH, JERNSTEDT, 004880									
17638	2/20/2015	703.00	0.00	03/06/2015	LEGAL SERVICES			False	0
001-002-454000	Attorney								
	17638 Total:	703.00							
	BULLARD, SMITH, JERN	703.00							
CASCADE CONCRETE PRODUCTS,INC. 005925									
61858	2/24/2015	561.25	0.00	03/06/2015	MATERIALS			False	0
018-018-501000	Operating Materials & Supplies								
	61858 Total:	561.25							
	CASCADE CONCRETE P	561.25							
CENTURY LINK 034002									
1039 776B	2/2/2015	40.71	0.00	03/06/2015	PHONE			False	0
015-015-458000	Telephone Expense								
	1039 776B Total:	40.71							
2391 374B	2/17/2015	65.99	0.00	03/06/2015	PHONE			False	0
015-015-458000	Telephone Expense								

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
	2391 374B Total:	65.99							
8206 025B	2/17/2015	20.51	0.00	03/06/2015				False	0
018-019-458000	Telecommunication Expense				PHONE				
8206 025B	2/17/2015	20.51	0.00	03/06/2015				False	0
018-020-458000	Telecommunication Expense				PHONE				
	8206 025B Total:	41.02							
8547 369B	2/17/2015	40.01	0.00	03/06/2015				False	0
017-017-458000	Telephone Expense				PHONE				
	8547 369B Total:	40.01							
	CENTURY LINK Total:	187.73							
CHAVES CONSULTING, INC.-CRMS									
006630									
150033	3/2/2015	259.14	0.00	03/06/2015				False	0
012-102-554000	Contractual/consulting serv				MONTHLY USER FEE MARCH 2015				
	150033 Total:	259.14							
	CHAVES CONSULTING,	259.14							
CITY OF COLUMBIA CITY									
007370									
FEB26 2015	2/26/2015	80.99	0.00	03/06/2015				False	0
017-017-459000	Utilities				ACCT 001754-000 K ST RIGHT OF WAY				
FEB26 2015	2/26/2015	69.07	0.00	03/06/2015				False	0
017-417-459000	Utilities				ACCT 001754-001 1215 4TH ST WTP				
	FEB26 2015 Total:	150.06							
	CITY OF COLUMBIA CIT	150.06							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
CITY OF SCAPPOOSE									
SCAPPOOS									
0000039	2/25/2015	1,922.70	0.00	03/06/2015				False	0
001-105-554000 Contract Services				BUILDING OFFICIAL FEB 2015					
	0000039 Total:	1,922.70							
	CITY OF SCAPPOOSE To	1,922.70							
COLUMBIA COUNTY CULTURAL COALITION									
007520									
FEB 5 2015	2/5/2015	90.00	0.00	03/06/2015				False	0
001-104-490000 Professional development				JACOB GRAICHEN, JENNY DIMSHO, FUNDAM & AN					
	FEB 5 2015 Total:	90.00							
MARCH4 2015	3/4/2015	90.00	0.00	03/06/2015				False	0
001-004-490000 Schools & Conventions				BRENDA HERREN, NICOLE WODRUFF FUNDAMENT					
	MARCH4 2015 Total:	90.00							
	COLUMBIA COUNTY CU	180.00							
COLUMBIA COUNTY EXTENSION SERVICE									
007574									
FEB13 2015	2/13/2015	37.25	0.00	03/06/2015				False	0
001-005-501000 Operating Materials & Supp				MATERIALS					
	FEB13 2015 Total:	37.25							
	COLUMBIA COUNTY EX	37.25							
COLUMBIA COUNTY HABITAT									
007582									
1376211	2/26/2015	25.00	0.00	03/06/2015				False	0
001-000-311000 Business License				REFUND 2015 BUS LIC OVERPAYMENT					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	1376211 Total:	25.00							
	COLUMBIA COUNTY HA	25.00							
COLUMBIA LEARNING CENTER 008152									
104	3/2/2015	1,079.00	0.00	03/06/2015	D&O INSURANCE			False	0
	001-110-470000 Building expense								
	104 Total:	1,079.00							
	COLUMBIA LEARNING	1,079.00							
COMCAST COMCAST									
FEB21 2015	2/21/2015	107.85	0.00	03/06/2015	INTERNET POLICE			False	0
	001-002-458000 Telephone Expense								
FEB21 2015	2/21/2015	190.70	0.00	03/06/2015	INTERNET CITY HALL			False	0
	012-107-458000 Telecommunication expense								
FEB21 2015	2/21/2015	187.72	0.00	03/06/2015	INTERNET LIBRARY			False	0
	001-004-500000 Computer Maintenance								
	FEB21 2015 Total:	486.27							
	COMCAST Total:	486.27							
CONSOLIDATED SUPPLY 009000									
S7202423.001	2/20/2015	39.94	0.00	03/06/2015	COUPLINGS			False	0
	017-417-501000 Operating materials and suppli								
S7202423.001	2/20/2015	172.34	0.00	03/06/2015	COL VIEW RESTROOMS MATERIALS			False	0
	001-005-501000 Operating Materials & Supp								
	S7202423.001 Total:	212.28							
S7215035.001	2/26/2015	1,423.50	0.00	03/06/2015				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
010-304-653400	Storm drains				MATERIALS				
	S7215035.001 Total:	1,423.50							
	CONSOLIDATED SUPPL	1,635.78							
COUNTRY MEDIA INC. 006800									
FEB25 2015	2/25/2015	22.74	0.00	03/06/2015				False	0
001-104-493000	Legal notices				ACCT 22483 CHRONICLE AD				
	FEB25 2015 Total:	22.74							
	COUNTRY MEDIA INC. T	22.74							
DAHLGREN BUILDERS SUPPLY 009800									
FEB25 2015	2/25/2015	9.58	0.00	03/06/2015				False	0
013-403-470000	Building				ACCT # 10026				
FEB25 2015	2/25/2015	22.52	0.00	03/06/2015				False	0
013-403-501000	Operating materials/supplies				ACCT # 10026 MATERIALS SHOP				
FEB25 2015	2/25/2015	15.47	0.00	03/06/2015				False	0
011-011-505000	Street Signs				ACCT # 10026 MATERIALS SIGNS				
	FEB25 2015 Total:	47.57							
	DAHLGREN BUILDERS	47.57							
DEMCO, INC. 010130									
5527794	2/17/2015	103.33	0.00	03/06/2015				False	0
001-004-457000	Office Supplies				MATERIALS				
	5527794 Total:	103.33							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
	DEMCO, INC. Total:	103.33							
DEQ, OREGON 010137 HSAF15-1743	2/23/2015	2,562.78	0.00	03/06/2015	BOISE VENEER PLANT PROJECT 163815-000			False	0
009-209-554100 Environmental review									
	HSAF15-1743 Total:	2,562.78							
	DEQ, OREGON Total:	2,562.78							
EAGLE STAR ROCK PRODUCTS, INC. 010970 28956	2/13/2015	242.70	0.00	03/06/2015	ROCK 6TH ST			False	0
018-021-501000 Operating Materials & Supplies									
	28956 Total:	242.70							
28982	2/23/2015	244.63	0.00	03/06/2015	ROCK 6TH ST			False	0
018-021-501000 Operating Materials & Supplies									
	28982 Total:	244.63							
28987	2/24/2015	114.16	0.00	03/06/2015	ROCK 6TH ST			False	0
018-021-501000 Operating Materials & Supplies									
28987	2/24/2015	120.63	0.00	03/06/2015	ROCK SD-155			False	0
010-304-653400 Storm drains									
	28987 Total:	234.79							
28992	2/25/2015	117.64	0.00	03/06/2015	ROCK SD-155			False	0
010-304-653400 Storm drains									
28992	2/25/2015	352.13	0.00	03/06/2015	ROCK 6TH ST			False	0
018-021-501000 Operating Materials & Supplies									
	28992 Total:	469.77							
29000	3/2/2015	233.34	0.00	03/06/2015	ROCK 6TH ST			False	0
018-021-501000 Operating Materials & Supplies									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
	29000 Total:	233.34							
29006	3/2/2015	112.04	0.00	03/06/2015	ROCK SD-155			False	0
010-304-653400	Storm drains								
	29006 Total:	112.04							
	EAGLE STAR ROCK PRO	1,537.27							
EMMERT MOTORS, INC.									
020693									
91780	2/27/2015	78.20	0.00	03/06/2015	2015 CHEVY TAHO PARTS AND REPAIRS			False	0
001-002-510000	Automobile Expense								
	91780 Total:	78.20							
92460	2/19/2015	59.64	0.00	03/06/2015	2007 CHEVY IMPALA PARTS AND REPAIRS			False	0
001-002-510000	Automobile Expense								
	92460 Total:	59.64							
92601	2/27/2015	100.00	0.00	03/06/2015	2009 BOBCAT WINSHIELD INSTALL			False	0
015-015-501000	Operating Materials & Supp								
	92601 Total:	100.00							
	EMMERT MOTORS, INC	237.84							
EVERTON, KATHERINE									
EVERT.KA									
01376725	3/3/2015	8.00	0.00	03/06/2015	REFUND RECORDS DEPOSIT			False	0
001-000-354000	Misc Revenue								
	01376725 Total:	8.00							
	EVERTON, KATHERINE	8.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
FINKSINC MARKETING & COMMUNICATIONS									
012206									
030315-SH	3/3/2014	3,300.00	0.00	03/06/2015				False	0
008-008-449000	Tourism Director			MARCH 2015 MONTHLY FEE					
030315-SH	3/3/2014	2,000.00	0.00	03/06/2015				False	0
008-008-558104	Events			E2C REIMBURSEMENT					
	030315-SH Total:	5,300.00							
	FINKSINC MARKETING	5,300.00							
GOLD, PATRICIA									
P.C. GOL									
MARCH5 2015	3/5/2015	300.00	0.00	03/06/2015				False	0
001-004-517000	Library Program			FEE FOR LECTURE ON COL R NATIVE WOMEN					
	MARCH5 2015 Total:	300.00							
	GOLD, PATRICIA Total:	300.00							
GRUNDFOS CBS INC.									
014173									
1900114252	1/30/2015	4,530.00	0.00	03/06/2015				False	0
018-022-501000	Materials and supplies			SUBMERSBLE PUMP					
	1900114252 Total:	4,530.00							
	GRUNDFOS CBS INC. To	4,530.00							
H.D. FOWLER CO.									
012650									
I3846587	2/17/2015	57.34	0.00	03/06/2015				False	0
017-017-501000	Operating Materials & Sup.			PAINT MARKER STICK					
	I3846587 Total:	57.34							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
H.D. FOWLER CO. Total:		57.34							
HACH COMPANY									
014200									
9263592	2/27/2015	174.83	0.00	03/06/2015				False	0
018-019-501000	Operating Materials			MATERIALS 451 PLYMOUTH					
9263592	2/27/2015	174.83	0.00	03/06/2015				False	0
018-020-501000	Operating Materials & Supplies			MATERIALS 451 PLYMOUTH					
9263592 Total:		349.66							
HACH COMPANY Total:		349.66							
HARDER MECHANICAL CONTRACTORS, INC.									
HARDER									
1376196	2/26/2015	20.00	0.00	03/06/2015				False	0
001-000-311000	Business License			REFUND OVERPAID 2015 BUS LIC					
1376196 Total:		20.00							
HARDER MECHANICAL		20.00							
HELLER ENTERPRISES									
015064									
22249	2/24/2015	427.10	0.00	03/06/2015				False	0
001-005-509000	Marine board expense			MATERIALS FOR SAND ISL RR					
22249 Total:		427.10							
HELLER ENTERPRISES		427.10							
INGRAM LIBRARY SERVICES, INC.									
016240									
83756326	2/9/2015	-19.50	0.00	03/06/2015				False	0
001-004-511000	Printed Materials			MATERIALS					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	83756326 Total:	-19.50							
83777394	2/10/2015	16.59	0.00	03/06/2015				False	0
001-004-511000	Printed Materials			MATERIALS					
	83777394 Total:	16.59							
83777395	2/10/2015	387.91	0.00	03/06/2015				False	0
009-208-501000	Library Materials			MATERIALS					
	83777395 Total:	387.91							
83777396	2/10/2015	19.47	0.00	03/06/2015				False	0
001-004-511000	Printed Materials			MATERIALS					
	83777396 Total:	19.47							
83777397	2/10/2015	142.01	0.00	03/06/2015				False	0
001-004-511000	Printed Materials			MATERIALS					
	83777397 Total:	142.01							
83892749	2/17/2015	29.34	0.00	03/06/2015				False	0
001-004-483000	Audio Materials			MATERIALS					
	83892749 Total:	29.34							
83892750	2/17/2015	36.93	0.00	03/06/2015				False	0
001-004-511000	Printed Materials			MATERIALS					
	83892750 Total:	36.93							
83892751	2/18/2015	15.93	0.00	03/06/2015				False	0
001-004-511000	Printed Materials			MATERIALS					
	83892751 Total:	15.93							
83892753	2/17/2015	445.73	0.00	03/06/2015				False	0
001-004-511000	Printed Materials			MATERIALS					
	83892753 Total:	445.73							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
83900030	2/17/2015	14.85	0.00	03/06/2015				False	0
001-004-511000 Printed Materials					MATERIALS				
	83900030 Total:	14.85							
83900031	2/17/2015	121.42	0.00	03/06/2015				False	0
001-004-511000 Printed Materials					MATERIALS				
	83900031 Total:	121.42							
83900033	2/17/2015	90.38	0.00	03/06/2015				False	0
001-004-511000 Printed Materials					MATERIALS				
	83900033 Total:	90.38							
	INGRAM LIBRARY SERV	1,301.06							
INTEGRA TELECOM, INC.									
016479									
12767944	2/21/2015	396.90	0.00	03/06/2015				False	0
001-002-458000 Telephone Expense					TELEPHONE LAND LINES				
12767944	2/21/2015	53.23	0.00	03/06/2015				False	0
012-106-480000 Postage					TELEPHONE LAND LINES				
12767944	2/21/2015	1,150.26	0.00	03/06/2015				False	0
012-107-458000 Telecommunication expense					TELEPHONE LAND LINES				
12767944	2/21/2015	273.58	0.00	03/06/2015				False	0
001-004-458000 Telephone Expense					TELEPHONE LAND LINES				
12767944	2/21/2015	48.49	0.00	03/06/2015				False	0
017-017-458000 Telephone Expense					TELEPHONE LAND LINES				
12767944	2/21/2015	517.25	0.00	03/06/2015				False	0
017-417-458000 Telephone expense					TELEPHONE LAND LINES				
12767944	2/21/2015	193.20	0.00	03/06/2015				False	0
013-403-458000 Telecommunication expense					TELEPHONE LAND LINES				
12767944	2/21/2015	179.17	0.00	03/06/2015				False	0
018-019-458000 Telecommunication Expense					TELEPHONE LAND LINES				
12767944	2/21/2015	179.17	0.00	03/06/2015				False	0
018-020-458000 Telecommunication Expense					TELEPHONE LAND LINES				
12767944	2/21/2015	693.71	0.00	03/06/2015				False	0
018-022-458000 Telecommunication expense					TELEPHONE LAND LINES				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
	12767944 Total:	3,684.96							
	INTEGRA TELECOM, IN	3,684.96							
JEFFRIES, MARGARET									
016949									
FEB26 2015	2/26/2015	202.95	0.00	03/06/2015				False	0
001-004-517000	Library Program				BIBRARY PROGRAMS				
FEB26 2015	2/26/2015	56.30	0.00	03/06/2015				False	0
001-004-511000	Printed Materials				PRINTED MATERIALS				
	FEB26 2015 Total:	259.25							
	JEFFRIES, MARGARET T	259.25							
JORDAN RAMIS PC									
030274									
FEB28 2015	2/28/2015	738.90	0.00	03/06/2015				False	0
012-101-454000	Attorney				LEGAL SERVICES				
FEB28 2015	2/28/2015	420.00	0.00	03/06/2015				False	0
001-104-454000	Attorney				LEGAL SERVICES				
FEB28 2015	2/28/2015	3,423.60	0.00	03/06/2015				False	0
009-209-554120	Urban renewal review				LEGAL SERVICES				
FEB28 2015	2/28/2015	2,358.00	0.00	03/06/2015				False	0
018-019-554000	Contractual/Consulting Serv				LEGAL SERVICES				
	FEB28 2015 Total:	6,940.50							
	JORDAN RAMIS PC Tota	6,940.50							
LEAF									
018101									
5547797	2/23/2015	170.00	0.00	03/06/2015				False	0
012-107-502000	Equipment expense				COPPIER				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	5547797 Total:	170.00							
	LEAF Total:	170.00							
LEAGUE OF OREGON CITIES									
018100									
16294	3/2/2015	20.00	0.00	03/06/2015				False	0
001-100-473000	Miscellaneous				SUSAN CONN CH DAYAT CAPITOL 2-26-15				
16294	3/2/2015	20.00	0.00	03/06/2015				False	0
012-101-473000	Miscellaneous				JOHN WALSH CH DAYAT CAPITOL 2-26-15				
	16294 Total:	40.00							
	LEAGUE OF OREGON C	40.00							
MIDWEST TAPE									
020427									
92553950	2/6/2015	49.99	0.00	03/06/2015				False	0
009-208-501000	Library Materials				MATERIALS				
	92553950 Total:	49.99							
	MIDWEST TAPE Total:	49.99							
MORE MAGAZINE									
0206943									
march4 2014	3/4/2015	30.00	0.00	03/06/2015				False	0
001-004-512000	Periodicals				2 YEAR SUBSCRIPTION				
	march4 2014 Total:	30.00							
	MORE MAGAZINE Total	30.00							

ONE CALL CONCEPTS, INC.

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
021950									
5020476	2/28/2015	55.44	0.00	03/06/2015				False	0
017-017-554000 Contractual/Consult Serv.					MODEM DELIVERY TICKETS				
5020476	2/28/2015	55.44	0.00	03/06/2015				False	0
018-018-554000 Contractual/Consulting Serv					MODEM DELIVERY TICKETS				
	5020476 Total:	110.88							
	ONE CALL CONCEPTS,	110.88							
OREGON ASSOC. OF MUNICIPAL RECORDERS									
OAMR									
MARCH4 2015	3/4/2015	50.00	0.00	03/06/2015				False	0
012-102-490000 Professional development					KATHY PAYNE MEMBERSHIP RENEWAL				
	MARCH4 2015 Total:	50.00							
	OREGON ASSOC. OF MU	50.00							
OREGON ASSOC.FOR COURT ADMIN.									
022012									
MARCH5 2015	3/5/2015	50.00	0.00	03/06/2015				False	0
001-103-490000 Professional development					JULIE METZ MEMBERSHIP FEES				
MARCH5 2015	3/5/2015	175.00	0.00	03/06/2015				False	0
001-103-490000 Professional development					JULIE METZ SPRING OACA CONFERENCE 4/12-14/15				
	MARCH5 2015 Total:	225.00							
	OREGON ASSOC.FOR C	225.00							
OREGON CORRECTIONS ENTERPRISES									
022040									
0102191-IN	2/25/2015	180.00	0.00	03/06/2015				False	0
001-005-509000 Marine board expense					SAND ISLAND RESTROOMS				
	0102191-IN Total:	180.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
		180.00							
OVERHEAD DOOR COMPANY									
024076									
31390	2/26/2015	92.50	0.00	03/06/2015				False	0
018-019-501000 Operating Materials					SERVICE GARAGE DOOR 451 PLYMOUTH				
31390	2/26/2015	92.50	0.00	03/06/2015				False	0
018-020-501000 Operating Materials & Supplies					SERVICE GARAGE DOOR 451 PLYMOUTH				
		185.00							
31390 Total:									
		185.00							
OVERHEAD DOOR COM									
OWEN EQUIPMENT COMPANY									
024119									
84946	2/25/2015	51.00	0.00	03/06/2015				False	0
018-018-501000 Operating Materials & Supplies					KEYBOARD				
		51.00							
84946 Total:									
		51.00							
OWEN EQUIPMENT COM									
PAPE' MATERIAL HANDLING EXCHANGE									
024755									
7395680	2/25/2015	17.59	0.00	03/06/2015				False	0
015-015-501000 Operating Materials & Supp					MATERIALS				
		17.59							
7395680 Total:									
		17.59							
PAPE' MATERIAL HAND									
PEOPLE									
031444									
MARCH 3 2015	3/3/2015	116.07	0.00	03/06/2015				False	0
001-004-512000 Periodicals					SUBSCRIPTION				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
	MARCH 3 2015 Total:	116.07							
	PEOPLE Total:	116.07							
PETTY CASH-JENNIFER JOHNSON									
018758									
MARCH5 2015	3/5/2015	15.00	0.00	03/06/2015				False	0
001-000-318000 Fines- Library					JAMES BOYER LOST BOOK FOUND REUMBURSEME				
MARCH5 2015	3/5/2015	3.99	0.00	03/06/2015				False	0
001-004-457000 Office Supplies					DIANE B -DISHPAN FROM FRED MEYER				
MARCH5 2015	3/5/2015	14.00	0.00	03/06/2015				False	0
001-004-457000 Office Supplies					DIANE B ACE HARDWARE 8 KEYS MADE				
MARCH5 2015	3/5/2015	6.00	0.00	03/06/2015				False	0
001-000-318000 Fines- Library					STEPHANIE WOODARD REFUND FRO 2 INTERLIBRA				
	MARCH5 2015 Total:	38.99							
	PETTY CASH-JENNIFER	38.99							
PHILLIPS, CYNTHIA									
025515									
031515	3/3/2015	1,592.00	0.00	03/06/2015				False	0
001-103-554000 Contractual/consulting serv					BEGIN MARCH 2015 JUDICIAL SERVICES				
	031515 Total:	1,592.00							
	PHILLIPS, CYNTHIA Tot	1,592.00							
PITNEY BOWES									
025600									
JAN27 2015	1/27/2015	3,000.00	0.00	03/06/2015				False	0
012-106-480000 Postage					POSTAGE ON MACHINE				
	JAN27 2015 Total:	3,000.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	PITNEY BOWES Total:	3,000.00							
REAL SIMPLE 027015									
MARCH 3 2015	3/3/2015	24.00	0.00	03/06/2015				False	0
001-004-512000 Periodicals				SUBSCRIPTION					
	MARCH 3 2015 Total:	24.00							
	REAL SIMPLE Total:	24.00							
SELDEN, LAURIE 030715									
083114	3/3/2015	2,948.00	0.00	03/06/2015				False	0
001-103-554000 Contractual/consulting serv				BEGIN MARCH 2015 PROSECUTORIAL SERVICES					
	083114 Total:	2,948.00							
	SELDEN, LAURIE Total:	2,948.00							
SIMPLEXGRINNELL LP 014130									
77607159	2/23/2015	1,075.18	0.00	03/06/2015				False	0
001-004-470000 Building Expense				FIRE ALARM TEST AND INSPECTION					
	77607159 Total:	1,075.18							
81066408	2/26/2015	735.00	0.00	03/06/2015				False	0
001-004-470000 Building Expense				EMERGENCY AFTER HOURS CALL SPRINKLER SYS'					
	81066408 Total:	735.00							
	SIMPLEXGRINNELL LP	1,810.18							

SPRINGBROOK SOFTWARE, INC

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
031690									
INV30252	2/28/2015	163.00	0.00	03/06/2015				False	0
001-105-554000 Contract Services					MIGRATION TRAVEL EXPENSES				
INV30252	2/28/2015	271.00	0.00	03/06/2015				False	0
001-110-554000 Contractual/consulting serv					MIGRATION TRAVEL EXPENSES				
INV30252	2/28/2015	271.00	0.00	03/06/2015				False	0
017-017-554000 Contractual/Consult Serv.					MIGRATION TRAVEL EXPENSES				
INV30252	2/28/2015	378.56	0.00	03/06/2015				False	0
018-018-554000 Contractual/Consulting Serv					MIGRATION TRAVEL EXPENSES				
	INV30252 Total:	1,083.56							
	SPRINGBROOK SOFTWA	1,083.56							
ST. HELENS AUTO BODY & 028470									
2628	2/24/2015	500.00	0.00	03/06/2015				False	0
015-015-501000 Operating Materials & Supp					DEDUCTIBLE, REPAIRS TO 07 CHEVY 1500				
	2628 Total:	500.00							
	ST. HELENS AUTO BOD	500.00							
ST. HELENS MARINA 029000									
MARCH 4 2015	3/4/2015	1,710.00	0.00	03/06/2015				False	0
001-005-509000 Marine board expense					ANNUAL FEE TO 1/1/16				
MARCH 4 2015	3/4/2015	112.83	0.00	03/06/2015				False	0
001-005-509000 Marine board expense					GAS				
	MARCH 4 2015 Total:	1,822.83							
	ST. HELENS MARINA To	1,822.83							
STAPLES BUSINESS ADVANTAGE 031983									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
8033286305	2/14/2015	15.64	0.00	03/06/2015				False	0
001-105-457000 Office supplies				OFFICE SUPPLIES					
8033286305	2/14/2015	40.62	0.00	03/06/2015				False	0
001-103-457000 Office supplies				OFFICE SUPPLIES					
8033286305	2/14/2015	51.19	0.00	03/06/2015				False	0
012-107-457000 Office supplies				OFFICE SUPPLIES					
8033286305	2/14/2015	26.39	0.00	03/06/2015				False	0
013-402-457000 Office supplies				OFFICE SUPPLIES					
	8033286305 Total:	133.84							
	STAPLES BUSINESS AD	133.84							
STATE OF OREGON WRD									
021969									
31381	2/18/2015	170.00	0.00	03/06/2015				False	0
017-517-546000 Forestry preservation				SALMONBERRY RESERVOIR DAM SAFETY FEE					
	31381 Total:	170.00							
	STATE OF OREGON WRD	170.00							
TCMS CORPORATION									
033013									
012276	2/20/2015	410.00	0.00	03/06/2015				False	0
001-110-470000 Building expense				SENIOR CENTER MAINTENANCE					
	012276 Total:	410.00							
	TCMS CORPORATION T	410.00							
THE LIBRARY CORPORATION									
018420									
2015050089	2/18/2015	6,895.00	0.00	03/06/2015				False	0
001-004-500000 Computer Maintenance				LIBRARY SOLUTIONS SOFTWARE 6/15-5/16 ACCT 24					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	2015050089 Total:	6,895.00							
	THE LIBRARY CORPOR	6,895.00							
THE OREGONIAN 0240010 SUBSCRIPTION 001-004-512000 Periodicals	3/3/2015	247.00	0.00	03/06/2015	ACCT 1927838, 52 WEEKS			False	0
	SUBSCRIPTION Total:	247.00							
	THE OREGONIAN Total:	247.00							
TYPETHINK, LLC 034599 3672 009-206-458100 PEG Access	3/1/2015	300.00	0.00	03/06/2015	WEBSITE FOR FEB 2015			False	0
	3672 Total:	300.00							
	TYPETHINK, LLC Total:	300.00							
VERIZON WIRELESS 000720 9740877524 001-002-458000 Telephone Expense	2/20/2015	1,399.90	0.00	03/06/2015	POLICE CELLULAR			False	0
	9740877524 Total:	1,399.90							
9740929892 013-403-458000 Telecommunication expense	2/20/2015	103.50	0.00	03/06/2015	CITY CELLULAR			False	0
9740929892 013-403-458000 Telecommunication expense	2/20/2015	294.91	0.00	03/06/2015	CITY CELLULAR			False	0
9740929892 017-417-458000 Telephone expense	2/20/2015	113.70	0.00	03/06/2015	CITY CELLULAR			False	0
9740929892	2/20/2015	28.03	0.00	03/06/2015	CITY CELLULAR			False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
018-019-458000 Telecommunication Expense					CITY CELLULAR				
9740929892	2/20/2015	21.02	0.00	03/06/2015				False	0
018-020-458000 Telecommunication Expense					CITY CELLULAR				
9740929892	2/20/2015	21.02	0.00	03/06/2015				False	0
018-022-458000 Telecommunication expense					CITY CELLULAR				
9740929892 Total:		582.18							
VERIZON WIRELESS To		1,982.08							
Report Total:		63,935.44							



City of St. Helens

Consent Agenda for Approval

CITY COUNCIL MINUTES

Presented for approval on this 18th day of March, 2015 are the following Council minutes:

2015

- Work Session, Public Hearing and Regular Session Minutes dated March 4, 2015

After Approval of Council Minutes:

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

City of St. Helens CITY COUNCIL

Work Session Minutes

March 4, 2015

Members Present: Randy Peterson, Mayor
Keith Locke, Councilor
Susan Conn, Councilor
Ginny Carlson, Councilor

Members Absent: Doug Morten, Council President

Staff Present: John Walsh, City Administrator
Jon Ellis, Finance Director
Kathy Payne, City Recorder
Margaret Jeffries, Library Director
Terry Moss, Police Chief
Sue Nelson, Interim Public Works Co-Director
Nathan Jones, Librarian
Chris Finks, Tourism Director

Others: Kannikar Petersen Al Petersen Mark Miller
Cindy Vaeger

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

This meeting is contained in audio file 030415CCWS.MP3 on file at City Hall.

Visitor Comments

◆ **Kannikar Petersen.** She has organized a grant writing workshop for nonprofits in Columbia County. It will be held Tuesday, May 12, at Columbia Soil & Water Conservation District. It is \$45 if you register prior to April 30. The speaker is a professor at Oregon State University. He has been instructing grant writing since 1992. Kannikar distributed flyers for the workshop.

Early Literacy Parent Education Grant Review / Every Child Ready to Read

Library Director Margaret Jeffries introduced Youth Librarian Nathan Jones and County Education Coordinator Cindy Jaeger. Their collaboration satisfies two Council goals: Goal 2 - Improve Service, Communication and Relationships; Goal 3 – Foster a Safe and Healthy Community.

Cindy reported that early literacy programs offered at the Library have attracted families with young children. They have received great feedback. Studies show, if children are able to read and comprehend by the end of third grade, they will be much more likely to graduate high school and go on to college or a successful career. Only 35% of high school seniors are reading proficiently. Cindy expressed her gratitude for Nathan's work on the programs.

Nathan reviewed a PowerPoint Presentation, a copy of which is in the archive packet for this meeting. The number of students entering school who do not have essential early literacy skills has significantly increased. This affects the Library, community, and businesses. Mastering the

skill of reading has a positive, life-long impact.

Highway Directional Signage

Council reviewed the existing signs. It was the consensus of the Council to remove the "Olde Towne Cultural District" reference and add "Riverfront District" and "Houlton District."

Mayor Peterson directed City Planner Jacob Graichen to review the Riverfront District and Houlton District designations and propose sign placement for those areas.

Recommendations from Bicycle & Pedestrian Commission

City Administrator John Walsh reported on the Bicycle Friendly Business program. Additional information about the program is included in the archive meeting packet. The Bicycle & Pedestrian Commission recommended the City apply to list City Hall and the Library as a Bicycle Friendly Business. It is free to apply and has potential to attract bicycle tourists. Amenities, such as restrooms, water and Wi-Fi need to be available but can regulate hours. The Council was in favor of the recommendation.

The Bicycle & Pedestrian Commission also recommended that a flashing pedestrian crossing light at S. Vernonia Road and Highway 30 be installed. It is a blind spot and not safe for pedestrians. Interim Public Works Co-Director Sue Nelson will get additional information from the Bicycle & Pedestrian Commission and contact ODOT with the request.

FY2014-15 Tourism Activity Report

Tourism Director Chris Finks presented a tourism activity report for FY2014-15. He reviewed a list from Tina Curry of proposed events to organize or support.

- Geocache, CountryCon and Poker Run combined. This would be co-sponsored by the Chamber. Councilor Carlson suggested combining the events with the Kiwanis Community Parade. Events are building for the day of the parade.
- Combine the Maritime Heritage Festival and Buskers Circus. Not in favor of combining the Maritime Heritage Festival and 4th of July activities.
- Kite festival.
- Spirit of Halloweentown.
- Zombie Dash.
- Ghostcon.
- Christmas Tree lighting.

There is ongoing discussion about the Tourism reorganization. Chris suggests suspending further Tourism Committee meetings until it has been resolved.

The Council consensus was to stop Tourism Committee meetings for 60-90 days until the reorganization is done.

Department Reports

Police Chief Moss reported...

- Applications for the Sergeant and Police Officer positions closed last week. An assessment center process for the Sergeant position will be held March 19. Testing for the Police Officer position will be held March 24.

Interim Public Works Co-Director Nelson reported...

- Tonight's agenda includes a recommendation for the Godfrey Park Storm Drain bid award.
- The project at the City's docks is almost complete.

Library Director Jeffries reported...

- The usual line-up of Library events is scheduled.
- Another fire alarm system malfunction has occurred. The repairs are complete.

Finance Director Ellis reported...

- In June and July of last year, several properties were in violation of weed and grass abatement. There are two properties who have yet to pay for the cost of abatement. They have a deadline to pay the fee or we lien the property. This has been a good learning lesson to shorten the time of the abatement and lien process.
- An RFP for utility bill printing and mailing services was released on Friday. It will close March 20 and come to Council in April for award.
- We are receiving \$25-30,000 less in delinquent fines. That is good because people are either paying on time or they're arranging payment plans. The bad news is that we are receiving less money to assist with a low income program. Locke will report on this further.
- He is working on the budget.

City Recorder Payne reported...

- It is time for her to plan for the Annual Volunteer Appreciation Reception for City boards and commissions and their support staff. Would April 23 be ok with all of you? Council was in concurrence.

City Administrator Walsh reported...

- The Waterfront Steering Committee kicks off on March 16.

Council Reports

Mayor Peterson reported...

- Nothing to report.

Councilor Conn reported...

- Attended the LOC City Days at the Capital. She had the opportunity to review the legislative priorities and talk to representatives. She was most interested in the discussion in Senator Betsy Johnson's office about mental health. They discussed the creation of a crisis drop-in facility to be located next to the CCMH campus. They are currently transported out of the area or lodged in jail.
- Attended the Crisis Intervention Team (CIT) meeting yesterday. She was pleased with the collaborations between mental health agencies, law enforcement, emergency services and judicial. It was a good time of information sharing. The first CIT training will be held in April. Mental health has been listed as a priority with cities, counties and the state. She requested funds to provide snacks during the training event.
- The report on a location for PCC will be going to the PCC board this month. They expect to make a decision within the next 60 days.
- Her and Councilor Carlson met with Senior Center Director Cheryl Young to discuss their request to take ownership of the building.
- The Library Board is considering changing their meeting dates to the third Tuesday of the month during the summer to not conflict with 13 Nights. The Arts & Cultural Commission meeting is tomorrow at 6 p.m.
- The SHEDCO Design Committee meeting is Saturday, March 14 at Good Things to plan the clean-up day.
- All of our public meetings are listed on the website.

Councilor Carlson reported...

- Took Riverside clients to the Parks Department to paint picnic tables. Thad and his crew

were very welcoming.

- She appreciates the time Chief Moss and Sergeant Graham spent with the clients as well.
- Attending a Ford Leadership training in Roseburg this weekend.
- Has been attending the Youth Council meetings with Councilor Locke. Her daughter has been participating as well. She is encouraged by the number of attendees and their excitement.
- Cheryl Young really appreciated Carlson and Conn taking the time to hear the seniors' viewpoint. Communication will continue.

Councilor Locke reported...

- He and Finance Director Ellis met with the Community Action Team (CAT). CAT was disappointed the amount is lower than expected. They talked about the program to assist low income families. CAT offers money management classes for people who request the assistance. Ellis will be working on an IGA with CAT.
- Two Youth Council meetings have been held. They had 10 students attend the first meeting and 22 attended the second meeting. The students are excited and look forward to working on projects. They are going to allow seniors to remain involved one more year to help lead it. Meetings will be held twice a month and continue throughout the summer. One idea they came up with is the Youth Court program. Jean Lewis worked on that before she passed away. The students felt it was a great program. Mayor Peterson recalls former Judge Taylor being involved in the program. Locke will follow-up with her and Judge Grove.

Executive Session

ORS 192.660(2)(e) Real Property Transactions

Motion: At 2:27 p.m., upon Locke's motion and Carlson's second, the Council unanimously voted to move into executive session under ORS 192.660(2)(e) Real Property Transactions.

Motion: At 2:48 p.m., upon completion of the executive session, Locke moved to go back into work session, seconded by Conn, and unanimously approved.

Other Business

Councilor Conn requested funds to provide refreshments for the CIT training. It is a week-long training.

Motion: Upon, Locke's motion and Carlson's second, the Council unanimously approved a donation of \$250 from Council expense for CIT training refreshments.

Finance Director Ellis mentioned that we received a quote of \$4,773 from TCMS for the Senior Center HVAC system. It may result in additional re-appropriations.

Ellis also reported that he hopes to send out an RFP by the end of this month for consultant services to update our water, sewer and storm utility rates.



There being no further business, the meeting was adjourned at 2:54 p.m.

ATTEST:

Kathy Payne, City Recorder

Randy Peterson, Mayor

City of St. Helens CITY COUNCIL

Public Hearing Minutes

March 4, 2015

Members Present: Randy Peterson, Mayor
Keith Locke, Councilor
Susan Conn, Councilor
Ginny Carlson, Councilor

Members Absent: Doug Morten, Council President

Staff Present: John Walsh, City Administrator
Jon Ellis, Finance Director
Kathy Payne, City Recorder
Margaret Jeffries, Library Director
Sue Nelson, Interim Public Works Co-Director
Jacob Graichen, City Planner

Others: Jeff Reinan Karen Reinan



Public Hearing

Petitioner: Jeff and Karen Reinan

Proposal: Vacation of public right of way

Location: Portion of South 4th Street Right of Way

At 6:20 p.m., Mayor Randy Peterson opened the public hearing.

Staff Report

City Planner Jacob Graichen presented his staff report dated February 24, 2015. The request is to vacate the west 15 feet of the South 4th Street right of way abutting Lots 12 and 13, Block 40, of the St. Helens Subdivision. The purpose of this vacation is to improve loan eligibility of the property per the petitioner's petition. Banks will not loan on a building located in a street right of way, according to the petitioner.

The Planning Commission recommended granting 10 feet. Their recommendation is based on the possibility of a future street widening and the potential for a retaining wall. This is a dead-end street.

Based upon the facts and findings, staff recommends the Council grant the street vacation but consider potential future improvements as to whether the entire 15 feet or a reduced amount be granted with the provision that utility easements be retained over the entire areas allowed to be vacated.

Testimony in Favor

◆Karen and Jeff Reinan. They were under the opinion that they were going to do 15 feet because it was a good distance away from the property. He was surprised to hear about the location of the natural gas line. They are fine with allowing an easement and are still asking for

15 feet. The duplex is rented out. They occasionally have issues with tenants because of the condition of the duplex. Being eligible to sell the house or make improvements would be a relief.

Testimony in Opposition

No testimony in opposition.

Close Public Hearing – 6:38 p.m.



ATTEST:

Kathy Payne, City Recorder

Randy Peterson, Mayor

DRAFT

City of St. Helens CITY COUNCIL

Regular Session Minutes

March 4, 2015

Members Present: Randy Peterson, Mayor
Keith Locke, Councilor
Susan Conn, Councilor
Ginny Carlson, Councilor

Members Absent: Doug Morten, Council President

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

Others: Jeff Reinan Karen Reinan Tricia Stockwell
Jeff Kroll Donny Bremmer

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

Pledge of Allegiance – Mayor Peterson

Invitation to Citizens for Public Comment

◆Jeff Kroll. He, Tricia Stockwell and Donny Bremmer are here to represent St. Helens Girls Softball. They would like to begin working on the fields but have been really busy with softball registration.

Mayor Peterson reported that the request for credit to field use fees was taken to the Parks Commission. They recommended not allowing credit on future fees based on work done. Interim Public Works Co-Director Nelson explained that one of the Parks Commission's concerns was giving credit to all of the groups who uses different areas of the park. They wanted to see improvements being done that are part of the Parks Master Plan.

Jeff is trying to improve a City facility. The fields are kept in immaculate condition when they use them. They are also requesting credit for days that they are unable to use field two because it's under water.

Mayor Peterson said the Council sent this back to the Parks Commission for further deliberation. It is not a flat no yet.

Donny said the improvements they do are to make the fields safe for the girls. Mayor Peterson explained that credit may be given for work that was part of the Parks Master Plan.

Tricia expressed that no one has communicated with them. A work session was held in February where the Council was going to discuss the proposal and get back to the Girls Softball

Association but they were never contacted. Mayor Peterson apologized.

Jeff asked the Council to consider using their association as a test. Allow them to make some improvements so the field does not flood and is safer for the girls. The corrugated metal on the dugout roofs was recently blowing in the wind. They were concerned about it blowing off and hitting a kid.

Mayor Peterson asked Nelson to have Thad Houk meet with the association and involve Council President Morten when he returns.

Deliberations

Petitioner: Jeff and Karen Reinan

Proposal: Vacation of public right of way

Location: Portion of South 4th Street Right of Way

A public hearing was held earlier in the evening.

Motion: Upon Locke’s motion and Conn’s second, the Council unanimously voted to approve the 15 foot street vacation with a blanket utility easement, except for where the house sits.

Award Sodium Hypochlorite Contract for WWTP to HASA Inc.

Background:

The Wastewater Treatment Plant uses sodium hypochlorite for disinfection of the primary waste discharge to the secondary treatment lagoon. Each year they receive bids from chemical haulers for the delivery of this product to the WWTP site. It is estimated that the WWTP uses 50,000 gallons of sodium hypochlorite on an annual basis. The results for the 2015 bid request are as follows:

FIRM	BID
HASA Inc.	\$0.85/gallon
Univar	\$0.993/gallon
Olin	No longer providing service to area
Alphachem	No response to request
Brenntag	No response to request

Recommendation:

Authorize the Wastewater Treatment Plant to contract with HASA Inc. for delivery of Sodium Hypochlorite. The bid from HASA is approximately 15% higher than the previous year. The WWTP staff report that HASA was subcontracted to their previous supplier, Olin, after Olin stopped providing product to the area. HASA been accommodating and reliable.

Motion: Upon Locke’s motion and Carlson’s second, the Council unanimously authorized the Wastewater Treatment Plant to contract with HASA Inc. for delivery of Sodium Hypochlorite.

Award Godfrey Park Storm Sewer Replacement Project to James W. Fowler Co.

A large portion of the City’s stormwater runoff systems converge and flow through Godfrey Park as they flow to a single discharge point at the Columbia River. The oldest section of the piping system is located between the park and the outfall near the St. Helens Marina. Portions of these pipes were constructed in the early 1900’s and the majority of the downstream system is showing signs of failure. In 2013, the City hired Murray Smith and Associates, Inc. to design a replacement system. The new system will utilize an existing above ground channel pipe to convey flows and provide natural sediment treatment, along with a new 66-inch diameter pipe that will

significantly increase capacity.

Plans and specifications were released for bids on January 26, 2015. Complete submitted bids were opened publically at 2:00 p.m. on March 3, 2015 with the following verified results:

FIRM	LOCATION	BID
James W. Fowler Co.	Dallas, OR	\$1,989,411.00
3 Kings Environmental, Inc.	Battle Ground, WA	\$2,387,081.50
Oxbow Construction	Troutdale, OR	\$2,431,851.00
Emery & Sons Construction Group	Salem, OR	\$2,696,064.00
TFT Construction, Inc.	Scappoose, OR	2,722,683.84
Elting Northwest, Inc.	Clackamas, OR	\$2,726,775.75

The pre-bid estimate range was \$1.8M to \$2.1M. The project is identified in the current 2014/2015 Budget as Godfrey Park Outfall project with a budget of \$1.8M.

Recommendation:

Award the contract for the Godfrey Park Storm Sewer Replacement Project to James W. Fowler Co. as the lowest responsive bidder and authorize the Mayor to execute a Construction Contract for the Godfrey Park Storm Sewer Replacement Project, SD-146. Contract will be at the rate prescribed in that firm’s submitted bid, plus standard contingency.

Motion: Upon Locke’s motion and Carlson’s second, the Council unanimously awarded the contract for the Godfrey Park Storm Sewer Replacement Project to James W. Fowler Co. as the lowest responsive bidder in the amount of \$1,989,411.00 and authorize the Mayor to execute a Construction Contract for the Godfrey Park Storm Sewer Replacement Project, SD-146. Contract will be at the rate prescribed in that firm’s submitted bid, plus standard contingency.

Approve and/or Authorize for Signature

- A. Second Amendment to Hamer Electric, Inc. Contract for Courthouse Docks Improvements
- B. Contract Payments

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

Appointments to City Boards/Commissions

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.
- Paul Barlow, Cindy Sutliff and Dave Woullet all have term expirations of 12/31/2014.

Status: The Commission met on February 26 and recommended reappointing Paul Barlow and Cindy Sutliff. They also requested that we send out another press release to recruit members.

Next Meeting: April 30, 2015

Recommendation: Reappoint Paul Barlow and Cindy Sutliff to an additional 3-year term. Their terms will expire on December 31, 2017.

Motion: Upon Locke’s motion and Conn’s second, the Council unanimously reappointed Paul Barlow and Cindy Sutliff to additional 3-year terms which will expire on December 31, 2017.

Consent Agenda for Acceptance

- A. Planning Commission Minutes dated January 13, 2015
- B. Library Board Minutes dated January 15, 2015
- C. Arts & Cultural Commission Minutes dated October 28, 2014
- D. Accounts Payable Bill List

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

Consent Agenda for Approval

- A. Exclusive Use Permit for Girls/JV Softball, Campbell Park Fields, March 30 – June 30, 2015
- B. OLCC Licenses
- C. Council Work Session, Special Session and Regular Session Minutes dated February 18, 2015
- D. Accounts Payable Bill List

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

Council Reports

Mayor Peterson reported...

- Nothing to report.

Councilor Conn reported...

- Nothing to report.

Councilor Carlson reported...

- Nothing to report.

Councilor Locke reported...

- Two Youth Council meetings have been held with 22 attendees at the last meeting. The next meeting is March 16 at 6:30 p.m. in the Council Chambers.

Department Reports

Police Chief Moss reported...

- The Council is well aware of the joint partnership with the Fire District for CIRT. For years, Holly Haebe has volunteered for CIRT. He was thrilled when Holly received the Community Impact Award from the Chamber of Commerce.

Interim Public Works Co-Director Nelson reported...

- Nothing to report.

Library Director Jeffries reported...

- Nothing to report.

Finance Director Ellis reported...

- After we migrated over to Springbrook V.7 and after seven renditions to the utility bills, they finally went out. Unfortunately, the due date on the bills said February 10 instead of March 10.

City Recorder Payne reported...

- Nothing to report.

City Administrator Walsh reported...

- Nothing to report.

Adjourn - There being no further business, the meeting adjourned at 7:23 p.m.



ATTEST:

Kathy Payne, City Recorder

Randy Peterson, Mayor

DRAFT

City of St. Helens
Consent Agenda for Approval

OLCC LICENSES

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

2015 RENEWALS

<u>Business Name</u>	<u>Applicant Name</u>	<u>Location</u>	<u>Purpose</u>
• Blackbird Catering	Blackbird Catering LLC	170 S. 15 th Street	Renewal
• Burrito House Express	CH Siesbers Inc.	58499 Columbia River Hwy.	Renewal
• Columbia County Brewing	Columbia County Brewing LLC	164 & 170 S. 170 15 th Street	Renewal
• Columbia Tavern	RL Sharp Inc.	467 Columbia Blvd.	Renewal
• Dockside Steak & Pasta	In-Time LLC	343 S. 1 st Street	Renewal
• El Tapatio Restaurant	Guitron-Galvan Inc.	2105 Columbia Blvd.	Renewal
• Johnny's Bar & Grill	Jimikat Inc.	1750 Old Portland Road	Renewal
• Kuy's Oriental Cuisine	Lim, Chhiu K.	524 Milton Way	Renewal
• Lori's Lounge	CJ Eateries LLC	2296 Gable Road, #210	Renewal
• Miyako Restaurant	Miyako Inc.	1835 Columbia Blvd.	Renewal
• Oregon Trail Lanes	Oregon Trail Lanes Inc.	735 S. Columbia River Hwy.	Renewal
• Pour House, The	C&S Pour House LLC	2098 Old Portland Road	Renewal
• Sherlocks Grocery	Maybury LLC	155 N. Vernonia Road	Renewal
• Village Motel & Restaurant	Village Motel & Restaurant Inc.	535 S. Columbia River Hwy.	Renewal
• Walgreens #10056	Walgreen Co.	175 S. Columbia River Hwy.	Renewal

Accounts Payable

To Be Paid Proof List

User: Shellym
 Printed: 03/05/2015 - 3:36PM
 Batch: 00006.03.2015



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
LIBERTY ELECTRIC									
018365									
1405-7	2/28/2015	38,949.99	0.00	03/06/2015				False	0
010-302-653200 Telemetry System Upgrade					WATER SYSTEM TELEMETRY UPGRADE				
1405-7 Total:		38,949.99							
LIBERTY ELECTRIC Total		38,949.99							
MURRAY, SMITH & ASSOC., INC.									
020762									
09-1078-60	2/17/2015	4,192.00	0.00	03/06/2015				False	0
010-303-653302 I&I Reduction					I&I REHAB				
09-1078-60	2/17/2015	17,906.37	0.00	03/06/2015				False	0
010-304-653409 Godfrey Outfall					SD-146 GODFREY PARK STORM				
09-1078-60 Total:		22,098.37							
MURRAY, SMITH & ASS		22,098.37							
WETLAND SOLUTIONS NORTHWEST, LLC									
036768									
15012-1	2/20/2015	1,215.00	0.00	03/06/2015				False	0
009-207-652970 McCormick Pk Ped Bridge					MCCORMICK PARK PEDESTRIAN BRIDGE M-451				
15012-1 Total:		1,215.00							

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

	WETLAND SOLUTIONS	1,215.00							
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Report Total:		62,263.36							
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