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City of St. Helens
UPDATED COUNCIL AGENDA
Wednesday, March 4, 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. **6:20PM - PUBLIC HEARING: Street Vacation - 405 S. 4th Street (Reinan)**
2. **7:00PM - CALL REGULAR SESSION TO ORDER**
3. **PLEDGE OF ALLEGIANCE**
4. **INVITATION TO CITIZENS FOR PUBLIC COMMENT – *Limited to five (5) minutes per speaker.***
5. **DELIBERATIONS: Street Vacation - 405 S. 4th Street (Reinan)**
6. **AWARD SODIUM HYPOCHLORITE CONTRACT FOR WWTP TO HASA INC.**
7. **AWARD BID FOR GODFREY PARK STORM SEWER REPLACEMENT PROJECT**
8. **APPROVE AND/OR AUTHORIZE FOR SIGNATURE**
 - A. Second Amendment to Hamer Electric, Inc. Contract for Courthouse Docks Improvements
 - B. Contract Payments
9. **APPOINTMENTS TO CITY BOARDS & COMMISSIONS**
10. **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
11. **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
12. **MAYOR PETERSON REPORTS**
13. **COUNCIL MEMBER REPORTS**
14. **DEPARTMENT REPORTS**
15. **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 PLANNING DEPARTMENT
STAFF REPORT
Vacation VAC.1.15**

DATE: February 24, 2015
To: City Council
FROM: Jacob A. Graichen, AICP, City Planner
PETITIONER: Jeff and Karen Reinan
PROPOSAL: Vacation of public right-of-way 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.

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.

PUBLIC HEARING & NOTICE

Hearing date: March 4, 2015 before the City Council

Notice of this proposed street vacation was Published in the Chronicle on **February 18, 2015** and **February 25, 2015**. Staff posted a copy of the notice at or near each end of the proposed street vacation areas on **February 18, 2015**.

APPLICABLE CRITERIA, ANALYSIS & FINDINGS

SHMC 2.08.080—Planning Commission Powers and Duties

Discussion: There are several listed duties and powers that include recommendations to the City Council with regards to property acquisition/disposition, public facility proposals, right-of-way plans, plats or deeds dedicating land to public use, and street design for example. Street vacation proposals can be construed as falling within one or more of these.

As such, at their **February 10, 2015** meeting, the Commission considered this request and, based on **majority (split decision)** vote, recommends the following to the City Council:

The Planning Commission recommends that the City Council grant 10' of the area requested to be vacated. This is partially based on comments from the City Engineer about street widening, the likely necessity of a retaining wall for such, and the potential need to have adequate access to that retaining wall for maintenance and such.

SHMC 17.32.030(5): Whenever any street is lawfully vacated, and when the lands within the boundaries thereof attach to and become a part of lands adjoining such street, the

lands formerly within the vacated street shall automatically be subject to the same zoning district designation that is applicable to lands to which the street attaches.

SHMC 17.136.220—Vacation of Streets: All street vacations shall comply with the procedures and standards set forth in ORS Chapter 271 and applicable local regulations.

Discussion: The above two excerpts are the only places where vacations are specifically mentioned in the St. Helens Municipal Code. The Municipal Code does not set forth any additional approval criteria other than those per State law below.

Oregon Revised Statutes, ORS 271.120 – Street Vacation Approval Criteria

... the governing body shall hear the petition and objections and shall determine whether the consent of the owners of the requisite area has been obtained, whether notice has been duly given and whether the public interest will be prejudiced by the vacation of such plat or street or parts thereof. If such matters are determined in favor of the petition the governing body shall by ordinance make such determination a matter of record and vacate such plat or street; otherwise it shall deny the petition. The governing body may, upon hearing, grant the petition in part and deny it in part, and make such reservations, or either, as appear to be for the public interest.

Discussion:

- **Have there been any objections or other comments submitted regarding this request?**
NW Natural has provided comments that there is an existing gas line within the vicinity of the area requested to be vacated (see attached). The exact location is not known but this warrants consideration of whether or not a utility easement should be required for the area allowed to be vacated.
- **Has the consent of the owners of the requisite area been obtained?**
Pursuant to ORS 271.080(2), the consent of the owners of all abutting property and not less than two-thirds in area of the real property affected area (i.e. an area 200 feet parallel to and on both sides of the portion of street r.o.w. to be vacated and 400 feet along its course beyond each terminus of the portion of street r.o.w. to be vacated) is required. **The applicant submitted documentation showing 100% consent of all property owners abutting the portion of street right-of-way to be vacated and approximately 69% of the affected area.**
- **Has notice been duly given?**
Notice requirements are set forth by ORS 271.110. This requires published notice to occur once each week for two consecutive weeks prior to the hearing and posted notice within five days after the first date of published notice. The posting and first day of publication notice is required to be at least 14 days before the hearing. The notice requirements have been met (see PUBLIC HEARING & NOTICE above).

- **Will the public interest be prejudiced by the proposed street vacation?**

The portion of S. 4th Street proposed to be vacated is classified as a local street per the City's Transportation Systems Plan. Per SHMC 17.152.030, the minimum right-of-way width for a residential local classified street is 50 feet. The current right-of-way width is 80 feet. Loosing half of the "extra" 30 feet would still retain the minimum right-of-way width.

There are no known public improvements located within the right-of-way proposed to be vacated. City utilities (water, sanitary sewer, and storm sewer) are elsewhere. Overhead power is located on the opposite side of the street.

S. 4th Street is improved though lacks sidewalks. Note also that the typical roadway width for a local classified street is 36 feet. The roadway in this case is as narrow as approximately 22 feet and more-or-less in the middle of the current 80' wide right-of-way. The street is not skewed to any side. This information is worth considering since the subject property (405 S. 4th Street) that's abuts the proposed vacation area is below grade from the improved streets. To explain, if the street was to be widened and sidewalks included, fill material and some type of retaining wall system is a possibility. In such a circumstance, some access to the other side of the retaining wall would be beneficial for access. Since the proposed vacation would move the property line (currently approximately 8 feet behind the front of the existing building) to about midway between the edge of road and front of the existing building, available room is a consideration. There is approximately 23 feet between the edge of road and the front of existing building.



Photo taken from the S. 4th Street R.O.W. looking north.



Photo taken from the S. 4th Street R.O.W. looking south. This is also the S. 4th Street/Tualatin Street intersection.



Photo taken from the S. 4th Street R.O.W. looking south. The visible portion of the building is within the R.O.W.

About 8 feet of this side of the building is within the R.O.W.

The arrow points to a stick in the ground, which is the approximate extent of the proposed 15' wide street vacation area.



Photo taken from the Tualatin Street R.O.W. looking southeast towards the subject property.

This area is accessible via Parkway Street.

Finding: The public interest will not be compromised by this street vacation, subject to a question as to how much of the requested vacation be granted. Also, given close proximity of existing utilities (e.g., natural gas) utility easement should be preserved over the vacated area.

CONCLUSION & RECOMMENDATION

Based upon the facts and findings herein, staff recommends the City Council grant the street vacation petition, but consider potential future improvements as to whether the entire 15' or a reduce amount (e.g., 10') be granted, with the provision that:

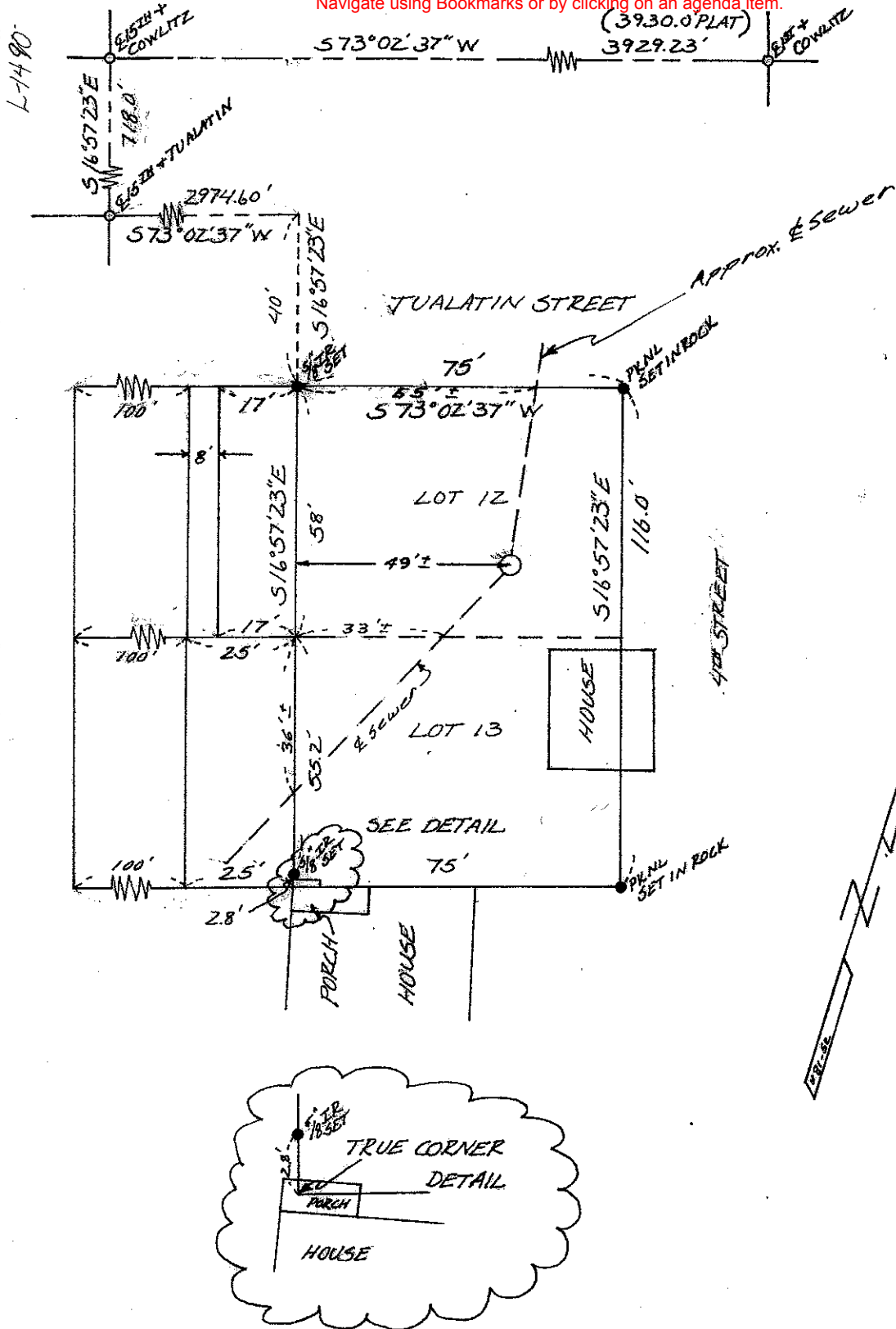
Utility easements be retained over the entire areas allowed to be vacated.

Attached: Survey of the subject property from 1981

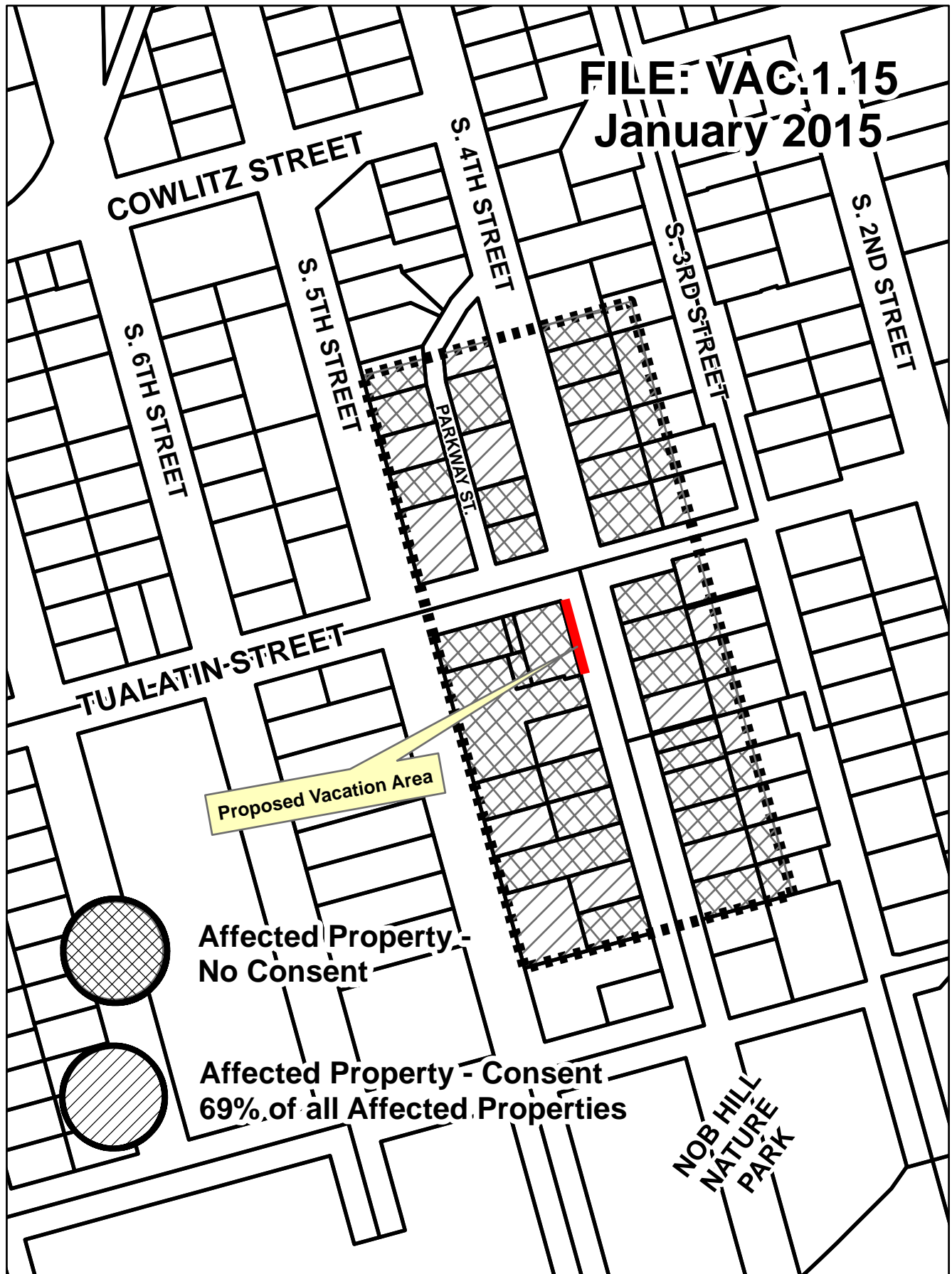
Consent map

Aerial map

Comments from NW Natural



<p>REGISTERED PROFESSIONAL LAND SURVEYOR</p> <p><i>Philip Dewey</i></p> <p>OREGON JULY 12, 1968 PHILIP DEWEY 847</p>	<p>BASIS OF BEARING _____</p> <p>REFERENCE MAP No. <u>WM 436</u></p> <p>REFERENCE MAP No. _____</p> <p>REFERENCE MAP No. _____</p> <p>WORK MAP No. _____</p> <p>FIELD BOOK <u>167</u> PAGE <u>15</u></p> <p>FIELD BOOK _____ PAGE _____</p> <p>DEED REF. D. B. _____ PAGE _____</p> <p>DEED REF. D. B. _____ PAGE _____</p>	<p>SURVEY FOR <u>STEVE CUPP</u></p> <p>LOTS <u>12 + 13</u> BLOCK <u>40</u></p> <p>SUBDIVISION <u>ST. HELENS</u></p> <p>DONATION LAND CLAIM _____</p> <p>IN THE <u>NW</u> $\frac{1}{4}$ OF THE <u>SW</u> $\frac{1}{4}$ OF SECTION <u>3</u> T. <u>4</u> N., R. <u>1</u> W., W. M. COLUMBIA COUNTY, OREGON.</p> <p>DATE <u>APRIL 1981</u> Scale: 1" = <u>30</u> ft. <u>Revised 4-22-81</u></p>
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Jennifer Dimsho

From: Ramsey, Douglas <douglas.ramsey@nwnatural.com>
Sent: Thursday, February 19, 2015 10:42 AM
To: Jennifer Dimsho
Cc: Young, Andrew F.
Subject: City Referral - Reinan Street Vacation


Based on the attached proposed project, it is not clear the if the Right of Way being vacated encompasses our existing 2" steel main. If it does, NW Natural will need to retain the rights to keep our main in its current location and to have access to it for maintenance.

Prior to construction, the existing 2" line will need to be located vertically and horizontally by your contractor.

See drawings below



COUNCIL ACTION SHEET

To:	The Mayor and Members of City Council	
From:	Sue Nelson, Neal Sheppard Interim Public Works Co-Directors	
Date:	4 March 2015	
Subject:	Award Sodium Hypochlorite Contract for the WWTP	

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.

COUNCIL ACTION SHEET

To:	The Mayor and Members of City Council	
From:	Sue Nelson, Neal Sheppard Interim Public Works Co-Directors	
Date:	4 March 2015	
Subject:	Award Bid for the Godfrey Park Storm Sewer Replacement Project	

Background:

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 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

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 XXXX 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.

**SECOND AMENDMENT TO
HAMER ELECTRIC, INC. PUBLIC IMPROVEMENT CONTRACT**

This agreement is entered into this ____ day of March, 2015, by and between the City, (hereinafter "City"), and Hamer Electric, Inc., (hereinafter "Contractor").

RECITALS

- A. City and Contractor entered into a Public Improvement Contract on July 31, 2014 and said contract, hereinafter "original contract" is on file at St. Helens City Hall.
- B. As part of the original contract Contractor and City agreed that Contractor would provide equipment and services to install new electrical and water services at the Courthouse Transient Dock facility.
- C. Changes in physical conditions and unanticipated required modifications for equipment installation have resulted in additional costs.
- D. The project schedule has been extended past the projected timeline of the original contract.

NOW, THEREFORE, in consideration for the mutual covenants contained herein the receipt and sufficiency of which are hereby acknowledged, Contractor and City agree as follows:

- 1. The recitals set forth above are true and correct and are incorporated herein by this reference.
- 2. The total compensation for the contract shall be increased by \$7,388.00.
- 3. The contract completion date shall be extended to April 30, 2015.
- 4. All other terms of the original contract not specifically amended by this agreement remain in full force and effect.

Dated this ____ day of _____, 2015.

Contractor

City

Timothy D. Cole
Date: 2/24/15

Randy Peterson, Mayor
Date: _____

Attest:

By: _____
Kathy Payne, City Recorder

CONTRACT PAYMENTS

City Council Meeting
March 4, 2015

Liberty Electric

Project: W-429 WFF Telemetry Upgrade (Inv#1405-7)	\$	38,949.99
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Murray, Smith & Associates, Inc. (Inv#09-1078-60)

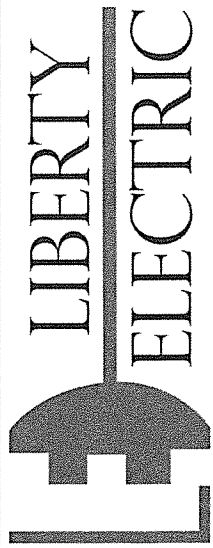
Project: S-618C I&I Rehab	\$	4,192.00
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Project: SD-146 Godfrey Park Storm	\$	<u>17,906.37</u>
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Total	\$	22,098.37
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Wetland Solutions Northwest, LLC

Project: M-451 McCormick Park Bridge (Inv#15012-1)	\$	1,215.00
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PAYMENT APPLICATION

Invoice Number: 1405 - 7

For Period Ending: 2/28/2015

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

Project Number: 1405

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

Owner Project Number: W-429

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

Contract Summary	
Original Contract Amount:	216,012.50
Changes Amount:	0.00
Total Contract Amount:	216,012.50
Completed To Date:	201,312.50
Retainage To Date:	10,065.64
Completed Less Retainage:	191,246.86
Less Previous Application:	152,296.87
Current Payment Due:	38,949.99
Current Payment Due Plus Tax:	38,949.99
Balance To Finish:	14,700.00

APPROVED FOR PAYMENT

INIT _____ DATE _____
ACCOUNTS PAYABLE _____
FINANCE _____
SUPERVISOR _____
2-24-15

PAYMENT APPLICATION DETAILS

Customer: City of St. Helens

Application Number: 7

Project: Water Dist. Telemetry System Upgrade

For Period Ending: 2/28/2015

Item Number - Description		Scheduled Value	Prev. App Value	Completed Work				Balance To Finish	Retainage Value
				This App.		Total			
			Value	Value	%	Value	%		
05.01.03 - Install RTU Panel		11,000.00	8,800.00	0.00	0.00	8,800.00	80.00	2,200.00	440.00
05.01.04 - Demolition of Existing		750.00	0.00	0.00	0.00	0.00	0.00	750.00	0.00
05.01.05 - Testing / Startup		500.00	0.00	0.00	0.00	0.00	0.00	500.00	0.00
06 - Site E									
06.01 - Bayport Well									
06.01.01 - Install Raceway System / Cable		1,250.00	0.00	1,250.00	100.00	1,250.00	100.00	0.00	62.50
06.01.02 - Install Antenna		1,250.00	1,250.00	0.00	0.00	1,250.00	100.00	0.00	62.50
06.01.03 - Install RTU Panel		13,000.00	10,400.00	2,600.00	20.00	13,000.00	100.00	0.00	650.00
06.01.04 - Demolition of Existing		750.00	0.00	0.00	0.00	0.00	0.00	750.00	0.00
06.01.05 - Testing / Startup		500.00	0.00	0.00	0.00	0.00	0.00	500.00	0.00
07 - Site F									
07.01 - Lemont Pump Station									
07.01.01 - Install Raceway System / Cable		1,200.00	600.00	600.00	50.00	1,200.00	100.00	0.00	60.00
07.01.02 - Install Antenna		1,250.00	1,250.00	0.00	0.00	1,250.00	100.00	0.00	62.50
07.01.03 - Install RTU Panel		11,000.00	11,000.00	0.00	0.00	11,000.00	100.00	0.00	550.00
07.01.04 - Demolition of Existing		750.00	0.00	0.00	0.00	0.00	0.00	750.00	0.00
07.01.05 - Testing / Startup		500.00	0.00	0.00	0.00	0.00	0.00	500.00	0.00
08 - Site G									
08.01 - Ranney Collector Well 3									
08.01.01 - Install Raceway System / Cable		1,200.00	0.00	1,200.00	100.00	1,200.00	100.00	0.00	60.00
08.01.02 - Install Antenna		1,250.00	1,250.00	0.00	0.00	1,250.00	100.00	0.00	62.50
08.01.03 - Install RTU Panel		11,000.00	8,800.00	2,200.00	20.00	11,000.00	100.00	0.00	550.00
08.01.04 - Demolition of Existing		750.00	0.00	0.00	0.00	0.00	0.00	750.00	0.00
08.01.05 - Testing / Startup		500.00	0.00	0.00	0.00	0.00	0.00	500.00	0.00
09 - Site H									
09.01 - Elk Ridge									
09.01.01 - Install Utility Service		5,387.50	0.00	5,387.50	100.00	5,387.50	100.00	0.00	269.38
09.01.02 - Platform Structure Modifications		1,500.00	0.00	1,500.00	100.00	1,500.00	100.00	0.00	75.00
09.01.03 - Install Raceway System / Cable		3,250.00	0.00	3,250.00	100.00	3,250.00	100.00	0.00	162.50
09.01.04 - Install Antenna		1,250.00	1,250.00	0.00	0.00	1,250.00	100.00	0.00	62.50
09.01.05 - Install RTU Panel		11,000.00	8,800.00	2,200.00	20.00	11,000.00	100.00	0.00	550.00

PAYMENT APPLICATION DETAILS

Customer: City of St. Helens

Application Number: 7

Project: Water Dist. Telemetry System Upgrade

For Period Ending: 2/28/2015

Item Number - Description		Scheduled Value	Prev. App Value	Completed Work				Balance To Finish	Retainage Value
			Value	This App.		Total			
				Value	%	Value	%		
01 - St. Helens Telemetry Upgrade									
01.01 - General Items									
01.01.01 - Mobilization		5,400.00	2,700.00	0.00	0.00	2,700.00	50.00	2,700.00	135.00
01.01.02 - Basic Material Submittals		16,200.00	16,200.00	0.00	0.00	16,200.00	100.00	0.00	810.00
01.01.03 - Radio Survey Submittal		10,800.00	10,800.00	0.00	0.00	10,800.00	100.00	0.00	540.00
01.01.04 - Design Submittals		16,700.00	16,700.00	0.00	0.00	16,700.00	100.00	0.00	835.00
02 - Site A									
02.01 - City Shop									
02.01.01 - Install MTU Panel		13,000.00	10,400.00	1,300.00	10.00	11,700.00	90.00	1,300.00	585.00
02.01.02 - Install Antenna		1,250.00	1,250.00	0.00	0.00	1,250.00	100.00	0.00	62.50
02.01.03 - Install Raceway System / Cable		5,500.00	2,750.00	2,750.00	50.00	5,500.00	100.00	0.00	275.00
02.01.04 - Testing / Startup		500.00	0.00	0.00	0.00	0.00	0.00	500.00	0.00
02.01.05 - Demolition of Existing		750.00	0.00	0.00	0.00	0.00	0.00	750.00	0.00
03 - Site B									
03.01 - Low Level Reservoir									
03.01.01 - Install Underground Raceway Sys. / Cable		26,500.00	26,500.00	0.00	0.00	26,500.00	100.00	0.00	1,325.00
03.01.02 - Install Exposed Raceway System / Cable		6,750.00	0.00	6,750.00	100.00	6,750.00	100.00	0.00	337.50
03.01.03 - Install Instrument & Hatch Switches		1,500.00	0.00	1,500.00	100.00	1,500.00	100.00	0.00	75.00
03.01.04 - Install Antenna		1,250.00	1,250.00	0.00	0.00	1,250.00	100.00	0.00	62.50
03.01.05 - Install RTU Panel		11,000.00	11,000.00	0.00	0.00	11,000.00	100.00	0.00	550.00
03.01.06 - Demolition of Existing		750.00	0.00	0.00	0.00	0.00	0.00	750.00	0.00
03.01.07 - Testing / Startup		500.00	0.00	0.00	0.00	0.00	0.00	500.00	0.00
04 - Site C									
04.01 - 200,000 Gallon Tank									
04.01.01 - Install Raceway System / Cable		12,225.00	6,112.50	6,112.50	50.00	12,225.00	100.00	0.00	611.26
04.01.02 - Install Hatch Switch		400.00	0.00	400.00	100.00	400.00	100.00	0.00	20.00
04.01.03 - Testing / Startup		500.00	0.00	0.00	0.00	0.00	0.00	500.00	0.00
05 - Site D									
05.01 - Ranney Collector Well 2									
05.01.01 - Install Raceway System / Cable		1,250.00	0.00	1,250.00	100.00	1,250.00	100.00	0.00	62.50
05.01.02 - Install Antenna		1,250.00	1,250.00	0.00	0.00	1,250.00	100.00	0.00	62.50

KP



Murray, Smith & Associates, Inc.
Engineers/Planners

RECEIVED

FEB 19 2015

CITY OF ST. HELENS

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

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

February 17, 2015

Invoice No: 09-1078 - 60

Project 09-1078 Sanitary Sewer Rehabilitation Program

For professional engineering services performed through January 31, 2015

Task 206 Phase 2A - Record Drawings

Labor

	Hours	Rate	Amount
Engineering Designer I	1.00	103.00	103.00
Technician IV	29.00	125.00	3,625.00
Total	30.00		3,728.00
Labor Subtotal			3,728.00

In-House Reimbursable

CADD Time			464.00
In-House Reimbursable Subtotal			464.00

Task Total \$4,192.00

Task 310 PM - Godfrey Park

Labor

	Hours	Rate	Amount
Professional Engineer V	2.50	138.00	345.00
Administrative II	.50	82.00	41.00
Total	3.00		386.00
Labor Subtotal			386.00

Task Total \$386.00

Task 330 Environmental & Cultural Research - Godfrey Park

Labor

	Hours	Rate	Amount
Professional Engineer V	.50	138.00	69.00
Engineering Designer I	48.50	103.00	4,995.50
Total	49.00		5,064.50
Labor Subtotal			5,064.50

Consultant

SWCA Environmental Consultants			984.38
Consultant Subtotal			984.38

Task Total \$6,048.88

Project	09-1078	Sanitary Sewer Rehabilitation Program	Invoice	60
Task	350	Design - Godfrey Park		
Labor				
		Hours	Rate	Amount
Professional Engineer V		14.00	138.00	1,932.00
Engineering Designer I		13.50	103.00	1,390.50
Technician IV		21.00	125.00	2,625.00
Administrative I		9.50	72.00	684.00
Total		58.00		6,631.50
Labor Subtotal				6,631.50
In-House Reimbursable				
CADD Time				304.00
CADD Time				26.00
B&W Copies and Prints				6.15
CADD Time - Engineer				52.00
In-House Reimbursable Subtotal				388.15
			Task Total	\$7,019.65
Task	360	Bid Documents & Bidding Assistance - Godfrey Park		
Labor				
		Hours	Rate	Amount
Professional Engineer V		32.00	138.00	4,416.00
Total		32.00		4,416.00
Labor Subtotal				4,416.00
In-House Reimbursable				
Mileage				35.84
In-House Reimbursable Subtotal				35.84
			Task Total	\$4,451.84
			Invoice Total	\$22,098.37

S-618C I & I Rehab 010-303-653302 \$ 4,192.00
SD-146 Godfrey Park Storm 010-304-653409 \$ 17,906.37

APPROVED FOR PAYMENT

INIT _____ DATE _____
ACCOUNTS PAYABLE _____
FINANCE 2-24-15
SUPERVISOR 2-24-15

KP

Wetland Solutions Northwest, LLC

INVOICE

59446 Lytle Dr.
St. Helens, OR 97051
503-367-7177

DATE: February 20, 2015
INVOICE # 15012-1
FOR: McCormick Park

Bill To:
Jennifer Dimsho
City of St. Helens Planning Department
P.O. Box 278
St. Helens, Oregon 97051

Services for the period from January 28 through February 20, 2015
Services: Wetland delineation field work, OHW delineation report

DESCRIPTION	AMOUNT										
Labor: 14 hours @ \$85	\$1,190.00										
Expenses (mileage, field supply):	\$25.00										
<p><i>McCormick Park Pedestrian Bridge</i> <i>M-451</i></p> <p>APPROVED FOR PAYMENT</p> <table> <tr> <td>INIT</td><td>DATE</td></tr> <tr> <td><i>[Signature]</i></td><td><i>2-24-15</i></td></tr> <tr> <td>ACCOUNTS PAYABLE</td><td></td></tr> <tr> <td>FINANCE</td><td><i>2-24-15</i></td></tr> <tr> <td>SUPERVISOR</td><td></td></tr> </table> <p><i>009-207-652970</i></p>		INIT	DATE	<i>[Signature]</i>	<i>2-24-15</i>	ACCOUNTS PAYABLE		FINANCE	<i>2-24-15</i>	SUPERVISOR	
INIT	DATE										
<i>[Signature]</i>	<i>2-24-15</i>										
ACCOUNTS PAYABLE											
FINANCE	<i>2-24-15</i>										
SUPERVISOR											
TOTAL	\$ 1,215.00										

Make all checks payable to **Wetland Solutions Northwest, LLC**

THANK YOU FOR YOUR BUSINESS!

APPOINTMENTS TO ST. HELENS CITY BOARDS AND COMMISSIONS

City Council Meeting ~ March 4, 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

Arts & Cultural Commission (3-year terms)

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

Status: Pending.

Next Meeting: March 5, 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.
- Paul Barlow, Cindy Sutliff and Dave Woulet 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.

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

January 13, 2015

Minutes

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

Members Absent: None

Staff Present: Jacob Graichen, City Planner
Jennifer Dimsho, Assistant Planner
Crystal Farnsworth, Communications Officer

Councilors Present: Ginny Carlson, City Council Liaison
Others Present:

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

Chair Petersen requested the following changes: 1) At the bottom of page 5, Chair Petersen should be switched with Commissioner Lawrence and the top of page 6, instead of Commissioner Lawrence, it should say Chair Petersen, 2) At the bottom of page 6 in the first sentence of the last paragraph, the word "could" should be replaced with the word "should", 3) Under For Your Information, the third line should say "increasing AR to 45 percent" not 55 percent [Secretary Note: It was verified that 55 percent is the correct percentage].

Commissioner Webster moved to approve the minutes of the December 9, 2015 Planning Commission meeting as corrected above. Commissioner Semling seconded the motion. Motion carried with all in favor. Vice Chair Cary recused himself from voting due to his absence from that meeting. And Chair Petersen did not vote as per operating rules.

□

Topics From The Floor

There were no topics from the floor.



Public Hearing
Columbia River Fire & Rescue
Conditional Use Permit / CUP.1.14
58577 McNulty Way

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

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

- Staff report packet dated January 6, 2015 with attachments

Graichen first discussed the history of the site, the applicable criteria, analysis, and potential conditions the Commission could consider as noted in the staff report. Graichen's staff recommendation is approval with the condition that use of the fire training prop not occur during any burn ban or "no burn day" as declared by an agency with applicable jurisdiction. Graichen also explained this condition was recommended by the applicant, Columbia River Fire & Rescue.

Commissioner Cohen asked if there is a requirement to notify the Department of Environmental Quality (DEQ). Graichen was unsure, but the applicant can address this. If it is needed, a condition of approval could also state that the applicant shall be responsible for receiving any necessary state or federal permits.

IN FAVOR

γ **Ron Youngberg, Columbia River Fire & Rescue:** To address the comments about DEQ, Youngberg said as a government agency, they are exempt from most DEQ regulations and this is one of them. He still encouraged Graichen to include that the applicant be responsible for obtaining any needed permits as a condition of approval. That way, the City will have no liability.

Chair Petersen asked how the training prop will work. Youngberg said basically, two storage containers are welded together in a tried-and-true configuration. In the upper container, a fire is built using a minimal amount of wood, and students monitor the fire behavior over time in the bottom container. Then the fire is put out, and they do it over again. It is strictly a fire behavior trainer to teach people what happens inside a building during a fire, not how to attack fires.

Commissioner Cohen asked how much of the smoke will escape. Youngberg said eventually, all of the smoke will escape from the facility. The whole process, from starting the fire to extinguishment, is probably less than 15 minutes. They have watched videos and seen other fire behavior props in real life. They don't believe the amount of smoke, given the size of their property, will cause an impact other than visually. It isn't similar to burning a fire all day. Commissioner Cohen asked if any chemicals, other than the wood, are used. Youngberg said no chemicals are used. Commissioner Cohen asked if the facility itself has a sprinkler system to put the fire out. Youngberg said no, they usually let the fire extinguish itself or sometimes use a hose to help.

Commissioner Semling asked if there was any way the smoke would reach Highway 30. Youngberg said based on other trainers and props, they do not anticipate smoke to travel to Highway 30. He said he is actually more worried about the wood smoke odor because it travels further than the smoke itself. Based on other training props they have seen, they do not anticipate the smoke traveling that far.

Commissioner Cohen asked where Walmart is compared to the prop location. Youngberg pointed very far off

the map. Commissioner Cohen asked if there are any immediate neighbors. Youngberg said Columbia County 911 is their nearest neighbor. Commissioner Cohen asked how often they will use the facility. Youngberg said they will probably utilize the facility two to four times a year, slightly more at first because it will be new.

Commissioner Lawrence asked how likely smoke would inhibit drivers along the nearest road, McNulty Way. Youngberg believes it will not inhibit drivers hardly at all and if it did become a problem, they would cease operations. He also noted the prevailing winds tend to be north towards Highway 30, not south.

Commissioner Webster asked if there was any dissent from neighboring businesses. Graichen said surrounding property owners were notified and no comments were received.

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

Graichen stated the full wording of the condition the Commission had discussed earlier about the owner/developer's responsibility to obtain permits and such from federal, state and local authorities.

Chair Petersen pointed out the condition of approval in the staff report states the training prop will not occur during any burn ban or "no burn" days. However, there are only two weeks in the spring and two weeks in the fall that are recognized by the City as official burn days. If the applicant will be using the training prop four times a year, how will that work? Either an exception will have to be granted to the applicant or the condition will have to be re-worded. Graichen pointed out the City has an exception for fire training facilities. In that case, Chair Petersen recommended altering the condition in the staff report accordingly.

MOTION B

Commissioner Cohen moved to approve the Conditional Use Permit with additional conditions that the applicant be responsible for obtaining all necessary agency permits as worded by Graichen during deliberations and that the fire prop shall not be used during any burn bans or "no burn" days. Commissioner Semling seconded. All in favor; none opposed; motion carries.

[Secretary Note: The intent of the second condition is to prohibit training when the general public cannot burn outside city limits.]

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

□

Public Hearing

St. Helens Organics Recycling, LLC Conditional Use Permit / CUP.2.14 1300 Kaster Road

It is now 7:33 p.m. and Chair Petersen opened the public hearing. There were no ex-parte contacts, conflicts of interest or bias in this matter.

Jacob Graichen entered the following items into the record:

- Staff report packet dated January 6, 2015 with attachments

Graichen discussed the applicable criteria, analysis, and findings with the Commission. Graichen also discussed the possible conditions the Commission may require on approval. Graichen's recommendation is to approve the application with conditions as noted in the staff report.

Graichen discussed the anaerobic digester facility in Junction City, Oregon which is similar to this proposal. It is located in a much more rural area than St. Helens, but the closest residence to the Junction City facility is approximately 700 feet away, while the St. Helens proposal is about 2,000 feet away. There were no formal complaints filed against the Junction City facility according to the City, the County, and DEQ. Graichen also noted DEQ's permitting process will address odor control and includes a system to respond to public odor complaints. Graichen showed pictures of his site visit to the subject property to the Commission.

Vice Chair Cary asked where the nearest sewer hookup is for the applicant. Graichen said speaking very generally, it is near Old Portland Road and 16th Street.

Commissioner Cohen asked why landscaping was excluded from the staff report. Graichen said the earlier plans had mitigation efforts because the site was originally proposed closer to the Columbia River. With the final revision, it was far enough from the river that Graichen felt it didn't warrant landscaping. Although, Graichen did point out that landscaping could be used as a condition of approval to mitigate any impacts.

IN FAVOR

γ **Paul Woods, St. Helens Organics Recycling, LLC, Applicant.** Woods introduced himself and thanked Graichen for doing a great job introducing the project. Woods is the founder and owner of St. Helens Organics Recycling, LLC. He is a registered professional engineer with 28 years of professional experience. He has worked as a consultant, started his own successful consulting business, and worked in the public sector. He holds a Master's degree in Public Administration from Boise State University. He worked as the Associate Director of the Environmental Finance Center helping cities with water and wastewater compliance issues and finance issues and received an award from US Environmental Protection Agency for that work. He worked in the public sector, most recently as the Environmental Division Manager of the Public Works Department for the City of Boise, ID. In that role, he oversaw Boise's solid waste and recycling programs and their compliance with National Pollutant Discharge Elimination System (NPDES) permits for stormwater and wastewater.

The sole supplier of the materials for the proposed project is Republic Services. Republic Services is one of the largest waste and recycling companies in the US. There is a General Manager from Republic Services here, Derek Ruckman, who can answer any questions about the materials, the transportation of materials, how it is collected, etc. Republic Services operates the Coffin Butte Landfill, the Pacific Regional Compost facility, and they have a contract with the Columbia County transfer station. Food waste, in the absence of oxygen, wants to naturally break down and one of the byproducts is a greenhouse gas, methane, which is a

major contributor to climate change. Doing something different with our organic waste is an opportunity to protect our environment and create energy in the process.

Another partner in this project is General Electric (GE): Power & Water Division and Mr. Chris Allen is the GE representative here tonight. GE is responsible for all of the technology that makes the applicant's facility work. GE Power & Water has an office in Portland and they are an important partner in this project.

Pharmer Engineering, based in Boise, ID is the engineering firm for the project. The president and founder, Bob Pharmer, is here tonight. Bob Pharmer has over 38 years of experience with anaerobic technology, including over 20 years of those as the aerobic digestion expert at CH2M Hill. He has designed anaerobic digestion facilities for both municipal applications and private food processing application.

Boise White Paper, LLC is a partner and the owner of the property. Rich Garber is here as a representative to answer questions about the lease agreement and how the project will interact with the existing operation, Cascade Tissue. Those are the partners that make up St. Helens Organics Recycling, LLC.

Next, Woods discussed the technology utilized for this project. The Commission was shown a map of the site which identified the different facilities where key steps of the process occur. Anaerobic digestion is the technology being used to take organic food waste and make methane. Anaerobic technology has been around since the late 1800s. In a closed container, a mixture of 10 percent solid and 90 percent liquid is introduced to bacteria and mixed well. The bacteria does not have to be re-introduced once it is cultivated. The bacteria break down the food waste and create methane as a byproduct. This methane gas collects in the headspace and is then drawn off. Woods is proposing to sell this methane to Cascade Tissue to use in their boiler instead of natural gas. It would only be about 25 percent of the total energy used to power Cascade Tissue. When the methane is collected, it goes through a process involving iron sponge technology. This is where methane gas travels over wood which has been impregnated with iron (called a wood/iron media) and removes the hydrogen sulfide, which oxidizes and attaches to the wood/iron media. This means when the methane is burned, it will not release sulfur into the air. The wood/iron media is changed out one to two times a year. The depleted wood/iron media is highly concentrated with sulfur, which can be used as a soil amendment.

Next, the material in the digester undergoes a de-watering process. At this point, the material has no odor because all of the volatile solids and odor-causing materials have been destroyed with the anaerobic bacteria. The de-watered material is very rich in nitrogen and phosphorus, which are key components of fertilizer. Woods is proposing to work with land owners who can utilize the material as fertilizer. Instead of having to mine phosphorus rock or create ammonium fertilizer, this facility will take the excess material to grow produce. The water collected from the de-watering process is what will be sent to the City's wastewater treatment plant. That summarizes the technology and process of anaerobic digestion.

When the material originally arrives, it looks like the food in your garbage can or food waste from Safeway or Albertsons. Examples include expired food/juice/milk, post-consumer scraps from restaurants, and grease trap waste. These all have tremendous potential for biogas generation. Republic Services trucks keep this material entirely contained and bring it to the site. When food waste first arrives, it is about 85 percent water. Trucks will go across the scales that Cascade Tissue uses, back their truck into the de-packaging facility, the doors will close, and the material is dumped onto the floor. The waste is then loaded into a hopper device that shreds the materials to separate plastics from the food waste material. Once the material is in the hopper vessel, there is no potential for odor. The potential for odor is when the trucks dump the material onto the floor. There is no overnight storage or collecting of food waste. When it comes in, it is processed immediately. All air that leaves the de-packaging facility is pulled through a biofilter, which is a mix of compost and wood chips. Biofilters are an older technology that have been used effectively in a

number of applications. Essentially it is a chamber with a series of cells where media absorb the odorous compounds, until each cell becomes completely saturated and has to be changed out. Part of the DEQ permitting process involves demonstrating a successful ratio of media to air in this biofilter. The big difference between this proposal and other composting facilities is that this proposal is all contained indoors, not outside in open air.

Commissioner Lawrence asked about the type of odor control that will be used at the de-packaging facility. Woods described the ducts that pull all air from the building like a vacuum into a series of pipes where it is introduced to the biofilter. Commissioner Lawrence asked how the 10 percent solid/90 percent liquid material gets from the de-packaging facility to the digesters. Woods said it is piped from the shredder device to the anaerobic digesters. It is completely contained and there is absolutely no air coming from the anaerobic digesters.

Commissioner Semling asked where the packaging material is stored and where it is taken. Woods said this material is stored inside the de-packaging facility and it is hauled off as a backhaul to either the Columbia County Transfer Station or directly to Coffin Butte Landfill. This material, because of quantity, only needs to be hauled off once or twice a week. The packaging material is incredibly clean. It has no traces of organic material because they put it through an intense washing process. The organic material is valuable and they want to use every bit of it to make biogas. Commissioner Semling asked if there was a plant similar to this in Boise, ID. Woods said no because the landfill costs are cheap. He wishes they had one. He thinks there will be many more of these facilities in the future because organic waste in landfills is a heavy contributor to greenhouse gas emissions.

Chair Peterson asked how much of the site is impervious. Woods said of the five acre piece they will lease, it is about 50 percent pervious, 50 percent impervious.

Commissioner Hubbard asked if they would be utilizing the rail line for shipments. Woods said that they have no immediate plans to use it. He said he hopes someday they could. The rail line is also currently used by Cascade Tissue, so it would be a joint access should the facility use it in the future.

Commissioner Cohen asked if there is a legal definition of organic waste and what it could contain. Woods said he was not aware of any legal definition. Commissioner Cohen asked Woods how *he* would define the material that he would accept at his facility. Woods said all they will take is food scraps or grease trap waste, which will occasionally contain plastics or paper packaging. If someone puts in a kitchen pan, they will be able to separate this out before the system comes to a halt. Vice Chair Cary asked if they would accept hospital or meat packaging waste. Woods said no, it is not a rendering facility.

Chair Petersen asked what the letters CHP stand for on the site map. Woods said that it stands for combined heat and power. In the event that they want to create electricity, biogas is converted to electricity using a large 12 or 16 cylinder engine. The heat for this process can be used to heat the digesters because anaerobic digesters require 95 degree Fahrenheit temperatures to function. Woods said they may also use Cascade Tissue's low-grade steam to heat the digesters.

Commissioner Cohen asked how much of the total material they take in ends up being excess solid waste. Woods said if they take in 60,000 tons of organic material in a year, it would produce 4,000 tons of solids that could be used as soil amendments. The main reason for that is the high water content of the material that comes in. Cohen asked how long that material would stay on site before it was transferred off site. Woods said those are parameters that DEQ will likely set, but they will work with growers to take the material continuously, so they will not end up stockpiling it. Commissioner Cohen asked where the material would be stored. Woods said they will store these materials in the enclosed solids handling facility identified

on the site map. Vice Chair Cary asked if this material would have an odor. Woods said no, but if it did become an issue, they could install a similar air filtration system as the de-packaging facility.

Commissioner Cohen asked how much material they are initially projecting to take in. Woods said they are proposing about 20,000 tons per year and to grow over time to a maximum of 60,000 tons per year. Vice Chair Cary asked about the hours of operation. Woods said initially, they are anticipating to be open 5 days a week (with potential for 7 days a week in the future) and about 3 loads a day. This would be opening the door about 12 times a day. Commissioner Cohen asked what happens after the truck dumps the material. Woods said the trucks are washed with the doors shut and this water is collected and conveyed into the digester because it contains organic material that is usable.

Commissioner Cohen asked about the landscaping plan that was crossed out in the application. Woods said originally they were going to have a stormwater outfall facility on site, but instead they will be utilizing existing stormwater facilities on site. He is not opposed to landscaping requirements, but he was unsure where on the site it would be located.

Commissioner Lawrence noted their facility is very close to the Columbia River where there are a lot of important recreational and wildlife considerations. She asked if the applicant has a plan to prevent any possible contamination of the river with liquids from the operation. Woods said there will be no liquids or materials stored outside of the anaerobic digester facilities. The liquids will be completely contained. In terms of the de-watering liquids, that liquid will be pumped in a brand new pipeline that will go to the wastewater treatment plant. Woods does not yet know the route the pipeline will take because the concept is a new development in discussions with DEQ. Chair Petersen said the direction of the new pipeline indicated on the site plan is in a different direction than Graichen had indicated earlier. Woods said the direction was simply a concept at the time of the application. The actual route of the wastewater pipeline will be worked out in discussions with DEQ.

Commissioner Cohen asked how much time the facility will be down for maintenance and testing in one year's time. Woods said the facility will operate 90 percent of the year. For maintenance of the facility, they are designing components such as the biofilter with more capacity than they need, so they will not have to be closed often for maintenance. The digesters sometimes need solids cleaned out, but that is not something that occurs every year. Commissioner Cohen asked what would happen to the deliveries during the 10 percent downtime or in an emergency when they shut the facility down. Woods said the materials would not get stored on site, even during an unexpected closure. Republic Services currently composts this material and that is where it would go if they could not process it immediately at the facility.

Commissioner Webster asked how many employees the facility will have. Woods said they anticipate about 10 employees. Commissioner Lawrence asked if the facility would be manned 24 hours a day. Woods said they have plans for just one shift, but there are constant monitoring alarms and ways to operate the facility remotely when employees are not present. For example, if the digester stops conveying the biogas to the engine or the boiler, there is an emergency flare on the digester and the equipment quits feeding the digester materials.

Vice Chair Cary asked if there was a risk of explosion with the methane gas leakage or exposure to air. Woods said that there is no threat. The entire facility will be constructed and operated to the National Fire Protection Association Code. There is a very small methane storage tank on the facility that contains 75 percent liquid with gas under very low pressure in the headspace that is drawn off. The tank is there for purposes of equalizing the flow of gas and only contains a one to two hours of gas, not days.

γ **Derek Ruckman, Republic Services.** Ruckman is the General Manager at Republic Services and would

like to testify in favor of the applicant. Commissioner Lawrence asked if the trucks have an odor. Ruckman said they are industrial dump trucks that are sealed and tarped on the top. They are loaded from the top. They do not have leaks or odor issues today and they travel 70 miles on the highway two or three times a day every day.

Commissioner Hubbard asked where they get their garbage. Ruckman said they own and operate a garbage solid waste hauling facility and have about 80 trucks in the North Willamette Valley. They collect every day from places like the Nines Hotel in downtown Portland, the Moda Center, and the Safeway distribution center. This garbage is taken to the Wilsonville transfer station, and from there it is loaded into dump trucks and taken to the processing facility. Commissioner Hubbard asked about grease trap waste. Ruckman said they do not handle liquids currently.

γ **Rich Garber, Boise White Paper, LLC, Property Owner.** Garber is the Environmental Director of Boise White Paper, LLC and has been with them for about 24 years, including about 4 years at the St. Helens site in the early 90s. Garber would like to testify on behalf of Boise White Paper, LLC in favor of the applicant. He thinks this is a very innovative project of the highest caliber. He has worked with Bob Pharmer of Pharmer Engineering as far back as 1996. When Pharmer was at CH2M Hill, they installed anaerobic technology at a Boise plant in Jackson, Alabama. This technology continues to function well and serve the paper mill today. Garber has been involved with the contract discussions between Cascade Tissue, GE, the City and others. In these discussions, Garber feels there is a lot of support for the project. The partners of this project are of the highest caliber. They are technically savvy, transparent, and full of integrity. Boise has been looking at different opportunities to re-purpose the site in the last 3-5 years and this is the finest group. He highly recommends the individuals and the companies involved in this project. From an environmental standpoint, odor was one of their first concerns. At every turn, the applicant has assured Boise and they can see their methodology for controlling odor is sound. In terms of overall community impact, Garber said this development will bring jobs and adds an innovative technology to the community. He can't think of a better group of individuals for a project team than what has been assembled and he highly recommends approval of this project.

Commissioner Cohen asked if he has visited any facility similar to this. Garber said he has not been to the Junction City facility, but he has visited the Netherlands in 1997 with Bob Pharmer to see the anaerobic technology to prepare for the facility in Jackson, Alabama. They have done a great job eliminating odors. Commissioner Cohen clarified that this is not a new technology. Garber said no, anaerobic technology has been around over 100 years and is utilized worldwide. Commissioner Cohen asked how the technology is doing at the plant in Jackson, Alabama. Garber said they have had it in place and demonstrating compliance since 2001 and Boise has been very satisfied. Commissioner Cohen asked if Boise would remain the owner. Garber said the applicant would have a lease the same as Cascade Tissue (through 2038).

γ **Diane Dillard, Resident.** Dillard worked at the Boise White Paper Mill for over 44 years. She worked with Garber for over 30 years and knows him to be ethical and honest. She believes this project is innovative and this property needs to be repurposed. The community lost 644 jobs and this project will help the City recover. Dillard noted that if Cascade can get a better energy price, they may stay longer and possibly add jobs too. She feels this is a great addition to our community.

γ **Stephen Topaz, Resident.** Topaz says in New York City since 1890 or so, they have had facilities handle sewage in a way similar to the applicant's bacterial process. It generates all the electricity they need to handle the sewage, and there is no smell. Smells can also be covered industrially. Topaz also noted the de-packaging facility is a much smaller facility than others, so it would be relatively easy for them to keep the odor contained in their biofilter system. This facility also is great because it does not go through a thermal process, which means it is much more efficient at getting the energy out of the organic material. Topaz is

only concerned about bacteria contamination. The applicant did not address the sterilization process or what would happen if something goes wrong with the bacteria. Other than that, Topaz would like to see this facility approved and expanded to even receive shipments by barge or train.

γ **Dorian Hayles, Resident.** Hayles would not like to testify in favor or against the applicant, but would like to ask a few questions of Woods. Where does the energy that is produced from the facility go? What do you do with the byproducts of the process? How do you plan to filter out the plastics that come with the organic waste? How much energy, compared to the state of Oregon or St. Helens, will this facility produce? What kinds of pollution, if any, will this facility produce? Hayles would also like to express that based on his small background in chemistry, the facility does not have a risk of explosion.

γ **Della Fawcett, Resident.** Fawcett would not like to testify in favor or against the applicant, but would like to ask a few questions of Woods. Will you be digging for infrastructure at the Boise site for buildings or tanks? Is there any way to use Hudson Services, the local waste management service? Local restaurants produce plenty of food waste to use in the facility. What is your hydrogen sulfide removal process and what happens to the waste from the removal process? Lastly, what is the size of the tank for gas storage?

γ **Chris Thomas, Resident.** Thomas has been in the solid waste industry for about 20 years and is an employee of Waste Connections, which is a parent company of Hudson Garbage Service. He would like to testify in favor of the project. He has seen the facility in Junction City and knows first-hand that it is a great process. He is supportive of the project in terms of energy recovery and as a local job creator. Thomas would like to ask Woods if local waste in the County or the City would be able to utilize the facility.

γ **Howard Blumenthal, Resident.** Blumenthal would like to testify in favor of the applicant, but there are some small issues worth addressing. He does not want any byproducts from the facility to throw the City's wastewater plant out of whack. He is also concerned about the intersection of Kaster Rd. and Old Portland Rd., which is an older intersection without crosswalks or sidewalks and has an older style stoplight. More people are walking and bicycling through this route and there has not been the same level of truck traffic since Boise closed. Sometimes that signal goes out for a few days because of its age. With the additional truck traffic to the Boise property, he would like the City to consider upgrading the intersection to be more pedestrian-friendly.

IN OPPOSITION

γ **Kristine Lambert, Resident.** Lambert just sold her property on Sykes Rd. and moved 2 blocks from McCormick Park, so she is quite concerned about this proposal. In 1987, Lambert was part of a coalition that went up against Columbia County, Metro, and Ogden Martin. They wanted to bring a multi-million dollar garbage burner facility to Columbia County. The facility was proposed to be state-of-the-art, bring jobs, etc. When Lambert asked why they wanted to bring the facility to Columbia County, they said that Portland's air shed could not handle the pollution. Lambert found this hard to believe because the smell in Columbia County was so bad from Boise's wood pulp operation. Now, the only reason St. Helens smells decent is because the Boise facility stopped operations. She worries this operation will bring odor back. Lambert said when she talks to people in town about the facility, they feel there was not enough notification. Residents are under the impression that this would be a St. Helens project and when people hear the materials are from Portland, they say no way. Lambert is concerned about St. Helens being the "testing ground" for this new technology. The applicants do not live in St. Helens, but Lambert loves this area and does not want to have to move. If the City decides to approve this proposal, she asks that the citizens of Columbia County be allowed to vote on it. The development may sound good on paper, but if she were on this Commission, she would make sure it is flawless. Lambert cannot imagine a facility that brings in waste and does not have an odor. This development will decrease property values and reduce livability.

REBUTTAL

γ **Paul Woods, St. Helens Organics Recycling, LLC, Applicant.** Woods first responded to several questions that had already been addressed in his previous testimony. Next, Woods said they will be doing some limited digging. They will be doing some geo-technical analysis where the existing concrete slab is located and they may remove the slab to build a foundation. The area where the de-packaging facility will be located was previously dug up and filled, and the proposed facility is a slab on grade building that will not require much bearing pressure. All of the piping would require digging about 2-4 feet deep.

To respond to the questions about using Hudson Services, Woods said the reason they wanted to use one garbage service was for the ease of managing deliveries. Hudson Services may be utilized in the future, but only through the assistance of Republic Services.

Regarding the light at Kaster Rd. and Old Portland Rd., Republic Services will understand that intersection and will be as safe as possible. Safety is a key concern for them as well.

In terms of Oregon's energy production, Woods anticipates about 2.2 megawatts of power, which is not much compared to the state's energy production. If the methane gas is used by Cascade Tissue, there are no additional emissions than what is already occurring at the site right now. It will simply offset some of their natural gas usage. There are some emissions released when using the methane gas to create electricity. This process is also regulated by DEQ.

Woods is sympathetic about the concerns of smell from burning garbage. This facility will not be burning garbage. This facility will always be an anaerobic digestion facility. The facility mentioned in North Plains is a composting facility and this proposal is not that. In terms of the permitting process, this is the very beginning. Woods is happy to speak with any group or concerned citizens. This is only the first step in gaining permission to develop this facility and there will be many more opportunities to take comments. Odor is a concern of theirs too. If this facility stinks and is a bad example of the technology, the environment isn't served, the community is not served, and the companies involved in this proposal are not served. Woods stated odor will simply not be a part of this project.

γ **Bob Pharmer, Pharmer Engineering.** Pharmer is the founder and owner of Pharmer Engineering, which employs 16 people. He is an engineer who specializes in anaerobic treatment and has worked on installing anaerobic systems all over North America. He would like to answer a few questions that were asked about the anaerobic technology. The anaerobic digesters must be kept at the same temperature as humans because the bacteria live naturally in our colons. There are two types of bacteria that live together in the digesters: an acid-forming bacteria and a methane-forming bacteria. Once the digesters are up and running, the two types of bacteria live in harmony, reproduce, and stay up and running for years. Pesticides and herbicides can kill the bacteria, but it is unlikely that the food scraps would contain these. Anaerobic digesters are in nearly every city in North America, Europe, and Oregon (Portland, Vancouver, Seattle, Bend, and Tacoma to name a few). The technology has been around for a long time and is proven to work well. Pharmer said this facility will contain the highest quality equipment they can buy in order to make it a dependable system.

Vice Chair Cary asked about the differing ratios of bacteria between the digesters. Pharmer said the liquid stays mixed as a homogeneous liquid and the digesters stay at a constant volume. If one gallon goes in, one gallon comes out. Chair Petersen asked if there are beaters or air pumps in the digesters. Pharmer said they pump gas from the bottom which bubbles to the top and mixes the liquid. Chair Petersen asked if the liquids in the digesters are pressurized and if so, how much pressure. Pharmer said it is about one-third of a PSI, which is very low pressure. They actually measure it in inches of water. When the gas is sent to the

boiler at Cascade Tissue or the CHP generator, they increase the pressure of the gas to about 10 PSI. There is no high pressure gas on the facility.

Pharmer also pointed out a use like this will have to meet strict regulations from DEQ related to the air, solids, liquids, byproducts, etc. If it does not meet their regulations, the facility will shut down.

END OF ORAL TESTIMONY

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

CLOSE PUBLIC HEARING & RECORD

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

DELIBERATIONS

Commissioner Cohen said the applicant seems to have done their homework. He sees no real reason with significant backing to deny this permit. He wants to be very cautious as a Commission that all permits are obtained and that as many safeguards are in place to assure as little damage to the community as possible if something goes wrong.

Chair Petersen said digesters are being used in all kinds of situations, particularly in dairy farms because of the high methane production. He had a suspicion smell would be an issue. He has experienced very smelly composting facilities, but in this case, he thinks this technology is sound and will become much more prevalent. He discussed how this anaerobic technology is even being used at a Greek yogurt facility. The facility will be heavily regulated by DEQ and he feels the applicant will meet the odor criteria.

Vice Chair Cary feels it is beneficial to our city to have cutting edge technology located here. This proposal may even spur similar types of development in the same Boise property industrial node. He mentioned a new facility that makes plastics from methane. He feels the applicant has addressed odor and the location of the facility is ideal because it is very far from residents.

Commissioner Cohen asked if they should consider requesting the applicant pave more surfaces to protect the surrounding environment in the case of spillage. Chair Petersen noted the difficulty of looking at the site plan to determine where new paving is proposed and already exists. Graichen discussed the St. Helens Municipal Code (SHMC) requirements regarding paved surfaces, which includes the stipulation that any areas with possible soil contamination can be required to be paved for protection. Vice Chair Cary said DEQ will likely regulate this. Graichen agreed the DEQ permitting process will address paving because they are concerned with the protection of groundwater.

Commissioner Cohen asked about a traffic impact analysis. Graichen said that this development did not require a full-blown traffic impact analysis, but a condition related to the design of the vehicle access points can be required. However, the signalization of the Old Portland Rd. and Kaster Rd. intersection will be fairly expensive and the condition must be proportional to the extent of the development. Striping pedestrian improvements may be a cheaper alternative to complete signalization. Chair Petersen said a traffic impact analysis will almost certainly conclude that the new development does not have a greater traffic impact than the previous use, therefore a traffic System Development Charge cannot be collected.

Vice Chair Cary said we do not know where the applicant's sewer lines will go and they may have to travel through wetlands. If this is the case, it would require a sensitive lands permit which is an administrative

decision. However, Graichen said there could also be a condition that if a sensitive lands permit is required, a public hearing is needed. The Commission agreed this should be a condition.

Chair Petersen would like to see that pedestrian facilities at the Kaster Rd. intersection be a condition, if it is possible. Commissioner Webster noted that foot traffic through that intersection has increased because of Walmart. Chair Petersen said foot traffic has also increased because of the installation of the pedestrian bridges on Old Portland Rd. Councilor Carlson said she remembers this intersection when Boise had double tractor trailers going through it. For this proposal, they are just using much smaller dump trucks. However, she noted that kids catch the bus at this intersection in the dark at 7:15am. She would like to see this intersection with added lighting and improved landscaping. This improves safety of the area without getting into signalization or sidewalks.

Chair Petersen said the condition could say that the applicant shall restripe the intersection at Kaster Rd. to provide zebra-striped pedestrian crosswalks at the intersection of Kaster Rd./Old Portland Rd./18th Street based on the SHMC Engineering Standards. The Commission agreed.

Commissioner Semling asked if the Commission would have the chance to review the final site design after DEQ permits are granted. Graichen said the Conditional Use Permit process for St. Helens typically includes elements of the Site Design Review, but if the Commission wants to review the final site plan, it could be a condition. For example, the condition could say final site plan shall be approved by the City following a recommendation by the Planning Commission. The Commission concurred.

MOTION B

Commissioner Cohen moved to approve the Conditional Use Permit with the following additional conditions:

- 1) Intersection of Old Portland Rd. and Kaster Rd. shall be striped to meet city standards with pedestrian crossings on all sides.
- 2) Final site plan shall be approved by the City following recommendation by the Commission.
- 3) Any sensitive lands permit related to this proposal shall require a public hearing.

Commissioner Webster seconded. All in favor; none opposed; motion carries.

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

□

Chair/Vice Chair Discussion

Councilor Carlson said Council would like commissions to rotate through chair and vice chair so that no commission is heavily reliant on a single individual. However, Councilor Carlson said they also understand the Planning Commission needs a well prepared chair, so Council will follow the Commission's recommendation.

Commissioner Webster suggested Vice Chair Cary step up to chair and Chair Petersen could become vice chair. Chair Petersen has been chair for two years and would like a break, but he said he could do it one more year. After one year, he would prefer to step down. Commissioner Cohen would like to keep Chair Petersen as chair for one more year. Vice Chair Cary prefers this too.

Commissioner Cohen moved to keep Chair Petersen as chair and Vice Chair Cary as vice chair.

Commissioner Webster seconded. All in favor; none opposed; motion carries.

□

Marijuana and Land Use Discussion (continued)

This topic is tabled for the next meeting. Graichen requested that the Commission review the memo included in the packet and a discussion will occur next month.

□

Residential Lot Coverage Increase Discussion

This topic is tabled until next meeting.

□

End of Year Summary Report

Graichen noted that although the numbers are lower than in the past, this year has been one of the toughest and busiest years he has had. There was no further discussion.

□

CLG Historic Preservation Grant Program

Assistant Planner Dimsho discussed the upcoming application for the Certified Local Governments (CLG) Historic Preservation Grant Program with the Commission. Chair Petersen feels the application is set up to receive the most bang for our buck with the limited grant funds. The Commission agrees that staff should proceed as the memo states.

□

Planning Director Decisions

- a. Sign Permit (2) at 2298 Gable Rd. Suite 130 – Adam Skrzyszewski, Professional Permits
- b. Site Design Review (minor) at 31 Cowlitz St. – Norway Development

There were no comments.

□

Planning Department Activity Reports

There was no discussion.

□

There being no further business before the Planning Commission, the meeting was adjourned at 10:55 p.m.

Respectfully submitted,

Jennifer Dimsho
Planning Secretary

2015 Planning Commission Attendance Record

P=Present A=Absent Can=Cancelled

Date	Petersen	Hubbard	Lawrence	Cohen	Cary	Semling	Webster
01/13/15	P	P	P	P	P	P	P
02/10/15							
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							

City of St. Helens
Library Board
Minutes from Thursday, January 15, 2015
Columbia Center Auditorium

Members Present

Barbara Lines, Chair
Marsha Caton
Alex Mann
Nancy Bensen

Members Absent

An Der Chang
Casey Jolissaint
Mary Woiccak, Vice Chair

Councilors in Attendance

Susan Conn

Guests

11 Students from St. Helens High
School Citizenship Class

Staff Present

Margaret Jeffries, Library Director
Nicole Woodruff, Library Assistant



CALL MEETING TO ORDER: The meeting was called to order at 7:19pm by Chair Barbara Lines.

INVITATION TO CITIZENS FOR PUBLIC COMMENT: No public comment.

PREVIOUS MEETING MINUTES: Minutes approved as written.

AGENDA REVISIONS: No revisions.

EVERY CHILD READY TO READ: Youth Librarian Jones will be partnering with the ESD to offer Every Child Ready to Read workshops starting February 5, 2015. The ESD received a grant to host a workshop series and named the St. Helens Library as a partner. The classes will teach early literacy skills to parents of children aged 0-5 over the course of six one-hour sessions. Participating families will be provided with dinner prior to each class, childcare and a gas voucher. The families also get a free children's book for each session they attend.

CONVERSATION PROJECT UPDATE: Lost and Found: Community in the Age of the Internet, will be hosted at the Library on January 22, 2015 at 7 p.m.

The next Conversation Project will be "What is Education For?" led by Alex Sager of Portland State, on April 23, 2015 at 7 p.m. pending approval of the Library's application by Oregon Humanities. The Board suggested trying to tie in a Community Reads program with the April Conversation. Potential titles are being reviewed at this time.

Board decided to formally invite the Superintendent, School Board and St. Helens administration and faculty to attend.

In October the Library and SHEDCO hope to co-host the Conversation Project Program. "A City's Center: Rethinking Downtown" led by Nan Laurence, a senior planner for the City of Eugene.

FINAL REVIEW OF LIBRARY BOARD BYLAWS: Final draft of the current bylaws will be submitted to the Board for final approval at the February 19th, meeting.

DIRECTOR'S REPORT: Gideon Freudmann will be playing an electric cello concert on January 17th, 2015 at 11 a.m. This will be the second time the St. Helens Public Library has hosted one of his performances.

Mah Jongg classes begin February 2nd, 2015. Instructor Lane Koniak is willing to offer more classes if there is an interest.

Members of the Cowlitz County Ukulele Association have offered to provide instruction on playing the ukulele. They will meet Saturdays from 10 a.m. until 12 p.m. in the Armstrong Room at the Columbia Learning Center.

In May, our Library will be 100 years old. Reference Librarian Brenda Herren is working with Director Jeffries and Les Watters of the Columbia County Courthouse Museum to find historical information about the Library. Jeffries has approached the Chronicle about a series of stories to be published in May, each week covering 25 years of Library history.

The Fair Housing Council of Oregon will display their mobile exhibit from June 1st through June 17th and give a presentation about housing discrimination in Oregon on June 9th at 7:00pm.

CITY COUNCILOR'S REPORT: Councilor Conn was reappointed for 2 years to the Library Board.

FRIENDS REPORT:

Book Sale – The Friends have reorganized the shelves so that books are categorized by genre.

The cash register for the Friends book sale is at the library.

The annual Book Sale will be held the Friday and Saturday prior to National Library Week, on April 10th and 11th, 2015.

The St. Helens Garden Club will hold their plant sale that same Saturday.

NEXT MEETING:

The next regular meeting is scheduled for Thursday, February 19, at 7:15 p.m. Columbia Center Auditorium.

Members to bring all relevant materials to meeting.

ADJOURNMENT:

The meeting was adjourned at 8:22 p.m. by Chair Lines.

CR

Respectfully submitted by:

Library Assistant, Nicole Woodruff

2014 Library Board Attendance Record

P=Present E=Excused Absence U=Unexcused Absence

Date	Bensen	Caton	Chang	Jolissaint	Lines	Mann	Woicak
01/16/14	P	P	E	E	P	P	P
02/20/14	N/A	N/A	N/A	N/A	N/A	N/A	N/A
03/20/14	U	P	P	P	P	U	P
04/17/14	U	P	P	E	P	P	P
05/15/14	P	P	E	P	P	E	P
06/19/14	P	P	P	E	P	P	P
07/17/14	P	P	E	E	P	P	P
08/21/14	P	P	E	E	P	E	P
09/18/14	P	P	P	P	P	E	P
10/16/14	P	P	P	E	P	P	P
11/20/14	P	P	P	P	P	U	P
12/18/14	U	P	P	P	P	E	P
01/15/15	P	P	E	E	P	P	E

City of St. Helens
Arts & Cultural Commission
Minutes from Tuesday, October 28, 2014
City Council Chambers

Members Present

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

Members Absent

None

Guests

Warren Clauss
Devon Brugh

Councilors in Attendance

None

Staff Present

Jennifer Johnson, Secretary
Margaret Jeffries, Library Director
Liz Esposito, Main Street Program Coordinator
Jenny Dimsho, Assistant Planner



CALL MEETING TO ORDER

Chair Kannikar Petersen called the meeting to order at 5:04 p.m.

VISITORS

There were two high school students in attendance. Warren Clauss was also in attendance and added to the agenda.

APPROVAL OF MINUTES FOR SEPTEMBER 23, 2014

Motion: Commissioner Dillard moved to approve the minutes with one spelling correction for September 23, 2014. Commissioner Kreutzer seconded. All in favor; none opposed; motion carries.

FISCAL REPORT

The Commission reviewed the fiscal report. Columbia County Cultural Coalition \$1500 grant funds have been received. This was reimbursement funds for the Gateway Project.

ARTPLACE AMERICA GRANT

Jenny Dimsho and Liz Esposito gave power point on a possible archway project. They are submitting a grant. They showed the Commission different examples of archways in other cities.

GATEWAY PROJECT

Petersen said Public Works will close the lane on the highway to install the new LED light. Suzanne Lee has not heard from the lighting consultant. There is not much to update on at this time.

MURAL PROJECT

Chavez gave an update. He said grant paper work has been turned in to the Columbia County Cultural Coalition. The Commission would like City Administrator John Walsh to contact Albertson's or Safeway in regards to putting the mural on the Postmaster's building. Chavez talked with artist Antonia Doget. She said she would be interested but needs more details on the project. Chavez, Youngberg and Imhof will form a subcommittee for this project.

CANDIDATE FOR ACC

Petersen and Chavez interviewed the candidates for the vacancy. They decided the best choice is XK Austin. He is an art teacher and lives in Scappoose. Meeting dates will be modified to better fit his schedule.

Motion: Commissioner Kreutzer moved to recommend City Council to appoint XK Austin to the Arts and Cultural Commission. Commissioner Imhof seconded. All in favor; none opposed; motion carries.

MEETING TIME CHANGE

Motion: Commissioner Dillard moved to change the meeting time to the First Thursday at 6 p.m. of every month. Commissioner Kreutzer seconded. All in favor; none opposed; motion carries.

HOLIDAY CARDS

The Arts and Cultural Commission would like to do holiday cards with the gateway sculptures photo on the front. Dillard and Imhof can help with mailings.

REDUCING STAFF TIME

In efforts to reduce staff time the Commission decided to cancel meetings in months without a busy project deadline. This year they decided to cancel meetings in November, December, and January.

COMMUNITY NEWS

Jeffries shared upcoming events at the Library.

ADJOURNMENT

The meeting was adjourned at 6:20 p.m.

NEXT MEETING

The next meeting is scheduled for Tuesday, February 5, 2015 at 6 p.m.

OR

Submitted by:

Jennifer Johnson
Utility Billing Specialist

$$Present=P \text{ Absent}=A$$
[illegible]

Accounts Payable

To Be Paid Proof List

User: Shellym
 Printed: 02/20/2015 - 1:09PM
 Batch: 00005.02.2015

JE# 97



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
BANKCARD CENTER									
002197									
CARD 0819	1/28/2015	37.96	0.00	02/20/2015				False	0
018-018-501000 Operating Materials & Supplies				CFR'S FROM AMERICAN NAUTICAL SERVICES					
CARD 0819	1/28/2015	37.96	0.00	02/20/2015				False	0
018-020-501000 Operating Materials & Supplies				CFR'S FROM AMERICAN NAUTICAL SERVICES					
CARD 0819	1/28/2015	41.98	0.00	02/20/2015				False	0
012-107-457000 Office supplies				GARBAGE CAN FOR BREAKROOM, BED BATH & BE					
CARD 0819	1/28/2015	150.00	0.00	02/20/2015				False	0
012-101-490000 Professional development				JOHN WALSH - ROOMS FOR CATALYZING COMM PR					
CARD 0819	1/28/2015	150.00	0.00	02/20/2015				False	0
001-104-490000 Professional development				JACOB GRAICHEN - ROOMS FOR CATALYZING COM					
CARD 0819	1/28/2015	450.00	0.00	02/20/2015				False	0
001-100-490000 Professional development				CONN, MORETEN, LOCKE, CARLSON-ROOMS FOR C					
CARD 0819 Total:		867.90							
CARD 6202	1/28/2015	75.00	0.00	02/20/2015				False	0
018-019-501000 Operating Materials				APPLIED IND TECH, BEARINGS					
CARD 6202	1/28/2015	60.97	0.00	02/20/2015				False	0
009-207-652950 Marine Board - Parks Project				FASTENAL, DOCK PROJ FASTENERS					
CARD 6202	1/28/2015	197.19	0.00	02/20/2015				False	0
017-417-470000 Building expense				PRINT CARTRIGES					
CARD 6202	1/28/2015	112.50	0.00	02/20/2015				False	0
018-019-501000 Operating Materials				PURCHASE AND FIX PROPAQNE TANK ON FORKLIF					
CARD 6202	1/28/2015	112.50	0.00	02/20/2015				False	0
018-020-501000 Operating Materials & Supplies				PURCHASE AND FIX PROPAQNE TANK ON FORKLIF					
CARD 6202	1/28/2015	133.21	0.00	02/20/2015				False	0
018-022-501000 Materials and supplies				FINISHING TECH- MATERIALS					
CARD 6202	1/28/2015	869.00	0.00	02/20/2015				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
017-417-501000 Operating materials and suppli				TEAMVIEWER- SOFTWARE					
CARD 6202	1/28/2015	55.95	0.00	02/20/2015				False	0
013-403-457000 Office supplies				STAPLES, SUPPLIES					
CARD 6202	1/28/2015	75.00	0.00	02/20/2015				False	0
018-020-501000 Operating Materials & Supplies				APPLIED IND TECH, BEARINGS					
CARD 6202 Total:		1,691.32							
CARD 8267	1/28/2015	25.14	0.00	02/20/2015				False	0
012-102-526000 Advertisements				JOB POSTING INDEED.COM					
CARD 8267	1/28/2015	3.50	0.00	02/20/2015				False	0
001-002-510000 Automobile Expense				REGISTRATION AND STICKERS 2004 FORD					
CARD 8267	1/28/2015	3.50	0.00	02/20/2015				False	0
001-002-510000 Automobile Expense				REGISTRATION AND STICKERS 97 CHEVY					
CARD 8267	1/28/2015	117.50	0.00	02/20/2015				False	0
012-102-473000 Miscellaneous				PUBLICATIONS					
CARD 8267	1/28/2015	275.00	0.00	02/20/2015				False	0
001-103-457000 Office supplies				TAKE A NUMBER SYSTEM FOR COURT					
CARD 8267	1/28/2015	52.99	0.00	02/20/2015				False	0
012-102-524000 Special projects				ORIENTAL TRADING CO EMPLOYEE BANQUET SUP.					
CARD 8267	1/28/2015	87.75	0.00	02/20/2015				False	0
012-102-524000 Special projects				CROWN AWARDS EMPLOYEE BANQUET SUPPLIES					
CARD 8267	1/28/2015	50.00	0.00	02/20/2015				False	0
001-004-517000 Library Program				LIBRARY OR HUMANITIES CONV PROJ APP FEE					
CARD 8267	1/28/2015	175.00	0.00	02/20/2015				False	0
012-102-490000 Professional development				CIS CONFERENCE KATHY PAYNE 2/26-27					
CARD 8267	1/28/2015	200.00	0.00	02/20/2015				False	0
012-102-526000 Advertisements				POLICE SGT POSITION AD JOB TARGET					
CARD 8267	1/28/2015	175.00	0.00	02/20/2015				False	0
012-102-526000 Advertisements				POLICE SGT POSITION AD OREGON LIVE					
CARD 8267 Total:		1,165.38							
CARD 9741	1/28/2015	59.00	0.00	02/20/2015				False	0
001-002-470000 Building Expense				HOME DEPOT MATERIALS					
CARD 9741	1/28/2015	100.96	0.00	02/20/2015				False	0
001-002-470000 Building Expense				HOME DEPOT MATERIALS					
CARD 9741	1/28/2015	13.28	0.00	02/20/2015				False	0
001-002-457000 Office Supplies				OFFICE DEPOT- SUPPLIES					
CARD 9741	1/28/2015	181.92	0.00	02/20/2015				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
001-002-502000 Equipment Expense					BEST BUY MATERIALS				
CARD 9741	1/28/2015	218.00	0.00	02/20/2015				False	0
001-002-490000 Police Training/Supplies					T MOSS, EXEC LEADERSHP SEMINAR 1/13-15/15				
CARD 9741	1/28/2015	740.80	0.00	02/20/2015				False	0
001-002-473000 Miscellaneous Expense					T SHIRTS				
CARD 9741	1/28/2015	90.00	0.00	02/20/2015				False	0
001-002-473000 Miscellaneous Expense					RICK GRAHAM FBINAA DUES				
CARD 9741	1/28/2015	90.00	0.00	02/20/2015				False	0
001-002-473000 Miscellaneous Expense					TERRY MOSS FBINAA DUES				
CARD 9741	1/28/2015	52.59	0.00	02/20/2015				False	0
001-002-470000 Building Expense					OFFICE MAX- SUPPLIES				
CARD 9741	1/28/2015	184.20	0.00	02/20/2015				False	0
001-002-457000 Office Supplies					OFFICE DEPOT - SUPPLIES				
CARD 9741	1/28/2015	85.60	0.00	02/20/2015				False	0
001-002-473000 Miscellaneous Expense					SUNSHINE PIZZA, STAFF MEETING				
CARD 9741 Total:		1,816.35							
BANKCARD CENTER To		5,540.95							
CARQUEST AUTO PARTS STORES									
005845									
CUST # 315752	1/31/2015	467.55	0.00	02/20/2015				False	0
015-015-501000 Operating Materials & Supp					AUTO PARTS				
CUST # 315752	1/31/2015	20.98	0.00	02/20/2015				False	0
001-002-501000 Operating Materials & Supp					AUTO PARTS				
CUST # 315752 Total:		488.53							
CARQUEST AUTO PART		488.53							
CENTURY LINK									
034004									
FEB8 2014	2/8/2015	88.40	0.00	02/20/2015				False	0
001-002-458000 Telephone Expense					ACCT 1664 PORTLAND CIRCUIT LINE FOR POLICE				
FEB8 2014	2/8/2015	88.40	0.00	02/20/2015				False	0
017-417-458000 Telephone expense					ACCT 1664 PORTLAND CIRCUIT LINE FOR CH				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
	FEB8 2014 Total:	176.80							
	CENTURY LINK Total:	176.80							
CINTAS CORPORATION-463									
006830									
463439271	2/11/2015	43.26	0.00	02/20/2015				False	0
018-019-470000 Building Expense				MATERIALS					
463439271	2/11/2015	43.27	0.00	02/20/2015				False	0
018-020-470000 Building Expense				MATERIALS					
	463439271 Total:	86.53							
	CINTAS CORPORATION	86.53							
COLUMBIA COUNTY LAND									
007584									
JANUARY 2015	2/9/2015	1,710.00	0.00	02/20/2015				False	0
001-105-554000 Contract Services				INSPECTIONS					
	JANUARY 2015 Total:	1,710.00							
	COLUMBIA COUNTY LA	1,710.00							
COLUMBIA COUNTY TRANSFER STATION									
007579									
333361	1/20/2015	21.00	0.00	02/20/2015				False	0
001-005-509000 Marine board expense				WASTE DISPOSAL					
333361	1/20/2015	32.86	0.00	02/20/2015				False	0
011-011-501000 Operating Materials & Supp				WASTE DISPOSAL					
	333361 Total:	53.86							
	COLUMBIA COUNTY TR	53.86							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
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COLUMBIA RIVER FIRE & RESCUE									
029270									
14-12 DEC	2/12/2015	5,179.95	0.00	02/20/2015				False	0
015-015-470000 Building Expense				CHARGES FOR JOINT MAINT 7/1-12/31/14					
		<hr/>							
14-12 DEC Total:		5,179.95							
		<hr/>							
COLUMBIA RIVER FIRE		5,179.95							
EAGLE STAR ROCK PRODUCTS, INC.									
010970									
28916	2/14/2005	245.60	0.00	02/20/2015				False	0
001-005-501000 Operating Materials & Supp				ROCK MCCORMICK PARK					
		<hr/>							
28916 Total:		245.60							
28926	2/6/2015	396.04	0.00	02/20/2015				False	0
018-021-501000 Operating Materials & Supplies				ROCK S 6TH ST DRAIN					
		<hr/>							
28926 Total:		396.04							
		<hr/>							
EAGLE STAR ROCK PRO		641.64							
ENVIRONMENTAL RESOURCE ASSOC.									
011470									
C427901	2/10/2015	89.91	0.00	02/20/2015				False	0
018-019-501000 Operating Materials				MATERIALS					
C427901	2/10/2015	89.92	0.00	02/20/2015				False	0
018-020-501000 Operating Materials & Supplies				MATERIALS					
		<hr/>							
C427901 Total:		179.83							
		<hr/>							
ENVIRONMENTAL RESO		179.83							
GALE									
013073									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
54464557	2/5/2015	50.00	0.00	02/20/2015				False	0
001-004-517000 Library Program				SUBSCRIPTION					
54464557 Total:		50.00							
GALE Total:		50.00							
H.D. FOWLER CO.									
012650									
329686	6/16/2014	-75.75	0.00	02/20/2015				False	0
017-017-501000 Operating Materials & Sup.				CREDIT REFLECTED ON RECENT STATEMENT ACCT					
329686 Total:		-75.75							
I3844026	2/12/2015	1,122.00	0.00	02/20/2015				False	0
017-017-501000 Operating Materials & Sup.				MATERIALS					
I3844026 Total:		1,122.00							
I3844028	2/12/2015	693.84	0.00	02/20/2015				False	0
017-017-501000 Operating Materials & Sup.				METER BOXES					
I3844028 Total:		693.84							
H.D. FOWLER CO. Total:		1,740.09							
HAMER ELECTRIC, INC.									
014475									
36511	2/12/2015	158.25	0.00	02/20/2015				False	0
013-403-470000 Building				FIX BALLAST OR ST SHOP					
36511 Total:		158.25							
36513	12/15/2015	3,028.09	0.00	02/20/2015				False	0
017-417-501000 Operating materials and suppli				INSTALL MOTOR FOR SEWER LIFT					
36513 Total:		3,028.09							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
<hr/>									
HAMER ELECTRIC, INC		3,186.34							
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HDR ENGINEERING, INC.									
014187									
00434055-H	2/2/2015	1,142.56	0.00	02/20/2015				False	0
010-302-653200 Telemmetry System Upgrade					TELEMETRY UPGRADE W-429				
00434055-H Total:		1,142.56							
<hr/>									
HDR ENGINEERING, INC		1,142.56							
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HOWELL, JEREMY L.									
015810									
FEB10 2015	2/10/2015	8.05	0.00	02/20/2015				False	0
001-002-490000 Police Training/Supplies					MRE TRAINING 2-10-15 LUNCH REIMB				
FEB10 2015 Total:		8.05							
<hr/>									
HOWELL, JEREMY L. To		8.05							
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KNUDSEN, MARC									
017665									
FEB13 2015	2/13/2015	85.00	0.00	02/20/2015				False	0
013-403-490000 Professional development					CDL EXAM REIMBURSEMENT FROM 2-5-15				
FEB13 2015 Total:		85.00							
<hr/>									
KNUDSEN, MARC Total:		85.00							
<hr/>									
MAUL FOSTER ALONGI, INC.									
019555									
22442	2/9/2015	5,270.55	0.00	02/20/2015				False	0
009-209-554100 Environmental review					BOISE WATERFRONT PROPERTY DUE DILIGENCE				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
	22442 Total:	5,270.55							
22443	2/9/2015	1,626.25	0.00	02/20/2015				False	0
018-019-554000 Contractual/Consulting Serv				BOISE LAND TRANSFER DUE DILIGENCE					
	22443 Total:	1,626.25							
	MAUL FOSTER ALONGI	6,896.80							
MCCOY ELECTRIC CO., INC.									
019713									
210667	1/31/2015	220.35	0.00	02/20/2015				False	0
001-002-470000 Building Expense				POLICE ELECTRICAL SERVICE CALL					
	210667 Total:	220.35							
210754	2/13/2015	209.00	0.00	02/20/2015				False	0
018-022-501000 Materials and supplies				WWTP DISC/RECONNECT PUMP #5					
	210754 Total:	209.00							
	MCCOY ELECTRIC CO.,	429.35							
MILLER, KEVIN									
020440									
FEB12 2015	2/12/2015	10.84	0.00	02/20/2015				False	0
001-002-490000 Police Training/Supplies				REJIN TRNG GRESHAM 2-15 LUNCH REIMB					
	FEB12 2015 Total:	10.84							
	MILLER, KEVIN Total:	10.84							
NORTHSTAR CHEMICAL, INC.									
021556									
59146	2/10/2015	417.50	0.00	02/20/2015				False	0
017-417-527000 Chlorine				SODIUM HYPOCHLORITE WATER FILT					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
59146 Total:		417.50							
NORTHSTAR CHEMICAL		417.50							
NURNBERG SCIENTIFIC									
021703									
0138282-IN	2/9/2015	379.44	0.00	02/20/2015				False	0
018-019-501000 Operating Materials				MATERIALS					
0138282-IN	2/9/2015	379.45	0.00	02/20/2015				False	0
018-020-501000 Operating Materials & Supplies				MATERIALS					
0138282-IN Total:		758.89							
0138557-IN	2/16/2015	399.74	0.00	02/20/2015				False	0
018-019-501000 Operating Materials				MATERIALS					
0138557-IN	2/16/2015	399.73	0.00	02/20/2015				False	0
018-020-501000 Operating Materials & Supplies				MATERIALS					
0138557-IN Total:		799.47							
NURNBERG SCIENTIFIC		1,558.36							
OPUS:INTERACTIVE, INC.									
021979									
acct 4775	2/13/2015	5.00	0.00	02/20/2015				False	0
001-002-500000 Computer System Maint.				POLICE POP EMAIL					
acct 4775 Total:		5.00							
ACCT 5951	2/13/2015	39.00	0.00	02/20/2015				False	0
012-102-473000 Miscellaneous				IP/DSL					
ACCT 5951 Total:		39.00							
OPUS:INTERACTIVE, IN		44.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
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OREGON MUNICIPAL FINANCE									
022600									
FEB 19 2015	2/19/2015	930.00	0.00	02/20/2015				False	0
012-106-490000	Professional development				SPRN CONF REG, C GREEN, J ELLIS, C FARNSWORTH				
		<hr/>							
	FEB 19 2015 Total:	930.00							
		<hr/>							
	OREGON MUNICIPAL FI	930.00							
PETERSEN, KANNIKAR									
PETER.KA									
FEB12 1014	2/12/2015	29.99	0.00	02/20/2015				False	0
009-201-558108	Administration & marketing				2-14 E GREETING CARDS ARTS ADN CULYURAL COI				
		<hr/>							
	FEB12 1014 Total:	29.99							
		<hr/>							
	PETERSEN, KANNIKAR	29.99							
PHILLIPS, CYNTHIA									
025515									
022815	2/17/2015	1,592.00	0.00	02/20/2015				False	0
001-103-554000	Contractual/consulting serv				END FEB JUDICIAL SERVICES				
		<hr/>							
	022815 Total:	1,592.00							
		<hr/>							
	PHILLIPS, CYNTHIA Tot	1,592.00							
PORTLAND GENERAL ELECTRIC									
025702									
ACCT 449972 4	2/9/2015	46.48	0.00	02/20/2015				False	0
011-011-453000	Street Lighting				STREET LIGHTING				
		<hr/>							
	ACCT 449972 4 Total:	46.48							
		<hr/>							
	PORTLAND GENERAL E	46.48							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
QUILL CORP.									
026700									
1203255	2/4/2015	33.97	0.00	02/20/2015				False	0
001-004-457000	Office Supplies			SUPPLIES					
	1203255 Total:	33.97							
1205830	2/4/2015	18.99	0.00	02/20/2015				False	0
001-004-457000	Office Supplies			SUPPLIES					
	1205830 Total:	18.99							
	QUILL CORP. Total:	52.96							
RICOH USA INC									
027295									
5034538212	2/5/2015	131.57	0.00	02/20/2015				False	0
012-107-502000	Equipment expense								
	5034538212 Total:	131.57							
	RICOH USA INC Total:	131.57							
SALISHAN LODGE, WESTIN									
SALISHAN									
feb19 2015	2/19/2015	1,154.70	0.00	02/20/2015				False	0
012-106-490000	Professional development			LODGING OMFOA CONF 3/8-3/11/15 J ELLIS, C FARN					
	feb19 2015 Total:	1,154.70							
	SALISHAN LODGE, WES	1,154.70							
SELDEN, LAURIE									
030715									
083114	2/17/2015	2,948.00	0.00	02/20/2015				False	0
001-103-554000	Contractual/consulting serv			FEB END 2015 LEGAL SERVICES					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
083114 Total:		2,948.00							
SELDEN, LAURIE Total:		2,948.00							
SNYDER, THE LAW OFFICE OF NOEL 018045									
11415	1/14/2015	60.00	0.00	02/20/2015				False	0
001-103-554000 Contractual/consulting serv					LEGAL SERVICES FOR KPSEPH WILDKE				
11415 Total:		60.00							
13015	1/30/2015	184.00	0.00	02/20/2015				False	0
001-103-554000 Contractual/consulting serv					LEGAL SERVICES FOR TYRONE LEE				
13015 Total:		184.00							
SNYDER, THE LAW OFF		244.00							
STAPLES BUSINESS ADVANTAGE 031983									
8033203488	2/7/2015	322.95	0.00	02/20/2015				False	0
012-107-457000 Office supplies					SUPPLIES				
8033203488	2/7/2015	157.00	0.00	02/20/2015				False	0
013-402-457000 Office supplies					SUPPLIES				
8033203488 Total:		479.95							
STAPLES BUSINESS AD		479.95							
THOMPSON, BRENT 032896									
FEB12 2015	2/12/2015	11.84	0.00	02/20/2015				False	0
001-002-490000 Police Training/Supplies					MRE TRANING, 2-12-15 LUNCH REIMB				
FEB12 2015 Total:		11.84							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
THOMPSON, BRENT Tot		11.84							
UNITED FIRE,HEALTH, & SAFETY									
034285									
0158222	2/13/2015	683.75	0.00	02/20/2015				False	0
017-417-470000 Building expense		SERVICE ALARM SYSTEM WATER FILTRATION							
0158222 Total:		683.75							
0158223	2/13/2015	279.45	0.00	02/20/2015				False	0
013-403-470000 Building		SERVICE ALARM SYSTEM							
0158223 Total:		279.45							
UNITED FIRE,HEALTH,		963.20							
VILARDI ELECTRIC									
034990									
4908	2/12/2015	720.00	0.00	02/20/2015				False	0
009-201-652000 Gateway project - phase I		REPLACELED LAMPS INGATEWAY SCULPTURES							
4908 Total:		720.00							
VILARDI ELECTRIC Tota		720.00							
WILCOX & FLEGEL									
037003									
C157461-IN	2/4/2015	113.15	0.00	02/20/2015				False	0
018-021-501000 Operating Materials & Supplies		GAS POLICE							
C157461-IN Total:		113.15							
C157506-IN	2/5/2015	1,052.47	0.00	02/20/2015				False	0
001-002-531000 Gasoline Expense		GAS POLICE							
C157506-IN Total:		1,052.47							

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

WILCOX & FLEGEL Tota

1,165.62

Report Total:

40,097.29



Accounts Payable

To Be Paid Proof List

User: Shellym
 Printed: 02/27/2015 - 8:39AM
 Batch: 00006.02.2015



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
BACKFLOW MANAGEMENT INC.									
002110									
7395	2/23/2015	85.00	0.00	02/27/2015				False	0
013-403-490000 Professional development				SCOTT JAURON BACKFLOW TESTER RECERT CLAS					
7395 Total:		85.00							
BACKFLOW MANAGEM		85.00							
CANON FINANCIAL SERVICES, INC									
005751									
14651556	2/19/2015	152.28	0.00	02/27/2015				False	0
001-002-502000 Equipment Expense				POLICE COPIER CONTRACT					
14651556 Total:		152.28							
CANON FINANCIAL SER		152.28							
CASCADE CONCRETE PRODUCTS, INC.									
005925									
61825	2/18/2015	688.00	0.00	02/27/2015				False	0
018-021-501000 Operating Materials & Supplies				materials					
61825 Total:		688.00							
CASCADE CONCRETE P		688.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
CENTERLOGIC, INC.									
011595									
27174-28213	2/16/2015	103.66	0.00	02/27/2015				False	0
001-100-500000 Information services				IT SERVICES					
27174-28213	2/16/2015	207.51	0.00	02/27/2015				False	0
001-103-500000 Information services				IT SERVICES					
27174-28213	2/16/2015	103.66	0.00	02/27/2015				False	0
001-104-500000 Information services				IT SERVICES					
27174-28213	2/16/2015	1,078.58	0.00	02/27/2015				False	0
001-002-500000 Computer System Maint.				IT SERVICES					
27174-28213	2/16/2015	195.00	0.00	02/27/2015				False	0
001-004-500000 Computer Maintenance				IT SERVICES					
27174-28213	2/16/2015	183.13	0.00	02/27/2015				False	0
001-100-500000 Information services				IT SERVICES					
27174-28213	2/16/2015	213.39	0.00	02/27/2015				False	0
001-105-500000 Information services				IT SERVICES					
27174-28213	2/16/2015	103.66	0.00	02/27/2015				False	0
012-102-500000 Information services				IT SERVICES					
27174-28213	2/16/2015	676.84	0.00	02/27/2015				False	0
012-106-500000 Information services				IT SERVICES					
27174-28213	2/16/2015	518.67	0.00	02/27/2015				False	0
013-402-500000 Information services				IT SERVICES					
27174-28213	2/16/2015	414.99	0.00	02/27/2015				False	0
013-403-500000 Information services				IT SERVICES					
27174-28213	2/16/2015	171.41	0.00	02/27/2015				False	0
017-017-554000 Contractual/Consult Serv.				IT SERVICES					
27174-28213	2/16/2015	268.23	0.00	02/27/2015				False	0
018-019-500000 Computer System Maint.				IT SERVICES					
27174-28213 Total:		4,238.73							
CENTERLOGIC, INC. To		4,238.73							
COASTWIDE LABORATORIES									
007159									
2747067	2/19/2015	95.85	0.00	02/27/2015				False	0
012-107-457000 Office supplies				MATERIALS					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #	
Account Number	Description			Reference						
2747067 Total:		95.85								
COASTWIDE LABORATO		95.85								
CODE PUBLISHING, INC.										
007162										
49038	2/20/2015	75.00	0.00	02/27/2015					False	0
012-102-554000 Contractual/consulting serv			ST HELENS MUNI CODE JAN-FEB 2015							
49038 Total:		75.00								
CODE PUBLISHING, INC		75.00								
COLUMBIA CO. TREASURER										
007701										
JAN25 2015	2/25/2015	324.90	0.00	02/27/2015					False	0
001-000-235000 State Assessments			JAIL ASSESSMENTS FOR JAN 2015							
JAN25 2015 Total:		324.90								
COLUMBIA CO. TREASU		324.90								
COLUMBIA RIVER P.U.D.										
008325										
0002469	2/15/2015	25.00	0.00	02/27/2015					False	0
001-000-341000 Fines			RESTITUTION, LORI BRADFORD							
0002469 Total:		25.00								
FEB16 2015	2/16/2015	485.24	0.00	02/27/2015					False	0
001-002-459000 Utilities			ACCT 7493 ELECTRICITY							
FEB16 2015	2/16/2015	676.99	0.00	02/27/2015					False	0
001-004-459000 Utilities			ACCT 7493 ELECTRICITY							
FEB16 2015	2/16/2015	522.82	0.00	02/27/2015					False	0
001-005-459000 Utilities			ACCT 7493 ELECTRICITY							
FEB16 2015	2/16/2015	198.15	0.00	02/27/2015					False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
001-005-509000 Marine board expense				ACCT 7493 ELECTRICITY					
FEB16 2015	2/16/2015	4,841.44	0.00	02/27/2015				False	0
011-011-453000 Street Lighting				ACCT 7493 ELECTRICITY					
FEB16 2015	2/16/2015	1,148.40	0.00	02/27/2015				False	0
012-107-459000 Utilitites				ACCT 7493 ELECTRICITY					
FEB16 2015	2/16/2015	836.90	0.00	02/27/2015				False	0
013-403-459000 Utilities				ACCT 7493 ELECTRICITY					
FEB16 2015	2/16/2015	2,680.59	0.00	02/27/2015				False	0
017-017-459000 Utilities				ACCT 7493 ELECTRICITY					
FEB16 2015	2/16/2015	4,320.99	0.00	02/27/2015				False	0
017-417-459000 Utilities				ACCT 7493 ELECTRICITY					
FEB16 2015	2/16/2015	983.24	0.00	02/27/2015				False	0
018-019-534000 Electrical Energy				ACCT 7493 ELECTRICITY					
FEB16 2015	2/16/2015	2,949.72	0.00	02/27/2015				False	0
018-020-534000 Electrical Energy				ACCT 7493 ELECTRICITY					
FEB16 2015	2/16/2015	128.47	0.00	02/27/2015				False	0
018-021-459000 Utilites				ACCT 7493 ELECTRICITY					
FEB16 2015	2/16/2015	851.10	0.00	02/27/2015				False	0
018-022-459000 Utilities				ACCT 7493 ELECTRICITY					
FEB16 2015 Total:		20,624.05							
COLUMBIA RIVER P.U.D		20,649.05							
COMCAST									
COMCAST									
020715	2/7/2015	100.08	0.00	02/27/2015				False	0
013-403-458000 Telecommunication expense				INTERNET FOR 984 OREGON					
020715 Total:		100.08							
FEB14 2015	2/14/2015	114.29	0.00	02/27/2015				False	0
001-005-458000 Telephone Expense				INTERNET FOR PARKS					
FEB14 2015 Total:		114.29							
COMCAST Total:		214.37							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
CONSOLIDATED SUPPLY									
009000									
s7185291.003	2/5/2015	54.52	0.00	02/27/2015				False	0
017-017-501000	Operating Materials & Sup.			MATERIALS					
	s7185291.003 Total:	54.52							
	CONSOLIDATED SUPPL	54.52							
DEQ, OREGON									
010137									
HSRAF15-1446	1/27/2015	242.60	0.00	02/27/2015				False	0
009-209-554100	Environmental review			BOISE VENEER PLAN PROJ 163815-00					
	HSRAF15-1446 Total:	242.60							
	DEQ, OREGON Total:	242.60							
EAGLE STAR ROCK PRODUCTS, INC.									
010970									
28974	2/20/2015	261.26	0.00	02/27/2015				False	0
018-021-501000	Operating Materials & Supplies			ROCK 6TH ST					
	28974 Total:	261.26							
	EAGLE STAR ROCK PRO	261.26							
EAGLES, DAVID									
EAGLES.D									
FEB25 2015	2/25/2015	250.00	0.00	02/27/2015				False	0
008-008-558104	Events			HAUNTED HOT ROD FIRST PLACE WINNER					
	FEB25 2015 Total:	250.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
EAGLES, DAVID Total:		250.00							
ELECTRONIC BUSINESS SYSTEMS, INC.									
011175									
31704A 1	1/30/2015	1,482.00	0.00	02/27/2015				False	0
001-103-500000 Information services				PARTS/MATERIALS MUNI COURT					
31704A 1 Total:		1,482.00							
ELECTRONIC BUSINESS		1,482.00							
ENVIRO-CLEAN EQUIPMENT									
011455									
S15-021809	2/18/2015	51.40	0.00	02/27/2015				False	0
015-015-501000 Operating Materials & Supp				MATERIALS					
S15-021809 Total:		51.40							
ENVIRO-CLEAN EQUIPM		51.40							
FINKSINC MARKETING & COMMUNICATIONS									
012206									
022215-SH	2/26/2015	1,000.00	0.00	02/27/2015				False	0
008-008-451000 Media Expense				ABOUT FACE MAGAZINE AD					
022215-SH	2/26/2015	1,775.95	0.00	02/27/2015				False	0
008-008-451000 Media Expense				MEDIA REIMBURSEMENT FOR CNI SEAS					
022215-SH	2/26/2015	750.00	0.00	02/27/2015				False	0
008-008-451000 Media Expense				BURTON DESIGN AD 1/2 PG					
022215-SH	2/26/2015	900.00	0.00	02/27/2015				False	0
008-008-558104 Events				OLD SCHOOL RENTAL					
022215-SH Total:		4,425.95							
FINKSINC MARKETING		4,425.95							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
GOVERNMENT FINANCE OFFICERS ASSOCIATION									
014015									
0152001	2/10/2015	190.00	0.00	02/27/2015				False	0
012-106-490000	Professional development				MEMBERSHIP FOR JON ELLIS 300092293 THROUGH :				
	0152001 Total:	190.00							
	GOVERNMENT FINANC	190.00							
INGRAM, JOSHUA									
INGRAM.J									
0002462	2/25/2015	105.00	0.00	02/27/2015				False	0
001-000-204000	Bail Deposit				BOND TRANSFER				
	0002462 Total:	105.00							
	INGRAM, JOSHUA Total:	105.00							
LANDRETH, KENNY L.									
LANDRE.K									
0002470	2/25/2015	50.00	0.00	02/27/2015				False	0
001-000-341000	Fines				RESTITUTION, ASHLEY GRAY				
	0002470 Total:	50.00							
	LANDRETH, KENNY L. T	50.00							
MOORE, RICH									
MOORE.RI									
FEB25 2015	2/25/2015	75.00	0.00	02/27/2015				False	0
008-008-558104	Events				HAUNTED HOT ROD THIRD PLACE WINNER				
	FEB25 2015 Total:	75.00							
	MOORE, RICH Total:	75.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
NORTHSTAR CHEMICAL, INC.									
021556									
59355	2/18/2015	4,000.26	0.00	02/27/2015				False	0
017-417-527000 Chlorine				SODIUM HYDROXIDE					
59355 Total:		4,000.26							
NORTHSTAR CHEMICAL		4,000.26							
NORTHWEST NATURAL GAS									
021400									
ACCT 1323284-8	2/16/2015	104.38	0.00	02/27/2015				False	0
012-107-459000 Utilitites				NAT GAS					
ACCT 1323284-8 Total:		104.38							
ACCT 1359528-5	2/16/2015	134.43	0.00	02/27/2015				False	0
012-107-459000 Utilitites				NAT GAS					
ACCT 1359528-5 Total:		134.43							
ACCT 1583294-2	2/16/2015	1,289.94	0.00	02/27/2015				False	0
017-417-459000 Utilities				NAT GAS					
ACCT 1583294-2 Total:		1,289.94							
ACCT 1960772-0	2/16/2015	7.84	0.00	02/27/2015				False	0
017-017-459000 Utilities				NAT GAS					
ACCT 1960772-0	2/16/2015	7.84	0.00	02/27/2015				False	0
018-018-459000 Utilites				NAT GAS					
ACCT 1960772-0 Total:		15.68							
ACCT 114867-5	2/16/2015	127.45	0.00	02/27/2015				False	0
017-017-459000 Utilities				NAT GAS					
ACCT 114867-5 Total:		127.45							
ACCT 1242977-5	2/16/2015	15.68	0.00	02/27/2015				False	0
013-403-459000 Utilities				NAT GAS					

Invoice Number Account Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type Reference	PO #	Close PO	Line #
ACCT 1242977-5 Total:		15.68							
ACCT 256304-7 001-005-459000 Utilities	2/16/2015	175.60	0.00	02/27/2015	NAT GAS			False	0
ACCT 256304-7 Total:		175.60							
ACCT 256563-8 001-002-459000 Utilities	2/16/2015	143.92	0.00	02/27/2015	NAT GAS			False	0
ACCT 256563-8 Total:		143.92							
ACCT 258575-0 018-019-459000 Utilites	2/16/2015	122.78	0.00	02/27/2015	NAT GAS			False	0
ACCT 258575-0 018-020-459000 Utilities	2/16/2015	122.79	0.00	02/27/2015	NAT GAS			False	0
ACCT 258575-0 Total:		245.57							
ACCT 258767-3 001-004-459000 Utilities	2/16/2015	667.85	0.00	02/27/2015	NAT GAS			False	0
ACCT 258767-3 Total:		667.85							
ACCT 259856-3 001-005-459000 Utilities	2/16/2015	27.65	0.00	02/27/2015	NAT GAS			False	0
ACCT 259856-3 Total:		27.65							
NORTHWEST NATURAL		2,948.15							
OAWU 021691									
FEB25 2015 018-019-490000 Schools & Conventions	2/25/2015	10.00	0.00	02/27/2015	\$20 EXTRA FOR STANDARD RESERVATION FEE SINC			False	0
FEB25 2015 018-020-490000 Schools & Conventions	2/25/2015	10.00	0.00	02/27/2015	\$20 EXTRA FOR STANDARD RESERVATION FEE SINC			False	0
FEB25 2015 Total:		20.00							

Invoice Number Account Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type Reference	PO #	Close PO	Line #
<hr/>									
OAWU Total:		20.00							
O'CONNOR, MICHAEL OCONNR.M feb19 2015 001-000-354000 Misc Revenue	2/19/2015	13.96	0.00	02/27/2015	REFUND PUB RECORDS REQUEST			False	0
feb19 2015 Total:		13.96							
O'CONNOR, MICHAEL T		13.96							
OREGON DEPT. OF REVENUE 023202 FEB25 2015 001-000-235000 State Assessments	2/25/2015	2,346.35	0.00	02/27/2015	CRIMINAL ASSESSMENTS FOR JAN 2015			False	0
FEB25 2015 Total:		2,346.35							
OREGON DEPT. OF REV		2,346.35							
OREGON JUSTICE OF THE PEACE ASSOC 022430 157426377262521 001-103-490000 Professional development	1/17/2015	150.00	0.00	02/27/2015	CINDY PHILLIPS ID77262521 SPRING JUDICIAL CONI			False	0
157426377262521 Total:		150.00							
OREGON JUSTICE OF TH		150.00							
PAPE' MATERIAL HANDLING EXCHANGE 024755 7386117 015-015-501000 Operating Materials & Supp	2/10/2015	681.32	0.00	02/27/2015	MATERIALS			False	0

Invoice Number Account Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type Reference	PO #	Close PO	Line #
7386117 Total:		681.32							
PAPE' MATERIAL HAND		681.32							
PHILLIPS, CYNTHIA 025515 FEB24 2015	2/24/2015	100.00	0.00	02/27/2015				False	0
001-103-490000 Professional development					REIMBURS DUES OR MUNI JUDGES ASSOC				
FEB24 2015 Total:		100.00							
PHILLIPS, CYNTHIA Tot		100.00							
POORMAN, CHRIS POORMAN 0002468	2/25/2015	25.00	0.00	02/27/2015				False	0
001-000-341000 Fines					RESTITUTION ANDREW WEIR				
0002468 Total:		25.00							
POORMAN, CHRIS Total		25.00							
ROTHWILSON, BLAIR MIKAL ROTHWILS 0002463	2/25/2015	60.00	0.00	02/27/2015				False	0
001-000-341000 Fines					RESTITUTION, REBECCA STOTTS				
0002463 Total:		60.00							
ROTHWILSON, BLAIR M		60.00							
SAFEWAY SAFEWAY 0002464	2/25/2015	30.00	0.00	02/27/2015				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
001-000-341000 Fines					RESTITUTION, TRACY JUSTICE				
	0002464 Total:	30.00							
0002465	2/25/2015	25.00	0.00	02/27/2015				False	0
001-000-341000 Fines					RESTITUTION, ROBERT SEASTONE				
	0002465 Total:	25.00							
	SAFEWAY Total:	55.00							
SFA ELKRIDGE, LLC SFA.ELKR									
RECEIPT 0137545	2/4/2015	285.92	0.00	02/27/2015				False	0
001-000-354000 Misc Revenue					REFUND WATER ACCT OVERPAYMENT				
	RECEIPT 0137545 Total:	285.92							
	SFA ELKRIDGE, LLC Tot	285.92							
SIMPSON, DUANE D.SIMPSON									
0002467	2/25/2015	100.00	0.00	02/27/2015				False	0
001-000-341000 Fines					RESTITUTION, CORY CROCKER				
	0002467 Total:	100.00							
	SIMPSON, DUANE Total:	100.00							
SPRINGBROOK SOFTWARE, INC 031690									
1668	2/18/2015	1,420.00	0.00	02/27/2015				False	0
001-105-554000 Contract Services					FINAL 50% TRAINING/MIGRATION				
1668	2/18/2015	2,370.00	0.00	02/27/2015				False	0
017-017-554000 Contractual/Consult Serv.					FINAL 50% TRAINING/MIGRATION				
1668	2/18/2015	3,332.00	0.00	02/27/2015				False	0
018-018-554000 Contractual/Consulting Serv					FINAL 50% TRAINING/MIGRATION				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
1668	2/18/2015	2,370.00	0.00	02/27/2015				False	0
001-110-554000	Contractual/consulting serv				FINAL 50% TRAINING/MIGRATION				
	1668 Total:	9,492.00							
	SPRINGBROOK SOFTWA	9,492.00							
ST. HELENS COMMUNITY FOUNDATION									
SHCF									
FEB25 2015	2/25/2015	450.00	0.00	02/27/2015				False	0
008-000-309100	Sponsorships				SPONSORSHIPS FROM SKINNY'S ADN MIKES HARD				
	FEB25 2015 Total:	450.00							
	ST. HELENS COMMUNI	450.00							
ST. HELENS FED. CREDIT UNION									
028930									
0002471	2/25/2015	20.00	0.00	02/27/2015				False	0
001-000-341000	Fines				RESTITUTION, BRANDIE OWENS				
	0002471 Total:	20.00							
	ST. HELENS FED. CRED	20.00							
SUNSHINE PIZZA									
032710									
011656	1/30/2015	855.00	0.00	02/27/2015				False	0
012-102-524000	Special projects				CATERING FOR EMPLOYEE BANQUET				
	011656 Total:	855.00							
	SUNSHINE PIZZA Total:	855.00							
SUPRY, AMANDA									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
SUPRY.A									
0002466	2/25/2015	25.00	0.00	02/27/2015				False	0
001-000-341000 Fines					RESTITUTION, GEORGETTE SCHILLER				
0002466 Total:		25.00							
SUPRY, AMANDA Total:		25.00							
TFT CONSTRUCTION, INC.									
012226									
2254040	2/5/2015	6,950.00	0.00	02/27/2015				False	0
010-304-653400 Storm drains					SIDEWALK REPAIR ST HELENS & MILTON WAY STO				
2254040 Total:		6,950.00							
TFT CONSTRUCTION, IN		6,950.00							
TRAFFIC SAFETY SUPPLY CO., INC									
033600									
994243	2/18/2015	619.59	0.00	02/27/2015				False	0
011-011-505000 Street Signs					BARRICADE PANELS				
994243 Total:		619.59							
TRAFFIC SAFETY SUPP		619.59							
WEBBER, BREANNE M.									
WEBBER.B									
0002461	2/25/2015	620.00	0.00	02/27/2015				False	0
001-000-204000 Bail Deposit					BOND TRANSFER				
0002461 Total:		620.00							
WEBBER, BREANNE M.		620.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
<hr/>									
WILCOX & FLEGEL									
037003									
C158048-IN	2/19/2015	3,429.62	0.00	02/27/2015				False	0
013-403-531000 Gasoline				GAS OREGON ST SHOP					
	C158048-IN Total:	3,429.62							
C158049-IN	2/19/2015	95.87	0.00	02/27/2015				False	0
018-021-501000 Operating Materials & Supplies				GAS #34					
	C158049-IN Total:	95.87							
	WILCOX & FLEGEL Tota	3,525.49							
	Report Total:	67,053.95							

Accounts Payable

To Be Paid Proof List

User: Shellym
 Printed: 02/27/2015 - 9:05AM
 Batch: 00009.02.2015



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
POSTMASTER 026000									
feb27 2015	2/27/2015	1,703.60	0.00	02/27/2015				False	0
012-106-480000 Postage					POSTAGE FOR REGULAR BILLING				
	feb27 2015 Total:	1,703.60							
	POSTMASTER Total:	1,703.60							
	Report Total:	1,703.60							

City of St. Helens

Exclusive Use Application

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



Athletic Fields

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



SECTION 1 Applicant Information

Group/Organization Name St. Helens Girls Softball Association / SHHS JV Teams Phone 503-369-6888 Jeff
 Authorized Agent Name Jeff Kroll & Tricia Stockwell Phone 503-438-4106 Tricia
 Address P.O. Box 160 City, State, Zip St. Helens, OR 97051
 Mailing Address (if different) _____

SECTION 2 Permit Information

Park/Field Campbell Park Softball Fields 1 & 2
 Activity Description (i.e. softball, soccer, etc.) Softball Practice and Games
 Dates March 30 2015 to June 30, 2015
 Days/Hours of Use:
 Monday 2:00PM - 10:00PM
 Tuesday 2:00PM - 10:00PM
 Wednesday 2:00PM - 10:00PM
 Thursday 2:00PM - 10:00PM
 Friday 2:00PM - 10:00PM
 Saturday 7:00AM - 10:00PM
 Sunday _____

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

FOR OFFICE USE

Application date 2-2-15
☒ Insurance
☒ Summary Report
☒ Fee paid
 Receipt # 102507
☒ Calendar
☒ Parks → ☐ Council
Approval dates
☒ Parks 2-9-15
☐ Council _____
☐ Permit issued _____

Will you require use of the concessions stand? ☐ No ☒ Yes

Other Comments/Information We will be using a DJ to play music at opening day, end of season day and possibly at one other function

DECLARATION

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

Signature of Authorized Agent Jeff Kroll

Date signed 01/01/2015

FEE SCHEDULE

ATHLETIC FIELDS = \$10 PER FIELD, PER DAY

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

Athletic Fields	<input checked="" type="checkbox"/> \$10.00 per day X <u>80</u> fields X <u>2</u> days =	\$ <u>1600.00</u>
Use of field lights (add'l fee)	<input type="checkbox"/> \$10.00 per day X _____ fields X _____ days =	\$ _____
TOTAL AMOUNT DUE		\$ <u>1600.00</u>

City of St. Helens

Annual Summary Report

Exclusive Use Permit Financial Activities for 2014

Year

Organization name St. Helens Girls Softball Association

Authorized agent Jeff Kroll & Tricia Stockwell

Contact # 503-369-6888 / 503-438-4106

Fields/Facilities used Campbell Park Softball Fields 1 & 2

Dates of usage March 17, 2014 to June 30, 2014

Concession Stand gross sales	\$ 7849.29
Concession Stand expenditures	5274.66
Concession Stand net receipts	2574.63
Permit Holder park improvement expenditures*	90.35
Permit Holder maintenance activities expenditures**	616.41
Permit Holder use fees (City)	910.00
Permit Holder lighting fees	-----
Other	

*Permit Holder park improvements (please describe): Worked on leveling Field 2 so parts of the field would not flood as much. Also cut and bagged grass on both fields weekly to improve the appearance and safety, drag fields for leveling. Re-key shed.

**Permit Holder maintenance activities expenditures (please describe): Fuel and maintenance on our league tractor and mower.

<u>TOTAL EXPENDITURES</u>	\$	<u>6891.42</u>
<u>TOTAL INCOME</u>	\$	<u>7849.29</u>
<u>TOTAL AMOUNT FORWARD TO NEXT SEASON</u>	\$	<u>957.87</u>

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



CERTIFICATE OF LIABILITY INSURANCE

 DATE (MM/DD/YYYY)
01/13/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER BOLLINGER, Inc. 101 JFK PARKWAY SHORT HILLS, NJ 07078 PHONE: 1-800-446-5311 FAX: 973-921-2876	CONTACT NAME: PHONE (AC, No. Ext): 800-446-5311		FAX (AC, No.): 973-921-2876
	E-MAIL ADDRESS:		
	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Markel Insurance Company		38970
INSURED Amateur Softball Association and Members of Oregon ASA Indiv Reg Program Mike Wells 7412 SW Beaverton-Hillsdale Hwy Suite 112 Portland, OR 97225	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
	INSURER F:		

COVERAGES
CERTIFICATE NUMBER:
REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY	X		3602AH230069-14	1/1/2015	1/1/2016	EACH OCCURRENCE	\$2,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$300,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person)	\$10,000*
	<input checked="" type="checkbox"/> Participants Liab						PERSONAL & ADV INJURY	\$2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:			General Aggregate applies per Team			GENERAL AGGREGATE	\$5,000,000
	<input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOG						PRODUCTS - COMP/OP AGG	\$2,000,000
								\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	\$
	ANY AUTO						BODILY INJURY (Per person)	\$
	ALL OWNED AUTOS						BODILY INJURY (Per accident)	\$
	SCHEDULED AUTOS						PROPERTY DAMAGE (Per accident)	\$
	HIRED AUTOS							\$
								\$
	UMBRELLA LIAB						EACH OCCURRENCE	
	EXCESS LIAB						AGGREGATE	
	DED <input type="checkbox"/> RETENTION \$							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATUTORY LIMITS	\$
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N					EL EACH ACCIDENT	\$
	If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				EL DISEASE - EA EMPLOYEE	\$
							EL DISEASE - POLICY LIMIT	\$
A	OTHER			4102AH220317-15	1/1/2015	1/1/2016	Med Max: \$250,000	
	Accident Medical						12-week Benefit Period. Deductible applies.	
	Full Access							

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

COVERAGE UNDER THIS POLICY SHALL APPLY TO LIABILITY OF THE INSURED ARISING OUT OF THE ADMINISTRATION, PLAY OR PRACTICE OF AMATEUR SOFTBALL/BASEBALL, BUT ONLY FOR INCIDENTS INVOLVING BODILY INJURY, PERSONAL INJURY OR PROPERTY DAMAGE. CERTIFICATE HOLDER IS NAMED AS AN ADDITIONAL INSURED. THIS CERTIFICATE IS ISSUED ON BEHALF OF: St. Helens Girls Softball Association

CERTIFICATE HOLDER
CANCELLATION

City of St. Helens
 Risk Management
 PO Box 278
 265 Strand Street
 St. Helens, Oregon 97051

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

CERTIFICATE OF COVERAGE

DATE
12/17/2014

AGENT
Brown & Brown Northwest
2701 NW Vaughn St, Ste. 340
Portland, OR 97210

www.bbnw.com

NAMED PARTICIPANT
St. Helens School District 502
474 North Sixteenth Street
Saint Helens OR 97051-1340

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER OTHER THAN THOSE PROVIDED IN THE COVERAGE DOCUMENT. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE COVERAGE DOCUMENTS LISTED HEREIN.

COMPANIES AFFORDING COVERAGE

COMPANY A: Property and Casualty Coverage for Education

COMPANY B: Genesis Insurance Company

COMPANY C:

COMPANY D:

COMPANY E:

COVERAGES

THIS IS TO CERTIFY THAT COVERAGE DOCUMENTS LISTED HEREIN HAVE BEEN ISSUED TO THE NAMED PARTICIPANT HEREIN FOR THE COVERAGE PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THE CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE COVERAGE AFFORDED BY THE COVERAGE DOCUMENTS LISTED HEREIN IS SUBJECT TO ALL THE TERMS, CONDITIONS AND EXCLUSIONS OF SUCH COVERAGE DOCUMENTS. AGGREGATE LIMITS WHICH ARE SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS, SUITS OR ACTIONS. THE TITLES REFERENCED UNDER TYPE OF COVERAGE ARE INSERTED SOLELY FOR CONVENIENCE OF REFERENCE AND SHALL NOT BE DEEMED IN ANY WAY TO LIMIT OR EFFECT THE PROVISIONS TO WHICH THEY RELATE.

CO LTR	TYPE OF INSURANCE	COVERAGE DOCUMENT NUMBER	EFFECTIVE DATE (MM/DD/YYYY)	EXPIRATION DATE (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY	29P60025-59	7/1/2014	7/1/2015	GENERAL AGGREGATE	\$ 20,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				EACH OCCURRENCE	\$ 10,000,000
	<input checked="" type="checkbox"/> PUBLIC OFFICIALS LIABILITY					
	<input checked="" type="checkbox"/> EMPLOYMENT PRACTICES					
B	<input checked="" type="checkbox"/> OCCURRENCE					
A	AUTOMOBILE LIABILITY	29P60025-59	7/1/2014	7/1/2015	GENERAL AGGREGATE	\$ 20,000,000
	<input checked="" type="checkbox"/> SCHEDULED AUTOS				EACH OCCURRENCE	\$ 10,000,000
	<input checked="" type="checkbox"/> HIRED AUTOS					
	<input checked="" type="checkbox"/> NON-OWNED AUTOS					
A	AUTO PHYSICAL DAMAGE	29P60025-59	7/1/2014	7/1/2015	SCHEDULED AUTOS	PER SCHEDULE
	<input checked="" type="checkbox"/> SCHEDULED AUTOS				HIRED AND NON-OWNED AUTOS	\$ 50,000
	<input checked="" type="checkbox"/> HIRED AUTOS					
	<input checked="" type="checkbox"/> NON-OWNED AUTOS					
	EXCESS LIABILITY				GENERAL AGGREGATE	\$
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY				EACH OCCURRENCE	\$
	<input type="checkbox"/> PUBLIC OFFICIALS LIABILITY					
	<input type="checkbox"/> EMPLOYMENT PRACTICES					
	<input type="checkbox"/> AUTO LIABILITY					
	PROPERTY					

DESCRIPTION

RE: Event at Campbell Park March 2nd, 2014 to June 6th, 2014

PACE General Liability Coverage Document July 1, 2013 applies. Refer to attached.
Subject to policy terms, conditions and exclusions.

CERTIFICATE TYPE

☐

EVIDENCE OF INSURANCE CERTIFICATE

☒

ADDITIONAL PARTICIPANT CERTIFICATE

CERTIFICATE HOLDER

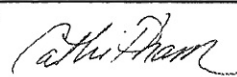
City of Saint Helens
PO Box 278
St. Helens OR 97051

CANCELLATION

SHOULD ANY OF THE COVERAGE DOCUMENTS HEREIN BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, PACE WILL ENDEAVOR TO MAIL WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED HEREIN, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

Cathi Pham



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>
• Chubb's Shell	S&L Enterprises LLC	745 S. Columbia River Hwy.	Renewal
• Elks Lodge #1999 St. Helens	Elks Lodge #1999 St. Helens	350 Belton Road	Renewal
• Klondike Restaurant & Bar	Klondike Restaurant Group LLC	71 Cowlitz Street	Renewal
• Kozy Korner Restr. & Lounge	Ogan Inc.	371 Columbia Blvd.	Renewal
• Pastime Tavern	Hook Line & Sinker LLC	2019 Columbia Blvd.	Renewal
• Rite Aid #5333	Thrifty Payless Inc.	785 S. Columbia River Hwy.	Renewal
• Roythai	Thongsima, Thaneenath	295 Strand Street	Renewal
• Safeway Store #424	Safeway Inc.	795 S. Columbia River Hwy.	Renewal
• St. Helens Marina	St. Helens Marina LLC	134 N. River Street	Renewal
• St. Helens Red Apple Market	Kirby Co.	1111 Columbia Blvd.	Renewal
• Skinny's Texaco	Columbia Fast Serv Inc.	373 S. Columbia River Hwy.	Renewal
• Skinny's Texaco	Columbia Fast Serv Inc.	373 S. Columbia River Hwy.	Renewal
• Walmart Store #2422	Wal-Mart Stores Inc.	2295 Gable Road	Renewal
• West Street Grocery Market	Pyon, Chang Sik	305 N. 7 th Street	Renewal
• Zhen's Chinese Restaurant	Zhen's Chinese Restr. Inc.	1671 Columbia Blvd.	Renewal

City of St. Helens

Consent Agenda for Approval

CITY COUNCIL MINUTES

Presented for approval on this 4th day of March, 2015 are the following Council minutes:

2014

- Work Session, Special Session and Regular Session Minutes dated February 18, 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

February 18, 2015

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

Staff Present: John Walsh, City Administrator
Jon Ellis, Finance Director
Kathy Payne, City Recorder
Margaret Jeffries, Library Director
Terry Moss, Police Chief
Neal Sheppard, Interim Public Works Co-Director
Sue Nelson, Interim Public Works Co-Director
Jenny Dimsho, Assistant Planner
Carol Green, Accounting Technician
Crystal Farnsworth, Communications Officer

Others: Brent Keller Mark Miller Dean Cox

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

This meeting is contained in audio file 021815CCWS.MP3 on file at City Hall.

Visitor Comments

No visitor comments.

Annual Report from City Forester

Brent Keller from Mason, Bruce and Girard, was in attendance to give their annual report, a copy of which is in the archive packet for this meeting.

Presentation of City Employee Raffle Fundraiser Money to Columbia Humane Society

The City of St. Helens held their annual employee appreciation/recognition banquet on January 30. The City Management Team each donated \$25 towards raffle prizes with the proceeds from the raffle ticket sales going to the Columbia Humane Society (CHS). The raffle raised \$301. CHS Director Dean Cox was in attendance to accept the money.

Request from Seniors regarding Senior Center Building and Land

The Seniors have requested that the City renew the lease for the Senior Center or transfer ownership of the Senior Center building and the land it is on to the Seniors.

Councilor Conn was in favor of extending the lease but not in transferring the building/property.

City Administrator Walsh spoke of possible land use issues and operational concerns. We provide services to the building now. It is on the same piece of property as a City park.

Finance Director Ellis added that the City pays between \$5,000 to 10,000 on maintenance for that building. They are requesting the City continue to pay for the maintenance.

Council President Morten expressed concern that this was only received as a written request and no one from the Senior Center is here to question. City Recorder Payne clarified that Cheryl Young did ask if she should be here. Payne told her this is only for Council discussion and it was not necessary.

Mayor Peterson believes maintenance costs should become the responsibility of the Senior Center if it is transferred to them. He would like to know how they would do that. Councilor Locke pointed out the grants that the City has been involved with for improvements. How would that work in the future?

Council President Morten was also concerned about the long term feasibility of the organization. Organizations come and go. The Council is here to stay. He would like to hear from the people in favor of attaining the Senior Center.

Councilor Conn really appreciates what the seniors have done. This is a City asset, and she would need to be convinced that it's a good idea to turn over a City asset.

Councilor Carlson is aware of other groups who have been denied use of the building. If we provide maintenance, we should be allowed use of the building. They are on better financial ground now than they have been in the past.

The City pays for water and sewer for the property and maintenance of the parking lot.

Councilors Conn and Carlson volunteered to meet with representatives of the Senior Center to discuss the request.

Parks Commission Recommendation on Softball League's Request

The Girls Softball League went to the Parks Commission and City Council to ask about getting a percentage of reimbursement on the money they spend on upgrading the fields that they could use to pay their permit fees. Council President Morten asked that the Parks Commission weigh in on the request before the Council made any decisions. The Parks Commission discussed it at their meeting on February 9.

The Parks Commission voted to recommend that the Council not allow reimbursements for the work they do on the fields because they would end up having to let every other league do that too and it would probably get to a point where we wouldn't even get permit fees anymore because they would all be "working it off" and the Commission feels it would just become a big mess.

Councilor Locke expressed that it would be a nice way to increase volunteers. Councilor Conn agreed that it would be an incentive to volunteer.

Mayor Peterson would prefer to give credit for work done as part of the Parks Master Plan. He does not agree with giving credit for maintaining the fields. They need to work with the Parks Department for maintenance.

City Recorder Payne pointed out a possible issue with financially compensating them for volunteer hours. However, equipment and supplies could be a reimbursable expense.

After discussion, it was determined that Council President Morten would bring this back to the Parks Commission for further review and discussion.

Request from Arts & Cultural Commission re: Phase 2 of Gateway Sculpture Project

Presented by Library Director Margaret Jeffries.

Summary: The Arts and Cultural Commission requests that City resources be dedicated to identifying and writing grants to implement Phase Two of the Gateway Sculpture Project on the Highway 30 McNulty Creek Bridge while the knowledge base and collaborative relationships of all the contributors to Phase One are still intact. Duplicating this effort many years down the road, while fundraising is accomplished, will likely result in many hours being spent to re-create that same knowledge and cooperation.

Background: At the Thursday, February 5 Arts and Cultural Commission meeting, a motion was passed to recommend to the City Council that the City dedicate staff time to the Arts and Cultural Commission to identify and write grants for the Gateway Sculpture Project Phase Two. This motion was passed following a discussion about the best approach to proceed with Phase Two. The Commission recognized that fundraising this time would be a six year effort if the needed funds were accumulated at the previous rate. This longer time frame is due to the fact that there are no reserves dedicated to this project so the full project cost would have to be raised this time. Any pause in committing to this next phase would further push out the time frame for implementation.

The implementation of the Gateway Sculpture Project - Phase One represents several years of collaboration by the current members of the ACC with ODOT, engineering firms, local vendors, the artist and City departments. This knowledge base and these cooperative relationships will be lost through attrition in all of the organizations involved if a long term fundraising approach is adopted to accomplish Phase Two.

There was no objection from the Council to use staff time to apply for grants, if there is available staff, whether that is another RARE worker or current employee.

Request from St. Helens Community Foundation

St. Helens Community Foundation President Robert Salisbury has requested that the City waive the permit fees associated with 13 Nights on the River. He also is asking for the City to pay the cost of annual insurance for the Foundation.

Councilor Carlson was under the impression the City would no longer provide insurance for community events. Councilor Conn would like to continue supporting them.

Motion: Locke moved to waive the permit fees for 13 Nights on the River and give them \$4,000 towards their insurance. Carlson seconded the motion.

Discussion.

Vote: Locke, Carlson and Peterson in favor. Morten and Conn did not vote. Motion carries.

City Recorder Payne will report back to the foundation on the decision.

Recommendation for Brownsfield (IPG) Grant Steering Committee

The City has been offered funding assistance from the State's Business Oregon Department to continue work on the St. Helens Waterfront Redevelopment Project. The Integrated Brownfield Redevelopment Grant (IPG) provides \$25,000 in funding resources to further the City's work

initiated by the AIA SDAT visit in May 2014. The project will build on the recommendations developed from the SDAT report and further framework and implementation strategy for redevelopment of the City's waterfront. The project has two phases which include a Community Exploration component and an Economic Impact Study. The specific project tasks and deliverables are detailed in the attached Scope of Work. The project is heavily weighted on the Community Exploration effort with an emphasis on public engagement.

A Steering Committee is proposed to guide the engagement process and staff has recommended the following list of representatives for Council confirmation. Please review the recommendations for discussion at the February 18 Council work session and the Grant Agreement will be on the evening agenda for authorization.

Proposed Steering Committee

Planning Commission - Al Petersen
Parks Commission – Howard Blumenthal
Arts Commission – Diane Dillard
Tourism/Maritime - Chris Finks
Chamber of Commerce/SHEDCO – Natasha Parvey
Port of St. Helens – TBD
Columbia County Economic Team CCET – Chuck Daughtry
Cascades Tissues – Eric Porchinow
Public Health - Ashley Baggett
City Councilor – TBD
City Councilor – TBD

Ex Officio Members

Business Oregon – Denny Houle
ODOT Rail – Cary Goodman
ODOT Transportation – Pete O'Farrell

Councilor Conn volunteered to serve on the Committee.

Municipal Court 2nd Quarter Report

Over this last quarter the Municipal Court has transitioned in a new Municipal Court Clerk, Julie Metz. She comes to us from Columbia County, where she worked as the Court Clerk in the County's Justice Court. She is very highly motivated and energetic and we look forward to her championing Court operational improvements. We also look forward to working closely with Malinda Duran who is the new Police Support Specialist in enhancing the flow of information which is so critical to the daily operations of the Municipal Court. The Court is entering into a very unique opportunity for enhancing operations.

Based on the trend reports (see archive packet), while traffic violations are trending down, there has been an uptick on criminal cases (misdemeanors) filed resulting in an increase to Court's workloads. This increase reflects the Police Department's recovery from their staffing shortages due to injuries and turn-over. We anticipate that as the Police staffing is stabilized, criminal cases and traffic citations filed will continue to increase further impacting workloads in Municipal Court. The goal is to try to address most these challenges with enhanced efficiencies in operations.

The increase in workloads has resulted in the increase in support staffing provided by Finance to keep court adjudication and collections rates up. During the rightsizing of Court operations (staffing) in 2012, support staff decreased to only a half day per week with the goal of

eliminating outside support completely. However, with the recent turnover in staff combined with increase in criminal case filings, the need to support staffing has grown to three days per week. We are optimistic that we will be able to lower outside support to two – two and a half days per week by the end of this fiscal year. The right sizing of staffing in 2012-13 may have been appropriate for then-existing conditions but with the workload increasing, additional support is required.

Full Court is the Court operations software that tracks adjudication of cases, collections of fines, calendaring and helps increase work flow. The software will no longer be supported in Justice Systems after July 1, 2015, placing the Court at risk. The City Council has authorized an upgrade in Fiscal Year 2014-15, however with the change in staffing, the implementation has been delayed and hopefully will be on track in FY 2015-16. Based on a number of improvements to the operating system, Court is optimistic that it will reduce support hours provided by Finance as well as bringing back the SO (Sentence Order) listing that was suspended when rightsizing court in 2012.

Request to Extend Temporary Part-time Office Assistant Position

Staff request the continued utilization of a term limited Office Assistant position through April 30, 2015. Currently, with working through the transition of Court with their applicable 18% increase in case loads, balancing an employee request to work part-time (24 hours per week versus 40), and catching up on backlog projects, staff is requesting the continued support of a term limited Office Assistant. This will allow more time to better assess staffing level requirements.

Background:

City Council, at their Work Session on November 19 approved the Finance Division's request to hire a term limited Office Assistant position to fill in for required office coverage from December 1, 2014 through February 28, 2015. The position is being funded from existing appropriations in personnel services (savings) and the Springbrook Migration Project budget. Further, staff stated that between November and February 28, staff will be assessing processes and services to potentially absorb workloads and/or develop a new part-time position (20 hours per week).

Council was in consensus to approve the request.

Mid-Year Financial Report

Finance Director Jon Ellis presented his FY14-15 Mid-Year Report, a copy of which is available in the archive packet for this meeting. He handed out the slides for tonight's special meeting and a budget calendar and a Five-Year Forecast.

Review Scrivener Changes to Building Department Fees Resolution

Finance Director Jon Ellis reviewed scrivener errors that were discovered during the Springbrook upgrade last week. They are minimal changes and are included in the archive packet for this meeting.

Department Reports

Finance Director Ellis reported...

- He over budgeted for the Springbrook upgrade by about \$20,000.
- Tonight's agenda includes a resolution for transferring appropriations for the pedestrian bridge.
- Tonight's agenda also includes a resolution to establish a reserve account for police special events and training.

Discussion on Smoke-Free Community Possibilities

Councilor Carlson was unable to attend the Smoke-Free Community public forum. She has recently heard that all state and federal parks are now smoke-free. All of CCMH properties are smoke-free as well.

Council President Morten really appreciated Jenny's testimony emphasizing the mission of the Parks Master Plan. In the past, citizens have come before the Parks Commission requesting smoke-free designations in the parks. The amount of cigarette butts on the Library property is appalling. Library Director Jeffries expressed her desire for the Library to become a smoke-free zone.

Councilor Conn brought up several people who testified during the forum that they were self-policing and did not leave cigarette butts on the ground nor smoke around children. Unfortunately, not everyone exercises that kind of restraint.

Councilor Locke said it's a smoking and littering issue. You can see where they dump their ashtrays right beside their vehicle. Cigarette butts are also found around the park. He still gets cancer treatments every three months. The room is full and half of the people are there because they smoked cigarettes.

Mayor Peterson spoke of the two options. 1) There was a recommendation to form a committee to review the smoking ordinance. 2) We decide what we want to do. More than just the parks need to be reviewed. He would be interested in forming a committee. It should include smokers, non-smokers, Public Health, and a city representative. He is not in favor of banning the sale of cigarettes in the city. We have the obligation to represent smokers and non-smokers on public property. The overwhelming evidence is that there are more non-smokers than smokers in the community.

Councilor Conn agreed with forming a committee. She would like them to investigate what other cities have done. Council President Morten agreed with forming a committee as well. Councilor Locke would like the Youth Council involved.

City Administrator Walsh will work with Public Health to form a committee.

Review Council Operating Rules and Procedures

City Administrator Walsh does not have a staff recommendation. It was continued to the next Council work session.

Review Draft Resolution for Creation of Youth City Council

Councilor Locke distributed an updated draft resolution.

There was further discussion of a Youth City Council. Eventually, Councilor Locke would like their meetings to broadcast live. There is a lot of interest in the schools. This is for 6-12 graders. Council President Morten wants to be sure this does not jeopardize the work done by the Library Youth Board. He requested to continue involving Council and staff.

Department Reports (continued...)

Police Chief Moss reported...

- We have a new roof on the Police Department.
- We have open positions for a Police Officer and Sergeant. That closes Friday.

Interim Public Works Co-Director Nelson reported...

- Sand Island restrooms are done and they are fantastic!
- Utility project on the docks is nearing completion. It should be done mid-March.
- Telemetry upgrade for the water filtration facility is moving along swiftly.
- Godfrey Park storm drain project bids will open on March 3.
- Getting ready to start the water line replacement project.

Interim Public Works Co-Director Sheppard reported...

- Nothing to report.

Library Director Jeffries reported...

- Teen gaming night has been very popular. She showed the Council a picture of the Library Board members testing the equipment.
- Have held two sessions of ukulele lessons. Thirteen musicians attended.
- Eight people are attending the Mahjong class.
- The Every Child Ready to Read workshops is going very well. The third session will be held tomorrow night.

Finance Director Ellis reported...

- The next CAT Board meeting is Monday. Does the Council want to attend to discuss low income utilities? Councilor Locke said he will go.

City Recorder Payne reported...

- She and Walsh have discussed creating a mural on the back wall. It is currently being reviewed by the Arts & Cultural Commission.
- The City of Banks has a public notice window. We display our notices on bulletins boards inside the building but have nothing outside. She would like to use the Council Chambers windows to display meeting agendas and notices.

City Administrator Walsh reported...

- Thanked Council for the opportunity to participate in the Catalyzing Community Prosperity Conference. He reviewed the poster titled "Clues to Rural Community Survival."

Council Reports

Mayor Peterson reported...

- He received an email from one of the churches in town. They offered to bring the Council lunch prior to their March 18 meeting. After discussion, it was determined Peterson will follow-up with the church group for more information.

Councilor Conn reported...

- Grateful to be able to attend the Catalyzing Community Prosperity Conference. It was great for so many of us to attend.
- Suggested anyone who has concerns about the educational component of the teen gaming nights talk to Youth Librarian Nathan Jones. He can explain the value.

Council President Morten reported...

- Due to the Parks Commission meeting date confusion, the interview process for new members will be continued to the next Parks Commission meeting.
- He is happy to see the Sand Island restroom upgrades completed. It will be much more sanitary and inviting to individuals using that park.

Councilor Carlson reported...

- She walks at night and noticed that all of the lights on the S. 1st Street hill by Jay Tappan's house are all out. Interim Public Works Co-Director Sheppeard will look into it.
- She requested the bark dust in McCormick Park under the swing sets be replenished.
- The swings at Godfrey Park barely swing and the noise they make is horrible.
- Are the barricades by the disc golf course permanent? Sheppeard said there are cement barriers there now and they are permanent. It was a recommendation from the Parks Commission.
- There have been several incidences recently involving tire slashings and disconnecting fuel lines. Have we ever promoted crime alerts or neighborhood watch alerts?
- She also enjoyed the Catalyzing Community Prosperity Conference. We are always struggling to make our community special. The one thing that struck her is the lack of culture here. Kids don't know how our town was founded.
- She will be doing the NAMI walk. Sergeant Rick Graham is as well.

Councilor Locke reported...

- Since he's known as a micro-manager, he gave Chief Moss a direct order that he does not want to see police officers talking on their phones while they are driving. He ordered all the department managers to tell their employees that they should not be talking on their phones while driving either.

Executive Session

ORS 192.660(2)(e) Real Property Transactions

No executive session needed.

Other Business

No other business to discuss.

There being no further business, the meeting was adjourned at 3:17 p.m.

ATTEST:

Kathy Payne, City Recorder

Randy Peterson, Mayor

City of St. Helens CITY COUNCIL

Special Session Minutes

February 18, 2015

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

Budget Committee Appointees Present: Patrick Birkle
Paul Barlow
Garret Lines
Mike Funderburg

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

Others: Art Leskowich

◆
6:00PM – Call Special Session to Order – Mayor Peterson

Fiscal Year 2015-16 Budget Orientation

Finance Director Jon Ellis presented a PowerPoint presentation, a copy of which is available in the archive packet for this meeting.

Adjourn - There being no further business, the meeting adjourned at 6:58 p.m.

◆
ATTEST:

Kathy Payne, City Recorder

Randy Peterson, Mayor

City of St. Helens CITY COUNCIL

Regular Session Minutes

February 18, 2015

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

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

Others: Diane Dillard Blair Walter Art Leskowich



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

Pledge of Allegiance – Mayor Peterson

Invitation to Citizens for Public Comment

♦Blair Walter and Diane Dillard. He is the Board Chair for the Sacagawea Health Center and she is Vice Chair. Blair thanked the Council for the proclamation. He presented the Council and staff with hearts to sell and display as a Sacagawea Health Center fundraiser. The auction is May 31.

Proclamation

Touch the Heart of a Child Heart Month - February 2015

WHEREAS, The Sacagawea Health Center is like a small doctor's office on the Lewis and Clark Elementary campus in St. Helens, Oregon, ensuring easy access to healthcare services for the students in the community; and

WHEREAS, Sacagawea Health Center is a non-profit organization that provides care to students who need it, regardless of medical insurance status, offering access to all who otherwise may not get the medical attention they need; and

WHEREAS, By providing physical and mental health services right on school grounds, children are able to stay in school, promoting educational achievement; and

WHEREAS, During the entire month of February, local businesses sell hearts to benefit the Sacagawea Health Center. Community members may purchase a heart in their name, in honor of a loved one, or anonymously. All proceeds go to provide direct care for the children of Columbia County.

NOW, THEREFORE, I, Randy Peterson, Mayor of the City of St. Helens, do hereby proclaim the month of February as Touch the Heart of a Child Heart Month in St. Helens, Oregon, and encourage all citizens to recognize the importance of a school-based health center in our community.

Ordinances – Final Readings

- A. **Ordinance No. 3181:** An Ordinance Adopting the US 30 and Columbia Boulevard/St. Helens Street Corridor Master Plan as an Addendum to the City of St. Helens Comprehensive Plan, Amending Section 2 of the Transportation Systems Plan, Amending the St. Helens Municipal Code Chapters 8.12, 17.16, 17.32, 17.72, 17.80, 17.84, 17.152, 18.04, 18.12, 18.20, 19.08, 19.12, and Adding Chapters 19.30 and 19.32

Mayor Peterson read Ordinance No. 3181 by title for the final time. **Motion:** Upon Morten's motion and Conn's second, the Council unanimously adopted Ordinance No. 3181. [Ayes: Locke, Carlson, Conn, Morten, Peterson; Nays: None]

Resolutions

- A. **Resolution No. 1692:** A Resolution Setting Building Department Fees and Repealing Resolution No. 1690

Mayor Peterson read Resolution No. 1692 by title. **Motion:** Upon Morten's motion and Carlson's second, the Council unanimously adopted Resolution No. 1692. [Ayes: Locke, Carlson, Conn, Morten, Peterson; Nays: None]

- B. **Resolution No. 1693:** A Resolution of the Common Council of the City of St. Helens, Oregon, Transferring Appropriations within Funds

Mayor Peterson read Resolution No. 1693 by title. **Motion:** Upon Locke's motion and Carlson's second, the Council unanimously adopted Resolution No. 1693. [Ayes: Locke, Carlson, Conn, Morten, Peterson; Nays: None]

- C. **Resolution No. 1694:** A Resolution Establishing a Police Special Events/Training Reserve Account for Police and Authorizing Appropriations

Mayor Peterson read Resolution No. 1694 by title. **Motion:** Upon Conn's motion and Locke's second, the Council unanimously adopted Resolution No. 1694. [Ayes: Locke, Carlson, Conn, Morten, Peterson; Nays: None]

Approve and/or Authorize for Signature

- A. Oregon Business Development Dept. Brownfields Redevelopment Fund Grant Agreement
B. Contract Payments

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

Mayor Peterson and Councilor Conn will serve on the steering committee.

Appointments to City Boards/Commissions

No appointments.

Consent Agenda for Acceptance

- A. Library Board Minutes dated December 18, 2014
B. Parks Commission Minutes dated December 15, 2014
C. Parks Commission Bylaws
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. Work Session, Public Forum and Regular Session Minutes dated January 21, 2015
- B. OLCC Licenses
- C. Animal Facility Licenses
- D. Street Closure Request:
 - i. Race Against Child Abuse – Close Strand Street from 265 to 295, April 25, 5:30am-2pm
- E. Accounts Payable Bill List

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

Council Reports

Mayor Peterson reported...

- Nothing to report.

Councilor Conn reported...

- Nothing to report.

Council President Morten reported...

- He would like the Council to reconsider the work session vote to contribute \$4,000 towards the St. Helens Community Foundation annual insurance cost. He felt like it was a hasty decision and needs more discussion. He would like to hear from Mr. Salisbury. Councilor Conn concurred. Councilor Carlson appreciates the viewpoint. She thinks it's fair to only pay a portion of the insurance cost. Finance Director Ellis reported that last year, the City contributed \$2,800 from Tourism funds as a grant. Two years ago, the City contributed \$4,500 from State Revenue Sharing funds. Morten said that is exactly why he would like to hear from Mr. Salisbury and have more time to consider the request.

Motion: Morten moved to reconsider the vote contributing \$4,000 towards insurance costs to the St. Helens Community Foundation. A re-vote will take place at the next meeting after they have heard from Mr. Salisbury. Locke, Conn, Morten and Peterson in favor. Carlson abstained. Motion carries.

Councilor Carlson reported...

- Asked about the process for installing sidewalks on Eisenschmidt Lane. She was concerned that streets trees were not being installed as well. Interim Public Works Co-Director Nelson explained that the Engineering Department has had those sidewalks planned for over two years. The street is falling apart and there are no sidewalks. They are hoping to be able to install street trees in some of the area. Fortunately, there are a lot of trees in the area already. Morten suggested including a list of City projects in future Gazettes. It would help Council answer questions when they are approached by citizens.
- Asked where the sidewalk on Gable Road will be located. Nelson explained that it will run from the high school to the Columbia Blvd. intersection. Construction should begin next summer.

Councilor Locke reported...

- He reminded employees that it is against the law to talk on their phones while driving.

Department Reports

Police Chief Moss reported...

- Nothing to report.

Interim Public Works Co-Director Nelson reported...

- Nothing to report.

Interim Public Works Co-Director Sheppard reported...

- Nothing to report.

Library Director Jeffries reported...

- Nothing to report.

Finance Director Ellis reported...

- Nothing to report.

City Recorder Payne reported...

- Nothing to report.

City Administrator Walsh reported...

- Portland Community College is having a breakfast next Tuesday at the Columbia Soil and Water Conservation District building. They will be discussing the PCC Connect program. He is unable to attend. Morten, Locke and Peterson will plan to attend.

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



ATTEST:

Kathy Payne, City Recorder

Randy Peterson, Mayor

Accounts Payable

To Be Paid Proof List

User: Shellym
 Printed: 02/26/2015 - 2:10PM
 Batch: 00008.02.2015



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description					Reference			
MASON, BRUCE, & GIRARD, INC.									
019413									
19737	2/13/2015	27,905.17	0.00	02/27/2015				False	0
017-517-546000 Forestry preservation				MILTON CK FORESTRY INVENTORY PLANNING					
19737 Total:		27,905.17							
MASON, BRUCE, & GIR		27,905.17							
Report Total:		27,905.17							