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City of St. Helens COUNCIL AGENDA

Wednesday, August 17, 2016

City Council Chambers, 265 Strand Street, St. Helens

City Council Members

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

Welcome!

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

1. **7:00PM - CALL REGULAR SESSION TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **INVITATION TO CITIZENS FOR PUBLIC COMMENT** – *Limited to five (5) minutes per speaker.*
4. **ORDINANCES – Final Reading**
 - A. **Ordinance No. 3208:** An Ordinance Amending the St. Helens Municipal Code Chapter 12.20 Regarding Camping in the Public Rights of Way and on Public Property
5. **ORDINANCES – First Reading**
 - A. **Ordinance No. 3209:** An Ordinance Amending the St. Helens Municipal Code Chapter 12.08 Regarding Planning Commission Rules of Operation
6. **RESOLUTIONS**
 - A. **Resolution No. 1757:** A Resolution to Establish Municipal Court Administration Fees Pursuant to Chapter 3.32 of the St. Helens Municipal Code and Superseding Resolution No. 1586
 - B. **Resolution No. 1758:** A Resolution to Establish Administrative Rules for Water, Sewer and Storm Drainage Utilities
7. **AWARD CONTRACT FOR 2MG RESERVOIR REHAB PROJECT**
8. **APPROVE AND/OR AUTHORIZE FOR SIGNATURE**
 - A. Amendment No. 7 to IGA with Columbia County for Community Corrections Work Crews
 - B. Personal Services Agreement with Terri Etter for Administrative Assistance in Police Department
 - C. IGA with State of Oregon Department of Administrative Services for Disposal of Surplus Property
 - D. Personal Services Agreement with Anya Moucha for Administrative Assistance in Support of Spirit of Halloweentown Activities
 - E. Amendment to License/Permit to Enter Premises for Port of Portland Tide Gauge at City Docks
 - F. Agreement for Opening Account with TVI Investments
 - G. Contract Payments
9. **CONSENT AGENDA FOR ACCEPTANCE**
 - A. Arts & Cultural Commission Minutes dated February 23 and April 26, 2016
 - B. Parks Commission Minutes dated April 11, 2016
 - C. Accounts Payable Bill List

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.

10. **CONSENT AGENDA FOR APPROVAL**

- A. Job Description: Municipal Court Assistant to City Prosecutor Re-titled to Legal Assistant
- B. Council Work Session and Regular Session Minutes dated June 15 and July 20, 2016
- C. Accounts Payable Bill List

11. **MAYOR PETERSON REPORTS**

12. **COUNCIL MEMBER REPORTS**

13. **DEPARTMENT REPORTS**

14. **ADJOURN**

City of St. Helens
ORDINANCE NO. 3208

AN ORDINANCE AMENDING THE ST. HELENS MUNICIPAL CODE
CHAPTER 12.20 REGARDING CAMPING IN THE PUBLIC RIGHTS OF WAY AND
ON PUBLIC PROPERTY

WHEREAS, the City has authority to regulate its public rights of way and public properties; and

WHEREAS, camping in the public rights of way or on public property presents a health and safety issue for the City.

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

Section 1. The City of St. Helens Municipal Code Chapter 12.20 is hereby amended, attached hereto as **Attachment A** and made part of this reference.

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

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

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

Read the first time: July 20, 2016
Read the second time: August 17, 2016

APPROVED AND ADOPTED this 17th day of August, 2016 by the following vote:

Ayes:

Nays:

Randy Peterson, Mayor

ATTEST:

Kathy Payne, City Recorder

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

CHAPTER 12.20 RIGHT-OF-WAY REGULATIONS

Sections:

- 12.20.010 Definitions.
- 12.20.020 Jurisdiction.
- 12.20.030 Scope of regulatory control.
- 12.20.040 City permission requirement.
- 12.20.045 Obstructions in rights-of-way.
- 12.20.050 Obligation of the city.
- 12.20.060 Camping in rights-of-way or on public property.

12.20.010 Definitions.

For the purpose of this chapter, the following mean:

(1) “Campsite” means any place where bedding, sleeping bag, or other sleeping matter or any stove or fire is placed, established, or maintained, whether or not such place incorporates the use of any tent, lean-to, shack, or any other structure or shelter, or any vehicle or part thereof.

(24) “City” means the city of St. Helens, Oregon.

(32) “Person” means individual, corporation, association, firm, partnership, joint stock company, and similar entities.

(43) “Public rights-of-way” include, but are not limited to, streets, roads, highways, bridges, alleys, sidewalks, trails, paths, public easements, and all other public ways or areas, including subsurface and air space over these areas.

(5) “To camp” means to set up, or to remain in or at a campsite.

(64) “Within the city” means territory over which the city now has or acquires jurisdiction for the exercise of its powers

[...]

12.20.060 Camping in public rights-of-way or on public property.

(1) It is unlawful for any person to camp in or upon any public right of way or public property, unless otherwise specifically authorized by the City Administrator.

(2) Violation of this Section shall be punishable by a fine of not more than \$250.00.

City of St. Helens
ORDINANCE NO. 3209

AN ORDINANCE AMENDING THE ST. HELENS MUNICIPAL CODE
CHAPTER 12.08 REGARDING PLANNING COMMISSION RULES OF OPERATION

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

Section 1. Section 2.08.070 of the St. Helens Municipal Code ("SHMC") is hereby amended to read as follows (underline words are added except for the table which is also added, ~~words stricken~~ are deleted):

(1) ~~A majority of the members appointed to the planning commission shall constitute a quorum.~~ The commission shall meet at least once a month. Meetings of the commission shall be open to the public. Meetings other than at regularly scheduled times may be announced at a prior meeting and thereby be made a part of the meeting records. Upon the request and concurrence of the majority of the commission, ~~the chairman upon his own motion may, or at the request of three members of the commission, may~~ call a previously unannounced special meeting of the commission for a time not earlier than 24 hours after the notice is given. Notice of a previously unannounced meeting shall be telephoned to the newspaper, posted at the St. Helens City Hall and, to the extent feasible, provided to interested persons at least 24 hours prior to the meeting. Notice shall comply with the Development Code, as applicable.

(2) Rules of Operation.

(a) A majority of the members appointed to the Planning Commission shall constitute a quorum. A vacancy is not considered an appointed position when determining a majority quorum.

(b) The chairman's role is to facilitate discussion. As such, the chairman or the commissioner presiding over the meeting in the chairman's absence, only votes in the following circumstances:

(i) To break a tie vote; or

(ii) When there are not enough concurring votes to meet the minimum number required to make a decision per the table below.

(c) When the chairman is absent or must abstain from a meeting's agenda item, the vice chair shall preside over the meeting or the particular agenda item. When neither the chairman or vice chair can participate, the commission shall elect a commissioner to serve as temporary chairman.

(d) The table below shows the number of concurring votes (affirmative or negative) required to pass or reject a motion. Assuming a quorum is present, the number of concurring votes required varies according to the number of members voting.

(e) "An abstention on a motion" means a commissioner participates in the process (public hearing, testimony, deliberations, etc.) and then abstains from the vote. "An abstention on a motion" shall be considered an affirmative vote. Not participating in the process for reasons such as conflict of interest or personal bias shall not be counted as a vote.

TABLE

Number of appointed Commissioners (vacant positions don't count)	Minimum number present needed for a majority quorum	Number of members actually voting / the number of required concurring votes.						
		An "X" indicates no action can be taken (insufficient votes).						
3	2	1/X	2/2	3/2				
4	3	1/X	2/2	3/2	4/3			
5	3	1/X	2/2	3/2	4/3	5/3		
6	4	1/X	2/X	3/3	4/3	5/3	6/4	
7	4	1/X	2/X	3/3	4/3	5/3	6/4	7/4

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

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

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

Read the first time: August 17, 2016
 Read the second time: September 7, 2016

APPROVED AND ADOPTED this 17th day of August, 2016 by the following vote:

Ayes:

Nays:

 Randy Peterson, Mayor

ATTEST:

 Kathy Payne, City Recorder

City of St. Helens
RESOLUTION NO. 1757

**A RESOLUTION TO ESTABLISH MUNICIPAL COURT
ADMINISTRATION FEES PURSUANT TO CHAPTER 3.32 OF
THE ST. HELENS MUNICIPAL CODE AND SUPERSEDING
RESOLUTION NO. 1586**

WHEREAS, Chapter 3.32 of the St. Helens Municipal Code, authorizes the City Council to establish the Court Administration Fees for the purpose of recovering costs for Court Administration of criminal actions, including violations and misdemeanors.

NOW, THEREFORE, BE IT RESOLVED that the Municipal Court Administration Fees attached as Exhibit A are hereby adopted.

BE IT FURTHER RESOLVED that this Resolution supersedes all previous resolutions regarding Municipal Court Fees, including Resolution No. 1586.

Approved and adopted by the City Council on August 17, 2016, by the following vote:

Ayes:

Nays:

Randy Peterson, Mayor

ATTEST:

Kathy Payne, City Recorder

City of St. Helens

MUNICIPAL COURT ADMINISTRATION FEES

Resolution No. 1757 Adopted on August 17, 2016

Court Administration Fees	Crime	Violation
Appeal Transcript Fee	\$35.00	\$10.00
Bench Trial	\$0.00	\$0.00
Civil Compromise Costs*	\$150.00 \$300.00	N/A
Collection Fee per ORS <u>137.118(3)</u> (Maximum \$250.00)	25%	25%
Community Service Fee*	\$2.00/hr	\$2.00/hr
Court Appointed Counsel Application Fee*	\$5.00	N/A
Default Judgment	N/A	\$15.00
Defensive Driving Class — Court Cost	\$25.00	\$25.00
Discovery	\$ 12.00 per case number (up to 30 pages)	
Deferred Sentencing Agreement*	\$315.00 \$360.00	N/A \$200.00
Drivers License Reinstatement/Offense (City portion)	\$15.00	\$15.00
Driving Record (certified)	\$11.50	\$11.50
Driving Record – Traffic Offenses Only (non-certified)	\$1.00	\$1.00
Extend/Amend Deferred Sentencing Agreement*	\$45.00	\$45.00
Failure to Appear for Bench Trial*	\$100.00 \$150.00	\$0.00 150.00
Failure to Appear for Jury Trial*	\$200.00 \$300.00	\$0.00 N/A
Forfeiture Security w/o Warrant	\$15.00	\$15.00
Installment Fee (Ordinance No. 2871, Resolution No. 1336)	\$25.00	\$25.00
Jury Trial	\$0.00	N/A
Motion Requiring a Hearing*	\$20.00	\$20.00
No Contest Plea, Guilty Plea, Guilty After Trial	\$25.00	\$10.00
Urinalysis (UA) Fee*	\$25.00	\$25.00
Warrant Issued	\$50.00	\$50.00
Warrant with Bail Forfeiture	\$65.00	\$65.00
Withholding on County Assessment	10% at monthly distribution	

Fees indicated with an asterisk () may be reduced or waived by the Judge in appropriate cases.

City of St. Helens
RESOLUTION NO. 1758

**A RESOLUTION TO ESTABLISH ADMINISTRATIVE RULES FOR
WATER, SEWER AND STORM DRAINAGE UTILITIES**

The City of St. Helens resolves as follows:

Section 1. The Water, Sewer and Storm Drainage Utility Administrative Rules attached as Exhibit A are hereby adopted and shall become effective October 1, 2016.

Section 2. This Resolution supersedes all previous resolutions regarding utility billing administrative rules.

Approved and adopted by the City Council on August 17, 2016, by the following vote:

Ayes:

Nays:

Randy Peterson, Mayor

ATTEST:

Kathy Payne, City Recorder

City of St. Helens
Water, Sewer, and Storm Drainage Utilities
Administrative Rules
Effective 10/01/2016

1 NEW ACCOUNTS & DEPOSITS

The City of St. Helens does not require a Utility Deposit as of 10/01/16. Customers that paid a Utility Deposit prior to 10/01/16 will have their deposit credited towards their account and placed towards their next bill.

To begin water, sewer and storm service, a Utility Account Application must be filled out and turned into the Utility Billing Service Counter. The application is available at the service counter as well as on the City website. Water service will not be turned on until an application is reviewed and approved by the Utility Billing staff.

Water Service can be turned on/off by Public Works employees from Monday through Friday 8:30 AM – 4:00 PM when City Hall is open for normal business operations. There is no cost to turn on service for new customers.

2 UTILITY ASSISTANCE PROGRAM

The Utility Assistance Program, formerly known as the Senior Citizen Discount, was permanently discontinued on December 4, 2013. Those customers who previously qualified and were receiving assistance prior to December 4, 2013, shall receive a fixed discount of \$20 per bi-monthly billing (or \$10 per monthly billing) so long as they continue to meet the criteria:

1. Age 65 or older
2. Currently reside in residence to receive Senior Citizen Discount
3. Currently reside within City of St. Helens city limits
4. Provide proof of residency (i.e. PGE bill, tax form, etc.) once a year starting in January

Failure to show proof of this criteria by June 30, will result in a loss of the Senior Citizen Discount program without the option of reapplying or receiving the discount. Mailing to current residents who receive this discount will be mailed out in January and March with instructions on how to continue with the discount program.

The City of St. Helens does not offer a Utility Assistance Program. If customers are in need of assistance, they may be directed to local resources, such as Community Action Team and apply for assistance. Brochures are available for Utility Assistance at the Utility Billing Service Counter and available on the City website as well.

3 Bi-Monthly & Monthly Billing

For most customers, you will receive a Bi-Monthly Utility Bill with Water, Sewer, and Storm charges. In the future, the City may switch to Monthly Utility Billing. You will be notified at least three months in advance of this change if this happens.

Bi-Monthly Billing

Billings are mailed out through a 3rd Party vendor selected by the City of St. Helens by the 15th of the EVEN numbered months. Bi-Monthly Billings are DUE by the 10th of the ODD months. Payments can be made by Cash, Check, Money Order, Credit/Debit, and Online. Payments by phone are not allowed at this time due to liability of credit card numbers recorded. Payments made online are posted to our accounting system daily every morning.

Monthly Billing

Billings are mailed out through a 3rd Party vendor selected by the City of St. Helens by the 15th of every month. Monthly Billing DUE date is the 10th of every month. Payments can be made by Cash, Check, Money Order, Credit/Debit, and Online. Payments by phone are not allowed at this time due to liability of credit card numbers recorded. Payments made online are posted to our accounting system daily every morning.

4 BILLING ADJUSTMENTS

Misread Meter

If a meter is misread during the monthly or bi-monthly reading cycle, upon detection the City will refund any/all late fees and immediately re-read the meter and bill accordingly. If testing a customer's meter results in detection of under/over billing, then that test ratio of discrepancy may be applied on bills retroactively for a six month period. The Finance Director has the discretion to modify as they may deem reasonable. If an account is discovered to be billed incorrectly due to setup error on the City's part, then no retroactivity of billing will be applied unless a credit is due to the customer. If incorrectly billed and/or failure to bill is due to incorrect or falsified information provided by the customer and/or failure to notify the City based on Municipal Code, then the City may retroactively apply the billing corrections for up to a 12 month period.

Leak Adjustment

1. The Water Leak Adjustment form is available on the City's website as well as made available at the Utility Billing Service Counter. This form must be completed WITHIN 45 DAYS of the billing date to which the customer wishes the adjustment be applied.
2. The Water Leak Adjustment form must be accompanied by a 3rd party statement that the leak was present and repaired OR receipts for leak repair materials if completed by the homeowner.
3. If the water leak is NOT approved for processing, the customer will receive written notification from the City's Finance Director with a specific reason why the Water Leak Adjustment request was denied within 30 days of submittal. A customer can request an appeal process with the City Administrator within 30 days of the dated letter from the Finance Director.

If the water leak IS approved for processing, the City will use the customer's average seasonal usage for the previous three years as a base for consumption. If the customer does not have enough history to complete this, then the City will use the previous 1-3 consecutive months of consumption to calculate the leak and volume adjustment amount. Once approved, the leak adjustment amount will be credited back to the customer's account and the customer will be notified in writing by the Finance Director within 30 days of submittal.

4. The City will not consider leak adjustment requests from customers who have already received a leak adjustment in the past 12 months, unless there are extenuating circumstances. The decision to approve/deny leak adjustments is made by the Finance Director and can be appealed to the City Administrator

5. The minimum credit issued will be \$20. The maximum Leak Adjustment is \$1,000, unless extenuating circumstances exist.

5 PAYMENT PLANS

Bi-Monthly Billing: Standard Payment Plans

Customers may request a payment plan prior to the 10th of the month (on or before Billing Due Date).

Payment Plans are setup with customers who have made contact with the City before a Late Fee has been assessed. Payment Plans must be completed by the next Shut-Off date. A customer will not avoid a Shut-Off if the payment plan is not completed by the Shut-off day.

Monthly Billing: Standard Payment Plans

Customers may request a payment plan prior to the 10th of the month (on or before Billing Due Date). Customers are allowed ONE payment plan approval in each calendar year.

Payment Plans are setup with customers who have made contact with the City before a Late Fee has been assessed. A customer will not be allowed to be setup on a payment plan AFTER a late fee has been placed on their account for the current month.

Payment Plans must be completed by the next Shut-Off date. Having and keeping a payment plan in process will allow a customer to avoid receiving a late fee, but a customer will not avoid a Shut-Off if the payment plan is not completed by the Shut-Off day.

Failed Payment Arrangements

Failed payment arrangements (payments missed at any time) will be charged an additional \$50 and the current amount will be due immediately and the account will be added to the next Shut-Off notice.

6 DELINQUENT ACCOUNTS

Late Fee Assessment

On Billing DUE months (Bi-Monthly = ODD Months) (Monthly = Every Month), the official due date for Utility Bills is the 10th day of the month. If the 10th lands on a holiday, weekend, or any other day that the City offices are not normally open, the due date is the next business operating day.

Customers who carryover a balance of = or < \$15.00 will not be charged a late fee or shut off during the billing process. Upon failure to pay an account below the \$15.00 threshold carryover, customers will be charged a \$30 Late Fee Assessment on the morning after the official due date.

Shut-Off Procedure

For Bi-Monthly billings, this schedule will apply to the Due Date Month. For Monthly Billing this schedule will apply to every month.

Official Due Date = 10th of every month (or next available business day)
Late Fee Charged = 15th of every month (or next available business day)
Shut-Off Process = Begins on 20th of every month (or next available business day)

On the 20th (or closest business day) of every month, a pre-recorded message will go out for customers who are currently delinquent requesting payment or their account will be turned off on/around the 28th of the current month.

On the 28th (or next business day), a list of “Shut-Off” customers is created for Public Works to turn off water services. On the morning of the 28th, an additional \$75 Reconnection Charge will be placed on the customer account and water will be shut-off for non-payment.

Shut-offs are scheduled only on Monday – Thursday. The City of St. Helens will not process water shut-offs on Friday to give customers the ability to pay their bills before the weekend arrives and water is shut-off without the City’s ability to turn on water outside of normal business operating hours.

Utility Workers are not allowed to accept any form of payment prior to or during shut-off. Payment must be made to bring the account below the \$15 carryover threshold before the meter and water service is turned back on. Payments made ONLINE during shut-off may be required to wait until the next business day and “official posting” of the payment is made before service can be restored.

Water reconnection service will not be available during holidays and weekends.

7 FINAL BILLING

The City requests that all homeowners and/or tenants give the City notice of the intent to vacate a property to prepare a final bill and shut-off of the account. Please leave a forwarding address, if/when known, for the final bill to be mailed.

Final Billings, if not paid by the scheduled due date, will be immediately sent to the City’s collection agency for processing.

8 TEMPORARY SERVICES FOR NEW CONSTRUCTION

The City will allow temporary service during construction of a new structure needing water, sewer and/or storm drainage. The contractor will be required to complete an application just like a new customer and pay a \$25 deposit. All of the Administrative Rules contained herein remain in effect.

9 NSF PAYMENTS

Bi-Monthly Billing:

When the City receives an NSF notice for a Utility Payment, the payment is immediately reversed and the account is charged a \$30 fee. The account will be contacted and required to make a payment within 3 business days of notification, otherwise water services will be shut-off and a shut-off fee of \$50 will be assessed at that time.

Monthly Billing:

When the City receives an NSF notice for a Utility Payment, the payment is immediately reversed and the account is charged a \$30 fee. The account will be added to the current month’s shut-off notice list and begin the shut-off procedures.

10 TAMPERING WITH METERS

It is illegal to tamper with meters. This includes turning on/off meters. City staff and Public Works specifically should be the only people addressing meters on site. If tampering is found to happen on a meter, the owner will be charged a minimum of \$50 up to and possibly including the cost of the meter if it needs to be replaced.

If a customer is currently on the City's Shut-Off list and it is found that the water meter was turned on after City staff turned the service off for non-payment, the account will be charged a minimum of \$50 up to and possibly including the cost of the meter if it needs to be replaced.

If a customer's meter is currently "Locked" and it is found that the meter has been tampered in any way to turn water service on, the account will be charged a minimum of \$250 up to and including receiving a ticket from the local Police for tampering which includes an additional fee amount.

COUNCIL ACTION SHEET

To:	The Mayor and Members of City Council	
From:	Sue Nelson, Public Works Engineering Director Neal Sheppard, Public Works Operations Director	
Date:	17 August 2016	
Subject:	Recommendation for Contractor for 2MG Reservoir Rehabilitation Project, W-449	

Background:

The City of St. Helens' water distribution system includes four reservoirs. The 2 million gallon concrete reservoir located at 35259 Pittsburg Road is the oldest of the four reservoirs and has experienced increasing leakage over the years. In 2008 an inspection was performed and multiple locations on the walls and concrete floor were identified to be in need of repair. In 2009, the specified work was completed.

Although the repairs made in 2009 have helped, the reservoir continues to leak. Because of its hydraulic connection to the City's adjacent 2.5MG reservoir, it is desirable to preserve the life of the existing 2MG reservoir for as long as possible. It is believed that a liner applied to the interior of the reservoir will provide a cost-effective solution to address the leakage and life preservation of the structure

An Invitation to Bid, including plans and specifications prepared by the City's Consultant Kennedy/Jenks, was issued in July 2016 with a submittal deadline of August 11, 2016. The following bids were received:

FIRM	LOCATION	BID
Long Painting Company	Vancouver, WA	\$262,784.00
Western Partitions, Inc	Tigard, OR	\$269,925.00
AIMS	Phoenix, AZ	\$325,000.00
Coatings Unlimited	Kent, WA	\$342,354.00
HCI Industrial & Marine Coatings, Inc	Brush Prairie, WA	\$370,811.00
Purcell Painting & Coatings, LLC	Tukwila, WA	\$428,200.00

This project is identified in the current 2016/17 Capital Improvement Budget as 2MG Reservoir Rehab, account 010-302-653207, with a budgeted amount of \$300,000.

Recommendation:

Award the contract for the 2MG Reservoir Rehabilitation Project, No. W-449 to Western Partitions, Inc. as the lowest responsive bidder and authorize the Mayor to execute a Public Improvement Contract for construction services on the 2MG Reservoir Rehabilitation Project, W-449. Contract will be at the rate prescribed in that firm's submitted bid, plus standard contingency.

**AMENDMENT NUMBER SEVEN TO INTERGOVERNMENTAL AGREEMENT
BETWEEN COLUMBIA COUNTY, OREGON AND
CITY OF ST. HELENS, OREGON**

This Amendment Number Seven is to the Intergovernmental Agreement by and between Columbia County, Oregon ("County") and the City of St. Helens, Oregon ("City") for the provision of supervised Community Corrections work crews effective May 16, 2007, (the "IGA").

WHEREAS, on May 16, 2007, the County and City entered into the IGA for the provision of supervised Community Corrections work crews; and

WHEREAS, on June 25, 2009 the parties approved Amendment 1 to the IGA; and

WHEREAS, on December 17, 2009, the parties approved Amendment 2 to the IGA; and

WHEREAS, on February 2, 2011, the parties approved Amendment 3 to the IGA, renewing the IGA for a term of two years, beginning July 1, 2010, and ending June 30, 2012; and

WHEREAS, on September 19, 2012, the parties approved Amendment 4 to the IGA, renewing the IGA for a term of two years, beginning July 1, 2012 and ending June 30, 2014; and

WHEREAS, on June 18, 2014, the parties approved Amendment 5 to the IGA, renewing the IGA for a term of one year, beginning July 1, 2014 and ending June 30, 2015; and

WHEREAS, on July 15, 2015, the parties approved Amendment 6 to the IGA, renewing the IGA for a term of one year, beginning July 1, 2015 and ending June 30, 2016; and

WHEREAS, the parties desire to renew the IGA for an additional one year period, beginning July 1, 2016, and ending June 30, 2017;

NOW, THEREFORE, the parties agree as follows:

- A. Section VII, Term of Agreement, is hereby amended to read,
"This agreement becomes effective on the date it is signed by the Board of Commissioners, and shall continue until June 30, 2017, unless otherwise extended upon written approval of the parties."
- B. This Amendment Seven is effective on the date last signed below and is retroactive to July 1, 2016.
- D. Except as specifically amended above, the IGA remains in full force and effect.

CITY OF ST. HELENS

BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

By: _____
Randy Peterson
Mayor

By: _____
John Walsh
City Administrator

Date: _____

By: _____
Anthony Hyde, Chair

By: _____
Henry Heimuller, Commissioner

By: _____
Earl Fisher, Commissioner

Date: _____

Approved as to form

Approved as to form

By: _____
City Attorney

By: _____
Office of County Counsel

PERSONAL SERVICES AGREEMENT

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

RECITALS

A. The City is in need of immediate administrative assistance due to a backlog of evidence seized by the Police Department, and Contractor is qualified and prepared to provide such services.

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

AGREEMENT

1. Engagement. The City hereby engages Contractor to provide services (“Services”) related to supporting Police Department Administrative services and Contractor accepts such engagement.

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

3. Term. Subject to the termination provisions of Section 11 of this Agreement, this Agreement shall commence once executed by both parties and shall terminate six (6) months thereafter. The City reserves the exclusive right to extend the contract for a period of six (6) months in six (6) month increments. Such extensions shall be in writing with terms acceptable to both parties.

4. Compensation. The terms of compensation for the initial term shall be as provided in the Project Budget attached and incorporated into Attachment A.

5. Payment.

5.1 The City agrees to pay Contractor for and in consideration of the faithful performance of the Services, and Contractor agrees to accept from the City as and for compensation for the faithful performance of the Services, the fees outlined in the Project Budget attached and incorporated into Attachment A, except that the hourly fee shall include all local travel, local telephone expense, computer expense, and routine document copying. Reimbursable expenses shall be billed at cost without markup and shall include travel and related expenses in compliance with the City’s travel and expense policy, reproduction of documents or reports with prior written approval, and long-distance telephone expenses.

5.2 Contractor shall make and keep reasonable records of work performed pursuant to this Agreement and shall provide detailed monthly billings to the City. Following approval by the City Administrator, billings shall be paid in full within thirty (30) days of receipt thereof. The City shall notify Contractor of any disputed amount within fifteen (15)

days from receipt of the invoice, give reasons for the objection, and promptly pay the undisputed amount. Disputed amounts may be withheld without penalty or interest pending resolution of the dispute.

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

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

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

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

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

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

CONTRACTOR: Terri Etter
32976 SW JP West Road
Scappoose Oregon 97056

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

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

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

10. Insurance.

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

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

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

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

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

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

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

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

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

15. Indemnification. Contractor and the officers, employees, agents and subcontractors of Contractor are not agents of the City, as those terms are used in ORS 30.265. Contractor shall defend, indemnify and hold harmless the City and its officers, employees, elected officials, volunteers and agents from any and all claims for injury to any person or damage to property caused by the negligence or other wrongful acts, omissions, or willful misconduct of Contractor or officers, employees, agents, or subcontractors of Contractor. Contractor shall not be responsible for claims caused by the negligence or other wrongful acts or omissions of the City or the City's officers, employees, or agents.

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

17. Compliance with Law.

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

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

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

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

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

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

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

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

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

22. Default.

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

diligently begins curative action within the ten (10)-day period and proceeds to cure the breach as soon as practicable.

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

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

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

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

24. Inspection and Audit by the City.

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

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

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

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

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

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

CITY:

CONTRACTOR:

CITY OF ST. HELENS

TERRI ETTER

Council Meeting Date: _____

Signature: _____

Signature: _____

Print: _____

Print: John Walsh

Title: _____

Title: City Administrator

Date: _____

Date: _____

APPROVED AS TO FORM:

By: _____

City Attorney

ATTACHMENT A
SCOPE OF WORK, PERFORMANCE EXPECTATIONS AND COMPENSATION

Beginning August 1, 2016 and continuing until January 31, 2017 or otherwise provided in the contract documents, Ms. Etter will provide administrative support and assistance to the City of St. Helens consisting of the following:

SCOPE OF WORK

Assist the Police Department Chief and Staff with administrative support to include, but not limited to, evidence room inventory and auditing processes.

PERFORMANCE EXPECTATIONS NOT IDENTIFIED ELSEWHERE IN THE SCOPE OF WORK

Attendance and dependability: Contractor will report to the Police Department at scheduled times; will return phone calls and emails within a reasonable time; will work conscientiously, accurately, and thoroughly.

Proper attire: Contractor will wear appropriate attire while on City of St. Helens government premises.

Preparation: Will be prepared and consistent with professional standards.

Communication: A copy of any written professional correspondence will be kept in the Police Department files or a separate binder with all professional correspondence.

Professional Relationships: Establish and maintain professional working relationships with police department personnel, city officials and the public.

Availability: Be generally available to communicate with and answer question of city official and police department employees.

COMPENSATION

Ms. Etter will provide such services as an independent contractor and not as an employee. She shall be entitled to receive an hourly rate of \$25 (twenty five) per hour for her services to St. Helens. All hours of work shall be approved by the City in advance of performance.

Any business licenses requirement associated with contract's services provided specifically and limited thereof to this contract will be paid by the City.

Consistent with section 10 of this agreement the City agrees to pay for any City required insurance premium costs. Such premium costs have been considered in the calculation of the hourly rate of pay in this agreement.

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**ATTACHMENT B
Insurance Requirements**

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

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

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

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

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

Certificates of Insurance shall be forwarded to:

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

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

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

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

**INTERGOVERNMENTAL AGREEMENT BETWEEN
THE STATE OF OREGON AND LOCAL CONTRACTING AGENCY
FOR DISPOSAL OF SURPLUS VEHICLES, HEAVY EQUIPMENT,
TITLED TRAILERS & WATERCRAFT**

This Intergovernmental Agreement (the “Agreement”) is made and entered into this _____day of _____, _____, by and between the State of Oregon; Department of Administrative Services, (the “State”) and _____ (the “ Local Contracting Agency ”) (collectively, the “Parties”) for the purpose of setting forth the terms and conditions for services to be provided by the State for the disposal of surplus Vehicles, Heavy Equipment, Titled Trailers and Watercraft owned or under the control of the Local Contracting Agency.

RECITALS

Pursuant to ORS 190.110 and ORS 279A.250 to ORS 279A.285 (the “Authorizing Statutes”) and rules adopted in accordance with the Authorizing Statutes, the State is authorized to enter into intergovernmental agreements with state agencies, local governments and special government bodies for the acquisition, distribution, utilization, disposal or sale of surplus personal property in accordance with federal and state laws.

The parties to this Agreement wish to enter into this Intergovernmental Agreement for the disposal of Surplus Property. In entering into this Agreement, the Parties understand and acknowledge that the Local Contracting Agency has no obligation to utilize any of the Services (as defined hereafter) provided by the State pursuant to the Agreement. Notwithstanding this understanding and acknowledgment, the Parties agree that any transaction with respect to the Services provided hereunder shall be governed by this Agreement.

The Parties agree as follows:

1. DEFINITIONS

- (a) “Administrative Fee” means the fee, calculated in accordance with the Administrative Fee Schedule attached hereto as Attachment A, which is charged to the Local Contracting Agency by the State for the disposal of a Property Item.
- (b) “Marketing Fee” means the fee charged to a Local Contracting Agency for the cost incurred by the State in connection with the marketing of a Property Item.
- (c) “Property Item” means Surplus Property of the Local Contracting Agency which the Local Contracting Agency requests the State to dispose of pursuant to this Agreement.
- (d) “Reserve Price” means the minimum Transaction Price that the Local Contracting Agency will accept for the sale of the Property Item.

- (e) “Service Fee” means the fee charged to the Local Contracting Agency to cover the cost of repairs, maintenance or other services expended on a Property Item, by or at the direction of the State, when such repairs, maintenance or services may, in the judgment of the State, be expected to increase the potential Transaction Price of a Property Item.
- (f) “Services” means the acquisition, distribution, utilization, disposal or sale of Surplus Property of the Local Contracting Agency by the State.
- (g) “Surplus Property” means surplus personal property owned or under the control of the Local Contracting Agency that is designated by the Local Contracting Agency to be disposed of by the State.
- (h) “Surplus Property List” means the inventory list of Property Items for disposal maintained by the State.
- (i) “Transaction” means the disposal of a Property Item or group of Property Items by the State for and on behalf of the Local Contracting Agency.
- (j) “Transaction Price” means the disposal price received for a Property Item.

2. SERVICES TO BE PROVIDED.

The State agrees to provide the Services to the Local Contracting Agency on the terms and conditions set forth in the Agreement.

3. TERM OF THE AGREEMENT.

- (a). The Term of the Agreement shall be for a period of five (5) years commencing on the date it has been signed by the Parties and received all approvals required by applicable law.
- (b). The Agreement may be terminated by the Parties as provided in Section 6 below.

4. COMPENSATION TO THE STATE.

- (a). In consideration for the performance of the Services, the Local Contracting Agency shall pay an Administrative Fee to the State for each Transaction. In addition, the State may also require the payment of a Service Fee and Marketing Fee under the circumstances described hereafter. Local Contracting Agency agrees to pay these fees as assessed by the State.
- (b). The State may charge a Service Fee to the Local Contracting Agency where, in the judgment of the State, the potential Transaction Price of the Property Item may be increased by the repairs, maintenance or services on the Property Item.

- (c). The State may charge a Marketing Fee under the circumstances set forth in Section 5 and Section 7 (c).
- (d). The amount due each of the Parties from the Transaction Price for the disposal of the Property Item shall be calculated as set forth hereafter:
 - (1) First, the Administrative Fee shall be calculated and deducted from the Transaction Price and retained by the State.
 - (2) Second, if a Service Fee or Marketing Fee has also been incurred by the State in connection with the disposal of a Property Item, such fees will be deducted from the balance of the Transaction Price remaining after the deduction of the Administrative Fee. These fees shall also be retained by the State.
 - (3) The balance of the Transaction Price remaining after the deductions set forth in (1) and (2) above shall be remitted to the Local Contracting Agency within thirty (30) days of the receipt of the Transaction Price by the State.

5. REMOVAL OF PROPERTY ITEM FROM SURPLUS PROPERTY LIST

The Local Contracting Agency may, at any time, remove a Property Item from the Surplus Property List by notifying the State in writing. Upon receipt of the notice, the State shall take all actions required to stop marketing efforts in progress for the specified Property Item. As a condition of the removal of the Property Item from the Surplus Property List under this Section, the Local Contracting Agency agrees to pay to the State, within thirty (30) days of receipt of an invoice, the greater of \$100 or the sum of the any Service Fee and Marketing Fee incurred by the State in connection with the Property Item.

6. TERMINATION OF THE AGREEMENT

- (a) This Agreement may be terminated without liability or penalty, by either party, upon thirty (30) days written notice. No such termination shall prejudice any obligations or liabilities of either party already accrued prior to the effective date of termination.
- (b) The State may terminate this Agreement immediately without liability or penalty in the event funding sufficient to support the program is suspended, withdrawn, denied or terminated. The State shall have absolute discretion to determine the availability of sufficient funding, and may effect termination of this Agreement by delivery of written notice to the Local Contracting Agency.

7. RESPONSIBILITY OF THE LOCAL CONTRACTING AGENCY

- (a) Local Contracting Agency understands and acknowledges that it is under no obligation to utilize the Services of the State.
- (b) In the event that the Local Contracting Agency wishes to utilize the Services provided by the State, it will follow the guidelines established by the State

(www.oregonsurplus.com – see Local Government). The information submitted to the State shall contain true and correct information known or, which through due inquiry, reasonably should have been known, by the Local Contracting Agency.

- (c) The Local Contracting Agency may specify a Reserve Price for each Property Item. If the Local Contracting Agency chooses to specify a Reserve Price for a Property Item, it will provide the State with information to support the reasonableness of the requested Reserve Price. The Reserve Price will not be lowered without the agreement of the Local Contracting Agency. If the Local Contracting Agency chooses to specify a Reserve Price, the State may charge a Marketing Fee for any additional expense attributable to the marketing of the Property Item.
- (d) The Local Contracting Agency shall provide such additional information about the Property Item as may be requested by the State in order to provide the Services in an effective and efficient manner.
- (e) The Local Contracting Agency agrees to allow all Administrative Fees, Service Fees and Marketing Fees to be deducted from the Transaction Price in accordance with Section 4 prior to the final disbursement of the balance of the Transaction Price to the Local Contracting Agency. (**Note:** Decal/sticker removal fees may be avoided by removing decals/stickers prior to turning property over to the State.)
- (f) Local Contracting Agency shall maintain such insurance as it may deem appropriate on each Property Item to be disposed of by the State pursuant to this Agreement. **The State hereby notifies the Local Contracting Agency that the State does not maintain insurance for the damage to or destruction of any Property Item.**

8. REPRESENTATION AND WARRANTIES OF THE LOCAL CONTRACTING AGENCY AND AGREEMENT TO INDEMNIFY FOR BREACH

Local Contracting Agency hereby represents and warrants as follows:

- (a) that it is authorized by applicable statutes, administrative rules, ordinances, charter provisions, by-laws and or other applicable governing authority to enter into this Agreement and the Transactions contemplated by this Agreement.
- (b) that this Agreement, when executed and delivered, is a valid and binding obligation of the Local Contracting Agency that is enforceable in accordance with its terms;
- (c) that it owns or is lawfully in possession of the Surplus Property which it authorizes the State to sell in connection with the Services.
- (d) that the information provided to the State with respect to each Property Item is true and correct to the best of its knowledge.
- (e) that it will indemnify the State for any losses the State might suffer as a consequence of the breach of any of the representations and warranties set forth in Section 8 (a) through 8 (d) above.

9. RESPONSIBILITY OF THE STATE.

- (a) The State shall endeavor to use commercially reasonable efforts in providing the Services to the Local Contracting Agency.
- (b) The State will notify the Local Contracting Agency in writing at least thirty (30) days prior to any scheduled changes in services and or fees.
- (c) The State shall be obligated to transmit the proceeds of each Transaction to the Local Contracting Agency in accordance with the terms of the Agreement.
- (d) The State will take necessary actions to assist the Local Contracting Agency to become a subscriber to and user of the State Surplus Property disposal network, which belongs to and is used by the State of Oregon and its constituent agencies and divisions.

10. LIMITATION OF LIABILITY

The State's maximum liability for any damages claimed by the Local Contracting Agency, whether in contract or tort, shall not exceed the Administrative Fee which was charged the Local Contracting Agency for disposal of the Property Item (if the Property Item was disposed of) or the Administrative Fee that would have been charged (in the event that the Property Item was not disposed of) by the State. The Local Contracting Agency agrees that in no event shall the State be liable for any damage or destruction of a Property Item or for any indirect, incidental, special, punitive, or consequential damages, or any loss of profits or revenue, including, but not limited to, delay, interruption of business activities, or lost receipts.

11. INDEMNIFICATION BY THE LOCAL CONTRACTING AGENCY

Subject to the limitations of Article XI, § 7 of the Oregon Constitution and the Oregon Tort Claims Act (ORS 30.260 through 30.300), the Local Contracting Agency shall indemnify the State against any liability for personal injury or damage to life or property arising from the Local Contracting Agency's actions under this Agreement provided, however, the Local Contracting Agency shall not be required to indemnify the State for any such liability arising out of the wrongful acts of the State, its officers, employees or agents.

12. ASSIGNMENT

The provisions of this Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective successors and assigns. Neither party shall assign or transfer its interest in this Agreement without the prior written approval of the other.

13. WAIVER

The failure to either party to enforce any provisions of this Agreement shall not constitute a waiver by that party of that or any other provision of this Agreement, or the waiver by that

party of the ability to enforce that or any other provision in the event of any subsequent, similar breach.

14. SEVERABILITY

If any provision of this Agreement shall be held invalid or unenforceable by any court or tribunal of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision. If any term or provision of this Agreement is declared by a court or tribunal or competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall be construed and enforced as if the Agreement did not contain the particular term or provision held to be invalid.

15. VENUE, CHOICE OF LAW AND CONSENT

This Contract shall be governed by and construed in accordance with the laws of the State of Oregon without regard to principles of conflicts of law. Any claim, action, suit or proceeding (collectively, "Claim") between the State (and/or any other agency or department of the State of Oregon) and Local Contracting Agency that arises from or relates to this Contract shall be brought and conducted solely and exclusively within the Circuit Court of Marion County for the State of Oregon; provided, however, if a Claim must be brought in a federal forum, then it shall be brought and conducted solely and exclusively within the United States District Court for the District of Oregon. In no event shall this section be construed as a waiver by the State of Oregon of any form of defense or immunity, whether it is sovereign immunity, governmental immunity, immunity based on the Eleventh Amendment to the Constitution of the United States or otherwise, from any Claim or from the jurisdiction of any court. CONTRACTOR, BY EXECUTION OF THIS CONTRACT, HEREBY CONSENTS TO THE IN PERSONAM JURISDICTION OF SAID COURTS.

16. ATTORNEY FEES

In the event a lawsuit of any kind is instituted on behalf of either party to collect any payment due under this Agreement or to obtain performance of any kind under this Agreement, each party shall be responsible for its own attorney fees and all related costs and disbursements incurred therein.

17. INDEPENDENT CONTRACTOR STATUS

The State shall perform all of the Services as an independent contractor. Nothing contained in this Agreement is intended or should be construed as creating the relationship of partners, joint-ventures, an association between the State and the Local Contracting Agency or a principal/agent relationship. Nor shall the employees, agents or representatives of either party be considered to be employees, agents or representatives of the other party for any purpose.

18. MERGER

THIS AGREEMENT CONSTITUTES THE ENTIRE AGREEMENT BETWEEN THE PARTIES. NO WAIVER, CONSENT, MODIFICATION OR CHANGE OF TERMS OR

PROVISIONS OF THIS AGREEMENT SHALL BIND EITHER PARTY UNLESS IN WRITING AND SIGNED BY BOTH PARTIES. SUCH WAIVER, CONSENT, MODIFICATION OR CHANGE, IF MADE SHALL BE EFFEVTIVE ONLY IN THE SPECIFIC PURPOSE GIVEN. THERE ARE NO UNDERSTANDINGS, AGREEMENTS OR REPRESENTATIONS, ORAL OR WRITTEN, NOT SPECIFIED HEREIN REGARDING THIS AGREEMENT.

19. NO THIRD PARTY BENEFICIARIES

State and Local Contracting Agency are the only parties to this Contract and are the only parties entitled to enforce its terms. Nothing in this Contract gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly, indirectly or otherwise, to third persons unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of the terms of this Contract.

20. NOTICES

Except as otherwise expressly provided in this Agreement, any communications between the Parties hereto or notices to be given hereunder shall be given in writing, by email, personal delivery, facsimile, or mailing the same, postage prepaid, to the State or Local Contracting Agency at the address, number or email address set forth below in this Agreement, or to such other addresses or numbers as either party may indicate.

Contact Information for the State:

Carla Jeannette, Program Analyst
State Surplus Property Program
PH (503) 378-2753
FAX (503) 378-8558
carla.jeannette@state.or.us

State of Oregon
Surplus Property Program
1655 Salem Industrial Drive NE
Salem, OR. 97301

Contact Information for the Local Contracting Agency:

(Name, Title)

(Representing)

(PH)

(FAX)

(email)

(Location)

(Address 1)

(Address 2)

(City, State, ZIP)

Any communication or notice so addressed and mailed shall be effective five (5) days after mailing. Any communication or notice delivered by facsimile shall be effective on the day the

transmitting machine generates a receipt of the successful transmission, if transmission was during normal business hours, or on the next business day, if transmission was outside normal business hours of the recipient. To be effective against the State, any notice transmitted by facsimile must be confirmed by telephone notice to the State's Contact Manager. Any communication or notice given by personal delivery shall be effective when actually delivered. Any communication or notice given by email shall be effective upon the sender's receipt of confirmation generated by the recipient's email system that the notice has been received by the recipient's email system.

21. AMENDMENTS

This Agreement may be amended only by written instrument signed by the Parties and approved as may be required by all applicable laws, rules and ordinances, Provided however that the Administrative Fee Schedule (Attachment A) may be changed by the State at any time without the consent of the Local Contracting Agency upon written notice to the Local Contracting Agency in accordance with Section 20.

22. SIGNATURES,

Each party, by the signature below of its authorized representative, hereby acknowledges that it has read this Agreement, understands it, and agrees to be bound by its terms and conditions. Each person signing this Agreement represents and warrants having authority to execute this Agreement.

FOR THE STATE OF OREGON
Department of Adm. Services (DAS)
Enterprise Asset Management
Surplus Property Program

(Sign Name)

(Print Name)

(Title)

(Date)

FOR LOCAL CONTRACTING AGENCY

(Sign Name)

(Print Name)

(Title)

(Date)

Department of Adm. Services (DAS)
Enterprise Goods & Services
Procurement Services Program

(Sign Name)

(Print Name)

(Title)

(Date)

DAS Contracts Manager

ATTACHMENT A ADMINISTRATIVE FEE SCHEDULE

Fees for services provided will, whenever possible and practicable, be deducted from the property-generating Agencies' reimbursement as 'other receivables'. Reimbursements for items sold, and fees that exceed revenues, will be billed monthly on net 30 terms.

Administrative Fee - Vehicles, Heavy Equipment, Titled Trailers & Watercraft: *

July 1, 2015 through June 30, 2017:

For items sold onsite at Local Contracting Agency location: 13% of each sale

For items sold from State location: 17% of each sale

Service Fee – 3rd Party Towing:

\$ Actual cost (pass through)

Service Fee - Freight and Cartage (including Towing provided directly by State):

\$50.00/hr. (Bill in 15 minute intervals, one hour minimum), and \$2.00 per mile

Service Fee – Decal/sticker removal

\$50.00/hr. Billed in 15 minute increments, one hour minimum.

Service Fee - repairs, maintenance or services (i.e. battery, tire(s), etc.)

\$ Actual cost (pass through)

Marketing Fee – Supplemental Advertising:

As requested and approved by the property generating agency at: \$ Actual + 20%

* The following is a solid, but not all-inclusive, list of what falls into the category of Vehicles & Heavy Equipment. **Note:** Individual parts or attachments are categorized as personal property (i.e. tires are not a car; a grader blade is not a grader.)

Cars, pick-ups, trucks, graders, dozers, RVs, backhoes, front-end loaders, buses, cranes, skidders, motorcycles, skid-steers, snowmobiles, ATVs, excavators, rollers, planes, Sno-cats, forklifts, manlifts, tractors, riding mowers, trenching machine, golf carts, Gators/Mules, trailers, boats (not kayaks, canoes or other small, similar non-motorized boats), etc.

PERSONAL SERVICES AGREEMENT

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

RECITALS

A. The City is in need of temporary administrative assistance due to the anticipated activities related to the Spirit of Halloweentown event, and Contractor is qualified and prepared to provide such services.

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

AGREEMENT

1. Engagement. The City hereby engages Contractor to provide services (“Services”) related to supporting the Spirit of Halloweentown event and Contractor accepts such engagement.

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

3. Term. Subject to the termination provisions of Section 11 of this Agreement, this Agreement shall commence once executed by both parties and shall terminate three (3) months thereafter. The City reserves the exclusive right to extend the contract for a period of six (6) months in six (6) month increments. Such extensions shall be in writing with terms acceptable to both parties.

4. Compensation. The terms of compensation for the initial term shall be as provided in the Project Budget attached and incorporated into Attachment A.

5. Payment.

5.1 The City agrees to pay Contractor for and in consideration of the faithful performance of the Services, and Contractor agrees to accept from the City as and for compensation for the faithful performance of the Services, the fees outlined in the Project Budget attached and incorporated into Attachment A, except that the hourly fee shall include all local travel, local telephone expense, computer expense, and routine document copying. Reimbursable expenses shall be billed at cost without markup and shall include travel and related expenses in compliance with the City’s travel and expense policy, reproduction of documents or reports with prior written approval, and long-distance telephone expenses.

5.2 Contractor shall make and keep reasonable records of work performed pursuant to this Agreement and shall provide detailed monthly billings to the City. Following approval by the City Administrator, billings shall be paid in full within thirty (30) days of receipt thereof. The City shall notify Contractor of any disputed amount within fifteen (15)

days from receipt of the invoice, give reasons for the objection, and promptly pay the undisputed amount. Disputed amounts may be withheld without penalty or interest pending resolution of the dispute.

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

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

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

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

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

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

CONTRACTOR: Anya Moucha
8316 N. Fessenden St.
Portland OR 97203

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

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

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

10. Insurance.

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

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

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

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

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

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

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

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

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

15. Indemnification. Contractor and the officers, employees, agents and subcontractors of Contractor are not agents of the City, as those terms are used in ORS 30.265. Contractor shall defend, indemnify and hold harmless the City and its officers, employees, elected officials, volunteers and agents from any and all claims for injury to any person or damage to property caused by the negligence or other wrongful acts, omissions, or willful misconduct of Contractor or officers, employees, agents, or subcontractors of Contractor. Contractor shall not be responsible for claims caused by the negligence or other wrongful acts or omissions of the City or the City's officers, employees, or agents.

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

17. Compliance with Law.

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

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

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

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

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

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

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

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

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

22. Default.

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

diligently begins curative action within the ten (10)-day period and proceeds to cure the breach as soon as practicable.

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

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

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

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

24. Inspection and Audit by the City.

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

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

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

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

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

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

CITY:

CITY OF ST. HELENS

Council Meeting Date: _____

Signature: _____

Print: John Walsh

Title: City Administrator

Date: _____

CONTRACTOR:

ANYA MOUCHA

Signature: _____

Print: _____

Title: _____

Date: _____

APPROVED AS TO FORM:

By: _____

City Attorney

ATTACHMENT A
SCOPE OF WORK, PERFORMANCE EXPECTATIONS AND COMPENSATION

Beginning August 1, 2016 and continuing until October 31, 2016 or otherwise provided in the contract documents, Ms. Moucha will provide administrative support and assistance to the City of St. Helens consisting of the following:

SCOPE OF WORK

Assist City Staff and Event Coordinator in the planning, communication and organization of the Spirit of Halloweentown event.

PERFORMANCE EXPECTATIONS NOT IDENTIFIED ELSEWHERE IN THE SCOPE OF WORK

Attendance and dependability: Contractor will report to the City Administrator or his designee at scheduled times; will return phone calls and emails within a reasonable time; will work conscientiously, accurately, and thoroughly.

Proper attire: Contractor will wear appropriate attire while on City of St. Helens government premises.

Preparation: Will be prepared and consistent with professional standards.

Communication: Establish and maintain professional working relationships with City staff, city officials and the public.

Availability: Be generally available to communicate with and answer question of city officials and employees.

COMPENSATION

Ms. Moucha will provide such services as an independent contractor and not as an employee. She shall be entitled to receive an hourly rate of \$20 (twenty) per hour for her services to St. Helens. All hours of work shall be approved by the City in advance of performance.

Any business licenses requirement associated with contract's services provided specifically and limited thereof to this contract will be paid by the City.

Consistent with section 10 of this agreement the City agrees to pay for any City required insurance premium costs. Such premium costs have been considered in the calculation of the hourly rate of pay in this agreement.

Navigate using Bookmarks or by clicking on an agenda item.

**ATTACHMENT B
Insurance Requirements**

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

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

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

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

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

Certificates of Insurance shall be forwarded to:

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

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

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

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

AMENDMENT TO LICENSE/PERMIT TO ENTER PREMISES

This AMENDMENT TO LICENSE/PERMIT TO ENTER PREMISES ("Amendment"), effective _____, 2016 ("Effective Date"), is made by and between **THE CITY OF ST. HELENS** ("Grantor"), an Oregon municipality, and **THE PORT OF PORTLAND** ("Grantee"), a port district of the State of Oregon.

RECITALS

A. Grantor and Grantee are parties to that certain License/Permit to Enter Premises, effective as of August 16, 2006 (Port Agreement No. 2006-166) ("License"), a copy of which is attached hereto as **Exhibit A**, to allow Grantee the right to access Grantor's docks, which are located in Columbia View Park, to operate and maintain a tide gauge station.

B. Grantor and Grantee desire to amend the License to extend the License for an additional five (5) year period.

NOW THEREFORE, in consideration of the mutual promises and covenants contained in this Amendment, the parties agree as follows.

AMENDMENT

1. RECITALS

The Recitals above are true and are incorporated into and are a part of this Amendment.

2. EXTENSION OF LICENSE

Grantor hereby grants to the Grantee and their contractors and representatives the right to access the Premises at reasonable times beginning on the Effective Date and continuing through August 31, 2021, for the limited purposes described in the License.

3. MISCELLANEOUS PROVISIONS

Except as expressly provided in this Amendment, all of the terms and conditions of the License shall remain in full force and effect. All capitalized terms used in this Amendment shall have the same meaning given such terms in the License unless specifically defined herein.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

IN WITNESS HEREOF, the parties have subscribed their names hereto effective as of the year and date first written above.

THE CITY OF ST. HELENS

THE PORT OF PORTLAND

By: _____

By: _____

Print Name: _____

Print Name: _____

As Its: _____

As Its: _____

Date: _____

Date: _____

APPROVED FOR LEGAL SUFFICIENCY
FOR THE PORT:

By: _____
Counsel for The Port of Portland

EXHIBIT A

LICENSE/PERMIT TO ENTER PREMISES

An agreement among the undersigned ("Grantor"), with respect to the real property described on the attached Exhibit A ("Premises"), and the Port of Portland ("Grantee").

RECITALS

- A. Grantee desires to locate a tide gauge station on a pier which is part of the City's docks located in front of Columbia View Park.
- B. Grantor has control over the Premises and is willing to allow Grantee to attach their tide gauge station to the City's property and to operate and maintain the station.

AGREEMENT

1. GRANT OF LICENSE TO ENTER

1.1 Premises

Grantor hereby grants to the Grantee and their contractors and representatives a revocable nonexclusive license or permit to enter upon the Premises shown on the attached Exhibit A at reasonable times between August 16, 2006 and August 31, 2011 for the limited purposes described herein.

1.2 Other Lands

Grantor hereby grants to Grantee and their contractors and representatives a revocable, non exclusive license to pass over other lands controlled by Grantor for the limited purpose of ingress to and egress from the Premises, provided that Grantee may exercise this license only to the extent ingress and egress from the Premises is (i) necessary for the purposes allowed by the License and (ii) not otherwise available to Grantee.

2. PURPOSES

Grantee's right under section 1.1 is limited to those activities determined by Grantee to be necessary or convenient in connection with operating and maintaining the station. Those activities may include inspections, maintenance, operations and change of equipment.

3. PERSONAL PROPERTY

All tools, equipment, and other personal property brought onto the Premises under this License, shall remain the property of the person bringing it on, and may be removed within a reasonable time, not to exceed 60 days, after expiration of this license.

4. RESTORATION/HOLD HARMLESS

If Grantee or their contractors or representatives cause harm to the Premises, Grantee shall fully compensate Grantor for any physical damage to the Property or any lien, encumbrance, or charge on it attributable to Grantee's activities pursuant to this license. In no event may Grantee be required to pay damages totaling more than the fair market value of the fee title in the Premises as of the time of the harm. To the extent permitted by law, Grantee shall protect, defend, and hold Grantor harmless from any loss, liability, or damage to persons or property arising out of or related to Grantee's activities on the Premises.

5. TERMINATION

This license may be terminated by mutual consent by both parties; or by either party at any time, upon sixty (60) days notice in writing and delivered by certified mail.

6. RENEWAL

If there are no objections by either party, this license will automatically be renewed for five more years.

GRANTOR

THE PORT OF PORTLAND

City of St. Helens

Name: Randy Peterson

By: Brian [Signature]

By: [Signature]
(Signature)

Date: 9/8/06

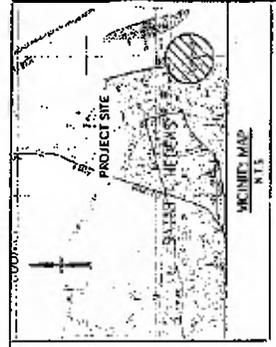
Title: Mayor

Approved as to Legal Sufficiency for the Port of Portland

Date: 8/16/06

[Signature]
Counsel for the Port of Portland

EXHIBIT A



- LEGEND**
- (P1) DENOTES REPLAT OF LOTS 5 THROUGH 15 YACHTS LANDING
 - (P2) DENOTES C.S. #1-2785 COLUMBIA COUNTY SURETY RECORDS
 - (M) DENOTES MEASURED
 - W/PC DENOTES WITH W/LOW PLASTIC CAP
 - 1R DENOTES IRON ROD
 - ESMT DENOTES EASEMENT
 - 50 FT. DENOTES SQUARE FEET

NOTES

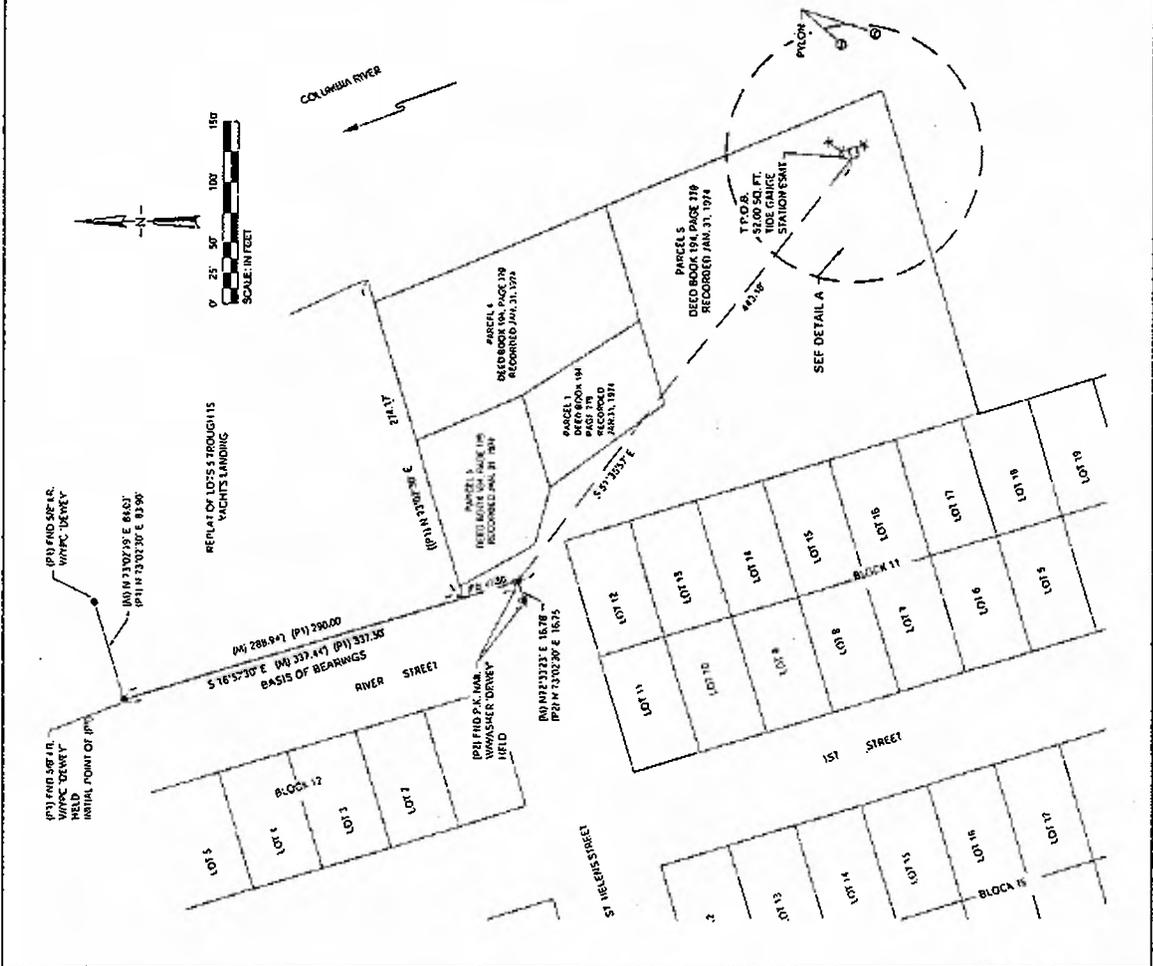
1. THE PURPOSE OF THIS DRAWING IS TO SHOW THE OUTBOUNDS OF THE ST. HELENS TIDE GAUGE STATION EASEMENT.
2. THE BASIS OF BEARINGS FOR THIS DRAWING IS THE REPLAT OF LOTS 5 THROUGH 15 YACHTS LANDING. THE EXISTING CONCRETE PAD AND THE TIDE GAUGE STATION LOCATION OF TIDE GAUGE STATION USING A TRIANGLE 1601 0R 20A. (ONE SECOND TOTAL STATION FROM THE TRIANGLE TO THE CONCRETE PAD WAS THEN CALCULATED IN THE OFFICE AS SHOWN ON THIS DRAWING).
3. THE COORDINATES FOR THIS DRAWING ARE ASSUMED.

TIDE GAUGE STATION EASEMENT LEGAL DESCRIPTION

A PORTION OF PARCEL 5, BERGMAN AND SALE DEED BOOK 194, PAGE 179, RECORDED ON JANUARY 31, 1974, COLUMBIA COUNTY RECORDS OFFICE SITUATED IN THE TOWNSHIP 3 NORTH, RANGE 1 WEST, McLAMETTE MERIDIAN, CITY OF ST. HELENS, COLUMBIA COUNTY, OREGON BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

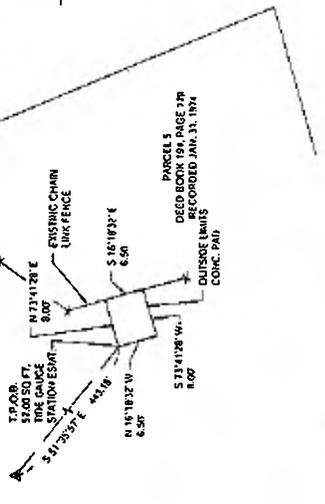
COMMENCING AT THE INITIAL POINT OF THE REPLAT OF LOTS 5 THROUGH 15, YACHTS LANDING; PLAT BOOK 4, PAGES 60 AND 61, RECORDED JANUARY 23, 1984, SUBDIVISION PLAT RECORDS OF COLUMBIA COUNTY PERFORMED BY IRON ROD WITH YELLOW PLASTIC CAP INSCRIBED "DEWET", THENCE ALONG THE WESTERLY BOUNDARY LINE OF SAID REPLAT AND THE EASTERLY RIGHT OF WAY LINE OF RIVER STREET, SOUTH 16°57'30" EAST, 2887.9 FEET TO THE SOUTHWEST CORNER OF SAID REPLAT, THENCE THENCE SOUTH 11°16'13" WEST, 8.00 FEET TO THE CENTERLINE OF ST. HELENS STREET (FOUNDED P.A. 1944, WITH "WEIR" W/SHIER; THENCE SOUTH 16°13'13" EAST, 6.50 FEET, THENCE SOUTH 17°14'18" WEST, 8.00 FEET; THENCE NORTH 16°18'27" WEST, 6.50 FEET TO THE TIDE POINT OF BEGINNING, CONTAINING 52.00 SQUARE FEET MORE OR LESS.

THE BEARINGS IN THIS DESCRIPTION ARE BASED UPON SAID REPLAT OF LOTS 5 THROUGH 15 YACHTS LANDING.



DETAIL A

SCALE 1" = 10'



PORT OF PORTLAND PORTLAND, OREGON		COLUMBIA RIVER ST. HELENS TIDE GAUGE STATION EASEMENT	DATE: 1/1 (SU-1)
PROJECT NO.: DRAWING NO.: SHEET NO.:	DATE: 01/11/2007 SCALE: AS SHOWN	PROJECT: ST. HELENS TIDE GAUGE STATION EASEMENT CLIENT: PORT OF PORTLAND	DRAWN BY: J. S. WILSON CHECKED BY: J. S. WILSON DATE: 01/11/2007 SCALE: AS SHOWN
PROJECT LOCATION: 157 RIVER STREET, PORTLAND, OREGON		PROJECT NO.: EP CR 2006-2	

City of St. Helens
P.O. BOX 278 PHONE (503) 397-6272
St. Helens, Oregon
97051

TRADING AUTHORIZATION

August 1, 2016

Account # 5EQ-_____, City of St. Helens

The following people are authorized to make investments and disbursements on behalf of
City of St. Helens:

Name:

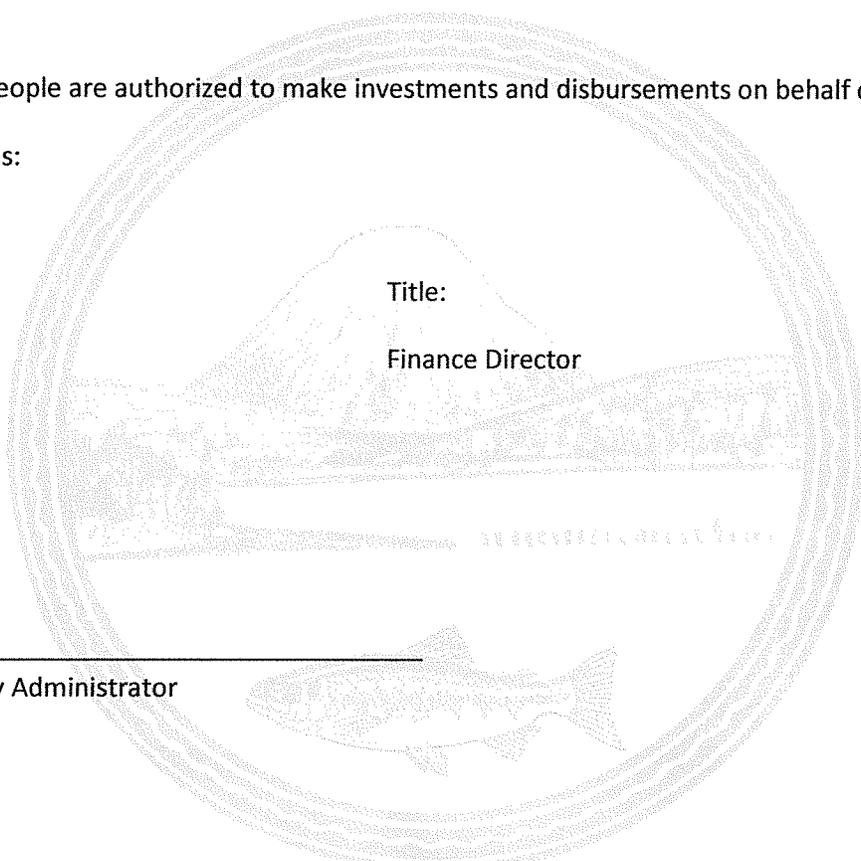
Matt Brown

Title:

Finance Director

Sincerely,

John Walsh, City Administrator



NOTE: Please attach a copy of the business card for everyone above.

INSTITUTIONAL NEW ACCOUNT FORM

I. ACCOUNT REGISTRATION

Office Number: Account Number: Rep Number:
 Account Title: City of St. Helens
 Attention: Matt Brown
 Mailing Address: PO Box 278 Physical: 265 Strand Street
 City: St. Helens State: OR ZIP: 97051
 Phone Number: 503-366-8227 Email: mattb@ci.st-helens.or.us

DUPLICATE CONFIRMS/STATEMENTS INFORMATION

Duplicate Confirms Duplicate Statements
 Confirm/Statement Address: _____
 City: _____ State: _____ ZIP: _____

TRANSACTION INFORMATION

Account Type: Cash Margin
 Proceeds Information: Hold Remit Check Wire
 Transfer Instructions: Hold In Street Name DVP Transfer
 Dividend / Interest Instructions: Hold Wire Remit Check Other

IDENTITY VERIFICATION

Document(s) Used to Verify Client Identity:
 Articles of Incorporation Valid Letter of Trading Authority Signed Ordinance
 Other Proof of Action by Governmental Body Exempt – Sophisticated Provide Explanation: _____

II. RISK EXPOSURE/ACCOUNT INVESTMENT OBJECTIVES

SUITABILITY INFORMATION

RISK EXPOSURE (Check one): Low Moderate High Risk Speculation
 ACCOUNT INVESTMENT OBJECTIVES*: Income Growth & Income Long-Term Growth Short-Term Trading
 OVERALL INVESTMENT TIME HORIZON FOR THIS ACCOUNT: Number of Years: 0-5 yrs
 LIQUIDITY NEEDS: High Medium Low
 INVESTMENT STRATEGY(S)*:

Note: Varying investment strategies may be employed to meet your investment objectives for this account. Please check all the applicable strategies that apply.

- Buy and Hold Asset Allocation Hedging Diversification
- Income Generation Tax Advantaged Investing No Specific Strategy Being Used

*Note: Definitions are provided on the last page of this document.



INSTITUTIONAL NEW ACCOUNT FORM

III. INSTITUTIONAL ACCOUNT TYPE

Institutional Account, as defined in the FINRA rule:

- A bank, savings and loan association, insurance company or registered investment company
- An investment adviser registered either with the Securities and Exchange Commission under Section 203 of the Investment Advisers Act of 1940 or with a state securities commission (or any agency or office performing like functions)
- Other Entity (whether a natural person, corporation, partnership, trust, or otherwise) with total assets of at least \$50 million

Institutional Account Suitability Obligation:

- Waived for all recommendations
- Accepted for all recommendations
- Waived exclusively for the recommendations involving the following asset classes:
Please select those which are applicable:
 - Equities Options Fixed Income Mutual Funds Unit Investment Trusts
 - Exchanged Traded Funds Other _____
- Determined at the time of each recommendation

For Broker-Dealer Use Only

NOTE: If the selection above represents a full or partial waiver of ProEquities' suitability obligation, ProEquities represents that the institutional client account is capable of exercising independent judgment with respect to security and investment strategy decisions made in connection with the waiver.

IV. ADDITIONAL INFORMATION

INSTITUTIONAL INSTRUCTIONS

Institution/Broker ID # 26524

Agent ID # 26524

DTC/Clearing # 2234

Agent Internal Acct # _____

DTC Asset Type: Equity Asset Backed Corp. Debt Gov. Secure Money Mkt. Muni

ABA # 042000013

Fed Third Party Entity: CUST

Fed Fourth Party Entity: City of St. Helens

Fed Asset Type: Asset Backed Corp. Debt Gov. Secure

Interested Party ID Confirms:

ID #1: _____ Acct. #1: _____

ID #2: _____ Acct. #2: _____

Agent Internal Acct. Name: City of St. Helens

Third Party Acct. # 1020

Fed Fourth Party Acct. # _____



INSTITUTIONAL NEW ACCOUNT FORM

V. U.S. TAXPAYER INFORMATION AND CERTIFICATION

TIN: —

SSN: — —

Taxpayer Certification: Under penalties of perjury, I certify that: (1) the number shown on this form is my correct Social Security Number or Taxpayer Identification Number (or I am writing for a number to be issued to me); (2) I am not subject to backup withholding because (a) I am exempt from backup withholding or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and (3) I am a U.S. person (including a U.S. resident alien).

NOTE: You must cross out item (2) above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For accounts exempt from backup withholding (if you are unsure, ask us for a complete set of IRS instructions), write the word "Exempt Payee" here: Exempt

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations sections 301.7701-7).

SIGNATURE: Matt Brown: _____ **DATE:** _____

VI. SIGNATURES

Please review your information, read the Agreement on pages 4 - 6, and sign below. Keep a copy for your records.

NOTE: This document contains a predispute arbitration clause, which appears on pages 5 and 6 in paragraphs 20 and 21. By signing this document, I acknowledge that I have received and read the predispute arbitration clause as part of this agreement.

SIGNATURE: Matt Brown: _____ **DATE:** _____

SIGNATURE: _____ **DATE:** _____

INVESTMENT PROFESSIONAL (PLEASE PRINT): Aaron Bonck _____

SIGNATURE: _____ **DATE:** _____

PRINCIPAL (PRINT NAME): _____

SIGNATURE: _____ **DATE:** _____

INSTITUTIONAL NEW ACCOUNT FORM

ACCOUNT AGREEMENT

This agreement sets forth the terms pursuant to which ProEquities will accept, open and maintain one or more accounts for you (whether designated by name, number or otherwise, and whether brokerage or non-brokerage) for the purchase, sale, or carrying of securities, options, contracts relating thereto, and or other property (collectively, "property").

TO PROEQUITIES AND ITS ASSIGNS:

1. PROVISIONS IN THE EVENT OF FAILURE TO PAY OR DELIVER — Whenever I (we) do not, on or before the settlement date, pay in full for any security purchased for my (our) account, or deliver any security sold for my (our) account, ProEquities, Inc. ("ProEquities") or its clearing broker-dealer, Pershing LLC ("Pershing"), is authorized (subject to the provisions of any applicable statute, rule, or regulation) to do the following:

(A) Until payment or delivery is made in full, to pledge, repledge, hypothecate, or rehypothecate, without notice, any or all securities which ProEquities or Pershing may hold for me (either individually or jointly with others), separately or in common with other securities or commodities or any other property, for the sum then due or for a greater or lesser sum and without retaining in ProEquities' or Pershing's possession and control for delivery a like amount of similar securities.

(B) To sell any or all securities which ProEquities or Pershing may hold for me (either individually or jointly with others), to buy in any or all securities required to make delivery for my (our) account, or to cancel any or all outstanding orders or commitments for my (our) account.

2. LIQUIDATION OF COLLATERAL — If I (we) fail to make any payment or deliver any property to ProEquities when due, or fail to maintain in any account collateral of sufficient value to meet ProEquities' then-current requirements, or otherwise fail to discharge any obligation to ProEquities; or should I (we) die; or should ProEquities for any reason deem it necessary for its protection, ProEquities is authorized to sell any securities or other property held in any account of mine (ours), or otherwise effect settlement or cancel any outstanding orders to satisfy any such requirement or obligation, or to close out my (our) accounts, in whole or in part. Any such sale, purchase, settlement or cancellation may be made at ProEquities' judgment and discretion, and at ProEquities' prevailing commission rates on the exchange or other market where such business is then usually transacted, at public auction, or at private sale without advertising the same and without any notice, prior to tender, demand or call. ProEquities may purchase the whole or any part of such securities free from any right of redemption.

3. GENERAL PROVISIONS — I (we) shall be liable for any deficiency in any account of mine (ours), including any fines, assessments or other costs leveled against ProEquities by any exchange, clearinghouse or regulatory authority resulting from my (our) failure to deliver or otherwise make available any property sold by ProEquities at my (our) direction. It is further understood that any notice, prior to tender, demand, or call from ProEquities or Pershing shall not be considered a waiver of any provision of this agreement. I (we) shall include any person executing this agreement.

4. SUCCESSORS — This agreement and its provisions shall be continuous, and shall inure to the benefit of ProEquities, and any successor organization or assigns, and shall be binding upon me (us) and/or my (our) estate, executors, administrators, and assigns of my (our) account.

5. AUTHORITY TO TRANSACT BUSINESS — Each of the parties who executes this agreement in a representative or fiduciary capacity represents and warrants to ProEquities that he/she has the authority to enter into and operate under this agreement on behalf of his/her principal, and for the risk and in the name of principal. If this agreement is signed in a representative capacity by more than one person, and unless written notice to the contrary is provided to ProEquities before the transaction of any business in the account, each such person represents and warrants that any one of them, acting alone, may transact such business.

6. INTEREST IN ACCOUNT — No one except me (us) has an interest in any of my (our) accounts with ProEquities unless such interest is revealed in the title of such account, and in any case, I (we) have the interest indicated in such title.

7. ORDERS AND STATEMENTS — Reports of the execution of orders and statements of my (our) account shall be conclusive if not objected to in writing, the former within two days and the latter within ten days, after such reports and statements have been sent to me (us) via mail or otherwise.

8. EXTRAORDINARY EVENTS — ProEquities shall not be liable for loss or delay caused directly or indirectly by war, natural disasters, government restrictions, exchange, or market rulings, or other conditions beyond ProEquities' control.

9. ADDRESS — Communications may be sent to me (us) at my (our) current address which is on file at ProEquities' home-office, or at such other address as I (we) may hereafter provide to ProEquities in writing. All communications so sent, whether by mail, telegraph, messenger, or otherwise, shall be deemed given to me (us) personally, whether actually received or not.

10. RECORDING CONVERSATIONS — I (we) understand and agree that for our mutual protection ProEquities may electronically record any of our telephone conversations.

11. NO MODIFICATIONS — This agreement may be amended only by a writing signed by ProEquities. ProEquities' decision to waive or delay application of any of its rights under this agreement (including specifically ProEquities' rights regarding liquidation of collateral) shall not prevent ProEquities from enforcing its terms as written at a later date.

12. DISCRETIONARY TRADING NOTICE OF AUTHORIZED TRADES — No employee or representative of ProEquities is authorized to effect trades for me (us) without my (our) express prior approval, unless expressly agreed to in a separate grant to discretionary authority signed by me (us) and by ProEquities. I (we) agree to bring any unauthorized activity to the attention of ProEquities immediately. My (our) failure to immediately bring any unauthorized activity to ProEquities' attention shall ratify and adopt such activity, and shall preclude me (us) from claiming that the transactions were unauthorized.

INSTITUTIONAL NEW ACCOUNT FORM

13. CAPACITY; NOTICE OF CHANGED CIRCUMSTANCES — I (we) represent that, unless ProEquities has been notified in writing to the contrary, that I (we), if a natural person, have reached the age of majority; and I (we) am not insolvent. I (we) agree to promptly notify ProEquities in writing of any change in circumstances affecting the foregoing representations.

14. LIMITS ON TRANSACTIONS — ProEquities may limit the number of securities, options or contracts related thereto which I (we) will place, buy, sell or hold for my (our) account and reserves the right to cease accepting orders for additional securities, options or contracts related thereto from me (us) at any time.

15. COMMISSIONS, FEES AND CHARGES — I (we) agree that commissions and fees will be charged to my (our) account in accordance with ProEquities' policy. Commissions and fee amounts may be changed from time to time by ProEquities without notice to me (us). Such fees may include, but are not limited to, to annual check writing and debit card fees on Corestone accounts, wire fees, check stop payment fees, returned check fees, ACH return fees, security transfer and redemption fees, reorganization processing fees, trade confirmation fees, outgoing account transfer fees, margin extension fees, margin debit interest, IRA annual maintenance fees, IRA termination fees, amounts charged to produce yearend statements and account reports, paper surcharge fees foreign security transaction fees, initial document review and ongoing annual service fees for special products, including but not limited to limited partnerships, mail courier fees, bank charges and/or transactions charges related to processing. These charges are assessed against your account and may consist of both charges that ProEquities pays to Pershing or third parties as well as additional charges that ProEquities assesses for these account services. ProEquities may also mark up any other charges passed through by Pershing or other third parties but not specifically identified above. I (we) agree that if payment is not made by settlement date for securities purchased by me (us) in a cash account, to the extent provided by law, a late charge may be imposed at the maximum rate of interest permitted by law from the settlement date to the date of payment.

16. CASH PAYMENTS — ProEquities may receive cash payments from Pershing in the form of rebates and incentives for distribution assistance (including asset levels maintained in certain money market sweep funds), and participation credits (monthly margin debit interest, free credit interest rebates and account inactivity fee rebates) on certain account balances. ProEquities may also from time to time receive special incentives from Pershing for its participation in temporary marketing programs. Examples of prior programs include incentives to increase the number of incoming account transfers and retirement account openings. Because ProEquities receives rebates and incentives from Pershing as described above, ProEquities has a financial interest in recommending that you allocate a portion of your assets to certain money market sweep funds. ProEquities may also participate in temporary marketing programs for which it receives rebates and incentives from Pershing, and therefore may have a financial interest in recommending to you products or services included within the temporary marketing program. You should understand that you may choose to allocate your assets to money market sweep funds that do not produce a cash incentive for ProEquities and you may choose not to participate in any temporary marketing program.

17. CERTIFICATES OF DEPOSIT RISK DISCLOSURE — We accept certain risks associated with purchasing CDs from ProEquities, Inc. We recognize that the amount deposited into a bank whose CD we are purchasing may be the maturity value of the CD minus the commission charged by the broker. We understand and accept the risk resulting from the fact that ProEquities, Inc. does no due diligence regarding the financial soundness of banks who's CDs they offer to us; we are relying solely on our own judgment in buying a CD through ProEquities. We accept all additional risks associated with CD purchases, including:

(1) The risk of our CD investments exceeding the FDIC insurance limit per institution. We assume all responsibility for ensuring that the CDs in our portfolio don't "overlap" with each other such that the FDIC limit per institution is exceeded.

(2) The risk of an issuing bank's default before the CD has accrued sufficient interest to "earn back" the commission paid for the CD, thereby resulting in a principal loss.

(3) Any other risk, seen or unforeseen, associated with our CD portfolio.

18. ATTORNEY'S FEES — Any expense, including costs and attorney's fees, incurred by ProEquities in collection of a deficit from me (us) or in enforcing ProEquities' rights under this agreement, shall be borne by me (us).

19. RATIFICATION OF PRIOR TRANSACTIONS — All transactions and dealings with ProEquities before the execution of this agreement are hereby ratified by me (us) and I (we) hereby agree that all such transactions and dealings are subject to all terms and provisions of this agreement as if they had taken place after the execution hereof.

20. ARBITRATION DISCLOSURES

This agreement contains a predispute arbitration clause. By signing an arbitration agreement the parties agree as follows:

(1) ALL PARTIES TO THIS AGREEMENT ARE GIVING UP THE RIGHT TO SUE EACH OTHER IN COURT, INCLUDING THE RIGHT TO A TRIAL BY JURY, EXCEPT AS PROVIDED BY THE RULES OF THE ARBITRATION FORUM IN WHICH A CLAIM IS FILED.

(2) ARBITRATION AWARDS ARE GENERALLY FINAL AND BINDING; A PARTY'S ABILITY TO HAVE A COURT REVERSE OR MODIFY AN ARBITRATION AWARD IS VERY LIMITED.

(3) THE ABILITY OF THE PARTIES TO OBTAIN DOCUMENTS, WITNESS STATEMENTS AND OTHER DISCOVERY IS GENERALLY MORE LIMITED IN ARBITRATION THAN IN COURT PROCEEDINGS.

(4) THE ARBITRATORS DO NOT HAVE TO EXPLAIN THE REASON(S) FOR THEIR AWARD UNLESS, IN AN ELIGIBLE CASE, A JOINT REQUEST FOR AN EXPLAINED DECISION HAS BEEN SUBMITTED BY ALL PARTIES TO THE PANEL AT LEAST 20 DAYS PRIOR TO THE FIRST SCHEDULED HEARING DATE.

(5) THE PANEL OF ARBITRATORS MAY INCLUDE A MINORITY OF ARBITRATORS WHO WERE OR ARE AFFILIATED WITH THE SECURITIES INDUSTRY.

(6) THE RULES OF SOME ARBITRATION FORUMS MAY IMPOSE TIME LIMITS FOR BRINGING A CLAIM IN ARBITRATION. IN SOME CASES, A CLAIM THAT IS INELIGIBLE FOR ARBITRATION MAY BE BROUGHT IN COURT.

(7) THE RULES OF THE ARBITRATION FORUM IN WHICH THE CLAIM IS FILED, AND ANY AMENDMENTS THERETO, SHALL BE INCORPORATED INTO THIS AGREEMENT.

INSTITUTIONAL NEW ACCOUNT FORM

21. AGREEMENT TO ARBITRATE CONTROVERSIES

IT IS AGREED THAT ANY CONTROVERSY BETWEEN US ARISING OUT OF YOUR BUSINESS OR THIS AGREEMENT SHALL BE SUBMITTED TO ARBITRATION CONDUCTED BEFORE AND ONLY BEFORE THE FINANCIAL INDUSTRY REGULATORY AUTHORITY (FINRA), AND IN ACCORDANCE WITH ITS RULES. ARBITRATION MUST BE COMMENCED BY SERVICE UPON THE OTHER PARTY OF A WRITTEN DEMAND FOR ARBITRATION OR A WRITTEN NOTICE OF INTENTION TO ARBITRATE. NO PERSON SHALL BRING A PUTATIVE OR CERTIFIED CLASS ACTION TO ARBITRATION, NOR SEEK TO ENFORCE ANY PREDISPUTE ARBITRATION AGREEMENT AGAINST ANY PERSON WHO HAS INITIATED IN COURT A PUTATIVE CLASS ACTION; OR WHO IS A MEMBER OF A PUTATIVE CLASS ACTION WHO HAS NOT OPTED OUT OF THE CLASS WITH RESPECT TO ANY CLAIMS ENCOMPASSED BY THE PUTATIVE CLASS ACTION UNTIL: (I) THE CLASS CERTIFICATION IS DENIED, (II) THE CLASS ACTION IS DECERTIFIED; OR (III) THE CLIENT IS EXCLUDED FROM THE CLASS BY THE COURT. SUCH FORBEARANCE TO ENFORCE AN AGREEMENT TO ARBITRATE SHALL NOT CONSTITUTE A WAIVER OF ANY RIGHTS UNDER THIS AGREEMENT TO THE EXTENT STATED HEREIN.

DEFINITIONS OF INVESTMENT OBJECTIVES:

- **INCOME** — The account generally seeks current income (such as dividends and interest) and preservation of capital (The amount invested); little emphasis on growth (capital appreciation). Typical investments include money market funds, bonds and some dividend-paying stocks. Some risk of loss of capital.
- **GROWTH & INCOME** — The account generally seeks both current income and growth in value through capital appreciation. Typical investments include bonds and dividend-paying stocks. Greater risk of loss of capital and volatility of returns than accounts with an income objective.
- **LONG-TERM GROWTH** — The account generally seeks growth in value over an extended period, primarily through capital appreciation; little emphasis on current income. Typical investments include stocks that pay low or no dividends. Greater risk of loss of capital and volatility of returns than accounts with an income or growth & income objective, but with the potential for higher returns.
- **SHORT-TERM TRADING** — The account generally seeks returns on the amount invested through frequent, speculative trades in stocks and other investments. A high-risk strategy that can result in very volatile gains and losses, and in loss of all or most of the capital invested.

DEFINITIONS OF INVESTMENT STRATEGIES

- **BUY AND HOLD** — A passive strategy whereby investments are purchased and held for a long period of time, regardless of fluctuations in the market. An investor who employs a buy and hold strategy is not concerned with short-term price movements and technical indicators.
- **ASSET ALLOCATION** — A strategy focused on maximizing gains while minimizing risks in an investment portfolio. Asset allocation involves dividing a portfolio's assets on a percentage basis among different broad categories of investments, including stocks, bonds and cash.
- **HEDGING** — A strategy that seeks to either reduce exposure to market risk and volatility or to lock in profits by purchasing two securities with negative correlations.
- **DIVERSIFICATION** — A strategy whereby a wide variety of asset classes are purchased to smooth out unsystematic risk (credit risks, company risks, etc.) events, so that the positive performance of some investments will neutralize the negative performance of others.
- **INCOME GENERATION** — A strategy focused on purchasing investments that pay high level of current income from dividends and interest.
- **TAX ADVANTAGED INVESTING** — A strategy based on investing in securities that are either exempt from taxation, tax-deferred or offers other types of tax benefits. Examples of tax advantaged investments are municipal bonds, partnerships, UITs and annuities.
- **NO SPECIFIC STRATEGY BEING USED**

KP



Murray, Smith & Associates, Inc.
Engineers/Planners

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

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

July 20, 2016
Invoice No: 09-1078 - 76

Invoice Total \$2,271.56

Project 09-1078 Sanitary Sewer Rehabilitation Program

For professional engineering services performed through June 30, 2016

Task 370 Engineering Support Services during Construction - Godfrey Park

Labor

	Hours	Rate	Amount
Professional Engineer VI	8.00	151.00	1,208.00
Technician IV	7.00	129.00	903.00
Total	15.00		2,111.00
Labor Subtotal			2,111.00

In-House Reimbursable

CADD Time	126.00
Mileage	34.56
In-House Reimbursable Subtotal	160.56

Task Total \$2,271.56

Invoice Total \$2,271.56

P A I D
AUG 05 2016

BY:

Outstanding Invoices

Number	Date	Balance
75	6/17/2016	2,448.00
Total		2,448.00

pd 6-30-16

CK# 115160

Current Plus Outstanding \$4,719.56

FY 2015/2016 010-304-653409 su
SD-146, Godfrey Park Storm

APPROVED FOR PAYMENT

INIT	DATE
<i>[Signature]</i>	8/2
ACCOUNTS PAYABLE	8-2-16
FINANCE	
SUPERVISOR	

KP

Kennedy/Jenks Consultants

Engineers & Scientists

303 Second Street, Suite 300 South

San Francisco, CA 94107

Phone: 415.243.2150

Fax: 415.543.8061

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

Invoice # : 102779
Project : 1676012*00
Project Name : St.Helen's 2MG Reservoir Rehab.
Invoice Date : 7/5/2016

W-449

For Professional Services Rendered through: 6/24/2016

2 MG Reservoir Rehabilitation Project; City of St. Helens; proposal number P16019; agreement date June 6, 2016.

Phase Code / Name	Contract Fee	Previous Billings	Current Billings	Total Billings	Fee Remaining
**** -- 4% Communications Surcharge	\$2,425.00	\$0.00	\$404.10	\$404.10	\$2,020.90
01 -- Final Design	\$28,675.00	\$0.00	\$10,102.50	\$10,102.50	\$18,572.50
02 -- Construction Phase Services	\$33,900.00	\$0.00	\$0.00	\$0.00	\$33,900.00
Totals:	<u>\$65,000.00</u>	<u>\$0.00</u>	<u>\$10,506.60</u>	<u>\$10,506.60</u>	<u>\$54,493.40</u>

Amount Due this Invoice

\$10,506.60

F.Y 2015/2016

010-302-653207

PAID
AUG 05 2016

BY:

APPROVED FOR PAYM

INIT
68
ML
SN

ACCOUNTS PAYABLE 8/2/16
FINANCE 8-2-16
SUPERVISOR 8-2-16

Project : 1676012*00 -- St.Helen's 2MG Reservoir Rehab.

Invoice # :102779

Phase : **** -- 4% Communications Surcharge

Task : **** -- 4% Communications Surcharge

Unit Pricing Expenses

<u>Vendor / Employee Name</u>	<u>Units</u>	<u>Rate</u>	<u>Amount</u>
ODC-Equipment Charges (UP)			
Miscellaneous Item	404.10	1.00	404.10
4% Communications Surcharge			
		Unit Pricing	404.10

Total Task : ** -- 4% Communications Surcharge**

Labor :	0.00	0.00
Expense :	404.10	404.10
Total :	404.10	404.10

Total Phase : ** -- 4% Communications Surcharge**

Labor :	0.00	0.00
Expense :	404.10	404.10
Total :	404.10	404.10

Project : 1676012*00 -- St.Helen's 2MG Reservoir Rehab.

Invoice # :102779

Phase : 01 -- Final Design

Task : 1.1 -- Project Management

Rate Schedule Labor

<u>Class / Employee Name</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Designer/Senior Technician			
Gotsch, Stephanie L. (80H-PRT)	1.50	130.00	195.00
Engineer/Scientist/Specialist 5			
Garbely, Jennifer A.	9.00	165.00	1,485.00
Project Administrator			
Flury, Michelle (80H-PRT)	2.50	95.00	237.50
Rate Schedule Labor			1,917.50

Total Task : 1.1 -- Project Management

Labor :	<u>13.00</u>	<u>1,917.50</u>
Expense :	0.00	0.00
Total :		<u>1,917.50</u>

Task : 1.2 -- Review of Background Docs

Rate Schedule Labor

<u>Class / Employee Name</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Engineer/Scientist/Specialist 4			
Sera, Ramon G.	1.00	140.00	140.00
Engineer/Scientist/Specialist 5			
Garbely, Jennifer A.	5.00	165.00	825.00
Spargo, Shawn C.	6.50	170.00	1,105.00
Total: Engineer/Scientist/Specialist 5	<u>11.50</u>		<u>1,930.00</u>
Rate Schedule Labor			2,070.00

Total Task : 1.2 -- Review of Background Docs

Labor :	<u>12.50</u>	<u>2,070.00</u>
Expense :	0.00	0.00
Total :		<u>2,070.00</u>

Task : 1.3 -- Technical Memo

Rate Schedule Labor

<u>Class / Employee Name</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Engineer/Scientist/Specialist 2			
Pritchett, Steven T. (PRT)	8.00	120.00	960.00
Engineer/Scientist/Specialist 4			
Sera, Ramon G.	5.00	140.00	700.00
Engineer/Scientist/Specialist 5			
Garbely, Jennifer A.	12.00	165.00	1,980.00
Rate Schedule Labor			3,640.00

Total Task : 1.3 -- Technical Memo

Labor :	<u>25.00</u>	<u>3,640.00</u>
Expense :	0.00	0.00
Total :		<u>3,640.00</u>

Task : 1.4 -- Final Design

Project : 1676012*00 -- St.Helen's 2MG Reservoir Rehab.

Invoice # :102779

Phase : 01 -- Final Design

Rate Schedule Labor

<u>Class / Employee Name</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Engineer/Scientist/Specialist 3			
Marx, Larry M. (H-FWY)	7.50	130.00	975.00
Engineer/Scientist/Specialist 4			
Sera, Ramon G.	6.00	140.00	840.00
Engineer/Scientist/Specialist 5			
Garbely, Jennifer A.	4.00	165.00	660.00
Rate Schedule Labor			2,475.00

Total Task : 1.4 -- Final Design

Labor :	<u>17.50</u>	<u>2,475.00</u>
Expense :	0.00	<u>0.00</u>
Total :		<u>2,475.00</u>

Total Phase : 01 -- Final Design

Labor :	<u>68.00</u>	<u>10,102.50</u>
Expense :	0.00	<u>0.00</u>
Total :		<u>10,102.50</u>

Project : 1676012*00 -- St.Helen's 2MG Reservoir Rehab.

Invoice # :102779

Rate Schedule Labor

Class / Employee Name

Hours

Rate

Amount

Engineer/Scientist/Specialist 2

Pritchett, Steven T. (PRT)

0.00

120.00

0.00

Rate Schedule Labor

0.00

KP



C.R. CONTRACTING

A Pavement Solutions Company

Invoice

PO Box 6717
Bend, OR 97708
541-306-6216

Date	Invoice #
7/13/2016	174

COPY - 06 IN FILE FY 16/17

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

Project R-634
2016 Crack Sealing Project, R-364
St Helens, OR

Quantity	Description	Rate	U/M	Amount
1	Item #: 01 Mobilization (LS)	1,500.00		1,500.00
163,360	Item #: 02 Crack Sealing (LF)	0.42		68,611.20

RECEIVED

JUL 18 2016

CITY OF ST. HELENS

FY 2015/2016 \$46,455.11

FY 2016/2017 \$23,656.09

APPROVED FOR PAYMENT

 ACCOUNTS PAYABLE SUPERVISOR
 8/2/16
 8-2-16

PAID
 AUG 05 2016

BY:

SN

011-011-549990

Thank you for doing business with CR Contracting. We appreciate it!

Total \$70,111.20

2016 Crack Sealing Project, R-634

CR Contracting
PO Box 6717
Bend, OR 97708

QUANTITIES

June Invoices

Date	Street	Linear Feet	Blocks	Pounds	Pounds/LF
6/20/2016	Dike	4,204	48	1,440	0.34
	Summit View	4,220	32	960	0.23
6/22/2016	Summit View	4,711	16	480	0.10
	Sunset Blvd	8,225	16	480	0.06
6/27/2016	Sunset Blvd	18,202	46	1,380	0.08
6/28/2016	Columbia Blvd	21,732	60	1,800	0.08
6/29/2016	Columbia Blvd	12,572	30	900	0.07
	Sykes	12,250	32	960	0.08
6/30/2016	Port Ave/Milton Way	22,125	65	1,950	0.09

TOTAL LF FOR JUNE 2016: 108,241 Average: 0.13
Percentage of Total: 66%
Share of \$1,500 Mobilization: \$ 993.89
June Crack Sealing @ \$0.42/LF: \$ 45,461.22
TOTAL COST FOR JUNE 2016: \$ 46,455.11

July Invoices

Date	Street	Linear Feet	Blocks	Pounds	Pounds/LF
7/1/2016	Milton Way	10,356	24	720	0.07
7/6/2016	Old Portland Rd	14,920	37	1,110	0.07
7/7/2016	Old Portland Rd	14,253	35	1,050	0.07
7/12/2016	St Helens Street	1,838	4	120	0.07
7/13/2016	St Helens Street	13,752	25	750	0.05

TOTAL LF FOR JULY 2016: 55,119 Average: 0.07
Percentage of Total: 34% Project Average, lbs/LF: 0.10
Share of \$1,500 Mobilization: \$ 506.11
July Crack Sealing @ \$0.42/LF: \$ 23,149.98
TOTAL COST FOR JULY 2016: \$ 23,656.09

GRAND TOTAL, LF 163,360
GRAND TOTAL COST \$ 70,111.20

City of St. Helens
Arts & Cultural Commission
Minutes from Tuesday February 23, 2016
City Council Chambers

Members Present

Rosemary Imhof , Vice Chair
Susan Patterson
Nancy Bowers
Diane Dunn

Members Absent

Diane Dillard
Kannikar Petersen
Kevin Chavez, Chair

Councilors in Attendance

Susan Conn

Guests

None

Staff Present

Jennifer Johnson, Secretary
Margaret Jeffries, Library Director
Jon Ellis, Finance Director

OR

CALL MEETING TO ORDER

Vice Chair Imhof called the meeting to order at 6:30 p.m.

VISITORS

No visitor comments.

APPROVAL OF MINUTES FOR JANURAY 26, 2016

Motion: Commissioner Dunn moved to approve the minutes for January 26, 2016, with one correction of a name under bike racks, and add Jeffries to staff present. Commissioner Patterson seconded. All in favor; none opposed; motion carries.

FISCAL REPORT

The Commission reviewed the fiscal report.

KIKSTARTER

Assistant Planner Jenny Dimsho sent an update via email to all the members as she was unable to attend the meeting. Vice Chair Imhof will not be available in March; she will be out of town.

TRASHCAN PAINTING

Commissioner Dillard was unable to attend the meeting but wanted members to know she will be part of the subcommittee for this project. She will sponsor a can for \$200 as well as paint a can at the event if needed.

BIKE RACKS

Vice Chair Imhof spoke with City Planner Jacob Graichen. She said the Commission will need to write letters to property owners requesting permission to place racks off of city property. Imhof sent letters out last Friday for the Vault and Columbia Assets. She also talked with IGA Market owner who would love to have a bike rack close to the building. Vice Chair Imhof will ask for written permission to place the bike rack on their property.

ACC BUDGET

Finance Director Jon Ellis talked briefly with the Commission about the budget.

COMMUNITY NEWS

Jeffries discussed upcoming events at the Library.

ADJOURNMENT

The meeting was adjourned at 7:05 p.m.

NEXT MEETING

The next is scheduled for Tuesday, March 22, 2016 at 6:30 p.m.



Submitted by:

Jennifer Johnson
Utility Billing Specialist

Present=P Absent=A

Date	Dunn	Petersen	Dillard	Bowers	Imhof	Chavez	Patterson
January 26, 2016	P	P	A	P	P	P	P
February 23, 2016	P	A	A	P	P	A	P

City of St. Helens
Arts & Cultural Commission
Minutes from Tuesday April 26, 2016
City Council Chambers

Members Present

Rosemary Imhof , Vice Chair
Diane Dillard
Diane Dunn
Kannikar Petersen

Members Absent

Kevin Chavez, Chair

Guests

Heather Clark
Liz Yamin

Councilors in Attendance

Susan Conn

Staff Present

Jennifer Johnson, Secretary
Margaret Jeffries, Library Director
Jenny Dimsho, Assistant Planner
Anya Moucha, Mainstreet

☞

CALL MEETING TO ORDER

Vice Chair Imhof called the meeting to order at 6:30 p.m.

VISITORS

Heather Clark and Liz Yamin would like to be more involved with the City. They are interested in working with the Arts and Cultural Commission. They are interested in arts and crafts workshops for kids and murals that kids can be a part of.

MARCH MINUTES

There was no quorum at the March meeting.

BUDGET

E-mail Motion: Commissioner Petersen moved to approve the proposed FY 2016-17 budget as presented. Vice Chair Imhof seconded. All in favor; none opposed; motion carries.

E-mail Motion: Commissioner Dunn moved to approve the Community Art Project "Celebrating Spring and Salmon". Commissioner Petersen seconded. All in favor; none opposed; motion carries.

FISCAL REPORT

The Commission reviewed the fiscal report.

BIKE RACKS

Vice Chair Imhof met with City Planner Jacob Grachien regarding bike rack locations. Current location suggestions are Top Notch, IGA, and the JC Penny building. Imhoff has received no response from JC Penny. Commissioner Petersen discussed the bike rack locations. She would like the bike racks to be more of an "art piece" with high visibility more than a functioning bike rack. Commissioner Petersen suggested Chase Bank as a location. The current bike rack is very visible.

KICKSTARTER-GATEWAY SCULPTURE PROJECT PHASE II

Assistant Planner Jenny Dimsho shared the video for the kickstarter campaign. Commissioner Petersen suggested cutting the length of the video by half. The current video is four minutes long. She would like the full version to be shown elsewhere. Everyone loved the video. The website was revamped and shown to the Commission.

TRASHCAN PAINTING

Commissioner Petersen discussed the award categories for this year's competition. The Commission would like to add a kids category. They are hoping to get more kids involved. The Commission decided on three award categories. Youth, Halloween theme, and most artistic merit will be the three categories.

SALMON FISH WORKSHOP

Commissioner Dunn said she had an excellent turnout. It was a great community building event. The total project cost was \$200.

HALLOWEEN MASK MAKING

Vice Chair Imhof proposed to do a workshop on October 8th. The workshop would be for children age 4 and up as well as adults. Paper plate masks or plaster masks for teens up to adults. Commissioner Petersen suggested working with Tina Curry for scheduling the workshop.

VACANCY

Susie Patterson and Nancy Bowers have resigned from the Commission.

COMMUNITY NEWS

In the month of May, Luanne Kreutzer will have art on display as part of a quarterly art show at the Library.

ADJOURNMENT

The meeting was adjourned at 8:25 p.m.

NEXT MEETING

The next is scheduled for Tuesday, May 24, 2016 at 6:30 p.m.

✂

Submitted by:

Jennifer Johnson
Accounting Assistant

Present=P Absent=A

Date	Dunn	Petersen	Dillard	Bowers	Imhof	Chavez	Patterson
January 26, 2016	P	P	A	P	P	P	P
February 23, 2016	P	A	A	P	P	A	P
March – no quorum							
April	P	P	P	A	P	A	A

ST. HELENS PARKS COMMISSION

Minutes for Meeting of April 11, 2016

Council Chambers, City Hall

MEMBERS PRESENT

Jacob Woodruff, Chair
Howard Blumenthal, Vice Chair
Elisa Mann, Commissioner
Stan Chiotti, Commissioner
Phillip Roddy, Commissioner
Jerry Belcher, Commissioner

STAFF PRESENT

Neal Sheppeard, PW Supervisor
John Walsh, City Administrator
Jenny Dimsho, Assistant Planner
Sheri Ingram, Secretary

GUESTS

MEMBERS ABSENT

John Brewington, Commissioner

COUNCILORS IN ATTENDANCE

Doug Morten

■ ■ ■

CALL TO ORDER

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

APPROVAL OF MINUTES

Chiotti made a **motion** to approve the minutes of the February 8, 2015 meeting. Motion was seconded by Blumenthal and approved unanimously.

TOPICS FROM THE FLOOR

NEW BUSINESS

Disc Golf Course Damage: Blumenthal was concerned with the damage done by people going in there with heavy equipment and digging ditches. Sheppeard said the disc golf people went in there to clean up and made ruts without authorization. The City also went in and cleaned out some fallen trees after the windstorm so some of the damage was caused by us. Blumenthal asked if the ditch was going to be filled back in because it was in an area that held water for the vegetation. Sheppeard said they are looking at it and talking to the City Planner about it. Also nothing grows because of the water standing in there too long. Blumenthal said a lot of vegetation is gone now and is wondering if we can seed it with native grasses. Sheppeard said this is the wettest winter we have had and we may have to close it in the winter in the future. Blumenthal also asked what the policy was for graffiti and Houk said they will paint over it when it's dry enough.

Dalton Lake: Blumenthal asked if that could be considered a nature park yet and Morten said it is looked at as public owned land we lease through the state. There is administrative red tape on whether we can declare it a park. Dimsho said it is owned by ODOT as a mitigation area and we have a use agreement with them. If we wanted to pursue getting it, we would have to contact

ODOT. It's not impossible but is that something we want to take that on with our maintenance situation with parks. Morten said people ask us to clean up and stop the shooting and garbage and camping down there. If we endorsed it as a park, the police would have authority to patrol that area. Dimsho said the property would have to be annexed into the City and then zoned as open space before we could add it to the parks inventory.

Belcher said he and his wife regularly go different places to go walking with their dogs and a great walk would be to park at the Humane Society and walk around Dalton Lake and down to the dog park in Columbia City, catch Veterans Park and Pixie Park. They could connect a bunch of parks together and put it on the website for people to use.

Blumenthal made a **motion** to go through the process to make Dalton Lake a City Park. Motion was seconded by Belcher and approved unanimously.

OLD BUSINESS

Annual Report to Council: Ingram reminded them that Chiotti and Brewington are scheduled to give the annual report to the Council on June 1st at 1:00 pm.

Dog Park: Sheppard said they estimated \$8000 for a fenced dog park and they put it in the budget but we will have to see if it stays there. Chiotti said he checked with the Senior Center and they had no problem with a dog park being out there.

COUNCILOR'S REPORT

Morten stated he just got out of Bonamici's meeting at the library and it was very insightful about monetary funds coming to Columbia County.

Council and staff met quite a bit about dog parks and came up with a priority of Heinie Heumann park as it is a good fit. Staff recommends keeping out of the low area because of water in the winter. Civic Pride is fenced on three sides but there are homes adjacent to it. The resurfacing of the tennis courts at Campbell didn't make it into the budget this year but possibly next year. It would be good if the Parks Commission could start looking for alternate sites for new ones in the future.

They have had public hearings on a new stage at Columbia View and what to do with the gazebo. It made sense to hire a professional consultant to see how it fits in with the new waterfront design.

As far as parks funding, so far they have been able to squeeze out 2/10 of a full time employee out of the budget meetings. Every other department needs something so in his way of thinking, instead of going out for some kind of measure or bond or levy, we're thinking of maybe possibly having a parks maintenance fee such as other cities have added on to the water bill. It would give them a substantial amount of money devoted strictly to parks. Woodruff said he would be okay with it if he knew it was going to parks. Morten said they could put a parks fee on the ballot or hold hearings to see about adding it onto the bills. It would most likely be used for maintenance for basic needs. Belcher suggested we put it on the agenda for the June meeting. Dimsho recommended they read Chapter 7 of the Master Plan because it talks about the struggle over the years in FTEs and makes other recommendations for funding other than just the utility fee charge so they can at least see the other options on how other cities fund their parks maintenance.

Morten said along with that, what if they put in an RV park on the Boise property behind the FARA building along the creek. They could use the building for showers and a workout area. There is not an RV park in the area for people who come here for ball tournaments and whatnot and the funds from the rental could go to parks. It's just an idea that came up for funding the parks. Houk asked what the Council's opinion was on adding that property from the ballfields to Old Portland Rd. to the parks inventory and Dimsho said there would have to be a zone change on that property and it is surrounded by heavy industrial property so that may be hard to change.

Morten said the hospital property has a wetland area adjacent to the park property on Ross Rd. and the Maple St. area. They should look at maybe making that a nature park and look at connectivity for pedestrians and parking. Dimsho said there are a lot of tax lots around it and no roads so that can be difficult. Mann said they should go out and look at it. After some discussion it was decided to take a field trip out there on May 9th at 4:00.

OTHER MATTERS

Blumenthal said they had 10 people for the Nob Hill work party. They had six bags of linaria and blackberry vines and the bags disappeared. He doesn't know who picked them up. They had nine people for the native plant walk the following day. He also wanted to remind everyone of the Waterfront Development meeting on April 27th.

Belcher said there will be a cleanup day on April 23rd at Dalton Lake.

Morten said on Sand Island there are survey stakes and we own inside the stakes and the Corps of Engineers owns outside the stakes. The island grows and shrinks depending on dredging and erosions and he is wondering if we can own everything to the water line to make it easier to enforce the rules on the whole island. Belcher made a **motion** to recommend that the City negotiate that all exposed ground be controlled by the City. Motion was seconded by Chiotti and approved unanimously.

Woodruff said Little League had opening day ceremonies at the Moose Lodge on April 2nd and he showed the sign to the family dedicating Field #1 at 6th St. to John Warren. The family loved the sign and his daughter called him that night and thanked him. Opening game day at the park is April 23rd and she is going to be there that day to see the sign on the field.

ADJOURNMENT

The meeting was adjourned at 5:15 p.m. The next meeting is scheduled for Monday, June 13, 2016, at 4:00 p.m., in the Council Chambers at City Hall.

Respectfully Submitted,

Sheri Ingram
Secretary

2016 ATTENDANCE RECORD							
P = PRESENT / E = EXCUSED ABSENCE/U = UNEXCUSED ABSENCE							
Meeting Date	John Brewington	Elisa Mann	Jacob Woodruff	Jerry Belcher	Stan Chiotti	Howard Blumenthal	Phillip Roddy
2/08	P	P	P	P	P	P	P
4/11	A	P	P	P	P	P	P
6/13	NO QUORUM						
8/8							
10/10							
12/12							

Accounts Payable

To Be Paid Proof List

User: jenniferj
 Printed: 07/14/2016 - 3:48PM
 Batch: 00006.07.2016 - AP 7/15/16 FY 16-17



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
A+ ENGRAVING LLC									
45875									
697	7/6/2016	45.00	0.00	07/15/2016				False	0
012-102-524000	Special projects			RETIREMENT PLAQUE DIANE BARBEE					
	697 Total:	45.00							
	A+ ENGRAVING LLC To	45.00							
ALEXIN ANALYTICAL LABS, INC.									
001650									
76760	7/8/2016	999.00	0.00	07/15/2016				False	0
017-017-472000	Lab Testing			LAB TESTING E COLI TRIHALO HALOA ORGANIC C.					
	76760 Total:	999.00							
	ALEXIN ANALYTICAL L	999.00							
BUREAU OF LABOR & INDUSTRIES, BOLI									
004930									
07142016	7/14/2016	250.00	0.00	07/15/2016				False	0
010-303-653308	Man Hole Rehab			PUBLIC WORKS FEE S-640 2016 MANHOLE REHAB P					
	07142016 Total:	250.00							
	BUREAU OF LABOR & I	250.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
CENTERLOGIC, INC.									
011595									
35306	7/12/2016	9.75	0.00	07/15/2016				False	0
001-105-500000	Information services				SERVERS BACKUP				
35306	7/12/2016	9.75	0.00	07/15/2016				False	0
017-417-501000	Operating materials and suppli				SERVERS BACKUP				
35306	7/12/2016	3.25	0.00	07/15/2016				False	0
001-104-500000	Information services				SERVERS BACKUP				
35306	7/12/2016	78.00	0.00	07/15/2016				False	0
001-002-500000	Computer System Maint.				SERVERS BACKUP				
35306	7/12/2016	9.75	0.00	07/15/2016				False	0
001-103-500000	Information services				SERVERS BACKUP				
35306	7/12/2016	26.00	0.00	07/15/2016				False	0
012-106-500000	Information services				SERVERS BACKUP				
35306	7/12/2016	9.75	0.00	07/15/2016				False	0
012-102-500000	Information services				SERVERS BACKUP				
35306	7/12/2016	13.00	0.00	07/15/2016				False	0
018-019-500000	Computer System Maint.				SERVERS BACKUP				
35306	7/12/2016	19.50	0.00	07/15/2016				False	0
013-402-500000	Information services				SERVERS BACKUP				
35306	7/12/2016	9.75	0.00	07/15/2016				False	0
015-015-500000	Computer System Maint.				SERVERS BACKUP				
35306	7/12/2016	78.00	0.00	07/15/2016				False	0
013-403-500000	Information services				SERVERS BACKUP				
35306	7/12/2016	22.75	0.00	07/15/2016				False	0
001-004-500000	Computer Maintenance				SERVERS BACKUP				
35306	7/12/2016	13.00	0.00	07/15/2016				False	0
012-101-500000	Information services				SERVERS BACKUP				
35306	7/12/2016	22.75	0.00	07/15/2016				False	0
001-100-500000	Information services				SERVERS BACKUP				
	35306 Total:	325.00							
	CENTERLOGIC, INC. To	325.00							
CINTAS CORPORATION									
037620									
5005503305	7/7/2016	68.17	0.00	07/15/2016				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
012-107-457000 Office supplies					CABINET REFILL CITY HALL				
	5005503305 Total:	68.17 ✓							
5005503306	7/7/2016	58.53	0.00	07/15/2016				False	0
013-403-470000 Building					CABINET REFILL PW				
	5005503306 Total:	58.53 ✓							
	CINTAS CORPORATION	126.70							
CNA SURETY									
007157									
06242016	6/24/2016	178.00	0.00	07/15/2016				False	0
012-102-490000 Professional development					BOND POLICY 58592190 0601 EFFECTIVE 8/26/16				
	06242016 Total:	178.00							
	CNA SURETY Total:	178.00 ✓							
COLUMBIA RIVER RECEPTIONS & EVENTS									
008379									
07112016	7/11/2016	250.00	0.00	07/15/2016				False	0
009-209-554110 Economic and Market assessmen					COMMUNITY MEETING RECEPTION				
	07112016 Total:	250.00							
	COLUMBIA RIVER REC	250.00 ✓							
COMCAST									
COMCAST									
07142016	7/14/2016	94.85	0.00	07/15/2016				False	0
013-403-458000 Telecommunication expense					9144				
	07142016 Total:	94.85 ✓							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
COMCAST Total:		94.85 ✓							
CONSOLIDATED SUPPLY									
009000									
S7809630.002	7/6/2016	762.17	0.00	07/15/2016				False	0
017-017-501000 Operating Materials & Sup.				MATERIALS					
S7809630.002 Total:		762.17							
CONSOLIDATED SUPPL		762.17 ✓							
DIETER, DAN									
48596									
07142016	7/14/2016	47.89	0.00	07/15/2016				False	0
001-004-519000 Furnishing/Shelving Exp				AMAZON OFFICE CHAIR					
07142016 Total:		47.89							
DIETER, DAN Total:		47.89 ✓							
E2C CORPORATION									
E2C									
JULY 15 2016	7/13/2016	2,350.00	0.00	07/15/2016				False	0
008-008-554000 Consulting/Contractual				JULY 15 2016 MONTHLY CONTRACT COMPENSATIOI					
JULY 15 2016 Total:		2,350.00							
E2C CORPORATION Tota		2,350.00 ✓							
EAGLE STAR ROCK PRODUCTS, INC.									
010970									
31114	7/7/2016	398.07	0.00	07/15/2016				False	0
010-302-653201 Water main replacement				ROCK 9TH ST WATER					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
	31114 Total:	398.07 ✓							
31122	7/8/2016	135.49	0.00	07/15/2016	ROCK 9TH ST WATER			False	0
010-302-653201	Water main replacement								
	31122 Total:	135.49 ✓							
	EAGLE STAR ROCK PRO	533.56							
ENVI ROAD									
011440									
5120	7/7/2016	1,950.00	0.00	07/15/2016	EARTHBIND 100			False	0
011-011-501000	Operating Materials & Supp								
	5120 Total:	1,950.00							
	ENVI ROAD Total:	1,950.00 ✓							
FORKLIFT SERVICES OF OREGON									
012605									
C60952	7/7/2016	179.93	0.00	07/15/2016	8152300 LP TANK			False	0
015-015-501000	Operating Materials & Supp								
	C60952 Total:	179.93							
	FORKLIFT SERVICES OF	179.93 ✓							
HACH COMPANY									
014200									
10003616	7/6/2016	215.84	0.00	07/15/2016	AMMONIA 111367			False	0
018-019-501000	Operating Materials								
10003616	7/6/2016	215.84	0.00	07/15/2016	AMMONIA 111367			False	0
018-020-501000	Operating Materials & Supplies								
	10003616 Total:	431.68 ✓							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
HACH COMPANY Total:		431.68							
JEFFRIES, MARGARET									
016949									
07142016	7/14/2016	202.96	0.00	07/15/2016				False	0
001-004-481000	Visual Materials			PBS 12 DVDS					
07142016 Total:		202.96							
JEFFRIES, MARGARET T		202.96							
LAWRENCE COMPANY									
018028									
11217	7/1/2016	100.00	0.00	07/15/2016				False	0
012-106-554000	Contractual/consulting serv			7/1-9/30 UNEMPLOYMENT SERVICES					
11217 Total:		100.00							
LAWRENCE COMPANY		100.00							
MASON, BRUCE, & GIRARD, INC.									
019413									
07112016	7/11/2016	50.00	0.00	07/15/2016				False	0
001-000-311000	Business License			REFUND OVERPAY BUS LIC. 01420949					
07112016 Total:		50.00							
MASON, BRUCE, & GIR		50.00							
MASTER METER INC, C/O SOUTHWEST BANK									
019403									
151645	5/17/2016	750.00	0.00	07/15/2016				False	0
017-017-501000	Operating Materials & Sup.			ANNUAL SUPPORT AND MAINT 7/1-6/30 2017					
151645	5/17/2016	750.00	0.00	07/15/2016				False	0
018-018-501000	Operating Materials & Supplies			ANNUAL SUPPORT AND MAINT 7/1-6/30 2017					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
	151645 Total:	1,500.00							
	MASTER METER INC, C	1,500.00 ✓							
MEDORA CORPORATION									
031521									
77366	7/5/2016	994.00	0.00	07/15/2016				False	0
	018-019-501000 Operating Materials				BATTERIES				
77366	7/5/2016	994.00	0.00	07/15/2016				False	0
	018-020-501000 Operating Materials & Supplies				BATTERIES				
	77366 Total:	1,988.00							
	MEDORA CORPORATIO	1,988.00 ✓							
OREGON COAST MAGAZINE									
ORCOAST									
07132016	7/13/2016	32.95	0.00	07/15/2016				False	0
	001-004-512000 Periodicals				SUBSCRIPTION				
	07132016 Total:	32.95							
	OREGON COAST MAGA	32.95 ✓							
OREGON DMV									
023150									
07062016	7/6/2016	21.00	0.00	07/15/2016				False	0
	001-002-501000 Operating Materials & Supp				2015-2016 OREGON VEHICLE CODE BOOKS				
	07062016 Total:	21.00							
	OREGON DMV Total:	21.00 ✓							

ORKIN

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
ORKIN 111543368	6/24/2016	87.72	0.00	07/15/2016				False	0
001-002-470000 Building Expense					JULY 2016 PEST CONTROL				
		<u>87.72</u>							
111543368 Total:		87.72							
ORKIN Total:		<u>87.72</u> ✓							
OVERDRIVE INC 024059									
H-0035414	7/1/2016	3,664.31	0.00	07/15/2016				False	0
001-004-517100 Digital resources					CUSTOMER ID 1093-0021 LIB PART. MAINT FEE JULY				
		<u>3,664.31</u>							
H-0035414 Total:		3,664.31							
OVERDRIVE INC Total:		<u>3,664.31</u> ✓							
PAMPLIN MEDIA GROUP, COMMUNITY NEWSPAPERS/ 031685									
15846960	7/1/2016	160.00	0.00	07/15/2016				False	0
012-102-526000 Advertisements					CODE ENF OFFICER				
		<u>160.00</u>							
15846960 Total:		160.00							
PAMPLIN MEDIA GROU		<u>160.00</u> ✓							
PHILLIPS, CYNTHIA 025515									
07122016	7/12/2016	40.00	0.00	07/15/2016				False	0
012-101-454000 Attorney					CONTRACTING ENTRIES C. PHILLIPS				
07122016	7/12/2016	100.00	0.00	07/15/2016				False	0
010-300-652980 Dock repairs					CONTRACTING ENTRIES C. PHILLIPS				
07122016	7/12/2016	50.00	0.00	07/15/2016				False	0
012-101-454000 Attorney					CONTRACTING ENTRIES C. PHILLIPS				
		<u>190.00</u> ✓							
07122016 Total:		190.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
	PHILLIPS, CYNTHIA Tot	190.00							
PORTLAND STATE UNIVERSITY									
PSU									
05162016	5/16/2016	262.00	0.00	07/15/2016				False	0
012-101-490000	Professional development				ANNUAL DUES FOR FY 2016-2017				
	05162016 Total:	262.00							
	PORTLAND STATE UNIV	262.00							
RICOH USA, INC.									
027294									
97130249	7/4/2016	199.41	0.00	07/15/2016				False	0
001-002-470000	Building Expense				POLICE COPIER 1496666-3356313				
	97130249 Total:	199.41							
	RICOH USA, INC. Total:	199.41							
SALEM POLICE DEPARTMENT, ATTN TRAINING DIVISION									
029555									
07112016	7/11/2016	99.00	0.00	07/15/2016				False	0
001-002-490000	Police Training/Supplies				ADVANCED FIELD TRAINING AND EVALUATION JOI				
	07112016 Total:	99.00							
	SALEM POLICE DEPART	99.00							
STANSBURY, ANTHONY & SAMANTHA									
STANSB									
07142016	7/14/2016	459.00	0.00	07/15/2016				False	0
001-000-324000	Planning Fees				LAND USE PLAN. PERMIT REFUND REC 01421294				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
	07142016 Total:	459.00							
	STANSBURY, ANTHONY	459.00							
TCMS CORPORATION									
033013									
014880	7/14/2016	1,857.75	0.00	07/15/2016				False	0
001-004-470000	Building Expense				G10115 CONRACT BILLING HVAC				
014880	7/14/2016	1,207.50	0.00	07/15/2016				False	0
009-202-470000	Building expense				G10115 CONRACT BILLING HVAC				
	014880 Total:	3,065.25							
014881	7/14/2016	208.50	0.00	07/15/2016				False	0
013-403-470000	Building				C10245 CONRACT BILLING HVAC				
	014881 Total:	208.50							
	TCMS CORPORATION T	3,273.75							
THE LIBRARY CORPORATION									
018420									
60638	7/8/2016	1,000.00	0.00	07/15/2016				False	0
001-004-500000	Computer Maintenance				LIB SOL LICENSE				
	60638 Total:	1,000.00							
	THE LIBRARY CORPOR	1,000.00							
WILCOX & FLEGEL									
037003									
C007493-IN	7/5/2016	1,276.27	0.00	07/15/2016				False	0
001-002-531000	Gasoline Expense				POLICE GAS				
	C007493-IN Total:	1,276.27							

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

WILCOX & FLEGEL Tota	1,276.27
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Report Total:	23,090.15
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M/S 7/14/16

Accounts Payable

To Be Paid Proof List

User: jenniferj
 Printed: 07/14/2016 - 3:53PM
 Batch: 00005.07.2016 - AP 7/15/16 FY 15-16



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
ACCELA, INC. #774375									
000496									
INV33051	4/30/2016	67.00	0.00	07/15/2016				False	0
012-106-554000	Contractual/consulting serv			APRIL 2016 WEB PAYMENTS IVR					
	INV33051 Total:	67.00 ✓							
INV33215	5/31/2016	338.00	0.00	07/15/2016				False	0
012-106-554000	Contractual/consulting serv			MAY 2016 WEB PAYMENTS IVR					
	INV33215 Total:	338.00 ✓							
INV33544	6/30/2016	71.00	0.00	07/15/2016				False	0
012-106-554000	Contractual/consulting serv			JUNE 2016 WEB PAYMENTS IVR					
	INV33544 Total:	71.00 ✓							
	ACCELA, INC. #774375 T	476.00							
AHA CONSULTING INC									
000664									
2010213	6/30/2016	3,000.00	0.00	07/15/2016				False	0
012-102-554000	Contractual/consulting serv			WEBSITE REDESIGN FINAL PAYMENT					
2010213	6/30/2016	4,000.00	0.00	07/15/2016				False	0
012-101-554000	Contractual/consulting serv			WEBSITE REDESIGN FINAL PAYMENT					
	2010213 Total:	7,000.00 ✓							
	AHA CONSULTING INC	7,000.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
AIRGAS USA, LLC									
AIRGAS									
9937588055	6/30/2016	16.50	0.00	07/15/2016				False	0
017-017-501000	Operating Materials & Sup.				CO2				
	9937588055 Total:	16.50							
	AIRGAS USA, LLC Total:	16.50							✓
ART'S AUTOMOTIVE									
001838									
75667	6/22/2016	374.78	0.00	07/15/2016				False	0
015-015-501000	Operating Materials & Supp				AUTOMOTIVE REPAIR STARTER REBUILD				
	75667 Total:	374.78							
	ART'S AUTOMOTIVE To	374.78							✓
BANKCARD CENTER									
002197									
JUNE 2016 4863	6/28/2016	153.95	0.00	07/15/2016				False	0
001-002-501000	Operating Materials & Supp				U-HAUL				
JUNE 2016 4863	6/28/2016	57.49	0.00	07/15/2016				False	0
001-002-457000	Office Supplies				OFFICE MAX				
JUNE 2016 4863	6/28/2016	45.33	0.00	07/15/2016				False	0
001-002-457000	Office Supplies				OFFICE MAX				
JUNE 2016 4863	6/28/2016	172.83	0.00	07/15/2016				False	0
001-002-502000	Equipment Expense				FLEX A CHART.COM				
JUNE 2016 4863	6/28/2016	82.50	0.00	07/15/2016				False	0
001-002-502000	Equipment Expense				RAINIER SIGN COMPANY				
JUNE 2016 4863	6/28/2016	50.96	0.00	07/15/2016				False	0
001-002-501000	Operating Materials & Supp				KEURIG				
JUNE 2016 4863	6/28/2016	88.62	0.00	07/15/2016				False	0
001-002-502000	Equipment Expense				SAFETY VISION				
JUNE 2016 4863	6/28/2016	165.35	0.00	07/15/2016				False	0
001-002-457000	Office Supplies				OFFICE MAX				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
JUNE 2016 4863	6/28/2016	120.00	0.00	07/15/2016				False	0
001-002-501000					Operating Materials & Supp	DOCKSIDE			
JUNE 2016 4863 Total:		937.03							
JUNE 2016 7727	6/28/2016	114.94	0.00	07/15/2016				False	0
013-403-457000					Office supplies	STAPPLES			
JUNE 2016 7727	6/28/2016	37.65	0.00	07/15/2016				False	0
017-417-501000					Operating materials and suppli	CELL OUTFITTERS			
JUNE 2016 7727	6/28/2016	202.00	0.00	07/15/2016				False	0
017-017-501000					Operating Materials & Sup.	AMAZON			
JUNE 2016 7727	6/28/2016	170.00	0.00	07/15/2016				False	0
013-403-490000					Professional development	CONF SPACE CLASS BMI			
JUNE 2016 7727	6/28/2016	79.00	0.00	07/15/2016				False	0
013-403-457000					Office supplies	WALMART MONITOR			
JUNE 2016 7727	6/28/2016	20.88	0.00	07/15/2016				False	0
017-417-501000					Operating materials and suppli	CELL PHONE CASE			
JUNE 2016 7727	6/28/2016	63.07	0.00	07/15/2016				False	0
017-017-501000					Operating Materials & Sup.	AMAZON PIPE COMPOUND			
JUNE 2016 7727	6/28/2016	35.14	0.00	07/15/2016				False	0
017-017-501000					Operating Materials & Sup.	AMAZON			
JUNE 2016 7727	6/28/2016	169.60	0.00	07/15/2016				False	0
017-417-501000					Operating materials and suppli	AMAZON HAND PUMP			
JUNE 2016 7727	6/28/2016	152.28	0.00	07/15/2016				False	0
011-011-501000					Operating Materials & Supp	SWANSON BARK			
JUNE 2016 7727	6/28/2016	19.88	0.00	07/15/2016				False	0
001-005-501000					Operating Materials & Supp	WALMART POISEN OAK WASH			
JUNE 2016 7727 Total:		1,064.44							
JUNE 2016 8267	6/28/2016	199.00	0.00	07/15/2016				False	0
001-105-490000					Professional development	COM DEV BUILDING PERMIT TECH EXAM			
JUNE 2016 8267	6/28/2016	2,656.00	0.00	07/15/2016				False	0
012-101-575000					Equipment	EVERYTHING TO GO DESK J. WALSH			
JUNE 2016 8267	6/28/2016	54.17	0.00	07/15/2016				False	0
013-402-457000					Office supplies	AMAZON SUPPLIES			
JUNE 2016 8267	6/28/2016	419.25	0.00	07/15/2016				False	0
001-100-490000					Professional development	MAYORS CONF HOTEL RESERVATION R. PETERSON			
JUNE 2016 8267	6/28/2016	1.75	0.00	07/15/2016				False	0
012-101-527000					Communications	TWITTER			

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
JUNE 2016 8267 Total:		3,330.17 ✓							
JUNE 2016 9549	6/28/2016	90.02	0.00	07/15/2016				False	0
001-002-457000 Office Supplies					INDEED				
JUNE 2016 9549	6/28/2016	429.00	0.00	07/15/2016				False	0
001-004-500000 Computer Maintenance					TECHSOUP				
JUNE 2016 9549	6/28/2016	80.00	0.00	07/15/2016				False	0
001-004-490000 Schools & Conventions					OLA CONFERENCE				
JUNE 2016 9549	6/28/2016	207.78	0.00	07/15/2016				False	0
001-004-500000 Computer Maintenance					TIGER DIRECT MONITORS				
JUNE 2016 9549	6/28/2016	596.47	0.00	07/15/2016				False	0
001-004-481000 Visual Materials					PBS DVDS				
JUNE 2016 9549	6/28/2016	408.91	0.00	07/15/2016				False	0
001-004-457000 Office Supplies					AMAZON OFFICE SUPPLIES				
JUNE 2016 9549	6/28/2016	413.27	0.00	07/15/2016				False	0
001-004-500000 Computer Maintenance					AMAZON OFFICE SUPPLIES				
JUNE 2016 9549	6/28/2016	30.00	0.00	07/15/2016				False	0
001-004-490000 Schools & Conventions					OLA				
JUNE 2016 9549	6/28/2016	80.00	0.00	07/15/2016				False	0
001-004-490000 Schools & Conventions					OLA				
JUNE 2016 9549	6/28/2016	80.00	0.00	07/15/2016				False	0
001-004-490000 Schools & Conventions					OLA				
JUNE 2016 9549	6/28/2016	30.00	0.00	07/15/2016				False	0
001-004-490000 Schools & Conventions					OLA				
JUNE 2016 9549	6/28/2016	318.24	0.00	07/15/2016				False	0
001-004-481000 Visual Materials					PBS DVDS				
JUNE 2016 9549	6/28/2016	15.99	0.00	07/15/2016				False	0
001-004-481000 Visual Materials					PBS DVDS				
JUNE 2016 9549 Total:		2,779.68 ✓							
BANKCARD CENTER To		8,111.32							
CANON SOLUTIONS AMERICA, INC									
021694									
4019497242	6/30/2016	80.17	0.00	07/15/2016				False	0
001-004-473000 Misc Expense					1539734 LIB COPIER				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
	4019497242 Total:	80.17 ✓							
4019543300	7/1/2016	170.19	0.00	07/15/2016				False	0
012-107-502000	Equipment expense				1634867 COPIER				
	4019543300 Total:	170.19 ✓							
	CANON SOLUTIONS AM	250.36							
CASCADE CONCRETE PRODUCTS, INC.									
005925									
65251	6/3/2016	96.00	0.00	07/15/2016				False	0
018-018-501000	Operating Materials & Supplies				MASCO FLASH GROUT 4				
	65251 Total:	96.00							
	CASCADE CONCRETE P	96.00 ✓							
CENTERLOGIC, INC.									
011595									
35381	7/1/2016	118.55	0.00	07/15/2016				False	0
012-101-500000	Information services				IT SUPPORT				
35381	7/1/2016	79.03	0.00	07/15/2016				False	0
001-100-500000	Information services				IT SUPPORT				
35381	7/1/2016	158.21	0.00	07/15/2016				False	0
001-103-500000	Information services				IT SUPPORT				
35381	7/1/2016	79.03	0.00	07/15/2016				False	0
001-104-500000	Information services				IT SUPPORT				
35381	7/1/2016	943.74	0.00	07/15/2016				False	0
001-002-500000	Computer System Maint.				IT SUPPORT				
35381	7/1/2016	735.00	0.00	07/15/2016				False	0
001-004-500000	Computer Maintenance				IT SUPPORT				
35381	7/1/2016	150.25	0.00	07/15/2016				False	0
001-105-500000	Information services				IT SUPPORT				
35381	7/1/2016	173.99	0.00	07/15/2016				False	0
012-102-500000	Information services				IT SUPPORT				
35381	7/1/2016	324.39	0.00	07/15/2016				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
013-402-500000 Information services					IT SUPPORT				
35381	7/1/2016	419.05	0.00	07/15/2016				False	0
012-106-500000 Information services					IT SUPPORT				
	35381 Total:	<u>3,181.24</u>							
	CENTERLOGIC, INC. To	3,181.24 ✓							
COLUMBIA CO. DEPT. OF COMM. JUSTICE									
007581									
201606CSH	7/6/2016	1,300.00 ✓	0.00	07/15/2016				False	0
001-005-554000 Contractual Services					PARKS WORK CREW				
201606CSH	7/6/2016	1,625.00 ✓	0.00	07/15/2016				False	0
013-403-554000 Contractual/consulting serv					PW WORK CREW				
	201606CSH Total:	<u>2,925.00</u>							
	COLUMBIA CO. DEPT. O	2,925.00							
COLUMBIA COUNTY TRANSFER STATION									
007579									
5334	6/30/2016	104.62	0.00	07/15/2016				False	0
001-005-509000 Marine board expense					MUN SOLID WASTE				
	5334 Total:	<u>104.62</u>							
	COLUMBIA COUNTY TR	104.62 ✓							
COLUMBIA FEED & SUPPLY									
008120									
23146	6/30/2016	96.40	0.00	07/15/2016				False	0
015-015-501000 Operating Materials & Supp					6 BOLTS 1 BELT				
	23146 Total:	<u>96.40</u> ✓							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
		96.40							
					COLUMBIA FEED & SUP				
CONSOLIDATED SUPPLY									
009000									
S7785668.004	6/22/2016	225.92	0.00	07/15/2016				False	0
017-017-501000					Operating Materials & Sup.	MATERIALS			
		225.92			S7785668.004 Total:				
S7785668.005	6/27/2016	790.13	0.00	07/15/2016				False	0
017-017-501000					Operating Materials & Sup.	MATERIALS			
		790.13			S7785668.005 Total:				
S7799865.002	6/22/2016	250.51	0.00	07/15/2016				False	0
017-017-501000					Operating Materials & Sup.	MATERIALS			
		250.51			S7799865.002 Total:				
S7809630.001	6/21/2016	356.85	0.00	07/15/2016				False	0
017-017-501000					Operating Materials & Sup.	MATERIALS			
		356.85			S7809630.001 Total:				
S7814956.001	6/22/2016	347.10	0.00	07/15/2016				False	0
017-017-501000					Operating Materials & Sup.	MATERIALS			
		347.10			S7814956.001 Total:				
S7814956.002	6/28/2016	251.78	0.00	07/15/2016				False	0
017-017-501000					Operating Materials & Sup.	MATERIALS			
		251.78			S7814956.002 Total:				
S7828018.001	7/1/2016	1,720.40	0.00	07/15/2016				False	0
010-302-653201					Water main replacement	MATERIALS			
		1,720.40			S7828018.001 Total:				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
	CONSOLIDATED SUPPL	3,942.69							
COUNTRY MEDIA INC.									
006800									
236918	6/29/2016	60.00	0.00	07/15/2016				False	0
	012-101-527000 Communications				CHRONICLE 4TH OF JULY				
	236918 Total:	60.00 ✓							
236932	6/29/2016	14.00	0.00	07/15/2016				False	0
	012-102-526000 Advertisements				CODE ENF.				
	236932 Total:	14.00 ✓							
236933	6/29/2016	14.00	0.00	07/15/2016				False	0
	012-102-526000 Advertisements				PRETREATMENT SP.				
	236933 Total:	14.00 ✓							
	COUNTRY MEDIA INC. T	88.00							
DAHLGREN BUILDERS SUPPLY									
009800									
10026 JUNE 2016	6/27/2016	25.94	0.00	07/15/2016				False	0
	010-300-652970 McCormick Pk Ped Bridge				MATERIALS 10026				
10026 JUNE 2016	6/27/2016	15.08	0.00	07/15/2016				False	0
	011-011-501000 Operating Materials & Supp				MATERIALS 10026				
10026 JUNE 2016	6/27/2016	172.00	0.00	07/15/2016				False	0
	012-107-457000 Office supplies				MATERIALS 10026				
10026 JUNE 2016	6/27/2016	47.30	0.00	07/15/2016				False	0
	010-300-652970 McCormick Pk Ped Bridge				MATERIALS 10026				
10026 JUNE 2016	6/27/2016	9.49	0.00	07/15/2016				False	0
	012-107-457000 Office supplies				MATERIALS 10026				
10026 JUNE 2016	6/27/2016	21.49	0.00	07/15/2016				False	0
	012-107-457000 Office supplies				MATERIALS 10026				
10026 JUNE 2016	6/27/2016	13.15	0.00	07/15/2016				False	0
	010-300-652970 McCormick Pk Ped Bridge				MATERIALS 10026				
10026 JUNE 2016	6/27/2016	-10.77	0.00	07/15/2016				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
010-300-652970 McCormick Pk Ped Bridge					MATERIALS 10026				
10026 JUNE 2016	6/27/2016	16.50	0.00	07/15/2016				False	0
012-107-457000 Office supplies					MATERIALS 10026				
10026 JUNE 2016	6/27/2016	34.55	0.00	07/15/2016				False	0
001-005-501000 Operating Materials & Supp					MATERIALS 10026				
	10026 JUNE 2016 Total:	344.73							
	DAHLGREN BUILDERS	344.73							
DEQ, OREGON									
010137									
HSRAF16-3243	6/28/2016	86.72	0.00	07/15/2016				False	0
009-209-554100 Environmental review					BOISE VENEER PLAN 163815-00				
	HSRAF16-3243 Total:	86.72							
	DEQ, OREGON Total:	86.72							
DON'S RENTAL									
010700									
487448	6/29/2016	15.33	0.00	07/15/2016				False	0
017-017-501000 Operating Materials & Sup.					PROPANE				
	487448 Total:	15.33							
	DON'S RENTAL Total:	15.33							
EAGLE STAR ROCK PRODUCTS, INC.									
010970									
31093	6/28/2016	68.71	0.00	07/15/2016				False	0
017-017-501000 Operating Materials & Sup.					ROCK 3RD ST WATER				
	31093 Total:	68.71							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
EAGLE STAR ROCK PRO		68.71							
ENNIS PAINT INC									
011409									
307932	6/17/2016	1,270.01 ✓	0.00	07/15/2016	WHITE FAST DRY PAINT CONT. #1513			False	0
011-011-501000 Operating Materials & Supp									
307932 Total:		1,270.01							
309340	6/30/2016	1,285.68 ✓	0.00	07/15/2016	WHITE FAST DRY PAINT CONT. #1513			False	0
011-011-501000 Operating Materials & Supp									
309340 Total:		1,285.68 ✓							
ENNIS PAINT INC Total:		2,555.69							
FLINT TRADING, INC.									
012250									
197910	6/21/2016	2,977.77	0.00	07/15/2016	WHITE LINE			False	0
011-011-501000 Operating Materials & Supp									
197910 Total:		2,977.77							
FLINT TRADING, INC. T		2,977.77 ✓							
H.D. FOWLER CO.									
012650									
14250501	6/24/2016	240.00	0.00	07/15/2016	MATERIALS			False	0
017-017-501000 Operating Materials & Sup.									
14250501 Total:		240.00							
H.D. FOWLER CO. Total:		240.00 ✓							

INTERSTATE BATTERY OF

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
016626									
40034311	6/21/2016	160.16	0.00	07/15/2016	SC34U BATTERY 9049			False	0
015-015-501000 Operating Materials & Supp									
	40034311 Total:	160.16							
	INTERSTATE BATTERY	160.16							
JAYNE, JOHN THOMAS									
016915									
06232016	6/23/2016	700.39	0.00	07/15/2016	DONEAUXVAN JAMES MCBRYDE			False	0
001-103-554000 Contractual/consulting serv									
	06232016 Total:	700.39							
	JAYNE, JOHN THOMAS	700.39							
JORDAN RAMIS PC									
030274									
06292016	6/29/2016	2,841.40	0.00	07/15/2016	LEGAL SERVICES			False	0
001-104-454000 Attorney									
06292016	6/29/2016	333.00	0.00	07/15/2016	LEGAL SERVICES			False	0
012-101-454000 Attorney									
	06292016 Total:	3,174.40							
	JORDAN RAMIS PC Total	3,174.40							
KOLDERUP, GRETCHEN									
007249									
06282016	6/28/2016	1,161.16	0.00	07/15/2016	AMERICAN LIB ASSOCIATION ANNUAL CONF. G. KC			False	0
001-004-490000 Schools & Conventions									
	06282016 Total:	1,161.16							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
	KOLDERUP, GRETCHEN	1,161.16							
LANG, ATTORNEY AT LAW, MARK J.									
018006									
1603	7/11/2016	360.00	0.00	07/15/2016	JAHMEL KEARSE			False	0
001-103-554000 Contractual/consulting serv									
1603 Total:		360.00							
LANG, ATTORNEY AT LA		360.00							
LAWSON PRODUCTS, INC.									
018040									
9304191098	6/27/2016	343.81	0.00	07/15/2016	MATERIALS			False	0
015-015-501000 Operating Materials & Supp									
9304191098 Total:		343.81							
LAWSON PRODUCTS, IN		343.81							
LEAF									
018101									
6594115	6/25/2016	170.00	0.00	07/15/2016	OCE VL2822C			False	0
012-107-502000 Equipment expense									
6594115 Total:		170.00							
LEAF Total:		170.00							
LEAGUE OF OREGON CITIES, ATTN: OLLO REGISTRATIONS									
018100									
17635	6/28/2016	20.00	0.00	07/15/2016	PRETREATMENT SPEC			False	0
012-102-526000 Advertisements									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
	17635 Total:	20.00							
	LEAGUE OF OREGON C	20.00 ✓							
LYLE SIGNS, INC.									
019250									
000237819	5/30/2016	82.93	0.00	07/15/2016				False	0
	011-011-505000 Street Signs				STREET SIGNS				
	000237819 Total:	82.93							
	LYLE SIGNS, INC. Total:	82.93 ✓							
MALLORY CO.									
019380									
4102192	6/21/2016	26.40	0.00	07/15/2016				False	0
	001-002-501000 Operating Materials & Supp				MATERIALS 15874				
	4102192 Total:	26.40 ✓							
4102659	6/22/2016	226.68	0.00	07/15/2016				False	0
	001-002-501000 Operating Materials & Supp				GLOVES 1971684				
	4102659 Total:	226.68 ✓							
	MALLORY CO. Total:	253.08							
ONE CALL CONCEPTS, INC.									
021950									
6010481	1/31/2016	37.62	0.00	07/15/2016				False	0
	017-017-554000 Contractual/Consult Serv.				57 TICKETS 09-0000394				
6010481	1/31/2016	37.62	0.00	07/15/2016				False	0
	018-018-554000 Contractual/Consulting Serv				57 TICKETS 09-0000394				
	6010481 Total:	75.24 ✓							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
6020480	2/29/2016	38.28	0.00	07/15/2016				False	0
018-018-554000	Contractual/Consulting Serv				58 TICKETS 09-0000394				
6020480	2/29/2016	38.28 ✓	0.00	07/15/2016				False	0
017-017-554000	Contractual/Consult Serv.				58 TICKETS 09-0000394				
6020480 Total:		76.56 ✓							
6040481	4/30/2016	42.24	0.00	07/15/2016				False	0
017-017-554000	Contractual/Consult Serv.				64 TICKETS 09-0000394				
6040481	4/30/2016	42.24 ✓	0.00	07/15/2016				False	0
018-018-554000	Contractual/Consulting Serv				64 TICKETS 09-0000394				
6040481 Total:		84.48 ✓							
6050487	5/31/2016	46.86	0.00	07/15/2016				False	0
018-018-554000	Contractual/Consulting Serv				71 TICKETS 09-0000394				
6050487	5/31/2016	46.86	0.00	07/15/2016				False	0
017-017-554000	Contractual/Consult Serv.				71 TICKETS 09-0000394				
6050487 Total:		93.72 ✓							
6060487	6/30/2016	31.02	0.00	07/15/2016				False	0
017-017-554000	Contractual/Consult Serv.				47 TICKETS 09-0000394				
6060487	6/30/2016	31.02	0.00	07/15/2016				False	0
018-018-554000	Contractual/Consulting Serv				47 TICKETS 09-0000394				
6060487 Total:		62.04 ✓							
ONE CALL CONCEPTS,		392.04							
PAULSON PRINTING									
025300									
10433	6/30/2016	60.00	0.00	07/15/2016				False	0
001-004-490000	Schools & Conventions				BUS CARDS				
10433 Total:		60.00 ✓							
C9388	6/30/2016	55.00	0.00	07/15/2016				False	0
012-106-457000	Office supplies				BUS CARDS MATT BROWN				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
	C9388 Total:	55.00 ✓							
	PAULSON PRINTING To	115.00							
PHILLIPS, CYNTHIA									
025515									
07122016	7/12/2016	70.00	0.00	07/15/2016				False	0
001-105-454000	Attorney expense				CONTRACTING ENTRIES C. PHILLIPS				
07122016	7/12/2016	20.00	0.00	07/15/2016				False	0
012-101-454000	Attorney				CONTRACTING ENTRIES C. PHILLIPS				
07122016	7/12/2016	140.00	0.00	07/15/2016				False	0
012-101-454000	Attorney				CONTRACTING ENTRIES C. PHILLIPS				
07122016	7/12/2016	80.00	0.00	07/15/2016				False	0
012-106-554000	Contractual/consulting serv				CONTRACTING ENTRIES C. PHILLIPS				
07122016	7/12/2016	20.00	0.00	07/15/2016				False	0
018-018-454000	Attorney Expense				CONTRACTING ENTRIES C. PHILLIPS				
	07122016 Total:	330.00							
	PHILLIPS, CYNTHIA Tot	330.00 ✓							
PORTLAND GENERAL ELECTRIC									
025702									
JULY 2016	7/13/2016	42.43	0.00	07/15/2016				False	0
011-011-453000	Street Lighting				STREET LIGHTS 9724				
	JULY 2016 Total:	42.43							
	PORTLAND GENERAL E	42.43 ✓							
RICOH USA INC									
027295									
5043198151	7/5/2016	105.55	0.00	07/15/2016				False	0
012-107-502000	Equipment expense				COPIER				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
	5043198151 Total:	105.55							
	RICOH USA INC Total:	105.55							
ROGERS MACHINERY COMPANY, INC									
027589									
1041964	6/30/2016	1,614.70	0.00	07/15/2016				False	0
017-417-501000 Operating materials and suppli					MATERIALS				
	1041964 Total:	1,614.70							
	ROGERS MACHINERY C	1,614.70							
SCAPPOOSE BAY WATERSHED									
030030									
06302016	6/30/2016	182.00	0.00	07/15/2016				False	0
010-300-652970 McCormick Pk Ped Bridge					PLANTS BRIDGE PROJECT				
	06302016 Total:	182.00							
	SCAPPOOSE BAY WATE	182.00							
SHERWIN-WILLIAMS									
031345									
7340-5	6/21/2016	12.95	0.00	07/15/2016				False	0
011-011-501000 Operating Materials & Supp					4237-7146-8 PAINT				
	7340-5 Total:	12.95							
	SHERWIN-WILLIAMS To	12.95							
SONSRAY MACHINERY LLC									
031592									
P13945-10	6/29/2016	368.50	0.00	07/15/2016				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
015-015-501000	Operating Materials & Supp			MATERIALS					
	P13945-10 Total:	368.50							
	SONSRAY MACHINERY	368.50							
ST. HELENS COMMUNITY FOUNDATION									
SHCF									
JUNE 21 2016	6/24/2016	758.00	0.00	07/15/2016				False	0
008-008-558104	Events			INSURANCE PREMIUM 2016-2017					
	JUNE 21 2016 Total:	758.00							
	ST. HELENS COMMUNI	758.00							
ST. HELENS MARKET FRESH IGA									
029225									
05312016	5/31/2016	29.69	0.00	07/15/2016				False	0
001-002-501000	Operating Materials & Supp			SUPPLIES					
	05312016 Total:	29.69							
	ST. HELENS MARKET F	29.69							
STAPLES BUSINESS ADVANTAGE									
031983									
3306557922	6/25/2016	32.29	0.00	07/15/2016				False	0
012-107-457000	Office supplies			OFFICE SUPPLIES					
	3306557922 Total:	32.29							
3306557923	6/25/2016	44.88	0.00	07/15/2016				False	0
012-107-457000	Office supplies			OFFICE SUPPLIES					
3306557923	6/25/2016	23.57	0.00	07/15/2016				False	0
001-103-457000	Office supplies			OFFICE SUPPLIES					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
		<u>68.45</u> ✓							
3306557923 Total:		68.45 ✓							
3307740130	7/2/2016	27.59	0.00	07/15/2016				False	0
012-107-457000 Office supplies					OFFICE SUPPLIES				
		<u>27.59</u> ✓							
3307740130 Total:		27.59 ✓							
		<u>128.33</u>							
STAPLES BUSINESS AD		128.33							
SUNSET AUTO PARTS, INC.									
020815									
932-41581	6/30/2016	81.46	0.00	07/15/2016				False	0
015-015-501000 Operating Materials & Supp					MATERIALS				
		<u>81.46</u>							
932-41581 Total:		81.46							
932-41632	6/30/2016	38.89	0.00	07/15/2016				False	0
017-017-501000 Operating Materials & Sup.					MATERIALS				
		<u>38.89</u>							
932-41632 Total:		38.89							
932-43483	6/30/2016	8.29	0.00	07/15/2016				False	0
015-015-501000 Operating Materials & Supp					MATERIALS				
		<u>8.29</u>							
932-43483 Total:		8.29							
		<u>128.64</u> ✓							
SUNSET AUTO PARTS, I		128.64 ✓							
SUNSET EQUIPMENT CO.									
032700									
36621	6/7/2016	56.68	0.00	07/15/2016				False	0
015-015-501000 Operating Materials & Supp					MATERIALS				
		<u>56.68</u>							
36621 Total:		56.68							
		<u>56.68</u> ✓							
SUNSET EQUIPMENT C		56.68 ✓							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
TEC EQUIPMENT, INC.									
0330111									
06302016	6/30/2016	6,591.77	0.00	07/15/2016				False	0
015-015-501000	Operating Materials & Supp				REPAIR / PARTS				
	06302016 Total:	6,591.77							
	TEC EQUIPMENT, INC. T	6,591.77							
TRAFFIC SAFETY SUPPLY CO., INC									
033600									
114796114676	6/20/2016	366.06	0.00	07/15/2016				False	0
011-011-501000	Operating Materials & Supp				GLASS BEADS BAG				
	114796114676 Total:	366.06							
	TRAFFIC SAFETY SUPP	366.06							
TUALATIN VALLEY WORKSHOP INC									
033827									
0023336-IN	7/14/2016	1,354.31	0.00	07/15/2016				False	0
012-107-554000	Contractual/consulting serv				JANITORIAL SERVICE CITY HALL				
	0023336-IN Total:	1,354.31							
0023337-IN	7/14/2016	1,318.70	0.00	07/15/2016				False	0
001-004-508000	Janitorial Services				JANITORIAL SERVICE COL CENTER				
	0023337-IN Total:	1,318.70							
0023338-IN	7/14/2016	475.14	0.00	07/15/2016				False	0
001-002-508000	Janitorial Services				JANITORIAL SERVICE POLICE				
	0023338-IN Total:	475.14							
0023339-IN	7/14/2016	163.96	0.00	07/15/2016				False	0
018-019-470000	Building Expense				JANITORIAL SERVICE WWTP				
0023339-IN	7/14/2016	163.97	0.00	07/15/2016				False	0
018-020-470000	Building Expense				JANITORIAL SERVICE WWTP				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
	0023339-IN Total:	<u>327.93</u> ✓							
	TUALATIN VALLEY WO	<u>3,476.08</u>							
VERIZON WIRELESS									
000720									
9767874237	7/14/2016	168.00	0.00	07/15/2016				False	0
017-017-459000 Utilities					242060134-00001				
	9767874237 Total:	<u>168.00</u>							
	VERIZON WIRELESS To	<u>168.00</u> ✓							
WILCOX & FLEGEL									
037003									
0038853-IN	5/23/2016	204.12	0.00	07/15/2016				False	0
017-417-531000 Gasoline expense					COL CITY GAS WF				
	0038853-IN Total:	<u>204.12</u> ✓							
0047088-IN	6/24/2016	378.36	0.00	07/15/2016				False	0
018-022-501000 Materials and supplies					COL CITY GAS WF				
	0047088-IN Total:	<u>378.36</u> ✓							
0048532-IN	6/27/2016	36.82	0.00	07/15/2016				False	0
018-022-501000 Materials and supplies					WWTP GAS				
	0048532-IN Total:	<u>36.82</u> ✓							
C006577-IN	6/14/2016	1,183.59	0.00	07/15/2016				False	0
001-002-531000 Gasoline Expense					POLICE GAS				
	C006577-IN Total:	<u>1,183.59</u> ✓							
C006779-IN	6/20/2016	683.33	0.00	07/15/2016				False	0
001-005-531000 Gasoline Expense					PARKS GAS				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
	C006779-IN Total:	<u>683.33</u> ✓							
C006844-IN	6/22/2016	2,613.59	0.00	07/15/2016				False	0
013-403-531000 Gasoline					SHOP GAS				
	C006844-IN Total:	<u>2,613.59</u> ✓							
	WILCOX & FLEGEL Tota	<u>5,099.81</u>							
	Report Total:	<u><u>59,344.02</u></u>							

- MFB 7/14/16

Accounts Payable

To Be Paid Proof List

User: jenniferj
 Printed: 07/27/2016 - 11:35AM
 Batch: 00017.07.2016 - AP 7/29/16 FY 16-17



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
AMERICAN SECURITY ALARMS, INC.									
001384									
85983	7/1/2016	52.50	0.00	07/29/2016				False	0
013-403-470000 Building				ALARM 984					
	85983 Total:	52.50 ✓							
85984	7/1/2016	119.85	0.00	07/29/2016				False	0
001-004-470000 Building Expense				ALARM 375					
	85984 Total:	119.85 ✓							
85985	7/1/2016	98.70	0.00	07/29/2016				False	0
001-005-501000 Operating Materials & Supp				ALARM 475					
	85985 Total:	98.70 ✓							
85986	7/1/2016	89.85	0.00	07/29/2016				False	0
001-002-470000 Building Expense				ALARM 150					
	85986 Total:	89.85 ✓							
85987	7/1/2016	89.70	0.00	07/29/2016				False	0
018-019-470000 Building Expense				ALARM 451					
	85987 Total:	89.70 ✓							
85988	7/1/2016	149.70	0.00	07/29/2016				False	0
017-417-470000 Building expense				ALARM 1215					
	85988 Total:	149.70 ✓							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
		600.30							
AMERICAN SECURITY A		600.30							
BARBEE, DIANE									
017100									
07192016	7/19/2016	30.00	0.00	07/29/2016				False	0
001-004-517000 Library Program					DUTCH BROS GIFT CARDS 3 ADULT SUMMER READ				
	07192016 Total:	30.00							
	BARBEE, DIANE Total:	30.00							
CENTERLOGIC, INC.									
011595									
35685	7/19/2016	1,049.99	0.00	07/29/2016				False	0
012-108-575000 Equipment expense					SONICWALL SECURE UPGRADE 2 YEARS				
	35685 Total:	1,049.99							
35770	7/19/2016	137.50	0.00	07/29/2016				False	0
010-305-653553 Phone system					PHONES				
	35770 Total:	137.50							
	CENTERLOGIC, INC. To	1,187.49							
CENTURY LINK									
034002									
07172016	7/17/2016	20.35	0.00	07/29/2016				False	0
018-019-458000 Telecommunication Expense					025B				
07172016	7/17/2016	20.36	0.00	07/29/2016				False	0
018-020-458000 Telecommunication Expense					025B				
07172016	7/17/2016	40.71	0.00	07/29/2016				False	0
017-017-458000 Telephone Expense					369B				
	07172016 Total:	81.42							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
	CENTURY LINK Total:	81.42 ✓							
CENTURY LINK 034004									
B11166583916197	7/15/2016	88.40	0.00	07/29/2016				False	0
017-417-458000 Telephone expense				1665					
	B11166583916197 Total:	88.40							
	CENTURY LINK Total:	88.40 ✓							
CINTAS CORPORATION-463 006830									
463658839	5/9/2016	68.12	0.00	07/29/2016				False	0
001-002-501000 Operating Materials & Supp				SUPPLIES POLICE					
	463658839 Total:	68.12 ✓							
463696828	7/25/2016	47.96	0.00	07/29/2016				False	0
018-019-470000 Building Expense				MATS					
463696828	7/25/2016	47.95	0.00	07/29/2016				False	0
018-020-470000 Building Expense				MATS					
	463696828 Total:	95.91 ✓							
	CINTAS CORPORATION	164.03 ✓							
CITY OF ST. HELENS ST.HELEN									
07272016	7/27/2016	85.12	0.00	07/29/2016				False	0
012-107-575000 Equipment expense				BUILDING PERMIT 13542 277 STRAND ROOF DRAIN					
	07272016 Total:	85.12							
	CITY OF ST. HELENS To	85.12 ✓							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
CODE PUBLISHING, INC.									
007162									
53649	7/5/2016	160.65	0.00	07/29/2016				False	0
012-102-554000	Contractual/consulting serv			ST. HELENS MUNI CODE ELECTRONIC UPDATE 7/1/1					
	53649 Total:	160.65							
	CODE PUBLISHING, INC	160.65							
COLUMBIA 911 COMMUNICATION DISTRICT									
007260									
06082016	6/8/2016	550.00	0.00	07/29/2016				False	0
001-002-554000	Contractual Services			3/1/16-2/28/17 EVERBRIDGE OUTCALL NOTIFICATIO					
06082016	6/8/2016	550.00	0.00	07/29/2016				False	0
017-017-501000	Operating Materials & Sup.			3/1/16-2/28/17 EVERBRIDGE OUTCALL NOTIFICATIO					
	06082016 Total:	1,100.00							
	COLUMBIA 911 COMMU	1,100.00							
COLUMBIA COUNTY CLERK									
007500									
07222016	7/22/2016	86.00	0.00	07/29/2016				False	0
001-104-494000	Recording fees			RECORD PUBLIC SEWER EASEMENT ENC LIC. ST. F					
	07222016 Total:	86.00							
	COLUMBIA COUNTY CL	86.00							
COMCAST									
007500									
07142016	7/14/2016	119.12	0.00	07/29/2016				False	0
001-005-458000	Telephone Expense			9228					
	07142016 Total:	119.12							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
	COMCAST Total:	119.12							
CONSOLIDATED SUPPLY									
009000									
S7838641-001	7/12/2016	864.56	0.00	07/29/2016				False	0
012-107-502000	Equipment expense				PLUMBING SUPPLIES VAUGHT BUILDING				
	S7838641-001 Total:	864.56							
	CONSOLIDATED SUPPL	864.56							
COOKING LIGHT									
009000									
07252016	7/25/2016	16.00	0.00	07/29/2016				False	0
001-004-512000	Periodicals				SUBSCRIPTION				
	07252016 Total:	16.00							
	COOKING LIGHT Total:	16.00							
COUNTRY MEDIA INC.									
006800									
237418	7/6/2016	14.00	0.00	07/29/2016				False	0
012-102-526000	Advertisements				CODE ENFORCEMENT OFFICER				
	237418 Total:	14.00							
	COUNTRY MEDIA INC. T	14.00							
DEMCO, INC.									
010130									
5913041	7/13/2016	437.16	0.00	07/29/2016				False	0
001-004-457000	Office Supplies				MATERIALS				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
	5913041 Total:	437.16							
	DEMCO, INC. Total:	437.16 ✓							
DON'S RENTAL									
010700									
487814	7/7/2016	16.59	0.00	07/29/2016	PROPANE			False	0
	017-017-501000 Operating Materials & Sup.								
	487814 Total:	16.59 ✓							
488135	7/15/2016	9.87	0.00	07/29/2016	PROPANE			False	0
	001-005-501000 Operating Materials & Supp								
	488135 Total:	9.87 ✓							
	DON'S RENTAL Total:	26.46 ✓							
E2C CORPORATION									
E2C									
3953	7/25/2016	134.94	0.00	07/29/2016	ADDITIONAL LABOR READY HRS 4TH OF JULY EVE			False	0
	008-008-558104 Events								
	3953 Total:	134.94							
	E2C CORPORATION Total:	134.94 ✓							
EAGLE STAR ROCK PRODUCTS, INC.									
010970									
31128	7/11/2016	270.78	0.00	07/29/2016	ROCK 9TH ST WATER			False	0
	010-302-653201 Water main replacement								
	31128 Total:	270.78 ✓							
31134	7/12/2016	1,020.49	0.00	07/29/2016	ROCK 9TH ST WATER			False	0
	010-302-653201 Water main replacement								

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
	31134 Total:	1,020.49 ✓							
31141	7/13/2016	497.55	0.00	07/29/2016	ROCK 9TH ST WATER			False	0
010-302-653201	Water main replacement								
	31141 Total:	497.55 ✓							
31147	7/14/2016	404.44	0.00	07/29/2016	ROCK 9TH ST WATER			False	0
010-302-653201	Water main replacement								
	31147 Total:	404.44 ✓							
31157	7/15/2016	255.34	0.00	07/29/2016	ROCK 9TH ST WATER			False	0
010-302-653201	Water main replacement								
	31157 Total:	255.34 ✓							
31167	7/18/2016	135.78	0.00	07/29/2016	ROCK 9TH ST WATER			False	0
010-302-653201	Water main replacement								
	31167 Total:	135.78 ✓							
31173	7/19/2016	261.81	0.00	07/29/2016	ROCK 9TH ST WATER			False	0
010-302-653201	Water main replacement								
	31173 Total:	261.81 ✓							
	EAGLE STAR ROCK PRO	2,846.19 ✓							
ENVIRO-CLEAN EQUIPMENT									
011455									
5405138	7/11/2016	470.95	0.00	07/29/2016	ADJUSTABLE DRAG ARM			False	0
015-015-501000	Operating Materials & Supp								
	5405138 Total:	470.95 ✓							
S16-072509	7/25/2016	1,049.71	0.00	07/29/2016	MOTOR G/B			False	0
015-015-501000	Operating Materials & Supp								

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
	S16-072509 Total:	1,049.71							
	ENVIRO-CLEAN EQUIPM	1,520.66							
FOOD & WINE									
FOOD&WIN									
07252016	7/25/2016	37.00	0.00	07/29/2016				False	0
001-004-512000	Periodicals				SUBSCRIPTION				
	07252016 Total:	37.00							
	FOOD & WINE Total:	37.00							
GRAICHEN, JACOB A.									
014039									
07272016	7/27/2016	73.89	0.00	07/29/2016				False	0
001-104-490000	Professional development				MAUL FOSTER MEETING TRAVEL EXP. J. GRAICHEN				
	07272016 Total:	73.89							
	GRAICHEN, JACOB A. T	73.89							
H.D. FOWLER CO.									
012650									
14261794	7/7/2016	193.44	0.00	07/29/2016				False	0
017-017-501000	Operating Materials & Sup.				MARKING PAINT				
14261794	7/7/2016	193.44	0.00	07/29/2016				False	0
018-018-501000	Operating Materials & Supplies				MARKING PAINT				
	14261794 Total:	386.88							
	H.D. FOWLER CO. Total:	386.88							

HACH COMPANY

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
014200									
10000674	7/5/2016	57.08	0.00	07/29/2016				False	0
017-017-501000	Operating Materials & Sup.				REAGENT SET CHLORINE				
10000674	7/5/2016	114.16	0.00	07/29/2016				False	0
017-417-472000	Lab testing				REAGENT SET CHLORINE				
	10000674 Total:	171.24							
10016138	7/14/2016	126.27	0.00	07/29/2016				False	0
018-019-501000	Operating Materials				BOD STD DILUTION				
10016138	7/14/2016	126.27	0.00	07/29/2016				False	0
018-020-501000	Operating Materials & Supplies				BOD STD DILUTION				
	10016138 Total:	252.54							
	HACH COMPANY Total:	423.78							
INGRAM LIBRARY SERVICES, INC.									
016240									
93649247	7/1/2016	-9.74	0.00	07/29/2016				False	0
001-004-511000	Printed Materials				BOOKS CREDIT MEMO				
	93649247 Total:	-9.74							
93717321	7/7/2016	10.40	0.00	07/29/2016				False	0
001-004-511000	Printed Materials				BOOKS				
	93717321 Total:	10.40							
93717322	7/7/2016	199.05	0.00	07/29/2016				False	0
001-004-511000	Printed Materials				BOOKS				
	93717322 Total:	199.05							
	INGRAM LIBRARY SERV	199.71							
MIDWEST TAPE									
020427									
94125818	7/7/2016	11.99	0.00	07/29/2016				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description					
001-004-481000	Visual Materials				DVD				
	94125818 Total:	11.99							
	MIDWEST TAPE Total:	11.99							
NIEDERMEYER, JAMES C.									
NIEDER.J									
07202016	7/20/2016	12.00	0.00	07/29/2016				False	0
001-000-354000	Misc Revenue				REFUND OF PUBLIC REC REQUEST 51214				
	07202016 Total:	12.00							
	NIEDERMEYER, JAMES	12.00							
NORTHERN SAFETY CO., INC.									
021152									
902007716	7/7/2016	653.74	0.00	07/29/2016				False	0
013-403-501000	Operating materials/supplies				MATERIALS GLOVES VESTS EYEWARE				
	902007716 Total:	653.74							
902009585	7/8/2016	488.52	0.00	07/29/2016				False	0
013-403-501000	Operating materials/supplies				MATERIALS				
	902009585 Total:	488.52							
	NORTHERN SAFETY CO	1,142.26							
NORTHSTAR CHEMICAL, INC.									
021556									
88145	7/7/2016	402.20	0.00	07/29/2016				False	0
017-417-527000	Chlorine				SODIUM HYPOCHLORITE 12.5				
	88145 Total:	402.20							
88267	7/8/2016	4,021.40	0.00	07/29/2016				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
017-417-527000 Chlorine					SODIUM HYPOCHLORITE 25%				
88267 Total:		4,021.40 ✓							
NORTHSTAR CHEMICAL		4,423.60 ✓							
NURNBERG SCIENTIFIC									
021703									
0158933-IN	7/5/2016	282.76	0.00	07/29/2016				False	0
018-019-501000 Operating Materials					MATERIALS				
0158933-IN	7/5/2016	282.76	0.00	07/29/2016				False	0
018-020-501000 Operating Materials & Supplies					MATERIALS				
0158933-IN Total:		565.52 ✓							
0159207-IN	7/12/2016	603.42	0.00	07/29/2016				False	0
018-019-501000 Operating Materials					CARTRIDGE BUFFER PH FILTER CELL NITRATE				
0159207-IN	7/12/2016	603.43	0.00	07/29/2016				False	0
018-020-501000 Operating Materials & Supplies					CARTRIDGE BUFFER PH FILTER CELL NITRATE				
0159207-IN Total:		1,206.85 ✓							
0159563-IN	7/20/2016	50.33	0.00	07/29/2016				False	0
018-019-501000 Operating Materials					BUFFER PH 7.6				
0159563-IN	7/20/2016	50.33	0.00	07/29/2016				False	0
018-020-501000 Operating Materials & Supplies					BUFFER PH 7.6				
0159563-IN Total:		100.66 ✓							
NURNBERG SCIENTIFIC		1,873.03							
OLDCASTLE PRECAST, INC.									
021742									
020169082	7/12/2016	6,097.00	0.00	07/29/2016				False	0
018-021-501000 Operating Materials & Supplies					MATERIALS				
020169082 Total:		6,097.00 ✓							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
		6,097.00							
					OLDCASTLE PRECAST,				
OREGON DMV									
023150									
61018-070116	7/1/2016	3.00	0.00	07/29/2016	CERTIFIED COURT PRINT			False	0
001-103-473000	Miscellaneous								
	61018-070116 Total:	3.00							
	OREGON DMV Total:	3.00							
PAXXO									
025380									
F16-174	7/19/2016	1,325.36	0.00	07/29/2016	LONGOPAC CASSETTE MAXI			False	0
018-020-501000	Operating Materials & Supplies								
	F16-174 Total:	1,325.36							
	PAXXO Total:	1,325.36							
PETERSEN, KANNIKAR									
PETER.KA									
07252016	7/25/2016	305.68	0.00	07/29/2016	TRASHCAN COMP SUPPLIES 2016 K. PETERSEN			False	0
009-201-558105	Summer arts in the park								
07252016	7/25/2016	29.88	0.00	07/29/2016	CC FAIR AWARDS			False	0
009-201-558108	Administration & marketing								
	07252016 Total:	335.56							
	PETERSEN, KANNIKAR	335.56							
PETERSON, RANDY									
025416									
07262016	7/26/2016	202.50	0.00	07/29/2016	OMA CONFERENCE TRAVEL EXPENSE R. PETERSON			False	0
001-100-490000	Professional development								

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
	07262016 Total:	202.50							
	PETERSON, RANDY Tot	202.50	✓						
PHILLIPS, CYNTHIA 025515									
072616	7/26/2016	1,670.00	0.00	07/29/2016				False	0
001-103-554000 Contractual/consulting serv				7/15-7/31 MUNICIPAL COURT JUDGE					
	072616 Total:	1,670.00							
	PHILLIPS, CYNTHIA Tot	1,670.00	✓						
POSTMASTER, U.S. POSTAL SERVICES 026000									
07072016	7/7/2016	739.53	0.00	07/29/2016				False	0
012-106-480000 Postage				POSTAGE ACCT 457440					
	07072016 Total:	739.53							
	POSTMASTER, U.S. POS	739.53	✓						
SIMPLEXGRINNELL LP 014130									
78772934	7/18/2016	508.65	0.00	07/29/2016				False	0
001-004-470000 Building Expense				DRY SPRINKLER SYSTEM					
	78772934 Total:	508.65							
	SIMPLEXGRINNELL LP	508.65	✓						
SOLUTIONS YES 013581									
INV75761	7/18/2016	193.79	0.00	07/29/2016				False	0

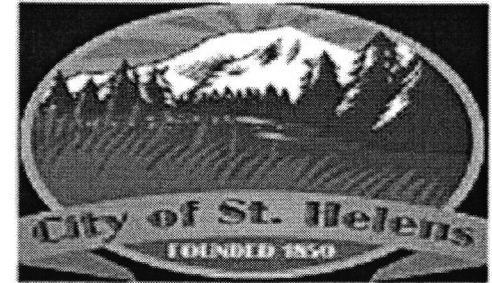
Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
012-107-502000	Equipment expense				COPIES C10184-01				
	INV75761 Total:	193.79							
	SOLUTIONS YES Total:	193.79							
SUNSET EQUIPMENT CO.									
032700									
37901	7/19/2016	264.00	0.00	07/29/2016	6 HWY PERF W SOCK			False	0
017-017-501000	Operating Materials & Sup.								
	37901 Total:	264.00							
	SUNSET EQUIPMENT C	264.00							
WILCOX & FLEGEL									
037003									
C007855-IN	7/18/2016	3,257.65	0.00	07/29/2016	SHOP GAS / DIESEL			False	0
013-403-531000	Gasoline								
	C007855-IN Total:	3,257.65							
	WILCOX & FLEGEL Tota	3,257.65							
	Report Total:	32,743.68							

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Account Number				Description	Reference				
CARQUEST AUTO PARTS STORES									
005845									
304991	6/30/2016	109.10	0.00	07/22/2016				False	0
001-002-510000	Automobile Expense			AUTO PARTS					
	304991 Total:	109.10							
305021	6/30/2016	105.75	0.00	07/22/2016				False	0
015-015-501000	Operating Materials & Supp			AUTO PARTS					
	305021 Total:	105.75							
305075	6/30/2016	14.61	0.00	07/22/2016				False	0
015-015-501000	Operating Materials & Supp			AUTO PARTS					
	305075 Total:	14.61							
305134	6/30/2016	-20.00	0.00	07/22/2016				False	0
015-015-501000	Operating Materials & Supp			AUTO PARTS					
	305134 Total:	-20.00							
306075	6/30/2016	17.37	0.00	07/22/2016				False	0
015-015-501000	Operating Materials & Supp			AUTO PARTS					
	306075 Total:	17.37							
306077	6/30/2016	16.97	0.00	07/22/2016				False	0
018-019-501000	Operating Materials			AUTO PARTS					
306077	6/30/2016	16.98	0.00	07/22/2016				False	0
018-020-501000	Operating Materials & Supplies			AUTO PARTS					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
		33.95							
306077 Total:		33.95							
306282	6/30/2016	61.36	0.00	07/22/2016				False	0
015-015-501000					Operating Materials & Supp AUTO PARTS				
		61.36							
306282 Total:		61.36							
		322.14							
		322.14 ✓			CARQUEST AUTO PART				
CENTRAL CITY CONCERN									
006279									
063016	6/30/2016	145.00	0.00	07/22/2016				False	0
001-002-501000					Operating Materials & Supp JONATHON R QUINNETT				
		145.00							
063016 Total:		145.00							
		145.00							
		145.00 ✓			CENTRAL CITY CONCE				
CHINOOK SALES & RENTALS, INC.									
006763									
89324	5/13/2016	3,500.00	0.00	07/22/2016				False	0
001-005-501000					Operating Materials & Supp LAWNMOWER TORO LONGVIEW				
		3,500.00							
89324 Total:		3,500.00							
		3,500.00							
		3,500.00 ✓			CHINOOK SALES & REN				
COLUMBIA COUNTY CLERK									
007500									
1036	7/13/2016	4.75	0.00	07/22/2016				False	0
012-107-457000					Office supplies ACCOUNT 1036 REC 139055 COPIES THROUGH 5/24/1				
		4.75							
1036 Total:		4.75							
		4.75							
		4.75 ✓			COLUMBIA COUNTY CL				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
COLUMBIA RIVER P.U.D.									
008325									
JUNE 2016	7/13/2016	433.77	0.00	07/22/2016				False	0
001-002-459000	Utilities			7493					
JUNE 2016	7/13/2016	769.55	0.00	07/22/2016				False	0
001-004-459000	Utilities			7493					
JUNE 2016	7/13/2016	1,173.20	0.00	07/22/2016				False	0
001-005-459000	Utilities			7493					
JUNE 2016	7/13/2016	205.08	0.00	07/22/2016				False	0
001-005-509000	Marine board expense			7493					
JUNE 2016	7/13/2016	5,319.00	0.00	07/22/2016				False	0
011-011-453000	Street Lighting			7493					
JUNE 2016	7/13/2016	826.83	0.00	07/22/2016				False	0
012-107-459000	Utilitites			7493					
JUNE 2016	7/13/2016	357.23	0.00	07/22/2016				False	0
013-403-459000	Utilities			7493					
JUNE 2016	7/13/2016	2,665.74	0.00	07/22/2016				False	0
017-017-459000	Utilities			7493					
JUNE 2016	7/13/2016	4,882.21	0.00	07/22/2016				False	0
017-417-459000	Utilities			7493					
JUNE 2016	7/13/2016	1,249.47	0.00	07/22/2016				False	0
018-019-534000	Electrical Energy			7493					
JUNE 2016	7/13/2016	3,748.42	0.00	07/22/2016				False	0
018-020-534000	Electrical Energy			7493					
JUNE 2016	7/13/2016	28.72	0.00	07/22/2016				False	0
018-021-459000	Utilites			7493					
JUNE 2016	7/13/2016	550.47	0.00	07/22/2016				False	0
018-022-459000	Utilities			7493					
	JUNE 2016 Total:	22,209.69							
	COLUMBIA RIVER P.U.D	22,209.69							✓
CYCLE COLUMBIA COUNTY									
CYCLE									
07212016	7/21/2016	2,500.00	0.00	07/22/2016				False	0
001-100-558100	Grants and awards				FOR COLUMBIA CENTURY CHALLENGE				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
	07212016 Total:	2,500.00							
	CYCLE COLUMBIA COU	2,500.00 ✓							
E C POWER SYSTEMS OF OREGON									
010977									
180276	6/30/2016	196.00	0.00	07/22/2016				False	0
001-002-501000	Operating Materials & Supp				SEMI ANNUAL MAINT ON GENERATOR				
	180276 Total:	196.00							
	E C POWER SYSTEMS O	196.00 ✓							
ENVIRO-CLEAN EQUIPMENT									
011455									
R16-071301	7/13/2016	523.31	0.00	07/22/2016				False	0
015-015-501000	Operating Materials & Supp				NEW WATER PUMP SYSTEM FROM SCHWARTZ				
	R16-071301 Total:	523.31							
	ENVIRO-CLEAN EQUIPM	523.31 ✓							
GLOCK INC									
013875									
SI-0145972	7/7/2016	918.00	0.00	07/22/2016				False	0
001-002-490000	Police Training/Supplies				GLOCK 17T T102372-T102373				
	SI-0145972 Total:	918.00							
	GLOCK INC Total:	918.00 ✓							
H.D. FOWLER CO.									
012650									
I4253347	6/28/2016	2,411.04	0.00	07/22/2016				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
017-017-501000	Operating Materials & Sup.			METER BOXES					
	I4253347 Total:	2,411.04							
	H.D. FOWLER CO. Total:	2,411.04 ✓							
KOLDKIST BOTTLED WATER									
007248									
06142016	6/14/2016	81.50	0.00	07/22/2016				False	0
001-002-501000	Operating Materials & Supp			169870 WATER					
	06142016 Total:	81.50							
	KOLDKIST BOTTLED W	81.50 ✓							
MAILBOXES NORTHWEST									
019366									
06302016	6/30/2016	29.01	0.00	07/22/2016				False	0
001-002-480000	Postage			OSP FORENSICS LAB SHIPPING					
	06302016 Total:	29.01							
	MAILBOXES NORTHWE	29.01 ✓							
MCCOY ELECTRIC CO., INC.									
019713									
215102	7/6/2016	903.82	0.00	07/22/2016				False	0
018-019-501000	Operating Materials			BUCKET REPAIR LAGOON WIRE / LIFT HOUR METE]					
215102	7/6/2016	301.27	0.00	07/22/2016				False	0
018-022-501000	Materials and supplies			BUCKET REPAIR LAGOON WIRE / LIFT HOUR METE]					
	215102 Total:	1,205.09 ✓							
215111	7/6/2016	470.80	0.00	07/22/2016				False	0
018-019-501000	Operating Materials			REBUILD STARTER FOR SPARE STOCK					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
215111 Total:		470.80 ✓							
MCCOY ELECTRIC CO.,		1,675.89 ✓							
MURRAY, SMITH & ASSOC., INC. 020762									
09-1078-75	6/17/2016	2,448.00	0.00	07/22/2016				False	0
010-304-653409 Godfrey Outfall					GODFREY PARK STORM SD-146 PROJECT 09-1078				
09-1078-75 Total:		2,448.00							
MURRAY, SMITH & ASS		2,448.00 ✓							
NORTHWEST NATURAL GAS 021400									
07132016	7/20/2016	15.72	0.00	07/22/2016				False	0
017-017-459000 Utilities				7720					
07132016	7/20/2016	20.60	0.00	07/22/2016				False	0
012-107-459000 Utilitites				2848					
07132016	7/20/2016	15.72	0.00	07/22/2016				False	0
013-403-459000 Utilities				8675					
07132016	7/20/2016	16.74	0.00	07/22/2016				False	0
001-002-459000 Utilities				5638					
07132016	7/20/2016	16.74	0.00	07/22/2016				False	0
012-107-459000 Utilitites				5285					
07132016	7/20/2016	13.39	0.00	07/22/2016				False	0
018-019-459000 Utilites				5750					
07132016	7/20/2016	74.64	0.00	07/22/2016				False	0
001-005-459000 Utilities				8563					
07132016	7/20/2016	13.39	0.00	07/22/2016				False	0
018-020-459000 Utilities				5750					
07132016	7/20/2016	18.67	0.00	07/22/2016				False	0
001-005-459000 Utilities				3047					
07132016 Total:		205.61							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
	NORTHWEST NATURAL	205.61 ✓							
PAMPLIN MEDIA GROUP, COMMUNITY NEWSPAPERS/ 031685									
15841344	6/30/2016	252.00	0.00	07/22/2016				False	0
	012-102-526000 Advertisements				UB SPEC.				
	15841344 Total:	252.00							
15841476	6/30/2016	150.00	0.00	07/22/2016				False	0
	012-102-526000 Advertisements				2016 SUMMER LABOR RE ISSUE CK 114681 LOST				
	15841476 Total:	150.00							
15846783	6/30/2016	162.00	0.00	07/22/2016				False	0
	012-102-526000 Advertisements				PRETREATMENT SPEC				
	15846783 Total:	162.00							
	PAMPLIN MEDIA GROU	564.00 ✓							
PAULSON PRINTING 025300									
C9393	6/30/2016	67.00	0.00	07/22/2016				False	0
	001-002-501000 Operating Materials & Supp				BUS CARDS NO NAME				
	C9393 Total:	67.00							
	PAULSON PRINTING To	67.00 ✓							
SCHOLL YARD MAINTENACE, RICK R.SCHOLL									
172692	7/5/2016	75.00	0.00	07/22/2016				False	0
	001-002-470000 Building Expense				JUNE YARDCARE				
	172692 Total:	75.00 ✓							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	SCHOLL YARD MAINT	75.00							
SHRED-IT USA, LLC SHRED-IT 8120751976	6/30/2016	134.39	0.00	07/22/2016	POLICE SHREDDING			False	0
001-002-470000 Building Expense									
8120751976 Total:		134.39							
SHRED-IT USA, LLC Tot		134.39							
WASTE MANAGEMENT OF OREGON 007750									
0577434-1514-3	7/1/2016	306.81	0.00	07/22/2016	ROLL-OFF			False	0
001-002-501000 Operating Materials & Supp									
0577434-1514-3 Total:		306.81							
WASTE MANAGEMENT		306.81							
Report Total:		38,317.14							

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Account Number	Description				Reference				
Boise White Paper, LLC									
003720									
07182016	7/18/2016	12,500.00	0.00	07/22/2016				False	0
	009-209-563000 Debt service - Principal				AUGUST 2016 NOTE PAYMENT				
	07182016 Total:	12,500.00							
	Boise White Paper, LLC To	12,500.00							
BROWN, MATTHEW									
BROWN.M									
07122016	7/12/2016	238.83	0.00	07/22/2016				False	0
	012-106-457000 Office supplies				REIMBURSEMENT IKEA / FRED METER / WALMART				
	07122016 Total:	238.83							
	BROWN, MATTHEW Tot	238.83							
CENTERLOGIC, INC.									
011595									
35279	7/1/2016	110.76	0.00	07/22/2016				False	0
	010-305-653553 Phone system				LICENSE MPSA WIN				
	35279 Total:	110.76							
	CENTERLOGIC, INC. To	110.76							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
CENTRO PRINTING SOLUTIONS									
006282									
209941	7/15/2016	296.29	0.00	07/22/2016				False	0
012-106-457000	Office supplies				PARYOLL / AP CHECKS				
	209941 Total:	296.29							
	CENTRO PRINTING SOL	296.29 ✓							
CENTURY LINK									
034004									
B11166428016193	7/11/2016	88.40	0.00	07/22/2016				False	0
001-002-458000	Telephone Expense				1664				
	B11166428016193 Total:	88.40							
	CENTURY LINK Total:	88.40 ✓							
CHINOOK SALES & RENTALS, INC.									
006763									
93145	7/18/2016	32.32	0.00	07/22/2016				False	0
001-005-501000	Operating Materials & Supp				AUTOCUT				
	93145 Total:	32.32							
	CHINOOK SALES & REN	32.32 ✓							
CINTAS CORPORATION									
037620									
5005503304	7/7/2016	38.77	0.00	07/22/2016				False	0
001-002-501000	Operating Materials & Supp				CABINET REFILL				
	5005503304 Total:	38.77							
	CINTAS CORPORATION	38.77 ✓							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
CINTAS CORPORATION-463									
006830									
463686525	7/4/2016	49.12	0.00	07/22/2016				False	0
001-002-470000	Building Expense			MATERIALS					
463686525 Total:		49.12 ✓							
463689957	7/11/2016	47.95	0.00	07/22/2016				False	0
018-019-470000	Building Expense			MATS					
463689957	7/11/2016	47.96	0.00	07/22/2016				False	0
018-020-470000	Building Expense			MATS					
463689957 Total:		95.91 ✓							
463689961	7/11/2016	43.53	0.00	07/22/2016				False	0
013-403-470000	Building			MATS					
463689961 Total:		43.53 ✓							
CINTAS CORPORATION		188.56 ✓							
CIS									
011090									
07192016	7/19/2016	116.00	0.00	07/22/2016				False	0
001-002-490000	Police Training/Supplies			9/7/16 T.MOSS, A. MILTICH, J. EGGERS, J. GASTON					
07192016 Total:		116.00							
071920162	7/19/2016	145.00	0.00	07/22/2016				False	0
001-002-490000	Police Training/Supplies			9/8/16 R, GRAHAM, J. HOGUE B. THOMPSON K. WEL					
071920162 Total:		145.00							
CIS Total:		261.00 ✓							
COLUMBIA RIVER HONDA									
008425									
4305445	7/12/2016	8.95	0.00	07/22/2016				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
018-020-501000	Operating Materials & Supplies				PUMP				
	4305445 Total:	8.95							
	COLUMBIA RIVER HON	8.95							
COMCAST									
COMCAST									
07122016	7/12/2016	134.87	0.00	07/22/2016				False	0
017-417-459000	Utilities				3238				
	07122016 Total:	134.87							
	COMCAST Total:	134.87							
DEL STROH									
BP-STRO									
07212016	7/21/2016	307.00	0.00	07/21/2016				False	0
001-000-202000	Accounts Payable				BP Refund				
	07212016 Total:	307.00							
	DEL STROH Total:	307.00							
GREENLEAF TREE RELIEF LLC									
014167									
16-1094	7/9/2016	2,000.00	0.00	07/22/2016				False	0
011-011-554000	Contractual/Consult Serv.				REMOVE FIR CHIP AND HAUL BRUSH LEAVE LOGS				
	16-1094 Total:	2,000.00							
	GREENLEAF TREE RELI	2,000.00							
HOUK, THAD									
015757									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
07152016	7/15/2016	238.60	0.00	07/22/2016				False	0
012-102-524000	Special projects				WINCO SUPPLIES / FOOD FOR CITY PICNIC BBQ				
	07152016 Total:	238.60							
	HOUK, THAD Total:	238.60 ✓							
LEAGUE OF OREGON CITIES, ATTN: OLLO REGISTRATIONS									
018100									
17879	7/13/2016	9,017.99	0.00	07/22/2016				False	0
001-100-490000	Professional development				ANNUAL MEMBERSHIP FOR FY 2016-2017				
	17879 Total:	9,017.99 ✓							
837	7/11/2016	495.00	0.00	07/22/2016				False	0
001-100-490000	Professional development				LOC 91ST ANUUAL CONF V. CARLSON				
	837 Total:	495.00							
843	7/11/2016	495.00 ✓	0.00	07/22/2016				False	0
001-100-490000	Professional development				LOC 91ST ANUUAL CONF S. CONN				
	843 Total:	495.00 ✓							
	LEAGUE OF OREGON C	10,007.99 ✓							
NORTHWEST DELI DISTRIBUTION INC									
021184									
277406	7/12/2016	529.70	0.00	07/22/2016				False	0
001-005-501000	Operating Materials & Supp				MATERIALS				
	277406 Total:	529.70 ✓							
277559	7/12/2016	1,401.67	0.00	07/22/2016				False	0
001-005-501000	Operating Materials & Supp				MATERIALS				
	277559 Total:	1,401.67 ✓							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
	NORTHWEST DELI DIST	1,931.37							
OPUS:INTERACTIVE, INC.									
021979									
279480	7/15/2016	39.00	0.00	07/22/2016				False	0
012-102-500000	Information services			5951					
	279480 Total:	39.00							
279806	7/15/2016	5.00	0.00	07/22/2016				False	0
001-002-500000	Computer System Maint.			4775					
	279806 Total:	5.00							
	OPUS:INTERACTIVE, IN	44.00							
OREGON DEPT. OF TRANSPORTATION									
023301									
07012016	7/1/2016	265.00	0.00	07/22/2016				False	0
011-011-475000	Lease expense			LEASE 7/1-6/30/17 5A-PM/LO-00736/27.60					
	07012016 Total:	265.00							
	OREGON DEPT. OF TRA	265.00							
OREGON DMV									
023150									
07012016	7/1/2016	34.50	0.00	07/22/2016				False	0
001-002-501000	Operating Materials & Supp			67431					
	07012016 Total:	34.50							
	OREGON DMV Total:	34.50							

PURDY, STEVEN

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
PUR 07132016	7/13/2016	12.00	0.00	07/22/2016				False	0
001-000-354000 Misc Revenue					REFUND PUBLIC RECORDS REQ 50270				
	07132016 Total:	12.00							
	PURDY, STEVEN Total:	12.00 ✓							
REID INVESTIGATIONS, LLC 027134									
132-16	7/5/2016	914.71	0.00	07/22/2016				False	0
001-002-501000 Operating Materials & Supp					BACKGROUND INVESTIGATION EVIN EUSTICE				
	132-16 Total:	914.71							
	REID INVESTIGATIONS	914.71 ✓							
SACCO, DOMONIQUE SACC									
0002676	7/19/2016	125.00	0.00	07/22/2016				False	0
001-000-204000 Bail Deposit					BOND TRANSFER				
	0002676 Total:	125.00							
	SACCO, DOMONIQUE T	125.00 ✓							
SELDEN, LAURIE 030715									
07212016	7/21/2016	898.31	0.00	07/22/2016				False	0
001-103-490000 Professional development					2016 ODAA SUMMER CONFERENCE				
	07212016 Total:	898.31 ✓							
073116	7/19/2016	3,015.00	0.00	07/22/2016				False	0
001-103-554000 Contractual/consulting serv					7/15-7/31 CRIMINAL PROSECUTORIAL SERVICES				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
	073116 Total:	3,015.00 ✓							
	SELDEN, LAURIE Total:	3,913.31 ✓							
ST. HELENS LIONS CLUB 028990									
JULY 2016	7/21/2016	105.00	0.00	07/22/2016				False	0
012-107-457000 Office supplies					PATRIOTIC SERVICE HOLIDAYS				
	JULY 2016 Total:	105.00							
	ST. HELENS LIONS CLU	105.00 ✓							
STROBEL, DANIELLE STRO									
0002677	7/19/2016	128.00	0.00	07/22/2016				False	0
001-000-205000 Court's Unapplied					UNAPPLIED RECEIPT				
	0002677 Total:	128.00							
	STROBEL, DANIELLE To	128.00 ✓							
SUNSET EQUIPMENT CO. 032700									
37771	7/14/2016	21.84	0.00	07/22/2016				False	0
017-017-501000 Operating Materials & Sup.					LOW SMOKE 2.6 OZ				
	37771 Total:	21.84							
	SUNSET EQUIPMENT C	21.84 ✓							
VERNON, VICKI R. 034920									
07182016	7/18/2016	260.00	0.00	07/22/2016				False	0

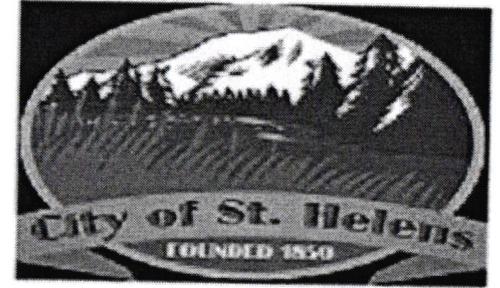
Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
001-103-554000	Contractual/consulting serv			RICHARD JOSEPH KNEAL					
	07182016 Total:	260.00							
	VERNON, VICKI R. Total	260.00							
WILCOX & FLEGEL									
037003									
C007763-IN	7/14/2016	1,131.22	0.00	07/22/2016				False	0
	001-005-531000 Gasoline Expense			GAS					
	C007763-IN Total:	1,131.22							
CL27758	7/15/2016	26.78	0.00	07/22/2016				False	0
	001-002-531000 Gasoline Expense			GAS					
	CL27758 Total:	26.78							
	WILCOX & FLEGEL Tota	1,158.00							
	Report Total:	35,365.07							

MJD 7/21/16

Accounts Payable

To Be Paid Proof List

User: jenniferj
 Printed: 07/26/2016 - 10:12AM
 Batch: 00018.07.2016 - AP 7/26/16



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
CORWIN BEVERAGE COMPANY CORW.BEV									
07262016	7/26/2016	7,500.00	0.00	07/26/2016					
008-008-558104 Events				TAXI PURCHASE FOR HALLOWEENTOWN				False	0
07262016 Total:		7,500.00							
CORWIN BEVERAGE CO		7,500.00							
Report Total:		7,500.00							

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 7/26/16
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Accounts Payable

To Be Paid Proof List

User: jenniferj
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 Batch: 00019.07.2016 - AP 7/29/16 FY 15-16



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
BULLARD LAW									
004880									
23241	7/20/2016	614.00	0.00	07/29/2016				False	0
012-101-454000 Attorney					2016 BARGAINING LEGAL SERVICES				
	23241 Total:	614.00							
	BULLARD LAW Total:	614.00							
PEACEHEALTH MEDICAL GROUP OCC.HEALTH									
025390									
03-063065	7/1/2016	115.00	0.00	07/29/2016				False	0
013-403-554000 Contractual/consulting serv					EXAMS SCOTT JAURON				
	03-063065 Total:	115.00							
	PEACEHEALTH MEDICA	115.00							
PR DIAMOND PRODUCTS, INC.									
026005									
0041512-IN	6/24/2016	188.00	0.00	07/29/2016				False	0
017-017-501000 Operating Materials & Sup.					ASPHALT GREEN CONC				
	0041512-IN Total:	188.00							
	PR DIAMOND PRODUCT	188.00							

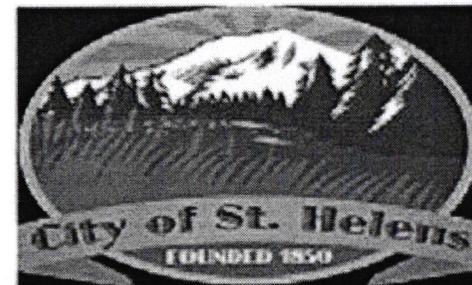
Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
SONSRAY MACHINERY LLC									
031592									
P13389-10	5/25/2016	368.19	0.00	07/29/2016				False	0
015-015-501000	Operating Materials & Supp				KIT VALVE SOL R				
	P13389-10 Total:	368.19							
	SONSRAY MACHINERY	368.19							
ST. HELENS AUTO CENTER									
028473									
58823	6/30/2016	96.77	0.00	07/29/2016				False	0
015-015-501000	Operating Materials & Supp				KIT PARTS AND ACCESSORIES				
	58823 Total:	96.77							
	ST. HELENS AUTO CEN	96.77							
SUPERIOR TIRE SERVICES									
032774									
6420404	6/29/2016	640.00	0.00	07/29/2016				False	0
015-015-501000	Operating Materials & Supp				TIRES				
	6420404 Total:	640.00							
	SUPERIOR TIRE SERVIC	640.00							
	Report Total:	2,021.96							

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7/27/16

Accounts Payable

To Be Paid Proof List

User: jenniferj
 Printed: 08/04/2016 - 11:10AM
 Batch: 00002.08.2016 - AP 08/05/16 FY 15-16



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
AKS ENGINEERING & FORESTRY									
001128									
4401-05	7/12/2016	757.50	0.00	08/05/2016				False	0
009-209-554110	Economic and Market assessmen				PROJECT 4401 2016 SURVEYING SERVICES				
	4401-05 Total:	757.50							
	AKS ENGINEERING & F	757.50							
JORDAN RAMIS PC									
030274									
124635	5/26/2016	60.00	0.00	08/05/2016				False	0
004-410-454000	Attorney				LEAGAL SERVICE BC				
	124635 Total:	60.00							
	JORDAN RAMIS PC Tota	60.00							
LAWRENCE COMPANY									
018028									
0502106-8	6/30/2016	4,208.82	0.00	08/05/2016				False	0
001-103-420000	Unemployment				METZ EMPLOYMENT TAX				
0502106-8	6/30/2016	2,793.91	0.00	08/05/2016				False	0
013-403-420000	Unemployment Ins				NEWWEY EMPLOYMENT TAX				
	0502106-8 Total:	7,002.73							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
	LAWRENCE COMPANY	7,002.73							
MASON, BRUCE, & GIRARD, INC. 019413									
20767	7/14/2016	3,732.05	0.00	08/05/2016				False	0
017-517-546000	Forestry preservation				PROJECT 0100308-CITY OF ST. HELENS MLR 100				
	20767 Total:	3,732.05							
	MASON, BRUCE, & GIR	3,732.05							
MURRAY, SMITH & ASSOC., INC. 020762									
09-1078-76	7/20/2016	2,271.56	0.00	08/05/2016				False	0
010-304-653409	Godfrey Outfall				SD-146 GODFREY PARK STORM				
	09-1078-76 Total:	2,271.56							
	MURRAY, SMITH & ASS	2,271.56							
SHRED-IT USA, LLC shred-it									
8120399927	9/30/2015	80.00	0.00	08/05/2016				False	0
012-102-554000	Contractual/consulting serv				CITY HALL SHRED 13627551				
	8120399927 Total:	80.00							
8120449322	10/31/2015	80.00	0.00	08/05/2016				False	0
012-102-554000	Contractual/consulting serv				CITY HALL SHRED 13627551				
	8120449322 Total:	80.00							
8120485414	11/30/2015	80.00	0.00	08/05/2016				False	0
012-102-554000	Contractual/consulting serv				CITY HALL SHRED 136275510				
	8120485414 Total:	80.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
8120526517	12/31/2015	85.90	0.00	08/05/2016				False	0
012-102-554000	Contractual/consulting serv			CITY HALL SHRED 136275510					
8120526517 Total:		85.90							
8120563867	1/31/2016	85.90	0.00	08/05/2016				False	0
012-102-554000	Contractual/consulting serv			CITY HALL SHRED 136275510					
8120563867 Total:		85.90							
8120601262	2/29/2016	85.90	0.00	08/05/2016				False	0
012-102-554000	Contractual/consulting serv			CITY HALL SHRED 136275510					
8120601262 Total:		85.90							
8120637494	3/31/2016	171.80	0.00	08/05/2016				False	0
012-102-554000	Contractual/consulting serv			CITY HALL SHRED 136275510					
8120637494 Total:		171.80							
8120674183	4/30/2016	85.90	0.00	08/05/2016				False	0
012-102-554000	Contractual/consulting serv			CITY HALL SHRED 136275510					
8120674183 Total:		85.90							
8120712005	5/31/2016	42.95	0.00	08/05/2016				False	0
012-102-554000	Contractual/consulting serv			CITY HALL SHRED 136275510					
8120712005 Total:		42.95							
8120749168	6/30/2016	128.85	0.00	08/05/2016				False	0
012-102-554000	Contractual/consulting serv			CITY HALL SHRED 136275510					
8120749168 Total:		128.85							
SHRED-IT USA, LLC Tot		927.20							
STAN'S REFRIGERATION									
031900									
52310	6/27/2016	65.00	0.00	08/05/2016				False	0
018-019-501000	Operating Materials			WWTP SERVICE					

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

52310 Total:	65.00
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STAN'S REFRIGERATION	65.00
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Report Total:	14,816.04
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Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
001-004-500000 Computer Maintenance				SERVERS BACKUP					
35935	8/1/2016	13.00	0.00	08/05/2016				False	0
012-101-500000 Information services				SERVERS BACKUP					
35935	8/1/2016	22.75	0.00	08/05/2016				False	0
001-100-500000 Information services				SERVERS BACKUP					
	35935 Total:	325.00							
	CENTERLOGIC, INC. To	377.50							
CINTAS CORPORATION									
037620									
5005700001	7/26/2016	138.08	0.00	08/05/2016				False	0
001-005-501000 Operating Materials & Supp				CABINET REFILL					
	5005700001 Total:	138.08							
5005700002	7/26/2016	25.73	0.00	08/05/2016				False	0
018-019-501000 Operating Materials				CABINET REFILL					
5005700002	7/26/2016	25.74	0.00	08/05/2016				False	0
018-020-501000 Operating Materials & Supplies				CABINET REFILL					
	5005700002 Total:	51.47							
	CINTAS CORPORATION	189.55							
CINTAS CORPORATION-463									
006830									
463696830	7/25/2016	43.53	0.00	08/05/2016				False	0
013-403-470000 Building				MATS					
	463696830 Total:	43.53							
	CINTAS CORPORATION	43.53							

CITY OF COLUMBIA CITY
007370

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
07262016	8/2/2016	73.27	0.00	08/05/2016				False	0
017-417-459000 Utilities				001754-001					
07262016 Total:		73.27							
CITY OF COLUMBIA CIT		73.27							
COASTWIDE LABORATORIES									
007159									
2895072	7/21/2016	110.44	0.00	08/05/2016				False	0
018-019-501000 Operating Materials				GO RAGS					
2895072	7/21/2016	110.45	0.00	08/05/2016				False	0
018-020-501000 Operating Materials & Supplies				GO RAGS					
2895072 Total:		220.89							
2895075	7/20/2016	134.04	0.00	08/05/2016				False	0
013-403-457000 Office supplies				TP / HANDSOAP					
2895075 Total:		134.04							
2896850	7/27/2016	61.42	0.00	08/05/2016				False	0
012-107-457000 Office supplies				PAPER TOWELS					
2896850 Total:		61.42							
COASTWIDE LABORATO		416.35							
CODE PUBLISHING, INC.									
007162									
53844	7/25/2016	185.20	0.00	08/05/2016				False	0
012-102-554000 Contractual/consulting serv				MUNICIPAL CODE					
53844 Total:		185.20							
CODE PUBLISHING, INC		185.20							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
COMCAST									
COMCAST									
07212016	8/2/2016	99.59	0.00	08/05/2016				False	0
001-004-500000	Computer Maintenance			8631					
07212016	8/2/2016	186.97	0.00	08/05/2016				False	0
012-107-458000	Telecommunication expense			9110					
07212016	8/2/2016	94.85	0.00	08/05/2016				False	0
012-107-458000	Telecommunication expense			8453					
07212016	8/2/2016	94.85	0.00	08/05/2016				False	0
001-004-500000	Computer Maintenance			3388					
07212016	8/2/2016	107.85	0.00	08/05/2016				False	0
001-002-458000	Telephone Expense			4855					
	07212016 Total:	584.11							
07252016	8/2/2016	102.85	0.00	08/05/2016				False	0
001-005-509000	Marine board expense			3930	MARINE BOARD				
	07252016 Total:	102.85							
	COMCAST Total:	686.96							
CONSOLIDATED SUPPLY									
009000									
S7833881.001	7/26/2016	180.18	0.00	08/05/2016				False	0
001-005-501000	Operating Materials & Supp			MATERIALS					
	S7833881.001 Total:	180.18							
S7861058.001	7/27/2016	208.76	0.00	08/05/2016				False	0
010-302-653201	Water main replacement			MATERIALS					
	S7861058.001 Total:	208.76							
	CONSOLIDATED SUPPL	388.94							

DAHLGREN BUILDERS SUPPLY
009800

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
07252016	7/25/2016	23.78	0.00	08/05/2016				False	0
008-008-558104	Events			MOUNTING TAPE FOR FIREWORKS					
07252016	7/25/2016	6.49	0.00	08/05/2016				False	0
001-005-501000	Operating Materials & Supp			MATERIALS					
07252016	7/25/2016	6.97	0.00	08/05/2016				False	0
017-017-501000	Operating Materials & Sup.			MATERIALS					
07252016	7/25/2016	8.96	0.00	08/05/2016				False	0
017-017-501000	Operating Materials & Sup.			MATERIALS					
07252016	7/25/2016	4.98	0.00	08/05/2016				False	0
011-011-501000	Operating Materials & Supp			MATERIALS					
07252016	7/25/2016	56.65	0.00	08/05/2016				False	0
018-018-501000	Operating Materials & Supplies			MATERIALS					
07252016	7/25/2016	50.15	0.00	08/05/2016				False	0
018-019-501000	Operating Materials			MATERIALS					
07252016	7/25/2016	55.09	0.00	08/05/2016				False	0
012-107-457000	Office supplies			MATERIALS					
07252016	7/25/2016	9.95	0.00	08/05/2016				False	0
017-017-501000	Operating Materials & Sup.			MATERIALS					
07252016	7/25/2016	21.49	0.00	08/05/2016				False	0
018-019-501000	Operating Materials			MATERIALS					
07252016 Total:		244.51							
DAHLGREN BUILDERS		244.51							
DAILY JOURNAL OF COMMERCE, INC									
009900									
742842598	7/18/2016	630.20	0.00	08/05/2016				False	0
010-302-653207	2 mg reserivior rehab			2 MG RESERVOIR REHAB PROJECT W-449 ACCT 100:					
742842598 Total:		630.20							
DAILY JOURNAL OF CO		630.20							
E2C CORPORATION									
E2C									
3954	7/27/2016	3,189.67	0.00	08/05/2016				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
008-008-558104 Events				HALLOWEEN PROPS/ DISCRETIONALRY SPENDING					
	3954 Total:	3,189.67 ✓							
3955	8/2/2016	3,896.38	0.00	08/05/2016				False	0
008-008-558104 Events				MARK KNUDSON VENDOR CART 2					
	3955 Total:	3,896.38 ✓							
	E2C CORPORATION Tota	7,086.05 ✓							
EAGLE STAR ROCK PRODUCTS, INC.									
010970									
31181	7/20/2016	131.24	0.00	08/05/2016				False	0
	010-302-653201 Water main replacement			ROCK 9TH ST					
31181	7/20/2016	506.48	0.00	08/05/2016				False	0
	017-017-501000 Operating Materials & Sup.			ROCK					
	31181 Total:	637.72 ✓							
31188	7/21/2016	128.45	0.00	08/05/2016				False	0
	010-302-653201 Water main replacement			ROCK 9TH ST					
	31188 Total:	128.45 ✓							
31196	7/22/2016	203.14	0.00	08/05/2016				False	0
	010-302-653201 Water main replacement			ROCK 9TH ST					
	31196 Total:	203.14 ✓							
31206	7/25/2016	127.87	0.00	08/05/2016				False	0
	010-302-653201 Water main replacement			ROCK 9TH ST					
	31206 Total:	127.87 ✓							
31213	7/26/2016	637.27	0.00	08/05/2016				False	0
	017-017-501000 Operating Materials & Sup.			ROCK					
31213	7/26/2016	133.56	0.00	08/05/2016				False	0
	010-302-653201 Water main replacement			ROCK 9TH ST					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	31213 Total:	770.83 ✓							
	EAGLE STAR ROCK PRO	1,867.97 ✓							
GRAINGER 014040 9172366727	7/20/2016	240.20	0.00	08/05/2016				False	0
	018-020-501000 Operating Materials & Supplies			FLANGE BEARING					
	9172366727 Total:	240.20							
	GRAINGER Total:	240.20 ✓							
GREENLEAF TREE RELIEF LLC 014167 16-1121	7/25/2016	800.00	0.00	08/05/2016				False	0
	011-011-554000 Contractual/Consult Serv.			TAKE DOWN HONEY LOCUST LEAVE BRUSH AND W					
	16-1121 Total:	800.00							
	GREENLEAF TREE RELI	800.00 ✓							
GUSTAFSON, GREG GUST 07272016	7/27/2016	425.00	0.00	08/05/2016				False	0
	001-004-517000 Library Program			CHILDRENS LIB PROGRAM 8/9/16					
	07272016 Total:	425.00							
	GUSTAFSON, GREG Tota	425.00 ✓							
INTEGRA TELECOM, INC. 016479 14019359	7/21/2016	397.97	0.00	08/05/2016				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
001-002-458000 Telephone Expense				754802					
14019359	7/21/2016	58.59	0.00	08/05/2016				False	0
012-106-480000 Postage				754802					
14019359	7/21/2016	1,212.18	0.00	08/05/2016				False	0
012-107-458000 Telecommunication expense				754802					
14019359	7/21/2016	305.16	0.00	08/05/2016				False	0
001-004-458000 Telephone Expense				754802					
14019359	7/21/2016	49.08	0.00	08/05/2016				False	0
017-017-458000 Telephone Expense				754802					
14019359	7/21/2016	560.18	0.00	08/05/2016				False	0
017-417-458000 Telephone expense				754802					
14019359	7/21/2016	203.85	0.00	08/05/2016				False	0
013-403-458000 Telecommunication expense				754802					
14019359	7/21/2016	179.01	0.00	08/05/2016				False	0
018-019-458000 Telecommunication Expense				754802					
14019359	7/21/2016	179.02	0.00	08/05/2016				False	0
018-020-458000 Telecommunication Expense				754802					
14019359	7/21/2016	295.26	0.00	08/05/2016				False	0
018-022-458000 Telecommunication expense				754802					
		<hr/>							
14019359 Total:		3,440.30							
		<hr/>							
INTEGRA TELECOM, IN		3,440.30							
JORDAN RAMIS PC									
030274									
07252016	7/25/2016	120.00	0.00	08/05/2016				False	0
004-410-454000 Attorney				LEGAL SERVICES					
		<hr/>							
07252016 Total:		120.00							
07262016	7/26/2016	1,486.00	0.00	08/05/2016				False	0
001-104-454000 Attorney				LEGAL SERVICES GENERAL / GUSDAL FORECLOSU.					
07262016	7/26/2016	132.00	0.00	08/05/2016				False	0
017-017-454000 Attorney Expense				LEGAL SERVICES GENERAL / GUSDAL FORECLOSU.					
		<hr/>							
07262016 Total:		1,618.00							

Invoice Number Account Number	Invoice Date	Amount	Quantity	Payment Date	Task Label Description	Type Reference	PO #	Close PO	Line #
JORDAN RAMIS PC Tota		1,738.00							
LANG, ATTORNEY AT LAW, MARK J.									
018006 1604 001-103-554000 Contractual/consulting serv	7/18/2016	120.00	0.00	08/05/2016	ROSS CLARK			False	0
1604 Total:		120.00							
LANG, ATTORNEY AT LA		120.00							
LEAF									
018101 6665492 012-107-502000 Equipment expense	8/25/2016	357.00	0.00	08/05/2016	OCE VL2822C			False	0
6665492 Total:		357.00							
LEAF Total:		357.00							
MAILBOXES NORTHWEST									
019366 07292016 018-019-472000 Lab Testing	7/29/2016	182.61	0.00	08/05/2016	POSTAGE BIOASSAY LAB			False	0
07292016 Total:		182.61							
MAILBOXES NORTHWE		182.61							
MASONS SUPPLY COMPANY									
019416 846741-00 017-017-501000 Operating Materials & Sup.	7/22/2016	231.32	0.00	08/05/2016	QUICKRETE			False	0
846741-00 018-018-501000 Operating Materials & Supplies	7/22/2016	231.33	0.00	08/05/2016	QUICKRETE			False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
	846741-00 Total:	462.65							
	MASONS SUPPLY COMP	462.65							
METROPRESORT 020292									
484920	8/2/2016	688.62	0.00	08/05/2016				False	0
	012-106-554000 Contractual/consulting serv				UB BILL PRINTING				
	484920 Total:	688.62							
	METROPRESORT Total:	688.62							
NORTHWEST DELI DISTRIBUTION INC 021184									
278038	7/29/2016	1,217.91	0.00	08/05/2016				False	0
	001-005-501000 Operating Materials & Supp				MATERIALS				
	278038 Total:	1,217.91							
	NORTHWEST DELI DIST	1,217.91							
OAWU 021691									
20953	7/1/2016	75.00	0.00	08/05/2016				False	0
	013-403-490000 Professional development				2016-2017 MEMBERSHIP RENEWAL D. ELDER				
	20953 Total:	75.00							
21025	7/1/2016	75.00	0.00	08/05/2016				False	0
	013-403-490000 Professional development				2016-2017 MEMBERSHIP RENEWAL G. DAVIS				
	21025 Total:	75.00							
21045	7/1/2016	75.00	0.00	08/05/2016				False	0
	013-403-490000 Professional development				2016-2017 MEMBERSHIP RENEWAL S. JAURON				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	21045 Total:	75.00							
	OAWU Total:	225.00							
OGFOA 022600 08012016	8/1/2016	105.00	0.00	08/05/2016				False	0
	012-106-490000 Professional development				2016-2017 MEMBERSHIP DUES JENNIFER JOHNSON				
	08012016 Total:	105.00							
08022016	8/2/2016	105.00	0.00	08/05/2016				False	0
	012-106-490000 Professional development				2016-2017 MEMBERSHIP DUES MATT BROWN				
	08022016 Total:	105.00							
	OGFOA Total:	210.00							
ONE CALL CONCEPTS, INC. 021950 6070487	7/31/2016	15.04	0.00	08/05/2016				False	0
	017-017-554000 Contractual/Consult Serv.				52 TICKETS				
6070487	7/31/2016	15.04	0.00	08/05/2016				False	0
	018-018-554000 Contractual/Consulting Serv				52 TICKETS				
	6070487 Total:	30.08							
	ONE CALL CONCEPTS,	30.08							
OREGON AMERICAN PLANNING ASSOCIATION, OR/WA JOINT C 022031 101977	8/2/2016	275.00	0.00	08/05/2016				False	0
	001-104-490000 Professional development				MEMBER CONFERENCE REG JACOB GRAICHEN				
	101977 Total:	275.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
	OREGON AMERICAN PL	275.00							
PAGEFREEZER SOFTWARE, INC.									
024630									
INV-2775	8/2/2016	900.00	0.00	08/05/2016	SOCIAL MEDIA ARCHIVING FOR GOVERNMENT			False	0
	012-102-554000 Contractual/consulting serv								
	INV-2775 Total:	900.00							
	PAGEFREEZER SOFTWA	900.00							
PAYNE, MELANIE									
PAY									
08022016	8/2/2016	15.75	0.00	08/05/2016	REIMBURSEMENT FOR CERTIFIED COPIES 2016-CR-			False	0
	001-103-473000 Miscellaneous								
	08022016 Total:	15.75							
	PAYNE, MELANIE Total:	15.75							
PETTY CASH- SHANNA DUGGAN									
018757									
07282016	7/28/2016	72.00	0.00	08/05/2016	PETTY CASH REC LIEN DOCS			False	0
	018-018-501000 Operating Materials & Supplies								
07282016	7/28/2016	3.97	0.00	08/05/2016	PETTY CASH CARD ANYA MOUCHA			False	0
	012-102-524000 Special projects								
07282016	7/28/2016	31.00	0.00	08/05/2016	PETTY CASH COFFEE			False	0
	012-107-457000 Office supplies								
07282016	7/28/2016	0.74	0.00	08/05/2016	PETTY CASH REFUND PUBLIC REC REQ M. SEMLIN			False	0
	001-000-354000 Misc Revenue								
07282016	7/28/2016	4.99	0.00	08/05/2016	PETTY CASH WATER PARKS DEPT PICNIC			False	0
	012-102-524000 Special projects								
07282016	7/28/2016	9.18	0.00	08/05/2016	PETTY CASH LUNCH WHILE DELIVERING SAMPLES			False	0
	018-019-472000 Lab Testing								
07282016	7/28/2016	6.99	0.00	08/05/2016	PETTY CASH YOUTH COUNCIL MTG COOKIES			False	0
	001-100-473000 Miscellaneous								

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
07282016	7/28/2016	60.00	0.00	08/05/2016				False	0
009-201-558108	Administration & marketing			PETTY CASH ACC FAIR AWARDS					
07282016	7/28/2016	12.76	0.00	08/05/2016				False	0
001-100-473000	Miscellaneous			PETTY CASH COUNCIL MEETING SNACKS					
07282016	7/28/2016	35.00	0.00	08/05/2016				False	0
001-100-558100	Grants and awards			PETTY CASH COUNCIL PIZZA RELAY FOR LIFE					
07282016	7/28/2016	15.00	0.00	08/05/2016				False	0
012-102-490000	Professional development			PETTY CASH OAMR REGION LUNCH MTG IN TILLAMOOK					
07282016	7/28/2016	25.00	0.00	08/05/2016				False	0
012-102-473000	Miscellaneous			PETTY CASH GET WELL GIFT BOB J.					
07282016	7/28/2016	11.98	0.00	08/05/2016				False	0
013-403-490000	Professional development			PETTY CASH SAFETY MTG DONUTS					
07282016 Total:		288.61							
PETTY CASH- SHANNA		288.61							
PORTLAND GENERAL ELECTRIC									
025702									
08022016	8/2/2016	16.72	0.00	08/05/2016				False	0
009-209-554000	Contract Services			9275					
08022016 Total:		16.72							
PORTLAND GENERAL E		16.72							
SCAPPOOSE SAND & GRAVEL									
030050									
11631	6/30/2016	152.73	0.00	08/05/2016				False	0
008-008-558104	Events			SAND - FIREWORKS					
11631 Total:		152.73							
11880	7/22/2016	186.80	0.00	08/05/2016				False	0
017-017-501000	Operating Materials & Sup.			WASHED SURGE RESIVOIR					
11880 Total:		186.80							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
	SCAPPOOSE SAND & GR	339.53							
STAPLES BUSINESS ADVANTAGE									
031983									
3308709651	7/16/2016	202.05	0.00	08/05/2016				False	0
	012-107-457000 Office supplies				SUPPLIES				
3308709651	7/16/2016	23.81	0.00	08/05/2016				False	0
	012-106-457000 Office supplies				SUPPLIES				
3308709651	7/16/2016	101.45	0.00	08/05/2016				False	0
	001-103-457000 Office supplies				TONER / CHAIR MAT				
	3308709651 Total:	327.31							
3309288273	7/23/2016	50.17	0.00	08/05/2016				False	0
	012-106-457000 Office supplies				SUPPLIES				
3309288273	7/23/2016	194.91	0.00	08/05/2016				False	0
	012-107-457000 Office supplies				SUPPLIES				
	3309288273 Total:	245.08							
3309288274	7/23/2016	9.09	0.00	08/05/2016				False	0
	012-106-457000 Office supplies				SUPPLIES				
	3309288274 Total:	9.09							
	STAPLES BUSINESS AD	581.48							
SUNSET EQUIPMENT CO.									
032700									
38085	7/26/2016	282.00	0.00	08/05/2016				False	0
	017-017-501000 Operating Materials & Sup.				HWY PERF W SOCK				
	38085 Total:	282.00							
38110	7/27/2016	282.00	0.00	08/05/2016				False	0
	017-017-501000 Operating Materials & Sup.				HWY PERF W SOCK				
	38110 Total:	282.00							

Invoice Number Account Number	Invoice Date	Amount	Quantity	Payment Date	Task Label Description	Type Reference	PO #	Close PO	Line #
SUNSET EQUIPMENT C		564.00							
TPHFCC									
007577									
07262016	7/26/2016	82.89	0.00	08/05/2016				False	0
018-019-501000 Operating Materials					J. LEAVY IMMUNIZATIONS				
07262016	7/26/2016	82.89	0.00	08/05/2016				False	0
018-020-501000 Operating Materials & Supplies					J. LEAVY IMMUNIZATIONS				
07262016 Total:		165.78							
TPHFCC Total:		165.78							
TRAFFIC SAFETY SUPPLY CO., INC									
033600									
114825	7/5/2016	1,276.86	0.00	08/05/2016				False	0
013-403-501000 Operating materials/supplies					BARRICADE TYPE II				
114825 Total:		1,276.86							
116369	7/26/2016	85.05	0.00	08/05/2016				False	0
013-403-501000 Operating materials/supplies					BARRICADE LIGHT LED				
116369 Total:		85.05							
TRAFFIC SAFETY SUPP		1,361.91							
TYPETHINK, LLC									
034599									
6908	8/1/2016	300.00	0.00	08/05/2016				False	0
012-102-554000 Contractual/consulting serv					FINAL BILL WEBSITE HOSTING LIC AND SUPPORT				
6908 Total:		300.00							
TYPETHINK, LLC Total:		300.00							

Invoice Number Account Number	Invoice Date	Amount	Quantity	Payment Date	Task Label Description	Type Reference	PO #	Close PO	Line #
VERIZON WIRELESS									
000720									
9768995269	7/20/2016	1,529.30	0.00	08/05/2016				False	0
001-002-458000 Telephone Expense				271826771-00001					
	9768995269 Total:	1,529.30 ✓							
9769044970	7/20/2016	130.38	0.00	08/05/2016				False	0
013-402-458000 Telecommunication expense				871458396-0001					
9769044970	7/20/2016	51.74	0.00	08/05/2016				False	0
001-105-458000 Telephone expense				871458396-0001					
9769044970	7/20/2016	333.23	0.00	08/05/2016				False	0
013-403-458000 Telecommunication expense				871458396-0001					
9769044970	7/20/2016	173.13	0.00	08/05/2016				False	0
017-417-458000 Telephone expense				871458396-0001					
9769044970	7/20/2016	35.74	0.00	08/05/2016				False	0
018-019-458000 Telecommunication Expense				871458396-0001					
9769044970	7/20/2016	26.80	0.00	08/05/2016				False	0
018-020-458000 Telecommunication Expense				871458396-0001					
9769044970	7/20/2016	40.01	0.00	08/05/2016				False	0
017-017-458000 Telephone Expense				871458396-0001					
9769044970	7/20/2016	26.80	0.00	08/05/2016				False	0
018-022-458000 Telecommunication expense				871458396-0001					
	9769044970 Total:	817.83 ✓							
	VERIZON WIRELESS To	2,347.13 ✓							
WILCOX & FLEGEL									
037003									
C008224-IN	7/26/2016	76.99	0.00	08/05/2016				False	0
013-403-531000 Gasoline				SHOP GAS					
	C008224-IN Total:	76.99 ✓							
C008225-IN	7/26/2016	1,032.85	0.00	08/05/2016				False	0
001-002-531000 Gasoline Expense				GAS					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
	C008225-IN Total:	1,032.85							
C008293-IN	7/28/2016	380.93	0.00	08/05/2016				False	0
001-005-531000	Gasoline Expense			GAS					
	C008293-IN Total:	380.93							
	WILCOX & FLEGEL Tota	1,490.77							
	Report Total:	30,974.12							

7/13
8/3/14

Accounts Payable

To Be Paid Proof List

User: jenniferj
 Printed: 08/05/2016 - 1:11PM
 Batch: 00006.08.2016 - AP 8/5/6

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Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
ETTER, TERRI R. ETTER.T 0805216	8/5/2016	750.00	0.00	08/05/2016				False	0
001-002-554000 Contractual Services					JULY 2016 ASSIST PD WITH ADMIN SUPPORT EVID R				
	0805216 Total:	750.00							
	ETTER, TERRI R. Total:	750.00							
	Report Total:	750.00							

*MP
8/5/16*

City of St. Helens

Job Description

Job Title: LEGAL ASSISTANT
Department: Administration
FLSA Status: Non-Exempt
Union: Yes
Date Revised: August 17, 2016

GENERAL PURPOSE

Performs complex and varied clerical work to process and transact judicial business according to policies and procedures set forth by the City's municipal court. Works with the public and must handle confidential information with discretion.

DUTIES AND RESPONSIBILITIES

(An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks that an employee may be expected to perform)

1. Contributes to a positive work environment.
2. Maintains positive relationships with all contacts inside and outside the City organization.
3. Support the duties and functions of the City Prosecutor's office through receipting and prioritizing reports, maintaining up to date confidential case files, maintain trial calendar, assist in coordination with other jurisdictions as to proper venue for defendant, and communicate with crime victims as stipulated by state law.
4. Prepares warrants, notices, subpoenas and records, as well as letters, reports and other materials.
5. Collects monies for fines, fees and bails. Issues receipts and credits for payments received. Uses standard bookkeeping procedures. Updates and maintains outstanding payments due to the Court. May assist with deposits.
6. Manages probation and diversion files.
7. Receives and answers inquiries through the mail on pending court cases. Prepares routine replies to correspondence.
8. Confers with public concerning complaints and requests on court cases and with community agencies as relates to court diversion and sentences.
9. Receives traffic citations, ordinance violations and parking citations from police department and organizes material pertinent to each case. Manages each citation accordingly to set policies and procedures.
10. Assists in maintenance of jury panel.
11. Be versed on duties and responsibilities of Municipal Court Clerk and provide services in their absence.
12. Other duties as assigned.

SPECIFICATIONS

(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience may be considered)

1) Job preparation:

a) Education

- i. Graduation from high school or equivalent GED Certification. Training in Full Court, LEDS or other computer training desirable. General knowledge of legal terminology and training in Court operations, preferred. Requires two (2) years of experience in general office or related work including the handling of confidential matters. One (1) year of prior court office and in-court session work experience desirable. Must have demonstrated ability to accurately transfer data and collect and receipt monies. Must have skill in dealing with the public using tact, good judgment and courtesy. Must have good oral and written communication skills.

b) Training

- i. Specialized skills required include the ability to use discretion in the carrying out of rules, regulations, laws and ordinances to ensure timely response and notice and proper involvement of judge, attorneys and defendants.

2) Supervision:

Received: Work is performed highly independently within established policies and procedures with general guidance given by the Municipal Court Judge and City Prosecutor. Reports to the Finance Director and/or City Administrator for administrative direction.

Exercised: Supervision of others is not a normal responsibility of positions in this classification.

3) Communication:

Relationships outside the City include very frequent and very complex communication with Oregon Driver and Motor Vehicle Services, very frequent and complex communications with the City Prosecutor, frequent and complex communications with the Columbia County Jail and court-appointed attorneys, frequent and possibly complex communications with Columbia County Corrections and circuit courts, and frequent communications with other municipal courts.

Contacts made with other City departments include frequent and sometimes complex communications with police officers and administration/community development department.

Contact with the City's residents and general public is daily including weekly court session, daily across the counter contacts with those appearing to pay tickets, fines and fees, and ask questions. Contact with residents is also made for jurors and witnesses. The nature of contacts is not always pleasant when explaining to defendants their probation obligations and fines ordered by the Judge at sentencing and following through on collections and/or imposition of said orders and sentences.

Is entrusted with and required to communicate highly confidential and sensitive information regarding cases, files and actions taken regarding issues and cases.

4) Cognitive Functions:

To a large extent, Court work is governed by state statutes, laws and ordinances. This position develops new forms and procedures necessary for maintenance of accurate and efficient court files and recordings.

Consequences of errors that could be made in the normal course of work include expiration of defendant's probation prior to completion, cost to City associated with resetting case or dismissal of a case due to failure to provide proper notifications and/or dissemination of information.

Knowledge of past practices and guidelines established by the Judge and City Prosecutor provides precedent for problem solving.

Frequent innovation is required to quickly and tactfully handle the general public and persons coming before the court and to determine which community resources to use.

Decisions most often made in the course of work include: release of information allowed by the public records act and extension of dates for fines and fees made by changing previous order of the court.

5) Working Conditions:

Employees often in this position are in direct contact with potentially violent and unstable criminal defendants without the immediate availability of assistance. Physical risk could include the occasional handling of potentially dangerous evidence during trial.

6) Resource Accountability:

Is responsible for Full Court and personal computer and other office equipment and supplies of municipal court. Weekly handles monies in collections for fines and fees and other monies collected by the court. Requests payment for budgeted expenditures with approval of Finance Director.

Maintains and controls all records and files of the municipal court such as accounting records for accounting, and such files as suspensions, probation, current docket, parking citations, correspondence, warrants, appeals, etc. These include files that contain confidential information and must be processed in strict accordance with individual constitutional rights and Oregon Public Records Laws.

EMPLOYEE ACKNOWLEDGEMENT

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

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

ACKNOWLEDGEMENT

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

Employee Name: _____

Employee Signature: _____

Date: _____

Manager Signature: _____

Date: _____

City of St. Helens

Consent Agenda for Approval

CITY COUNCIL MINUTES

Presented for approval on this 17th day of August, 2016 are the following Council minutes:

2016

- Work Session and Regular Session Minutes dated June 15, 2016
- Work Session and Regular Session Minutes dated July 20, 2016

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

June 15, 2016

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

Staff Present: John Walsh, City Administrator
Lisa Scholl, Deputy City Recorder
Margaret Jeffries, Library Director
Terry Moss, Police Chief
Neal Sheppard, Public Works Operations Director
Sue Nelson, Public Works Engineering Director

Others: Casey Wheeler Mardy Putney Seth Otto
Charla Skaggs Gretchen Williams

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

Visitor Comments

None visitor comments.

Columbia Pacific Food Bank Request

Casey Wheeler, Executive Director, from Columbia Pacific Food Bank was in attendance to submit the request. They are the regional food bank for Columbia County. They also operate the Barbara Bullis Food Pantry and the Brown Bag program. They distribute a little over eight tons of food per week to Columbia County. Food banks are moving towards more fresh and frozen food. The Food Bank needs to expand their facility. To build a new warehouse they need to obtain a piece of property. They would like the property to include garden space and teaching space. He requested the Council consider the Food Bank as they develop the Millard Road property.

Mayor Peterson asked what their time frame is. Casey responded that it is a 5-year goal. They are looking at other alternatives as well.

Council Present Morten asked what kind of traffic they have. Casey explained that they receive 30 families per day. At least 10 walk-in or bicycle-in. The increase in minimum wage will only eliminate the single individuals who work 40 hours a week. The Food Bank is strong supporters of family wage jobs.

Councilor Locke asked if they would be willing to keep what they have and add a storage unit? Casey would like to sell what they have. It's not friendly to seniors and anyone with a disability.

Councilor Conn asked if the City could help him find a piece of property closer to town. Casey said that would work.

Council President Morten reported...

- Congratulated staff on rallying together for the Code Enforcement Officer position. It will be a tremendous asset.

Councilor Carlson reported...

- Nothing to report.

Councilor Locke reported...

- Congratulated Ed Lokken on his services to fireworks. He was able to volunteer a couple times with him. It can be dangerous. Thank you to all the volunteers.

Department Reports

Police Chief Moss reported...

- Nothing to report.

Public Works Engineering Director Nelson reported...

- Nothing to report.

Public Works Operations Director Sheppard reported...

- Suggests a tailgating space be reserved for Ed Lokken at no cost.

Library Director Jeffries reported...

- Nothing to report.

Deputy City Recorder Scholl reported...

- Youth Council members need to be reappointed. Councilor Locke will bring back a list to the next meeting.

City Administrator Walsh reported...

- The next Waterfront Redevelopment Open House will be held July 6th at the Meriwether Place.
- There is a carnival on the waterfront property this weekend.

Adjourn - There being no further business, the meeting adjourned at 7:16 p.m.



Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Lisa Scholl, Deputy City Recorder

Randy Peterson, Mayor

City of St. Helens CITY COUNCIL

Work Session Minutes

July 20, 2016

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

Staff Present: John Walsh, City Administrator
Matt Brown, Finance Director
Lisa Scholl, Deputy City Recorder
Margaret Jeffries, Library Director
Terry Moss, Police Chief
Neal Sheppard, Public Works Operations Director
Jacob Graichen, City Planner
Crystal Farnsworth, Communications Officer
Anya Moucha, Mainstreet Program Coordinator
Diane Barbee, Library Technician II

Others: Chris Iverson
Gretchen Williams
Tina Curry
John Brewington
Nicole Thill
Bryan Vaerewyck
Stephanie Patterson
Jerry Belcher

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

Visitor Comments

None

Annual Report from Insurance Agent of Record

Chris Iverson, the City's insurance broker, was in attendance to give his annual report. He reviewed a summary. A copy is included in the archive meeting packet. The increase is a result of the City growing; such as the Boise site, new equipment, etc.

Annual Report from Parks Commission

Parks Commission members John Brewington, Jerry Belcher and Howard Blumenthal were in attendance to give the Parks Commission's annual report. A copy is included in the archive meeting packet. John reviewed City parks property and projects. Jerry talked about the need to have more parks maintenance staff.

Request from Chamber and Spirit of Halloweentown Update

Stephanie Patterson and Gretchen Williams were in attendance to make their request. Gretchen talked about the Spirit of Halloweentown kick-off parade on October 1. It is a collaboration between the Chamber of Commerce, Visitors Center and Stephanie Patterson. They are going to follow the same parade route as the June Kiwanis parade. The Spirit of Halloweentown parade is in addition to the Little Spooks Parade. Costumed walkers, street performers, musicians, vehicles, etc. are welcome to join the parade. She is encouraging

businesses to design a float to promote their businesses. Parade applications will be available soon. They are anticipating a minimum of 1,500 – 2,000 spectators. They are hoping for at least 150 entries. She will be working with CERT to perform traffic control. She is requesting parade fees be waived.

Stephanie talked about the community spirit coming together with Spirit of Halloweentown. She thanked the Council for being supportive.

4th Quarter Communications Report

Crystal Farnsworth, Communications Officer, was in attendance to give her 4th quarter report. A copy is included in the archive meeting packet.

Councilor Carlson talked to Crystal about featuring some of her photos on the City's website. Crystal plans to feature her photos on the new website being released in August.

Central Waterfront Update

Ted Wall of Maul Foster Alongi was in attendance to give an update on the Central Waterfront project. He reviewed a PowerPoint presentation. A copy is included in the archive meeting packet.

Council President Morten questioned the time line. Ted responded that the Portland Harbor work is proposed to begin in 2022. The EPA is claiming a six-year period. The maintenance dredging has not been happening because of the uncertainty of the Portland Harbor. Most likely, the project would not begin for 10-12 years. The next steps are to pursue a permit, which will be very extensive.

Mayor Peterson asked how we can guaranty the funding. Ted explained how this site is very valuable to the State of Oregon, particularly this region. The City will need to make that argument when finding partners.

City Administrator Walsh brought up the matter of timeliness and the Portland Harbor EPA's comment period for the cleanup plan. Ted explained the City's participation in the Portland Harbor Super Fund Cleanup program. The public comment period is through September 8. The City will be working on a comment to submit as part of the record. Councilor Carlson asked who the burden is on for public comment. Ted responded that he is working with City Administrator Walsh and his team. It would come from the City.

Council President Morten asked how the public will know what safeguards are in place and feel reassured that this is safe. Ted responded that it is primarily through education. Hazardous waste will not come here. It is soil, sand and sediment that is not clean enough to leave in the river.

♦Jerry Belcher. He thinks this is a great idea. Ted mentioned that the City is responsible for the design and development. Is the City also responsible for the crew running the project?

Mayor Peterson responded that it depends on the scenario chosen. They could either hire someone to oversee the project or partner with someone. Ted added that the cost for operations is yet to be established.

Mayor Peterson explained that the Council has been reviewing this for over a year. They are at the point now of releasing information to the public.

Council President Morten asked about DEQ's responsibility. He is concerned about the liability. Ted believes the burden would be on the operator. It's hard to speculate at this time.

Councilor Locke asked Ted to talk about the liabilities between what it is now and the proposal. Ted explained that the sediment there now would be exhumed, the liner would go down and then put back into the landfill. There is a partial liner out there now. The new liner would be across the entire site. The strength is more solid with soil than water.

Year-End Mainstreet Program Report

Mainstreet Program Coordinator Anya Moucha reviewed her PowerPoint presentation. A copy is included in the archive meeting packet.

Council thanked Anya for all of her work and enthusiasm.

Presentation of Plaque to Diane Barbee, Retiring Library Technician II

Councilor Conn thanked Diane for her 28 years of service and presented her with a plaque in appreciation of her service.

Library Director Jeffries talked about the impact Diane has had and changes she has seen throughout her 28 years.

Discuss Rate Plan Agreement with CenturyLink

City Administrator Walsh reported that this relates to the new phone system. It will significantly reduce the cost of phone service. It will pay for the phones in a short amount of time.

There were no concerns from Council.

Discuss Request from Greater St. Helens Parks & Recreation District

Council President Morten reviewed their request. A copy is included in the archive meeting packet. The District would like to enter into a 99-year lease to manage and maintain Civic Pride Park. They would like it to become a park that fits well with Eisenschmidt Pool.

Councilor Carlson was not sure at first but thought about all the kids in the area that would benefit from improved park features.

Councilor Conn spoke about her concerns. They are the Greater St. Helens Parks & Recreation District but have not been involved in any recreation other than the swimming pool. Assistant Planner Jenny Dimsho addressed Councilor Conn's concern. This is one step towards additional recreation. She suggests posting a sign that indicates that the park is maintained by the District.

Council would like to talk with the District about lease options and a partnership. Mayor Peterson directed City Administrator Walsh to contact them.

Request from Shoestring Community Players to Waive SUP & Concession Fees

Bryan Vaerewyck was in attendance to review their request. They would like to perform haunted tours, haunted clock tower tours and scarecrow tours. Henry Heimuller has granted them permission to lead a tour up to the clock tower and into the courthouse. The scarecrow tours would be on the Waterfront property, along the walkway, where some of the scarecrows would come alive.

He is requesting permission to place his ticket booth in the Plaza and project from there onto

the wall. They are partnering with the Chamber to be down here on the weekends to help direct people and sell tickets and concessions. He is also requesting fees be waived.

City Administrator Walsh is happy to see the Shoestring Community Players back again this year. He informed Bryan that he will need to work with Event Coordinator Tina Curry about the location and logistics. Bryan confirmed that he is meeting with her tomorrow.

Event Coordinator Tina Curry talked about Spirit of Halloweentown. She is coordinating vendors to make sure we don't have duplicates. There is a lot going on right now that she is not able to discuss, as per contract.

The requests for the ticket booth and fee waivers is on hold.

Review LOC Legislative Priorities Survey

After much discussion, the Council chose their four top priorities:

- 1) A. Community Development – Needed Housing Assistance Program
- 2) H. & I. Finance and Taxation – Property Tax Reform – Market Value/Local Control and Fairness and Equity
- 3) L. Finance and Tax - Property Tax Reform - Marijuana and Vaping Tax
- 4) Z. Transportation – Comprehensive, Multi-modal Transportation Funding and Policy Package

Review Public Sewer Easement Encroachment License

City Planner Graichen reviewed his memo and draft license agreement. A copy is included in the archive meeting packet.

Councilor Conn asked what would happen if the sewer had to be repaired under a building. Graichen explained that it would be the burden of the owner. The agreement states that the owner is responsible for all associated costs.

Councilor Carlson asked if Graichen is comfortable with the agreement. Graichen explained that it has been approved by the Planning Commission and reviewed by legal counsel. Carlson is concerned about lack of parking with new development going into that area.

The license will be on tonight's agenda for approval.

Review Proposed Ordinance Regarding Camping on Public ROWS and Property

City Planner Graichen reviewed his memo and draft code amendment. A copy is included in the archive meeting packet.

Council President Morten was concerned that camping was too specific. He would like it broadened to include occupying. Chief Moss chose not to use the word "occupy" because of the occasional person that might stop for a brief time to take a nap in their car.

Councilor Conn struggles with this because we don't have anywhere to send them. We need to find a place for the homeless. Graichen explained that this will address some of the recent problems we have been having with homeless. Moss agreed.

The Ordinance will be on tonight's agenda for first reading.

Discuss Participation in the Columbia Alert Network (CAN)

City Administrator Walsh reviewed their request. A copy is included in the archive meeting

packet. The Police Department has participated in the program for a number of years. C-Com is requesting the City increase our cost sharing to benefit additional departments, such as Public Works utilizing it in the case of a boil water alert.

Public Works Operations Director Sheppard supports Public Works assisting in financing the program. They have used it in the past.

Council supports the participation.

Request from Relay for Life Team City Slickers

Deputy City Recorder reviewed the team's request for funding and a donation for the silent auction. A copy of the request is included in the archive meeting packet.

Motion: Upon Carlson's motion and Morten's second, the Council unanimously granted \$150 for team supplies and luminarias and up to \$200 for a City utility bill credit; coming from Council discretionary funds.

Year End Municipal Court Report

Finance Director Brown reviewed the Municipal Court report. A copy is included in the archive meeting packet.

Department Reports

Police Chief Moss reported...

- Referring to the criminal cases Brown reported on, we have fewer officers now than we had in 2008 and anticipate more criminal cases. Police staff is working hard.
- They received 54 applications for the Code Enforcement Officer position. The successful candidate will report directly to the Police Department.
- Their new Police Officer Evin Eustice and new Reserve Officer Abbie Hanson will be sworn in tonight. Evin will begin full-time employment on August 2.
- Tonight's agenda includes an MOU with CCMH for the CIT position. The candidate is in the background phase right now.

Public Works Operations Director Sheppard reported...

- The Parks Commission discussed and recommends putting in pay showers at McCormick Park and Columbia View Park. The Marine Board has given their okay. They are getting a lot of complaints about people tying up the showers for long periods of time. Council agreed to proceed. Councilor Conn suggested self-flushing toilets as well.
- Public Works Engineering Director Nelson applied for and received a Marine Board grant to repair the docks. Approval is on tonight's agenda.
- The stormwater project by the marina should begin by the end of the month.

Library Director Jeffries reported...

- Acknowledged Diane Barbee's 28 years of service. We are fortunate to retain her part-time assistance.
- This year's budget included a significant increase in the Professional Development line item. Three support staff were able to attend a conference last week. They really appreciated the opportunity.
- Tonight's agenda includes a contract for a library consultant.
- Reviewed upcoming summer reading activities.

Finance Director Brown reported...

- Hired a full-time Utility Billing Specialist. She comes from Bank of the West. She is learning

fast and will be a valuable part of the team. She was one of over 80 applicants.

- The Office Assistant position has been increased to full-time. She will work on catching up on Utility Billing backlog. She will be available to help with other departments in the future.
- In August, there will be a proposed court fee increase.
- He has a draft RFP for IT services and is looking for Council direction. Council directed Brown to move forward on the RFP. He would also like to investigate hiring an IT person and then share with surrounding cities. Councilor Locke does not feel that we should hire on-site. The duties have become broad. Brown will email the RFP to Council for review.

Deputy City Recorder Scholl reported...

- There is a need to have a larger canopy for Relay for Life. After discussion, it was decided to borrow the Police Department canopy. Scholl will research costs to purchase a larger tent for the future.

City Administrator Walsh reported...

- Jon Ellis' retirement and send off was very nice.
- 4th of July was very successful. It was some of the best fireworks ever and the nonprofit vendors seemed to do well in sales. The CERT Team was an asset to the tailgate parking. The City would like to donate half of the proceeds from tailgate ticket sales to CERT to help with training costs. Council concurred.
- The Waterfront Open House was very successful. The presentation was fed live on Facebook.
- The new website will go live next month.
- There is a street lighting proposal agreement on tonight's agenda.
- There is an agreement with Spyglass for telecommunications on tonight's agenda.

Council Reports

Continued to tonight's meeting.

Executive Session

ORS 192.660(2)(e) Real Property Transactions

Motion: At 4:12 p.m., upon Locke's motion and Carlson's second, the Council unanimously voted to move into executive session under ORS 192.660(2)(e) Real Property Transactions.

Motion: At 5:31 p.m., upon completion of the executive session, Carlson moved to go back into work session, seconded by Locke, and unanimously approved.

Other Business

No other business.



There being no further business, the meeting was adjourned at 5:31 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Lisa Scholl, Deputy City Recorder

Randy Peterson, Mayor

City of St. Helens CITY COUNCIL

Regular Session Minutes

July 20, 2016

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

Staff Present: John Walsh, City Administrator
Matt Brown, Finance Director
Lisa Scholl, Deputy City Recorder
Terry Moss, Police Chief
Neal Sheppard, Public Works Operations Director
Cindy Phillips, Municipal Court Judge
Rick Graham, Police Lieutenant
Anthony Miltich, Police Sergeant
Evin Eustice, Police Officer
Abby Hanson, Reserve Police Officer

Others: Family of Evin Eustice Nicole Thill Jill Reynolds
Family of Abbie Hanson Rick Scholl Ernie Martin

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

Pledge of Allegiance – Mayor Peterson

Oaths of Office

Judge Phillips administered oaths of office to new Police Officer Evin Eustice and new Reserve Police Officer Abbie Hanson.

Proclamation

***American Cancer Society Relay For Life® Paint the Town Purple
July 25, 2016***

WHEREAS, Relay For Life is the signature activity of the American Cancer Society and celebrates cancer survivors and caregivers, remembers loved ones lost to the disease, and empowers individuals and communities to fight back against cancer; and

WHEREAS, money raised during Relay For Life of Columbia County supports the American Cancer Society's mission of saving lives and creating a world with less cancer and more birthdays – by helping people stay well, by helping people get well, by finding cures for cancer and by fighting back; and

WHEREAS, Relay For Life helped fund more than \$150 million in cancer research last year;

NOW, THEREFORE, BE IT RESOLVED, that I, Randy Peterson, Mayor of St. Helens, do hereby proclaim July 24-30, 2016 as, "PAINT THE TOWN PURPLE WEEK" in Columbia County and

encourage citizens to participate in the Relay For Life event at St. Helens High School on July 30, 2016.

- The American Cancer Society will "Paint the Town Purple" in celebration of its annual Relay For Life event. On **Monday, July 25, 2016**, Relay For Life volunteers will be contacting area groups, churches, and businesses to encourage community members to form teams for the Relay For Life of **Columbia County**. This is the community's opportunity to join the American Cancer Society's signature fundraising event.
- This year's Relay For Life of **Columbia County** will be held at **St. Helens High School on Saturday, July 30, 2016 at 10 a.m.** Relay brings together friends, families, businesses, hospitals, schools, faith based groups –people from all walks of life – all aimed at celebrating the lives of those who have had cancer, remembering those lost, and fighting back against the disease. Relay For Life events are held as individuals and teams gather at an athletic track, park or other gathering area, with the goal of keeping at least one team member on the track or pathway at all times throughout the evening. Teams do most of their fundraising prior to the event, but some teams also hold creative fundraisers at their Relay.
- After 100 years of saving lives and creating more birthdays, the American Cancer Society continues to lead the way in helping transform cancer from deadly to treatable and from treatable to preventable.

Today, 2 out of 3 people diagnosed with cancer are surviving for at least 5 years. In fact, more than 400 people a day in the US are celebrating birthdays that would have otherwise been lost to the disease. We've contributed to a 20 percent decline in cancer death rates in the US since the early 1990s. That means that thanks to events such as Relay For Life, the Society has saved nearly 1.2 million lives.

Invitation to Citizens for Public Comment

♦Jill Reynolds. She has been attending the Waterfront Development meetings. She is not in opposition to changes to economic development but represents a number of people who want the opportunity to ask questions and get responses. She is asking the Council to host an open house that allows public comment. We have an awesome community and great activities. There is so much we can do with the land and she would like public input to be considered.

Mayor Peterson asked if an hour-long public forum would be beneficial. Jill said yes. She would like to hold it in a large facility. Council will see what they can do.

♦Rick Scholl. The project is a redevelopment/cleanup of the mill site. EPA has requested that we take 100's of yards of dredging. There has not been opportunity for public comment. Writing on a comment card is not his style. EPA should not be allowed to dump toxic waste in our town for us to deal with long term. There is a lot going on around the project. He is concerned that we are going to give away the best part of our City. He was told in the meeting that the development would not draw in enough to just be businesses downtown. This development is the draw for the rest of the town to open their shops, clean them up and have thriving businesses. What we really need is a ferry to take people over to Woodland, like the federally funded one in Westport.

Annual Report from Municipal Judge Cindy Phillips

Judge Phillips reviewed her report. A copy is included in the archive meeting packet. She talked about the need to reconsider Court Appointed Attorneys. The rate of \$40/hour does not even consider overhead for an attorney's office. She would like the Council to reconsider raising the rate to \$50-55/hour. She would guess that local attorney's charge \$175-200/hour.

Ordinances – Final Readings

A. **Ordinance No. 3207:** An Ordinance Establishing a Three Percent Tax on the Sale of Marijuana Items by a Marijuana Retailer in the City of St. Helens

Mayor Peterson read Ordinance No. 3207 by title for the final time. **Motion:** Upon Locke's motion and Conn's second, the Council unanimously adopted Ordinance No. 3207. [Ayes: Locke, Carlson, Conn, Morten and Peterson; Nays: None]

Ordinances – First Readings

A. **Ordinance No. 3208:** An Ordinance Amending the St. Helens Municipal Code Chapter 12.20 Regarding Camping in the Public Rights of Way and on Public Property

Mayor Peterson read Ordinance No. 3208 by title for the first time. The final reading will be held at the next regular session.

Resolutions

A. **Resolution No. 1753:** A Resolution Approving Referral to the Electors of the City of St. Helens at the November 8, 2016 General Election, the Question of Whether to Establish a Three Percent Tax on the Sale of Marijuana Items by a Marijuana Retailer in the City of St. Helens

Mayor Peterson read Resolution No. 1753 by title. **Motion:** Upon Locke's motion and Conn's second, the Council unanimously adopted Resolution No. 1753. [Ayes: Locke, Carlson, Conn, Morten and Peterson; Nays: None]

Public Comment – Increase in Garbage & Recycling Rates

City Administrator Walsh reviewed the increase. It is a pass-through from the County.

There was no public comment.

B. **Resolution No. 1754:** A Resolution Establishing Garbage & Recycling Rates and Superseding Resolution No. 1700

Mayor Peterson read Resolution No. 1754 by title. **Motion:** Upon Locke's motion and Carlson's second, the Council unanimously adopted Resolution No. 1754. [Ayes: Locke, Carlson, Conn, Morten and Peterson; Nays: None]

C. **Resolution No. 1755:** A Resolution of the Common Council of the City of St. Helens, Oregon Adopting Budget, Making Appropriations, and Levying Taxes for the Fiscal Year Beginning July 1, 2016, Superseding Resolution No. 1750

Mayor Peterson read Resolution No. 1755 by title. **Motion:** Upon Conn's motion and Morten's second, the Council unanimously adopted Resolution No. 1755. [Ayes: Locke, Carlson, Conn, Morten and Peterson; Nays: None]

D. **Resolution No. 1756:** A Resolution Authorizing the Execution and Delivery of a Master Tax-Exempt Lease Purchase Agreement, and Related Instruments, and Determining Other Matters in Connection Therewith

Mayor Peterson read Resolution No. 1756 by title. **Motion:** Upon Morten's motion and Carlson's second, the Council unanimously adopted Resolution No. 1756. [Ayes: Locke, Carlson, Conn, Morten and Peterson; Nays: None]

Award Contract for Sand Island North Dock Repair Project to Advanced American Construction, Inc.

Motion: Upon Conn's motion and Morten's second, the Council unanimously awarded the contract for the Sand Island North Dock Repair Project to Advanced American Construction, Inc.

Award Contract for 2016 Asphalt Patching Project to S-2 Contractors, Inc.

Motion: Upon Morten's motion and Conn's second, the Council unanimously awarded the contract for the 2016 Asphalt Patching Project to S-2 Contractors, Inc.

Approve and/or Authorize for Signature

- A. Agreement with SpyGlass Group, LLC for Snapshot Audit of Primary Telecommunications Services
- B. Agreement with Penny Hummel Consulting for Library Strategic Planning Services
- C. Agreement with Mason, Bruce & Girard for Forestry Management Services
- D. [RATIFY] Satisfaction of Mortgage for CAT Loan Payoff – 141 Allendale Drive (Harwood)
- E. Public Sewer Easement Encroachment License – West side of N. River Street (St. Helens Marina)
- F. Outcall Notification & Alerting Services Letter Agreement for Columbia Alert Network
- G. Agreement for Crisis Intervention Team Coordinator
- H. Oregon State Marine Board Grant Agreement for North Sand Island Marine Park Boating Improvements
- I. [RATIFY] First Amendment to CR Contracting Public Improvement Contract for Crack Sealing
- J. Contract Payments
- K. Contract with Ameresco for Phase II Design & Construction for LED Lighting Project
- L. Agreement with Pauly, Rogers, and Co., PC for Audit Services for Year Ending June 30, 2016
- M. Rate Plan Agreement with CenturyLink

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

Appointments to City Boards/Commissions

Library Board (4-year terms)

- Nancy Herron's term expired 6/30/2016.

Status: At their July 12, 2016 regular meeting, the Board recommended the Council reappoint Nancy Herron.

Next Meeting: August 16, 2016

Recommendation: Reappoint Nancy Herron to an additional term. Her term will expire 6/30/20.

Motion: Upon Conn's motion and Morten's second, the Council unanimously reappointed Nancy Herron to the Library Board. Her term will expire June 30, 2020.

Motion: Upon Locke's motion and Morten's second, the Council unanimously reappointed Emma Phillips, Kaylee Ruff, Alana Saul, Amber Trenaman, Gabbie Alexander, MacKenzie Carlson, Michael Looney and Dominic Robinson to the Youth Council.

Motion: Upon Locke's motion and Carlson's second, the Council unanimously appointed Cash Lapping, Hannah Temple, Isaac VanHook and Ella Tenido to the Youth Council.

Consent Agenda for Acceptance

- A. Planning Commission Minutes dated May 10 & June 14, 2016
- B. Library Board Minutes dated April 12, May 23 & June 21, 2016
- C. Accounts Payable Bill List

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

Consent Agenda for Approval

- A. Exclusive Use Permit: Women's Softball, Campbell Park Fields 1&2, August 8 – Sept. 30
- B. Council Work Session, Public Hearing and Regular Session Minutes dated June 1, 2016
- C. Accounts Payable Bill List

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

Council Reports

Mayor Peterson reported...

- He will be attending the OMA conference tomorrow through Sunday in Lincoln City.

Councilor Conn reported...

- On September 10, the Out of Darkness Walk will be hosted by Scappoose Police. It is in honor of suicide prevention. She is personally connected because her daughter committed suicide. She is committed to its prevention.
- She graduated from the Ford Community Foundation Leadership Program. Their project was a Disaster Emergency Preparedness Fair, which was very successful.
- Keep it Local is working on a free county-wide business directory.
- CEPA and LEPC are going to become a work group and meet less frequently.
- SHEDCO is recruiting new board members and volunteers.
- Her son taught her how to use Pokémon Go. It's a lot of fun and a great opportunity for merchants to get involved.
- Columbia Economic Development met with the Transportation Committee. They are working on passing the transportation package this year that did not get passed last year.

Council President Morten reported...

- Water safety has been a huge issue around the state and nation. On August 12, at 9 a.m., Water Filtration Facility Supervisor Howie Burton, Public Works Field Supervisor/Safety Coordinator Dave Elder and Public Works Engineering Director Sue Nelson will be on KOHI to talk about and answer questions about our water supply.

Councilor Carlson reported...

- The school has agreed to offer class credit for Youth Council members. She is going to ask to have an information table when students sign up for classes. They are working on additional training for Youth Council. The kids seem excited about learning new things and careers in government.
- She is excited about the suicide walk. There are way too many people that see it as a viable option.
- Received a lot of feedback about 4th of July. She heard from people that did not know they could sign up to volunteer. She would like to create a database for vendors and volunteers when events are coming up and help is needed.
- The number of selfies with a cop that she has seen since 4th of July is astonishing. That speaks to a culture of pride and respect. The officers are appreciated. Conn agreed.

Councilor Locke reported...

- Vehicles continue to park on South 1st Street. He asked what the status is. Sheppard believes that Nelson has sent letters to the property owners and occupants there.
- He would like to designate the first two stalls in front of Wild Currant for compact vehicles parking only. Oversize vehicles there make it hard to see around the corner.

MOTION: Locke moved to direct staff to make the first two stalls in front of Wild Currant compact vehicle parking only. Conn seconded.

Discussion. Mayor Peterson would prefer to talk to Nelson before making it permanent. Council agreed to wait to discuss this at the next meeting. Sheppard will follow up with Nelson and come back to the next meeting with a recommendation.

Motion tabled until next meeting.

Department Reports

Police Chief Moss reported...

- He forgot about the parking issue on South 1st Street. He has not spoken with his staff about it. They may be able to fix the problem through enforcement.
- He knows a couple of the Youth Council appointees. They are great kids, from great families. He is glad to see their participation.
- We are now fully staffed after swearing in Evin tonight, with the exception of the Code Enforcement Officer. There is a different energy and excitement about the job with new staff on board.
- He has been discussing a project with Locke, Walsh and Sheppard. About five years ago, the City had an agreement with the County to use the new pistol range in Columbia City. Not long after starting, the EPA returned with a study recommending that range not be used. Ever since then, they have been going to Clatskanie for firearms training. That's a huge drain on resources. They have discussed using space on the Boise property.

Council President Morten suggested using space on the tree farm property. Moss has not looked at the property yet. It's more favorable to stay in town. Councilor Conn understands the Boise proximity but is concerned about neighbors in the area. Moss said it's about a half mile back and they are looking at sound barriers. It would only be used 15-20 times a year.

Public Works Operations Director Sheppard reported...

- Nothing to report.

Finance Director Brown reported...

- Nothing to report.

Deputy City Recorder Scholl reported...

- Nothing to report.

City Administrator Walsh reported...

- He talked about the Waterfront Redevelopment project. They have been working on the project for a couple years now. It began as an open, public process and continues to be. They have won awards for public participation. They received 75 comment cards from the first meeting and continue to receive them. The cards are taken into consideration. There's a lot of content to get through during the meetings.

Council President Morten reminded the Council that we did receive public comment several years ago when this began. He thinks a public forum in this room would be appropriate to capture those who did not have the opportunity to participate early on. As he travels, he looks for development similarities.

Adjourn - There being no further business, the meeting adjourned at 8:03 p.m.



Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Lisa Scholl, Deputy City Recorder

Randy Peterson, Mayor

DRAFT

Accounts Payable

To Be Paid Proof List

User: jenniferj
 Printed: 07/14/2016 - 3:19PM
 Batch: 00008.07.2016 - AP 7/15/16 FY 16-17 OVER 105



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
WIRE WORKS LLC 035698 4146 010-305-653551 Police vehicles	7/11/2016	26,822.58	0.00	07/15/2016	2015 CHEVY CAPRICE POLICE CARE REPLACEMENT			False	0
	4146 Total:	26,822.58							
	WIRE WORKS LLC Total	26,822.58							
	Report Total:	26,822.58							

- MS 7/14/16

Accounts Payable

To Be Paid Proof List

User: jenniferj
 Printed: 07/21/2016 - 1:04PM
 Batch: 00012.07.2016 - AP 7/22/2016 FY 15-16 OVER 10K



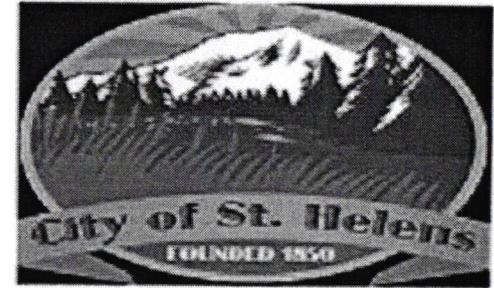
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Account Number					Description	Reference			
CONSOLIDATED SUPPLY									
009000									
S7821984.002	6/29/2016	10,811.11	0.00	07/22/2016				False	0
010-302-653201					Water main replacement				
					PIPE / GSKT / LUBE				
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		S7821984.002 Total:							
		<u>10,811.11</u>							
		CONSOLIDATED SUPPL							
		10,811.11							
MAUL FOSTER ALONGI, INC.									
019555									
26058	7/8/2016	22,552.60	0.00	07/22/2016				False	0
009-209-554000					Contract Services				
					PROJECT 0830.03.03 WWTP LAGOON ON CALL SERV				
		<u>22,552.60</u>							
		26058 Total:							
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26059	7/8/2016	20,272.08	0.00	07/22/2016				False	0
009-209-554000					Contract Services				
					PROJECT 0830.04.02 AREA WIDE PLANNING WATERF				
		<u>20,272.08</u>							
		26059 Total:							
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		MAUL FOSTER ALONGI							
		42,824.68							
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		Report Total:							
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MM
 7/21/16

Accounts Payable

To Be Paid Proof List

User: jenniferj
 Printed: 07/27/2016 - 11:36AM
 Batch: 00021.07.2016 - AP 7/29/16 FY 16-17 OVER 10K



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CENTERLOGIC, INC. 011595 35698	7/19/2016	16,481.14	0.00	07/29/2016				False	0
012-108-575000 Equipment expense				SERVER/ MICROSOFT LICENSE					
	35698 Total:	16,481.14							
	CENTERLOGIC, INC. To	16,481.14							
	Report Total:	16,481.14							

MJB
 7/27/16

Accounts Payable

To Be Paid Proof List

User: jenniferj
 Printed: 08/03/2016 - 3:47PM
 Batch: 00005.08.2016 - AP 08/05/16 FY 16-17 OVER 10K



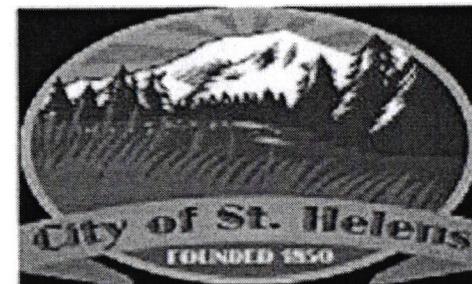
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Account Number				Description	Reference				
C.R. CONTRACTING 005222									
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011-011-549990 Crack Seal Project					2016 CRACK SEALING R-634 PART OF INV IN FY 15-1				
	174 Total:	23,656.09							
	C.R. CONTRACTING Tot	23,656.09							
	Report Total:	23,656.09							

M/B
8/3/16

Accounts Payable

To Be Paid Proof List

User: jenniferj
 Printed: 08/03/2016 - 3:47PM
 Batch: 00003.08.2016 - AP 08/05/16 FY 15-16 OVER 10K



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
C.R. CONTRACTING									
005222									
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					011-011-549990 Crack Seal Project				
					CRACK SEALING PART OF INV IN FY 16-17 PROJECT				
					174 Total:				
		46,455.11							
					C.R. CONTRACTING Tot				
		46,455.11							
DCBS- FISCAL SERVICES									
010113									
06302016	6/30/2016	10,856.16	0.00	08/05/2016				False	0
					001-000-234000 State Surcharge Payable				
					LOCAL GOV SURCHARGE FEE REPORT JAN-JUNE 20				
					06302016 Total:				
		10,856.16							
					DCBS- FISCAL SERVICE				
		10,856.16							
KENNEDY/JENKS CONSULTANTS									
017440									
102779	7/5/2016	10,506.60	0.00	08/05/2016				False	0
					010-302-653207 2 mg reservoir rehab				
					PROJECT 1676012*00 ST. HELENS 2MG RES REHAB				
					102779 Total:				
		10,506.60							
					KENNEDY/JENKS CONS				
		10,506.60							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
ST. HELENS SCHOOL DISTRICT 028955									
06302016	6/30/2016	21,787.52	0.00	08/05/2016				False	0
001-000-210000 School Excercise Tax				SCHOOL EXCISE TAS FOR PERIODS JAN 2016- JUNE					
	06302016 Total:	<u>21,787.52</u>							
	ST. HELENS SCHOOL DI	<u>21,787.52</u> ✓							
	Report Total:	<u><u>89,605.39</u></u> ✓							

MH 8/3/16